

**REGULAR MEETING  
MINUTES  
March 16, 2020 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, March 16, 2020 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Rich Wielebinski at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Jerrod Belvin, present; Ellen Gndt, present; Jerry Lastowski, present; Keith Meeker, present; Rich Wielebinski, present.

**IN ATTENDANCE:**

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

**PUBLIC COMMENT:**

- John Fagliarone, Township Resident, stated he put in a Right-to-Know request regarding the phone system quote. He commented on the current quote that was approved and expressed concern that it will not work well with the current system wiring that is in place now.
- Victoria Kresge thanked the Commissioners for continuing the police contract negotiations and hoped for a signed contract by the end of the month. She also thanked our Police Officers for going above and beyond during the COVID-19 pandemic.

**ANNOUNCEMENTS:**

R. Wielebinski, announced the following:

- Please remember to sign in as you enter the meeting room.
- The Nature Conservancy will be conducting controlled burns at the Cranberry Bog between March 1<sup>st</sup> and May 31<sup>st</sup>, 2020.
- PennDOT will be closing Scotrun Avenue at Route 611, with a detour to the Scotrun Avenue closest to Great Wolf. Detour to begin March 30, 2020 through June 30, 2020.
- New township hours are 8 a.m. – 4:30 p.m.
- An executive session was held on Monday, March 16, 2020 at 6:30 p.m. for personnel issues.

**HEARINGS:** None

Leo asked the Commissioners when he should advertise for the hearings that were postponed from tonight's meeting. April 6<sup>th</sup> will be new hearing date.

**PRESENTATIONS:**

**RESOLUTIONS:**

Resolution 2020-06 E. Gndt made a motion, Seconded by J. Belvin to adopt Resolution 2020-06 authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$89,341.00 to finance a 2019 Dodge Ram 5500 Single Axle Dump truck and related equipment; accepting a bank lease proposal; setting forth the terms and substantial form of the lease; and containing related provisions. This motion will also authorize the President of the Board of Commissioners to execute all documents related to this transaction. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried

**OLD BUSINESS:**

**MINUTES:**

J. Lastowski, Made a motion, Seconded by J. Belvin, to approve the minutes of the February 24, 2020 work session of the Board of Commissioners and Planning Commission. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

J. Belvin, Made a motion, Seconded by K. Meeker, to approve the minutes of the March 2, 2020 regular meeting of the Board of Commissioners. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, Abstain. Motion carried.

#### **NEW BUSINESS:**

##### Personnel –

Discussion regarding numbers of hours/week/pay for seasonal park workers. No action taken. Will discuss again in April due to park closure.

E. Gndt made a motion, seconded by R. Wielebinski, to table the rehiring of Jack Manuel as a part-time public works employee, under the current Public Works CBA. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

E. Gndt made a motion, seconded by R. Wielebinski, to rehire Derek McMaster as a seasonal park worker at \$12.36/hour (3% increase) beginning April 6, 2020 with number of hours per week to be determined as recommended by Bob Sargent. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Acknowledgement that Michael Kresge, a seasonal park worker, approved at the March 2, 2020 meeting to start work on March 9, 2020, has declined the position with Pocono Township.

#### **Financial Transactions –**

##### Ratify vouchers payable

R. Wielebinski, made a motion, seconded by J. Lastowski, to ratify vouchers payable for a period ending March 12, 2020 in the amount of \$34,754.33. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### Ratify gross payroll -

R. Wielebinski made a motion, seconded by E. Gndt, to ratify the gross payroll for the pay period ending March 8, 2020 in the amount of \$89,760.47. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### Vouchers Payable

R. Wielebinski, made a motion, seconded by K. Meeker, to approve vouchers payable received through March 12, 2020 in the amount of \$236,781.42. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

##### Capital Expenditures -

R. Wielebinski, made a motion, seconded by J. Belvin, to approve the capital expenditures received through March 12, 2020 in the amount of \$1,637.24. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

#### **Travel/Training Authorizations – None**

#### **REPORT OF THE PRESIDENT:**

R. Wielebinski, President – Made a motion, seconded by Keith Meeker, to terminate Ms. Donna Asure without cause as per the signed termination agreement, signed by Ms. Asure on March 15, 2020.

Public Comment by Ramona Shupp, who questioned the reason why Donna was terminated. It was considered a moot point as Taylor Munoz was already hired. Commissioner Wielebinski stated they had interviews and found Mr. Munoz was the qualified candidate. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, no; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker to appoint Taylor Munoz to the position of Township Manager, pursuant to the terms of agreement signed March 2, 2020 at a salary of \$90,100.00 with family health benefits provided with a 3% employee contribution of total premium, coverage effective April 1, 2020. Benefit package to include 15 vacation days, with the ability to carry over 5 per year, 10 sick days, bereavement for immediate family 5 days, 1 day for all others with board approval, effective at 8 a.m. on March 16, 2020. No public comment. Roll Call Vote: Jerrod Belvin, yes; Ellen

Gnandt, no; Jerry Lastowski, no; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Commissioner Lastowski requested a point of personal privilege to further comment on his vote as it pertained to the appointment of Taylor Munoz as Township Manager. He clarified that his vote in opposition was a vote against the RFP process to hire a new township manager, not against T. Munoz or his qualifications as the manager candidate. He stated he will fully support T. Munoz in his role as the new Township Manager.

## **COMMISSIONERS COMMENTS**

Jerrod Belvin – Vice President – Census bureau will be out in Pocono Township for the next few weeks. Look for their green jacket or their census identification.

National Emergency and State Emergency have been declared, due to the Coronavirus. Motion made by J.Belvin, seconded by R. Wielebinski, requesting a Declaration of Disaster Emergency for Pocono Township effective immediately. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to appoint Taylor Munoz as Township Secretary and Right to Know Officer for Pocono Township effective immediately. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ellen Gnandt – Commissioner – No report

J. Lastowski – Commissioner – Reported that there is no update regarding the fire company and Pocono Manor for reimbursement of expenses due to the November 1, 2019 fire.

Asked how the pipes were broken at Mt. View Park. R. Sargent responded that residual water in pipes froze and broke the fixtures.

Reported on the draft report regarding pension plans for Uniformed and Non-Uniformed. Report on file at township.

Keith Meeker - Commissioner – No report

## **REPORTS:**

**Zoning** – No report

## **Public Works**

Well at Mountain View Park – R. Sargent reported he has gotten 3 quotes for the outside work. R. Wielebinski, made a motion, seconded by J. Lastowski to award the contract to Leon Clapper for the installation of Well pump at Mt. View Park at a cost of \$9,845.50 based on the specs being reviewed by John Tresslar submitted by Leon Clapper. No public comment. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

## **Administration - Manager's Report**

BCRA water rate at TLC Park- J. Belvin, made a motion seconded by J. Lastowski, to ratify the water service installed at Pump Station #2, 1 EDU at \$43.95 per quarter plus usage as per Patrick Briegel's recommendation. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to approve a pressure release valve located at Valve Station # 1, at a cost of \$11,470.00 including freight, plus one day start up at \$750.00, to MKL and Associates and installation labor in the amount of \$3,200.00 to A.C. Shultes Inc.as recommended by Sanitary Engineer Mike Gable of Boucher and James. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Resolution 2020-07- J. Lastowski, made a motion, seconded by R. Wielebinski, to adopt Resolution 2020-07 to approve

the submission of a Community Conservation Partnership Program grant application by Penn Strategies to the Pennsylvania Department of Conservation & Natural Resources for the TLC Park enhancements not to exceed \$250,000. The grant will include construction and renovation costs associated with the previously referenced project. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**TOWNSHIP ENGINEER REPORT:** No report

**TOWNSHIP SOLICITOR REPORT:** No report

**PUBLIC COMMENT:**

Angela Tullo, Township Resident, thanked J. Belvin for his comments and actions regarding the COVID-19 Pandemic. Also thanked Taylor Munoz for accepting the position of Manager for Pocono Township.

**ADJOURNMENT:**

R. Wielebinski, made a motion, seconded by J. Lastowski, to adjourn the meeting at 8:13 pm. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes Motion carried.