

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**SEPTEMBER 19<sup>th</sup>, 2016 9:00 P.M.**

The Regular meeting of the Pocono Township Commissioners was held on 09/19/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 7:00 p.m., followed by the Pledge of Allegiance.

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

Leo DeVito, Solicitor, Broughal & DeVito; present; Jon Tresslar, Twp. Engineer, present; Charles Vogt, present; and Pamela Finkbeiner, Township Secretary, were present.

**ANNOUNCEMENTS:**

H. Werkheiser recognized Oliver Suarez a student of MCTI.

- a. Executive Session was held on 9/12/2016 to discuss personnel matters.
- b. Conditional Use Summit Heights Conditional Use Hearing is scheduled for September 29, 2016 at 6:00pm.
- c. A Petition has been received from the prospective purchasers of the Brookdale property for an amendment to the zoning ordinance which we are referring to the Planning Commission. No action is planned at this time.

**PUBLIC COMMENT:**

Chris Ortolan, Tara Drive, noted the recent state ruling against the Township on short term rentals. He noted the problems of short term rentals in residential zones and requested the Board consider an ordinance to regulate short term rentals.

Maxine Turbolski, Twp. resident, question concerning the planning commission meeting.

Geoffry Roache, PMC, invited the Board to the new Urgent Care facility grand opening in Tannersville.

**MINUTES:**

J. Coover made a motion, seconded by H. Werkheiser, to approve the Regular meeting minutes of 09/6/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

E. Gndt made a motion, seconded by B. DeYoung to approve the Work session meeting minutes of 09/15/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**TRANSFERS:** E. Gndt noted she requested Gina Zuvich, Twp. Treasurer, to separate the transfers and Supplemental Appropriations.

H. Werkheiser made a motion, seconded by E. Gndt, to approve the Transfers dated 09/19/2016. P. Finkbeiner explained the transfers are needed for a traffic pole repair and funds from Zoning to be moved. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**SUPPLEMENTAL APPROPRIATIONS:**

J. Coover made a motion, seconded by E. Gndt, to approve the Supplemental appropriation dated 09/19/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**BILLS:**

E. Gndt questioned the Pocono Arts Council donation - P. Finkbeiner noted the Township donates yearly to the Art's Council.

Signal Service, H. Werkheiser noted Signal Service is a maintenance agreement and the invoice is for a damaged pole. J. Coover suggested submitting to the Twp. Insurance company.

Sundance Network Inc. - E. Gndt suggested that a contract should be in place with Sundance for regular updates of software. Discussion on the time clocks and switching from fingerprints to code numbers. J. Coover said the time clocks are to be used by all employees.

Patrick Briegel - E. Gndt questioned if a contract was made for Patrick Briegel, temporary Public Works director.

EEMA Invoice - E. Gndt questioned the EEMA cost for valve failure repair. C. Vogt noted there was an emergency call out for a repair.

T&M invoices - E. Gndt questioned the T&M engineering invoices if the work billed was for the new Contract. She requested the full report before payment for the PS#2 evaluation. She recommended not paying the T&M invoices. Discussion followed for the invoices in question.

E. Gndt made a motion, seconded by H. Werkheiser, to approve the Bill's list dated 09/19/2016, excluding the three T&M invoices. H. Werkheiser requested C. Vogt to investigate the T&M invoices. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, no. Motion carried.

**REPORTS:**

Report of the President, none.

Commissioners Comments

Bob DeYoung, Vice President, none.

Ellen Gndt, Commissioner

- a) 2015 Audit Draft - E. Gndt suggested it be made public before discussion.

Judi Coover, Commissioner

Amendment to Manager's Contract - J. Coover sent a memo to the Board suggesting an amendment to the Manager's Contract to change the task list for the Twp. Manager to recommend a Public Works Director by the first meeting of November. C. Vogt requested it be moved to the second meeting in November. Discussion. J. Lastowski made a motion, seconded by B. DeYoung, to amend the Manager's contract to recommend a Public Works Director by the second meeting in November (11/21/2016) - Joe Folsom, Twp. resident, asked if the Public Works job description was changed. Roll call vote: E. Gndt, no; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**COMMISSIONER COOVER CONT:**

Sign Ordinance - J. Coover noted the Planning Commission has requested help with the sign ordinance. She requested direction from the Board if would be acceptable for her to work with the Monroe County Planning Commission on a draft Sign ordinance. The Board concurred there was no objection.

Diane Zweifel, Twp. resident, questioned why J. Coover voted no on the Bill's list. J. Coover noted she is waiting for a credit from the solicitor.

Jerry Lastowski, Commissioner, none.

**EMERGENCY SERVICES REPORTS:**

Pocono Township Chief Kent Werkheiser noted an incident happened by the MCTI which caused a shutdown of the school.

J. Coover questioned why there is an increase in 911 calls. K. Werkheiser noted the wireless calls are dispatched by the County with an approximate location. He noted it is difficult to locate the wireless caller since it could be a moving vehicle on Rt. 80 but they are required to investigate. Jarrod Belvin, Twp. resident, noted 1700 calls and asked what is being done to handle the additional calls. K. Werkheiser noted officers are being denied time off to handle the call volume.

J. Lastowski questioned the status of the hiring process. K. Werkheiser explained the steps for hiring and advertisement for the position.

Allan Gothard, Twp. resident, suggested contacting the Military offices for hires.

Jane Cilurso, Twp. resident, spoke in support of hiring additional police. Jarod Belvin, Twp. resident, noted the DCED report also recommended an additional staff person.

C. Vogt explained the Resolution for the North Central Highway Safety Network, Inc., originally entered into by Resolution 2015-07. E. Gndt noted she did not receive the complete package. K. Werkheiser explained it is a performance based program which pays overtime rates for officers for DIU checkpoints. Discussion followed. No action taken.

Pocono Township Volunteer Fire Company, Joe Folsom, reported the Pocono Township Police and Fire Company will be hosting the Circus October 12<sup>th</sup> at the West End Fairgrounds.

He thanked St. Luke's for inviting the Fire Company to the new Hospital, last month.

Suburban Ambulance, C. Vogt noted their report was submitted. He received a letter from Suburban's solicitor to renegotiate their contract. J. Lastowski questioned the letter and requested C. Vogt to draft a letter to Suburban to clarify their request. Discussion followed.

**ADMINISTRATION REPORT:****Township Manager's Report**

New Server for Administration Building. - C. Vogt explained he is receiving quotes and appears that it will be under the \$5,000. J. Coover noted it was not budgeted. E. Gndt noted it would be a supplemental appropriation.

PA Municipal League Voting Delegate and Resolutions Committee Member Designation. - J. Coover made a motion, seconded by J. Lastowski, to appoint C. Vogt as voting delegate to the PA Municipal League Voting Delegate and Resolution Committee Member. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

PSATS Right to Know and Sunshine Act Training September 30, 2016 Pocono Manor - C. Vogt recommended he attended with P. Finkbeiner. J. Lastowski made a motion, seconded by B. DeYoung, to approve C. Vogt and P. Finkbeiner, to attend the PSATS Right to Know and Sunshine Act Training, 09/30/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

C. Vogt noted he received a request for a letter of support for Pocono Manor's LSA grant to extend the natural gas line from Kalahari to the Manor. They need the letter by Friday and all construction will be on their property and not disturb any Township roadways. J. Coover and E. Gndt requested additional time to read review the information. Discussion followed. No action taken.

J. Coover questioned the Public Works Director's job description. C. Vogt noted he received comments from J. Coover and J. Lastowski. J. Lastowski questioned the qualifications. E. Gndt questioned the education requirements. C. Vogt will send out the revised job description for approval.

**Public Works Report**

- i. Paving Project and Line Painting update - C. Vogt noted the paving has been delayed due to an equipment problem. The line painting will be done through COG. E. Gndt questioned when or if the Contract can be cancelled if the work is not completed by fall. Dennis Purcell, Twp. resident, questioned if Wilkie Road will be paved this year.
- ii. Maintenance Building Boiler Status - Leon Clapper has repaired the Boiler and is in touch with L&I to certify the Boiler. J. Lastowski noted a pole was damaged on Fish Hill Road and electric was off in Tannersville. The Township buildings were without power. He suggested the Township budget for generators for the buildings. Shirley Demarest, Twp. resident, questioned the accident on Fish Hill Road.

**REPORTS CONT:**

**Finance Committee** - E. Gndt the finance committee met and is scheduled to meet on 09/27/2016 at 10:30a.m., and the Capital Improvement Committee will meet at 9:00 a.m.

**Township Solicitor Report** - L. DeVito, Twp. Solicitor, noted matters to occur in executive session.

**Township Engineer Report**

2. Township MS4 requirements - J. Tresslar noted he will meet with MCPC on 10/03/2016 to review details to satisfy the requirements.
  - i. SALDO Proposed Amendments - J. Tresslar explained the Planning Commission has recommended approval. J. Coover questioned if the ordinance was ready for advertisement. J. Tresslar explained the changes were not sent to the Board. Discussion followed on the steps to advertise and changes to the draft. J. Tresslar will submit the recommended changes and review the changes at the work session on the 29<sup>th</sup>.

**PRESENTATION:**

St. Luke's Health Network - Adam Mazrick present an overview of St. Luke's new hospital and services. He requested the Board of Commissioners consider St. Luke's Ambulance as the Township's provider. Dr. Peter Favini explained the emergency department times-to-treat and hospital care. Discussion followed.

Jarrold Belvin, Bob Demarest, Chris Ortolan, Maxine Turbolski, Jake Singer, Twp. residents, commented on St. Luke's services. J. Coover questioned how current ambulance service subscription would be treated if the Township changed providers. A. Mazrick stated they would honor the current subscription and add six months, making them valid until 09/01/2017. No action taken.

**RESOLUTION:**

Resolution 2016-45 Adopting Monroe County 2016 Hazard Mitigation Plan. C. Vogt explained by adoption of the plan it allows the Township to apply to PEMA and FEMA. H. Werkheiser made a motion, seconded by J. Lastowski, to adopt Resolution 2016-45 adopting Monroe County 2016 Hazard Mitigation Plan. - J. Coover questioned the information Pocono Township provided. Roll call vote: E. Gndt, no; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried. E. Gndt noted she did not have enough information to vote on the Resolution.

Adam Mazrick, St. Luke's, asked to present their ambulance service's agreement. J. Lastowski suggested he contact C. Vogt.

ADJOURNMENT INTO EXECUTIVE SESSION: B. DeYoung made a motion, seconded by J. Coover, to convene into executive session to discuss litigation and to adjourn the meeting. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Respectfully submitted:

Pamela Finkbeiner, Township Secretary

