

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 18, 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 Gmandt – Present

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Executive Session was held on September 7, 2017 for personnel matters.

Executive Session was held on September 14, 2017 for personnel matters.

PA Turnpike Closing and Detour will be from September 29 - October 2, 2017.

Fall clean-up dates will be from September 28 – 30, 2017.

Mountain View Park – Veteran's Day Program flyers were made available to the public.

Public Comments on matters not on the agenda: None

Presentations: None

Approval of Minutes:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the September 5, 2017 Regular Meeting Minutes.

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

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 18, 2017
6:00 p.m.**

pg. 2

Motion made by Commissioner Gandt, seconded by Commissioner Lastowski, to accept the September 7, 2017 Special Meeting Minutes.

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

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the September 14, 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 Gandt, seconded by Commissioner Lastowski, to ratify the check list for the prior period dated September 18, 2017.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to approve the check and transfers dated September 18, 2017.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gandt, to approve the check listing for Police pension reimbursement dated September 18, 2017.

All in favor
Motion Carried

Motion made by Commissioner Gandt, seconded by Commissioner Lastowski, to approve the Budget Line Item Transfers dated September 18, 2017.

All in favor
Motion Carried

Report of the President: None

Commissioner's Comments:
Vice President DeYoung: None

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 18, 2017
6:00 p.m.**

pg. 3

Commissioner Lastowski:

Audit: The final draft was received September 18, 2017. Discussion followed.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to make the preliminary 2015 and 2016 audit available prior to its final version.

All in favor
Motion Carried

Maxine Turbolski, Township Resident, questioned why the audit was being held up. Commissioner Gndt stated there were clerical discrepancies in the audit that need amending.

Chris Ortolan, Township Resident, asked if the Township would be using the same Auditors for next year since there were so many discrepancies. Commissioner Lastowski indicated the Township would be open to having different Auditors.

Commissioner Coover:

The preliminary draft of the sign ordinance will be placed on the website for review and comment until October 4, 2017.

Commissioner Gndt:

The township is having some issues with its payroll company and will be researching other options during the upcoming budget discussion.

Reports:

Police Report received.

Fire Chief Bradley Harrison reported that they are working with Tobyhanna Township concerning the closing of Pocono Summit Volunteer Fire Company. There will be an open house on October 15, 2017 at the firehouse from 10:00 am to 2:00 pm.

Rodney Wolfe of St. Lukes' Ambulance gave EMS report to Commissioners.

Finance Committee Report: Meeting will be rescheduled.

Sewer Committee Report: Commissioner Coover stated 46 properties were sent letters concerning the De Minimus Policy. To date the township has refunded approximately \$10,000.00. Letters were sent to approximately 107 properties informing them of the

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 18, 2017
6:00 p.m.

pg. 4

process to install a water meter and possible qualify for the De Minimus use policy. To date BCRA has had ten requests to install water meters. Approximately 60 properties owe tapping fees and/or user charges equaling approximately \$200,000.00 and letters are being prepared to be sent.

Dan Snyder, Township Resident, questioned the status of a refund after spending \$1,900.00 to connect to the lateral. Commissioner Coover indicated decisions were still in the making for those types of situations. Discussion followed.

Administration – Manager's Report:

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to request the Township Solicitor's attendance at the Zoning Hearing Board in the case of Ertle Enterprises violation.

All in favor
Motion Carried

Motion for Bank Account Access for Bookkeeper:

Motion made by Commissioner Gndt, seconded by Commissioner DeYoung, to approve on-line access to bank accounts for Bookkeeper, Paola Razzaq, for viewing, deposits and internal transfers.

All in favor
Motion Carried

Rich Wielebinski, Township Resident, questioned if the Bookkeeper was bonded and why banks were asking for minutes. It was stated that the Bookkeeper cannot make cash transfers between banks, and the banks wanted to see the Motions for security purposes.

Maxine Turbolski, Township Resident, asked the name of the Township Treasurer. It was stated Frank Cefali was appointed the Interim Treasurer.

DPW Director:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, extending services of Pocono Management Associates Consultant, Patrick Briegel, until October 16, 2017.

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

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 18, 2017
6:00 p.m.

pg. 5

Park Dates: Township Park would be open until November 26, 2017 weather permitting.

Act 89 – Land Transportation Project Funding: The is unanimously opposed to this project and the township manager will send the document back to the county indicating their position.

State Budget – 9-1-1 Funding:

Motion made by Commissioner Lastowski, seconded by Commissioner Werkheiser, to write a letter to state legislators expressing disapproval of the discussion to use 9-1-1 funding to balance the state budget.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to have the two local legislators contacted to ask their opinion on the 9-1-1 and to express the opinion of the Board.

All in favor
Motion Carried

Commissioner Lastowski will be contacting the legislators personally.

Public Works Report:

Municibids for Bucket Truck:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to accept the highest bid on municibid for the bucket truck in the amount of \$7,200.00.

All in favor
Motion Carried

Open Sealed Bids for Anti-skid: Township will discuss the Hanson bid for anti-skid at Wednesday's meeting after the Township Engineer examines the packet.

Open Sealed Bids for Winter Subcontractors: No bids were received. Discussion followed.

Chris Ortolan, Township Resident, questioned why there was only one bidder. Discussion followed.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 18, 2017
6:00 p.m.**

pg. 6

2017/2018 Road Paving and Seal Coating Projects: Opening bid date September 28, 2017. They will be read that day and Township Engineer will have report ready for the October 2, 2017 meeting.

Paving at Police Department: Township will direct road crew to do the grading and paving of the approximately 4,000sf of Police Department parking lot. Discussion followed.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to take the necessary steps for the removal of the underground storage tanks and work in conjunction with Boucher & James.

All in favor
Motion Carried

Township Engineer Report:

Status Report on Sewer Redesign: Township Engineer gave update on the sewer redesign. Work is progressing according to plan and time schedule.

Route 611 Sewer Line Relocation Work Update: No activity recently in vicinity of the sewer line. Safety of travelling Route 611 with the Jersey Barriers will be given in future meeting.

Wilke Road GP – Stream Stabilization: Permit received from Fish & Boat and has been forwarded to Monroe County Conservation District to sign.

MS4 Plan: Plan was submitted and DEP will issue permits in March 2018.

Sanofi Sanitary Sewer Easement: Waiting for paperwork back from Sanofi.

Request to Vacate Township Road – Running Lane, LLC: Engineer for Running Lane, Chuck Niclaus, discussed the plans for removing parking in front of PBC to make a one-way driveway, vacating the Township road, and the road that would lead to the future PBC hotel.

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, provided the property owners do not owe the Township money, to authorize the Township Engineer to work with our Solicitor to create an ordinance for vacation of this road for consideration.

All in favor

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 18, 2017
6:00 p.m.**

pg. 7

Motion Carried

Discussion followed on whether the deed to the property belongs to the Township.

Camelback Extension Request: The Planning Commission recommended preliminary plan approval for the project but it has not been brought before the board yet and an extension has been issued.

PMSD EDU's (Resolution): Engineer will review the wording in the proposed amended resolution and will discuss it further during 9/20/2017 meeting. Discussion followed on EDU pricing.

Rich Wielebinski, Township Resident, inquired whether a flow meter would be required. He was informed they already have a meter installed.

Township Solicitor Report:

PACT TWO:

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to authorize the payment of \$30,000 as full and final settlement and have the Township Solicitor get correspondence from PACT TWO indicating this represents payment in full of any and all claims subject to the execution of a proper settlement letter.

All in favor
Motion Carried

Pocono Logistics: A lawsuit was filed and reviewed. The Township is seeking approximately \$200,000.00 for various violations. Matter is pending.

Brookdale Conditional Use:

The Commissioners requested an Executive Session for litigation purposes at 8:05 pm. Meeting reconvened at 8:35 pm.

Discussion followed on the clarification of conditions imposed on the treatment center.

Presentations: None

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 18, 2017
6:00 p.m.

pg. 8

Resolutions and Ordinances:

Record Destruction – Resolution 2017-46.

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, approving the destruction of identified Township records pursuant to the Township's Record Retention Policy and as listed in Appendix D.

All in favor
Motion Carried

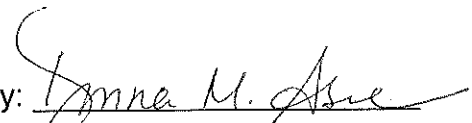
Public Comment:

Maxine Turbolski, Township Resident asked for clarification of the reimbursements to the Police Department. Commissioner Gnandt explained the process.

Ms. Turbolski also requested that repairs be made to Phippen Way. Public works will be informed of this repair.

The Commissioners adjourned into an executive session concerning litigation at 8:40pm announcing they would not reconvene the regular meeting.

Submitted by:


Donna M. Asure
Township Secretary