

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

MARCH 6th, 2017 6:00 P.M.

The Regular meeting of the Pocono Township Commissioners was held on 03/06/2017 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Ellen Gndt, present; Bob DeYoung, present; Harold Werkheiser, present; Jerry Lastowski, present; and Judi Coover, present.

Lisa Pereira, Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; Charles Vogt, Township Manager; and Pamela Tripus, Township Secretary, were present.

ANNOUNCEMENT:

- 1) An executive session was held on February 21st, 2017 to discuss personnel matters.
- 2) An executive session was held on March 2nd, 2017 to discuss personnel matters.
- 3) An executive session was held on March 6th, 2017 to discuss personnel matters.
- 4) Special Meeting is scheduled for 9:00 a.m., Thursday March 9th, 2017 for the Board to Schedule Reviews of the Resort Re-Use Overlay District Petition. The meeting will be held at St. Luke's Ambulance Building.

PUBLIC COMMENTS:

Ed Sarrubi, Twp. resident, thanked Commissioner Gndt for meeting with him concerning the Brookdale overlay project.

MINUTES:

E. Gndt made a motion, seconded by J. Coover, to approve the regular meeting minutes of 02/21/2017. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Lastowski made a motion, seconded by E. Gndt, to approve the work session minutes of March 2nd, 2017. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

BILLS AND TRANSFERS:

J. Lastowski made a motion, seconded by J. Coover, to approve the check and transfer list dated 03/06/2017. Discussion followed. J. Lastowski amended his motion, seconded by J. Coover, to approve the check and transfer listing dated 03/06/2017, and hold check #55481 condition upon verification by E. Gndt for amended returns. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

BILLS AND TRANSFERS CONT:

J. Lastowski made a motion, seconded by B. DeYoung, to approve the Ratification list dated 03/06/2017. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

REPORT OF THE PRESIDENT: None**REPORT OF THE COMMISSIONERS:**

Bob DeYoung, Vice President, none.

Jerry Lastowski, Commissioner, none.

Judi Coover, Commissioner,

Web Posting Policy - J. Coover made a motion, seconded by E. Gndt, to post only regular BOC meeting agenda packages on Friday. No correspondence or advance postings, unless specifically requested by the Board.

Discussion followed.

J. Coover retracted the motion, E. Gndt retracted the second.

J. Coover made a motion, seconded by E. Gndt, indicating the web posting policy shall be "only items approved by the Township Manger will be posted to the website". Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Public Comment and Questions and Answers in Minutes - J. Coover made a motion, seconded by H. Werkheiser, that the meeting minutes will document all official actions, including motions, administrative directives, resolutions, ordinances, formal presentations, and public comments. When and if there is discussion, the minutes shall state "Discussion followed". If a Commissioner wishes to have their specific comment recorded in the minutes, they must make that request at the time. Public Comment will include the name of the person and the topic of their comment. If a member of the public asks a specific question of the board, and the board answers their question, both the question and the answer will be stated in the minutes. In the bottom footer of the meeting minutes it shall say "A recording of the entire meeting will be kept on file at the Township indefinitely and will be made available to anyone who may wish to obtain the verbatim meeting." Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Ellen Gndt, Commissioner;

- 1) Emergency Management Governor's appointment - C. Vogt updated the board on the status.
- 2) Treasurer's Bond - Discussion followed. J. Coover made a motion, seconded by E. Gndt, to raise the Treasurer's Bond to 50% of the amount estimated by the Board of Commissioners to be available to the Township Treasurer at any time during the calendar year. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

E. GNANDT CONT:

3) Alternate Solicitor - E. Gnandt made a motion, seconded by J. Coover, to authorize Request for Proposals for an Alternate Solicitor to be sent out. Discussion followed. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

REPORTS:

Civil Service Commission -

Introduction of Probationary Officer Marc Iannazzo - Pocono Township Police Chief Kent Werkheiser introduced Probationary Police Officer Marc Iannazzo and family to the Board.

ADMINISTRATION:

Maillie Engagement and Schedule - Discussion followed.

Time Clocks - The Board authorized the Township Manager to pursue the Cloud based upgrade and internet connection for time clocks at the park.

Christine Brodsky extended time -

J. Lastowski made a motion, seconded by B. DeYoung, to ratify Christine Brodsky's extended time since 12/31/2016 and extend for 90 days.

Discussion followed. J. Lastowski amended his motion to include not more than 32 hours per week, seconded by B. DeYoung. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

PUBLIC WORKS REPORT:

Road side trash pickup - Discussion followed. C. Vogt noted the Public Works Department is cleaning up the roadways.

Patrick Briegel - Discussion followed. J. Lastowski made a motion, seconded by B. DeYoung, to change Patrick Briegel as Sewer Consultant, only and add the duties of Public Works Consultant to include Road Crew oversight and Emergency Contact for call outs for two months. Roll call vote: E. Gnandt, no; B. DeYoung, yes; H. Werkheiser, no; J. Lastowski, yes; and J. Coover, no. Motion failed.

J. Coover made a motion, seconded by E. Gnandt, to change Patrick Briegel (Pocono Management Associates LLC) to include Road Crew oversight and Emergency Contact for call outs provided the Township has terms & Conditions by 03/20/2017. Roll call vote: E. Gnandt, yes; B. DeYoung, no; H. Werkheiser, no; J. Lastowski, no; and J. Coover, yes. Motion failed.

H. Werkheiser made a motion, seconded by E. Gnandt, to change Patrick Briegel as Sewer Consultant and add the duties of Public Works Consultant to include Road Crew oversight and Emergency Contact for call outs for two weeks with C. Vogt to act as Public Work Consultant after the two weeks. Discussion followed. E. Gnandt requested it be amended to remove C. Vogt. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

FINANCE COMMITTEE: J. Lastowski noted the Finance Committee met with PFM on the status of the Police Pension. PFM will provide a study of the retiring police and drawdowns by April 1st.

TOWNSHIP SOLICITOR REPORT:

Express Men Factory Outlet Zoning Application - L. Pereira, Twp. Solicitor, requested direction from the Board. Mike Tripus, Township Zoning Officer, explained the application. J. Lastowski made a motion, seconded by H. Werkheiser, to authorize the Twp. Solicitor to represent the Township at the Express Men Factory Outlet Zoning Hearing on 03/28/2017 at 5:00 p.m. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

TOWNSHIP ENGINEER REPORT:

Status Report on Sewer Redesign and Air Valve Replacement-J. Tresslar, Twp. Engineer, gave an update on the progress.

Northampton Community College Request for Release of remaining \$336,994.00. - J. Tresslar is working with NCC to address the remaining issues.

Robert Ace Request for Release of Remaining Letter of Credit - J. Tresslar will review the work for the release.

Carriage House at Pocono Manor Request for Release of Remaining Letter of Credit - J. Tresslar will review the work for the release.

PRESENTATION: BCRA Manager Ken Brown, and Max Stoner, Glace Associates, presented plans for easements for construction of the water lines through the TLC Property. Discussion followed. H. Werkheiser made a motion, seconded by E. Gndt, to grant temporary easement as presented by BCRA at the 03/06/2017 mtg. conditioned upon the area being established by orange fencing and inspected by the Twp. Engineer. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

RESOLUTIONS: None

PUBLIC COMMENT:

J. Coover questioned the contract for Gypsy Moth spraying. C. Vogt will request a contract from Bruce's Flying Service. Maxine Turbolski, Twp. resident, questioned if the Township would purchase more comfortable chairs for the meeting room. Discussion followed. J. Coover made a motion, seconded by J. Lastowski, to request quotes for replacing the meeting room chairs. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

ADJOURNMENT INTO EXECUTIVE SESSION - E. Gndt made a motion, seconded by J. Coover, to adjourn the meeting into executive session to discuss personnel issues at 7:35 p.m., until 03/20/2017 at 6:00 p.m., at the Pocono Township Municipal Building, Tannersville, PA. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Respectfully submitted
Pamela Tripus
Township Secretary

A recording of the entire meeting will be kept on file at the Township indefinitely and will be made available to anyone who may wish to obtain the verbatim meeting.