



POCONO TOWNSHIP COMMISSIONERS
AGENDA

March 7, 2022 | 6:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 837 4899 2791

Passcode: 401580

Zoom Link:

<https://us06web.zoom.us/j/81525833698?pwd=N3BzYklwYS92MG5RYWlHQUYvY2FOU09>

PLEASE NOTE: ON THE 1ST MONDAY OF EACH MONTH, THE REGULAR BOARD OF COMMISSIONERS MEETING WILL IMMEDIATELY FOLLOW THE 6:00 P.M. SEWER MEETING.

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

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 AM until 10 PM.

Hearings – None

Presentations

- Public presentation of the TLC Park Master Plan and update regarding proposed upgrades to Park amenities and existing grant applications. **(Public Comment)**

Resolutions

- Resolution 2022-07 – Motion to pass Resolution 2022-07 granting conditional approval of the Core5 Warner Road Warehouse Preliminary Land Development Plan. **(Action Item)**
- Resolution 2022-08 – Motion to pass Resolution 2022-08 establishing a procedure governing the sale of personal property, either individual items or lots of items, of an estimated fair market value of less than two thousand dollars without further action by the Board of Commissioners. **(Action Item)**
- Resolution 2022-09 – Motion to pass Resolution 2022-09 authorizing the submission of a 2022 Pocono Mountains Visitors Bureau Community Impact Grant Application in an amount not to exceed \$40,000 for the purpose of completing park infrastructure upgrades at TLC Park in Pocono Township. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the February 22, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through March 3, 2022 including:
 - Ratification of vouchers payable in the amount of \$1,494.75 and sewer operating expenditures in the amount of \$643.33.
 - Ratification of gross payroll for the pay period ending February 20, 2022 in the amount of \$109,546.83.
 - Vouchers payable in the amount of \$76,592.56.
 - Sewer operating fund expenditures in the amount of \$7,497.46.
 - Capital reserve fund expenditures in the amount of \$31,127.50.
 - An interfund transfer of \$1,931,746.49 from the Township General Fund to the Capital Reserve Fund.
 - An interfund transfer of \$817,000.00 from the Sewer Operating Fund to the Sewer Capital Fund. **(Action Items)**

NEW BUSINESS**1. Personnel****2. Travel/Training Authorizations****Report of the President**

Richard Wielebinski

- Motion to approve the destruction of 2015 deposits, bank records, invoices, payroll and sewer reports per the PA Local Government Retention manual. **(Action Item)**
- Motion to waive pavilion fees for the Eastern Monroe Public Library's use of Pavilion #3 at Mountain View Park on Wednesday, June 29, 2022 from 10:00 a.m. to 1:00 p.m. **(Action Item)**
- Motion to allow the Pocono Township Library to install a Story Walk this summer at Mountain View Park. **(Action Item)**

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update
- Hazard Mitigation Grant Program Application

Ellen Grandt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services Reports

Public Works Report

- Current Public Works Projects
- Upcoming Public Works Training(s)
- Motion to put the Pocono Township 2022 paving projects out for public bid. **(Action Item)**
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant.

Administration – Manager’s Report

- Discussion regarding requests by nonprofits for waivers of pavilion rental fees at Mountain View Park and whether Township Administration can approve these waivers as a rule, if proof of tax-exempt status is provided. **(Possible Action Item)**
- Discussion and possible action regarding the setting of fees for for-profit use of Township sports fields. **(Possible Action Item)**
- Spring & Fall Cleanup Days are out for public bid.
- 2022 grant applications are underway.
- 2022 Township events
 - Pocono Township Touch-a-Truck – June 4, 2022
 - Community Day – Saturday, September 10, 2022
 - Truck-or-Treat – TBD
 - Christmas Tree Lighting – TBD
- Regional HSPS Comprehensive Plan – Planning Commission to recommend approval at next meeting, kicking off a 45-day public comment period.

Township Engineer Report

- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue.

Township Solicitor Report

- March 1, 2022 Zoning Hearing Recap – 254 Pine Tree Drive STR Appeal
- Other 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

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-07

**A RESOLUTION GRANTING CONDITIONAL APPROVAL
OF THE CORE5 WARNER ROAD WAREHOUSE PRELIMINARY LAND
DEVELOPMENT PLAN**

WHEREAS, the Applicant, Core5 Industrial Partners, submitted a plan application titled “Preliminary Land Development Plans, Warner Road Warehouse” (the “Plan”). The Applicant proposes to construct a 702,000 square foot warehouse with associated truck loading doors, trailer parking, passenger vehicle parking and access drives. The property is located in the C Commercial Zoning District and is known as Monroe County Tax ID No. 12/7/1/27, PIN No.12637200232232; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated June 3, 2021 and February 15, 2022; and

WHEREAS, the Pocono Township Planning Commission recommended conditional preliminary plan approval at its meeting held on February 28, 2022; and

WHEREAS, the Pocono Township Board of Commissioners desires to take action on this Plan.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

The following requests for modification from the Subdivision and Land Development Ordinance were granted by the Board of Commissioners on August 16, 2021:

1. SALDO Section 390-43.A(6)(e)(2)(a) – “No more than 35% of the original ground cover within any designated steep slope area [areas having an original, unaltered slope of 20% or greater] on the property may be disturbed by grading, filling, or other means. At least 65% of the original ground cover must remain undisturbed during the establishment, alteration, or maintenance the property.” *Applicant is proposing the disturbance of approximately 72.5% of the existing steep slopes.*
2. SALDO Section 390-43.A(6)(e)(2)(e) – “The final plan shall be recorded with a steep slope easement. The easement shall be comprised of at least 65% of the total existing area and located within the original boundaries of the steep slope areas.” *Applicant is proposing the disturbance of approximately 72.5% of the existing steep slopes.*
3. SALDO Section 390-50.D.(5) – “The maximum slope of the earthen detention basin embankments shall be four horizontals to one vertical.” *Applicant is proposing a slope of 3:1 for the interior slopes of the basins which is permitted by DEP and to achieve the necessary infiltration area at the bottom of the basins.*

4. SALDO Section 390-50.D.(8) – “In order to ensure proper drainage on the basin bottom, a minimum grade of 2% shall be maintained for areas of sheet flow. For channel flow, a minimum grade of 1% shall be maintained.” *Applicant is proposing 0% slope.*
5. SALDO Section 390-55.C.(2)(a) – “One planting island shall be provided for every 10 parking stalls. There shall be no more than 15 contiguous parking stalls in a row without a planting island.” *Applicant is proposing to reduce the landscaped islands to maximize the parking around the building.*
6. SALDO Section 390-55.C.(2)(d) – “In nonresidential developments, large parking lots shall be divided by planting strips into smaller parking areas of no more than 100 stalls.” *Applicant is proposing to eliminate the planting strips between parking areas on the western side of the building given the large, landscaped area being provided to the west of the parking lot.*
7. SALDO Section 390-55.C.(2)(f) – “All planting strips shall be a minimum of eight feet wide. Strips shall run the length of the parking row, underlain by soil (not base course material), shall be designed to encourage the infiltration of stormwater insofar as possible, and shall be protected by curbs, wheel stops, or bollards. Planting strips shall contain plantings of street- type shade trees at maximum intervals of 1 tree per 30 feet, plus shrubs and/or ground cover, as approved by the Township, to cover the entire area.” *Applicant is proposing to eliminate the planting strips between parking areas on the western side of the building given the large, landscaped area being provided to the west of the parking lot.*
8. SALDO Section 390-59.A.(3) – “Every parking area shall be arranged for orderly, safe movement. Parking areas containing 30 or more parking spaces shall have a curbed internal road system with a landscaped island or strip of a minimum width equal to one parking space separating the road system from the parking area to provide safe and orderly movement of traffic and discouragement of cross-aisle driving.” *Applicant is proposing to eliminate the planting strips between parking areas on the western side of the building given the large, landscaped area being provided to the west of the parking lot.*
9. SALDO Section 390-59.B. – The minimum required parking space width is ten (10) feet. *Applicant is proposing a parking space width of nine (9) feet.*
10. SALDO Section 390-60.C.(4) – “The traffic impact study shall include, but not necessarily be limited to, an analysis of expected traffic generation to, from, and upon surrounding roads within a radius of two miles from the proposed development site, particularly showing a.m. and p.m. peak hours of existing traffic flow during a normal business day, in comparison with what is anticipated after the proposed development is fully completed, and, if applicable, upon the completion of each stage. Estimated peak hour trip generation shall be based on procedures set forth in the most recent editions of the ITE Trip Generation Manual. Existing traffic flows shall be based on actual counts.” *Applicant proposes to have the traffic impact study be limited to those required by PennDOT (Warner Road between its intersections with SR 715 and SR 611) given that Warner Road is a PennDOT Road.*

That the following requests for modification of the Stormwater Management Ordinance were granted by the Board of Commissioners on August 16, 2021:

1. SMO Section 365-8.L – “Roof drains should not be connected to streets, sanitary or storm sewers, or roadside ditches in order to promote overland flow and infiltration/percolation of stormwater.” *Applicant proposes to have all roof drains conveyed to proposed infiltration / detention basins which are designed to promote infiltration.*
2. SMO Section 365-10.I.(6)(b)(1) and (2) – “(1) Permitted activities/development. Stormwater conveyance required by the municipality or other body or agency having jurisdiction; buffer maintenance and restoration; the correction of hazardous conditions; stream crossings permitted by DEP and passive unpaved stable trails shall be permitted within the wetland buffer. No other earth disturbance, grading, filling, buildings, structures, new construction, or development shall be permitted within the wetland buffer; and (2) The area of the wetland buffer altered by activities permitted in accordance with Subsection I(6)(b)[1] above shall be minimized to the greatest extent practicable, as determined by the municipality. In no case shall more than 20% of the cumulative wetland buffer on the subject parcel be altered by the activities permitted in accordance with Subsection I(6)(b)[1]. This twenty-percent disturbance shall include both the disturbance created by the applicant and any subsequent owner of the parcel, or a portion of the parcel developed by the applicant (i.e., lot owner).” *Applicant shall be permitted to perform activities which are not permitted (site grading, truck access areas, truck loading spaces etc.), within the buffer. The site design paved areas have been designed to not directly discharge stormwater to the wetlands. Stormwater will be directed to the proposed site infiltration / detention basins before discharging to wetlands.*
3. SMO Section 365-10.I.(8)(b) – “Streams. Permitted activities/development. Stormwater conveyance required by the municipality or other body or agency having jurisdiction, buffer maintenance and restoration, the correction of hazardous conditions, stream crossings permitted by DEP, fish hatcheries, wildlife sanctuaries and boat launch sites constructed so as not to increase the floodplain elevation, and unpaved trails, shall be permitted, providing no buildings are involved. No other earth disturbance, grading, filling, buildings, structures, new construction, or development shall be permitted.” *Applicant shall be permitted to have site grading downslope of an infiltration basin (Stream Buffer Impact No. 2 – 0.045 acres). This area shall be reforested following this temporary disturbance.*
4. SMO Section 365-10.I.(8)(c) – “The area of the buffer altered by activities permitted in accordance with 365-10.I.(8)(b) shall be minimized to the greatest extent practicable, as determined by the municipality. In no case shall more than 20% of the cumulative stream buffer on the subject parcel be altered by the activities permitted in accordance with §365-10.I.(8)(b). This twenty-percent disturbance shall include both the disturbance created by the applicant and any subsequent owner of the parcel or a portion of the parcel developed by the applicant (i.e., lot owner).” *Applicant is proposing that the buffer disturbance for the stream be permitted to exceed 20%.*

5. SMO Section 365-11.A.(3) – “The size of the recharge facility shall be based upon the following volume criteria: (a) NRCS Curve Number Equation." (as outlined in the Section); (b) Annual recharge. Water budget approach." (as outline in the Section).” *Applicant is proposing that the PADEP spreadsheets, as required for the NPDES permit application, be utilized to calculate stormwater volume requirements.*
6. SMO Section 365-13.B, 365-13.D., and Appendix A Design Criteria – The Ordinance requires the use of certain rainfall depths and intensities for the various storm return periods, according to the region in which the project is located. *Applicant is proposing to utilize the NOAA Atlas 14 rainfall data as part of the stormwater management analysis to be consistent with the NPDES Application calculations.*

That the “Preliminary Land Development Plans, Warner Road Warehouse” as shown on the preliminary land development plan prepared Borton Lawson, dated April 9, 2021, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The Applicant shall comply with all of the conditions and requirements identified in the Township Engineer’s letters.
2. The Applicant acknowledges and agrees that it is required to provide for adequate water and sewer service sufficient to adequately serve the proposed use and development of the Property. The Applicant has designed the building and use on the Property to be serviced by public water and public sewer. The Applicant understands and acknowledges that public water and public sewer is not currently available and may never be available to serve the Property. The Applicant accepts as a condition that no building permits nor any Certificates of Occupancy shall be issued by the Township until the Applicant provides a binding “will serve” letter from both the Township which provides for public sewer service to the Property and from the Brodhead Creek Regional Authority for public water service to the Property. Further, the Applicant acknowledges that without the commitment for public sewer and public water, it is proceeding solely at its own risk and that neither the Township nor the Brodhead Creek Regional Authority shall be liable to the Applicant should public water and public sewer not be available to the Property.
3. The Applicant shall submit a final plan in accordance with Section 508 of the Municipalities Planning Code.
4. The Applicant shall comply with all final plan requirements identified in the Subdivision and Land Development Ordinance, subject, however, to any waivers or modifications granted by the Board of Commissioners.
5. The Applicant shall pay all necessary fees associated with the Plan, including but not limited to a fee in lieu of dedicating open space in the amount of \$94,500.00, and any outstanding plan account charges and all professional services fees, prior to the recording of the Final Plan.
6. The Applicant shall enter into an Improvements Agreement with the Township and provide appropriate security at the time of Final Plan approval.

7. The Applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security at the time of Final Plan approval.
8. The Applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township at the time of Final Plan approval.
9. The Applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Final Plan for signatures.
10. The Applicant shall complete the development in strict accordance with the Plan, notes on the Plan, this conditional Preliminary Approval, including any waivers or modifications granted by the Board of Commissioners, and the Improvements Agreement (except as said Plan or conditions of approval may be revised during the Final Plan approval process).
11. The Applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 7th day of March, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Taylor Munoz
Title: Township Manager

By: _____
Print Name: Richard Wielebinski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-08

A RESOLUTION OF THE POCONO TOWNSHIP BOARD OF COMMISSIONERS IN ACCORDANCE WITH THE FIRST CLASS TOWNSHIP CODE AUTHORIZING THE ESTABLISHMENT OF A PROCEDURE GOVERNING THE SALE OF PERSONAL PROPERTY, EITHER INDIVIDUAL ITEMS OR LOTS OF ITEMS, OF AN ESTIMATED FAIR MARKET VALUE OF LESS THAN TWO THOUSAND DOLLARS WITHOUT FURTHER ACTION BY THE BOARD OF COMMISSIONERS.

WHEREAS, the Township from time to time must sell surplus or excess personal property and equipment of the Township which has a fair market value of less than Two Thousand Dollars (\$2,000.00); and

WHEREAS, the Pennsylvania First Class Township Code Article XV, Section 56501.2(d) allows the Board of Commissioners to adopt a procedure for the sale of surplus personal property, either individually or lots of items, of an estimated fair market value of less than Two Thousand Dollars (\$2,000.00), in which case the approval of Commissioners shall not be required for any sale that shall be made in conformity to the procedure; and

WHEREAS, Board of Commissioners of Pocono Township (the “Township”) now desires to establish such a procedure.

NOW, THEREFORE, be it resolved by the Board of Commissioners that the procedure for sale of surplus personal property, either individual or lots of items, with an estimated fair market value of less than Two Thousand Dollars (\$2,000.00) shall be as follows.

1. Any Department Head wishing to sell surplus personal property in accordance with this procedure must provide a memorandum to the Township Manager sufficiently describing the property at issue and a written estimate of the fair market value, confirming the value at less than Two Thousand Dollars (\$2,000.00).

2. When possible, multiple quotes should be solicited and if multiple quotes cannot be obtained for any reason, the Department Head shall confirm that with the Township Manager, in writing.

3. A copy of the memorandum and confirmation of sale of any property under this procedure shall be provided to the Board of Commissioners and kept on file in the Township in accordance with the Township record retention requirements.

4. The Township Manager and any Department Head may, from time to time, request approval of the Board of Commissioners for any sale eligible under this procedure in the event the Township Manager and the Department Head determine that the property at issue would require review and approval by the Board of Commissioners.

BE IT FURTHER RESOLVED by the Board of Commissioners of Pocono Township that the Township Staff has the approval through this procedure to sell surplus property, either individual items or lots of items, with an estimated fair market value of less than Two Thousand Dollars (\$2,000.00).

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 7th day of March, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Taylor Munoz
Title: Township Manager

By: _____
Print Name: Richard Wielebinski
Title: President

**POCONO TOWNSHIP, MONROE COUNTY,
PENNSYLVANIA**

RESOLUTION 2022-09

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A 2022 POCONO
MOUNTAINS VISITORS BUREAU COMMUNITY IMPACT GRANT APPLICATION**

BE IT HEREBY RESOLVED, that the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania herby authorizes the submission of a 2022 Pocono Mountains Visitors Bureau Grant Application in an amount not to exceed \$40,000 for the purpose of completing park infrastructure upgrades at TLC Park in Pocono Township.

BE IT FURTHER RESOLVED, that the Applicant does herby authorize the Township Manager to execute all documents and agreements between the Township of Pocono and the Pocono Mountains Visitors Bureau to facilitate and assist in obtaining the requested grant.

SO RESOLVED, this 7th day of March, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Taylor W. Munoz
Title: Township Manager

By: _____
Print Name: Richard Wielebinski
Title: President

**Pocono Township Board of Commissioners
Regular Meeting Minutes
February 22, 2022 | 6:02 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on February 22, 2022 and was opened by President Rich Wielebinski at 6:02 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; Taylor Muñoz, Township Manager; Frank Cefali, Township Treasurer; Sergeant Shawn Goucher; Frank Cefali, Township Treasurer; Paola Razzaq, Financial Administrator; Krisann MacDougall, Assistant Secretary; and Jennifer Gambino, Administrative Assistant.

Public Comment

Anthony Velardi (213 Hemlock Road, Tannersville) – Asked for information regarding Fish Hill Road tree cutting activity.

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

R. Wielebinski made a motion, seconded by J. Lastowski, to open a Public Hearing to consider adoption of Ordinance 2022-02 granting Blue Ridge Communications a non-exclusive franchise for transmission and distribution of cable service in the Township of Pocono. All in favor. Motion carried.

L. DeVito stated it is required that the agreement be passed via ordinance authorizing persons to sign the agreement with Blue Ridge for cable service.

Mike Velardi (2751 Pocono Circle) asked if the term “non-exclusive” means another company can come into the Township. L. DeVito confirmed that the Agreement does not prevent other companies from providing cable service in the area.

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

R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Ordinance 2022-02 to grant Blue Ridge Communications a non-exclusive franchise for transmission and distribution of cable service in the Township of Pocono. All in favor. Motion carried.

Presentations

- Dee Ackerman was recognized and presented with a plaque upon her retirement from Pocono Township after 31 years as Administrative Assistant and Receptionist.
- 2021 Q4 Financial Report – Frank Cefali, CPA & Township Treasurer – Provided end-of-year Township financial report for each Township fund. The Township finished ahead of where anticipated. Township was on target with projected annual budget and fund balance is stable.

- Joe Phillips, Phillips & Donovan Architects – Presentation of cost estimates associated with the municipal complex Architectural Feasibility Study.

Presented cost estimate for the architectural feasibility study. Detailed various categories of expense, including specific costs associated with various structures on the municipal complex. Discussed successive stages of evaluation for continuing the project.

J. Lastowski stated he would like to review the financial numbers prior to proceeding with the additional architectural study expense.

E. Gndt asked clarification questions regarding the design of the proposed complex.

Board consensus to take some time to fully digest the numbers presented and report back at future date.

Resolutions - None

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the February 7, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through February 17, 2022 including:
 - Ratification of vouchers payable in the amount of \$1,089.83 and sewer operating expenditures in the amount of \$124.12.
 - Ratification of gross payroll for the pay period ending February 6, 2022 in the amount of \$108,343.77.
 - Vouchers payable in the amount of \$224,264.83.
 - Sewer operating fund expenditures in the amount of \$141,864.43.
 - Sewer construction fund expenditures in the amount of \$20,449.64.
 - Capital reserve fund expenditures in the amount of \$99,753.87.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the consent agenda. E. Gndt asked for motion to be amended to remove E.M. Kutz invoice for review of a surcharge. Motion amended and accepted to remove E.M. Kutz invoice. All in favor. Motion carried.

NEW BUSINESS – None

Report of the President

Richard Wielebinski

- Discussion regarding completed application for the 2022 Monroe County Open Space grant program to provide funds for replacement of park equipment at TLC Park – T. Muñoz gave a synopsis of grants for proposed TLC park equipment and various COSTARS supplier quotes.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve and issue a letter of support for a cost-share arrangement put forth by the Monroe County Fire Chief's Association, where the cost of P-25 radio upgrades for the Pocono Township Volunteer Fire Department in the amount of \$180,908.00 will be shared equally by Monroe County, the Fire Department, and the Township. Pocono Township will cover \$60,243.00 through American Recovery Plan Act funds. E. Gndt asked for clarification. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to waive Mountain View Park pavilion fees for Girls on the Run from March 14 through May 20, 2022. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to purchase two (2) 2022 Ford Explorer Police Interceptors from Koch 33 at the COSTARS price of \$34,695.00 per vehicle. E. Gndt asked for clarification. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to order 25 Glock 45 9mm pistols for a total of \$12,512.50 less the \$300 per gun trade-in discount. This discount is as of 2-17-2022. J. Belvin asked if officers have the option to pay for and keep original gun. E. Gndt asked about bidding out Township property. Motion amended and accepted to include the officer purchase or trade-in of firearms will be subject to legal review. All in favor. Motion carried.

- Discussion and action regarding new municipal complex cleaning quotes:
 - Jan-Pro - \$1,450.00/mo. plus a one-time initial deep clean of \$499.00.
 - M2M Services - \$3,393.26/mo.
 - Angels Clean Touch - \$4,000/mo.

R. Wielebinski made a motion, seconded by K. Meeker, to accept the quote of Jan-Pro of Northeastern PA for the provision of municipal cleaning services at a rate of \$1,450.00 per month. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve a 3-year agreement with Portland Contractors as the certified water operator for Mountain View Park, including both the Heritage Center and Bath House facility, at a rate of \$300/mo. for Year 1, \$320/mo. for Year 2, and \$335/mo. for Year 3. E. Gndt asked for copy of the agreement. Roll call: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to open the agenda. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to hire one additional park employee at a rate not to exceed \$16 per hour. Roll call: J. Belvin, no; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to amend the agenda for discussion and action to extend an offer of employment for a new police officer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to extend a conditional offer of employment to Kundan Dave for the position of Patrol Officer for Pocono Township Police Department. All in favor. Motion carried.

Commissioner Comments – None

Reports

Emergency Services

- S. Goucher gave update on 12-hour shifts for the Police Department. Stated overtime is down and most shifts have additional manpower. The morale in department is very high, and officers seem pleased with the 12-hour shift structure. There were 1,327 incidents in January, 493 higher than 2021. Local business owners are getting more interactions with officers that are now working day shifts that were relegated to night shifts prior.

Public Works Report

R. Wielebinski made a motion, seconded by E. Gndt, to advertise the Township's 2006 Dodge Ram truck, the "Silver Bullet," on Municibid. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to advertise two John Deere Gators on Municibid. All in favor. Motion carried.

Administration – Manager’s Report

- Spring & Fall Cleanup Days are out for public bid.
- 2022 grant applications are underway – Two applications for park equipment and two applications for the TLC Park splashpad.
- 2022 Township events
 - Pocono Township Touch-a-Truck – June 4, 2022.
 - Community Day – Saturday, September 10, 2022.
 - Truck-or-Treat – To be determined.
 - Christmas Tree Lighting – To be determined.
- Regional HSPS Comprehensive Plan – Final draft received for Planning Commission and Commissioner review. Moving toward formal adoption by end of spring.

T. Muñoz received call from Harmony Tree Care who would like to reserve a pavilion at Mountain View Park for an Arbor Day function on 4/29/22 and 4/30/22. Discussed having vendors and food trucks at the function. The Township is not supportive of outside vendors or food trucks in the Park.

Township Engineer Report

- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Had meeting with Senator Scavello and PennDOT, who asked the Township to identify any outstanding issues. Will complete a list and send to PennDOT.
- Confirming a date to meet for discussion of prioritization of stormwater projects following 2021 storm damage.

Township Solicitor Report

- R. Wielebinski announced an executive session was held before the meeting at 5:30 p.m. to discuss personnel matters.
- March 1, 2022 Zoning Hearing – 254 Pine Tree Drive STR Appeal – Will attend meeting 3/1/22 on behalf of Township.
- Other Zoning Hearing Board updates.
 - Update – Taveras Appeal – Have not received notice of appeal.
 - Update – Johnson Appeal – Briefs were submitted. Waiting for oral argument from Commonwealth Court.
- Update – PJJWA transfer agreement – Update was provided to the Board. The PJJWA is hoping for a finalized agreement with BCRA by March.
- HJP Park Agreement between Pocono and Jackson Townships – Have not heard anything. Will reach out to Todd Weitzmann.

Public Comment

Mike Velardi (2157 Pocono Circle, Bartonsville) – Announced there are free classes every Thursday night 6:30 p.m. at Siamsa in Stroudsburg sponsored by Constitution Alive.

Adjournment

R. Wielebinski made a motion, seconded by J. Lastowski, to adjourn the meeting at 7:46 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, March 7, 2022

SUMMARY

Ratify

General Fund	\$	1,494.75
Payroll	\$	109,546.83
Sewer Operating	\$	643.33
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	76,592.56
TOTAL Sewer <u>OPERATING</u> Fund	\$	7,497.46
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	31,127.50
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	226,902.43
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Fire Tax Disbursement	\$	-
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Budget Adjustments

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

GENERAL FUND TO CAPITAL RESERVE	\$	1,931,746.49
SEWER OP. TO SEWER CAPITAL	\$	817,000.00

ARPA FUNDS TO CAPITAL RESERVE

ARPA FUNDS TO GENERAL FUND

Total Transfers	\$	2,748,746.49
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, March 7, 2022

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	02/25/2022			PAYROLL ENDING 02/21/2022	\$ 109,546.83
TOTAL PAYROLL					\$ 109,546.83

General Expenditures

	Date	Check	Vendor	Memo	Amount
	2/17/2022	61837	E.M.Kutz, Inc.	Snow & Ice Rem Equipment Maint	\$1,058.85
	02/24/2022	61871	STAPLES CREDIT CARD	OFFICE SUPPLIES	\$ 131.90
	02/24/2022	61872	TYREX	TIRE DISPOSAL	\$ 304.00
TOTAL General Fund Bills					\$1,494.75

Sewer Operating Fund

	Date	Check	Vendor	Memo	Amount
	2/22/2022	2130	BLUE RIDGE	PHONE SERVICE PUMP STATION	\$ 124.12
	2/22/2022	2131	MET ED	ELECTRIC SERVICE PUMP STATION	\$ 399.10
	2/22/2022	2132	VERIZON	INTERNET SERVICE PUMP STATION	\$ 120.11
					\$ 643.33

Sewer Construction Fund

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

Capital Reserve Fund

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

TOTAL General Fund	\$	111,041.58	
TOTAL Sewer Operating	\$	643.33	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by:
	\$	111,684.91	

POCONO TOWNSHIP CHECK LISTING

Monday, March 7, 2022

General Fund

Date	Check	Vendor	Memo	Amount
3/2/2022	61873	American Heritage Life Insurance Company	Supplemental insurance	\$957.12
3/2/2022	61874	AMERICAN UNITED LIFE INSURANCE CO.	G 00617954-0000-000	\$3,026.93
3/2/2022	61875	ARGS Technology, LLC	Police & TWP IT services	\$3,054.00
3/2/2022	61876	Best Auto Service Center	Unit 88 Service	\$49.75
3/2/2022	61877	Cefali and Associates PC	Treasury Services	\$660.00
3/2/2022	61878	CLEAN TEAM, INC.	March 2022 TWP Cleaning	\$847.60
3/2/2022	61879	Creative Works Systems, Inc.	1/24/22 Data Archiving	\$227.50
3/2/2022	61880	Cyphers Truck Parts		\$626.80
3/2/2022	61881	D.G. Nicholas Co.	P1540	\$612.91
3/2/2022	61882	Double M Productions	PW UNIFORM	\$253.50
3/2/2022	61883	E.M.Kutz, Inc.	PW supplies	\$6,327.46
3/2/2022	61884	Gotta Go Potties, Inc	MVP & TLC Park 1/11 - 2/8/22	\$300.00
3/2/2022	61885	H. M. Beers, Inc.	SEO SERVICES JAN & FEBRUARY 2022	\$1,400.00
3/2/2022	61886	Highway Equipment & Supply Co.	231390	\$130.55
3/2/2022	61887	HUNTER KEYSTONE PETERBILT	PW TRUCK PARTS	\$809.62
3/2/2022	61888	J. P. Mascaro & Sons	TWP Waste Removal Feb 2022	\$327.65
3/2/2022	61889	Nauman Companies	Spring Maintenance 2022 & Repairs	\$3,475.75
3/2/2022	61890	Nivert Metal Supply	PW supplies	\$174.92
3/2/2022	61891	PA DEP	4/2022 - 4/2023 Storage Tanks	\$100.00
3/2/2022	61892	PENTELEDATA	TWP, Police & Park Internet	\$467.98
3/2/2022	61893	Pocono Record	TWP Advertising	\$353.04
3/2/2022	61894	Portland Contractors, Inc.	Coliform Sampling 2/11/22	\$170.00
3/2/2022	61895	Scantek	Police Doc Scanning Sub 1/2022 - 12/2022	\$1,200.00
3/2/2022	61896	Shinetime Auto Wash & Lube	Jan 2022 Police Car Washes	\$62.00
3/2/2022	61898	Suburban Propane	2753-126715	\$6,747.57
3/2/2022	61899	UNIFIRST Corporation	PW UNIFORMS & MATS	\$268.59
3/2/2022	61900	Versalift East	PW EQUIPMENT PARTS	\$60.12

3/2/2022	61901	Wilson Products Compressed Gas Co.	PW supplies	\$60.32
3/3/2022	61902	SFM Consulting	BO & ZO Professional Services	\$43,840.88
TOTAL General Fund				<u>\$ 76,592.56</u>

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
3/2/2022	2133	Boucher & James, Inc.	Proj 2131058R 611 Land Dev LLC Hotel Pad Sewer Review	\$31.75
3/2/2022	2134	J P Mascaro & Sons	Pump Station 5 Waste Removal Feb 2022	\$223.85
3/2/2022	2135	METROPOLITAN TELECOMMUNICATIONS	Pump Station 5 Phone	\$78.65
3/2/2022	2136	PENTELEDATA	Pump Stations 1 thru 5 Internet	\$475.45
3/2/2022	2137	Pocono Record	Adverstisement	\$173.76
3/2/2022	2138	Pocono Township	Lateral Reimb Permit B2022-14	\$124.00
3/2/2022	2139	Tier One Appraisal, LLC	Proposed Sewer Easement Starner Property	\$1,000.00
3/2/2022	2140	TRAISR	SEWER SHARE OF TRAISR IMPLEMENTATION COSTS	\$5,390.00
TOTAL Sewer Operating				<u>\$7,497.46</u>

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
TOTAL Sewer Construction Fund				<u>\$0.00</u>

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
3/2/2022	1280	FNB FINANCE	2019 DODGE RAME LEASE PAYMENT	\$ 31,127.50
TOTAL Capital Reserve Fund				<u>\$ 31,127.50</u>

LIQUID FUELS

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

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
				TOTAL Fire Tax \$ -
ESSA				
General Fund	\$	76,592.56	Authorized by: _____	
Sewer Operating	\$	7,497.46		
Sewer Construction Fund	\$	-		
Capital Reserve	\$	31,127.50		
Fire Tax Disbursement	\$	-	Transferred by: _____	
Liquid Fuels	\$	-		
TOTAL ESSA TRANSFER	\$	115,217.52		