

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
May 15, 2023 | 6:23 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on May 15, 2023 and was opened by President Rich Wielebinski at 6:23 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:** Taylor Munoz, Township Manager; Leo DeVito, Township Solicitor; Jon Tresslar, Township Engineer; Shawn Goucher, Acting Chief of Police; Pat Briegel, Public Works Director; Frank Cefali, Treasurer; Paola Razzaq, Finance Administrator; and Jennifer Gambino, Administrative Assistant.

**Public Comment** - None

**Announcements**

- Executive session held prior to the meeting for personnel issues and litigation.
- Pocono Township Touch-a-Truck is being held on Saturday, June 3, 2023 from 10 a.m. to 2 p.m. Bring your entire family for this free event and enjoy an interactive experience with all types of construction equipment, vehicles, a helicopter, activities, raffle prizes and more.
- The Township will host a series of three outdoor concerts this summer on the ball field off Alger Avenue adjacent to the Little League field. The series will kick off on June 22 at 6:00 p.m. with live music performed by Erin McClelland. Visit the Township Facebook page for more information.

**Hearings** – None

**Presentations**

- Donation of funds from DNA Properties & Servpro for the purchase of Class A uniforms for the Pocono Township Police Department – Natasha Leap, on behalf of DNA and Servpro, provided a donation for the purchase of Class A uniforms. ServPro stated they are looking forward to seeing the Department "looking spiffy."
- Q1 2023 Treasurers Report – Frank Cefali, CPA & Township Treasurer, & Paola Razzaq, Township Fiscal Administrator – P. Razzaq stated that the Township is modifying the way budget information is conveyed to the public to convey a clear message to the community regarding where tax dollars are being spent. The idea is to communicate how the funds are being used to provide for community needs. F. Cefali provided a summary of the Q1 financials, including revenue and expenditures for each fund. J. Lastowski suggested for the next report to include the dollar figure under the percentages on the respective graphs.

**Resolutions** – None

**Consent Agenda**

- Motion to approve a consent agenda of the following items:
  - Old business consisting of the minutes of the May 1, 2023 meeting of the Board of Commissioners.
  - Financial transactions through May 11, 2023 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll, vouchers payable, sewer operating expenditures, construction fund expenditures, capital reserve expenditures and transfers.

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

**NEW BUSINESS**

1. **Personnel** – None

2. **Travel/Training Authorizations**

R. Wielebinski made a motion, seconded by J. Lastowski, to approve an ARPA transfer in an amount not to exceed \$3,000 to cover the cost of a department head training titled “21<sup>st</sup> Century Budgeting: From Line Items to Greater Alignment with Priority-Based Budgeting (PBB)”. Discussion on budget needs for training and approving \$3,000 instead of \$700 originally put on agenda. All in favor. Motion carried.

**Report of the President**

Richard Wielebinski

R. Wielebinski again thanked DNA and ServPro for the police donation.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the purchase of inclusive play and sound garden equipment from Recreation Resource in the amount of \$111,530.00 made possible from funding secured by Rep. Maureen Madden and the Tannersville Lions Club. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Payment No. 5 to Blue World Construction, Inc. in the amount of \$7,500.00 for completion of the general/building contract for Pump Station 5 Part II Improvements per the recommendation letter of the Township Engineer dated May 8, 2023. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Payment No. 5 to Blue World Construction, Inc. in the amount of \$9,476.50 for completion of the mechanical/plumbing contract for Pump Station 5 Part II Improvements per the recommendation letter of the Township Engineer dated May 8, 2023. All in favor. Motion carried.

Discussion regarding maintenance and operation escrow requirements for land development projects that require installation of new traffic lights - Discussion regarding new developments coming to the Township that require traffic lights and who is going to bear the long-term expense for the ongoing operation of that traffic light. Some municipalities add a condition in their conditional approval to ensure the developer posts a maintenance escrow where developer takes over the responsibility of the maintenance and care in perpetuity rather than the taxpayers. Would need formalizing in ordinance form. L. DeVito will check other municipalities’ ordinances for samples.

**Commissioner Comments**

Jerrod Belvin – Vice President

J. Belvin made a motion, seconded by K. Meeker, to authorize an ARPA transfer in the amount of \$10,493.05 for the purchase of a Motorola APX 8000 HXE All-Band P25 Radio. J. Belvin stated this radio allows communication on all bands during an emergency scenario between all parties. E. Grandt asked whether it was budgeted for. All in favor. Motion carried.

Ellen Grandt – Commissioner - None

Jerry Lastowski – Commissioner

J. Lastowski stated trash is accumulating again at the Wiscasset bus stop.

Trailers on Butz property being addressed by L. DeVito with Attorney Wolf.

Expressed concerns about the SR 314 light timing and not allowing enough traffic through. J. Belvin stated we know there are issues with the loop sensor and whether a camera should be put at the intersection.

Keith Meeker – Commissioner

Thanked the Pocono Twp Police Department for the service they bring to Township residents in recognition of National Police Week. Stated the Department/law enforcement does not get enough recognition. Asked that the Township provide lunch for the officers this week.

## **Reports**

### **Police Report**

- General police updates – Provided update on police calls, incidents and training for April. This Saturday, May 20, 2023 is Coffee with a Cop at Dunkin Donuts in Tannersville. Anticipate funds coming soon for new body cameras and in-car videos. Thanked DNA and Servpro.

**Ambulance Report** – Provided via email.

### **Public Works Report**

- Current Public Works projects – Have been meeting with vendors for various projects, including a micro-surfacing vendor. Completing pipe and swale work in advance of this year's paving projects.
- Mountain View Park updates – New mower is in operation at the park. Mulching and new plantings are moving forward. Looking at new additional play equipment for the park.
- TLC Park updates
  - Splash Pad Installation – Project started today and looking to shorten the five-week project.
  - Dog Park Project(s) – Grass is growing at the park and Township will install the play features when grass is ready.
- Update regarding potential lease purchase of new backhoe – No update.

R. Wielebinski made a motion, seconded by E. Gmandt, to amend agenda for consideration of paving bids for 2023 paving projects. All in favor. Motion carried.

H&K - \$924,924.13  
Heidelberg Materials NE, LLC - \$1,015,593.60  
Wayco Inc. - \$1,158,564.63

J. Lastowski made a motion, seconded by E. Gmandt, to award the paving contract to H&K. All in favor. Motion carried.

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

- Current communication with Kegerreis Outdoor Advertising regarding removal of defunct bus stops and replacement with billboards of same dimensions – Discussed previously.

### **Township Engineer Report**

- Status of Laurel Lake survey work – Should be complete by Wednesday or Thursday. R. Wielebinski asked about the level the lake has been drained.
- Preparation of amendments to Township's stormwater management ordinance per DEP and MCCD Act 167 model ordinance recommendations – Finished review of the existing ordinance and adding new provisions and will get to township manager this week.
- Potential installation of speed tables on Learn Road for speed control – PennDOT has confirmed that the Township can proceed with speed tables on Learn Road without needing PennDOT approval.
- Learn Road safety enhancement project and roundabout survey work – Completed field work and pulled the deeds. The pins in the field do not match the information reflected in the deeds. Further analysis is needed.
- Update – TASA SR 611 sidewalk project – Performed a design realignment of the intersection of Learn Road and SR 611 across from Old Mill Road. Waiting for feedback from PennDOT.

J. Tresslar said he is corresponding with Turkey Hill regarding needed revisions to their proposed sidewalk design.

## Township Solicitor Report

- General legal update – Pocono Township will hold the cash for the cash collateral agreement which will be distributed for review this week.
- Re-schedule of Learn Road zoning map change hearing will occur at first meeting in June.
- Ordinance limiting commercial traffic on Bartonsville Avenue and Beehler Road – Draft ordinance complete today. Will advertise for June 5<sup>th</sup> adoption.
- Ordinance establishing 25 MPH speed limit on Tara Drive, Bull Pine Road, and Terrace Drive – Draft ordinance complete today. Will advertise for June 5<sup>th</sup> adoption.
- Turkey Hill sidewalk installation – Discussed previously.
- Discussion regarding preparation of an ordinance codifying BCRA's public water service area for consistency with the Township's central sewage (Act 537) service area.

R. Wielebinski made a motion, seconded by J. Belvin, to allow public comment for the solicitor to codify the BCRA service area and PJJWA. All in favor. Motion carried.

L. DeVito stated that the BCRA, as part of the PJJWA acquisition is asking the Township to ensure mandatory connections apply to the PJJWA water service area and they have requested that all of the amended Act 537 area be part of that ordinance for mandatory connection. Further discussion among the Board.

R. Wielebinski made a motion, seconded by K. Meeker, to include the PJJWA service area and the Act 537 plan area as amended in the BCRA mandatory connection area. E. Gnadnt emphasized the importance of ensuring the right map is being used. All in favor. Motion carried.

- Zoning Hearing Board updates – None
- Update – Johnson Appeal Commonwealth Court argument – None
- Update – PJJWA transfer agreement – Target to close June 15th with outside closing date of June 30th.

E. Gnadnt asked whether anything was received from the ZHB regarding the denial of the proposed hospital request on Golden Slipper Road.

**Public Comment** – None

### **Adjournment**

R. Wielebinski made a motion, seconded by E. Gnadnt, to adjourn the meeting at 7:29 p.m. All in favor. Motion carried.