

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 3, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held remotely on May 3, 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: Jerrod Belvin, present; E. Gnandt, present; 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; Judy Acosta, Township Zoning Officer; Bob Sargent, Roadmaster; and Krisann Wean, Administrative Assistant.

Public Comment – No public comment.

Announcements

- An executive session was held prior to today's meeting for personnel issues regarding a tuition assistance agreement and real estate issues regarding the acquisition of 114 Alger Avenue and the I-80 parcel easement request.
- 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.
- 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 – No hearings.

Presentations – No presentations.

Resolutions

- Resolution 2021-09

R. Wielebinski made a motion, seconded by J. Lastowski, to pass Resolution 2021-09 approving the expenditure of \$51,844.95 for a 2021 Ford Explorer Interceptor and authorizing 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.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the April 5, 2021 regular meeting of the Board of Commissioners. R. Wielebinski amended his motion, accepted by K. Meeker, to read "to approve the minutes of the April 19, 2021 regular meeting of the Board of Commissioners." All in favor. Motion carried.

NEW BUSINESS

1. Financial Transactions

R. Wielebinski made a motion, seconded by J. Belvin, to ratify vouchers payable received through April 29, 2021 in the amount of \$118,805.81. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify gross payroll for pay period ending April 18, 2021 in the amount of \$109,495.00. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve vouchers payable received through April 29, 2021 in the amount of \$53,399.91. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer operating fund expenditures through April 29, 2021 in the amount of \$20,838.63. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer construction fund expenditures through April 29, 2021 in the amount of \$3,409.93. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve capital reserve fund expenditures through April 29, 2021 in the amount of \$2,345.97. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve a Fire Tax disbursement of \$66,368.34 to the Pocono Township Volunteer Fire Company. All in favor. Motion carried.

Report of the President

R. Wielebinski made a motion, seconded by E. Gndt, to retroactively waive Mountain View Park pavilion fees for Girl Scout Troop 51060 for their meeting held on Sunday, May 2, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to waive Mountain View Park pavilion fees for the Tannersville Lions Club for their event on August 10, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to waive Mountain View Park field rental fees for the Pocono Alpine Ski Education Foundation (PASEF), a local 501(c)(3) organization, for training camp dates in September and October. The PASEF will conduct four off-season, free-of-charge clinics for youth at the park's multipurpose field. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to award the 2021 Road Paving bid to the lowest bidder, per the bid opening of April 30, 2021, to H&K Group for \$1,131,415.78. J. Lastowski asked about the reliability of H&K Group. R. Wielebinski amended his motion, seconded by J. Lastowski, for J. Tresslar to review bid to make sure done appropriately. All in favor. Motion carried.

Agenda Addition

R. Wielebinski made a motion, seconded by J. Belvin, to approve a tuition assistance agreement with Paola Razzaq, Pocono Township Fiscal Administrator, for \$8,000.00 to cover the cost of six remaining credits in her Master of Accounting Program through Penn State University subject to specific repayment guidelines as outlined in the Tuition Agreement. No public comment. All in favor. Motion carried.

R. Wielebinski asked about returning to in-person meetings and polled the Commissioners. R. Wielebinski and J. Lastowski visited the Pocono Mountain school board meeting room to evaluate their COVID mitigation procedures. Wearing masks at future meetings was discussed.

E. Gndt made a motion, seconded by J. Belvin, to meet in person starting with the next meeting. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

J. Belvin made a motion, seconded by R. Wielebinski, to donate \$300 to the Monroe County Stream Gage. E. Gndt clarified it the Brodhead Watershed Association is the coordinating entity for the donations. All in favor. Motion carried.

- COVID-19/Emergency Management Update – A county-wide vaccination clinic will be run at the Northampton Community College campus in partnership with the County and Wind Gap Pharmacy. The Township Police Department will provide some police presence for directing traffic. PEMA may provide overtime reimbursement for emergency protective measures. L. DeVito indicated the County is not willing to indemnify any individual party.
- A public survey was distributed for the Monroe County Hazard Mitigation Plan update.

Ellen Gndt asked for an update regarding acceptance of online credit card payments. Various payment platforms were discussed.

Jerry Lastowski – Commissioner

- Update – UGI Gas Line Concerns – Stated the Township should go on record requesting that UGI include the branch extensions of their natural gas line in their leak surveys. Requested that T. Muñoz send a letter to the PUC going on record that the Township has additional concerns with the integrity of the lines that branch off Route 611. Line starts at Woodland Road and goes through the School campus. J. Belvin asked for clarification. R. Wielebinski asked whether the school district would to partner in the letter. E. Gndt asked whether Paradise Township should be included. J. Belvin stated the Township should request a copy of the emergency operations plan.

Keith Meeker – Commissioner – No comment.

Reports

Zoning – Report provided to the Commissioners. R. Wielebinski commended Zoning for the report.

Emergency Services – Report provided to the Commissioners.

Public Works Report

- Current Public Works projects report – Working on repair work and finishing work from the fall. Completing tree work in the parks with the new Township bucket truck. Will also use the truck to put up new banners along the 611 corridor.
- Stated the Township cleanup went well overall. Experienced issues with the contractor regarding responsiveness for cleanup day.

Administration – Manager’s Report

- Requested a BOC virtual work session on Monday, May 10, 2021 at 5:30 p.m. to discuss ordinance changes and Township park enhancements.
- Grant funds were awarded by the Commonwealth Financing Authority on April 21, 2021.
 - DCED Multimodal Grant for Rimrock Turning Lanes – Received \$142,650.00 for Rimrock Turning Lanes.
 - Greenways, Trails & Recreation Grant for TLC Park – Received \$127,330.00 for TLC Park.
- Research is ongoing regarding electronic payments for and submissions of Township permits. In process of evaluating different payment platforms.
- Update regarding lease-purchase of new police cars – Finalizing the lease purchase of new police cars. Working with Ray Price Ford to rectify their mistake in ordering the wrong color cars.
- Discussion regarding updates to BOC Bylaws – Referenced BOC Bylaws and time constraints included in the provisions. Suggested timelines established be amended to reflect current staff processes under Section 4 Board Meetings and under the Order of Business, Item B. J. Lastowski suggested adding ‘if practical’ to the wording. E. Gndt expressed concerns about last minute changes to agendas. R. Wielebinski commended T. Muñoz in getting things out in an efficient manner and agreed with adding ‘if practical’ to the Bylaws.

J. Lastowski made a motion, seconded by R. Wielebinski, to add “if practical” under the Board meetings portion Section B for the deadline of minutes submissions. All in favor. Motion carried.

- T. Muñoz suggested implementing a consent agenda as part of the formal agenda, which would allow for one vote on all routine items. The single motion would include the minutes and the financial transactions instead of eight different motions. Board members approved and the change will be implemented.
- Update – Public access to the Old Learn Farm property – J. Tresslar researched the deed and easement on the two-acre property adjoining the Township's parcel on Learn Road. Confirmed PPL does not own it in fee. The only restrictions on the Deed are that no structure or building can be erected. No restrictions exist for the public traveling across the PPL power line easement to get to the furthest side of the property. T. Muñoz will do further research and keep the Board apprised.
- Discussion regarding the Wine Press Inn owner's interest in the purchase of the adjoining Township parcel on Bartonville Avenue. J. Tresslar recommended subdividing the property and putting an acre of the property out to bid.

J. Belvin made a motion, seconded by J. Lastowski, authorizing the subdivision of the property with the pump station to remain on a .84-acre parcel, splitting off a one-acre parcel for appraisal and public bid. No public comment. All in favor. Motion carried.

- J. Lastowski asked about the status of the proposed hospital for the Farda property along Route 715.

Township Engineer Report

- Park Lane – Review received from DEP asking questions regarding recommendations made by Trout Unlimited and the Conservation District.
- St. Paul's Lutheran Drainage Basin – Will follow up with S. McGlynn to see if they have applied for any permits.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonville Avenue – Had virtual meeting with PennDOT. Revised plans are almost complete and will be resubmitted to PennDOT within two weeks.
- Fish Hill Road & Intersection of Tara Hill Road/Sunlite Lane – Survey work complete.

Township Solicitor Report

- Discussion regarding I-80 parcel easement request – Jonathan Weber – J. Tresslar's review indicated no requirement that the Township provide an easement to the adjoining property owner.

J. Belvin made a motion, seconded by E. Gndt, to proceed with advertising the property for bid subject to the other party's attorney agreeing that there is no right to an easement across the Township property. R. Wielebinski asked if we have an appraisal on the property. All in favor. Motion carried.

- Update – Kelly Family Trust – Hearing is set for August 2, 2021. Will keep Board apprised.
- Zoning Hearing Board Update
 - Appeal of Ryan Possinger – Submissions due by June 21, 2021 for the Board to deliberate and vote on application.
 - Butz Lane STR – Hearing went well and submissions will be sent to the Zoning Hearing Board within two weeks for a vote.
 - Johnson Appeal – Arguments will be heard in June and will keep the Board apprised.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 8:36 pm. All in favor. Motion carried.