

REGULAR MEETING MINUTES**June 17, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, 06/17/2019 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 Lastowski, present; Rich Wielebinski, present, Jerrod Belvin, present, Chad Kilby, present, Harold Werkheiser, absent.

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tressler, Twp. Engineer, Boucher & James, Inc.; Donna M.ASURE, Township Manager; and Dee Ackerman, Administrative Assistant were present.

PUBLIC COMMENT:

Wayne Mazur, President of the Board of Cobble Creek Community Association, introduced himself and other members of their board to the Board of Commissioners. He gave the board a letter containing open issues that they hope to discuss with Pocono Township.

Chris Ortolan, Twp. Resident, commented on the zoning report included in the agenda packet and the uses of Savvy Citizen.

Ellen Gndt, Twp. resident, commented on naming the litigation discussed in executive sessions; questioned what the action might be on the Solid Waste Ordinance listed under Commissioner Lastowski's report; asked if Business Association meetings were going to be open to the public and were all businesses notified; and questioned the waiving of the bond for fireworks under the manager's report.

ANNOUNCEMENTS:

J. Lastowski announced an executive session was held on June 12, 2019 to discuss possible litigation concerning Tobyhanna Township and personnel issues.

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PRESENTATIONS:

Jason Fitzgerald, JDM consulting, township grant writer gave an update on the grant applications submitted or being submitted on behalf of the township.

C. Kilby made a motion, seconded by J. Belvin, to have the grant writer apply for both the right-hand turn lane project and the streetscape project to DCED during this round of grant applications and to let Senator Scavello know the township's priority. Roll Call Vote: R. Wielebinski,

yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

HEARINGS: NONE

RESOLUTIONS:

Resolution 2019-13 - L. DeVito, Twp. Solicitor, explained the Resolution is to consider granting a time extension to Summit Health for their Land Development Project.

J. Belvin made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-13 granting an extension of time to satisfy conditions of the plan approval of the Summit Health Center land development Plan for a period of twelve (12) months from the date of this resolution to satisfy the conditions for final plan approval and record plan as set forth in Resolution 2017-26. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

MINUTES:

J. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the 06/03/2019 regular meeting of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 06/12/2019 work session of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

NEW BUSINESS:

Personnel -

C. Kilby made a motion, seconded by J. Lastowski, to ratify the hiring of Alyssa Bullis as a seasonal park employee, effective Monday, May 27, 2019 at a rate of \$12.00 per hour for approximately 32 hours per week.

Discussion followed. Motion was amended by C. Kilby to provide that a meeting will be scheduled with Ms. Bullis, two Commissioner and the manager to discuss expectations, discuss why the motion was not seconded at the last meeting, and to provide coaching for the employee. Amended motion was seconded by J. Lastowski. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, no. Motion carried.

The resignation of Steve Chaladoff from the Zoning Hearing Board effective July 1, 2019 was recognized by the board. The Board thanked Mr. Chaladoff for his service to the township.

Financial Transactions -Ratify vouchers payable

J. Lastowski a motion, seconded by R. Wielebinski, to ratify vouchers payable for a period ending 06/13/2019 in the amount of \$ 1,390.09. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; yes; and J. Belvin, yes. Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by r. Wielebinski, to ratify gross payroll for the pay period ending 06/02/2019 in the amount of \$100,804.54. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by C. Kilby, to approve vouchers payable received through 06/13/2019 in the mount of \$192,006.40. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

J. Lastowski made a motion, seconded by C. Kilby, to approve capital expenditures received through 06/13/2019 in the amount of \$28,133.59. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Travel/Training Authorization -

R. Wielebinski made a motion, seconded by C. Kilby, to authorize Robert Sargent to attend the MS4 training for Municipal Employees - MCM6 good housekeeping and mock inspection provided by the Center for Watershed Protection, Inc and the Brodhead Watershed Association on June 28, 2019 at the Borough of Stroudsburg Office and Public Works Yard, from 8am to 4pm at no cost. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

C. Kilby made a motion, seconded by R. Wielebinski, to authorize Donna M. Asure to attend the PA-PEMA G290 - Basic Public Information Officers course on June 20th and 21st at Muhlenberg college from 8am to 5pm each day, with no registration fee and to pay mileage and travel related expenses. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT:

Gerald Lastowski, President

J. Lastowski discussed the correspondence received from Sanofi concerning the Solid Waste Ordinance.

Discussion followed concerning the current ordinance, the impact on this business and how solid waste removal is handled on this property.

J. Lastowski made a motion, seconded by C. Kilby for discussion purposes, to authorize the solicitor to prepare an ordinance to exempt industrial zones from the time restrictions in the Solid Waste Ordinance. Discussion followed on placing hours into this motion and the revised ordinance. J. Lastowski amended his motion to state solid waste removal for industrial zoned properties will be between 6am and 9pm. Amendment seconded by C. Kilby. J. Lastowski asked for public comment. There was none. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Lastowski discussed the recently held work session with the local business community. He explained that the Board was pleased with the turnout and there seemed to be a lot of interest from the business community. It is the hope of the Board that this organization will organize and thus be in control of the association. Traffic was a large part of the discussion. Another meeting will be scheduled.

COMMISSIONERS COMMENTS

Rich Wielebinski - Vice President - None

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner

Intersection Lighting Update - Commissioner Kilby explained that PPL has started to open space around the lights and will have some work done by end of week.

Blinking Lights during off hours - discussion was held on whether it would be beneficial to have some of the township lights go into a blinking mode during off hours. It is believed that since the lights being discussed are on a state road that PennDot would need to give approval. J. Tressler, Tw. Engineer will research state requirements.

Jerrold Belvin - Commissioner

Commissioner Belvin reported that the work has been completed to install back-up generators at three major intersections within the township.

REPORTS:

Pocono Township Police - Chief Kent Werkheiser gave his report for May. He also reported that the emitters have been installed in the police vehicles and the LPR's are working very well.

EMS - Joseph Monaco, Director of Operations St. Luke's Emergency & Transport Serves, was here to introduce himself to the board and to report on the activity of EMS services for May.

Pocono Township Fire Company - no report

Recreation Committee - The Kettle Creek event, Snakes, was well attended and enjoyed by all. The first Thursday on the Green movie, How to train your dragon - The Hidden World is coming up on June 27th.

Zoning - report provided in packet

Public Works

Road Crew Projects - R. Sargent reported the weather is delaying projects.

Park Operations - R. Sargent reported that things are drastically changing at the park since he had a lengthy discussion with staff. They are working on laying stone on the trails. The Board stated they want the road crew to work at the park weekly and attention needs to be paid to the ballfields.

Fish Hill Road Storm System Project - R. Sargent reported that work is 99.9% complete.

Lighting from Heritage Center to Basketball Courts - has not had a chance to look at this

2019 Road projects - R. Sargent reported that weather is causing some delays but the paving and tar and chip projects are continuing. Commissioner Wielebinski asked if the center line had been sealed on Cranberry yet? It was reported that it has not yet been done.

Woodland Road - R. Sargent reported that the road crew put in cold patch and then asphalt last week in some of the worst areas.

Administration - Manager's Report

Regional Comprehensive Plan - No update

Traffic Task Force - Need to choose some dates for a future meeting where PennDot will be included.

Pocono Business Association - discussed early in the meeting. There was a suggestion from the business community to hold the meetings at 7pm rather than 5:30pm. The board will look at some future dates.

Mutual Aid Agreements - have not heard back from many municipalities.

Great Wolf Fireworks Display -

C. Kilby made a motion, seconded by J. Lastowski, to approve the 1.3G application of Great Wolf Lodge for a firework's display at Great Wolf on 07/05/2019 with no rain date and to waive the 30-day application requirement contingent upon receiving all required documents. Discussion followed on the need to waive the 30-day requirement for the application. Roll call Vote: R. Wielebinski, no; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Pocono Township Volunteer Fire Company Fireworks Display -

J. Belvin made a motion, seconded by C. Kilby, to approve the 1.3G application of the Pocono Township Volunteer Fire Company for a firework's display at St. Paul's Lutheran Church 07/17/2019 with a rain date of 07/18/19 and to waive the \$100 application fee and the \$100,000.00 bond requirement contingent upon receiving all required documents. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Savvy Citizen

Discussion was held on the use of this app and the benefits to the township. The township should attempt to have a booth at the upcoming firemen's carnival to distribute information to residents.

C. Kilby made a motion, seconded by J. Belvin, to approve the use of Savvy citizen for township announcements and notifications to residents and visitors at a cost of \$2490 per year plus approximately \$300 in startup marketing fees contingent upon solicitor review of terms. Roll Call Vote: r. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

D. Asure reported that correspondence had been received from Turkey Hill granting a 90-day extension for Board of Commissioner decisions.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert replacement project - J. Tressler, Twp. Engineer, stated that information has been provided to the grant writer for application for a flood mitigation grant for this project and it appears that the application is being well received.

Right Hand Turn Lanes - Discussed earlier in the meeting with grant writer.

TLC Bridge- J. Tressler reported that the GS11 permit has been received. The schedule at this time is the bid will be put out around July 12th with opening of the bid on August 5th and notice of award out by August 19th.

TLC Dam - discussion took place on this project. A cost estimate with sketches and dimensions will be prepared by the end of July to provide to the grant writer.

Culvert Cleaning Maintenance - No report - J. Tressler reported he hopes to get together with R. Sargent when things calm down.

Master Sidewalk Plan - J. Tressler, Twp. Engineer reported that he is updating some of the cost estimates and lighting information.

Soil and Erosion Ordinance - J. Tressler, Twp. Engineer, reported that he met with L. Pereira, Twp. Solicitor and final changes are being made before the board is presented with a draft. Since this is a standalone ordinance it will not need to go to the Monroe County Planning Commission for comments/approval. The board asked if there has been any update on the Archer Lane violation. Discussion followed. The township manager will get an update from the MCCD.

Well at Mountain View Park - The application for DEP has been completed and specifications should be completed shortly. It is a little more complex since it is a comprehensive package including the comfort stations and other work.

MS4 - The next steps will involve public education such as brochures and information on our website.

Scotrun Avenue South and Learn Road Bridges - J. Tressler was asked by the Board to inspect the two bridges. J. Tressler stated that the bridges are not in danger of collapse, but they are both coming to the end of their useful life.

TOWNSHIP SOLICITOR REPORT

Exxon Monitoring Wells - A letter has been received from DEP that the property owner has not responded to any deadlines and penalties are now being assessed. An inspection by the state is scheduled for July 9, 2019.

White oak Culvert emergency access - L. DeVito, Twp. Solicitor reported that the deeds have been prepared and he would need authorization from the board to have the checks issued and documents presented to the owners of the properties for signatures.

C. Kilby made a motion, seconded by R. Wielebinski, to authorize the payment of \$680.00 to Corey Givens, for easement on portion of parcel numbers 12/7C/1/55 and 12/7C/1/56, and \$500.00 to Keturah d. Fritz and Denice VanDriesen, for easement on portion of parcel 12/7/1/54, for purpose of paying consideration for dedicated Right-of-Way and allow Thomas McKeown to circulate deeds for notarized signatures and return to Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

TWP SOLICITORS' REPORT CONT:

Breezewood Drive Easements - L. DeVito reported that he continues to work with the property owners to complete this easement and emergency access.

Camelback Lot 12 and Helipad -

J. Lastowski made a motion, seconded by C. Kilby, to authorize the release of the Letter of Credit for Camelback Lot 12 and Helipad in the amount of \$147,075.17. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

ZHB Members -

R. Wielebinski made a motion, seconded by C. Kilby to authorize the township manager to solicit candidates to interview as members of the Zoning Hearing Board. No public comment. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT:

Alyssa Bullis, Twp. Resident thanked the board for approving her re-hire and requested to ask some questions about what had occurred over the last two and one half weeks.

Ellen Gndt, Twp. resident, commented on the right for personnel issues to be discussed in public. She asked why the bond was not needed for the Fire Company's firework display. The Board explained that the company has a \$10 million dollar insurance policy, which is far above the bond requirements.

Ms. Gndt stated that at the last meeting she reported an issue with a resident on Alger Avenue and someone from the township was to get back to her. She has not heard from anyone. Discussion followed with R. Sargent. The engineer will now review this situation.

Maxine Turbolski, Twp. resident, asked if the board knew when Brookdale was to open. The township has no knowledge. The Board was asked if they have submitted a master plan for the property. The response was they have not. The Board was informed that the logging that was done on the Brookdale property has left a lot of dead trees just lying on the property.

ADJOURNMENT INTO EXECUTIVE SESSION:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:40pm. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.