

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 5, 2017
6:00 p.m.**

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Vice-President Robert DeYoung called the meeting to order at 6:00 pm with the Pledge of Allegiance.

Roll call:

President Werkheiser – Absent
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Gandt – Present

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Executive Session was held on August 24, 2017 for personnel matters.

Executive Session was held on August 29, 2017 for personnel matters.

Executive Session was held on August 31, 2017 for personnel matters.

Fall Clean-Up is scheduled for September 28 – 30, 2017.

Public Comments on matters not on the agenda: None

Presentations:

American Legion Post 903:

Commander Tom Bowditch thanked the Township Commissioners and employees for their continued support of the war memorial. He discussed the upcoming 2018 events and hoped to enlist the assistance of the township for some of the special events.

Camp Lindenmere update:

Steven Valente from Pennoni Associates, representatives from the contracting company and Camp Lindenmere manager gave an update on the road project. They discussed material delays as the cause for the project not being completed on schedule. At this time they are anticipating completion the week of September 25, 2017. They will keep the township and school district updated.

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Approval of Minutes:

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to accept the August 21, 2017 Regular Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to accept the August 24, 2017 Work Session Minutes.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the August 28, 2017 Special Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to accept the August 31, 2017 Work Session Minutes.

All in favor
Motion Carried

Approval of Bills and Transfers:

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to ratify the check list for the prior period dated September 5, 2017.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to approve the Bills and Transfers dated September 5, 2017.

All in favor
Motion Carried

Report of the President: None

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Commissioner's Comments:

Vice President DeYoung: None

Commissioner Lastowski:

Audit: There were clerical discrepancies in the audit with the Commissioners being told they should have the final draft by the second meeting in September.

Go Green Grant: Penndot is approving a second round of funding which is a positive sign that the township should hear soon concerning their approval with this project.

Commissioner Coover:

PJJWA: Commissioner Coover indicated that BCRA has not responded to the letter sent in July and the 45-day deadline has passed.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to send a letter to the Chairman of PJJWA stating that BCRA has not moved forward on the purchase of PJJWA and requesting that PJJWA begin to look for other potential buyers.

All in favor
Motion Carried

Commissioner Gndt:

Actuary: Commissioner Gndt indicated the Police calculations for overpayment to their pension plan were forwarded to the Actuary and was informed it would into October for them to get back to us.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to refund pension payment amounts to the Police Officers for 2013, 2014, 2015 and 2016 immediately, and notify the Actuary the date checks are cut for purpose of calculating interest to be paid as soon as we have the numbers.

All in favor
Motion Carried

GASB 45 vs GASB 75: Commissioner Gndt explained that the audit requirements are changing next year. Early implementation is available and she believes this will save the township the cost of an entire audit if we move forward now.

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Motion made by Commissioner Gndt, seconded by Commissioner Coover, to adopt GASB 75 and to advise our actuary to proceed with early implementation.

All in favor
Motion Carried

Reports:

Finance Committee Report: None

Sewer Committee Report: None

Administration – Manager's Report:

Resignation of Township Treasurer was accepted effective September 8, 2017. Discussion followed.

Part-time Employee:

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to hire Paola Razzaq as Bookkeeper and other duties as assigned for \$15.00 per hour for not more than 32 hours per week.

All in favor
Motion Carried

General Code/e-code:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve an additional allocation not to exceed \$12,000.00 to General Code to complete the codification and ecode project.

All in favor
Motion Carried

Employee Evaluation:

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, to approve the wage increase of 3.5%, \$20.39/hour to \$21.10/hour, for Assistant Secretary, Accounts Payable, Pam Tripus effective this pay period.

All in favor
Motion Carried

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DPW Consultant:

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to approve extending the DPW Consultant for two weeks to September 18, 2017.

All in favor
Motion Carried

PMUSD EDU's – The engineer reported that language has been developed to amend the resolution and the Board should have the document by the next day.

Resolutions and Ordinances:

Assistant Secretary Bond:

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to approve Resolution 2017-43 as amended, to bond the Assistant Township Secretary as required by the First-Class Township Code in the amount of \$10,000.00 for a cost of \$100.00.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to ratify Resolution 2017-44 approving the destruction of identified Township records pursuant to the Township Record Retention Policy and as listed in Appendix D.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve Resolution 2017-45 entering into a confidentiality agreement, as required by Berkheimer, between the Township Manager, Treasurer, and Bookkeeper.

All in favor
Motion Carried

Public Comment:

Jerrod Belvin, Township resident, asked what the newly hired Bookkeeper's hourly rate was.

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Chris Ortolan, Township resident, reported that he has attempted to post the township's short-term rental ordinance on sites that advertise this type of rental and the difficulty he is having doing so. Discussion followed.

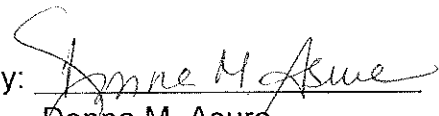
Charles Hamberger, Township resident, thanked Commissioners for their help with the Post 903 War Memorial.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to adjourn the meeting at 7:50 pm.

All in favor
Motion Carried

No executive session.

Submitted by:


Donna M. Asure
Township Secretary