

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, MAY 2, 2016
7:00 P.M.**

President K. Davis opened the Regular meeting at 7:00 P.M. with the following members present: Vice President J. Woehrle, Councilmembers: F. O'Boyle; C. Williams; K. Transue; and, M. Oser. Mayor F. Courtright Solicitor J. Fareri and Borough Secretary/ Treasurer L. Noonan were also present.

Councilmember D. Casole was absent.

The Pledge of Allegiance was said by all.

PRELIMINARY ANNOUNCEMENTS

None

APPROVAL OF MINUTES

Councilmember K. Transue moved to accept the Public Hearing Meeting minutes of April 4, 2016, as presented. Councilmember M. Oser seconded. Motion carried unanimously.

Vice President J. Woehrle moved to accept the Regular Meeting minutes of April 4, 2016, as presented. Councilmember K. Transue seconded. Motion carried unanimously.

OFFICERS' REPORTS

PRESIDENT

President K. Davis discussed the webpage and the need to have a Webpage Committee that will oversee all content of the webpage. He put the following members on the Webpage Committee: himself; Vice President J. Woehrle; Councilmembers D. Casole; and C. Williams as well as the Borough Secretary/ Treasurer L. Noonan. President K. Davis also discussed a proposal he received from Matt Hensel to design a new website and house it on a new host server. The proposal was for the initial website construction cost of \$200.00; an additional cost of \$99.00 for the TheemZee Posidion Pro Premium Bundle; and, \$75.00 per month for website maintenance and updates.

The proposal was discussed and questions were proposed to Mr. Hensel who was also in attendance.

Councilmember C. Williams moved to accept the proposal from Matt Hensel at the proposed rate of \$200.00 for website construction; an additional \$99.00 for the TheemZee Posidion Pro Premium Bundle; and, \$75.00 per month for website maintenance and updates. Vice-President J. Woehrle seconded.

Questions on the motion: Councilmember M. Oser discussed the Borough's current webpage and the current emails and whether or not the email addresses would be changing. It was agreed that they would not be changing at this time.

Motion carried unanimously.,

President K. Davis discussed that he met the owners of a hibachi restaurant that will be coming soon into the Borough in the former National Auto Parts location at the Mont Pocono Shopping Plaza. He commended the Borough's road crew for the work on the stormwater issues and drain pipe installation that they have been working on the past few weeks on Summit Drive. He thanked the office staff for all of their work. He noted that the application for the dirt and gravel road grant application has been submitted and he has been working to improve commercial properties within the Borough and has scheduled a meeting in the next couple of weeks to meet with commercial property owners and individuals who are willing or are interested in coming into the Borough. President K. Davis also thanked everyone who is involved with the successful 2nd Annual Joseph Battisto Clean-Up Days which were held on April 22nd and April 23rd.

MAYOR

Mayor F. Courtright acknowledged and recognized Pocono Mountain Regional Police Chief Chris Wagner who was in attendance tonight and who will be speaking under Persons To Be Heard.

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Mayor F. Courtright stated that the Memorial Day Ceremony will be held in front of the Borough building on Monday, May 30th. He noted that the farmer's market will be back in town this Saturday, May 7th, from 8:00 A.M. to 4:00 P.M. and Wednesday, beginning May 11th, from 8:00 A.M. to 5:00 P.M. Mayor F. Courtright thanked Senator Mario Scavella for getting PennDOT for getting back to him with dates to begin work on SR 611. The start date currently is scheduled for Monday, June 6th. Mayor F. Courtright recognized Councilmember C. Williams who recently won an award from the NAACP. Mayor F. Courtright thanked Councilmember K. Transue and all the volunteers who worked very hard over the two (2) clean up days, on April 22nd and April 23rd, noting that Keith and his crew picked up over eighty-six (86) bags of trash from the Knob area. He noted that May 30th, will be the Drive-In, Fly-In Breakfast at the Airport Authority. He also noted that there will be a blood drive on June 21st, at the Pocono Mountain Public Library and he reported that he met with the Sherman Theatre and he will give out information as he receives it, but he feels a meeting is needed with the Sherman Theatre and the Pocono Mountain Volunteer Fire Company regarding the summer concerts proposed to be held at the Pocono Mountain Volunteer Fire Company grounds with Regional Police and Regional EMS so they're notified and aware of these events.

TREASURER'S REPORT

The following cash report was given as follows:

GENERAL FUND CHECKING ACCOUNT	\$ 236,811.49
PENN SECURITY GENERAL FUND ACCOUNT	20,692.71
CAPITAL RESERVE ACCOUNT	48,805.46
BANNER BEAUTIFICATION ACCOUNT	2,420.72
STATE LIQUID FUELS	92,212.74
PARK & RECREATION FUND	4,842.95
PLANNING COMMISSION REIMB. FUND	52,775.88
ROAD FUND – GENERAL FUND	127.46
STORMWATER FUND	132,663.71
GENERAL FUND RESERVE PLGIT ACCOUNT	41,701.02
SANITATION FUND	28,444.51
ROUTE 940 CORRIDOR FUND	53,675.00
FIVE POINT INTERSECTION FUND	<u>443,880.60</u>

GRAND TOTAL **\$ 1,159,054.25**

Councilmember M. Oser moved to pay and approve the bills as outlined in the Treasurer's Report dated Monday, May 2, 2016, as presented and to authorize a transfer of funds from the Five Points Intersection Fund. to cover any shortfall in money needed to pay this month's bills. Noting this will be a temporary loan to the General Fund and to remove the bill to Potcher Construction in the amount of \$10,164.00. Vice President J. Woehrle seconded. Motion carried unanimously.

BILLS TO BE PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

Ace Hardware	(shop supplies, small tools)	\$ 215.03
Amerihealth Casualty	(workers comp)	2,450.22
Berkheimer Associates	(LST Commission)	86.44
Blue Ridge Cable	(phones)	397.34
Boston Mutual	(disability insurance)	240.01
Community Planning & Mgmt.	(rental/property maint. Code)	384.90
DG Nicholas Co.	(tail lights for truck)	46.34
Ed's Towing	(2012 Peterbilt oil change)	566.04
First National Bank	(shop supplies, postage)	148.26
Five Star Equipment	(repair axel seals, case loader)	1,033.60
G & K Services	(uniforms & rug service)	337.45
Gotta Go Potties	(port-o-potties (2))	170.00
Highmark Blue Shield	(health insurance)	6,196.56
Russell R. Kresge, Jr.	(engineer)	1,816.80

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Lowe's	(maint tools, supplies toilet repair/paint)	\$ 239.87
Martin's Power Sweeping	(street sweeping)	2,655.00
Metz, Inc.	(L & I mandated repairs)	1,271.00
Miller's Automotive	(repairs to 1997 Ford F-350)	793.36
NAPA Auto Parts	(lights)	91.43
Northern Tool	(battery packs & telescoping wand)	381.59
Payrolls Unlimited	(April)	90.00
Panko Reporting	(court stenographer)	145.00
PPL	(electric)	276.79
PA American Water	(water bills)	709.18
PA One Call System	(monthly fee)	10.66
PA Paper & Supply	(paper supplies)	239.09
PA State Association of Borough	(Boro Mgmt Caucus Renewal)	25.00
PA State Mayor's Association	(annual dues)	60.00
Plociniak Fuel	(heating oil)	1,008.96
Pocono Mtn. Regional Police	(May Mortgage Payment)	2,811.27
Pocono Mtn. Regional Police	(1 st & 2 nd Quarter)	347,294.82
Pocono Mtn. Public Library	(1 mill RE Tax – April 2016)	5,444.58
Pocono Mtn. Vol. Fire Co.	(1 mill RE Tax – April 2016)	5,444.87
Pocono Mtn. Vol. Fire Co.	(Fuel Expense Donation)	3,000.00
Pocono Mtn. Reg. EMS	(1/2 mill RE Tax – April 2016)	2,722.37
Pocono Mtn. Reg. EMS	(Fuel Expense Donation)	500.00
Quill	(office supplies)	103.96
Response Computer	(maint. Comp. problem/radio install)	210.00
Schoonover & Vanderhoof	(construction obs. & coord)	1,430.00
Signal Service	(repairs at 5 points)	200.00
SunnocoCOSTARS	(diesel/ fuel)	826.01
Tulpehocken Spring Water	(bottled water)	65.00
United Concordia	(dental insurance)	365.18
US Bank	(copier rental)	317.06
Verdin Clock	(clock)	7,750.00
Verizon Wireless	(cell phones)	116.52
Verizon	(phone)	32.53
Wal-Mart	(cleaning supplies)	58.68
WB Mason	(green paper for newsletters)	100.00
Jeff Woehrle	(reimb. For computer push to talk radio)	<u>399.98</u>

GRAND TOTAL **\$ 401,278.75**

BILLS TO BE PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

Mt Pocono Payroll	(w/e 4/060/16)	\$ 6,494.69
Mt. Pocono Payroll	(w/e 04/13/16)	7,441.34
Mt Pocono Payroll	(w/e 04/20/16)	6,050.80
Mt Pocono Payroll	(w/e 04/27/16)	<u>6,279.97</u>

GRAND TOTAL **\$ 26,266.80**

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BILLS TO BE PAID FROM THE STATE LIQUID FUELS ACCOUNT:

Ry's Plastic	(drainage pipe)	\$ 2,489.58
Lehigh Hanson	(anti-skid)	2,467.05
PPL	(traffic signals & street lights)	1,949.13
Reliable Sign & Striping	(street signs, posts, brackets)	2,520.00
TEAM Supply	(drainage boxes/tops)	<u>2,727.50</u>

GRAND TOTAL **\$ 12,153.26**

Cintas Uniform/ Rug Service

Borough Secretary/ Treasurer stated that she received late today a quote for a contract with Cintas Uniform and Rug Service to provide uniforms for the Borough maintenance crew and also the floor mats for the Borough. She explained the cost savings on yearly basis of approximately \$1,000.00 for uniforms and a savings of over \$1,200.00 for the floor mats. It was noted that the agreement was amended and changed from thirty-six (36) months to sixty (60) months.

Solicitor J. Fareri noted that he felt that the agreement should only be signed for a thirty-six (36) month period.

Vice President J. Woehrle moved to approve the Cintas Uniform and Rug Agreement for thirty-six (36) months as long as it does not automatically renew with Cintas at the same prices. Councilmember C. Williams seconded. Motion carried unanimously.

TAP/ TIF Grant

Borough Secretary/ Treasurer also discussed a Transportation Improvement Fund Grant and that work is needed to begin on getting costs estimates. She noted that in speaking with an authorized representative from PennDOT it was suggested that we meet with a traffic engineering firm to help us obtain the necessary quotes needed for the grant.

President K. Davis recommended that the Borough Secretary/ Treasurer schedule a meeting with the Borough Traffic Engineer, Pennoni Associates, and to advise all Street Committee members when that meeting will be held.

Vice President J. Woehrle moved to authorize to spend the necessary funds to hire Pennoni Associates to help with quotes needed for the Traffic Assistance Program Grant. Councilmember C. Williams seconded. Motion carried unanimously.

Municipal Retirement Trust 2016 Pension Information Session

Borough Secretary/ Treasurer L. Noonan advised Borough Council that Municipal Retirement Trust is holding a Pension Information Session and luncheon on Sunday, June 5th, held prior to the start of the PASB Annual Conference at the Hershey Lodge, in Hershey. The session is only from 11:30 A.M. to 1:30 P.M. however as the Chief Administrative Officer for the Borough's Non-Uniform Pension, this was a meeting that she cannot miss.

Vice President J. Woehrle moved to approve Borough Secretary/ Treasurer's attendance at the Pension Session held on Sunday, June 5th, at Hershey Lodge. Councilmember C. Williams seconded. Motion carried unanimously.

SOLICITOR

Solicitor J. Fareri stated that nothing has been scheduled with regards to the Pocono Mountain Regional Police lawsuit. He did note that the lawyers are talking and there is hope that this will come to a resolution on this matter.

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PERSONS TO BE HEARD

Chief Chris Wagner, Pocono Mountain Regional Police

Chief Wagner discussed the Pocono Mountain Regional Police and service and how the cost for their services are determined. He compared that to the formula that is used by Stroud Regional Police and also discussed that the student resource officers will be dealing with Ordinance enforcements during the summer months.

UNFINISHED BUSINESS

Short Term Rental

It was noted that the Planning Commission reviewed the Short-Term Rental Ordinance at their last meeting. These proposed changes have been sent to the Monroe County Planning Commission and Borough Council will consider adoption at their next meeting on Monday, June 6th, if the changes do not constitute the need to re-advertise and to hold another Public Hearing.

Timberbrook Terrace Property/ Fork Street Property

Borough Secretary/ Treasurer L. Noonan noted that she has been approached by an individual who is interested in purchasing the Timberbrook Terrace property that is owned by the Borough.

After some discussion, Councilmember F. O'Boyle moved to advertise for the acceptance of bids for the sale of the Timberbrook Terrace property and the Fork Street Property. Councilmember C. Williams seconded. Motion went to a roll call vote: Councilmember K. Transue, "No"; Councilmember M. Oser, "No"; Councilmember C. Williams, "Yes"; Councilmember F. O'Boyle, "Yes"; Vice President J. Woehrle, "Yes"; President K. Davis, "Yes". Motion carried 4 – 2.

NEW BUSINESS

Mount Pocono Municipal Authority Vacancy

Borough Secretary/ Treasurer L. Noonan noted that she has received letters of interest to fill the vacancy on the Mount Pocono Municipal Authority from Mr. Paul Sanborn who has been a resident in the Borough for twenty (20) plus years and who resides on Knob Road and also from former Councilmember John Scalamandre who resides on Belmont Avenue.

Borough Council requested that the Borough Secretary/ Treasurer invite both individuals to their work session on Monday, May 16th, for an informal interview.

Mount Pocono United Methodist Church Mother's Day Flower Sale

Vice President J. Woehrle moved to waive any fees associated with Mount Pocono United Methodist Church's Mother's Day Flower Sale Fundraiser. Councilmember C. Williams seconded. Motion carried unanimously.

Signal Services Traffic Signal Maintenance Contract

Borough Council was in receipt of a traffic signal maintenance contract with Signal Services for the traffic signals within the Borough. There were four (4) listed intersections: (1) SR 611/ 940 and SR 196; (2) SR 940 and Industrial Park; (3) SR 940 and Oak Street; and, (4) SR 940 and Lowes. The yearly amount was \$1,700.00.

Councilmember K. Transue moved to accept the Traffic Maintenance Contract with Signal Services at a yearly fee of \$1,700.00. Councilmember M. Oser seconded. Motion carried Unanimously.

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2016 Road Rehabilitation Bids

Borough Secretary/ Treasurer L. Noonan stated that the bids were opened last Thursday, April 28th, at 2:00 P.M. and reviewed the results that were in everyone's packets as follows:

Hanson Heidelberg Cement Group	\$493,516.00
Intercounty Paving Associates	\$370,902.55
The H & K Group (Locust Ridge Contractors)	\$389,832.20
Wayco, Inc.	\$478,052.77
Pennsy Supply, Inc.	\$471,693.50

She noted that Road Forman Jim Trombetta reviewed the bids and recommended the selected streets that are outlined in the packets. Those being: Park Avenue; High Street; Manorview Avenue; Church Avenue; Reeder Street; Monroe Street; Montovision Road; and, the Borough Building parking lot. The selected streets total \$274,201.40 and the Borough building parking lot was \$23,532.45. The low bidder was Inter County Paving. Associates from Hackettstown, NJ.

Councilmember K. Transue moved to award the bid to Inter County Paving Associates as outlined by the Borough Secretary/ Treasurer. Vice President J. Woehrle seconded. Councilmember M. Oser suggested that Borough Council hold off on paving the Borough building parking lot until next year. There was a brief discussion regarding this with it being noted that oil prices are down and the cost is probably the best we're going to get right now. The Borough Secretary/ Treasurer pointed out that with all of the settling that has occurred over the winter she is concerned about there being potential tripping hazards and pedestrians falling when walking in the area. Motion carried unanimously.

Schoonover & Vanderhoof New Roof Contract/ Proposal

Borough Secretary/ Treasurer stated that the proposal from Schoonover & Vanderhoof to complete the documentation and design plans and bidding for the replacement of the Borough building roof came in at \$5,320.00.

Councilmember M. Oser moved to accept the proposal from Schoonover & Vanderhoof in the amount of \$5,320.00 to prepare all bid specs, plans and documents for the new roof of the Borough building. Vice President J. Woehrle seconded. Motion carried unanimously.

STANDING COMMITTEES' REPORTS

Planning

President K. Davis noted that the Planning Commission reviewed the Short-Term Rental Ordinance and made some recommended changes at their last meeting. He thanked Matt Hensel, Kevin Kirkwood, Zoning Officer Jim Borger and Planning Commission Recording Secretary Diana Jackowski for their work on the Short-Term Rental Ordinance.

Streets

Vice President J. Woehrle noted that the road crew has been working on completing the drain on Summit Drive and they're just about complete. He stated that our winter operations budget is under and that the new radios should be installed by the end of the week.

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Utilities

Councilmember F. O'Boyle noted that Mr. George Wolff has now resigned. They had an employee out on worker's compensation and he is now back. He also noted that the spray irrigation plan has been given to Borough Council.

Recreation

Councilmember K. Transue noted that there was no meeting held this month however the new John Deere mower has been delivered and all personnel have been trained on safe operations and general maintenance. He also noted that he and Vice President J. Woehrle were also present at the training time for safe operations and general maintenance. He spoke with the locksmith regarding the door and the door has been ordered and hopefully installed and new keys received in the next couple of weeks. He further noted that the Park & Recreation Board needs more members.

Councilmember K. Transue moved to advertise openings on the Park & Recreation Board. Vice President J. Woehrle seconded. Motion carried unanimously.

Sanitation

It was noted that twenty-seven (27) volunteers came out over the two (2) day litter clean up held on Friday, April 22nd and Saturday, April 23rd, and that they collected a lot of garbage in the Borough. However, there is still a lot of garbage out there to be picked-up.

It was noted that there is a follow-up PRD meeting scheduled for Thursday, June 2nd, at 10:00 A.M.

There was a discussion regarding the brush that was cut and thrown over the Knob and that garbage gets stuck in the brush and makes it difficult to get cleaned up.

Buildings

Councilmember J. Woehrle noted that we are waiting for the front door replacement to come in and there are a few outstanding items. It was agreed that a meeting will be scheduled with Schoonover & Vanderhoof to discuss the roof design as well as the Potcher Construction bill which was put on hold earlier this evening.

Budget & Finance

President K. Davis noted that the Budget and Finance Committee met earlier this week and reviewed the budget year to date progress and noted that the budget report is in everybody's packets

Personnel

No report

Regional Police

Mayor F. Courtright thanked Police Chief Wagner for attending tonight's meeting.

Regional EMS

Mayor F. Courtright noted that a report is their packets. He also noted that four (4) Lucas machines have been received and are in the ambulances.

Councilmember F. O'Boyle noted that he recently spoke with George Souaid regarding his property behind the maintenance garage. Mr. Souaid will be back in the area the first week in June and Councilmember F. O'Boyle hopes to schedule a meeting to meet with Mr. Souaid about the possible purchase of some of his property.

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Councilmember C. Williams noted that she attended an EMT training for safety containment control on April 28th. She also noted that it was very informative and very interesting.

COG

Councilmember M. Oser provided a synopsis from the April 25th, meeting that is in everybody's packets. He stated that there was discussion on NARCAN, which is available to local emergency facilities to combat the immediate drug overdose. It was noted that the Pocono Mountain Regional Police does not want to get involved with administering the drug in the event of recognizing drug overdose. Pocono Medical Center will restock emergency facilities when the drug is used.

PUBLIC PARTICIPATION

Tom Neville, Knob Road, thanked Councilmember K. Transue for his clean-up efforts at the Knob.

Alice Makla, Knob Road, complained about the stonewall on Knox Street that this been partially knocked down and should be repaired.

There being no further business or any further public participation coming before the Board, Vice President J. Woehrle moved to adjourn at 9:33 P.M. Councilmember M. Oser seconded. Motion carried unanimously.

Respectfully submitted,

Lori Noonan, Borough Secretary