

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
April 6, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, April 6, 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 Gndant, 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**

- Scott Gilliland (5120 Pocono Park Lane, Swiftwater) – Applauded Township’s response to COVID-19, protecting and urged quick action on purchasing needed supplies during crisis. Asked for clarification regarding the vote for the EMS vehicle conversion since it was already listed in the capital budget.
- Wayne Mazur (3315 Birch Hill Drive, Tannersville) – Identified himself as the Cobble Creek Estates HOA President and provided comment on the ongoing transient dwelling zoning hearing process regarding the Johnson Appeal. Expressed concerns about impact of short-term rentals on the community and urged the Township to not allow this commercial activity to occur in residential areas.

**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, 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**

The Commissioners decided to hold off on re-scheduling of hearings until the second April Board of Commissioners meeting.

**PRESENTATIONS**

Discussion regarding action on bids received. Township Manager was asked to evaluate later spring dates to re-bid the Spring Clean-up and Fall Clean-up.

R. Wielebinski made a motion, seconded by K. Meeker to reject all current sealcoat bids and to rebid further specifying specific equipment needed to remove excess aggregate. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndant, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin to approve the paving bid submitted by H&K in the amount of \$1,239,008.75. E. Gndant asked that the bid award be subject to review by Jon Tresslar, Township Engineer. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndant, yes; Jerry Lastowski,

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

R. Wielebinski made a motion, seconded by K. Meeker, to award road material bids to Hanson Aggregates for crushed stone. 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. Lastowski to award road material bids to Eureka Stone Quarry for crushed stone, cold patch and asphalt. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

## **RESOLUTIONS**

Resolution 2020-08 R. Wielebinski made a motion, seconded by K. Meeker, to approve Resolution 2020-08 granting conditional approval of the Running Lane, LLC Preliminary/Final Land Development Plan. 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 March 16, 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, yes. Motion carried.

## **NEW BUSINESS**

### **Personnel**

R. Wielebinski made a motion, seconded by J. Belvin to increase the hourly compensation for part-time employee Jack Manuel to \$16.50 in his current non-union position. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Discussion regarding number of hours per week for seasonal park workers. Decision to keep park workers at their historic hours – four employees at 32 hours per week and one employee at 38 hours per week.

No action was taken regarding the MOU with Teamsters 773 to create the position of Assistant Foreman on road crew.

R. Wielebinski made a motion, seconded by J. Lastowski to ratify all COVID-19 related decisions and expenditures made under the Township's Declaration of Disaster Emergency for the period of March 16 through April 2, 2020 [list of expenditures outlined below]. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

### **COVID-19 -Related Decisions & Expenditures for the period March 16 through April 2, 2020:**

- Extension of local Declaration of Disaster Emergency (3/23/20 & 3/30/20)
- Action to delay public hearings indefinitely over public access concerns (3/19/20)
- 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)
- Approval to finalize paperwork for pick-up of leased Dodge 5500 from Ray Price (3/25/20)
- Approval to add Taylor Muñoz as administrator for federal grants system and MetLife pension plan (3/26/20)
- Approval to purchase three (3) car sanitizing units for the Police Department (4/2/20)
- Purchase of COVID-19 emergency supplies:

DATE	ITEM	TOTAL
3/16/2020	RESPIRATOR KIT & DISPOSABLE GOVES	\$ 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>

**Financial Transactions**

Ratify Vouchers Payable

R. Wielebinski made a motion, seconded by E. Gndt to ratify vouchers payable for the period ending April 2, 2020 in the amount of \$3,511.86. 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 22, 2020 in the amount of \$106,934.05. 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. Gndt, to approve vouchers payable received through April 2, 2020 in the amount of \$87,626.27. 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 K. Meeker, to approve capital expenditures made through April 2, 2020 in the amount of \$24,425.46. 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 K. Meeker, to approve capital budget expenditures in the amount of \$5,596.00 to convert PTPD Unit #91 to an Office of Emergency Services vehicle. E. Gndt asked what work is being completed. J. Belvin responded the estimate includes red light conversions, radio programming, installation of new radio frequencies and outfitting for emergency charging. He indicated the vehicle will support various emergency functions, including traffic support and the fire department. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**Travel/Training Authorizations – None**

**REPORT OF THE PRESIDENT**

- Richard Wielebinski shared that a conference call was conducted with PennDOT’s engineer on 3/26/20 to discuss alternative drainage basin designs for the park that would minimize impact on field

area. He indicated the changes proposed in the design labeled Alternative #4 were favorable to the township and removed almost all drainage basin disturbance from the park area.

R. Wielebinski made a motion, seconded by K. Meeker, to approve a De Minimis Use Determination letter for PennDOT, approving drainage basin designs outlined in the proposed design alternative. No public comment. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve and finalize full terms of offer letter signed March 2, 2020 for Taylor Muñoz, Township Manager, to include salary of \$96,000 effective April 1, 2020 and family health benefits provided with a 3% employee contribution of total premium. 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. E. Gmandt stated that budget funds should be transferred first before voting on resolution. R. Wielebinski amended his motion to move \$5,900 from the intern line item to the manager line item. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

## **COMMISSIONERS COMMENTS**

### Jerrod Belvin – Vice President

- Current COVID-19 stay-at-home orders in place until April 30. Listed many of the steps the Township has taken to protect employees, including the installation of new air filters, deep cleaning of Township facilities, purchase of personal protective equipment and sanitization supplies.

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

### Ellen Gmandt – Commissioner

- Thanked J. Belvin for his work addressing the COVID-19 pandemic as Emergency Management Coordinator (EMC) for the Township.
- Asked for an update on Alger Avenue drainage issues. J. Tresslar stated he did a visual inspection of Alger Avenue and confirmed that the discussed improvements had been completed, at least from a visual inspection. Further discussion regarding Alger Ave improvements. Thanked R. Sargent for his work.

### Jerry Lastowski – Commissioner

- No update regarding reimbursement of fire company costs incurred at Pocono Manor fire on November 1, 2019.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the purchase of three new toilets not to exceed \$1,500.00 for the Mountain View Park restroom facility. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

J. Lastoski made a motion, seconded by E. Gmandt, to authorize Beyer-Barber to calculate total interest owed due to underpayment of Township's pension obligations for Paola Razzag for the period October 2018 through February 2019. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Keith Meeker – Commissioner – No report

## **REPORTS**

### **Zoning**

Discussion regarding dangerous structure report for 229 Hemlock Road. S. McGlynn reported the structure investigated is structurally sound, but there is a need to secure the entry and finish structure so

as not to detract from the health and safety of the neighborhood. The March 2020 Issued Permits Report was also shared.

R. Wielebinski made a motion, seconded by K. Meeker, to declare the building at 229 Hemlock Road a public nuisance and order it be secured from entry and repaired. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

### **Public Works Report**

- R. Sargent reported that spring clean-up of roadways is underway, with the road crew sweeping the roads with a pull-behind broom on rainy days. Well line and laying of conduit have been completed at MVP. Completing drainage work in both parks. Also working on clean-up of intersections from plowing done over winter months
- Also reported that the ice rink and fencing has been removed. LED lighting upgrades at the municipal complex is complete, except for three offices due to COVID-19 proximity limitations. Addressing issues with lighting at the Heritage Center. Installation of factory-made lamppost with LED bulbs, lights around the Heritage Center and at bath house above would total approximately \$14,658.76.
- Discussion regarding new well system for MVP. Quotes received for well system do not meet the standards needed. A Pelican system is needed because it's a three-stage system and easier to maintain over time.

R. Wielebinski made a motion, seconded by Keith Meeker, to reject original well system quotes and rebid to drop the pump and line, with the public works crew performing the installation. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by Keith Meeker, to order a Pelican water system to comply with DEP standards in an amount not to exceed \$4,000.00. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

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

- PSATS 2020 Conference has been canceled and cancellations were confirmed and processed for all Pocono Township attendees

J. Belvin made a motion, seconded by J. Lastowski, to approve Taylor Muñoz as signatory for Township bank accounts. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

E. Gnandt made a motion, seconded by R. Wielebinski, to approve CreativeWorks as the provider of hosting services for the Township's website, subject to Solicitor's review. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Discussion regarding request from private company to buy TLC field. Commissioners stated the Township has spent \$150,000 to re-do the pedestrian bridge, in addition to other park improvements, so the Township is not interested.
- Manager will propose dates for future Board of Commissioners Work Sessions.
- The next Regional Comprehensive Plan meeting has been rescheduled for May 14 at 6:00 p.m.
- Update – 2017 Green Light Go project currently on hold due to COVID-19
- Continued mapping of stormwater facilities to proceed in accordance with MS4 requirements.

### **Township Engineer Report**

- Discussion regarding White Oak Culvert replacement project. The contractor is willing to begin work if Township approves. Commissioners decided to delay the project start date until April 30.

- Manager was asked to research possible implications if the Township spends grant funds that have already been allocated to the SR 611/Rimrock Road turn lane project on pre-engineering if the project cannot continue or no further funding is received. Concern over the Township being on the hook to acquire the remaining funds.

### **Township Solicitor Report**

- Discussion regarding Pocono Jackson Joint Water Authority (PJJWA) Small Water & Sewer Grant application.

R. Wielebinski made a motion, seconded by Keith Meeker, for Pocono Township to serve as co-guarantor on a loan match for Pocono Jackson Joint Water Authority's Small Water & Sewer grant application in an amount not to exceed \$75,000.00. Further discussion was had regarding the Township's liability as co-guarantor. L. Devito indicated the liability is joint and several. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- The Office of Open Records ruled in favor of Pocono Township regarding the denial of Pocono Mountain School District's Right-to-Know request as it pertained to the potential acquisition of real estate.
- Discussion regarding Township's electric supplier contract. Manager to further research other electric supplier contracts specific to their limitation of liability clauses.

### **PUBLIC COMMENT**

Charlie Trapasso – Thanked the Commissioners for their work in the township and for saving TLC Park from development. Expressed concerns over short term rentals and specific issues in Cobble Creek Estates. Asked how short term rentals can continue to operate. Feels Cobble Creek is put in a difficult position because the Township issued a permit to a short term rental, without consideration of restrictive covenants.

- Solicitor responded that it is the Homeowner Association's choice whether to pursue an injunction. Restrictive covenants differ from zoning requirements.

Scott Gilliland – Thanked the Commissioners again for the emergency vehicle. Gave examples of several scenarios where the emergency vehicle will be useful, including instances like the Pocono Manor fire, road closures, supply delivery and the Run for the Red Marathon.

Victoria Kresge (130 Kresge Lane) – The petition to finalize the police contract has reached 1,256 signatures. Expressed disappointment that the contract has not been completed. Urged Commissioners to finalize the police contract.

Angela Tullo – Thanked J. Belvin for work as Emergency Management Coordinator and the Township's actions to protect employees. Suggested possibility of splitting the Public Works Crew into two teams on a biweekly basis to reduce COVID-19 exposure.

### **ADJOURNMENT**

R. Wielebinski, made a motion, seconded by E. Gnandt, to adjourn the meeting at 10:48 p.m. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes Motion carried.