



POCONO TOWNSHIP COMMISSIONERS  
AGENDA

April 6, 2020 7:00 p.m.

**PUBLIC CALL-IN NUMBER: 408-418-9388 ACCESS CODE: 796 462 067**

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

*Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

**Announcements**

- Since we are hosting a virtual meeting tonight, we ask that any residents making public comments please identify yourselves and provide the spelling of your 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, will be provided when received from PennDOT.
- Controlled burns at the Cranberry Bog were completed by the Nature Conservancy on March 16, 2020. The burns were conducted in partnership with the PA Game Commission.
- The PSATS Executive Board has postponed the 2020 Annual Conference originally scheduled for May 3-6, 2020. Further information will be forthcoming regarding a rescheduled conference.

**Hearings – None**

- Discussion regarding re-advertising and re-scheduling of hearings (**Possible Action Item**)

**Presentations**

- Bid Letting – Discussion and action on bids received. Actions to award bids – in whole or in part – or reject bids, in each category below:
  - Spring and Fall Clean-Up
  - Seal Coat
  - Paving
  - Road Materials

**Resolutions**

- Resolution 2020-08 – Motion to approve Resolution 2020-08 granting conditional approval of the Running Lane, LLC Preliminary/Final Land Development Plan (**Action Item**)

**OLD BUSINESS**

- Motion to approve the minutes of the March 16, 2020 regular meeting of the Board of Commissioners **(Action Item)**

**NEW BUSINESS****1. Personnel**

- a. Discussion and decision on part-time employee Jack Manuel. Proposal to increase compensation to \$16.50/hour (current rate of \$15.37/hour) **(Action Item)**
- b. Discussion and possible decision on number of hours per week for seasonal park workers. 40 hours per week for five (5) employees would put the park payroll line item approximately \$8,000 over budget **(Possible Action Item)**
- c. Motion to approve MOU with Teamsters 773 to create position of Assistant Foreman on road crew at \$1.00/hour, approve other items as agreed to in the MOU and authorize the position to be posted for one week **(Possible Action Item)**

**2. Ratification of COVID-19 Related Decisions & Expenditures per Declaration of Disaster Emergency (Action Items)**

- a. Extension of local Declaration of Disaster Emergency (3/23/20 & 3/30/20)
- b. Action to delay public hearings indefinitely over public access concerns (3/19/20)
- c. Approval of proceeding with repairs to jointly-owned street sweeper – Pocono and Hamilton to share equally in cost of repairs totaling \$19,853.86 (3/25/20)
- d. Approval to finalize paperwork for pick-up of leased Dodge 5500 from Ray Price (3/25/20)
- e. Approval to add Taylor Muñoz as administrator for federal grants system and MetLife pension plan (3/26/20)
- f. Approval to purchase three (3) car sanitizing units for the Police Department (4/2/20)
- g. Purchase of COVID-19 emergency supplies:

DATE	ITEM	TOTAL
3/16/2020	RESPIRATOR KIT & DISPOSABLE GLOVES	\$ 314.84
3/18/2020	CHAINS, HOSES, CHAINS	\$ 327.96
3/18/2020	EYE BOLT	\$ 15.87
3/19/2020	PROTECTIVE SUITS	\$ 365.00
3/20/2020	DUCT TAPE	\$ 89.85
3/24/2020	TYVEK GEAR	\$1,203.49
3/25/2020	FRESH AIR DISINFECTANT & PHENO D DISINFECTANT	\$ 360.00
3/25/2020	FILTER & TECHNICIAN	\$ 208.25
3/25/2020	BOOT COVERS	\$ 84.12
3/27/2020	TERMINEX DISINFECTANT	\$ 80.00
3/30/2020	WIRE THERM BULK	\$ 48.99
<b>Total</b>		<b>\$3,098.37</b>

**3. Financial Transactions**

- a. Motion to ratify vouchers payable received through April 2, 2020 in the amount of \$3,511.86 **(Action Item)**

- b. Ratify gross payroll for pay period ending March 22, 2020 in the amount of \$106,934.05 **(Action Item)**
- c. Motion to approve vouchers payable received through April 2, 2020 in the amount of \$87,626.27 **(Action Item)**
- d. Motion to approve the capital purchases received through April 2, 2020 in the amount of \$24,425.46 **(Action Item)**
- e. Motion to approve capital budget expenditures in the amount of \$5,596.00 to convert PTPD Unit #91 to an Office of Emergency Services (OES) vehicle **(Action Item)**

#### 4. Travel/Training Authorizations – None

#### Report of the President

Richard Wielebinski

- TLC Park Drainage Basins Update – Public Comment mandatory if applicable
  - Phone call with PennDOT engineer on 3/26 to discuss drainage basin design alternatives to minimize impact on TLC Park recreation area
  - Motion to approve De Minimis Use Determination letter for PennDOT, approving drainage basin designs outlined in proposed design alternative **(Action Item)**
- Update - LED Speed Signs **(Possible Action Item)**
- Motion to approve and finalize full terms of offer letter for Taylor Muñoz, Pocono Township Manager **(Action Item)**

#### Commissioner Comments

Jerrold Belvin – Vice President

- COVID-19 Update
- Motion to extend Declaration of Disaster Emergency **(Action Item)**

Ellen Gnanadt – Commissioner

Jerry Lastowski – Commissioner

- Update – Special allocation to fire company for costs incurred at Pocono Manor fire
- Discussion regarding broken pipes and fixtures in MVP restroom facility
  - Motion to approve purchase of three new toilets not to exceed \$1,500.00 **(Action Item)**
- Pension plan 2016-2019 Audit Follow-Up
  - Motion to authorize Beyer-Barber to calculate total interest owed due to underpayment of Township's pension obligations for Paola Razzaq for the period October 2018 through February 2019 **(Action Item)**

Keith Meeker – Commissioner

#### Reports

##### **Zoning**

- Discussion regarding dangerous structure report for 229 Hemlock Road
  - Motion to declare building a “public nuisance” and order it be secured from entry and repaired **(Action Item)**
- March 2020 Issued Permits Report
- Discussion regarding Short Term Rental enforcement

##### **Emergency Services**

- Police – Monthly report for March 2020
- EMS
- Fire

**Public Works Report**

- Update - Road Crew Projects
- Update – Ice Rink
- Update – LED Lighting for Township Complex
- Update – Lighting at Park at Heritage Center
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Street Lights at Learn Road and Pigeon Way
- Update – Roof Replacement on Maintenance Building
- Update – Quotes for Well Work at MVP **(Possible Action Item)**
- PennDOT request for Township to assume responsibility for flashing light on Sullivan Trail as part of bridge rehabilitation project **(Possible Action Item)**

**Administration – Manager's Report**

- PSATS 2020 Conference – Confirmed that cancellations have been processed for Pocono Township attendees
- Motion to approve Taylor Muñoz as signatory for Township bank accounts **(Action Item)**
- New township website is ready to go live. Discussion and action needed on website hosting.
  - Motion to approve moving forward with CreativeWorks as provider of hosting services subject to solicitor's review **(Action Item)**
- Discussion regarding request from private company to buy TLC field **(Action Item)**
- Discussion regarding establishing regular BOC work session meetings **(Possible Action Item)**
- Update regarding Sunlite Lane drainage ditch complaint – property of Ms. Marie Cardone
- Update – Regional Comprehensive Plan – meeting rescheduled for May 14 at 6:00 p.m.
- Update – 2017 Green Light Go project currently on hold due to COVID-19
- Update – MS4 requirements – Continued mapping of stormwater facilities to proceed

**Township Engineer Report**

- Update – White Oak Culvert replacement project **(Possible Action Item)**
- Update – Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue **(Possible Action Item)**
- Update – TLC Bridge
- Update – TLC Dam
- Update – Well at MVP
- Update – Master sidewalk plan Multimodal grant

**Township Solicitor Report**

- Discussion regarding Pocono Jackson Joint Water Authority (PJJWA) Small Water & Sewer Grant application.
  - Motion for Pocono Township to serve as co-guarantor on loan match for grant application not to exceed \$75,000.00 **(Action Item)**
- Update – Response to Pocono Mountain School District Right-to-Know (RTK) Appeal
- Update – ZHB – Johnson Appeal for Transient Dwelling Unit postponed from March 24, 2020
- Update – Electric contract discussion – further research needed regarding limitation of liability

**Public Comment**

*Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

- Executive Session if necessary

**Adjournment**

**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 Fagiarone, 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 tabled the motion, seconded by R. Wielebinski, to rehire 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.

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





April 2, 2020

Mr. Taylor Muñoz  
Pocono Township Manager  
112 Township Drive  
Tannersville, Pennsylvania 18372

Re: S.R. 715 and S.R. 611 Improvements,  
Pocono Township, Monroe County  
Section 4(f) De Minimis Use Finding

Dear Mr. Muñoz:

The Pennsylvania Department of Transportation (PennDOT), Engineering District 5-0, proposes to improve the State Route (S.R.) 715 and S.R. 611 intersection as well as the S.R. 715 and Sullivan Trail intersection and make improvements to both roadways (see enclosed Project Location Map).

Implementation of the proposed project will result in a small right-of-way take from Pocono Township's TLC Park located west of S.R. 611 and south of S.R. 715. Required right-of-way will total approximately 1.27 acres (see enclosed plan sheet). Construction easements totaling 0.42 acre will be needed as well as a drainage easement of 0.10 acre.

Two basins are proposed in TLC Park to manage stormwater for the project. The first is located in the northern part of the park and lies primarily in the existing S.R. 715 legal right-of-way. The emergency spillway would discharge behind the pump station toward Pocono Creek. The second basin is situated in a wooded area to the south of the baseball field (i.e., behind home plate) and is provided to reduce the size of the first basin and, therefore, minimize the encroachment on the usable open space in the northern part of the park (i.e., beyond the outfield fence). The emergency spillway would discharge into Channel 10, which is an intermittent watercourse associated with Wetland K and ultimately flows into Pocono Creek. The single access from the driveway shared with the sewage pump station off S.R. 715 would extend to the berm of the first basin, then along the bottom of the proposed roadway embankment, and finally to the second basin without impacting Channel 10 or Wetland K. The baseball field will not be permanently or temporarily impacted by project implementation.

It is PennDOT's position that the proposed roadway and intersection improvements will not adversely affect the recreational activities, features, or attributes of TLC Park. If the Township agrees with this De Minimis Use determination, we ask that you issue your concurrence in the

Skelly and Loy, Inc., A Terracon Company 449 Eisenhower Boulevard, Suite 300 Harrisburg, PA 17111-2302  
P (717) 232 0593 F (717) 232-1799 skellyloy.com terracon.com

Environmental

Facilities

Geotechnical

Materials



Mr. Taylor Muñoz  
Page 2  
April 1, 2020

signature block below. If you have any questions or need additional information, please contact me (717-574-3527 or alynd@skellyloy.com) at your convenience. Thank you for your time and attention to this matter.

Sincerely yours,

SKELLY and LOY, Inc.

Alyssa Lynd  
Environmental Scientist

**S.R. 715/S.R. 611 – Intersection and Roadway Improvements  
Pocono Township De Minimis Use Concurrence:**

\_\_\_\_\_  
**Pocono Township**

\_\_\_\_\_  
**Date**

Enclosures

cc: R11-0455.001

File: Pocono Twp De Minimis Concurrence Letter 040120







