



POCONO TOWNSHIP COMMISSIONERS  
AGENDA

August 17, 2020 7:00 p.m.

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

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

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

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

**Announcements**

- An executive session was held on Wednesday, August 12 to discuss personnel issues.
- The Board of Commissioners will be holding a work session this Wednesday, August 19 for the purpose of discussing the Townships 2021 budget. Members of the public are welcome to attend.
- Township Residents are encouraged to please respond to the 2020 Census by going to [www.2020census.gov](http://www.2020census.gov). It is critical that Pocono Township receives an accurate census count, so the Township receives our fair share of state and federal funds for the next 10 years.
- If you have not already, we would encourage you to sign up for the Township newsletter at [www.poconopa.gov](http://www.poconopa.gov), follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at [www.savvycitizenapp.com](http://www.savvycitizenapp.com).

**Hearings**

Ordinance 2020-06 – Motion to adopt Ordinance 2020-06 amending the Code of Ordinances of Pocono Township, Chapter 398, Taxation, Article IV, Amusement Tax; and repealing all ordinances inconsistent herewith. **(Action Item)**

**Presentations**

- Apex Clean Energy, Swiftwater Solar Project – Jeff Hammond, Director of Project Development to update Commissioners regarding status of solar project on Pocono Manor property.

**Resolutions – None**

**OLD BUSINESS**

- Motion to approve the minutes of the August 3, 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 August 13, 2020 in the amount of \$101,600.48. **(Action Item)**
- b. Ratify gross payroll for pay period ending August 9, 2020 in the amount of \$101,118.50. **(Action Item)**
- c. Motion to approve vouchers payable received through August 13, 2020 in the amount of \$460,009.78. **(Action Item)**
- d. Motion to approve sewer construction fund expenditures through August 13, 2020 in the amount of \$1,336.14.
- e. Motion to approve capital fund expenditures through August 13, 2020 in the amount of \$749,807.92. **(Action Item)**
- f. Motion to approve Liquid Fuels expenditure in the amount of \$473,000. **(Action Item)**

**3. Travel/Training Authorizations**

**Report of the President**

Richard Wielebinski

- LED Speed Signs Purchase **(Action Item)**
- Discussion regarding TLC Park capital project priorities **(Possible Action Item)**

**Commissioner Comments**

Jerrold Belvin – Vice President

- COVID-19/Emergency Management Update
- COVID-19 County Relief Block Grant

Ellen Gmandt – Commissioner

- Review of year-to-date Township financials

Jerry Lastowski – Commissioner

- Discussion and possible action regarding Township COVID-19 mask-wearing policy in all Township offices **(Action Item)**
- Update – Special allocation to fire company for costs incurred at Pocono Manor fire

Keith Meeker – Commissioner

**Reports**

Zoning

**Emergency Services**

- Police

- EMS
- Fire

### **Public Works Report**

- Road Crew Projects
- Robin Lane Drainage Issues
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP and Replacement Fixtures

### **Administration – Manager’s Report**

- Wine Press Inn – Interest in Township-owned property
- Request for re-calculation of TDU permit fees – Eunyoung Chang
- Update on pending grant applications
- 2020 Census Response
- Electric Contract – 12-month agreement was signed with a rate of \$0.06069/kWh
- Pocono Jackson Joint Water Authority (PJJWA) – Public Works EDA Grant
- Update – Regional HSPS Comprehensive Plan – Thursday, August 20 at 6:00 p.m.
- Update – MS4 Requirements

### **Township Engineer Report**

- Discussion and possible action regarding revised final land development plan for Trap Enterprises (**Possible Action Item**)
- St. Paul’s Lutheran Drainage Basin
- Roof Replacement on Maintenance Building
- Archer Lane Drainage Issues
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonville Avenue
- Update – TLC Bridge & TLC Dam

### **Township Solicitor Report**

- Discussion regarding amendment to the HJP Park cooperation agreement (**Possible Action Item**)
- DCNR Assignment of Sewer Line Agreement (**Possible Action Item**)
- Update – ZHB – Johnson Appeal for Transient Dwelling Unit

### **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 – 06**

**AN ORDINANCE OF THE TOWNSHIP OF POCONO,  
COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA  
AMENDING THE CODE OF ORDINANCES OF POCONO TOWNSHIP, CHAPTER 398,  
TAXATION, ARTICLE IV, AMUSEMENT TAX; AND REPEALING ALL ORDINANCES  
INCONSISTENT HEREWITH**

**WHEREAS**, the Board of Commissioners of the Township of Pocono has deemed it necessary to amend the Code of Ordinances of Pocono Township, Chapter 398, Taxation, Article IV, Amusement Tax.

**NOW THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania, as follows:

**SECTION I.** Chapter 398, Taxation, Article IV, Amusement Tax, Section 398-34, Purpose, is hereby amended in its entirety to now read as follows:

“§ 398-34 Purpose.

This Article is to provide for general revenue purposes by way of the levying, assessment and collection of taxes imposed upon the privilege of attending or engaging in amusements within Pocono Township.”

**SECTION II.** Chapter 398, Taxation, Article IV, Amusement Tax, Section 398-36, Definitions, is hereby amended to delete the current definitions of “Amusement” and “Place of Amusement” and replace them with new definitions to read as follows:

“AMUSEMENT

All manner and forms of entertainment, subject to tax as set forth in the Local Tax Enabling Act,[1] including but not limited to theatrical performances, concerts, circuses, carnivals, side shows, all forms of entertainment at fairgrounds and amusement parks, waterparks, floor shows, dancing exhibitions, trade shows, craft shows, art shows and exhibitions, sporting events, any and all forms of live entertainment, and all other forms of diversion, sport, recreation or pastime for which admissions charges are obtained from the general public or a limited or selected number thereof, directly or indirectly. Except, however, the following shall not be subject to the tax: fees charged as rentals for real property to be used for camping purposes; admissions to motion picture theaters, admissions for downhill skiing, snowboarding or snow tubing, ski lift tickets or ski equipment rentals; and any other activities exempted from tax liability in the Local Tax Enabling Act.

## PLACE OF AMUSEMENT

The physical site or grounds, whether indoors or outdoors, or building or structure upon or within which the amusement takes place and to which admission fees are charged for entry thereto. A separate place of amusement shall be deemed to exist for each physical site, grounds, building or structure for which a different amusement activity is conducted and a separate admission fee is charged, regardless of whether the amusement activities are conducted by the same producer.”

**SECTION III.** Chapter 398, Taxation, Article IV, Amusement Tax, Section 398-37, Imposition of Tax, is hereby amended in its entirety to now read as follows:

“§ 398-37 Imposition of Tax.

A tax is hereby levied, assessed and imposed, for general Township purposes, upon the admission to each and every amusement within the Township, at the rate of 3% of the admission charged and collected, such tax to be paid by the person charged or paying the admission; provided, where no fixed admission is charged, the tax shall be paid upon the gross amount collected, and shall be paid by the producer, if not paid by the person charged or paying such admission.”

**SECTION IV.** Chapter 398, Taxation, Article IV, Amusement Tax, Section 398-39, Registration of Producers, Subsection B, is hereby amended in its entirety to now read as follows:

“§398-39 Registration of producers.

B. The registration shall be for permanent amusements (those conducted at one location in excess of one month) or temporary amusements (those conducted at one location for a period of one month or less than one month), as the case may be, and each shall be made upon a form prescribed, prepared and furnished by the Township, and shall set forth the name under which the producer conducts or intends to conduct each amusement, whether each amusement is permanent or temporary, the location of each amusement, the type of each amusement, and such other information as the Township may require. If the producer has or intends to have more than one place of amusement within the Township, the producer shall register the places of amusement and shall state the location of each. In the case of a registration for a temporary amusement or for a temporary place of amusement, the producer shall also state the date or dates and length of time the amusement is to be conducted at each place, and the name and address of the owner, lessee or custodian of the premises upon which that amusement is to be conducted. If the producer is an association or a corporation, the names and addresses of the principal officers thereof, and any other information prescribed by the Township for purposes of identification must be given. The registration shall be signed and verified by oath or

affirmation by the producer, if a natural person, and in the case of a corporation, by an executive officer, or some person specifically authorized to sign the registration, to which shall be attached the written evidence of the person's authority.”

**SECTION V.** Chapter 398, Taxation, Article IV, Amusement Tax, Section 398-40, Collection by Producers, Subsection A, is hereby amended in its entirety to now read as follows:

“§398-40 Collection by producers.

A. Producers shall collect the tax imposed by this Article and shall be liable to the Township, as agents thereof, for the payment of the tax to the Township or its designated representative. Where a producer conducts more than one amusement activity, that fact that one or more amusement activities are exempted from tax liability under this Article or the Local Tax Enabling Act does not preclude the collection of tax on admissions for other amusements that are subject to tax under this Article.”

**SECTION VI.** Chapter 398, Taxation, Article IV, Amusement Tax, Section 398-41, Reports and Payment of Taxes, Subsection E, is hereby amended in its entirety to now read as follows:

“§398-41 Reports and payment of taxes.

E. Every producer, at the time of making every report required by this Article, shall compute and pay to the Township or its representative, the taxes collected by the producer and due to the Township during the period for which the report is made; provided, however, that the producer may deduct from the amount collected a two-percent discount if the report is filed and the tax is paid on or before the date when payment is due. The amount of all taxes imposed under this Article, in the case of places of permanent amusement, shall be due and payable quarterly, on or before April 30, July 31, October 31 and January 31, the for preceding quarter of the calendar year, and in the case of every temporary amusement, shall be due and payable on the day the reports in those cases are required to be made under this section. All such taxes shall bear interest at the rate of 1/2% per month, or fractional part of a month, from the date they are due and payable, until paid.”

**SECTION VII.**        **REPEALER**

Any existing ordinances or parts of ordinances in conflict with this Ordinance, to the extent of such conflict and no further, are hereby repealed.

**SECTION VIII.      SEVERABILITY**

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this Ordinance is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of the Ordinance.

**SECTION IX.      ENACTMENT**

This Ordinance shall take effect five (5) days after the date of its enactment.

**ENACTED AND ADOPTED** by the Board of Commissioners this \_\_\_\_ day of \_\_\_\_\_, 2020.

**ATTEST:**

**TOWNSHIP OF POCONO,  
MONROE COUNTY**

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**TAYLOR MUNOZ**  
Township Manager

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**RICHARD WIELEBINSKI**  
President, Board of Commissioners

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
August 3, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held on August 3, 2020 at the Pocono Township Municipal Building, Tannersville, PA, 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.; Taylor Muñoz, Township Manager; R. Sargent, Road Supervisor; Dee Ackerman, Administrative Assistant; and Donna Kenderdine, Court Reporter.

**Public Comments**

George Krauss (1217 Sylvan Lane) – Has a neighbor with a pig and chicken farm along his residential property. Discussed the property in question having numerous violations for which Zoning officials have given citations. Would like further action taken.

**Announcements**

- Township residents are encouraged to please respond to the 2020 Census by going to [www.2020census.gov](http://www.2020census.gov). It is critical that Pocono Township receives an accurate census count, so the Township receives the state and federal funds due the Township for the next 10 years.
- If you have not already, we would encourage you to sign up for the Township newsletter at [www.poconopa.gov](http://www.poconopa.gov), follow our Facebook page for frequent community updates and subscribe to our Township-wide Savvy Citizen notification system at [www.savvycitizenapp.com](http://www.savvycitizenapp.com).

R. Wielebinski made a motion, seconded by J. Belvin, to suspend the agenda to consider a presentation by Northridge at Camelback before the hearings. All in favor. Motion carried.

Northridge at Camelback – Motion to permit the use of temporary parking as a modification of the applicant's Certificate of Occupancy for Northridge at Camelback.

- Northridge at Camelback requested temporary parking to allow for a building under construction to open while the applicant undergoes a major modification of their NPDES permit. Applicant will add nine additional spaces that were already approved. J. Tresslar noted that when the project was approved, there was adequate parking for the units in front of the units themselves. Applicant has changed the internal structure of the units to permit more people to occupy the units, generating the necessity to add additional parking to satisfy their certificate of occupancy. Temporary parking will serve in the interim while modifications are reviewed by the Conservation District. It is recommended that no further building permits or certificates of occupancy be issued on the other projects. E. Gnandt asked where additional permanent parking is being installed, how long temporary parking will be needed and whether there is a chance approval will not be given. Applicant pointed out several areas where parking will be located around buildings and the Applicant has already met with the Conservation District who has indicated they are satisfied with the changes.

R. Wielebinski made a motion, seconded by E. Gnandt, to approve temporary parking for Building #1 on Hunters Circle and specified that a building permit will not be issued for Buildings 622 to 625 and 602 to 605 until permanent parking is in place. All in favor. Motion carried.



## **Hearings**

Ordinance 2020-05 – Motion to adopt Ordinance 2020-05 amending the Code of Ordinances of Pocono Township, Chapter 235, Junkyards and Junk Vehicles; and repealing all ordinances inconsistent herewith.

- L. DeVito explained the Planning Commission has taken the Township's junkyard ordinance and added various revisions to tighten up the ordinance and address situations that reappear within the Township with abandoned junk vehicles.

R. Wielebinski made a motion, seconded by E. Gndt, to open a public hearing on Ordinance 2020-05. All in favor. Motion carried.

E. Gndt questioned the definition of junkyards and expressed concerns about junkyards being allowed if they are enclosed and presenting a health risk. L. DeVito indicated this is a standalone ordinance, not an amendment to the Township's zoning ordinance, which designates where junkyards can be located. He provided additional commentary on the difference between the zoning ordinance and a standalone ordinance. E. Gndt asked about the penalty when someone defaults on payment, as jail time was taken out of the ordinance. L. DeVito said that change reflects changes in state law.

R. Wielebinski made a motion, seconded by E. Gndt, to close the public hearing on Ordinance 2020-05. Roll call vote: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to adopt Ordinance 2020-05 amending the Code of Ordinances of Pocono Township, Chapter 235, Junkyards and Junk Vehicles; and repealing all ordinances inconsistent herewith. Roll call vote: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Ordinance 2020-06 – Motion to adopt Ordinance 2020-06 amending the Code of Ordinances of Pocono Township, Chapter 398, Taxation, Article IV, Amusement Tax; and repealing all ordinances inconsistent herewith.

R. Wielebinski made a motion to open a public hearing on Ordinance 2020-06 before L. DeVito indicated an error in advertising the tax at 5%. Boucher & James will re-advertise the tax at 3% and cover the cost for the next hearing. No hearing was held.

## **Presentations**

- Presentation of the Pocono Township 2019 Audit – Jeff Weiss, Zelenkofske Axelrod LLC

J. Weiss indicated the Township's financial statements are prepared on a modified cash basis of accounting. It is the auditor's opinion that the statements are fairly presented in accordance with the modified cash basis of accounting. J. Weiss provided an overview of the audit indicating the Township maintains a healthy fund balance; the pension plan reflects a healthy growth year with the stock market; long-term debts are mostly under sewer; and net pension liability improved significantly for the year. E. Gndt expressed concerns with the findings, including the classification of the Sewer & Construction fund, elements of the Management Discussion & Analysis and the financial impact of the terms of the new police contract.

R. Wielebinski made a motion, seconded by J. Belvin, to accept the audit for the year ended 2019. Roll call vote: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Presentation of Pocono Township Q2 Financial Report – Frank Cefali, CPA, Township Treasurer

F. Cefali presented Q2 financial report indicating the Township's financial position is stable and is not operating at a deficit. During Q3, line items may need adjustments due to overages within

those categories. Real estate tax receipts are lower due to the extension of payment deadlines without penalty.

### **Resolutions**

R. Wielebinski made a motion, seconded by E. Gndt, to approve the submission of a Local Share Account grant application to the Commonwealth Financing Authority in the amount of \$1,100,000 to be used to complete the Pocono Township SR 611/Rimrock Drive Intersection Project. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve the submission of a Local Share Account grant application to the Commonwealth Financing Authority in the amount of \$265,196 to be used to purchase equipment for the Pocono Township Volunteer Fire Department. Discussion regarding fire company purpose for funds followed. All in favor. Motion carried.

### **OLD BUSINESS**

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the July 20, 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 K. Meeker, to ratify vouchers payable received through July 30, 2020 in the amount of \$115,926.66. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to ratify gross payroll for pay period ending July 26, 2020 in the amount of \$101,541.99. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through July 30, 2020 in the amount of \$133,337.14. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer construction fund expenditures through July 30, 2020 in the amount of \$3,116.83. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital fund expenditures through July 30, 2020 in the amount of \$4,015.47. All in favor. Motion carried.

#### **3. Travel/Training Authorizations**

- Canceled - G-364 Multi-Hazard Emergency Planning for Schools, September 8 & 9, 2020.

### **Report of the President**

Richard Wielebinski

- Update - LED Speed Signs – A permit is needed for installation of Radar Speed Signs on Township-owned roads. The signs must be moved every 2-3 weeks to follow permit requirements. Before a permit is issued, a list is needed of all corridors on which the signs will be placed. In process of getting more specific details.
- Governor Wolf is asking local police and government officials to enforce mask recommendations. Masks must be worn at all Township meetings. E. Gndt said rules state if you cannot maintain

six feet, that one is required to wear a face mask and stated that it is either/or. J. Lastowski stated that resurgence of COVID in the country is due to people not adhering to the face mask mandate.

R Wielebinski made a motion, seconded by J. Belvin, that any governmental meeting at the Township building would require that all participants wear a face mask until further notice. Roll call vote: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

### **Commissioner Comments**

Jerrod Belvin, Vice President

- COVID-19 County Relief Block Grant – Application was submitted for all COVID expenses incurred to date and for future expenses.

Ellen Gndt – Commissioner

- Review of year-to-date Township financials – A work session is scheduled to look at year-to-date numbers.

Jerry Lastowski – Commissioner

- SR 611 Construction Project – Swiftwater through Scotrun – Project is anticipated for completion by Labor Day.
- Update – Special allocation to fire company for costs incurred at Pocono Manor fire – The fire department would like the Township to write a letter to Pocono Manor's Insurance company.

J. Lastowski made a motion, seconded by R. Wielebinski, to have the Township write a letter on behalf of Pocono Township Volunteer Fire Company to Pocono Manor's insurance company in order to resolve insurance issues as a result of their fire. All in favor. Motion carried.

J. Lastowski also suggested adding Upper Swiftwater Road to the list for LED speed signs.

Keith Meeker – Commissioner – No comment.

### **Reports**

**Zoning** – No report.

### **Emergency Services**

- Police – Report was received by the Commissioners this afternoon.
- EMS – No report.
- Fire – Bill Sayre gave his monthly fire report.

### **Public Works Report**

- Update – Road Crew Projects – Projects are ongoing.

Discussion regarding Robin Lane drainage issues. A second quote was received on piping products from a company from Gilbert for \$24,604.88. A quote from Chemung Supply in NY was received for \$24,780.92 and R. Sargent recommended going with the cheaper quote. Will need to secure official bids, as the cost exceeds the bid threshold. Received verbal permission from all four residents on Robin Lane regarding going down property lines to connect the system to Faber Circle. L. DeVito and J. Tresslar have reviewed the project and J. Tresslar reviewed it onsite and he has researched deeds and subdivision plan. He will survey easement and prepare plot plans. Plot plan will be given to L. DeVito to have residents sign an easement agreement. Will need to put specs together and advertise through PennBid.

- Discussion regarding purchase of a Marathon power sprayer/tack distributor. Three quotes were obtained on equipment and the lowest bid was \$12,900 with a one-year warranty. A trailer park road off Sullivan trail will be repaved. R. Wielebinski suggested repaving TLC driveway.

R. Wielebinski made a motion, seconded by J. Belvin, to purchase a Marathon TPS 250 P from Asphalt Care Company for \$12,900.00. J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; Keith Meeker, yes; R. Wielebinski, yes. Motion carried.

- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Grant was awarded. Permit is currently in progress.
- Update – Well Work at MVP and Replacement Fixtures – Waiting on second water sample.

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

- New Cleaning Services Contract – Our current agreement ended in June 2020. Three quotes for cleaning services were received. Chelbus Cleaning is \$200 cheaper than our current cleaning service. Chelbus Cleaning is also run by a former law enforcement official and they thoroughly vet their employees. A third quote was higher.
- Update on pending grant applications – ARLE, LSA, and PJJWA grant applications were reviewed. Information was included in agenda packets.
- Wine Press Inn – Interest in Township-owned property – P. Briegel will have a conversation with Chris McDermott of Reilly Associates, Mr. Desai's engineer, to review impact to the sewer pump station located on property Mr. Desai wants to purchase.
- 2020 Census Response – Township residents are encouraged to please respond to the 2020 Census by going to [www.2020census.gov](http://www.2020census.gov). It is critical that Pocono Township receives an accurate census count, so the Township receives the state and federal funds due the Township for the next 10 years.
- Electric contract discussion – Quotes were received from World Connect Energy Services, Dynergy, and AEP. World Connect Energy Services is a broker that PSATS contracts with and through our membership with PSATS, it covers the cost of the consultant to manage energy supplier contracts on behalf of municipalities. They are actively engaged in the energy market and are recommended for the managed aspect for continually getting the lowest cost offering. Discussion continued on various contracts and rates per kilowatt hour.

R. Wielebinski made a motion, seconded by J. Lastowski, to continue investigating energy suppliers and authorize the Township Manager to choose a supplier and determine a contract duration that is in the best interest of the Township. All in favor. Motion carried.

- Pocono Jackson Joint Water Authority (PJJWA) – Public Works EDA Grant – At final stages for submitting PJJWA grant.
- Update – Regional HSPS Comprehensive Plan – Thursday, August 20, 2020 at 6:00 p.m. – No update.
- Update – MS4 requirements – No update.

#### **Township Engineer Report**

- St. Paul's Lutheran Drainage Basin – Currently in contact with the engineer, Deanna Schmoyer, and waiting for design plan to remediate basin issues.
- Roof Replacement on Maintenance Building – Sent out to bid. Mandatory pre-bid meeting August 13, 2020. All bidders are welcome. Bids are due September 8, 2020.

- Archer Lane Drainage Issues – No update.
- Update – Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue – No update.
- Update – TLC Bridge & TLC Dam – No update.

#### **Township Solicitor Report**

- Discussion regarding amendment to the HJP Park cooperation agreement – Solicitors for respective municipalities are working to transfer Hamilton's interests to Jackson and Pocono.
- Update – ZHB – Johnson Appeal for Transient Dwelling Unit – The first hearing on this STR matter was completed. The Township will present its case at a second meeting on August 26, 2020 at 5 p.m.
- L. DeVito alerted the Board that on Monday, August 10, 2020 there is a zoning hearing scheduled for the Possinger Billboard proposed on Rimrock Road.

#### **Public Comment** – No comments.

*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 into Executive Session**

R. Wielebinski made a motion, seconded by K. Meeker, to adjourn the meeting at 9:10 p.m., with BOC going into executive session to discuss personnel issues and not returning. All in favor. Motion carried.

**POCONO TOWNSHIP**  
**Monday, August 17, 2020**

## **SUMMARY**

**Ratify**

General Fund	\$	101,600.48
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	-

**Bill List**

TOTAL General Fund	\$	352,255.35
TOTAL Sewer <u>OPERATING</u> Fund	\$	107,754.43
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	1,336.14
TOTAL Capital Reserve Fund	\$	749,807.92
Liquid Fuels	\$	473,000.00

<b><u>Budget Adjustments</u></b>	\$	-
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<b><u>Budget Appropriations</u></b>	\$	-
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**Interfund Transfer**

**Notes:**

POCONO TOWNSHIP CHECK LISTING

**RATIFY**

Monday, July 20, 2020

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	08/14/2020			PAYROLL ENDING 8/9/2020	\$ 101,118.50
General Expenditures	08/11/2020	59947	PENTELEDATA	MODEM RENTAL TWP AND POLICE	\$ 481.98
				TOTAL PAYROLL	\$ 101,118.50
Sewer Operating Fund	08/11/2020	1668	PENTELEDATA	MODEM RENTAL SEWER STATIONS	\$ 299.75
				TOTAL General Fund Bills	\$ 481.98
Sewer Construction Fund					\$ 299.75
				TOTAL Sewer Construction Fund	\$ -
Capital Reserve Fund					\$ -
				TOTAL Capital Reserve Fund	\$ -
TOTAL General Fund				101,600.48	
TOTAL Sewer Operating				299.75	Authorized by:
TOTAL Sewer Construction				-	
Total Capital Reserve				-	Transferred by:
				101,900.23	

# POCONO TOWNSHIP CHECK LISTING

## Monday, August 17, 2020

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
08/13/2020	59951	Pocono Township Volunteer Fire Company	2020 Yearly Disbursement to Fire Co.	\$ 218,000.00
08/13/2020	59953	AMERICAN UNITED LIFE INSURANCE CO.	GTL & STD premium	\$ 2,644.09
08/13/2020	59954	Anglemeyer, Aaron	Uniform Allowance	\$ 103.27
08/13/2020	59955	ARGS Technology, LLC	July 2020 TWP & Police IT Services	\$ 2,625.00
08/13/2020	59956	Banks Vacuum	Police Hoover Vacuum Repair	\$ 61.96
08/13/2020	59957	Bartonsville Printing	Req for Action Form / Benefit Leave Form	\$ 200.00
08/13/2020	59958	Beyer-Barber Company	Benefit Calc K. Long	\$ 200.00
08/13/2020	59959	Blue Ridge Communications	Phone service twp	\$ 291.19
08/13/2020	59960	Boucher & James, Inc.	Engineering	\$ 9,753.42
08/13/2020	59961	Brodhead Creek Regional Authority	Sewer	\$ 177.08
08/13/2020	59962	Cefali and Associates PC	June 2020 Treasury Services	\$ 253.75
08/13/2020	59963	Commonwealth of Pennsylvania - PWS	SDW fee	\$ 100.00
08/13/2020	59964	Cyphers Truck Parts	PW supplies	\$ 157.80
08/13/2020	59965	D.G. Nicholas Co.	Emergency Spill Kit	\$ 133.26
08/13/2020	59966	Donna Kenderline Reporting	Hearings	\$ 225.00
08/13/2020	59967	Eric A. Moses Co.	Leather Work Gloves	\$ 39.00
08/13/2020	59968	Eureka Stone Quarry, Inc.	Road supplies	\$ 3,087.52
08/13/2020	59969	Francis Smith & Sons Inc	PA A/B UST Operator Fee & inspection	\$ 1,979.00
08/13/2020	59970	Gotta Go Potties, Inc	MVP Handicap, Hand Sanit, Serv 7/3-7/31/20 Rentals	\$ 715.00
08/13/2020	59971	Hilltop Road Development LLP	2020 RE tax refund	\$ 2,567.00
08/13/2020	59972	HUNTER KEYSTONE PETERBILT	Truck #3 Service	\$ 709.38
08/13/2020	59973	J & B Auto	Police vehicle maintenance	\$ 338.20
08/13/2020	59974	J & Z Professional Services LLC	August 2020 COVID & Cleaning Services	\$ 1,895.12
08/13/2020	59975	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 590.88
08/13/2020	59976	Keystone Printing Group, Inc	Poc TWP Disbursement Acct	\$ 235.21
08/13/2020	59977	Kimball Midwest	PW supplies	\$ 851.93
08/13/2020	59978	Medico Construction Equipment Inc.	PW supplies	\$ 77.00
08/13/2020	59979	Miller, Larry	Uniform Allowance	\$ 126.60
08/13/2020	59980	P P & M Realty LLC	2020 RE tax refund	\$ 397.29



<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
08/13/2020	59981	Panko Reporting	Professional services	\$ 262.50
08/13/2020	59982	PAPCO, Inc.	Fuel	\$ 6,241.69
08/13/2020	59983	PMHIC	Sept 2020 premium	\$ 72,116.24
08/13/2020	59984	Pocono Record	July 2020 TWP Advertising	\$ 80.96
08/13/2020	59985	PPL Electric Utilities	Traffic light & area light electric service	\$ 50.46
08/13/2020	59986	PPL Electric Utilities	TWP electric service	\$ 1,422.17
08/13/2020	59987	Praxair Dist Mid-Atlantic	PW supplies	\$ 28.68
08/13/2020	59988	PSATS	Huey CDL	\$ 60.00
08/13/2020	59989	Richardson, Quiani	8/15/20 Pavilion #4 Reimbursement	\$ 100.00
08/13/2020	59990	Rieman, Mary C.	2020 RE tax refund	\$ 115.68
08/13/2020	59991	Robert B. Turnbull, Jr.	Birchwood Rd / Mtn View Park Tree Maint	\$ 750.00
08/13/2020	59992	Sayre, Cory	Boot Allowance	\$ 150.00
08/13/2020	59993	Site2	7/2020 TWP & Police Backup/Recovery Services	\$ 804.00
08/13/2020	59994	Stadium International Trucks	PW truck parts	\$ 113.91
08/13/2020	59995	State Workers Insurance Fund	Fire Dep workers comp premium	\$ 2,006.00
08/13/2020	59996	Steele's Hardware	PW operation supplies	\$ 272.12
08/13/2020	59997	Steele's Hardware	PW operation supplies	\$ 616.52
08/13/2020	59998	STTC Service Tire Truck Centers, INC.	Heavy equipment maintenance	\$ 2,915.24
08/13/2020	59999	Suburban Testing Labs	SDWA	\$ 149.00
08/13/2020	60000	Teamster Local 773 - Non-Uniform	July dues	\$ 786.00
08/13/2020	60001	Teamster Local 773 - Police	July dues	\$ 1,412.00
08/13/2020	60002	Thompson, Louise	8/15/20 Pavilion #3 Refund	\$ 100.00
08/13/2020	60003	Tulpehocken Mountain Spring Water Inc	Water twp	\$ 96.49
08/13/2020	60004	UNIFIRST Corporation	Uniforms and mats	\$ 174.12
08/13/2020	60005	Vector Security, Inc	TWP security	\$ 150.00
08/13/2020	60006	Wilson Products Compressed Gas Co.	PW supplies	\$ 7.50
08/13/2020	60007	YCG, Inc.	Equipment Calibration	\$ 150.00
08/13/2020	60008	ADP, LLC	Payroll services	\$ 611.06
08/13/2020	60009	Broughal & DeVito, L.L.P.	Legal services	\$ 11,611.50
08/13/2020	60010	Kyocera Document Solutions America, Inc.	Police & twp copiers	\$ 366.56
<b>TOTAL General Fund</b>				<b>\$ 352,255.35</b>

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>Sewer Operating Fund</b>				
08/13/2020	1669	BLUE RIDGE COMMUNICATIONS	Pump stations phone service	\$ 124.30
08/13/2020	1670	Boucher & James, Inc.	Engineering services various projects	\$ 3,028.80
08/13/2020	1671	BRODHEAD CREEK REGIONAL AUTHORITY	Sewer Treatment	\$ 89,596.00
08/13/2020	1672	EEMA O&M Services Group, Inc.	August 2020 O&M	\$ 5,889.00
08/13/2020	1673	METROPOLITAN TELECOMMUNICATIONS	Telephone service pump station	\$ 71.33
08/13/2020	1674	PA One Call System, Inc	Sewer marking	\$ 90.64
08/13/2020	1675	Pocono Management Associates LLC	Contracted services 7/20 -8/2/2020	\$ 2,340.70
08/13/2020	1676	Pocono Township	Admin services 7/13 -8/7	\$ 2,418.11
08/13/2020	1677	PPL Electric Utilities	Electric service pump station	\$ 1,479.15
08/13/2020	1678	PUMPING SERVICES INC	Contracted services	\$ 2,236.40
08/13/2020	1679	SUBURBAN TESTING LABS	NPDES Testing	\$ 480.00
<b>TOTAL Sewer Operating</b>				<b>\$ 107,754.43</b>
<b>Sewer Construction Fund</b>				
08/13/2020	669	BOUCHER & JAMES	PUMP STATION PERMIT PREP.	\$ 1,336.14
<b>TOTAL Sewer Construction Fund</b>				<b>\$ 1,336.14</b>
<b>Capital Reserve Fund</b>				
08/13/2020	1148	STEELE'S HARDWARE	MVP WELL & LIGHTING PROJECTS	\$ 215.63
08/13/2020	1149	FRY PLASTIC LLC	MVP WELL & LIGHTING PROJECTS	\$ 219.50
08/13/2020	1150	LOCUST RIDGE CONTRACTORS	2020 ROAD PAVING PROJECT	\$ 657,300.16
08/13/2020	1151	Pocono Spray Patching	2020 TAR & CHIP	\$ 90,204.15
08/13/2020	1152	STEELE'S HARDWARE	MVP WELL & LIGHTING PROJECTS	\$ 318.48
08/13/2020	1153	Want to Inc.	MVP WELL PROJECT	\$ 1,550.00
<b>TOTAL Capital Reserve Fund</b>				<b>\$ 749,807.92</b>

Date

Check

Vendor

Memo

Amount

# **LIQUID FUELS**

08/13/2020

59952

LOCUST RIDGE

2020 ROAD PAVING

\$ 473,000.00

\$ 473,000.00

## **ESSA**

TOTAL General Fund

352,255.35

\$

Sewer Operating

107,754.43

\$

TOTAL Sewer Construction Fund

1,336.14

\$

Authorized by: \_\_\_\_\_

Capital Reserve

749,807.92

\$

Liquid Fuels

473,000.00

\$

TOTAL ESSA TRANSFER

1,684,153.84

\$

Transferred by: \_\_\_\_\_