



POCONO TOWNSHIP COMMISSIONERS
AGENDA

January 3, 2022 | 7:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 814 5068 0275

Passcode: 836537

Zoom Link:

<https://us06web.zoom.us/j/81450680275?pwd=OTZ6RWRhK3BXcG44QUVNU09udHBnUT09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

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 – None

Hearings – None

Presentations – None

Resolutions – None

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the December 20, 2021 meeting of the Board of Commissioners.
 - Financial transactions through December 28, 2021 including:
 - Ratification of vouchers payable in the amount of \$25,522.86 and sewer operating expenditures in the amount of \$528.34.

- Ratification of gross payroll for the pay period ending December 26, 2021 in the amount of \$112,017.45.
- Vouchers payable in the amount of \$68,307.72.
- Sewer operating fund expenditures in the amount of \$4,672.76.
- Capital reserve fund expenditures in the amount of \$4,078.00.
- An American Rescue Plan Act transfer to the General Fund of \$7,645.00 for implementation costs for the Township's new e-permitting platform and hazard pay.
(Action Items)

NEW BUSINESS

1. Personnel – None

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update

Ellen Gmandt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects
- TLC Park Project Update
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant

Administration – Manager's Report

- Interviews for Township job openings underway.
- Preparing resolutions for the consolidation of the Township municipal complex properties and Township fee schedule.
- Regional HSPS Comprehensive Plan update – Still waiting on draft plan.

Township Engineer Report

- Update – Consolidation of the Municipal Complex lots.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonville Avenue.

Township Solicitor Report

- Zoning Hearing Board updates.
 - Update – Taveras Appeal.
 - Update – Johnson Appeal.
- Update – PJJWA transfer agreement.
- HJP Park Agreement between Pocono and Jackson Townships.

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

**Pocono Township Board of Commissioners
Regular Meeting Minutes
December 20, 2021 | 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on December 20, 2021 and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James; Taylor Muñoz, Township Manager; and Robert Sargent, Roadmaster.

Public Comment

Matthew Hensel, Co-owner of Big Screen Escapes – Asked for opportunity to speak regarding proposed tax increase. He was directed to provide official comment during the ordinance hearing.

Announcements

- An executive session of the Board of Commissioners was held on Tuesday, December 14, 2021 at 4:30 p.m. for the purpose of discussing a police grievance arbitration.

Hearings

- Ordinance 2021-06 – Amusement Tax Increase

R. Wielebinski made a motion, seconded by J. Lastowski, to open a Public Hearing to consider adoption of an Ordinance amending Chapter 398, Taxation, Article IV, Amusement Tax, of the Code of Ordinances of Pocono to increase the rate of the amusement tax from 3% to 10% for general Township purposes. No discussion. All in favor. Motion carried.

L. DeVito stated that upon review of the proposed increase, it was determined that the amusement tax could be set at a maximum of 5%. Advised that, should the Board choose, the ordinance would need to be readvertised and scheduled for a future public hearing. The hearing could be held as early as January 17, if necessary. Pete Hensel, co-owner of Big Screen Escapes, stated that a further increase in the amusement tax may have a negative effect on local business owners. Matthew Hensel, co-owner of Big Screen Escapes, stated while 2% may not break Pocono Township's bank, it may be a burden for local business owners. E. Gnandt stated this is a tax paid by the tourist, not the business, as a pass-through tax. J. Lastowski explained he understands the concerns expressed by the business owners, that the Board labored extensively over the increase and that the proposed budget also increases taxes on property owners. He would rather see tourists pay for part of Township services than see it put on the homeowners of the Township. J. Lastowski stated that police and fire company services spend extensive resources addressing incidents related to tourism activities. M. Hensel asked about exemptions for ski facilities and non-profits. Also stated a lot of locals frequent their businesses and they are trying to remain competitive with other businesses. It was clarified that ski facilities are exempt from amusement taxes, per state law.

R. Wielebinski made a motion, seconded by J. Lastowski, to close public hearing. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to readvertise an ordinance hearing to consider increasing the amusement tax to 5%. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to include in the advertisement an effective date for the 5% amusement tax of February 11, 2022. All in favor. Motion carried.

▪ Ordinance 2021-07 – Adoption of the Pocono Township FY 2022 Budget

R. Wielebinski made a motion, seconded by K. Meeker, to open a Public Hearing to consider adoption of the FY 2022 budget and appropriate funds estimated to be required for the purposes of the government of the Township of Pocono, fixing the real estate millage rate for the 2022 Fiscal Year at a rate of 2.429 mills per dollar of assessed valuation and a fire tax rate at 0.201 special purpose mills. No discussion. All in favor. Motion carried.

L. DeVito stated this is a required action setting the Township tax rate and fire tax rate for 2022. No public comment.

R. Wielebinski made a motion, seconded by J. Lastowski, to close the public hearing. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to adopt Ordinance 2021-07 approving the FY 2022 budget and appropriating funds estimated to be required for the purposes of the government of the Township of Pocono, fixing the real estate millage rate for the 2022 Fiscal Year at a rate of 2.429 mills per dollar of assessed valuation and a fire tax rate at 0.201 special purpose mills. J. Lastowski asked for clarification regarding the tax increase year-over-year. Roll call: J. Belvin, yes; E. Gnant, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Presentations - None

Resolutions

R. Wielebinski made a motion, seconded by J. Belvin, to approve Resolution 2021-32 granting conditional approval of the Great Wolf Lodge Expansion Land Development Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve Resolution 2021-33 granting conditional approval of the Northridge at Camelback Phase 11-16, Phase 2 – Hunter Circle preliminary land development plan. J. Tresslar stated the applicant had two phases of their original plan. Phase II is for a larger plan and there were changes to parking/buildings. Stated recommendation is for conditional approval as all planning comments have been met and only technical comments remain. E. Gnant asked question regarding change in proposed units on this plan. J. Tresslar indicated many units have been eliminated and they have been concentrated in centralized locations. R. Wielebinski asked if Planning Commission recommended approval of the plan as presented. 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 December 6, 2021 meeting of the Board of Commissioners.
 - A budget adjustment request of \$53,000.00 to ensure specified line items have sufficient funding for the remainder of 2021.
 - Financial transactions through December 16, 2021 including:
 - Ratification of vouchers payable in the amount of \$394.83 and sewer operating expenditures in the amount of \$125.76.
 - Ratification of gross payroll for the pay period ending December 12, 2021 in the amount of \$214,765.75.
 - Vouchers payable in the amount of \$251,687.17.
 - Sewer operating fund expenditures in the amount of \$139,931.06.
 - Sewer construction fund expenditures in the amount of \$22,612.73.
 - Capital reserve fund expenditures in the amount of \$19,086.00.
 - A fire tax disbursement of \$387.35.
 - An American Rescue Plan Act transfer to the General Fund of \$6,126.00 for the purchase of a blower attachment to clear Township stormwater facilities.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the consent agenda. E. Gndant asked about the bid threshold, particularly as it related to invoices for soil used at TLC Park. Roll call: J. Belvin, yes; E. Gndant, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

NEW BUSINESS – None

Report of the President

Richard Wielebinski

- Discussion regarding Township position on sidewalks and curbing for 3101 Route 611 (the old jewelry store) – Board agreed to defer the sidewalk installation requirement for the old jewelry store property on SR 611 for the interested purchaser. J. Tresslar indicated that a note will be put on the land development plan for the future.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – Still waiting on the repairs for the light at the corner of SR 611 and Warner Road. Projected will be complete by the end of the year.
- Discussion and possible action regarding the institution of a one-year pilot program for 12-hour shifts for Pocono Township patrol officers – T. Muñoz gave a synopsis of the proposed 12-hour pilot program.

J. Belvin made a motion, seconded by K. Meeker, to start the institution of a one-year pilot program for 12-hour shifts for Pocono Township patrol officers, effective January 1. J. Lastowski asked for Corporal Rath to present on the Corporals' experience with the three-month pilot and asked if they had any issue with fatigue. J. Belvin asked whether E. Rath's overtime has gone down. E. Rath confirmed yes it had. J. Belvin asked about increased saturation levels since starting 12-hour shifts. Discussion regarding increased corporal supervision as benefit of 12-hour shifts. Corporal Aaron Anglemeyer described a quality of life increase and increased productivity. E. Gndant asked question regarding productivity increase and how it would be measured. J. Lastowski emphasized the need for a rubric to measure department-wide pilot. R. Wielebinski stated he believes the MOU developed between the Township and Union outlines all concerns. E. Gndant asked for clarification regarding calculation of overtime; asked question about shift differentials; and asked about personal days and the duration of the agreement. E. Gndant stated we should go into this agreement knowing what the measurables are and stated she would have liked more time to review. No public comment. Roll call: J. Belvin, yes; E. Gndant, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Ellen Gndant – Commissioner – No comment.

Jerry Lastowski – Commissioner – Commended T. Muñoz regarding UGI communication for the gas line project on Upper Swiftwater.

Keith Meeker – Commissioner – No comment.

Reports

Emergency Services

- Chief Werkheiser provided a police report. November numbers included 919 total incidents. 9,670 incidents have been recorded year-to-date – an increase of over 3,000 incidents from 2020.

Public Works Report

- Current Public Works projects – Road department completing leaf cleanouts. Alger Avenue demolition complete except for garage being kept temporarily for storage purposes. 74.57 tons removed from the premises.

- TLC Park Project Update – PPL hooked up electric at the park, which will enable the lighting of the basketball court lights. Ice rink being monitored. The lower pond is currently dry due to the low level of the Pocono Creek and water not reaching the inlet feeding the pond.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – No update.

Administration – Manager's Report

- Interviews for Township job openings being scheduled for early January – Interviews are scheduled for the first two weeks of January.
- Regional HSPS Comprehensive Plan update – Still waiting on draft plan.

Township Engineer Report

- Consolidation of the Municipal Complex lots - Lot consolidation plan is complete and ready for signature. J. Tresslar will speak with Lisa Pereira regarding preparation of a resolution.
- Update – Righthand turn lanes from Route 611 onto Rimrock Road and Bartonville Avenue - Waiting on comments back from PennDOT.

R. Wielebinski asked if there is a plan to address drainage issues on Woodland Drive. J. Tresslar prepared plan and will meet with Township manager and prioritize drainage issues throughout the Township.

Township Solicitor Report

- Zoning Hearing Board updates.
 - Taveras Appeal – Township won the Taveras Appeal at the Court of Common Pleas. They can appeal to the Commonwealth Court if they choose.
 - Johnson Appeal – No new report. On appeal to the Commonwealth Court.
- Update – Closing for sale of I-80 parcel happened last week and is now complete.
- HJP Park Agreement between Pocono and Jackson Townships – Discussion regarding terms of initial grant funds used to acquire the property.

Discussion regarding the state opioid settlement started by Attorney General Josh Shapiro and the County's request that six Townships, including Pocono, withdraw as non-litigating parties from the settlement.

R. Wielebinski asked for update regarding the PJJWA agreement. L. DeVito will check for an update.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 9:10 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, January 3, 2022

SUMMARY

Ratify

General Fund	\$	25,522.86
Payroll	\$	112,017.45
Sewer Operating	\$	528.34
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	68,307.72
TOTAL Sewer <u>OPERATING</u> Fund	\$	4,672.76
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	4,078.00
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	215,127.13
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Fire Tax Disbursement	\$	-
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Budget Adjustments

<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

GENERAL FUND TO CAPITAL RESERVE

ARPA FUNDS TO CAPITAL RESERVE

ARPA FUNDS TO GENERAL FUND

TRAISR IMPLEMENTATION COSTS	\$	6,645.00
HAZARD PAY	\$	1,000.00
<u>Total</u>	\$	7,645.00

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, January 3, 2022

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	12/31/2021			PAYROLL ENDING 12/26/21	\$ 112,017.45

TOTAL PAYROLL \$ 112,017.45

General Expenditures

	Date	Check	Vendor	Memo	Amount
	12/17/2021	61670	Monroe County Co.	Q1 2022 Dispatch Fees	\$ 18,518.31
	12/17/2021	61665	Cardmember Services	Police supplies and subscriptions	\$ 821.00
	12/17/2021	61666	Cardmember Services	PW supplies	\$ 372.94
	12/17/2021	61667	Cardmember Services	Police supplies and subscriptions	\$ 3,466.35
	12/17/2021	61668	Cardmember Services	TWP supplies, subscriptions, and licenses	\$ 2,344.26

TOTAL General Fund Bills \$ 25,522.86

Sewer Operating Fund

	Date	Check	Vendor	Memo	Amount
	12/20/2021	2080	VERIZON	SEWER MODEMS	\$ 120.05
	12/21/2021	2081	MET ED	ELECTRIC SERVICE PUMP STATIONS	\$ 282.53
	12/21/2021	2082	BLUE RIDGE	SEWER PHONE SERVICE	\$ 62.88
	12/22/2021	2083	BLUE RIDGE	SEWER PHONE SERVICE	\$ 62.88
					<u><u>\$ 528.34</u></u>

Sewer Construction Fund

	Date	Check	Vendor	Memo	Amount
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TOTAL Sewer Construction Fund \$ -

Capital Reserve Fund

	Date	Check	Vendor	Memo	Amount
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TOTAL Capital Reserve Fund \$ -

TOTAL General Fund	\$	137,540.31	
TOTAL Sewer Operating	\$	528.34	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by:
	<u><u>\$</u></u>	<u><u>138,068.65</u></u>	

POCONO TOWNSHIP CHECK LISTING

Monday, January 3, 2022

General Fund

Date	Check	Vendor	Memo	Amount
12/28/2021	61671	Nationwide - 457	Pay 25 - 26, 2021	\$ 7,101.68
12/28/2021	61672	ADP, LLC	Payroll services	\$ 785.52
12/28/2021	61673	Cefali and Associates PC	Oct 2021 Treasury Services	\$ 326.25
12/28/2021	61674	DES	Nov 2021 TWP Recycling	\$ 37.50
12/28/2021	61675	Donna Kenderdine Reporting	Professional services	\$ 250.00
12/28/2021	61676	Engle-Hambright & Davies, Inc.	POCOTOW-03 P Razzaq Public Bond	\$ 500.00
12/28/2021	61677	Eric A. Moses Co.	PW operation supplies	\$ 159.80
12/28/2021	61678	General Code	General Code Analysis	\$ 3,386.57
12/28/2021	61679	Gotta Go Potties, Inc	MVP & TLC Handicap Rental 11/16-12/14/21	\$ 300.00
12/28/2021	61680	Integra Business Center	TWP computer / IT equipment	\$ 827.05
12/28/2021	61681	J. P. Mascaro & Sons	TWP Waste Removal Dec 2021	\$ 298.15
12/28/2021	61682	J. P. Mascaro & Sons	MVP Waste Removal Dec 2021	\$ 198.64
12/28/2021	61683	Kimball Midwest	83381S Eye Wash Station 2ea	\$ 87.98
12/28/2021	61684	Lauter, Kevin	2021 Boot Allowance	\$ 139.99
12/28/2021	61685	MetLife - Non Uni. Pen. Plan	December ER contribution	\$ 9,291.22
12/28/2021	61686	Mid-Atlantic ADR	Arbitration	\$ 900.00
12/28/2021	61687	MRM Worker's Compensation Pooled Trust	10/1/20 - 9/30/21 Payroll Audit	\$ 18,025.00
12/28/2021	61688	Shinetime Auto Wash & Lube	Nov 2021 Police Washes	\$ 18.00
12/28/2021	61689	STTC Service Tire Truck Centers, INC.	Skid Steer Service and parts	\$ 2,576.24
12/28/2021	61690	Suburban Propane	Fuel oil and vehicle fuel	\$ 5,110.05
12/28/2021	61691	TRAISR, LLC	Project T21777.9S/ November Billing	\$ 6,645.00
12/28/2021	61692	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$ 71.29
12/28/2021	61693	UNIFIRST Corporation	PW Uniforms & Carpet	\$ 177.46
12/28/2021	61694	US BANK - Lockbox CM9722	EE CONTRIBUTIONS DECEMBER 2021	\$ 11,094.33
TOTAL General Fund				\$ 68,307.72

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
12/28/2021	2084	BRODHEAD CREEK REGIONAL AUTHORITY	PA ONE CALL SERVICES	\$ 3,000.00
12/28/2021	2085	EMERGENCY SYSTEM SERVICE	EMERGENCY CALL	\$ 595.06
12/28/2021	2086	INTEGRA BUSINESS SERVICES	COMPUTER SEWER SYSTEM	\$ 874.00
12/28/2021	2087	JP MASCARO	WASTE REMOVAL PUMP STATIONS	\$ 203.70
TOTAL Sewer Operating				<u>\$ 4,672.76</u>

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
TOTAL Sewer Construction Fund				<u>\$ -</u>

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
12/28/2021	1267	CLEVELAND BROTHERS	EQUIPMENT RENTAL 114 ALGER DEMO	\$ 2,200.00
12/28/2021	1268	PATRIOT WORKWEAR	POLICE VESTS	\$ 1,878.00
TOTAL Capital Reserve Fund				<u>\$ 4,078.00</u>

LIQUID FUELS

Date	Check	Payee	Memo	Amount
				<u>\$ -</u>

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
TOTAL Fire Tax				<u>\$ -</u>

ESSA

General Fund	\$	68,307.72	Authorized by: _____
Sewer Operating	\$	4,672.76	
Sewer Construction Fund	\$	-	Transferred by: _____
Capital Reserve	\$	4,078.00	
Fire Tax Disbursement	\$	-	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	<u>\$</u>	<u>77,058.48</u>	