

**Pocono Township Board of Commissioners
Regular Meeting Minutes
February 7, 2022 | 6:44 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on February 7, 2022 and was opened by President Rich Wielebinski at 6:44 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James; Taylor Muñoz, Township Manager; Sergeant Shawn Goucher; Robert Sargent, Roadmaster; Krisann MacDougall, Assistant Secretary; and Jennifer Gambino, Administrative Assistant.

Public Comment – None

Announcements

The Township's seasonal ice-skating rink is open on the basketball court at TLC Park, located at the corner of Route 715 and Route 611. Please know that the rink and ice condition are weather-dependent. Ice skating hours are from 8 a.m. until 10 p.m.

Hearings – None

Presentations – None

Resolutions

R. Wielebinski made a motion, seconded by K. Meeker, to pass Resolution 2022-05 granting Running Lane, LLC a twelve (12) month extension of time to February 7, 2023 to satisfy conditional plan approval and record the Plan as set forth in Resolution No. 2020-08. E. Gndt asked for explanation and whether any ordinances have changed since this project received its original approval. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to pass Resolution 2022-06 Authorizing the entry into an Intergovernmental Cooperation Agreement with the Brodhead Creek Regional Authority (BCRA) to provide utility location services pursuant to PA One Call standards for Pocono Township's sanitary sewage and collection system. E. Gndt asked for clarification as to what service BCRA will be providing. 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 January 17, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through February 3, 2022 including:
 - Ratification of vouchers payable in the amount of \$61,412.30 and sewer operating expenditures in the amount of \$1,131.28.
 - Ratification of gross payroll for the pay period ending January 23, 2022 in the amount of \$113,148.29.
 - Vouchers payable in the amount of \$80,087.82.
 - Sewer operating fund expenditures in the amount of \$21,549.94.
 - Sewer construction fund expenditures in the amount of \$8,347.43.
 - Capital reserve fund expenditures in the amount of \$107,010.43.
 - A fire tax disbursement of \$2,628.57.

R. Wielebinski made a motion, seconded by K. Meeker, to accept the consent agenda. E. Gnandt stated she would abstain from minutes but approve everything else. R. Wielebinski amended motion, seconded by K. Meeker, to reflect approval of only the financial transactions. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the January 17, 2022 regular meeting of the Board of Commissioners. Roll call: J. Belvin, yes; E. Gnandt, abstain; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

NEW BUSINESS

1. Personnel

R. Wielebinski made a motion, seconded by J. Belvin, to proceed with the advertising of 2022 seasonal park positions at Mountain View Park and to authorize the Township Manager to extend offers of employment to no more than five (5) applicants at \$15.00 per hour and one (1) park lead at no more than \$18.00 per hour. E. Gnandt asked if this is in line with what other Township employees are paid. J. Belvin asked if six employees are enough. All in favor. Motion carried.

2. Travel/Training Authorizations

R. Wielebinski made a motion, seconded by E. Gnandt, to authorize the Township Manager to approve Township employees or officials interested in attending the 2022 PSATS Conference held April 24-27, 2022. All in favor. Motion carried.

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Township solicitor to advertise the Township's updated Cable Franchise Agreement for public hearing. Discussion regarding specific changes within the agreement. E. Gnandt asked about duration. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve a Memorandum of Understanding (MOU) establishing 10-hour shifts for the Pocono Township Police Department detectives. E. Gnandt inquired about 12-hour shifts, and benchmarks for measuring. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Michael Scicutella as new Detective, with pay and benefits as set forth in the Department collective bargaining agreement, following recently completed Department testing and interviews. Personnel issues will be further discussed in executive session. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – Township hosted a COVID testing center for the County through the Department of Health. 85 tests were completed.
- Hazard Mitigation Grant Program Application – The Township's BRIC grant application for an emergency generator has been resubmitted as a hazard mitigation grant application.
- Discussion and possible action to formalize the Township's snow removal policy – Discussion was held on having a Township snow removal policy formalized. Future plans will include sending a Township-wide mailer indicating the Township's policy and procedures for snow removal.

On Wednesday, February 9th, a meeting will be held regarding adoption of the International Fire Code and a Knox Box ordinance.

Stated the Brookdale traffic light has been having issues with a sensor and a defroster not working. The defroster on the camera is not clearing the camera and allowing the sensor to work. PennDOT uses an antiquated camera system.

Ellen Gnant – Commissioner

- Asked for status of the Township’s updated emergency management plan. J. Belvin stated it is in the works and plans to have a complete draft by the summer.

Jerry Lastowski – Commissioner

Described issues with UGI/Linde Corp. as the contractor for the S.R. 314 gas line work. Contractor equipment has broken the macadam on Burton Road. The Township will investigate the conditions of the PennDOT HOP and the Township ordinance to ensure the contractor restores the road.

Provided an update regarding the Fire Company audit. He never received a copy of the Fire Company audit prior to it becoming public but did speak with the auditor following the findings. Two issues identified were either non-issues or have been rectified internally. Provided background regarding the inventory system used by the Fire Department and confirmed the audit found no issues with the Department’s financials.

Keith Meeker – Commissioner – No comment.

Reports

Emergency Services

- EMS – Report will be distributed via email.
- Fire – 48 calls in the month of January.

Public Works Report

- Current Public Works projects – Main priority is snow removal. Completing repair work and winter maintenance on equipment used during warm season.

R. Wielebinski made a motion, seconded by K. Meeker, to order a 2022 John Deere Gator HPX615E at the COSTARS price of \$11,434.91. E. Gnant asked for clarification regarding timeframe, and whether this is replacing an older unit. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to order a 2022 Ford F-350 4x4 with a utility body and plow at the COSTARS price of \$63,886.00. E. Gnant inquired about bidding process. All in favor. Motion carried.

- Discussion regarding single-axle dump truck quotes received.
 - Peterbilt Model 548 Single-Axle Dump Truck \$116,782 cab and chassis; stainless steel body \$94,346; \$211,128 total price.
 - Western Star Single-Axle Dump Truck \$114,034 cab and chassis; stainless steel body \$94,346; \$208,380 total price.

K. Meeker asked if this would replace a truck. R. Sargent confirmed it would replace Truck No. 5.

J. Lastowski made a motion, seconded by R. Wielebinski, to purchase a Western Star Single-Axle Dump Truck for \$208,380. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to bid out the specifications for the purchase of an ABI Force Z23ST infield groomer. E. Gnant asked whether Township could approach Paradise Township about interest in shared use. All in favor. Motion carried.

- Update – Park Lane Culvert Replacement Dirt & Gravel Grant – Placeholder.

Administration – Manager’s Report

- Cyber security training required for all Township employees and officials – Training must be complete by 2/21/22.
- Spring & Fall Cleanup Days are out for public bid – Bid documents will be sent out tomorrow and will advertise for public bid next week.
- 2022 grant applications are underway – Working on PA Commission on Crime & Delinquency grant for Police department, the Hazard Mitigation grant and grant for TLC Park equipment.
- 2022 Township events
 - Pocono Township Touch-a-Truck – May or June timeframe.
 - Community Day – Saturday, September 10, 2022.
 - Trunk-or-Treat – TBD around Halloween.
 - Christmas Tree Lighting – TBD around Christmas.
- Regional HSPS Comprehensive Plan – Final draft received for Planning Commission and Commissioner review. Public review period and hearing to proceed June/July adoption.

S. Goucher and T. Muñoz will meet with the Pocono Mountains Visitors Bureau on Thursday to discuss impacts of tourism on first responders, and possible funding streams for helping with any department needs.

J. Belvin discussed sidewalks along SR 611 corridor.

J. Belvin made a motion, seconded by R. Wielebinski, to amend the agenda for consideration of adding sidewalks to Turkey Hill and Wendy’s. All in favor. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to call in the deferral for the installation of sidewalks for Wendy’s as shown on the approved Land Development Plan or, in the event they are not shown, to require the owner of Wendy’s to submit to the Township a design for the installation of sidewalk, with construction to be completed by the end of 2022. E. Gndt asked who would maintain the sidewalks and why the Township would install them. J. Lastowski made a motion, seconded by E. Gndt, to table motion. Roll call: J. Belvin, no; E. Gndt, yes; J. Lastowski, yes; K. Meeker, no; R. Wielebinski, no. Motion failed.

J. Belvin made a motion, seconded by R. Wielebinski, to call in the deferral and require the addition of sidewalks to Wendy’s. J. Lastowski stated he would like the Township to receive grant monies first. Roll call: J. Belvin, yes; E. Gndt, no; J. Lastowski, no; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to add sidewalks to Turkey Hill. J. Lastowski would like to get grant monies first. It was noted Turkey Hill must add sidewalks per their land development plans. J. Belvin withdrew his motion and R. Wielebinski withdrew his second.

Township Engineer Report

- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue - Meeting this Thursday with PennDOT to streamline the process for the turn lanes.
- Convening a meeting to discuss prioritization of stormwater projects following 2021 storm damage – A consensus has not been reached, and T. Muñoz will meet with R. Sargent and J. Tresslar to get preliminary prioritization to present to the Board for discussion. E. Gndt requested participation in the meeting.

Township Solicitor Report

- March 1, 2022 Zoning Hearing – 254 Pine Tree Drive STR Appeal - Owner looking to continue the use of an STR in a residential zone.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Township Solicitor to attend the March 1, 2022 ZHB meeting to oppose the 254 Pine Tree Drive STR appeal. All in favor. Motion carried.

- Other Zoning Hearing Board updates.
 - Update – Taveras Appeal - Has seen no record of an appeal filed, so it should be concluded.
 - Update – Johnson Appeal – Working on brief to submit to Appellate Court next week.
- Update – PJJWA transfer agreement – One issue remaining to be resolved, but hopeful to be complete shortly. R. Wielebinski asked that L. DeVito reach back out to Authority attorney to push things along.
- HJP Park Agreement between Pocono and Jackson Townships – Jackson Township’s solicitor has been authorized to review the agreement prepared by Leo.

Timber harvest permit issue – Would like Board authorization to take deeper dive into the Township’s timber harvest ordinance.

R. Wielebinski made a motion, seconded by E. Gndt, to amend agenda to discuss authorizing solicitor to review timber harvest permit ordinance. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to have the Township solicitor review the Township’s timber harvest ordinance to ensure compliance with state law. E. Gndt asked for clarification. All in favor. Motion carried.

E. Gndt requested when the brief is sent out for the Johnson appeal, please send copy to the BOC.

Public Comment – None

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 9:06 p.m. and go into executive session to discuss personnel issues and not return. All in favor. Motion carried.