



POCONO TOWNSHIP COMMISSIONERS  
AGENDA

July 6, 2020 7:00 p.m.

**TELECONFERENCE DIAL-IN #: 978-990-5000  
ACCESS CODE: 358952**

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

*We ask that any resident making public comment, including those who may have dialed in by phone, please identify yourselves, provide your street address and state the spelling of your name when addressing the Commissioners.*

*Comments are for any issue. Please limit individual comments to five (5) minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

**Announcements**

- An executive session was held on Monday, June 22 to discuss personnel issues.
- Township Residents are encouraged to please respond to the 2020 Census by going to [www.2020census.gov](http://www.2020census.gov). It is critical that Pocono Township receives an accurate census count, so the Township receives the state and federal funds due the Township for the next 10 years.
- If you have not already, we would encourage you to "get in the know" with Pocono Township news. You can 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**

- Interviews, discussion and consideration of appointments for alternate members to the Planning Commission (**Action Item**)
  - Joseph Folsom
  - Christina Kauffman
- Interviews, discussion and consideration of appointments for alternate members to the Zoning Hearing Board (**Action Item**)
  - Natasha Leap

**Resolutions** - None

**OLD BUSINESS**

- Motion to approve the minutes of the June 15, 2020 regular meeting of the Board of Commissioners **(Action Item)**

**NEW BUSINESS**

**1. Personnel**

**2. Financial Transactions**

- a. Motion to ratify vouchers payable received through June 30, 2020 in the amount of \$258,175.78 **(Action Item)**
- b. Ratify gross payroll for pay period ending June 28, 2020 in the amount of \$204,116.10 **(Action Item)**
- c. Motion to approve vouchers payable received through June 30, 2020 in the amount of \$127,841.00 **(Action Item)**
- d. Motion to approve capital fund expenditures through June 30 in the amount of \$5,750.38. **(Action Item)**

**3. Travel/Training Authorizations**

**Report of the President**

Richard Wielebinski

- Update - LED Speed Signs

**Commissioner Comments**

Jerrod Belvin – Vice President

- COVID-19/Emergency Management Update

Ellen Gnandt – Commissioner

- Discussion regarding work session for FY 2021 budget
- Review of year-to-date Township financials – budget versus actual

Jerry Lastowski – Commissioner

- Update – Special allocation to fire company for costs incurred at Pocono Manor fire

Keith Meeker – Commissioner

**Reports**

Zoning

**Emergency Services**

- Police
- EMS
- Fire

**Public Works Report**

- Update – Road Crew Projects
- Update – 2020 Road Paving Projects
- Discussion regarding Robin Lane drainage issues

- Discussion regarding purchase of a Marathon power sprayer/tack distributor
- Update – Lighting at MVP and Heritage Center
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP and Replacement Fixtures

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

- Update on pending grant applications
- Underground Storage Tanks Class C Operator Training Completed
- Resident request to host yoga classes at Mountain View Park (**Possible Action Item**)
- Discussion regarding developer interest in Township-owned property parcel adjoining the Wine Press Inn (**Possible Action Item**)
- Enterprise Fleet Management Meeting – Investigating potential savings of leasing all township vehicles including Police and Public Works
- 2020 Census Response
- Update – Regional HSPS Comprehensive Plan – Thursday, July 16 at 6:00 p.m.
- Update – MS4 requirements – Public Works Training

### **Township Engineer Report**

- St. Paul's Lutheran Drainage Basin
- Sanofi Pasteur – B-85 Building Land Development Plan (**Possible Action Item**)
- Roof Replacement on Maintenance Building
- Archer Lane Drainage Issues
- Update – Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- Update – TLC Bridge & TLC Dam
- Update – Master sidewalk plan Multimodal grant

### **Township Solicitor Report**

- Motion to authorize the Township Solicitor to prepare an amendment to the Township Police Pension Ordinance due to a reduction in retirement age and to advertise for public hearing (**Action Item**)
- Motion to authorize the Township Solicitor to prepare an amendment to the Township Amusement Tax Ordinance and to advertise for public hearing (**Action Item**)
- Discussion regarding amendment to the HJP Park cooperation agreement (**Possible Action Item**)
- Update – Pocono Jackson Joint Water Authority (PJJWA)
- Update – ZHB – Johnson Appeal for Transient Dwelling Unit postponed from March 24, 2020
- Update – Electric contract discussion – further research needed regarding limitation of liability

### **Public Comment**

*Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

### **Adjournment**

## **Taylor Munoz**

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**To:** josephhfolsom@gmail.com  
**Subject:** RE: Planning Commission

**From:** [josephhfolsom@gmail.com](mailto:josephhfolsom@gmail.com) <[josephhfolsom@gmail.com](mailto:josephhfolsom@gmail.com)>  
**Sent:** Tuesday, February 25, 2020 10:46 AM  
**To:** Donna Asure <[dasure@poconopa.gov](mailto:dasure@poconopa.gov)>  
**Subject:** Planning Commission

Hello Donna,

I would like to be considered as an alternate for the Pocono Twp. Planning Commission. I am a 20 year member and past president of the Pocono Township Vol. Fire Co. I have also been a board member as well as past president with the Pocono Highland Community Association in Henryville Pa. I have lived in Pocono Township since July of 2000 and I am very familiar the Township.

My contact info is as follows

Joseph Folsom  
637 Sunglo Ln  
Henryville, Pa 18332  
(570)994-6862  
[josephhfolsom@gmail.com](mailto:josephhfolsom@gmail.com)

Sincerely

Joseph Folsom

## Taylor Munoz

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**To:** Christina Kauffman  
**Subject:** RE: Pocono Township Planning Commission

-----Original Message-----

From: Christina Kauffman <[kauffmanpa@aol.com](mailto:kauffmanpa@aol.com)>  
To: [dasure@poconopa.gov](mailto:dasure@poconopa.gov)  
Cc: [kauffmanpa@aol.com](mailto:kauffmanpa@aol.com)  
Sent: Thu, Mar 12, 2020 10:25 am  
Subject: Pocono Township Planning Commission

Ms. Asure,

Rich Wielebinski spoke to me last evening and provided me with you email address relative to the possibility of becoming an alternate member of the Pocono Township Planning Commission.

I am submitting my name for that position.

I previously served on the Pocono Township Planning Commission during the late 70s, early 80s so I am familiar with the roles and responsibilities of the commission. I also worked for the federal government for 34 years at Tobyhanna Army Depot (various positions) and the U.S. Army Corps of Engineers in Philadelphia, PA (Chief of Information Management), and Brooklyn, NY (North Atlantic Division Chief Information Officer). After retiring from the federal government I worked for Lockheed Martin for six years as a business development specialist in the IT field.

I have been a Pocono Township resident since 1968 with the exception of the time when I worked in Philadelphia and in New York from 1997 through 2008. During that period of time, I was a part time resident of Paradise Township. I have lived full time in Pocono Township since 2008.

I look forward to hearing from you in the near future. You can contact me at my email address or by calling 570-446-7495.

Thank you.

Christina Kauffman

## **Taylor Munoz**

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**From:** Natasha Leap <propertymanager@dnaprop.com>  
**Sent:** Wednesday, June 17, 2020 2:28 PM  
**To:** Taylor Munoz  
**Subject:** Alternative Hearing Board Members

Good Afternoon,

I am interested in serving Pocono Township as an Alternative Zoning Hearing Member. I am a new resident of Pocono Township, but a lifelong resident of Monroe County.

I have been the Maintenance Supervisor and Property Manager for D-N-A Property Management Co for 8 years overseeing 700+ units, and have knowledge of city ordinances, zoning laws, Certificate of Occupancy and HUD inspections and repairs, and compliance items. I am committed to providing fair and accurate assessments of applications, as I do every day for my employer in regards to maintenance, applications for rentals, etc.

I am also a licensed Real Estate Agent which means I am bound to follow, in my everyday actions, the Fair Housing Act and Code of Ethics.

Should you need any additional information, please feel free to contact me via email or phone at 570.460.9173. I appreciate your time and consideration.

Sincerely,  
Natasha Leap, Property Manager  
D-N-A Property Management Co.  
Phone: (570) 424.8131 Ext. 420  
Fax: 570-843-0235  
[www.DNAProp.com](http://www.DNAProp.com)  
Real Estate License: RS310514

"The Real Estate Law requires that I provide you with a written Consumer Notice that describes the various business relationship choices that you may have with a real estate licensee. Since we are discussing real estate without you having the benefit of the Consumer Notice, I have the duty to advise you that any information you give me at this time is not considered to be confidential unless and until you and I enter into a business relationship. At our first meeting I will provide you with a written Consumer Notice which explains those business relationships and my corresponding duties to you."

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
June 15, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, June 15, 2020 via video and teleconference, and was opened by President Rich Wielebinski at 7:02 p.m. followed by the Pledge of Allegiance.

**ROLL CALL:** Jerrod Belvin, present; Ellen Gnandt, 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, Inc.; Taylor Munoz, Township Manager; and Dee Ackerman, Administrative Assistant.

**Public Comments** – No public comments.

**Announcements**

- An executive session will be held tonight following the meeting to discuss personnel issues.
- Township residents are encouraged to please respond to the 2020 Census by going to [www.2020census.gov](http://www.2020census.gov). It is critical that Pocono Township receives an accurate census count, so the Township receives the state and federal funds due the Township for the next 10 years.
- If you have not already, we would encourage you to “get in the know” with Pocono Township news. You can 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).
- Pocono Township’s 2020 road paving projects have started as of today. Residents are encouraged to visit the Township website or Facebook to view the exact roads being paved, so you can plan your local trips accordingly. The project timeline is weather-dependent, but we anticipate all paving to wrap up within four weeks.

**Hearings** – No hearings.

**Presentations** – No presentations.

**Resolutions**

Resolution 2020-13 – Motion to approve the submission of an Automated Red-Light Enforcement (ARLE) grant application in an amount not to exceed \$400,000 from the Pennsylvania Department of Transportation to be used for a transportation upgrade project in the Township.

R. Wielebinski made a motion, seconded by J. Belvin, to approve the submission of an Automated Red Light Enforcement (ARLE) grant application in an amount not to exceed \$400,000 from the Pennsylvania Department of Transportation to be used for transportation upgrade projects in the Township. T. Muñoz discussed strategy for applying for the ARLE Grant. He stated that these grant funds, if received, would help fund the remaining turning lane improvements for the Rimrock Road and S.R. 611 intersection in addition to traffic light sensor upgrades. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

**OLD BUSINESS**

R. Wielebinski made a motion, seconded by E. Gnandt, to approve the minutes of the June 1, 2020 regular meeting of the Board of Commissioners. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

**NEW BUSINESS**

1. **Personnel** - None

## 2. Ratification of COVID-19 Related Decisions

R. Wielebinski made a motion, seconded by J. Belvin, to ratify Board of Commissioners COVID-19 Declaration of Disaster Emergency extension approved on June 8, 2020. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

## 3. Financial Transactions

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable received through June 11, 2020 in the amount of \$99,655.63. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to ratify gross payroll for the pay period ending May 31, 2020 in the amount of \$98,069.90. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through June 11, 2020 in the amount of \$236,832.81. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve sewer construction fund expenditures through June 11, 2020 in the amount of \$4,333.80. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to approve capital fund expenditures through June 11, 2020 in the amount of \$11,519.60. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

## 4. Travel/Training Authorizations

R. Wielebinski made a motion, seconded by E. Gnandt, to authorize Commissioner Jerrod Belvin to attend the G-364 Multi-Hazard Emergency Planning for Schools training in Allegheny County, September 8 & 9, 2020. Discussion followed about applicability of the training and what is involved. J. Belvin clarified this is to assist in coordination of hazard planning with educational institutions, including MCTI and NCC. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

## Report of the President

Richard Wielebinski

- Issues discussed with a short term rental at 255 Faber Circle. Residents have shared ongoing concerns of trash and issues from loud partying.

R. Wielebinski made a motion, seconded by E. Gnandt, for Township Zoning Officer to inspect 255 Faber Circle for violations. Motion was withdrawn until T. Muñoz completes further investigation.

- Discussion regarding adding of three non-union Township administrative positions to the Police health insurance plan with new deductibles.

R. Wielebinski made a motion, seconded by J. Belvin, to add all non-union administrative positions to the police health insurance plan. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Discussion regarding interview and appointment of alternate Planning Commission members. Christina Kaufman and Joe Folsom submitted letters of intent for the alternate positions. Township will confirm their attendance at the first meeting in July for interviews.

- Discussion was held regarding the need to interview and appointment alternate Zoning Hearing Board members, as it is difficult to host hearings if an individual is unavailable or on vacation. T. Muñoz was authorized to advertise for the positions including use of electronic billboards.
- Discussion regarding extending the implementation of the Township's Amusement Tax.

R. Wielebinski made a motion, seconded by K. Meeker, to extend enactment of the amusement tax to August 1, 2020. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Motion to approve MOU with Monroe Career & Technical Institute (MCTI) for Township police services at a rate of \$79.28 per hour.

R. Wielebinski made a motion, seconded by E. Gnandt, to approve MOU with Monroe Career & Technical Institute (MCTI) for Township police services at a rate of \$79.28 per hour. Discussion followed regarding overtime. A statement will be sent to Sgt. Shawn Goucher regarding monitoring overtime. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Discussion regarding MCTI roof replacement project permit fees. If the non-prevailing wage is used to calculate MCTI's project permit fees, permit fee by approximately \$5,000. The Township Zoning Officer evaluated the non-prevailing wage calculations and agreed that \$29,656.50 would be an appropriate fee for the permit.

E. Gnandt stated the Board agreed to give paperwork to J. Tresslar to evaluate the prevailing wage versus non-prevailing wage calculations. J. Tresslar reviewed the paperwork and reported back to T. Muñoz the disparity between prevailing and non-prevailing wage fees. J. Lastowski noted the Township has existing permit fees that individuals were charged in the past, adding that others in the past did not receive this break. He stated that MCTI is comprised of four school districts and to forgive any fees would equate to taking money from Pocono Township taxpayers to fund an entity for which other school districts are responsible. He stated he would not support fee forgiveness due to the Township's financial condition. R. Wielebinski stated it is a fair thing for all taxpayers. E. Gnandt feels the Township is picking and choosing who receives forgiveness.

R. Wielebinski made a motion, seconded by K. Meeker, to set the permit fee for MCTI's project at \$29,656.50. Discussion followed with E. Gnandt questioning whether labor rates were legitimate, given J. Tresslar's opinion on labor rates. R. Wielebinski indicated further discussion will be held regarding this issue. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, no; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Motion to update Township short-term disability policy.

R. Wielebinski made a motion, seconded by E. Gnandt, to update the Township short-term disability policy, to adjust the short-term disability benefit from current rate of 70% of any employee's pay with a cap of \$500 per week, to 70% of any employee's pay with a cap of \$1,000 per week, for a maximum of 26 weeks. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Update - LED Speed Signs – No update.

#### Commissioner Comments

Jerrod Belvin – Vice President

- COVID-19 Update. Monroe County is approved to enter green phase starting Friday, June 19, 2020. Next meeting can be in-person. On June 19, 2020, parks and pavilions will be open as we move things back to normal.

J. Belvin made a motion, seconded by R. Wielebinski, to extend the Township's Declaration of Disaster Emergency to June 19, 2020. Discussion followed regarding Camelback's compliance, since they opened prior to going green. Also discussion regarding Township losing reimbursement for COVID expenses if state guidelines are not followed. J. Belvin indicated Camelback's compliance would be a discussion for the State and that the County is following Governor's orders. R. Wielebinski agreed the Township should stay in line with the County. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Discussion regarding Sponsorship of Monroe County Conservation District Stream Gage.

J. Belvin made a motion, seconded by K. Meeker, for Pocono Township to sponsor \$300.00 toward the stream gage for Monroe County Conservation District. Discussion followed and E. Gnandt made a motion to table the item until the Township's financial condition is further reviewed. Motion failed. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Ellen Gnandt – Commissioner

- Thanked Public Works Crew and all parties involved in the Spring Clean-up Day.
- Discussion regarding activities allowed during yellow phase of COVID-19 restrictions. Asked for confirmation that all parks will fully open on Friday, June 19, 2020, anticipating County entering green phase. J. Belvin indicated that opening the parks is feasible within the scope of green phase.
- Reaffirmed that public meetings will resume, anticipating green phase. Teleconference phone call-in will be available for residents wanting to stay home.
- Review of year-to-date Township financials. Requested a work session be scheduled to review Township budget details. Requested follow-up regarding sewer delinquencies and how they are being handled. T. Muñoz will work on getting a final report.

Jerry Lastowski – Commissioner

- Re-opening of Stites Tunnel/191 Bridge. Stated the Township has been told the anticipated re-opening of Stites Tunnel will occur in mid-July. T. Muñoz will post an update publicly when additional information becomes available.
- Special allocation to fire company for costs incurred at Pocono Manor fire. Jerry spoke to Chief Kresge who is waiting to hear back from the insurance company.

Keith Meeker – Commissioner – No report.

### Reports

**Zoning** – No Zoning report.

**Emergency Services** – A monthly Emergency Services report will be issued.

- Police
- EMS
- Fire

### **Public Works Report**

- Road Crew Projects. Mowing is in progress. Previously approved signage has been installed and speed strips have been installed with an extra strip installed on Cranberry Road which was paved last year.
- Road paving projects commenced June 15, 2020.

- Update – Lighting at MVP and Heritage Center – Public Works crew has gotten halfway around the parking lot with electrical wiring. Stanchions will set for about a week before posts and heads are installed for new lights, then wires will be hooked up.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant. R. Sargent met with Missy from Boucher & James to look at a culvert structure installed by Hamilton Township two years ago. Will update after they get numbers together.
- Update – Well Work at MVP and Replacement Fixtures. Need electrician to get wiring completed. All plumbing and all fixtures have been installed. Only electric is needed to the pump.
- Discussion regarding Robin Lane drainage issues. For years properties have been flooded by water coming off Fish Hill and past fixes have not completely worked. New alternative is to pipe the whole system with pipes running underground down Robin Lane to Tanbark. R. Sargent will set a date next week to do a walkthrough of the project.

R. Wielebinski made a motion, seconded by J. Belvin, for R. Sargent to move forward with the Robin Lane drainage project at an amount not to exceed \$14,500 for material. Discussion followed about completing work on someone else's property, which was referred to L. DeVito. Further approval will be needed from properties affected by this project and further cost analysis completed. Motion was rescinded by R. Wielebinski and agreed to by J. Belvin.

- Discussion followed on the severity of Township water runoff damaging properties and E. Gnandt requested the Board have a work session for further discussion.

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

K. Meeker made a motion, seconded by R. Wielebinski, to authorize Township Manager to interview and hire an intern at a cost not to exceed \$12,000, as provided for in the Township budget. Discussion followed with E. Gnandt suggesting the Township look at finances before hiring an intern. T. Muñoz stated the window for hiring an intern is limited. It was also stated that intern funds were approved in the 2020 budget. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Motion to approve Great Wolf application for fireworks display permit.

E. Gnandt made a motion, seconded by R. Wielebinski, to approve Great Wolf permit application for fireworks display to occur July 5, 2020. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- A virtual work session will be held to discuss Township Amusement Tax. Session will be advertised for June 29, 2020 at 6:00 PM.
- 2017 Green Light Go Project. This is an ongoing Adaptive Signaling project. The Township received notice from PennDOT that the project is delayed over lack of state funding.
- T. Muñoz provided an update on pending grant applications, including applications for ARLE, Multimodal and LSA funds. Also identified there is a potential federal grant opportunity through COVID funding that might benefit PJJWA which will be discussed with Jackson Township and the PJJWA board. Will share further details with the Board as they become available. E. Gnandt inquired about the sidewalk grant. T. Muñoz stated, for Redevelopment Assistance Capital Project (RACP) funds, the municipality is put on a list and your application is good for ten years. Within a ten-year period, one can apply each time there is a round of funding. Unaware of recent rounds of funding announced and the Township must reapply for the sidewalk grant funds.
- Establishing a non-profit park foundation within the Township was discussed that would be able to give the Township some additional opportunities for private funding or foundation funding in

addition to the public grants the Township pursues. Also discussion of re-establishing the Park Board.

J. Lastowski indicated a need to better establish and clearly delineate the roles of the Park Board members. R. Wielebinski suggested renewing conversation regarding a shared park director with Jackson Township, with J. Belvin agreeing. E. Gnandt stated she would like to see a re-implementation of the Township Park Board without having a shared park director.

- Enterprise Fleet Management Meeting. Continued investigation of potential savings of leasing all Township vehicles, including Police and Public Works.
- The Township is lagging in 2020 Census responses due to COVID. Township residents are encouraged to go on-line at [www.census2020.gov](http://www.census2020.gov) to fill out the census questionnaire.
- Update – Regional Comprehensive Plan – The May 14, 2020 meeting was postponed. An alternate date will be announced in the future.

#### **Township Engineer Report**

- St. Paul's Lutheran Drainage Basin. Waiting to hear back from their engineer to move forward with the recommendations outlined in the letter.
- Roof Replacement on Maintenance Building. Bid was uploaded to PennBid. We will have a pre-bid meeting next week to move forward.
- White Oak Culvert Replacement Project. The project is finished with minor punch-list items for the contractor to complete. The road is now open.
- Archer Lane Drainage Issues. A notice of violation dated May 14, 2020 was sent out by Zoning Officer. Will follow-up with Shawn McGlynn regarding next enforcement steps.
- PennDOT request for Township to assume responsibility for flashing light on Sullivan Trail as part of bridge rehabilitation project – No update.
- Update – Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue – No update.
- Update – TLC Bridge & TLC Dam – No update.
- Update – Master sidewalk plan Multimodal grant – No update.

#### **Township Solicitor Report**

- Update – ZHB Hearing for Camp Lindenmere Special Exception. Received special exception to allow special exception expansion.
- Discussion regarding Amusement Tax. Work session will be scheduled as discussed earlier.
- Pocono Jackson Joint Water Authority (PJJWA). No update.
- Johnson Appeal for Transient Dwelling Unit postponed from March 24, 2020. Still working to schedule a hearing.
- Update – Electric contract discussion. Further research needed regarding limitation of liability.

#### **Public Comment – No public comment.**

*Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

Adjournment

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 8:40 p.m. and go into executive session. Roll Call Vote: J. Belvin, yes; E. Gnandt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

DRAFT

POCONO TOWNSHIP  
Monday, July 6, 2020

## SUMMARY

Ratify

General Fund	\$	210,485.43
Sewer Operating	\$	2,391.44
Sewer Construction	\$	-
Capital Reserve	\$	45,298.91

Bill List

TOTAL General Fund	\$	107,822.62
TOTAL Sewer <u>OPERATING</u> Fund	\$	20,018.38
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	5,750.38
Liquid Fuels	\$	-

Budget Adjustments

Budget Appropriations

Interfund Transfer

Notes:

## POCONO TOWNSHIP CHECK LISTING

## RATIFY

Monday, July 6, 2020

Vendor

<b>General Fund</b>	<u>Date</u>	<u>Check</u>	<u>Memo</u>	<u>Amount</u>
Payroll	06/19/2020			
	07/02/2020			
			PAYROLL ENDING 6/14/2020	\$ 108,058.28
			PAYROLL ENDING 6/28/2020	\$ 96,057.82
			<b>TOTAL PAYROLL</b>	<b>\$ 204,116.10</b>
<b>General Expenditures</b>				
	06/15/2020	59803	Cardmember Service	\$ 1,636.31
	06/15/2020	59804	Cardmember Service	\$ 1,990.00
	06/15/2020	59805	Kyocera Document Solutions America, Inc.	\$ 366.56
	06/15/2020	59806	PPL Electric Utilities	\$ 1,239.46
	06/15/2020	59807	Verizon Wireless	\$ 679.38
	06/24/2020	59808	Verizon Wireless	\$ 457.62
			<b>TOTAL General Fund Bills</b>	<b>\$ 6,369.33</b>
<b>Sewer Operating Fund</b>				
	06/16/2020	1634	Blue Ridge	\$ 60.99
	06/16/2020	1635	PPL	\$ 1,889.08
	06/16/2020	1636	Verizon	\$ 32.85
	06/24/2020	1637	Blue Ridge	\$ 121.98
	06/24/2020	1638	Met-ed	\$ 166.49
	06/24/2020	1639	Verizon	\$ 120.05
				<b>\$ 2,391.44</b>
<b>Sewer Construction Fund</b>				
<b>Capital Reserve Fund</b>				<b>\$ -</b>
	06/12/2020	1131	FNB EQUIPMENT	\$ 37,352.15
	06/15/2020	1133	P&D EQUIPMENT	\$ 6,381.00
	06/15/2020	1134	CARDMEMBER SERVICES	\$ 1,565.76
			<b>TOTAL Capital Reserve Fund</b>	<b>\$ 45,298.91</b>
<b>TOTAL General Fund</b>			\$ 210,485.43	
<b>TOTAL Sewer Operating</b>			\$ 2,391.44	Authorized by:
<b>TOTAL Sewer Construction</b>			\$ -	
<b>Total Capital Reserve</b>			\$ 45,298.91	
				Transferred by:
			<b>\$ 258,175.78</b>	

**POCONO TOWNSHIP CHECK LISTING**  
**Monday, July 6, 2020**

<b>General Fund</b>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	06/29/2020	59809	Nationwide - 457	EE & ER Contribution Pay 12	\$ 4,187.85
	06/29/2020	59810	ADP, LLC	Payroll processing	\$ 552.56
	06/29/2020	59811	AFLAC	Supplemental insurance	\$ 488.42
	06/29/2020	59812	AG-Industrial	Public works heavy equipment supplies	\$ 375.10
	06/29/2020	59813	American Arbitration Association	Arbitration services	\$ 325.00
	06/29/2020	59814	AMERICAN UNITED LIFE INSURANCE CO.	GTL and STD premium	\$ 2,029.80
	06/29/2020	59815	Best Auto Service Center	Police vehicle maintenance	\$ 529.11
	06/29/2020	59816	Beyer-Barber Company	Prep of 12/31/19 GASB 68	\$ 850.00
	06/29/2020	59817	Clark Industrial Supply	Public works heavy equipment supplies	\$ 91.52
	06/29/2020	59818	Coslar Sanitation	38 Roll-Off Boxes @ 20 Cubic Yards Each - 2020 Twp Cleanup	\$ 26,220.00
	06/29/2020	59819	Cramer's Home Building Center	PW supplies	\$ 92.30
	06/29/2020	59820	Cyphers Truck Parts	PW supplies	\$ 55.06
	06/29/2020	59821	D.G. Nicholas Co.	PW supplies	\$ 232.60
	06/29/2020	59822	Eureka Stone Quarry, Inc.	Road materials	\$ 3,617.90
	06/29/2020	59823	Francis Smith & Sons Inc	Fuel cards	\$ 105.00
	06/29/2020	59824	Highmark Inc.	HRA admin fees	\$ 108.15
	06/29/2020	59825	J. P. Mascaro & Sons	Waste removal	\$ 283.97
	06/29/2020	59826	J. P. Mascaro & Sons	Waste removal	\$ 198.64
	06/29/2020	59827	JDM Consultants, LLC	June 2020 Grant Consulting & Advocacy	\$ 2,500.00
	06/29/2020	59828	Latin American Motorcycle Assoc. LAMA	6/20/20 Pavilion #1 Refund	\$ 100.00
	06/29/2020	59829	MetLife - Non Uni. Pen. Plan	Non uniform pension contribution	\$ 5,687.01
	06/29/2020	59830	Mountain Road Feed Store	Straw	\$ 28.00
	06/29/2020	59831	PAPCO, Inc.	Vehicle fuel	\$ 2,929.70
	06/29/2020	59832	Pitney Bowes	Postage meter lease	\$ 117.00
	06/29/2020	59833	Pocono 4 Wheel Drive Center	Bull Dog Jack Assembly	\$ 130.00
	06/29/2020	59834	Pocono Record	Township advertisement	\$ 435.84
	06/29/2020	59835	Reliable Sign and Striping	Traffic signal supplies	\$ 580.50
	06/29/2020	59836	Shinetime Auto Wash & Lube	May 2020 Police Car Washes	\$ 68.00
	06/29/2020	59837	Signal Service, Inc.	Traffic signal maintenance	\$ 3,254.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
06/29/2020	59838	Stephenson Equipment, Inc.	PW vehicle supplies	\$ 1,379.00
06/29/2020	59839	STTC Service Tire Truck Centers, INC.	PW heavy equipment	\$ 72.00
06/29/2020	59840	Suburban Testing Labs	Park testing	\$ 135.00
06/29/2020	59841	Tulpehocken Mountain Spring Water Inc	Twp water	\$ 90.19
06/29/2020	59842	Tyrex Resources LLC	Tire disposal clean up days	\$ 504.00
06/29/2020	59843	UNIFIRST Corporation	PW uniforms and mats	\$ 272.88
06/29/2020	59844	United States Treasury	Q2 2020 PCOR Fees	\$ 182.88
06/29/2020	59845	US BANK - Lockbox CM9722	Police pension contribution	\$ 5,941.38
06/29/2020	59846	Monroe County Conservation District	Stream gauge donation	\$ 300.00
06/29/2020	59847	Penteledata	Internet service TWP & Park	\$ 291.03
06/30/2020	59848	SFM Consulting	Building Codes & Zoning Professional Services	\$ 30,056.33
06/30/2020	59849	MRM Workers Comp	Workers comp premium	\$ 11,724.32
06/30/2020	59850	PPL	Traffic & area lights electric service	\$ 49.83
06/30/2020	59851	Mouldoon's Towing	Police vehicle maintenance	\$ 314.80
06/30/2020	59852	Penteledata	Police internet	\$ 190.95
06/30/2020	59853	Watchguard Video	Police minor equipment	\$ 145.00
				<b>TOTAL General Fund \$ 107,822.62</b>

### Sewer Operating Fund

06/29/2020	1640	Allstate Septic Systems, LLP	Maintenance of equipment	\$ 3,069.00
06/29/2020	1641	EEMA O&M Services Group, Inc.	June 2020 O&M & Add'l Serv for May 2020	\$ 7,869.52
06/29/2020	1642	J P Mascaro & Sons	Waste management	\$ 194.00
06/29/2020	1643	Pocono Township	Pay Period 12	\$ 768.87
06/29/2020	1644	SUBURBAN TESTING LABS	Monthly NPDES	\$ 480.00
06/29/2020	1645	Tri-Boro Fencing Contractors	Pump Station #5 Fence Repair	\$ 1,198.00
06/29/2020	1646	Pocono Management Associates LLC	Contracted services 6/7-6/28/2020	\$ 6,139.24
06/29/2020	1647	PENTELEDATA	Internet service pump stations	\$ 299.75
				<b>TOTAL Sewer Operating \$ 20,018.38</b>

### Sewer Construction Fund

**TOTAL Sewer Construction Fund \$ -**

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
06/29/2020	1035	Martin Stone Quarries	Baseball field mix	\$ 4,750.38
06/29/2020	1036	West End Equipment	MVP lighting project/equipment rental	\$ 1,000.00
<b>TOTAL Capital Reserve Fund</b>				<b>\$ 5,750.38</b>

**LIQUID FUELS****ESSA**

<b>TOTAL General Fund</b>	\$ 107,822.62	
<b>Sewer Operating</b>	\$ 20,018.38	
<b>TOTAL Sewer Construction Fund</b>	\$ -	Authorized by: _____
<b>Capital Reserve</b>	\$ 5,750.38	
<b>Liquid Fuels</b>	\$ -	
<b>TOTAL ESSA TRANSFER</b>	<b>\$ 133,591.38</b>	Transferred by: _____

## Robin Lane Proposal

1. 860 ft. of 15 in. H D P E pipe	\$ 7.45 per ft.	\$6407.00
2. 8, 15 in. T,s	\$ 153.56 ea.	\$ 1228.48
3. 8, drop in grates	\$ 142.60 ea.	\$ 1140.80
4. 2, 45 degree angles	\$ 83.76 ea.	\$ 167.52
5. 52 coupling bands	\$ 12.55 ea.	\$ 652.60
6. 1 , 30 in. concrete D box with grate		\$ 815.00
7. 264 tons 2a stone	\$ 7.70 per ton	\$2032.80
8. 44 ton R-4 stone	\$12.15 per ton	\$ 534.60
9. 20 ton 9.5mm asphalt	\$53.78 per ton	\$1075.60

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Total      \$ 14,054.40

All work to be performed by township personal and not before procuring all right of way's needed .

Thank You

Robert Sargent

Road Supervisor

[Provide Feedback](#)[USD \(\\$\)](#) [Sell on Machinio \(/sell\)](#) [Testimonials \(/testimonials/\)](#)[Sign In \(https://www.machinio.com/users/sign\\_in\)](#)[CATEGORIES](#)[asphalt distributor trailers](#)[City, State or Country](#)**Used asphalt distributor trailers - 40 listings**[Advanced Filters](#)**[2016 Marathon TPS250T \(/listings/43203587-2016-marathon-tps250t-in-pa\)](#)**

Manufacturer: Marathon  
Model: TPS250T

**\$9,200**

Pennsylvania, USA

[Click to Contact Seller](#)[\(/listings/43203587-2016-marathon-tps250t-in-pa\)](#)**[2019 Marathon HMT8000T \(/listings/36760158-2019-marathon-hmt8000t-in-pa\)](#)**

Manufacturer: Marathon  
Model: HMT8000T

**\$35,050**

Pennsylvania, USA

[Click to Contact Seller](#)[\(/listings/36760158-2019-marathon-hmt8000t-in-pa\)](#)**[2019 Marathon TPS250T \(/listings/39769521-2019-marathon-tps250t-in-pa\)](#)**

Manufacturer: Marathon  
Model: TPS250T

**\$12,462**

Pennsylvania, USA

[Click to Contact Seller](#)[\(/listings/39769521-2019-marathon-tps250t-in-pa\)](#)



[\(/listings/39769524-2019-marathon-tps250t-in-pa\)](https://www.machinio.com/listings/39769524-2019-marathon-tps250t-in-pa)

**2019 Marathon TPS250T** [\(/listings/39769524-2019-marathon-tps250t-in-pa\)](https://www.machinio.com/listings/39769524-2019-marathon-tps250t-in-pa)

Manufacturer: Marathon

Model: TPS250T

**\$12,315**

Pennsylvania, USA

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[\(/listings/39769526-2019-marathon-tps250t-in-pa\)](https://www.machinio.com/listings/39769526-2019-marathon-tps250t-in-pa)

**2019 Marathon TPS250T** [\(/listings/39769526-2019-marathon-tps250t-in-pa\)](https://www.machinio.com/listings/39769526-2019-marathon-tps250t-in-pa)

Manufacturer: Marathon

Model: TPS250T

**\$13,387**

Pennsylvania, USA

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[\(/listings/38946216-2017-leeboy-l250t-in-syracuse-ny\)](https://www.machinio.com/listings/38946216-2017-leeboy-l250t-in-syracuse-ny)

**2017 LEEBOY L250T** [\(/listings/38946216-2017-leeboy-l250t-in-syracuse-ny\)](https://www.machinio.com/listings/38946216-2017-leeboy-l250t-in-syracuse-ny)

Manufacturer: LeeBoy

Model: L250T

**\$16,000**

Syracuse, NY, USA

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[\(/listings/42863339-1000-top-dm1000-asphalt-distributor-trailer-dmt-1000-in-selkirk-ny\)](https://www.machinio.com/listings/42863339-1000-top-dm1000-asphalt-distributor-trailer-dmt-1000-in-selkirk-ny)

**1000 Gallon Asphalt Distributor Trailer #DMT-1000** [\(/listings/42863339-1000-gallon-asphalt-dmt-1000-in-selkirk-ny\)](https://www.machinio.com/listings/42863339-1000-gallon-asphalt-dmt-1000-in-selkirk-ny)

Manufacturer: PavementGroup

**\$20,950**

Selkirk, NY, USA

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[\(/listings/45054189-2020-marathon-tps250t-in-pa\)](/listings/45054189-2020-marathon-tps250t-in-pa)

**2020 Marathon TPS250T** [\(/listings/45054189-2020-marathon-tps250t-in-pa\)](/listings/45054189-2020-marathon-tps250t-in-pa)

Manufacturer: Marathon  
Model: TPS250T

**\$14,775**

Pennsylvania, USA

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LOADING...

**2020 Marathon TPS250T** [\(/listings/45054191-2020-marathon-tps250t-in-pa\)](/listings/45054191-2020-marathon-tps250t-in-pa)

Manufacturer: Marathon  
Model: TPS250T

**\$14,775**

Pennsylvania, USA

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[\(/listings/45054191-2020-marathon-tps250t-in-pa\)](/listings/45054191-2020-marathon-tps250t-in-pa)

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4



USA

Seller

## 2016 Marathon TPS250T

</listings/36760158-2016-marathon-tps250t-in-pa>

\$9,200

Pennsylvania, USA

Seller Responsiveness:

### Specifications

</listings/36760158-2019-marathon-hmt8000t-in-pa>

Manufacturer:

[Marathon asphalt distributors](#) (</marathon/asphalt-distributors>)

Model:

[Marathon TPS250T](#) (</listings/39769521-2019-marathon-tps250t-in-pa>)

Condition:

used

Year:

2016

Stock number:

10105

</listings/39769521-2019-marathon-tps250t-in-pa>

Category:

[Asphalt Distributors in USA](#) (</asphalt-distributors/united-states>)Subcategory: **General**Listing ID: **43203587**

### Description

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sers/sign\_in)**2019 Marathon HMT8000T**  
(</listings/36760158-2019-marathon-hmt8000t-in-pa>)

\$35,050

Pennsylvania, USA

Click to Contact Seller

Manufacturer: Marathon  
Model: HMT8000T

### Specifications

</listings/36760158-2019-marathon-hmt8000t-in-pa>

Manufacturer:

[Marathon asphalt distributors](#) (</marathon/asphalt-distributors>)

Model:

[Marathon TPS250T](#) (</listings/39769521-2019-marathon-tps250t-in-pa>)

Condition:

used

Year:

2016

Stock number:

10105

</listings/39769521-2019-marathon-tps250t-in-pa>

Category:

[Asphalt Distributors in USA](#) (</asphalt-distributors/united-states>)Subcategory: **General**Listing ID: **43203587**estimonials/)  
sers/sign\_in)



# CERTIFICATE OF TRAINING

Taylor Munoz

Has successfully completed  
**Pennsylvania UST Class C Operator Training**

Issued on:  
**June 26, 2020**

Expires June 26, 2021

A handwritten signature in black ink, appearing to read "Raymond Rees".

Raymond Rees

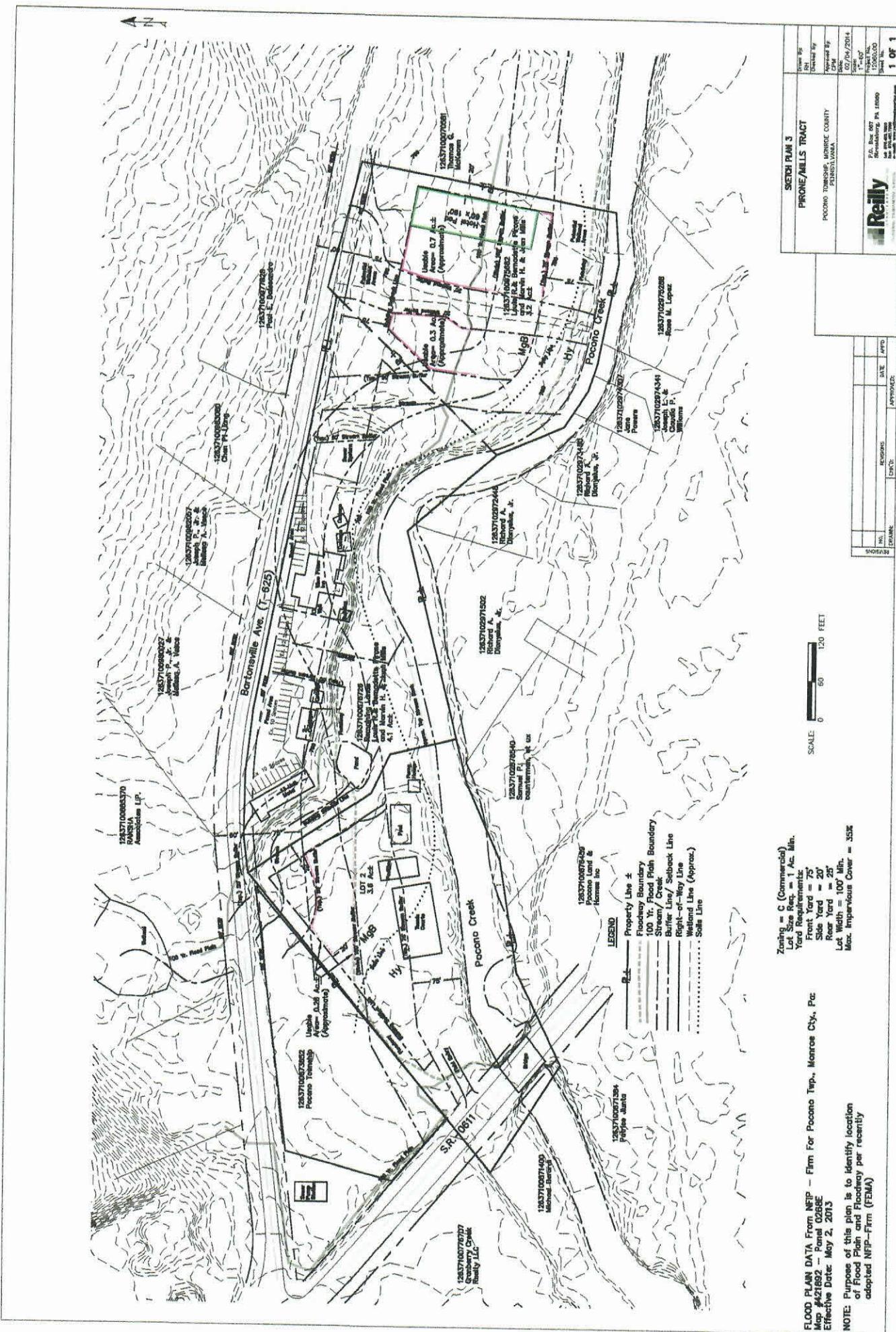
Trainier

Pocono Township

112 Township Drive

Tannersville, PA 18372

P.O. Box 2353, Muncie, IN 47307 • passtesting.com • 765-281-5588





## **Taylor Munoz**

---

**To:** Taylor Munoz  
**Subject:** RE: Pocono Township Items for Discussion

Email: [mindy.lasoski@gmail.com](mailto:mindy.lasoski@gmail.com)

Message: Hello,

I am reaching out to find information regarding gaining permission (if required) to teach free yoga in the park. We would utilize any location in a field or space that is not otherwise in use and follow appropriate social distancing guidelines. I am a 500hr Registered Yoga Teacher and maintain my own insurance policy. Is there anyone specifically that I can talk to?

You can email or contact me at 570-665-1521.

Thank you in advance!

Mindy Lasoski