



POCONO TOWNSHIP COMMISSIONERS
AGENDA

October 3, 2022 | 6:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 892 102 5946

Passcode: 18372

Zoom Link:

<https://us06web.zoom.us/j/8921025946?pwd=Q1VtaFVkVEpRWTUvdIFrSHJ1cE1TdZ09>

PLEASE NOTE: THE POCONO TOWNSHIP COMMISSIONERS MEETING OCCURS IMMEDIATELY AFTER THE SEWER COMMITTEE MEETING ON THE FIRST MEETING DATE OF EACH MONTH.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

For any individuals wishing to make public comment tonight, including those dialed in by phone, please state the spelling of your name and identify whether you are a taxpayer of Pocono Township.

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

Announcements

- An executive session was held before tonight's meeting for the purpose of discussion personnel issues and the potential acquisition of real estate.
- The Board of Commissioners will hold a special meeting this coming Thursday, October 6 at 6:00 p.m. for the purpose of discussion and possible action regarding the establishment of a zoning overlay for commercial and industrial zoning districts and any other business that might come before the Board.
- The Board of Commissioners will hold a work session on Tuesday, October 11 at 4:30 p.m. for the purpose of discussing the 2023 Township Budget.
- Pocono Township's Trunk-or-Treat will take place on Sunday, October 30 from 3:00 p.m. to 6:00 p.m. at the Township complex. We welcome children and their families to come in costume and enjoy

various treats and activities, including hayrides, throughout the day. Live music will be performed by Joe O'Malley. More information is found on our Township Facebook page.

Hearings

- Ordinance 2022-07 – Motion to open a public hearing for consideration of Ordinance 2022-07 adding Chapter 280 Parks to the Pocono Township Codified Ordinances, establishing rules and regulations of parks within the Township of Pocono and repealing all ordinances and parts of ordinances inconsistent herewith. **(Action Item)**
 - Motion to close public hearing. **(Action Item)**
 - Motion to approve Ordinance 2022-07 adding Chapter 280 Parks to the Pocono Township Codified Ordinances, establishing rules and regulations of parks within the Township of Pocono and repealing all ordinances and parts of ordinances inconsistent herewith. **(Action Item)**
- Ordinance 2022-08 – Motion to open a public hearing for consideration of Ordinance 2022-08 amending Chapter 425 of the Pocono Township Codified Ordinances, Chapter 425 Vehicles and Traffic, Article III Parking Regulations at TLC Park, amending parking regulations in TLC Park and repealing all ordinances and parts of ordinances inconsistent herewith. **(Action Item)**
 - Motion to close public hearing. **(Action Item)**
 - Motion to approve Ordinance 2022-07 2022-08 amending Chapter 425 of the Pocono Township Codified Ordinances, Chapter 425 Vehicles and Traffic, Article III Parking Regulations at TLC Park, amending parking regulations in TLC Park and repealing all ordinances and parts of ordinances inconsistent herewith. **(Action Item)**
- Local Agency Hearing – 249 Camelback Road – Appeal of Lori A. Grossi and Felicia Damato, of two enforcement notices, dated July 22, 2022 and August 3, 2022, issued by the Township Zoning Officer for violations of Chapter 302, Transient Dwelling Use of Single-Family Dwellings.
 - Motion to open public hearing. **(Action Item)**
 - Motion to close public hearing. **(Action Item)**

Presentations – None

Resolutions – None

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the September 19, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through September 30, 2022 including:
 - Ratification of general fund expenditures in the amount of \$2,900.00 and sewer operating expenditures of \$528.90.
 - Ratification of gross payroll for pay period ending September 18, 2022 in the amount of \$141,784.12.
 - Vouchers payable in the amount of \$417,724.20.
 - Sewer operating fund expenditures in the amount of \$14,524.91.
 - Sewer construction fund expenditures in the amount of \$607.50.
 - Capital reserve fund expenditures in the amount of \$10,849.34.
 - An interfund transfer of \$50,000 of open space in-lieu-of funds from the General Fund to the Capital Reserve for the installation of TLC Park Playground equipment. **(Action Items)**

NEW BUSINESS

1. Personnel – None

2. Travel/Training Authorizations

Report of the President

Richard Wielebinski

- Motion to ratify an appraisal performed by Tom McKeown in the amount of \$5,500 on the Pocono Elementary Center (PEC) property on Warner Road in Tannersville. **(Action Item)**
- Quotes received for the TLC Park Spillway Wingwalls project. **(Potential Action Item)**
 - Jon Tresslar, Township engineer, to review quotes received with the Board.
- Motion to authorize Township Manager to proceed with scheduling installation of the TLC Park Splash Pad through Recreation Resource for the 2023 construction season. **(Action Item)**
- Discussion and possible action to accept a proposal from Sarcinello Planning & GIS Services in the amount of \$44,800 for preparation of amendments to the Pocono Township Zoning Ordinance, Zoning Map and SALDO focusing on land uses, zoning district boundaries and natural resource protection. **(Possible Action Item)**
- Thank-you to our legislators for supporting a \$125,000 DCED Greenways, Trails & Recreation Program grant for the TLC Splash Pad.
- Discussion regarding spraying of Township parks for gypsy moths.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update
- Update – PPL utility lines and possible drainage issues on Barton Court.
- Update – Installation of security cameras at TLC Park.

Ellen Gndt – Commissioner

Jerry Lastowski – Commissioner

- Discussion regarding basketball programs and/or leagues at TLC Park.

Keith Meeker – Commissioner

Reports

Zoning

Police Report

- Monthly Department Update
- Update – New Officer Hiring Process
- Update – PTPD Grant Applications

Ambulance Report

Public Works Report

- Current Public Works projects.
- Mountain View Park updates.
- TLC Park updates.

- Update – Dog park installation. Working with Township Manager to order equipment amenities for the Dog Park.
- Update – Fencing around basketball court and along parking lot border.

Administration – Manager’s Report

- 2022 Budget Work Sessions
 - October 11, 2022 @ 4:30 p.m.
 - October 24, 2022 @ 4:30 p.m.
- LSA grant application submitted for P-25 radios for the PTPD.
- 2022 Township Events
 - Trunk-or-Treat – Sunday, October 30, 2022, 3 p.m. to 6:00 p.m.
 - Christmas Tree Lighting – December 3, 2022

Township Engineer Report

- Sidewalk installation for Wendy’s and Turkey Hill.
- Engineering study for identified stormwater projects – Laurel Lake Road and Oakwood Acres.
- Parking area design for Old Learn Farm open space parcel adjacent to PPL easement.
 - Easement needed from adjoining property owner (Lovito).
- Update – TASA SR 611 sidewalk project.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue.

Township Solicitor Report

- Zoning Hearing Board updates.
 - Recap: Heinzee LLC Public Hearing.
 - Withdrawn: 245 Cherry Lane Road – Schlier variance request.
 - Recap: 386 Camelback Road (Mashriqi STR appeal of denial of application).
 - 10/13: 391 Laurel Lake Road (Crawford STR appeal of enforcement action).
- Local Agency Hearing
 - 2nd Local Agency Hearing Request for 249 Camelback Road (Grossi) – Application received regarding enforcement actions from 9/9/22 & 9/12/22 with permit revocation.
- Update – Closing date for sale of Bartonsville Avenue parcel.
- Update – Tobyhanna Act 537 Sewage Capacity Request
- Update – Kelly Trust Property
- Update – Johnson Appeal Commonwealth Court argument.
- Update – PJJWA transfer agreement.

Public Comment

For any individuals wishing to make public comment tonight, including those dialed in by phone, please state the spelling of your name and identify whether you are a taxpayer of Pocono Township. Please limit individual comments to five (5) minutes and direct all comments to the President.

Adjournment

POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA

ORDINANCE NO. 2022-07

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA, ADDING CHAPTER 280 PARKS TO THE CODIFIED CODE OF THE TOWNSHIP OF POCONO “CODIFIED ORDINANCES”, ESTABLISHING RULES AND REGULATIONS OF PARKS WITHIN THE TOWNSHIP OF POCONO AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES INCONSISTENT HERewith.

WHEREAS, The Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania seeks to codify rules and regulations for the parks located in the Township to benefit the health, safety, and welfare of Township residents and park visitors;

NOW THEREFORE, BE IT ENACTED AND ORDAINED, by the Board of Commissioners, Pocono Township, Monroe County, Pennsylvania, and it is hereby **ENACTED AND ORDAINED** by virtue of the activity of the General Assembly of the Commonwealth of Pennsylvania known as the “First Class Township Code, as amended”, as follow to wit:

SECTION 1. Chapter 280 Parks is added to the Township of Pocono, Monroe County, Pennsylvania’s Code of Codified Ordinances as follows:

“§ 280-1 Short title.

This chapter shall be known and may be cited as the "Pocono Township Park Ordinance".

§ 280-2 Purpose.

The purpose of this chapter is to protect and promote the health, safety and general welfare of the citizens of Pocono Township and guests who utilize the Township’s parks.

§ 280-3 Legislative authority.

This chapter is ordained and enacted under the authority granted by the First-Class Township Code, 53 P.S. § 55101, et seq.

§ 280-4 Prohibition of Tobacco Products in Pocono Township Parks

A. The use of Tobacco Products in any form is strictly prohibited in the Parks of Pocono Township

B. Tobacco Products shall include:

(1) Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, snuffed, dipped, or ingested by any means including. But not limited to, cigarettes, cigars, chewing tobacco, pipe tobacco and snuff, or dipping tobacco; and,

(2) Any electronic device that delivers nicotine or other substances to the person inhaling from the device including, but not limited to, electronic cigarettes (e-cigarettes), vape pens, juul devices, pipes, hookah pipes, or devices and any other similar electronic tobacco device which ignite tobacco and/or emit smoke, aerosol or vapor.

C. Any person who violates the provisions of this Section 280-4 shall be forced to leave the Park and may be fined up to Fifty (\$50.00) Dollars per violation.

§ 280-5 Mountain View Park.

A. Hours of Operation: 10:00 AM – Sunset

B. Rules and Regulations

(1) NO DOGS OR PETS ALLOWED IN THE PARK. Exceptions can be made for guide dogs/service animals, upon sufficient proof to the Township that the dog or pet is a guide dog or service animal.

(2) All facility usage requires an approved and executed Pocono Township Rental Agreement. Reservations can be made at the township municipal building or via poconopa.gov. Cash payments will not be accepted at the park. Pavilion and field rentals are on a first come, first-served basis.

(3) The rental applicant or designee, known to and approved by Pocono Township, is required to be on-site during the entire event, including preparation and clean-up/take down. The group/designee is responsible for damage to the park or equipment caused by members of that group/designee. Groups are to utilize only the facility to which they have been assigned. Pocono Township reserves the right to reassign a group if the number of attendees exceeds the number allowed on the application. Additional fees will apply.

(4) All events that are to be advertised as “open to the public” require a written proposal be submitted for review by the Pocono Township Board of Commissioners, or its

designee(s). The Pocono Township Board of Commissioners reserves the right to approve, deny, or amend said proposals. Fees for such events will be determined on a case-by-case basis as part of the review/approval process.

(5) All decorations or alterations to the facility must be cleared with Pocono Township's park supervising employee in advance of the scheduled activity. No confetti or glitter is allowed in pavilions or on park property.

(6) Playground equipment and other public spaces (i.e. restrooms, parking areas etc.) are to be shared.

(7) Cars and trucks are not permitted to operate on park premises, other than on roadways or in parking lots.

(8) Trash and recyclables are to be placed in proper containers.

(9) Picnic tables or other items are not to be removed from a pavilion.

(10) Open fires are not permitted. Additionally, fireworks are not permitted on park grounds.

(11) No smoking, e-cigarettes, or other tobacco products permitted in the park.

(12) No alcoholic beverages or drug use allowed in the park.

(13) No glass bottles allowed in the park.

(14) No motorized vehicles, ATVs, hoverboards, Segways, etc., allowed in the park.

(15) Remote controlled aerial vehicles (drones) are allowable in safe open areas of the park and must be cleared or approved with Pocono Township's park supervising employee in advance of operation.

(16) Digging or penetrating of ground or surface is prohibited.

(17) Moon Bounce equipment or play bounces are not permitted.

(18) Failure to appropriately use designated bathroom facilities will result in banishment from the park and may result in prosecution (ie. indecent exposure/public urination).

(19) Refunds for canceled use: Must cancel 30 days prior to reserved date for a full refund.

(20) Failure to comply with all park rules and regulations could result in banishment from the park and/or legal action and forfeit of the rental fee for park facilities.

(21) Pocono Township's park supervising employees have the authority to act upon and enforce specific situations not covered above. In all cases, Pocono Township has the final decision.

(22) Park closes promptly at 8:00 p.m. Gate is locked shortly thereafter.

(23) Buses are not allowed on park grounds. Should an individual or group seek a waiver of this rule to temporarily permit the presence of buses in the park, such request shall be made in writing to the Board of Commissioners for consideration in advance.

(24) Multiple pavilion reservations by one individual for the same date are not permitted.

§ 280-6 TLC Park.

A. Hours of Operation:

- (1) Playground 8:00 AM – Sunset
- (2) Basketball Court 8:00 AM – 9 PM
- (3) Dog Park 8:00 AM - Sunset

B. Rules and Regulations:

(1) Use of playground equipment is at one's own risk; adult supervision is required;

(2) Pocono Township Residents have priority use of park facilities;

(3) Parking lot use is for park users only;

(4) Anyone damaging or defacing property or violating park rules will be prosecuted;

(5) The below listed activities are specifically prohibited:

- (a) Buses and bus groups at TLC park;
- (b) Destructive or disorderly conduct;
- (c) Smoking, e-cigarettes, other tobacco products, drug or alcohol use;
- (d) Littering or dumping;
- (e) Use of weapons, fireworks, or explosive devices on park property;
- (f) Glass containers;
- (g) Pets, except for designated dog park area;
- (h) Dogs must be leashed outside the Dog Park;

- (i) Sound amplification systems; and
- (j) Commercial vehicles or overnight parking.

(6) Basketball Court:

(a) Anyone damaging or defacing property or violating park rules will be prosecuted;

- (b) Pocono Township residents have priority use of basketball court;
- (c) No rough play, yelling or profanity;
- (d) Trash must be disposed of in designated containers;
- (e) No skateboarding or rollerblading; and
- (f) All participants must vacate court by 9:00 PM.

(7) Dog Park:

(a) Use of this dog park requires pre-registration with Pocono Township;

(b) Use of Dog Park is at one's own risk;.

(c) Owners are legally responsible for the behavior and supervision of their dog(s) at all times;

(d) Handlers are limited to a maximum of two (2) dogs;

(e) Dogs must be leashed while entering and exiting the park;

(f) Dog waste must be cleaned up by their owners IMMEDIATELY and disposed of in the receptacles provided;

(g) Dog handlers must be at least 16-years of age and children under 16 must be accompanied by an adult at all times;

(h) Aggressive dogs must be removed and leashed immediately;

(i) Dogs should be under voice control;

(j) Dogs shall be licensed and up-to-date on all shots; and

(k) Specific prohibitions include:

- (i) human & dog food/treats;
- (ii) glass containers;
- (iv) dogs in heat;
- (v) animals other than dogs;
- (vi) smoking;
- (vii) sick dogs;

- (viii) aggressive dogs;
- (ix) dogs under 4-months old; and
- (x) professional training of dogs.

§ 280-5 Discrimination prohibited.

A. It is the policy of the Township, in the exercise of its police powers for the protection of the public health, safety and general welfare and for the maintenance of peace and good government, to assure equal opportunity for full enjoyment and use of park facilities to all persons, free from restrictions because of race, color, sex, marital status, political ideology or affiliation, age, creed, religion, ancestry, national origin or disability as defined by state or federal law.

B. It is a violation of this chapter for any person occupying or using any park or recreation facility for any event, activity or exhibition open to the public, whether or not under a permit and whether or not an admission or entrance fee is charged, to deny to any other person the full use and enjoyment of such park and recreation facility because of race, creed, color, sex, marital status, political ideology or affiliation, age, religion, ancestry, national origin or disability as defined by state or federal law. In addition to other sanctions, any permit issued hereunder to any person who is in violation of this section may be canceled and after notice and hearing, the Manager may order that such person shall not be eligible for any similar permit for access to, or use of, a park and/or recreation facility for a period up to three years.

C. Nothing in this section shall prohibit the exercise of constitutional liberties or the use of a bona fide qualification or restriction that does not infringe upon civil rights or civil liberties recognized by federal or state law or Township ordinance.

§ 280-6 Enforcement; violations and penalties.

The rules and regulations contained in this chapter may be enforced by the Township Manager and authorized agents of the Township Manager, who include, without limitation, the Chief of Police of the Township and his or her subordinate officers, animal control officers and duly authorized Department or other Township employees in the performance of their official duties.

A. Any person who shall violate any provision of this chapter shall, upon conviction therefor in a summary proceeding, be sentenced to pay a fine or penalty to the Township as follows:

- (1) For a first offense, the sum of \$100 plus costs.
- (2) For a second offense, the sum of \$300 plus costs.
- (3) For all subsequent offenses, the sum of \$1,000 plus costs.

B. In default of payment of said fine or penalty, such person shall be sentenced to a term of imprisonment not to exceed 90 days.”

SECTION 2. SEVERABILITY; CONFLICT WITH OTHER PROVISIONS.

If any section, subsection or sentences, clause or phrase of this chapter is for any reason held invalid, such decision or decisions shall not affect the validity of the remaining portions of this chapter. All ordinances of the Township shall remain in full force and effect insofar as they do not conflict with the provisions of this chapter in which case the provisions of this chapter shall govern.

SECTION 3. REPEALER.

Any Ordinance or part of any Ordinance conflicting with the terms of this Ordinance is hereby specifically repealed.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall be effective five (5) days after enactment.

ENACTED AND ORDAINED this _____ of _____ 2022.

ATTEST:

**TOWNSHIP OF POCONO
MONROE COUNTY**

TAYLOR MUNOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA

ORDINANCE NO. 2022-08

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA, AMENDING CHAPTER 425 OF THE CODIFIED CODE OF THE TOWNSHIP OF POCONO “CODIFIED ORDINANCES”; CHAPTER 425 VEHICLES AND TRAFFIC; ARTICLE III PARKING REGULATIONS AT TLC PARK, AMENDING PARKING REGULATIONS IN TLC PARK AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES INCONSISTENT HEREWITH.

BE IT ENACTED AND ORDAINED, by the Board of Commissioners, Pocono Township, Monroe County, Pennsylvania, and it is hereby **ENACTED AND ORDAINED** by virtue of the activity of the General Assembly of the Commonwealth of Pennsylvania known as the “First Class Township Code, as amended”, as follows:

SECTION 1. Chapter 425 Vehicles and Traffic; Article III Parking Regulations at TLC Park, § 425-8 Parking of certain vehicles prohibited in TLC Park is hereby deleted in its entirety and replaced as follows:

“§ 425-8 Parking of certain vehicles prohibited in TLC Park.

A. No person shall park, or permit to be parked, any commercial vehicle within TLC Park at any time, except with the prior written consent of the Township Manager.

B. No person shall park, or permit to be parked, any noncommercial vehicle within TLC Park for any period of time in excess of four hours between the hours of 8:00 a.m. and 9:00 p.m.”

SECTION 2. Chapter 425 Vehicles and Traffic; Article III Parking Regulations at TLC Park, § 425-9 Overnight parking prohibited in TLC Park is deleted in its entirety and replaced as follows:

“§ 425-9 Overnight parking prohibited in TLC Park.

No person shall park, or permit to be parked, any vehicle within TLC Park between the hours of 9:00 p.m. and 8:00 a.m., except with the prior written consent of the Township Manager.”

SECTION 3. SEVERABILITY; CONFLICT WITH OTHER PROVISIONS.

If any section, subsection or sentences, clause or phrase of this chapter is for any reason held invalid, such decision or decisions shall not affect the validity of the remaining portions of this chapter. All ordinances of the Township shall remain in full force and effect insofar as they do not conflict with the provisions of this chapter in which case the provisions of this chapter shall govern.

SECTION 5. REPEALER.

Any Ordinance or part of any Ordinance conflicting with the terms of this Ordinance is hereby specifically repealed.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall be effective five (5) days after enactment.

ENACTED AND ORDAINED this _____ of _____ 2021.

ATTEST:

**TOWNSHIP OF POCONO
MONROE COUNTY**

TAYLOR MUNOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners



Pocono Township
112 Township Drive
Tannersville, PA 18372
P: 570-629-1922 F: 570-629-7325

Must submit original plus
16 Copies of Application,
Plans & Back up documentation

APPLICATION FOR PUBLIC HEARING

APPLICANT NAME: LORE A. GROSSI + FELICIA DAMATO

Mailing Address: 105 HIDDEN POND CT. #1, MANAPLAN NJ 07726

Phone Number: (718) 807-5080

Email: jgross8@aol.com

PROPERTY OWNER NAME: SAME AS ABOVE

Mailing Address: _____

Phone Number: _____

ATTORNEY (if represented): JOHN K. LISMAN, ESQ.

Mailing Address: 152 SOUTH FRANKLIN ST., PO BOX 346, W-B PA 18701

Phone Number: (570) 820-3332

Email: j.lisman@hoegenlaw.com

If Applicant is not the Property Owner, state Applicant's authority to submit this application:

ADDRESS OF SUBJECT PROPERTY: 249 CAMELBACK ROAD, POCONO TOWNSHIP PA

TAX ACCOUNT NUMBER: 12636303425364 ZONING CLASSIFICATION: RD

PRESENT USE OF PROPERTY: TRANSIENT DWELLING UNIT

APPLICATION MUST INCLUDE:

- PROOF OF OWNERSHIP
- SITE PLAN OF PROPERTY - SITE PLAN MUST BE DRAWN TO SCALE, INDICATING LOCATION AND SIZE OF IMPROVEMENTS, BOTH PROPOSED AND EXISTING, RELATION TO EXISTING STREETS OR ROADS, BUILDINGS, ETC.
- STATEMENT OF PURPOSE, INTENT AND EXTENT OF PROPOSED CONDITIONAL USE OR SPECIAL EXCEPTION.
- APPROPRIATE FEE (See Pocono Township Fee Schedule)

Application is hereby made for consideration of the following request at a public hearing in conformance with the requirements of the Pocono Township Ordinance.

THE APPLICANT HEREBY:

- A. ☒ Appeals from the action of the Zoning Officer **(complete section 1 only)**
B. _____ Requests a Special Exception **(complete section 2 only)**
C. _____ Requests a Variance **(complete section 3 only)**
D. _____ Requests a Conditional Use **(complete section 4 only)**
E. _____ Challenges the validity of a land use ordinance **(complete section 5 only)**
F. _____ Appeal to UCC Board of Appeals **(complete section 6 only)**
G. _____ Other **(complete section 7 only)**
-

1. The applicant appeals from the action of the Zoning Officer:

- a. The action taken was: ENFORCEMENT NOTICE + REVOCATION OF TD4 LICENSE
b. The date the action was taken: 9/9/22 + 9/12/22
c. The foregoing action was in error because : SEE ATTACHED CORRESPONDENCE
-

2. The applicant requests a Special Exception:

- a. Nature of Special Exception sought: _____
b. The special Exception is requested under Article: _____, Section _____,
Subsection _____ of the Pocono Township Zoning Ordinance.
c. The reason for the request is: _____
-

3. The applicant requests a Variance:

- a. Nature of Variance sought: _____
b. The Variance is requested from section: _____
_____ of the Pocono Township Zoning Ordinance.
c. The nature of the unique circumstances and the unnecessary hardship justifying the request for
a Variance is: _____
-
-

4. The applicant requests a Conditional Use:

- a. Conditional Use sought: _____

5. The applicant challenges the validity of a land use ordinance:

- a. Ordinance(s) challenging: _____
b. Nature of Challenge: _____
-

6. The applicant Appeals to the UCC Board of Appeals on the following basis:

- a. The true intent of the Act or Code was incorrectly interpreted. _____
- b. The provisions of the Act do not apply. _____
- c. An equivalent form of construction is to be used. _____

7. If "other" please explain the relief sought below and the basis for same:

The applicant hereby agrees that all material and information submitted with this application shall become the property of Pocono Township and shall not be returned except as the Ordinance provides and does also hereby certify that all information, data, and statements submitted on or with this application are true and correct.

The applicant further agrees to reimburse Pocono Township for all costs incurred by the Township in the processing of this Application (Includes, but is not limited to, filing fees, hearing costs) to the extent that the costs exceed the filing fee.


SIGNATURE OF APPLICANT

9-21-22
DATE

THIS PAGE TO BE COMPLETED BY TOWNSHIP

Reviewed by: _____

Date completed application received: _____

* Complete application includes all required copies and fees

Required Fee: \$ _____ Received: _____

Planning Commission hearing date: _____

Board of Supervisors hearing date: _____

Zoning Hearing Board hearing date: _____

UCC Board of Appeals hearing date: _____

Publication: _____ Notices: _____

Hearing: _____ Referred to Planning Commission: _____

Order: _____ Planning Commission Action: _____

NOTES:

Phone Ext.: 307
Email: jlisman@hoegenlaw.com

September 26, 2022

Judith Acosta
Zoning Officer
POCONO TOWNSHIP
112 Township Drive
Tannersville, PA 18372
VIA HAND DELIVERY AND EMAIL TO: zoning@poconopa.gov

RE: 249 Camelback Road, Pocono Township PA (the "Property")
PIN: 12636303425364
Account: 12.10A.2.34
Owners: Lori Grossi and Felicia Damato (the "Owners")

Dear Ms. Acosta:

This Firm represents the Owners of the Property identified above. We are in receipt of a September 9, 2022 Enforcement Notice outlining a purported August 24, 2022 noise violation of the Pocono Township Ordinance (the "Ordinance"), Ch. 302, §§ 302-11, pursuant to Ordinance, Ch. 302, §§ 302-6.A.12 (the "September 9, 2022 Enforcement Notice"). We are also in receipt of a September 12, 2022 letter purporting to revoke the Transient Dwelling Unit Permit License #216032 (the "TDU Revocation").

Enclosed herewith please find a completed Application for Public Hearing / Appeal Form (the "Appeal") of the First Violation and Second Violation. Also enclosed is a Deed proving ownership of the Property and a check to Pocono Township in the amount of One Thousand Dollars (\$1,000.00) to cover the relevant application fee. Since the Appeal does not seek zoning relief, we have not included a site plan or a statement of purpose, intent and extent or proposed conditional use or special exception as they are not relevant to the Appeal.

We respectfully submit that the determination of the Zoning Officer in the September 9, 2022 Enforcement Notice was in error. The noise violations outlined therein are in error because the overall layout of the lot and home comprising the Property shields the home in order to prevent external noise. We believe that a neighbor who owns a nearby property objects to the legal use of the Property as a Transient Dwelling Unit and is continuously complaining about noise at the Property without a basis in fact. We also believe the TDU Revocation is in error as prior violations on which it is based have been properly appealed.

If there is an opportunity to amicably resolve this Appeal pursuant to some sort of settlement agreement and without a Hearing, we welcome such opportunity and I invite you and your counsel to contact me to discuss.

Recall that on or about August 19, 2022, we appealed prior enforcement notices (the "August Appeal"). To date, I have not received official notice of a Hearing on those appeals. Given that the September 9, 2022 Enforcement involves some of the same issues, we believe it is most efficient to hold one Hearing on each of the pending appeals. Please advise of your position.

September 26, 2022
Letter to Judith Acotsa
Page 2 of 2

Further, as part of our August Appeal we submitted a separate check in the amount of One Thousand Dollars (\$1,000.00) to cover the appeal fees. While we are including another check for completeness, we would appreciate if the Township would refund any duplicative fees .

We appreciate your anticipated cooperation. Please contact our office with any questions.

Regards,


HOEGEN & ASSOCIATES, P.C.
John K. Lisman, Esquire

JKL:jl

Encl.

CC: Client; Francis J Hoegen, Esq.; Taylor Munoz, Township Manager (VIA EMAIL ONLY: tmunoz@poconopa.gov); Shawn McGlynn, SFM Consulting, LLC (VIA EMAIL ONLY: smcglynn@sfnconsultingllc.org); Leo Devito, Township Solicitor (VIA EMAIL ONLY: leodevito@broughal-devito.com)

Phone Ext.: 307

Email: jlisman@hoegenlaw.com

August 19, 2022

Judith Acosta

Zoning Officer

POCONO TOWNSHIP

112 Township Drive

Tannersville, PA 18372

VIA HAND DELIVERY AND EMAIL TO: zoning@poconopa.gov

RE: 249 Camelback Road, Pocono Township PA (the "Property")

PIN: 12636303425364

Account: 12.10A.2.34

Owners: Lori Grossi and Felicia Damato (the "Owners")

Dear Ms. Acosta:

This Firm represents the Owners of the Property identified above. We are in receipt of two August 3, 2022 letters reflecting Enforcement Notices.

The first letter outlines purported prior violations of the Pocono Township Ordinance (the "Ordinance"), Ch. 302, §§ 302-11, are to be considered one violation (the "First Violation"). The First Violation is comprised of (1) a July 22, 2022 Enforcement Notice for a June 19, 2022 noise violation pursuant to Ordinance, Ch. 302, §§ 302-6.A.12; (2) a July 22, 2022 Enforcement notice for a June 24, 2022 noise violation pursuant to Ordinance, Ch. 302, § 302-6.A.12 and a failure to limit the occupancy of the Property as a Transient Dwelling Unit ("TDU") pursuant to Ordinance Ch. 302, §§ 302-6.A.9 and A.10; and (3) a July 22, 2022 Enforcement notice for a June 4, 2022 noise violation pursuant to Ordinance, Ch. 302, § 302-6.A.12 and a failure to limit the occupancy of the Property as a TDU pursuant to Ordinance Ch. 302, §§ 302-6.A.9 and A.10.

The second letter states outlines a violation of the Ordinance based upon a violation of the TDU license for the Property for advertising related to the Property (the "Second Violation").

Enclosed herewith please find a completed Application for Public Hearing / Appeal Form (the "Appeal") of the First Violation and Second Violation. Also enclosed is a Deed proving ownership of the Property and a check to Pocono Township in the amount of One Thousand Dollars (\$1,000.00) to cover the relevant application fee. Since the Appeal does not seek zoning relief, we have not included a site plan or a statement of purpose, intent and extent or proposed conditional use or special exception as they are not relevant to the Appeal.

The First Violation was combined three prior enforcement notices and is dated August 3, 2022, and the Second Violation is dated August 3, 2022, so this Appeal is being timely filed. Further this Appeal is being filed within thirty (30) days of the July 22, 2022 enforcement notices.

We respectfully submit that the determination of the Zoning Officer in the First Violation and Second Violation was in error. The noise violations outlined in the First Violation are in error because the

overall layout of the lot and home comprising the Property shields the home in order to prevent external noise. The TDU violations outlined in the First Violation are in error because the Property was always used consistent with the occupancy limits in the relevant TDU license. The TDU violation outlined in the Second Violation is in error because the advertising for the Property simply reflected that the Property could host more than sixteen (16) day guests consistent the Ordinance and TDU license, and any advertising that might have caused confusion was promptly removed.

While we appreciate the Township's efforts in reinstating our clients' TDU license, we are filing this Appeal to preserve our clients' rights. If there is an opportunity to amicably resolve this Appeal pursuant to some sort of settlement agreement and without a Hearing, we welcome such opportunity and I invite you and your counsel to contact me to discuss.

We appreciate your anticipated cooperation. Please contact our office with any questions.

Regards,



HOEGEN & ASSOCIATES, P.C.

John K. Lisman, Esquire

JKL:jl

Encl.

CC: Client; Francis J Hoegen, Esq.; Taylor Munoz, Township Manager (VIA EMAIL ONLY: tmunoz@poconopa.gov); Shawn McGlynn, SFM Consulting, LLC (VIA EMAIL ONLY: smcglynn@sfmconsultingllc.org); Leo Devito, Township Solicitor (VIA EMAIL ONLY: leodevito@broughal-devito.com)

**Pocono Township Board of Commissioners
Regular Meeting Minutes
September 19, 2022 | 6:07p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on September 19, 2022 and was opened by President Rich Wielebinski at 6:07 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, LVL Engineering; Taylor Muñoz, Township Manager; Shawn Goucher, Acting Chief of Police; Robert Sargent, Public Works Supervisor; and Jennifer Gambino, Administrative Assistant.

Public Comment

Mary McIsaac (Jackson Township Resident) – Expressed concerns about impact of proposed warehouse activity in the Township and specifically the Core5 proposed warehouse off Stadden Road. Specifically mentioned concerns about endangered species, including the bog turtle. Voiced her support for the purchase of PEC by Pocono Township.

Announcements

- The Pocono Township Fall Cleanup will be held Friday & Saturday, September 30 – October 1 from 7:30 AM to 3:00 PM each day. This service is offered for Township residents only and a fee schedule will be available on the Township website and Facebook. Please call the Township Office with any questions.

Hearings

R. Wielebinski made a motion, seconded by K. Meeker, to open a public hearing for consideration of Ordinance 2022-06 Amending the Pocono Township Codified Ordinance, Chapter 365, Stormwater Management, to Establish a Program for Stormwater Management; Fixing Penalties for Violation of This Ordinance; and Repealing All Ordinances Inconsistent Herewith. All in favor. Motion carried.

L. DeVito stated the amendment is required by the PA DEP in accordance with MS4 mandates affecting municipalities. The amendments are based on a model provided by DEP. J. Tresslar stated the changes are not significant, and future changes may be in order, but these were changes per DEP recommendations.

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

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Ordinance 2022-06 Amending the Pocono Township Codified Ordinance, Chapter 365, Stormwater Management, to Establish a Program for Stormwater Management; Fixing Penalties for Violation of This Ordinance; and Repealing All Ordinances Inconsistent Herewith. All in favor. Motion carried.

Presentations – None

Resolutions

- Resolution 2022-31 – Discussion and action to approve Resolution 2022-31 to confirm the declaration of the municipal curative amendment as required by Section 609.2 of the PA Municipalities Planning Code.

L. DeVito stated at the last meeting the BOC took the first step to begin the municipal curative amendment process, declaring the Township's ordinances pertaining to warehouse uses as defective. The second step is to pass tonight's ordinance within 30 days setting forth the issues with the Township's existing ordinance. L. DeVito reviewed specific issues, including lack of definitions, ambiguities, and discrepancies. Next step is for the Township to develop language amendments within 180 days.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Resolution 2022-31 to confirm the declaration of the Municipal Curative Amendment as required by Section 609.2 of the PA Municipalities Planning Code. All in favor. Motion carried.

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the September 6, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through September 15, 2022 including:
 - Ratification of general fund expenditures in the amount of \$32,005.23 and sewer operating expenditures of \$126.94.
 - Ratification of gross payroll for pay period ending August 21, 2022 in the amount of \$119,799.67.
 - Vouchers payable in the amount of \$226,659.03.
 - Sewer operating fund expenditures in the amount of \$23,996.95.
 - Sewer construction fund expenditures in the amount of \$46,596.57.
 - Capital reserve fund expenditures in the amount of \$73,444.68.
 - Fire Tax disbursement of \$1,129.36.

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

NEW BUSINESS

1. Personnel – None

2. Travel/Training Authorizations

- PSATS Northeast Regional Forum at Camelback on September 22, 2022.

Report of the President

Richard Wielebinski

- Thank you to those who attended the TLC Park ribbon cutting for the new playground equipment installation.

Commissioner Comments

Jerrold Belvin – Vice President - Absent

Ellen Gmandt – Commissioner - Absent

Jerry Lastowski – Commissioner

- Discussion regarding basketball programs and/or leagues at TLC Park – A gentleman asked J. Lastowski about beginning a basketball league at TLC Park in 2023.

Keith Meeker – Commissioner - None

Reports

Police Report

- Update – New Officer Hiring Process – New hire in final steps of onboarding process. J. Lastowski asked questions about background checks and timeframe in hiring.
- Update – PTPD Grant Applications – Received JAG grant and waiting on COPS grant award. Applying for PCCD grant mainly for equipment and IT items.

Public Works Report

- Current Public Works projects – Performing maintenance work on roads. Working on grant for Wilke Road.
- Mountain View Park updates
 - Coordinating installation of new slide at Mountain View Park – T. Muñoz indicated the slide may be received by the installer this week and the installation may take up to three months.
- TLC Park updates
 - Update – Dog park installation – Contractor is completing installation of the fence and R. Sargent is researching amenities.
 - Update – Fencing around basketball court and along parking lot border – Contractor indicated approximately 2 ½ weeks out for installation.

Discussion regarding Little League interest in upper baseball field at Mountain View Park. Bob Ehrman spoke on behalf of Pocono Mountain East Little League. Looking to further utilize MVP facilities. Little League would like to put in for grants to help with needed park upgrades, including repair of backstop fencing. Once the drainage issue is resolved, would like to apply two triaxles of infield mix. To help drainage, they would also do aeration and include a load of sand. Talked about installation of a screen that helps batters' line of sight.

R. Wielebinski asked about restriping of Sullivan Trail/SR 715 traffic light to replace the stop bar.

Administration – Manager's Report

- Proposed scope of services from Nanci Scarcinello regarding full-scale revisions to the Zoning Ordinance – Discussed current zoning ordinance being outdated with new uses coming into the Township. Looking for strategic assessment of the Zoning Ordinance. Nanci Scarcinello, an independent consultant, will submit a scope of services by end of month with a strategy and proposed costs. J. Lastowski asked whether the ordinance adequately limits adult bookstore uses.
- 2022 Budget Work Sessions
 - October 11, 2022 @ 4:30 p.m.
 - October 24, 2022 @ 4:30 p.m.
- LSA grant application being submitted for P-25 radios for the PTPD
- Evaluation ongoing regarding electric supplier rates.
- 2022 Township Events
 - Fall Cleanup – September 30 & October 1, 7:30 a.m. to 3:00 p.m.
 - Trunk-or-Treat – Sunday, October 30, 2022, 3 p.m. to 6:00 p.m.
 - Christmas Tree Lighting – December 3, 2022

Township Engineer Report

- Quotes for TLC Park spillway wingwalls – Plans were completed and distributed. Seven contractors were contacted, and one quote has already been received. October 3rd is deadline.
- Sidewalk installation for Wendy's and Turkey Hill – Will nudge Turkey Hill engineer for sidewalk installation.
- Engineering study for identified stormwater projects – Laurel Lake Road and Oakwood Acres – On hold; working with R. Sargent when assistance is needed.

- Parking area design for Old Learn Farm open space parcel adjacent to PPL easement – Plans were submitted to PPL.
- Update – TASA SR 611 sidewalk project – Completed survey work and getting in queue for design.
- Update – Righthand turn lanes from SR 611 onto Rimrock Road and Bartonsville Avenue – On hold.

T. Muñoz asked about overall costs for Laurel Lake Road project and status for the repair of salt shed steel supports.

Township Solicitor Report

- Zoning Hearing Board updates
 - 9/20 – Heinzee LLC Public Hearing (continued) – Hearing will reconvene tomorrow at 5:00 p.m.
 - 9/27 – 245 Cherry Lane Road (Schlier variance request) - Request has been withdrawn and hearing will not occur.
 - 9/27 – 386 Camelback Road (Mashriqi STR appeal of denial of application) – Hearing will occur September 27th.
 - TBD – 391 Laurel Lake Road (Crawford STR appeal of enforcement action) – To be scheduled.
- Local Agency Hearing
 - 249 Camelback Road (Grossi STR appeal) – 10/3 – Hearing concerns enforcement notices and revocation of STR license.
- Update – Closing date for sale of Bartonsville Avenue parcel – Agreement of sale was signed and waiting on closing date.
- Update – Tobyhanna Act 537 Sewage Capacity Request – Received request from PMI/Kalahari for additional capacity and will further discuss at next sewer meeting.
- Update – Kelly Trust Property – Hearing is scheduled for next Wednesday if Zoning finds the property is not in compliance.
- Update – Johnson Appeal Commonwealth Court argument – Commonwealth Court denied continuance request from Johnson attorney. Court will accept arguments in writing.
- Update – PJJWA transfer agreement – Sent out revised agreement to Board, slowly progressing.

R. Wielebinski made a motion, seconded by J. Lastowski, to open agenda to add settlement stipulation agreement between Pocono Township and Carlos Tavares/Stephanie Rodriguez. No comment. All in favor. Motion carried.

L. DeVito described STR issue at 332 Butz Lane. An enforcement notice was issued and it was appealed to the ZHB and County Court, who upheld the Township. They continued to use the property and zoning filed a civil action for \$12,000 at district court. Township negotiated a \$6,000 civil judgment, which the Township has already received, with conditions that the owners would cease using the property as an STR as of 9/27. Agreement will be entered as an order of court, which would mean the Township could go directly to the Court of Common Pleas if issues continue. Only caveat they requested was that, in the event the law changes allowing STRs where they own their property, they would be allowed to begin renting on a short-term basis.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the settlement stipulation agreement between Pocono Township and Carlos Tavares/Stephanie Rodriguez. T. Muñoz asked for clarification. All in favor. Motion carried.

Public Comment

Joshua Knapp (Township Resident) – Spoke regarding the curative amendment resolution and suggested that the Township incorporate input/feedback from PennFuture and the Brodhead Watershed Association. Stated this will increase tourism and property values.

Adjournment

R. Wielebinski made a motion, seconded by K. Meeker, to adjourn the meeting at 7:11 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, October 3, 2022

SUMMARY

Ratify

General Fund	\$	2,900.00
Payroll	\$	141,784.12
Sewer Operating	\$	528.90
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	417,724.20
TOTAL Sewer <u>OPERATING</u> Fund	\$	14,524.91
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	607.50
TOTAL Capital Reserve Fund	\$	10,849.34
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	588,918.97
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Fire Tax Disbursement	\$	-
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Budget Adjustments

Budget Appropriations

Budgetary Interfund Transfer

From GF In lieu to Capital Reserve to partially fund TLC Playground	\$	50,000.00
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Use of Grant Funds

ARPA FUNDS TO CAPITAL RESERVE

ARPA FUNDS TO GENERAL FUND

Total Transfers	\$	50,000.00
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, October 3, 2022

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	09/23/2022			PAYROLL ENDING 09/18/2022	\$ 141,784.12
TOTAL PAYROLL					\$ 141,784.12

General Expenditures

	Date	Check	Vendor	Memo	Amount
	09/22/2022	62545	JDM Consultants, LLC	May 2022 Grant Consulting & Advocacy	\$ 2,500.00
	09/23/2022	62546	Pocono Mountain COG	9/25/22 Golf Tournament - Foursome	\$ 400.00
TOTAL General Fund Bills					\$2,900.00

Sewer Operating Fund

	Date	Check	Vendor	Memo	Amount
	09/22/2022	2285	BLUE RIDGE COMMUNICATIONS	Pump Station 4 Phone	\$ 126.94
	09/22/2022	2286	Verizon Wireless	Sewer Modems	\$ 120.13
	09/23/2022	2287	MET-ED	Pump Station 4 Electric	\$ 281.83
					\$ 528.90

Sewer Construction Fund

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

Capital Reserve Fund

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

TOTAL General Fund

\$

144,684.12

TOTAL Sewer Operating

\$

528.90

Authorized by:

TOTAL Sewer Construction

\$

-

Total Capital Reserve

\$

-

Transferred by:

\$**145,213.02**

POCONO TOWNSHIP CHECK LISTING

Monday, October 3, 2022

General Fund

Date	Check	Vendor	Memo	Amount
9/29/2022	62547	Ackerman, Earl	9/11-9/16/22 Hershey PSP Academy	\$ 239.12
9/29/2022	62548	ADP, LLC	Payroll & Time/Attendance	\$ 889.71
9/29/2022	62549	AFLAC	SUPPLEMENTAL INSURANCE	\$ 368.80
9/29/2022	62550	AMERICAN UNITED LIFE INSURANCE CO.	GTL PREMIUM	\$ 2,968.41
9/29/2022	62551	ARGS Technology, LLC	Aug 2022 Remote IT Services	\$ 1,089.50
9/29/2022	62552	Best Auto Service Center	Unit 97 Service - Oil Change	\$ 89.20
9/29/2022	62553	Cefali and Associates PC	Aug 2022 Treasury Services	\$ 412.50
9/29/2022	62554	Cyphers Truck Parts	PW TRUCK PARTS	\$ 197.95
9/29/2022	62555	D.G. Nicholas Co.	PW SUPPLIES	\$ 237.04
9/29/2022	62556	Datapilot, Inc.	DP Desktop Renewal 1/15/23-1/15/24	\$ 1,495.00
9/29/2022	62557	Davidheiser's Inc.	Police Tracker Testing	\$ 160.00
9/29/2022	62558	Deer Country Farm & Lawn, Inc.	PW SUPPLIES	\$ 539.18
9/29/2022	62559	DES	TWP Recycling Aug 2022	\$ 37.50
9/29/2022	62560	ESRI	ArcGIS Online Creator Sub 9/27/22 - 12/31/22	\$ 264.87
9/29/2022	62561	Eureka Stone Quarry, Inc.	ROAD MATERIALS	\$ 2,418.25
9/29/2022	62562	Gotta Go Potties, Inc	PARK Rental 8/23-9/20/22	\$ 385.00
9/29/2022	62563	Goucher, Shawn	9/22/22 Uniform	\$ 98.12
9/29/2022	62564	Integra One Business Center	TWP IT PARTS	\$ 128.33
9/29/2022	62565	Inter County Investigations, Inc.	POLICE NEW HIRE	\$ 2,095.00
9/29/2022	62566	J. P. Mascaro & Sons	TWP Waste Removal Sep 2022	\$ 327.65
9/29/2022	62567	J. P. Mascaro & Sons	MVP Waste Removal Sep 2022	\$ 218.30
9/29/2022	62568	Lawrence B. Fox P.C.	8/5; 9/6 & 9/7 Services	\$ 450.00
9/29/2022	62569	Lawson Products	PW SUPPLIES	\$ 248.02
9/29/2022	62570	Leon Clapper, Inc.	Pressure Tank Replacement	\$ 520.00
9/29/2022	62571	Locust Ridge Quarry	ROAD MATERIALS	\$ 784.70
9/29/2022	62572	MacDougall, Krisann	9/8/22 Assessment Office Trip-Vassallo	\$ 12.50
9/29/2022	62573	Marshall Machinery	PW Equipment repair	\$ 214.16
9/29/2022	62574	Marshalls Creek Quarry	Road materials	\$ 198.20
9/29/2022	62575	MAULA, MAURA	9/22/22 MVP Yoga	\$ 10.00

9/29/2022	62576	MetLife - Non Uni. Pen. Plan	Non-Uniform Pension Cont	\$	7,186.74
9/29/2022	62577	Monroe County Control Center	Annual NetMotion VPN for patrol cars 8/2022-8/2023	\$	1,920.00
9/29/2022	62578	Nationwide - 457	EE & ER Cont	\$	4,451.00
9/29/2022	62579	P & D Emergency Services	Police equipment repair	\$	753.35
9/29/2022	62580	Pocono Township Volunteer Fire Company	2022 Fire Relief	\$	82,584.82
9/29/2022	62581	PPL Electric Utilities	TLC Lighting	\$	78.42
9/29/2022	62582	Prebish, Frances	9/25/22 Pavilion Rental Refund	\$	100.00
9/29/2022	62583	Scicutella, Michael	9/11-9/16/22 Hershey PSP Academy	\$	193.37
9/29/2022	62584	Shick, Tom	2022 Boot Allowance	\$	150.00
9/29/2022	62585	Shinetime Auto Wash & Lube	Aug 2022 Washes	\$	16.00
9/29/2022	62586	Staples Credit Plan	Police Office Supplies	\$	58.97
9/29/2022	62587	Steele's Hardware	Community Day & other supplies	\$	631.40
9/29/2022	62588	Steele's Hardware	Operation supplies	\$	11.48
9/29/2022	62589	Steele's Hardware	Operation supplies	\$	181.21
9/29/2022	62590	Stroudsburg Electric Motor Service	PW supplies	\$	43.98
9/29/2022	62591	STTC Service Tire Truck Centers, INC.	PW supplies	\$	390.06
9/29/2022	62592	Suburban Propane	Vehicle fuel	\$	15,424.84
9/29/2022	62593	Suburban Testing Labs	SDWA Annual - N/N	\$	644.00
9/29/2022	62594	TRAISR, LLC	Monthly SaaS Aug 2022	\$	733.33
9/29/2022	62595	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	106.79
9/29/2022	62596	UNIFIRST Corporation	PW Uniforms & TWP carpets	\$	194.76
9/29/2022	62597	US BANK - Lockbox CM9722	EE Cont	\$	7,667.89
9/29/2022	62598	US BANK - Lockbox CM9722	ER/MMO Contribution	\$	270,758.74
9/29/2022	62599	VanAuken, Steve	PW uniforms	\$	626.00
9/29/2022	62600	Vigilant Solutions	Police vehicle parts	\$	1,830.00
9/29/2022	62601	Weitzmann, Weitzmann & Huffman, LLC	ZHB legal services	\$	3,890.04

TOTAL GENERAL FUND **\$417,724.20**

Sewer Operating

Date	Check	Vendor	Memo	Amount
9/22/2022	2285	BLUE RIDGE COMMUNICATIONS	Pump Station 4 Phone	\$ 126.94
9/22/2022	2286	Verizon Wireless	Sewer Modems	\$ 120.13
9/23/2022	2287	MET-ED	Pump Station 4 Electric	\$ 281.83

9/29/2022	2288	A.C. Schultes, Inc.	Valve Station 2 Install Pinch Valve @ 401 Main St, Strbg 7/25/22	\$	13,147.00
9/29/2022	2289	ESRI	ArcGIS Online Creator 9/27/22 - 12/31/22	\$	224.13
9/29/2022	2290	J P Mascaro & Sons	Pump Station 5 Waste Removal Sep 2022	\$	223.85
9/29/2022	2291	Steele's Hardware	Operation supplies	\$	34.36
9/29/2022	2292	TRAISR	Monthly SaaS August 2022	\$	366.67

TOTAL Sewer Operating **\$14,524.91**

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
9/29/2022	726	MULTI-DIMENSIONAL INTEGRATION INC.	Jokey Pump Project	\$ 607.50

TOTAL Sewer Construction Fund **\$607.50**

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
9/29/2022	1350	Kimmel Bogrette	Professional Services New TWP Complex	\$10,849.34

TOTAL Capital Reserve Fund **\$10,849.34**

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
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TOTAL Fire Tax **\$ -**

ESSA

General Fund	\$	417,724.20
Sewer Operating	\$	14,524.91
Sewer Construction Fund	\$	607.50
Capital Reserve	\$	10,849.34
Fire Tax Disbursement	\$	-
Liquid Fuels	\$	-
TOTAL ESSA TRANSFER	\$	443,705.95

Authorized by: _____

Transferred by: _____

From: [Tom McKeown](#)
To: [Taylor Munoz](#)
Cc: ["Tom McKeown"](#); ["Cindy Graver"](#); ["Haeng-Ja Lee"](#)
Subject: PEC Appraisal
Date: Monday, September 26, 2022 9:58:13 AM
Attachments: [toms qualification-1.pdf](#)
[PEC Appraisal.pdf](#)

Hi Taylor,

Per our conversation, we are prepared to appraise PEC, for a possible purchase. My fee would be \$5500 and the time frame would be approximately four weeks.

Kindly advise.

Sincerely,

Thomas G. McKeown

Real Estate Broker of Record RM042614A
Certified General Appraiser GA-000830-L

McKeown Real Estate
Thomas G. McKeown
956 North Ninth Street
Stroudsburg, PA 18360
tom@mckeownrealestate.com
tm1435@ptd.net
570 424 2762
570 424 2755 (fax)

**WE HAVE BEEN BROKERING REAL ESTATE TRANSACTIONS
SINCE HARRY TRUMAN WAS PRESIDENT!!!**

September 30, 2022

Taylor W. Muñoz, Township Manager
Pocono Township
112 Township Drive
Tannersville, PA 18372

RE: Proposal for Zoning Ordinance, Zoning Map, and SALDO Amendments

Dear Mr. Muñoz:

As requested, attached is a proposal for preparation of amendments to the Pocono Township Zoning Ordinance, Zoning Map, and SALDO specifically focusing on land uses, zoning district boundaries, and natural resource protection. The proposal includes a scope of work, project timeline, and cost estimate. If there is anything you wish to add, remove, or change, please let me know and I can revise the proposal accordingly.

We can get a \$5,000 grant for ordinance work related to natural resource conservation. You will see that the scope of work includes this subject—task #6 addresses natural resource protection and task #7 addresses conservation subdivision design. The Township's current ordinance does not address either of these. I recommend including both, or at least the task #6 natural resource protection standards. The Township should decide if wants to include either or both of these tasks in the project. *Please let me know how you want to proceed because I will have to adjust the cost estimate accordingly.*

I also recommend that you check with the Township's solicitor on the procedures that should be followed. We are proposing to structure this project as amendments to the current zoning ordinances and map, not as a comprehensive rewrite of the entire ordinance. See Note 1 on page 1 of the proposal in reference to this point.

I will serve as the Lead Planner and Project Manager and will attend all meetings, interface with Township staff, boards, and committee members, and lead and manage the work required for all tasks listed in the scope of work. Carson Helfrich will provide support and backup as needed. Our resumes are attached to the proposal.

Thank you for this opportunity to work with your township. I look forward to discussing this proposal with you.

Sincerely,



Nanci Sarcinello, AICP, Principal

INTRODUCTION

Pocono Township has recently received land development applications for land uses that were not previously anticipated and for which zoning ordinance provisions are insufficient. Sarcinello Planning & GIS Services (Sarcinello) will assist Pocono Township with amending its zoning ordinance and related SALDO provisions to address certain deficiencies.

Nanci Sarcinello, AICP, Principal of Sarcinello Planning & GIS Services, will serve as Lead Planner and Project Manager. She will attend all meetings, interface with Township staff, boards, and committee members, and lead and manage the work required for all tasks listed in the Scope of Work.

Carson Helfrich, Principal of Community Planning & Management, LLC will provide back-up and support as needed.

In general, the work will entail a review of certain sections of the current zoning ordinance, as detailed below in the scope of work, to identify deficiencies relating to land uses and areas zoned for those uses. Standards for uses currently specified in the ordinance will be strengthened where necessary and uses that are not currently addressed will be added. Possible amendments to zoning district boundaries to more suitably allocate land uses will be examined, and ordinance provisions for natural resource conservation will be addressed. Sections of the SALDO will also be amended to make them consistent with proposed Zoning Ordinance amendments.

We anticipate that we will be working with the Pocono Township Planning Commission or other committee appointed by the Township to oversee this work, and that we will hold periodic meetings with that group to get input and direction.* We recommend that at least one member of the Board of Commissioners, or a liaison to the Board of Commissioners, attend the meetings and keep the other Commissioners apprised of the work. Inclusion of the Zoning Officer may also be helpful.

**Note: Section 609 of the PA MPC regulates “Enactments of Zoning Ordinance Amendments” and contains requirements for who must prepare and review the amendments, public meetings and public hearings, and posting of properties that are subject to a zoning map change. We recommend that the Township seek direction from its solicitor as to who should oversee preparation of the ordinance amendments and the review, meeting, posting, and adoption procedures the Township should follow.*

SCOPE OF WORK

The scope of work consist of ten tasks as outlined on the following pages.

Meetings to develop and review work products are included in the outlined tasks. It is assumed that meetings will be conducted in person. However, meetings can be conducted remotely if the Township prefers.

All meeting materials will be furnished to the Township by email in digital PDF format at least one week prior to the meetings to provide Township personnel an opportunity to review the material and prepare comments/questions for discussion at the meetings. Any full-size maps to be reviewed at meetings will be provided by Sarcinello.

It is our understanding that zoning for warehouses/fulfillment/logistics centers is being addressed via a curative amendment. Therefore, this scope of work does not include work related to those uses or the curative amendment.

In reference to sign regulations, this scope of work addresses Zoning Ordinance §470-107 (Permitted Sign Types by Zone). It does not include amendments related to content neutral signs. We suggest that the Township's solicitor review the sign ordinance for issues related to content neutral standards / First Amendment rights. If the result of that review warrants further work on our (the consultants) part, we can provide a separate cost estimate for those services.

Task 1. Review Current Zoning Ordinance Permitted Uses

1. Review Article IV (Basic District Regulations) of the current Zoning Ordinance and the index of uses (Use Schedule) to determine which land uses are currently permitted and which land uses should be added. New uses to be considered include solar, wind, and geothermal energy (as commercial and accessory uses); conservation subdivision design; single-family attached dwellings (townhomes), short-term rentals, age qualified retirement communities, commercial water withdrawal, solid waste disposal and reduction, wireless communications, electric vehicle charging stations, keeping of chickens, and accessory dwelling units. Other uses may be identified and will be addressed as deemed necessary.
2. Conduct Meeting #1 with the Planning Commission (or other committee) to review current land uses and decide on uses to be added to the ordinance.

Deliverables:

- List of land uses to be included in the Zoning Ordinance noting new uses to be added

Task 2. Review and Amend Zoning and SALDO Definitions

1. Review the current Zoning Ordinance and SALDO definitions (Article II, Terminology), amend current definitions of land uses as needed, and insert new definitions for land uses that are to be added to the ordinances.
2. Conduct Meeting #2 with the Planning Commission (or other committee) to review definitions.

Deliverables:

- Draft of amended Zoning Ordinance definitions (Article II, Terminology)
- Draft of amended SALDO definitions (Article II, Terminology)

Task 3. Zoning Map: Review and Amend Zoning District Boundaries

1. Review current C-Commercial and I-Industrial zoning district boundaries and examine options for drawing new district boundaries that will enable the Township to allocate land uses to more suitable locations. For example, the C-Commercial district might be split into smaller areas that will enable allocation of land uses among them according to the intensity of the uses. It is possible that Industrial zoning district boundary will not change. The intent will be to allocate land uses to areas that are more compatible with those uses. To the extent possible, new district boundaries will be determined based on physical/natural features, infrastructure, and surrounding land uses.

2. Conduct Meetings #3 and #4 with the Planning Commission (or other committee) to delineate new Commercial and Industrial district boundaries.
3. Draft amendments to the Zoning Map according to Meeting #3 and #4 input.

Deliverables:

- Draft of amended Zoning Map

Task 4. Allocate Land Uses to New Zoning Districts

1. Determine which land uses (from the Task 1 list of land uses) will be permitted in each of the new Commercial and Industrial zoning districts. If it is decided in Task 1 that conservation subdivision design and townhomes should be included, then allocate these uses to a residential district or other district(s).
2. Conduct Meetings #5 and #6 with the Planning Commission (or other committee) to allocate land uses to the new zoning districts.
3. Establish area and bulk standards for the new zoning districts and amend impervious cover standards for the current districts as needed.
4. Amend Article IV (Basic District Regulations) and the index of uses (Use Schedule) to reflect the new zoning districts and their permitted uses.
5. Conduct Meeting #7 with the Planning Commission (or other committee) to review the amended Article IV and Use Schedule.

Deliverables:

- Draft of amended Article IV (Basic District Regulations) and index of uses (Use Schedule)

Task 5. Review and Amend Criteria for Specific Land Uses

1. Review current Zoning Ordinance §470-39 through §470-870.4 and amend/strengthen the land use criteria where needed.
2. Add sections as needed to address criteria for new land uses that are added to the ordinance.
3. Conduct Meeting #8 with the Planning Commission (or other committee) to review the amended/new sections on specific use criteria.

Deliverables:

- Draft of amended sections on criteria for specific land uses

Task 6. Develop Standards for Natural Resource Protection

1. Draft a new article/section in the Zoning Ordinance that establishes protections for natural resources. This will involve specifying limits of disturbance to woodlands, steep slopes, wetlands, wetland margins, and riparian buffers. Floodplains are addressed in the Township's Floodplain Ordinance. A reference to that ordinance will be made.

2. Review and amend related sections of the SALDO to make them consistent with the proposed natural resource protection standards of the Zoning Ordinance.
3. Conduct Meeting #9 with the Planning Commission (or other committee) to review draft Zoning and SALDO standards for natural resource protection.

Deliverables:

- Draft of Zoning Ordinance Natural Resource Protection article/section
- Draft of amendments to related SALDO sections

Task 7. Develop Standards for Conservation Subdivision Design

1. Draft a new article/section in the Zoning Ordinance that establishes standards for Conservation Subdivision Design in certain zoning districts where residential development is permitted. Conservation Subdivision Design typically requires at least 50% open space within the development, along with other green space requirements and natural resource protection standards.
2. Review and amend related sections of the SALDO to make them consistent with the proposed Conservation Subdivision Design standards of the Zoning Ordinance.
3. Conduct Meeting #10 with the Planning Commission (or other committee) to review Zoning and SALDO standards for Conservation Subdivision Design.

Deliverables:

- Draft of Zoning Ordinance article/section on Conservation Subdivision Design
- Draft of SALDO sections related to Conservation Subdivision Design

Task 8. Amend Performance Standards and Permitted Sign Types by Zone

1. Draft a new section of the Zoning Ordinance that expands the current performance standards and makes them applicable to all non-residential uses.
2. Amend Zoning Ordinance §470-107 (Permitted Sign Types by Zone) to include the new zoning districts.
3. Conduct Meeting #11 with the Planning Commission (or other committee) to review the amended performance standards and sign types by zones.

Deliverables:

- Draft of Performance Standards article/section
- Draft of amended Zoning Ordinance §470-107 (Permitted Sign Types by Zone)

Task 9. Review All Proposed Zoning Ordinance and SALDO Amendments

4. Compile all proposed Zoning Ordinance, Zoning Map, and SALDO amendments for final review by the Planning Commission (or other committee).

5. Conduct Meeting #12 with the Planning Commission (or other committee) to do a final review of all proposed Zoning Ordinance, Zoning Map, and SALDO amendments and to consider issuing the proposed amendments to the Monroe County Planning Commission (MCPC) for their review as required by the PA Municipalities Planning Code.

Deliverables:

- Draft of all proposed Zoning Ordinance and SALDO amendments
- Draft of proposed Zoning Map with new districts

Task 10. Adoption

1. Provide the Township with a digital PDF version of the draft Zoning Ordinance, Zoning Map, and SALDO amendments for review by MCPC. Pocono Township will be responsible for forwarding the ordinances and map to MCPC in the format they prefer.
2. Prepare a final draft of the Zoning Ordinance, Zoning Map, and SALDO amendments incorporating revisions suggested by the MCPC in their review comments and that are deemed by the Township to be acceptable.
3. Prepare for and attend a Public Meeting before the Pocono Township Planning Commission to present the proposed ordinances and map to the public and to consider a recommendation for adoption of the final draft of Zoning Ordinance, Zoning Map, and SALDO amendments (if required by the MPC or desired by the Township...see note on page 1).
4. Prepare for and attend a Public Hearing before the Pocono Township Board of Commissioners to consider adoption of the final draft Zoning Ordinance, Zoning Map, and SALDO amendments.

Deliverables:

- Digital PDF of draft Zoning Ordinance, Zoning Map, and SALDO amendments for MCPC review
- Digital PDF of final draft Zoning Ordinance, Zoning Map, and SALDO amendments for Pocono Township Planning Commission and Board of Commissioners review
- Digital PDF of adopted Zoning Ordinance, Zoning Map, and SALDO amendments

MEETINGS / PUBLIC PARTICIPATION

At total of 14 meetings are proposed in the scope of work, including 12 meetings with Planning Commission (or other committee) to review work products, one Planning Commission Public Meeting for public presentation and recommendation for adoption, and one Board of Commissioners Public Hearing to consider adoption of the ordinances and map.

POCONO TOWNSHIP RESPONSIBILITIES

Pocono Township will be responsible for the following:

- Determine what Township body will attend meetings with the consultant and oversee this project
- Forward/Distribute meeting materials to individuals involved with the project
- Provide hard copies of meeting materials as needed (Sarcinello will provide full-size maps for meeting presentations)

- Forward final draft materials to MCPC for their review
- Keep the Board of Commissioners apprised of the work via meeting attendance by a Commissioner or a liaison
- Advertisement of meetings and hearings, and preparation and distribution of public notices
- Recording meeting minutes
- Press releases, interface, and correspondence with news outlets
- Posting of properties subject to a zoning change (if required)
- Drafting of ordinance amendments and resolutions
- Fees for services provided by the Township's solicitor, engineer or other third party consultants

PROJECT TIMELINE

The project is expected to last approximately 18 months including the time required for county review and the adoption process.

COST ESTIMATE

The cost of the project is estimated to be \$44,800 as detailed in the following table:

Task	Hours	Fee \$95/hr
1. Review Current ZO Permitted Uses	32	\$3,040
2. Review & Amend ZO & SALDO Definitions	40	\$3,800
3. Zoning Map: Review & Amend District Boundaries	80	\$7,600
4. Allocate Land Uses to New Zoning Districts	60	\$5,700
5. Review & Amend Criteria for Specific Land Uses	48	\$4,560
6. Develop Standards for Natural Resource Protection (See Note 1 below)	54	\$5,130
7. Develop Standards for Conservation Subdivision Design (See Note 1 below)	54	\$5,130
8. Amend Performance Standards & Permitted Sign Types by Zone	16	\$1,520
9. Review All Proposed Zoning Ordinance & SALDO Amendments	16	\$1,520
10. Adoption	40	\$3,800
Total Hours/Fees	440	\$41,800
Total Expenses (travel, copies, map prints)		\$3,000
Grand Total		\$44,800

Notes:

1. The Township can get a \$5,000 grant for ordinance work related to natural resource conservation, which would apply to Task #6 and Task #7. The Township's current ordinance does not address either of these. I recommend including both, or at least the task #6 natural resource protection standards. The township should decide if wants to include either or both of these tasks in the project. *Please let me know how you want to proceed because I will have to adjust the cost estimate accordingly.*
2. This cost estimate does not include costs that Pocono Township may incur in association with its responsibilities detailed above, nor other costs it may incur in association with this project that were not anticipated.

Nanci Sarcinello has over 20 years of professional experience as a municipal planner and GIS consultant. Her work focuses on municipal planning and GIS mapping and analysis, including comprehensive plans, ordinance preparation, open space and recreation plans, historic preservation, market analysis, crime mapping and analysis, and GIS training and implementation.

In addition to her consulting work, Nanci served as an adjunct professor at West Chester University where she taught Business Geographics, GIS Business Applications, Crime Mapping and Analysis, and Environmental Planning.

Nanci brings a strong and unique set of skills to her clients, combining her GIS capabilities with her knowledge of the planning, business and marketing, and criminal justice fields. She is committed to assisting local governments with their efforts to manage growth and strengthen the social, cultural, and economic vitality of their communities.

Professional Planning Experience

Sarcinello Planning & GIS Services (2004-Present)
Swarthmore, Pennsylvania
Principal

West Chester University (2001-2015)
Department of Geography & Planning
West Chester, Pennsylvania
Adjunct Professor

Thomas Comitta Associates, Inc. (1998-2004)
West Chester, Pennsylvania
GIS Manager & Municipal Planner

Education

MA, Geography & Planning (2001)
West Chester University of Pennsylvania
West Chester, Pennsylvania

BA, International Relations (1989)
Ursinus College
Collegeville, Pennsylvania

Professional Presentations & Publications

United Nations, New York, NY (2003)
NGO Briefing on Health Communication
"GIS: Current Applications for Global Health Analysis & Communication"

"GIS for Water Resource Management"
World Ecology Report, Vol. XV, No. 1,
Spring 2003

Association of American Geographers 96th
Annual Meeting, Pittsburgh, PA (2000)
"A Quantitative GIS Approach for Analyzing Environmental Equity"

Professional Affiliations

American Institute of Certified Planners (AICP)

America Planning Association (APA)

Pennsylvania Planning Association (PPA)

Association of American Geographers (AAG)

Comprehensive Plans

Avondale Borough Comprehensive Plan (2019), Chester County, PA

West Goshen Township Comprehensive Plan (2018), Chester County, PA

Williams Township Comprehensive Plan (2018), Northampton County, PA

East Vincent Township Comprehensive Plan (2018), Chester County, PA

Newtown Township Comprehensive Plan (2016), Delaware County, PA

East Fallowfield Township Comprehensive Plan (2015), Chester County, PA

Middle Carbon County Regional Comprehensive Plan (2013), Boroughs of Summit Hill, Lansford and Jim Thorpe, and Penn Forest Township Carbon County, PA

East Hanover Township Comprehensive Plan Update (2011), Dauphin County, Pennsylvania

Franklin Township Comprehensive Plan (2011), Luzerne County, PA

Matamoras Borough & Westfall Township Multi-Municipal Comprehensive Plan and Regional Open Space, Greenways and Recreation Plan (2011), Pike County, PA

West Pikeland Township Comprehensive Plan (2010), Chester County, PA

Planning Our Future: Delaware Township Comprehensive Plan (2006), Pike County, PA

Choices: Lancaster County Comprehensive Plan 2030 - Housing Plan Update (2006), Lancaster County, PA

Growing Together: A Comprehensive Plan for Central Lancaster County (2006), Lancaster Inter-Municipal Committee, Lancaster County, PA

Warwick Township Comprehensive Plan (2003), Chester County, Pennsylvania

Comprehensive Plan Update: A Plan for Conservation & Growth Management (2001), Charlestown Township, Chester County, PA

Middletown 2020: A Smart Growth Initiative (2001), Middletown Township, Delaware County, PA

Municipal Ordinances

West Caln Township Zoning Ordinance Update (in-progress), Chester County, PA

Wayne Township Zoning Ordinance and SALDO (in-progress), Clinton County, PA

Central Carbon County Zoning Ordinance and Zoning Map (in-progress), Carbon County, PA

Caln Township Zoning Ordinance Update (2022), Chester County, PA

Pine Creek Township Zoning Ordinance and SALDO (2021), Clinton County, PA

Archbald Borough Zoning Ordinance and Zoning Map (2019), Lackawanna County, PA

Route 100 Corridor Traditional Neighborhood Development Overlay District (2014), North Coventry Township, Chester County, PA

Franklin Township Zoning Ordinance and SALDO Update (2012), Luzerne County, PA

Delaware Township Zoning Ordinance and SALDO (2011), Delaware Township, Pike County, PA

Charlestown Township TND Ordinance and Zoning Ordinance Amendments (2010), Charlestown Township, Chester County, PA

Warwick Township Zoning Ordinance and SALDO (2004), Warwick Township, Chester County, PA

Park, Recreation, Open Space, and Trail Plans

Active Transportation Plan (2021), Quakertown Borough, Bucks County, PA

Protection Plan for the Hopewell Big Woods (2015), Warwick Township, Chester County, PA

Plan for Open Space and Economic Development: A Supplement to the East Pikeland Township Comprehensive Plan (2013), East Pikeland Township, Chester County, PA

French Creek Trail Feasibility Study (2013), East Pikeland Township, Chester County, PA

Municipal Trail Plan for East Pikeland Township (2013), East Pikeland Township, Chester County, PA

Comprehensive Open Space and Recreation Plan (2013), Charlestown Township, Chester County, PA

Market Analysis, Economic Development, Corridor Studies

Real Estate Inventory (2015), Economic Development Company of Lancaster County, PA

Suitability Analysis of Vacant and Underutilized Parcels (2015), Economic Development Company of Lancaster County, PA

Housing Market Analysis for Lancaster County, PA (2013), Lancaster Housing Opportunity Partnership, Lancaster County, PA

Plan for Open Space and Economic Development: PA 23 & PA 724 Corridors (2013), East Pikeland Township, Chester County, PA

Matamoras Borough Retail Market Assessment & Downtown Revitalization Plan (2011), Matamoras Borough, Pike County, PA

Darby, Eagle & Haverford Road Corridors Revitalization Plan (2004), Haverford Township, Delaware County, PA

Baltimore Pike Revitalization Plan (2003), Borough of Media, Delaware County, PA

Historic Preservation

Kennett Square Historic District National Register Amendment – Inventory and Mapping, (2016) Kennett Borough, Chester County, PA

Chandler Mill Preserve Historic Resources Inventory and Mapping (2016), Kennett and New Garden Townships, Chester County, PA

Lower Red Clay Creek Historic District Inventory and Mapping (2016), Kennett Township, Chester County, PA

Pocopson Township Historic Resources Inventory and Mapping (2016), Pocopson Township, Chester County, PA

Kennett Square Historic District National Register Amendment – Inventory and Mapping, (2016) Kennett Borough, Chester County, PA

Municipal GIS Consultation and Training

GIS Implementation and Training for municipalities, including Bedminster Township, Charlestown Township, Tredyffrin Township, Concord Township



COMMUNITY PLANNING & MANAGEMENT, LLC

PUBLIC & PRIVATE COMMUNITY PLANNING, DEVELOPMENT & MANAGEMENT

CARSON HELFRICH

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carsonhelfrich@gmail.com

WORKING TOGETHER FOR BETTER COMMUNITIES



Carson Helfrich is the owner and principal of Community Planning and Management, LLC, (CPM) and has 30 years of municipal planning, municipal administration and management, and land planning and development experience. CPM provides services to 60+ municipal clients and to private clients in

Northeastern Pennsylvania. Mr. Helfrich has the advantage of a broad range of experience and offers a unique planning perspective based on his local government involvement. In addition, Mr. Helfrich has been part of the Pennsylvania Municipal Planning Education Institute since its inception in 1993, providing training for local municipal officials.

CONSULTING: 1984 to present. Provide full range of services to municipalities including the preparation of comprehensive plans, subdivision and zoning ordinances, and sewage facilities plans; administration of land use controls; general government management; and grant applications and administration. Provide land development services to private developers.

LOCAL GOVERNMENT: Administrator/Zoning Officer, Palmyra Township, Pike, 1985–2002. Responsible for overall Township management including fiscal, administrative and land use planning duties; and the enforcement of the zoning and subdivision ordinances.

ECONOMIC DEVELOPMENT: Program Director, Pike County Economic Development Corporation, 1981–1984. Organized the corporation in cooperation with the County Industrial Authority and Chamber of Commerce. Provided services and technical assistance to prospective and existing industries and businesses. Published marketing and tourism information and County Data Profile. Administered the Federal Jobs Training Partnership Act.

PLANNING: Director, Pike County Planning Commission, Milford, PA, 1977 to 1984. Established County level planning office and provided technical assistance to local municipalities. Assisted the Lake Wallenpaupack Watershed Management District with water quality programs. Participated in the National Park Service Upper Delaware National Scenic and Recreational River management planning process. Initiated county historic site and scenic area inventory. Developed and administered local park construction program.

AREAS OF EXPERTISE

- Planning and Land Development
- Comprehensive Planning
- Zoning and Subdivision Ordinances
- Residential Conservation Design
- Official Maps
- Sewage Facilities Planning
- Municipal Management
- Open Space Planning
- Grants
- Special Purpose Ordinances

EDUCATION

- BS, Environmental Resources Mngt.
The Pennsylvania State University, 1977
- 18 MPA credits, Marywood University

CREDENTIALS

- Pennsylvania Municipal Planning Education Institute Certified Instructor
 - Planning
 - Zoning / Zoning Administration
 - Subdivision
- Natural Lands Trust *Growing Greener* Training
- The Grantsmanship Center *Training Course*
- The American Economic Development Council *Economic Development Course*

CARSON HELFRICH
COMMUNITY PLANNING AND MANAGEMENT, LLC
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570-857-0282

CLIENT LIST

LACKAWANNA COUNTY

Abington Township
Benton Township
Clarks Green Borough
Clarks Summit Borough
Clifton Township
Covington Township
Dalton Borough
Glenburn Township
Greenfield Township
Newton Township
North Abington Township
Roaring Brook Township
Scott Township
South Abington Township

WYOMING COUNTY

Clinton Township
Eaton Township
Factoryville Borough
Falls Township
Lemon Township
Mehoopany Township
Monroe Township
Nicholson Borough
Nicholson Township
Northmoreland Township
Noxen Township
Overfield Township
Tunkhannock Borough
Tunkhannock Township
Washington Township
Wyoming County

MONROE COUNTY

Chestnuthill Township
Coolbaugh Township
Eldred Township
Jackson Township
Mount Pocono Borough
Monroe County Conservation District
Monroe County Planning Commission
Pocono Township
Ross Township
Tobyhanna Township
Tunkhannock Township

COLUMBIA COUNTY

Beaver Township
Briar Creek Borough
Briar Creek Township
Orange Township

BRADFORD COUNTY

Wyalusing Township

LUZERNE COUNTY

Bear Creek Township
Franklin Township
Hollenback Township
Nescopeck Township
Nuangola Borough

WAYNE COUNTY

Cherry Ridge Township
Clinton Township
Damascus Township
Dreher Township
Hawley Borough
Honesdale Borough
Lebanon Township
Lehigh Township
Manchester Township
Oregon Township
Palmyra Township
Pocono Springs Civic Association
Sterling Township
Texas Township
Wayne Conservation District
Wayne County Planning Department

PIKE COUNTY

Blooming Grove Township
Hemlock Farms Community Association
Matamoras Borough
Milford Borough
Palmyra Township
Pike County Conservation District
Pike County Planning Commission
Pike County Public Library
Porter Township
PPL (Environmental Education Center)
Shohola Township
Westfall Township

SUSQUEHANNA COUNTY

Herrick Township
Northern Tier Coalition
Apolacon Township
Bridgewater Township
Choconut Township
Forest Lake Township
Franklin Township
Friendsville Borough
Jessup Township
Liberty Township
Little Meadows Borough
Middletown Township
Rush Township
Silver Lake Township
Susquehanna County Planning Commission

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SIMILAR PROJECTS WITH CONTACTS

Lehigh Valley Planning Commission *2014 Community Plan Winner*
Portland Borough Comprehensive Plan and Zoning Ordinance
Community Development Block Grant

(with RKR Hess Associates)

- Developed comprehensive plan using PA DCED *Creating an Implementable Comprehensive Plan* approach for Portland Borough in Northampton County.
- Updated zoning ordinance.
- Contact: Mayor Lance Prator, Portland Borough, 570-856-7368, mrlance66@yahoo.com.

Middle Carbon County Regional Comprehensive Plan and Open Space and Recreation Plan
Jim Thorpe Borough, Lansford Borough, Penn Forest Township, Summit Hill Borough
DCED Planning Grant, PennDOT Planning Grant, DCNR Grant

(with Sarcinello Planning and GIS and Toole Recreation)

- Multi-municipal comprehensive plan, transportation plan and open space and recreation plan for four Carbon County Municipalities.
- Adoption pending.
- Contact: Louise McClafferty, Secretary, Jim Thorpe, 570-325-3025, secretary@jtboro.org.

Franklin Township Comprehensive Plan and Zoning and Subdivision Ordinances Update
Community Development Block Grant

(with Sarcinello Planning)

- Rural Township in Lackawanna County comprehensive plan which focused on open land and agricultural land preservation .
- Updated zoning ordinance and subdivision and land development ordinance.
- Contact: Rick Melvin, Secretary, Franklin Township, 570-333-5131, franklin@epix.net.

Clifton Township – Lehigh Township Comprehensive Plan and Zoning and Subdivision Ordinances
DCED Planning Grant

- Clifton Township, Lackawanna County, and Lehigh Township, Wayne County, joint comprehensive plan.
- Initial Lehigh Township zoning ordinance and subdivision ordinance update.
- Update of Clifton Township zoning ordinance and subdivision ordinance.
- Contact: Glen Martin, Supervisor, Lehigh Township; 570-842-6262, glencarves@yahoo.com.

Matamoras Borough –Westfall Township Comprehensive Plan and Open Space and Recreation Plan
DCED Planning Grant and Pike County Planning Grant

(with Sarcinello Planning and Toole Recreation)

- Joint comprehensive plan for two Pike County municipalities situated along the Upper Delaware National Scenic and Recreational River.
 - Contact: Sally Corrigan, Conservation District Manager, Pike County; 570-226-8220, scorrigan@pikepa.org.
-

ADDITIONAL PROJECTS

CJER (Monroe County) Cooperative Zoning

Chestnuthill Township, Eldred Township, Jackson Township and Ross Township

Monroe County Planning Grant

- Developing common definitions and consistent zoning provisions based on multi-municipal comprehensive plan.
- Identifying regional land uses and allocating the uses to zoning district within the entire planning area as authorized by the PA Municipalities Planning Code.
- Updating each zoning ordinance for multi-municipal comprehensive plan consistency.
- Contact: Matt Neeb, Planner, Chestnuthill Township, 570-992-7247.

Top of the Mountain (Monroe County) Cooperative Zoning

Coolbaugh Township, Mount Pocono Borough, Tobyhanna Township, and Tunkhannock Township

DCED Planning Grant and Monroe County Planning Grant

- Developing common definitions and consistent zoning provisions based on multi-municipal comprehensive plan.
- Identifying regional land uses and allocating the uses to zoning district within the entire planning area as authorized by the PA Municipalities Planning Code.
- Updating each zoning ordinance for multi-municipal comprehensive plan consistency.
- Contact: Christine Meinhart-Fritz, Senior Planner, Monroe County Planning Commission, 570-517-3157.

Southeastern Wyoming County – Eaton, Monroe, Northmoreland, and Noxen Townships

Resident Survey and Multi-Municipal Comprehensive Plan and Zoning Ordinances

DCED Planning Grant

- Completed multi-municipal comprehensive plan for four rural townships in Wyoming County aimed at protecting agriculture and open land.
- Joint zoning ordinance adopted by Eaton Township and Monroe Township.
- Contact: Randy Ehrenzeller, Eaton Township Supervisor, 570-836-5877.

Northeastern Wyoming County – Clinton Township, Nicholson Borough and Nicholson Township

Resident Survey, Multi-Municipal Comprehensive Plan, Zoning and Subdivision Ordinances

DCED Planning Grant

- Multi-municipal comprehensive plan including resident surveys. Project included initial zoning ordinances for Clinton Township and Nicholson Township and update for Nicholson Borough; and subdivision ordinances for each municipality.
- Joint zoning ordinance adopted by Clinton Township and Nicholson Borough.
- Contact: Curtis Stephens, Nicholson Borough, 570-945-9863.

Nescopeck Township Comprehensive Plan and Zoning Ordinance Update

Community Development Block Grant

- Assisted rural Township in Luzerne County with the update of the Comprehensive Plan which focused on open land and agricultural land preservation and updated zoning ordinance.
- Contact: Jolinda Becker, Secretary, Nescopeck Township, 570-379-2117

North-Central Wyoming County – Lemon Township and Tunkhannock Township

Resident Survey, Multi-Municipal Comprehensive Plan

DCED Planning Grant

- Multi-municipal comprehensive plan including resident surveys.
- Contact: Judy Ginger, Tunkhannock Township, 570-836-3934

Susquehanna County Municipal Officials Survey and Comprehensive Plan

DCED Planning Grant

- Assisted the Susquehanna County Department of Planning and Development with the update the County Comprehensive Plan addressing growth and development in terms of the need for local job creation balanced with preservation of rural character and environmental protection.
- Contact: Robert Templeton, Director, Susquehanna County Planning Commission, 570-278-4600, ext 291.

Milford Borough – Milford Township Joint Comprehensive PlanDCED Planning Grant

(with Shepstone Management Company)

- Joint comprehensive plan for Borough and Township in Pike County in cooperation with the Milford Water Authority.
- Key issues included the planning area status as a *gateway community* for the Delaware water Gap National Recreation Area, the Upper Delaware National Scenic and Recreational River, and all of Pike County, increasing traffic congestion, water supply protection, and central sewage.
- Contact: Lizanne Samuelson, Secretary, Borough of Milford, 570-296-7140

Northern Tier Coalition Resident Survey and Multi-Municipal Comprehensive PlanDCED Planning Grant

(with Shepstone Management Company)

- Assisted twelve municipalities in Susquehanna County to form a planning group under the terms of the PA Intergovernmental Cooperation Act.
- Multi-municipal comprehensive plan focused on agriculture protection, open land preservation, natural resource conservation, and building cooperative implementation strategies. Contact: Tom Swan, Silver Lake Township, PO Box 126, Brackney, PA 18812, 570-663-2126
- Contact: Robert Templeton, Director, Susquehanna County Planning Commission, 570-278-4600, ext 291.

East Central Wayne County Joint Comprehensive PlanDCED Planning Grant

- Damascus Township, Manchester Township and Oregon Township multi-municipal comprehensive plan.
- Addressing issues of agriculture and open land preservation, growth pressure from Honesdale area and Sullivan County New York, Upper Delaware National Scenic and Recreational River issues, and need for zoning in Manchester and Oregon.
- Contact: Ernie Matern, Damascus Planning Commission, 570-224-4264

Dalton Borough and Glenburn Township Joint Comprehensive PlanDCED Planning Grant

- Multi-municipal comprehensive plan for Borough and Township in Lackawanna County.
- Updated zoning and subdivision ordinances.
- Contact: Joanne

Borough of Mount Pocono Resident Survey, Comprehensive Plan, Zoning and Subdivision Ordinance Updates

- Comprehensive plan for the Borough of Mount Pocono, Monroe County.
- Community-wide resident survey to identify key community development issues.
- Updated zoning and subdivision ordinances.

Contact: Mr. Joseph Brady, Zoning Officer, 570-839-8436.

PA Fish and Boat Commission and Wayne Conservation District – Reining Pond Master Site PlanDCNR Community Conservation Partnership Program

- Worked with local steering committee to identify alternatives and develop master site plan for a 400-acre Fish and Boat Commission property in Wayne County.
 - Contact: Robert Muller, District Manager, Wayne Conservation District, 570-253-0930.
-

Stormwater Management

- Assisted the Monroe County Conservation District with updating model stormwater ordinance for the Broadhead Creek and McMichaels Creek.
- Contact: Craig Todd, District Manager, Monroe County Conservation District, 570-629-3060.
- Prepared numerous stormwater ordinances for municipalities in the Wallenpaupack Creek Watershed and Lackawaxen River Watershed.

Benton Township Open Space Subdivision Design and Zoning OrdinanceNatural Lands Trust Grant and DCNR Grant

- Comprehensive revision of Benton Township, Lackawanna County, zoning ordinance and subdivision ordinance.

Pike County Public Library Community Survey and Plan

- Conducted with the Library Board four county-wide surveys as part of a strategic planning process.
- Established the Library's mission, set goals and objectives for improved Library service, identify alternatives, and present implementation strategies.
- Surveys included citizen survey, business survey, local official survey and educator survey.
- Project includes coordination of public participation elements; news releases, public meetings.

Pike County Comprehensive PlanDCED Planning Grant

- Prepared, along with the Pike County Planning Commission, a county-wide comprehensive plan.
- Included an inventory of community facilities throughout the County, a detailed demographic analysis, surveys, and the publication of nine separate documents including for example *Community Facilities and Services*, *Transportation Issues*, *Economic Development Needs*, *Pike County Growth and Change*, and *Housing Needs Assessment*.

Porter Township Comprehensive Plan and Open Space Element and Land Use ControlsFully funded by DCED Small Communities Planning Assistance Program

- Porter Township, Pike County, comprehensive plan and zoning ordinance.
- Focus on preserving rural character via the use of *growing greener* open land conservation techniques.

Dreher-Lehigh-Sterling Townships Comprehensive Plan and Community SurveysDCED Planning Grant

- Joint comprehensive plan for three Wayne County Townships.
- Focus on open land preservation.
- Included community surveys.

Wayne County Comprehensive Plan

- Community facilities element of the Wayne County, Pennsylvania, comprehensive plan.

Newton Township Comprehensive PlanDCED Planning Grant

- Newton Township, Lackawanna County, comprehensive plan including a full range of background studies, community inventories such as demographics and land use, and all elements required by the Pennsylvania Municipalities Planning Code including goals and objectives, community facilities, land use, transportation, housing, and implementation strategies.

Town of Delaware Master Plan Update

- Updated Town of Delaware, Sullivan County, NY, master plan aimed preserving rural character and consistency with the Upper Delaware National Scenic and recreational River Management Plan.

Monroe Township and Mehoopany Township

- Conducted community surveys and situation audits in two Wyoming County Townships as the basis
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for community development objectives.

Roaring Brook Township, Land Use Controls

- Developed revisions of the Township Subdivision and Land Development Ordinance, Zoning Ordinance and Zoning Map.

Orange Township Resident Survey, Comprehensive Plan and Zoning OrdinanceDCED Planning Grant

Assisted Orange Township, Columbia County, with the development of a comprehensive plan and zoning ordinance.

Palmyra Township, Pike County Sewage Facilities Plan

- Completed Phase I Sewage Facilities Plan for rapidly growing municipality on Lake Wallenpaupack, and now completing Phase II which involves evaluation of \$22 million sewage system.

Lackawaxen Township, Pike County, Sewage Facilities Plan

- Completed Sewage Facilities Plan for Delaware River municipality with many second home communities.

Greene Township, Pike County Sewage Facilities Plan

- Completed Sewage Facilities Plan for rural municipality in headwaters of Wallenpaupack Creek.

Chestnuthill Township Conservation Subdivision Design

- Prepared zoning ordinance amendment for Chestnuthill Township, Monroe County, to incorporate conservation subdivision design in the zoning ordinance, the first in Monroe County.

Monroe County Growing Greener Audits

- Conducted Monroe 2020 growing greener audits for Chestnuthill Township, Coolbaugh Township, East Stroudsburg Borough, Middle Smithfield Township, Mount Pocono Borough, Ross Township, and Tunkhannock Township.

Greenfield Township Situation Audit, Mandatory Open Space Subdivision Design, and Zoning Ordinance

- Based on a community situation audit, developed the first mandatory open space subdivision design regulations in Lackawanna County. The regulations are incorporated in the Greenfield Township Ordinances.
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