

POCONO TOWNSHIP SUPERVISORS
MINUTES OF THE REORGANIZATION MEETING
JANUARY 3rd, 2011 4:00 p.m.

The Reorganization Meeting of the Pocono Township Supervisors was held on January 3rd, 2011 at the Pocono Township Municipal Building, Tannersville, Pa., and was opened by Chairwoman, Jane Cilurso, at 4:00 p.m. followed by the Pledge of Allegiance.

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.

NOTICE OF MEETING TIMES: J. Cilurso welcomed the audience and thanked them for attending. She noted the regularly scheduled Supervisors meetings are held on the 1st and 3rd Monday of each month at 7:00 p.m. unless rescheduled.

ROLL CALL: Jane Cilurso, present; Harold Werkheiser, present; and Frank Hess, present.

Tim McManus, Township Solicitor, David Jones, Boucher & James, Engineering, Inc., Pamela Finkbeiner, Recording Secretary, Dennis Keesler, SEO Officer, and Stephen Meylach, Zoning Officer, were present.

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

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

CHAIRPERSON NOMINATIONS AND APPOINTMENT: H. Werkheiser made a motion, seconded by F. Hess, to appoint J. Cilurso as Chairperson of the Pocono Township Board of Supervisors for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

OTHER NOMINATIONS AND APPOINTMENTS:

VICE-CHAIRMAN: J. Cilurso made a motion, seconded by F. Hess, to appoint H. Werkheiser, as Vice-Chairman of the Pocono Township Board of Supervisors for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

SECRETARY/TREASURER: F. Hess made a motion, seconded by H. Werkheiser, to appoint J. Cilurso as Secretary/Treasurer of the Pocono Township Board of Supervisors for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

ASSISTANT SECRETARY/TREASURER: J. Cilurso made a motion, seconded by F. Hess, to appoint F. Hess as Assistant Secretary/Treasurer of the Pocono Township Board of Supervisors for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, abstained; F. Hess, yes. Motion carried.

RECORDING SECRETARY: J. Cilurso made a motion, seconded by H. Werkheiser, to appoint P. Finkbeiner as Recording Secretary for the Pocono Township Board of Supervisors for the year 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

SOLICITORS AND ALTERNATES:

J. Cilurso made a motion, seconded by F. Hess, to appoint the firm of Cramer, Swetz, and McManus, as Township Solicitors. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

J. Cilurso made a motion, seconded by F. Hess, to appoint Solicitor James Fareri as Alternate Twp. Solicitor. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

SETTING OF TREASURER'S BOND:

F. Hess made a motion, seconded by H. Werkheiser, to set the Treasurer's bond at \$300,000.00 for the year 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

SALARIES:

POLICE CHIEF AND PATROLMEN: F. Hess made a motion, seconded by H. Werkheiser, to raise the Police Chief's salary by a percentage equivalent to the percentage increase to be received by Pocono Township Police officers for 2011 per their collective bargaining agreement. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

OTHER TOWNSHIP EMPLOYEES: F. Hess made a motion, seconded by H. Werkheiser, to continue the salaries at the present Contract rate until a new contract is approved with Teamster 773 Union employees. J. Cilurso noted the Twp. employees are in the process of drafting a new contract. When the new contract is entered into, the salaries set forth therein for the year 2011 will be retroactive to 01/01/2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

J. Cilurso made a motion, seconded by H. Werkheiser, to set the raise of the part-time Administrative Assistant, Carmen Milillo, at 2% for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, abstained. Motion carried.

J. Cilurso made a motion, seconded by H. Werkheiser, to appoint P. Finkbeiner as Executive Assistant and approve a salary increase of \$1.00 per hour. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, abstained. Motion carried.

SETTING OF SUPERVISORS' MEETING PAY: F. Hess made a motion, seconded by H. Werkheiser, to set the Supervisors' Meeting pay at the same rate as 2010. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

RECOMMENDATION OF PLANNING COMMISSION SECRETARY: F. Hess made a motion, seconded by H. Werkheiser, to hold the salary of Planning Commission Secretary for 2011 to the 2010 rate. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

TOWNSHIP BENEFITS: H. Werkheiser made a motion, seconded by F. Hess, to approve the Pocono Twp. Police Benefits as per the current Police Contract. All other Pocono Twp. employees as per the present Teamster's 773 contract until the proposed Teamster's 773 Contract is approved for 2011. When completed the Benefits will be retroactive to 01/01/2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

APPOINTMENTS AS FOLLOWS:

VACANCY BOARD: H. Werkheiser made a motion, seconded by F. Hess, to appoint Robert Demarest to the Pocono Township Vacancy Board for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

DIRECTOR OF PUBLIC WORKS: J. Cilurso made a motion, seconded by F. Hess, to appoint H. Werkheiser as the Pocono Township Director of Public Works for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

DEPOSITORIES:

J. Cilurso made a motion, seconded by F. Hess, to approve the following Depositories for Pocono Township for the year 2011, together with any other depository that may be appointed during 2011: 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; 1st Keystone Community Bank; Community Bank & Trust; M&T Bank, and Wayne Bank. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

SETTING OF SUPERVISORS' MEETING DATES:

J. Cilurso 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 2011 - unless otherwise advertised. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

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ZONING HEARING BOARD MEMBER AND ALTERNATES APPOINTMENTS:

F. Hess made a motion, seconded by H. Werkheiser, to reappoint Malcolm Bonawitz for an additional three-year term to the Zoning Hearing Board. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

J. Cilurso made a motion, seconded by H. Werkheiser, to appoint Robert Michael as alternate Zoning Hearing Board member for the year of 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

ZONING HEARING BOARD SOLICITOR AND ALTERNATE:

F. Hess made a motion, seconded by H. Werkheiser, to appoint George Royle, as Twp. Zoning Hearing Board Solicitor for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

F. Hess made a motion, seconded by H. Werkheiser, to appoint Jane Roach Maughan P.C. as Alternate ZO Hearing Board Solicitor for the same rate as 2010. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

ZONING OFFICER SOLICITOR APPOINTMENT: F. Hess made a motion, seconded by H. Werkheiser, to appoint Jerry Hanna, Esq. as Zoning Officer Solicitor. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

ZONING OFFICER AND ZONING CODES OFFICER APPOINTMENT: F. Hess made a motion, seconded by H. Werkheiser, to appoint Steve Meylach as Pocono Township Zoning and Zoning Codes Officer with a 2% increase in pay rate for the year 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

SEWAGE ENFORCEMENT OFFICER/ALTERNATE ZONING OFFICER: J. Cilurso made a motion, seconded by H. Werkheiser, to appoint Dennis Keesler as Pocono Township Sewage Enforcement Officer/Alternate Zoning and Zoning Codes Officer with a 2 % increase in pay rate for the year 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

ALTERNATE SEWAGE ENFORCEMENT OFFICER: H. Werkheiser made a motion, seconded by F. Hess, to appoint Jeryl Rinehart and Rick Fisher as Alternate SEOs at the rate of \$25.00 per hour for the year 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

ENGINEERING FIRM APPOINTMENT: J. Cilurso made a motion, seconded by H. Werkheiser, to appoint Boucher & James, Inc. as Pocono Township Engineers, at the same rate as 2010. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

ALTERNATE ENGINEERING FIRMS (on an as needed basis): F. Hess 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; F. Hess, yes. Motion carried.

APPOINTMENT OF LIAISON BETWEEN TOWNSHIP AND POLICE FOR 2011: J. Cilurso made a motion, seconded by F. Hess, to appoint H. Werkheiser as Liaison between Pocono Township and the Pocono Township Police for 2011. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried

APPOINTMENT OF DELEGATES AND VOTING DELEGATES TO PSATS CONVENTION: J. Cilurso made a motion, seconded by H. Werkheiser, to appoint J. Cilurso, H. Werkheiser and F. Hess as delegates to the 2011 PSAT Convention. Roll call vote: J. Cilurso, yes; H. Werkheiser, and yes; F. Hess, yes. Motion carried.

H. Werkheiser made a motion, seconded by F. Hess, to appoint J. Cilurso as Voting delegate to the 2011 PSAT Convention. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

APPOINTMENT OF POCONO-JACKSON WATER AUTHORITY POCONO TOWNSHIP REPRESENTATIVE:

J. Cilurso made a motion, seconded by F. Hess, to appoint Mary Jean Schick as Pocono Townships' representative to the Pocono-Jackson Water Authority. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

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

SCHEDULE PERSONNEL WORK SESSIONS: F. Hess made a motion, seconded by H. Werkheiser, to maintain the schedule of Wednesday and Thursday at 8:30 a.m., as presently used. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

MOTION TO ACCEPT IRS GAS REIMBURSEMENT OF \$.50: F. Hess made a motion, seconded by H. Werkheiser, to accept the IRS Gas Reimbursement of \$.50 for 2011 or until changed by the IRS. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

ADJOURNMENT: F. Hess made a motion, seconded by H. Werkheiser, to adjourn the meeting at 4:25 p.m., until the Regular meeting to immediately follow. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

Respectfully submitted
Pamela Finkbeiner
Recording Secretary