

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**May 20, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, 05/20/2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

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

**IN ATTENDANCE:**

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tressler, Twp. Engineer, Boucher & James, Inc.; Donna Asure, Township Manager; and Dee Ackerman, Administrative Assistant were present.

**PUBLIC COMMENT:**

Chris Ortolan, Twp. resident, informed the Board that he is now Chairman of the PJJWA Board.

Chris Ortolan also commented on the court ruling concerning short-term rentals.

Jonathan Van De Venter, Twp. Resident, commented on drainage issues on Robin Lane. Board instructed Bob Sargent to follow up on the information.

**ANNOUNCEMENTS:**

Pocono Township Community Day is Saturday, June 1, 2019.

An executive Session was held on May 13, 2019 for personnel

The website logo contest ends on May 27, 2019

**PRESENTATIONS - none**

**Hearings - none**

**RESOLUTIONS:**

Resolution 2019-12 -

J. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-12 requesting the state legislature amend the Right to Know Law to provide for relief from vexatious requestors. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin to suspend the agenda to take Tannersville Point out of order. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes. Motion carried.



Andrew Wolf, Esq., representing the applicant presented the waivers being requested to the Board for consideration. Open Space dedication versus in Lieu of Fees were also discussed. R. Wielebinski asked if sidewalks were incorporated into the plan. J. Belvin discussed fire protection and the need for treescaping in the front of the property. The Board will take the waiver requests under consideration at the next regular meeting.

**MINUTES:**

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 05/06/2019 meeting of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to approve the minutes of the 05/13/2019 work session of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**NEW BUSINESS:**Personnel -

The Board acknowledged the resignation of Robert Hineline from the Public Works Department effective May 24, 2019. J. Lastowski asked if an exit interview had been held. D.ASURE informed the board the interview is scheduled for this week.

The Board acknowledged the resignation of Annabella Lastowski from the Parks and Recreation Board and thanked her for her service.

J. Belvin made a motion, seconded by J. Lastowski, to authorize a letter to be drafted designating Robert Sargent as person who may sign document for replacement of license plate for trailer, utilizing Colonial Auto. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the President of the Board of Commissioners to execute all documents associated with the purchase and financing of the 2020 Peterbilt 10-ton dump truck, the 2019 Dodge 5500 1.5 ton dump truck and the 2018 Dodge 2500 Pick-up truck. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Financial Transactions -Ratify vouchers payable

J. Lastowski made a motion, seconded by J. Belvin, to ratify vouchers payable for a period ending 05/16/2019 in the amount of \$871.49. Roll



## POCONO TOWNSHIP BOARD OF COMMISSIONERS' MEETING

05/20/2019

call Vote: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes.  
Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify gross payroll for the pay period ending 05/10/2019 in the amount of \$98,490.57.  
Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes.  
Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through 05/16/2019 in the amount of \$1,301,351.75.  
Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes.  
Motion carried.

Capital Expenditures

J. Lastowski made a motion, seconded by J. Belvin, to approve capital expenditures received through 05/16/2019 in the amount of \$7,558.56.  
Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes.  
Motion carried.

Sewer Fund Transfer

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the transfer of \$1 million dollars from the sewer capital fund to sewer operating to fund the pay down of the pop0el's Bank loan as approved on May 6, 2019.  
Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes.  
Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to re-appropriate monies within the Capital Reserve budget in the amount of \$35,185.00 to purchase a 2018 Ram 2500 regular cab pick-up truck with plow replacing the following budgeted allocations - \$30,000 from purchase of radios and \$6,000.00 from White Oak Culvert Project.  
Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes.  
Motion carried.

Travel/Training Authorization - no actions taken**REPORT OF THE PRESIDENT:**

Gerald Lastowski, President

Discussion took place on the request from a builder to change the municipal taxing district on a property from Stroud Township to Pocono Township.

J. Lastowski made a motion, seconded by J. Belvin to authorize the township manager to send a letter to the Monroe County Chief Assessor authorizing the change of taxing districts for the property at Woodcrest Blvd., Lot 10, The Reserve at Bryson's Farm from Stroud Township to Pocono Township.  
Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J.



Belvin; yes. Motion carried. The Board instructed the manager to contact the developer and inform them of the decision and that they need to contact the two school districts to discuss this issue.

#### **COMMISSIONERS COMMENTS**

Rich Wielebinski - Vice President -

Discussion took place on replacing the two public works employees. This will be discussed at the next board meeting.

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner - Absent

Jerrold Belvin - Commissioner - no report

#### **EMERGENCY SERVICE REPORTS**

**POLICE** - Chief Werkheiser reported a total of 939 incidents investigated in April. The Board was informed that the department is now using Carfax.

**EMS** - Absent

**FIRE** - Absent

#### **RECREATION COMMITTEE**

D.ASURE updated the Board on the first event of the season, The Life in the Pond at TLC, by Kettle Creek Environmental Center on Saturday, May 18, 2019.

R. Wielebinski made a motion, seconded by J. Belvin, to grant the request from the PMSD Emotional Support classes to waive the fee for pavilion rental on June 6, 2019 for approximately 65 students. Discussion followed. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes. Motion carried.

#### **PUBLIC WORKS REPORT**

Update on Road Crew Projects - R. Sargent reported the weather is delaying projects

Fish Hill Road Storm System Project - R. Sargent reported that work is progressing on this project which could be complete by the end of the week.

Pavilion Repairs - Bob Sargent reported that the repairs to Pavilions 1 and 3 have been completed.



2019 Road projects - Bob Sargent reported that paving will begin on Friday, May 24, 2019, on Cranberry Road.

Tree Removal at township parks - Bob Sargent reported that he has received three quotes to remove trees from MVP and TLC park. Quotes were received to take down trees and leave them lay and also to take down the trees, chip the brush and leave the logs.

R. Wielebinski made a motion, seconded by J. Belvin, to have R. Sargent contact several more tree companies for quotes and if less than the lowest quote received move forward with project as soon as possible with company, if no lower quote is received, move forward with quote received from Campbells Tree Service in the amount of \$4200.00. Discussion followed with public comment concerned that other contractors now have an unfair advantage since they know the quote amount of the current lowest bidder.

R. Wielebinski made a motion, seconded by J. Belvin to rescind his motion. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to accept the quote from Campbells Tree Service in the amount of \$4,200.00 to put trees on ground, chip the brush and leave the logs conditional upon the township receiving the required insurance certificate. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes. Motion carried.

### **Administration - Manager's Report**

Regional Comprehensive Plan - no update

Traffic Task Force - A work session was held this evening with State Senator Scavello, State Representative Rader, Jackson Township Supervisors and representatives of both Pocono and Jackson Township's emergency services. Discussion was held on the traffic congestion. Another meeting will be scheduled.

Pocono Business Association - Kick off meeting will be Wednesday, June 12, 2019 from 5:30pm - 6:30pm

Mutual Aid Agreements - the letter from the board is prepared and ready for signature and mailing.

Website Logo Contest - The website logo contest is ongoing with the last day to vote being May 27, 2019.

Green Light Go 2017 - Donna Asure reported that a meeting was held this morning with PennDot, all municipalities that received the grant, the project engineer hired by PennDot, Signal Service representative and Gary Hoffman of Monroe County Control Center. PennDot is going to prepare an evaluation of the various systems that are available. These will be discussed with the townships to see if one or more systems need to be bid for this project. An Intergovernmental Cooperation Agreement



will need to be drafted for the municipalities to jointly bid the project.

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert replacement project - J. Tressler, Twp. Engineer, stated that information has been provided to the grant writer for application for a flood mitigation grant for this project.

Right Hand Turn Lanes - Multi-modal grant has been applied for through the grant writer.

TLC Bridge- J. Tressler reported that the project should be out to bid within the next few weeks making it a fall project.

Culvert Cleaning Maintenance - No report

Dam at TLC - J. Tressler, Twp. Engineer reported that he had inspected the structure and is working on a plan that could be submitted to apply for grants. R. Wielebinski asked if this could be done at the same time as the TLC bridge. Discussion followed.

Master Sidewalk Plan - J. Tressler, Twp. Engineer reported that he is working on pricing for this project to provide to grant writer for application.

Erosion and Sedimentation Ordinance - J. Tressler, Twp. Engineer, reported the draft is almost complete and will be distributed to the Board soon for review.

Learn Road to Fish Hill Road Culverts - no update

Well at Mountain View Park - J. Tressler reported that the hydrogeologist is working on the technical specifications and he is working on the required paperwork for DEP.

**TOWNSHIP SOLICITOR REPORT**

Exxon Monitoring Wells - no update

Easements for White Oak Culvert Emergency Access- L. DeVito, Twp. Solicitor reported that he is working with J. Tressler on the deeds and the dedication language for the easements

Breezewood Drive Emergency Access - L. DeVito, Twp. Solicitor reported that he been in contact with the property owner, who seems willing to work with the township.

Camelback Hotel and Water park Letter of Credit - L. DeVito, Twp. Solicitor, explained the letter of credit for this project is expiring June 1, 2019 and the work is not yet complete. He stated that Camelback is working to finish the project and have provided security in the amount of \$28,600.00 to use in case the project is not completed.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the release of the Letter of Credit for Camelback Hotel and Waterpark, as requested by Camelback and having provided replacement security in the amount of \$28,600.00 to cover the cost of the remaining improvements.

Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes. Motion carried.

#### **PUBLIC COMMENT:**

Maxine Turbolski, Twp. resident, commented on allowing all students from Pocono Mountain use MVP at no cost.

Chris Ortolan, Twp. Resident, commented on allowing public comment during plan reviews such as Tannersville Point and that he agrees treescaping are needed.

Dean Hartshorn, Public works employee, commented on the timing of getting the generator for the township and the safety inspections at the park.

J. Belvin requested that the generator be placed back on the agenda to move the project forward.

Jonathan Van DeVenter, Twp. Resident, commented on hazard trees target zones and the ways trees can be marked.

#### **ADJOURNMENT INTO EXECUTIVE SESSION:**

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:30pm. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; J. Belvin, yes. Motion carried.