

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
September 8, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held on September 8, 2020 at the Pocono Township Municipal Building and opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

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

**In Attendance:** L. DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; and Taylor Muñoz, Township Manager.

**Public Comments**

Lorri Zimmerman (145 Ponder Lane, Scotrun) – Expressed concerns regarding a permit issued for improvements to a cell tower on a piece of commercial property she owns. She filed a Right-to-Know request and expected someone to reach out to her. Claimed documents were falsified that lead to the construction of the cell tower in 2003. A 120-ton crane and cell tower crew came onsite recently to complete improvements to the cell tower. Asked that no more permits be granted to this existing tower on its specific property ID. Tim McManus was solicitor at the time. J. Lastowski suggested T. Munoz meet with L. DeVito and zoning officer to move this forward.

Michael Zimmerman (145 Ponder Lane) – Stated the Township makes rules for what employees are supposed to do. Claimed there were no posted permits on the jobsite for the recent cell tower work. Claims Zoning office did not enforce.

**Announcements**

- An executive session was held on Wednesday, August 26, 2020 to discuss the potential purchase of real property.
- We are currently seeking interested residents willing to serve in a volunteer capacity on the Pocono Jackson Joint Water Authority Board and as alternates to the Pocono Township Planning Commission. Any interested residents should reach out to our Township Manager directly and submit a letter of interest to [tmunoz@poconopa.gov](mailto:tmunoz@poconopa.gov).
- Our 2020 Fall Cleanup is scheduled for Friday through Saturday, October 2-3, 2020. Residents will be able to bring difficult-to-dispose-of items to the Township from 7:30 AM to 3:00 PM both days. Proof of residency is required. For further details, please view the Cleanup Day flyer on the Township website or Facebook.
- If you have not already, we would encourage you to sign up for the Township newsletter at [www.poconopa.gov](http://www.poconopa.gov), follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at [www.savvycitizenapp.com](http://www.savvycitizenapp.com).

**Hearings – None**

**Presentations – None**

**Resolutions – None**

**OLD BUSINESS**

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the August 17, 2020 regular meeting of the Board of Commissioners. All in favor. Motion carried.

**NEW BUSINESS**

1. **Personnel** – No new business.

2. **Financial Transactions**

R. Wielebinski made a motion, seconded by E. Gnandt, to ratify vouchers payable received through September 4, 2020 in the amount of \$117,796.56. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to ratify gross payroll for pay period ending August 23, 2020 in the amount of \$111,847.54. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through September 4, 2020 in the amount of \$144,107.00. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to approve sewer construction fund expenditures through September 4, 2020 in the amount of \$834.00. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital fund expenditures through September 4, 2020 in the amount of \$27,557.09. All in favor. Motion carried.

3. **Travel/Training Authorizations** – No travel/training authorizations.

**Report of the President**

Richard Wielebinski

- Discussion regarding TLC Park capital project priorities. R. Wielebinski met with J. Tresslar, J. Belvin and T. Munoz to discuss the failed spillway at the lower TLC Park pond. The project is not a hard fix and the public works crew can complete the work necessary to restore the pond's existing walls and overflow pipe. Cement walls could be faced with stone in the future.

R. Wielebinski made a motion, seconded by J. Belvin, to approve a capital fund expenditure not to exceed \$7,500 to reconstruct the spillway and complete pond restoration for the lower pond at TLC Park. Under discussion, E. Gnandt asked about the project timeline and whether DEP approvals were necessary. It was indicated that DEP already issued a waiver to complete the work. All in favor. Motion carried.

- T. Munoz was directed to advertise the next budget workshop for Wednesday, September 16 at 6:00 p.m. at the Township building.
- Update - LED Speed Signs Purchase. T. Munoz said four radar signs with additional mounting brackets have been ordered and he is beginning the permit process with PennDOT to have the signs permitted for installation beginning in October.

**Commissioner Comments**

Jerrod Belvin, Vice President

- County Commissioner John Christy gave an update recently on the County's COVID-19 relief grant funds and preliminarily confirmed that Pocono Township was approved for the majority of COVID expense reimbursement that was requested. E. Gnandt asked whether the funds are provided on a reimbursement basis or whether receipts are submitted as purchases are made. The County confirmed that funds will be provided on a reimbursement basis.

Ellen Gndt – Commissioner

- E. Gndt asked for update on implementation of the Amusement Tax on October 1 and where the Township is at with compliance and developing registration paperwork. T. Munoz indicated he is in the process of developing the required forms for distribution imminently.
- Asked why the Township only allows residents to bring one load per day for Township Cleanup days. It was indicated that limitations on trips were implemented to curtail commercial dumping and others who may try to take advantage of the Township's resources.

Jerry Lastowski – Commissioner

- J. Lastowski asked for update on complaints and violation notices for the illegal short term rental (STR) at 150 Gravatts Way. T. Munoz state the Township was issued a default judgment of \$500 plus costs for a civil action filed for trash violations. The County Waste Authority also issued a citation under the County waste ordinance with an accompanying fine. The Township zoning officer was able to make contact with the property owner and asked that evidence be provided that the STR has been shut down by the end of the week or the Township would be filing a \$12,000 civil action against the property owner. A response is to be given by the end of the week.
- Asked that the special allocation to the fire company for costs incurred at the Pocono Manor fire be taken off his list and asked that T. Munoz continue to handle follow-up with Pocono Manor's insurance company and report back to the Commissioners.

Keith Meeker – Commissioner – No comment.

## **Reports**

**Zoning** – Written report provided.

## **Emergency Services**

- Police – No report.
- EMS – No report.
- Fire – No report.

## **Public Works Report**

- Road Crew Projects – The Public Works crew is currently paving Moyer Court and Paul Terrace. Once complete, they will be moving onto some smaller jobs including removal of logs and trees.
- Robin Lane Drainage Issues – Project is currently on hold until pipe bids are awarded and right-of-way issues addressed.
- Park Lane Culvert Replacement – Dirt and Gravel Grant – Boucher & James completed and filed for a GP-11 permit for the Park Lane Culvert replacement.
- Update – Well Work at MVP and Replacement Fixtures – The Township contracted with Craig LaBarre, a water consultant from Portland Contractors, to complete the remaining DEP requirements to reopen the Mountain View Park bath house. Water testing was completed last week and Township is currently waiting on a lab test from Suburban that was completed last Friday.

## **Administration – Manager's Report**

- T. Munoz stated the Board of Commissioners will be considering and interviewing candidates for appointment to the Pocono Jackson Joint Water Authority (PJJWA) and as alternates to the Planning Commission at the September 21 meeting.
- Provided brief update on Township grant applications, including Local Share Account (LSA) grant applications that will be submitted this month.

- Wine Press Inn – Interest in Township-owned property. Still waiting for update back from Mr. Desai, owner of the Wine Press Inn, who is looking to contract with Chris McDermott of Reilly associates and re-retain his services for moving forward with the potential purchase of Township-owned property adjacent to Bartonsville Avenue.
- PJJWA was awarded a DCED Small Water & Sewer Grant for their full grant request of approximately \$495,000, including the required matching funds. R. Wielebinski suggested a letter be sent to Chris Ortolan, former chairman of the PJJWA board, on behalf of the Commissioners thanking him for his work in securing the grant funds.

### **Township Engineer Report**

- St. Paul's Lutheran Drainage Basin. J. Tresslar tried contacting the Church's engineer unsuccessfully. He will contact the Church again and ask that they push their engineer to provide a solution.
- Awarding of Bid – Roof Replacement on Maintenance Building. The Township received two bids – one from Build All Inc. for a total of \$50,850.00 and the second from H&P Construction for \$65,340.00. The original bid received earlier this year was for \$85,000, so both recent bids are lower. Recommended the Board award the bid to Build All Inc. subject to engineer's approval.

J. Belvin made a motion, seconded by R. Wielebinski, to award the bid for the partial roof replacement on the Public Works maintenance building to Build All Inc. in the amount of \$50,850.00. All in favor. Motion carried.

- Awarding of Bid – Pipe Materials for Robin Lane Drainage Project. Three bids were received Chemung Supply Corporation for \$21,187.84; Ferguson Water Works for \$21,840.30; and Coor & Main for \$22,610.67. Recommendation to award the bid to Chemung Supply Corporation.

R. Wielebinski made a motion, seconded by K. Meeker, to award the bid for pipe materials for the Robin Lane Drainage Project to Chemung Supply Corporation in the amount of \$21,187.84. All in favor. Motion carried.

- Archer Lane Drainage Issues. Mr. Archer asked for an application to appeal. Board asked that J. Tresslar verify the zoning officer sent out appeal information.

### **Township Solicitor Report**

- Discussion regarding amendment to the HJP Park cooperation agreement. The three solicitors for the respective municipalities are working to transfer Hamilton's interests to Jackson and Pocono and look to have a resolution on the transfer soon.
- Update – ZHB – Johnson Appeal for Transient Dwelling Unit. Zoning hearings have concluded, and L. DeVito is in the process of preparing a legal memorandum for submission to the Zoning Hearing Board for their consideration when they reconvene.

### **Public Comment**

E. Gnant asked whether the Township will be recognizing Chris Ortolan, Scott Gilliland, Ron Swink and Bruce Kilby for their service on the PJJWA and Planning Commission. T. Munoz stated recognition is in process.

### **Adjournment**

R. Wielebinski made a motion, seconded by E. Gnant, to adjourn the meeting at 8:02 p.m . All in favor. Motion carried.