

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 5th, 2018 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on Monday, 11/05/2018 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 J. Lastowski, present; Harold Werkheiser, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

IN ATTENDANCE:

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

PUBLIC COMMENT:

Ellen Gndt, Twp. Resident, requested to allow public comment during the Treasurer's report. The Board concurred to allow public comment for the report.

ANNOUNCEMENTS:

Pocono Township Commissioner

District Magistrate Daniel Kresge swore in Pocono Township Commissioner Chad Kilby.

Chad Kilby joined the Board of Commissioners.

Promotion of James Wagner to Sergeant of Detectives

R. Wielebinski made a motion, seconded by J. Belvin, to promote James Wagner to Sergeant of Detectives effective 11/06/2018 at a rate of \$36.94 per hour. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

District Magistrate swore in Pocono Township Police Sergeant of Detectives James Wagner. The Board congratulated James Wagner on his promotion.

An executive session for personnel matters was held 11/05/2018.

An executive session for possible litigation was held on 11/05/2018.

PRESENTATIONS:

Moyer Foundation presentation of defibrillators for the Township and Police Department

- Rachael Moyer, Gregory M. Moyer Defibrillator Fund, presented a total of 9 AEDs for the Township, Police Department, and Fire Department. The AEDs were purchased in part by a grant from the Hughes Foundation. She thanked the Board for considering the residents by providing AEDs. G. Lastowski thanked Rachael Moyer on behalf of the Board for her work in saving lives by educating and providing AEDs to the community.

OLD BUSINESS:Minutes -

R. Wielebinski made a motion, seconded by J. Belvin, to approve the 10/22/2018 minutes of the regular meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, abstained; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 10/23/2018 Work Session. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, abstained; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 11/01/2018 special meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, abstained; and J. Belvin, yes. Motion carried.

NEW BUSINESS:Personnel -Work evaluation for Thomas Lynott

R. Wielebinski made a motion, seconded by G. Lastowski, to ratify the requirements of a return to work fitness for duty evaluation for Thomas Lynott and authorize the Township Manager to attempt to negotiate, if possible, reasonable accommodations pertaining to his return. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONS:

Fiscal Update - 3rd Quarter - Frank Cefali, Treasurer, reviewed the 3rd quarter report. He noted a correction in the tabulations, which did not impact the bottom line.

Ellen Gandt, Twp. Resident, questioned the cable fee. Paula Razzaq, Bookkeeper, noted fees have not been received by the Township as of the report.

E. Gandt, Twp. Resident, questioned how much is owed from the sewer customers. P. Razzaq noted they are waiting for the reports from BCRA. D. Asure, Twp. Manager, explained BCRA has been late with providing their reports and billing due to a new accounting program.

E. Gandt, Twp. Resident, questioned the uncollected sewer operating revenue of \$110,426.17. D. Asure, Twp. Manager, explained it was recommended to be removed by the auditors since it was for a property which was billed but was found to be outside the 300' buffer and not required to connect. L. DeVito, Twp. Solicitor, explained the property owners have recently contacted the Township to connect.

FINANCIAL TRANSACTIONS CONT:

Budget Adjustments - D. Asure, Twp. Manager, explained the budget adjustments.

R. Wielebinski made a motion, seconded by G. Lastowski, to approve the budget adjustments as recommended by the fiscal department. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ratify Vouchers Payable

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable received through 11/01/2018 in the amount of \$861.91. 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 J. Belvin, to ratify gross payroll for pay period ending 10/21/2018 in the amount of \$120,680.67. 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 R. Wielebinski, to approve vouchers payable received through 11/01/2018 in the amount of \$59,023.10. 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 J. Belvin, to approve capital expenditures received through 11/1/2018 in the amount of \$2,788.67. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT

G. Lastowski explained the positions of Vice-President and Finance Committee are vacant due to the passing of Robert M. DeYoung.

Appointment of Vice-President -

J. Belvin made a motion, seconded by C. Kilby, to appoint Richard Wielebinski as Vice-President of the Pocono Township Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Finance Committee

C. Kilby made a motion, seconded by R. Wielebinski, to appoint the full Board of Commissioners to the Finance Committee. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

L. DeVito, Twp. Solicitor, noted the meetings will require advertisement since it is a full complement of the Board.

COMMISSIONERS REPORT

Harold Werkheiser, Commissioner - Absent

Richard Wielebinski, Commissioner - no report.

Chad Kilby, Commissioner - no report.

Jerrod Belvin, Commissioner -

Critical Systems - J. Belvin explained the switch is needed to complete the repair of the Township's generator.

J. Belvin made a motion, seconded by R. Wielebinski, to ratify approval of a Automatic Transfer Switch for the generator from Critical Systems for \$8,795.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Infrastructure resiliency plan/Winter Plan - Traffic light Plan

J. Belvin made a motion, seconded by C. Kilby, to put into place an infrastructure resiliency plan/Winter Plan - Traffic Light Plan - Plan to outfit all traffic lights with generator connection and install back-up systems and to replace incandescent bulbs to LEDs which were previously received through a grant and are stored in public works building. Purchases to accomplish this not to exceed \$20,000.00. G. Lastowski questioned if it was budgeted. D. Asure, Twp. Manager, explained it will be a capital expense. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORTS:

Finance Committee

Public Works Report

Signal Services Inc.

J. Belvin made a motion, seconded by C. Kilby, to renew the contract with Signal Services, Inc. for traffic signal maintenance from 11/1/2018 to 10/31/2020 for a cost of \$4,250.00 per year. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Inspection Reports - Stadden Road and Wilke Road Bridges were received.

- J. Tresslar, Twp. Engineer, suggested budgeting the suggested repairs next year. Discussion followed. R. Wielebinski questioned if grant money maybe available.

E. M. Kuntz - Truck body

D. Asure, Twp. Manager, reported the truck body required to be replaced for the 2006 Dodge Truck has been ordered from E. M. Kuntz in the amount of \$2,465.00.

Zelenkofske and Axelrod, LLC 2018 Audit proposal - D. Asure, Twp. Manager, explained she contacted Riley & Company, Inc. and Julian Kirk for quotes. Zelenkofske and Axelrod provided the only quote for 2018 audit. G. Lastowski made a motion, seconded by R. Wielebinski, to approve the proposal from Zelenkofske and Axelrod, LLC to perform the 2018 audit at a cost of \$16,000.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

American United Life - D. Asure, Twp. Manager, explained by going with American United Life it will save approximately \$3,000.00 per year. R. Wielebinski made a motion, seconded by J. Belvin, to approve entering into an agreement with American United Life Insurance Company for employee life insurance, AD&D and short-term disability, effective 01/01/2019 and authorize the President of the Board of Commissioners to execute all necessary documents. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Municipal Publication - Community Guide- D. Asure, Twp. Manager, explained the company can provide a Township guide and map for the cost of postage, only.

G. Lastowski made a motion, seconded by C. Kilby, to enter into an agreement with Municipal Publications to provide a Community Guide for Pocono Township at an approximate cost of mailing of \$3,000.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Trash and Recycling Collection

D. Asure, Twp. Manager, explained at a regional comprehensive meeting regional contracting for garbage and recycling collection was discussed. She noted it may result in a saving for residents. Discussion followed on the impact to small haulers, reduction of truck traffic and options for haulers.

American Computing Services - D. Asure, Twp. Manager, reported American Computing Services installed the new copier at the Police Department and a fax line for the Township at no cost.

White Oak Culvert Replacement Project- J. Tresslar, Twp. Engineer, explained it went out to bid. The Contract will be awarded in the spring.

Fish Hill Road Storm System Notice of Violation from MCCD- J. Tresslar, Twp. Engineer, is working with MCCD for the final design. He provided a copy to Robert Sargent, Road Supervisor, to discuss the Public Works possible involvement.

TOWNSHIP ENGINEER REPORT

LSA Grant for right-hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave. - J. Tresslar, Twp. Engineer, explained they have obtained the survey information and traffic counts should be completed next week.

TLC Bridge Grant

J. Tresslar, Twp. Engineer, noted the application is ready for signatures. J. Belvin made a motion, seconded by C. Kilby, to authorize the President to sign and execute the TLC Bridge Grant application. G. Lastowski opened the motion to public comment, hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Culvert cleaning on Learn Road - J. Tresslar, Twp. Engineer, explained they are working on the culvert cleaning.

TOWNSHIP SOLICITOR REPORT

Update on Exxon Monitoring wells - No report.

Discussion on sidewalk ordinance- L. DeVito, Twp. Solicitor, noted the Township currently has a sidewalk requirement in SALDO. He explained the Township has been allowing deferral of sidewalk installation on Rt. 611 projects. Discussion followed on requiring sidewalks for development. G. Lastowski noted he wished to have continuity with an areas of sidewalk development along Rt.611.

RESOLUTIONS

Resolution 2018-56 - Homes of the Poconos, LLC Land Developments Plan- William Cramer, Cramer, Swetz, McManus, and Jordon, P.C., represented the plan. The property is located at 3006 Route 611, Tannersville.

G. Lastowski made a motion, seconded by C. Kilby, to adopt Resolution 2018-56 granting conditional final approval to the Homes of the Poconos, LLC Land Development Plan. W. Cramer explained the plan was originally proposed by a Mr. Luckner, ten years ago, but he failed to complete the plan. Debra and Keith Halterman purchased the property and this is to complete the plan. He noted the building has been brought up to code and will be for a used car dealership. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-57 - CB H2O, L. P. lot 12 & Helipad Final Major LDP - C. Kilby made a motion, seconded by G. Lastowski, to adopt Resolution 2018-57 granting an extension of time to satisfy conditions of the plan approval of the CB H2O, L.P. Lot 12 & Helipad Final Major Land Development Plan for three months contingent upon all outstanding invoices for projects on the property are paid. D. Asure, Twp. Manager,

RESOLUTIONS 2018-57 CB H2O

noted she spoke to Russell Benner, T&M Associates, concerning the remaining conditions required for the plan. L. DeVito, Twp. Solicitor, explained the helipad needed to install the FAA requirements before the received FAA approval and additional work was completed without review by the Township. Discussion followed on time of the time extension and the remaining items required to complete the plan. Ron Swink, Planning Commission Chairman, commented on the emergency use of the helipad. Discussion followed on the use of the helipad. C. Kilby amended his motion to grant a one (1) month extension instead of a three (3) month extension, seconded by G. Lastowski. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-58 - Pocono Logistics- Sean Policelli, Gilmore & Associates, represented the plan. The property is located at 585 Railroad Ave. R. Wielebinski questioned the buffering along the property. S. Policelli noted additional buffering will be installed. J. Belvin questioned the lighting. S. Policelli noted a workorder is in with PPL to shield the lights. L. DeVito, Twp. Solicitor, explained the plan is required to bring the property into compliance. S. Policelli noted the plan for the waterline installation has been approved and will be installed once the plan is recorded.

G. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2018-58 granting conditional preliminary/final approval of the Pocono Logistics Land Development Plan. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT:

Ron Swink, Twp. Resident, questioned the paving of the parking lot. J. Tresslar explained the paving is part of the approval of the plan.

ADJOURNMENT:

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:25 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