

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

AUGUST 20th, 2018 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on Monday, 08/20/2018 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 Lastowski, present; Bob M. DeYoung, present; Harold Werkheiser, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

IN ATTENDANCE:

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

PUBLIC COMMENT:

None

ANNOUNCEMENTS:

- 1) Pocono Township Community Day will be held on September 9th, 2018 from 11 a.m. to 4 p.m., at the Municipal Complex.
- 2) Executive Session was held on 08/16/2018 for acquisition of real property.
- 3) An Executive Session was held on 08/20/2018 for possible litigation.
- 4) The next Regular and Sewer Meeting will be held on Tuesday, 09/04/2018 due to the Labor Day Holiday.

HIRING OF RAYMOND KUEHNER

R. DeYoung made a motion, seconded by J. Belvin, to approve the hiring of Raymond Kuehner as Pocono Township Police Department Patrolman effective 08/20/2010. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

SWEARING IN OF POCONO TOWNSHIP POLICE OFFICER RAYMOND KUEHNER - District Magistrate Daniel Kresge swore in Patrolman Raymond Kuehner. G. Lastowski welcomed Patrolman Kuehner to the force.

PRESENTATION:

Spirit of Swiftwater Minor - Resolution 2018-51 - Gary Fitch, Empire Construction, represented the plan.

J. Belvin made a motion, seconded by J. Lastowski, to adopt Resolution 2018-51 - granting conditional approval of the Spirit of Swiftwater, Inc. Minor Subdivision Plan. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Intern Presentation - Reecha Patel gave an overview of her experience as intern to Pocono Township. She thanked the Board and staff for the opportunity. G. Lastowski thanked Reecha Patel on behalf of the board for her work.

OLD BUSINESSMINUTES

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 08/06/2018 Board of Commissioners' regular meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by J. Belvin, to approve the minutes of the 08/08/2018 Board of Commissioners' 4:00 p.m. Work Session meeting with BCRA. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, abstained due to absence; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 08/08/2018 Board of Commissioners' 6:00 p.m. Work Session meeting with Tobyhanna Township. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, abstained due to absence; and J. Belvin, yes. Motion carried.

NEW BUSINESS:PERSONNELExtended Medical Leave - Phil Starner

G. Lastowski made a motion, seconded by J. Belvin, to approve the request by Phil Starner for extended medical leave as allowed by the Public Works Collective Bargaining Agreement through 09/10/2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONSRatify Vouchers Payable

G. Lastowski made a motion, seconded by J. Belvin, to ratify vouchers payable for the period ending 08/17/2018 in the amount of \$1,208.70. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll

G. Lastowski made a motion, seconded by J. Belvin, to ratify gross payroll for the pay period ending 08/12/2018 in the amount of \$97,343.04. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Voucher Payable

G. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through 08/17/2018 in the amount of \$163,401.07. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Capital Expenditure

G. Lastowski made a motion, seconded by J. Belvin, to approve the capital expenditure received through 08/17/2018 in the amount of \$6,706.91. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Keystone Engineering Group - Invoice No. 6 -

G. Lastowski Made a motion, seconded by R. Wielebinski, to approve payment to the Keystone Engineering Group - Invoice No. 6 in the amount of \$5,674.61 as recommended by Patrick Briegel and Boucher & James, Inc. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Travel/Training Authorizations - None

REPORT OF THE PRESIDENT:

Gerald Lastowski, President -

Evaluation of Township Manager and Township Chief of Police - G.

Lastowski noted the evaluation tool was discussed at a work session and the Board of Commissioners will utilize the suggested form to perform the evaluations of the Township Manager and Township Chief of Police.

Pocono Mountain School District's sewer connection - G. Lastowski explained he had received a complaint from a Township resident concerning damage to his property during the Pocono Mountain School District's sewer connection. Discussion followed on the responsibility of restoration of the easement. D.ASURE, Twp. Manager, explained Patrick Briegel, Sewer Consultant, and Mike Gable, Twp. Engineer, are scheduled to inspect the property. No action taken.

COMMISSIONERS COMMENTS:

Robert DeYoung, Vice President, no comment.

Harold Werkheiser, Commissioner, absent.

Rich Wielebinski, Commissioner

3481 Route 611

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the zoning officer to conduct an investigation at 3481 Route 611 for possible Zoning violations. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Police Department Radios

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the purchase of five (5) additional radios for the Police Department from RMI, costar pricing of \$4,592.50, paid for from the Capital Reserve Fund. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Jerrod Belvin, Commissioner

Tee Shirt Sales - Community Days

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the profits from the sale of t-shirts at 2018 Pocono Township Community Days be donated to the Pocono Township Volunteer Fire Company. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Commissioner Werkheiser's position

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Township Solicitor to draft and send a letter to the Governor of Pennsylvania concerning the status of Commissioner Harold Werkheiser's position as a Commissioner and ask for impeachment. G. Lastowski noted the Board has tried to reach out to Harold Werkheiser but he has failed to respond to numerous attempts. G. Lastowski opened the meeting to public comment. No public comment was heard. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

REPORTS:

Emergency Services:

Police - Kent Werkheiser, Pocono Township Police Chief, gave his report for July noting 1095 incidents were investigated.

EMS - Brad Harrison gave the report for St. Luke's Ambulance Service noting 115 calls for July.

Pocono Township Volunteer Fire Company - Brad Harrison, Pocono Township Fire Chief, gave the July report. G. Lastowski requested input from the Fire Company on false alarms. Discussion followed.

Park Board - Jennifer Fisher, Park Board, explained the events were successful with over 200+ people attending the movies. She noted credit cards usage for pavilion rentals is approximately 50%, and the Park board is preparing to assist with Community Day.

Finance Committee - No report.

Administration - Manager's Report

Playground Pros -

G. Lastowski made a motion, seconded by J. Belvin, to revise the motion made on 07/16/2018 at the regular meeting of the Board of Commissioners awarding the quote for the rubberized flooring at Mountain View Park to Playground Pros quoted and approved at \$14,275.00 and revised to \$15,000.00 due to additional work as requested by the Park Board and still as the lowest quote received. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

2014 Ford Explorer

R. Wielebinski made a motion, seconded by R. DeYoung, to authorize the sale of the 2014 Ford Explorer - VIN: 1FM5K8AR1EGB80076 on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Public Works Report

Update on Paving Project - D.ASURE, Twp. Manager, explained the paving, line striping and shoulder work is completed. R. DeYoung noted the good job done by the paving company.

Truck update - D.ASURE, Twp. Manager, explained the trucks are scheduled for delivery by the end of October and the MACK Truck is scheduled to be delivered the end of August/early September.

1997 GMC Top Kick Single Axle Dump Truck and 2003 Peterbilt Single Axle Dump Truck -

R. Wielebinski made a motion, seconded by G. Lastowski, to authorize the sale of a 1997 GMC Top Kick Single Axel Dump Truck VIN:

1GDM7H1J7VJ520003 and a 2003 Peterbilt Single Axle Dump Truck VIN:

2NPNLZ0X93M595509. R. Wielebinski asked if the trucks would be needed for snow removal. D.ASURE noted the trucks are not in use currently.

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

Township Engineer's Report

White Oak Culvert - J. Tresslar, Twp. Engineer, explained DEP approval is expected in September.

Fish Hill Road Storm System (NOV) - J. Tresslar, Twp. Engineer, explained MCCD is requesting information on the swale erosion above the stilling pond. He noted MCCD has inspected the stilling pond and found it acceptable.

LSA Grant for right hand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Ave. J. Tresslar, Twp. Engineer, noted they are moving forward with the grant.

TLC Bridge Grant - No report.

TLC Pipe Repair - J. Tresslar, Twp. Engineer, explained the pipe was excavated and tested for leaks. J. Tresslar noted it was felt the settlement occurred during sewer line construction. He explained the hole was filled with flowable fill and modified stone to stabilize the hole.

Culverts on Learn Road - J. Tresslar, Twp. Engineer, explained they identified the culverts and expect the bid notice to go out this week. J. Tresslar explained he reviewed the PEMA grants and there is a possibility that funding may be available for the Fish Hill drainage or other drainage areas that qualify.

REPORTS CONT:

Township Solicitor's Report

Exxon Monitoring Wells Agreement - No report.

ZHB Hearing - Pocono Logistics and Camelback Four Seasons - L. DeVito, Twp. Solicitor, requested the Board's approval to authorize the Twp. Engineer and Solicitor to attend.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Twp Solicitor and Twp. Engineer to represent the Township at the ZHB hearing scheduled for 08/28/2018 at 5:00 p.m. with appeals filed on behalf of Pocono Logistics and Camelback Four Seasons Rentals. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Paradise Valley Road

R. Wielebinski made a motion, seconded by R. DeYoung, to authorize the Township solicitor to advertise for a hearing on 09/17/2018 for an ordinance providing for the renaming of a street known as Rt. 191 to Paradise Valley Road. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Solid Waste, Article III amendment of Ordinance

J. Belvin made a motion, seconded by G. Lastowski, to authorize the Township Solicitor to advertise for a hearing on 09/17/2018 for an ordinance to amend the code of Ordinances of Pocono Township Chapter 356 Solid Waste, Article III, Municipal Waste. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

RESOLUTIONS

Resolution 2018-49 - Disposition of certain municipal equipment

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Resolution 2018-49 authorizing the disposition of certain municipal equipment through recycling. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-50 - Updating the Open Record Policy of Pocono Township

G. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2018-50 updating the Open Records Policy for Pocono Township. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

ADJOURNMENT:

G. Lastowski made a motion, seconded by J. Belvin, to adjourn the meeting at 8:20 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted
Pamela Tripus
Township Secretary

