

POCONO TOWNSHIP COMMISSIONERS  
MEETING AGENDA  
August 21, 2017 6:00 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements:
  - Executive Session held – August 10, 2017 – personnel
  - Executive Session held – August 17, 2017 – personnel and litigation

- 4) Public Comments on matters not on the agenda.  
*Comments are for any item NOT on the agenda. Comments on agenda items will be taken after each item is discussed by the Board of Commissioners, but before formal action is taken. Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

- 5) Approval of Minutes
  - a. Meeting August 7, 2017
  - b. Work Session of August 10, 2017
  - c. Conditional Use Hearing of August 15, 2017
  - d. Work Session of August 17, 2017

- 6) Approval of Bills and Transfers
  - a. Check ratification list for prior period dated August 21, 2017
  - b. Check and Transfer Listing dated August 21, 2017

- 7) Report of the President

- 8) Commissioners Comments

Bob De Young – Vice President

Jerry Lastowski – Commissioner  
Go Green Grant  
Interrupters

Judi Coover – Commissioner

Ellen Gmandt – Commissioner  
Fire Company Appropriation  
Assistant Township Secretary Bond -resolution  
Electricity procurement

## 9) Reports

- a. Emergency Services
  - Police
  - Fire
  - EMS
  
- b. Finance Committee Report
  
- c. Sewer Committee
  
- d. Administration – Manager's Report
  - Jack Manual
  - LSA Grant for police vehicles -resolution
  - File System for Township records - update
  - Recording of Township Meetings
  - Fall Clean up
  
- e. Public Works Report
  - Open Road Paving Bids
  - Award Road Materials Bid
  - Anti-skid material bid
  
- f. Township Engineer Report
  - Status Report on Sewer Redesign .
  - Route 611 Sewer Line Relocation Work Update
  - Wilke Road GP – Stream Stabilization
  - MS4 Plan
  - Sanofi Sanitary Sewer Easement
  
- g. Township Solicitor Report
  - PMSD EDU'S
  - Pocono Logistics

## 10) Presentations –

- St. Luke's Heart Award
- Police Officer's Recognition

## 11) Resolutions and Ordinances

- LSA Grant – Resolution 2017-XX
- Record Destruction – Resolution 2017-XX
- Assistant Township Secretary Bond – Resolution 2017-XX

12) Further Public Comment

*Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

13) Executive Session – if necessary

Adjournment



Pocono Township Board of Commissioners  
Meeting Minutes  
August 7, 2017 6:00pm

President Werkheiser called the meeting to order at 6:00pm with the Pledge of Allegiance.

**Roll call:**

President Werkheiser – Present  
Vice-President DeYoung – Present  
Commissioner Lastowski – Present  
Commissioner Coover – Present  
Commissioner Gndt – Present

Professional Staff –  
Attorney Leo Devito – present  
Jon Tresslar – Engineer - present

**Announcements:**

August 8, 2017 Informational Meetings –De Minimis Use 9am & 6:30pm

August 15, 2017 – Brookdale Conditional Use Hearing – 6pm – St. Luke's

Executive Session – August 3, 2017 – litigation and personnel

MS-4 Hearing – August 21, 2017

Executive Session – August 7, 2017 – 5:40pm – Litigation

**Motion** by Commissioner Coover, seconded by Commissioner Gndt to suspend the regular meeting and begin the public hearing on Ordinance 2017-04, BCRA 2<sup>nd</sup> Amendment to ICA at 6:02pm.

All in favor  
Motion Carried

Hearing closed at 6:08pm.

Motion by Commissioner Coover, seconded by Commissioner Gndt to approve Ordinance 2017- 04, BCRA – 2<sup>nd</sup> Supplement to BCRA ICA Agreement.

All in favor  
Motion Carried

Public Comments on matters not on the agenda.

Chris Ortalon asked if he could receive a copy of the hearing minutes from the STR public hearing. He was advised that he would need to purchase a copy of the transcript. He also asked what steps are being taken to enact the ordinance. Maxine Turbolski asked if Commissioners spoke to Paradise Township about how they communicated their STR Ordinance.

**Motion** by Commissioner Coover, seconded by Commissioner Gandt to accept the July 17th regular meeting minutes.

All in favor  
Motion Carried

**Motion** by Commissioner Gandt, seconded by Commissioner DeYoung to accept the July 20th special meeting minutes.

EG-Yes, RD-Yes, HW-Abstain, JL- Yes, JC-Yes  
Motion Carried

**Motion** by Commissioner Lastowski, seconded by Commissioner Gandt to accept the July 20th workshop minutes.

EG-Yes, RD-Yes, HW-Abstain, JL- Yes, JC-Yes  
Motion Carried

**Motion** by Commissioner Gandt, seconded by Commissioner Coover to ratify the check list for the current period dated August 7, 2017.

All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gandt to amend the bills list dated August 7, 2017 by withdrawing the bill for Gotta-Go-Potties.

EG-Yes, RD-Yes, HW-Yes, JL-Abstain, JC-Yes  
Motion Carried

**Motion** by Commissioner Gandt, seconded by Commissioner Coover to approve the bills and transfers dated August 7, 2017 as amended.

All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gandt to approve Resolution 2017-39 for Appropriations dated August 7th, 2017.

All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gandt to approve Resolution 2017-37 appointing Donna M. Asure as Township Secretary effective August 8<sup>th</sup>, 2017.

All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Lastowski to approve Resolution 2017-38 appointing Pam Tripus as Assistance Township Secretary effective August 8<sup>th</sup>, 2017.

All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gndt to authorize the manager to execute the MOU with MCTI for police services for this coming school term.  
All in favor  
Motion Carried

**Motion** by Commissioner Gndt, seconded by Commissioner Coover to change all non-union personnel to the high deductible healthcare plan with Benecon Plan effective October 1, 2017.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gndt to approve Resolution 2017-36, authorizing the township manager to secure a bond for her position in the amount of \$1,000,000.00 for a cost of \$1,786.00 per year.  
All in favor  
Motion Carried

**Motion** by Commissioner Gndt, seconded by Commissioner Lastowski to approve Christine Brodsky as part time of not more than 32 hours per week until December 31, 2017.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Lastowski to approve an extension of our agreement with PMS for Pat Briegel for DPW Consultant until September 5, 2017.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Lastowski to authorize the manager and any interested commissioner attend procurement training September 6-7, 2017, actual costs to be paid by the Township.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Lastowski to table action for road materials. Under discussion the Solicitor will research whether a bid may be awarded to both bidders.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gndt to authorize the manager to seek bids for various road treatments.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Lastowski to ratify the increase in contract with Keystone Consulting for the pinch valve purchase to \$116, 370.00.  
All in favor  
Motion Carried

**Motion** by Commissioner DeYoung, seconded by Commissioner Lastowski to authorize the Solicitor to prepare the documents to extinguish the existing Sanofi Sanitary Sewer Easement, with no further action until the engineer is satisfied.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner DeYoung to allow the substitution of the Letter of Credit, from PNC to First National Bank of Pennsylvania for Jimmy Schlier.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gmandt to approve Resolution No. 2017 - 30 approving our records retention policy.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner DeYoung to approve Resolution No. 2017 -31 authorizing the destruction of the identified records pursuant to our records retention policy as attached to resolution in Amendment D.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gmandt to approve Resolution No. 2017 – 32, the Job Description for the Administrative Assistant position.  
All in favor  
Motion Carried

**Motion** by Commissioner Gmandt, seconded by Commissioner DeYoung to approve Resolution No. 2017 - 33 the Job Description for the Assistance Secretary/Accounts Payable position.  
All in favor  
Motion Carried

**Motion** by Commissioner Gmandt, seconded by Commissioner Lastowski to approve Resolution No. 2017 - 34 the job description for the Township Treasurer position.  
All in favor  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Lastowski to approve Resolution No. 2017 – 35, the job description for Receptionist/Administrative Assistant-Zoning and Permits position.

All in favor  
Motion Carried

**Public Comment**

Maxine Turbolski asked if a Road Crew chief had been hired. She was told we have a DPW Consultant.

Robert Demarest thanked the Board of Commissioners for acting as a unit and getting things done.

There was no need for an executive session.

**Motion** by Commissioner Coover, seconded by Commissioner Gmandt to adjourn the meeting at 8:18pm.

All in favor  
Motion Carried

Submitted by:

\_\_\_\_\_  
Donna M. Asure  
Township Secretary



**POCONO TOWNSHIP BOARD OF COMMISSIONERS**

**WORK SESSION MINUTES**

**DATE:** August 10, 2017

**TIME:** 9:30am

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Bob DeYoung

**ROLL CALL:**

Ellen Gmandt – Present

Jerry Lastowski – Present

Judi Coover – Present

Donna Asure – Present

An executive session was held at 9:30am concerning personnel.

The regular work session reconvened at 10:00am.

**Public Present –**

No public present

**NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN**

**THE WORK SESSION ENDED AT 12:15pm**

**Pocono Township Board of Commissioners  
Conditional Use Hearing Special Meeting Minutes  
August 15, 2017 6:00 pm**

Vice-President DeYoung called the Conditional Use Hearing to order at 6:00pm with the Pledge of Allegiance.

**Roll call** conducted by Township Manager –  
President Werkheiser – Absent  
Vice-President DeYoung – Present  
Commissioner Lastowski – Present  
Commissioner Coover – Present  
Commissioner Gnant – Present

Professionals –  
Leo Devito – Solicitor  
Jon Tressler - Engineer

The procedures of the conditional use hearing were explained by Solicitor Devito. The hearing began with minutes being transcribed by a court reporter.

Brookdale LLC presented their testimony.

**MOTION** by Commissioner Coover, seconded by Commissioner Lastowski to approve the Conditional use application of Brookdale Enterprises LLC subject to the conditions that Applicant comply with the representations and statements contained in Applicant's Conditional Use Application and related documents and the Conditions in Attachment A and as formally set forth in the Solicitor's formal written opinion.

Condition 22 should add that "

to approve the conditional use application for Brookdale LLC with conditions as listed in Attachment A, and in the solicitor's opinion.

All in favor  
Motion Carried

**MOTION** by Commissioner Coover, seconded by Commissioner Lastowski to adjourn the hearing at 10:21pm.

All in favor  
Motion Carried

Submitted by:

\_\_\_\_\_  
Donna M. Asure  
Township Secretary

## ATTACHMENT A

### Conditions to be Imposed Upon Brookdale Treatment Resort

1. The treatment facility shall maintain all accreditations, licenses and permits required by the Joint Commission on Accreditation of Health Care Organizations and the Commonwealth of Pennsylvania to operate a drug and alcohol treatment facility.
  2. The treatment facility shall obtain a certificate of occupancy from Pocono Township prior to occupying the facility.
  3. The operation of the facility shall comply with applicable federal, state and local laws and ordinances.
  4. The number of clients/patients shall not exceed the number of clients/patients for which the facility has been licensed and permitted by the Commonwealth of Pennsylvania. The facility shall only accept patients being of an age for which the facility has been licensed and permitted by the Commonwealth of Pennsylvania.
  5. The facility shall comply with all relevant staffing requirements established by the Commonwealth of Pennsylvania for the operation of a Treatment Center, including the provisions of Chapter 704 of Title 28 of the Pennsylvania Code setting forth Staffing Requirements for Drug and Alcohol Treatment Activities, 28 Pa. Code §§704.1-704.12.
  6. The Brookdale Treatment Resort shall provide a lighting study to confirm lighting from existing lighting fixtures do not cast undue light on adjoining properties and provide adequate lighting for supervision, parking areas used after dark and pedestrian walkways.
  7. Building permits shall be obtained from Pocono Township for all building renovations in accordance with the 2009/15 International Building Code.
  8. The designated open space on the treatment facility site shall be deed restricted to prohibit future subdivision or development except for recreational uses that may be permitted with the approval of the Board of Commissioners. The use of the open space shall be restricted to patients, employees and guests of the Brookdale Treatment Resort.
  9. The Brookdale Treatment Resort shall provide a 6-foot high architectural style privacy fence between the units on the westerly side of the nine (9) cottages that are located within 50 feet of the property line.
  10. All structures on the grounds of the facility shall be maintained so as to be free from any danger to health and safety.
  11. The grounds of the facility shall be kept in a clean, safe and sanitary manner and in good repair for the safety and well-being of residents, employees and visitors.
  12. All trash from the operation of the facility shall be stored in covered containers that prevent the penetration of insects and rodents. The trash shall be removed at least once each week.
  13. All building exteriors shall be maintained in a neat and attractive manner.
  14. The architectural appearance of all buildings shall be compatible or harmonious.
  15. The Brookdale Treatment Resort shall provide 24-hour per day, 365 days per year on-site supervision by professionals trained to supervise the clientele to be served by the treatment facility.
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16. The Brookdale Treatment Resort shall provide an electronic surveillance or other comparable system that enables the facility to monitor the location of its patients. The surveillance system will be installed in such a manner as to allow for the perimeter of the property to be viewed by video monitors. The video monitors will be located in a separate room in the facility and monitored by trained personnel.
  17. Sign permits will be obtained for any proposed signage in accordance with the requirements of the Pocono Township Zoning Ordinance.
  18. The Brookdale Treatment Resort shall establish a policy designating reasonable visiting hours and protocols for persons wishing to visit patients at the facility. The visiting hours shall not begin earlier than 8:00 a.m. and shall end not later than 9:00 p.m. Visitors to the treatment facility shall be limited to immediate family members.
  19. The Brookdale Treatment Resort shall establish an emergency response plan and protocol in consultation with the relevant local emergency responders prior to occupancy of the facility.
  20. The Brookdale Treatment Resort shall have written procedures for staff and patients to follow in case of an emergency that shall include provisions for the evacuation of residents and staff to a safe location and the assignment of staff during emergencies.
  21. The Brookdale Treatment Resort shall notify the Township in writing within 14 days if there is a change in the type of residents, the sponsoring agency, or maximum number of residents or if the facility's license/registration/certification expires, is suspended or withdrawn.
  22. The Brookdale Treatment Resort shall remove trees to provide driveway site distance as recommended in the Applicant's traffic study. The removal of trees shall be confirmed and certified by the Applicant's engineer.
  23. The Brookdale Treatment Resort shall confirm ADA accessibility requirements with the Building Permit Application.
  24. The Brookdale Treatment Center shall plant trees on the properties of the nearest neighbors if the neighbors so request.
  25. The Brookdale Treatment Center shall make the dry-hydrant operational before receiving an occupancy permit.
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**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**WORK SESSION MINUTES**

**DATE:** August 17, 2017

**TIME:** 9:10am

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Bob DeYoung

**ROLL CALL:**

Ellen Gnandt – Present

Jerry Lastowski – Present

Judi Coover – Present

Donna Asure – Present

An executive session was held at 9:25am concerning personnel and litigation.

The regular work session reconvened at 9:50am.

**Public Present –**  
No public present

**NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN**

**THE WORK SESSION ENDED AT 1:00pm**

Pocono Township Check Listing

Ratiofy

August 21, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
08/18/2017			Pay 17 2017	86,190.40
<b>General Fund</b>				
<b>Payroll</b>				
08/16/2017	56050	Brodhead Creek Regional Authority	Sewer utility	208.34
08/16/2017	56051	Metropolitan Telecommunications	Phones	287.72
08/16/2017	56052	Metropolitan Telecommunications	Phones	577.01
<b>TOTAL PAYROLL</b>				<b>\$86,190.40</b>
<b>Sewer Operating Fund</b>				
08/16/2017	1882	Blue Ridge Communications	Cable for pumping stations	120.88
<b>TOTAL Sewer Operating</b>				<b>\$120.88</b>
<b>TOTAL General Fund</b>				<b>\$87,263.47</b>
<b>TOTAL Sewer Operating</b>				<b>\$120.88</b>

Transferred by:

Authorized by:

POCONO TOWNSHIP CHECK LISTING

August 21, 2017

General Fund	Date	Check	Vendor	Memo	Amount
	08/16/2017	56053	Teamsters Union 773	Police Union Dues	1,300.00
	08/16/2017	56054	Teamsters Union 773	Non Uniform Union Dues	561.00
	08/16/2017	56055	Acroprint Time Recorder Co.	Time Clocks	225.00
	08/16/2017	56056	Bartonsville Printing	Park Flyers	55.00
	08/16/2017	56057	BIU of PA, Inc.	ZO/SEO/Permits	9,735.40
	08/16/2017	56058	Boucher & James, Inc.	Engineering	11,679.20
	08/16/2017	56059	Broughal & DeVito, L.L.P.	Legal	6,420.73
	08/16/2017	56060	Cardmember Service	Supplies	63.08
	08/16/2017	56061	Cardmember Service	Toner/Park Supplies/MSLicenses/Tractor	1,052.70
	08/16/2017	56062	D.G. Nicholas Co.	Parts/Supplies	223.17
	08/16/2017	56063	Eureka Stone Quarry, Inc.	Stone/Asphalt	18,737.61
	08/16/2017	56064	Flamm, Walton Heimback & Lamm, PC	Legal	3,969.00
	08/16/2017	56065	Galls	Containment Stand	973.55
	08/16/2017	56066	J & B Auto	Police Vehicle Repairs	346.45
	08/16/2017	56067	Kimball Midwest	Supplies	309.10
	08/16/2017	56068	Kost Tire & Auto Service	Tires	335.85
	08/16/2017	56069	Motts Radiator & Auto Repair	Repair estimate	210.00
	08/16/2017	56070	Network Fleet	GPS Service	325.45
	08/16/2017	56071	Otto, Carol	Cleaning - Pavillion Refund	575.00
	08/16/2017	56072	PAPCO, Inc.	Gasoline/Diesel	2,129.63
	08/16/2017	56073	PMHIC	Health Insurance - September	61,605.12
	08/16/2017	56074	Pocono Management Associates LLC	Consulting Services	1,508.37
	08/16/2017	56075	PPL Electric Utilities	Township/Traffic	1,526.99
	08/16/2017	56076	Prosser Laboratories, Inc.	Water Testing	118.00
	08/16/2017	56077	Pryce, Rozzano & Yolanda	Refund prior year taxes	95.22
	08/16/2017	56078	Robert B. Turnbull, Jr.	Tree service - Summit Rd/Park	950.00
	08/16/2017	56079	Royal Security Services, Inc	Yearly service fee	150.00
	08/16/2017	56080	RR Donnelley	Traffic Citations	71.50
	08/16/2017	56081	Signal Service, Inc.	Warner/Cherrylane - Discovery Dr/611	6,123.00
	08/16/2017	56082	Sparkle Car Wash	Car washes - Police Vehicles	24.00
	08/16/2017	56083	Staples Advantage	Office Supplies	8.29
	08/16/2017	56084	State Workers Insurance Fund	Workman's Comp - 9 of 11	21,314.00
	08/16/2017	56085	Sundance Networks, Inc.	IT Services Police/Twp	925.49
	08/16/2017	56086	Swank Motion Picture	Thursday on the Green - Gump	335.00
	08/16/2017	56087	Trapasso, Charlie Lynn	Assorted costs - Thursday on the Green	43.51
	08/16/2017	56088	Tulpehocken Mountain Spring Water Inc	Water	63.00
	08/16/2017	56089	UNIFIRST Corporation	Carpets/Uniforms	163.10
	08/16/2017	56090	Wagner, James	Uniform Allowance	129.98

**POCONO TOWNSHIP CHECK LISTING**

**August 21, 2017**

08/16/2017 56091	Wilson Products Compressed Gas Co.	Supplies	6.75
08/16/2017 56092	BIU of PA, Inc.	ZO/SEO	1,542.50
08/16/2017 56093	Boucher & James, Inc.	Conditional Use Hearing - Brookdale	53.50
08/16/2017 56094	Engle-Hambright & Davies, Inc.	Bond - Asure	1,786.00
08/16/2017 56095	Eureka Stone Quarry, Inc.	2A	829.73
08/16/2017 56096	HUNTER KEYSTONE PETERBILT	#9 Brakes	247.08
08/16/2017 56097	J. P. Mascaro & Sons	Garbage Park/Twp	443.92
08/16/2017 56098	Pocono Record	Advertisement	1,899.85
08/16/2017 56099	UNIFIRST Corporation	Carpets/Uniforms	163.10
		<b>TOTAL General Fund</b>	<b><u>\$161,353.92</u></b>

**Sewer Operating Fund**

08/16/2017 1882	BLUE RIDGE COMMUNICATIONS	Cable for pump stations	120.88
08/16/2017 1883	Pocono Management Associates LLC	Pat Briegel	1,574.06
08/16/2017 1884	J P Mascaro & Sons	Waste Removal	90.00
08/16/2017 1885	BLUE RIDGE COMMUNICATIONS	Cable	60.44
08/16/2017 1886	EEMA O&M Services Group, Inc.	August O&M	6,063.59
08/16/2017 1887	METROPOLITAN TELECOMMUNICATIONS	Phones for pump stations	59.29
08/16/2017 1888	Pennsylvania One Call System, Inc	Sewer Mapping	86.10
08/16/2017 1889	PPL Electric Utilities	Electric	1,812.98
08/16/2017 1890	Boucher & James, Inc.	General Sewer Issues	129.75
08/16/2017 1891	TRIJAY Systems	Repairs	750.00
08/16/2017 1892	BROUGHAL & DEVITO, L.L.P.	Legal	630.00
08/16/2017 1893	BRODHEAD CREEK REGIONAL AUTHORITY	September treatment	77,471.00
		<b>TOTAL Sewer Operating Fund</b>	<b><u>\$88,848.09</u></b>

**Sewer Construction Fund**

08/16/2017 219	Broughal & DeVito	Legal	1,245.00
08/16/2017 220	Boucher & James	Engineering	7,366.68
		<b>TOTAL Sewer Construction Fund</b>	<b><u>\$8,611.68</u></b>

**Capital Reserve Fund**

08/16/2017 176	Pocono Spray Patching	Basketball court striping	500.00
08/16/2017 177	Koch 33 Ford Toyota	Police vehicle	27,436.00
		<b>TOTAL Capital Reserve Fund</b>	<b><u>\$27,936.00</u></b>



POCONO TOWNSHIP CHECK LISTING

August 21, 2017

ESSA

TOTAL General Fund  
TOTAL Sewer Construction Fund  
TOTAL ESSA Transfer

\$161,353.92  
\$8,611.68  
\$169,965.60

Transferred by:

Wayne Bank

TOTAL Sewer Operating Fund

\$88,848.09

Authorized by: