



POCONO TOWNSHIP COMMISSIONERS
AGENDA

May 18, 2020 7:00 p.m.

TELECONFERENCE DIAL-IN #: 408-418-9388

ACCESS CODE: 796 453 586

PASSWORD: 762666

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

Since we are hosting a virtual meeting tonight, we ask that any residents making public comments please identify yourselves, provide your street address and state the spelling of your name when addressing the Commissioners.

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

Announcements

- An executive session was held on May 6, 2020 to discuss the police contract and personnel issues.
- The Pocono Township Spring Cleanup will be held June 4-6, 2020 at the Township municipal complex. Information regarding the fee schedule is available at the Township office and online. Please note that the Cleanup is for residents only and proof of residency is required.

Hearings

Ordinance 2020-01 – Street renaming ordinance – Motion to adopt Ordinance 2020-01 providing for the renaming of streets known as "To Fish Hill Road" to "Eleni's Way", "Pigeon Way" to "Learn Road" and a portion of "Learn Road" to "Fish Hill Road" in Pocono Township. **(Action Item)**

Ordinance 2020-02 – Planning Commission members – Motion to adopt Ordinance 2020-02 amending the code of ordinances of Pocono Township, Chapter 37, Planning Commission, to revise the number of members appointed to the planning commission and repealing all ordinances inconsistent therewith. **(Action Item)**

Ordinance 2020-03 – Traffic and Speed Limit – Motion to adopt Ordinance 2020-03 amending the code of ordinances of Pocono Township, Chapter 425, Vehicles and traffic, Article 1, Speed Limits, Establishing maximum speed limits for motor vehicles on Bog Road and Back Mountain Road in Pocono Township, and for the posting of speed limit signs; adding a new Article IV, Traffic regulations, restricting truck traffic on Bog Road and Learn Road, and adding stop

intersections; and providing for penalties; and repealing all ordinances inconsistent herewith.
(Action Item)

Presentations – None

Resolutions – None

OLD BUSINESS

- Motion to approve the minutes of the May 4, 2020 regular meeting of the Board of Commissioners (Action Item)

NEW BUSINESS

1. Personnel

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

- a. Extension of local Declaration of Disaster Emergency (5/11/20)

3. Financial Transactions

- a. Motion to ratify vouchers payable received through May 14, 2020 in the amount of \$93,210.16 (Action Item)
- b. Ratify gross payroll for pay period ending May 3, 2020 in the amount of \$91,959.46 (Action Item)
- c. Motion to approve vouchers payable received through May 14, 2020 in the amount of \$170,915.30 (Action Item)
- d. Motion to approve capital purchases through May 14, 2020 in the amount of \$24,077.96 (Action Item)
- e. Motion to approve sewer construction fund purchases through May 14, 2020 in the amount of \$3,950.00 (Action Item)

4. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- Discussion regarding Township Manager contract (Action Item)
- Update - LED Speed Signs

Commissioner Comments

Jerrold Belvin – Vice President

- COVID-19 Update
- Re-opening of the Township during/post-COVID-19
- Motion to extend Declaration of Disaster Emergency (Action Item)

Ellen Gndt – Commissioner

- COVID-19 FFCRA Policy Follow-up
- Tentative date for opening of Township parks (Possible Action Item)
- Request Commissioners Work Session to review Township budget, project cash flow and prepare for potential revenue losses
- Discussion regarding a tax revenue anticipation note versus letter of credit
- Report on sewer delinquencies year-to-date

Jerry Lastowski – Commissioner

- Dangerous Structure – Old flower stand on SR 611
- Faber Circle Short Term Rental Issue
- Update – Special allocation to fire company for costs incurred at Pocono Manor fire

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services

- Police – Police Report 5/4-5/10/20
- EMS
- Fire

Public Works Report

- Update – Road Crew Projects
- Update – LED Lighting for Township Complex
- Update – Lighting at Park at Heritage Center
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP and Replacement Fixtures
- PennDOT request for Township to assume responsibility for flashing light on Sullivan Trail as part of bridge rehabilitation project

Administration – Manager's Report

- Motion to authorize the five-year lease of a Peterbilt 2020 Dump Truck through F.N.B. Commercial Leasing for a total purchase price of \$168,312.00
- Spring Cleanup, June 4-6 – Flyer and fee schedule available online
- Enterprise Fleet Management – Investigating potential savings of leasing all township vehicles including Police and Public Works
- 2020 Census Response
- Update – Regional Comprehensive Plan – May 14 meeting was postponed
- Update – 2017 Green Light Go Project
- Update – MS4 requirements – Educational piece was included in this week's Township newsletter

Township Engineer Report

- Alger Avenue Drainage Issues
- St. Paul's Lutheran Drainage Basin
- Adaptive Signaling Project and bidding process
- Roof Replacement on Maintenance Building
- White Oak Culvert Replacement Project
- Update – Well at MVP
- Update – Right hand turn lanes from Rt. 611 onto Rimrock and Bartonville Avenue
- Update – TLC Bridge & TLC Dam
- Update – Master sidewalk plan Multimodal grant

Township Solicitor Report

- Camp Lindenmere – Special Exception
- Pocono Jackson Joint Water Authority (PJJWA)
- 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.

Adjournment

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2020- 01

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY,
COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE RENAMING OF
STREETS KNOWN AS "TO FISH HILL ROAD" TO "ELENİ'S WAY", "PIGEON
WAY" TO "LEARN ROAD" AND A PORTION OF "LEARN ROAD" TO "FISH
HILL ROAD" IN POCONO TOWNSHIP; PROVIDING FOR THE PLACEMENT OF
STREET SIGNS; AND PROVIDING FOR THE AMENDMENT OF THE OFFICIAL
TOWNSHIP STREET MAP.**

WHEREAS, the Board of Commissioners of Pocono Township deems that the renaming of the streets known as "To Fish Hill Road" to "Eleni's Way", "Pigeon Way" to "Learn Road", and a portion of "Learn Road" to "Fish Hill Road" is in the best interests of Pocono Township, Monroe County, Pennsylvania.

NOW THEREFORE BE IT ENACTED AND ORDAINED, by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, and it is hereby **ENACTED AND ORDAINED** by virtue of the activity of the General Assembly of the Commonwealth of Pennsylvania known as the "First Class Township Code, as amended", as follows:

SECTION 1. PURPOSE

The purpose of this Ordinance is to rename certain streets in Pocono Township known as "To Fish Hill Road" to "Eleni's Way", "Pigeon Way" to "Learn Road" and a portion of "Learn Road", from its intersection with "Pigeon Way" west to its intersection with "To Fish Hill Road", to "Fish Hill Road".

SECTION 2. FINDINGS OF FACT

The Board of Commissioners of Pocono Township finds that the said street renaming will not be detrimental to or endanger the public health, safety, or welfare of the residents of Pocono Township.

SECTION 3. AMENDMENT OF OFFICIAL TOWNSHIP STREET MAP

The official Township Street Map and all other official Township maps shall hereby be amended to reflect the renaming of the streets known as "To Fish Hill Road (T-537)" to "Eleni's Way (T-537)", "Pigeon Way (T-624)" to "Learn Road (T-624)", and a portion of "Learn Road (T-624)", from its intersection with "Pigeon Way" west to its intersection with "To Fish Hill Road", to "Fish Hill Road (T-537)".

SECTION 4. ERECTION OF SIGNS

The Board of Commissioners of Pocono Township hereby authorizes the erection of street signs to reflect the change of the street names to "Eleni's Way", "Learn Road" and "Fish Hill Road".

SECTION 5. REPEALER

All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed upon the effective date of this Ordinance.

SECTION 6. SEVERABILITY

If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance.

SECTION 7. EFFECTIVE DATE

This Ordinance shall be effective five (5) days after the enactment hereof.

ENACTED AND ORDAINED this _____ day of _____ 2020.

ATTEST:

**TOWNSHIP OF POCONO
MONROE COUNTY**

TAYLOR MUNOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2020-02

**AN ORDINANCE OF THE TOWNSHIP OF POCONO,
COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA
AMENDING THE CODE OF ORDINANCES OF POCONO TOWNSHIP, CHAPTER
425, VEHICLES AND TRAFFIC, ARTICLE I, SPEED LIMITS, ESTABLISHING
MAXIMUM SPEED LIMITS FOR MOTOR VEHICLES ON BOG ROAD AND BACK
MOUNTAIN ROAD IN POCONO TOWNSHIP, AND FOR THE POSTING OF SPEED
LIMIT SIGNS; ADDING A NEW ARTICLE IV, TRAFFIC REGULATIONS,
RESTRICTING TRUCK TRAFFIC ON BOG ROAD AND LEARN ROAD, AND
ADDING STOP INTERSECTIONS; AND PROVIDING FOR PENALTIES; AND
REPEALING ALL ORDINANCES INCONSISTENT HERewith**

WHEREAS, 75 Pa. C.S. §3362 and §3363 of the Pennsylvania Motor Vehicle Code authorizes Pennsylvania municipalities to set a maximum speed limit on certain locally-owned roads; and

WHEREAS, the Board of Commissioners of Pocono Township, after review of engineering and traffic studies, deems it to be in the best interests, and for the general welfare of the citizens of Pocono Township, to establish maximum speed limits for vehicles traveling on certain Township roads; and

WHEREAS, engineering and traffic studies have determined that truck restrictions are warranted on Bog Road and Learn Road; and

WHEREAS, the Board of Commissioners of Pocono Township desires to adopt traffic regulations to prohibit trucks on certain Township roads; and

WHEREAS, the Board of Commissioners of Pocono Township has determined that it would be in the best interest of the Township of Pocono to amend its Ordinance to include stop intersections.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania and it is hereby **ENACTED AND ORDAINED** by virtue of the power vested in the Board of Commissioners by the First Class Township Code, as amended, and the Pennsylvania Motor Vehicle Code, as follows:

SECTION 1. Chapter 425, Vehicles and Traffic, Article I, Speed Limits, §425-1, Maximum Speed Limits, is hereby amended by the addition of Subsections (D) and (E), which shall read as follows:

“(D) Bog Road shall have a maximum speed limit of twenty-five (25) mph for its entire length.

- (E) Back Mountain Road shall have a maximum speed limit of thirty-five (35) mph for its entire length.”

SECTION 2. Chapter 425, Vehicles and Traffic, Article I, Speed Limits is hereby amended by the addition of §425-2.1, which shall read as follows:

“§425-2.1. Posting of Speed Limit Signs. The Township shall post all roads identified in this Article I with official traffic control devices (speed limit signs) erected in accordance with the Pennsylvania Motor Vehicle Code, 75 Pa. C.S. §3362 and the regulations of the Pennsylvania Department of Transportation.”

SECTION 3. Chapter 425, Vehicles and Traffic, is hereby amended by the addition of Article IV, Traffic Regulations, §425-11, Truck Traffic Restricted on Certain Roads, which shall read as follows:

“ARTICLE IV. Traffic Regulations.

§425-11. Truck Traffic Restricted on Certain Roads.

A. It shall be unlawful for any person to drive a vehicle other than a passenger vehicle, motorcycle, or other vehicle intended primarily for the transportation of passengers on any of the following roads, provided nothing in this section shall prohibit a person from driving an emergency vehicle on any of those roads or parts of roads, or from driving on any of those roads or parts of roads a truck or other commercial vehicle making deliveries to or pickups from premises located along that road or part of a road:

- (1) Bog Road for its entire length;
- (2) Learn Road for its entire length.

B. The Board of Commissioners of Pocono Township shall cause official traffic signs to be erected along the roads identified in §425-11(A) of this Article in such locations and of such type, size and number as required by the Pennsylvania Department of Transportation, or as otherwise deemed necessary for the health, safety, and welfare of the traveling public.

C. Any person who violates any provision of this section shall, upon conviction, be sentenced to pay a fine of \$25, plus costs of prosecution.”

SECTION 4. Chapter 425, Vehicles and Traffic, is hereby amended by the addition of Article IV, Traffic Regulations, §425-12, Stop Intersections, which shall read as follows:

“§425-12. Stop Intersections.

A. The following intersections are established as stop intersections and official stop signs shall be erected in such a position as to face traffic approaching the stop street in the direction

or directions indicated for that intersection. Every driver of a vehicle approaching the intersection on the stop street, in the directions indicated in each case, shall stop the vehicle as required by Section 3323(b) of the Pennsylvania Motor Vehicle Code, and shall not proceed into or across the intersecting or through street until they have followed all applicable requirements of that section of the law:

<u>Stop Street</u>	<u>Intersection or Through Street</u>	<u>Stop Sign Location</u>
Bartonsville Avenue	Beehler Road	Southbound

B. Any person who violates any provision of this section shall, upon conviction, be sentenced to pay a fine of \$25, plus costs of prosecution."

SECTION 5. REPEALER

All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed upon the effective date of this Ordinance.

SECTION 6. SEVERABILITY

If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance.

SECTION 7. EFFECTIVE DATE

This Ordinance shall take effect five (5) days after the date of its enactment.

ENACTED AND ORDAINED this _____ day of _____ 2020.

ATTEST:

**TOWNSHIP OF POCONO
MONROE COUNTY**

TAYLOR MUNOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2020 - 03

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY,
COMMONWEALTH OF PENNSYLVANIA AMENDING THE CODE OF
ORDINANCES OF POCONO TOWNSHIP, CHAPTER 37, PLANNING COMMISSION,
TO REVISE THE NUMBER OF MEMBERS APPOINTED TO THE PLANNING
COMMISSION AND REPEALING ALL ORDINANCES INCONSISTENT
THEREWITH**

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, under the powers vested in them by the "First Class Township Code" of Pennsylvania, as well as the laws of the Commonwealth of Pennsylvania, do enact and hereby ordain the following amendment to the Code of Ordinances of Pocono Township; and

WHEREAS, the Board of Commissioners has deemed it necessary to amend the Code of Ordinances of Pocono Township, Chapter 37, Planning Commission, to revise the number of members appointed to the Planning Commission.

NOW, THEREFORE, be it amended and ordained by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania and the same is hereby ordained and enacted, to wit:

SECTION 1. Sections 37-1, 37-2 and 37-3 of Chapter 37 of the Code of Ordinances of Pocono Township are hereby deleted and replaced as follows:

"§37-1. Title.

This Chapter shall be known as the "Township Planning Commission Ordinance."

§37-2. Establishment; membership; terms.

A. A Township Planning Commission is hereby created and established for Pocono Township, Monroe County, Pennsylvania, pursuant to the provisions of 53 P.S. §10201 of the Municipalities Planning Code.

B. The Planning Commission shall be comprised of seven members who shall be appointed for terms of office of four years, to be established on a series of overlapping terms with one or two terms expiring each year. The Planning Commission shall also include two alternate members that shall participate and vote in the absence of a quorum of the initial seven members. The two alternates shall be appointed to terms of office of four years, provided however that at the time of the initial appointment of the alternate members, one member shall be appointed for a term of two years in order to create overlapping terms.

§37-3. Intent.

The intent of the legislature in passing the Pennsylvania Municipalities Planning Code, Act 247 of 1968 (53 P.S. §10101 et seq.), as amended, is hereby adopted as the intent of the Commissioners. All the authority, powers, duties, rights, responsibility and liability authorized, reposed and vested in a planning commission by said Act are hereby authorized, reposed and vested in the Planning Commission of Pocono Township. All the authority, powers, duties and rights retained by the Board of Commissioners in said Act are hereby retained.”

SECTION 2. REPEALER

All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed upon the effective date of this Ordinance.

SECTION 3. SEVERABILITY

If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance.

SECTION 4. EFFECTIVE DATE

This Ordinance shall become effective five (5) days after enactment.

ENACTED AND ORDAINED at a regular meeting of the Board of Commissioners of the Township of Pocono, County of Monroe on this ____ day of _____, 2020.

ATTEST:

**TOWNSHIP OF POCONO
MONROE COUNTY**

TAYLOR MUNOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 4, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, May 4, 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

- Steve Leventhal (3245 Birch Hill Drive, Tannersville) – Expressed concerns regarding short term rentals. Concerned with 3262 Birch Hill Dr. in Cobble Creek Estates and stated they exceed the single-family occupancy of 12 occupants.
- Wayne Mazur (3315 Birch Hill Drive, Tannersville) – Thanked the Township Road crew for taking care of Cobble Creek Estates, including paving, fixing shoulders, installing drainage pipes and sweeping roads. He expressed appreciation for the Commissioners' work.
- Juliana Farrel (314 Bog Road) – Asked the status of the ordinance for Bog Road. Stated traffic is an issue, including tractor trailers and speeding traffic. Chairman Wielebinski explained that, due to COVID-19, the Township has been hosting virtual meetings and had delayed the ordinance hearings.
- Chris Ortolan (16 Tara Dr., Stroudsburg) – Inquired as to whether COVID-19 will impact the Spring Cleanup. R. Wielebinski stated this would be discussed by the Commissioners later during the meeting.

ANNOUNCEMENTS

R. Wielebinski announced the following:

- An executive session was held on April 27th, 2020 to discuss the police contract and personnel issues.

HEARINGS –

- Discussion was held regarding re-advertising and re-scheduling of three ordinance hearings.

R. Wielebinski made a motion to advertise three ordinance hearings for a virtual hearing on Webex for the second Monday of May, [05/18/2020]. Seconded by J. Lastowski, Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

PRESENTATIONS

J. Belvin made a motion to approve the bid for the 2020 sealcoat project and line striping to Pocono Spraypatching, Inc. in the amount of \$90,204.15. Seconded by K. Meeker. Further discussion regarding the cost. E. Gndt asked for further information regarding the Council of Governments rate for line striping and the length of time required between sealing and striping. R. Wielebinski stated Pocono Spraypatching was lowest bidder by \$4,000. 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 to enter into contract with Marki Rolloff Container, Inc. for both the Spring and Fall Cleanup. Seconded by J. Belvin. Discussion regarding maintaining requirements for

social distancing and wearing personal protective equipment. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

RESOLUTIONS

▪ Resolution 2020-11

R. Wielebinski made a motion, seconded by K. Meeker, to ratify Resolution 2020-11, approved by the Board of Commissioners on April 27, 2020, to extend the timeframe for payment of 2020 real property taxes, changing the end date for the discount period for the payment of Township Real Property Taxes from April 30, 2020 to August 31, 2020 and waiving penalties on Township Real Property Taxes provided the entire amount is paid by December 31, 2020. Discussion providing clarification that the Commissioners approved this Resolution via email as part of disaster emergency due to COVID-19. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

▪ Resolution 2020-12.

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Resolution 2020-12 to approve the submission of a Main Street Grant application to the Pocono Chamber of Commerce for costs associated with enhancements at TLC Park in an amount not to exceed \$2,000. 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 20, 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 appoint James Loysen, per the recommendation of Roadmaster Robert Sargent, as Assistant Forman on the Township road crew at an additional \$1.00 per hour. 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 E. Gndt, to hire seasonal park employees at the following wages/hours:

- Ann-Marie Di Marco at 32 hours/week with an hourly rate of \$12.00/hr.
- Jake Starner at 32 hours/week with an hourly rate of \$12.00/hr.
- Anthony Loverdi at 20 hours/week with an hourly rate of \$12.00/hr.

Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ratification of COVID 19 Related Decisions & Expenditures per Declaration of Disaster Emergency

- Extension of Local Declaration of Disaster Emergency (4/27/20)
- Purchase of Protective masks and gloves for employees (4/27/20)

R. Wielebinski made a motion and amended motion to include both items, seconded by K. Meeker, to ratify Board of Commissioners COVID- 19 decisions and expenditures per the Declaration of Disaster Emergency approved on March 16, 2020 for the period beginning April 20, 2020 through April 30, 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 K. Meeker, to ratify vouchers payable for the period ending April 30, 2020 in the amount of \$100,994.63. 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 J. Belvin, to ratify the gross payroll for the pay period ending April 19, 2020 in the amount of \$100,072.59. 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 J. Belvin, to approve vouchers payable received through April 30, 2020 in the amount of \$88,132.86. 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. Lastowski, to approve capital expenditures made through April 30, 2020 in the amount of \$1,623.55 Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Sewer Construction Fund

R. Wielebinski made a motion, seconded by J. Lastowski, to approve sewer construction fund purchases through May 1, 2020, in the amount of \$11,470.00. 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 requested an executive session be held to discuss police contract. Board agreement for 4:00 p.m. on Wednesday, May 6, 2020.
- Township Manager contract needs further legal review. Revised copy forthcoming.
- LED Speed signs not yet approved through Costars. T. Munoz to work on update.

COMMISSIONERS COMMENTS

Jerrod Belvin – Vice President

- 24 counties had been put on yellow status and Monroe remains in the red category. Recommended the township continue to recognize the stay-at-home order per state guidelines.

J. Belvin made a motion, seconded by R. Wielebinski, to extend Declaration of Disaster Emergency for Pocono Township effective immediately until May 11, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ellen Gndt – Commissioner

- Stated the Township needs a policy to effectively communicate to employees the options they have under the Family First Coronavirus Response Act (FFCRA), including that the Commissioners opted to not exempt township police in the FFCRA coverage. L. Devito stated the Township should post a summary of FFCRA benefits alongside the formal FFCRA notice. E. Gndt further stated this will help the Township prove employees were adequately informed if and when the Township receives reimbursement for COVID-19 costs incurred
- Suggested that the Township should consider opening municipal parks, since the public can now golf and hike. L. Lastowski stated the Township should follow the Governor's orders. Board members

discussed challenges policing the park, sanitizing park equipment, and keeping individuals from congregating together. Will look to tentative opening date later in May.

Jerry Lastowski – Commissioner

- Requested update regarding potential lighting and sewer issues at Brookdale Recovery Center. T. Munoz stated concerns had been addressed. No violations observed at the sewage treatment plant and the Brookdale owners reached out to a concerned constituent directly to address lighting issues. R. Wielebinski requested a meeting be held with Helen Beers, Pocono Township SEO, to discuss sewage issue concerns and facilitating improved communication with the Township on SEO matters.

Keith Meeker – Commissioner – No report

REPORTS

Public Works Report

- R. Sargent reported that Public Works Crew completing drainage work and addressing road failures. A few LED bulbs remain to change out in the administrative building and the lighting project at Mountain View Park is scheduled to start soon.
- Need to meet with J. Tresslar to review Park Lane Culvert replacement project. J. Tresslar sent email with specs for public works garage roof replacement.
- Phone/written quotes were received to complete installation of well pump at Mountain View Park. Leon Clapper is the only contractor in the area with a crane capable of installing this style of well line. Provided estimate for approximately \$5,700 to do the work. R. Wielebinski clarified that all the other contractors stated they would either need to rent Clapper's equipment to do the work or have him do the work. Their bids would be more because they would have to rent the equipment from Clapper.

R. Wielebinski made a motion, seconded by K. Meeker, to approve L. Clapper to install new well pump, wiring and well line for a cost not to exceed \$6,000. At Mt View Park Roll Call Vote: Jerrod Belvin, yes; Ellen Gnadtt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Further discussion regarding when contractors can begin work on Township projects. Consensus that if contractor is deemed an essential service by the state and practices safe social distancing, they should be able to move forward.
- Discussion regarding flooding issues on Archer Lane. J. Tresslar stated he, L. Devito and Shawn McGlynn, Township Zoning Officer, are working on addressing the issues. Township looking to bring action against property owner through the stormwater management ordinance and/or the newly adopted grading ordinance.

Administration – Manager's Report

- No further updates.

Township Engineer Report

- Flashing light on Sullivan trail was put on hold. With Governor allowing construction projects to move forward as of May 1, J. Tresslar should be able to acquire needed information now that they are able to continue to operate.
- Meeting was held on location to address continued Alger Avenue flooding concerns. All agreed-to improvements have now been installed, including additional grading at the gate in the public works yard.
- White Oak Culvert replacement project proceeding as planned. Emergency access open, culvert removed, and anticipated delivery of box culvert this week.
- Information was requested from DEP regarding lower dam at TLC Park. No response yet.
- J. Tresslar and R. Sargent inspected drainage basin at St. Paul's Lutheran Church. Outlet structure is malfunctioning and needs to be replaced with different style system. Detention basin has adequate capacity but is not fully utilized. R. Wielebinski and J. Belvin were onsite during a severe rain event and observed detention basin was not working and water was running onto adjacent properties, ultimately flooding Learn Road.

R. Wielebinski made a motion, seconded by J. Lastowski, to contact St. Paul's Lutheran Church to correct the retention basin on Fish Hill Rd. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Homes below St. Paul's Lutheran Church off Fish Hill also experiencing flooding that's damaging sand mound and patio. Issues were identified with the nearby swale and stones potentially redirecting water onto property. However, L. Devito cautioned against doing any work in a private swale, as it would make the Township liable. J. Tresslar will investigate property records to identify how the swale is designated.

Township Solicitor Report

- The Township received a special exception request from Camp Lindenmere to be considered by the Zoning Hearing Board. Lindenmere exists as a nonconforming use and any expansion requires a special exception hearing before the Zoning Hearing Board. The camp can expand up to 50% of the existing nonconforming use once they demonstrate no major impacts. L. Devito stated he does not need to attend the hearing unless the Commissioners have specific concerns. J. Lastowski stated he would like to first understand whether there is any impact on surrounding neighborhoods before discussing whether L. Devito should attend the hearing.
- Stated the Johnson Appeal zoning hearing is still in the process of being rescheduled. Due to high level of public interest and many documents involved, this hearing cannot be held virtually.

NO PUBLIC COMMENT

ADJOURNMENT

R. Wielebinski, made a motion, seconded by E. Gndt, to adjourn the meeting at 8:27 p.m. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes Motion carried.

POCONO TOWNSHIP
Monday, May 18, 2020

SUMMARY

Ratify

General Fund	\$	92,910.41
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	71,490.91
TOTAL Sewer <u>OPERATING</u> Fund	\$	99,424.39
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	3,950.00
TOTAL Capital Reserve Fund	\$	24,077.96
Liquid Fuels	\$	-

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, May 18, 2020

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
Payroll	05/08/2020		PAYROLL ENDING 5/3/2020	\$ 91,959.46
General Expenditures				
05/05/2020	59678	PENTELEDATA	MODEM RENTAL TWP	\$ 164.90
05/05/2020	59679	PENTELEDATA	MODEM RENTAL PARK & POLICE	\$ 317.08
05/05/2020	59680	STAPLES	OFFICE SUPPLIES	\$ 468.97
TOTAL General Fund Bills				\$ 950.95
Sewer Operating Fund				
05/05/2020	1594	PENTELEDATA	MODEM RENTAL PUMP STATIONS	\$ 299.75
TOTAL Sewer Operating Fund				\$ 299.75
Sewer Construction Fund				
TOTAL Sewer Construction Fund				\$ -
Capital Reserve Fund				
TOTAL Capital Reserve Fund				\$ -
TOTAL General Fund				
TOTAL Sewer Operating				92,910.41
TOTAL Sewer Construction				299.75
Total Capital Reserve				-
Transferred by:				-
TOTAL				\$ 93,210.16

Authorized by:

Transferred by:

POCONO TOWNSHIP CHECK LISTING

Monday, May 18, 2020

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
05/14/2020	59681	Nationwide - 457	PAY 8 & 9 2020 ER & EE CONTRIBUTIONS	\$ 8,157.88
05/14/2020	59682	ADP, LLC	Payroll Services	\$ 529.81
05/14/2020	59683	AFLAC	Supplemental insurance	\$ 488.42
05/14/2020	59684	ARGS Technology, LLC	April 2020 Police & Twp IT Services	\$ 5,941.37
05/14/2020	59685	Blue Ridge Communications	TWP and Police phone service	\$ 285.95
05/14/2020	59686	Brodhead Creek Regional Authority	TWP Monthly Sewer	\$ 177.08
05/14/2020	59687	Broughal & DeVito, L.L.P.	Legal services	\$ 9,460.25
05/14/2020	59688	Cardmember Service	Police training and operation supplies	\$ 167.28
05/14/2020	59689	Cardmember Service	Licenses, emergency service, and operation supplies	\$ 1,856.14
05/14/2020	59690	Cefali and Associates PC	March 2020 Check Signing Services	\$ 181.25
05/14/2020	59692	Cyphers Truck Parts	PW truck supplies	\$ 122.55
05/14/2020	59693	Engle-Hambright & Davies, Inc.	Manager bond	\$ 1,985.00
05/14/2020	59694	ESI EQUIPMENT INC	Drum Pump, Disinfectant & Pail	\$ 2,400.00
05/14/2020	59695	Eureka Stone Quarry, Inc.	Road materials	\$ 2,922.69
05/14/2020	59696	Howarth, Carl	TWP Coffee Supplies	\$ 45.00
05/14/2020	59697	HUNTER KEYSTONE PETERBILT	Truck maintenance & supplies	\$ 1,621.19
05/14/2020	59698	Iannazzo, Marc	Uniform Allowance	\$ 266.57
05/14/2020	59699	J & Z Professional Services LLC	April & May cleaning	\$ 5,114.10
05/14/2020	59700	Jack Williams Tire Company, Inc.	Customer 35823 Car #95 Service	\$ 590.88
05/14/2020	59701	JDM Consultants, LLC	POCT-00 May 2020 Grant Consulting & Advocacy	\$ 2,540.00
05/14/2020	59702	Kinsley, Robert W.	Revised Land Assessment	\$ 1,528.36
05/14/2020	59703	Kresge, Mark	5/16/20 Pavilion #3 Rental Refund	\$ 100.00
05/14/2020	59704	Kyocera Document Solutions America, Inc.	122067	\$ 366.56
05/14/2020	59705	MRM Worker's Compensation Pooled Trust	Acct #427 Installment 9 of 12	\$ 11,724.32
05/14/2020	59706	PAPCO, Inc.	Vehicle fuel	\$ 2,104.32

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/14/2020	59707	PPL Electric Utilities	Acct 55703-36001	\$ 12.65
05/14/2020	59708	PPL Electric Utilities	Acct 49815-62005	\$ 1,510.17
05/14/2020	59709	Praxair Dist Mid-Atlantic	71979359	\$ 29.22
05/14/2020	59710	Reserve Account	Pitney Bowes Postage Meter	\$ 1,500.00
05/14/2020	59711	S&S Tools, Inc.	Transaction 35527 - Surgical Masks	\$ 979.00
05/14/2020	59712	Smith, Gregory	7/25/2020 Pavilion Rental Refund	\$ 200.00
05/14/2020	59713	State Workers Insurance Fund	Fire Dep. Workers Comp	\$ 2,006.00
05/14/2020	59714	Stephenson Equipment, Inc.	PW equipment maintenance	\$ 1,198.42
05/14/2020	59715	Teamster Local 773 - Non-Uniform	Union dues	\$ 786.00
05/14/2020	59716	Teamster Local 773 - Police	Union dues	\$ 1,412.00
05/14/2020	59717	Tulpehocken Mountain Spring Water Inc	Twp water	\$ 96.49
05/14/2020	59718	UNIFIRST Corporation	Uniforms and mats	\$ 169.52
05/14/2020	59719	Vector Security, Inc	Contracted service	\$ 150.00
05/14/2020	59720	Wilson Products Compressed Gas Co.	PW supplies	\$ 7.50
05/14/2020	59721	Cooper Electric	PW supplies	\$ 77.59
05/15/2020	59722	Verizon	Police Cellphones & Ipads	\$ 679.38
				\$ 71,490.91

Sewer Operating Fund

05/14/2020	1595	BLUE RIDGE COMMUNICATIONS	Sewer PS phone service	\$ 121.98
05/14/2020	1596	BRODHEAD CREEK REGIONAL AUTHORITY	Sewer treatment	\$ 76,336.25
05/14/2020	1597	BROUGHAL & DEVITO, L.L.P.	Sewer legal	\$ 2,728.00
05/14/2020	1598	KEYSTONE ENGINEERING GROUP	Engineering services	\$ 3,541.03
05/14/2020	1599	METROPOLITAN TELECOMMUNICATIONS	PS telephone line	\$ 10.65
05/14/2020	1600	PA One Call System, Inc	Sewer mapping	\$ 26.78
05/14/2020	1601	Pocono Management Associates LLC	Contracted services 4/27 -5/10/2020	\$ 3,721.98
05/14/2020	1602	Pocono Township	Sewer admin services 4/20 - 5/1/2020	\$ 768.20
05/14/2020	1603	PPL Electric Utilities	Electric service PS & VS	\$ 2,175.91
05/14/2020	1604	Utility Locator LLC	Sewer utility marking	\$ 3,000.00
05/14/2020	1605	Want To Inc.	Electrical contracted services	\$ 2,920.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/14/2020	1606	BLUE RIDGE COMMUNICATIONS	Sewer PS phone service	\$ 60.99
05/14/2020	1607	Multi-Dimensional Integration	Professional Services	\$ 4,012.62

TOTAL Sewer Operating \$ 99,424.39

Sewer Construction Fund

05/14/2020	664	AC SCHULTES	Singer valve replacement project	\$ 3,200.00
05/14/2020	665	MLK Associates	Singer valve replacement project	\$ 750.00

TOTAL Sewer Construction Fund \$ 3,950.00

Capital Reserve Fund

05/14/2020	1123	CARDMEMBER SERVICES	MV WELL PROJECT PELICAN WATER SYSTEM	\$ 2,811.80
05/14/2020	1124	COOPER ELECTRIC	MV PARK LIGHT PROJECT & TWP BULB RETROFIT	\$ 12,936.92
05/14/2020	1125	EPSCO	MV PARK WELL PROJECT MATERIALS	\$ 2,953.74
05/14/2020	1126	LEON CLAPPLER	MV WELL PROJECT	\$ 5,375.50

TOTAL Capital Reserve Fund \$ 24,077.96

LIQUID FUELS

ESSA

TOTAL General Fund	\$ 71,490.91	
TOTAL Sewer Construction Fund	\$ 3,950.00	Authorized by: _____
Sewer Operating	\$ 99,424.39	
Capital Reserve	\$ 24,077.96	
Liquid Fuels	\$ -	
TOTAL ESSA TRANSFER	\$ 198,943.26	Transferred by: _____



2020 SPRING CLEANUP

Pocono Township Clean Up Days

June 4th, 5th, and 6th

7:30 am – 3:00 pm

It's that time of year when everyone is spring cleaning and looking to get rid of difficult-to-dispose-of items. If you have bulky items taking up too much room in your garage or storage shed, Pocono Township will be collecting them.

To take part in Pocono Township's Spring Cleanup, please note the following:

- Proof of Pocono Township residency is required
- Limit one load per family per day
- Metal, electronics, and large plastic items cannot be mixed with landfill items
- No Hazardous chemicals or materials, no sealed/unsealed paint cans, no sealed/unsealed containers and no household garbage
- Electronics should have cords intact, glass unbroken, and no internal metals or parts stripped



PRICES

Car load	\$ 5
Small Pickup	\$10
Small SUV	\$10
Minivan	\$10
Full Size Pick-up	\$20
Large SUV	\$20
Utility Van	\$20
Trailer up to 6 ft.	\$20
Trailer over 6 ft.	\$30
Tires	\$ 5
Appliances	\$40
Requiring freon removal	

Electronics are collected at no charge

***Anything larger than the above loads will be subject to a \$100 charge or higher.**

FOR RESIDENTIAL USERS ONLY

POCONO TOWNSHIP

112 Township Drive
Tannersville PA 18372
(570) 629-1922
Poconopa.gov

Thursday, June 4th

Friday, June 5th

Saturday, June 6th

7:30 am to 3:00 pm