

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
MARCH 4th, 2019 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on Monday, March 4th, 2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald J. Lastowski at 7:05 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald J. Lastowski, present; Richard Wielebinski, present; Jerrod Belvin, present; Chad Kilby, present; and Harold Werkheiser, absent.

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna Asure, Township Manager; and Pamela Tripus, Township Secretary, were present.

PUBLIC COMMENT:

Annabella Lastowski, Twp. resident, stated the Pocono Township Road Crew is the best in the area and deserves a big Thank you!

ANNOUNCEMENTS:

Pocono Township Community Day will be held on 06/01/2019.

HEARING FOR ORDINANCE 2019-02

Donna Kenderdine, Court Reporter, in attendance.

Ordinance 2019-02 - Amending the Code of Ordinances, Chapter 60, Salaries and Compensation, Article 1, Commissioners -

L. DeVito, Twp. Solicitor explained the Ordinance defines the prorating of Commissioners' salaries. G. Lastowski opened the hearing to comment.

Ellen Gndt, Twp. resident, read a statement objecting to the amendment to the ordinance and stating she would challenge it. Discussion followed.

L. DeVito, Twp. Solicitor, explained it is a clarification of an existing policy. G. Lastowski noted the Board would not be wasting tax payer funds to defend this ordinance, if it was not being taken to court.

R. Wielebinski made a motion, seconded by G. Lastowski, to close the hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by J. Belvin, to adopt Ordinance 2019-02, an Ordinance of the Township of Pocono, amending the Code of Ordinances of Pocono Township, Chapter 60, Salaried and Compensation, Article 1, Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

A full copy of the transcript of the hearing may be obtained by contacting Donna Kenderdine, Court reporter.

RESOLUTIONS:

Resolution 2019-03 - Employment agreement with Kent Werkheiser -

R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution 2019-03 amending Resolution 2018-27 - the employment agreement with Kent Werkheiser as Pocono Township Chief of Police, effective 01/01/2019 through 01/06/2020 at an annually salary of \$96,142. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

RESOLUTIONS CONT:

Resolution 2019-04 - Employment agreement with Donna Asure
R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution
2019-04 amending Resolution 2018-28 - the employment agreement with
Donna Asure as Pocono Township Manager, effective 01/01/2019 through
01/01/2020 at an annual salary of \$90,100.00. Roll call vote: R.
Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes.
Motion carried.

MINUTES:

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the
minutes of the 02/19/2019 Board of Commissioner's work session. Roll
call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J.
Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes
of the 02/19/2019 Board of Commissioner's regular meeting. Roll call
vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J.
Belvin, yes. Motion carried.

PERSONNEL - G. Lastowski noted the resignation of Kristen Long from the Pocono Township Police Department.

FINANCIAL TRANSACTIONS:Ratify Vouchers Payable -

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify
vouchers payable received through 02/28/2019 in the amount of \$1,671.17.
Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes;
and J. Belvin, yes. Motion carried.

Ratify Gross Payroll -

G. Lastowski made a motion, seconded by C. Kilby, to ratify gross payroll
for pay period ending 02/17/2019 in the amount of \$96,800.74. Roll call
vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J.
Belvin, yes. Motion carried.

Vouchers Payable

G. Lastowski made a motion, seconded by J. Belvin, to approve vouchers
payable received through 02/28/2019 in the amount of \$115,840.50. Roll
call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J.
Belvin, yes. Motion carried.

Capital Expenditures

G. Lastowski made a motion, seconded by R. Wielebinski, to approve
capital expenditures received through 02/28/2019 in the amount of
\$4,001.18. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C.
Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT - Gerald Lastowski

BCRA - G. Lastowski reported he and D. Asure, Twp. Manager, met with BCRA and discussed the top issues they are facing.

- a) Rt. 715 waterline is ready to bid with a bid opening of 04/10/2019. The water line will run outside the TLC 1st base line. They may be required to close the ballfield during construction. They will cut through the existing basketball court and will need guidance on restoring the court. The line will run under the Rt. 80 bridge and ramps with a time line of completion by late September. Once completed, it will require a resolution for the service area. BCRA is on line to purchase PJJWA.
- b) New water tanks are proposed on the former Gantzhorn property. Two 750,000 gallon tanks will be installed.
- c) Second 1.7 Million gallon tank is proposed to be located on PMSD property.
- d) In the next five to ten years, BCRA is considering running a second water line up Rt. 611. BCRA is looking for grants for funding and they are requesting the Township to consider requiring mandatory connections.

C. Kilby questioned where the line will run from the Rt. 715 tanks. G. Lastowski noted along Rt. 715.

Pocono Gas - Ertle

G. Lastowski requested an update on the cars parked at the site. D. Asure, Twp. Manager, will discuss the property with Missy Prugar, Zoning Officer.

COMMISSIONERS COMMENTSRichard Wielebinski, Vice President

Monthly Zoning Report - R. Wielebinski requested a monthly report from the Zoning Officer on the status of the violations and zoning activities.

175 Laurel Lake Road - R. Wielebinski noted there is trash, vehicles, poles, etc. on the property.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Zoning Officer to conduct an inspection at 175 Laurel Lake Road for possible violations of the Township's junk Ordinance. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2831 Bartonsville Ave

R. Wielebinski Made a motion, seconded by C. Kilby, to authorize the Zoning Officer to file a Notice of Violation for 2831 Bartonsville Ave based on the inspection done concerning dangerous structure violations.

G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Harold Werkheiser, Commissioner - Absent

REPORT OF THE COMMISSIONERS CONT:

Chad Kilby, Commissioner

Intersection Lighting- C. Kilby noted he toured the sites with J. Belvin and PPL. R. Wielebinski questioned the type of lighting for TLC park. Discussion followed on types of lighting for TLC park. It was reported to stay within the current budgeted amount, the project may need to be phased in.

Website Logo Contest - C. Kilby requested the Board consider allowing the residents to pick the new logo.

C. Kilby made a motion, seconded by R. Wielebinski, to utilize the designs provided by the website creator, develop a contest for Township residents to run no more than two months, collecting feedback on the various designs. G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. resident, asked if residents could submit designs. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PennDOT Pondering concerns on Rt. 715 North - D.ASURE, Twp. Manager, explained she spoke to PennDOT and they will send a PennDOT manager to inspect.

Rt. 611/Old Mill Bridge - request for inspection report from PennDOT - C. Kilby requested the Twp. Engineer request inspection records for the bridge. J. Tresslar, Twp. Engineer, will inspect the bridge and contact PennDOT.

Rt. 611/715 Realignment Project - Request for sidewalks and light incorporation in to project scope - C. Kilby made a motion, seconded by J. Belvin, to reach out to the PennDOT Engineer, to strongly suggest include sidewalks and street lighting in the redesign plan. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Jerrod Belvin, Commissioner

Return of service weapon to Robert Miller - 25 years of service J. Belvin made a motion, seconded by R. Wielebinski, to return the service weapon to Robert Miller for 25 years of service with Pocono Township's Police Department. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2565 Bartonville Ave -

J. Belvin made a motion, seconded by G. Lastowski, to authorize the zoning officer to inspect 2565 Bartonville Ave, (Former Wine Press Inn) for a possible dangerous structure including the deteriorating Pavilion behind property. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Property 12/11A/1/92

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the zoning officer to inspect the property (Tax ID: 12/11A/1/92) - located behind the Dunkin Donuts between 2055 & 2039 Rt. 611. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE COMMISSIONERS - J. BELVIN CONT:

Corner of Laurel Loop and Rt. 611

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Zoning Officer to file a notice of violation for the Corner of Laurel Loop and Rt. 611 based on an inspection done for violations of dangerous structures. (12/11A/1/93). G. Lastowski opened the meeting to public comment. Mike Velardi, Twp. resident, questioned why the Zoning Officer needed approval. L. DeVito, Twp. Solicitor, explained the procedure is in the Ordinance.

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORTS:

Public Works Department - None

Administration - Manager's Report

TLC Playground equipment - D. Asure, Twp. Manager, noted the Park Board recommended the purchase of new playground equipment for TLC park. It is estimated to be over the bid threshold. Discussion followed.

J. Belvin made a motion, seconded by G. Lastowski, to authorize the Twp. Manager to go out to bid for playground equipment for TLC as recommended by the park board. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Regional Comprehensive Plan update- D. Asure, Twp. Manager, explained a meeting was held and grant funding is being applied for. Once the funding is in place and a consultant is hired, the Board will need to determine who will represent the Township at the meetings.

Traffic Task Force - D. Asure, Twp. Manager, noted Christine Meinhart-Fritz, Monroe County Planning Director, has offered to meeting with the Board of Commissioners to discuss her knowledge of current PennDOT projects and their impact on Pocono Township. C. Kilby noted the scope of the task force committee is for the immediate traffic concerns. D. Asure will set up a workshop.

Thursday on the Green Advertising-

G. Lastowski made a motion, seconded by J. Belvin, to enter into an advertising contract with Mese Magazine for \$1,000.00 (reduced rate) for 3 ads as negotiated by the park board in exchange for a table at Thursday on the Green and ability to distribute magazines at Park and Recreation functions. G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. resident, asked about the magazine. D. Asure, Twp. Manager, explained it is a magazine for family and comes out bi-monthly.

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Heat Pump - D. Asure, Twp. Manager, noted three quotes were received for replacement of the heat pump.

G. Lastowski made a motion, seconded by C. Kilby, to authorize the replacement of one four-ton roof top heat pump from Super Heat, Inc. as the lowest of three quotes received in that amount of \$7,895.00. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert Replacement project - J. Tresslar, Twp. Engineer, noted he is working with the grant writer.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, explained it will start in the spring.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave - J. Tresslar, Twp. Engineer, noted it is on hold until the grant awarded.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, explained he is working to obtaining permits and go out to bid.

Culvert cleaning maintenance - J. Tresslar, Twp. Engineer, explained he is working on an overall recommendation.

Master sidewalk plan - part of multi-modal grant - J. Tresslar, Twp. Engineer, requested a work session for discussion. Discussion followed. J. Tresslar explained he is working on the cost estimate.

G. Lastowski suggested holding a Saturday work session. Discussion followed. The Board concurred not to hold a Saturday work session.

Archer Lane Update - J. Tresslar, Twp. Engineer, explained he is working on the grading ordinance. R. Wielebinski noted a recent correspondence from MCCD and Mr. Archer to improve the drainage. Discussion followed.

Learn Road to Fish Hill Road culvert inspection - J. Tresslar, Twp. Engineer, explained they inspected the culvert and it is in need of repair.

Transfer Switch - J. Tresslar, Twp. Engineer, contacted Keystone for the information for the bid package.

TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring wells update - No report.

Weis Market Traffic Signal and Lights - L. DeVito, Twp. Solicitor, explained a letter was sent to Mr. Insalacco concerning the connection of his sign to the Township's light box. Mr. Insalacco has not responded. C. Kilby made a motion, seconded by J. Belvin, to hire an electrician to remove the Weis Marker sign breaker from the Township box and place a sign on the box to state "for access call Pocono Township and tampering is unlawful" on the box. Discussion followed on the cost to the Township for their sign and if the lock is broken again. G. Lastowski opened the meeting to public comment. Mike Velardi, Twp. resident, suggested alternate ways to disable the connection. Annabella Lastowski, Twp. resident, asked who owns it? C. Kilby noted it was a junction box for the Traffic signal. Ellen Gndt, Twp. resident, questioned what law they were breaking. Shawn Goucher, Pocono Township Police, noted it was a theft of services.

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to request the staff to calculate the electric usage over the 28 years the Weis market sign was connected and authorize the Twp. Solicitor to send Mr. Insalacco a letter and a bill. G. Lastowski opened the meeting to public comment. Annabella Lastowski, Twp. resident, suggested a 30-day maximum for payment then fine. Randy Peechkata, Twp. resident, questioned if it could be metered. C. Kilby noted in the future it can be metered and billed directly to them.

PUBLIC COMMENT:

G. Lastowski noted they interviewed two people for the position of Zoning Officer and will be on the next agenda.

C. Kilby gave an update on the Green Light Go grant, noting it will be going out to bid.

ADJOURNMENT:

G. Lastowski Made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:20 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted
Pamela Tripus
Township Secretary