



**POCONO TOWNSHIP COMMISSIONERS  
AGENDA**

February 18, 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.

Executive session – held – February 5, 2020 – negotiations and personnel issues

Executive Session – held – February 10, 2020 – personnel

**Hearings –**

**Presentations –**

PMEDC – Pocono Township/Sanofi TIF

**Resolutions -**

**OLD BUSINESS**

1. Motion to approve the minutes of the February 3, 2020 meeting of the Board of Commissioners (action item\*)
2. Motion to approve the minutes of the February 5, 2020 work session of the Board of Commissioners (action item\*)

**NEW BUSINESS**

**1. Personnel**

- a. Motion to approve an increase of fifty (50) cents per hour for Robert Rasely due to having a mechanics license as per the Public works CBA effective 1-1-20. (action item\*)

- b. Motion to approve the payment of \$100 to renew the mechanics license of Robert Rasely (action item\*)
- c. Motion to approve the monthly payment of \$236.83 to Doug Smith as an opt out of health care payment, as provided for under the Police CBA (this is for medical only). (action item\*)
- d. Acknowledge for the record the retirement date of Thomas Lynott from the Pocono Township Police department of February 1, 2020.
- e. Motion to adopt a policy that governs the health care plan of the following positions – Township Manager, Fiscal Administrator and Chief of Police at a 3% contribution towards premium, a \$2000/\$4000 deductible, and an HRA paid 50% by the township effective January 1, 2020. (action item\*)
- f. Motion to approve the employment agreement with Kent Werkheiser as Pocono Township Chief of Police, effective January 1, 2020 through January 18, 2021 (action item\*)

## **2. Financial Transactions**

- a. Motion to ratify vouchers payable received through February 13, 2020 in the amount of \$ 1,749.21 (action item\*)
- b. Ratify gross payroll for pay period ending February 9, 2020 in the amount of \$ 96,392.91 (action item\*)
- c. Motion to approve vouchers payable received through February 13, 2020 in the amount of \$ 258,515.55 (action item\*)
- d. Motion to authorize the township manager to go out for bid for the 2020 road paving, tar and chip and line stripping projects. (action item\*)

## **3. Travel/Training Authorizations (Approve/Ratify)**

- a. Motion to approve the attendance of Bob Sargent at the 2020 NPDES Workshop, February 25, 2020 from 8am – 4pm at NCC at a cost of \$60.00. (action item\*)

### **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 new phone system for Pocono Township (action item\*)

Ellen Gndt - Commissioner

Jerry Lastowski – Commissioner

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

Keith Meeker – Commissioner

**Reports****1. Emergency Services –**

- Police
- EMS
- Fire

**2. Zoning –**

- a. Motion to approve a fee schedule for the Grading Application and permit of \$250 for the permit and a \$1500 professional services escrow (action item\*)

**3. Public Works Report**

- a. Update - road crew projects
- b. Update – ice rink
- c. Update – LED lighting throughout township complex
- d. Update – lighting at Heritage Center
- e. Motion to approve the project to be performed by the township road crew to divert water along Alger Avenue (action item\*)
- f. Motion to go out to bid for spring and fall clean-up (action item\*)
- g. Discuss and possible motion on 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\*)
- h.

**4. Administration – Manager's Report**

- a. Update – Regional Comprehensive Plan
- b. Update - Traffic Task Force
- c. Update - Business Association
- d. Update – Green Light Go – 2015
- e. Update – Green Light Go – 2017 – PennDot requiring a resolution approving the intersections of the project, a letter stating that the township will provide the new match and a letter stating that the township will budget for continued maintenance (if an action item the above would need to be done by motions of the board\*)
- f. Update - Amusement Tax – discussion and possible action item to delay implementation of tax set to begin March 1, 2020 (action item\*)
- g. Request from Jackson Township to have Pocono agree to have HJP Park added to the list of properties inspected by the USDA for Spotted Lantern Fly.

**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 – Traffic study Ordinance
- h. Update – Well at MVP – Motion to approve the project cost to install the well at MVP (action item\*)

**5. Township Solicitor Report**

- a. Update – easements – Breezewood Drive
- b. Update – ZHB dates
  - Abrams/LTS – signs –
  - Johnson – 3262 Birch Hill Drive – STR – Tuesday, February 25 – 5pm
- c. Contract with electric company Constellation – language in contract
- d. Discussion on building codes contracts – possible action item on building code contracts (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**

## REGULAR MEETING MINUTES

February 3, 2020 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on Monday, February 3, 2020 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Rich Wielebinski at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Jerrod Belvin, present; Ellen Gndt, 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:**

Chris Ortolan, Township resident asked that his name is correctly spelled in the January 13, 2020 special meeting minutes. Correction will be made.

**ANNOUNCEMENTS:**

R. Wielebinski announced the following –

- Please remember to sign in as you enter the meeting room
- The next Board of Commissioners meeting is moved to Tuesday, February 18, 2020 due to the holiday
- There was an executive session held – Monday, February 3, 2020 for possible litigation concerning Turtle Walk and the Penney property

**HEARINGS:** none

**PRESENTATIONS:**

The Board interviewed Chris Peechatka for a vacancy on the Planning Commission.

Chris Peechatka stated that he was born and raised in the area and is raising his family here. He is familiar with the planning process having gone through it. He was asked if there would be any issue with making the Monday night meetings and Dr. Peechatka stated there would not be an issue.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Chris Peechatka to the planning commission with a term to expire 12-31-23. Under discussion Commissioner Gndt stated she had questions about the process. She said that people were interviewed at the last meeting and the township is not following its own rules. She asked how this item was placed on the agenda. Commissioner Wielebinski stated that he asked the township manager to place this on the agenda. The gentleman, Roger Hanna who interviewed at last meeting has decided he is not interested in serving on the board. Commissioner Gndt stated that there are rules to be followed to conduct interviews and we are showing favoritism by not following them. Commissioner Wielebinski stated that later on the agenda is an item to discuss alternates for the planning commission. Solicitor DeVito stated that the bylaws only require that an interested party send something to the township manager stating that interest, whether it be a resume or an email, and the board can chose to conduct interviews or not. He stated that there are no specific rules governing how the process should be conducted to decide who will serve on volunteer boards. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Penn Strategies – grant update

Jason Fitzgerald of Penn Strategies presented a grant update to the Board. The township did not receive the recently applied for LSA grant for the repair to the TLC Dam. Mr. Fitzgerald reported that two current grant applications, one for the Rim Rock Road/Bartonsville Avenue turning lane project and one for the Master Sidewalk Plan/Safety Enhancement grant are pending and waiting on a decision. There is also a grant submitted on behalf of PJJWA that is pending. Commissioner Gndt questioned the sidewalk plan. She stated that perhaps it would be better if there were a meeting with the public to get their thoughts on this issue. The Commissioners stated that there was a meeting advertised and no one came. There are several grant opportunities opening now with applications due over the next few months. The board instructed the township manager to advertise for a work session, with Penn Strategies on Tuesday, February 18, 2020 at 5:30pm.

**RESOLUTIONS:**Resolution 2020-01 – TRAP Enterprises Route 611 Final Land Development Plan.

Vincent Trapasso addressed the board and explained that due to the PennDot projects along Route 611 his projects have been severely impacted as far as reaching deadlines. He requested extensions of both of the projects in this area.

J. Lastowski made a motion, seconded by J. Belvin, to adopt Resolution 2020-01 granting an extension of time, 18 months, to satisfy the conditions of the plan approval of the Trap Enterprises Route 611 Final Land Development Plan. Roll Call Vote: J. Belvin, yes; E. Gmandt, Abstain - Commissioner Gmandt stated that she has a potential conflict of interest under the ethics act and requested that a letter, handed to the township manager, be placed in the minutes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Resolution 2020-02 – Trap Enterprise LLC Hotel Project

J. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2020-02, granting an extension of time, two years, to satisfy conditions of the plan approval of the Trap Enterprises Desaki Hotel final land development plan. Roll Call Vote: J. Belvin, yes; E. Gmandt, Abstain - Commissioner Gmandt stated that she has a potential conflict of interest under the ethics act and requested that a letter, handed to the township manager, be placed in the minutes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Resolution 2020-03 – Pocono Hospitality

A letter was received from the attorney representing the developer of this project stating the project is moving forward but they were requesting a one-year extension to satisfy the conditions.

J. Lastowski made a motion, seconded by E. Gmandt, to adopt Resolution 2020-03 granting an extension of time, one year, to satisfy conditions of the plan approval of the Pocono Hospitality land development plan. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Resolution 2020-04 – Financing of 2019 Ram 5500

J. Belvin made a motion, seconded by K. Meeker, to adopt Resolution 2020-04 authorizing the financing of the 2019 Dodge Ram with upfitting as approved in the 2019 budget in the amount of \$89,341.00 with FNB Commercial Leasing at a rate of 4.5% for three years with a \$1 buyout at an annual payment of \$31,127.50 and authorize the President of the Board of Commissioners to execute the documents. Under discussion Commissioner Gmandt questioned the reference to the 2019 budget. D.ASURE explained that this was to document this purchase had been approved in 2019 yet we are only receiving this vehicle in 2020 and to make sure that it was not confused with purchases that would be authorized under the 2020 capital budget. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Change Order to 2020 Ten-Ton Peterbilt

The Board was informed that onspot automatic tire chain systems would be a safety item for the employees driving the vehicles in a storm. The chain systems can be retrofitted in house on several of the trucks already in the fleet but it made sense to have this change order as the system would be installed during the upfit and be included in the warranty of the truck. R. Sargent has indicated that all future trucks will be bid with this specification added to the vehicle. R. Wielebinski made a motion, seconded by J. Belvin, to ratify the change order to the 2020 Peterbilt dump truck with plow in the amount of \$2,450.00 to E. M. Kutz to add an onspot automatic tire chain system to the vehicle. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Resolution 2020-05 - Financing of 2020 Peterbilt Model 348 ten ton dump truck

R. Wielebinski made a motion, seconded by K. Meeker, to adopt Resolution 2020-05 authorizing the financing of the 2020 Peterbilt Model 348 ten ton dump truck with plow and upfitting as approved in the 2019 budget in the amount of \$168,438.00 (including change order) with FNB Commercial Leasing at a rate of 4.5% for five years with a \$1 buyout at an annual payment of \$36,780.00 and authorize the President of the Board of Commissioners to execute the documents. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**OLD BUSINESS:****MINUTES:**

E. Gmandt made a motion, seconded by J. Belvin, to approve the minutes of the 1/13/20 special meeting of the Board of Commissioners. Under discussion Commissioner Lastowski stated that the name of the person he referenced should be



Dave Wogrom. He also stated that he stated in the minutes that he only remembered one executive session to discuss personnel issues but after thinking about it he does remember that the board met more than once. A friendly amendment was accepted to correct the name as stated. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

E. Gnandt made a motion, seconded by K. Meeker, to approve the minutes of the January 21, 2020 regular meeting of the Board of Commissioners. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, abstained as he was absent; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

#### **NEW BUSINESS:**

##### Personnel –

J. Belvin made a motion, seconded by J. Lastowski, to approve the March 1, 2020 pension start date for Thomas Lynott in the amount of \$3,520.57 per month per the Election of Retirement Benefits form as calculated by Beyer Barber Company. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, 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. Gnandt, to ratify vouchers payable for a period ending January 30, 2020 in the amount of \$ 2,096.52. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### Ratify gross payroll -

R. Wielebinski made a motion, seconded by K. Meeker, to ratify the gross payroll for the pay period ending January 26, 2020 in the amount of \$ 100,761.51. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### Vouchers Payable

R. Wielebinski made a motion, seconded by E. Gnandt, to approve vouchers payable received through January 30, 2020 in the amount of \$ 52,836.67. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### Capital Expenditures -

R. Wielebinski made a motion, seconded by J. Belvin, to approve the capital expenditures received through January 30, 2020 in the amount of \$ 49,354.71. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### 2021 Peterbilt truck -

R. Wielebinski made a motion, seconded by J. Lastowski, to accept the co-star quote from Hunter Peterbilt for the purchase of a 2021 10-ton dump truck in the amount of \$ 98,068.00. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### 2021 Peterbilt upfitting -

R. Wielebinski made a motion, seconded by K. Meeker, to accept the co-star quote from E. M. Kutz, Inc. for the upfitting of the 2021 Peterbilt ten ton dump truck in the amount of \$ 72,521.00. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### 2020 Road Materials –

R. Wielebinski made a motion, seconded by J. Belvin to authorize the township manager to go out for quotes for the 2020 road materials. Under discussion Commissioner Gnandt asked if there was a list of what was being bid. Discussion followed on the type of stone that is bid which is used by the road crew. She stated that we always had a list to approve in advance of going out to bid. D. Asure explained that we have been using the same document for the past two years, we total the amount of material used the prior year, confirm with the road supervisor as to the amount he feels comfortable with in the document and bring the tally sheet to the board of Commissioners. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Capital Reserve CD –

R. Wielebinski made a motion, seconded by K. Meeker to approve the \$750,000 capital reserve CD, coming due on February 9, 2020 to be placed in the Capital Reserve account for 2020 capital purchases. Under discussion Commissioner Gnandt asked why this had to be done and why would we not re-invest the money in another CD? D. Asure explained that this money was needed for the capital purchases discussed for purchase during 2020. The money shown in the capital budget was made up of two \$750,000 CD's, money that was left in the account from 2019 and the \$118,000.00 that was transferred at the last meeting. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

General Fund CD –

R. Wielebinski made a motion, seconded by J. Lastowski to renew the \$1 million dollar CD (general fund) coming due on February 6, 2020 for the longest period of time and best rate possible (currently at ESSA). Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Travel/Training Authorizations – noneREPORT OF THE PRESIDENT:

Richard Wielebinski, President –

R. Wielebinski discussed the LED speed signs that he has been researching for several months. He was just contacted by the company who will soon be a co-star vendor. The prices seem to be much better with a cost for two battery operated signs to be around \$2600 each. Solar would be more expensive and there is concern of damage as the signs, required by the PennDot permit are moved every two weeks. There is a list of roads being put together with Bog Road being added as suggested by Commissioner Lastowski. Commissioner Wielebinski stated he will continue to report to the board.

Commissioner Wielebinski reported that he spoke with Solicitor Pereira about adding alternates to the planning commission. Due to some members of the board needing to abstain from voting on all issues concerning Sanofi it would make sense to have alternates who in this type of situation could sit as a member and vote on the issue at hand. This would need to be passed by ordinance. Commissioner Lastowski commented that this is a very good idea. R. Wielebinski made a motion, seconded by J. Belvin to authorize the township solicitor to write an ordinance and advertise for a hearing for the purpose of considering adding two alternate members to the Pocono Township planning commission. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

COMMISSIONERS COMMENTSJerrod Belvin - Vice President –

Commissioner Belvin reported that he has been approached by Sanofi to see if the township was interested in having donated thirty-nine (39) picnic tables. J. Belvin made a motion, seconded by E. Gnandt, to accept the donation of thirty-nine (39) picnic tables from Sanofi and have the township manager send a thank-you on behalf of the Board. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ellen Gnandt - Commissioner –

Commissioner Gnandt stated that she had a list of items to discuss.

- Alternate Planning Commissioner Member - E. Gnandt stated she thought this was a good idea. She asked if the person that was already interviewed be appointed as an alternate. Commissioner Wielebinski stated that they would find all interested parties and reach out to them to find out their interest.
- Health care contributions - E. Gnandt stated that contributions to health care premiums would be a change in policy and discussion and official action should be taken at a public meeting. There was discussion as to who contributes to the health care premiums currently with a few positions to contribute were added during the 2020 budget discussion. She believes that money should be reimbursed to the employees who have contributed without a change in policy until there is official action at a township meeting. The township manager will add this to the next agenda.
- Master Sidewalk Plan - E. Gnandt questioned the master sidewalk plan and stated that the plan has not been



discussed. She asked if a public forum, inviting residents and business owners to view the plan and discuss the impact to businesses, who is liable, who clears the sidewalks, the loss of parking spaces, etc. The commissioners stated this was a priority in 2018/2019 and that there was a public meeting, and no one attended. Commissioner Wielebinski stated he discussed this plan with a business owner today. The public is aware. Some of the old pictures in the meeting room show that Tannersville once had sidewalks. Sidewalks are now being added to plans

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.

Keith Meeker - Commissioner - no report

## REPORTS:

### Zoning -

R. Wielebinski made a motion, seconded by K. Meeker, to approve the joinder plan of Koval at 199 Vista Road, ID #12/5A/1/87 and 12/5A/1/88 contingent upon the review of the Monroe County Planning Commission. Under discussion, Commissioner Gndt asked if the board should wait until the review from the MCPC has been received before they act on this. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

It was reported to the Board that the zoning officer will be going to the former Birchwood Property and inspecting for dangerous structures.

### Public Works

Road Crew Projects - R. Sargent reported they are cutting brush and dealing with the small winter storms as they pop up.

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 stated he received quotes from Friedman Electric/Cooper Electric to change the lights in all three buildings to LED. The road crew will install the lighting fixtures and bulbs. R. Wielebinski made a motion, seconded by J. Belvin, to approve the quote from Friedman Electric/Cooper Electric in the amount of \$4,098.96 with rebate from PPL included in that quote. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Basketball sets - J. Belvin made a motion, seconded by J. Lastowski, to accept the donation of three full and one half basketball sets, hoops and backboard from Camp Lindenmere and have the township manager send a thank-you note on behalf of the board. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, absent; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Sargent explained that PennDot will be working on the bridge on Sullivan Trail. They will be installing new signage and would like to put an electronic flashing sign under the speed sign. PennDot wants Pocono Township to be responsible for the solar powered flashing sign. There was discussion on the cost of maintaining such a sign and also the liability of being responsible for a sign on a state road. The township manager was asked to reach out to the insurance agent and discuss the liability with him. This topic will be placed back on the next agenda.

### Administration - Manager's Report

Regional Comprehensive Plan - D. Asure stated that the task force met on Tuesday, January 28<sup>th</sup> at 7pm at Stroud Township. To get input on the plan the consultant and the group plan to have a booth at the Earth day festivities at NCC. 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 - The meeting was held on January 15, 2020 with a very small turnout. They are going

to try a breakfast meeting for the next gathering.

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

Green Light Go 2017 – D. Asure reported that updated numbers were received today putting the Pocono Township match at approximately \$195,000 more. PennDot has added the light at Brookdale Road to the list of Pocono lights. We will continue to look for funding to do this project. There was discussion as to whether the project should be downsized. Commissioner Belvin believes this project is extremely important and we should do all we can to get it done.

D. Asure reported that the township had received a letter from Tannersville Point granting an extension for approval of the project until July 31, 2020.

D. Asure reported that the township had received correspondence from Borton -Lawson concerning the Sanofi Perimeter project and granting an extension for approval of the project until June 21, 2020.

Pavilion Waiver requests -

R. Wielebinski made a motion, seconded by K. Meeker, to deny the request of the Latin American Motorcycle Club to waive the pavilion rental fee of \$100 for Pavilion #3 on June 20, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert replacement project – Shop drawing received and culverts being ordered.

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 – J. Tresslar reported the Archer Lane letter was sent

Master Sidewalk Plan - J. Tresslar reported that he informed the St. Luke's engineer that if the project moves forward it will require land development which will trigger the requirement for sidewalks.

Road Inspections - Boucher & James completed traffic studies and road inspections of Learn Road, Beehler Road, Back Mountain and Bog Roads. R. Wielebinski made a motion, seconded by J. Belvin, to authorize the township solicitor and township engineer to write an ordinance setting the speed limit and other safety parameters on the roads for which the studies were done, as well as changing the names of Pigeon Way to Learn Road and Learn Road (known as To Fish Hill) to Eleni's Way and advertise for a hearing for March 16, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

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.

Generator – J. Tresslar reported that the test went very well and the generator is up and running.

Sardinha Lot Line Adjustment – (done earlier in the meeting) Nate Oiler of RKR Hess explained the reasoning behind the lot line adjustment. R. Wielebinski made a motion, seconded by J. Lastowski, to approve the Sardinha lot line adjustment contingent upon all items on the Boucher & James letter of January 23, 2020 are addressed. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

J. Tresslar told the board that a meeting will be held on Thursday, February 6, 2020 to discuss the water run off issue on the property on Alger Avenue.

### 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 most signs have been removed. LTS withdrawing his appeal. Still waiting to hear from other party as to their decision.
- Feeling Good, LLC – STR – The township has received the opinion of the ZHB affirming the enforcement notice.
- J. W. Penney – gas station use – The ZHB granted the application
- 3262 Birch Hill Drive – This will be held Tuesday, February 25, 2020 at 5pm. J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the township solicitor to represent the township at the Johnson ZHB scheduled for Tuesday, February 25, 2020 at 5pm. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

### PUBLIC COMMENT:

Randy Peechatka, Township Resident spoke to the board about painting on roads using a stencil instead of the plastic strips. Commissioner Wielebinski stated that research should be done and discussion with the Chief of Police should be had to see what product is certified and is recommended.

Mr. Peechatka discussed the ice rink with the board and Bob Sargent and believes that it needs water added to smooth the surface. Commissioner Wielebinski asked R. Sargent to look into this.

Commissioner Wielebinski spoke to the Board about meeting with Jackson Township on some joint park efforts such as Thursdays on the Green at NCC. NCC can no longer provide the screen for the three summer movies as it is approximately \$6,000.00. D.ASURE reported that she contacted ESU and they do have a screen and will see if the department that oversees this item would be willing to rent it to Pocono Township. Commissioner Wielebinski will contact Jackson to see if there is any interest in some joint opportunities.

Commissioner Lastowski stated that he has seen several items on the news promoting things in other township and we should get better out tooting our own horn. He also mentioned that Dr. Matt Connell, President of NCC will be retiring in a few months and it would be nice if the Board recognized him at one of the future meetings.

Dee Ackerman, Township Resident spoke to the board about the trees along Fish Hill Road that continually fall and are actually on Mt. Airy's property. Currently the township does not have an ordinance that would require land owners to remove dangerous trees. The township can call someone in to remove a tree that they believe is truly a hazard. Commissioner Wielebinski commented that there is also a tree on Learn Road ready to fall on lines.

### ADJOURNMENT:

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

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
WORK SESSION  
February 5, 2020 5:00 p.m.**

Rich Wielebinski, President opened the work session at 5:00pm

**ATTENDANCE:**

Board of Commissioners:

Rich Wielebinski – President  
Jerrod Belvin – Vice-President  
Jerry Lastowski  
Keith Meeker  
Ellen Gandt

Also attending:

Leo DeVito - Twp. Solicitor  
Donna M. Asure, Twp. Manager  
Kent Werkheiser – Chief of Police

**Public Comment** – none

The Board of Commissioners adjourned into executive session to discuss negotiations and personnel.

Chief Werkheiser and D. Asure were dismissed from the executive session at 6:15pm.

**ADJOURNMENT:**

The meeting adjourned at ??? p.m.

POCONO TOWNSHIP  
Tuesday, February 18, 2020

## SUMMARY

Ratify

General Fund	\$	97,720.23
Sewer Operating	\$	421.89
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	150,495.57
TOTAL Sewer <u>OPERATING</u> Fund	\$	102,410.00
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	5,609.98
TOTAL Capital Reserve Fund	\$	-
Liquid Fuels	\$	-

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

**RATIFY**

Tuesday, February 18, 2020

	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund					
Payroll	02/14/2020			PAYROLL ENDING 2/9/2020	\$ 96,392.91
General Expenditures					
	02/03/2020	59372	PENTELEDATA	PARK INTERNET SERVIE	\$ 347.72
	02/03/2020	59373	PENTELEDATA	TOWNSHIP INTERNET SERVICE	\$ 164.90
	02/03/2020	59374	STAPLES	TOWNSHIP OFFICE SUPPLIES	\$ 280.41
	02/03/2020	59375	LAWSON PRODUCTS	PW SUPPLIES	\$ 247.98
	02/10/2020	59376	BLUE RIDGE COMMUNICATIONS	TELEPHONE SERVICE TWP	\$ 286.31
				<b>TOTAL General Fund Bills</b>	<b>\$ 1,327.32</b>
Sewer Operating Fund					
	02/03/2020	1510	PENTELEDATA	INTERNET PUMP STATIONS	\$ 299.75
	02/10/2020	1511	BLUE RIDGE	PHONES PUMP STATIONS	\$ 122.14
				<b>\$</b>	<b>421.89</b>
Sewer Construction Fund					
Capital Reserve Fund					
				<b>TOTAL Capital Reserve Fund</b>	<b>\$ -</b>
TOTAL General Fund					
TOTAL Sewer Operating				97,720.23	
TOTAL Sewer Construction				421.89	Authorized by:
Total Capital Reserve				-	
				-	
				Transferred by:	
				<b>98,142.12</b>	



# POCONO TOWNSHIP CHECK LISTING

## Tuesday, February 18, 2020

<u>Date</u>	<u>General Fund</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
02/13/2020		59377	ADP, LLC	PAYROLL SERVICES	\$ 520.06
02/13/2020		59378	Advanced Collision	POLICE VEHICLE MAINTENANCE	\$ 4,345.29
02/13/2020		59379	ARGS Technology, LLC	Jan 2020 IT Services	\$ 2,875.00
02/13/2020		59380	Aspen Pest Services, LLC	Pest control services	\$ 145.00
02/13/2020		59381	BIU of PA, Inc.	Permit Fees	\$ 1,818.60
02/13/2020		59382	Brodhead Creek Regional Authority	Sewer	\$ 177.08
02/13/2020		59383	Broughal & DeVito, L.L.P.	Legal services	\$ 6,897.50
02/13/2020		59384	Cardmember Service	Police training and supplies	\$ 1,579.76
02/13/2020		59385	Cardmember Service	Township licenses & training	\$ 475.50
02/13/2020		59386	Cefall and Associates PC	Dec 2019 Treasury Services	\$ 210.00
02/13/2020		59387	CivicPlus, Inc	Q1 2020 Fee for Website Hosting & Support	\$ 550.00
02/13/2020		59388	Cyphers Truck Parts	PW truck parts	\$ 139.80
02/13/2020		59389	D.G. Nicholas Co.	Pw equipment parts	\$ 455.05
02/13/2020		59390	Davidheiser's Inc.	Police equipment maintenance	\$ 136.00
02/13/2020		59391	Donna Kenderdine Reporting	Professional services	\$ 24.00
02/13/2020		59392	General Code	eCode 360 Annual Maintenance	\$ 1,195.00
02/13/2020		59393	Goucher, Shawn	Travel expenses reimbursement	\$ 79.46
02/13/2020		59394	H. M. Beers, Inc.	Jan 2020 SEO Services	\$ 1,575.00
02/13/2020		59395	Highmark Inc.	HRA fees	\$ 138.75
02/13/2020		59396	Imaginations	Flowers	\$ 65.72
02/13/2020		59397	J & B Auto	POLICE VEHICLE MAINTENANCE	\$ 1,143.37
02/13/2020		59398	J & Z Professional Services LLC	Feb 2020 Cleaning Services	\$ 947.50
02/13/2020		59399	JDM Consultants, LLC	Feb 2020 Grant Consulting & Advocacy	\$ 2,500.00
02/13/2020		59400	Kuehner, Raymond	Uniform Allowance	\$ 119.98
02/13/2020		59401	Kyocera Document Solutions America, Inc.	Police & Township copier leases	\$ 366.56
02/13/2020		59402	Locust Ridge Quarry	Road materials	\$ 2,892.61

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
02/13/2020	59403	MALWAREBYTES	Annual contract	\$ 1,118.00
02/13/2020	59404	Morton Salt	Bulk Safe-T-Salt	\$ 11,106.51
02/13/2020	59405	MIRM Worker's Compensation Pooled Trust	Workers comp. insurance	\$ 11,724.32
02/13/2020	59406	New York County Clerk	Court Order Request	\$ 8.00
02/13/2020	59407	New York County Clerk	T. Lynott 2nd Court Order Request	\$ 8.00
02/13/2020	59408	P & D Emergency Services	Police equipment maintenance	\$ 672.89
02/13/2020	59409	PA DEP	Fuel tank license	\$ 100.00
02/13/2020	59410	PAPCO, Inc.	Vehicle fuel	\$ 6,079.20
02/13/2020	59411	PMHIC	Health insurance premium	\$ 67,862.05
02/13/2020	59412	Pocono Record	Township advertising	\$ 322.37
02/13/2020	59413	PPL Electric Utilities	Electric service	\$ 55.76
02/13/2020	59414	PPL Electric Utilities	Electric service	\$ 2,413.45
02/13/2020	59415	Praxair Dist Mid-Atlantic	PW supplies	\$ 29.22
02/13/2020	59416	PSATS	Training	\$ 120.00
02/13/2020	59417	Royal Security Services, Inc	Contracted services	\$ 100.00
02/13/2020	59418	Scott's Signs and Printing	Name Plate	\$ 90.00
02/13/2020	59419	SFM Consulting LLC	Jan 2020 Zoning Services	\$ 4,452.50
02/13/2020	59420	Shinetime Auto Wash & Lube	Jan 2020 Police Car Washes	\$ 42.00
02/13/2020	59421	Site2	Off site backup	\$ 760.00
02/13/2020	59422	State Workers Insurance Fund	Fire Dep. Workers Comp.	\$ 2,006.00
02/13/2020	59423	The Pennsylvania State University	Training	\$ 1,240.00
02/13/2020	59424	Tulpehocken Mountain Spring Water Inc	Water	\$ 77.59
02/13/2020	59425	UNIFIRST Corporation	Uniforms and mats	\$ 234.28
02/13/2020	59426	Vector Security, Inc	Contracted services	\$ 150.00
02/13/2020	59427	Wilson Products Compressed Gas Co.	PW operation supplies	\$ 7.50
02/13/2020	59428	YCG, Inc.	Training	\$ 603.25
02/13/2020	59429	AFLAC	SUPPLEMENTAL INSURANCE	\$ 488.42
02/13/2020	59430	PSATS UC GROUP TRUST FUND	PSATS UC FILING Q4 2019	\$ 1,041.63
02/13/2020	59431	Teamster Local 773 - Non-Uniform	FEB 2020 DUES	\$ 754.00
02/13/2020	59432	Teamster Local 773 - Police	FEB 2020 UNION DUES	\$ 1,496.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
02/13/2020	59462	Nationwide - 457	PAY 3 2020 EE & ER CONTRIBUTION	\$ 3,960.04
				<u>\$ 150,495.57</u>

**Sewer Operating Fund**

02/13/2020	1512	Aspen Pest Control	PEST CONTROL PS 1	\$ 80.00
02/13/2020	1513	BRODHEAD CREEK REGIONAL AUTHORITY	MARCH 2020 SEWER TREATMENT	\$ 76,336.25
02/13/2020	1514	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 1,115.00
02/13/2020	1515	EEMA O&M Services Group, Inc.	FEB 2020 CONTRACTED SERVICES	\$ 6,095.38
02/13/2020	1516	Emergency Systems Service Co.	POCONTO	\$ 4,578.09
02/13/2020	1517	KEYSTONE ENGINEERING GROUP	ENGINEERING SERVICES JAN 2020	\$ 3,734.06
02/13/2020	1518	KMB	CAMERA LINE VALVE STATION 2	\$ 1,225.00
02/13/2020	1519	METROPOLITAN TELECOMMUNICATIONS	PHONE SERVICE PUMP STATION	\$ 73.90
02/13/2020	1520	Pennsylvania One Call System, Inc	SEWER MAPPING	\$ 27.48
02/13/2020	1521	Pocono Management Associates LLC	Contracted services	\$ 4,038.70
02/13/2020	1522	Pocono Record	SEWER MEETINGS ADVERTISEMENT	\$ 64.15
02/13/2020	1523	PPL Electric Utilities	49815-62005	\$ 711.49
02/13/2020	1524	RACO	SEWER MAINTENANCE PARTS	\$ 2,493.00
02/13/2020	1525	Utility Locator LLC	UTILITY MARKING FEB 2020	\$ 1,837.50
			<b>TOTAL Sewer Operating</b>	<u><b>\$ 102,410.00</b></u>

**Sewer Construction Fund**

02/13/2020	658	KEYSTONE ENGINEERING	RAING & TEMPERATURE TRANSMITTER PROJ.	\$ 5,609.98
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**TOTAL Sewer Construction Fund** **\$ 5,609.98**

**Capital Reserve Fund**

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
			TOTAL Capital Reserve Fund	\$ -

LIQUID FUELS

ESSA

TOTAL General Fund	\$	150,495.57	
TOTAL Sewer Construction Fund	\$	5,609.98	Authorized by: _____
Sewer Operating	\$	102,410.00	
Capital Reserve	\$	-	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	258,515.55	Transferred by: _____