

**Pocono Township Board of Commissioners**  
**Regular Meeting Minutes**  
**April 20, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, April 20, 2020 via video and teleconference, 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**

- Wayne Mazur (3315 Birch Hill Drive, Tannersville) – Discussed trash along road in the area of Sullivan Trail and Gravatt’s Way. Asked what the Township can do to enforce this.
- Yolanda Price (3266 Birch Hill Drive, Tannersville) – Requested that the Township respond to complaints about a short term rental in Cobble Creek Estates at 3262 Birch Hill Dr. Issues with trash, animals eating trash and potential failing septic system.

**ANNOUNCEMENTS**

R. Wielebinski announced the following:

- Residents making public comments were asked to identify themselves and provide the spelling of their name when addressing the Commissioners.
- All PennDOT construction projects in Monroe County are currently suspended. Updates regarding existing projects, including the Route 611 Reconstruction Project between Scotrun and Swiftwater, will be restarted in the next couple days
- An executive session will follow the regular meeting.

**HEARINGS – None**

**PRESENTATIONS**

**1<sup>st</sup> Quarter Financial Report**

- Frank Cefali provided the Township Treasurer’s First Quarter Financial Report. Stated that revenues and expenses for the first quarter tracked with Township’s expectations and are consistent with prior years. He expressed growing concerns moving forward and the impact of COVID-19 on municipal revenues. Stated we should expect a downward trend in EIT and LST, which are not yet in Q1 figures. Further discussion was had regarding specific budget line items.

**Special Sewer Report**

- Board discussed potential COVID-19 relief measures for users on the Pocono Township sewer system. Discussion included proposals for deferrals, a credit to users and use of monies available in the reserve fund. E. Gndt stated opinion that the Township can do something for businesses. She stated we can support businesses who have invested in the Township and acknowledged that the funds being discussed are ratepayers’ money. E. Gndt stated the Township is meeting expenses and there is a positive impact from the Township showing goodwill toward ratepayers. R. Wielebinski stated that all the Commissioners are sympathetic toward Township businesses and their challenges. Solicitor will contact bond counsel to confirm whether potential relief measures would impact the Township’s outstanding loans. Further discussion regarding relief measures across the board versus demonstration of hardship. P. Briegel shared data as to what portion of the sewer

expense is impacted by actual usage and what cost remains when a user has diminished flows. He stated that Operations and Maintenance; capital reserves and replacement reserves; and debt services comprise approximately 94% of the cost of an EDU, regardless of usage volume. The Township is still responsible for various costs on an annual basis regardless of whether users have reduced flow. Concerns were expressed about the Township's cash flow and future obligations, particularly in the aftermath of COVID-19. It was indicated that the BCRA solicitor is opposed to any relief measures and will be issuing no deferments or forgiveness of fees. A work session was requested to further discuss.

## **RESOLUTIONS**

R. Wielebinski made a motion, seconded by J. Belvin to adopt Resolution 2020-9 authorizing the transfer of funds from the budget amount allocated to the intern salary to the budget amount allocated to the township manager's salary. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker to adopt Resolution 2020-10 amending the Pocono Township fee schedule for Building, Subdivision Land Development, Zoning, and Zoning Hearing Board fees, and other miscellaneous applications and permitting fees, repealing and replacing all prior fee resolutions. Approved with corrections requested by E. Gndt to address grammatical issues, changing escrow language and clarifying a portion regarding sign fees. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

## **OLD BUSINESS**

R. Wielebinski made a motion, seconded by K. Meeker to approve the minutes of the April 6, 2020 regular meeting of the Board of Commissioners. Corrections were requested to change error with E. Gndt's vote regarding the PennDOT drainage basin letter. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

## **NEW BUSINESS**

### **Personnel**

R. Wielebinski made a motion, seconded by J. Belvin to approve MOU with Teamsters 773 to create the position of Assistant Foreman on road crew at \$1.00/hour and other items as agreed to in MOU and authorize the position to be posted for one week.. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin to ratify Board of Commissioners COVID-19 related decisions and expenditures made under the Township's Declaration of Disaster Emergency approved on March 16, 2020, for the period of April 6, 2020 through April 17, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

### **Financial Transactions**

#### Ratify Vouchers Payable

R. Wielebinski made a motion, seconded by E. Gndt to ratify vouchers payable for the period ending April 16, 2020 in the amount of \$2,092.36. 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 April 5, 2020 in the amount of \$93,511.10 Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt,

yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Approve Vouchers Payable

R. Wielebinski made a motion, seconded by E. Gnadtt, to approve vouchers payable received through April 16, 2020 in the amount of \$375,040.19. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnadtt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Capital Expenditures

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital expenditures made through April 16, 2020 in the amount of \$868.10. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnadtt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**Travel/Training Authorizations – None**

**REPORT OF THE PRESIDENT**

- Richard Wielebinski Commended J. Belvin for the work he has done as Emergency Management Coordinator and responding to the needs of employees, including purchases of personal protection equipment (PPE) and air filtration devices.
- Township Manager contract to be discussed further in future executive session.
- Reported on conference call with Rep. Rader and Sen. Scavello regarding a Small Water & Sewer grant application for the Pocono Jackson Joint Water Authority (PJJWA). The call was very favorable and there was mutual support for the grant application.

J. Belvin made a motion, seconded by R. Wielebinski, to extend Declaration of Disaster Emergency until April 27 effective immediately. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnadtt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**COMMISSIONERS COMMENTS**

Jerrod Belvin – Vice President

- Thermometers were delivered and a temperature scanning policy was put in place. Ecolab installed a system for a peroxide based cleaner in the Public Works garage. Respirators for the Fire Department were ordered.
- Transformer explosion at SR 314 & SR 611. Traffic light did not function properly, nor did backup. The company who installed the emitters bypassed the Township's backup system. Emergency generator was used to charge the batteries, and a check will be performed on all batteries in the system.

Ellen Gnadtt – Commissioner

- Expressed need for the Township to formalize a policy adopting the provisions of the Families First Coronavirus Response Act.
- Discussion regarding opening of Township parks. Determined that the Township will continue to follow the Governor's plan and look to the middle of May as a potential opening date.

Jerry Lastowski – Commissioner – No Report

Keith Meeker – Commissioner – No report

**REPORTS**

**.Public Works Report**

- R. Sargent reported that Public Works Crew completing work at park, cleaning out ditches, and leaf removal from culverts.
- LED lighting will be completed soon at Township building.

- Heritage Center and MVP bath house lighting upgrades to LED lights is estimated at \$14,711.68.
- Parts have been acquired for the MVP well work and working to secure bids.
- Discussion regarding drainage issues on Sunlite Ln and remediating homeowner concerns. Board requested that R. Sargent check back later in the year if funds are available in budget to complete work.
- Requested approval for 440 tons of clay material to resurface 5 ball fields @ \$26.50 per ton from Martin's Quarries in Boyertown.

R. Wielebinski made a motion, seconded by Keith Meeker, to replace lighting at Heritage Center and MVP not to exceed \$16,000, subject to manager review of budget to find funds available. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by Keith Meeker, to buy up to 440 tons @ \$12,100.00 of clay material, with manager asking if price per ton would be reduced by buying larger quantity. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

### **Administration – Manager's Report**

R. Wielebinski made a motion, seconded by Keith Meeker, to release Camelback escrow monies in place for CBH20 and CBK Lodge to the previous owners and establish new escrow fund for new Camelback owners. Under discussion, E. Gndt questioned whether the Township would be on the hook for anything if these monies were released and if projects had been completed. J. Tresslar confirmed that these projects were completed, inspected and had monies left in their accounts. A new escrow for professional services is to be established at the rate of \$5,000 under the new ownership. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

### **Township Engineer Report**

R. Wielebinski made a motion, seconded by Keith Meeker, to begin construction on White Oak culvert since the contractor was given approval as an essential business. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Adaptive signaling project is still ongoing, with further discussions as to bidding out traffic light upgrades in the respective municipalities.

### **Township Solicitor Report**

- A conference call was held regarding Turtle Walk and remaining issues regarding encroachment on sewer easement. Progress was made with the applicant resolving the issues and a way forward has been reached, benefitting both parties.
- John Dunn, Solicitor for Hamilton Twp, is preparing documents to convey their Township's portion of HJP Park to Pocono and Jackson Township.
- Report that Senate Bill 841 passed the PA Legislature, which officially allows for virtual meetings during a pandemic.
- Announced that an executive session was held on April 8<sup>th</sup> to discuss personnel issues.

### **NO PUBLIC COMMENT**

### **ADJOURNMENT**

R. Wielebinski, made a motion, seconded by J. Belvin, to adjourn the meeting at 9:27 p.m. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes Motion carried.