

Pocono Township Board of Commissioners
Regular Meeting Minutes
June 1, 2020 7:00 p.m.

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, June 1, 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; and Rich Wielebinski, present.

IN ATTENDANCE

Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; Taylor Munoz, Township Manager; Robert Sargent, Road Supervisor; Patrick Briegel, Sewer Consultant; and Dee Ackerman, Administrative Assistant.

PUBLIC COMMENTS

Township resident, Juliana Farrell of 314 Bog Road inquired when will speed limit signs be installed on Bog Road. R. Sargent is working to get signs up "this week." R. Wielebinski indicated R. Sargent and police met on Bog Road and determined locations of signage and timing devices. R. Sargent indicated speed strips and striping will be installed next week, weather depending. J. Lastowski asked T. Muñoz to investigate the reopening of the bridge on Route 191 so detour traffic will alleviate.

Announcements

- An executive session was held on May 27, 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. Residents are asked this year to unload their own vehicles, due to ongoing concerns with COVID-19. If a resident is physically unable to unload, or there is a backlog of vehicles, members of the Public Works crew will be available to assist.
- Township Residents are encouraged to please respond to the 2020 Census by going to www.2020census.gov. It is critical that Pocono Township receives an accurate census count so the Township receives the state and federal funds due the Township for the next 10 years.

Hearings

- No hearings.

Presentations

- No presentations.

Resolutions

- No resolutions.

OLD BUSINESS

R. Wielebinski made a motion, seconded by E. Gndt, to approve the minutes of the May 18, 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 – No new business.

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

- Extension of local Declaration of Disaster Emergency (5/25/20)

R. Wielebinski made a motion, seconded by J. Belvin, to ratify the extension of local Declaration of Disaster Emergency for 5/25/2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndadt, 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. Gndadt, to ratify vouchers payable received through May 28, 2020 in the amount of \$193,124.85. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndadt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ratify Gross Payroll

R. Wielebinski made a motion, seconded by K. Meeker, to ratify gross payroll for pay period ending May 17, 2020 in the amount of \$100,079.83. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndadt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- E. Gndadt asked for clarification of correct date of payroll. T. Muñoz confirmed the May 17 date was correct.

Approve Vouchers Payable

R. Wielebinski made a motion, seconded by E. Gndadt, to approve vouchers payable received through May 28, 2020 in the amount of \$67,789.62. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndadt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

No capital expenditures.

No construction fund purchases.

Travel/Training Authorizations

No travel/training authorizations.

REPORT OF THE PRESIDENT

Richard Wielebinski

- There are no plans for aerial spraying for gypsy moths this year.
- Discussion took place regarding interview and appointment of alternate Planning Commission members. Christina Kaufman and Joe Folsom sent letters of interest. They will be invited to the first meeting in July to discuss appointments as alternates.
- Update – LED Speed Signs – There is no update for LED Speed Signs due to no approval by the state.
- MCTI Roof – There was a meeting with MCTI representatives last week asking to waive permit fees. Fees were higher than anticipated. E. Gndadt indicated MCTI was notified the Township would not divert from the fee schedule. R. Wielebinski and J. Lastowski expressed agreement.

COMMISSIONER COMMENTS

Jerrod Belvin – Vice President

- COVID-19 Update
There was a transition from red to yellow phase with anticipation of the yellow phase being two to four weeks. A memo was sent by J. Belvin to all commissioners with recommendations for Township operations during the yellow phase.
- Discussion regarding extension of Declaration of Disaster Emergency followed with E. Gndt asking whether the declaration was still necessary. R. Wielebinski indicated we are in yellow and still under pandemic mode. J. Lastowski felt there is a false sense of security with the color change and acknowledged J. Belvin's work on the email sent regarding PPE and COVID-19. E. Gndt questioned the rationale behind allowing baseball to be played while the pavilions must be closed. Questions also arose about walking trails, restroom access, port-a-potties, and hand sanitizing stations. R. Sargent is hopeful to have the bathrooms open by the end of the week. Discussion followed regarding face masks and park usage guidelines.

J. Belvin made a motion, seconded by R. Wielebinski, to extend Declaration of Disaster Emergency for Pocono Township effective immediately until June 8, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ellen Gndt – Commissioner

- E. Gndt made a motion to appoint Steve Van Auken as an alternate to the Planning Commission. The motion did not receive a second. Motion failed.
- Discussion regarding procedures for Spring Cleanup days. R. Sargent described the interior logistics of deliveries being made. T. Muñoz stated signage will be coming. J. Lastowski asked about the number of crew members needed. R. Sargent indicated six in total: two unloading, one standing at electronics area, and two or three where cars will be unloading to assist and oversee. The rest of staff will be doing other things like speed limit signs, etc., and will rotate.
- Discussion regarding Township's personal protective equipment (PPE) inventory. Questions were answered in J. Belvin's email about PPE.
- Request regarding possibility of having agenda prepared on Wednesdays so it can be posted on Fridays for the public. T. Muñoz explained the finalized financial information is not received until Thursday afternoon or at times, Friday morning due to additional bills being added which in turn brings revisions to the financial information. He also explained logistical limitations with four staff members and preparing BOC, Sewer and Planning Commission meeting agendas and minutes.

Jerry Lastowski – Commissioner

- Update – Special allocation to fire company for costs incurred at Pocono Manor fire. No update at this time.

Keith Meeker – Commissioner – No report given.

Reports

Zoning – May 2020 Report – No discussion.

Emergency Services

- Police – Report given to Commissioners.
- EMS – No report.
- Fire – Bill Sayre gave a year-to-date run report for May 2020 to the Commissioners.

Public Works Report

- Update – Road Crew Projects
Public Works crew are out mowing and preparing for Township cleanup.
- Update – Lighting at MVP and Heritage Center
Work will proceed on the day following elections. Stanchions will be installed and then ditch witch to run conduit/wiring.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
Meeting with John Motz, Shawn McGlynn, and Missy from Boucher & James will take place soon.
- Update – Well Work at MVP and Replacement Fixtures
The project should be done by end of week.

Administration – Manager’s Report

- Spring Cleanup is June 4-6, 2020. Flyer and fee schedule are available online.
- Conversations continue with Enterprise Fleet Management to investigate potential savings of leasing all Township vehicles for Police and Public Works. Next meeting will be June 2.
- 2020 Census Response – The Township is lagging in responding to the census. On-line response is quickest and easiest for residents.
- Discussion regarding suggested work session date – Date of Monday, June 8 at 6:00 p.m. was determined to review township matters and discuss the amusement tax in further detail. This meeting will be advertised, and an invite will be sent out for a video meeting.
- Update – Regional Comprehensive Plan – The May 14, 2020 meeting was postponed.
- Update – 2017 Green Light Go Project – No update. Waiting on paperwork to review bid.
- Update – MS4 requirements – Educational piece was included in last Township newsletter.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin – A letter with remediation recommendations was sent to St., Paul's and an engineer will contact J. Tresslar to move forward with the recommendations outlined in the letter.
- Adaptive Signaling Project and bidding process – Waiting on PennDOT.
- Roof Replacement on Maintenance Building – A schedule for this project will be sent to the Township Manager. It is suggested a mandatory pre-bid meeting be held on June 24th with all bidders' questions back to the Township by July 8th with bids due on July 20th.
- White Oak Culvert Replacement Project – A punch-list inspection was completed and a few items remain for completion.
- Archer Lane Drainage Issues – A violation notice was sent out by Township Zoning Officer last week.
- PennDOT request for Township to assume responsibility for flashing light on Sullivan Trail as part of bridge rehabilitation project - No update.
- Right hand turn lanes from Rt. 611 onto Rimrock and Bartonville Avenue – No update.
- TLC Bridge & TLC Dam – No update.
- Master sidewalk plan Multimodal grant – No update.

Township Solicitor Report

- Camp Lindenmere – Special Exception Application – The Special Exception Application for the expansion of some of the Camp's facilities is scheduled for June 3, 2020. Information for the meeting will be sent to the Commissioners.
- Discussion regarding Amusement Tax – A virtual meeting with Camelback representatives regarding the amusement tax took place. Camelback representatives expressed interest in resuming conversations and coming to a resolution for Camelback. Before the departure of the previous manager and COVID-19, there was a draft agreement under review and this will be the subject of a future work session.
- Pocono Jackson Joint Water Authority (PJJWA) – No report given.
- Update – ZHB – Johnson Appeal for Transient Dwelling Unit postponed from March 24, 2020 - Tentatively considering the end of June.

- Update – Electric contract discussion – Further research is 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.

Dennis Virga, Director of MCTI – Discussion followed on MCTI permit fees and potential forgiveness. MCTI did not contact the Township to discuss actual permit fees. Dennis Virga indicated permit fees are 30% more for MCTI, as they are an institution that must bid projects at prevailing wage.

ADJOURNMENT

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 8:06 p.m. Roll Call Vote: Jerrod Belvin, yes; Ellen Ghandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.