

**Pocono Township Board of Commissioners
Regular Meeting Minutes
August 15, 2022 | 6:02 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on August 15, 2022 and was opened by President Rich Wielebinski at 6:00 p.m. followed by the Pledge of Allegiance.

Roll Call: Jerrod Belvin, present; Ellen Gnandt, present; Jerry Lastowski, present; Keith Meeker, present at 6:40 p.m.; and Rich Wielebinski, present.

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, LVL Engineering; Taylor Muñoz, Township Manager; Robert Sargent, Public Works Supervisor; and Jennifer Gambino, Administrative Assistant.

Public Comment - None

Announcements

- “Yoga in the Park” is ongoing at Mountain View Park, with both Mommy & Me classes and Beginners Adult Yoga throughout the remainder of the summer. Please visit the Pocono Township Facebook page for specific details or contact the Township at 570-629-1922 to reserve your spot.
- The Pocono Township Fall Cleanup will be held Friday & Saturday, September 30 – October 1 from 7:30 AM to 3:00 PM each day. This service is offered for Township residents only and a fee schedule will be available on the Township website and Facebook. Please call the Township Office with any questions.

Hearings

Hearing for HSPS Comprehensive Plan passage under “Resolutions.” T. Muñoz indicated this is a Resolution Hearing and Ordinance Hearings would come first.

R. Wielebinski made a motion, seconded by E. Gnandt, to amend the agenda for consideration of the HSPS Comprehensive Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to open a public hearing for approval of Resolution 2022-29 Approving the Adoption of The Hamilton-Stroud-Pocono-Stroudsburg (HSPS) Regional Comprehensive Plan. All in favor. Motion carried.

L. DeVito indicated one of the requirements prior to adopting the new comprehensive plan is to hold a public hearing so the public is given the opportunity to address the members of the Board and express any comments they have concerning the proposed comprehensive plan.

Dr. Alexander Jackson, Executive Director of the Brodhead Watershed Association – Thanked the Board for reviewing and incorporating the BWA’s comments into the comprehensive plan draft.

Teri VanBritsom Martin (524 Recreation Drive, Effort, PA) – Thanked the Board for their work on the HSPS Comprehensive Plan and inquired about a listing of properties that would be affected by upcoming projects within the entire Pocono area.

R. Wielebinski made a motion, seconded by J. Lastowski, to close the public hearing. No comment. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Resolution 2022-29 for Adoption of the updated Hamilton-Stroud-Pocono-Stroudsburg (HSPS) Regional Comprehensive Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve Resolution 2022-30 for the Submission of a Local Share Account (LSA) Grant Application to the Department of Community and Economic Development (DCED) in an amount not to exceed \$1,000,000 for the purpose of P-25 radios for the Pocono Township Police Department. E. Gndt asked for clarification. All in favor. Motion carried.

Presentations

- Pocono Township Q2 2022 Quarterly Financial Report – Frank Cefali, CPA & Township Treasurer – Provided overview of Township revenues, expenses, and various Township funds for the second quarter of 2022, noting that nothing is out of line with what was expected for the second quarter. Reviewed sewer fund expenditures and capital expenditures. E. Gndt inquired about prior year expenses versus this year's expenses.
- Presentation of stuffed animals to Pocono Township Police Department – Mike Velardi, Township resident – Tall Cedars of Lebanon, an appendant Masonic organization, supports Muscular Dystrophy research by selling bears. Unsold bears are being donated to the Pocono Township Police Department.

Resolutions – Covered under **Hearings**.

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the August 1, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through August 11, 2022 including:
 - Ratification of general fund expenditures in the amount of \$1,846.58 and sewer operating expenditures of \$469.45.
 - Ratification of gross payroll for pay period ending August 7, 2022 in the amount of \$119,137.13.
 - Vouchers payable in the amount of \$139,577.25.
 - Sewer operating fund expenditures in the amount of \$109,106.53.
 - Sewer construction fund expenditures in the amount of \$82,653.95.
 - Capital reserve fund expenditures in the amount of \$77,091.80.

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

NEW BUSINESS

1. Personnel

R. Wielebinski made a motion, seconded by J. Belvin, to make a conditional offer of employment for an open patrol position with the Pocono Township Police Department to Alex Bagley. All in favor. Motion carried.

2. Travel/Training Authorizations

- Discussion regarding commissioner interest in attending PSATS Northeast Regional Forum at Camelback on September 22, 2022 – 9:00 a.m. to 4:30 p.m. – Includes session on grid scale solar ordinances at 9:15 a.m.

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by E. Gmandt, to award the Municibid purchase of the Township's 2007 Kohler generator to Victor Grelli, the high bidder, in the amount of \$2,049.00. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize Township Solicitor to advertise an ordinance hearing for the formal adoption of Pocono Township's Park rules. J. Lastowski stated desire that the rules reflect that an individual convicted of violation of certain park rules be subject to a permanent ban from the park. Discussion regarding logistics of incorporating ban language into the Township's ordinance provisions. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Public Works Supervisor to purchase a used pickup truck on Municibid for park maintenance in an amount not to exceed \$10,000.00. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update
 - Update – PPL utility lines and possible drainage issues on Barton Court.
 - Update – Installation of security cameras at TLC Park - Baseball field is up and running; some cameras have been installed on the basketball court but waiting on additional supplies to complete project.

Traffic light was shorted out at Sullivan Trail and SR 715 due to mouse damage.

Asked about why the township has zoning, as items are not begin addressed. Cannot vote for more ordinances if we cannot enforce what we have.

Ellen Gmandt – Commissioner

Suggested the Township put a moratorium on planning until changes are made to the current zoning ordinance. J. Tresslar provided further clarification as to zoning versus planning changes. J. Tresslar stated that some Township ordinance provisions go above DEP requirements. Discussion regarding changes to the Township's zoning ordinance and the process.

Jerry Lastowski – Commissioner – None

Keith Meeker – Commissioner – None

Reports

Public Works Report

- Current Public Works projects – Park Lane has been completed, with only guardrail and blacktop base remaining. Commended road crew for their work. Deer Mountain drainage work still ongoing and rectifying a problem on Wilke Road.
- Mountain View Park updates.
 - Coordinating installation of new slide at Mountain View Park – Waiting on word back from installation company.
 - Senior Little League interest in upper Mountain View Park ballfield – Representative from Sr. Little League would like to discuss their interest in upgrades to the upper ballfield.
 - Still encountering issues with large bus groups at Mountain View Park, including one last week.

- TLC Park updates:
 - Installation of TLC Park Playground structures – Installation should be complete tomorrow. Tuesday or Wednesday, wood carpet playground quality mulch will be delivered to the Park and placed around the new equipment.
 - Dog park installation update – LVL Engineering surveyor staked out the area for the dog park. Discussion regarding start date for installation.
 - Fencing between TLC parking lot and gas station – Met with owner of the station and he was not receptive to fence on his property. New route requires extra 40 feet of fencing. Additional cost of approximately \$1,650.00.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve extending fence at TLC Park with amount not to exceed \$2,500 in additional cost. E. Gmandt asked for clarification regarding quote thresholds to ensure compliance with bidding law. All in favor. Motion carried.

- Park Lane Culvert Replacement – Dirt and Gravel Grant – Will meet with MCCC next week to work out final financial aspects of project.
- Update – Replacement of rims on Township basketball courts – Rims are on order with delivery by next week.
- Update – Township postings on Municibid – Would like to post old skating rink on Municibid and old generators.

R. Wielebinski made a motion, seconded by J. Lastowski, to post generators and skating rink on Municibid for sale. All in favor. Motion carried.

Administration – Manager’s Report

- Ribbon cutting for new TLC Park Playground Equipment – Thursday, September 15.
- LSA grant application being submitted for P-25 radios for the PTPD – Discussed earlier under Resolutions. Working on revamped numbers for grant purposes.
- Public Works CBA will be on September 6 meeting agenda for BOC action – Putting provisions discussed and agreed upon in written language. Sent CBA to Brian Taylor and the Board for review. Hoping for agreed-upon language for passage at next BOC meeting.
- 2022 Township Events
 - Community Day – Saturday, September 10, 2022
 - TLC Park Playground Structures Ribbon Cutting – Thursday, September 15, 2022
 - Trunk-or-Treat – Sunday, October 30, 2022
 - Christmas Tree Lighting – TBD

T. Muñoz stated Jenn Gambino is coordinating a Stargazing event at Mountain View Park. A local group of amateur astronomers will bring telescopes for public use. The event will take place Thursday, August 18, 2022 at 8 p.m., with the Township providing smores along with a projector showing content for children.

Township Engineer Report

- Public bids for Mountain View Park fence projects due September 6 for award.
- Public bid for TLC Park spillway wingwalls – Completing bid paperwork. Developing the plan and measurements. May try telephonic bids if it appears the threshold will be lower.
- Sidewalk installation for Wendy’s and Turkey Hill – Trying to get PennDOT’s latest plans in front of Wendy’s. R. Wielebinski obtained a contact for the new property manager for Turkey Hill and she confirmed they will follow up with the Township.
- Engineering study for identified stormwater projects – Laurel Lake Road and Oakwood Acres – Laurel Lake Road will require DEP application for pipe beneath road surface. LVL staff coordinating with R. Sargent on Oakwood Acres as needed.
- Parking area design for Old Learn Farm open space parcel adjacent to PPL easement – Received CAD drawing and have overlaid parking area. Completing application to PPL.

- Update – TASA SR 611 sidewalk project – Moving forward with project. Started survey last week. R. Wielebinski asked about timeline for utilities to get involved in the project. Projecting a six-month timeframe to complete plans and allow for further consultant reviews.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Waiting for feedback.

T. Muñoz mentioned need to replace the rotted steel supports in the Township salt shed.

J. Belvin inquired about St. Luke's sidewalks. J. Tresslar indicated PennDOT has their final permit approval.

Township Solicitor Report

- Zoning Hearing Board updates:
 - Camelback public hearing – August 30, 2022 - Camelback using townhomes for employee housing. Will work with Township zoning officer to argue a change in use.
 - Heinzee LLC public hearing – Continued to September 20, 2022 at 5 p.m. – Hearing regarding issues at Sunset Hill Shooting range.
- Update – Tobyhanna sewer usage and Act 537 planning process – Provided recap of recent meeting between attorneys.
- Update – Closing date for sale of Bartonsville Avenue parcel – Waiting on a closing date.
- Update – Kelly Trust Property – Continued until end of September in front of Judge Zulick. Further discussion of the hearing and property owner cleaning up remaining items.
- Update – Drafting and advertisement of Stormwater Management Ordinance changes – Being advertised for second meeting in September.
- Update – Commonwealth Court argument date set for Johnson appeal in September.
- Update – PJJWA transfer agreement – Have had correspondence back and forth between attorneys. Hopeful for conclusion by end of the year.

Public Comment

Joe Folsom (resident) – Asked for clarification regarding the location of the Kelly Trust property.

Dean Hartshorn (resident) – Asked whether commissioners drove around the respective roads proposed for paving in the Buck Valley area. Asked about status of/funds for asphalt patching.

Adjournment

R. Wielebinski made a motion, seconded by E. Gmandt, to adjourn the meeting at 8:00 p.m. and go into executive session to discuss personnel issues and not return. All in favor. Motion carried.