



POCONO TOWNSHIP COMMISSIONERS
AGENDA

November 16, 2020 7:00 p.m.

TELECONFERENCE DIAL-IN #: 978-990-5000
ACCESS CODE: 358952

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

We ask that any resident making public comment, including those who may have dialed in by phone, 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

- Mountain View Park is now closed for the winter season. Thank you to all our residents who continue to frequent our park and to our committed staff
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Presentations

- FY 2021 Township Budget & Budget Narrative Presentation – Taylor Muñoz, Township Manager

Resolutions

- Resolution 2020-23 – Motion to adopt Resolution 2020-23 granting an additional 24-month extension of time to satisfy conditions of the plan approval of the Trap Enterprises Desaki Hotel Final Land Development Plan. Trap Enterprises, LLC shall have a period of 24 months from February 3, 2022 to satisfy the conditions of final plan approval and record the Plan. **(Action Item)**
- Resolution 2020-24 – Motion to adopt Resolution 2020-24 granting an extension of time to satisfy conditions of the plan approval of the Trap Enterprises Route 611 Final Land Development Plan. Abraham and Trapasso Enterprises, LLC, successor-in-interest to Trap Enterprises, LLC, shall have a period of twenty-four (24) months from August 3, 2021 to satisfy the conditions final plan approval and record the Plan. **(Action Item)**

- Resolution 2020-25 – Motion to adopt Resolution 2020-25 approving the withdrawal of Hamilton Township from the Hamilton-Jackson-Pocono Park and Recreation Commission, approving and accepting a deed conveying all of Hamilton Township's right, title and interest in the jointly-owned Park property to Pocono and Jackson Townships, acknowledging and agreeing that Pocono and Jackson Townships will continue to jointly maintain the Park property, and committing to enter into a new Intergovernmental Cooperation Agreement between Pocono and Jackson Townships for the future maintenance and operation of the Park property for public recreation and open space purposes. **(Action Item)**

OLD BUSINESS

- Motion to approve the minutes of the November 2, 2020 regular meeting of the Board of Commissioners. **(Action Item)**

NEW BUSINESS

1. Personnel

2. Financial Transactions

- a. Motion to ratify vouchers payable received through November 12, 2020 in the amount of \$96,738.90. **(Action Item)**
- b. Ratify gross payroll for pay period ending November 1, 2020 in the amount of \$95,755.55. **(Action Item)**
- c. Motion to approve vouchers payable received through November 12, 2020 in the amount of \$133,384.52. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through November 12, 2020 in the amount of \$101,492.20. **(Action Item)**
- e. Motion to approve capital fund expenditures through November 12, 2020 in the amount of \$23,828.16. **(Action Item)**

3. Travel/Training Authorizations

Report of the President

Richard Wielebinski

- Motion to engage Zelenkofske Axelrod LLC to audit the financial statements of Pocono Township as of and for the year ended December 31, 2020 and to authorize the Township Manager to sign the engagement letter on behalf of the Township. **(Action Item)**
- Discussion regarding enforcement actions against 17 Summit Avenue and potential structural hazards **(Possible Action Item)**

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update
- Tropical Storm Isaias Update
- FEMA Flood Mitigation grant application
- MCTI Walkthrough
- Traffic Light Update

Ellen Gndt – Commissioner

Jerry Lastowski – Commissioner

- Repurposing of Pocono Township's two electronic message signs (**Potential Action Item**)

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current and remaining Public Works projects for 2020
- Robin Lane Drainage Project
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP

Administration – Manager's Report

- First reading of the 2021 Proposed Budget as required by the First Class Township Code
 - Motion to authorize the Township Manager to make available for public inspection the proposed FY 2021 Pocono Township Budget, as required by the First Class Township Code, as of Thursday, November 18, 2020, with versions available in hard copy at the Township office and posted on the Township website. (**Action Item**)
 - Motion to authorize the Township Manager to advertise the FY 2020 proposed budget, as required by the First Class Township Code, at least twenty (20) days prior to the date for tentative adoption set for December 21, 2020. (**Action Item**)
- Motion to authorize the order of three (3) 2021 Chevy Tahoe Police Pursuit Vehicles through Enterprise Fleet Management. (**Action Item**)
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications
- Wine Press Inn – Interest in Township-owned property
- Update – Regional HSPS Comprehensive Plan – Wednesday, December 16 at 6:00 p.m.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin
- Archer Lane Drainage Issues
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue

Township Solicitor Report

- Motion to authorize the Township Solicitor to prepare an ordinance establishing a Fire Services Tax. (**Action Item**)
- Discussion regarding amendment to the HJP Park cooperation agreement
- Update – Kelly Family Trust
- Update – Ryan Possinger Appeal Zoning Hearing – November 24, 2020

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

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2020-23

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY
CONDITIONS OF THE PLAN APPROVAL OF THE TRAP ENTERPRISES
DESAKI HOTEL FINAL LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Trap Enterprises, LLC, submitted a final land development plan application for a plan titled "Trap Enterprises Desaki Hotel Project" (the "Plan"). The Plan proposes the subdivision of an existing 5.44 acre tract, located in the C Commercial Zoning District. The applicant is proposing to construct a five (5) story, 100 room hotel. The proposed building will have a 10,125 square foot footprint with a total area of 50,625 square feet. The property is located on the west side of Route 611, approximately 1,000 feet (0.2 miles) south of the intersection with Discovery Drive, identified as Monroe County Tax Parcel I.D. 12/11/1/8-3, PIN Number 112-6364-04-74-8985; and

WHEREAS, on July 7, 2014, the Pocono Township Board of Commissioners enacted Resolution No. 2014-29 which granted conditional final plan approval of the Plan; and

WHEREAS, Resolution No. 2014-29 required that the applicant meet all conditions of the final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and if such conditions were not met, the Conditional Final Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2014-29;

WHEREAS, by Resolution No. 2018-45, the Board of Commissioners granted Trap Enterprises LLC an extension of twelve (12) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2014-29; and

WHEREAS, by Resolution No. 2020-02, the Board of Commissioners granted Trap Enterprises, LLC, an extension of twenty-four (24) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2014-29; and

WHEREAS, the applicant is unable to satisfy the conditions of preliminary/final plan approval and record the Plan within the additional twenty-four (24) month extension granted by the Board of Commissioners and hereby seeks an additional extension of time to satisfy the conditions of approval.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, Trap Enterprises, LLC, shall have a period of twenty-four (24) months from February 3, 2022 to satisfy

the conditions of final plan approval and record the Plan as set forth in Resolution No. 2014-29.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the _____ day of _____, 2020.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____

Print Name: Taylor Munoz

Title: Township Manager

By: _____

Print Name: Richard Wielebinski

Title: President

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2020-24

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY
CONDITIONS OF THE PLAN APPROVAL OF THE TRAP ENTERPRISES
ROUTE 611 FINAL LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Trap Enterprises, LLC, submitted a final land development plan application for a plan titled "Trap Enterprises Rt. 611 Project" (the "Plan"). The Plan proposes the subdivision of an existing 10.39 acre tract, located in the C Commercial Zoning District, into three (3) lots. The applicant is proposing development on only two of the lots. Lot 1 has an area of 5.90 acres and will be developed with a three (3) story, 36,000 square foot professional office building and associated parking lot. A daycare center is proposed to be located on the first floor of the building. Lot 2 has an area of 1.71 acres and will be developed with a ten (10) pump fueling station that will include a one (1) story, 5,400 square foot building to be utilized as a convenience store, with an associated parking lot and fueling islands. No development is proposed on Lot 3, which has an area of 1.93 acres. The property is located on the west side of Route 611 and immediately across from Discovery Drive, identified as Monroe County Tax Parcel I.D. 12/11/1/17, PIN Number 112-6364-00-76-9007; and

WHEREAS, on July 7, 2014, the Pocono Township Board of Commissioners enacted Resolution No. 2014-30 which granted conditional final plan approval of the Plan; and

WHEREAS, Resolution No. 2014-30 required that the applicant meet all conditions of the final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and if such conditions were not met, the Conditional Final Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2014-30; and

WHEREAS, by Resolution No. 2018-46, the Board of Commissioners granted Trap Enterprises LLC an extension of twelve (12) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2014-30; and

WHEREAS, by Resolution No. 2020-01, the Board of Commissioners granted Abraham and Trapasso Enterprises, LLC, successor-in-interest to Trap Enterprises, LLC, an extension of eighteen (18) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2014-30; and

WHEREAS, the applicant is unable to satisfy the conditions of preliminary/final plan approval and record the Plan within the additional eighteen (18) month extension granted by the Board of

Commissioners and hereby seeks an additional extension of time to satisfy the conditions of approval.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, Abraham and Trapasso Enterprises, LLC, successor-in-interest to Trap Enterprises, LLC, shall have a period of twenty-four (24) months from August 3, 2021 to satisfy the conditions final plan approval and record the Plan as set forth in Resolution No. 2014-30.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the _____ day of _____, 2020.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Taylor Munoz
Title: Township Manager

By: _____
Print Name: Richard Wielebinski
Title: President

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2020-25

A RESOLUTION APPROVING THE WITHDRAWAL OF HAMILTON TOWNSHIP FROM THE HAMILTON-JACKSON-POCONO PARK AND RECREATION COMMISSION, APPROVING AND ACCEPTING A DEED CONVEYING ALL OF HAMILTON TOWNSHIP'S RIGHT, TITLE AND INTEREST IN THE JOINTLY-OWNED PARK PROPERTY TO POCONO AND JACKSON TOWNSHIPS, ACKNOWLEDGING AND AGREEING THAT POCONO AND JACKSON TOWNSHIPS WILL CONTINUE TO JOINTLY MAINTAIN THE PARK PROPERTY, AND COMMITTING TO ENTER INTO A NEW INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN POCONO AND JACKSON TOWNSHIPS FOR THE FUTURE MAINTENANCE AND OPERATION OF THE PARK PROPERTY FOR PUBLIC RECREATION AND OPEN SPACE PURPOSES.

WHEREAS, by virtue of a deed dated March 1, 2007 and recorded June 7, 2007 in the Office for the Recording of Deeds, in and for the County of Monroe, at Stroudsburg, Pennsylvania, in Record Book 2307, Page 5005, the Townships of Hamilton, Jackson and Pocono (the "HJP Townships") jointly own a 145.90 acre parcel of real property situate in Jackson and Pocono Townships bearing Monroe County Tax Parcel Number 08.1.1.48 and PIN 08-6371-00-64-6348 (the "HJP Park Property"); and

WHEREAS, the HJP Townships acquired the HJP Park Property, in part, with funds contributed or donated by the Pennsylvania Department of Conservation and Natural Resources ("Department") through the Keystone Recreation, Park and Conservation Fund Act, act of July 2, 1993, P.L. 359, No. 50, 32 P.S. §§2011 - 2024 ("the Keystone Act");

WHEREAS, as a condition of using the Keystone Act funds toward the acquisition of the HJP Park Property, the Department required that certain deed restrictions be imposed upon the property, including the requirements that the property be used, in perpetuity, for public recreation and open space purposes and that the Department must grant its written approval prior to any future transfer of ownership, control or interest in the property;

WHEREAS, in order to coordinate their efforts to maintain, develop and use the HJP Park Property for recreation and open space purposes, the HJP Townships entered into an Intergovernmental Cooperation Agreement, which, in part, established the HJP Park and Recreation Commission (the "HJP Commission");

WHEREAS, although the HJP Townships performed some joint development at the HJP Park Property and operated some public recreation programs, Pocono Township withdrew from the HJP Commission;

WHEREAS, subsequently, Hamilton Township also withdrew from the HJP Commission;

WHEREAS, Hamilton Township desires to convey its ownership interest in and to the HJP Park Property to Jackson and Pocono Townships and to cease all involvement in the ownership, maintenance and operation of the HJP Park Property;

WHEREAS, as a condition of Hamilton Township's withdrawal from the HJP Commission and its conveyance of its ownership interest in the HJP Park Property, the Department requires Jackson and Pocono Townships to acknowledge that they will continue to cooperate in

the maintenance of the HJP Park Property and will work toward a new intergovernmental agreement to ensure the perpetual maintenance and use of the property for public recreation and open space purposes;

WHEREAS, the Board of Commissioners of Pocono Township (the "Board") has determined that it is in the best interest of the residents of Pocono Township to approve Hamilton Township's withdrawal from the HJP Commission and to accept a deed from Hamilton Township conveying its ownership interest in the HJP Park Property to Jackson and Pocono Townships.

NOW, THEREFORE, BE IT RESOLVED, by the Board, as follows:

SECTION 1. The Board expresses its finding that the background recited above is accurate and it is in the best interest of the residents of this Township to adopt this Resolution.

SECTION 2. The Board hereby accepts and approves Hamilton Township's withdrawal from the HJP Commission.

SECTION 3. The Board hereby approves, accepts delivery of, and authorizes the recording of a deed conveying Hamilton Township's right, title and interest in the HJP Park Property to Jackson and Pocono Townships. A true and correct copy of the proposed deed is attached as Exhibit 1 and incorporated by reference.

SECTION 4. The Board acknowledges and agrees that, following Hamilton Township's withdrawal from the HJP Commission and conveyance of the HJP Park Property,

Jackson and Pocono Townships will jointly own the HJP Park Property and will continue to jointly maintain that property.

SECTION 5. The Board resolves to work with the Board of Supervisors of Jackson Township on a new intergovernmental cooperation agreement to ensure that the HJP Park Property is used, in perpetuity, for public recreation and open space purposes.

SECTION 6. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of this Township that such remainder shall be and shall remain in full force and effect.

SECTION 7. All resolutions or parts of resolutions, insofar as the same shall be inconsistent herewith, shall be and the same expressly are repealed.

SECTION 8. This Resolution shall be effective immediately.

DULY ADOPTED, by the Board of Commissioners of Pocono Township, in Monroe County, Pennsylvania, in lawful session duly assembled, this 16th day of November, 2020.

**BOARD OF COMMISSIONERS OF
POCONO TOWNSHIP**

ATTEST:

Richard Wielebinski

Secretary

Jerrod Belvin

(TOWNSHIP SEAL)

Gerald Lastowski

Ellen Ghandt

Keith Meeker

**Pocono Township Board of Commissioners
Regular Meeting Minutes
November 2, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on November 2, 2020 at the Pocono Township Municipal Building and 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: L. DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; and Taylor Muñoz, Township Manager.

Public Comment – No public comment.

Announcements

- Mountain View Park is now closed for the winter season. Thank you to all our residents who continue to frequent our park and to our committed staff.
- The Board of Commissioners will convene a work session on Wednesday, November 4, 2020 at 6:00 p.m. to discuss the FY 2021 Township Budget.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Hearings

- Ordinance 2020-08 – Motion to adopt Ordinance 2020-08 amending the Pocono Township Code of Ordinances Chapter 200, Fireworks to require all facilities selling Consumer Fireworks to post, in a prominent location, a placard, provided by the Township, advising customers of those dates when fireworks are permitted to be discharged within the Township.

R. Wielebinski made a motion, seconded by J. Lastowski, to open a public hearing on Ordinance 2020-08. All in favor. Motion carried.

L. DeVito explained the hearing is for an amendment to the current Pocono Township Fireworks Ordinance and requires sellers of consumer fireworks located within Pocono Township to place a placard advising customers of dates when fireworks may be displayed or discharged in the Township and provides a warning letter and penalties for sales establishments that do not comply.

E. Gndt stated she is concerned this would penalize the store owner and R. Wielebinski indicated it is a way to let consumers know the Township rules. L. DeVito clarified that sales establishments are not being penalized for discharge of fireworks but would be penalized for refusal or failure to display the sign.

R. Wielebinski made a motion, seconded by K. Meeker, to close the public hearing on Ordinance 2020-08. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Ordinance 2020-08 amending the Pocono Township Code of Ordinances Chapter 200, Fireworks to require all facilities selling Consumer Fireworks to post, in a prominent location, a placard, provided by the Township, advising customers of those dates when fireworks are permitted to be discharged within the Township. Roll Call: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Lastowski asked how soon placards would be distributed. T. Muñoz will inform the Board when they are distributed.

Presentations

- Recognition and plaques were presented to Scott Gilliland and Ronald Swink for their years of service to the Pocono Township Planning Commission.
- Pocono Township Q3 Treasurer's Report – Frank Cefali, CPA and Pocono Township Treasurer. Provided the Q3 Financial Report to the Commissioners, indicating cash is stable and the overall budget is in line with what was expected.
- Discussion regarding potential access across a Township-owned property adjoining I-80 to a neighboring parcel – Jonathan Weber, Marathon Studios, Inc.

Chris Brown, the attorney representing Jonathan Weber, provided exhibits and discussed gaining access to a 6-acre parcel to potentially erect a billboard. The property abuts a stream on one side and Township-owned property adjoining I-80 on the other. Pocono Township received the property by quick claim deed in 1995, where it has not been used for years. There is access to this property by a gate off I-80. J. Weber indicated the proposal is to allow access through the existing gate via I-80, with a second option to access the property by Pocono Creek Drive that goes into the back of the lot. Both options would cross Township-owned properties. J. Weber indicated interest in purchasing the Township property but noted concerns of being outbid if a bidding process was required. J. Lastowski asked if PennDOT would need to provide access and discussed the pros and cons of the Township providing an easement versus selling, indicating he would be in favor of selling the property. L. DeVito noted an easement would be in perpetuity and an encumbrance on the property, so the area could not be obstructed. It would not be an impediment but would be sold subject to the easement. C. Brown added the road bisects the property with an existing dirt road. They would improve the road surface to a paved surface which would enhance the value of the parcel. Discussion was referred to L. DeVito who suggested getting an appraisal and advertising via sealed bid.

R. Wielebinski made a motion, seconded by J. Belvin, to have Pocono Township's 10- acre property off I-80, PIN 12637100775152, appraised for potential sale. All in favor. Motion carried.

Resolutions

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Resolution 2020-22, authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$170,589.00 to finance a 2021 Peterbilt Model 348 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. Under discussion, E. Gmandt asked if this was budgeted for and T. Muñoz indicated yes it was included in the FY 2020 budget. All in favor. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the October 5, 2020 regular meeting of the Board of Commissioners. All in favor. Motion carried.

NEW BUSINESS

1. Personnel

R. Wielebinski made a motion, seconded by J. Belvin, to hire Krisann Wean as a new administrative assistant at a salary of \$40,386.00, subject to a 90-day probationary period. After the 90-day probationary period, the employee shall begin receiving healthcare and retirement benefits. After one year of employment, employee shall receive a base salary of \$50,481.60. E. Gmandt asked if this employee must

be a union member and whether she was given the option to not join the union. T. Muñoz stated this is a union position, as defined by the CBA, and the Township cannot coerce an employee to not join the union. An employee can choose not to join the union on their own volition. All in favor. Motion carried.

2. General Fund Budget Adjustments

R. Wielebinski made a motion, seconded by J. Lastowski, to approve FY2020 general fund budget adjustments for the week of November 2, 2020. All in favor. Motion carried.

3. Financial Transactions

R. Wielebinski made a motion, seconded by E. Gndt, to ratify vouchers payable received through October 29, 2020 in the amount of \$105,356.51. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to ratify gross payroll for pay period ending October 18, 2020 in the amount of \$104,100.31. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through October 29, 2020 in the amount of \$111,791.02. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer operating fund expenditures through October 29, 2020 in the amount of \$14,090.90. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to approve capital fund expenditures through October 29, 2020 in the amount of \$8,186.01. All in favor. Motion carried.

4. Travel/Training Authorizations - None

Report of the President

R. Wielebinski made a motion, seconded by J. Belvin, to approve a MOU with Teamsters Local 773 to document a change in the maximum weekly benefit of the disability plan from \$500 per week to \$1,000 per week for full-time employees. E. Gndt asked for clarification of whether it is 70% of individual's pay with a maximum \$1,000 per week. All in favor. Motion carried.

- Discussion and possible action regarding remaining park capital projects for the year – chain link fence at Mountain View Park and new John Deere Gator. Quotes were received for replacement of MVP Basketball Court fence. The lowest price received was \$10,725.

R. Wielebinski made a motion, seconded by J. Belvin, to replace the chain link fence at MVP Basketball Court for a cost not to exceed \$11,000. All in favor. Motion carried.

- Further discussion regarding the purchase of John Deere Gators. R. Wielebinski called John Deere in Bangor to ask about pricing of the Gators. They do not expect the price to increase, but they expect a minimum delivery timeframe of at least eight weeks.

R. Wielebinski made a motion, seconded by K. Meeker, to purchase one John Deere Gator from Hilltop in Bangor. All in favor. Motion carried.

- Discussion regarding enforcement actions against 17 Summit Avenue and potential structural hazards – This property was cited approximately one year ago, and the property owner did not respond.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the Township Zoning Officer to inspect 17 Summit Avenue under the Property Maintenance Ordinance and report back to the Commissioners. E. Gndt questioned how the property maintenance ordinance applies. All in favor. Motion carried.

- Discussion of amendment to Pocono Township Sign Ordinance and advertisement for public hearing.

R. Wielebinski made a motion, seconded by J. Lastowski, to forward the Pocono Township Sign Ordinance to the Monroe County Planning Commission for review and comments. E. Gmandt questioned regulations over digital billboards and whether they are necessary, since all electronic billboards in the Township appear to be in violation of the ordinance. All in favor. Motion carried.

- Discussion regarding Trap Enterprises request to extend time limit for the Developer to satisfy the conditions of approval for the 1) Trap Enterprises, LLC Hotel Project and 2) Abraham and Trapasso Enterprises, LLC Route 611 Project. An indefinite extension and five-year extension are requested for each project, respectively.

Attorney Marc Wolf stated that, earlier this year, requests were granted by the Township to extend the timeframe for both projects pre-COVID-19. COVID has hurt the leisure and hospitality industries and they are asking for extensions due to the impact of COVID. L. DeVito indicated indefinite extensions have not been granted in the past and 24-month extensions are typical. The developer asked whether the Township would grant an additional 24 months on each extension as a middle ground.

E. Gmandt made a motion, seconded by J. Lastowski, to authorize resolutions be prepared for the next BOC meeting to grant an additional 24 months for each extension. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – No update.
- Tropical Storm Isaias Update – FEMA is still reviewing requests for December 5, 2020.
- FEMA Flood Mitigation grant application - No update.

Ellen Gmandt – Commissioner

- Discussion regarding Mountain View Park season closure. MVP is closed and has not been winterized. A two-week period is now underway to clean up and winterize park. R. Wielebinski requested putting biodegradable antifreeze in toilet and sink traps. Pipes will be completely drained.
- Asked for status of damaged police cars. The autobody shop was asked to expedite repair of police vehicles if possible.

Jerry Lastowski – Commissioner

- Follow-up discussion regarding PennDOT and Upper Swiftwater Road repair. Repair work has been made. Thank you to R. Sargent and T. Munoz for whomever called PennDOT for their swift response.
- Ongoing enforcement actions against Short Term Rentals, including 150 Gravatts Way.

Discussion regarding whether Township should pursue further proactive enforcement against STRs conducting non-permitted activity. E. Gmandt asked if the Township can seek an injunction against the STR. L. DeVito indicated injunctions are extraordinary remedies. The Township was granted one injunction for an STR, but that was due to safety concerns of no ingress/egress in bedrooms, no fire alarms, etc. The owners' intent-to-defend date for Gravatts Way is December 7, 2020. One civil judgement was already issued against the property. Current civil action has been filed for \$12,000 and two \$1,000 trash citations. Judy Acosta, Zoning Officer, indicated the contact lives in Long Island, NY. E. Gmandt suggested alerting state and county they are not getting hotel tax dollars. Discussion continued regarding additional hours for proactive enforcement of short-term rentals with focus being on specific areas in Pocono Township where STR are not permitted.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize Zoning to add 15 additional hours toward STR compliance. J. Acosta requested clarification on the area of focus. Direction was given to focus on Pocono Township areas where short-term rentals are not permitted. All in favor. Motion carried.

Keith Meeker – Commissioner – No comment.

Reports

Zoning – October 2020 Permits Report was issued.

Emergency Services

- Police – No report.
- EMS – No report.
- Fire – No report.

Public Works Report

- Discussion regarding potential sale of dump truck to another municipality. Decision was made to keep the truck for backup.
- Current and remaining Public Works projects for 2020. Work on TLC projects are ongoing.
- Robin Lane Drainage Project. Robin Lane project is approximately one third done and goal is to complete this year, weather-permitting.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant. Project will start in spring.
- Update – Well Work at MVP. Work complete and waiting for test results. Consultant talked to DEP and start-up procedures are being finalized.

J. Lastowski asked if MVP lights were on for election day. R. Sargent indicated all lights were currently in working order.

Administration – Manager's Report

- Discussion regarding PMCCI community. Parcel-by-parcel drive-through inspection and observation will be completed by two zoning officers. L. DeVito feels it is more than a Zoning issue and, before DEP gets involved, a coordinated effort should be made between sewage enforcement, administration, zoning and Township solicitor to devise a plan to rectify the situation and inform the Board as to the plan. Township SEO, H. Beers, should be included on any issues and future plans for PMCCI.
- Update – Library inquiry regarding new signage. It was agreed that the Library will pay for new signage and the Township will get a quote and do the installation on their behalf.
- Update – Pending grant applications. LSA, Multimodal and recreation grant applications are active. DCED is anticipated to make decisions at the end of this month regarding outstanding recreation grants. Will follow-up with state legislators with reminder of Township requests. Anything received will help relieve the burden on park capital expenditure projects for next year.
- Wine Press Inn – Interest in Township-owned property. No update.
- Update – Regional HSPS Comprehensive Plan. Next meeting on Wednesday, December 16, 2020 at 6:00 p.m.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin. Spoke to Church last week. They have not received a proposal from their engineer. A letter was sent as a reminder. If no response is received, Township solicitor will follow-up.
- Archer Lane Drainage Issues. No report.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue. On drafting table.

Township Solicitor Report

- Discussion regarding amendment to the HJP Park cooperation agreement. Waiting for Attorney Weitzmann to put together an agreement for the Township.
- Update – Kelly Family Trust. Luzerne County had to be deputized by Monroe County to serve the trustee of the Kelly Family Trust. When information is received, Commissioners will be updated.
- Update – Johnson Appeal Zoning Hearing. Pocono Township Zoning Hearing Board ruled in favor of the Township, denying the appeal for the Johnsons' to operate a STR in the Cobble Creek development.
- Following up from the Sewer meeting, L. DeVito stated that Counsel for DCNR, Josh Ebersol, explained the DCNR sewer line conveyance agreement has been signed by the Department and they are waiting for the Attorney General's office to sign it.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gnandt, to adjourn the meeting at 9:15 and go into executive session to discuss personnel and litigation matters. All in favor. Motion carried.

POCONO TOWNSHIP
Monday, November 16, 2020

SUMMARY

Ratify

General Fund	\$	96,439.15
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	133,384.52
TOTAL Sewer <u>OPERATING</u> Fund	\$	101,492.20
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	23,828.16
Liquid Fuels	\$	-

<u>Budget Adjustments</u>	\$	-
---------------------------	----	---

<u>Budget Appropriations</u>	\$	-
------------------------------	----	---

Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, November 16, 2020

General Fund		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Payroll		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
		11/06/2020			PAYROLL ENDING 11/01/2020 \$	95,755.55
					TOTAL PAYROLL \$	95,755.55
General Expenditures						
		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
		10/9/2020	60173	BLUE RIDGE	TWP PHONES	393.57
		11/2/2020	60278	PENTELEDATA	PARK INTERNET SERVICE	125.13
		11/2/2020	60279	PENTELEDATA	TOWNSHIP INTERNET	164.90
					TOTAL General Fund Bills \$	683.60
Sewer Operating Fund						
		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
		11/2/2020	1739	PENTELEDATA	PUMP STATION INTERNET SERVICE	299.75
					\$	299.75
Sewer Construction Fund						
		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
						.
Capital Reserve Fund						
		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
					TOTAL Sewer Construction Fund \$	-
TOTAL General Fund						
					96,439.15	
					299.75	Authorized by:
					-	
					-	
					Transferred by:	
					\$	96,738.90
TOTAL Sewer Construction						
					TOTAL Capital Reserve Fund \$	-

POCONO TOWNSHIP CHECK LISTING

Monday, November 16, 2020

General Fund

Date	Check	Vendor	Memo	Amount
11/12/2020	60281	Access Office Technologies	Telephone System Support Nov 2020	\$ 98.00
11/12/2020	60282	Advanced Collision	Police vehicle maintenance	\$ 6,419.69
11/12/2020	60283	AMERICAN UNITED LIFE INSURANCE CO.	GTL & STD insurance	\$ 175.40
11/12/2020	60284	ARGS Technology, LLC	IT services	\$ 4,677.00
11/12/2020	60285	Bender Gardens	Police flowers	\$ 80.00
11/12/2020	60286	Blue Ridge Communications	Twop phone service	\$ 392.34
11/12/2020	60287	Brodhead Creek Regional Authority	Sewer service	\$ 177.08
11/12/2020	60288	Cefali and Associates PC	Sept 2020 Treasury Services	\$ 543.75
11/12/2020	60289	Center for Education & Employment Law	Police subscription	\$ 159.00
11/12/2020	60290	CHELBUS CLEANING CO., INC.	Cleaning Services Nov 2020	\$ 815.00
11/12/2020	60291	COMMONWEALTH OF PA - DEPT OF AGRICULT	2021 Pesticide Application	\$ 35.00
11/12/2020	60292	Cyphers Truck Parts	PW supplies	\$ 30.95
11/12/2020	60293	Donna Kenderdine Reporting	Professional services	\$ 125.00
11/12/2020	60294	E.M.Kutz, Inc.	PW supplies	\$ 513.00
11/12/2020	60295	EPSCO	PW supplies	\$ 31.40
11/12/2020	60296	Eric A. Moses Co.	PW supplies	\$ 65.00
11/12/2020	60297	Foster & Freeman USA, Inc.	PW supplies	\$ 2,181.66
11/12/2020	60298	Furino Mech Contracting & Furino Fuels	Police building maintenance	\$ 246.50
11/12/2020	60299	Gotta Go Potties, Inc	Portable bathroom rental MVP	\$ 621.16
11/12/2020	60300	HUNTER KEYSTONE PETERBILT	PW truck parts	\$ 92.60
11/12/2020	60301	Imaginations	TWP flowers	\$ 62.54
11/12/2020	60302	J & B Auto	Police vehicle maintenance	\$ 1,372.21
11/12/2020	60303	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 1,344.92
11/12/2020	60304	Kimball Midwest	PW supplies	\$ 401.16
11/12/2020	60305	Lawson Products	PW supplies	\$ 71.99
11/12/2020	60306	Moritz Embroidery Works, Inc.	Police uniform expense	\$ 472.00
11/12/2020	60307	MRM Worker's Compensation Pooled Trust	Workers compensation premium	\$ 11,382.30

Approve

11/12/2020	60308	PMHIC		Health insurance premium	\$	73,480.81
11/12/2020	60309	PPL Electric Utilities		Electrical service	\$	49.97
11/12/2020	60310	PPL Electric Utilities		Electrical service	\$	1,318.00
11/12/2020	60311	Praxair Dist Mid-Atlantic		PW supplies	\$	28.68
11/12/2020	60312	Reliable Sign and Striping		Traffic sign supplies & repairs	\$	1,341.00
11/12/2020	60313	Site2		TWP & police backup services	\$	1,024.00
11/12/2020	60314	Staples Business Credit		Office supplies	\$	1,739.78
11/12/2020	60315	Steele's Hardware		PW supplies	\$	52.36
11/12/2020	60316	Steele's Hardware		PW supplies	\$	102.97
11/12/2020	60317	Suburban Testing Labs		Park testing	\$	276.00
11/12/2020	60318	Tulpehocken Mountain Spring Water Inc		Water	\$	77.59
11/12/2020	60319	UNIFIRST Corporation		Uniforms and mals	\$	174.12
11/12/2020	60320	Vector Security, Inc		Alarm service	\$	150.00
11/12/2020	60321	Wagner, James		Travel expense	\$	294.77
11/12/2020	60322	Waste Management of Pennsylvania, Inc.		Waste removal	\$	662.00
11/12/2020	60323	Wilson Products Compressed Gas Co.		PW supplies	\$	7.50
11/12/2020	60324	Bartholomew, Mitchell O		Reimbursement of union dues	\$	183.00
11/12/2020	60325	Ackerman, Earl		Uniform allowance	\$	548.01
11/12/2020	60326	Anglemyer, Aaron		Uniform allowance	\$	455.95
11/12/2020	60327	Anglemyer, Austin		Uniform allowance	\$	525.80
11/12/2020	60328	Bianchi Joe		Uniform allowance	\$	119.00
11/12/2020	60329	Furino, Robert		Uniform allowance	\$	223.00
11/12/2020	60330	Gupko, Christopher		Uniform allowance	\$	378.00
11/12/2020	60331	Iannazzo, Marc		Uniform allowance	\$	223.00
11/12/2020	60332	Melley, Ryan		Uniform allowance	\$	389.00
11/12/2020	60333	Rath, Eric		Uniform allowance	\$	498.00
11/12/2020	60334	Scicutella, Michael		Uniform allowance	\$	223.00
11/12/2020	60335	Kyocera Document Solutions America, Inc.		Copier rental	\$	366.56
11/13/2020	60336	CSI Integrated Security & Communications		Audio & video equipment	\$	15,886.00
TOTAL General Fund					\$	133,384.52

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
11/12/2020	1742	ARGS Technology, LLC	IT services	\$ 312.50

Approve

11/12/2020	1743	BLUE RIDGE COMMUNICATIONS	Internet services	\$	124.96
11/12/2020	1744	BRODHEAD CREEK REGIONAL AUTHORITY	Sewer treatment	\$	89,596.00
11/12/2020	1745	EEMA O&M Services Group, Inc.	Contracted services	\$	5,889.00
11/12/2020	1746	METROPOLITAN TELECOMMUNICATIONS	Phone service	\$	84.57
11/12/2020	1747	Pennsylvania One Call System, Inc	Sewer mapping	\$	67.98
11/12/2020	1748	Pocono Township	Admin & PW services	\$	1,807.43
11/12/2020	1749	PPL Electric Utilities	Electric service	\$	2,109.76
11/12/2020	1750	Utility Locator LLC	Contracted services	\$	1,500.00
TOTAL Sewer Operating				\$	101,492.20

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
------	-------	--------	------	--------

Capital Reserve Fund

11/12/2020	1178	CHEMUNG SUPPLY	ROBIN LANE PROJECT PLASTIC DOUBLE WALL PIPES	\$	20,481.84
11/12/2020	1179	HIGHWAY EQUIPMENT & SUPPLY CO.	ROBIN LANE PROJECT BUCKET TRUCK RENTAL	\$	1,200.00
11/12/2020	1180	LEON CLAPPLER	MT VIEW PARK WELL	\$	1,383.84
11/12/2020	1181	MOUNTAIN ROAD FEED STORE	TLC DAM TOP SOIL	\$	475.00
11/12/2020	1182	PORTLAND CONTRACTORS	MT VIEW PARK WELL PROJECT	\$	255.00
11/12/2020	1183	STEELE'S HARDWARE	TLC PROJECT MATERIALS	\$	18.49
11/12/2020	1184	STEELE'S HARDWARE	TLC PROJECT MATERIALS	\$	13.99
TOTAL Capital Reserve Fund				\$	23,828.16

ESSA

TOTAL General Fund	\$	133,384.52
Sewer Operating	\$	101,492.20
TOTAL Sewer Construction Fund	\$	-
Capital Reserve	\$	23,828.16
Liquid Fuels	\$	-
TOTAL ESSA TRANSFER	\$	258,704.88

Authorized by: _____

Transferred by: _____

Approve