



POCONO TOWNSHIP COMMISSIONERS
AGENDA

July 5, 2022 | 6:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 892 102 5946

Passcode: 18372

Zoom Link:

<https://us06web.zoom.us/j/8921025946?pwd=Q1VtaFVhVEpRWUvdIFrSHJ1cE1Td09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

For any individuals wishing to make public comment tonight, including those dialed in by phone, please state:

- 1) The spelling of your name;*
- 2) Identify whether you are a taxpayer of Pocono Township; and*
- 3) Your street address.*

Please limit individual comments to five (5) minutes and direct all comments to the President. Public comment is not for debate or answering questions, rather it is for "comment on matters of concern, official action or deliberation...prior to taking official action" [PA Sunshine Act, Section 710.1].

Announcements

- The Board of Commissioners held an executive session on Monday, June 27 at 4:30 p.m. for the purpose of discussing the Public Works Collective Bargaining Agreement and accompanying contract negotiations
- "Yoga in the Park" begins with Mommy & Me classes at Mountain View Park on Friday, July 8 at 10:00 a.m. and continue every other Friday morning. Beginners Adult Yoga Classes begin Thursday, July 14 at 6:30 PM at the Park and will continue every other Thursday. The cost is \$10 per person (free for children under 12) and residents can contact the Township at 570-629-1922 to reserve their spot.

Hearings – None

Presentations

- Recognition of Patrol Officer Austin Anglemeyer and his promotion to the rank of Corporal.

Resolutions – None

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the June 20, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through June 28, 2022 including:
 - Ratification of vouchers payable in the amount of \$1,236.56 and sewer operating expenditures in the amount of \$505.39.
 - Ratification of gross payroll for pay periods ending June 12 and June 26, 2022 in the amount of \$233,038.62.
 - Vouchers payable in the amount of \$47,584.37.
 - Sewer operating fund expenditures in the amount of \$10,043.83.
 - Sewer construction fund expenditures in the amount of \$26,247.65.
 - Capital reserve fund expenditures in the amount of \$4,333.96.
 - Fire Tax disbursement of \$2,058.78.
 - Transfer of \$1,183.33 from the ARPA Fund to the General Fund for the purpose of Traisr implementation costs.

(Action Items)

NEW BUSINESS

1. Personnel – None

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- Motion to appoint Attorney Robert Kidwell of Newman Williams as Pocono Township Zoning Hearing Board conflict counsel. **(Action Item)**
- Discussion and possible action regarding the advertising of an amendment to the Township's Stormwater Management Ordinance, per the PA DEP's 2022 model ordinance. **(Possible Action Item)**
- Discussion regarding possible youth softball and baseball training facility at TLC Park.

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update
- Discussion and possible action regarding approval of a revised quote for a L6Q Quick Deploy LPR Camera at TLC Park. **(Action Item)**

Ellen Gmandt – Commissioner

Jerry Lastowski – Commissioner

- Update – Paving of Burton Road following UGI project work.

Keith Meeker – Commissioner

Reports

Zoning

Police Report

Ambulance Report

Public Works Report

- Current Public Works projects.
- Mountain View Park updates.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant.

Administration – Manager’s Report

- Evaluation ongoing regarding electric supplier rates.
- Public hearing for Zoning Ordinance changes scheduled for July 18.
- 2022 Township Events
 - Community Day – Saturday, September 10, 2022
 - Trunk-or-Treat – TBD
 - Christmas Tree Lighting – TBD

Township Engineer Report

- Public bid currently underway for the TLC Park Dog Park.
- Engineering study for identified stormwater projects – Laurel Lake Road and Oakwood Acres.
- Parking area design for Old Learn Farm open space parcel adjacent to PPL easement.
- TASA SR 611 sidewalk project.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue.

Township Solicitor Report

- Zoning Hearing Board updates.
 - Motion to have Township Solicitor attend the CMBK Resort Holdings, LLC hearing on July 19, 2022 at 4:00 p.m.
- Update – Johnson Appeal.
- Update – Kelly Trust Property
- Update – PJJWA transfer agreement.

Public Comment

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- 1) The spelling of your name;*
- 2) Identify whether you are a taxpayer of Pocono Township; and*
- 3) Your street address.*

Please limit individual comments to five (5) minutes and direct all comments to the President. Public comment is not for debate or answering questions, rather it is for “comment on matters of concern, official action or deliberation...prior to taking official action” [PA Sunshine Act, Section 710.1].

Adjournment

**Pocono Township Board of Commissioners
Regular Meeting Minutes
June 20, 2022 | 6:05 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on June 20, 2022 and was opened by President Rich Wielebinski at 6:05 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; John Tresslar, Township Engineer, LVL Engineering; Taylor Muñoz, Township Manager; Shawn Goucher, Acting Chief of Police; and Jenn Gambino, Administrative Assistant.

Public Comment - None

Announcements – None

Hearings – None

Presentations – None

Resolutions

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Resolution 2022-25 Amending the Township Fee Schedule for Subdivision, Land Development, Zoning and Zoning Hearing Board Fees, and Other Miscellaneous Applications and Permitting Fees, Repealing and Replacing all Prior Fee Resolutions. 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 June 6, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through June 15, 2022 including:
 - Ratification of vouchers payable in the amount of \$869.55, and sewer operating expenditures in the amount of \$123.24.
 - Ratification of gross payroll for the pay period ending May 29, 2022 in the amount of \$133,572.89.
 - Vouchers payable in the amount of \$191,898.50.
 - Sewer operating fund expenditures in the amount of \$118,493.25.
 - Sewer construction fund expenditures in the amount of \$38,806.33.
 - Capital reserve fund expenditures in the amount of \$1,190.45.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the consent agenda. E. Gndt asked if payroll date was correct. R. Wielebinski identified issue with the sewer operating expenditures item. Motion amended to read sewer operating expenditures in the amount of \$687,266.73 and accepted. All in favor. Motion carried.

NEW BUSINESS - None

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by K. Meeker, to approve Change Order No. 2 for the Deferred Lateral Connection Project in the amount of \$1,950.00 paid to Kobalt Construction for the purpose of

covering additional materials required for shifting a sewer lateral location. Also extends contract timeline by up to 90 days to allow for completion of project. E. Gndt asked if the change order was mutually agreed to by the Township and property owner. It was confirmed that the Township agreed with the change. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve Change Order No. 2 for the Pump Station 5 Mechanical/Plumbing Contract in the amount of \$3,365.00 to Blue World Construction for installation of new conduit for jockey pump wiring. E. Gndt asked for clarification. J. Lastowski asked if the Township has recourse for the work that was never done by the original contractor. L. DeVito laid out the process that would be required to go after the previous engineer for conduit never installed. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Change Order No. 2 for the Pump Station 5 Jockey Pump Electrical Contract in the amount of \$23,685.00 paid to Hayden Power Group for the installation of seven conduit runs with associated junction boxes and fittings. All in favor. Motion carried.

- Discussion regarding possible youth softball and baseball training facility at TLC Park. Will be discussed later in the agenda.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update - Video processor for 715/Warner Road light has been repaired.
- Quotes for security cameras at TLC Park - Discussion regarding quotes for security cameras on top of sewer pump station. Quote was received from ARGS Tech for \$3,645.30 to add three cameras to existing system. E. Gndt asked whether there are concerns regarding the possible splitting of quotes for two areas of TLC Park. Discussion regarding the various quotes received and clarification that two camera quotes were received for 1) seven security cameras installed around the park and 2) three cameras on top of the sewer pump station. This does not including the license plate reader previously approved. Two of the three contractors refused to provide quotes for the pump station, as existing cameras and software licenses were installed and obtained by ARGS Tech.

J. Belvin made a motion, seconded by J. Lastowski, to award the bid for security camera installation for TLC ballfield and TLC Park to Rodney Smith, ARGS Technology, for \$3,645.30 and \$13,832.22, subject to auditor and legal approval. All in favor. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to approve a \$100 sponsorship of the Monroe County Conservation District Stream Gage. E. Gndt stated the system cost \$18,000 and Pocono is one of the bigger municipalities who contributes to the gage. Motion was amended and accepted to approve a \$500 donation. All in favor. Motion carried.

Ellen Gndt – Commissioner - None

Jerry Lastowski – Commissioner

- Update – Paving of Burton Road following UGI project work – Asked if R. Sargent got in touch with Paradise Township roadmaster.

Keith Meeker – Commissioner - None

Reports

Zoning - None

Police Report

- Update – Police Hiring Process - Test set for Thursday, June 23, 2022 with 11 applicants.
- Update – Corporal Interviews - Promoted one Corporal, Austin Anglemeyer, and one Acting Corporal, JJ Scott. Corporal Rath appointed as Acting Sergeant.

Discussed use of LPR data for commercial purposes, which helped to identify the truck that was used in the TLC Park shooting. May look into future subscription.

Ambulance Report - None

Public Works Report

R. Wielebinski made a motion, seconded by J. Belvin, to approve a quote of \$16,350 from Mount Pocono Fence for a four (4) foot chain link fence extension for the TLC Park Basketball Court. E. Gmandt asked for clarification. The Township contacted five fence vendors and Mount Pocono Fence was the lowest quote received. All in favor. Motion carried.

Administration – Manager's Report

- Evaluation is ongoing regarding electric supplier rates. The Township is locked into current supplier contract at approximately six cents per kwh. Spoke to Township's energy broker who advised Township not to extend current contract yet due to a volatile market. Broker will run rates and findings will be presented to the Board on July 18. The Township will then have to act quickly to secure a new rate.
- DCED LSA grant funds were received for \$116,136.00 for the Learn Rd/Old Mill Rd/SR 611 Safety Enhancement Project. The Township received funds for sidewalks and street lighting prior under the PennDOT TASA program and, while still short on funds needed for this project, this grant will bring the Township closer to full funding.
- Meeting will be held regarding the Kimmel Borgrette architectural feasibility study on Wednesday, June 22.
- Public hearing for Zoning Ordinance changes and Timber Harvest Ordinance scheduled for July 18.
- New Mountain View Park activities planned for July. J. Gambino has secured two Yoga instructors for Yoga in the Park. In process of organizing a Nature Walk with Conservation District and Pocono Heritage Land Trust. Discussed future activities and J. Lastowski suggested having functions on Township or fire company grounds as well.
- 2021 Township Audit is currently underway.
- Update – Active Township grant applications – A COPS grant application was completed which, if received, will offset a portion of the cost of up to three police hires for the first three years of their employment.
- 2022 Township Events
 - Community Day – Saturday, September 10, 2022
 - Trunk-or-Treat – TBD
 - Christmas Tree Lighting – TBD

R. Wielebinski made a motion, seconded by K. Meeker, to amend agenda for Dan Boccia to present on Pocono Pride and discuss construction of training facility affiliated with Pocono Pride Softball. All in favor. Motion carried.

Discussion was held regarding potential concerns and control of a training facility for youth softball or baseball. J. Lastowski suggested Township Manager plan a meeting with Pocono Pride to get more specifics regarding planning of the project.

Township Engineer Report

- Public bid currently underway for the TLC Park Dog Park with bid award scheduled for July.

- Finalizing engineering study for identified stormwater projects – Laurel Lake Road and Oakwood Acres.
- Parking area design for Old Learn Farm open space parcel adjacent to PPL easement. Have developed a sketch of the parking lot and PPL has asked for further engineering be completed per their encroachment process.
- TASA SR 611sidewalk project. Meeting with TASA representatives at end of July.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue. No update.

It was stated that two fire hydrants are inoperable up at Great Wolf and the Township should investigate with BCRA.

Township Solicitor Report

- Zoning Hearing Board updates.
- Update – Johnson Appeal.
- Update – Kelly Trust Property
 - Update – PJJWA transfer agreement – Agreement was received. Meeting on Wednesday with Todd Weitzmann to discuss.

Include Camelback Zoning Hearing on next BOC meeting agenda for approval to send L. DeVito.

Public Comment – None

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 8:16 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Tuesday, July 5, 2022

SUMMARY

Ratify

General Fund	\$	1,236.56
Payroll	\$	233,038.62
Sewer Operating	\$	505.39
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	47,584.37
TOTAL Sewer <u>OPERATING</u> Fund	\$	10,043.83
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	26,247.65
TOTAL Capital Reserve Fund	\$	4,333.96
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	322,990.38
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Fire Tax Disbursement	\$	2,058.78
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Budget Adjustments

Budget Appropriations

Budgetary Interfund Transfer

Use of Grant Funds

ARPA FUNDS TO CAPITAL RESERVE

ARPA FUNDS TO GENERAL FUND

TRAISR INV 1268	\$	1,183.33
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Total Transfers	\$	1,183.33
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Tuesday, July 5, 2022

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	06/03/2022			PAYROLL ENDING 05/29/2022	\$ 117,605.65
	07/01/2022			PAYROLL ENDING 06/26/2022	\$ 115,432.97
				TOTAL PAYROLL	\$ 233,038.62

General Expenditures

	Date	Check	Vendor	Memo	Amount
	06/23/2022	62250	COMMONWEALTH OF PA	USTIF 2021-2022 YTD	\$ 400.73
	06/23/2022	62251	POCONO RECORD	TWP ADVERTISING	\$ 491.19
	06/24/2022	62252	STAPLES CREDIT	POLICE SUPPLIES	\$ 344.64

TOTAL General Fund Bills **\$1,236.56****Sewer Operating Fund**

	Date	Check	Vendor	Memo	Amount
	6/20/2022	2220	VERIZON	INTERNET SERVICE	\$ 120.07
	6/23/2022	2221	MET ED	ELECTRIC SERVICE PUMP STATION	\$ 262.08
	6/24/2022	2222	BLUE RIDGE	PHONE SERVICE	\$ 123.24
					<u>\$ 505.39</u>

Sewer Construction Fund

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

Capital Reserve Fund

	Date	Check	Vendor	Memo	Amount
				TOTAL Capital Reserve Fund	<u>\$ -</u>

TOTAL General Fund	\$	234,275.18	
TOTAL Sewer Operating	\$	505.39	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by:
	<u>\$</u>	<u>234,780.57</u>	

POCONO TOWNSHIP CHECK LISTING

Tuesday, July 5, 2022

General Fund

Date	Check	Vendor	Memo	Amount
6/28/2022	62253	AFLAC	Supplemental Insurance	\$368.80
6/28/2022	62254	American Heritage Life Insurance Company	Supplemental Insurance	\$940.16
6/28/2022	62255	AMERICAN UNITED LIFE INSURANCE CO.	GTL & STD PREMIUM	\$2,968.41
6/28/2022	62256	Bartonsville Printing	Acosta/McGlynn Business Cards	\$50.00
6/28/2022	62257	Best Auto Service Center	Police vehicle maintenance	\$36.99
6/28/2022	62258	D.G. Nicholas Co.	PW Supplies	\$179.86
6/28/2022	62259	Hanson Aggregates Pennsylvania LLC	Road supplies	\$420.81
6/28/2022	62260	Highway Equipment & Supply Co.	Sweeper maintenance	\$709.81
6/28/2022	62261	Horwith Freightliner	Sweeper maintenance	\$605.82
6/28/2022	62262	HUNTER KEYSTONE PETERBILT	Truck parts	\$2,668.77
6/28/2022	62263	J. P. Mascaro & Sons	MVP Waste Removal	\$218.30
6/28/2022	62264	J. P. Mascaro & Sons	TWP Waste Removal	\$327.65
6/28/2022	62266	Medico Construction Equipment Inc.	Heavy equipment parts	\$37.50
6/28/2022	62267	MetLife - Non Uni. Pen. Plan	Non police pension	\$6,531.46
6/28/2022	62268	Nationwide - 457	Supplemental pension	\$8,697.24
6/28/2022	62269	Nauman Companies	Building maintenance	\$160.00
6/28/2022	62270	Patriot Workwear	Police uniform	\$10.00
6/28/2022	62271	PSATS	Loysen & McCue Testing	\$120.00
6/28/2022	62272	Stroudsburg Electric Motor Service	PW Equipment Parts	\$449.99
6/28/2022	62273	Suburban Propane	Vehicle fuel	\$13,228.91
6/28/2022	62274	Suburban Testing Labs	MVP Water Testing	\$300.00
6/28/2022	62275	TRAISR, LLC	May 2022 Monthly SAS & Add'l Serv	\$1,183.33
6/28/2022	62276	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$93.69
6/28/2022	62277	UNIFIRST Corporation	PW Uniforms/TWP Carpets	\$95.38
6/28/2022	62278	United States Treasury	PCOR Fee Q2 2021	\$192.51
6/28/2022	62279	US BANK - Lockbox CM9722	EE Contribution Jun 2022	\$6,988.98
TOTAL GENERAL FUND				<u>\$47,584.37</u>

Sewer Operating

Date	Check	Vendor	Memo	Amount
6/28/2022	2223	Allstate Septic Systems, LLP	Pump Station 2 Pumping	\$ 285.00
6/28/2022	2224	J P Mascaro & Sons	Pump Station 5 Waste Removal	\$ 223.85
6/28/2022	2225	LRM, Inc	Bi-annual Flow Meter Calibrations	\$ 922.25
6/28/2022	2226	Pocono Management Associates LLC	5/16-6/19/22 Sewer Consulting	\$ 8,246.06
6/28/2022	2227	TRAISR	May 2022 Monthly SAS Sub	\$ 366.67
TOTAL Sewer Operating				\$10,043.83

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
6/28/2022	718	KOBALT CONSTRUCTION	PJ 1931032 PAY 4 DEFERRED LATERAL CONNECTION	\$26,247.65
TOTAL Sewer Construction Fund				\$26,247.65

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
6/28/2022	1307	CHEMUNG SUPPLY	Road pipe	\$303.10
6/28/2022	1308	LOCUST RIDGE CONTRACTORS	Park Lane Project Materials	\$2,305.37
6/28/2022	1309	Mirion Technologies (Canberra), Inc.	Accurad System / EM	\$1,162.99
6/28/2022	1310	Phillips & Donovan Architects LLC	21-51 Poc TWP Mun Complex Feasibility Study	\$562.50
TOTAL Capital Reserve Fund				\$4,333.96

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
6/28/2022	1027	PTWP VOLUNTEER FIRE DEP	RE TAX DISBURSMENT	\$ 2,058.78
TOTAL Fire Tax				\$ 2,058.78

ESSA

General Fund	\$	47,584.37
Sewer Operating	\$	10,043.83
Sewer Construction Fund	\$	26,247.65
Capital Reserve	\$	4,333.96
Fire Tax Disbursement	\$	2,058.78
Liquid Fuels	\$	-
TOTAL ESSA TRANSFER	\$	90,268.59

Authorized by: _____

Transferred by: _____

		Vigilant Solutions, LLC 1152 Stealth Street Livermore, California 94551 (P) 925-398-2079 (F) 925-398-2113			
Issued To:	Pocono Township Emergency Management-Jerrold Belvin			Date:	06-17-22
Project Name:	Pocono Township PD - (1) L6Q			Quote ID:	JTP-0138-09

PROJECT QUOTATION

We at Vigilant Solutions, LLC are pleased to quote the following systems for the above referenced project:

L6Q Camera

Qty	Item #	Description
(1)	VSF-L6Q-S-KIT	L6Q Quick Deploy Camera (Solar Kit) <u>Offer Includes:</u> - One (1) L6Q camera with two (2) Lex-11 high capacity internal batteries - Solar Kit (40W solar panel, mounting bracket, charge controller, 12 Ah battery, Cable with M12 power connector) - Camera mounting bracket - USB-C cable and USB-C to USB-A adapter, Micro SD card - Requirements - Hosted LPR account for data storage, alerting, analytics and more - Enterprise Service Agreement <u>Optional, Sold Separately:</u> 12VDC Power Pigtail 120V AC power supply - Active SIM card with cellular data plan
Subtotal Price (Excluding sales tax)		\$6,495.00

L6Q Annual Camera License

\$250 Per Camera Per Year

Qty	Item #	Description
(1)	VSBSVC-L6Q	Vigilant L6Q Service Package for Hosted/Managed LPR Deployments Vigilant L6Q Service Package for Hosted/Managed LPR Deployments
Subtotal Price (Excluding sales tax)		\$250.00

Shipping / Freight

Qty	Item #	Description
(1)	VS-SHP-02	Vigilant Shipping Charges - Fixed or Comms • Applies to each fixed camera LPR System • Or Communication Box Purchased without LPR System • Shipping Method is FOB Shipping
Subtotal Price (Excluding sales tax)		\$70.00

Quote Notes:

1. All prices are quoted in USD and will remain firm and in effect for 60 days.
2. Returns or exchanges will incur a 15% restocking fee.
3. Orders requiring immediate shipment may be subject to a 15% QuickShip fee.
4. This Quote does not include anything outside the above stated bill of materials.
5. L6Q LPR Cameras are Pre-Order Only. First Shipments are Expected Late Q2 2022.
6. Motorola's Master Customer Agreement and all applicable addenda, available at https://www.motorolasolutions.com/en_us/about/legal.html shall govern the products and services, and is incorporated herein by this reference.
7. *Installation is not included and shall be performed by others.
8. *60 Day Payment Terms Apply to this promotion.
9. Promotional Pricing and Quotation Presented by JALVO
10. Field services by vigilant have not been included, client will configure and setup cameras on their own as requested
11. Cellular data service and SIM to be provided by client.

Quoted by: Josh Platts - Regional Sales Manager - 724-650-9307 - josh.platts1@motorolasolutions.com

Total Price	\$6,815.00 (Excluding sales tax)
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