

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**Work Session Minutes**

**DATE:** March 4, 2019  
**TIME:** 5:00 pm  
**PLACE:** Township Building  
**PRESIDING COMMISSIONER:** Jerry Lastowski  
**ROLL CALL:**

Harold Werkheiser - Absent  
Richard Wielebinski – Present  
Chad Kilby - Present  
Jerrod Belvin – Present

Also present were Leo DeVito, Township Solicitor, and Donna M. Asure-Township Manager

The work session was called to order at 5:05pm by President Lastowski.

There was no public comment.

The purpose of the work session was to interview candidates for the position of Zoning Officer for Pocono Township.

**SFM Consulting –**

- ✓ Represented by Shawn McGlynn and Jeff Snyder
- ✓ They would be a third party contracted service (as the former ZO was)
- ✓ Mr. McGlynn would be the ZO and Mr. Snyder would be the Zoning Administrator
- ✓ Both are certified zoning officers
- ✓ Fee is \$65/hour for zoning and codes enforcement
- ✓ If they work together would only be billed for one-man hour
- ✓ SFM believes the township should start at 6 – 9 hours per week and build from there
- ✓ Would like set hours such as M-W-F - 8am – 11am
- ✓ They are certified to perform fire inspections on commercial properties
- ✓ Currently provide various services for Stroud, Jackson, Middle Smithfield, Barrett, Eldred, Stbg Boro, and several municipalities in Pike county
- ✓ They have written/reviewed ordinances for several municipalities
- ✓ They worked on a sign inventory in Middle Smithfield
- ✓ Special projects would be billed at \$65.00/hour
- ✓ Available on weekends
- ✓ Familiar with permit manager
- ✓ Mr. Snyder, being a resident would step aside if there is a conflict in a needed action
- ✓ They are used to drafting their own complaints but would involve the township solicitor
- ✓ No issues going to properties by themselves
- ✓ Will not abuse the 30-day time line – like to get things done right away
- ✓ Do not invoice for phone calls or emails

**Maureen Minnick –**

- ✓ Started as land use secretary in Tobyhanna Township in 2005
- ✓ Laid off and brought back in 2013
- ✓ Asked if she wanted to become ZO
- ✓ Position eliminated in January 2018
- ✓ Currently part-time in Lehigh Township, Wayne, County
- ✓ Would like full time but will consider part-time
- ✓ Currently making \$21/hour
- ✓ Will not abuse the 30-day time line – like to get things done right away
- ✓ Is not certified to do commercial fire inspections
- ✓ Generally ok with going to site by herself
- ✓ Does not have ZO certification
- ✓ Not familiar with permit manager but with other data bases
- ✓ Available on weekends but would rather not work in building alone
- ✓ Believes in talking to property owner first before filing paperwork
- ✓ Would involve solicitor

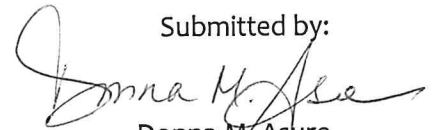
The Board discussed having this topic on the March 18, 2019 Board of Commissioners' meeting agenda for discussion and possible action.

No public comment received.

Work Session was adjourned at 5:45pm.

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.

Submitted by:



Donna M. Asure  
Township Manager