



POCONO TOWNSHIP COMMISSIONERS
AGENDA

January 17, 2022 | 7:00 p.m.
112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 886 2510 5960

Passcode: 048897

Zoom Link:

<https://us06web.zoom.us/j/88625105960?pwd=NU1OV1k1YTNzWkgvS0t6OVRGTmtoZz09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

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

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

Announcements

The Township's seasonal ice-skating rink is open on the basketball court at TLC Park, located at the corner of Route 715 and Route 611. Please know that the rink and ice condition are weather-dependent. Ice skating hours are from 8 AM until 10 PM.

Hearings

- **Ordinance 2022-01 – Amusement Tax Increase (Action Item)**
 - Motion to open a Public Hearing to consider adoption of an Ordinance amending Chapter 398, Taxation, Article IV, Amusement Tax, of the Code of Ordinances of Pocono to increase the rate of the amusement tax from 3% to 5% for general Township purposes. **(Action Item)**
 - Motion to close public hearing. **(Action Item)**
 - Motion to adopt Ordinance 2021-06 to approve the adoption of an Ordinance amending Chapter 398, Taxation, Article IV, Amusement Tax, of the Code of Ordinances of Pocono

to increase the rate of the amusement tax from 3% to 5% for general Township purposes.
(Action Item)

Presentations

- Township Municipal Complex Architectural Feasibility Study Design Presentation – Joseph Phillips, Phillips & Donovan Architects.

Resolutions

Resolution 2022-01 – Motion to approve Resolution 2022-01 granting approval of the Pocono Township Municipal Complex Lot Consolidation Plan.

Resolution 2022-02 – Motion to approve Resolution 2022-02 granting conditional approval of The Crossings Premium Outlets Food Trucks Preliminary/Final Land Development Plan.

Resolution 2022-03 – Motion to approve Resolution 2022-03 authorizing the submission of a 2022 Monroe County Open Space Development grant application in an amount not to exceed \$40,000.
(Action Item)

Resolution 2022-04 – Motion to approve Resolution 2022-04 amending the Township Fee Schedule for Subdivision, Land Development, Zoning and Zoning Hearing Board fees, and other miscellaneous applications and permitting fees, repealing and replacing all prior fee resolutions. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the January 3, 2022 Reorganization and regular meetings of the Board of Commissioners.
 - Financial transactions through January 13, 2022 including:
 - Ratification of vouchers payable in the amount of \$1,603.68 and sewer operating expenditures in the amount of \$475.45.
 - Ratification of gross payroll for the pay period ending January 9, 2022 in the amount of \$114,203.35.
 - Vouchers payable in the amount of \$173,500.25.
 - Sewer operating fund expenditures in the amount of \$113,810.16.
 - Capital reserve fund expenditures in the amount of \$615.32.
 - An American Rescue Plan Act transfer to the General Fund of \$5,240.00 for implementation costs for the Township's new e-permitting platform. **(Action Items)**

NEW BUSINESS

1. Personnel

- Motion to extend an offer of employment for the Township's open Administrative Assistant position. **(Action Item)**
- Motion to extend an offer of employment for the Township's open Road Crew position. **(Action Item)**

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- Motion to set 2022 Planning Commission meetings for the 2nd and 4th Mondays of each month at 6:00 p.m. at the Pocono Township Municipal Building. When a regularly scheduled meeting falls on a holiday, the meeting will be held at the same time the following day. **(Action Item)**
- Motion to approve reducing the years of service required for the rank of Corporal within the Pocono Township Police Department, changing the minimum required years of service from 5 years to 3 years per the recommendation of the Civil Service Commission. **(Action Item)**
- Motion to set Pocono Township's 2022 Spring Cleanup Days for April 28-30 and Fall Cleanup Days for September 30-October 1, 2022 and to advertise the Cleanup Days for public bid. **(Action Item)**
- Acknowledgement of Correspondence – Tannersville Point Luxury Apartments six-month extension request to July 31, 2022.

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update

Ellen Gmandt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services

- Police
- EMS
- Fire

Public Works Report

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

Administration – Manager's Report

- Proceeding with 2022 grant applications.
- Traisr software implementation.
- Regional HSPS Comprehensive Plan update – Still waiting on draft plan.

Township Engineer Report

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

Township Solicitor Report

- Motion to authorize Township signatories to sign off on the PA Attorney General Opioid Settlement, removing Pocono Township from the settlement so all funds can be passed through Monroe County.
(Action Item)
- Zoning Hearing Board updates.
 - Update – Taveras Appeal.
 - Update – Johnson Appeal.
- Update – PJJWA transfer agreement.
- HJP Park Agreement between Pocono and Jackson Townships.

Public Comment

Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Adjournment

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2022-01

**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 398-37, 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 5% 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 II. 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 III. 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 IV. ENACTMENT

This Ordinance shall take effect February 11, 2022.

ENACTED AND ADOPTED by the Board of Commissioners this ____ day of _____, 2021.

ATTEST:

**TOWNSHIP OF POCONO,
MONROE COUNTY**

TAYLOR MUNOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-01

**A RESOLUTION GRANTING
APPROVAL OF THE POCONO TOWNSHIP MUNICIPAL COMPLEX LOT
CONSOLIDATION PLAN**

WHEREAS, the Township Engineer, Boucher & James, Inc. prepared a lot consolidation plan to consolidate the various parcels comprising the Pocono Township Municipal Complex; and

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

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania that the “Lot Consolidation Plan – Pocono Township Municipal Complex Lot Consolidation,” prepared by Boucher & James, Inc., 1456 Ferry Road – Building 500, Doylestown, Pennsylvania, dated December 03, 2021, revised December 22, 2021” is hereby approved.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 17th day of January, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-02

**A RESOLUTION GRANTING CONDITIONAL
APPROVAL OF THE CROSSINGS PREMIUM OUTLETS FOOD TRUCKS
PRELIMINARY/FINAL LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Chelsea Pocono Finance, LLC, submitted a plan application titled “Preliminary/Final Land Development Plan, The Crossings Premium Outlets Food Trucks” (the “Plan”). The applicant proposes to allocate a certain area of their property for the location of their food trucks. The property is located in the C-Commercial Zoning District. The parcels are owned by Chelsea Pocono Finance, LLC and are known as Monroe County Tax ID Nos. 12/92286, 12/7/1/18-3, 12/113656, 12/8/2/18-3, 12/111139, 12/7/1/14, 12/7/1/13, 12/7/1/12, 12/119735, 12/7/1/11, and 12/93648; and

WHEREAS, the Township Engineer has reviewed the Plan and has indicated that the proposed food truck parking will not adversely impact the existing site; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional plan approval of the Plan at a meeting held on June 28, 2021; and

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

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

That the following request for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Sections 390-16, 390-17, 390-19 and 390-29: Plan processing and plan requirements for land development. *The applicant shall not be required to follow the formal plan process since the purpose of the plan is to allocate existing areas as the locations for the food trucks that are used throughout the facility, and no new improvements are being proposed.*

That the “Preliminary/Final Land Development Plan, The Crossings Premium Outlets Food Trucks ” as shown on the plan prepared by D&D Engineering & General Construction, dated June August 9, 2021, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording

of the Plan.

2. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
3. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
4. The applicant shall meet all conditions of the plan approval, and Plan shall be recorded within twelve (12) months of Conditional Plan approval, and agrees that if such conditions are not met, the Conditional Plan approval will be considered void.
5. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 17th day of January, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

**POCONO TOWNSHIP, MONROE COUNTY,
PENNSYLVANIA**

RESOLUTION 2022-03

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A 2022 MONROE COUNTY
OPEN SPACE DEVELOPMENT GRANT APPLICATION**

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

BE IT FURTHER RESOLVED, that the Applicant does hereby designate the President of the Board of Commissioners as the official to execute all documents and agreements between the Township of Pocono and Monroe County to facilitate and assist in obtaining the requested grant.

SO RESOLVED, this 17th day of January, 2022.

ATTEST:

Pocono Township, Monroe County, Pennsylvania
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-04

A RESOLUTION AMENDING THE TOWNSHIP FEE SCHEDULE FOR SUBDIVISION, LAND DEVELOPMENT, ZONING AND ZONING HEARING BOARD FEES, AND OTHER MISCELLANEOUS APPLICATIONS AND PERMITTING FEES, REPEALING AND REPLACING ALL PRIOR FEE RESOLUTIONS.

WHEREAS, the Board of Commissioners of Pocono Township desires to establish administrative fees, inspection fees and required escrows accounts in order to reimburse the Township for its costs in administering and enforcing its Subdivision and Land Development Ordinance, Zoning Ordinance, building codes and other chapters of the Pocono Township Code of Ordinances which requires inspections, reviews and approval processes related to permits and other land development activities; and

WHEREAS, on April 20, 2020, the Board of Commissioners of Pocono Township adopted Resolution No. 2020-10 setting forth a fee schedule for permits, inspections, applications and approvals; and

WHEREAS, the Board of Commissioners of Pocono Township has reviewed the Township's current fee schedule and desires to amend the fees contained therein.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, adopts the 2022 Fee Schedule set forth herein, which fee schedule shall be effective immediately.

All fees set forth in prior Resolutions which are inconsistent to the fees set forth herein are hereby repealed.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono on the 17th day of January, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Taylor W. Munoz
Secretary

By: _____
Richard Wielebinski
President

2022 POCONO TOWNSHIP FEE SCHEDULE

I. SUBDIVISION AND LAND DEVELOPMENT

All Subdivision/Land Development Applications shall require the following:

- An executed contract for Professional Services establishing the Professional Escrow Account.
- A Professional Escrow Account shall be established with the Township at the time of the Initial Plan Application. Township-incurred professional fees shall be billed in accordance with the attached professional fees schedule.
- When the balance of a Professional Escrow Account falls below 50% of the original amount, the applicant must replenish the account back to the original Escrow amount.

A. Formal Sketch Plan Review (Not Required)

1) Lot Line Adjustment/Minor Subdivision

Application Fee	\$300.00
Professional Escrow Account	\$2,000.00

2) Major Subdivision/Land Development Plan

Application Fee	\$500.00
Professional Escrow Account	\$2,000.00

B. Preliminary/Final Plan Submission (Required)

Application fee not required if already paid for sketch plan review.

1) Lot Line Adjustment

Application Fee	\$300.00
Professional Escrow Account	\$2,500.00

2) Residential Minor Subdivision/Land Development

Application Fee	\$500.00
Professional Escrow Account	\$3,500.00

3) Residential Major Subdivision/Land Development (Preliminary or Final)

	Application Fee	Escrow Amount
10 or less Lots/Units	\$1,000.00	\$5,000.00
11-30 Lots/Units		\$10,000.00
31-99 Lots/Units		\$12,000.00
>99 Lots/Units		\$15,000.00

4) Non-Residential Land Development (Preliminary or Final)

	Application Fee	Escrow Amount
2 Acres or Less	\$1,000.00	\$7,500.00
>2 to 10 Acres		\$10,000.00
>10 to 50 Acres		\$15,000.00
>50 Acres		\$20,000.00
Regional Impact Development		\$20,000.00

C. Plan Resubmission Fee 50% of Initial Fee

D. Planning Module Exemption Review & Processing \$150.00

E. Joinder Deed (Lot Consolidation) \$500.00

II. ZONING FEES

A. Non-Residential

1) New Construction & Additions

Application Base Fee \$200.00

Plus \$0.25 per sq./ft. up to 50,000 sq./ft. & \$0.10 per sq./ft. > 50,000 sq. ft.

2) Tenant Fit Out/Use Permit \$100.00

B. Residential

Minimum Permit Fee \$70.00

1) New Construction \$0.15/sq.ft. + \$50.00

2) Accessory Structure (garage/shed/etc.) \$0.15/sq.ft. + \$50.00

3) Mobile Home \$200.00

4) Above Ground Pool \$70.00

5) In Ground Pool \$100.00

6) Fence \$70.00

C. Certificates of Occupancy

1) Non-Residential and Residential over 200 sq. ft. \$50.00

2) Accessory Structures under 200 sq. ft. \$25.00

3) Each additional inspection after initial inspection \$50.00

D. Certificate of Non-Conformity \$200.00

F. Timber Harvest Permit

Application Fee \$100.00

Professional Escrow \$1,000.00

G. Zoning Determination

- | | |
|----------------|------------------|
| 1) Residential | \$75.00 |
| 2) Commercial | \$75.00 per hour |

III. SIGNS

- | | |
|----------------------------|--|
| 1) Signs up to 100 sq./ft. | \$100.00 |
| 2) Signs >100 sq./ft. | \$100.00 |
| | Plus \$1.00 per sq./ft. over 100 sq./ft. |
| 3) Sign Plaza | \$125.00 |
| | Plus \$75.00 per individual sign |

IV. STORMWATER MANAGEMENT & GRADING PERMITS

- | | |
|-----------------------------|------------|
| Application Fee | \$500.00 |
| Professional Escrow Account | \$1,500.00 |

V. PUBLIC HEARING FEES

- | | |
|---|-------------------------------------|
| A. Zoning Hearing Board | |
| 1) Applications & Appeals | \$1,000.00 |
| | Plus cost of required transcription |
| 2) Continuance Request by Applicant | \$25.00 |
| | Plus cost of required transcription |
| 3) Special Exception | \$1,000.00 |
| | Plus \$75.00 per individual sign |
| B. UCC Appeals Board | |
| 1) Applications & Appeals | \$1,000.00 |
| | Plus cost of required transcription |
| C. Board of Commissioners | |
| 1) Conditional Use | \$1,000.00 |
| | Plus cost of required transcription |
| 2) Rezoning or Zoning Ordinance Amendment | \$1,000.00 |
| 3) Curative Amendment | \$1,000.00 |
| 4) Liquor License Transfer Hearing | \$1,000.00 |
| 5) Planned Residential Development | \$1,000.00 |
| 6) Local Agency Appeal | \$1,000.00 |

A Professional Services Escrow may be required for reviews associated with a hearing before the Board of Commissioners.

VI. RESIDENTIAL BUILDING CODE FEES

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

VII. OTHER THAN RESIDENTIAL BUILDING CODE FEES

SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

VIII. POLICE DEPARTMENT REPORTS/FEES

A. Incident Report	\$15.00
	Plus \$0.25 per page over 60 pages
B. Traffic Accident Report	\$15.00
C. Alarm Permit Fee	\$15.00

IX. ON LOT SEPTIC

A. Septic Tank Abandonment	\$125.00
B. Test Pit Inspection (per pit)	\$100.00
C. Percolation Test	\$100.00
D. Subdivision/Land Development Sewage Planning	
1) Whole Day – Probes and/or Percs	\$600.00
2) Half Day – Probes and/or Percs	\$300.00
E. On-Lot Sewage Permit	
1) Residential – Regular On-Lot System	\$500.00
2) Commercial – Regular On-Lot System	\$675.00
3) Residential/Commercial – IRSIS System	\$850.00
4) Residential/Commercial – Peat Option One System	\$850.00
5) Residential/Commercial – Drip System	\$850.00
F. Additional Design Review (per review)	\$50.00
G. Re-Inspections (per trip)	\$50.00

X. PUBLIC SEWER FEES

A. EDU User Fee (247 gallons/day)	\$85.54/EDU per month
B. Tapping Fees	\$3,750.00 per EDU
<i>One-time, per-EDU fee paid at time of connection.</i>	
C. Sewer Late Fees	
1) A Late Fee will be applied for non-payment of an invoice fifteen (15) days following the due date. The late fee will be in addition to other invoiced amounts.	
2) The Late Fee shall be in the amount of ten percent (10%) of the monthly invoice amount.	
3) Interest shall continue to accrue on all unpaid balances.	

XI. OTHER FEES

A. Fees in Lieu of Open Space	
1) Residential – Per Dwelling Unit	\$1,400.00
2) Commercial/Industrial – Per Acre Developed	\$1,400.00
B. Road	
1) Driveway	\$100.00
2) Paving	\$50.00
3) Road Opening	\$100.00
C. Well Permit	\$100.00
D. Home Occupation Permit	\$70.00
E. Checks Returned for Insufficient Funds	\$50.00
F. Publications	
1) Zoning Ordinance	\$30.00
2) Zoning Map	\$3.00
3) Subdivision & Land Development Ordinance	\$65.00
G. Copies	\$10.00/sheet for plot plans \$0.25/sheet for black & white \$0.50/sheet for color
H. Fireworks Display (plus required bond)	\$100.00
I. Use of Equipment by Neighboring Municipalities	Cost plus 10%
J. Peddling & Soliciting	\$100.00
K. Transient Dwelling Unit License – Annual	\$500.00
<i>Due by November 1 of each year</i>	

EXHIBIT "A"

POCONO TOWNSHIP
RESIDENTIAL BUILDING CODE FEE SCHEDULE
Permits Issued Under the 2015 IRC
(Rev. January 2022)

BUILDING PERMITS

New Construction and Additions

- \$50.00 plus \$0.19 per square foot of GFA*
* GFA – Gross Floor Area is defined as the total square footage of all floors within the perimeter of the outside walls, including basements cellars, garages, roofed patios, covered walkways, and attics with a floor-to-ceiling height equal to or greater than 6.50 feet. It also includes decks and exterior concrete slabs. GFA is also defined as the Gross Face Area of fences in excess of 6.00 feet in height and retaining walls in excess of 4.00 feet in height.

Alterations and Repairs

- 1.5% of total construction cost (signed contract required) subject to the review and approval of the Building Code Official (BCO).

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for this permit.

Commonwealth of Pennsylvania Education Fee

- \$4.50

Minimum Fee

- \$120.00

MECHANICAL PERMIT AND PLUMBING PERMIT

New Construction and Additions

- \$9.00 per fixture or appliance*
*An appliance and fixture includes, but is not limited to: sinks, water closets, bidet, bath tub, shower, washing machines, hose bibs, floor drains,

dishwashers, drinking fountains, water heaters, air handlers and any fuel burning device (gas, oil, wood or coal).

Utility Service Connection (including private, community and central water and/or sewer systems)

- \$50.00 per fixture or appliance*
*An appliance or fixture include, but are not limited to: boilers, furnaces, HVAC, sewer pumps, refrigeration units, and water cooled air conditioners.

Alterations and repairs

- Plumbing: \$30.00 plus \$8.00 per device
Mechanical: \$30.00 plus \$20.00 for each \$1,000.00 of construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

ENERGY CODE

For all residential buildings with conditioned space: .02 per square foot of GFA

ELECTRICAL PERMIT

Service and Feeders

- | | |
|-----------------------------|---------------------|
| • 200 amp or less | \$52.00 |
| • 201 AMP to 400 amp | \$80.00 |
| • Over 400 amp | \$20.00 per 100 amp |
| • Sub-feeders or sub-panels | 25% of above fees |
| • Over 600 volts | 200% of above fees |

Residential Inspections (2 trip maximum)

- | | |
|---------------------------------------|----------|
| • 100 amp service and max 100 devices | \$90.00 |
| • 200 amp service and max 200 devices | \$120.00 |

Modular and mobile homes (1 trip)

- | | |
|----------------------|---------|
| • Service and feeder | \$65.00 |
|----------------------|---------|

Rough Wiring (All switches receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Finish Wiring (all switches, receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Heating, cooling, cooking, appliances, equipment, motors, generators, transformers, capacitors, etc.

- Less than 1/3 hp, kw, kva use finish wiring fee
- Over 1/3 hp, kw, kva
 - 1/3 to 1.0 \$15.00
 - to 5.0 \$20.00
 - 5.1 to 10.0 \$25.00
 - 10.1 to 30.0 \$30.00
 - 30.1 to 50.0 \$35.00
 - 50.1 to 100.0 \$40.00
- Over 100.1 (per hp, kw, kva) \$1.00
- Over 600 (per hp, kw, kva) \$2.00

Signaling, communication and alarm systems

- 1 to 10 devices \$75.00
- Each additional device \$2.00

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

MISCELLANEOUS RESIDENTIAL PERMITS

Swimming pools and outdoor whirlpools

- Building sub-code plus 1% of total construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Demolition

- \$120.00

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

EXHIBIT "B"

POCONO TOWNSHIP
OTHER THAN RESIDENTIAL BUILDING CODE FEE SCHEDULE
Permits issued under the 2015 IBC
(Rev. January 2022)

PLAN REVIEW

- 0.0013 of the estimated value* for structures up to \$3,000,000.00.
- \$3,900.00 plus 0.0005 of the estimated value* for structures between \$3,000,000.00 and \$6,000,000.00.
- \$5,400.00 plus 0.0004 of the estimated value* for structures over \$6,000,000.00.
- Mechanical Plan review fee is 25% of the Building Plan review fee.
- Plumbing Plan review fee is 25% of the Building Plan review fee.
- Electrical Plan review fee is 25% of the Building Plan review fee.
- Administrative fee is 20% of overall Plan Review Fee
- Minimum fee is \$250.00
- *Estimated value will be taken from the building valuation tables found at www.iccsafe.org/cs/techservices at the time the application for a permit is filed.

BUILDING PERMIT**New Construction and Additions**

- \$60.00 plus \$0.27 per square foot of GFA*
* GFA – Gross Floor Area is defined as the total square footage of all floors within the perimeter of the outside walls, including basements cellars, garages, roofed patios, covered walkways, and attics with a floor-to-ceiling height equal to or greater than 6.50 feet. It also includes decks and exterior concrete slabs. GFA is also defined as the Gross Face Area of fences in excess of 6.00 feet in height and retaining walls in excess of 4.00 feet in height.

Alterations and Repairs

- \$50.00 plus 0.015 of total construction cost (signed contract required, subject to the review and approval of the Building Code Official (BCO)), for projects up to \$500,000.00.
- \$7,500.00 plus 0.0125 of that portion of the construction cost (signed contract required, subject to the review and approval of the BCO), between \$500,000.00 and \$1,000,000.00.

- \$13,750.00 plus 0.010 of that portion of the construction cost (signed contract required, subject to the review and approval of the BCO), over \$1,000,000.00..

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for this permit.

Administrative fee

- 20% of Building Permit Fee and all re-inspection fees

Commonwealth of Pennsylvania Education Fee

- \$4.50

MECHANICAL PERMIT AND PLUMBING PERMIT

New Construction and Additions

- \$10.00 per fixture or appliance*
*An appliance and fixture includes, but is not limited to: sinks, water closets, bidet, bath tub, shower, washing machines, hose bibs, floor drains, dishwashers, drinking fountains, water heaters, air handlers and any fuel burning device (gas, oil, wood or coal).

Utility Service Connection (including private, community and central water and/or sewer systems)

- \$50.00 per fixture or appliance*
*An appliance and fixture includes, but is not limited to: boilers, furnaces, HVAC, sewer pumps, refrigeration units, and water cooled air conditioners.

Alterations and repairs

- Plumbing: \$30.00 plus 10.00 per device
- Mechanical: \$30.00 plus \$25.00 for each \$1,000.00 of construction cost (signed contract required); subject to the review and approval of the BCO).

Minimum Permit Fee

- \$50.00 for the Plumbing Permit
- \$50.00 for the Mechanical Permit

Fire protection systems

- \$40.00 plus \$0.25 per sprinkler head for sprinkler systems
- \$80.00 for each standpipe
- \$100.00 for wet/dry/carbon dioxide extinguisher systems up to 100 pounds
- \$100.00 plus \$0.75 per pound for wet/dry/carbon dioxide extinguisher systems over 100 pounds
- \$150.00 per system (hood, duct and suppression) for commercial cooking systems

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

Administrative fee

- 20% of Building Permit Fee and all re-inspection fees

ELECTRICAL PERMIT**Service and Feeders**

- | | |
|-----------------------------|---------------------|
| • 200 amp or less | \$50.00 |
| • 201 AMP to 400 amp | \$80.00 |
| • Over 400 amp | \$20.00 per 100 amp |
| • Sub-feeders or sub-panels | 1/4 of above fees |
| • Over 600 volts | double above fees |

Residential Inspections (2 trip maximum)

- | | |
|---------------------------------------|----------|
| • 100 amp service and max 100 devices | \$90.00 |
| • 200 amp service and max 200 devices | \$120.00 |

Modular and mobile homes (1 trip)

- | | |
|----------------------|---------|
| • Service and feeder | \$85.00 |
|----------------------|---------|

Minor alterations

- | | |
|------------------|---------|
| • Max 15 devices | \$60.00 |
|------------------|---------|

Rough Wiring (All switches receptacles and lighting outlets)

- | | |
|-----------------------------------|---------|
| • 1 to 25 above max | \$25.00 |
| • Each additional 10 above the 25 | \$5.00 |

Finish Wiring (All switches receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Heating, cooling, cooking, appliances, equipment, motors, generators, transformers, capacitors, etc.

- Less than 1/3 hp, kw, kva Use Finish Wiring Fee
- Over 1/3 hp, kw, kva
 - 1/3 to 1.0 \$15.00
 - to 5.0 \$20.00
 - 5.1 to 10.0 \$25.00
 - 10.1 to 30.0 \$30.00
 - 30.1 to 50.0 \$35.00
 - 50.1 to 100.0 \$40.00
- Over 100.1 (per hp, kw, kva) \$1.00
- Over 600 (per hp, kw, kva) \$2.00

Signaling, communication and alarm systems

- 1 to 10 devices \$75.00
- Each additional device \$2.00

Minimum Permit Fee

- \$50.00 for the Plumbing Permit
- \$50.00 for the Mechanical Permit

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

Administrative fee

- 20% of Electrical Permit Fee and all re-inspection fees

MISCELLANEOUS OTHER THAN RESIDENTIAL PERMITS**Swimming pools and outdoor whirlpools**

- All applicable sub-codes plus 1% of total construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Demolition

- \$0.01 per square foot
- Minimum fee: \$100.00

Signs with utilities

- \$50.00 plus \$2.00 per square foot

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for any permit.

Administrative fee

- 20% of Permit Fee and all re-inspection fees

**Pocono Township Board of Commissioners
Reorganization Meeting Minutes
January 3, 2022**

The reorganization meeting of the Pocono Township Board of Commissioners was held on January 3, 2022 and was opened by Township Solicitor, Leo DeVito of Broughal & DeVito at 6:09 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Taylor Muñoz, Township Manager.

Election of a President – Township Solicitor

- Motion to nominate a President for the Board of Commissioners. **(Action Item)**

E. Gndt nominated J. Belvin for President, K. Meeker seconded. J. Belvin respectfully declined.

K. Meeker nominated R. Wielebinski for President, J. Belvin seconded.

E. Gndt made a motion, seconded by K. Meeker, to close nominations for president. All in favor. Motion carried.

K. Meeker made a motion, seconded by J. Lastowski, to appoint R. Wielebinski as President of the Board of Commissioners. All in favor. Motion carried.

Election of a Vice President – Township Solicitor

R. Wielebinski nominated J. Belvin for Vice President.

R. Wielebinski made a motion, seconded by E. Gndt, to close nominations for Vice President. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint J. Belvin as Vice President of the Board of Commissioners. All in favor. Motion carried.

Public Comment – None

Announcements – None

Required Motions for the Bi-Annual Reorganizational Meeting

R. Wielebinski made a motion seconded by K. Meeker to set the Board of Commissioner meetings for the 1st and 3rd Monday of each month at 7:00 p.m. If a regularly scheduled meeting falls on a holiday, the meeting will be held the next day on Tuesday. E. Gndt suggested moving time of Commissioner meetings up to 6:00 p.m., combining the sewer committee meetings into BOC meetings. Motion amended to reflect meetings starting at 6:00 p.m. All in favor. Motion carried.

E. Gndt made a motion to appoint J. Lastowski as Parliamentarian for the Board of Commissioners. J. Lastowski respectfully declined.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Township Solicitor, Leo DeVito, as the Parliamentarian of the Board of Commissioners. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Leo DeVito as Township Solicitor for Township and sewer business; labor issues; and planning at the rate of \$160/hr. L. DeVito suggested motion be amended to read Broughal & DeVito rather than Leo DeVito. Motion amended and accepted. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Boucher & James as Township Engineer at the rate of \$128/hr. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Frank Cefali, CPA, as Township Treasurer at the rate of \$145/hr. E. Gndt asked about the need to have an outside party as Treasurer versus Township staff. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint J. Belvin as the Township Emergency Management Coordinator. All in favor. Motion carried.

E. Gndt asked whether the Governor must reappoint EMC role. L. DeVito stated he will check. J. Belvin stated he believes it is an appointment until the Township rescinds.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint C.J. Dickinson as Assistant Emergency Management Coordinator. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Tom Felver to the Pocono Township Vacancy Board for a term to expire December 31, 2022. E. Gndt asked whether this position needs to be advertised. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint J. Belvin as Township representative of the Council of Governments (COG). All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Kent Werkheiser as Pocono Township Chief of Police through December 31, 2022. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Taylor Muñoz as Pocono Township Manager, with a term to expire on the date of the next Board of Commissioners meeting following its reorganization meeting in January 2024. E. Gndt asked about whether the Township Manager contract needs to be updated. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the following as the approved Pocono Township Depositories: ESSA, First Keystone Community Bank, People's Security and Citizen's Bank. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the following as signatories on Pocono Township Bank Accounts: Richard Wielebinski; Jerrod Belvin; Gerald Lastowski; Keith Meeker; Ellen Gndt; the Township Manager; and the Township Treasurer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Berkheimer as EIT Tax Collector for Pocono Township. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to set the mileage reimbursement rate at the 2022 IRS rate of 58.5 cents per mile. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to enter into agreement with SFM Consulting to provide Zoning Officer duties at a rate of \$65.00 per hour for up to 25 hours per week. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to enter into agreement with SFM Consulting to provide Commercial Building Code services at a rate of 70% of building permit fees. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint SFM Consulting to provide Residential Building Codes Services at a rate of 70% of building permit fees. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Helen Beers as Pocono Township Sewage Enforcement Officer. E. Gndt asked whether Township currently has an alternate SEO. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Taylor Muñoz as Township Secretary. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Krisann MacDougall as assistant Township Secretary. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Todd Weitzmann as solicitor for the Zoning Hearing Board. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Krisann MacDougall as Zoning Hearing Board Secretary. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Taylor Muñoz as Recording Secretary for Board of Commissioner and Planning Commission meetings. E. Gndt asked whether another employee can do the minutes. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Taylor Muñoz as Open Records Officer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Krisann MacDougall as Alternate Open Records Officer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Taylor Muñoz as representative to the Monroe County Tax Committee with a term to expire December 31, 2022. E. Gndt asked whether Tom Felver was fulfilling this role. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Pete Nish to the Pocono Township Civil Service Commission with a term to expire on December 31, 2027. E. Gndt asked whether Township is re-appointing these roles or whether they are advertised. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Keith Kunz to the Pocono Township Zoning Hearing Board with a term to expire on December 31, 2024. E. Gndt asked whether he has been attending meetings. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to re-appoint Randy Peechatka to the PJJWA Board with a term to expire December 31, 2022. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to re-appoint Marie Guidry to the PJJWA Board with a term to expire December 31, 2022. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint the following Pocono Township Volunteer Fire Department members as 2022 Fire Police as requested by Chief Brad Harrison. All in favor. Motion carried.

Name & Title (if applicable)		Radio Call Number
Kevin Kresge Sr.	Fire Police Captain	34-9-7
Chris Kinsley Sr.	Fire Police Lieutenant	34-9-8
Al Kresge		34-9-10
Donald Simpson		34-9-11
Gerald Lastowski		34-9-12
Steve Jacobs		34-9-13
Thomas Kresge		34-9-14
Chris Kinsley Jr.		34-9-15
Angela Tullo		34-9-16
Peter Gallagher		34-9-17
William Ward		34-9-18
Robert Gupko		34-9-19
Corey Sayre		34-9-20
Robert Kinsley		34-9-21

Public Comment – None

Adjournment

R. Wielebinski made a motion, seconded by K. Meeker, to adjourn the meeting at 6:30 p.m. All in favor. Motion carried.

**Pocono Township Board of Commissioners
Regular Meeting Minutes
January 3, 2022 | 7:09 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on January 3, 2022 and was opened by President Rich Wielebinski at 7:09 p.m. followed by the Pledge of Allegiance.

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

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

Public Comment

Sara Hagner (2156 Deerfield Way) – Provided information regarding testing completed by hired engineering and water testing services, along with a dye test completed by the Hagners. Stated a Hawk Mountain Labs report tested soils on their property and indicated some contamination. Went into depth recapping portions of the testing completed. Asked if there is any way for the Township to help get the Hagner family through this time. Also claimed light pollution from a neighboring property is causing headaches with their children.

James Hagner (2156 Deerfield Way) –Echoed further concerns regarding pollutants in their well. Stated issues with drinking water has led to disease with puppies.

Announcements – None

Hearings – None

Presentations – None

Resolutions – None

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the December 20, 2021 meeting of the Board of Commissioners.
 - Financial transactions through December 28, 2021 including:
 - Ratification of vouchers payable in the amount of \$25,522.86 and sewer operating expenditures in the amount of \$528.34.
 - Ratification of gross payroll for the pay period ending December 26, 2021 in the amount of \$112,017.45.
 - Vouchers payable in the amount of \$68,307.72.
 - Sewer operating fund expenditures in the amount of \$4,672.76.
 - Capital reserve fund expenditures in the amount of \$4,078.00.
 - An American Rescue Plan Act transfer to the General Fund of \$7,645.00 for implementation costs for the Township's new e-permitting platform and hazard pay.

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

NEW BUSINESS – None

Report of the President – None

Commissioner Comments

Jerrod Belvin, Vice President – None.

Ellen Gmandt – Asked for update regarding the Township covering costs of stormwater mitigation along Pocono Creek.

Jerry Lastowski – Requested a brief executive session at end of the meeting for discussion of litigation.

Keith Meeker – None.

Reports

Public Works Report

- Current Public Works projects – Completing outdoor projects and preparing for snow.
- TLC Park Project Update – No update.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – No update.

J. Lastowski stated neighbor has pine trees along the road next to his property and Paradise Township plows his road. Asked whether concerns are addressed to Pocono or Paradise. R. Sargent stated that the Townships work together.

Administration – Manager's Report

- Interviews for Township job openings are scheduled for this week.
- Preparing resolutions for the consolidation of the Township municipal complex properties and Township fee schedule. Will have up-to-date fee schedule reflecting up-to-date costs for the Township at next meeting.
- Regional HSPS Comprehensive Plan update – Still waiting on draft plan.

T. Muñoz presented a request from the Brodhead Watershed Association (BWA) for an annual donation.

R. Wielebinski made a motion, seconded by E. Gmandt, to amend the agenda for consideration of a donation to BWA. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gmandt, to donate \$500 to the Brodhead Watershed Association as a Stream Steward for 2022. All in favor. Motion carried.

R. Wielebinski asked for an update regarding a dangerous tree on Learn Road. The Township road crew will take it down.

Township Engineer Report

- Update – Consolidation of the Municipal Complex Lots – Prepared the legal description for the lot consolidation and the drafting of a resolution.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Provided update on PennDOT review and obstacles.

Township Solicitor Report

- Zoning Hearing Board updates.
 - Update – Taveras Appeal – County Court ruled in Township's favor. Waiting to see if appealed to Appellate Court.

- Update – Johnson Appeal - Additional 30 days requested for Johnsons to file their brief at the Commonwealth Court.
- Update – PJJWA transfer agreement – PJJWA solicitor feels confident agreement will be complete by end of January.
- HJP Park Agreement between Pocono and Jackson Townships – Waiting to hear from Jackson Township.

R. Wielebinski announced that an executive session was held at 5:30 p.m. for personnel issues.

Public Comment - None

Adjournment

R. Wielebinski made a motion, seconded by E. Gmandt to adjourn the meeting at 7:41 p.m. and go into executive session and not return. All in favor. Motion carried.

POCONO TOWNSHIP

Tuesday, January 18, 2022

SUMMARY

Ratify

General Fund	\$	1,603.68
Payroll	\$	114,203.35
Sewer Operating	\$	475.45
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	173,500.25
TOTAL Sewer <u>OPERATING</u> Fund	\$	113,810.16
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	615.32
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	404,208.21
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Fire Tax Disbursement	\$	1,851.56
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Budget Adjustments

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

GENERAL FUND TO CAPITAL RESERVE

ARPA FUNDS TO CAPITAL RESERVE

ARPA FUNDS TO GENERAL FUND

TRAISR IMPLEMENTATION COSTS	\$	5,240.00
HAZARD PAY		
<u>Total</u>	\$	5,240.00

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Tuesday, January 18, 2022

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	01/14/2022			PAYROLL ENDING 01/09/2022	\$ 114,203.35

TOTAL PAYROLL \$ 114,203.35

General Expenditures

	Date	Check	Vendor	Memo	Amount
	12/29/2021	61695	STAPLES CREDIT CARD	Police office supplies (2021)	\$ 155.70
	12/30/2021	61696	SIGNAL SERVICE	Warner Road Light Services	\$ 980.00
	01/05/2022	61698	PENTELEDATA	Park & Police Internet service	\$ 317.08
	01/05/2022	61699	PENTELEDATA	TWP Internet service	\$ 150.90

TOTAL General Fund Bills \$ 1,603.68

Sewer Operating Fund

	Date	Check	Vendor	Memo	Amount
	1/5/2022	2088	PENTELEDATA	Pump station internet service	\$ 475.45

\$ 475.45

Sewer Construction Fund

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

Capital Reserve Fund

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

TOTAL General Fund	\$	115,807.03	
TOTAL Sewer Operating	\$	475.45	Authorized by: _____
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by: _____
	<u><u>\$</u></u>	<u><u>116,282.48</u></u>	

POCONO TOWNSHIP CHECK LISTING

Tuesday, January 18, 2022

General Fund

Date	Check	Vendor	Memo	Amount
1/13/2022	61700	Access Office Technologies	TWP Copiers & Phone support	\$ 822.46
1/13/2022	61701	ADP, LLC	Nov/Dec 2021 Payroll Services	\$ 669.49
1/13/2022	61702	AFLAC	Supplemental Insurance	\$ 405.62
1/13/2022	61703	American Heritage Life Insurance Company	Dec 2021 Supplemental Insurance	\$ 456.40
1/13/2022	61704	AMERICAN UNITED LIFE INSURANCE CO.	GTL & STD Insurance Jan 2022	\$ 2,900.07
1/13/2022	61705	ARGS Technology, LLC	Dec 2021 IT Services	\$ 3,554.00
1/13/2022	61706	Best Auto Service Center	Police vehicle repairs	\$ 199.42
1/13/2022	61707	Blue Ridge Communications	POLICE & TWP PHONES	\$ 389.71
1/13/2022	61708	Brodhead Creek Regional Authority	Jan 2022 TWP Sewer 2 EDUs	\$ 171.08
1/13/2022	61709	Brodhead Watershed Association	2022 Stream Steward	\$ 500.00
1/13/2022	61710	Broughal & DeVito, L.L.P.	Legal services	\$ 3,479.75
1/13/2022	61711	CLEAN TEAM, INC.	Jan 2022 TWP Cleaning	\$ 815.00
1/13/2022	61712	D.G. Nicholas Co.	PW SUPPLIES	\$ 30.30
1/13/2022	61713	DES	Dec 2021 TWP Recycling	\$ 30.00
1/13/2022	61714	Donaghy Insurance Services	Patricia Michael Tax Collector Bond	\$ 1,902.00
1/13/2022	61715	E.M.Kutz, Inc.	Equipment repair parts	\$ 3,568.00
1/13/2022	61716	Egnyte Inc.	Cloud storage	\$ 1,038.70
1/13/2022	61717	Francis Smith & Sons Inc	K800 Fuel Controller Repair	\$ 170.00
1/13/2022	61718	H. M. Beers, Inc.	Dec 2021 SEO Services	\$ 1,375.00
1/13/2022	61719	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 454.80
1/13/2022	61720	HUNTER KEYSTONE PETERBILT	Heavy equipment repair	\$ 136.68
1/13/2022	61721	Integra One Business Center	Software license	\$ 1,095.96
1/13/2022	61722	Jack Williams Tire Company, Inc.	Police tires	\$ 5,698.28
1/13/2022	61723	JDM Consultants, LLC	Jan 2022 Grant Consulting & Advocacy	\$ 2,500.00
1/13/2022	61724	Kimball Midwest	PW operating supplies	\$ 518.02
1/13/2022	61725	Koch 33 Auto	Police vehicle repairs	\$ 309.15
1/13/2022	61726	Lawrence B. Fox P.C.	Legal services	\$ 150.00
1/13/2022	61727	Linde Gas & Equipment, Inc.	11/20 to 12/20/21 Cylinder Rental	\$ 33.68
1/13/2022	61728	MRM Worker's Compensation Pooled Trust	Workers Com. Premium	\$ 14,274.82

1/13/2022	61729	Nauman Companies	Police building repair	\$	239.00
1/13/2022	61730	Nivert Metal Supply	PW repair supplies	\$	1,832.88
1/13/2022	61731	P & D Emergency Services	Police minor equipment	\$	820.00
1/13/2022	61732	PMHIC	Health insurance premium	\$	67,209.06
1/13/2022	61733	PPL Electric Utilities	Electric service	\$	2,501.00
1/13/2022	61734	PSATS UC GROUP TRUST FUND	2021 UC Contribution	\$	955.46
1/13/2022	61735	Road Runner Food Mart	Dec 2021 Police Vehicle Fuel	\$	234.15
1/13/2022	61736	SFM Consulting LLC	Dec 2021 Building Code & Zoning Services	\$	35,420.34
1/13/2022	61737	Shinetime Auto Wash & Lube	Dec 2021 Police Car Washes	\$	12.00
1/13/2022	61738	State Workers Insurance Fund	Fire Dep Workers Comp.	\$	1,732.00
1/13/2022	61739	Steele's Hardware	Park repair supplies	\$	65.13
1/13/2022	61740	Steele's Hardware	PW SUPPLIES	\$	369.64
1/13/2022	61741	Suburban Propane	Equipment fuel	\$	5,634.85
1/13/2022	61742	Teamster Local 773 - Non-Uniform	PW UD Jan 2022	\$	699.00
1/13/2022	61743	Teamster Local 773 - Police	Police UD Jan 2022	\$	1,382.00
1/13/2022	61744	TRAISR, LLC	Permitting Software implementation	\$	5,240.00
1/13/2022	61745	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	64.99
1/13/2022	61746	UNIFIRST Corporation	PW Uniforms & TWP carpets	\$	171.96
1/13/2022	61747	Wilson Products Compressed Gas Co.	Industrial Oxygen	\$	15.50
1/13/2022	61748	YCG, Inc.	Calibration Fee Yearly Prepay	\$	1,103.00
1/13/2022	61749	Zoom Video Communications, Inc.	Annual license	\$	149.90
TOTAL General Fund				\$	173,500.25

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
1/13/2022	2089	Aspen Pest Control	Pump Stations 1 & 5 Mice Services Dec 21	\$ 110.00
1/13/2022	2090	BLUE RIDGE COMMUNICATIONS	Pump Station 1 & 2 Phones	\$ 124.12
1/13/2022	2091	BRODHEAD CREEK REGIONAL AUTHORITY	Jan 2022 O&M / Dec Tickets	\$ 104,003.84
1/13/2022	2092	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 914.50
1/13/2022	2093	METROPOLITAN TELECOMMUNICATIONS	Pump Station 5 Phone	\$ 73.58
1/13/2022	2094	PA One Call System, Inc	Dec 2021 Sewer Mapping	\$ 38.70
1/13/2022	2095	Pocono Management Associates LLC	12/13 to 1/2/22 Sewer Consulting	\$ 3,585.20
1/13/2022	2096	Pocono Township	10/4 - 12/24/21 Admin Sewer Hours	\$ 2,569.68
1/13/2022	2097	PPL Electric Utilities	Pump Stations Lighting	\$ 1,857.34
1/13/2022	2098	SUBURBAN TESTING LABS	Monthly NPDES Dec 2021	\$ 533.20

TOTAL Sewer Operating **\$ 113,810.16**

Sewer Construction Fund

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

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
01/13/2022	1269	WANT TO INC	TLC PARK ELECTRICAL WORK	\$ 550.00
01/13/2022	1270	COOPER ELECTRIC	TLC PARK PARTS	\$ 65.32

TOTAL Capital Reserve Fund **\$ 615.32**

LIQUID FUELS

Date	Check	Payee	Memo	Amount
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\$ -

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
1/8/2022	1017	PTW FIRE DEPARTMENT	2021 RE TAXES	\$ 1,851.56

TOTAL Fire Tax **\$ 1,851.56**

ESSA

General Fund	\$	173,500.25	
Sewer Operating	\$	113,810.16	
Sewer Construction Fund	\$	-	Authorized by: _____
Capital Reserve	\$	615.32	
Fire Tax Disbursement	\$	1,851.56	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	289,777.29	Transferred by: _____

Discussion Regarding Corporal Qualifications

Current Civil Service Rules Language

5.06 Qualifications - Applications for Corporal.

An applicant for the position of Corporal shall: (a) have been continuously employed as a full-time police officer in the Pocono Township Police Department for five (5) years immediately before and on the date of application; or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for five (5) years immediately before and on the date of application.

Revised Civil Service Rules Language Proposed

5.06 Qualifications - Applications for Corporal.

An applicant for the position of Corporal shall: (a) have been continuously employed as a full-time police officer in the Pocono Township Police Department for **three (3)** years immediately before and on the date of application; or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for **three (3)** years immediately before and on the date of application.

CRAMER, SWETZ, McMANUS & JORDAN, P.C.

ATTORNEYS AT LAW
711 SARAH STREET
STROUDSBURG, PENNSYLVANIA 18360-2196
<http://www.csmjlawyer.com>

WILLIAM B. CRAMER
TIMOTHY J. McMANUS
BRIAN C. JORDAN
JEFFREY L. WRIGHT
F. ANDREW WOLF
GARY J. SAYLOR, II
GERALD BRUNELL

Of Counsel:
JAMES A. SWETZ*†

TELEPHONE 570-421-5568
FAX 570-421-5720

fawolf@csmjlawyer.com

*Board Certified in Criminal Trial Advocacy, Civil Pretrial
and Trial Advocacy by the National Board of Trial Advocacy,
A Pennsylvania Supreme Court Approved Agency
†Also Admitted in Florida

January 11, 2022

Pocono Township Commissioners
112 Township Drive
P.O. Box 197
Tannersville, PA 18372

Attn: Taylor Munoz, Township Manager

Re: Tannersville Point Luxury Apartments
Project No. 1630006R

Dear Mr. Munoz:

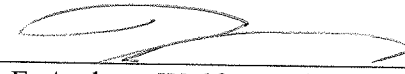
Please accept this letter on behalf of the applicant, Tannersville Point, LLC, as a request for extension of the Commissioners' review period on the Lot Improvement Plan and the Land Development Plan in this matter. Per my letter of June 24, 2021, the review period had been extended through January 31, 2022. The applicant is now requesting a further extension of the review period through July 31, 2022.

Please contact me with any questions or concerns. Thank you for your cooperation and consideration.

Very truly yours,

CRAMER, SWETZ, McMANUS & JORDAN, P.C.

BY:


F. Andrew Wolf, Esquire

FAW:slk

Cc: Tannersville Point, LLC (via Email)
Broughal & DeVito (via email)

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