



POCONO TOWNSHIP COMMISSIONERS  
AGENDA

December 3, 2018 7:00 p.m.

**Open Meeting**

**Pledge of Allegiance**

**Moment of Silence**

**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 –**

Executive Session – December 3, 2018 – personnel

**Hearings –**

**Presentations –**

Ardent Mills – Resolution 2018-59 – Motion granting conditional preliminary/final approval of the Arden Mills Grain silos installation land development plan (action item\*)

Interviews of Candidates for Planning Commission vacancy –

- Keith Meeker
- Steve VanAuken

**OLD BUSINESS**

1. Motion to approve minutes of November 19, 2018 work session of the Board of Commissioners (action item\*)
2. Motion to approve minutes of November 19, 2018 meeting of the Board of Commissioners (action item\*)

(Action Item\*)

\*A matter listed as an "Action Item" on the Agenda is a matter that the Board of Commissioners will discuss and may deliberate or take official action on. A matter listed on the Agenda as an "Action Item" does not require the Board of Commissioners to deliberate or take official action on that matter.

\*\* Change to agenda versus draft posted on website

**NEW BUSINESS****1. Personnel**

- a. Motion to grant the additional medical leave request for Phillip Starner until January 1, 2019 (action item\*)
- b. Motion to adopt Harassment/Sexual harassment/discrimination policy for Pocono Township employees, elected and appointed officials and contracted services (action item\*)
- c. Motion to adopt Travel Policy for Pocono Township (action item\*)
- d. Motion to adopt Social Media Policy for Pocono Township (action item\*)
- e. Motion to adopt Computer and Electronic Device Policy for Pocono Township (action item\*)

**2. Financial Transactions**

- a. Motion to ratify vouchers payable received through November 29, 2018 in the amount of \$ 2,867,363.43 (action item\*)
- b. Ratify gross payroll for pay period ending November 18, 2018 in the amount of \$ 97,973.59 (action item\*)
- c. Motion to approve vouchers payable received through November 29, 2018 in the amount of \$ 36,567.56 (action item\*)
- d. Motion to approve capital expenditures received through November 29, 2018 in the amount of \$ 1,929.00 (action item\*)
- e. Motion to authorize the township manager to sign the necessary documents for receipt and financing of 2019 Peterbilt trucks – single axle and tandem (action item\*)

**3. Travel/Training Authorizations (Approve/Ratify)****Report of the President**

- a. Motion to appoint Donna M. Asure as Assistant Township Secretary (action item\*)

**Commissioners Comments**

Richard Wielebinski – Vice President

- a. Motion to advertise to fill vacant position in Public Works Department (action item\*)

Harold Werkheiser – Commissioner

Chad Kilby – Commissioner

- a. Discussion on street lights for Route 611 (possible action item\*)

Jerrod Belvin – Commissioner

(Action Item\*)

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**Reports****1. Public Works Report****2. Administration – Manager's Report**

- a. Motion to appoint Helen Beers as SEO for Pocono Township (action item\*)
- b. Motion to authorize Boucher & James to perform zoning official duties for approximately 8 hours per week at a cost of \$85.00/hour (action item\*)
- c. Update on LED light installation at traffic signals
- d. Update on FCC license (VHF to UHF)
- e. Update on resiliency bid for traffic lights
- f. Update on meeting with grant writer on 11-28-18
- g. Update on 30 day extension granted to CBH2O Helipad project

**3. Township Engineer Report**

- a. White Oak Culvert replacement project – bid opening
- b. Fish Hill Road Storm System Notice of violation from MCCR
- c. LSA grant for right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- d. TLC Bridge Grant
- e. Culvert cleaning on Learn Road

**4. Township Solicitor Report**

- a. Update on Exxon Monitoring wells
- b. Update – Northridge at Camelback (possible action item\*)

**Resolutions****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**

(Action Item\*)

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**TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2018-59**

**A RESOLUTION GRANTING CONDITIONAL PRELIMINARY/FINAL APPROVAL OF THE ARDENT MILLS GRAIN SILOS INSTALLATION LAND DEVELOPMENT PLAN**

**WHEREAS**, the applicant, Ardent Mills, LLC, submitted a preliminary/final land development plan application titled “Preliminary/Final Land Development Plan for Ardent Mills Grain Silos Installation” (the “Plan”). The applicant proposes to construct three (3) 110.7-foot tall grain silos with an associated concrete pad and MCC building. The property is located south of Route 940 at the terminus of Harvest Lane, on a 42.055 acre site located in the I Industrial Zoning District; and

**WHEREAS**, the Township Engineer has reviewed the Plan and offered comments in his letter dated November 8, 2018; and

**WHEREAS**, the Pocono Township Planning Commission recommended the conditional preliminary/final plan approval of the Plan at a meeting held on November 13, 2018; and

**WHEREAS**, the Pocono Township Board of Commissioners desires to take final action on this Plan.

**NOW THEREFORE BE IT HEREBY RESOLVED** by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the following requests for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Section 390-29.F: Site Context Map. *The applicant shall be permitted to submit an aerial map to supplement the Existing Conditions Plan, which map shows existing features on the project site and within 1,000 feet of the limit of disturbance.*
2. SALDO Section 390-29.G(2): Existing Resources and Site Analysis Plan. *The applicant shall be permitted to submit an aerial map to supplement the Existing Conditions Plan, which map shows existing features on the project site and within 1,000 feet of the limit of disturbance.*
3. SALDO Section 390-31.E: All land developments on sites of three acres or more and all commercial and industrial subdivisions shall be designed in accordance with the four-step design process in Section 390-44 with respect to conservation areas and development sites. *The applicant has previously addressed the intent of the four-step design process in the approved Harvest States Cooperatives Semolina/Flour Milling Facility Land Development Plan and therefore shall not be required to provide additional information with respect to this provision.*

That the "Preliminary/Final Land Development Plan for Ardent Mills Grain Silos Installation" as shown on the preliminary/final land development plan prepared by Wood Environment & Infrastructure Solutions, Inc., dated October 12, 2018, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer's letter dated November 8, 2018.
2. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
3. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
4. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township, if deemed necessary by the Township.
5. The applicant shall pay all necessary fees associated with the Plan, including, but not limited to, a \$644.00 fee-in-lieu of open space, any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
6. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
7. The applicant shall provide three (3) mylars for recording the plans and eight (8) sets of paper prints which are signed and notarized by the owner and sealed by the engineer.
8. The applicant shall meet all conditions of the preliminary/final plan approval, and Plan shall be recorded within twelve (12) months of Conditional Preliminary/Final Plan approval, and agrees that if such conditions are not met, the Conditional Preliminary/Final Plan approval will be considered void.
9. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 3rd day of December, 2018.

ATTEST:

Township of Pocono  
Board of Commissioners

By: \_\_\_\_\_  
Print Name: Pamela Tripus  
Title: Secretary

By: \_\_\_\_\_  
Print Name: Gerald J. Lastowski  
Title: President

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**Budget Work Session Minutes**

**DATE:** November 19, 2018

**TIME:** 6:00 pm

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Jerry Lastowski

**ROLL CALL:**

Harold Werkheiser - Absent

Richard Wielebinski – Present

Jerrod Belvin – Present

Also present was Donna Asure-Township Manager

The work session was called to order at approximately 6:15pm by President Lastowski.

There was no public comment.

The following was discussed –

- The Board reviewed last minute changes to the 2019 budget before having the first reading at the 7:00pm board meeting
- The Board discussed the funding for various projects.

There was no public comment received.

**NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.**

The work session ended at 6:45 pm.

Submitted by:

Donna M. Asure  
Township Manager

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

NOVEMBER 19<sup>th</sup>, 2018 7:00 P.M.

DRAFT

The regular meeting of the Pocono Township Commissioners was held on Monday, 11/19/2018 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 J. Lastowski, present; Richard Wielebinski, present; Chad Kilby, present; Jerrod Belvin, present; and Harold Werkheiser, absent.

**IN ATTENDANCE:**

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna Asure, Township Manager; and Pamela Tripus, Township Secretary, were present.

**PUBLIC COMMENT:**

Ellen Gnandt, Twp. Resident, questioned the proposed Ordinance 2018-22 - changing of Commissioners' compensation and the legality of changing the statute to require attendance to receive the Commissioner's stipend.

J. Belvin explained it is to address a Commissioner, elected to the Board, who has only attended one and a half meetings in 2018; has not responded to a single phone calls or emails; and the Township is incurring costs, paid by the taxpayers, in trying to resolve his lack of attendance.

Ellen Gnandt, Twp. Resident, stated it will be challenged.

L. DeVito, Twp. Solicitor, explained he has been authorized to send letters to the State Ethic Commission and Governor Wolfe's Office was contact approximately two months ago to start the removal process, but Governor has not responded to date. L. DeVito noted there is nothing that states a Commissioner must attend and there is nothing that states the Board cannot set an attendance requirement. L. DeVito noted the fifth Commissioners absence can cause a tie vote and impede the progress of the Township.

J. Belvin noted Commissioner Werkheiser was contact three times by mail to take the PEMA G402, FEMA ICS 100 & NIMS 700 training which may, due to his lack of training, hurt the Township's ability to get FEMA disaster funding.

Discussion followed.

**ANNOUNCEMENTS:**

An executive session for acquisition of real property and personnel was held 11/14/2018.

An executive session for personnel and the acquisition of real property, was held on 11/19/2018.

**ORDINANCE HEARINGS:**

Donna Kenderdine, Court Reporter, in attendance.

Ordinance 2018-18 - Vacation of Wiscasset

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained the vacation is for a portion of Wiscasset Road. J. Durney, Solicitor for the applicant, noted it is part of the minor subdivision plan for

## ORDINANCE 2018-18 CONT:

**DRAFT**

Brookdale property. G. Lastowski opened the hearing to public comment, hearing none.

G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Belvin made a motion, seconded by C. Kilby, to adopt Ordinance 2018-18 - Vacation of Wiscasset Drive - between the ROW of 611 and Property owned by Brookdale Enterprises. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ordinance 2018-19 - Abeel Road Speed Limit

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained a traffic study was completed for the project and a maximum speed limit of 35 mph was established. The Ordinance provides for setting the speed limit, enforcement, and posting of speed limit signs. G. Lastowski opened the hearing to public comment, hearing none.

G. Lastowski made a motion, seconded by C. Kilby, to close the hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

C. Kilby made a motion, seconded by R. Wielebinski, to adopt Ordinance 2018-19 - establishing a maximum speed limit of 35 miles per hour for motor vehicles on Abeel Road in Pocono Township. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ordinance 2018-20 - Fireworks

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained the amendment is provide for consumer firework sales and sets dates and times for setting off consumer fireworks.

G. Lastowski opened the hearing to public comment, hearing none.

G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to adopt Ordinance 2018-20 to amend the Code of Ordinances of Pocono Township, Chapter 200, Fireworks. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ordinance 2018-21 - Intergovernmental Cooperation Agreement -

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained it is for an intergovernmental cooperation agreement for the purpose of developing a Regional Comprehensive Plan with Stroud Township, Stroudsburg Borough and Hamilton Township. G. Lastowski opened the hearing to public comment, hearing none. R. Wielebinski made a motion, seconded by C. Kilby, to close the hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

~~SECRET~~  
R. Wielebinski made a motion, seconded by C. Kilby, to adopt Ordinance 2018-21 - providing for entering into an inter-municipal cooperation agreement for regional comprehensive land use plan updates. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried

Ordinance 2018-22 - Commissioner's Salaries and Compensation -

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained the amendment requires Commissioners to attend 75% of all meetings for each quarter unless medically excused. In the event a Commissioner fails to attend 75% of all meetings (Sewer, Regular, & Work sessions) per quarter, they will not receive compensation for that quarter. G. Lastowski noted it does not preclude phone-in attendance for meetings. G. Lastowski opened the hearing to public comment.

Ellen Gnandt, Twp. Resident, stated that she did not believe the Board has the authority to do this and if the Board does do it, she will file an appeal within 30 days.

L. DeVito, Twp. Solicitor, noted the hearing was properly advertised. R. Wielebinski questioned the appeal process. L. DeVito, Twp. Solicitor, explained it can be appealed to Monroe County Court of Common Pleas to challenge the validity of the Ordinance. R. Wielebinski stated he felt the Board was being fair with the attendance requirement. J. Belvin expressed concern for the cost to the Township taxpayers for the appeal. L. DeVito, Twp. Solicitor, explained because the Board has been concerned with only four commissioners attending, a tie vote could hinder the operation of the Township. He noted the Board reached out to PA State Senator Mario Scavello's office and the State Ethics Commission. The Board authorized him to write to Governor Wolf's office. L. DeVito explained Commissioner Werkheiser has only attended 1 1/2 meetings and the Board decided to encourage participation by limiting the compensation. He noted this Ordinance doesn't limit his rights as Commissioner to attend or participate in any Commissioner's duties. G. Lastowski requested L. DeVito to provide the total cost incurred to the Township for all work involved with Commissioner Werkheiser.

J. Belvin noted Commissioner Werkheiser has attended only 1 1/2 meetings, has not responded to a single phone call, email or letter; has been requested to attend meetings; and has not obtained the FEMA training. R. Wielebinski noted Commissioner's Compensation can be set as zero. Discussion followed.

G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried

J. Belvin made a motion, seconded by R. Wielebinski, to adopt Ordinance 2018-22 - amending the code of ordinances of Pocono Township, Chapter 60, Salaries and Compensation, Article 1, Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried

Full transcripts of the hearings may be obtained by contacting Donna Kenderdine, Court Reporter.

## WHITE OAK DRIVE CULVERT BID OPENING:

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White Oak Drive Culvert Bid Opening -

J. Tresslar, Twp. Engineer, read the eight bids for the Culvert replacing which would not close White Oak Drive:

<u>Ankiewicz Enterprises, Inc.</u>	<u>\$189,123.00</u>
<u>Anrich, Inc.</u>	<u>\$227,796.75</u>
<u>Charlies Nansteel Tree Excavation, LLC</u>	<u>\$319,319.04</u>
<u>DOLI Construction Corp</u>	<u>\$287,017.00</u>
<u>James T. O'Hara, Inc.</u>	<u>\$253,502.00</u>
<u>JS Wright</u>	<u>\$244,670.87</u>
<u>Northeast Site Contactors</u>	<u>\$314,517.00</u>
<u>Rutledge Excavating</u>	<u>\$564,269.56</u>

Bids - including opening of right-of-way for detour

<u>Ankiewicz Enterprises, Inc.</u>	<u>\$191,649.00</u>
<u>Anrich, Inc.</u>	<u>\$226,418.75</u>
<u>Charlies Nansteel Tree Excavation, LLC</u>	<u>\$280,925.34</u>
<u>DOLI Construction Corp</u>	<u>\$297,044.00</u>
<u>James T. O'Hara, Inc.</u>	<u>\$248,197.00</u>
<u>JS Wright</u>	<u>\$249,240.77</u>
<u>Northeast Site Contactors</u>	<u>\$302,447.00</u>
<u>Rutledge Excavating</u>	<u>\$364,319.56</u>

J. Tresslar, Twp. Engineer, explained there will be additional cost to the Township if the Board chooses to acquire the easements to open the roadway and paved or graveled and gate the roadway  
 Discussion followed on the importance to obtain the right-of-way for emergency services entrance and budgeting for 2019.

**MINUTES:**

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the 11/05/2018 minutes of the Board of Commissioners Work Session. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, abstained; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the 11/05/2018 minutes of the Board of Commissioners Regular Meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**FINANCIAL TRANSACTIONS:**Ratify Vouchers Payable

G. Lastowski made a motion, seconded by C. Kilby, to ratify vouchers payable received through 11/15/2018 in the amount of \$5,085.87. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll

G. Lastowski made a motion, seconded by J. Belvin, to ratify gross payroll for pay period ending 11/04/2018 in the amount of \$98,560.04. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 11/19/2018  
FINANCIAL TRANSACTIONS CONT:

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Vouchers Payable

G. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through 11/15/2018 in the amount of \$275,828.58. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

G. Lastowski made a motion, seconded by J. Belvin, to approve capital expenditures received through 11/15/2018 in the amount of \$73,259.39. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

People's Security as approved Township Depositories

G. Lastowski made a motion, seconded by C. Kilby, to add People's Security to the list of approved Township depositories. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORT OF THE PRESIDENT**

Penn Strategies - Grant Writing Services - G. Lastowski explained the Township has reached out to find grant writing services and found Penn Strategies. L. DeVito, Twp. Solicitor, noted the agreement can be terminated by either party with a 15 day notice.

G. Lastowski made a motion, seconded by C. Kilby, to enter into an agreement with Penn Strategies for grant writing services at a cost of \$2,500.00 per month for a period of 1 year. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried

G. Lastowski made a motion, seconded by J. Belvin, to close the Township offices at noon on 12/24/2018 - Christmas Eve. - G. Lastowski explained it is the way to thank the staff for their work and allow them time to spend with their families. He noted it did not apply to the Police and possibly the Public works road crew, if a storm is occurring. G. Lastowski opened the meeting to public comment. Ellen Gnandt, Twp. Resident, questioned if the Police will receive something in lieu of the time off. G. Lastowski noted they will provide an alternative to those employees. Maxine Turbolski, Twp. Resident, suggested they close the office for the whole day. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried

**COMMISSIONERS REPORT**

Harold Werkheiser, Commissioner - Absent

Richard Wielebinski, Commissioner

2990 Route 611 - Inspection - R. Wielebinski noted nothing has been resolved with the property and it appears more damage has occurred.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Township Zoning Officer to re-inspect the property at 2990 Route 611 for possible dangerous structure violations. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried

DRAFT

Chad Kilby, Commissioner - no report.

Jerrod Belvin, Commissioner -

Signal Services - J. Belvin explained after review, it was found that only Signal Services were costar approved for certain items only.

J. Belvin made a motion, seconded by R. Wielebinski, to accept the quote from Signal Services, Inc. in the amount of \$5,224.00 to install the LED lights in all Pocono Township traffic signal lights asking the vendor not to replace any existing LED lights, thus reducing the cost. C. Kilby questioned the LEDs. J. Belvin explained quote includes any LEDs which may be needed to purchase. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried

Infrastructure resiliency plan/Winter Plan-Traffic Light Plan Bid - J. Belvin explained the items are required to be bid out.

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Township to go out to bid for the necessary infrastructure resiliency plan/Winter Plan-Traffic Light Plan to outfit all Township traffic lights without generator connections, to outfit them with generator connections and install Backup systems on signal currently without Backup systems. J. Lastowski questioned if it is budgeted. D. Asure, Twp. Manager, noted it would fall under emergency management. D. Asure explained she will prepare the bid documents. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

UHF Radio - J. Belvin noted three times this year the cell towers went down and communications were lost. He contacted Monroe County Control Center to find a solution to bridge communications by obtaining the UHF license for the Public Works Department. Public Works currently use VHF. J. Belvin made a motion, seconded by R. Wielebinski, to approve Monroe County Control Center to proceed with filling out and obtaining the FFA license for UHF for Public Works Department. D. Asure, Twp. Manager, explained it will take approximately 6 months to obtain the license. She noted the MCCC will loan the Township three radios to use in the meantime. Discussion followed. Robert Sargent, Road Supervisor, suggested using digital radios. B. Harrison, St. Luke's, noted they are looking into digital. G. Lastowski requested the Twp. Manager to investigate all options. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

#### REPORTS:

Zoning Officer's Report - Michael Tripus, Zoning Officer, reported 16 zoning permits, 4 sign permits, 7 sewage permits and 1 citable violation for a malfunctioning sewer system. He noted the remaining violations were handled by phone.

POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 11/19/2018  
EMERGENCY SERVICES REPORTS:

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Police - Kent Werkheiser, Pocono Township Police Chief, reported 1100 incidents were investigated. J. Belvin requested the prior 2017 be placed on the report for comparison. G. Lastowski questioned seeing three Police vehicles at one traffic stop. K. Werkheiser explained if an officer feels threatened or if more than three passengers in a vehicle, the officer may request backup. K. Werkheiser shared a letter from a resident who thanked a Police Officer for assigning her during the recent storm. He noted there were several incidents where Officers assisted stranded residents. C. Kilby thanked the Officers for their professionalism and assistance during the storm.

K. Werkheiser explained the Officers are participating in a no-shave November and have raised over \$600.00 to give to a cancer patient in need.

R. Wielebinski questioned if the Department responded to every 911 call. K. Werkheiser explained the Department makes the effort to investigate all 911 calls.

EMS - Brad Harrison, St. Luke's Ambulance, reported a total of 96 calls with 73 transports.

Fire Company - Brad Harrison, Pocono Township Volunteer Fire Company, reported 47 calls for October with 9 mutual aids.

Park Board - Jen Fisher, Park and Recreation Board, reported a total of 233 pavilion rentals with 2/3 of pavilion rentals by credit card sales. She explained the Board is looking at marketing to the Twp. residents next year. C. Kilby noted with the new website a newsletter can be sent via email to residents. Discussion followed.

J. Fisher noted the ice rink is to be installed. R. Sargent, Road Supervisor explained fencing is being installed on Tuesday. G. Lastowski thanked the Park Board for their work.

Public Works Report - Robert Sargent, Road Supervisor, reported on the recent storm, mailbox damage due to the snow, and break down of two trucks during the storm. He noted he will work with the new drivers to improve snow removal. C. Kilby questioned the truck repairs. B. Sargent explained wiper blades broke and the hydraulics were installed incorrectly on the new Mack Truck. Discussion followed.

R. Sargent explained one mailbox was hit by the truck and he is reaching out to the owner. G. Lastowski directed R. Sargent to work with the Twp. Manager to address the damaged mailbox.

**ADMINISTRATION - MANAGER'S REPORT**

Proposed 2019 Budget - First Reading - D. Asure, Twp. Manager, read the draft estimates for the General Fund - Total Funds Available - \$8,821,471.00, Estimated Expenditures - \$6,714,759.00, Projected Fund Balance - \$2,106,712.00; Capital Reserve - Projected Fund Balance - \$770,866.00; State Liquid Fuels - Projected Fund Balance - \$3,781.00; Sewer Operating Fund - Projected Fund Balance - \$1,915,740.00; and Sewer Construction Fund - Projected Fund Balance - \$2,281,787.00.

POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 11/19/2018

MANAGER'S REPORT FIRST READING OF PROPOSED BUDGET CONT:

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DRAFT

Real Estate Taxes for 2019 - 16.1 Mills per dollar of assessed valuation. G. Lastowski questioned the TIF accounts.

Discussion followed on the addition of the estimated White Oak Drive easement acquisition.

Proposed 2019 Budget Authorization for Public Inspection -

C. Kilby made a motion, seconded by R. Wielebinski, to authorize the Township Manager to make available for public inspection the proposed 2019 Pocono Township budget, as required by First-Class Township Code, as of Wednesday, 11/21/2018, both in hard copy to be available at the Township office and to post on the Township's website. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to advertise the 2019 proposed budget as required by the First-Class Township Code, at least ten (10) days prior to date for tentative adoption, scheduled for 12/17/2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Phillips and Donovan Architects, LLC. Proposal - D. Asure, Twp. Manager, explained the proposal is for the former NCC building. R. Wielebinski made a motion, seconded by J. Belvin, to accept the proposal from Phillips and Donovan Architects, LLC in the amount of \$18,335.00 plus reimbursable expenses for a conceptual design, facility assessment and project budget for the former NCC campus. D. Asure, Twp. Manager explained a portion of the proposal included the quote of D'Huey. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Suburban Testing Labs - Water Testing - D. Asure, Twp. Manager, noted quote is less than the previous company.

R. Wielebinski made a motion, seconded by C. Kilby, to approve the quote from Suburban Testing Labs at an annual cost of \$1,346.00 effective 01/01/2018 for water testing at Mt. View Park. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2/1/18  
Kopelson (Lot 3) Time extension request - D. Asure, Twp. Manager, explained the request was recommended by the Planning Commission with a condition the applicant update the Planning Commission within 6 months of the previous extension. R. Swink, Chairman of Pocono Township Planning Commission, explained PennDOT decision for the realignment of 715 has been going on for eight years. Discussion followed.

G. Lastowski made a motion, seconded by R. Wielebinski, to extend the Kopelson - Lot 3 - time extension request to 6-month from 12/31/2018 and authorize the Twp. Manager to send a letter to the developer's solicitor. G. Lastowski opened the meeting to public comment, hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

DRAFT

Letter of resignation from Alex Grum from the Park and Recreation Board, effective 12/31/2018 was received.

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert Bid Opening - J. Tresslar, Twp. Engineer, requested Penn Strategies be contacted for grant consideration. Discussion followed.

Fish Hill Road Storm System Notice of Violation from MCCD - J. Tresslar, Twp. Engineer, noted approval from MCCD was received on the proposed solution. R. Sargent, Road Supervisor, received the prints. D. Asure, Twp. Manager, requested a determination from R. Sargent by Wednesday 11/21/2018, if the Public Works Department can do the work. Discussion followed.

LSA Grant for right-hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave. - J. Tresslar, Twp. Engineer, explained the survey crew and traffic count analysis will be completed by next week. He expects the documents to be submitted to PennDOT by mid-December.

**TLC Bridge Grant**

J. Tresslar, Twp. Engineer, noted the grant documents were signed and returned to the state and he expects the bid to be out in the spring. R. Sargent, Road Supervisor, questioned if the bridge could be made wider. No action taken.

Culvert cleaning on Learn Road - J. Tresslar, Twp. Engineer, explained the work was finished this week and a final inspection will be done. He noted one buried pipe was found. R. Sargent, Road Supervisor, explained the pipe and culverts were buried and abandoned. R. Wielebinski questioned the drainage ditch between two structures. J. Tresslar noted to work in the drainage channels, a permit from DEP would be required.

**TOWNSHIP SOLICITOR REPORT**

Update on Exxon Monitoring wells - L. DeVito, Twp. Solicitor, noted DEP Letter dated 11/08/2018 was received that noted they were not required to test near the sewer line.

Fencing - VS - L. DeVito, Twp. Solicitor, reported the Stroud will not approve the ordinance as scheduled but they have agreed to allow the Township to apply for the fence permit.

**PUBLIC COMMENT:**

Ellen Gnandt, Twp. Resident, thanked Jerrod Belvin for his work in emergency management planning.

Ellen Gnandt, Twp. Resident, questioned if an agreement was made with NCC. G. Lastowski explained the building has been cleaned up but the Board is requesting the inspection to confirm the building is sound. Discussion followed.

Ellen Gnandt, Twp. Resident, questioned the 1<sup>st</sup> reading of the general fund.

G. Lastowski wished everyone a safe and Happy Thanksgiving.

**ADJOURNMENT:**

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:05 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

# Pocono Township Policy and Procedure

SUBJECT: Discrimination; Sexual Harassment; Harassment

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- I. Policy: It is the policy of Pocono Township to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. Further, it is the policy of Pocono Township not to discriminate against any employee with respect to terms or conditions of employment because of an individual's race, color, religion, pregnancy, age, national origin, disability, ancestry, military status, sex or sexual orientation. No form of harassment, sexual harassment or discrimination will be tolerated. Any incident of discriminatory insult, intimidation or harassment in any form must be promptly reported by employees to the Township Manager for investigation and corrective action as appropriate.

II. Definitions:

- A. HARASSMENT - Threats, demands, taunts, insults, heckling, or any form of intimidation based on a person's race, sex, color, religion, age, national origin, mental, or physical disability.
- B. SEXUAL HARASSMENT - Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:
1. Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  2. Submission to or rejection of that conduct by an individual is used as the basis of employment decisions affecting the individual; or
  3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

From the above definitions two major categories of sexual harassment may be defined, "quid pro quo" and "hostile work environment". The "quid pro quo" category is described by the first

## Pocono Township Policy and Procedure

two criteria (1 & 2) above. It occurs when an unwelcome sexual advance or request for sexual favor is made by someone in a position of authority or influence, which may carry with it the threat of loss of job, promotion, raise, or other tangible loss of benefit to the employee being harassed, or may include a promise of benefit if the request is granted.

The "hostile work environment" category (3) involves situations where the employee is exposed to a work environment permeated with discriminatory intimidation, ridicule, and insult that is sufficiently severe or pervasive to alter the conditions of the victim's employment and create an abusive working environment.

Under the above categories of sexual harassment, the following specific behaviors are prohibited and include, but are not limited to:

- a. Unwanted physical contact, including sexual flirtations, touching, advances, or propositions;
  - b. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
  - c. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance;
  - d. Leering, pinching, patting, and/or swearing, particularly when sexual terms are used;
  - e. The posting of sexually offensive and/or explicit posters, photographs, jokes, calendars, cartoons, etc., at the work place;
  - f. Discussions or questions about one's personal sex life or open display and/or discussions of sexual relations between employees (either sworn or non-sworn);
  - g. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.
- 
- i. Any of the conduct listed above or any other offensive conduct directed at an individual because of their race, color, national origin, ancestry, religion, disability, pregnancy, age, military status or sex is strictly prohibited.
  - ii. Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity, thus no form of harassment will be tolerated.

# Pocono Township Policy and Procedure

## III. PROCEDURE: SUPERVISOR'S RESPONSIBILITIES

1. Each supervisor and manager has a responsibility to keep Pocono Township free of any form of harassment and in particular, sexual harassment. Supervisors must monitor the work environment on a daily basis and stop harassment whether or not it is occurring among individuals directly under their supervision.
2. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

## IV. REPORTING PROCEDURES

1. Every employee of Pocono Township has a duty to prevent sexual harassment. Any employee who believes that a supervisor(s), manager(s), other employee(s), or non-employee(s) actions or words constitute unwelcome harassment has a responsibility to report the situation as soon as possible.
2. If an employee believes that they have been a victim of harassment they should inform their immediate supervisor or someone in their direct line of command, and seek any assistance needed in filing a written complaint.
3. If the complaint involves someone in the employee's direct line of supervision, or if the employee is uncomfortable discussing the matter with his/her direct supervisor, the employee is urged to go to the Township Manager with the complaint. Should the complaint involve the Township Manager the employee is to go to the Board of Commissioners.
4. Such internal complaints will be investigated promptly, and corrective action will be taken where allegations are verified. All such complaints will be handled confidentially, and no employee will suffer retaliation or intimidation because of using this internal complaint process.
5. The supervisor or Pocono Township official receiving a complaint of any form of harassment or discrimination, orally or in writing, shall immediately notify the Township Manager of the complaint.
6. The Supervisor will be asked to document the conversation and any action taken by submitting a written report of the complaint received.
7. The Township Manager will meet with the complainant and show him/her the report written by the supervisor to determine accuracy.

# Pocono Township Policy and Procedure

8. No copies are to be made of any documents. The Township Manager will cause the necessary notification to be made to the Board of Commissioners. These procedures must be followed whether or not the complainant wants to pursue the complaint.
9. The Township Manager will initiate an investigation into the complaint of sexual harassment, harassment or discrimination.
10. All complaints of sexual harassment, harassment or discrimination will be considered as serious misconduct and will be investigated accordingly. Each case will be handled as discreetly as possible.
11. Upon completing the investigation, the Township Manager will inform the Board of Commissioners orally and in writing of the findings. If the complaint is sustained, disciplinary action will be imposed.
12. All documents and/or evidence shall be maintained with the Township Manager until the conclusion of the investigation. Only if discipline is issued to the charged party will documentation of the complaint/investigation be placed in the individuals personnel file.

## V. RETALIATION

1. No employee will be adversely affected in his/her employment with Pocono Township as a result of filing a complaint, for assisting in a complaint, testifying, or participating in the investigation of a complaint.
2. Any form of retaliation against any employee for making a good faith report to the appropriate authority of an instance of wrongdoing, is prohibited.

## VI. HARASSMENT WHILE ON/OFF-DUTY EMPLOYMENT OR OUTSIDE TOWNSHIP PROPERTY

1. Employees are also encouraged to file complaints under the policy if they believe they are a victim of harassment or discrimination while conducting Township business off township premises or while on an off-duty detail.
2. Employees are also put on notice that the guidelines of this policy shall apply when an off-duty detail is worked and/or at any time an employee is in township uniform, regardless of whether or not they are on township premises.

## VII. FALSE AND MALICIOUS CLAIMS OF HARASSMENT

1. Complaints determined to be false and malicious will be treated as a serious infraction of this policy and discipline will reflect the nature of this action.

## **Pocono Township Policy and Procedure**

2. Falsified information by a witness will also be treated as a serious infraction of this policy and discipline will reflect the serious nature of this action.

### **VIII. HARASSMENT BY A SERVICE PROVIDER**

1. Harassment and/or offensive conduct, as defined in this policy, will not be tolerated by any individual doing business with Pocono Township or on behalf of Pocono Township. Any personnel who believe they have been subjected to such harassment or has knowledge of such conduct shall follow the procedures delineated in this policy.

### **IX. GENERAL INFORMATION:**

1. Pocono Township shall not tolerate nor condone any unprofessional behavior or conduct between staff. This policy applies to all Pocono Township employees, elected or appointed officials, contract employees, vendors and Interns.
2. Nothing in this policy shall alter the Employment at Will status of any Township employee.
3. Sexual harassment in the workplace by any employee will result in disciplinary action up to and including termination of employment and may lead to personal legal and financial liability.

# Pocono Township Travel Policy

## TRAVEL POLICY

Some Township employees may be required to travel within and/or outside of the Township/County in the performance of their job duties. The Pocono Township "Travel Expense Policy" provides reimbursement for reasonable travel expenses such as mileage, lodging, meals, parking, etc. Your Department Head will advise you if your job responsibilities/duties require travel, and if so, will provide you with additional information and procedures on the travel expense guidelines.

## TRAVEL EXPENSE POLICY

If a Township employee is required to travel within and/or outside of the County in the performance of their job duties, the following guidelines will apply to such travel.

### A. TRAVEL WITHIN COUNTY

Employees driving their own vehicles on Township business must submit a "TRAVEL EXPENSE VOUCHER" to claim mileage reimbursement. The voucher must clearly document the purpose of the trip and the total miles claimed, including any applicable tolls or parking charges, all itemized receipts must be attached. This voucher must be approved by the employee's immediate supervisor prior to submission for payment.

### B. TRAVEL OUTSIDE COUNTY

Prior approval must be obtained from the Township Manager before an employee is permitted to travel outside Monroe County on Township business.

Employees must complete a "TRAVEL REQUEST FORM" listing the purpose of the trip and submit it to their immediate supervisor.

After review and approval by department head, the form will then be presented to the Township Manager for final approval/acknowledgment.

All such requests must be submitted in a REASONABLE TIME prior to actual travel. Each and every travel request must receive Township Manager approval/acknowledgement prior to commitment and spending of Township funds even though the expenditure was presented and adopted as part of the overall budgetary process for the current year of operation.

### C. EXPENSE REIMBURSEMENT

Only properly identified, actual township employee expenses supported by itemized receipts will be considered for reimbursement. The following will be reimbursed by the Township:

- A) Mileage at the prevailing rate, if using own vehicle
- B) Parking and tolls at cost (receipt required)
- C) Meals – Breakfast \$9.00
  - Lunch \$12.00
  - Dinner \$24.50

These rates are maximums and not flat allowances and include taxes and gratuities. Tips not exceeding 18% of the total cost of a meal or 15% of a Taxi fare. The cost of alcoholic beverages is strictly prohibited from reimbursement. Consumption of alcoholic beverages is strictly forbidden if driving a township owned vehicle. If found to have violated this portion of policy, discipline, up to and including termination may will result.

## Pocono Township Travel Policy

Those traveling for extended periods (two days or more) have a daily meal allowance of \$45.50 versus the three-meal allowance policy. On days of departure or return from overnight travel status and for local travel status the only meals that are reimbursable are those that would normally occur during the time of required travel; i.e. breakfast, lunch or dinner only if actually in travel status during the time for that specific meal.

If employees are traveling on Township business in areas designated as high-cost areas per I.R.S. identification, the maximum daily meal allowance will be increased to a level not to exceed the I.R.S. standard per day. Itemized receipts are required for all meal costs.

D) Overnight lodging at cost, if applicable (receipt required). Reasonable accommodations will be reimbursed. Conference approved rates shall be used. The cost of any room in excess of rates established to attend conferences shall be defrayed by the individual employee.

Overnight travel expenses, which include meal reimbursements, shall be submitted to Accounts Payable for reimbursement.

Lunch expenses will be reimbursed if travel is outside of Monroe County and during a normal work hour day. However, in accordance with IRS guidelines this is a taxable benefit to the employee and needs to be submitted to Payroll for reimbursement. These reimbursements will occur in the bi-weekly paychecks.

E) Meals included within the cost of a seminar or training session registration fee will be paid as part of the training/seminar cost. Meal expense incurred during training or seminar attendance but not included as part of the seminar or training session cost will be reimbursed in accordance with the Expense Reimbursement chart above. If a meal is provided in the cost of a seminar and the employee elects to go elsewhere for the meal the expense of the outside meal is not reimbursable.

NOTE: While lunch expenses will be reimbursed only if travel is outside of Monroe County there may be occasions when an employee will attend and represent the interests of the Township at a special meeting, etc. In such cases, and with prior approval, meal costs will be reimbursed whether in or outside of the County.

# Pocono Township Policy and Procedure

SUBJECT: Social Media

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## I. Policy:

This policy has been implemented to establish guidelines for the use of social media. It applies to all Pocono Township employees, vendors, contracted services and volunteers.

## II. Sources:

## III. Definitions:

- A. Social Media – Social Media is any tool or service that facilitates conversations over the internet. Social Media applies not only to traditional big names, such as Facebook and Twitter, but also applies to other platforms you may use that include user conversations, which you may not think of as Social Media. Platforms such as YouTube, Flickr, blogs and wikis are all part of Social Media.

## IV. Procedure:

### A. An Employee Using Township Resources

1. A Pocono Township employee, contractor or vendor who uses Township Information Technology resources should be aware that every record of computer use, including, records of internet activity and/or E-mail communication (sent, received, or stored), temporary documents and files, cookies, and other metadata information, conducted on Township IT resources are the property of the Township and is subject to access by appropriate Township staff at any time. In addition, the employee should review and be familiar with the terms and conditions of applicable Township Computer and Electronic Communications Systems Policy.
2. An employee who misuses Township IT resources by inappropriately accessing or using social media shall be subject to disciplinary action, up to and including termination. Such misuse includes, but is not limited to:
  - a. using Township IT resources to post information on social media sites in a manner that indicates that the employee is an Agency Representative, or that the post is sanctioned by Pocono Township, when in fact the employee lacks appropriate authorization to make such posts; or
  - b. accessing and posting to social media sites with Township IT resources, when such activity is not related to the employee's job responsibilities.

### B. An Employee Acting in a Private Capacity Using Private Resources

1. Given the nature of working for a public entity, a Pocono Township employee may choose not to refer to his/her employment when using social media in his/her personal life. However, if an employee chooses to refer to his/her employment when using social media in a private capacity, the employee must make clear that his/her activity is as a

Effective: 1-01-19

Revised:

# Pocono Township Policy and Procedure

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private individual and not as a representative of Pocono Township or any department within Pocono Township. A statement such as the following, located in a prominent position, would be an appropriate disclaimer [bracketed language should be modified to each individual's particular use]:

This site [blog, account, etc.] is operated by [insert name of employee] as a private individual and not as a representative of Pocono Township or any of its departments. None of the statements, representations, viewpoints, images or other media contained herein has been sanctioned, approved or endorsed by Pocono Township. Nothing contained herein should be deemed to represent the official views of Pocono Township.

2. Material posted on a social network can be viewed by the public and misconstrued to represent the official position of Pocono Township. Therefore, an employee must take every precaution to ensure that his/her activity in a social media forum does not lead the public to reasonably believe that the employee is acting on behalf of Pocono Township.
3. The following images shall not to be posted on personal social media:
  - a. Pocono Township patch (police department or other, past or present);
  - b. Pocono Township Official Logo
4. Even when a Pocono Township employee uses a disclaimer, such as the one listed in **B.1 above**, every employee, by virtue of his/her Pocono Township employment, continues to have an ethical obligation that applies to his/her personal activity, i.e., when he/she is not at work or using any Township resources.

## V. Gen. Info:

1. Employees must be aware that if the procedures in this policy are not followed when engaging in Social Media you could face serious consequences up to and including termination
2. Pocono Township employees are prohibited from using Township equipment to access social media sites for personal use.
3. It is prohibited to access social media sites either from Township or your personal devices during working hours.
4. Do not use your work e-mail address to register for social media and other sites unless permission has been given as work related.
5. Employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Pocono Township is not responsible for the personal content of your social media sites.

Effective: 1-01-19

Revised:

## Pocono Township Policy and Procedure

6. Be mindful that what you publish may be public for a long time.
7. Be aware of your association with Pocono Township in online social networks. If you identify yourself as a Pocono Township employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, residents, the public and clients.
8. Do not use slurs, discriminatory remarks, personal insults, obscenities or engage in any similar conduct that would not be appropriate or acceptable in the workplace.
9. Nothing in this policy prohibits employees from discussing and disclosing information regarding their own conditions of employment, as well as the conditions of employment of employees other than themselves.



# Pocono Township Policy and Procedure

SUBJECT: Computer and Electronic Communications Systems

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- I. Policy: Pocono Township's computer and electronic communications systems policy sets forth the right of Pocono Township to inspect, examine, and monitor Pocono Township's computers, computer networks, electronic mail ("e-mail"), telephone systems (including voice mail) cellular devices including i-Pads, facsimiles, and any other electronic communications systems owned by and used by township employees.
- II. Definitions:
  - Cellular Telephone: A mobile communications system that uses a combination of radio transmission and conventional telephone switching to permit telephone communications to and from users within a specified area.
  - Password – the word established to allow access to the Township computer systems and network.
  - Wireless Devices: Any type of laptop, tablet, or wireless device that uses a combination of wireless transmissions which may access the internet, provide data, emails and other information
  - Intranet – A private system that is accessible within Pocono Township's network. This system is accessed by using a browser, such as Internet Explorer. Internet access may not be necessary for all Pocono Township employees to access an intranet page.
  - Internet – A public computer network containing the "World Wide Web". This network is external to Pocono Township's network and does require Internet access. One example is Google.

## Pocono Township Policy and Procedure

### III. Procedure:

- A. Cellular Communication and Wireless Devices:
  1. Pocono Township provides certain staff with township owned cellular communication and wireless devices such as cellular telephones, iPads, laptops, radios or any other type of communicating devices or any other telecommunicating device.
  2. All communication devices provided by the township for staff use are to be used for township business purposes only.
  3. Staff are not permitted to have in their possession during their working hours any personal cellular communication or wireless device.
  4. Staff must store all personal communication devices in their personal locker.
  5. Township business must be conducted on township devices.
  6. Personal business may not be conducted on township devices.
  7. Possessing and/or using personal cellular devices during working hours will result in discipline up to and including termination.
  
- B. Telephone System:
  1. Township staff shall be able to contact other township staff within the complex via township telephones. The telephone calls should not be lengthy in time and used for township business purposes only. The use of township telephones is prohibited for personal use.
  2. Personal phone calls, unless of an emergent nature, shall not be transferred from one township extension to another.
  3. Personal long-distance calls are prohibited on township phones.
  4. In emergency situations, personal calls, local or long distance may be approved by an employee's immediate supervisor.
  5. Personal phone calls shall be made during an employee's break time and on their personal devices.
  6. Secretarial Staff shall transfer appropriate business calls as required.

## Pocono Township Policy and Procedure

7. Employees scheduled to work beyond their regular schedule may use township telephones to notify their families. When answering a telephone call coming from an outside line, the staff member shall answer with "Pocono Township, name of person answering phone, and may I help you".
8. Clerical staff shall not take personal messages for on duty staff to relay later
9. Employees shall not record a voice mail greeting that indicates or implies that voice mail messages will remain confidential or private.

### C. Computers and Internet/Intranet:

1. The following is strictly prohibited –
  - a. Broadcasting unsolicited messages to other mailboxes.
  - b. Committing any crime using the Internet/Intranet.
  - c. Making threats against other persons
  - d. Mounting an attack on the security of any system (*i.e.* attempting to hack or introduce viruses into a system).
  - e. The use of obscene language; except when material is relevant to a legal or criminal proceeding, is downloaded or transmitted for purposes related to the proceeding.
  - f. Accessing WEB sites (commercial or private) containing materials that are sexually explicit or pornographic in nature. When material is relevant to, or necessary for, a legal or criminal proceeding, prior approval must be obtained from the Chief of Police and/or Township Manager
  - g. Any use of language or subject matter, which if spoken would constitute unacceptable behavior in the workplace, or anything that would be harassing or offensive to others.
  - h. Systematic and pervasive use for sending or receiving information, which is not job related.
  - i. Loading, use, and/or accessing of personal Internet/Intranet Service Provider accounts (*i.e.* AOL, etc.) on Township owned equipment.
  - j. Loading, use, and/or accessing of personal Internet email accounts (*i.e.* Gmail, Yahoo, Hotmail, etc.) on Township owned equipment.
  - k. Loading, use, and/or accessing of Instant Messaging programs (*i.e.* AIM, MSN Messenger, etc.) on Township owned equipment.

## Pocono Township Policy and Procedure

- I. Accessing and/or use of Social Networking sites (i.e. Twitter, Facebook, Instagram, etc). When material is relevant to, or necessary for, a legal or criminal proceeding, prior approval must be obtained from the Chief of Police and/or Township Manager
- m. Accessing, posting or sharing any racist, sexist, threatening, obscene or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited.

### 2. Passwords

- a. Must consist of at least 8 characters, including at least one number and one of each case letter, special characters may be used.
- b. Must be changed every ninety (90) days.
- c. Must be on file with the Township Manager

### III. General Information:

1. Staff shall only access files or programs for which the employee has permission.
2. Unauthorized review of files or communications, dissemination of information found on township systems to unauthorized personnel, dissemination of passwords or log-in ID's, damage to systems, removal of files or copies of files, removal of programs or copies of programs, use of unlicensed or unauthorized software on the systems, or improper use of information contained in the system is strictly prohibited and may lead to discipline up to and including termination.
3. Township systems and their contents are subject to inspection, examination, and/or monitoring by personnel approved by the Board of Commissioners. Pocono Township reserves the right to inspect, examine, and monitor the use of Pocono Township's computers, computer networks, e-mail systems, telephone systems (including voice mail), and all other electronic communications systems at any time and without notice.
4. Voice mail, e-mail, computer files, facsimiles, cell phones, telephones, or similar property provided to employees remains township property at all time.
5. Records, files, software and all electronic communications contained in these systems also are the property of Pocono Township.
6. Employees are prohibited from –
  - a. Using these systems to transmit or receive personal communications or other communications not related to Township business
  - b. Disclosing confidential Township information to non-township personnel

## Pocono Township Policy and Procedure

7. Examples of prohibited use of township computer and electronic communication systems include, but are not limited to –
  - a. Transmission of obscene, pornographic, defamatory, profane, fraudulent, harassing or insulting materials or words;
  - b. Transmission of messages, jokes, or forms which violate the township's sexual harassment, harassment or discrimination policy or which create an intimidating or hostile work environment;
  - c. Personal use of these systems;
  - d. Transmission of communications which infringe copyright or other intellectual property rights of third persons;
  - e. Using the systems to engage in any illegal or wrongful conduct;
  - f. Use of the systems for "snooping"
8. Examples of business reasons for Pocono Township authorized personnel to access employee voice mail, e-mails, computer files, computer networks or other systems related to property include, but are not limited to –
  - a. Times when an employee is unavailable, but Pocono Township must conduct business;
  - b. Times when Pocono Township management suspects that Pocono Township property is being used in an unauthorized manner;
  - c. Systems security or integrity;
  - d. Quality control or training activities;
  - e. The monitoring of job performance
9. Employees are advised that the computers, computer networks, e-mail, telephone systems (including voice mail), other electronic communication systems, and all communications created, received, stored on or transmitted through those systems are solely the property of Pocono Township.
10. Employees have no expectation of privacy regarding any communications made on Township owned/operated devices.
11. Passwords are only intended to prevent unauthorized access to e-mail, voice mail, or computer files. Pocono Township reserve the right to allow authorized personnel or agents to access communication, information, and files on Pocono Township's systems. All passwords for township owned electronic devices shall be on file with the township manager.
12. Failure to comply with this policy will lead to discipline up to and including termination.

POCONO TOWNSHIP  
Monday, December 3, 2018

## SUMMARY

Ratify

General Fund	\$	100,091.12
Sewer Operating	\$	2,865,245.90
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	32,258.03
TOTAL Sewer <u>OPERATING</u> Fund	\$	4,309.53
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	1,929.00
Liquid Fuels	\$	-

Budget Adjustments

Budget Appropriations

Interfund Transfer

Notes:

**POCONO TOWNSHIP CHECK LISTING**  
**RATIFY**

Monday, December 3, 2018

Vendor

Check Date

## General Fund

11/23/2018

PAY 23 Pay Period ending 11/18/2018

UIA-E FAIR USE \_\_\_\_\_ 39 / 3 / 3:39

### General Expenditures

11/2/2018	57702	BCRA	TOWNSHIP SEWER	\$ 178.55
11/2/2018	57703	ADP	PAYROLL PROCESSING	\$ 265.75
11/2/2018	57704	PENTEDETA	MODEM RENTAL	\$ 124.95
11/2/2018	57705	SITE 2	BACKUP AND RECOVERY	\$ 335.00
11/2/2018	57765	VERIZON WIRELESS	IPADS POLICE	\$ 70.06
11/20/2018	57766	VERIZON WIRELESS	PHONES POLICE	\$ 608.56
11/20/2018	57766	VERIZON WIRELESS	TOWNSHIP PARK CELL PHONES	\$ 534.66
11/21/2018				

## Sewer Operating Fund

11/27/2018	1112	ESSA Bank	Loan principal and interest payment	\$ 189,250.00
11/27/2018	1113	First Keystone Community Bank	Loan principal and interest payment	\$ 445,495.13
11/27/2018	1114	MetEd	Electric Service October - November 2018	\$ 235.45
11/27/2018	1115	Verizon	Modem and phone service	\$ 162.79
11/27/2018	1116	Wayne Bank	Loan principal and interest payment	\$ 230,102.53
11/29/2018	1119	First Keystone Community Bank	Principal Payment	\$ 2,000,000.00

sewer Construction Equipment

## Capital Reserve

**TOTAL General Fund  
TOTAL Sewer Operating  
TOTAL Sewer Construction  
Total Capital Reserve**

100,091.12 Transferred by:  
2 865 245.90

TOTAL Sewer Construction Fund \$                    -

**TOTAL Capital Reserve Fund \$ -**

2.965.337.82 Authorized by:  
S

**POCONO TOWNSHIP CHECK LISTING**  
**Monday, December 3, 2018**

<u>General Fund</u>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
11/29/2018	57767	Nationwide - 457		PAY 23 EMPLOYEE & EMPLOYER CONTRIBUTION	\$ 3,059.95
11/29/2018	57768	Ackerman, Earl		Uniform Allowance	\$ 586.87
11/29/2018	57769	ADP, LLC	1679287	SUPPLEMENTAL INSURANCE	\$ 452.81
11/29/2018	57770	AFLAC		REIMBURSEMENT OF UNIFORM EXPENSES	\$ 291.26
11/29/2018	57771	Anglemyer, Austin		WORKBOOT ALLOWANCE	\$ 212.76
11/29/2018	57772	Bartholomew, Mitchell O		NOTICE OF ACCIDENT FORMS	\$ 150.00
11/29/2018	57773	Bartonsville Printing		UNIT 98 OIL CHANGE	\$ 175.00
11/29/2018	57774	Best Auto Service Center		ZO/SEO/ZONING SERVICES	\$ 65.45
11/29/2018	57775	BUU of PA, Inc.	07370	PROFESSIONAL SERVICES OCTOBER 208	\$ 1,935.00
11/29/2018	57776	Brodhead Creek Regional Authority			\$ 177.08
11/29/2018	57777	Cefali and Associates PC			\$ 315.00
11/29/2018	57778	D.G. Nicholas Co.	P1540		\$ 20.79
11/29/2018	57779	Dunne Manning Stores, LLC		VEHICLE CAR WASHES	\$ 10.50
11/29/2018	57780	EPSCO		GENERATOR SUPPLIES	\$ 21.11
11/29/2018	57781	Eric A. Moses Co.		Shop Supplies	\$ 215.25
11/29/2018	57782	Eureka Stone Quarry, Inc.	9.5		\$ 458.84
11/29/2018	57783	Francis Smith & Sons Inc		20 GAS CARDS	\$ 78.00
11/29/2018	57784	Geitz, Ed		WORKBOOT REIMBURSEMENT	\$ 149.99
11/29/2018	57785	Hanson Aggregates Pennsylvania LLC		1/4 INCH WASH	\$ 2,142.40
11/29/2018	57786	Highmark Inc.		HRA REIMBURSEMENTS & FEES	\$ 1,372.15
11/29/2018	57787	Iannazzo, Mark		Uniform Allowance	\$ 135.42
11/29/2018	57788	J. P. Mascaro & Sons		Garbage - Township & Park	\$ 456.19
11/29/2018	57789	Kyocera Document Solutions America, Inc.		Copiers - Twp./Police	\$ 366.56
11/29/2018	57790	Leddy Telecom Services		Police phones - new extensions/voicemail status	\$ 265.00
11/29/2018	57791	MetLife - Non Uni. Pen. Plan		NOV 18 CONTRIBUTIONS	\$ 4,379.76
11/29/2018	57792	Monroe County Treasurer		POSTAGE, BILLS, BLANKS & JOURNALS	\$ 340.01
11/29/2018	57793	PAPCO, Inc.		Diesel & Gasoline	\$ 3,420.89
11/29/2018	57794	Pocono Township	M-11186	PETTY CASH REPLENISHMENT	\$ 220.22
11/29/2018	57795	Royal Security Services, Inc			\$ 150.00
11/29/2018	57796	Signal Service, Inc.		RT 611 & RT 314 SIGNAL SERVICE	\$ 450.00
11/29/2018	57797	Smith, Doug		REIMBURSEMENT OF UNIFORM EXPENSE	\$ 696.00
11/29/2018	57798	Staples Credit Plan		OFFICE SUPPLIES	\$ 314.33
11/29/2018	57799	Steele's Hardware		SUPPLIES POLICE, PUBLIC WORKS	\$ 235.18
11/29/2018	57800	Stiff Oil Company		HEATING FUEL	\$ 1,414.45
11/29/2018	57801	Telesky, Dottie		REIMBURSEMENT OF PURCHASE STEP LADDER, PELLETS	\$ 68.88

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Amount</u>
			<u>Memo</u>
11/29/2018	57802	Tulpehocken Mountain Spring Water Inc	\$ 96.49
11/29/2018	57803	UNIFIRST Corporation	\$ 147.76
11/29/2018	57804	US BANK - Lockbox CM9722	\$ 6,875.70
11/29/2018	57805	Williamson Law Book Co.	\$ 334.98
			<b>TOTAL General Fund \$ 32,258.03</b>

**Sewer Operating Fund**

11/29/2018	1117	BLUE RIDGE COMMUNICATIONS	SEWER MODEM CONNECTIONS DEC 2018
11/29/2018	1118	Cefali and Associates PC	PROFESSIONAL SERVICES OCTOBER 2018
11/29/2018	1120	J P Mascaro & Sons	WASTE REMOVAL 11/1-11/30
11/29/2018	1121	Pocono Management Associates LLC	CONTRACTED SERVICES 11/12 -11/25/18
11/29/2018	1122	Pocono Township	Sewer Admin. Services 11/5/18-11/18/2018
11/29/2018	1123	Steele's Hardware	Locks/Keys
			<b>TOTAL Sewer Operating \$ 4,309.53</b>

**Sewer Construction Fund**

<b>Capital Reserve Fund</b>	<b>1022</b>	<b>Phillips &amp; Donovan</b>	<b>TOTAL Sewer Construction Fund \$ -</b>
11/30/2018		Architectural Services 11/7 - 11/20	\$ 1,929.00

**LIQUID FUELS**

<b>ESSA</b>			<b>TOTAL Liquid Fuels \$ -</b>
<b>TOTAL General Fund</b>	<b>\$ 32,258.03</b>		
<b>TOTAL Sewer Construction Fund</b>	<b>\$ -</b>	Authorized by:	
<b>Sewer Operating</b>	<b>\$ 4,309.53</b>		
<b>Capital Reserve</b>	<b>\$ 1,929.00</b>		
<b>Liquid Fuels</b>	<b>\$ 38,496.56</b>	Transferred by:	
<b>TOTAL ESSA TRANSFER</b>			