



POCONO TOWNSHIP COMMISSIONERS
AGENDA

October 19, 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

- Pocono Township's Trick-or-Treat hours will be held this year on Saturday, October 31st from 5:00 p.m. to 8:00 p.m.
- If you have not already, we would encourage you to sign up for the Township newsletter at 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.

Hearings

- Ordinance 2020-07 – Motion to adopt Ordinance 2020-07 amending the Pocono Township Code of Ordinances by adopting a new Chapter 150 related to maintenance of properties within the Township; providing for remedial action by the Township in specified situations; and prescribing penalties for violation of the regulations and repealing all ordinances inconsistent therewith.
(Action Item)

Presentations – None

Resolutions – None

OLD BUSINESS

- Motion to approve the minutes of the October 5, 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 October 15, 2020 in the amount of \$101,457.14. **(Action Item)**
- b. Ratify gross payroll for pay period ending October 4, 2020 in the amount of \$99,409.60. **(Action Item)**
- c. Motion to approve vouchers payable received through October 15, 2020 in the amount of \$203,762.66. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through October 15, 2020 in the amount of \$105,397.28. **(Action Item)**
- e. Motion to approve capital fund expenditures through October 15, 2020 in the amount of \$5,819.02. **(Action Item)**

3. 2020 3rd Quarter Budget Adjustments

- Motion to approve 3rd Quarter General Fund budget adjustments for the 2020 Fiscal Year **(Action Item)**

4. Travel/Training Authorizations**Report of the President**

Richard Wielebinski

- Proposed date for next FY 2021 Budget Work Session – Wednesday, November 4, 2020
- Discussion regarding proposed amendment to Township Fireworks Ordinance and possible advertisement for public hearing **(Potential Action Item)**
- Discussion regarding remaining park capital projects for the year – chain link fence at Mountain View Park and new John Deere Gator **(Action Item)**
- Update – Electronic radar speed signs permit received

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update
- Tropical Storm Isaias Update
- FEMA Flood Mitigation grant application
- Motion to authorize the hiring of three new Pocono Township police officers **(Action Item)**

Ellen Gnandt – Commissioner

- Township financial status update
- Discussion regarding Township Road Crew paving roads versus hiring a contractor and whether any cost savings are realized

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services

- Police – September 2020 Report
- EMS
- Fire

Public Works Report

- Current and remaining Public Works projects for 2020
- Robin Lane Drainage Project
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP

Administration – Manager's Report

- Discussion regarding proposed amendments to Pocono Township sign ordinance (**Possible Action Item**)
- Township properties for land bank consideration (**Possible Action Item**)
- Update – Administrative Assistant hiring process
- Update – Amusement Tax Implementation & Applications Received
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications
- Wine Press Inn – Interest in Township-owned property
- Update – Regional HSPS Comprehensive Plan – Wednesday, October 21 at 6:00 p.m.
- Update – MS4 Requirements

Township Engineer Report

- St. Paul's Lutheran Drainage Basin
- Archer Lane Drainage Issues
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue

Township Solicitor Report

- Discussion regarding amendment to the HJP Park cooperation agreement
- Update – Kelly Family Trust
- Johnson Appeal Zoning Hearing – Zoning Hearing Board to reconvene on October 21 at 5:00 p.m. to render its decision

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
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2020 – 07

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE
COUNTY AMENDING THE POCONO TOWNSHIP CODE OF
ORDINANCES BY ADOPTING A NEW CHAPTER 250 RELATED TO
MAINTENANCE OF PROPERTIES WITHIN THE TOWNSHIP;
PROVIDING FOR REMEDIAL ACTION BY THE TOWNSHIP IN
SPECIFIED SITUATIONS; AND PRESCRIBING PENALTIES FOR
VIOLATION OF THE REGULATIONS AND REPEALING ALL
ORDINANCES INCONSISTENT THEREWITH**

WHEREAS, the Board of Commissioners of Pocono Township has deemed it necessary to amend the Code of the Township of Pocono to add a Chapter related to property within the Township of Pocono (the “Township”).

NOW THEREFORE, be it enacted and ordained by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, and the same is hereby ordained and enacted as follows, to wit:

SECTION 1. The Board of Commissioners of Pocono Township, Monroe County, Pennsylvania (the “Township”), under the powers vested in them by the “First Class Township Code”, as amended, as well as other laws of the Commonwealth of Pennsylvania (the “Commonwealth”), do hereby ordain and enact the following amendment to the Pocono Township Code of Ordinances by adopting a new Chapter 250. Maintenance of Properties, to read as follows:

“§ 250-1. Short Title. This chapter shall be known and may be cited as the “Pocono Township Property Maintenance Ordinance.

§ 250-2. Preface. Recognizing the need within the Pocono Township to establish certain minimum health and safety requirements for those buildings, structures, or properties which are used or associated with human occupancy; this Chapter hereby establishes standards and procedures which the Board of Commissioners of Pocono Township considers to be fair and effective in meeting those minimum requirements.

§ 250-3. Responsibility. The owner of the premises shall maintain the structures, lot and yard in compliance with these requirements, except as otherwise provided for in this Chapter. A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of this Chapter. Occupants of a building, dwelling unit, rooming unit or

housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the building, dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.

§ 250-4. Definitions.

BUILDING – a roofed structure, enclosed by one (1) or more walls, for the shelter, housing, storage or enclosure of persons, goods, materials, equipment or animals.

BULK ITEMS – discarded “white goods” (ex. major appliances), “brown goods” (ex. televisions, DVD players, entertainment systems), mattresses, furniture and similar household items.

COURT – an open and unoccupied space on a lot enclosed on at least three (3) sides by the walls of a building.

ENFORCEMENT OFFICER – any building official, zoning officer, code enforcement officer, building inspector, fire inspector, law enforcement officer, or other person authorized by the Township to enforce the applicable code(s).

GARBAGE – putrescible animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.

INFESTATION – the presence of insects, rodents, vermin and/or other pests.

LOT – plot, tract, premises or parcel of land, with or without improvements thereto.

OWNER – any person or persons, jointly or severally, firm, corporation or other entity which, either by conveyance or inheritance or otherwise, is vested with the title to a lot and/or improvements thereto in his capacity as a legal representative, such as an administrator, trustee, executor, etc.

REFUSE – all putrescible and nonputrescible solid wastes, including garbage, rubbish, ashes, dead animals and commercial and industrial wastes.

UNOCCUPIED HAZARD – any building, or part thereof, or manmade structure, which remains unoccupied for a period of more than six (6) months, with either doors, windows or other openings broken, removed, boarded or sealed up, or any building under construction upon which little or no construction work has been performed for a period of more than six (6) months.

YARD – any open space on the same lot with a building and, for the most part, unobstructed from the ground up.

§ 250-5. Application. The provisions of this Chapter shall supplement local laws, ordinances or regulations existing in Pocono Township or those of the Commonwealth of Pennsylvania. Where a provision of this Chapter is found to be in conflict with any provision of a local law, ordinance, code or regulation or those of the Commonwealth of Pennsylvania, the provision which is more restrictive or which establishes the higher standard shall prevail.

§ 250-6. Buildings and Structures.

A. No owner and/or occupant of any building or structure shall fail to take such steps and perform such maintenance with respect thereto, as may be required from time to time, to ensure that the property is safe, sound, sanitary and secure and does not present a health and/or safety hazard to surrounding properties or to the general populace.

B. No owner of any unoccupied building or structure shall fail to take such steps as may be required to insure that the same are securely closed so as to prohibit and deter entry thereto and to insure that no health and/or safety hazard, or threat thereof, is precipitated due to a lack of maintenance or due to neglect.

C. Owners of any and all unoccupied buildings and/or structures which, through neglect, have deteriorated to the point of being classified as unoccupied hazards, and therefore constitute a severe health and/or safety hazard, upon direction of Board of Commissioners of Pocono Township, or other authorized official or body, remove, or cause the removal of, the building and/or structure.

D. All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

E. All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

F. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

G. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutter and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

H. All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

I. All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

J. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

K. All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather coating materials, such as paint or similar surface treatment.

L. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

M. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

N. All glazing materials shall be maintained free from cracks and holes.

O. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units shall tightly secure the door.

P. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

§ 250-7. Yards, Open Lots, Parking Areas.

A. Fences and/or minor structures shall not be constructed and maintained so as to present a safety or health hazard to persons and/or property.

B. No person shall permit the development or accumulation of hazards, rodent harborage and/or infestation upon yards, courts, lots.

C. With the exception of approved storm water retention areas, all lots and yards shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

D. No person shall permit the accumulation of heavy undergrowth and/or vegetation which would impair the health and/or safety of the neighborhood; nor shall they permit any trees, plants or shrubbery, or any portion thereof, to grow on their property and which constitute a safety hazard to pedestrian and/or vehicular traffic.

E. All premises and exterior property shall be maintained free from weeds or plant growth in excess of ten (10") inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers, gardens, ornamental (tall grass), farm fields, meadows, and wooded lots.

F. No cutting of any vegetation within fifty (50') feet of ponds, lakes, creek banks, stream banks, and wetlands. (See also Ch. 205 Floodplain Management and Ch. 365 Stormwater Management).

G. Stormwater drainage swales and culvert pipes along roads shall be maintained by the owner and/or occupant of the property. Drainage swales and culvert pipes shall not be filled in by owners and/or occupants of the property. Drainage swales running across a property shall also be maintained. (See also Ch. 205 Floodplain Management and Ch. 365 Stormwater Management).

H. It shall be the responsibility of the owner and/or occupant to remove litter from the property in accordance with Ch. 356 Solid Waste.

I. Burning of waste shall be prohibited. (See also Ch. 129 Open Burning).

J. Maintenance of vegetation along roadways requires that the owner and/or occupant maintain trees, branches, shrubs and weeds trimmed back from the roadway edge at least two (2') feet from the roadway pavement and up at least thirteen (13') feet above the road edge.

§ 250-8. Infestation, Prevention and Correction.

A. All structures, lots and yards shall be kept free from rodents and other wild and feral animal harborage and infestation. Where rodents or wild or feral animals are found, they shall be promptly exterminated or removed by processes which will not be injurious to human health. After extermination or removal, proper precautions shall be taken to eliminate such harborage and prevent reinestation.

B. Adequate sanitary facilities and methods shall be used for the collection, storage, handling and disposal of garbage and refuse in accordance with Ch. 356 Solid Waste and the Monroe County Waste Authority Ordinance.

C. Bulk Items – See Ch. 356 Solid Waste and the Monroe County Waste Authority Ordinance.

D. Junkyards and junk vehicles including cars, trailers, trucks, boats, buses, RV's, motor homes, etc. – See Ch. 235 Junkyards and Junk Vehicles.

E. Tires – See Ch. 404 Tires.

§ 250-9. Miscellaneous Provisions. No person shall permit:

A. Roof, surface and/or sanitary drainage to create a safety and/or health hazard to persons and/or property by reason of inadequate and/or improper construction, or maintenance or manner of discharge.

B. Roof gutters, drains or any other system designed and constructed to transport storm water, to be discharged into any sanitary sewage system and/or any part thereof.

C. Any refrigerator, freezer and/or other similar storage chest to be discarded, abandoned or stored in any place or location which is accessible to the general public without first completely removing any and all locking devices and/or doors; provided, that nothing herein shall be construed so as to permit any act or practice otherwise prohibited by the Pocono Township Solid Waste Ordinance.

D. The maintenance or storage by an owner or lessee of a motor vehicle which is unable to move under its own power and which motor vehicle has rusted, broken or sharp edges; missing tires or other components resulting in unsafe suspension of the motor vehicle; ripped upholstery or other conditions which could permit vermin harborage; has leaking or damaged oil pan, gas tank or other fluid container; or such other defects which the Enforcement Officer may upon investigation determine threaten the health, safety and welfare of the citizens of Pocono Township.

§ 250-10. Responsibilities of Owners. Any occupant of a premises shall be responsible for compliance with the provisions of this Chapter with respect to the maintenance of that part of the premises which he occupies and/or controls pursuant to the terms of the contract/agreement under which he occupies and/or controls thereof.

A. Owner(s) of premises shall comply with the provisions of this Chapter, as well as operators and occupants, regardless of any agreements between owners and operators or occupants as to which party shall assume such responsibility.

B. In instances where an occupant is responsible, or shares responsibility with an owner, for the existence of one (1) or more violations of this Chapter, said occupant shall be deemed responsible and treated as if an owner within the true intent and meaning of this Chapter.

§ 250-11. Notice of Violation. If in the opinion of the Enforcement Officer the owner and/or occupant is out of compliance with the standards in this Chapter, the owner and/or occupant shall receive a warning letter from the Enforcement Officer, or other authorized representative describing the violation(s). If the owner and/or occupant does not resolve the problem to the satisfaction of the Enforcement Officer at this state the Enforcement Officer shall move ahead with the formal citation process. The owner and/or occupant shall be notified by certified mail or through personal service, of said violation or violations. The Notice of Violation shall be in writing and shall identify the premises and shall cite the specific violation or violations. The Notice of Violation shall direct the owner and/or occupant to correct the deficiency and/or deficiencies within a reasonable period of time as specified in the said Notice of Violation, and shall inform the owner and/or occupant of the fines and penalties which may accrue upon the failure to comply. The Notice of Violation shall also specify that, in lieu of or in addition to fines and penalties, and subsequent to the period of time specified in the said Notice of Violation, Pocono Township may itself correct the deficiencies or contract for the correction thereof and assess the cost thereof as a lien against the premises and/or recover the expenses so incurred in a manner as prescribed by law. A copy of the said Notice of Violation shall be posted in a conspicuous place on the subject premises and at the Pocono Township municipal building.

§ 250-12. Compliance. The owner and/or occupant shall correct any and all noted deficiencies within such period of time as may be specified in the Notice of Violation. Extension of such specified period of time may be granted by Pocono Township, in its sole discretion upon good cause shown. Failure to comply with any such notice within the time specified shall constitute a violation of this Chapter, with each separate day during which a violation constitution to exist constituting a separate violation.

§ 250-13. Penalties. Any person, firm or corporation who shall violate any of the provisions of this Chapter shall, upon being found liable therefore in a civil enforcement proceeding, shall pay a civil judgment of not less than \$500.00 and not more than \$1,000.00, plus all court costs, including reasonable attorney's fees incurred in the enforcement of this Chapter. No judgement shall be imposed until the date of the determination of the violation by the District Justice and/or court. Each day a violation exists shall constitute a separate offense.

§ 250-14. Owners Severally Responsible. If the premises are owned by more than one (1) owner, each owner shall severally be subject to prosecution for the violation of this Chapter.

§ 250-15. Inspection. The Enforcement Officer may enter, or may cause, through an authorized representative of Pocono Township, entry on to premises for the purpose of

inspection of any and all premises, properties, buildings and/or structures located within Pocono Township, upon reasonable (i.e., 24 hour) advance notice, for the purpose of ascertaining the existence of violations. In those matters where the nature of an alleged violation is such that an inspection of the interior of a building or structure is necessitated, prior arrangements much be made with the owner, or his agent, to secure access thereto.

SECTION 2. SEVERABILITY. If a court of competent jurisdiction declares any provisions of this Ordinance to be invalid in whole or in part, the effect of such decision shall be limited to those provisions expressly stated in the decision to be invalid, and all other provision of this Ordinance shall continue to be separately and fully effective.

SECTION 3. REPEALER. All provisions of Township ordinances and resolutions or parts thereof that are in conflict with the provisions of this Ordinance, are hereby repealed.

SECTION 4. ENACTMENT. This Ordinance shall be effective five (5) days after the date of passage.

ENACTED AND ADOPTED by the Board of Commissioners this _____ day of _____, 2020.

ATTEST:

**POCONO TOWNSHIP BOARD OF
COMMISSIONERS**

TAYLOR MUÑOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

Pocono Township Board of Commissioners
Regular Meeting Minutes
October 5, 2020 7:00 p.m.

The regular meeting of the Pocono Township Commissioners was held on October 5, 2020 at the Pocono Township Municipal Building and 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; and Rich Wielebinski, present.

In Attendance: L. DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; and Taylor Muñoz, Township Manager.

Public Comments – None

Announcements

- A public work session will occur this Wednesday, October 7, 2020 for the purpose of discussing the FY 2021 Budget.
- If you have not already, we would encourage you to sign up for the Township newsletter at 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.

Hearings - None

Presentations

- Northridge at Camelback – Presented proposed amendment to Land Development Plan, changing Building 1 from four Units to seven units. Structure was shown where seven units will be added and three units removed to remain within overall approved unit count. E. Gnandt asked if the area where the three units are removed will still show a four-unit or one-unit footprint. It was clarified that it will either be one unit, or they will possibly eliminate the four units altogether. L. DeVito indicated the form of ownership was changed from "fee ownership" to "shared ownership" and that any changes in unit count would need to remain under the overall number of units approved. It was clarified that the question before the Board was whether the applicant should be issued a temporary certificate of occupancy permit for Building 1 only.

J. Belvin made a motion, seconded by K. Meeker, to authorize the Township Zoning Officer to issue a temporary certificate of occupancy to Northridge at Camelback for Building #1, a seven-unit multi-family building, conditioned on the approval of the revised final land development plan, final PRD plan and major modification of their NPDES permit. All in favor. Motion carried.

Resolutions

R. Wielebinski made a motion, seconded by K. Meeker, to approve the submission of a Multimodal Transportation Fund grant application in the amount of \$1,100,000 to the Commonwealth Financing Authority. Discussion followed providing clarification for the remaining cost of the road project. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the submission of a Multimodal Transportation Fund grant application in the amount of \$1,100,000 to the Pennsylvania Department of Transportation. All in favor. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the September 21, 2020 regular meeting of the Board of Commissioners. All in favor. Motion carried.

NEW BUSINESS

1. **Personnel** – No new business.

2. **Financial Transactions**

R. Wielebinski made a motion, seconded by E. Gnandt, to ratify vouchers payable received through October 1, 2020 in the amount of \$121,184.03. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to ratify gross payroll for pay period ending September 20, 2020 in the amount of \$111,750.17. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through October 1, 2020 in the amount of \$354,304.91. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer operating fund expenditures through October 1, 2020 in the amount of \$9,399.19. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer construction fund expenditures through October 1, 2020 in the amount of \$354.50. Discussion followed and E. Gnandt was informed what the fee was for. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital fund expenditures through October 1, 2020 in the amount of \$18,703.28. All in favor. Motion carried.

3. **Travel/Training Authorizations** – No travel/training authorizations.

Report of the President

R. Wielebinski made a motion, seconded by E. Gnandt, to establish October 31, 2020 trick or treat hours from 5-8 p.m. Discussion followed on COVID guidelines. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to waive Mountain View Park Pavilion fees for Girls on the Run for the use of pavilion throughout the month of October, and Pocono Pride Softball Hit-a-Thon for October 17 & 18, 2020. Discussion followed regarding Girls on the Run using the Heritage Center when it gets dark earlier and permission was granted. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to advertise the Property Maintenance Ordinance as written and recommended by the Planning Commission for advertisement and hearing at next public meeting subject to correction of typos. Discussion followed and E. Gnandt expressed concerns about need for plain language and predictability for residents. J. Tresslar indicated every section has been thoroughly discussed, including whether certain sections are redundant. L. DeVito addressed key provisions per E. Gnandt's questions. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes; K. Meeker, yes. R. Wielebinski, yes. Motion carried.

- TLC Park – Discussion was held regarding a public contest for residents to rename the park, as the location no longer contains the Tannersville Learning Center (TLC). The contest would mirror the public process of deciding the new police logo a few years ago.
- Fireworks Issues – R. Wielebinski commented that the message boards have helped with residents understanding local fireworks regulations. Would like to amend ordinance to mandate that a copy of the ordinance be handed out with all purchases, or that consumers be notified of the days fireworks are allowed, and have the Township Zoning Officer enforce. E. Gnandt asked

what the consequences of non-compliance would be, and L. DeVito stated it would be the same as fines listed in the fireworks ordinance. L. DeVito indicated the Township can mandate that Township fireworks sellers hand out a copy of the ordinance or a summary of the regulations. R. Wielebinski inquired whether the Township can mandate a placard be displayed on the premises of the fireworks store. J. Lastowski stated if it is legal, require the business owner to display a placard provided by the Township in a conspicuous location which would make it easier for the Zoning Officer to verify compliance by the business owner.

R. Wielebinski made a motion, seconded by J. Belvin, to amend the fireworks ordinance to mandate that fireworks stores in Pocono Township be required to display a placard provided by the Township with the Township's regulations in a conspicuous place. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes, K. Meeker, yes, R. Wielebinski, yes. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – A quarterly update of the batteries and equipment in the Emergency Management vehicle was performed last week.
- Tropical Storm Isaias Update – Commended J. Tresslar for proactive work in getting preliminary information together for DEP. Accompanied R. Sargent and J. Tresslar in getting measurements, pictures and descriptions of sites impacted by Isaias for possible grant funding.

Ellen Gnandt – Commissioner

- Township financial status update – No update. Budget meeting scheduled for October 7, 2020.
- Mountain View Park Update – R. Sargent stated the park will close to the public on November 2, with staff staying two extra weeks to close down the park.
- Discussion regarding COVID group gathering guidelines - Governor Wolf was issued a stay by the Courts allowing for his group gathering restrictions to continue.

Jerry Lastowski – Commissioner

- Township response regarding short term rental complaints and violation notices – T. Muñoz gave update on enforcement actions at Gravatts Way and Cobble Creek (Johnson appeal).
- Pocono Township public comment discussion – Follow-up from prior discussion regarding limitation of public comment when classified as character assassination. E. Gnandt referenced an additional court case that indicates there may be ability to limit content of public comment. L. DeVito stated there are limitations of public comment, including that comments must be relevant to the discussion and no profanity. He looked at cases referenced in E. Gnandt's email, stating that they pertained to special meetings where the agenda is content specific. He has not found any cases that references public comment limitations during a general meeting, unless the content is vulgar or racist. L. DeVito stated the Township should consider airing on the side of First Amendment speech freedoms, rather than shutting down comment and risking litigation. E. Gnandt stated her concerns were regarding employees being verbally attacked. L. DeVito expressed concern about determining where one draws the line. Further discussion followed.

Keith Meeker – Commissioner – No comment.

Reports

Zoning – September 2020 Permits Report was submitted.

Emergency Services

- Police – September 2020 Report – No report.
- EMS – No report.
- Fire – Bill Sayre provided the fire department report.

Public Works Report

- Current and remaining Public Works projects for 2020 – Currently working at TLC Park and finishing up small projects. TLC spillway completed and sides of pond being armored with rock. J. Belvin commended Public Works department for work on the TLC pond.
- Robin Lane Drainage Project – Will be starting Robin Lane project next week once paperwork is complete.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Project will likely start in the spring. Submitted plans and still waiting on permit back from DEP.
- Update – Well Work at MVP - Waiting on last water test, at which point Craig LaBarre will evaluate way forward from there.
- R. Wielebinski commended Public Works crew for paving work.

Administration – Manager's Report

- Update on Amusement Tax Implementation – Sixteen amusement tax application packs were sent out, seven of which will register as permanent amusements. Three applications were received. Camelback submitted an application and will remit taxes on admissions to Camelbeach, day passes to Aquatopia and CBK Adventures. Paintball Asylum and Sunset Hill Shooting Range also submitted applications. Will follow-up with the remaining four – including Great Wolf Lodge, Splinters Hatchet & Axe Throwing and Trap Door Escape Room in Fountain Court. Camelback is outsourcing their parking and parking fees are covered under the amusement tax. T. Munoz was notified by Linda Schlier, who runs Haunted House Tours at the Candle Shoppe of the Poconos, that she will follow-up with the application when tours resume.
- Update on pending grant applications – LSA, Multimodal & Recreation Grant Applications – LSA and Multimodal grants are in the works. Submitting grants to finish the Rimrock Road project. Also submitting an LSA grant application for fire department breathing apparatus and tanks. The Township is awaiting consideration for funding from two recreation grant programs for TLC park projects. Awards are anticipated this fall.
- LED Speed Signs Permit Update – Permit application has been submitted to PennDOT and we are waiting for approval. Township has four electronic speed sign units with extra equipment. The roads submitted were Alpine Lake Road, Back Mountain Road, Bartonsville Ave, Bog Road, Brookdale Road, Cherry Lane Church Road, Cranberry Road, Deerfield Way, Fish Hill Road, Laurel Lake Road, Learn Road, McKay Road, Shine Hill Road, Summit Drive, and Wild Cherry Lane. With three of these roads having no speed limits, ordinance amendments should be made to establish speed limits on these roadways.
- Wine Press Inn – Interest in Township-owned property – Have not heard update. In hands of property owner to get back to us with his engineer to provide update.
- Update – Regional HSPS Comprehensive Plan – Meeting is Wednesday, October 21, 2020 at 6:00 p.m. and is open to all Commissioners.
- Update – MS4 Requirements – No update.
- COVID-19 Reimbursement – Executed a grant agreement with the County for COVID reimbursement of approximately \$42,000 and received confirmation funds were approved. Audio/visual system upgrades were included and fully covered under the grant. Also included is the capability for live streaming with camera hookup. CSi is doing the system installation. E. Gnandt asked whether this system would help the lag experienced when participating remotely. T. Muñoz indicated the Township's bandwidth should be at least 250 megabits per second (mbps) to handle streaming. Township will inquire with PTD about additional bandwidth. Storage and retention of videos was discussed, and records retention policy to address videos will be reviewed.

R. Wielebinski made a motion, seconded by J. Belvin, to live stream Township meetings once Box Cast technology is installed. All in favor. Motion carried.

- Administrative Job Position Posted – The deadline for applications is October 21, 2020. Received ninety applications from Indeed, four from Facebook, and three were mailed.
- J. Lastowski inquired when the road paving between Swiftwater and Scotrun would be complete. T. Muñoz contacted Leeward, the project manager, and PennDOT. A final coat will be completed this spring. The project should be officially done by April/May of next year, depending on weather. The Brookdale Road red light should be activated this year, pending realignment of road, as PPL has been authorized to add that light to the Township's account.
- BCRA Route 715 Water Line Project Paving – T. Muñoz is pushing BCRA to have paving complete. New timeframe was October 13 & 14 to get paving done. Contractor had issues with PennDOT which caused delays.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin - Talked to church reps directly September 29, 2020. They indicated they were due to receive a proposal from their engineer in the next couple days. J. Tresslar asked them to reach out to the engineer and he would follow up the following week. They understand issues need to be remediated quickly.
- Archer Lane Drainage Issues – Requires further legal action at this point.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Working on this internally.
- Update – TLC Bridge & TLC Dam - Bridge contract is being closed out, final inspection completed and recommendations made to release funds. R. Sargent was commended for the concrete dam work that has been completed.

Township Solicitor Report

- Discussion regarding amendment to the HJP Park cooperation agreement – In process and need to coordinate a meeting with John Dunn and Todd Weitzmann.
- Archer Lane – A letter was sent to Archer Lane attorney with no response. Will speak with Shawn McGlynn to have him issue citation.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gnandt, to adjourn the meeting at 8:49 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, October 19, 2020

SUMMARY

Ratify

General Fund	\$	101,080.53
Sewer Operating	\$	376.61
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	203,762.66
TOTAL Sewer <u>OPERATING</u> Fund	\$	105,397.28
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	5,819.02
Liquid Fuels	\$	-

Budget Adjustments

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

Notes:

POCONO TOWNSHIP CHECK LISTING
RATIFY

General Fund		Date	Check	Vendor	Memo	Amount
Payroll		Date	Check	Vendor	Memo	Amount
General Expenditures		Date	Check	Vendor	Memo	Amount
10/09/2020					PAYROLL ENDING 10/4/2020	\$ 99,409.60
					TOTAL PAYROLL	\$ 99,409.60
10/5/2020	60168	PANKO REPORTING		ZONING HEARING BOARD		483.10
10/5/2020	60169	PENTELEDATA		INTERNET SERVICE TOWNSHIP		317.08
10/6/2020	60170	PENTELEDATA		INTERNET SERVICE PARK AND POLICE		318.08
10/6/2020	60171	STAPLES		TWP SUPPLIES		127.13
10/6/2020	60172	KIMBALL MIDWEST		PW SUPPLIES		425.54
					TOTAL General Fund Bills	\$ 1,670.93
Sewer Operating Fund		Date	Check	Vendor	Memo	Amount
10/6/2020	1715	PENTELEDATA		INTERNET SERVICE PUMP STATION		299.75
10/6/2020	1716	METTEL		PHONE SERVICE		76.86
					TOTAL Sewer Construction Fund	\$ 376.61
Sewer Construction Fund		Date	Check	Vendor	Memo	Amount
Capital Reserve Fund		Date	Check	Vendor	Memo	Amount
TOTAL General Fund						\$ 101,080.53
TOTAL Sewer Operating						\$ 376.61
TOTAL Sewer Construction						\$ -
Total Capital Reserve						\$ -
						Transferred by:
						\$ 101,457.14

POCONO TOWNSHIP CHECK LISTING

Monday, October 19, 2020

General Fund

Date	Check	Vendor	Memo	Amount
10/15/2020	60174	Nationwide - 457	EE & ER CONT	\$ 4,178.26
10/15/2020	60175	Access Office Technologies	Equipment leases	\$ 774.20
10/15/2020	60176	ARGS Technology, LLC	IT services	\$ 2,875.00
10/15/2020	60177	Bartonsville J LLC Bartonsville D LLC	Tax Reassessment Refund	\$ 992.86
10/15/2020	60178	Brodhead Creek Regional Authority	Water service	\$ 177.08
10/15/2020	60179	Broughal & DeVito, L.L.P.	Legal services	\$ 7,977.75
10/15/2020	60180	Cardmember Service	Police supplies	\$ 3,241.15
10/15/2020	60181	Cardmember Service	Twp supplies	\$ 1,063.26
10/15/2020	60182	Cefali and Associates PC	Aug 2020 Treasury Services	\$ 833.75
10/15/2020	60183	CHIELBUS CLEANING CO., INC.	Oct 2020 Cleaning Services	\$ 815.00
10/15/2020	60184	Competition Service Center	Heavy equipment maintenance	\$ 60.00
10/15/2020	60185	Coslar Sanitation	Township Cleanup	\$ 15,180.00
10/15/2020	60186	Curtis, Phyllis	Heavy equipment maintenance	\$ 29.97
10/15/2020	60187	Cyphers Truck Parts	Tax Reassessment Refund	\$ 131.93
10/15/2020	60188	EPT Ski Properties, Inc.	Equipment maintenance	\$ 29,714.37
10/15/2020	60189	Eric A. Moses Co.	Tax Reassessment Refund	\$ 350.80
10/15/2020	60190	Eureka Stone Quarry, Inc.	Heavy equipment maintenance	\$ 666.80
10/15/2020	60191	Gotta Go Potties, Inc	Road materials	\$ 715.00
10/15/2020	60192	H. M. Beers, Inc.	MVP sanitation stations	\$ 1,995.00
10/15/2020	60193	Highmark Inc.	Sept 2020 SEO Services	\$ 108.15
10/15/2020	60194	HUNTER KEYSTONE PETERBILT	AUG HRA fees	\$ 869.61
10/15/2020	60195	Imaginations	Heavy equipment maintenance	\$ 63.60
10/15/2020	60196	J & B Auto	Flowers	\$ 186.82
10/15/2020	60197	Jack Williams Tire Company, Inc.	Police vehicle repairs	\$ 590.88
10/15/2020	60198	Lawson Products	Police vehicle repairs	\$ 677.45
10/15/2020	60199	Miller, Larry	Twp supplies	\$ 171.84
10/15/2020	60200	MRM Worker's Compensation Pooled Trust	Uniform reimbursmtn	\$ 11,382.30
			Workers comp premium	

10/15/2020	60201	P & D Emergency Services	\$ 75.00
10/15/2020	60202	PAPCO, Inc.	\$ 1,179.06
10/15/2020	60203	PMHIC	\$ 77,595.00
10/15/2020	60204	Pocono Record	\$ 39.96
10/15/2020	60205	Powerco, Inc	\$ 835.00
10/15/2020	60206	PPL Electric Utilities	\$ 12.56
10/15/2020	60207	PPL Electric Utilities	\$ 1,447.64
10/15/2020	60208	Praxair Dist Mid-Atlantic	\$ 29.22
10/15/2020	60209	PSATS UC GROUP TRUST FUND	\$ 1,039.71
10/15/2020	60210	Ray Price Ford	\$ 316.45
10/15/2020	60211	Sargent, Robert	\$ 150.00
10/15/2020	60212	Scott's Signs and Printing	\$ 171.00
10/15/2020	60213	SFM Consulting LLC	\$ 21,323.76
10/15/2020	60214	Site2	\$ 826.00
10/15/2020	60215	State Workers Insurance Fund	\$ 2,002.00
10/15/2020	60216	Stephenson Equipment, Inc.	\$ 310.00
10/15/2020	60217	Stroudsburg Electric Motor Service	\$ 298.95
10/15/2020	60218	STTC Service Tire Truck Centers, INC.	\$ 177.60
10/15/2020	60219	Suburban Testing Labs	\$ 276.00
10/15/2020	60220	Teamster Local 773 - Non-Uniform	\$ 725.00
10/15/2020	60221	Teamster Local 773 - Police	\$ 1,511.00
10/15/2020	60222	Tulpehocken Mountain Spring Water Inc	\$ 64.99
10/15/2020	60223	Tyrex Resources LLC	\$ 176.00
10/15/2020	60224	U.S. Municipal	\$ 2,834.38
10/15/2020	60225	UNIFIRST Corporation	\$ 154.12
10/15/2020	60226	Verizon Connect	\$ 325.45
10/15/2020	60227	Verizon Wireless	\$ 604.62
10/15/2020	60228	W. Andrew & Margherita Worthington	\$ 23.01
10/15/2020	60229	Wilson Products Compressed Gas Co.	\$ 7.50
10/15/2020	60230	YCG, Inc.	\$ 1,408.85
10/15/2020	60231	JDM Consultants	\$ 2,000.00
		TOTAL General Fund	\$ 203,762.66

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
10/15/2020	1718	BRODHEAD CREEK REGIONAL AUTHORITY	November 2020 O&M	\$ 89,596.00
10/15/2020	1719	BROUGHAL & DEVITO, L.L.P.	Sewer legal	\$ 465.00
10/15/2020	1720	Monarch	Sewer equipment maintenance	\$ 1,650.00
10/15/2020	1721	PA One Call System, Inc	Utility marking	\$ 54.25
10/15/2020	1722	Pocono Management Associates LLC	Contracted service 9/21 to 9/27/2020 Services	\$ 1,933.80
10/15/2020	1723	Pocono Township	Admin and public works services	\$ 719.54
10/15/2020	1724	PPL Electric Utilities	Electric service	\$ 1,924.71
10/15/2020	1725	Utility Locator LLC	Sewer marking	\$ 2,137.50
10/15/2020	1726	Blue Ridge	Phone service pump station	\$ 62.48
10/15/2020	1728	EEMA OA&M	Contracted service	\$ 6,854.00
Sewer Construction Fund			TOTAL Sewer Operating	\$ 105,397.28

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

Date	Check	Vendor	Memo	Amount
10/15/2020	1168	CHS INC	TLC PARK PROJECT	\$ 750.00
10/15/2020	1169	CRAMERS POWERHOUSE	TLC PARK PROJECT	\$ 1,647.06
10/15/2020	1170	Eureka Stone Quarry, Inc.	TLC DAM PROJECT MATERIALS	\$ 1,725.96
10/15/2020	1171	JDM Materials Company	TLC PARK PROJECT	\$ 1,485.00
10/15/2020	1172	MOUNTAIN ROAD FEED STORE	TLC DAM	\$ 211.00
Capital Reserve Fund			TOTAL Capital Reserve Fund	\$ 5,819.02

Date	Check	Vendor	Memo	Amount
10/15/2020	1168	CHS INC	TLC PARK PROJECT	\$ 750.00
10/15/2020	1169	CRAMERS POWERHOUSE	TLC PARK PROJECT	\$ 1,647.06
10/15/2020	1170	Eureka Stone Quarry, Inc.	TLC DAM PROJECT MATERIALS	\$ 1,725.96
10/15/2020	1171	JDM Materials Company	TLC PARK PROJECT	\$ 1,485.00
10/15/2020	1172	MOUNTAIN ROAD FEED STORE	TLC DAM	\$ 211.00
ESSA			TOTAL Capital Reserve Fund	\$ 5,819.02
TOTAL General Fund	\$	203,762.66		
Sewer Operating	\$	105,397.28	Authorized by:	
TOTAL Sewer Construction Fund	\$	-		
Capital Reserve	\$	5,819.02		
Liquid Fuels	\$	314,978.96	Transferred by:	
TOTAL ESSA TRANSFER	\$			

2020 BUDGET ADJUSTMENTS

TO: Board of Commissioners
 FROM: Taylor Munoz
 DATE 10/15/2020
 RE: Budget Adjustment

Please review the following line item transfer(s) for Commissioners approval.

Fund	FROM	TRANSFER OUT	Fund	TO	TRANSFER IN
General Fund '01	400.260 · Minor Equipment	986.45	General Fund '01	401.199 · Admin Life and Disability Ins	60.00
General Fund '01	404.310 · Township Solicitor	18,568.81	General Fund '01	405.196 · Administration Allowances	526.45
General Fund '01	409.360 · Building Utilities	33,690.36	General Fund '01	405.199 · Secretary Insurance	200.00
General Fund '01	409.373 · Building Maint & Repairs	2,678.32	General Fund '01	401.196 · Admin Health Insurance	200.00
General Fund '01	410.130 · Police Salaries & Wages-Officer	76,316.53	General Fund '01	405.110 · Secretary Salaries & Wages	8,000.00
General Fund '01	410.180 · Police Overtime Wages	20,000.00	General Fund '01	407.450 · Contracted Services	21,690.36
General Fund '01	410.317 · POLICE NEW HIRERS EXP	17,427.37	General Fund '01	408.310 · Township Engineer	12,000.00
General Fund '01	414.310 · Planning & Zoning Prof Svrs	4,606.39	General Fund '01	402.198 · Fin Admin Non-Uni Pension Plan	1,234.00
General Fund '01	414.319 · MS4 Fees	13,435.39	General Fund '01	401.420 · Admin Dues, Subscriptions & Mem	1,444.32
General Fund '01	430.384 · Public Works Equip Rental	1,986.09	General Fund '01	413.310 · Prof Services - BIU Building	48,869.60
General Fund '01	430.450 · Public Works Contracted Svrs	10,000.00	General Fund '01	413.311 · Prof Services - SEO	7,000.00
General Fund '01	454.700 · Park Recreation Board	500.00	General Fund '01	410.270 · Police IT	5,000.00
General Fund '01	463.540 · TIF	32,000.00	General Fund '01	410.260 · Police Minor Equipment	600.00
			General Fund '01	410.450 · Police Contracted Services	6,846.93
			General Fund '01	410.451 · Police Vehicle Maintenance	8,000.00
			General Fund '01	413.310 · Prof Services - BIU Building	20,000.00
			General Fund '01	410.310 · Police Professional Services	17,427.37
			General Fund '01	411.540 · Foreign Fire Payments	4,606.39
			General Fund '01	414.314 · Planning & Zoning Legal	11,850.25
			General Fund '01	414.341 · Planning & Zoning Advertising	1,585.14
			General Fund '01	438.220 · Road Maint Supplies	176.16
			General Fund '01	430.650 · Public Works Hand Tool Purch	639.38
			General Fund '01	430.375 · Public Works Heavy Equip Maint	1,170.55
			General Fund '01	438.220 · Road Maint Supplies	10,000.00
			General Fund '01	454.260 · Park Minor Equipment	500.00
			General Fund '01	430.375 · Public Works Heavy Equip Maint	32,000.00

TOTAL BUDGET ADJUSTMENT

232,195.71

232,195.71

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2020-

**AN ORDINANCE OF THE TOWNSHIP OF POCONO,
COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA
TO AMEND THE CODE OF ORDINANCES OF
POCONO TOWNSHIP, CHAPTER 200, FIREWORKS**

NOW, THEREFORE, pursuant to the authority contained in the First Class Township Code, as amended, the Board of Commissioners of Pocono Township does hereby **ENACT AND ORDAIN** as follows:

SECTION 1. Chapter 200, Section 200-12 of the Pocono Township Code of Ordinances is hereby amended by adding the following Subsection B(4):

§200-12. Sales Facilities

B. Conditions for facilities. In addition to the requirements contained in Act 43 of 2017, the facility shall operate in accordance with the following additional rules:

(4) All facilities, including Temporary Sales Facilities as set forth in §200-12.C below, selling Consumer Fireworks shall post, in a prominent location, a placard, provided by Township, advising customers of those dates when fireworks are permitted to be discharged within the Township.

SECTION 2. Chapter 200, Section 200-13 of the Pocono Township Code of Ordinances is hereby amended as follows:

§200-13. Enforcement; Violations and Penalties

- A. This Chapter shall be enforced by the Pocono Township Police Department.
- B. Any person, copartnership, association or corporation who violates §200-12.B(4) shall, for a first offense, be issued a warning. Any subsequent violation of §200-12.B(4) shall be subject to the penalty set forth in §200-13.C below.
- C. Except as modified by Subsection B above, any person, copartnership, association or corporation who violates this Chapter shall, upon conviction thereof, be sentenced to pay a fine not exceeding \$1,000, plus the costs of prosecution.

SECTION 3. SEVERABILITY.

If any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provisions or portion of this Ordinance.

SECTION 4. REPEALER.

All Ordinance and parts of Ordinances inconsistent herewith to be and the same are clearly repealed.

SECTION 5. EFFECTIVE.

This Ordinance shall become effective five (5) days from the date of its adoption.

ENACTED AND ADOPTED by the Board of Commissioners this _____ day of _____, 2020.

ATTEST:

**POCONO TOWNSHIP BOARD OF
COMMISSIONERS**

TAYLOR MUÑOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

CHAPTER 470. Zoning

ARTICLE VII. Signs

§470-105. General Conditions

The following conditions shall apply to all signs:

- A. No sign shall be placed or located in any manner that would create a hazard or endanger the health, safety or welfare of the general public.
- B. No sign shall be placed in such a position that it will cause danger to traffic on a street.
- C. Only authorized official traffic or public utility signs may be erected within or over any street right-of-way.
- D. Official traffic signs are permitted in all districts and shall be in conformity with regulations of the Commonwealth of Pennsylvania.
- E. Public utility signs required in connection with the identification, operation or protection of a public utility are permitted in all districts.
- F. All sign types may be illuminated. Any illuminated sign or lighting device shall employ only lights emitting a light of constant intensity, and no sign shall be illuminated by or contain flashing, intermittent rotating or moving light or lights, with the exception of time and temperature signs. In no event shall an illuminated sign or lighting device be placed or directed so as to permit the beam and/or illumination therefrom to be directed or beamed upon a public street, sidewalk or adjacent premises so as to cause glare or reflection that constitutes a hazard or nuisance. If signs are externally illuminated at night, all light sources shall be shielded from the view of adjacent lots and roads.
- G. No sign shall be erected or maintained at the intersection of roads in such manner as to obstruct free and clear vision of the intersection. No sign shall be located within the clear sight triangle, as specified in Chapter 390, Subdivision and Land Development, of any public or private street intersections.
- H. No signage shall be placed on the roof or above the roofline drip edge of any building.
- I. Unless stated otherwise in this Article, no such sign shall be more than 15 feet in height from the average existing natural grade at the base of the sign, and all such structures shall have an open space of not less than three feet between its lower edge and the ground.
- J. All signs, other than wall signs, shall be self-supporting on their own structure and shall not be attached to trees, utility poles or other like features unless otherwise allowed under this ordinance.

- K. With exception of monument signs located at four-way intersections, no sign shall contain more than two faces, with each face being a backup to the other with an interior angle of no greater than 30° degrees.
- L. All proposed signs in any zoning district along a state or interstate or highway shall obtain PennDOT approval and a permit, where applicable.
- M. The applicant shall provide the Township Zoning Officer a copy of PennDOT's approval of the sign placement prior to sign construction, where applicable.
- N. An application for any sign shall include plans for the size, shape, color, and lighting, manner of display, lettering and placement of any such consolidated or combined signs at any such sign plaza. Any sign erected without all the appropriate permits shall be in violation of this Article VII.
- O. Every sign shall be maintained in safe structural condition at all times.
- P. Must comply with the applicable state and Township building codes, the Uniform Construction Code ("UCC"), as amended as to structural and electrical standards, and all other applicable laws, ordinances, codes, and standards.

§ 470-106. Prohibited signs

The following signs are prohibited in all zoning districts:

- A. Banners, flags (excluding United States flag), spinners, pennants, human signs, or any moving object containing a message or not, excluding PennDOT-permitted banners over roads ways.
- B. Flashing, blinking, twinkling, animated or moving signs of any type. This restriction specifically includes signs on mobile stands. This shall not prohibit Christmas or other holiday lighting or displays. This shall not prohibit electronic message signs as permitted in §470-108D.
- C. Signs which emit smoke, visible vapors or particles, sound or odor.
- D. No sign shall be painted directly upon a roof of any building.
- E. No sign shall be erected, used or maintained which in any way simulates official, directional or warning signs erected or maintained by the state, county or Township or by any railroad or public utility or similar agency concerned with the protection of the public health or safety.
- F. Signs placed in, on or affixed to trailers, whose sole purpose is to support a freestanding sign.
- G. The outlining of rooflines, doors, windows or wall edges by illuminated neon light tubing.

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§470-107. Permitted sign types by zone

Permitted Sign Types	R-1 & R-2	R-D	C	CD	RID*	I
Freestanding	None	Allowed	Allowed	Allowed	Allowed	Allowed
Wall	None	Allowed	Allowed	Allowed	Allowed	Allowed
Billboards	None	Allowed	Allowed	None	Allowed	Allow <small>Deleted: *</small>
Monument	Allowed	Allowed	Allowed	None	Allowed	Allowed
Sign Plaza	None	Allowed	Allowed	None	Allowed	Allowed
Window	None	Allowed	Allowed	None	Allowed	Allowed
Digital and Electronic	None	Allowed	Allowed	None	Allowed	Allowed
Secondary	None	Allowed	Allowed	None	Allowed	Allowed
Temporary	Allowed	Allowed	Allowed	Allowed	Allowed	Allowed

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§470-108. Sign restrictions by zone or type.

A. Where freestanding signs are permitted, the following restrictions apply:

- (1) One freestanding sign not exceeding 50 square feet in gross surface area, except in a regional impact development and in the Industrial zone the maximum permitted size of a freestanding sign is 150 feet gross surface area.
- (2) If the property fronts upon more than one public road, a freestanding sign not exceeding 24 square feet in gross surface area may be erected on each road frontage.
- (3) Freestanding signs shall not be placed closer than 25 feet to any property line other than a road right-of-way and shall have an open space of not less than three feet between its lower edge and the ground and not exceed 15 feet in height.

B. Where wall signs are permitted, the following restrictions apply:

- (1) Wall signs may be attached to the building walls fronting on each road providing access to the lot. One wall sign may be permitted for each separate tenant in the building. The maximum total gross surface area of all signs on any building wall shall not exceed 50 square foot in total combined gross surface area of any building. Area. If individual letters or other identifying characters are fastened directly to a wall, the gross surface area of the sign shall be calculated as the smallest rectangle that can encompass all of the letters or identifying characters.
- (2) For a regional impact development or institutional campus, size restrictions for wall signs are as follows:

The maximum aggregate sign area on a single nonresidential building shall be calculated in accordance with the following table:

Building Façade Area	Maximum Wall Sign Area
0 - 5,000 square feet of façade	The lesser of 8% of building façade including window and door area and cornices to which the wall sign is to be affixed or 300 square feet. ¹
5,001 square feet of façade or greater	The lesser of 6% of building façade including window and door area and cornices to which the wall sign is to be affixed or 500 square feet.

- (3) A single nonresidential building shall be limited to having a sign or signs on no more than three building façades.
- (4) All wall signs shall be flat against the wall of a building and shall not extend more than 12 inches from the wall.
- (5) Wall signs shall not be located or erected on the roof area of any building, shall be located only on the building walls and may not project above the drip edge of any building roofline.
- (6) One additional wall sign is permitted at each point of vehicular access to the property. The gross surface area of this wall sign shall not exceed three square feet for each exposed face.

C. Where billboard signs are permitted, the following restrictions apply:

- (1) Billboards located along I-80 and S.R. 611 corridors shall have a maximum sign area of 378 square feet, and the sign face must be visible to the traffic travelling along I-80 and/or S.R. 611. Billboards located along any other roadway shall not exceed a maximum sign area of 50 square feet.
- (2) Billboards shall have a maximum height of 30 feet measured from the roadway surface.
[Amended 7-16-2018 by Ord. No. 2018-05]
- (3) The minimum spacing between billboards shall be 300 feet.
[Amended 7-16-2018 by Ord. No. 2018-05]
- (4) Billboards are a primary use of land and cannot be an accessory use.
- (5) Conditional Use approval is required.

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¹ In the event the maximum area of a wall sign on a single façade calculated in accordance with this schedule is less than 32 square feet, the owner or user of the building in question may erect a wall sign containing up to 32 square feet of wall sign area.

D. Where electronic message signs are permitted, the following restrictions apply:

- (1) All messages, images, or displays on an electronic message sign shall not change and shall remain unchanged for a minimum of eight (8) seconds. All messages, images, or displays on an electronic message sign, located along a straightaway, shall not change and shall remain unchanged for a minimum of eight (8) seconds.
- (2) The time interval used to change from one complete message, image, or display shall be a maximum of one second.
- (3) There shall be no appearance of a visual dissolve or fading, in which any part of one message, image, or display disappears simultaneously with the appearance of any part of a second message, image, or display.
- (4) There shall be no appearance of flashing or sudden bursts of light, and no appearance of video motion, animation, movement, or flow of message, image, or display within the sign.
- (5) The intensity and contrast of light levels shall remain constant throughout the sign face.
- (6) Electronic message signs shall be equipped with an automatic day/night dimming software to reduce the illumination of the sign, based on ambient light levels, to be visible without providing glare or distraction to the public. The dimming devise shall minimize the illumination used to the lowest level necessary to make the sign conspicuous and viable during both daytime and nighttime hours. In no case shall the nighttime illumination intensity of the sign from one hour after sunset to one hour prior to sunrise exceed 150 nits.
 - a) The size limitations for electronic message sign signs shall be determined by the restrictions that apply by that zone. By way of example, if the electronic message sign is a wall sign, the size restrictions for walls signs in that zone will apply.

E. Where monument signs are permitted, the following restrictions apply:

- (1) One monument sign identifying the main entrance location, displayed toward a street to which it has permitted access.
- (2) The maximum height of the sign shall be 10 feet from the average existing natural grade at the base of the sign.
- (3) Except in R-1 and R-2, the maximum area of the monument sign shall be as follows:

Gross Area of Nonresidential Structure (square feet)	Maximum GSA of Main Entrance Location Sign (square feet per face)	Maximum Letter/Logo/ Symbol Size (inches)
0 to 25,000	50	18
25,001 to 50,000	60	24
50,001 to 100,000	80	24
100,001 to 150,000	120	30
150,001 square feet and above	160	36

(4) Monument signs in R-1 and R-2 shall be permitted on both sides of the entrance to the residential development, and shall not be more than 50 square feet on gross surface area and no more than 10 feet from the average existing natural grade at the base of the sign.

F. Where secondary signs are permitted, the following restrictions apply:

- (1) One secondary sign adjacent to intersecting interior driveways or an interior driveway nearest each building or buildings.
- (2) The maximum height of the secondary sign shall be six feet from the average existing natural grade at the base of the sign.
- (3) The maximum gross surface area of the sign shall be eight square feet per face.
- (4) Secondary signs shall be setback at least 10 feet from any cartway; however, in no case shall said sign be located in such a way to cause a safety hazard.

G. Where sign plazas are permitted, the following restrictions apply:

- (1) Where a number of signs are justified, a sign plaza, may be erected wherein signs may be consolidated and confined within a single frame or as a combination of sign panels.
- (2) The maximum size for a sign plaza is as follows:

Structure Size	Sign Plaza Size
0 to 50,000 square feet	50 square feet gross surface area
50,001 to 99,000 square feet	80 square feet gross surface area

- (3) A landscaped island containing shrubs or flowers with a minimum of 32 square feet in area and a minimum of one foot in height is required around all sign plazas. The island shall be formed from materials such as, but not limited to, stone, brick or landscape timbers. The area of the island shall be maintained to keep it free of weeds, debris and brush. A sketch of the sign and island shall be submitted with the zoning permit application for review and approval by the Zoning Officer.

(4) One of the signs which are part of the sign plaza may be an electronic message sign provided it complies with the requirements of §470-108D. The electronic message sign shall not exceed 20% of the sign plaza gross surface area permitted in this section.

H. Where window signs are permitted, the following restrictions apply:

(1) No more than two window signs are permitted per window at any one time.

I. Where temporary signs are permitted, the following restrictions apply:

(1) A property owner may place one temporary sign, at any one time, with a gross surface area of no larger than the following:

R-1 and R-2	R-D	C	CD	RID	I
2 square feet	8 square feet	8 square feet	6 square feet	8 square feet	8 square feet

(2) Special event signs located on properties within the C, RD and I Zoning Districts:
 (a) must be removed from the property after a period of one week, and shall only be placed on the property once every 21 days; and
 (b) may only be used on the property four (4) times per year, per business.

(3) Temporary signage to aid in direction during construction activities may be issued a permit for a maximum of ninety (90) days at the discretion of the Zoning Officer.
Temporary signage must be maintained by the sign owner or removed at the request of the Zoning Officer.

(4) One (1) Incidental Sign per business shall be permitted, located adjacent to the front door entrance of said business.

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§470-109.1 Sign setback and spacing requirements

The following apply to all signs regardless of type or location:

A. Setback at least five (5) feet from the future road right-of-way for all signs.

B. Located no closer than 300 feet from a R1, R2, or RD Zoning District as measured along the same side of the street.

C. Shall be erected in conformity with the front, side and rear requirements of the zoning district in which they are located.

Deleted: §470-109. Signs used exclusively along Route 80 1
 A. Maximum gross surface area per side of not more than 378 square feet for signs used exclusively along I-80.1
 B. Along I-80, the top of the sign shall not exceed a vertical dimension of 25 feet above the average existing natural ground level of the lot, or the level grade of the roadway, whichever is greater. Along secondary arterial and collector roads, the top of the sign shall not exceed a vertical dimension of 15 feet above the average existing natural ground level of the lot, or the level grade of the roadway, whichever is greater. No sign shall be erected upon a berm or other artificial/man-made structure designed to increase the height of the sign or the average ground level surrounding a sign.1
 C. Any sign along Route 80 that exceeds the vertical dimension of 25 feet will require a conditional use approval.1

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§470-109.2 Master sign plan requirements

A master sign plan shall be submitted to the Zoning Officer for all nonresidential developments, lots, sites or structures of one or more uses that utilize or will utilize five or more signs requiring a zoning permit. All signs requiring a zoning permit in a nonresidential development, lot, site, structure or use requiring a master sign plan shall comply with the master sign plan. A master sign plan shall be submitted to the Zoning Officer prior to the issuance of a zoning permit for a sign(s) for each use in a non-residential development, lot, site or structure requiring a master sign plan. A master sign plan shall include the following information:

- A. A site plan of the lot or site clearly and legibly drawn at a scale of one inch being equal to 50 feet or less, showing the location of all existing proposed and future sign of any type, whether requiring a zoning permit or not, except that incidental signs need not be shown, and their dimensioned setbacks from the front and nearest side property line.
- B. Building elevations drawn to scale of each side of the building on which a sign is located or will be placed showing the sign dimensions and proportions, location of each existing and proposed sign on the building, material, color scheme, lettering or graphic style, and lighting, if any.
- C. Drawings of the planned signs clearly indicating the dimensions of all signs including height above finished grade, lettering, logos and other graphics, colors, materials, texture and method of illumination, if any.
- D. Type and total number of signs proposed, plus any existing signs that will remain, and a computation of the maximum total sign area and the maximum areas for individual signs compare to the signage allowed.
- E. The master sign Plan may contain other standards and criteria not regulated by the Township as the property owner or developer may require, such as uniform sign standards.
- F. Additional submittals or amendments to the master sign plan will be necessary as changes to a sign(s) in a qualifying nonresidential development, lot, site structure or use(s) occur. Any amendments to a master sign plan must be signed and approved by the property owner(s) and Zoning Officer before such amendment will become effective.
- G. Where a master sign plan is required, no zoning permit shall be issued for a sign requiring a zoning permit and no sign shall be erected unless and until a master sign plan, or amendment thereto, for the nonresidential development, lot, site, structure or use on which a sign will be erected has been submitted to, and approved by, the Zoning Officer.
- H. A master sign plan shall be submitted as part of a final land development plan for a nonresidential land development, in whole or in part, that is governed by this Article VII with respect to all existing, proposed, or future signs known at the time of final land development plan submission.

§470-109.3. Nonconforming signs

- A. General
 - (1) Any sign lawfully existing or under construction which does not conform to the provisions herein on the date of enactment of this ordinance and any sign which is accessory to a nonconforming use shall be deemed a nonconforming sign.
 - (2) No nonconforming sign shall voluntarily be enlarged, extended, structurally reconstructed or altered in any manner unless the enlargement, extension, reconstruction or alteration will result in the elimination of the nonconforming features of the sign.

(3) Normal maintenance of legal nonconforming signs, including changing of copy, necessary repairs and incidental alterations which do not extend, increase or intensify the nonconforming features of the sign, are permitted. Nonconforming signs which are relocated or voluntarily replaced shall comply immediately with all provisions of this ordinance.

B. Removal. Except as otherwise provided in this chapter, nonconforming signs may remain, provided that they are maintained in good repair, except for the following.

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C. Damage or destruction of sign. A nonconforming sign which is damaged or destroyed may be repaired or restored, provided that the repair or restoration is commenced within 60 days and completed within 120 days after receipt of written notice from the Zoning Officer that the same must be removed if it is not repaired or restored within 120 days. The notice shall be sent to the owner of the sign and/or the person owning or having a beneficial interest in or to the structure or premises on which such sign is located. The repaired/restored sign shall not be enlarged, extended nor be nonconforming in any other manner from the sign which was damaged or destroyed. If the sign is not repaired/restored within said sixty-day period, the Zoning Officer is hereby authorized to remove or cause the removal of the sign at the expense of the owner of the sign and/or the person owning or having a beneficial interest in or to the structure or premises on which such sign is located.

D. Unauthorized signs. Any unauthorized sign, whether existing on or erected after the effective date of this ordinance, shall be removed within 30 days after receipt of written notice from the Zoning Officer. If the Zoning Officer shall find that any unauthorized sign has not been removed within 30 days, the Zoning Officer is hereby authorized to petition the Court to have the sign removed at the expense of the owner of the sign and/or person owning or having a beneficial interest in the structure or premises on which such sign is located.

E. Unsafe signs

(1) If the Township Zoning Officer, or the Township's designee, determines that any sign is unsafe or insecure or is a danger to the public, he shall give written notice to the owner of the sign and/or person having a beneficial interest in the structure or premises on which such sign is located to correct the condition within fifteen (15) days after receipt of the notice. If such condition is not corrected by the expiration of said fifteen-day period, the Zoning Officer is hereby authorized to petition the Court to have the sign removed at the expense of the owner of the sign and/or person owning or having a beneficial interest in the structure or premises upon which such sign is located.

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(2) Notwithstanding the foregoing, the Zoning Officer is authorized to remove or cause to be removed any sign summarily and without notice, at the expense of the property owner of the property, whenever the Zoning Officer determines that such sign is an immediate peril to persons or property.

§470-109.4. Permits

A. After the effective date of this ordinance, all existing signs, including nonconforming signs, which are not exempt from the permit requirements of this ordinance pursuant to §407-109.3A,

above shall require a sign permit issued by the Zoning Officer. Permits for such signs shall be applied for within 90 days after the effective date of this ordinance. Failure to apply for a permit shall constitute a violation of this ordinance and shall subject the owner to any penalties or remedies provided or available.

- B. After the effective date of this ordinance, no permitted Signs shall be erected unless a Sign permit is issued by the Zoning Officer.
- C. No Trespassing," "No Fishing," "No Hunting," "No Dumping," "No Parking," towing and other similar Signs (as set forth in Title 75 of the Pennsylvania Vehicle Code and its regulations and as set forth in Title 18, the Pennsylvania Crimes Code and its regulations) not exceeding two square feet in gross surface area for each exposed face, nor exceeding an aggregate gross surface area of four square feet, do not require a permit.
- D. Permit fees shall not be collected for any Township or state signs. The Township shall be permitted to utilize signs to identify Township-sponsored events without a permit.
- E. Signs for which a permit is required shall bear the permit number and name of the permit holder and said information shall be affixed to the sign in a permanent manner in the lower right-hand corner of each sign face. Failure to affix and maintain the permit number shall constitute cause for revocation of the permit by the Zoning Officer in addition to any other penalties or remedies provided or available.
- F. Written application for a permit shall be made to the Zoning Officer upon forms prescribed and provided by the Zoning Officer, which shall be signed by the applicant.
- G. In the event that the applicant is not the owner of the property where the sign is to be located, written consent of the owner of the property will be required prior to the issuance of a sign permit.
- H. A copy of any required or necessary electrical permit issued for any sign or a copy of the application therefor.
- I. Real estate tax code number and property identification number (PIN) for the property on which the sign is to be located.
- J. Such other pertinent information as the Zoning Officer may require to ensure compliance with this ordinance.
- K. Revocation of permit
 - (1) No sign, whether new or existing, shall hereafter be erected or altered, except in conformity with the provisions of this ordinance. Notwithstanding any provisions contained herein to the contrary, all signs must be kept clean, neatly painted and free from all hazards, such as but not limited to faulty wiring and loose fastenings and must be maintained at all times in such safe condition so as not to be detrimental to the public health or safety.
 - (2) In the event of a violation of any of the foregoing provisions, except where a different procedure is specified in §470-109.3 above, the Zoning Officer shall give written notice,

by registered mail, specifying the violation, to the named owner of the sign and the named owner of the property upon which the sign is erected, sent to the addresses as stated in the application for the sign permit, to conform or remove the sign. The sign shall thereupon be conformed or removed by the owner of the sign and/or the owner of the property within 30 days from the date of receipt of said notice. In the event any sign shall not be so conformed or removed within such thirty-day period, the Zoning Officer shall thereupon revoke the permit, and in that event, the Zoning Officer is hereby authorized to remove or cause the sign to be removed forthwith at the expense of the owner and/or owner of the structure or premises on which such sign is located. The remedy provided in this section shall be in addition to, but not in limitation of, any other powers and/or remedies available pursuant to the provisions of this chapter and applicable law.

§470-109.5. Fees

Fees for sign permits shall be as determined from time to time by resolution of the Township Commissioners.

§470-109.6. Exempt Signs

The following signs are allowed in all zoning districts and do not need a zoning permit, provided the signs meet the requirements of this Article:

- A. Any sign required by law and which is required to be posted outdoors. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- B. Auto dealer vehicle signs as accessory to an on-site lawful vehicle sales use. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- C. Business nameplates not exceeding one (1) square foot in area per nonresidential establishment. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- D. Building markers not exceeding four (4) square feet and not exceeding four (4) feet in height. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- E. Decals not exceeding an aggregate of two (2) square feet per building entrance. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- F. Historical markers erected by a historical agency or association and approved by a majority vote of the Board of Commissioners at a regular meeting, or by a state agency. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- G. Interior signs. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- H. Flags of levels of government. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- I. Memorial signs located in an approved cemetery. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- J. Construction signs and real estate signs of sixteen (16) square feet or smaller in sign area. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering
- K. Vending machine signs. ← **Formatted:** Indent: Left: 0.5", No bullets or numbering

- L. Incidental signs.
 - Formatted: Indent: Left: 0.5", No bullets or numbering
- M. Public notification signs for hearings held by a Pocono Township Board.
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- N. Personal use and information signs.
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- O. Public use and information signs.
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- P. A sign that is physically carried by a person and does not rest upon the ground or a building.
 - However, such person shall not enter into the travel lanes or shoulder of a public street or obstruct a vehicle driveway while actively displaying the sign.
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- Q. Shopping cart corral signs.
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- R. Window signs that are not illuminated and that are ten (10) square feet or smaller in sign area.
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- S. On-premises signs that are not readable from any highway, street or lot line, and which are not internally illuminated, and which have a total height of less than ten (10) feet shall not be regulated in number, type or sign area size by this Article.
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- T. Signs that existed within a resort complex or commercial resort development at the time if approval of such use, or that are within the scope of the land development plan submitted and approved for such use under a prior Township Zoning Ordinance.
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- U. Signs within an approved resort complex or commercial resort development that cannot be read from any public street and from any lot located outside if the resort complex or commercial resort development. See also the definition of "on-premises signs" in regard to resorts.
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§470-109.7. Definitions

The following terms, unless otherwise expressly stated, shall have the following meanings throughout the Ordinance:

- Banner. A strip or piece of cloth on which a sign is painted, or printed or embossed
- Billboard. An off-premises sign that is larger than 50 sq. ft. of Gross Surface Area.
- Copy. The words, letters, numbers, figures, designs, or other symbolic representations incorporated into a sign.
- Electronic Message Sign. An electronic sign, typically comprising a liquid crystal diode (LCD), light-emitting diode (LED), plasma, or other digital illuminated display that contains one or more messages. An Electronic Message Sign is different from an illuminated sign in that the illumination of the display creates the message, rather than an internal or external light source illuminating the message. See Figure below (Electronic Message Sign).

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Freestanding Sign. A permanent sign that is self-supporting in a fixed location and not attached to a building. A freestanding sign can be connected or attached to a sign structure, fence, or wall that is not an integral part of a building. Freestanding signs include, but are not limited to, monument signs, pole signs, or pylon signs.

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Gross Surface Area. The entire area within a single continuous perimeter enclosing the extreme limits of such sign. However, such perimeter shall not include any structural or framing elements lying outside the limits of such sign.

Human Sign. A sign held by or attached to a human for the purposes of advertising or otherwise drawing attention to an individual, business, commodity, service or product. This includes a person dressed in costume for the purpose of advertising or drawing attention to an individual, business, commodity, service or product.

Illuminated Sign. A sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign; includes signs made from neon or other gas tube(s) that are bent to form letters, symbols, or other shapes. An illuminated sign excludes electronic message signs, which are separately defined.

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Incidental Sign. A small nonelectric information sign, two (2) square feet or less in area, which pertains to goods, products, services or facilities which are available on the premises where the sign occurs and is intended primarily for the convenience of the public while on those premises.

Monument Sign. A freestanding sign that is detached from a building and having a support structure that is a solid-appearing base constructed of a permanent material, such as concrete block or brick. See Figure below (Monument Sign).

Nonconforming Sign. A sign lawfully erected that does not comply with the provisions of this Ordinance.

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Off-Premises Sign. A sign advertising a land use or promoting a commercial or noncommercial message unrelated to the activity conducted on the lot, development or site where the sign is located; or a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing elsewhere than on the same lot or development where the sign is located. All off-premises signs are billboards.

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On-Premises Sign. Signs accessory to commercial, industrial, or institutional activities, the purpose of which is to sell or index a product, service, or activity or to provide information regarding a commercial, industrial, or institutional facility. On-premises signs are located on the same lot, development or site as the advertised use. If a sign relates to an activity or use within a resort complex or commercial resort, a business subdivision or multifamily development, and that sign is placed within that same complex, resort, subdivision or development, such sign shall be considered an on-premises sign, even if the sign is on a different lot than the activity or use advertised by the sign.

Pennants. A flag or banner longer in the fly than in the hoist; especially one that tapers to a point designed to move in the wind.

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Permanent Sign. A sign that is entirely constructed out of durable materials, is fixed in place, and is intended to exist for more than one-hundred twenty (120) days.

Secondary Signs. An additional sign permitted for Regional Impact Developments and Institutional Campuses.

Sign. Any identification, description, illustration, advertisement or device, illuminated or non-illuminated, which is visible to the general public and directs attention to a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise or any emblem, painting or plaque designed to advertise, identify or convey information. Except as otherwise provided in this Article, a sign shall include the structural and framing elements which do not form an integral part of the display.

Sign Plaza. Signs consolidated and confined within a single frame or as a combination of sign panels.

Sign Face. That area or portion of a sign on which copy is intended to be placed.

Special Event Sign. A temporary sign that announces special events, including but not limited to, auctions, grand openings, new management, going out of business, and events sponsored by religious, charitable, or public service groups.

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Spinners. A device designed to spin to catch ones attention with movement and or copy.

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Temporary Sign. A structure or device used for the public display of visual messages or images, which is easily installed with or without common hand tools and which is not intended or suitable for long-term or permanent display, due to lightweight or flimsy construction materials.

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Wall Sign. A sign attached to or erected against the wall of a building or structure with the exposed face of the Sign parallel to the plane of such wall.

Window Sign. Any sign, picture, letter, character, or combination thereof, designed to communicate information placed upon and/or inside and/or within three (3') feet of a window for the purpose of being visible from the exterior of the window.

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Monroe County Land Bank

BLIGHTED PROPERTY REFERRAL FORM

The Redevelopment Authority of the County of Monroe (a.k.a. Monroe County Land Bank) welcomes the opportunity to return properties to productive use in the community. The Monroe County Land Bank works with local officials to review and identify vacant and abandoned properties that could qualify for demolition/rehabilitation. For consideration to recommend or purchase a property, complete this form and return it to the Redevelopment Authority Office.

This form is a referral or a statement of interest only. Information is being accepted by the Redevelopment Authority for consideration of the Land Bank Program. Taking of this request does not commit or guarantee action on this property.

ONE FORM TO BE COMPLETED FOR EACH BLIGHTED PROPERTY BEING REFERRED TO THE LAND BANK.

REQUESTOR CONTACT INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Municipality: _____

Phone _____ Email _____

PROPERTY INFORMATION

Property Address: _____

Owner of the Property: _____

1. Meets one or more of the blighted property criteria (specify which ones)?

- The building is a public nuisance (declared public nuisance by municipality)
- The building is an attractive nuisance to a child (e.g. doors not secured, broken windows, or other dangerous conditions)
- The condition and vacancy of the building materially increase the risk of fire.
- The building or the grounds is a haven for vermin, or has a large accumulation of trash and debris
- The building or grounds is the site of environmentally hazardous conditions or contamination (e.g. barrels or tanks on the site)

Please check all that apply

- The property requested is currently delinquent in taxes for more than three (3) years.
Amount delinquent? _____
- The property requested is currently delinquent in paying municipal owned utilities for more than 1 year.
Amount delinquent? _____
- The property requested is vacant and abandoned real property WITH a structure on the site.
- The property requested is vacant and abandoned real property WITHOUT a structure on the site.
 - If vacant, what was its previous use?
_____ residential _____ commercial _____ industrial _____ other

If other, please specify _____

2. Is there a "for sale" sign on the property?

Yes No

3. Has the current owner owned the property for at least 6 months?

Yes No

4. What actions have been taken by the municipality to-date?

- Warning letter sent to owner
- Owner has been ticketed for code violation
- Owner has been cited for code violation
- Owner has been convicted of code violation at District Justice hearing
- Municipality has declared property a public nuisance
- Municipality has declared the property unfit for human habitation
- Other _____

5. Has the municipality filed any liens against the property for work that it completed when the owner refused to do so?

Yes No

6. Is the owner of the property an absentee owner (i.e. lives outside the county)?

Yes No

7. Any known environmental issues on site?

Yes No If yes, please specify. _____

8. If the Land Bank acquired the vacant property, how would the municipality like to see the future use of property (check all that apply):

- Side Yard to Owner-Occupied Residence
- Demolition of Blighted Structure
- Rehabilitation of Blighted Structure
- Other _____

Signature of Applicant: _____

Date: _____

Attached:

1. Photo of property
2. Property Record Card from Assessment Office

Please return form to:

Redevelopment Authority of the County of Monroe
701 Main Street, Suite 502
Stroudsburg, PA 18360
Via email: exdirector@monrecountyda.org