

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.**

pg. 1

President Harold Werkheiser called the meeting to order at 6:00 pm with the Pledge of Allegiance.

Roll call:

President Werkheiser – Present
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Gndt – Present

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Mountain View Park – Veteran's Day Program – November 10, 11 & 12, 2017 the park will have an open house artwork created by the veterans will be on display for purchase the 11th and 12th with 25% of proceeds going towards the Tannersville 611 War Memorial.

Work on Route 611 – Detours onto Wiscasset Avenue during day-time work hours will be ongoing for several months. Discussion followed.

Executive Session was held on November 6, 2017 for personnel matters.

Public Comments on matters not on the agenda: None

Presentations: None

Approval of Minutes:

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, to accept the October 16, 2017 Regular Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the October 19, 2017 Budget Work Session Minutes.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.**

pg. 2

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Coover, to accept the October 26, 2017 Budget Work Session Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, to accept the November 2, 2017 Work Session Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Approval of Bills and Transfers:

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to ratify the check list for the prior period dated November 6, 2017.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to approve the Check and Transfers dated November 6, 2017.

All in favor
Motion Carried

Report of the President: None

Commissioner's Comments:

Motion made by Commissioner DeYoung, seconded by Commissioner Coover, to authorize the Township Manager to place the Township-owned police vehicles and P.W. Department truck for sale on Municibids.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to review and approve the sewer reimbursements to property owners who incurred additional

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.**

pg. 3

expenses hooking up to the sewer system due to incorrect information provided by the Township, contingent upon a release signed by the property owner.

All in favor
Motion Carried

Maxine Turbolski, Township Resident, inquired whether the letter Commissioner Lastowski was referring to would be in the minutes. Commissioner Lastowski indicated that it might but we haven't had time to go back and research it.

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve the Pocono Township Fire Police to assist with the Stroudsburg Veteran's Day Parade if requested.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, to advertise a public hearing on Monday, December 4, 2017 at approximately 5 p.m. concerning the draft sign ordinance.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to authorize the Township Manager and Attorney Tim McManus to meet with Tobyhanna Township concerning Kalahari and the intergovernmental agreement.

All in favor
Motion Carried

Ellen Gndt – Commissioner – Finance Committee to review YTD budget adjustments, sewer finances:

Discussion followed on the sewer budget and Jon Tressler, Township Engineer, attending workshop meetings for review and input on prioritizing operational and capital items.

Reports:

Administration – Manager's Report:

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.

pg. 4

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to extend the services of Pocono Management Associates (PMA) consultant Patrick Briegel, through the end of this fiscal year.

EG-No; RD-Yes; HW-No; JL-Yes; JC-No
Motion Failed

Motion made by Commissioner Coover, seconded by Commissioner Ghandt, to advertise for a Township Road Master position and until such person is hired, that we retain the services of Pocono Management Associates (PMA) consultant, Patrick Briegel, for Public Works and Sewer Consultant.

EG-Yes; RD-No; HW-Yes; JL-No; JC-Yes
Motion Carried

Rich Wielebinski, Township Resident, inquired whether a position of Road Master was included in the first-class code, whether it was in the best interest of the Township to split the position, and what salary was being budgeted for this position. Commissioner Coover indicated the Board of Commissioners has the authority to establish any position that is not an appointment; the 2017 budget has \$90,000.00 and the position is split between Sewer and Road Crew.

Maxine Turbolski, Township Resident, questioned if anybody at this point would take a job, with the changes in the Board members after the election, before the first of next year. Commissioner DeYoung indicated changes would most likely occur after the new year.

Motion made by Commissioner Ghandt, seconded by Commissioner Lastowski, to approve a read-only VPN connection to the Township QuickBooks program for interim Treasurer, Frank Cefali.

All in favor
Motion Carried

Motion made by Commissioner Ghandt, seconded by Commissioner Coover, to approve the job description for the part-time Bookkeeper position.

All in favor
Motion Carried

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.**

pg. 5

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to approve the proposal by Boucher & James to prepare a Sewer Operations Manual, including operations, repairs, and emergency procedures, for a quote of \$50,000.00 to \$55,000.00 to be paid from the sewer construction account.

All in favor
Motion Carried

Chris Ortolan, Township Resident, inquired who would be responsible for keeping the Manual up-to-date and whether the responsibility would be formalized in a job description or contract. Township Engineer, Jon Tresslar, indicated both a Township employee in charge of sewer working with the township engineer would be responsible.

Richard Piccone, Township Resident, inquired whether the manual would include the improvements and anticipated upgrades in the existing manual. Township Engineer, Jon Tresslar, indicated the improvements and upgrades would be in the manual.

Motion made by Commissioner Gndt, seconded by Commissioner DeYoung, to approve the HRA agreement with Highmark for 2018 at a cost of \$4.95 per employee, per month.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Coover, to release the letter of credit for the Carriage House Country Club, Inc. in the amount of \$72,888.26.

All in favor
Motion Carried

Public Works Report:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve the hiring of Jack Manuel at \$14.39/hour, as a temporary employee, as needed for the Public Works Department beginning November 8, 2017.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner DeYoung, to approve the hiring of Ray Butz at \$30/hour, as a temporary employee, as needed for

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.**

pg. 6

snow plowing under the Public Works Department with verification of a current CDL license.

All in favor
Motion Carried

Township Engineer Report:

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve the Storm Water Agreement with Camelback for the Tornado Ride pending final approval by Township Engineer and Township Solicitor.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to support the Green Light Go Application of Stroud Township for improvements at the Giant intersection and Rimrock Road intersection with a match for Rimrock Road of \$19,500.00 or 20%, whichever is less.

EG-Yes; RD-Yes; HW-No; JL-Yes; JC-Yes
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to submit an application for a Green Light Go Grant for lights along Route 611.

All in favor
Motion Carried

Chris Orlotin, Township Resident, asked what the down side of going after the grant would be. Discussion followed.

Resolutions and Ordinances:

Resolution 2017-50 – Acceptance of 2015 Green Light Go Grant

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to adopt Resolution 2017-50 accepting the 2015 Green Light Go Grant.

All in favor
Motion Carried


Public Comment: None

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.

pg. 7

Motion made by Commissioner Coover, seconded by Commissioner Gnandt, to adjourn the meeting at 7:18 p.m.

All in favor
Motion Carried

Submitted by: 
Donna M.ASURE
Township Secretary