

**Pocono Township Board of Commissioners
Regular Meeting Minutes
April 4, 2022 | 6:29 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on April 4, 2022 and was opened by President Rich Wielebinski at 6:18 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor; Jon Tresslar, Township Engineer; Taylor Muñoz, Township Manager; R. Sargent, Roadmaster; Shawn Goucher, Acting Chief of Police; and Krisann MacDougall, Assistant Secretary.

Public Comment

Janet Ferraro (3350 Mountain View Drive) – Cobble Creek East having issues with water runoff. Township did perform drainage work last year, but still significant runoff crossing road and impacting neighboring properties down toward Sullivan Trail. Asked whether the Township has any work planned to assist. R. Sargent will reach out to Ms. Ferraro.

Vincent Trapasso (3329 Mountain View Drive) – Attested to drainage issues that are happening within the development and stated it has been getting worse.

Announcements

- The Board of Commissioners held an executive session on Friday, March 25, 2022 at 4:00 p.m. for the purpose of discussing personnel matters.
- Pocono Township will host a ribbon cutting for the new TLC Park Basketball Court on Thursday, April 21st at 4:00 p.m. We are excited to welcome the Pocono Mountain East 7th & 8th grade Middle School girls' basketball team to the grand opening to officially open the court.
- The Pocono Township Spring Cleanup will be held Thursday, April 28th through Saturday, April 30th at the Township complex. Residents are welcome to bring their items between 7:30 a.m. and 3:00 p.m. each day and a Fee Schedule is on the Township website at www.poconopa.gov.
- The first annual Pocono Township Touch-a-Truck event will be held on Saturday, June 4th from 10:00 a.m. to 2:00 p.m. This free, family-friendly event will feature dozens of commercial trucks, fire trucks, a helicopter, the Library Bookmobile, military vehicles, and all manner of construction equipment. Children will be able to interact with all the vehicles and take part in numerous activities. Funds raised from food sales, donations and a raffle will benefit the Pocono Township Volunteer Fire Company.

Hearings

R. Wielebinski made a motion, seconded by J. Lastowski, to open a public hearing to consider adoption and authorization of Resolution 2022-12 for the Submission of a Revision to the Township's Official Sewage Facilities Plan to the Department of Environmental Protection for approval. L. DeVito stated the Township has been working on a revised Act 537 Plan and a public hearing is required as part of the plan adoption to receive any public comment if given. All in favor. Motion carried.

Vincent Trapasso (3329 Mountain View Drive) stated he owns 60 acres on Sullivan Trail across from The Loft. Offered any assistance available to help bring the lines up Sullivan Trail.

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

R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Resolution 2022-12 for the Adoption and Submission of a Revision to the Township's Official Sewage Facilities Plan to the Department of Environmental Protection for approval. All in favor. Motion carried.

Presentations

- Presentation of Trauma Bags to the Pocono Township Police Department – James & Beth Moloughney (222 Owl Hollow Drive, Tannersville) shared that their State Farm agency is very supportive of the Police Department. They donated eleven trauma bags for each patrol car. Stated they hope is that the officers never have to use them, but that they want the bags to be available should there be a need.

Resolutions

R. Wielebinski made a motion, seconded by J. Belvin, to pass Resolution 2022-13 authorizing the Township Manager to submit a Traffic Signal Maintenance Agreement to PennDOT as part of the Green-Light-Go SR 611 Traffic Light grant project. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to pass Resolution 2022-14 Approving the Expenditure of \$62,236.00 for a 2022 Ford F-550 Utility Truck with Plow and Authorizing the Execution of a Lease Purchase Agreement with Bank Capital Services LLC, D/B/A F.N.B. Equipment Finance. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to pass Resolution 2022-15 Granting an Extension of Time to Satisfy Conditions of the Plan Approval of the Poconos Hospitality Land Development Plan. Dan Wise, the applicant's engineer, gave update on the project. E. Gndt asked whether the extension request is affected by the new ownership entity that was established. J. Lastowski asked whether there are enough trees to buffer the adjoining residential properties. E. Gndt asked whether a precedent is being set by approving a project that was allowed to lapse. J. Belvin asked if the current property is for sale. R. Wielebinski asked when construction was to start. Applicant stated work will begin this year. 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 J. Belvin, to pass Resolution 2022-16 Granting Conditional Approval of the Steele's Warehouse Addition Preliminary/Final Land Development Plan. Lori Foglio, applicant's engineer, presented on the plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to pass Resolution 2022-17 Approving a Cooperative Memorandum of Agreement with Stroud Township Concerning SR 611 (Route 611) Multi-Jurisdictional Adaptive Signal System and Authorizing the Execution and Delivery Thereof. E. Gndt asked if this is the grant that has been around since 2017. T. Muñoz and L. DeVito provided further information regarding the agreement. E. Gndt asked for further 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 March 21, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through March 31, 2022 including:
 - Ratification of vouchers payable in the amount of \$3,381.63, sewer operating expenditures in the amount of \$244.17, sewer construction expenditures in the amount of \$4,050.00 and capital reserve expenditures in the amount of \$30,534.90.
 - Ratification of gross payroll for the pay period ending March 20, 2022 in the amount of \$117,006.07.
 - Vouchers payable in the amount of \$47,532.03.
 - Sewer operating fund expenditures in the amount of \$2,370.95.
 - Sewer Construction Fund expenditures in the amount of \$105,829.81.

- Capital reserve fund expenditures in the amount of \$22,289.07.
- A Fire Tax disbursement of \$54,766.44.
- An ARPA transfer of \$1,173.34 to the General Fund for Traistr set-up costs.

R. Wielebinski made a motion, seconded by E. Gndt, to approve the consent agenda. All in favor. Motion carried.

NEW BUSINESS

1. Personnel

R. Wielebinski made a motion, seconded by E. Gndt, to approve a letter agreement setting forth the terms for Shawn Goucher's service as Acting Chief of Police, per the Memorandum of Understanding approved at the March 21, 2022 Board of Commissioners meeting. All in favor. Motion carried.

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

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

- RW discussed visit to the PA Recreation Society Show at Kalahari and a specific slide offered by one of the vendors.

R. Wielebinski made a motion, seconded by K. Meeker, to purchase a new sliding board for Mountain View Park for an amount not to exceed \$25,000. E. Gndt asked about installation, fees, safety and warranty. J. Lastowski asked about pricing and safety. All in favor. Motion carried.

- Discussion with Jim & Margie Becker, Township residents, regarding use of Mountain View Park by the Porsche Club of America. Discussed a rally event competition being held around the Poconos and requested to have a location stop-off at Mountain View Park. The club would use a portion of the parking lots near Pavilions 2 and 3 on Thursday, June 16th from approximately 8:30 a.m. to 2 p.m. Stated there would only be a couple cars in the park at a time and they would abide by all speed limits and regulations. Under public comment, Charlie Trapasso reiterated the need for safety.

R. Wielebinski made a motion, seconded by J. Lastowski, to allow the Porsche Club of America to hold their "gimmick rally" at Mountain View Park Thursday, June 16, 2022 conditioned on a certificate of liability insurance being provided to the Township. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve a temporary sewage tank agreement between Pocono Township and Joe Ronco, owner of 3101 State Route 611, allowing for use of a sewage storage tank until such time as a sewer lateral is provided for connection to the public sewer system. R. Wielebinski stated this is the property along Route 611 that will be served by public sewer. E. Gndt asked how the holding tank functions. R. Wielebinski gave description of the process of how the tank operates. E. Gndt asked if the Township needs any protections to allow the tank to be used. All in favor. Motion carried.

- Discussion and possible action regarding the request of Shaare Torah School, located in Brooklyn, to allow three school buses of students at Mountain View Park on May 24th – No action or approval given.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update

J. Belvin made a motion, seconded by R. Wielebinski, to amend the agenda for discussion and possible action regarding complaints at 2168 White Oak Road. All in favor. Motion carried.

Property was cited previously for property maintenance violations. Citation was given, property owner did not show up, and ruling was in favor of the Township. The property is now in worse shape.

J. Belvin made a motion, seconded by R. Wielebinski, to bring forward the full \$12,000 enforcement action in District Court with L. DeVito attending for 2168 White Oak Drive, East Stroudsburg, PA 18301 for property maintenance violations. Discussed past action taken on the property and whether a warrant should be issued. All in favor. Motion carried.

Ellen Gandt – Commissioner - None

Jerry Lastowski – Commissioner – Inquired about status of discussions with Senator Scavello regarding amending the First Class Township Code to streamline the police hiring process. T. Muñoz indicated after looking into the issue further, that the use of PoliceApp has cut down on advertising expenses and the remaining expenses are all necessary as part of the candidate vetting process. An email will be sent to the Board outlining the hiring costs incurred last time.

Keith Meeker – Commissioner - None

Reports

Emergency Services Reports – S. Goucher discussed dumping on Camelback Road and in Birchwood. R. Wielebinski stated there is additional dumping occurring on Lower Scotrun Avenue. Citations will be issued.

Public Works Report

- Current Public Works Projects – Received the hammer attachment for the excavator and the utility body truck.
- Mountain View Park is officially open. Waiting on bath house water testing.
- Upcoming Public Works Training(s) – Public Works crew completing an asphalt training tomorrow. Flagger training will be held on April 12th.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Placeholder.

Administration – Manager’s Report

- T. Muñoz and S. Goucher met with Pocono Mountain Visitors Bureau, Pocono Mountain Regional Police and Stroud Area Regional Police regarding availability of tourism funds to help offset certain police costs. PMVB may also offer funding to cover one-time needs, like the replacement of outdated message boards and signs.
- Submitted grant applications for the DCNR C2P2 grant program for the splash pad at TLC park, and a PA Commission on Crime & Delinquency JAG Program grant for software to maintain Department Standard Operating Procedures and training.
- Township Spring 2022 newsletter being prepared for April distribution – Preparing newsletter and will submit draft to Board when available.
- 2022 Township Events
 - TLC Park Basketball Court Ribbon Cutting – 4:00 p.m. on Thursday, April 21, 2022.

T. Muñoz discussed sale of Township equipment on Municibid. To protect the Township, when motion is made to advertise on Municibid, an auction site, the ad should include that the bid will be automatically awarded to the highest bidder.

R. Wielebinski made a motion, seconded by K. Meeker, to open agenda for award of the Municibid bids and consideration of the Fire Department's LSA check. E. Gndt asked for clarification. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to award bid to Terrance Snyder for the purchase of a John Deere Gator and 2006 Dodge Ram 3500 for a total of \$9,450. All in favor. Motion carried.

Pocono Township received a \$200,000 LSA grant check for the Pocono Township Volunteer Fire Company for the purchase of new air packs. Looking for approval to process check.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the approval and processing of the \$200,000 LSA grant award for the Pocono Township Volunteer Fire Company. All in favor. Motion carried.

E. Gndt asked for update on the amusement tax. Discussion held regarding payment of amusement tax on parking fees. T. Muñoz read email to the Board regarding questions presented to Christine Bowers, tax counsel, regarding amusement tax on parking fees. Will consult further with Eckert Seamans.

- Pocono Township Touch-a-Truck – June 4, 2022
- Community Day – Saturday, September 10, 2022
- Trunk-or-Treat – TBD
- Christmas Tree Lighting – TBD

Township Engineer Report

- Priority Township Stormwater Projects – Securing cost estimates for engineering and design work. Laurel Lake Road is the most expensive at approximately \$20,000; Birchwood \$10,000; and Learn Road at \$15,000.
- Update – Righthand turn lanes from SR 611 onto Rimrock Road and Bartonsville Avenue – Submitted questions to PennDOT. Waiting for response.

Township Solicitor Report

- Zoning Hearing Board updates.
 - Update – Johnson Appeal. Waiting on argument date.
- Update – PJJWA transfer agreement - Draft agreement supposed to be sent to PJJWA this week.
- HJP Park Agreement between Pocono and Jackson Townships – No report.

Public Comment - None

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 8:19 p.m. All in favor. Motion carried.