

POCONO TOWNSHIP SUPERVISORS
MINUTES OF THE REORGANIZATIONAL/REGULAR MEETING
January 5th, 2009 3:00 p.m.

The Reorganizational/Regular Meeting of the Pocono Township Supervisors was held on January 5th, 2009, at the Pocono Township Municipal Building, Tannersville, Pa., and was opened by Chairwoman, Jane Cilurso, at 3:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Jane Cilurso, present; Harold Werkheiser, present, and John Bramley, present.

Timothy McManus, Solicitor; Aaron Sisler, Boucher & James Engineering, Inc.; Pamela Finkbeiner, Recording Secretary; Dennis Keesler, Pocono Township Sewage Enforcement Officer, and Steve Meylach, Pocono Township Zoning Enforcement Officer, were present.

APPOINTMENT OF ACTING CHAIRPERSON: J. Cilurso made a motion, seconded by J. Bramley, to appoint H. Werkheiser as Acting Chairperson. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

APPOINTMENT OF ACTING SECRETARY: J. Cilurso made a motion, seconded by H. Werkheiser, to appoint J. Bramley as Acting Secretary. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

CHAIRPERSON NOMINATIONS AND APPOINTMENT: J. Bramley made a motion, seconded by H. Werkheiser, to appoint J. Cilurso as Chairperson of the Pocono Township Board of Supervisors for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ACKNOWLEDGEMENT OF COMMENTS RE RESIDENTS: Chairwoman J. Cilurso noted that each visitor has the right to comment at this time or before any action is taken on the matter.

OTHER NOMINATIONS AND APPOINTMENTS:

VICE-CHAIRMAN: J. Bramley made a motion, seconded by J. Cilurso, to appoint H. Werkheiser as Vice-Chairman of the Pocono Township Board of Supervisors for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

SECRETARY/TREASURER: H. Werkheiser made a motion, seconded by J. Bramley, to appoint J. Cilurso as Secretary/Treasurer of the Pocono Township Board of Supervisors for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ASSISTANT SECRETARY/TREASURER: J. Cilurso made a motion, seconded by H. Werkheiser to appoint J. Bramley as Assistant Secretary/Treasurer of the Pocono Township Board of Supervisors for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

OTHER NOMINATIONS AND APPOINTMENTS CONT:

RECORDING SECRETARY: H. Werkheiser made a motion, seconded by J. Bramley, to appoint Pamela Finkbeiner as Recording Secretary for the Pocono Township Board of Supervisors for the year 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

SETTING OF TREASURER'S BOND:

H. Werkheiser made a motion, seconded by J. Bramley, to set the Treasurer's bond at \$300,000.00 for the year 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

SALARIES:

POLICE CHIEF: J. Cilurso made a motion, seconded by J. Bramley, to raise the Police Chief's salary by 4% and the patrolmen's raises as per the Pocono Twp. Police Collective Bargaining Agreement for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

OTHER TOWNSHIP EMPLOYEES: J. Bramley made a motion, seconded by H. Werkheiser, to approve the raises in salary for Teamster 773 Union employees as per the current contract for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

J. Bramley made a motion, seconded by J. Cilurso, to set the salary of the part-time Administrative Assistant, Carmen Milillo, at \$11.50 per hour. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

RECOMMENDATION OF PLANNING COMMISSION SECRETARY: J. Bramley made a motion, seconded by H. Werkheiser, to hold the salary of Planning Commission Secretary for 2009 to the 2008 rate. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

SETTING OF THE SUPERVISORS' MEETING PAY: J. Bramley made a motion, seconded by H. Werkheiser, to set the Supervisor's meeting pay rate at \$2,500.00 per year, as required, for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

TOWNSHIP BENEFITS: J. Cilurso made a motion, seconded by H. Werkheiser, to approve the Pocono Twp. Police Benefits as per the current Police Collective Bargaining Agreement, and other Pocono Twp. employees as per the current Teamster's 773 Contract for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

APPOINTMENTS, AS FOLLOWS:

VACANCY BOARD: J. Cilurso made a motion, seconded by J. Bramley, to appoint Robert Demarest to the Pocono Township Vacancy Board for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ROADMASTER: J. Bramley made a motion, seconded by J. Cilurso, to appoint H. Werkheiser as the Pocono Township Roadmaster for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ASSISTANT ROADMASTER: No appointment at this time. A Foreman for the roads has been appointed, and is covered under the Teamsters 773 Contract.

SOLICITORS AND ALTERNATES: J. Cilurso made a motion, seconded by J. Bramley, to appoint the firm of Cramer, Swetz, and McManus, PC, as Pocono Township Solicitors and James Fareri as Alternate Solicitor for the year 2009 at the same rates as of 2008. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

DEPOSITORIES:

J. Bramley made a motion, seconded by H. Werkheiser, to approve the following Depositories for Pocono Township for the year 2009, together with any other depository that may be appointed during 2009: Mellon Bank; Citizens Bank; First National Bank of Palmerton; PNC Bank; East Stroudsburg Savings Association; Wachovia Bank; PA Local Government Investment Trust; The Third National Bank of Scranton; Pennstar Bank; Penn Security Bank; Pocono Community Bank; Community Bank & Trust; M&T Bank, and Wayne Bank. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

SETTING OF SUPERVISORS' MEETING DATES:

J. Bramley made a motion, seconded by H. Werkheiser, to set the Pocono Township Supervisors' meetings at 7:00 p.m. for the 1st and 3rd Monday of every month of 2009 - unless otherwise advertised. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ZONING HEARING BOARD MEMBER AND ALTERNATES APPOINTMENTS:

The three-year term of Robert Latzanich expires 01/01/09. H. Werkheiser made a motion, seconded by J. Bramley, to reappoint Robert Latzanich for an additional three-year term to the Zoning Hearing Board. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

J. Bramley made a motion, seconded by H. Werkheiser, to appoint Dario Belardi as alternate Zoning Hearing Board member for the year of 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ZONING OFFICER SOLICITOR APPOINTMENT: H. Werkheiser made a motion, seconded by J. Bramley, to appoint Jerry Hanna, Esq. as Zoning Officer Solicitor for the year 2009 at a rate of \$125.00 per hour. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ZONING OFFICER AND ZONING CODES OFFICER APPOINTMENT: J. Bramley made a motion, seconded by H. Werkheiser, to appoint Steven Meylach as Pocono Township Zoning Officer with a 4% increase in pay rate. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

SEWAGE ENFORCEMENT OFFICER/ALTERNATE ZONING OFFICER: J. Cilurso made a motion, seconded by J. Bramley, to appoint Dennis Keesler as Pocono Township Sewage Enforcement Officer/Alternate Zoning Officer with a 3% increase in pay rate for the year 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ALTERNATE SEWAGE ENFORCEMENT OFFICER: J. Cilurso made a motion, seconded by H. Werkheiser, to appoint Jeryl Rinehart and Rick Fisher as Alternate SEOs at the rate of \$25.00 per hour for the year 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ENGINEERING FIRM APPOINTMENT: J. Bramley made a motion, seconded by H. Werkheiser, to appoint Boucher & James, Inc. as Pocono Township Engineers. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

ALTERNATE ENGINEERING FIRMS (on an as needed basis): J. Bramley made a motion, seconded by H. Werkheiser, to appoint Pennoni Engineering, Inc., Hanover Engineering, Inc. and Reilly Engineering, Inc. as Alternate engineering firms. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

APPOINTMENT OF LIAISON BETWEEN TOWNSHIP AND POLICE FOR 2009: J. Cilurso made a motion, seconded by H. Werkheiser, to appoint J. Bramley as Liaison between Pocono Township and the Pocono Township Police for 2009. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried

APPOINTMENT OF DELEGATES AND VOTING DELEGATES TO PSATS CONVENTION: J. Bramley made a motion, seconded by H. Werkheiser, to appoint J. Cilurso as Voting delegate and H. Werkheiser and J. Bramley as delegates to the 2009 PSAT Convention. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

OTHER APPOINTMENTS: Will be held open for future appointments, if any.

SCHEDULE PERSONNEL WORK SESSIONS: J. Cilurso made a motion, seconded by J. Bramley, to maintain the schedule as presently used. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

MOTION TO ACCEPT IRS GAS REIMBURSEMENT OF \$.55: H. Werkheiser made a motion, seconded by J. Bramley, to accept the IRS Gas Reimbursement of \$.55 for 2009 or until changed by the IRS. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

MINUTES: H. Werkheiser made a motion, seconded by J. Cilurso, to approve the minutes of the 12/29/2008 Supervisors' Special meeting. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, abstained. Motion carried.

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BILLS: J. Bramley made a motion, seconded by H. Werkheiser, to approve the semi-monthly bills for payment. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

COMMUNICATIONS: All communications pertained to the plans and were addressed when the plans were presented.

BIDS: None

SEO REPORT: D. Keesler, SEO, had to leave at this time.

ZO REPORT: S. Meylach, ZO reported 513 permits were issued in 2008, excluding Sewage, wells and Certificates of Occupancy. 26 permits were for single family dwellings, 33 for Tenant Fit-out for new commercial ventures. An increase in sign permits applications was requested. Free standing signs - \$75.00 per sign- two years
Sign Plazas- \$125.00 per plaza- two year
"Billboards" in excess of 150 square feet- \$100.00 per billboard.
The new rates will be added to an updated fee schedule and will be adopted at a later date.
A copy of the year-end report is on file and available at the township office.

ONGOING PLANS:

1) The Reserve at Cherry Lane Final Plan - Stroud Twp. has approved their portion of the plan. The Pocono Township Planning Commission recommended Conditional Approval of the plan. The Supervisors previously accepted a Waiver letter extending the requirement until 01/31/2009. The plan was tabled at the 12/15/08 Sup'v. meeting. A letter dated 01/05/2009 has been received from Donna Alker, P.E., Achterman Associates, requesting the plan to be withdrawn. Plan withdrawn, no action taken.

TABLING OF PLANS:

J. Cilurso made a motion, seconded by J. Bramley to table the Steve Basick Lot Combination Plan; Nicholas P. Nicholas Final Minor; Sanofi Pasteur - 138 KV Substation Final Lot Consolidation Plan, and Shiro Restaurant As-Built Plan. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

1) Steve Basick Lot Combination Plan-Plan submitted for the 09/15/2008 Sup'v. mtg. \$300.00 fee paid. The Plan was tabled at the 12/02/2008 Sup'v meeting. The 90-day time requirement expires on 03/02/2009. See motion above for tabling.

2) Nicholas P. Nicholas Properties Final Minor Subdivision/Lot Combination Plan - The Pocono Township Planning Commission recommended Conditional Approval of the plan for final. The plan was disapproved at the 12/29/08 Sup'v. meeting, unless Time Extension letter was received before 01/04/2009. A 90-day time extension letter was received - until 04/04/09. Last Sup'v. meeting is 03/16/09. See motion above for tabling.

3) Sanofi Pasteur - 138 KV Substation Final Lot Consolidation Plan - Plan submitted 11/07/2008 for 12/02/2008 Sup'v. Meeting. \$300.00 Plan fee paid 90-day time requirement expires 02/15/2009. See above motion.

4) Shiro Restaurant As-Built Plan - Plan submitted 12/15/2008 for the 12/15/2008 Sup'v. meeting. The plan was tabled at the 12/15/2008 Sup'v. meeting. See motion above for tabling.

UNFINISHED BUSINESS:

- 1) Traffic Signal Plan at intersection of SR314W and Rt. 611 and SR314E (By the Amber Club in Swiftwater) H. Werkheiser made a motion, seconded by J. Bramley, to table the plan. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.
- 2) Dates for upcoming Pocono Township Re-Organization meetings - all to be held at the Pocono Township Municipal Building.
 - A. Pocono Township Auditor's meeting 01/06/09 @ 6:00 p.m.
 - B. Pocono Township Planning Commission meeting 01/12/2009 @ 7:00 p.m.
 - C. Pocono Township Zoning Hearing Board meeting - to be determined.
 - D. Pocono Township Park Board meeting 01/08/2009 @ 7:30 A.M.
 - E. HJPPSC meeting 01/08/2009 @ 11:00 A.M.

NEW BUSINESS:

- 1) **Change of Meeting Date** - J. Bramley made a motion, seconded by J. Cilurso, to reschedule the 01/19/2009 regular meeting (which falls on a holiday) to 01/20/2009 at 7:00 P.M. at the Pocono Township Municipal Building.
- 2) **A Variance Hearing** - for CBH20 Camelback re truck loading and unloading requirements will be held before the Pocono Township Zoning Hearing Board on 01/15/2009 at 6:00 P.M. at the Pocono Township Municipal Building.
- 3) **Gypsy Moth Spraying** - J. Cilurso announced a meeting will be held 01/22/2009 to discuss Gypsy Moth spraying. The Township will not partake with the State's program this year.

RESPONSES AND COMMENTS:

Eric Mark, with the U.S. Census Bureau requested the use of the Township's meeting room to administer testing of canvassers. The test will take approximately 2 hours and will be for 10 to 15 persons at a time. J. Cilurso made a motion, seconded by J. Bramley, to allow the use of the Township's meeting room for 01/15/2009 at 2 P.M. and such other dates at the approval of the Township Chairwoman. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

Joe Sadowski, Township resident commented on the traffic problems of Rt. 715 and Sullivan's trail.

Dean Hartshorn, requested the township reactivate the phone service to Mt. View park.

ADJOURNMENT: J. Bramley made a motion, seconded by H. Werkheiser to adjourn the meeting at 3:50 p.m. until 01/20/2009 at 7:00 P.M. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; J. Bramley, yes. Motion carried.

Respectfully submitted: Pamela Finkbeiner, Recording Secretary

