

**Pocono Township Board of Commissioners
Reorganization Meeting Minutes
January 3, 2022**

The reorganization meeting of the Pocono Township Board of Commissioners was held on January 3, 2022 and was opened by Township Solicitor, Leo DeVito of Broughal & DeVito at 6:09 p.m. followed by the Pledge of Allegiance.

Roll Call: Jerrod Belvin, present via Zoom; Ellen Gndt, present; Jerry Lastowski, present; Keith Meeker, present; and Rich Wielebinski, present.

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Taylor Muñoz, Township Manager.

Election of a President – Township Solicitor

- Motion to nominate a President for the Board of Commissioners. **(Action Item)**

E. Gndt nominated J. Belvin for President, K. Meeker seconded. J. Belvin respectfully declined.

K. Meeker nominated R. Wielebinski for President, J. Belvin seconded.

E. Gndt made a motion, seconded by K. Meeker, to close nominations for president. All in favor. Motion carried.

K. Meeker made a motion, seconded by J. Lastowski, to appoint R. Wielebinski as President of the Board of Commissioners. All in favor. Motion carried.

Election of a Vice President – Township Solicitor

R. Wielebinski nominated J. Belvin for Vice President.

R. Wielebinski made a motion, seconded by E. Gndt, to close nominations for Vice President. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint J. Belvin as Vice President of the Board of Commissioners. All in favor. Motion carried.

Public Comment – None

Announcements – None

Required Motions for the Bi-Annual Reorganizational Meeting

R. Wielebinski made a motion seconded by K. Meeker to set the Board of Commissioner meetings for the 1st and 3rd Monday of each month at 7:00 p.m. If a regularly scheduled meeting falls on a holiday, the meeting will be held the next day on Tuesday. E. Gndt suggested moving time of Commissioner meetings up to 6:00 p.m., combining the sewer committee meetings into BOC meetings. Motion amended to reflect meetings starting at 6:00 p.m. All in favor. Motion carried.

E. Gndt made a motion to appoint J. Lastowski as Parliamentarian for the Board of Commissioners. J Lastowski respectfully declined.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Township Solicitor, Leo DeVito, as the Parliamentarian of the Board of Commissioners. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Leo DeVito as Township Solicitor for Township and sewer business; labor issues; and planning at the rate of \$160/hr. L. DeVito suggested motion be amended to read Broughal & DeVito rather than Leo DeVito. Motion amended and accepted. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Boucher & James as Township Engineer at the rate of \$128/hr. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Frank Cefali, CPA, as Township Treasurer at the rate of \$145/hr. E. Gndt asked about the need to have an outside party as Treasurer versus Township staff. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint J. Belvin as the Township Emergency Management Coordinator. All in favor. Motion carried.

E. Gndt asked whether the Governor must reappoint EMC role. L. DeVito stated he will check. J. Belvin stated he believes it is an appointment until the Township rescinds.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint C.J. Dickinson as Assistant Emergency Management Coordinator. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Tom Felver to the Pocono Township Vacancy Board for a term to expire December 31, 2022. E. Gndt asked whether this position needs to be advertised. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint J. Belvin as Township representative of the Council of Governments (COG). All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Kent Werkheiser as Pocono Township Chief of Police through December 31, 2022. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Taylor Muñoz as Pocono Township Manager, with a term to expire on the date of the next Board of Commissioners meeting following its reorganization meeting in January 2024. E. Gndt asked about whether the Township Manager contract needs to be updated. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the following as the approved Pocono Township Depositories: ESSA, First Keystone Community Bank, People's Security and Citizen's Bank. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the following as signatories on Pocono Township Bank Accounts: Richard Wielebinski; Jerrod Belvin; Gerald Lastowski; Keith Meeker; Ellen Gndt; the Township Manager; and the Township Treasurer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Berkheimer as EIT Tax Collector for Pocono Township. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to set the mileage reimbursement rate at the 2022 IRS rate of 58.5 cents per mile. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to enter into agreement with SFM Consulting to provide Zoning Officer duties at a rate of \$65.00 per hour for up to 25 hours per week. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to enter into agreement with SFM Consulting to provide Commercial Building Code services at a rate of 70% of building permit fees. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint SFM Consulting to provide Residential Building Codes Services at a rate of 70% of building permit fees. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Helen Beers as Pocono Township Sewage Enforcement Officer. E. Gnantd asked whether Township currently has an alternate SEO. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnantd, to appoint Taylor Muñoz as Township Secretary. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnantd, to appoint Krisann MacDougall as assistant Township Secretary. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Todd Weitzmann as solicitor for the Zoning Hearing Board. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Krisann MacDougall as Zoning Hearing Board Secretary. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Taylor Muñoz as Recording Secretary for Board of Commissioner and Planning Commission meetings. E. Gnantd asked whether another employee can do the minutes. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Taylor Muñoz as Open Records Officer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnantd, to appoint Krisann MacDougall as Alternate Open Records Officer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Taylor Muñoz as representative to the Monroe County Tax Committee with a term to expire December 31, 2022. E. Gnantd asked whether Tom Felver was fulfilling this role. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Pete Nish to the Pocono Township Civil Service Commission with a term to expire on December 31, 2027. E. Gnantd asked whether Township is re-appointing these roles or whether they are advertised. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Keith Kunz to the Pocono Township Zoning Hearing Board with a term to expire on December 31, 2024. E. Gnantd asked whether he has been attending meetings. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnantd, to re-appoint Randy Peechatka to the PJJWA Board with a term to expire December 31, 2022. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnantd, to re-appoint Marie Guidry to the PJJWA Board with a term to expire December 31, 2022. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint the following Pocono Township Volunteer Fire Department members as 2022 Fire Police as requested by Chief Brad Harrison. All in favor. Motion carried.

Name & Title (if applicable)	Radio Call Number
Kevin Kresge Sr. Fire Police Captain	34-9-7
Chris Kinsley Sr. Fire Police Lieutenant	34-9-8
Al Kresge	34-9-10
Donald Simpson	34-9-11
Gerald Lastowski	34-9-12
Steve Jacobs	34-9-13
Thomas Kresge	34-9-14
Chris Kinsley Jr.	34-9-15
Angela Tullo	34-9-16
Peter Gallagher	34-9-17
William Ward	34-9-18
Robert Gupko	34-9-19
Corey Sayre	34-9-20
Robert Kinsley	34-9-21

Public Comment – None

Adjournment

R. Wielebinski made a motion, seconded by K. Meeker, to adjourn the meeting at 6:30 p.m. All in favor. Motion carried.