

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JANUARY 7th, 2019 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on Monday, January 7th, 2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald J. Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald J. 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 Pamela Tripus, Township Secretary, were present.

PUBLIC COMMENT:

Cheryl Lynott, Twp. Resident, informed the Commissioners that Officer Tom Lynott received the certified letter today. The letter dated 12/19/2018 was sent to the wrong address.

Lorri Zimmerman, Twp. Resident, requested Pocono Township stop issuing permits on the cell tower located 12/11/1/17-1. She stated the cell tower was approved to be built on a 2.4 acres parcel owned by J.T. Butz and records were falsified. Discussion followed.
G. Lastowski requested L. DeVito, Twp. Solicitor, to review the documents.

Ellen Gndt, Twp. Resident, questioned the Commissioner's pay for 2018. G. Lastowski requested the Twp. Manager to review.

ANNOUNCEMENTS:

PA 191 Stites Tunnel Bridge replacement project - detours to begin on 01/07/2019 - 191 will be closed between PA 447 and Stites Mountain Road, detouring onto PA 715 and Clubhouse/Cherry Lane Road. He noted it will take approximately 1 year to complete.

An Executive Session was held on 01/07/2019 for personnel.

MINUTES:

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the 12/17/2018 Board of Commissioner's meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PERSONNEL:

Vacancy Board

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Tom Felver to the vacancy board with a term expiring 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PERSONNEL CONT:Monroe County Tax Committee

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Tom Felver to the Monroe County Tax Committee with a term expiring 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Parks and Recreation Board

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Dottie Telesky to the Parks and Recreation Board with a term to expire 12/31/2022. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Zoning Hearing Board

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Steve Chaladoff to the Zoning Hearing Board with a term to expire 12/31/2021. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PJJWA Board

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Chris Ortolan to PJJWA Board with a term to expire 12/31/2019. 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 reappoint Randy Peechatka to the PJJWA Board with a term to expire 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Pocono Township Fire Police

G. Lastowski made a motion, seconded by J. Belvin, to appoint the following as Pocono Township Fire Police for 2019 as provided by Chief Tom Kresge:

Alvin Kresge, Sr - Captain

Kevin Kresge - Lieutenant

Richard Shay

Christopher Kinsley, Sr.

Donald Simpson

Gerald Lastowski

Steve Jacobs

Thomas Kresge

Christopher Kinsley, Jr.

Angela Tullo

Robert Gupko

William Ward

Peter Gallagher

Corey Sayre

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 R. Wielebinski, to ratify vouchers payable received through 01/04/2019 in the amount of \$135,578.71. 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 R. Wielebinski, to ratify gross payroll for pay period ending 12/16/2018 in the amount of \$171,242.90 and 12/30/2018 in the amount of \$91,733.09. 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 C. Kilby, to approve vouchers payable received through 01/04/2019 in the amount of \$218,223.69. 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 R. Wielebinski, to approve capital expenditures received through 01/04/2019 in the amount of \$13,451.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

TRAVEL/TRAINING AUTHORIZATIONPSATS Leadership Development Series

G. Lastowski Made a motion, seconded by J. Belvin, to approve Donna M.ASURE, Twp. Manager to attend the PSATS Leadership Development Series for a cost of \$499.00 for six sessions plus mileage. Discussion followed on additional cost. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT - Gerald Lastowski - no report

COMMISSIONER'S COMMENTS:

Richard Wielebinski, Vice-President -

Zoning Officer Position

R. Wielebinski explained with the recent loss of the Township Zoning Officer, Michael Tripus, a replacement is required. He noted Boucher & James, Inc. is providing a temporary zoning officer until that time. R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Manager to advertise for a full time Zoning Officer. G. Lastowski questioned if it should be a full time Zoning Officer verses a part-time position. Discussion followed on the increased duties of the position and if an employee or outside service. D. Asure, Twp. Manager, will investigate different options for the board. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

COMMISSIONER'S COMMENTS:

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner -

Rt. 611 Lighting update - PPL - C. Kilby updated the Board on the Rt. 611 lighting. He expects PPL to start in April.

OSHA Training Discussion -

C. Kilby made a motion, seconded by J. Belvin, to require all road crew staff to obtain OSHA 10 Training by 06/01/2019 and the Road Supervisor to obtain OSHA 30 training by 07/01/2019. R. Wielebinski questioned the type of training. C. Kilby noted it will be general safety industry standards. 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.

Jerrod Belvin - Commissioner

Nauman Mechanical - J. Belvin explained to connect the generator the air conditioning until will need to be moved.

J. Belvin made a motion, seconded by R. Wielebinski, to approve the quote by Nauman Mechanical, in the amount of \$2,225.00 to relocate the air conditioning unit for installation of the generator transfer switch. R. Wielebinski questioned if the switch could be located elsewhere. J. Belvin explained it is the most cost-effective option.

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

Hartman Electric -

J. Belvin made a motion, seconded by C. Kilby, to approve the quote from Hartman Electric, in the amount of \$9,288.00 to install the generator transfer switch. G. Lastowski questioned the cost. J. Belvin noted it is an automatic switch to keep power on in an emergency. G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. Resident questioned if quotes are required for the project. Discussion followed. L. DeVito, Twp. Solicitor, explained an additional two telephone quotes are required. D.ASURE, Twp. Manager, will obtain quotes. J. Belvin withdrew his motion, C. Kilby withdrew his second.

G. Lastowski made a motion, seconded by J. Belvin, to rescind the motion to approve the quote by Nauman Mechanical in the amount of \$2,225.00 to relocate the air conditioning unit for installation of the generator transfer switch. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by C. Kilby, to authorize the Township Manager to obtain two telephone quotes for the installation of the generator transfer switch, relocated the AC Unit, and to authorize the Twp. Manager to accept the lowest quote. 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.

COMMISSIONER BELVIN CONT:

Signal Services - Accuwave Detector J. Belvin explained the Weis Market/Turkey Hill Accuwave detector has failed.

J. Belvin made a motion, seconded by R. Wielebinski, to approve the quote from Signal Services, Inc. to install a video detection system to replace the Accuwave detector that has failed as well as install a new battery back up system and automatic generator transfer switch for a cost of \$8,298.00. R. Wielebinski asked the time line for completion. J. Belvin noted within two weeks to complete. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Road Supervisor's vehicle - J. Belvin explained the Road Supervisor is on call 24/7 and during the winter it would be prudent to allow him to take the Twp. work vehicle home.

J. Belvin made a motion, seconded by C. Kilby, to authorize the Road Supervisor to drive the 2016 Ford Pickup truck to and from work and to respond to call outs for the months of November through March. Per Treasurer this benefit is not taxable per IRS guidelines. C. Kilby noted it would save response time for the Road Supervisor. 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.

Safety Committee J. Belvin noted C. Kilby's OSHA education in safety it would be a benefit to have him serve on the Safety Committee.

J. Belvin made a motion, seconded by G. Lastowski, to appoint Chad Kilby to the Pocono Township Safety Committee. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, abstained; and J. Belvin, yes. Motion carried.

REPORTS:Administration - Manager's Report2019 Board of Commissioners' meeting dates and times

G. Lastowski made a motion, seconded by C. Kilby, to advertise of the Board of Commissioners meeting for 2019 starting at 7:00 p.m. at the Municipal Building, for the first and third Monday of each month unless the Township office is closed due to a holiday, which will move the meeting to Tuesday. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Board of Commissioners' Work session meeting dates and times -

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the advertising of the Board of Commissioners work sessions for 2019 starting at 5:00 p.m. at the Pocono Township Municipal Building as follows: 01/16/2019, 02/13/2019, 03/13/2019, 04/10/2019, 05/15/2019, 06/12/2019, 07/10/2019, 08/14/2019, 09/11/2019, 10/16/2019, 11/13/2019 and 12/11/2019. L. DeVito, Twp. Solicitor, questioned if he would be required to attend. R. Wielebinski noted it would be a as needed basis. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

MANAGER'S REPORT CONT:2019 Pocono Township Planning Commission meeting dates and times

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the advertising of the Pocono Township Planning Commission meetings for 7:00 p.m. at the Pocono Township Municipal Building for the second and fourth Monday of each month unless the Township is closed due to a holiday, which will move the meeting to Tuesday. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Park and Recreation meeting dates and times

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the advertising of the 2019 Park and Recreation Committee meetings for the second Tuesday of each month at 5:30 p.m. at the Heritage Center. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Creative Works

G. Lastowski made a motion, seconded by J. Belvin, to approve the contract with Creative Works for media work related to park projects and events in the amount of \$2,380.00 with a deposit of \$1,190.00 due to with signing the contract. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Teamsters 773 - Police Contract

D. Asure, Twp. Manager, reported a letter was received from Teamsters 773 notifying the Township of their intent to negotiate the Police Contract ending 12/31/2019.

G. Lastowski made a motion, seconded by C. Kilby, to appoint John Harrison, Solicitor, Broughal & DeVito; Kent Werkheiser, Pocono Township Police Chief; and Donna Asure, Township Manager as the negotiating team for the police contract negotiations. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Run for the Red

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to send a letter of support for the Red Cross Run for the Red Marathon. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Spotted Lantern Fly permit - D. Asure, Twp. Manager, explained the Township is required to have permits for all vehicles, she will be taking an online course & test on the Spotted Lantern Fly for the permit and be required to train employees.

Deadly Weapons Protection Application form - D. Asure, Twp. Manager, explained it is for insurance inspection and quote for coverage for acts of violence.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert Replacement project - J. Tresslar, Twp. Engineer, noted he is waiting on the appraisal for the emergency access property and explained since the grant writer is working on obtaining grants the bids will need to be rejected. Discussion followed on timing of the repair, emergency access and safety of the culvert.

R. Wielebinski made a motion, seconded by G. Lastowski, to reject the bids received for the White Oak Culvert Project. 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.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, explained the Road Department will start in the spring. Discussion followed on the ability of the Road Department to complete the work.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave - J. Tresslar, Twp. Engineer, noted they are waiting for PennDOT to comment.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, will provide a time schedule of work at the next meeting. Discussion followed on the timing of the repair and the DEP GP-11 permit for maintenance.

Culvert cleaning maintenance - J. Tresslar, Twp. Engineer, explained the work is completed. Four areas were identified on private property and may be the landowner's responsibility to maintain. Discussion followed.

TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring wells update - No report.

Traffic Light - Tannersville Plaza - L. DeVito, Twp. Solicitor, explained the Weis Market/Steele's traffic signal was found to be on the same meter as the Township's meter. J. Belvin explained the Township locked the meter and the lock was cut off. Discussion followed on reimbursement of costs to the Township.

G. Lastowski made a motion, seconded by J. Belvin, to authorize the Township Solicitor to send a letter to Tannersville Realty concerning the Traffic Light and light plaza at Rt. 611 and Weis Market for correction and reimbursement. 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.

RESOLUTIONS:

Resolution 209-01 - Trap Enterprises revised Final Plan

J. Belvin made a motion, seconded by G. Lastowski, to adopt Resolution 2019-01 Trap Enterprise 611 Project Revised Final Plan. Vincent Trapasso, owner, represented the plan and explained the changes to the final plan. He noted they were unaware the construction was over the sewer line. The plan was modified to not impact the sewer line. Discussion followed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT: Vincent Trapasso, Twp. Resident, complemented the board on a seamless, positive meeting.

ADJOURNMENT:

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:10 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Respectfully Submitted
Pamela Tripus
Township Secretary