

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 16, 2022 | 6:05 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on May 16, 2022 and was opened by President Rich Wielebinski at 6:05 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor; Amy Montgomery, Township Engineer; Taylor Muñoz via Zoom, Township Manager; Shawn Goucher, Acting Chief of Police; Robert Sargent, Public Works Supervisor via Zoom; Frank Cefali, Township Treasurer; Paola Razzaq, Financial Administrator; and Jennifer Gambino, Administrative Assistant.

Public Comment - None

Announcements

- 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 trucks, vehicles, and activities for children. Funds raised from food sales, donations and a raffle will benefit the Pocono Township Volunteer Fire Company.

Hearings – None

Presentations

- Retirement Plaque Presentation – Officer Rob Furino – Plaque presentation and recognition of over 19 years of service to the Pocono Township Police Department.
- Q1 2022 Township Treasurer's Report – Frank Cefali, CPA & Township Treasurer presented report (included as attachment with minutes). Presented highlights from each fund, revenues received, expenses and tax collection rates for Q1. Stated the expenditures look skewed because of a transfer out of the General Fund to the Capital Fund. Absent the transfer, the Township's expenses are in line as expected. Sewer tapping fees are up. E. Gnadtt asked about Liquid Fuels disbursement and Amusement Tax. Clarification given regarding the increased Amusement Tax rate.
- MS-4 Presentation – Melissa Prugar, P.E., LVL Engineering, provided a progress report for Pocono Township's Municipal Separate Stormwater System (MS-4) compliance. Township meets annual terms of the Township's MS-4 permit, which requires Township to meet six minimum control measures to protect area waterways and prevent illicit discharges. Control measures include public education, construction site stormwater runoff control, post-construction stormwater management, and pollution prevention. Any development over one acre requires notification of the Conservation District. T. Muñoz inquired about the current stormwater ordinance and the deadline for revisions. A draft will be presented to the Board for adoption in the future.
- Nick Wilson, Township Resident – N. Wilson is a Township resident who lives on John's Lane, off Warner Road. In October of 2021, his brother-in-law was murdered in Florida. He was an integral part of their family. Two of his sisters live on John's Lane and he asked whether the Township would consider renaming their road to "Kevin's Lane." Signatures of support were collected from every resident on John's Lane.

J. Belvin made a motion, seconded by J. Lastowski, to open the agenda for consideration of renaming John's Lane off Warner Road. All in favor. Motion carried.

J. Belvin made a motion, seconded by E. Gnandt, to advertise the renaming of John's Lane to Kevin's Lane, with the Township Resident, Nick Wilson, responsible for the cost of the change. No public comment. All in favor. Motion carried.

Resolutions – None

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the May 2, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through May 12, 2022 including:
 - Ratification of vouchers payable in the amount of \$1,730.28, sewer operating expenditures in the amount of \$1,027.45, and capital reserve expenditures in the amount of \$13,689.96.
 - Ratification of gross payroll for the pay period ending May 1, 2022 in the amount of \$112,352.67.
 - Vouchers payable in the amount of \$289,554.72.
 - Sewer operating fund expenditures in the amount of \$9,730.64.
 - Sewer construction fund expenditures in the amount of \$29,430.00.
 - Capital reserve fund expenditures in the amount of \$ 28,385.75.
 - A Fire Tax disbursement of \$70,940.37.
 - A transfer of \$30,000 from the Capital Reserve to the General Fund, returning a temporary transfer of funds offset from the receipt of state grant funds.
 - Transfer of \$24,414.00 from the ARPA funds to the Capital Reserve fund for the purchase of the Mighty Descent Slide for Mountain View Park.

J. Belvin made a motion, seconded by J. Lastowski, to approve the consent agenda. E. Gnandt asked that the motion for the slide be conditioned on the vendor being a COSTARS quote. Amendment to motion accepted. All in favor. Motion carried as amended.

NEW BUSINESS

Report of the President

Richard Wielebinski

- Motion to award 2022 paving bid - Discussion regarding the bids received being above the 2022 budgeted amount. H&K bid \$1,874,247.03 and Hanson Aggregates bid \$1,879,310.20. L. DeVito indicated that the Township spoke with PennDOT and has the authority to remove portions of the project per the bid contract documents. L. DeVito suggested the Board of Commissioners take action at the next BOC meeting. J. Belvin suggested the Board discuss together what roads should be removed from the project.

R. Wielebinski made a motion, seconded by J. Belvin, to approve a COSTARS quote in the amount of \$165,674.00 provided by Recreation Resource USA for purchase and installation of two playground structures at TLC Park. These items will be purchased through grant funds, open space fees and ARPA funds. E. Gnandt asked that the invoice reflect COSTARS pricing. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Payment No. 1 in the amount of \$27,000.00 to Blue World Construction, Inc. as part of the General/Building Contract for Pump Station 5 Part II improvements. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Payment No. 1 in the amount of \$32,895.00 to Blue World Construction, Inc. under the Mechanical/Plumbing Contract for Pump Station 5 Part II improvements. J. Lastowski clarified that this bill is coming out of the sewer account. All in favor. Motion carried.

- Discussion and possible action regarding the re-naming of John's Way – Action taken earlier in meeting.
- Discussion regarding possible youth softball and baseball training facility at TLC Park – Pocono Pride was informed that they would be receiving another grant for the construction of a training facility and their representative asked whether Pocono would still be interested in the TLC Park location. E. Gnantd asked for clarification as to whether the Township would have to pay anything toward the building construction and whether the public would be able to use the facility. Any final document would be subject to legal review. J. Lastowski asked whether the parking at TLC will be sufficient to handle park amenities and a training facility. R. Wielebinski will ask representative to attend a future meeting.
- Update regarding quote for four (4) foot chain link fence extension for the TLC Park Basketball Court – R. Sargent stated he placed two phone calls for quotes and a third one is in the works. Asking for quotes on backstop at MVP and fence around the upper field.

Commissioner Comments

Jerrod Belvin – Vice President

Commended PW Crew for work on the TLC Park parking lot. Asked R. Sargent for updates on broken railing at Crossing Abilities playground, installation of plaques at TLC Park, T1-11 on dugouts, dog park update, and possible installation of cameras at TLC.

Ellen Gnantd – Commissioner

Update regarding T1-11 on Alger Avenue garage. Stated she observed activity at the property of the owner who will be before the Zoning Hearing Board at the end of this month, seeking approval for construction of a garage in the front yard setback. T. Muñoz will ask Zoning whether any activity has been permitted.

Jerry Lastowski – Commissioner

Asked for update regarding repaving of Burton Road.

Reports

Emergency Services Reports

- Department updates and Police Department tattoo policy – Policy is in the works. Hiring process still underway. Attended Community Day and Earth Day at NCC.

Public Works Report

- Current Public Works projects - Completing paving and moving on to other minor jobs throughout the Township.
- Mountain View Park updates – Commended Park staff for maintaining grounds and informed Board that lights were donated during Township Cleanup and used to replace pavilion lighting.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Will begin project after trout spawn.

Discussion regarding the TLC Park wingwalls. L. DeVito suggested a letter be sent to the original bidder requesting he provide a specific start date for the project or the Township will proceed with securing new quotes.

Administration – Manager’s Report

- Active Township grant applications – No update.
- Update – Zoning Ordinance Amendment process with the Planning Commission – Zoning ordinance amendments will be on next Planning Commission agenda for recommendation of passage to the Board.
- 2022 Township Events
 - Pocono Township Touch-a-Truck – June 4, 2022 – Approximately twenty companies have agreed to bring various construction vehicles. T. Muñoz commended Gabel’s Ice Cream for agreeing to provide ice cream at the event, donating all proceeds to the Pocono Township Volunteer Fire Company, and Camelback for donating several raffle items and use of a snow groomer.
 - Community Day – Saturday, September 10, 2022
 - Trunk-or-Treat – TBD
 - Christmas Tree Lighting – TBD

Township Engineer Report

- Engineering study for identified stormwater projects – Laurel Lake Road survey is scheduled this week and a base plan has been developed for Oakwood Acres.
- Engineering for sidewalk project from Township Drive to Turkey Hill, per the recent PennDOT TASA grant award – Project kickoff meeting with PennDOT will be scheduled soon.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Received PennDOT’s response to questions. Moving forward and will discuss logistics with T. Muñoz.

Township Solicitor Report

- Zoning Hearing Board updates.
 - Parker Argot Hearing – May 31, 2022 – BOC did not direct the solicitor to attend the hearing.
 - Update – Johnson Appeal – Nothing new on appeal. L. DeVito will reach out to Prothonotary/Clerk of Courts to see where the case stands.
- Update – Kelly Trust Property – Contempt petition is on his desk and will be completed shortly.
- Update – PJJWA transfer agreement – Agreement was pared down from 100 pages to 35 pages and appears to be on its way. Townships will receive copies of the agreement for review with the Board.

District Magistrate contempt hearing was held today regarding a White Oak Drive property with significant property maintenance issues. A 30-day appeal period now begins.

R. Wielebinski made a motion, seconded by J. Belvin, to open the agenda to discuss an architectural company out of Lansdale, Kimmel Bogrette. No comments. All in favor. Motion carried.

R. Wielebinski stated he talked with a former resident a month ago regarding a new municipal complex proposed in Archibald Borough, similar to what has been studied for Pocono Township. The Borough received a quote for a comparable municipal complex for approximately \$10 million. R. Wielebinski spoke with the architect, and they would do a feasibility study for approximately \$30,000. E. Gndt expressed concerns about continued spending on architectural planning throughout the years. J. Lastowski asked if Kimmel Bogrette can share Archibald’s plans for comparison before doing another feasibility study. R. Wielebinski will reach out and inquire whether they can share the plans.

Public Comment - None

Adjournment

J. Belvin made a motion, seconded by E. Gndt, to adjourn the meeting at 7:51 p.m. All in favor. Motion carried.