

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
February 22, 2022 | 6:02 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on February 22, 2022 and was opened by President Rich Wielebinski at 6:02 p.m. followed by the Pledge of Allegiance.

**Roll Call:** Jerrod Belvin, present; Ellen 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; Taylor Muñoz, Township Manager; Frank Cefali, Township Treasurer; Sergeant Shawn Goucher; Frank Cefali, Township Treasurer; Paola Razzaq, Financial Administrator; Krisann MacDougall, Assistant Secretary; and Jennifer Gambino, Administrative Assistant.

**Public Comment**

Anthony Velardi (213 Hemlock Road, Tannersville) – Asked for information regarding Fish Hill Road tree cutting activity.

**Announcements**

The Township's seasonal ice-skating rink is open on the basketball court at TLC Park, located at the corner of Route 715 and Route 611. Please know that the rink and ice condition are weather-dependent. Ice skating hours are from 8 a.m. until 10 p.m.

**Hearings**

R. Wielebinski made a motion, seconded by J. Lastowski, to open a Public Hearing to consider adoption of Ordinance 2022-02 granting Blue Ridge Communications a non-exclusive franchise for transmission and distribution of cable service in the Township of Pocono. All in favor. Motion carried.

L. DeVito stated it is required that the agreement be passed via ordinance authorizing persons to sign the agreement with Blue Ridge for cable service.

Mike Velardi (2751 Pocono Circle) asked if the term “non-exclusive” means another company can come into the Township. L. DeVito confirmed that the Agreement does not prevent other companies from providing cable service in the area.

R. Wielebinski made a motion, seconded by E. Gnandt, to close the public hearing. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Ordinance 2022-02 to grant Blue Ridge Communications a non-exclusive franchise for transmission and distribution of cable service in the Township of Pocono. All in favor. Motion carried.

**Presentations**

- Dee Ackerman was recognized and presented with a plaque upon her retirement from Pocono Township after 31 years as Administrative Assistant and Receptionist.
- 2021 Q4 Financial Report – Frank Cefali, CPA & Township Treasurer – Provided end-of-year Township financial report for each Township fund. The Township finished ahead of where anticipated. Township was on target with projected annual budget and fund balance is stable.

- Joe Phillips, Phillips & Donovan Architects – Presentation of cost estimates associated with the municipal complex Architectural Feasibility Study.

Presented cost estimate for the architectural feasibility study. Detailed various categories of expense, including specific costs associated with various structures on the municipal complex. Discussed successive stages of evaluation for continuing the project.

J. Lastowski stated he would like to review the financial numbers prior to proceeding with the additional architectural study expense.

E. Gndt asked clarification questions regarding the design of the proposed complex.

Board consensus to take some time to fully digest the numbers presented and report back at future date.

### **Resolutions** - None

### **Consent Agenda**

- Motion to approve a consent agenda of the following items:
  - Old business consisting of the minutes of the February 7, 2022 regular meeting of the Board of Commissioners.
  - Financial transactions through February 17, 2022 including:
    - Ratification of vouchers payable in the amount of \$1,089.83 and sewer operating expenditures in the amount of \$124.12.
    - Ratification of gross payroll for the pay period ending February 6, 2022 in the amount of \$108,343.77.
    - Vouchers payable in the amount of \$224,264.83.
    - Sewer operating fund expenditures in the amount of \$141,864.43.
    - Sewer construction fund expenditures in the amount of \$20,449.64.
    - Capital reserve fund expenditures in the amount of \$99,753.87.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the consent agenda. E. Gndt asked for motion to be amended to remove E.M. Kutz invoice for review of a surcharge. Motion amended and accepted to remove E.M. Kutz invoice. All in favor. Motion carried.

### **NEW BUSINESS** – None

### **Report of the President**

Richard Wielebinski

- Discussion regarding completed application for the 2022 Monroe County Open Space grant program to provide funds for replacement of park equipment at TLC Park – T. Muñoz gave a synopsis of grants for proposed TLC park equipment and various COSTARS supplier quotes.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve and issue a letter of support for a cost-share arrangement put forth by the Monroe County Fire Chief's Association, where the cost of P-25 radio upgrades for the Pocono Township Volunteer Fire Department in the amount of \$180,908.00 will be shared equally by Monroe County, the Fire Department, and the Township. Pocono Township will cover \$60,243.00 through American Recovery Plan Act funds. E. Gndt asked for clarification. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to waive Mountain View Park pavilion fees for Girls on the Run from March 14 through May 20, 2022. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to purchase two (2) 2022 Ford Explorer Police Interceptors from Koch 33 at the COSTARS price of \$34,695.00 per vehicle. E. Gndt asked for clarification. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to order 25 Glock 45 9mm pistols for a total of \$12,512.50 less the \$300 per gun trade-in discount. This discount is as of 2-17-2022. J. Belvin asked if officers have the option to pay for and keep original gun. E. Gndt asked about bidding out Township property. Motion amended and accepted to include the officer purchase or trade-in of firearms will be subject to legal review. All in favor. Motion carried.

- Discussion and action regarding new municipal complex cleaning quotes:
  - Jan-Pro - \$1,450.00/mo. plus a one-time initial deep clean of \$499.00.
  - M2M Services - \$3,393.26/mo.
  - Angels Clean Touch - \$4,000/mo.

R. Wielebinski made a motion, seconded by K. Meeker, to accept the quote of Jan-Pro of Northeastern PA for the provision of municipal cleaning services at a rate of \$1,450.00 per month. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve a 3-year agreement with Portland Contractors as the certified water operator for Mountain View Park, including both the Heritage Center and Bath House facility, at a rate of \$300/mo. for Year 1, \$320/mo. for Year 2, and \$335/mo. for Year 3. E. Gndt asked for copy of the agreement. Roll call: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to open the agenda. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to hire one additional park employee at a rate not to exceed \$16 per hour. Roll call: J. Belvin, no; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to amend the agenda for discussion and action to extend an offer of employment for a new police officer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to extend a conditional offer of employment to Kundan Dave for the position of Patrol Officer for Pocono Township Police Department. All in favor. Motion carried.

**Commissioner Comments** – None

## **Reports**

### **Emergency Services**

- S. Goucher gave update on 12-hour shifts for the Police Department. Stated overtime is down and most shifts have additional manpower. The morale in department is very high, and officers seem pleased with the 12-hour shift structure. There were 1,327 incidents in January, 493 higher than 2021. Local business owners are getting more interactions with officers that are now working day shifts that were relegated to night shifts prior.

### **Public Works Report**

R. Wielebinski made a motion, seconded by E. Gndt, to advertise the Township's 2006 Dodge Ram truck, the "Silver Bullet," on Municibid. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to advertise two John Deere Gators on Municibid. All in favor. Motion carried.

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

- Spring & Fall Cleanup Days are out for public bid.
- 2022 grant applications are underway – Two applications for park equipment and two applications for the TLC Park splashpad.
- 2022 Township events
  - Pocono Township Touch-a-Truck – June 4, 2022.
  - Community Day – Saturday, September 10, 2022.
  - Truck-or-Treat – To be determined.
  - Christmas Tree Lighting – To be determined.
- Regional HSPS Comprehensive Plan – Final draft received for Planning Commission and Commissioner review. Moving toward formal adoption by end of spring.

T. Muñoz received call from Harmony Tree Care who would like to reserve a pavilion at Mountain View Park for an Arbor Day function on 4/29/22 and 4/30/22. Discussed having vendors and food trucks at the function. The Township is not supportive of outside vendors or food trucks in the Park.

### **Township Engineer Report**

- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Had meeting with Senator Scavello and PennDOT, who asked the Township to identify any outstanding issues. Will complete a list and send to PennDOT.
- Confirming a date to meet for discussion of prioritization of stormwater projects following 2021 storm damage.

### **Township Solicitor Report**

- R. Wielebinski announced an executive session was held before the meeting at 5:30 p.m. to discuss personnel matters.
- March 1, 2022 Zoning Hearing – 254 Pine Tree Drive STR Appeal – Will attend meeting 3/1/22 on behalf of Township.
- Other Zoning Hearing Board updates.
  - Update – Taveras Appeal – Have not received notice of appeal.
  - Update – Johnson Appeal – Briefs were submitted. Waiting for oral argument from Commonwealth Court.
- Update – PJJWA transfer agreement – Update was provided to the Board. The PJJWA is hoping for a finalized agreement with BCRA by March.
- HJP Park Agreement between Pocono and Jackson Townships – Have not heard anything. Will reach out to Todd Weitzmann.

### **Public Comment**

Mike Velardi (2157 Pocono Circle, Bartonsville) – Announced there are free classes every Thursday night 6:30 p.m. at Siamsa in Stroudsburg sponsored by Constitution Alive.

### **Adjournment**

R. Wielebinski made a motion, seconded by J. Lastowski, to adjourn the meeting at 7:46 p.m. All in favor. Motion carried.