

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
August 2, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on August 2, 2021 and was opened by President Rich Wielebinski at 7:02 p.m. followed by the Pledge of Allegiance.

**Roll Call:** Jerrod Belvin, present; E. Gnandt, absent; J. Lastowski, present via Zoom call; Keith Meeker, present; and Rich Wielebinski, present.

**In Attendance:** Leo DeVito, Township Solicitor, Broughal & DeVito; J. Tresslar, Township Engineer, Boucher & James, Inc.; Taylor Muñoz, Township Manager; Robert Sargent, Roadmaster; and Krisann MacDougall, Administrative Assistant.

**Public Comment** – No public comment.

**Announcements**

- R. Wielebinski announced that an executive session was held prior to the meeting to discuss litigation.
- Pocono Township will host our annual Community Day on Saturday, August 14. We will have a variety of activities, exhibitors, and food for the whole family, with fundraising opportunities to support our Fire Company and Library.

**Hearings** – No hearings.

**Presentations**

- Swearing-in ceremony for new Patrolman, Thomas Moser – District Justice Daniel Kresge conducted swearing-in for Patrolman Thomas Moser.

**Resolutions**

**Resolution 2021-19**

R. Wielebinski made a motion, seconded by K. Meeker, to pass Resolution 2021-19 granting conditional approval for the Estate of Eudora Hilliard Minor Subdivision Plan. J. Tresslar explained this is a lot line adjustment between family, but the plan had to go through the subdivision process since there are two different owners. The only outstanding comment was to obtain proper signatures. R. Wielebinski asked for clarification regarding the location. All in favor. Motion carried.

**Consent Agenda**

- Motion to approve a consent agenda including the following items:
  - Old Business comprised of the minutes of the July 19, 2021 regular meeting and July 26 special meeting of the Board of Commissioners.
  - New business comprised of approval of the following financial transactions:
    - Ratification of vouchers payable received through July 29, 2021 in the amount of \$196,399.92.
    - Ratification of gross payroll for pay periods ending July 25, 2021 in the amount of \$110,544.47.
    - Vouchers payable received through July 29, 2021 in the amount of \$70,703.00.
    - Sewer operating fund expenditures through July 29, 2021 in the amount of \$26,698.84.
    - Sewer construction fund expenditures through July 29, 2021 in the amount of \$8,103.41.
    - Capital reserve fund expenditures through July 29, 2021 in the amount of \$10,376.09.
    - Approval of a Fire Tax disbursement of \$11.72 to the Pocono Township Volunteer Fire Company.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the consent agenda. T. Muñoz stated one change was made to the minutes from the special meeting. All in favor. Motion carried.

## **NEW BUSINESS**

### **1. Personnel**

R. Wielebinski made a motion, seconded by J. Belvin, to approve a retention bonus of \$250 for seasonal employee, Jack Manuel, payable in August, with a second retention bonus of \$250 paid in November if the employee works through the entire season. All in favor. Motion carried.

### **2. Travel/Training Authorizations – None.**

## **Report of the President**

Richard Wielebinski

- Discussion regarding engaging the services of an architect for evaluating the layout and upgrades to the Township municipal complex.

R. Wielebinski made a motion, seconded by J. Belvin, to engage the services of Phillips & Donovan Architects to evaluate the layout and upgrade the Township Municipal complex. J. Lastowski inquired about the costs. T. Muñoz stated it may be better for him to reach out to the architect first for cost estimates. Motion rescinded.

R. Wielebinski made a motion, seconded by J. Belvin, to have T. Muñoz reach out to Phillips & Donovan Architects and get cost estimates for evaluating upgrades to the municipal complex. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to have Mr. Lovito come back to the Township to confirm purchase of the Township-owned I-80 parcel by Friday, August 6 at 5:00 p.m. All in favor. Motion carried.

- T. Muñoz provided an update regarding the installation of the basketball court at TLC Park and other projects at the site.

## **Commissioner Comments**

Jerrod Belvin – Vice President

- Emergency Management Update - Working with tax assessor's office to ensure the Township dams are in compliance.
- Monroe County Hazard Mitigation Plan Update - Meeting tomorrow to formally accept draft version of the plan document.

Jerry Lastowski – Commissioner – No comment.

Keith Meeker – Commissioner – No comment.

## **Reports**

**Zoning** – Report submitted to the Board.

## **Emergency Services**

- EMS – Report submitted to the Board.
- Fire – Report submitted to the Board.

## Public Works Report

- Current Public Works projects report – Paving and shoulders are complete. Road crew moving into two developments for installation of drainage pipes for next year's paving project.
- TLC Park Project Update – Have begun installing conduit, light stanchions, and topsoil.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – The DEP asked for additional permit from the Fish & Boat Commission due to length of stream restoration project. The additional permit was received and should be complete for DEP approval.

J. Tresslar and R. Sargent will meet on Laurel Lake Road to develop a plan for replacing the pipe crossing under the road. They will contact the HOA and see what they can do. J. Belvin asked to attend the meeting.

## Administration – Manager's Report

R. Wielebinski made a motion, seconded by J. Belvin, to advertise the Township-owned one-acre pump station property on Bartonsville Avenue once the parcel has been subdivided and recorded with the County. All in favor. Motion carried.

- Interest in 3101 Route 611 (old jewelry store) and request for temporary utilization of the onsite septic holding tank – J. Lastowski asked if the Township would have the right to enter the property to ensure the tank and alarm are in working order. L. DeVito suggested putting a provision in the permit that allows the temporary use but, once public sewer is available to that property, require that they connect within a certain number of days. J. Lastowski suggested a stipulation on how often the holding tank gets pumped, depending on the size.

R. Wielebinski made a motion, seconded by K. Meeker, to grant 3101 Route 611 their request for temporary utilization of the on-site septic holding tank, subject to an agreement with that buyer specifying concerns and various items required by the Township for the tank's use, with the Solicitor's approval prior to occupancy. All in favor. Motion carried.

- Onsite meeting with DCNR and walkthrough of Township park and open space properties on August 9, 2021 at 1:30 p.m. Focus on access to the Learn Farm property and TLC Park. Commissioners are welcome to attend.
- American Recovery Act funds being processed for release to the Township – Funds are being released and will follow-up to find out timing.
- Change in State's Sunshine Law – Change takes effect at end of August. The new law requires the Township to post public meeting agendas online and post physical versions of any public meeting on the outside doors. If any additions are made to the agenda at the meeting itself, a motion first needs to be made to revise the agenda, with a separate discussion and motion on that item following. The Township has 24 hours to post a revised agenda on the Township website.

## Township Engineer Report

- Intersection improvements to Learn Road, Fish Hill, Old Mill Road and SR 611 – DCED Multimodal grant application has been submitted.
- St. Paul's Lutheran Drainage Basin – Work was supposed to be completed last week. Need to visit the site to confirm.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Addressing PennDOT's comments for resubmission to PennDOT in the next week or so.
- Fish Hill easement plan - Information has been sent over to Leo's office for preparation and recording.
- Preliminary plan to address drainage issues at Sunlite Lane & Tara Hill Drive – Plan was completed and will be reviewed by R. Sargent.
- Two Township submissions being prepared for Planning Commission review – changes to the Public Works storage yard and the subdivision of the Pump Station #5 property.

**Township Solicitor Report**

- HJP Park Agreement between Pocono and Jackson Townships - Completing revisions to the HJP Park agreement. Will then share with counterparts at Jackson Township.
- Update – Johnson STR Appeal – Pending.
- Update – Kelly Family Trust – Stipulation has been prepared and agreed to by all parties to bring property into cleanup. Looking for a motion to approve the stipulation and enter with the Court compelling cleanup of property within 60 days of the date of the judge signing the order.

R. Wielebinski made a motion, seconded by J. Belvin, to approve the Kelly Family Trust stipulation that was agreed upon in Court. All in favor. Motion carried.

- Closed on 114 Alger Avenue on Thursday, 7/29. On Friday, a request for tax exemption was filed prior to the August 1st deadline to finalize tax exempt status on the property.

**Public Comment** – No public comment.

**Adjournment**

R. Wielebinski made a motion, seconded by K. Meeker, to adjourn the meeting at 7:40 p.m. All in favor. Motion carried.