

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
April 5, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held remotely on April 5, 2021 via video and teleconference and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

**Roll Call:** E. Gndt, present; Jerrod Belvin, 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; and Krisann Wean, Administrative Assistant.

**Public Comments** – No public comment.

**Announcements**

- Pocono Township will hold its annual Spring Cleanup from Thursday, April 29 through Saturday, May 1, 2021. Proof of Township residency is required. Residents can bring their difficult-to-dispose-of items to the Township building between 7:30 a.m. and 3:00 p.m. each day. Disposal fees begin at \$5.00 for a carload and \$10.00 for a pick-up truck load, with higher fees depending on size of vehicle or trailer load. Electronics are collected at no charge. Please note that this public service is offered for residential users only. If you have any questions, please call the Township office directly at 570-629-1922.
- Mark your calendars for Pocono Township’s annual Community Day on Saturday, August 14, 2021 (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.
- If you have not already, we would encourage you to sign up for the Township newsletter at [www.poconopa.gov](http://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](http://www.savvycitizenapp.com).

**Hearings** – No hearings.

**Presentations** – No presentations.

**Resolutions**

Resolution 2021-05

R. Wielebinski made a motion, seconded by K. Meeker, to approve the expenditure of \$135,184.00 for a 2019 Ford F-550 Bucket Truck and authorizing the execution of a lease purchase agreement with Bank Capital Services, DBA F.N.B. Equipment Finance. E. Gndt asked about interest rate for the lease. All in favor. Motion carried.

Resolution 2021-06

R. Wielebinski made a motion, seconded by K. Meeker, to approve the expenditure of \$142,953.66 for a 2021 Tiger Boom Mower and authorizing the execution of a lease purchase agreement with Bank Capital Services, DBA F.N.B. Equipment Finance. E. Gndt asked about interest rate for the lease. All in favor. Motion carried.

Resolution 2021-07

R. Wielebinski made a motion, seconded by K. Meeker, to approve the submission of a Community Conservation Partnerships Program grant application to the Pennsylvania Department of Conservation & Natural Resources (DCNR) for costs associated with proposed enhancements at TLC Park in an amount not to exceed \$250,000.00. T. Muñoz provided a summary of the grant application. E. Gnadtt stated she was not aware of the projects planned for the Park and that the Commissioners have not discussed those plans and expenditures collectively. R. Wielebinski and K. Meeker indicated their support for a work session to discuss TLC Park plans in more detail. All in favor. Motion carried.

**OLD BUSINESS**

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the March 15, 2021 regular meeting of the Board of Commissioners. All in favor. Motion carried.

**NEW BUSINESS**

**1. Personnel** – None

**2. Financial Transactions**

R. Wielebinski made a motion, seconded by E. Gnadtt, to ratify vouchers payable received through March 31, 2021 in the amount of \$115,933.64. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify gross payroll for pay period ending March 21, 2021 in the amount of \$102,048.37. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve vouchers payable received through March 31, 2021 in the amount of \$250,371.63. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer operating fund expenditures through March 11, 2021 in the amount of \$21,779.29. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital reserve fund expenditures through March 31, 2021 in the amount of \$19,865.60. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Fire Tax disbursement of \$31,676.55 to the Pocono Township Volunteer Fire Company. All in favor. Motion carried.

**3. Travel/Training Authorizations** – No Travel/Training Authorizations.

**Report of the President**

Richard Wielebinski

- Motion to award Spring and Fall Cleanup bids to the lowest bidder, per the bid opening of April 2, 2021.

R. Wielebinski made a motion, seconded by E. Gnadtt, to award the Spring and Fall Cleanup bid to County Waste for a bid price of \$27.50 per cubic yard. All in favor. Motion carried.

Motion to approve a Story Walk for Pocono Township Library at Mountain View Park – Summer, 2021.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the installation of a Story Walk for Pocono Township Library at Mountain View Park (MVP) for Summer, 2021. All in favor. Motion carried.

### **Commissioner Comments**

Jerrod Belvin – Vice President – None.

Ellen Gndt – Commissioner

- Suggested the Township begin meeting in-person with the loosening of state restrictions.

E. Gndt made a motion to have the next Township meeting in person. Motion failed for lack of a second.

- E. Gndt asked for update on the PJJWA ownership transfer. T. Muñoz provided an update and indicated meetings have taken place. Stated there is a disconnect between the PJJWA board members and the professionals representing PJJWA. This has led to delays in the ownership transfer. R. Wielebinski suggested L. DeVito again speak with Todd Weitzmann, solicitor for Jackson Township, and set up a meeting to discuss how to move this process forward.
- E. Gndt asked about the replacement of the Mountain View Park well pump. R. Sargent indicated the warranty covered the pump cost but not the labor. E. Gndt inquired about whether the repair was covered under Township insurance and R. Sargent stated the Township cannot confirm how the pump failed. T. Muñoz indicated the cost of the repair falls under the Township's insurance deductible threshold. Also shared that the bath house is now open.

Jerry Lastowski – Commissioner

- The Commissioners received an email from a Township resident concerned about the discharge of firearms within the Township in close proximity to neighboring properties. T. Muñoz provided clarification about the specific property with concerns. J. Lastowski suggested L. DeVito and T. Muñoz do research, respond to the email and report back to the BOC whether the Township should pursue the issue further.
- J. Lastowski commended T. Muñoz for his work completing a Township-wide tri-fold newsletter and feels it will be used and appreciated by the community.

Keith Meeker – Commissioner – None.

### **Reports**

**Zoning** – Report will be provided by end of week.

**Emergency Services** – Report was provided to Commissioners.

- Police
- EMS
- Fire

### **Public Works Report**

- Current Public Works projects report – Taking all snow removal equipment off trucks. Beginning road repair projects. Completing pipe installation and base repairs on roads that are scheduled for repaving this year. Moving forward with maintenance of drainage facilities and putting a base in at TLC Park for planting of grass.
- Active bid advertisements for Township Cleanup Days and material purchases – Materials purchase bids will be opened Friday, April 16, 2021.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Waiting on DEP.
- Update – Well at MVP – Work is complete, and the bath house is open. Did a walkthrough with DEP last week. All levels are good, and everything tested fine. DEP requested a raw water tap be installed

for testing purposes. E. Gnandt inquired about concerns with the water freezing and R. Sargent indicated there is an electric heater to hedge against any remaining freezing temperatures.

### **Administration – Manager’s Report**

- Open Items Update
  - Migration of Township file servers to Egnyte platform – Actively in process of migrating file servers to the Egnyte platform and should be done within the next week.
  - Grant application to Pocono Forests & Waters – J. Tresslar did analysis of the old Learn Farm property off Learn Road to determine best location for public access to the property. Three areas were discussed as parking areas for a trailhead. J. Tresslar identified obstacles with topography on Learn Road and Cherry Lane and discussed access off Joanne Court. The deadline for the grant submission is the end of April.
  - Township-wide mail newsletter in progress.
  - Securing remaining LSA monies from 2018 to purchase two Mobile Data Terminals (MDT) units for the Police – \$9,000 is left in an LSA grant that expires in June from funds that were received in 2018 for the purchase and upfitting of police vehicles. In the process of applying the remaining funds to purchase two new mobile data terminals (MDTs) from a different manufacturer.
  - Hiring for Mountain View Park staff – Received dozens of applications and are currently two staff members short. Three individuals were hired that are experienced and well mannered. Looking to hire two more individuals to complete staff for the season. Interviews are ongoing.
- Update – Appraisal of 114 Alger Avenue – Appraisal is almost complete and will be forwarded to the Board once received.
- Update – Pending grant applications for the Township’s LSA, Multimodal & Recreation Grant submissions – Waiting on next meeting for DCED to render verdict on our grant applications.
- Discussion regarding the Wine Press Inn owner’s interest in the purchase of the adjoining Township parcel on Bartonville Avenue – Received email indicating owner’s continued interest in purchasing parcel. Owner provided an updated sketch plan which was forwarded to J. Tresslar for review.
- Evaluation of Township’s Wireless Carrier – Verizon vs. FirstNet (ATT) – Final item being assessed is the quality of service in police vehicles and ensuring the units function as good as or better than current Verizon service.
- Regional HSPS Comprehensive Plan – No update.

### **Agenda Additions**

- An application was received by RKR Hess on behalf of Vincent Trapasso for a lot-line adjustment. Requested Board approval to authorize J. Tresslar to move forward with the analysis required to move the application forward.

R. Wielebinski made a motion, seconded by K. Meeker, authorizing J. Tresslar to review Trapasso lot-line adjustment. No public comment. All in favor. Motion carried.

- Discussion regarding replacement of the Police Department’s 2015 Ford Taurus, which was recently struck by another vehicle. An adjuster appraised the vehicle and will be issuing a check to the Township of approximately \$10,000. T. Muñoz stated that COVID relief monies coming in are flexible with supporting policing services, first responders and law enforcement and sees no issue in applying some of those funds to the purchase of a new vehicle if needed.

K. Meeker made a motion, seconded by J. Lastowski, to authorize moving forward with purchase of a new police vehicle. All in favor. Motion carried.

- E. Gnandt asked about reception issues with ATT wireless coverage. She noted ATT does not have coverage in the Brookdale area and suggested the devices be tested in that area. T. Muñoz stated there are areas where ATT has coverage and Verizon does not, and vice versa. J. Lastowski stated he went from Verizon to ATT and was unable to make calls from his home and, after a few months,

switched back to Verizon. Decision will not be made unless the officers are comfortable with the coverage.

- T. Muñoz requested approval of a draft response to Jackson Township providing the Commissioners' feedback on their partnership proposal for HJP Park. This will continue to move the conversation forward regarding future shared responsibilities and operational costs for the Park. The Commissioners expressed agreement with the proposals presented.

#### **Township Engineer Report**

- St. Paul's Lutheran Drainage Basin – Design engineer responded to all comments provided by Township engineer and complied with Township requests. The proposed fix for the drainage basin will have a positive impact in that area and reduce excess stormwater discharge. The church was advised the next step is to obtain a grading permit from the Zoning officer.
- Archer Lane Drainage Issues – Will review work that has been completed at Archer Lane to evaluate whether second swale is being installed appropriately. R. Wielebinski noted there is a culvert to the right of the driveway where water is spilling out onto the roadway and sked that J. Tresslar evaluate the issue.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Ball is in PennDOT's court to set up a virtual meeting.

#### **Township Solicitor Report**

- Discussion regarding I-80 parcel easement request – Jonathan Weber - Need further information as to the historic title issues with the property in question and J. Tresslar has been authorized to dig deeper to see how this parcel developed. J. Tresslar believes the parcel in question may have been part of a parcel that had frontage on Route 611 at the time.
- Update – Kelly Family Trust – Trial date is August 2, 2021.
- Zoning Hearing Board Update
  - Appeal of Ryan Possinger – Testimony has concluded, and briefs will be submitted to the ZHB within 60 days.
  - Butz Lane STR – Hearing is scheduled for April 27, 2021. Received a petition from approximately 50 surrounding homeowners in opposition of this short-term rental and T. Muñoz will check with the ambulance facility to see if it is available for a larger meeting. E. Gndt asked whether the fire company would have space for the hearing.

**Public Comment** – None.

#### **Adjournment**

R. Wielebinski made a motion, seconded by J. Lastowski, to adjourn the meeting at 8:46 p.m. All in favor. Motion carried.