



POCONO TOWNSHIP COMMISSIONERS
AGENDA

November 15, 2021 | 7:00 p.m.
112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 865 8728 3079

Passcode: 784689

Zoom Link:

<https://us06web.zoom.us/j/86587283079?pwd=RDZXVHpFY2l3UIR5WGJNM29jQ1F6dz09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

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

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

Announcements – None

Hearings – None

Presentations – None

Resolutions

- Resolution 2021-30 – Motion to approve Resolution 2021-30 adopting the 2021 Monroe County Hazard Mitigation Plan as the official Hazard Mitigation Plan of Pocono Township. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the November 1, 2021 regular meeting of the Board of Commissioners.

- A budget adjustment request of to ensure specified line items have sufficient funding for the remainder of 2021.
- Financial transactions through November 11, 2021 including:
 - Ratification of vouchers payable in the amount of \$277.03, sewer operating expenditures in the amount of \$475.45 and capital reserve expenditures in the amount of \$200.00.
 - Ratification of gross payroll for the pay period ending October 31, 2021 in the amount of \$112,222.76.
 - Vouchers payable in the amount of \$133,225.40.
 - Sewer operating fund expenditures in the amount of \$119,966.92.
 - Sewer construction fund expenditures in the amount of \$4,162.00.
 - Capital reserve fund expenditures in the amount of \$714.13.
 - A fire tax disbursement of \$698.22.
 - A temporary transfer of \$30,000.00 to the Capital Reserve fund until state grant fund reimbursement is received.

NEW BUSINESS

1. Personnel – None

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- First reading of the 2022 Proposed Budget as required by the First Class Township Code.
 - Motion to authorize the Township Manager to make available for public inspection the proposed FY 2022 Pocono Township Budget, as required by the First Class Township Code, as of Wednesday, November 24, 2021, with versions available in hard copy at the Township office and posted on the Township website. **(Action Item)**
 - Motion to authorize the Township Manager to advertise the FY 2022 proposed budget, as required by the First Class Township Code, at least twenty (20) days prior to the date for tentative adoption set for December 20, 2021. **(Action Item)**
- Motion to authorize the preparation and advertisement of an amendment to the Pocono Township Amusement Tax ordinance, setting the Amusement Tax rate at 10%, effective January 1, 2022. **(Action Item)**
- Bid opening and possible award of bid for a Township-owned property located on Bartonsville Avenue with Parcel ID 12.9.1.36-1-1. **(Possible Action Item)**
- Interview of candidate(s) and possible action regarding the appointment of a new alternate Zoning Hearing Board member. **(Possible Action Item)**
 - Bradley Harrison
- Discussion and possible action regarding use of American Recovery Plan funds for stormwater remediation adjacent to SR 611 & Warner Road. **(Possible Action Item)**

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update

Ellen Gandt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services

- Police
- EMS
- Fire

Public Works Report

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

Administration – Manager’s Report

- Job advertisements for open Township positions to commence soon for an Administrative Assistant and a soon-to-be vacant Road Crew position.
- Regional HSPS Comprehensive Plan update – Draft plan available soon for review.

Township Engineer Report

- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue.
 - Discussion regarding whether Rimrock traffic light upgrades will be covered by Green Light Go and/or Stroud Township.

Township Solicitor Report

- Update – Closing for sale of I-80 parcel.
- Update – Taveras Appeal.
- Update – Johnson Appeal.
- HJP Park Agreement between Pocono and Jackson Townships.
- Zoning Hearing Board updates.

Public Comment

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

Adjournment

Monroe County 2021 Hazard Mitigation Plan Update

Municipal Adoption Resolution

Resolution No. 2021-30

Pocono Township, Monroe County, Pennsylvania

WHEREAS, Pocono Township, Monroe County, Pennsylvania is most vulnerable to natural hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires State and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, Pocono Township acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Monroe County 2021 Hazard Mitigation Plan has been developed by the Monroe County Office of Emergency Management in cooperation with other county departments, and officials and citizens of Pocono Township, and

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Monroe County 2021 Hazard Mitigation Plan, and

WHEREAS, the Monroe County 2021 Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards that face the County and its municipal governments,

NOW THEREFORE BE IT RESOLVED by the governing body for Pocono Township:

- The Monroe County 2021 Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of Pocono Township, and
- The respective officials and agencies identified in the implementation strategy of the Monroe County 2021 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

ADOPTED, this 15th day of November, 2021.

ATTEST:

Pocono Township Board of Commissioners

By _____

By _____

By _____

**Pocono Township Board of Commissioners
Regular Meeting Minutes
November 1, 2021 | 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on November 1, 2021 and was opened by President Rich Wielebinski at 7:05 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; Kent Werkheiser, Chief of Police; and Taylor Munoz, Township Manager.

Public Comment – None

Announcements

- The Pocono Township Board of Commissioners will host a work session on Monday evening, November 8th at 5:00 p.m. for the purpose of discussing the Township's FY 2022 budget.

Hearings

R. Wielebinski made a motion, seconded by E. Gmandt, to suspend the agenda for the local agency hearing until the sewage enforcement officer arrives. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gmandt, to open a public hearing for consideration of the application of Christopher and Kori Hogeboom (1327 Waterview Drive) for the waiver of Section 439-4 of the Pocono Township Code of Ordinances to allow installation of a well within 68 feet of an existing absorption field. All in favor. Motion carried.

L. DeVito stated this matter involves a request for waiver of two requirements in Chapter 439 of Township Code of Ordinances. Applicant and attorney presented details regarding the property and request. Applicant stated they live across from the subject property, purchased the property across that had a dilapidated house, tested the septic, and demolished the property. Applicant addressed concerns regarding distance of the well from his septic.

Discussion followed regarding the history of the property and old septic; location of the new septic system; property features and alternative locations; proposed new absorption area; and depth of the original well. H. Beers provided further information regarding testing performed on the old system. Both H. Beers and J. Tresslar stated they are comfortable with the proposal as presented.

Applicant also requested alternative relief, allowing for a second location for the new well if any issues arise with the current proposed location. Township would require a hold harmless agreement as part of the chain of title for both the existing plan and alternate relief.

R. Wielebinski made a motion, seconded by E. Gmandt, to close public hearing. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the application of Christopher & Kori Hogeboom for a waiver of Section 439-4 of the Pocono Township Code of Ordinances, provided the applicant complies with the conditions of the Township engineer's letter and that a hydrogeologist report states installation of the new well does not have negative impact on neighboring wells and, in the alternative, if they locate the well at a second proposed location. All in favor. Motion carried.

Presentations - None

Resolutions

R. Wielebinski made a motion, seconded by J. Belvin, to approve Resolution 2021-28 adopting the 2021 Monroe County Hazard Mitigation Plan as the official Hazard Mitigation Plan of Pocono Township. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Resolution 2021-29 authorizing the sale of Monroe County tax parcel ID #12.94414; map #12637100775152 to TL Realty Corp. All in favor. Motion carried.

L. DeVito asked that two originals of resolution be shared for the title company.

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the October 18, 2021 regular meeting of the Board of Commissioners.
 - A budget adjustment request of \$52,000.00 to ensure specified line items have sufficient funding for the remainder of 2021.
 - Financial transactions including:
 - Ratification of vouchers payable received through October 28, 2021 in the amount of \$477.24 and sewer operating expenditures in the amount of \$586.53.
 - Ratification of gross payroll for the pay period ending October 17, 2021 in the amount of \$119,810.26.
 - Vouchers payable received through October 28, 2021 in the amount of \$99,766.47.
 - Sewer operating fund expenditures through October 28, 2021 in the amount of \$25,032.66.
 - Sewer construction fund expenditures through October 28, 2021 in the amount of \$19,042.25.
 - Capital reserve fund expenditures through October 28, 2021 in the amount of \$191,509.20.
 - An interfund transfer of \$6,158.34 of American Rescue Plan Act (ARPA) funds to the Township General Fund for qualifying expenses.

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

NEW BUSINESS – None

Report of the President

Richard Wielebinski

- TLC Park projects update - Basketball court is complete and landscaping is done. Complemented the road crew for doing a great job. Acknowledged Pocono Farmstand for a generous contribution of river rock.

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update – Testing backup traffic light systems over the next week.

Ellen Gmandt – Commissioner – No comment.

Jerry Lastowski – Commissioner – No comment.

Keith Meeker – Commissioner – No comment.

Reports

Emergency Services

- Chief Werkheiser stated the police had a critical incident on October 19th. Routine patrol of a business turned into a pursuit, where the vehicle was disabled and a standoff ensued. The scene was relinquished to State Police. Letters of commendation have been prepared for all eight individuals involved with the pursuit. Working with four new hires who are training with their field training officers.

R. Wielebinski stated a non-resident commended two of Pocono Township's patrol officers who he observed at Pocono Medical Center.

Public Works Report

- Current Public Works projects – Finishing small projects before end of year.
- TLC Park Project Update – Discussed earlier.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Waiting to hear from company.

R. Sargent stated he will circle back on quotes for a Township generator.

Administration – Manager's Report

- Township currently accepting bids for the Pump station 5 parcel on Bartonsville Avenue. Bid opening advertised for November 15, 2021. Heard from original person interested and will receive bid from him this week.
- Applications currently being received for the vacant Zoning Hearing Board alternate position. Advertised on Facebook, Savvy Citizen, and township website.
- The PennDOT Multimodal grant application is complete for the SR 611/Learn Road Safety Enhancement Project. Application will be formally submitted November 3rd in advance of November 4th deadline. R. Wielebinski asked when grant would be awarded, and T. Muñoz indicated possibly Spring 2022.
- Regional HSPS Comprehensive Plan update – Waiting on draft for approval.

Township Engineer Report

- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue - Responded to last set of comments from PennDOT and resubmitted. Design drawings are in good shape and finalization of the ROW drawings remain. Discussion regarding getting ROW plans together now to begin negotiating with property owners.

T. Muñoz inquired about whether the active Green Light Go grant funds include updates to the Rimrock light and J. Tresslar will confirm if responsibility for the upgrade was transferred to Stroud Township.

Township Solicitor Report

- 150 Gravatts Way – Contempt petition withdrawn.
- Zoning Hearing Board updates – No pending zoning appeals.
- Update – Taveras Appeal - Waiting for decision from Court of Common Pleas.
- Update – Johnson Appeal - Appeal was taken to Commonwealth Court and waiting on hearing.
- HJP Park Agreement between Pocono and Jackson Townships - Agreement was sent to Jackson Township's solicitor. Responded that agreement will be forwarded to the Board.

Decision was received in the Kopelson case, where the applicant appealed the Township's denial of his land development plan from 2013. Judge Zulick reversed the Township's action, ensuring that the plan will remain for further consideration based on PennDOT's plans for the realignment of SR 715.

Public Comment - None

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 8:18 p.m. All in favor.
Motion carried.

DRAFT

POCONO TOWNSHIP

Monday, November 15, 2021

SUMMARY

Ratify

General Fund	\$	277.03
Payroll	\$	112,222.76
Sewer Operating	\$	475.45
Sewer Construction	\$	-
Capital Reserve	\$	200.00

Bill List

TOTAL General Fund	\$	133,225.40
TOTAL Sewer <u>OPERATING</u> Fund	\$	119,966.92
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	4,162.00
TOTAL Capital Reserve Fund	\$	714.13
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	371,243.69
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Fire Tax Disbursement	\$	698.22
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<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

<u>GENERAL FUND TO CAPITAL RESERVE</u>	\$	30,000.00
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Temporary transfer to be reimbursed upon receipt of grant funds

ARPA FUNDS TO CAPITAL RESERVE

ARPA FUNDS TO GENERAL FUND

TRAISR IMPLEMENTATION COSTS

Hazard Pay

<u>Total</u>	\$	-
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, November 15, 2021

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	11/05/2021			PAYROLL ENDING 10/31/2021	\$ 112,222.76
				TOTAL PAYROLL	\$ 112,222.76

General Expenditures

	Date	Check	Vendor	Memo	Amount
	11/1/2021	61512	PENTELEDATA	INTERNET SERVICE TWP	\$ 150.90
	11/1/2021	61513	PENTELEDATA	INTERNET SERVICE PARK	\$ 126.13
				TOTAL General Fund Bills	\$ 277.03

Sewer Operating Fund

	Date	Check	Vendor	Memo	Amount
	11/1/2021	2042	PENTELEDATA	INTERNET SERVICE PUMP STATIONS	\$ 475.45
					\$ 475.45

Sewer Construction Fund

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

Capital Reserve Fund

	Date	Check	Vendor	Memo	Amount
	11/05/2021	1256	COMMONWEALTH OF PA	HAULER PERMIT	\$ 200.00
				TOTAL Capital Reserve Fund	\$ 200.00

TOTAL General Fund	\$	112,499.79	
TOTAL Sewer Operating	\$	475.45	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	200.00	Transferred by:
	\$	113,175.24	

POCONO TOWNSHIP CHECK LISTING

Monday, November 15, 2021

General Fund

Date	Check	Vendor	Memo	Amount
11/10/2021	61515	Access Office Technologies	TWP Phone Support Nov 2021	\$ 98.00
11/10/2021	61516	ADP, LLC	TWP Payroll/Time & Attendance	\$ 607.39
11/10/2021	61517	American Computing Services	TWP Cat 6 Cable Install	\$ 190.00
11/10/2021	61518	Anglemyer, Austin	Amazon Aluminum Tourniquet 36" Splint	\$ 49.95
11/10/2021	61519	ARGS Technology, LLC	Oct 2021 Remote IT Services	\$ 3,679.00
11/10/2021	61520	Blue Ridge Communications	TWP Phones	\$ 394.83
11/10/2021	61521	Brodhead Creek Regional Authority	TWP Sewer 2 EDUs	\$ 177.08
11/10/2021	61522	Broughal & DeVito, L.L.P.	Legal services	\$ 4,703.50
11/10/2021	61523	Cyphers Truck Parts	PW supplies	\$ 26.60
11/10/2021	61524	D.G. Nicholas Co.	PW supplies	\$ 41.79
11/10/2021	61525	Davidheiser's Inc.	Car Speed Tested	\$ 850.00
11/10/2021	61526	Deer Country Farm & Lawn, Inc.	PW supplies	\$ 164.86
11/10/2021	61527	Gotta Go Potties, Inc	MVP & TLC Handicap Rental 9/21-10/19/21	\$ 300.00
11/10/2021	61528	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 294.16
11/10/2021	61529	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 147.72
11/10/2021	61530	JDM Consultants, LLC	Nov 2021 Grant Consulting & Advocacy	\$ 2,000.00
11/10/2021	61531	Kimball Midwest	PW supplies	\$ 54.76
11/10/2021	61532	Linde Gas & Equipment, Inc.	PW supplies	\$ 30.64
11/10/2021	61533	Motorola Solutions	Police minor equipment	\$ 3,488.45
11/10/2021	61534	MRM Worker's Compensation Pooled Trust	Worker's Comp Install 3 of 12	\$ 14,274.82
11/10/2021	61535	Munoz, Taylor	PSATS HR & Labor Training	\$ 108.64
11/10/2021	61536	NEPA Business Technologies	TWP Phone Battery Backup	\$ 525.00
11/10/2021	61537	PMHIC	Dec 2021 Health Insurance Premium	\$ 72,331.09
11/10/2021	61538	Pocono 4 Wheel Drive Center	PW supplies	\$ 225.00
11/10/2021	61539	Pocono Farmstand & Nursery	TLC Park	\$ 2,900.00
11/10/2021	61540	Portland Contractors, Inc.	Oct 2021 Monthly Fee	\$ 300.00
11/10/2021	61541	PPL Electric Utilities	Area lights	\$ 102.09
11/10/2021	61542	PPL Electric Utilities	TWP Electric service	\$ 1,249.33
11/10/2021	61543	Reliable Sign and Striping	PW supplies	\$ 3,015.60

11/10/2021	61544	Richter Total Office	LDP Stamp	\$	54.87
11/10/2021	61545	Royal Security Services, Inc	IP Tracking Dec 2021 - Nov 2022	\$	150.00
11/10/2021	61546	SCOTT JAMES	Uniform Allowance	\$	318.99
11/10/2021	61547	SFM Consulting LLC	Oct 2021 Zoning & Building Services	\$	13,170.66
11/10/2021	61548	Staples Business Credit	Copy Paper	\$	187.96
11/10/2021	61549	State Workers Insurance Fund	Fire Department Worker's Comp Insurance	\$	1,688.00
11/10/2021	61550	Steele's Hardware	PW supplies	\$	325.35
11/10/2021	61551	Steele's Hardware	PW supplies	\$	243.58
11/10/2021	61552	Suburban Propane	Vehicle Fuel	\$	4,330.14
11/10/2021	61553	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	77.59
11/10/2021	61554	UNIFIRST Corporation	PW Uniforms/TWP Carpets	\$	182.46
11/10/2021	61555	Vector Security, Inc	Alarm services	\$	150.00
11/10/2021	61556	Wilson Products Compressed Gas Co.	Industrial Oxygen	\$	15.50
TOTAL General Fund				\$	133,225.40

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
44510	2043	BLUE RIDGE COMMUNICATIONS	Pump Station Phones	\$ 125.76
44510	2044	BRODHEAD CREEK REGIONAL AUTHORITY	Nov 2021 O&M	\$ 101,129.50
44510	2045	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 2,114.00
44510	2046	KEYSTONE ENGINEERING GROUP	Engineering services	\$ 5,484.18
44510	2047	METROPOLITAN TELECOMMUNICATIONS	Pump Station 5 Phones	\$ 74.11
44510	2048	ONYX VALVE CO	Parts and supplies	\$ 892.30
44510	2049	PA One Call System, Inc	Sewer Mapping	\$ 53.75
44510	2050	Pocono Management Associates LLC	9/2 to 10/24/21 Sewer Consulting	\$ 8,348.88
44510	2051	PPL Electric Utilities	Pump Stations Lighting	\$ 1,744.44
TOTAL Sewer Operating				\$ 119,966.92

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
11/10/2021	694	ARGS	SEWER CAMERA PROJECT	\$ 4,162.00
TOTAL Sewer Construction Fund				<u>\$ 4,162.00</u>

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
11/10/2021	1257	FRY PLASTICS	TLC PARK PROJECT 5 MATERIALS	\$ 227.22
11/10/2021	1258	STEELES HARDWARE	TLC PARK PROJECT 5 SUPPLIES AND RENTAL	\$ 330.55
11/10/2021	1259	STEELES HARDWARE	TLC PARK PROJECT 5 SUPPLIES	\$ 156.36
TOTAL Capital Reserve Fund				<u>\$ 714.13</u>

LIQUID FUELS

Date	Check	Payee	Memo	Amount
				<u>\$ -</u>

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
11/10/2021	1014	POCONO TOWNSHIP FIRE DEPARTMENT	RE TAX DISBURSMENT	\$ 698.22
TOTAL Fire Tax				<u>\$ 698.22</u>

ESSA

General Fund	\$	133,225.40	Authorized by:_____
Sewer Operating	\$	119,966.92	
Sewer Construction Fund	\$	4,162.00	
Capital Reserve	\$	714.13	
Fire Tax Disbursement	\$	698.22	Transferred by:_____
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	<u>258,766.67</u>	

**PUBLIC NOTICE
PUBLIC HEARING**

NOTICE is hereby given that the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, will consider for adoption at a Public Hearing to be held at 7:00 p.m. on the 20th day of December 2021, at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, an Ordinance adopting a budget and appropriating funds estimated to be required for the purposes of the government of the Township of Pocono and fixing the real estate millage rate for the 2022 Fiscal Year.

Copies of the proposed text of the Ordinance summarized below may be examined by any citizen of the Township of Pocono at the Pocono Township Municipal Building during normal business hours. The following is a summary of the Ordinance in reasonable detail:

ORDINANCE 2021-07

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE,
PENNSYLVANIA, ADOPTING A BUDGET AND APPROPRIATING FUNDS
ESTIMATED TO BE REQUIRED FOR THE PURPOSES OF THE GOVERNMENT OF
THE TOWNSHIP OF POCONO, AND FIXING THE REAL ESTATE MILLAGE RATE
FOR THE 2022 FISCAL YEAR**

WHEREAS, Article XVII, Section 1701, et seq., of the First-Class Township Code, 53 P.S. 56701 et seq., requires, inter alia, that the Pocono Township Board of Commissioners prepare and adopt a budget which shall reflect as nearly as possible the estimated revenues and expenditures of the Township for the year for which the budget is prepared; and

WHEREAS, the total appropriation shall not exceed revenues available for the fiscal year; and

WHEREAS, the tax levied by the Pocono Township Board of Commissioners shall be fixed at such figure within the limit allowed by law as with all other sources of revenue shall meet and cover such appropriations.

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

Section I:

That for the expenses of the Township of Pocono for the Fiscal Year 2022 the following amounts are hereby approved and appropriated from the receipts estimated to be available for said fiscal year for the specific purposes set forth below, which amounts are more fully itemized in the budget form on file in the Office of the Township Manager, as follows:

GENERAL FUND

ESTIMATED RECEIPTS

Taxes	\$ 6,782,795
Licenses and Permits	200,100
Fines & Forfeits	65,000
Interest, Rentals and Royalties	15,000
Intergovernmental Revenues	366,560
Charges for Services	373,950
Special Assessments	0
Other Financing Sources	179,000
Opening Balance	<u>\$ 3,652,952</u>

TOTAL FUNDS AVAILABLE \$11,355,257

ESTIMATED EXPENDITURES

General Government	\$ 1,033,861
Public Safety	3,834,029
Public Works	1,551,457
Cultural-Recreation	172,836
Debt Service	0
Employer Paid Benefits	215,825
Insurance	134,120
Transfer to Capital Reserve	1,931,746
TIF & Other Expenses	<u>\$ 140,100</u>

TOTAL EXPENDITURES \$ 9,013,976

PROJECTED FUND BALANCE \$ 2,341,283

CAPITAL RESERVE FUND

Estimated Revenues	\$ 4,423,336*
Opening Balance	<u>0</u>
Total Funds Available	\$ 4,423,336
Estimated Expenditures	<u>4,423,336</u>

PROJECTED FUND BALANCE \$ 0

*Source is general fund transfer and grant revenue

STATE LIQUID FUELS TAX FUND

Opening Balance	\$ 511
Estimated Receipts	<u>431,908</u>
Total Fund Balance	432,419
Estimated Expenditures	<u>431,908</u>
PROJECTED FUND BALANCE	\$ <u>511</u>

SEWER OPERATING FUND

Opening Balance	\$ 3,718,176
Estimated Revenue	<u>5,068,915</u>
Total Fund Balance	8,787,091
Estimated Expenditures	<u>4,806,535</u>
PROJECTED FUND BALANCE	\$ <u>3,980,556</u>

SEWER CONSTRUCTION FUND

Opening Balance	\$1,457,887
Estimated Revenue	<u>817,000*</u>
Total Fund Balance	2,274,887
Estimated Expenditures	<u>1,217,000</u>
PROJECTED FUND BALANCE	<u>\$1,057,887</u>

*Transfer from operations and interest

SPECIAL FUND – FIRE TAX FUND

Opening Balance	\$ 193
Estimated Revenue	246,842
Total Fund Balance	247,035
Estimated Expenditures	246,842

Section II:

That real estate taxes are hereby levied for the 2022 Township of Pocono fiscal year at a rate of 2.70 mills per dollar of assessed valuation, and a fire tax at 0.201 special purpose mills.

**BOARD OF COMMISSIONERS
OF POCONO TOWNSHIP**

BRADLEY HARRISON

3519 Deer Lane, Bartonsville, PA 18321 · (570) 213-1386
fireEMT2511@yahoo.com

EXPERIENCE

AUGUST 2019 - CURRENT

DEPUTY DIRECTOR, MONROE COUNTY OFFICE OF EMERGENCY MANAGEMENT

- Report to the Director of the Office of Emergency Management. Perform the duties of the Director in his absence
- Manage schedule for classrooms and training grounds for the Monroe County Public Safety Center
- Schedule training classes to be held at the public safety center for firefighters, emergency medical services providers and search and rescue agencies
- Maintain inventory of Hazardous Materials and Mass Casualty Incident trailers to ensure readiness to respond to emergency scenes and non-emergency events
- Assist with maintaining the readiness of all department vehicles and equipment
- Attend meetings and training sessions. This includes both in person and virtual sessions.
- Assist with maintaining readiness of Emergency Operations Center equipment for use in the event of EOC activation
- Participate as a member of the Monroe County Local Emergency Planning Committee
- Held position of Operations and Training Officer from August 2019 to June Present

JANUARY 2016 – DECEMBER 2019

OPERATIONS MANAGER AND PARAMEDIC, ST. LUKE'S EMERGENCY AND TRANSPORT SERVICES- TANNERSVILLE, PA

- Responsible for the day to day operations of three ambulance stations in Monroe County, PA and Warren County, NJ
- Managed between 40-60 full time and per diem employees
- Responsible for scheduling employees using a web based scheduling program. This included maintaining a minimum staffing of four units in service at all times and adding additional units during peaks as well as additional staffing for special events.
- Responsible for ordering supplies and keeping within a budget
- Attended management meetings and training sessions on regular basis
- Attended local government meetings on a monthly basis
- Organize and run monthly staff meetings and training sessions
- Organize and run monthly shift leader meetings
- Work as part of a team to provide high quality medical care for the sick and injured
- Worked as part of the Emergency Management Committee for the St. Luke's Monroe Campus. This included attending regular meetings and planning drills as well as making recommendations for policies and practices that were implemented at the Monroe Campus site

JANUARY 2012 – CURRENT

FIREFIGHTER AND PAST FIRE CHIEF, POCONO TOWNSHIP VOLUNTEER FIRE COMPANY- TANNERSVILLE, PA

- Manage about 40 active firefighters during training, public events and on emergency scenes
- Respond to emergency incidents including but not limited to structure fires, motor vehicle collisions, hazardous materials calls, traffic details and EMS assists
- Work as part of a team to accomplish tasks in a safe and responsible manner
- Organize and run weekly training nights
- Work as part of a committee to research, plan and purchase new equipment
- Work as part of a committee to interview and recommend prospective new members to the body of the organization. This included checking references and performing background checks
- Attend regular meetings with local government officials, local businesses and other local emergency response organizations
- Maintain personnel and training files for department members
- Attend training classes
- Complete reports in an accurate and timely manner using a computer based reporting system
- Have held the positions of Lieutenant, Assistant Chief and Fire Chief

JANUARY 2011 – JANUARY 2013

OPERATIONS MANAGER AND PARAMEDIC, WEST END COMMUNITY AMBULANCE – GILBERT, PA

- Responsible for the day to day operations of two ambulance stations in Monroe County
- Responsible for scheduling two full time advance life support ambulances and one part time basic life support ambulance. This also included additional staffing for events such as the West End Fair and the Run for the Red Marathon
- Handled all aspects of personnel issues including but not limited to hiring, discipline and positive performance recognition
- Responsible for ordering supplies and maintaining a budget
- Attend regular meetings for the townships that are in the service area, the West End Fair board meetings and Monroe County Ambulance Association meetings.
- Responsible for all capital purchases including new apparatus and diagnostic equipment
- Work as part of a team to provide high quality medical care for the sick and injured

JULY 2008 – JANUARY 2016

CENTRAL POCONO AMBULANCE ASSOCIATION – TANNERSVILLE, PA

- Respond to dispatched emergency assignments quickly and safely
- Work as part of a team to provide high quality medical care to the sick and injured
- Assess patient condition through physical and verbal exams and by collecting information from others at the scene
- Perform basic and advanced patient assessments and render appropriate prehospital medical care
- Operate an emergency vehicle in a safe and responsible manner
- Complete patient care reports in a timely and accurate fashion using a computer based reporting system

JUNE 2013 – JUNE 2014

MONROE COUNTY CORONERS OFFICE – STROUDSBURG, PA

- Investigated the cause and manner of death of deceased individuals.
- Determine through investigation whether a death was considered suspicious or not.
- Responded to scenes ranging from hospitals to remote areas in a safe and responsible manner.
- Interacted with family and friends of recently deceased individuals to obtain medical histories, medication lists, events leading up to a persons death and the families wishes for the deceased until funeral arrangements can be made.
- Attended autopsies to document findings in writing and with photographs.
- Completed reports in an accurate and timely fashion using a computer based reporting program.
- Work as part of a team on more complex and higher profile cases.

EDUCATION

JUNE 2001

HIGH SCHOOL DIPLOMA

POCONO MOUNTAIN HIGH SCHOOL – SWIFTWATER, PA

JUNE 2001

DIESEL TECHNOLOGY

MONROE COUNTY AREA VOCATIONAL TECHNICAL SCHOOL – BARTONSVILLE, PA

JUNE 2008

PARAMEDIC CERTIFICATION

LUZERNE COUNTY COMMUNITY COLLEGE – NANTICOKE, PA

SKILLS

- Team Building
- High Stress Tolerance
- Transparent
- Multitasking
- Leadership Skills
- Problem Solving

CERTIFICATIONS

- Pennsylvania Emergency Management Agency
 - Emergency Management Staff Member Basic Certification
 - Emergency Management Staff Member Advanced Certification – delayed due to COVID
- National Incident Management System
 - 100, 200, 300, 400, 700 and 800
- International Fire Service Accreditation Congress
 - Firefighter I
 - Fire Service Instructor I
 - Fire Service Instructor II
- Pennsylvania Department of Health
 - Paramedic
 - Basic Vehicle Rescue Technician

ADDITIONAL INFORMATION

- Over 20 years of experience in the emergency response field
- Over 10 years of experience in management experience in emergency response
- Served in leadership roles in three fire departments and two EMS agencies in Monroe County
- Participated in numerous classes, training sessions and exercises in the fire, EMS and emergency management fields
- References available upon request