

POCONO TOWNSHIP COMMISSIONERS
MEETING AGENDA
December 4, 2017 6:00 p.m.

1) Pledge of Allegiance

2) Roll Call

3) Announcements:

Moment of Silence in remembrance of Robert Demarest

Executive Session – 11-30-17 – personnel – during special meeting

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) Presentations

6) Approval of Minutes

a. Special & Regular Meeting – November 20, 2017

b. Special Meeting - November 30, 2017

7) Approval of Bills and Transfers

a. Check ratification list for prior period dated December 4, 2017

b. Check Listing dated December 4, 2017

8) Report of the President

9) Commissioners Comments

Bob De Young – Vice President

Jerry Lastowski – Commissioner

Dreamland

Library

Judi Coover – Commissioner

Kalahari

Ellen Gndt – Commissioner

10) Reports

- a. Finance Committee Report
 - 11-30-17 discussion with PFM
 - Sewer investment
 - Sewer debt reduction
- b. Sewer Committee
 - Create list of all deferrals
 - Delinquent accounts
 - Resolution amendment – EDU look back
- c. Administration – Manager’s Report
 - Bobby Felins resignation from park board
 - Advertise 2018 Proposed Budget
 - Personnel
 - Pocono Township Commissioners Group Health Plan
- d. Public Works Report
- e. Township Engineer Report
 - Status Report on Sewer Redesign.
 - Route 611 Sewer Line Relocation Work Update
 - Sanofi Sanitary Sewer Easement
- f. Township Solicitor Report
 - PJJWA Ordinance

11) Resolutions and Ordinances

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
Special and Regular Meeting Minutes
November 20, 2017 5:00 pm**

President Werkheiser called the meeting to order at 5:00pm with the Pledge of Allegiance.

Roll call -

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

There was no public comment at this time.

MOTION by Commissioner Coover, seconded by Commissioner Gndt to appoint Chris Ortolan as an alternate member of the Zoning Hearing Board with a term to expire December 31, 2019.

All in favor
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner DeYoung to appoint Steve VanAuken as an alternate member of the Zoning Hearing Board with a term to expire December 31, 2018.

All in favor
Motion Carried

Public Comment – No public comment was received

Discussion occurred on budget until 6pm at which time the regular meeting convened.

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Executive Session was held November 13, 2017 for personnel matters.

Sign Ordinance Hearing will be held December 4, 2017 at 5 p.m.

Public Comments on matters not on the agenda: None

Presentations: None

Approval of Minutes:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to accept the November 6, 2017 Regular Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the November 9, 2017 Budget Work Session Minutes.

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

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to accept the November 13, 2017 Special Meeting Minutes.

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

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to accept the November 16, 2017 Work Session Minutes.

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

Approval of Bills and Transfers:

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to ratify the check list for the prior period dated November 20, 2017.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve the Check and Transfers listing, with the exception of reimbursement check #56422, dated 11/15/2017, for November 20, 2017.

All in favor
Motion Carried

Report of the President: None

Commissioner's Comments:

Bob DeYoung – Vice President: None

Jerry Lastowski – Commissioner: House Bill 1620 which allows wireless antennas for cell phones to go into the public right-of-way, taking away municipalities ability to set standards for the right-of-ways, and the effect it would have on the budget, was discussed.

Chris Ortolan, Township Resident, commented the dead zone on cell phones would be eliminated.

Commissioner Coover will contact PA State Representative, Jack Rader, to get further information.

Judi Coover – Access to Helicopter Services: Commissioner Coover asked Rodney Wolfe, St. Luke's Ambulance, what the process would be if a resident of Pocono Township was in need of medevac and whether the closest helicopter would be used. Rodney indicated the provider determines the care needed and calls Monroe County Dispatch who then contacts a third agency that follows an algorithm to determine what helicopter to dispatch. Rodney will look into this issue and inform the township manager how the process is handled. Discussion followed.

Commissioner Coover announced Steven VanAuken and Chris Ortolan as appointed alternates to the Zoning Hearing Board.

Ellen Gndt – Commissioner: None

Reports:

The Police and Fire reports were received by the Commissioners.

Rodney Wolfe, St. Luke's Ambulance, reviewed the October statistical report. St. Luke's Emergency Transport Services leadership has changed. Mark Lohman has been appointed as Network Director of St. Luke's University Health Network Ambulance and Transport Services and Rodney Wolfe has been appointed Director of Operations for St. Luke's University Health Network Ambulance and Transport Services.

Finance Committee Report: Commissioner Lastowski – Discussion followed on moving monies to pay down a high-interest loan with ESSA, and various short-term investment options paying higher interest rates. Commissioner Gndt will contact banks to inquire about interest rates.

Sewer Committee: Commissioner Coover discussed properties having no laterals and deferrals. Barbara Ballard, Township Resident, will be refunded the tapping fee she paid and Samuel

Counterman, Township Resident, will be refunded what was paid to BCRA. Both will be listed as deferred in the records. The reasons for deferrals and the importance of recordkeeping were discussed.

Administration – Manager’s Report:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to have the millage for 2018 remain the same as 2017.

EG-No, RD-Yes, HW-Yes, JL-Yes, JC-No
Motion Carried

Chris Orlotan, Township Resident, inquired whether the Township has a 3 to 5-year capital expenditure budget. It was noted that the Township has a capital expenditure budget for police cars and public works vehicles but not one for the buildings.

Rich Wielebinski, Township Resident, inquired whether it would be beneficial to bring in PFM to run numbers and determine if lower sewer rates were feasible. Discussion followed.

Mike Tripus, Township Resident, suggested taking a conservative approach with the sewer budget.

Silvio Vitiello, owner Pocono Brewery Company, spoke of the high cost of monthly sewer usage for businesses.

Discussion followed.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve the Police Union Collective Bargaining Agreement in effect January 1, 2016 through December 31, 2019.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to approve the HRA Adoption Agreement for 2018 with Highmark.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to appoint Zelenkofske Axelrod, LLC as auditor for the 2017 audit at a cost of \$15,500.00.

All in favor

Motion Carried

Motion made by Commissioner DeYoung, seconded by Commissioner Coover, to authorize the Township Manager to post the availability of free used file cabinets first to not-for-profits and then to Township residents.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to approve the professional services proposal from Phillips & Donovan Architects, LLC for \$10,420.00 to provide a space needs assessment, conceptual design and project budgeting for possible expansion options at the Township Municipal complex and other Township owned properties.

All in favor
Motion Carried

Public Works Report:

Motion made by Commissioner Gndt, seconded by Commissioner Coover, to approve the job description for Road Master

EG-Yes, RD-Yes, HW-Yes, JL-No, JC-Yes
Motion Carried

Chris Ortolan, Township Resident, questioned whether the road crew would continue where they left off with the repairs this season or start fresh next year. Discussion followed.

Township Engineer Report:

Status Report on Sewer Redesign: An update was given by Township Engineer on hardware installed in the Township Building for monitoring Pump Stations #1 through #5. Final adjustments are being worked on that need to be made before the valves are physically put into place. Work is progressing according to planned.

Route 611 Sewer Line Relocation Work Update: Township Engineer indicated PennDOT's plan is to move the channeling devices into the center median and plow the snow toward the center and outside edges of Route 611. Clarification of lane closures will be given at a later date.

Jerrod Belvin, Township Resident, questioned how an emergency vehicle or fire truck would be able to pass vehicles on 611 if the snow is plowed according to PennDot's plan.

Angela Tullo, Township Resident, indicated something needs to be done so emergency vehicles can pass without creating a further hazard.

Discussion followed.

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve Payment Application #1 to The Milnes Company for \$14,073.30 as part of the approved \$281,865.00 Control Valve Replacement project as recommended by Boucher & James.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve Payment Application #2 to The Milnes Company for \$12,663.00 as part of the approved \$281,865.00 Control Valve Replacement Project as recommended by Boucher & James.

All in favor
Motion Carried

Motion made by Commissioner DeYoung, seconded by Commissioner Lastowski, to approve Invoice No. 1 to Keystone Engineering in the amount of \$49,281.98 as part of the approved \$135,500.00 SCADA Upgrade contract as recommended by Boucher & James.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve Invoice No. 2 to Keystone Engineering in the amount of \$13,924.86 as part of the approved \$135,500.00 SCADA Upgrade contract as recommended by Boucher & James.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to authorize the Township Solicitor to advertise for a public hearing on December 18, 2018 to consider the vacation of a portion of Wiscasset Avenue.

All in favor
Motion Carried

Township Solicitor Report: None

Resolutions and Ordinances: None

Public Comment: None

1. **Motion** made by Commissioner DeYoung, seconded by Commissioner Gandt, to adjourn the meeting at 8:12 p.m.

All in favor
Motion Carried

Submitted by: _____

Donna M. Asure
Township Secretary

DRAFT

**Pocono Township Board of Commissioners
Special Meeting Minutes
November 30, 2017 8:00 am**

Vice-President DeYoung called the meeting to order at 8:00am with the Pledge of Allegiance.

Roll call –

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

Announcements – There were no announcements.

There was no public comment at this time.

The Commissioners held a discussion with Rodney Wolfe and Doug Sargent of St. Luke's concerning medivac services to residents of Pocono Township and Monroe County. The Board directed the township manager to write a letter to Representative Rader and Senator Scavello, copying Gary Hoffman, Director of the Monroe County Control Center, and the Control Center Board and solicitor, requesting that an appropriate investigation be conducted into the policies and procedures governing air medical dispatch in Monroe County.

Per Section 1701 of the First-Class Township Code the first reading of the 2018 proposed budget occurred.

MOTION by Commissioner Coover, seconded by Commissioner Gndt to approve Milnes Company change order #1 dated 11/29/17 in the amount of \$14,230.00.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Lastowski, to approve Milnes Company change order #2, dated 11/29/17 in the amount of \$20,273.83.

All in favor
Motion Carried

The Board of Commissioners adjourned into an executive session to discuss personnel at 12:30pm.

The Board reconvened the regular meeting at 1:00pm. No decisions were made in executive session.

MOTION by Commissioner Coover, seconded by Commissioner Gndt to extend the presentation of the 2018 strategic plan as required under Attachment A, Township Manager six month objectives for 2017.

All in favor
Motion Carried

Public Comment – No public comment was received

MOTION by Commissioner Coover, seconded by Commissioner Gndt to adjourn the meeting at 1:05 pm.

Submitted by,

Donna M. Asure
Township Secretary

DRAFT

Pocono Township

December 4, 2017

SUMMARY

Ratify

General Fund	\$	80,649.51
Sewer Operating	\$	219,413.77

Bill List

TOTAL General Fund	\$	56,304.01
TOTAL Sewer Operating Fund	\$	686,340.58
TOTAL Sewer CONSTRUCTION Fund	\$	3,105.00
TOTAL Capital Reserve Fund	\$	-

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Note:

Pocono Township Check Listing

Ratify
December 4
, 2017

General Fund	Date	Check	Vendor	Memo	Amount	
General Fund Payroll	11/21/2017			Pay 24 2017	79,669.48	
	TOTAL PAYROLL					\$79,669.48
	11/29/2017	56460	Verizon Wireless	Phones-township	271.32	
	11/29/2017	56461	Verizon Wireless	Ipads	60.86	
	11/29/2017	56462	Verizon Wireless	Phones-police	647.85	
TOTAL General Fund \$					980.03	
Sewer Operating Fund	11/28/2017	1975	ESSA Bank & Trust	Loan principal and interest payment	219,337.49	
		1976	Blue Ridge Communication	Phone / Internet pump station	76.28	
TOTAL Sewer Operating \$					219,413.77	
Capital Reserve Fund	11/28/2017	187	Keystone Bank	Investment	1,500,000.00	
	TOTAL Capital Reserve Fund \$					1,500,000.00
TOTAL General Fund						
TOTAL Sewer Operating						
			\$80,649.51	Transferred by:		
			\$219,413.77			

Authorized by:

POCONO TOWNSHIP CHECK LISTING
December 4, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
11/29/2017	56455	Nationwide	Pocono Township 457 plan employee contribution November	5,991.17
11/29/2017	56456	AFLAC	Supplemental Insurance	419.08
11/29/2017	56457	Lincoln Life	Supplemental Insurance	300.00
11/29/2017	56458	US Bank	Police Pension employee contribution	5,471.66
11/29/2017	56459	MetLife	Non-Police Pension employee contribution	3,287.18
11/29/2017	56463	Avail Business Systems, Inc.	File folders Supplies	4,825.91
11/29/2017	56464	Bartonsville Printing	Flyer - Veteran's Show	60.00
11/29/2017	56465	Beyer-Barber Company	Police Pension	6,550.00
11/29/2017	56466	BIU of PA, Inc.	ZO/SEO Services	2,590.00
11/29/2017	56467	Boucher & James, Inc.	Engineering - Various	2,246.25
11/29/2017	56468	Chemung Supply Corporation	Flow blades & Chains	4,345.94
11/29/2017	56469	D.G. Nicholas Co.	Parts/Supplies	58.92
11/29/2017	56470	Eureka Stone Quarry, Inc.	Stone	2,305.14
11/29/2017	56471	Focus Community Newspaper	Display Ad - Veteran's Day Program	112.50
11/29/2017	56472	Friedman Electric	Light bulbs	165.03
11/29/2017	56473	Friendly Community Center	Events - Pocono Heritage Center	235.00
11/29/2017	56474	Gupko, Christopher	Uniform Allowance	158.29
11/29/2017	56475	Highmark Inc.	Spending Accounts	581.66
11/29/2017	56476	Howarth, Carl	Coffee and Supplies	78.00
11/29/2017	56477	Linex Striping Company	Parking Lot Striping	225.00
11/29/2017	56478	Medico Industries, Inc.	Parts/Supplies	291.22
11/29/2017	56479	Monroe County Treasurer	Bills & Postage - Taxes	309.35
11/29/2017	56480	Otto, Carol	Cleaning	550.00
11/29/2017	56481	PA Dept of Labor & Industry - B	Boiler Inspection	177.00
11/29/2017	56482	Pocono Management Associates LLC	Contracted services	1,367.71
11/29/2017	56483	Ray Price Ford	Police Vehicle Repairs	350.56
11/29/2017	56484	Royal Security Services, Inc	3 Cameras and Install - Police	1,550.00
11/29/2017	56485	Shick, Tom	Work Boot Allowance	71.99
11/29/2017	56486	SPW Cleaning Services	Floor Maintenance	100.00
11/29/2017	56487	Staples Advantage	Office Supplies	249.35
11/29/2017	56488	Stamer, Phillip	Workboot Allowance	129.99
11/29/2017	56489	Steele's Hardware	Park/Township Supplies	183.00
11/29/2017	56490	Trapasso, Charlie Lynn	Supplies - Veteran's Event	985.61
11/29/2017	56491	Tulpehocken Mountain Spring Water Inc	Water	176.40
11/29/2017	56492	UNIFIRST Corporation	Carpets/Uniforms	165.24
12/01/2017	56493	Cargill, Inc.	Salt & clearlane	9,375.57
12/01/2017	56494	Staples Credit Plan	Office Supplies (police)	264.29

TOTAL General Fund \$ 56,304.01

POCONO TOWNSHIP CHECK LISTING
December 4, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
11/29/2017	1977	EEIMA O&M Services Group Inc.	Sewer operations & maintnace Nov. 2017	7,091.09
11/29/2017	1978	Pocono Management and Assoc.	Contracted services 11/13 - 11/19	1,339.39
11/29/2017	1979	Cramer, Swetz, McManus & Jordan	Legal Services	441.00
11/29/2017	1980	Pocono Management and Assoc.	Contracted services 11/20 - 11/26	1,331.74
11/29/2017	1981	Monroe County office of the Aging	Refund Barbara Ballards Sewer Assistance refund	1,000.00
11/29/2017	1982	Barbara Ballards	Refund of fees sewer	1,689.00
11/29/2017	1983	Samuel Counterman	Refund of sewer user fees	1,434.91
11/29/2017	1984	Robert & Beverly Lesh	Refund of sewer user fees	821.95
11/29/2017	1985	Kevin Allen	Refund of sewer user fees	348.77
11/30/2017	1986	Met-Ed	Utility bill pump station 4	172.13
12/01/2017	1987	Wayne Bank	Loan payment	228,870.50
12/01/2017	1988	First Keystone Bank	Loan payment	441,800.10

TOTAL Sewer Operating Fund \$ 686,340.58

POCONO TOWNSHIP CHECK LISTING

December 4, 2017

Date	Check	Vendor	Memo	Amount
11/29/2017	225	Keystone Engineering	SCADA portion OIT revision valve station 1 & 2	3,105.00

Sewer Construction Fund

TOTAL Sewer Construction Fund \$ 3,105.00

Capital Reserve Fund

TOTAL Capital Reserve Fund \$ -

ESSA

TOTAL General Fund
TOTAL Sewer Construction Fund
TOTAL ESSA Transfer

\$56,304.01
\$3,105.00
\$59,409.01

Transferred by:

Wayne Bank

TOTAL Sewer
Operating Fund

\$686,340.58
Authorized by: