

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 17, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held in-person on May 17, 2021 and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

Roll Call: Jerrod Belvin, present; E. Gndt, absent; 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 Muñoz, Township Manager; Bob Sargent, Roadmaster; Frank Cefali, Township Treasurer; Paola Razzaq, Finance Administrator; and Krisann Wean, Administrative Assistant.

Public Comment – No public comment.

Announcements

- Mark your calendars for Pocono Township's annual Community Day on Saturday, August 14 (with an August 15 rain date). We will have a variety of activities, exhibitors, and food for the whole family, with fundraising opportunities to support our Fire Company and Library.

J. Lastowski made a motion, seconded by R. Wielebinski, to rescind Pocono Township's policy to require masks at all public meetings. No comment. All in favor. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, for Pocono Township to follow CDC guidelines allowing fully vaccinated individuals to not wear a mask, with mask requirements remaining in place for unvaccinated individuals. No comment. All in favor. Motion carried.

Hearings – No hearings.

Presentations

- Q1 2021 Treasurer's Report – Frank Cefali, CPA & Township Treasurer. F. Cefali provided an overview of the Township's financial health for first quarter of 2021. Revenue for the first quarter was low, prior to real estate tax collections beginning in earnest. The Township's financial health is stable for this point year-to-date. Township budget is at 26% of total projected expenditures, which is right on track for the quarter. Provided overview of status on each fund in the budget.
- R. Wielebinski inquired about the Amusement Tax from various amusement producers in the Township.

Resolutions

- R. Wielebinski made a motion, seconded by J. Belvin, to pass Resolution 2021-10, approving the expenditure of \$155,963.85 for three (3) 2021 Ford Explorer Interceptors and authorize the execution of a certain lease purchase agreement with Bank Capital Services LLC, D/B/A F.N.B. Equipment Finance. All in favor. Motion carried.

Consent Agenda

- Motion to approve a consent agenda that includes the following items:
 - Old Business comprised of the minutes of the May 3, 2021 regular meeting of the Board of Commissioners.
 - New business comprised of approval of the following financial transactions:

- Ratification of vouchers payable received through May 13, 2021 in the amount of \$1,131,801.52.
- Ratification of gross payroll for pay period ending May 2, 2021 in the amount of \$130,086.83.
- Vouchers payable received through May 13, 2021 in the amount of \$175,193.02.
- Sewer operating fund expenditures through May 13, 2021 in the amount of \$117,778.20.
- Capital reserve fund expenditures through May 13, 2021 in the amount of \$61,145.94.
- Approval of a Fire Tax disbursement of \$96,877.17 to the Pocono Township Volunteer Fire Company.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the consent agenda. J. Lastowski asked that the motion be amended to withhold the check for County Waste until the Spring Cleanup contractual terms are fulfilled. All in favor. Motion carried as amended.

NEW BUSINESS

1. **Personnel** – No new business.

2. **Travel/Training Authorizations** – No travel/training authorizations.

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by J. Lastowski, to make conditional offers of employment to Christopher Chiusano, Liam Rebetje, and Kundan Dave for open Patrol Officer positions with the Pocono Township Police Department. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the reduction of the construction escrow for the Trap Enterprises Route 611 Project by \$170,022.86 based on the recommendation letter of Jon Tresslar, Township Engineer, dated May 13, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve a lot line adjustment for Trap Enterprises, LLC for properties located on the western side of State Route 611 at its intersection with the existing private driveway of the former Brookdale Resort consisting of the following: 1) Subdivision of existing Lot 4 (Tax ID 12-6364-00-64-8660), a 84.90 acre parcel, into two parcels of 0.81 acres and 84.09 acres respectively; and 2) Consolidating the new 0.81-acre parcel with existing Lot 6 (Tax ID 12-6364-04-73-3287), a 0.66-acre property, for a new proposed Lot A of 1.47 acres. J. Tresslar provided clarification on the consolidation. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the disposition of the following records pursuant to the Commonwealth's Records Retention and Disposition Schedule: Bank Statements prior to 1/2015, Deposit Slips prior to 1/2015, Invoices prior to 1/2015, Payroll Records prior to 1/2015, and Escrow Account information prior to 1/2015. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the opening of a money market account with First Keystone Community Bank, per the refinancing of the Township public sewer debts, and authorize Commissioners Richard Wielebinski, Jerrod Belvin, Ellen Gandt, Jerry Lastowski, and Keith Meeker; Township Treasurer Frank Cefali; and Township Manager/Secretary Taylor Muñoz as signatories for the account. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to grant conditional approval for Convertito Lot Combination consolidating two parcels, existing lots 0.85 acres and 0.39 acres respectively, located along Stony Creek Lane in Pocono Township to form a one-lot of 1.24 acres conditioned on ability to meet the conditions of the engineer's review letter. J. Tresslar discussed two existing lots on a private drive with same ownership. Chris Ortolan asked for clarification of sizes of nonconforming lots. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

J. Belvin made a motion, seconded by R. Wielebinski, to have the Township Engineer prepare and advertise bid specifications for a basketball court with a recessed surface at TLC Park. All in favor. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to purchase a matching fountain for the lower pond at TLC Park and light insets for both pond fountains. All in favor. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to purchase WAVE C91T streetlights for TLC Park following the engineering specs created by Boucher & James. J. Tresslar suggested the Township get the specs from the lighting company. J. Belvin amended the motion contingent on final specs from the engineer. R. Wielebinski approved the amendment. L. DeVito stated Township should verify it is either COSTARS or comes in under bid threshold. All in favor. Motion carried.

- FEMA Flood Mitigation grant application – No update.
- Monroe County Hazard Mitigation Plan Update – Next meeting is in June.
- J. Belvin discussed FirstNet phones for providing priority coverage for first responders. Township testing showed better coverage, better upgrade terms and MiFi units would be used in each car instead of routers.

J. Belvin made a motion, seconded by K. Meeker, to terminate service with Verizon and go with FirstNet for all Police and Public Works wireless units. All in favor. Motion carried.

Jerry Lastowski – Commissioner

- J. Lastowski complimented T. Muñoz on joint letter written to UGI outlining gas line infrastructure concerns. Asked for follow-up regarding fencing around the TLC Park ponds.

Keith Meeker – Commissioner – No comment.

Reports

Zoning – No report.

Public Works Report

- Current Public Works projects report – Mill and fill and base repair projects are scheduled.
- Update – Park Lane Culvert Replacement – Waiting for DEP permit. Provided letter to MCCC asking for Dirt and Gravel Grant extension.

J. Belvin asked about the status of the grading permit for TLC Park.

Administration – Manager’s Report

- Conducted walkthrough of Old Learn Farm with Pocono Heritage Land Trust on 5/13 and a park visit is planned with DCNR on 5/21. R. Wielebinski, J. Belvin, and T. Muñoz did a walkthrough of the Old Learn Farm property on 5/13 and observed existing trails due to ATV activity. Speaking with PPL regarding possible access across their easement, connecting the neighboring two-acre parcel. Will also contact the church who owns the two-acre parcel to confirm their interest in selling the property and for an appraisal process to begin.

J. Lastowski made a motion, seconded by R. Wielebinski, to send Tom McKeown a token of appreciation and have a tree planted in his father’s honor. All in favor. Motion carried.

- Research ongoing regarding electronic payments for and submissions of Township permits – Research is ongoing regarding different companies. Speaking with other Townships to evaluate what is best for the Township moving forward.
- Discussion regarding the Wine Press Inn owner's interest in the purchase of the adjoining Township parcel on Bartonsville Avenue – Ongoing and J. Tresslar will put together a sketch showing sub-division line.
- Continued efforts to “freshen up” the Township. New banners are up along Route 611 and dark mulch was spread in flower beds for admin building. Meeting with local contractor meeting at Mountain View Park this week to discuss addressing drainage issues.
- Paving bidder was quick to respond with signed bid documents and plans to undertake paving early this season.

R. Wielebinski indicated the property at the corner of Learn Road and Cherry Lane Road has been up for sale for a long time and may be a consideration for access to the Old Learn Farm property.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin - Confirmed that Papillon and Moyer will do the work for the basin.
- Archer Lane Drainage Issues – No update.
- Righthand turn lanes from Route 611 onto Rimrock Road and Bartonsville Avenue – Completing a resubmission to PennDOT.

Township Solicitor Report

- Discussion regarding I-80 parcel easement request – Jonathan Weber - Would like an executive session to discuss disposition of Township real estate, and recent correspondence from Mr. Weber's attorney. L. DeVito would like Board's permission to have J. Tresslar remain behind to discuss that portion in executive session.
- Update – Kelly Family Trust – R. Wielebinski indicated he thinks vehicles are disappearing.
- Zoning Hearing Board Update
 - Appeal of Ryan Possinger – Briefs are due to ZHB by third week of June. ZHB will meet at end of June to deliberate and issue a decision.
 - Butz Lane STR – Submissions to ZHB due at end of week.

Johnson case is scheduled for oral argument in June before County Court.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by J. Lastowski, to adjourn the meeting at 8:07 p.m. into executive session for discussion of a requested easement access across Township property and not return. All in favor. Motion carried.