



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

January 6, 2020 (immediately following reorg meeting)

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Announcements –

Please remember to sign in as you enter the meeting room.

Hearings –

Presentations –

Resolutions -

OLD BUSINESS

1. Motion to approve the minutes of the December 16, 2019 work session of the Board of Commissioners (action item*)
2. Motion to approve the minutes of the December 16, 2019 regular meeting of the Board of Commissioners (action item*)

NEW BUSINESS

1. Personnel

- a. Discussion and direction on the advertising of the township manager position (possible action item*)

2. Financial Transactions

- a. Motion to ratify vouchers payable received through January 2, 2020 in the amount of \$ 8,424.80 (action item*)

- b. Ratify gross payroll for pay period ending December 15, 2019 in the amount of \$ 188,958.94 and Pay period ending December 29, 2019 in the amount of \$ 97,723.46 (action item*)
- c. Motion to approve vouchers payable received through January 2, 2020 in the amount of \$ 306,330.03. (action item*)
- d. Motion to approve capital expenditures received through January 2, 2020 in the amount of \$ 123,082.41 (action item*)
- e. Motion to authorize the transfer of \$118,000 from the general fund to the Capital Reserve as budgeted in the approved 2020 Budget. (action item*)
- f. Discussion and direction on what to do with police vehicle(s) being replaced by the 2 police vehicles purchased from 2019 budget (expected delivery week of January 6th) -
 - 2009 Chevrolet Impala – 109,771 miles
 - 2007 Dodge Durango – already sold on municibid early 2019and the vehicle to be replaced with the purchase authorized in the 2020 budget.
 - 2017 Ford Explorer – 72,000 miles(action item*)
- g. Motion to authorize the purchase of a 2020 Ford Police Interceptor Utility AWD Base (K8A), as budgeted in the 2020 budget, from Ray Price Ford as the lowest of three co-stars quote received in the amount of \$ 33,348.30 for car only (upfitting to be on future agenda) (action item*)
- h. Motion to authorize Payment #2 in the amount of \$84,039.61 and Payment #3 in the amount of \$8,707.60 for a total payment of \$92,747.21 with a balance remaining of \$8,300.10 for the TLC Park Pedestrian Bridge repair project as recommended by Boucher & James (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

Commissioners Comments

Jerrod Belvin

- a. Phone system quotes – (possible action item*)
- b. Motion to contract with PPL to install 2 streetlights at the Learn Rd/Pigeon Way split and Learn Rd/ Fish Hill Rd split

Ellen Gndt

Jerry Lastowski

- a. Bog Road Traffic Study

Keith Meeker

Rich Wielebinski

- a. LED Speed signs (possible action item*)

Reports

1. Public Works Report

- a. Update - road crew projects
- b. Update – ice-rink

- c. Update - lighting issue outside of the Heritage Center
- d. Update – Plaque at TLC Pedestrian Bridge

2. Administration – Manager’s Report

- a. Update – Regional Comprehensive Plan – possible meeting dates are January 16, 22 or 23 at 7pm. BOC need to decide on committee (possible action item*)
- b. Update - Traffic Task Force
- c. Update - Business Association – Wednesday, January 15, 2020 - 7pm
- d. Update – Green Light Go – 2015
- e. Update – Green Light Go – 2017 – Motion to authorize the official signer of the Green Light Go 2017 grant to sign the PennDot request for extension of completion of project until June 30, 2021. (action item*)
- f. Use of township meeting room by library –
 - Thursday mornings –
 - January 16th to May 14th – 8:30am – 11am (except 2/20 | 4/9)
 - June 18th – August 6 – 8:30am – noon (except 7/2/)
 - September 17 – December 10 – 8:30am – 11am (except 10/22)
 - Wednesday evenings – 5:30pm – 7:30pm
 - Feb 12th, April 22nd, May 13th, September 23rd, October 14th, November 18th
- g. Discussion on Board of Commissioners’ work sessions and possible date/time (possible action item*)
- h. Donation from Barley Creek – Police - \$500 and Park - \$500.
- i. Notice from Camelback Resort of the withdrawal of the Lot 13 and Hotel Land Development Application
- j. Motion to approve request from Boy Scout Troop 85 to waiver pavilion rental fee of \$100 for the rental of Pavilion #3 on Sunday, August 16, 2020 (action item*)

3. Township Engineer Report

- a. Update - White Oak Culvert replacement project
- b. Update - Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- c. Update - TLC Bridge
- d. Update - TLC Dam – submitted for LSA grant
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan – multi-modal grant
- g. Update – Learn Road Bridge Inspection/Traffic Study
- h. Update – Well at MVP
- i. Update – generator
- j. Update – Beehler Road traffic study for possible stop sign
- k. Update – Back Mountain Road Traffic Study

4. Township Solicitor Report

- a. Update - Exxon Monitoring wells
- b. Update - easements for White Oak culvert and emergency access
- c. Update – easements – Breezewood Drive
- d. Update – ZHB dates
 - Abrams/LTS – signs – to be rescheduled
 - Feeling Good, LLC – STR – Thursday, December 19 - 5pm
 - J.W. Penney – gas station use – Tuesday, December 10th - 5pm
- f. Update – Reassessment appeals filed at county

Public Comment

Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Executive Session – if necessary

Adjournment

POCONO TOWNSHIP BOARD OF COMMISSIONERS
WORK SESSION
December 16, 2019, 5:30 p.m.

Commissioner Lastowski, President opened the work session at 5:38pm.

ATTENDANCE:

Jerry Lastowski, President - present
Rich Wielebinski – Vice President - present
Jerrod Belvin - present
Chad Kilby – arrived at 6pm
Keith Meeker - present

Also in attendance were Leo DeVito, Township Solicitor and Donna M. Asure, Township Manager.

There was no public comment.

The purpose of the work session was to conduct interviews for Pocono Township Building Codes officials.

SFM Consulting

The board began the interview of SFM consulting.

Shawn McGlynn owner of SFM consulting introduced the following members of the SFM team – Jennifer McGlynn, Dave Manter (inspector for field operations) and Judy Acosta (Zoning administrator to be assigned to Pocono).

Mr. McGlynn explained the user-friendly website SFM has created to make scheduling inspections, receipt of documents and correspondence quicker and easier. Residents may still come to the township to complete paperwork if they chose to do so.

Commissioner Lastowski asked what separates SFM from others. Mr. McGlynn replied that the use of technology makes information flow immediately and gets people the answers they are looking for faster than if faxed or brought to township. The use of new technology was discussed with the Board.

Commissioner Lastowski commented that we need to remain business and resident friendly while moving things forward. Mr. McGlynn explained that they are very empathetic to the people going through this process. It is their business model to get things done as quickly as possible and not wait the 15 or 30 days as allowed by the law. He believes that by representing Pocono Township as both the zoning and building codes officials the process will be seamless.

Mr. McGlynn explained that SFM is very experienced with Permit Manager which allows everyone who needs to see information to see what each department has issued on a certain property such as permits, inspections, scanned documents, notes from plan reviews, memos of contacts made or attempted to be made to the applicant.

SFM discussed their fee schedule with the Board. There is an administrative fee which helps to cover the cost to the township and also adds a small amount of additional revenue.

Commissioner Kilby asked about electrical and fire inspections. Mr. McGlynn stated that SFM is very experienced and certified to conduct both type of inspections. They are also available for emergency and outside normal business hours for any issue that may arise.

The TDU inspection fee was discussed. This would be outside of the license and zoning fee and would come to the township to help defray costs.

Mr. McGlynn believed the transition to his company would be easy. From date of appointment, all new applications would go to SFM and BIU would be obligated to complete any applications already in process. SFM would create one active building file for each application which would all be entered into Permit Manager. Once completed this building file would be placed into the township property file for future reference.

The Board thanked SFM for coming in.

BIU

John Hudak thanked the board for the opportunity to speak to them and to serve Pocono Township. He explained that they are statewide with offices throughout Pennsylvania. The local office that deals with Pocono is in Scranton.

Commissioner Lastowski asked what separates you from others? Mr. Hudak replied that they have a lot of experience and stated numbers of statewide inspections done by BIU. He also stated that over two hundred thousand inspections have been done in NE PA over the last 30 years. BIU retains two full time lawyers. Mr. Hudak believes that BIU provides very good service. The UCC allows 15 days for a residential permit and 30 for a commercial permit and they get the permits done under those timelines.

Mr. Hudak explained the process. He stated that Russell Piccotti, BUI Codes Enforcement officer assigned to Pocono sets up a meeting with an applicant. He meets with them to help fill out the application. He discusses the drawings that are needed for the commercial application. BIU will work with the applicant to answer all questions, set up the fees needed for the type of application and arrange for inspections which are done any time of day, seven days a week.

The Board asked Mr. Hudak about the use of technology and how does BIU rate against others? He explained that they have the certifications necessary to do the job and BIU provides updated training for all staff. He stated that his secretaries scan in the documents at BIU to the Cloud. Those documents belong to BIU but there are a full set of commercial plans always here at the township.

The Board discussed special inspections with Mr. Hudak. There was discussion on whether these were required and if there was documentation that these inspections were done. Mr. Hudak stated that the UCC clearly lays out the inspections that must be done and who is responsible. If BIU does not like something they make a note that a third-party inspector must be brought in to conduct an inspection and request a copy of the report. If inspections are done as part of the process BIU does not get a copy of the inspection.

Mr. Hudak was asked why BIU does not use Permit Manager. He stated they have their own system, and this is for security purposes. If the township wanted BIU to use Permit Manger they should just ask and that is what would happen.

The Board asked about emergencies. Mr. Hudak stated that this rarely ever happens, and we do what we have to do.

Solicitor DeVito asked about litigation support. He explained that there were some past issues in attempting to get information for a legal case. Mr. Hudak stated that Mr. DeVito should call the office and speak to BIU legal counsel if he needs litigation support. BIU wants legal to be informed and do not want staff just going out and testifying.

The Board thanked Mr. Hudak of BIU for coming in.

Public Comment – none

ADJOURNMENT:

The work session was adjourned at 6:45 p.m.

**REGULAR MEETING
MINUTES
December 16, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, December 16, 2019 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: Keith Meeker, present; Rich Wielebinski, present; Gerald Lastowski, present; Chad Kilby, present; Jerrod Belvin, present;

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna M. Asure, Township Manager; and Dee Ackerman, Administrative Assistant.

PUBLIC COMMENT:

Meghan Lahey from Walk The Blue Line, spoke on behalf of the police department and their need for increased pay and benefits as well as changes in their schedule.

Chris Marabella – an ICU nurse spoke on the benefit of twelve-hour shifts.

Charina D'Auito - retired New York police detective spoke to the board concerning several officers whose lives were lost in the line of duty.

Ellen Gndt, Twp. Resident commented on the following items that are listed under different sections of the agenda –

- The Amusement Tax – she stated there was a big “tado” on Channel 13 about people coming to the table to discuss. Commissioner Lastowski explained that the township is attempting to avoid litigation and it makes more sense to attempt to get money in rather than spend money in litigation.
- The Pocono Township Volunteer Fire Company – there is an agenda item concerning additional funding to the fire department. She questioned whether this was allowed and whether the fire company had turned in their expenses as required by the first-class code. Commissioner Lastowski stated they had provided their expenses as required before the annual allocation was given. This is a separate allocation, due to an emergency for the board to consider.
- Ms. Gndt questioned what the executive session was for held on November 21st – sale of real property. Solicitor DeVito reported it was for the sale of PJJWA.
- Ms. Gndt stated that several of the motions listed on the agenda bind the next board and the Supreme Court has ruled that a board cannot do this.

Meghan Lahey asked to speak again and read a letter from someone who could not be here tonight. Commissioner Lastowski informed her that she already had her five minutes under public comment but that she was welcome to wait and speak again at the end of the meeting under public comment. Ms. Lahey left a copy of the letter with the township administrative assistant which addresses dealing with the loss the woman's son who was a Scranton police officer.

ANNOUNCEMENTS:

J. Lastowski announced the following –

- Please remember to sign in as you enter the meeting room
- Executive Session held – Wednesday, December 4th - personnel

HEARINGS:

The hearing for Ordinance 2019-11 was opened at 7:16pm. Solicitor DeVito explained this hearing was for consideration of adoption of the 2020 budget. He stated the Ordinance had been advertised in the Pocono Record on December 4, 2019.

J. Lastowski made a motion, seconded by C. Kilby to close the hearing for Ordinance 2019-11. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to adopt Ordinance 2019-11, approving the 2020 budget and setting the millage at 2.109 mills. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

The hearing for Ordinance 2019-12 was opened at 7:23pm. Solicitor DeVito explained this hearing is for the consideration of amendments to the Manager's Ordinance. He stated the Ordinance had been advertised in the Pocono Record on December 6, 2019.

J. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing for Ordinance 2019-12 at 7:28pm. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, abstain; J. Belvin, yes. Motion Carried. R. Wielebinski made a motion, seconded by K. Meeker, to adopt Ordinance 2019-12, amending the Manager's Ordinance of Pocono Township. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, abstain; J. Belvin, yes. Motion Carried.

PRESENTATIONS: none

RESOLUTIONS:

C. Kilby made a motion, seconded by J. Belvin, to adopt Resolution 2019-26, allowing for the destruction of certain township records as defined by the Pocono Township record retention policy. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

MINUTES:

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 12/03/19 regular meeting of the Board of Commissioners. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

Personnel –

It was noted for the record that Keith Meeker had resigned from the Pocono Township Planning Commission effective Friday, December 6, 2019.

J. Lastowski made a motion, seconded by J. Belvin, to allow public works employees to carry over five vacation days to be used by April 1, 2020 if already scheduled and unable to use due to inclement weather contingent upon the union agreeing that this will not create a past practice. Under public comment, Ellen Gndt stated she wanted the township to be certain this would not be used as a past practice. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Financial Transactions –

Ratify vouchers payable

J. Lastowski a motion, seconded by K. Meeker, to ratify vouchers payable for a period ending December 12, 2019 in the amount of \$ 776.76. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify the gross payroll for the pay period ending December 1, 2019 in the amount of \$ 107,328.31. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through December 12, 2019 in the mount of \$ 364,735.67. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Prior to consideration of the Line Item Adjustments, Commissioner Lastowski requested discussion on bills received by the Pocono Township Volunteer Fire Company for fuel during the recent Pocono Manor fire and the fire companies request for any help in paying these bills that the township could provide. There is a total of slightly over \$6,000 of bills for fuels to Tolino and Furino Fuels. Discussion took place on requesting aid from Pocono Manor's insurance company as well as an outside third-party company that Solicitor DeVito is familiar with. Commissioner Lastowski will speak with Fire Chief, Tom Kresge, and President Chris Kinsley concerning contacting Pocono Manor to discuss the possibility of turning this into their insurance company. This topic will be revisited at the next public meeting, but the board agreed to discuss doing something to assist with these bills

if the fire company is unable to get the funding elsewhere.

Line Item Adjustments -

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the line item adjustments minus the additional allocation to the Pocono Township Volunteer Fire Company as recommended by the fiscal department. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

2020 Anti-skid Bid –

R. Wielebinski made a motion, seconded by J. Belvin to accept the bid from Locust Ridge Quarries for 2020 Anti-skid AS2 (washed) at \$10.40/ton FOB and \$17.40/ton delivered. Under public comment, Ellen Gndt objected based on a violation of the sunshine law. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Travel/Training Authorizations – none

REPORT OF THE PRESIDENT:

Gerald Lastowski, President –

Allocation to fire company – discussed earlier

J. Lastowski, for sake of discussion, made a motion, seconded by C. Kilby, for discussion purposes, to approve the DeMinimus use easement request from PennDot through TLC park for the 715/611 re-alignment project and authorize the President of the Board of Commissioners to execute the document. Under discussion Commissioner Lastowski discussed the request from PennDot to grant an easement at TLC Park for a swale needed for the Route 715/611 relocation project. He explained his recent visit to the site to meet with PennDot for an explanation of this easement as it is currently staked out. He stated PennDot has explained that they have tried to reduce the size of the basin and will continue to attempt to make it smaller. It will be a 3 to 1 grade, fenced area, and will create a type of natural bleachers for the ball field. Commissioner Wielebinski is concerned that this is taking a good portion of the upper field and that PennDot should consider an underground basin or some other property. Roll call Vote: K. Meeker, no; R. Wielebinski, no; J. Lastowski, no; C. Kilby, no; J. Belvin, no. Motion failed. Commissioner Lastowski stated he would reach out to PennDot and speak to them about the board's discussion and concerns and request that they consider going somewhere else or going underground.

J. Lastowski discussed the Amusement Tax. J. Lastowski made a motion, seconded by R. Wielebinski, to delay the implementation of the Amusement Tax until March 1, 2020. Under discussion, Ellen Gndt stated she objected based on a violation of the sunshine act. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

The Board discussed the sewer line in the area of the DCNR building on Route 611. J. Lastowski made a motion, seconded by J. Belvin, to authorize the township solicitor to work with DCNR to prepare documents to convey that portion of the sewer line that is off DCNR property to Pocono Township. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski reported that he had been contacted by residents concerned about the speed limit on Bog Road. The township manager was asked to research whether there was an ordinance setting the speed limit on Bog Road and report back at the next meeting.

Solicitor DeVito stated "Mr. President, Point of order, Mr. President. The Pennsylvania Sunshine Act provides as follows – The Board or Council has option to accept all public comment at the beginning of the meeting. You are compliant with the sunshine act. I wanted to confirm that. You provided an opportunity for public comment at beginning of this meeting. Actions listed for or Item listed for an action are listed on your agenda and you have complied with the Sunshine Act."

Commissioner Lastowski asked that Mr. DeVito's comments be place in the minutes.

COMMISSIONERS COMMENTS

Rich Wielebinski - Vice President –

Commissioner Wielebinski discussed the different proposals for speed limit signs. He stated that PennDot was

contacted and the township was told that any electronic device needs a PennDot permit. There are three types, the trailer type, a temporary sign good for one year and a permanent sign. The permanent speed sign will require an engineering plan. Commissioner Wielebinski asked for the PennDot contact so he may contact him and discuss this issue.

Commissioner Wielebinski discussed with the Board closing early on Christmas Eve, December 24, 2019. R. Wielebinski made a motion, seconded by J. Belvin, to have the road crew and office personnel leave at noon on December 24, 2019 unless there is a snow emergency requiring staff to work. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Keith Meeker – Commissioner – no report

Chad Kilby – Commissioner –

Commissioner Kilby reported that residents are using orange fiberglass rods to mark the edge of their property. He requested that we use the newsletter and Savvy Citizen to alert residents that these markers must be back far enough to allow the snowplows to do their job.

Commissioner Kilby stated that the past fourteen months, serving as Pocono Township Commissioner has been a pleasure. He is looking forward to doing it again.

Jerrod Belvin – Commissioner –

Commissioner Belvin reported that there were some changes that needed to be made to the phone quotes he had received. J. Belvin made a motion, seconded by R. Wielebinski, to disregard the bids received and to use a clearer bid for what the township would like to have in their phone system. Quotes should be received no later than January 3, 2020 in preparation for the January 6, 2020 regular meeting. Under discussion Commissioner Belvin stated that he would be putting together the specifications to be used for this quote. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Commissioner Belvin spoke to the allocation requested for the fire department fuel. He stated that due to communication errors Pocono Township did not donate any resources for this incident. He believes the township needs to do something for the fire company concerning this issue.

REPORTS:

Zoning - no report

Emergency Services –

Police – The board received a report in their packet

EMS – Joseph Monaco of St. Luke's gave a report of activity to the board and thanked them for working with and supporting St. Luke's ambulance.

Fire Company – no report

Public Works

Road Crew Projects - R. Sargent reported they have already dealt with some winter weather and the crew did a good job.

Park Operations - R. Sargent reported the ice rink is set up and the fence was delivered. The rink is losing water and he is looking for the leaks. D. Asure stated that she ordered another liner that will take several weeks to arrive.

Administration - Manager's Report

Regional Comprehensive Plan – D. Asure stated that the first meetings will start to be scheduled at the beginning of the year and the board needs to appoint representatives to this committee to represent the township prior to the upcoming meetings.

Traffic Task Force - Commissioner Kilby reported that the light at Rimrock Road is holding longer than it should for the Northbound left turn. Commissioner Belvin stated he would look into this. Under the traffic task force Commissioner Kilby reported that the traffic at the Crossings was unmanageable this past

Pocono Business Association – The next meeting is set for January 15, 2020 here at the township building at 7pm.

Green Light Go 2015 – Interrupters are still being installed.

Green Light Go 2017 – D. Asure explained there was a meeting on Wednesday, December 4, 2019 to review the technology options for this project which she and Commissioner Belvin attended. Unfortunately, it appears the option that the group is leaning towards will require an additional \$150,000 match from Pocono. In looking at the grant amounts Pocono Township received far less money than the other townships. The Board asked J. Tresslar, Township Engineer to comment on this as Boucher & James had completed the grant application on behalf of the township. J. Tresslar stated he had looked into this and found that when the grant was submitted, they used the estimates created for Middle Smithfield and Smithfield Townships. These numbers did not take into consideration the traffic loops that are needed for Pocono. J. Tresslar has spoken to PennDot and they believe there should be extra money and that money can be reallocated to the townships that are short funding. The township will still have to match at 20% any extra grant money that is reallocated to Pocono. J. Tresslar will continue to work with PennDot to reallocate the money. The Board also instructed the township manager to work with the grant writer to find money to fund this shortfall.

2020 Run for the Red -

J. Belvin made a motion, seconded by C. Kilby to authorize the township manager to send a letter of support for the American Red Cross 2020 Run for the Red Marathon requesting that the lines of communication remain open. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Board of Commissioners' Bylaws - D. Asure reported that there were two items in the current bylaws that required updating. One was just the order in which things appear on the agenda and the second is Section 5, concerning the finance committee. The Board of Commissioners passed a motion in November of 2018 to make this a committee of the whole, but the bylaws were not updated to reflect the same. J. Lastowski made a motion, seconded by R. Wielebinski, to approve the changes in the Pocono Township Board of Commissioners' Bylaws which change the order of the items on the agenda and makes the fiscal committee a committee of the whole. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, abstain; J. Belvin, yes. Motion carried.

2020 Meetings - D. Asure reported that the township needs to advertise for the reorganization meeting and first meeting of the Board of Commissioners and the Planning Commission for 2020. The Board discussed the time as the date is mandated by the township code. The board also discussed the swearing in of the commissioners starting a new term. Judge Kresge has stated that he would be available to perform the ceremony if the board was interested.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the township manager to advertise the first meetings in January as follows – Monday, January 6, 2020 at 6pm for the swearing in of the board by Judge Kresge immediately followed by the reorganization meeting. The first regular meeting will immediately follow the reorganization meeting. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to advertise the reorganization meeting of the Pocono Township Planning Commission for Monday, January 13, 2020 at 7pm to be immediately followed by their first regular meeting. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, abstain; J. Belvin, yes. Motion carried.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert replacement project – Contracts being prepared.

Right Hand Turn Lanes - no report

TLC Bridge- J. Tresslar reported that a punch list is being created which will require a small amount of work to be done in the spring. The township will retain 5% of the cost of the project until completion.

TLC Dam – submitted for LSA grant

Culvert Cleaning Maintenance – J. Tresslar spoke about Archer Lane and the MCCD. MCCD conducted an inspection and there is still a fair amount of work that must be done. MCCD would appreciate any help from the township to correct this problem. J. Belvin made a motion, seconded by C. Kilby, to authorize the township engineer to write a letter

concerning the issue on Archer Lane and use the new township Grading Ordinance to gain compliance. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Master Sidewalk Plan - J. Tresslar reported that he sent this information to PennDot and St. Luke's and they are scheduling a scoping meeting.

Learn Road Bridge Inspection - J. Tresslar reported that he believes there is enough data for Learn Road to support posting Learn Road for Local Access Only for truck usage if that is the will of the Board.

Well at Mountain View Park - J. Tresslar reported that he is continuing to make inquiries to DEP as to where the permit is. We cannot do anything now until spring, but the board wants to be ready to move on this project as soon as the weather allows. The township will also continue to work with Representative Rader's office to stay on top of this.

Generator - J. Tresslar reported there is an issue with the electricity when the main was turned off. PPL has scheduled a disconnect for January 13, 2020.

Beehler Road Traffic Study - J. Tresslar reported that he requested accident data and found that there has been only one accident in this area since 2017. He will continue to work on the study and complete his report.

Back Mountain Road Traffic Study - J. Tresslar reported that he has found that there have been fourteen (14) accidents in this area and the site distance is an issue.

TOWNSHIP SOLICITOR REPORT

Exxon Monitoring Wells - no report

White Oak Culvert easements - discussed earlier

Breezewood Drive Easements - Solicitor DeVito has reached out to the solicitor for this property and to date has received no response back.

ZHB Updates -

Solicitor DeVito informed the Board that there are currently three upcoming Zoning Hearing Board appeals.

- Abrams/LTS – signs – Solicitor DeVito has reached out to the attorney for this issue over two weeks ago with no response to date.
- Feeling Good, LLC – STR – Thursday, December 19th – 5pm
- J. W. Penney – gas station use – Tuesday, December 10th – 5pm – The ZHB held this hearing on this date and took the issue under advisement for the next 60 days.

Assessment Appeals - L. DeVito reported that the appeals seemed to have slowed down. The County has set up a mediation board to handle all the appeals as it is overwhelming the courts.

PUBLIC COMMENT:

Commissioner Kilby asked if a letter could be sent to PennDot concerning the lining of the roadway in the construction zone. The line painting is gone making it very difficult to navigate the roadway.

K. Meeker made a motion, seconded by R. Wielebinski, to advertise for the position of Pocono Township Manager to assist the township in continue meeting its goals and take RFQ's from interested parties. Under discussion

Commissioner Lastowski asked if the Board has had any discussion with the current manager, and what are the board members concerns. Solicitor DeVito stated that this is not a decision so it does not hinder nor bind a new board but there must be direction given on who is placing the ad, who is accepting the resumes, what is the salary and benefit package, being mindful that the board must stay within the current budget at least for the first quarter of the new year, where are the ads to be placed and for how long. Ellen Gndt stated that she as an incoming commissioner wants to be a part of this discussion. Dee Ackerman stated that the township is coming together as a family with good things taking place. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, no; C. Kilby, abstain; and J. Belvin, yes. Motion carried.

ADJOURNMENT:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:13pm. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP
Monday, January 7, 2019

SUMMARY

Ratify

General Fund	\$	290,975.88
Sewer Operating	\$	599.55
Sewer Construction	\$	-
Capital Reserve	\$	3,531.77

Bill List

TOTAL General Fund	\$	194,724.88
TOTAL Sewer <u>OPERATING</u> Fund	\$	111,605.15
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	123,082.41
Liquid Fuels	\$	-

<u>Budget Adjustments</u>	\$	-
----------------------------------	----	---

<u>Budget Appropriations</u>	\$	-
-------------------------------------	----	---

Interfund Transfer

2020 Transfer to Capital Reserve

01.492.300 Interfund Transfer to Cap Fund	\$	118,724.44
30.392.010 · Transfer from General Fund	\$	118,724.44

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, January 7, 2019

	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund					
Payroll	12/20/2019			Pay 25 2019 ending 12/15/19	\$ 188,958.94
	01/03/2019			Pay 26 2019 ending 12/29/2019	\$ 97,723.46
				TOTAL PAYROLL	\$286,682.40
General Expenditures					
	12/20/2019	59222	CRAMERS	PW SUPPLIES	\$ 45.30
	12/20/2019	59223	NETWORK FLEET	POLICE GPS SERVICES	\$ 325.45
	12/20/2019	59224	VERIZON	POLICE CELL PHONES & IPADS	\$ 697.60
	12/20/2019	59225	CARDMEMBER SERVICES	TOWNSHIP SUBSCRIPTIONS & SUPPLIES	\$ 2,714.74
	12/20/2019	59226	CARDMEMBER SERVICES	POLICE SUPPLIES	\$ 19.98
	12/20/2019	59227	CARDMEMBER SERVICES	TOWNSHIP SUPPLIES	\$ 29.34
	12/26/2019	59228	VERIZON	TOWNSHIP & PARK CELLPHONE/IPADS	\$ 461.07
				TOTAL General Fund Bills	\$ 4,293.48
Sewer Operating Fund					
	12/20/2019	1472	BLUE RIDGE	PUMP STATION PHONE SERVICE	\$ 61.79
	12/20/2019	1473	VERIZON	MODEM RENTAL PUMP STATIONS	\$ 158.05
	12/26/2019	1474	BLUE RIDGE	TELEPHONE SERVICE	\$ 123.58
	12/26/2019	1475	MET-ED	ELECTRIC SERVICE PUMP STATION	\$ 256.13
					\$ 599.55
Sewer Construction Fund					
					\$ -
Capital Reserve Fund	12/20/2019	1094	CARDMEMBER SERVICES	EMERGENCY SERVICES EQUIPMENT	\$ 3,531.77
				TOTAL Capital Reserve Fund	\$ 3,531.77
TOTAL General Fund					
TOTAL Sewer Operating					
TOTAL Sewer Construction					
Total Capital Reserve					
				290,975.88	
				599.55	Authorized by:
				-	
				3,531.77	
					Transferred by:
				295,107.20	

POCONO TOWNSHIP CHECK LISTING

Monday, January 7, 2019

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
01/02/2020	59229	Nationwide - 457	PAY 25&26 EE&ER CONTRIBUTION 2019	\$ 7,375.02
01/02/2020	59230	A-1 Lock & Safe, LLC	TWP Locks	\$ 310.00
01/02/2020	59231	ADP, LLC	Payroll services	\$ 603.84
01/02/2020	59232	AMERICAN UNITED LIFE INSURANCE CO.	Policy G 00617954-0000-000	\$ 2,089.50
01/02/2020	59233	Anglemeyer, Austin	Uniform allowance 2019	\$ 139.85
01/02/2020	59234	Best Auto Service Center	Police vehicle maintenance	\$ 1,821.47
01/02/2020	59235	Boucher & James, Inc.	Engineering services	\$ 2,957.27
01/02/2020	59236	C.S. Davidson, Inc.	Annual Support/Maint Agreement Renewal	\$ 1,850.00
01/02/2020	59237	Cefali and Associates PC	Nov Prof Services	\$ 875.00
01/02/2020	59238	Commonwealth of PA	USTIF tank fee	\$ 825.00
01/02/2020	59239	Cyphers Truck Parts	PW operating supplies	\$ 588.87
01/02/2020	59240	D.G. Nicholas Co.	PW vehicle repairs	\$ 647.12
01/02/2020	59241	DES	TWP recycling & document shredding	\$ 264.00
01/02/2020	59242	Engle-Hambright & Davies, Inc.	2020 EHD Liability Insurance 2020	\$ 66,747.00
01/02/2020	59243	Eric A. Moses Co.	PW operating supplies	\$ 225.00
01/02/2020	59244	Francis Smith & Sons Inc	PA A/B UST Operator Fee 2019	\$ 250.00
01/02/2020	59245	Friedman Electric	Lights for Admin & Maintenance buildings	\$ 151.37
01/02/2020	59246	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 4,939.32
01/02/2020	59247	Highmark Inc.	HRA fees	\$ 124.05
01/02/2020	59248	J & B Auto	Police vehicle maintenance	\$ 727.71
01/02/2020	59249	J. P. Mascaro & Sons	MVP Waste Removal	\$ 469.09
01/02/2020	59250	Leddy Telecom Services	12/11 & 12/13 Service	\$ 90.00
01/02/2020	59251	Monroe County Control Center	Police Dispatch Services Q1 2020	\$ 12,116.18
01/02/2020	59252	Morton Salt	Bulk Safe-T-Salt	\$ 11,089.15
01/02/2020	59253	MRM Property & Liability Trust	Liability insurance 2020	\$ 46,823.00
01/02/2020	59254	Nauman Mechanical Inc.	Fall Maintenance & Repair	\$ 744.14

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
01/02/2020	59255	Nice Rink	TLC Park Ice Rink supplies	\$ 1,475.18
01/02/2020	59256	P & D Emergency Services	Police vehicle Service	\$ 68.00
01/02/2020	59257	Panko Reporting	Professional services	\$ 340.00
01/02/2020	59258	PAPCO, Inc.	TWP vehicle fuel	\$ 4,191.63
01/02/2020	59259	Pitney Bowes	Postage meter Billing Period 10/1/19 to 12/31/19	\$ 117.00
01/02/2020	59260	Pocono Cheesecake Factory	TWP Holiday party	\$ 169.80
01/02/2020	59261	PPL Electric Utilities	Electric service	\$ 53.49
01/02/2020	59262	Praxair Dist Mid-Atlantic	PW supplies	\$ 28.68
01/02/2020	59263	PSATS	CDL Drug & Alcohol	\$ 161.00
01/02/2020	59264	Rileighs Outdoor Decor	HTH Banners & Rodflex Brackets	\$ 2,594.25
01/02/2020	59265	Royal Security Services, Inc	Contracted service 2020	\$ 259.00
01/02/2020	59266	Sargent, Robert	Uniform Allowance	\$ 150.00
01/02/2020	59267	SCOTT JAMES	Uniform Allowance	\$ 223.13
01/02/2020	59268	SFM Consulting LLC	December Zoning Services	\$ 2,860.00
01/02/2020	59269	Staples Credit Plan	Office Operating supplies	\$ 417.59
01/02/2020	59270	Steele's Hardware	TWP Operating supplies	\$ 1,020.60
01/02/2020	59271	Stiff Oil Company	Heating oil	\$ 1,385.07
01/02/2020	59272	Suburban Testing Labs	MVP SDWA Monthly	\$ 100.00
01/02/2020	59273	The Pennsylvania State University	Police training	\$ 1,240.00
01/02/2020	59274	Tulpehocken Mountain Spring Water Inc	Water	\$ 77.59
01/02/2020	59275	UNIFIRST Corporation	PW Uniforms & mats	\$ 169.52
01/02/2020	59276	Wrecker International Inc.	Truck towing service	\$ 75.00
01/02/2020	59277	Zip's AW Direct	Emergency servcies supplies	\$ 452.10
01/03/2020	59278	MetLife - Non Uni. Pen. Plan	ER Contribution DEC 2019	\$ 5,777.48
01/03/2020	59279	US BANK - Lockbox CM9722	EE Contribution DEC 2019	\$ 6,475.82
				<hr/>
				\$ 194,724.88

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Operating Fund				
01/03/2020	1476	Boucher & James, Inc.	ENGINEERING SERVICES	\$ 3,692.77
01/03/2020	1477	BRODHEAD CREEK REGIONAL AUTHORITY	SEWER TREATMENT FEB 2020	\$ 76,336.25
01/03/2020	1478	Engle-Hambright & Davies, Inc.	POLLUTION LIABILITY 2020 75%	\$ 14,235.00
01/03/2020	1479	Evoqua Water Technologies LLC	BIOXIDE DEC 2019	\$ 2,105.40
01/03/2020	1480	J P Mascaro & Sons	WASTE REMOVAL	\$ 369.70
01/03/2020	1481	Pocono Management Associates LLC	CONTRACTED SERVICES 12/2 -12/29/2019	\$ 5,797.40
01/03/2020	1482	Pocono Township	SEWER ADMIN SERVICES 11/18 -12/29/19	\$ 2,662.22
01/03/2020	1483	Steele's Hardware	OPERATING SUPPLIES	\$ 13.98
01/03/2020	1484	SUBURBAN TESTING LABS	NPDES testing	\$ 480.00
01/03/2020	1485	Boucher & James, Inc.	PS 5 PERMIT PREP	\$ 5,912.43
TOTAL Sewer Operating				\$ 111,605.15

Sewer Construction Fund

Capital Reserve Fund				
01/03/2020	1095	BOUCHER & JAMES INC	Cap projects engineering services	\$ 3,100.79
01/03/2020	1097	RAY PRICE	2019 POLICE VEHICLE PURCHASE	\$ 65,571.12
01/03/2020	1100	FNB COMMERCIAL LEASING	2019 PW Truck lease payments	\$ 54,410.50
TOTAL Capital Reserve Fund				\$ 123,082.41
TOTAL Sewer Construction Fund				
				\$0.00

LIQUID FUELS

ESSA				
TOTAL General Fund		\$	194,724.88	
TOTAL Sewer Construction Fund		\$	-	
Sewer Operating		\$	111,605.15	
Capital Reserve		\$	123,082.41	
Liquid Fuels		\$	-	
TOTAL ESSA TRANSFER		\$	429,412.44	
			Authorized by: _____	
			Transferred by: _____	
TOTAL Liquid Fuels		\$	-	

POCONO TOWNSHIP
SPECIAL APPROVAL
Monday, January 7, 2019

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
CAPITAL RESERVEVIEW				
01/03/2020	1098	MAR-ALLEN CONCRETE PRODUCTS INC	TLC BRIDGE PROJECT PAY 2	\$ 84,039.61
01/03/2020	1099	MAR-ALLEN CONCRETE PRODUCTS INC	TLC BRIDGE PROJECT PAY 3	\$ 8,707.60
			TOTAL	\$ 92,747.21

ESSA

TOTAL Capital Reserve Fund	\$	92,747.21	Authorized by: _____
	\$	-	
TOTAL ESSA TRANSFER	\$	92,747.21	Transferred by: _____



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY
INNOVATIVE ENGINEERING

Fountainville Professional Building
1456 Ferry Road, Building 500
Doylestown, PA 18901
215-345-9400
Fax 215-345-9401

2756 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0306

Mailing:

P.O. Box 699
Bartonsville, PA 18321

559 Main Street, Suite 200
Bethlehem, PA 18018
610-419-9407
Fax 610-419-9408

www.bjengineers.com

December 19, 2019

Pocono Township Board of Commissioners
112 Township Drive
Tannersville, PA 18327

**SUBJECT: APPLICATION AND CERTIFICATION OF PAYMENT NOS. 2 AND 3
TLC PARK PEDESTRIAN BRIDGE REPAIR PROJECT
POCONO TOWSHIP, MONROE COUNTY, PA
PROJECT NO. 1830069**

Dear Commissioners:

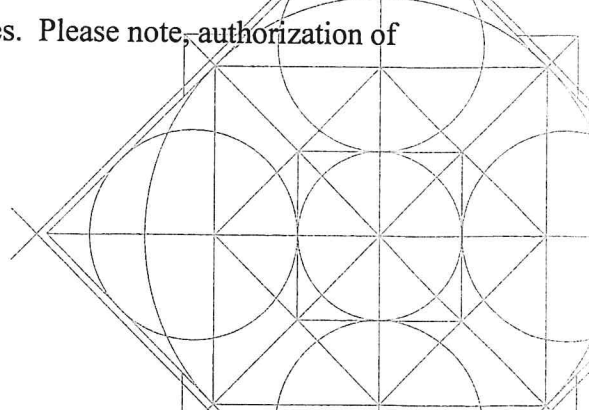
We have reviewed Application and Certification for Payment No. 2, period ending November 30, 2019, and for Payment No. 3, period ending 12/30/2019, submitted by Mar-Allen Concrete Products, Inc., for site improvements at the above referenced project. All paperwork is found to be in order.

The current amount due for *Application and Certification for Payment No. 2* is \$84,039.61 for work completed to November 30, 2019. A 10% retainage (\$140,427.00 work completed to date - \$14,042.70, 10% retainage) was calculated and has been deducted from the current amount due for *Payment No. 2*.

The current amount due for *Application and Certification for Payment No. 3* is \$8,707.60 for work completed to December 30, 2019. A 5% retainage (\$142,202.00 work completed to date - \$7,110.10, 5% retainage) was calculated and has been deducted from the current amount due for *Payment No. 3*.

Based on our review of these requests and construction observations to date, we recommend that Mar-Allen Concrete Products, Inc. be paid a *total* of **NINETY-TWO THOUSAND SEVEN HUNDRED FORTY-SEVEN DOLLARS AND TWENTY-ONE CENTS (\$92,747.21)**. This brings the balance of the contract to \$8,300.10 (which includes retainage).

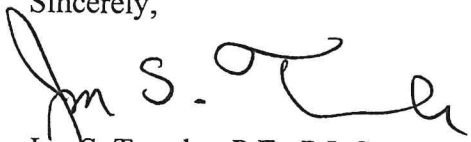
Line item tabulations for this payment are enclosed for your files. Please note, authorization of



Pocono Township Board of Commissioners
TLC Park Pedestrian Bridge Repair Project - Payment Application Nos. 2 and 3
December 19, 2019
Page 2

this payment should not be construed as Final Approval or Acceptance of improvements installed to date.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon S. Tresslar". The signature is fluid and cursive, with the first name "Jon" being particularly prominent.

Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/mep/clg

Enclosures: Application and Certificate for Payment No. 2 from Mar-Allen Concrete Products, Inc.
Application and Certificate for Payment No. 3 from Mar-Allen Concrete Products, Inc.
Boucher & James, Inc. Line Item Tabulation
Weekly Payroll Certifications and Certified Statements of Compliance—wks ending 10/27/19,
11/3/19, 11/10/19, 11/17/19, 11/24/19

cc: Donna Asure – Township Manager
Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Broughal & DeVito, LLP
Tyler Zimmerman – Mar-Allen Concrete Products, LLC
Melissa E. Prugar, P.E. – Boucher & James, Inc.

S:\2018\1830069\Documents\Construction\Pay Application\Application.No.2and3_2019_December\PaymentApplicationNo2_and_3.doc



pennsylvania
DEPARTMENT OF TRANSPORTATION

January 02, 2020

Donna Asure
Township Manager
Pocono Township
112 Township Drive
Tannersville, PA 18372

**Re: Green Light-Go Program – Extension for GLG-2017-45101-1371
State Routes 0611 and 0715 Traffic Management System Project**

Donna,

The above-referenced Green Light-Go grant agreement with PennDOT was executed on January 8, 2019 and currently contains a December 31, 2020 expiration date. Pursuant to paragraph 5(a) of your agreement, the expiration date may be extended at PennDOT's discretion. PennDOT is therefore extending project activity dates as follows:

Completion of Construction	May 15, 2021
Submission of Final Invoice to PennDOT	May 31, 2021
Agreement Expiration	June 30, 2021

If the project is terminated, the grantee will be required to reimburse PennDOT for any grant funds that have been issued.

This letter serves as an official notice of the alteration to paragraph 5(a). All other terms of the agreements remain unchanged. Paragraph 26 of the agreements requires that all alterations or variations must be signed by the parties. Please sign in the signature line on page 2 to agree to this alteration and email a copy to RA-PDSIGNALFUNDING@pa.gov at your earliest convenience. In addition, please retain a copy for your files.

Sincerely,

Stephen A. Gault, P.E., PTOE
Statewide Traffic Signal Operations Engineer

Letter of Extension Signature Page - GLG-2017-45101-1371

Completion of Construction	May 15, 2021
Submission of Final Invoice to PennDOT	May 31, 2021
Agreement Expiration	June 30, 2021

I agree to the extension of the above referenced grant agreement for the stated term. All other terms and conditions shall remain the same as in the current agreement.

☐ YES ☐ NO

Grantee Authorized Signatory

Signature _____ Date _____

Print Name _____

*If the person signing this letter is not the same person who signed the above-referenced grant agreement, please provide a municipal resolution grantee signatory authority.

Donna Asure

Subject: FW: 2020 Library Meeting Room Request

2020 Pocono Township Meeting Room Request

Thursday mornings:

January 16 to May 14, 8:30 am - 11:00 am (Except February 20 & April 9. No program.)

June 18 to August 6, 8:30 - 12:00 pm (Except July 2. Summer programs include hired performers and require longer set-up and clean-up)

September 17 to December 10, 8:30 am - 11:00 am (Except October 22. No program.)

Wednesday evenings, 5:00-7:30 pm:

February 12

April 22

May 13

September 23

October 14

November 18

(No Wednesday evening dates for other months)