

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 4, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, May 4, 2020 via video and teleconference, and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Jerrod Belvin, present; Ellen Gndt, present; Jerry Lastowski, present; Keith Meeker, present; Rich Wielebinski, present.

IN ATTENDANCE

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Taylor Munoz, Township Manager; and Dee Ackerman, Administrative Assistant.

PUBLIC COMMENT

- Steve Leventhal (3245 Birch Hill Drive, Tannersville) – Expressed concerns regarding short term rentals. Concerned with 3262 Birch Hill Dr. in Cobble Creek Estates and stated they exceed the single-family occupancy of 12 occupants.
- Wayne Mazur (3315 Birch Hill Drive, Tannersville) – Thanked the Township Road crew for taking care of Cobble Creek Estates, including paving, fixing shoulders, installing drainage pipes and sweeping roads. He expressed appreciation for the Commissioners' work.
- Juliana Farrel (314 Bog Road) – Asked the status of the ordinance for Bog Road. Stated traffic is an issue, including tractor trailers and speeding traffic. Chairman Wielebinski explained that, due to COVID-19, the Township has been hosting virtual meetings and had delayed the ordinance hearings.
- Chris Ortolan (16 Tara Dr., Stroudsburg) – Inquired as to whether COVID-19 will impact the Spring Cleanup. R. Wielebinski stated this would be discussed by the Commissioners later during the meeting.

ANNOUNCEMENTS

R. Wielebinski announced the following:

- An executive session was held on April 27th, 2020 to discuss the police contract and personnel issues.

HEARINGS –

- Discussion was held regarding re-advertising and re-scheduling of three ordinance hearings.

R. Wielebinski made a motion to advertise three ordinance hearings for a virtual hearing on Webex for the second Monday of May, [05/18/2020]. Seconded by J. Lastowski, Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

PRESENTATIONS

J. Belvin made a motion to approve the bid for the 2020 sealcoat project and line striping to Pocono Spraypatching, Inc. in the amount of \$90,204.15. Seconded by K. Meeker. Further discussion regarding the cost. E. Gndt asked for further information regarding the Council of Governments rate for line striping and the length of time required between sealing and striping. R. Wielebinski stated Pocono Spraypatching was lowest bidder by \$4,000. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion to enter into contract with Marki Rolloff Container, Inc. for both the Spring and Fall Cleanup. Seconded by J. Belvin. Discussion regarding maintaining requirements for

social distancing and wearing personal protective equipment. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

RESOLUTIONS

▪ Resolution 2020-11

R. Wielebinski made a motion, seconded by K. Meeker, to ratify Resolution 2020-11, approved by the Board of Commissioners on April 27, 2020, to extend the timeframe for payment of 2020 real property taxes, changing the end date for the discount period for the payment of Township Real Property Taxes from April 30, 2020 to August 31, 2020 and waiving penalties on Township Real Property Taxes provided the entire amount is paid by December 31, 2020. Discussion providing clarification that the Commissioners approved this Resolution via email as part of disaster emergency due to COVID-19. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

▪ Resolution 2020-12.

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Resolution 2020-12 to approve the submission of a Main Street Grant application to the Pocono Chamber of Commerce for costs associated with enhancements at TLC Park in an amount not to exceed \$2,000. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the April 20, 2020 regular meeting of the Board of Commissioners. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

NEW BUSINESS

Personnel

R. Wielebinski made a motion, seconded by J. Belvin, to appoint James Loysen, per the recommendation of Roadmaster Robert Sargent, as Assistant Forman on the Township road crew at an additional \$1.00 per hour. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to hire seasonal park employees at the following wages/hours:

- Ann-Marie Di Marco at 32 hours/week with an hourly rate of \$12.00/hr.
- Jake Starner at 32 hours/week with an hourly rate of \$12.00/hr.
- Anthony Loverdi at 20 hours/week with an hourly rate of \$12.00/hr.

Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ratification of COVID 19 Related Decisions & Expenditures per Declaration of Disaster Emergency

- Extension of Local Declaration of Disaster Emergency (4/27/20)
- Purchase of Protective masks and gloves for employees (4/27/20)

R. Wielebinski made a motion and amended motion to include both items, seconded by K. Meeker, to ratify Board of Commissioners COVID- 19 decisions and expenditures per the Declaration of Disaster Emergency approved on March 16, 2020 for the period beginning April 20, 2020 through April 30, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Financial Transactions

Ratify Vouchers Payable

R. Wielebinski made a motion, seconded by K. Meeker, to ratify vouchers payable for the period ending April 30, 2020 in the amount of \$100,994.63. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ratify Gross Payroll

R. Wielebinski made a motion, seconded by J. Belvin, to ratify the gross payroll for the pay period ending April 19, 2020 in the amount of \$100,072.59. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Approve Vouchers Payable

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through April 30, 2020 in the amount of \$88,132.86. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Capital Expenditures

R. Wielebinski made a motion, seconded by J. Lastowski, to approve capital expenditures made through April 30, 2020 in the amount of \$1,623.55 Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Sewer Construction Fund

R. Wielebinski made a motion, seconded by J. Lastowski, to approve sewer construction fund purchases through May 1, 2020, in the amount of \$11,470.00. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Travel/Training Authorizations – None

REPORT OF THE PRESIDENT

- R. Wielebinski requested an executive session be held to discuss police contract. Board agreement for 4:00 p.m. on Wednesday, May 6, 2020.
- Township Manager contract needs further legal review. Revised copy forthcoming.
- LED Speed signs not yet approved through Costars. T. Munoz to work on update.

COMMISSIONERS COMMENTS

Jerrod Belvin – Vice President

- 24 counties had been put on yellow status and Monroe remains in the red category. Recommended the township continue to recognize the stay-at-home order per state guidelines.

J. Belvin made a motion, seconded by R. Wielebinski, to extend Declaration of Disaster Emergency for Pocono Township effective immediately until May 11, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ellen Gndt – Commissioner

- Stated the Township needs a policy to effectively communicate to employees the options they have under the Family First Coronavirus Response Act (FFCRA), including that the Commissioners opted to not exempt township police in the FFCRA coverage. L. Devito stated the Township should post a summary of FFCRA benefits alongside the formal FFCRA notice. E. Gndt further stated this will help the Township prove employees were adequately informed if and when the Township receives reimbursement for COVID-19 costs incurred
- Suggested that the Township should consider opening municipal parks, since the public can now golf and hike. L. Lastowski stated the Township should follow the Governor's orders. Board members

discussed challenges policing the park, sanitizing park equipment, and keeping individuals from congregating together. Will look to tentative opening date later in May.

Jerry Lastowski – Commissioner

- Requested update regarding potential lighting and sewer issues at Brookdale Recovery Center. T. Munoz stated concerns had been addressed. No violations observed at the sewage treatment plant and the Brookdale owners reached out to a concerned constituent directly to address lighting issues. R. Wielebinski requested a meeting be held with Helen Beers, Pocono Township SEO, to discuss sewage issue concerns and facilitating improved communication with the Township on SEO matters.

Keith Meeker – Commissioner – No report

REPORTS

.Public Works Report

- R. Sargent reported that Public Works Crew completing drainage work and addressing road failures. A few LED bulbs remain to change out in the administrative building and the lighting project at Mountain View Park is scheduled to start soon.
- Need to meet with J. Tresslar to review Park Lane Culvert replacement project. J. Tresslar sent email with specs for public works garage roof replacement.
- Phone/written quotes were received to complete installation of well pump at Mountain View Park. Leon Clapper is the only contractor in the area with a crane capable of installing this style of well line. Provided estimate for approximately \$5,700 to do the work. R. Wielebinski clarified that all the other contractors stated they would either need to rent Clapper's equipment to do the work or have him do the work. Their bids would be more because they would have to rent the equipment from Clapper.

R. Wielebinski made a motion, seconded by K. Meeker, to approve L. Clapper to install new well pump, wiring and well line for a cost not to exceed \$6,000. At Mt View Park Roll Call Vote: Jerrod Belvin, yes; Ellen Grandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Further discussion regarding when contractors can begin work on Township projects. Consensus that if contractor is deemed an essential service by the state and practices safe social distancing, they should be able to move forward.
- Discussion regarding flooding issues on Archer Lane. J. Tresslar stated he, L. Devito and Shawn McGlynn, Township Zoning Officer, are working on addressing the issues. Township looking to bring action against property owner through the stormwater management ordinance and/or the newly adopted grading ordinance.

Administration – Manager's Report

- No further updates.

Township Engineer Report

- Flashing light on Sullivan trail was put on hold. With Governor allowing construction projects to move forward as of May 1, J. Tresslar should be able to acquire needed information now that they are able to continue to operate.
- Meeting was held on location to address continued Alger Avenue flooding concerns. All agreed-to improvements have now been installed, including additional grading at the gate in the public works yard.
- White Oak Culvert replacement project proceeding as planned. Emergency access open, culvert removed, and anticipated delivery of box culvert this week.
- Information was requested from DEP regarding lower dam at TLC Park. No response yet.
- J. Tresslar and R. Sargent inspected drainage basin at St. Paul's Lutheran Church. Outlet structure is malfunctioning and needs to be replaced with different style system. Detention basin has adequate capacity but is not fully utilized. R. Wielebinski and J. Belvin were onsite during a severe rain event and observed detention basin was not working and water was running onto adjacent properties, ultimately flooding Learn Road.

R. Wielebinski made a motion, seconded by J. Lastowski, to contact St. Paul's Lutheran Church to correct the retention basin on Fish Hill Rd. Roll Call Vote: Jerrod Belvin, yes; Ellen Gandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Homes below St. Paul's Lutheran Church off Fish Hill also experiencing flooding that's damaging sand mound and patio. Issues were identified with the nearby swale and stones potentially redirecting water onto property. However, L. Devito cautioned against doing any work in a private swale, as it would make the Township liable. J. Tresslar will investigate property records to identify how the swale is designated.

Township Solicitor Report

- The Township received a special exception request from Camp Lindenmere to be considered by the Zoning Hearing Board. Lindenmere exists as a nonconforming use and any expansion requires a special exception hearing before the Zoning Hearing Board. The camp can expand up to 50% of the existing nonconforming use once they demonstrate no major impacts. L. Devito stated he does not need to attend the hearing unless the Commissioners have specific concerns. J. Lastowski stated he would like to first understand whether there is any impact on surrounding neighborhoods before discussing whether L. Devito should attend the hearing.
- Stated the Johnson Appeal zoning hearing is still in the process of being rescheduled. Due to high level of public interest and many documents involved, this hearing cannot be held virtually.

NO PUBLIC COMMENT

ADJOURNMENT

R. Wielebinski, made a motion, seconded by E. Gandt, to adjourn the meeting at 8:27 p.m. Roll Call Vote: Jerrod Belvin, yes; Ellen Gandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes Motion carried.