

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
APRIL 17, 2019 - 6:00 P.M.**

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The Regular Meeting of the Pocono Township Commissioners was held on April 17, 2019 at the Pocono Township Municipal Building, Tannersville, PA, and opened by President Gerald Lastowski at 6:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Gerald Lastowski, present; Richard Wielebinski, present; Jerrod Belvin, present; Chad Kilby, 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 Christine Brodsky, Administrative Assistant, were present.

**PUBLIC COMMENTS:** Chris Orlotan, Twp. Resident, inquired about Cranberry Road patching; obtaining a monthly Z0 report detailing violations and STR's; obtaining an update on 151 Terrace Drive being a STR with no application on file; and why the high amount of resignations from the Park Board. Discussion followed.

**ANNOUNCEMENTS:**

Pocono Township Community Day will be held on 06/01/2019 from 11:00 a.m. to 4:00 p.m.

Clean-up Days are May 2, 3 & 4 from 7:30 a.m. to 3 p.m.

Township Building office hours are 7:30 a.m. to 5:00 p.m. Monday through Friday beginning 03/18/2019.

An Executive Session was held on 04/08/2019 for acquisition of real property.

An Executive Session will be held after tonight's meeting to discuss personnel matters.

**PRESENTATIONS:** None

**RESOLUTIONS:**

Resolution 2019-10 - Multimodal Transportation Fund Grant

R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution 2019-10 to apply for a Multimodal Transportation Fund Grant and to authorize the Township Manager to execute the documents associated with the grant. Roll call vote: R.

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Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Jason Fitzgerald, Penn Strategies President, will be submitting two Multimodal Transportation Fund Grant applications on behalf of the Township. They will be applying for a \$75,000 grant through PennDOT to finish the turning lane project, and the larger streetscape project requires applying for the Department of Community of Economic Development Multimodal Grant. The applications for these grants are not due until July. Discussion continued.

**MINUTES:**

4/1/2019 Work Session

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the 04/01/2019 Work Session of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

04/01/2019 Regular Meeting

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 04/01/2019 Board of Commissioners meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

04/08/2019 Work Session

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 04/08/2019 Work Session. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**PERSONEL:**

R. Wielebinski made a motion, seconded by G. Lastowski, to require Officer Aaron Anglemyer to undergo a fit for duty/return to work evaluation prior to returning to full duty. G. Lastowski opened the floor for public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin; yes. Motion carried.

**FINANCIAL TRANSACTIONS:**

1Q 2019 Fiscal Report - Frank Cefali, Twp. Treasurer, reviewed revenue and expenses broken up by quarter. Revenues for 1Q 2019 were \$1,080,458, and revenues for 1Q 2018 were \$1,078,653. The expenses from the General Fund for 1Q 2019 were \$1,599,283, and

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expenses from the General Fund for 1Q 2018 were \$1,396,588 with increases being due to salaries, indicating we are on target with first quarter revenue and expenses.

Chris Orlotan, Twp. Resident, inquired whether the Twp. would be able to do a quarterly budget vs. yearly budget. Discussion continued.

DCED report was filed by the April 1<sup>st</sup> deadline - the report was filed with DCED by the auditor on behalf of the TWP in the prothonotary office.

Ratify Vouchers Payable - G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable received through 04/11/2019 in the amount of \$1,508.68. 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 04/07/2019 in the amount of \$100,370.87. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin; yes. Motion carried.

Vouchers Payable - G. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through 04/11/2019 in the amount of \$305,782.79. 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 C. Kilby, to approve Capital Expenditures received through 04/11/2019 in the amount of \$7,732.24. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Road Paving Bid - G. Lastowski made a motion, seconded by J. Belvin, to award the 2019 road paving bid to Hanson Aggregate as the lowest bid received in the amount of \$1,292,073.82. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski inquired as to the start date and Cranberry Lane paving. Discussion followed.

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**REPORT OF THE PRESIDENT:**

Gerald Lastowski, President - G. Lastowski acknowledged resignation of Jennifer Fisher, Erik Battle, and Dianna Anglemyer from the Park & Recreation Board and a letter of thanks will be sent for their service to the community.

Zoning Officer - Discussion followed on townships contacted, individuals interviewed, hourly rates, and impact on the budget.

C. Kilby made a motion, seconded by R. Wielebinski, to appoint SFM as Township Zoning Officer at an hourly rate of \$65 for 20 hours per week. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Leo DeVito, Twp. Solicitor, inquired as to Melissa Prugar's availability with magistrate hearings coming up for actions that she has taken.

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the township solicitor to contact Melissa Prugar in the event her testimony is necessary to any hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

G. Lastowski opened a discussion on PennDOT doing construction work on I-80 and the effect it has on Rt. 611 traffic. Twp. Solicitor suggested calling and sending a letter on behalf of Pocono Twp. residents to Representative Jack Rader and Senator Mario Scavello's office to see if PennDOT can do anything to help alleviate the situation.

**COMMISSIONERS COMMENTS:**

Richard Wielebinski, Vice-President

Property Maintenance Ordinance - The Ordinance was sent to the Planning Commission and is on the PC agenda next month for their review as a group.

Road Supervisor Transportation - Discussion was held on finding a pick-up truck for the Road Supervisor, R. Sargent, during mowing season. D. Asure explained the only area that there would

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be extra funds from the capital budget would be in the large projects under Municipal such as Right-Hand Turn Lanes; White Oak Culvert, etc. where payment is dependent on obtaining grants.

G. Lastowski would like to wait for reassurance that the purchase of a new vehicle will not have a detrimental affect on the budget for the rest of this year and into next year.

R. Wielebinski asked about the legality of moving funds from one account to another. Twp. Solicitor, L. DeVito, indicated it can be done after the first quarter.

R. Wielebinski made a motion, seconded by C. Kilby, to purchase a 2019 RAM 2500 regular cab, black forest green, from Ray Price Ford for \$42,780, the discount price being \$11,905 for a total price of \$30,875. G. Lastowski opened the floor for public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

C. Kilby recommends going through the budget items closely and allocate as needed.

D. Asure indicated \$30,000 was budgeted for radios. B. Sargent discussed the necessity of the radios. J. Lastowski stated, and in agreement were R. Wielebinski, J. Belvin, and C. Kilby, that monies budgeted for radios would be allocated to the purchase of a new truck.

Chad Kilby, Commissioner -

Update on Intersection lighting

The contract was signed and sent to PPL. Construction should start within the next five weeks.

Learn Road Culvert Potential Closure -

J. Tresslar distributed plans for review and gave an update.

Jerrod Belvin, Commissioner -

Purchase of Police Duty Weapon

Chief Kent Werkheiser requested to purchase his former duty weapon for \$350.00. Supporting documentation of the value of the weapon was submitted.

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J. Belvin made a motion, seconded by R. Wielebinski, to allow Kent Werkheiser, Chief of Pocono Township Police, to purchase his former duty weapon for a price of \$350.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2565 Bartonsville Avenue (formerly Wine Press Inn)

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the zoning officer to file a Notice of Violation for dangerous structures at 2565 Bartonsville Avenue based on Melissa Prugar's inspection. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Discussion followed. J. Belvin suggested Melissa Prugar to follow-up with this violation notice. It was also requested that D. Asure write a letter of thanks to Melissa and Boucher & James.

J. Belvin made a motion, seconded by C. Kilby, to authorize Twp. Manager to write a letter of thanks to Melissa Prugar and Boucher & James. G. Lastowski opened the floor for public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORTS:**

Police - Chief Kent Werkheiser gave his report for March 2019.

EMS - No report was given.

Fire - A report was previously supplied to the Commissioners.

**PUBLIC WORKS REPORT:**

Update on Road Crew Projects - Work on the road pipes at Barton Glen is to begin within the next two weeks.

Update on Pavilion #3 repair - The repair on Pavilion #3 is finished and the pillars need staining for the job to be complete.

Update on Pavilion #1 repair - Construction has started on Pavilion #1 and the pillars have been poured.

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Update on Electrical repairs at MVP from Heritage Center to basketball court - B. Sargent indicated electrical repairs would be taken care of soon.

B. Sargent gave further updates, thanked the Board for his attendance at the PSATS meeting, and inquired whether fees the fire department may require can be waived. J. Lastowski suggested the fire department send requests to the board for consideration.

**ADMINISTRATION - MANAGER'S REPORT**

Update on Comprehensive Plan - A meeting will be held on April 25<sup>th</sup> to finalize RFP documents.

Update on Traffic Task Force - PennDOT has assigned Mr. Dennis Toomey to our traffic task force. Twp. Manager emailed Mr. Toomey requesting he attend the May 15, 2019 workshop meeting. The Twp. is waiting for a response. Discussion followed.

Update on Business Association - A meeting has been scheduled for June 5, 2019 at 5:30 p.m. inviting business who have agreed to be part of the Business Association to brainstorm.

Update on Township Logo Contest - People have been voting on the new Twp. Logo in person and online. Votes are actively coming in.

Update on Well at Mt. View Park - D.ASURE and R. Wielebinski had a meeting with DEP Adam Cook (name & title?). R. Wielebinski gave an update and discussed the costs and details involved in putting a new well in the park. It is recommended the Twp. replace all plumbing going into the restroom facilities and water fountains and decommission the old well by certified well drillers. Discussion followed.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the replacement of the well at Mountain View Park and obtain sealed bids from three professional well drillers, having Twp. personnel open and accept the lowest bid and move forward.  
G. Lastowski opened the floor for public comment. Hearing none.

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Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Buckle Up PA Project - G. Lastowski made a motion, seconded by C. Kilby, to ratify agreements with National Highway Traffic Safety Administration for Buckle Up PA Project and the Aggressive Driving Enforcement & Education Project for the period of 10/01/18 to 9/30/20 as recommended by Chief Kent Werkheiser. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Educational Programs at the Park - R. Wielebinski made a motion, seconded by C. Kilby, to enter into an agreement with Kettle Creek Environmental Education Center/Monroe County Conservation District to provide four educational programs at the Township Parks for a cost of \$75.00 per program: May 18<sup>th</sup> - A Look at the Life in TLC Pond; June 15<sup>th</sup> - Snake (MVP); July 20<sup>th</sup> - Nature Scavenger Hunt (MVP); and August 24<sup>th</sup> - Bugs (MVP), and authorize the President of the Board of Commissioners to execute the document. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Playground Bid - R. Wielebinski made a motion, seconded by G. Lastowski, to rescind the motion to rebid the playground equipment for TLC Park. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

IU-20 Pavilion Fees - J. Belvin made a motion, seconded by C. Kilby, to approve the request by IU-20 to waive the pavilion fees for two pavilions each day of May 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>. G. Lastowski opened the floor for public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert Replacement Project - J. Tresslar gave his report. All information was given to Jason to apply for grant money. The project is in process.

Fish Hill Road Storm System - B. Sargent updated the Commissioners on materials and a time frame for this project.



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Right Hand Turn Lanes from Rt. 611 onto Rimrock and Bartonsville Ave - The Multimodal Transportation Fund Grant application will be submitted on behalf of the Twp.

TLC Bridge Grant - In the process of working on the GP11 and all items should be received in time to start work in the fall.

TLC Dam - Grant - J. Tresslar indicated an inspection still needs to be done next week, weather permitting.

Culvert cleaning maintenance - J. Tresslar will get together with B. Sargent to discuss.

Master sidewalk plan - part of multi-modal grant - J. Tresslar stated more work needs to be done before applying for the Multimodal grant.

Update on rewrite of Storm Water Ordinance (Archer Lane) - J. Tresslar, Twp. Engineer, indicated work continues with the Storm Water Ordinance.

**TOWNSHIP SOLICITOR REPORT:**

Exxon Monitoring Wells - L. DeVito, Twp. Solicitor - Nothing to report.

Northridge request for reduction in letter of credit - L. DeVito, Twp. Solicitor, gave his report. The reduction was granted and there is a discrepancy in the amount the Twp. believes it should be holding, and further research is needed. Work on the project is nearing completion.

White Oak Culvert and Emergency Access - L. DeVito, Twp. Solicitor, gave his report. Discussion followed on White Oak Culvert and Breezewood Drive emergency access.

Emergency Access - Breezewood Drive - *This item was mixed with above & I have no idea how to condense it or what they were referring to - with either item!*

Social Media Comment Policy - L. DeVito, Twp. Solicitor, indicated if comments are allowed, the Twp. cannot selectively

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block negative comments. All comments would be viewed. Discussion followed on private Facebook accounts.

**PUBLIC COMMENT:**

Dean Hartshorn inquired about the park safety equipment inspections. D. Asure indicated staff should be doing inspections on a regular basis. Discussion followed.

**ADJOURNMENT:**

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting into Executive Session at 8:00 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Executive Session was held after the meeting to discuss personnel matters and Commissioners were not returning.

Respectfully submitted  
Christine Brodsky  
Administrative Assistant