



**POCONO TOWNSHIP COMMISSIONERS  
AGENDA**

March 2, 2020 7:00 p.m.

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

*Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

**Announcements –**

Please remember to sign in as you enter the meeting room.

The Nature Conservancy is conducting prescribed burns at the Cranberry Bog between March 1<sup>st</sup> and May 31, 2020.

**Hearings –**

**Presentations –**

**Resolutions -**

**OLD BUSINESS**

1. Motion to approve the minutes of the February 18, 2020 work session of the Board of Commissioners (action item\*)
2. Motion to approve the minutes of the February 18, 2020 regular meeting of the Board of Commissioners (action item\*)

**NEW BUSINESS**

**1. Personnel**

- a. Motion to rehire Kevin Daher as lead park worker at \$16.48/hour (3% increase) beginning May 2020 (exact date to be determined) as recommended by Bob Sargent (action item\*)
- b. Motion to rehire Jonathan Miller as seasonal park worker at \$12.36/hour (3% increase) beginning March 9, 2020 as recommended by Bob Sargent (action item\*)

- c. Motion to rehire Michael Kresge as seasonal park worker at \$12.36/hour (3% increase) beginning March 9, 2020 as recommended by Bob Sargent (action item\*)

**2. Financial Transactions**

- a. Motion to ratify vouchers payable received through February 27, 2020 in the amount of \$ 2,814.65 (action item\*)
- b. Ratify gross payroll for pay period ending February 23, 2020 in the amount of \$ 91,123.14. (action item\*)
- c. Motion to approve vouchers payable received through February 28, 2020 in the amount of \$ 70,919.40. (action item\*)
- d. Motion to approve the capital purchases received through February 27, 2020 in the amount of \$ 9587.19. (action item\*)
- e. Motion to discuss agreement and possibly approve the purchase of Hawk Analytics technology for the police department as requested by Chief Werkheiser in the amount of \$2,495.00 for twelve months (action item\*)

**3. Travel/Training Authorizations (Approve/Ratify) - none**

**Report of the President**

Richard Wielebinski

- a. Update - LED Speed signs (possible action item\*)

**Commissioners Comments**

Jerrod Belvin - Vice President

- a. Motion to approve a donation in honor of Thomas Bowditch in the amount of \$50.00 to the Dean Michael Clarizio Foundation. (action item\*)
- b. Discussion on entering into MOU with the county and the redevelopment authority concerning land banks. If action item motion would be to have solicitor review agreement for execution by the board. (possible action item\*)

Ellen Ghandt - Commissioner

Jerry Lastowski – Commissioner

- a. Update – Special allocation to fire company for costs incurred at Pocono Manor fire

Keith Meeker – Commissioner

**Reports**

**1. Zoning –**

- a. Motion to authorize the zoning officer to conduct an inspection at 229 Hemlock Road for possible dangerous structure violations (action item\*)

**2. Public Works Report**

- a. Update - road crew projects
- b. Update – ice rink
- c. Update – LED lighting throughout township complex –
- d. PennDot request for township to assume responsibility for flashing light on Sullivan Trail as part of bridge rehabilitation. (Motion and action needed to approve or deny). (action item\*)

**3. Administration – Manager’s Report**

- a. Update – Regional Comprehensive Plan
- b. Update - Business Association
- c. Update – Green Light Go – 2017
- d. Discussion and action on request to reduce pavilion rental fee for the 4-H Club with the Penn State Cooperative Extension from \$200 to \$100. (action item\*)

**Township Engineer Report**

- a. Update - White Oak Culvert replacement project
- b. Update - Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- c. Update - TLC Bridge
- d. Update - TLC Dam
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan – multi-modal grant
- g. Update – Learn Road, Beehler Road, Back Mountain and Bog Road and renaming of "To fish Hill".
- h. Update – Well at MVP

**4. Township Solicitor Report**

- a. Update – easements – Breezewood Drive
- b. Update – ZHB dates
  - Johnson Appeal – STR – Tuesday, February 25<sup>th</sup> at 5pm –
- c. Discussion on liability indemnification clauses in new contracts – action item would be to provide direction to solicitor and manager as to how to address (possible action item\*)
- d. Discussion on electric contract – action item would be to approve contract as written (possible action item\*)

**Public Comment**

*Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

Executive Session – if necessary

**Adjournment**

Pocono Township Board of Commissioners  
Work Session Minutes

**DATE:** February 18, 2020  
**TIME:** 5:30 pm  
**PLACE:** Township Building  
**PRESIDING COMMISSIONER:** Rich Wielebinski  
**ROLL CALL:**

Jerrold Belvin – Present  
Ellen Gmandt – Present  
Jerry Lastowski – Present  
Keith Meeker - Present

Also, present Leo DeVito, Township Solicitor, and Donna M. Asure – Township Manager.

Jason Fitzgerald, township grant writer was present to provide an update to the Board on current grant opportunities as well as get direction for future applications.

The work session was called to order at 5:30pm by President Wielebinski.

There was no public comment.

Mr. Fitzgerald reported on the status of current grant applications –

- PennDot Multi modal – Rimrock road project was sent to PennDot with a highly recommended rating.
- PennDot Multimodal – Tannersville safety enhancement project was sent to PennDot with a recommended rating. Mr. Fitzgerald is asking for approval for both projects from the administration but it is highly unlikely that both projects will be funded.

Mr. Fitzgerald and the Board then spoke of upcoming grant opportunities –

- DCED Multi-modal – maximum is \$3 million dollars with a 30% match. Could be matched with a future PennDot grant or township general fund
- Small sewer and water grants – currently one in place from PJJWA which has the strong support of Representative Rader. Decisions will be made by October
- A new municipal building was discussed. There is a possibility of receiving grants to rehab the current buildings. The governor is requesting more money in this grant funding stream but no decision on this yet.

The Board provided the following direction and priorities –

- Recreation – apply for a DCNR grant, \$500,000 maximum with a 50% match which could be matched by a Greenway, trails and recreation grant (\$250,000 maximum). Would need a township match commitment if we don't get another grant. Could use LSA.
- Resubmit the Streetscape, safety enhancement project to the multi-modal grant that will be opening up.
- Commissioner Belvin spoke about finding grants for emergency management issues.

The municipal complex was discussed. There may be opportunities to use federal funding to redo the current township complex. Congressman Cartwright would need to be involved. The positive to this is that the value of the complex (would need a certified appraisal) could be used as the match to these grants.

Pocono Township Board of Commissioners  
Work Session Minutes

The township manager and township engineer will work with the grant writer to supply the necessary information and see what grants will be possible for the township.

There was no public comment.

The Board announced at 6:20pm they were adjourning into executive session for personnel issues and would not be returning.

DRAFT

**REGULAR MEETING  
MINUTES  
February 18, 2020 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, February 18, 2020 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Rich Wielebinski at 7:10 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Jerrod Belvin, present; Ellen Ghandt, present; Jerry Lastowski, present; Keith Meeker, Present; Rich Wielebinski, present.

**IN ATTENDANCE:**

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna M. Asure, Township Manager; and Dee Ackerman, Administrative Assistant.

**PUBLIC COMMENT:**

Victoria Kresge, Township Resident spoke to the need to continue negotiations with the police union and finalize a contract. The police are under enough stress and do not need this added on top. An arbitration could cost upwards of \$40,000. There was a petition started on-line signed by over one thousand people.

Martin Ksepka, Stroud Township resident spoke to being in the police academy at this time and had always considered wanting to work for Pocono Township. He has met most of the officers while working his security positions. He questioned whether the Board wanted to shut down the police department and whether he wanted to work for this department.

Meghan Lahey, Stroud Township spoke on behalf of all stake holders who are affected by the lack of a contract with the police department. She read a letter from Mary Wilding, the mother of a fallen Scranton Police Department Officer.

**ANNOUNCEMENTS:**

R. Wielebinski announced the following –

- Please remember to sign in as you enter the meeting room
- There was an executive session held February 5, 2020 for negotiations and personnel
- There was an executive session held February 10, 2020 for personnel possible litigation concerning Turtle Walk and the Penney property
- There was an executive session held tonight, February 18, 2020 concerning personnel

**HEARINGS:** none

**PRESENTATIONS:**

Michelle Bisbing of the Pocono Mountain Economic Development Corporation explained to the board that the TIF (Tax Incremental Financing) that was put in place in 2005 for four parcels totaling about 276 acres on the property of Sanofi has been paid off five years early. A TIF allows the taxing bodies to approve a property for the TIF District. If development occurs in that district any increases in taxes will go into an account to pay down a loan which assisted to complete the development. This was a project towards hooking into the Pocono Township Wastewater System. The property is no longer considered a TIF District. The township received a check in the amount of \$19,538.40. Ms. Bisbing thanked the Commissioners for being a partner in the project and in economic development.

**RESOLUTIONS:**

**OLD BUSINESS:**

**MINUTES:**

R. Wielebinski made a motion, seconded by J. Belvin, to approve the minutes of the 2/3/2020 regular meeting of the Board of Commissioners. Under discussion Commissioner Gndt believes the statement under Resolution 2020-04 which talked about the budget year is misleading. Discussion followed. Commissioner Gndt asked that language be added under the discussion for the 2021 Peterbilt concerning the capital plan, Commissioner Gndt questioned under what circumstances would the alternates for the planning commission be used, only when there is no quorum of regular members or during abstentions of voting. Discussion followed. Commissioner Wielebinski and Commissioner Belvin agreed to the friendly amendment to add the discussion language as listed above in the February 3, 2020 minutes. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the February 5, 2020 work session. Under discussion Commissioner Gndt stated that there were action items not listed in the minutes as the township manager was not there for that discussion. Commissioner Gndt listed the items as well as the time of adjournment, all which needed to be added to the minutes. A friendly amendment was agreed to, having the township manager make the appropriate changes to the minutes. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**NEW BUSINESS:**Personnel –

R. Wielebinski made a motion, seconded by J. Belvin, to approve an increase of fifty (.50) cents per hour for Robert Rasely, effective 1-1-2020, due to have a state inspection license as per the Public Works CBA. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the payment of \$100.00 to renew the state inspection license of Robert Rasely. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve the monthly payment of \$236.83 to Doug Smith, through payroll, as an opt out of health care payment, as provided for under the Police CBA. Under discussion Commissioner Gndt questioned whether or not the township needed to have a cafeteria plan for this type of reimbursement. D. Asure explained that our plan allows for this payment, post tax under payroll. It was discussed that the solicitor should review this request and our plan and if permissible to move forward with the payment. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

The township manager acknowledged for the record that Thomas Lynott had retired from the Pocono Township Police Department effective February 1, 2020.

R. Wielebinski made a motion, seconded by J. Belvin, to amend a policy that governs the health care plan of the following positions – Township Manager, Fiscal Administrator and Chief of Police, to contribute 3% monthly towards health care premiums, a \$2000/\$4000 deductible and an HRA paid 50% by township effective January 1, 2020. Under discussion Commissioner Gndt questioned whether this is a pre-tax cafeteria plan. The township manager reported that this is a pre-tax deduction from payroll. A Premium Only Plan (POP) document is provided to each employee affected by this contribution prior to the start of the year for the past two years and asked to sign they received the information. Commissioner Gndt asked that this be confirmed as being done correctly with the health care plan administrator. Commissioner Gndt asked the solicitor if this was proper to do for someone with an employment contract. Solicitor DeVito stated that an employment agreement cannot be changed in this manner and asked the township manager if this is in the current agreement. D. Asure responded that it is not in the current employment agreement. Commissioner Wielebinski stated that currently there is no employment agreement with the manager. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve the employment agreement with Kent Werkheiser as Pocono Township Chief of Police effective January 1, 2020 through January 18, 2021. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.



**Financial Transactions –****Ratify vouchers payable**

R. Wielebinski made a motion, seconded by E. Gmandt, to ratify vouchers payable for a period ending February 13, 2020 in the amount of \$ 1,749.21. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**Ratify gross payroll -**

R. Wielebinski made a motion, seconded by E. Gmandt, to ratify the gross payroll for the pay period ending February 9, 2020 in the amount of \$ 96,392.91. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**Vouchers Payable**

R. Wielebinski made a motion, seconded by K. Meeker, to approve vouchers payable received through February 13, 2020 in the amount of \$ 258,515.55. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**2020 Road Paving, Tar and Chip and Line Stripping -**

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the township manager to go out to bid for the 2020 road paving, seal coat and line stripping projects for Pocono Township. Under discussion D.ASURE reported that there was a listing of roads in the board's agenda packet that R. Sargent had submitted with his 2020 budget request. D.ASURE was asked if roads could be deleted once bid and the board was told that they could delete roads if the bids were not acceptable to the Commissioners. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**Travel/Training Authorizations – none****REPORT OF THE PRESIDENT:****Richard Wielebinski, President –**

R. Wielebinski discussed the LED speed signs that he has been researching for several months. He stated that the company has not yet been approved as a co-stars vendor but that should occur soon.

Commissioner Wielebinski reported that he went to the Jackson Township Supervisors meeting on February 13, 2020 and spoke to them about joint recreational opportunities. The Jackson Township Board is receptive to a discussion and would like a work session set up.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the township manager to negotiate with the Public Works union, the position of Assistant Road Crew Foremen at \$1.00 per hour. Under discussion, Commissioner Lastowski stated that he would not be able to support this at this time as he did not have the opportunity to have all of his questions answered about this position. President Wielebinski asked if the board would be ok with a brief executive session with R. Sargent to have questions answered. Commissioners Lastowski and Gmandt adjourned into executive session at 7:58pm with R. Sargent to discuss this personnel issue. The Board of Commissioners reconvened the regular meeting at 8:16pm. Commissioner Wielebinski asked if there was any further discussion. There was none. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, instructing the township manager to advertise for a special meeting on Thursday, February 27, 2020 at 4:30pm to discuss and make a decision on township manager applicants. Under discussion, Commissioner Gmandt asked if the meeting could be held a little later. A friendly amendment was agreed to and the meeting will be advertised for 5:00pm. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**COMMISSIONERS COMMENTS****Jerrod Belvin - Vice President –**

Commissioner Belvin reported that he has been working on phone quotes for a new township phone system for several



months. J. Belvin made a motion, seconded by K. Meeker, to accept the quote from Access Office Technologies in the amount of \$12, 286.60 for the new township phone system to be paid from the capital reserve budget. Under discussion Commissioner Belvin stated that this system is scalable and moveable. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ellen Gndt - Commissioner –

Commissioner Gndt stated that she had items on her list but they were elsewhere on the agenda so she will address them at that time.

J. Lastowski - Commissioner –

J. Lastowski reported that discussions are ongoing between the fire company and Pocono Manor for reimbursement of expenses due to the November 1, 2019 fire.

Commissioner Lastowski asked R. Sargent if signs had been placed on Bog Road. R. Sargent stated he has placed one sign and is waiting until the ordinance is passed for the rest to be placed.

Keith Meeker - Commissioner – no report

**REPORTS:**

Police - The Board received a report in their packet for police activities for the month of January.

EMS – St. Luke's was unable to attend the meeting and provided the board with a report for the month of January.

Fire - no report

Zoning –

R. Wielebinski made a motion, seconded by K. Meeker, to approve the fee schedule for the Grading Application and permit of \$250.00 for the permit and a \$1500.00 professional service agreement escrow. Under discussion, Commissioner Gndt stated she would prefer this was tabled until she saw a fee schedule with this in it. D. Asure reported that we are currently starting to get applications in and without a fee set the township will be absorbing the costs to review which could be significant. She also stated that she is in the process of updating the fee schedule which will include the rates for SFM but also updating incorrect fees adopting in the 2017 resolution. E. Gndt made a motion to table this. No second. Motion failed. Roll Call Vote on original motion: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**Public Works**

Road Crew Projects - R. Sargent reported they are cutting and chipping brush, cold patching and repairing machinery to be used in the spring.

Ice Rink - R. Sargent reported that the weather is not cooperating this year for the ice rink.

LED Lighting for the township complex - R. Sargent reported the lights have been ordered.

Lights at Heritage Center – R. Sargent reported that quotes were being gathered to replace the lighting

Alger Avenue Project – R. Sargent reported that he will need to get authorization to remove three trees. The trees need to be removed to be able to do the work that was agreed upon with the MCCD. The work which will be done by the township road crew, will divert water along the parking lot to the retention basin. R. Sargent stated that he estimates the materials to cost about \$3,056.60. The Board instructed R. Sargent to get quotes for the tree removal. J. Lastowski made a motion, seconded by R. Wielebinski, to approve the project along Alger Avenue to be performed by the road crew in the approximate amount of \$3,056.60 not including township employee time. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made motion, seconded by J. Belvin, to authorize the township manager to go out to bid for spring and fall clean-up as follows – three days in the spring, either April 30<sup>th</sup> and May 1 and 2 or May 7 thru 9<sup>th</sup>; and fall – two days, either October 2<sup>nd</sup> and 3<sup>rd</sup> or September 25<sup>th</sup> and 26<sup>th</sup>. Roll Call Vote: Jerrod Belvin,

yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Sargent discussed again with the Board the request from PennDot to take over the flashing solar light on Sullivan Trail. Discussion followed concerning the liability of doing this and the opinion of our insurance agent, an upcoming meeting where more information will be gathered and the cost to the township to maintain. This will stay on the agenda for future discussion.

R. Sargent discussed with the Board the findings of D'Huy and the maintenance roof. R. Wielebinski made a motion, seconded by K. Meeker, to authorize the township manager to go out to bid for the roof replacement project on the maintenance building as identified by Josh Grice of D'Huy as needing replacement. Under discussion Commissioner Gndt questioned the results of the test that was authorized a few meetings ago. It was explained that the test authorized is for flat roofs only and is still being scheduled. This replacement is being recommended from an inspection of the roof areas on the maintenance building as the fiberglass sections are deteriorating. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Bog Road - Discussion followed on Bog Road signage. The Board discussed the placement of stencils, and the associated costs versus using thermal plastic. R. Sargent reported that the thermal plastic would be much cheaper and would last for several years. He recommended that this be the direction of the township. These directional signs would not be put into place until after the completion of the road projects scheduled for this year.

Well at MVP - R. Sargent reported that he has a quote to install the piping, install the DEP lid, the tanks and plumbing and the filtration system for \$9,845.50. R. Sargent estimated the township portion of the project to be about \$3,079.24. Commissioner Wielebinski stated that if the Board agreed, R. Sargent should get two more quotes for the outside work. Commissioner Gndt asked for clarification on the three quote direction. It was clarified that the Board is giving direction that the part of the MVP well installation to be done by an outside contractor should have three quotes.

#### Administration - Manager's Report

Regional Comprehensive Plan – D. Asure stated that the task force will meet again in March. The task force was asked to review the former comp plan goals, done in 2005 and see what goals had been met and which were not and possible reasons why or why not. The Board of Commissioners still need to appoint representatives to this task force.

Traffic Task Force - no report

Pocono Business Association – no report

Green Light Go 2015 – Project is complete and waiting for final PennDot paperwork.

Green Light Go 2017 – D. Asure reported that PennDot is looking for resolutions and letters from the township committing matching funds, in the new amount to the project, continued guarantee of annual maintenance and the signing of an intermunicipal agreement. Discussion followed on where to find the additional match money and how to move forward.

Amusement Tax – D. Asure and L. DeVito reported that ongoing conversations are being had with Camelback. J. Lastowski made a motion, seconded by R. Wielebinski, to delay the implementation of the Amusement Tax until May 1, 2020 and to continue to negotiate with Camelback as long as the negotiations continue to be fruitful. Under discussion Commissioner Gndt stated that we should implement the tax now and enforce it with the properties as this has been delayed for a couple of years. Commissioner Lastowski stated that a prior board could have implemented this tax but there was not agreement on whether the tax would go into the budget to finance needed items for the township or go to a tax reduction. He stated that some sort of guaranteed revenue is better than nothing. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

D. Asure reported that the township had received a letter from Jackson Township asking for support for the agreement with the USDA to inspect for spotted Lantern Flies at the HJP Park. The Board agreed that this should be done and the affirmative response could be handled administratively. Pocono Township signed this agreement with

the USDA last summer for the Pocono Township open spaces.

#### TOWNSHIP ENGINEER REPORT:

White Oak Culvert replacement project – Shop drawing being reviewed.

Right Hand Turn Lanes - no report

TLC Bridge- Waiting for punch list to be completed in the spring.

TLC Dam – J. Tresslar reported that he has started the process for the GP permit.

Culvert Cleaning Maintenance – no report

Master Sidewalk Plan - J. Tresslar reported that at the recent PennDot meeting in Allentown attended by himself and D. Asure, PennDot was supportive of the sidewalk plan and asked for more details to be sent to them. They may be able to include in their future projects.

Traffic Study Ordinance - J. Tresslar reported that there was some conversation concerning the acute angle at Learn and Pigeon. He stated he can amend the report to add additional signage. Commissioner Belvin reported that residents are still confused as to the closing of the road. There was discussion that possible future development in that area could be able to assist with improvements that are needed to make that intersection safe. Commissioner Wielebinski discussed the Master Sidewalk plan and the fact that it shows Pigeon being realigned with Old Mill into a four way and asked J. Tresslar to get an informal opinion from PennDot if this intersection could be part of the upcoming realignment project.

Well at Mountain View Park - J. Tresslar reported that he is working with R. Sargent to prepare a materials list so the project is ready to go come spring.

#### TOWNSHIP SOLICITOR REPORT

Breezewood Drive Easements – no updated report.

ZHB Updates -

Solicitor DeVito updated the Board on Zoning Hearing Board appeals.

- Abrams/LTS – signs – Solicitor DeVito reported that the signs have been removed and the appeal has been withdrawn.
- 3262 Birch Hill Drive – This will be held Tuesday, February 25, 2020 at 5pm.

Electric Contract – Solicitor DeVito reported that most of the changes requested to the contract were made. The one he is slightly concerned with is the liability and indemnification clause which they will not change. He would like additional time to run this by his partners for their thoughts.

Building Codes Contracts – Solicitor DeVito reported that there have been some issues with attempting to get BIU to change the language in their contract. They do not agree that the township will have one Building Codes Official and intend to name their own and submit to Labor and Industry. It was reported that SFM is willing to adopt the fee schedule to be used by BIU which was slightly less than the fee scheduled proposed by BIU for residential. J. Belvin made a motion, seconded by R. Wielebinski, to appoint SFM Consulting as both the commercial and residential building code enforcement for Pocono Township. Discussion followed on the property at Route 611 and Warner Road and there being a stop work order issued to them. D. Asure was asked that the monthly report for zoning be incorporated into the board packet. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnant, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

#### PUBLIC COMMENT:

#### ADJOURNMENT:

R. Wielebinski made a motion, seconded by E. Gnant, to adjourn the meeting at 9:20pm. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnant, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

POCONO TOWNSHIP  
Monday, March 2, 2020

# SUMMARY

Ratify

General Fund	\$	93,447.19
Sewer Operating	\$	490.60
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	48,665.79
TOTAL Sewer <u>OPERATING</u> Fund	\$	7,457.01
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	14,796.60
TOTAL Capital Reserve Fund	\$	12,462.19
Liquid Fuels	\$	-

Budget Adjustments \$ -

Budget Appropriations \$ -

Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

**RATIFY**

Monday, March 2, 2020

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	02/28/2020			PAYROLL ENDING 2/23/2020	\$ 91,123.14
				<b>TOTAL PAYROLL</b>	<b>\$91,123.14</b>
General Expenditures	02/14/2020	59433	PIKE COUNTY CONSERVATION DIST.	ROAD SUPERVISOR TRAINING	\$ 60.00
	02/18/2020	59434	VERIZON	CELL PHONES POLICE & TWP	\$ 1,938.60
	02/25/2020	59435	NETWORK FLEET	POLICE GPS	\$ 325.45
				<b>TOTAL General Fund Bills</b>	<b>\$ 2,324.05</b>
Sewer Operating Fund	02/18/2020	1526	BLUE RIDGE	PHONE PUMP STATION	\$ 61.07
	02/18/2020	1527	VERIZON	SCADA LINE	\$ 32.97
	02/18/2020	1528	VERIZON	SCADA MODEM	\$ 120.03
	02/25/2020	1529	MET-ED	ELECTRIC SERVICE PUMP STATION	\$ 276.53
				<b>TOTAL Sewer Operating Fund Bills</b>	<b>\$ 490.60</b>
Sewer Construction Fund					\$ -
Capital Reserve Fund					\$ -
				<b>TOTAL Capital Reserve Fund</b>	<b>\$ -</b>
TOTAL General Fund					\$ 93,447.19
TOTAL Sewer Operating				Authorized by:	\$ 490.60
TOTAL Sewer Construction					\$ -
Total Capital Reserve				Transferred by:	\$ 93,937.79

**POCONO TOWNSHIP CHECK LISTING**  
**Monday, March 2, 2020**

<u>General Fund</u>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	02/27/2020	59436	Nationwide - 457	PAY 4 EE& ER CONTRIBUTIONS	\$ 3,960.04
	02/27/2020	59437	AMERICAN UNITED LIFE INSURANCE CO.	MARCH 2020 GTL PREMIUM	\$ 2,089.50
	02/27/2020	59438	Metlife - Non Uni. Pen. Plan	FEB 2020 ER CONTRIBUTION	\$ 5,621.82
	02/27/2020	59439	ADP, LLC	PAYROLL SERVICES	\$ 570.25
	02/27/2020	59440	Berks County Chiefs of Police Association	Law Books	\$ 825.00
	02/27/2020	59441	Bianchi Joe	Uniform Allowance	\$ 118.00
	02/27/2020	59442	Boucher & James, Inc.	TWP engineering services	\$ 5,368.00
	02/27/2020	59443	D.G. Nicholas Co.	PW operating supplies	\$ 924.11
	02/27/2020	59444	DES	TWP Recycling Jan 2020	\$ 128.00
	02/27/2020	59445	Double M Productions	PW Uniforms	\$ 369.50
	02/27/2020	59446	Eureka Stone Quarry, Inc.	QPR Cold Patch	\$ 2,349.45
	02/27/2020	59447	Gotta Go Potties, Inc	War Memorial Porta Potty Rental	\$ 80.00
	02/27/2020	59448	Highmark Inc.	HRA FEES	\$ 112.55
	02/27/2020	59449	HUNTER KEYSTONE PETERBILT	Heavy equipment supplies	\$ 49.90
	02/27/2020	59450	J. P. Mascaro & Sons	Waste removal	\$ 283.97
	02/27/2020	59451	J. P. Mascaro & Sons	Waste removal	\$ 198.64
	02/27/2020	59452	Kimball Midwest	Heavy equipment supplies	\$ 284.32
	02/27/2020	59453	Kuehner, Raymond	Uniform Allowance	\$ 95.05
	02/27/2020	59454	McCue, Connor	Workboot Allowance	\$ 150.00
	02/27/2020	59455	Miller, Larry	Uniform Allowance	\$ 111.99
	02/27/2020	59456	P & D Emergency Services	Police vehicle repair	\$ 235.00
	02/27/2020	59457	PAPCO, Inc.	Vehicle fuel	\$ 6,812.48
	02/27/2020	59458	Staples Credit Plan	Police office supplies	\$ 44.39
	02/27/2020	59459	Suburban Testing Labs	SDWA Monthly	\$ 100.00
	02/27/2020	59460	Tulpehocken Mountain Spring Water Inc	TWP water	\$ 90.19
	02/27/2020	59461	UNIFIRST Corporation	PW uniforms and mats	\$ 169.52

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
02/27/2020	59463	US BANK - Lockbox CM9722	Police Pension FEB 2020 EE contribution	\$ 5,646.92
02/27/2020	59464	Weitzmann, Weitzmann & Huffman, LLC	Zoning legal services	\$ 4,516.25
02/27/2020	59465	Williamson Law Book Co.	TWP office supplies	\$ 554.70
02/28/2020	59466	OTTO PSYCHOLOGICAL ASSOCIATES LLC	Professional services	\$ 2,500.00
02/28/2020	59467	SFM Consulting LLC	ZONING CONTRACTED SERVICES FEB 2020	\$ 4,306.25
				<b>\$ 48,665.79</b>

**Sewer Operating Fund**

02/27/2020	1530	Allstate Septic Systems, LLP	SERVICE PUMP STATION 1	\$ 260.00
02/27/2020	1531	BLUE RIDGE COMMUNICATIONS	PUMP STATION PHONE SERVICE	\$ 122.14
02/27/2020	1532	Boucher & James, Inc.	SEWER ENGINEERING	\$ 3,003.67
02/27/2020	1533	Cramer, Swetz, McManus & Jordan	LEGAL SERVICES	\$ 21.00
02/27/2020	1534	FURINO MECH CONTRACTING & FURINO FUEL	LABOR TO LIFT SEPTIC PUMP OUT OF WELL	\$ 337.50
02/27/2020	1535	J P Mascaro & Sons	WASTE REMOVAL PUMP STATIONS	\$ 194.00
02/27/2020	1536	Pocono Management Associates LLC	CONTRACTED SERVICES 2/3/2020 - 2/16/2020	\$ 3,038.70
02/27/2020	1537	SUBURBAN TESTING LABS	MONTHLY NPDES TESTING	\$ 480.00
<b>TOTAL Sewer Operating</b>				<b>\$ 7,457.01</b>

**Sewer Construction Fund**

02/27/2020	659	BOUCHER & JAMES	ENGINEERING JOCKEY PUMPS PROJECT	\$ 14,796.60
<b>TOTAL Sewer Construction Fund</b>				<b>\$ 14,796.60</b>

**Capital Reserve Fund**

02/27/2020	1110	BOUCHER & JAMES	ENGINEERING SERVICES CAPITAL PROJECTS	\$ 175.59
02/28/2020	1111	ACCESS OFFICE TECHNOLOGIES	TELEPHONE SYSTEM PROJECT PARTS	\$ 9,411.60
<b>TOTAL Capital Reserve Fund</b>				<b>\$ 9,587.19</b>



Date

Check

Vendor

Memo

Amount

**LIQUID FUELS**

**ESSA**

TOTAL General Fund	\$			48,665.79	
TOTAL Sewer Construction Fund	\$			14,796.60	Authorized by: _____
Sewer Operating	\$			7,457.01	
Capital Reserve	\$			12,462.19	
Liquid Fuels	\$			-	
<b>TOTAL ESSA TRANSFER</b>	<b>\$</b>			<b>83,381.59</b>	<b>Transferred by: _____</b>