

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
October 4, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on October 4, 2021 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; Mike Gable sitting in for Jon Tresslar, Boucher & James, Inc.; Robert Sargent, Roadmaster; and Krisann MacDougall, Administrative Assistant.

**Public Comment** – None.

**Announcements** – None.

**Hearings** – None.

**Presentations** – None.

**Resolutions**

R. Wielebinski made a motion, seconded by K. Meeker, to approve Resolution 2021-24 granting conditional approval of the Classic Quality Homes White Oak Drive Lot Line Adjustment Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to approve Resolution 2021-25 authorizing Jerrod Belvin, Township Commissioner & Emergency Management Coordinator, to serve as the Pocono Township assigned agent to sign hazard mitigation grant applications including, but not limited to, the Building Resilient Infrastructure Communities (BRIC) and Flood Mitigation Assistance grant programs. E. Gndt asked for clarification. All in favor. Motion carried.

**Consent Agenda**

- Motion to approve a consent agenda of the following items:
  - Old business consisting of the minutes of the September 20, 2021 regular meeting of the Board of Commissioners.
  - Financial transactions including:
    - Ratification of vouchers payable received through September 30, 2021 in the amount of \$585,546.66 and sewer operating expenditures in the amount of \$542.81.
    - Ratification of gross payroll for the pay period ending September 19, 2021 in the amount of \$130,439.82.
    - Vouchers payable received through September 30, 2021 in the amount of \$372,050.77.
    - Sewer operating fund expenditures through September 30, 2021 in the amount of \$40,849.54.
    - Sewer construction fund expenditures through September 30, 2021 in the amount of \$7,007.93.
    - Capital reserve fund expenditures through September 30, 2021 in the amount of \$5,519.87.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the consent agenda. E. Gndt requested the minutes be amended.

R. Wielebinski made a motion, seconded by J. Belvin, to remove the minutes of September 20, 2021 and vote on the financial transactions. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the consent agenda financial transactions. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to approve the minutes of September 20, 2021 as amended. All in favor. Motion carried.

## **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 K. Meeker, to authorize the Northridge at Camelback Phase I Holly Court land development to proceed with applications for building permits conditioned on the applicant addressing all Township engineering comments as outlined in the letter dated October 1, 2021, and an unconditional will-serve letter from the Northridge at Camelback HOA for both sewer and water service. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to set 2021 Pocono Township Trick-or-Treat hours for 5:00 p.m. to 8:00 p.m. on Sunday, October 31, 2021. All in favor. Motion carried.

- Update regarding the installation of the basketball court at TLC Park and other projects at the site – The fence, painting of lines, court sealing and erecting of lights are complete. Waiting on base caps for uprights.

## **Commissioner Comments**

Jerrod Belvin – Vice President

- Emergency Management Update – Toured Township with PEMA and FEMA regarding Joint Preliminary Damage Assessment. Will find out if Monroe County qualifies by Wednesday.
- Monroe County Hazard Mitigation Plan Update – Plan accepted by PEMA and FEMA. At next BOC meeting, will formally adopt and update the Township's emergency operations plan.
- Motion to authorize the Township solicitor to prepare an ordinance for the adoption of the 2021 International Fire Code (IFC) – IFC is updated every three years. It has not been updated.

J. Belvin made a motion, seconded by E. Gnandt, to authorize Township Solicitor to prepare an ordinance for the adoption of the 2021 International Fire Code (IFC). E. Gnandt asked for clarification. All in favor. Motion carried.

- Motion to authorize solicitor to prepare an ordinance to establish Knox Box entry and SOS sensor requirements for restricted access following the 2021 International Fire Code for new construction in the Township – J. Belvin gave explanation of Knox Boxes and SOS sensors. L DeVito will confirm whether it can be done for new and existing structures and report back to the Board.

J. Belvin made a motion, seconded by J. Lastowski, to authorize solicitor to prepare an ordinance to establish Knox Box entry and SOS sensor requirements for restricted access following the 2021 International Fire Code for new construction in the Township, conditioned upon whether there is any benefit that we can tell the owner, but making it optional for existing units. All in favor. Motion carried.

Ellen Gnandt – Commissioner – Asked for update regarding HJP Park. Requested the agendas not be changed after being submitted to the Board. If changes are required, they should be made during the BOC meeting.

Jerry Lastowski – Commissioner – Noted that State Route 314 has been repaved.

Keith Meeker – Commissioner – No comment.

## Public Works Report

- Current Public Works projects and storm damage report – Completing storm damage repairs.
- TLC Park Project Update – Basketball court is complete. Working on fill and grass areas.

## Administration – Manager’s Report

- Updates on current Township action items
  - Phillips & Donovan feasibility study is underway – Had meeting with Joe last week and discussed various options. Waiting to hear back from Joe.
  - Rollout of new Traisr platform continues to progress.
  - Investigating possibility of park usage fees for non-Monroe County residents – Discussed what other Townships charge for non-resident park usage and residents’ ability to access parks if gates were erected.
  - Beginning to mobilize and draft the Township-wide fall newsletter – If Commissioners want anything specific in the newsletter, T. Muñoz should be notified.
  - Township manager has requested instituting monthly informational meetings with Fire Department representatives.
- BCRA representatives to attend second Commissioners meeting in October to discuss water line capacity in Pocono Township. Information has been requested in advance from BCRA. Once information is received, the Commissioners will be informed. J. Lastowski stated this item should be under presentations on the agenda to have sufficient time to discuss.
- Regional HSPS Comprehensive Plan update – Waiting on consultant.

## Township Engineer Report

- St. Paul’s Lutheran drainage basin repairs – Work to begin Monday, 10/4. Work should be complete by tomorrow, 10/5.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Resubmitted last comments to PennDOT and are in the final stages. Hoping to put bid out in winter for springtime construction.
- Preliminary plan and cost estimates to address drainage issues at Sunlite Lane & Tara Hill Drive – Putting together the preliminary concept plan and together with the construction costs and hoping to wrap things up in the next few weeks for Board’s review. R. Sargent indicated he would contact Amy to discuss matters further. R. Wielebinski suggested R. Sargent speak to Amy about Oakwood Acres drainage and M. Gable will provide an update to the Board.

## Township Solicitor Report

- Upcoming local agency hearings in front of the Board of Commissioners.
  - Both applications have been submitted to the Township SEO and engineer for review in advance of the hearings – Both applicants wish to have their well situated closer than the 100’ separation distance required. Recommendation is to have both applicants enter into a hold-harmless indemnification agreement between owners of the property and the Township. E. Gndt requested seeing the individual applications. R. Wielebinski requested the Township SEO attend the hearings. E. Gndt wanted clarification.
- Zoning Hearing Board updates – Any requests for zoning hearings will be sent to the Commissioners, keeping them abreast of when matters are advertised for those wishing to attend.
- Update – Johnson Appeal – Township won the case in Court of Common Pleas. It has been appealed to the Commonwealth Court. No date is scheduled.
- 150 Gravatts Way – Court Appearance on October 21st at 1:30 p.m. at the Court of Common Pleas with Judge Zulick. All are welcome to attend this public hearing.
- HJP Park Agreement between Pocono and Jackson Townships – Agreement was sent out today for review.
- Closing on the I-80 parcel – Deed is prepared and title search is complete. Will reach out to Attorney McDonald to discuss closing date.

J. Lastowski made a motion, seconded by E. Gndt, to open the agenda for a motion. All in favor. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, for the Township to send the Tresslar family catered food pending information from M. Gable. All in favor. Motion carried.

**Public Comment**

Damien Coleman (181 Faber Circle) – Inquired about drainage and remediating of his pool issues following Hurricane Henri. Looking to submit an invoice to PEMA or FEMA. J. Belvin informed him Monroe County did not meet the threshold for assistance for private property owners. E. Gmandt asked if the Township's insurance would cover damage to adjoining properties caused by the breaking of a Township-owned pipe. The Township's insurance policy will be reviewed and the resident will be contacted with a decision.

**Adjournment**

R. Wielebinski made a motion, seconded by E. Gmandt, to adjourn the meeting at 7:58 p.m. All in favor. Motion carried.