



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

November 2, 2020 7:00 p.m.

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

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

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

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

Announcements

- Mountain View Park is now closed for the winter season. Thank you to all our residents who continue to frequent our park and to our committed staff
- The Board of Commissioners will convene a work session on Wednesday, November 4 at 6:00 p.m. to discuss the FY 2021 Township Budget.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Hearings

- Ordinance 2020-08 – Motion to adopt Ordinance 2020-08 amending the Pocono Township Code of Ordinances Chapter 200, Fireworks to require all facilities selling Consumer Fireworks to post, in a prominent location, a placard, provided by the Township, advising customers of those dates when fireworks are permitted to be discharged within the Township. **(Action Item)**

Presentations

- Recognition and plaque presentation for Scott Gilliland and Ronald Swink for their years of service to the Pocono Township Planning Commission.
- Pocono Township Q3 Treasurer's Report – Frank Cefali, CPA & Pocono Township Treasurer

- Discussion regarding potential access across a Township-owned property adjoining I-80 to a neighboring parcel – Jonathan Weber, Marathon Studios, Inc.

Resolutions

- Resolution 2020-22 – Motion to adopt Resolution 2020-22, authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$170,589.00 to finance a 2021 Peterbilt Model 348 dump truck and related equipment; accepting a bank lease proposal; setting forth the terms and substantial form of the lease; and containing related provisions. This motion will also authorize the President of the Board of Commissioners to execute all documents related to this transaction. **(Action Item)**

OLD BUSINESS

- Motion to approve the minutes of the October 5, 2020 regular meeting of the Board of Commissioners. **(Action Item)**

NEW BUSINESS

1. Personnel

- Motion to hire new administrative assistant at a salary of \$40,386, subject to a 90-day probationary period. After the 90-day probationary period, the employee shall begin receiving healthcare and retirement benefits. After one year of employment, employee shall receive a base salary of \$50,481.60 to be received after one year of employment. **(Action Item)**

2. General Fund Budget Adjustments

- Motion to approve FY2020 general fund budget adjustments for the week of November 2, 2020 **(Action Item)**

3. Financial Transactions

- a. Motion to ratify vouchers payable received through October 29, 2020 in the amount of \$105,356.51. **(Action Item)**
- b. Ratify gross payroll for pay period ending October 18, 2020 in the amount of \$104,100.31. **(Action Item)**
- c. Motion to approve vouchers payable received through October 29, 2020 in the amount of \$111,791.02. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through October 29, 2020 in the amount of \$14,319.70. **(Action Item)**
- e. Motion to approve capital fund expenditures through October 29, 2020 in the amount of \$8,186.01. **(Action Item)**

4. Travel/Training Authorizations

Report of the President

Richard Wielebinski

- Motion to approve MOU with Teamsters Local 773 to document a change in the maximum weekly benefit of the disability plan from \$500 per week to \$1,000 per week for full-time employees. **(Action Item)**
- Discussion and possible action regarding remaining park capital projects for the year – chain link fence at Mountain View Park and new John Deere Gator **(Action Item)**
 - Quotes received for replacement of MVP Basketball Court fence

- Discussion regarding enforcement actions against 17 Summit Avenue and potential structural hazards **(Possible Action Item)**
- Discussion of amendment to Pocono Township Sign Ordinance and advertisement for public hearing **(Possible Action Item)**
- Discussion regarding Trap Enterprises request to extend time limit for the Developer to satisfy the conditions of approval for the 1) Trap Enterprises, LLC Hotel Project and 2) Abraham and Trapasso Enterprises, LLC Route 611 Project. An indefinite extension and five-year extension are requested for each project, respectively. **(Potential Action Item)**

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update
- Tropical Storm Isaias Update
- FEMA Flood Mitigation grant application

Ellen Grandt – Commissioner

Jerry Lastowski – Commissioner

- Ongoing enforcement actions against Short Term Rentals, including 150 Gravatts Way
 - Discussion regarding whether Township should pursue further proactive enforcement against STRs conducting non-permitted activity **(Potential Action Item)**

Keith Meeker – Commissioner

Reports

Zoning – October 2020 Permits Issued Report

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Discussion regarding potential sale of dump truck to another municipality **(Possible Action Item)**
- Current and remaining Public Works projects for 2020
- Robin Lane Drainage Project
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP

Administration – Manager's Report

- Update – Library inquiry regarding new signage
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications
- Wine Press Inn – Interest in Township-owned property
- Update – Regional HSPS Comprehensive Plan – Wednesday, December 16 at 6:00 p.m.

Township Engineer Report

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

Township Solicitor Report

- Discussion regarding amendment to the HJP Park cooperation agreement
- Update – Kelly Family Trust
- Update – Johnson Appeal Zoning Hearing

Public Comment

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

Adjournment

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2020-08

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

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

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

§200-12. Sales Facilities

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

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

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

§200-13. Enforcement: Violations and Penalties

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

SECTION 3. SEVERABILITY.

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

SECTION 4. REPEALER.

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

SECTION 5. EFFECTIVE.

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

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

ATTEST:

**POCONO TOWNSHIP BOARD OF
COMMISSIONERS**

TAYLOR MUNOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

General Fund

Treasurer's Report: Q3 2020

CASH ACCOUNTS BEGINNING BALANCES*

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
ESSA CD	1,046,193.79	1,046,193.79	1,046,193.79	
GENERAL CASH	2,884,574.76	2,688,519.86	3,749,567.45	
Payroll	1,000.00	1,000.00	1,000.00	
Petty Cash	174.26	250.00	203.46	
FEES IN LIEU	20,998.19	1,007.51	1,026.56	
Kollar Restricted	5,319.27	5,319.27	5,319.27	
*From balance sheet	3,958,260.27	3,742,290.43	4,803,310.55	0.00

Income

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
301.100 - Real Estate Taxes - Current	451,256.66	1,617,360.72	614,523.33		2,683,140.71	2,910,542.00	-227,401.29	92.19%
310.200 - Earned Income Taxes	404,693.54	464,813.85	377,261.96		1,246,769.35	1,500,000.00	-253,230.65	83.12%
Taxes Other								
301.200 - Real Estate Taxes - Delinquent	39,048.64	0.00	0.00		39,048.64	130,000.00	-90,951.36	30.04%
301.300 - Returned Taxes - Upset Sale		0.00	0.00		0.00	5,000.00		
310.100 - Real Estate Transfer Taxes	61,018.86	45,948.49	103,030.41		209,997.76	175,000.00	34,997.76	120.00%
310.500 - Local Services Taxes	99,367.00	93,781.67	75,226.22		268,374.89	480,000.00	-211,625.11	55.91%
Total Taxes Other	199,434.50	139,730.16	178,256.63	0.00	517,421.29	790,000.00	-272,578.71	65.50%
Licenses, permits and fees								
321.800 - Cable TV Franchise Fees	48,568.05	47,101.75	45,198.72		140,868.52	200,000.00	-59,131.48	70.43%
322.100 - Application fees	175.00	0.00	0.00		175.00	100.00	75.00	175.00%
Total Licenses, permits and fees	48,743.05	47,101.75	45,198.72	0.00	141,043.52	200,100.00	-59,056.48	70.49%
Fines and Forfeits								
331.100 - Court Fines - District Magistra	17,472.82	8,651.80	19,336.64		45,461.26	40,000.00	5,461.26	113.65%
331.110 - Motor Vehicle Code Violations	2,537.76	7,131.78	2,590.35		12,259.89	20,000.00	-7,740.11	61.30%
332.100 - Restitution	5.34	0.00			5.34		0.00	100.00%
Total Fines and Forfeits	20,015.92	15,783.58	21,926.99	0.00	57,726.49	60,000.00	-2,273.51	96.21%
341.010 - Interest on Investments	3,494.35	3,683.25	2,685.05		9,862.65	28,000.00	-18,137.35	35.22%
Other State Grants								
354.100 - Police Grants	0.00	0.00	3,000.00		3,000.00	5,000.00	-2,000.00	60.00%
355.010 - Public Utility Realty Tax	0.00	0.00	0.00		0.00	5,500.00	-5,500.00	0.00%
355.040 - Alcoholic Beverage Licenses	1,150.00	0.00	1,200.00		2,350.00	4,000.00	-1,650.00	58.75%
355.050 - Pension System State Aid	0.00	8,984.00	265,886.99		274,870.99	214,141.00	60,729.99	128.36%
355.070 - Foreign Fire Insurance	0.00	0.00	77,606.39		77,606.39	73,000.00	4,606.39	106.31%
356.100 - State Payments in Lieu of Taxes	0.00	0.00	412.32		412.32	400.00	12.32	103.08%
Total Other State Grants	1,150.00	8,984.00	348,105.70	0.00	358,239.70	302,041.00	56,198.70	118.61%
357.030 - County Grants								
362.100 - Police Services								
362.101 - Reimbursement Police overtime			0.00		0.00	30,000.00	-30,000.00	0.00%
362.100 - Police Services - Other	6,240.00	100.00	2,002.72		8,342.72	17,000.00	-8,657.28	49.08%
Total 362.100 - Police Services	6,240.00	100.00	2,002.72	0.00	8,342.72	47,000.00	-38,657.28	17.75%

General Fund Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
Building Permits								
362.410 - Building Permits - BIU	38,658.03	61,788.67	116,430.07		216,876.77	100,000.00	116,876.77	216.88%
Total Building Permits	38,658.03	61,788.67	116,430.07	0.00	216,876.77	100,000.00	116,876.77	216.88%
Charges for Services								
361.101 - Sewer Admin Services	2,079.64	7,034.48	4,281.85		13,395.97	25,000.00	-11,604.03	53.58%
361.310 - Subdivision, Land Develop Fees	2,800.00	1,500.00			4,300.00	5,000.00	-700.00	86.00%
361.330 - Zoning Hearing Board Fees	1,650.00	750.00			2,400.00	3,750.00	-1,350.00	64.00%
361.341 - UCC Appeal Board Fees		0.00						
361.340 - Cond Use, Curative PRD Fees	0.00	800.00			800.00	750.00	50.00	106.67%
361.700 - Reproduction of Records	26.95	253.30	344.10		624.35	250.00	374.35	249.74%
362.110 - Sale of Police Reports	1,854.25	824.75	1,822.30		4,501.30	4,000.00	501.30	112.53%
362.130 - Security Alarm Fees	0.00	20.00			20.00	100.00	-80.00	20.00%
362.300 - Zoning Permits	12,344.00	3,206.65	12,161.60		27,712.25	25,000.00	2,712.25	110.85%
362.440 - Sewer System Permits	7,350.00	4,200.00	10,025.00		21,575.00	15,000.00	6,575.00	143.83%
362.450 - Use & Occupancy Permits	275.00	100.00	425.00		800.00	2,500.00	-1,700.00	32.00%
362.475 - Well Permits	300.00	100.00	700.00		1,100.00	1,500.00	-400.00	73.33%
362.480 - Pool Permits	0.00	0.00			0.00	100.00	-100.00	0.00%
362.485 - Sign Permits	904.50	100.00	1,150.00		2,154.50	5,000.00	-2,845.50	43.09%
362.491 - Fireworks Permits	0.00	0.00			0.00	200.00	-200.00	0.00%
362.493 - TRANSIENT DWELLING	1,000.00	2,190.00	2,860.00		6,050.00	3,000.00	3,050.00	201.67%
362.495 - UCC Fees	125.00	135.50	296.00		557.50	500.00	57.50	111.50%
362.600 - Miscellaneous Permits	1,225.00	50.00	1,125.00		2,400.00	500.00	1,900.00	480.00%
363.500 - Public Works Services	0.00	7,942.00	0.00		7,942.00	7,500.00	442.00	105.89%
Total Charges for Services	31,935.34	29,206.68	35,190.85	0.00	96,332.87	99,650.00	-3,317.13	96.67%
367.140 - Pavillion Rental Fees	6,003.20	437.20	5,050.00		11,490.40	16,000.00	-4,509.60	71.82%
367.180 - Heritage Center Rental Fees					0.00	0.00	0.00	0.00%
Other Operating Revenue								
389.101 - Other Unclassified Revenue	484.57	0.00	9.20		493.77	0.00	493.77	100.00%
387.100 - Contributions and Donations		1.00			1.00	0.00	1.00	100.00%
387.200 - Fees in Lieu of Improvements		0.00			0.00	500.00	-500.00	0.00%
Total Other Operating Revenue	484.57	1.00	9.20	0.00	494.77	500.00	-5.23	98.95%
Other Financing Sources								
391.100 - Sale of Surplus Property	0.00	140.25	900.00		1,040.25	5,000.00	-3,959.75	20.81%
395.000 - Refunds of Prior Year Expenses	25,788.14	154,134.61			179,922.75	150,000.00	29,922.75	119.95%
395.001 - EE portion Health Ins.	1,483.52	2,377.08	2,347.43		6,208.03	6,946.00	-737.97	89.38%
Total Other Financing Sources	27,271.66	156,651.94	3,247.43	0.00	187,171.03	161,946.00	25,225.03	115.58%
392.900 - Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00	665,049.08	-665,049.08	0.00%
Total Income	1,239,380.82	2,545,642.80	1,749,888.65	0.00	5,534,912.27	6,880,828.08	-1,345,915.81	80.44%

General Fund

Treasurer's Report: Q3 2020

Expense	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
General Government								
400.110 · Salary & Wages - Legislative	4,062.50	4,071.84	4,062.50		12,196.84	16,250.00	-4,053.16	75.06%
400.192 · Legislative SSI Tax	310.78	310.78	310.78		932.34	1,243.00	-310.66	75.01%
400.260 · Minor Equipment	0.00	0.00			0.00	1,013.55	-1,013.55	0.00%
400.420 · Dues, Subscriptions & Membershi	579.00	0.00			579.00	7,500.00	-6,921.00	7.72%
400.460 · Legislative -Meetings & Training	965.00	0.00			965.00	3,000.00	-2,035.00	32.17%
400.540 · Legislative - Donations	0.00	300.00			300.00	1,000.00	-700.00	30.00%
401.110 · Admin Salaries & Wages	36,011.29	25,626.79	22,153.86		83,791.94	108,820.00	-25,028.06	77.00%
401.192 · Admin SSI Taxes	2,751.44	1,940.52	1,685.26		6,377.22	8,324.73	-1,947.51	76.61%
401.196 · Admin Health Insurance	3,902.76	7,098.35	7,012.02		18,013.13	22,752.81	-4,739.68	79.17%
401.197 · Admin HRA Fees	20.60	20.60	10.30		51.50	1,000.00	-948.50	5.15%
401.198 · Non-Uniformed Pension Plan	2,027.25	0.00	99.69		2,126.94	8,109.00	-5,982.06	26.23%
401.199 · Admin Life and Disability Ins	179.10	175.12	312.18		666.40	864.00	-197.60	77.13%
401.200 · Administration Allowances	65.72	262.92	697.81		1,026.45	1,526.45	-500.00	67.24%
401.220 · Admin Operating Supplies	554.70	0.00	0.00		554.70	2,500.00	-1,945.30	22.19%
401.260 · Admin Minor Equipment	0.00	0.00	63.96		63.96	1,500.00	-1,436.04	4.26%
401.420 · Admin Dues, Subscriptions & Mem	663.00	1,094.32	937.00		2,694.32	3,444.32	-750.00	78.23%
401.460 · Admin Meetings & Training	0.00	0.00	311.50		311.50	2,500.00	-2,188.50	12.46%
402.110 · Fin Admin Salaries & Wages	12,464.00	14,560.00	12,480.00		39,504.00	54,080.00	-14,576.00	73.05%
402.192 · Fin Admin SSI Taxes	939.55	1,094.67	946.00		2,980.22	4,137.12	-1,156.90	72.04%
402.196 · Fin Admin Health Insurance	9,089.36	6,817.02	7,012.02		22,918.40	28,436.16	-5,517.76	80.60%
402.197 · Fin Admin HRA Fees	15.45	15.45	10.30		41.20	2,000.00	-1,958.80	2.06%
402.198 · Fin Admin Non-Uni Pension Plan	1,301.76	1,123.20	1,421.55		3,846.51	6,101.20	-2,254.69	63.05%
402.199 · Fin Admin Life & Disability Ins	179.10	238.80	247.72		665.62	804.00	-138.38	82.79%
402.310 · Fin Admin Professional Svcs	12,388.75	1,015.00	5,978.75		19,382.50	25,500.00	-6,117.50	76.01%
403.110 · Tax Collection Salaries & Wages	2,307.72	2,692.34	2,307.72		7,307.78	10,000.00	-2,692.22	73.08%
403.192 · Tax Collection SSI Taxes	176.52	205.94	176.52		558.98	765.00	-206.02	73.07%
403.199 · Tax Collection Bond Ins	0.00	0.00	0.00		0.00	2,000.00	-2,000.00	0.00%
403.215 · Tax Collection Postage	0.00	0.00	0.00		0.00	2,000.00	-2,000.00	0.00%
403.220 · Tax Collection Operating Supply	0.00	0.00	0.00		0.00	1,500.00	-1,500.00	0.00%
403.310 · Tax Collection Professional Sv	8,185.26	8,783.87	7,094.80		24,063.93	35,000.00	-10,936.07	68.75%
404.310 · Township Solicitor	15,985.38	10,955.95	10,125.70		37,067.03	81,431.19	-44,364.16	45.52%
404.314 · Legal Services Special Counsel	1,689.50	4,011.00	8,832.50		14,533.00	15,000.00	-467.00	96.89%
405.110 · Secretary Salaries & Wages	23,514.88	27,431.46	23,612.63		74,558.97	109,067.20	-34,508.23	68.36%
405.120 · Secretary OT	975.33	884.25	780.27		2,639.85	5,000.00	-2,360.15	52.80%
405.192 · Secretary SSI Taxes	1,868.91	2,154.94	1,866.68		5,890.53	7,731.64	-1,841.11	76.19%
405.196 · Secretary Insurance	19,100.36	14,016.78	14,465.00		47,584.14	57,072.32	-9,488.18	83.38%
405.197 · Secretary HRA Fees	15.45	15.45	10.30		41.20	0.00	41.20	0.00%
405.198 · Secretary Non-Uni Pension Plan	2,561.67	2,186.92	2,554.85		7,305.44	9,096.05	-1,790.61	80.31%

General Fund Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
405.199 - Secretary Life & Disability Ins	358.20	477.60	479.37		1,315.17	1,632.80	-317.63	80.55%
406.215 - Gen Govt Postage	177.91	1,682.50	1,759.35		3,619.76	7,200.00	-3,580.24	50.27%
406.220 - Gen Govt Operation Supplies	1,650.01	946.99	1,777.27		4,374.27	7,000.00	-2,625.73	62.49%
406.310 - Gen Govt Professional Svcs	4,348.00	250.00	275.00		4,873.00	12,000.00	-7,127.00	40.61%
406.320 - Gen Govt Communications	1,727.59	1,863.17	2,071.13		5,661.89	10,000.00	-4,338.11	56.62%
406.340 - Gen Govt Advertising & Printing	2,273.39	2,136.21	1,028.59		5,438.19	6,000.00	-561.81	90.64%
406.374 - Gen Govt Office Equipment Maint	0.00	0.00			0.00	1,000.00	-1,000.00	0.00%
406.384 - Gen Govt Equipment Leases	833.11	733.11	733.11		2,299.33	4,000.00	-1,700.67	57.48%
407.252 - Computer Parts & Supplies	0.00	0.00	71.98		71.98	1,000.00	-928.02	7.20%
407.260 - Technology Minor Equipment	0.00	0.00			0.00	2,000.00	-2,000.00	0.00%
407.450 - Contracted Services	19,144.75	19,936.00	15,675.69		54,756.44	69,690.36	-14,933.92	78.57%
408.310 - Township Engineer	13,443.37	6,338.73	23,031.53		42,813.63	57,000.00	-14,186.37	75.11%
409.220 - Building Operating Supplies	803.78	552.44	659.72		2,015.94	3,500.00	-1,484.06	57.50%
409.360 - Building Utilities	8,208.42	3,564.43	4,058.86		15,831.71	22,309.64	-6,477.93	70.95%
409.373 - Building Maint & Repairs	3,208.60	2,664.37	1,647.87		7,540.84	12,321.68	-4,780.84	61.20%
409.450 - Building Contracted Services	1,160.49	1,224.33	1,216.83		3,601.65	5,000.00	-1,398.35	72.03%
Total General Government	222,189.71	181,498.16	192,066.47	0.00	595,754.34	869,724.22	-273,969.88	68.50%
Public Safety								
POLICE								
410.120 - Police Salaries & Wages-Admin	22,186.62	25,884.39	22,186.62		70,257.63	99,395.00	-29,137.37	70.69%
410.130 - Police Salaries & Wages-Officer	299,488.00	341,892.43	344,657.20		986,037.63	1,459,426.51	-473,388.88	67.56%
410.140 - Police Salaries & Wages-Civilian	11,877.44	13,871.20	11,889.60		37,638.24	50,585.60	-12,947.36	74.41%
410.178 - Leave -- Other	0.00	2,926.40	0.00		2,926.40			
410.179 - Police Longevity Pay	6,321.31	20,427.93	23,012.22		49,761.46	51,363.87	-1,602.41	96.88%
410.180 - Police Overtime Wages	24,949.08	21,023.28	28,563.61		74,535.97	142,000.00	-67,464.03	52.49%
410.185 - Sick & Vacation Buy Back	6,317.87	4,895.98	3,127.10		14,340.95	70,000.00	-55,659.05	20.49%
410.187 - Police Overtime Civ Support	0.00	0.00	0.00		0.00	500.00	-500.00	0.00%
410.190 - Police HRA Fees	1,742.22	359.60	984.06		3,085.88	49,288.00	-46,202.12	6.26%
410.191 - Uniform Allowance	827.17	667.17	1,191.02		2,685.36	16,800.00	-14,114.64	15.98%
410.192 - Police SSI Taxes	28,631.13	29,882.64	33,113.54		91,627.31	151,950.64	-60,323.33	60.30%
410.196 - Police Health Insurance	160,943.86	116,849.49	120,555.08		398,348.43	593,090.88	-194,742.45	67.16%
410.197 - Police Pension Plan	0.00	0.00	221,241.42		221,241.42		0.00	100.00%
410.198 - Police Life & Disability Ins	3,402.90	4,537.20	5,674.19		13,614.29	17,688.00	-4,073.71	76.97%
410.199 - Police Non-Uniform Pension	1,241.85	1,070.07	1,248.41		3,560.33	4,552.70	-992.37	78.20%
410.200 - Police 457 Contribution	1,942.55	2,144.45	2,117.95		6,204.95	12,600.00	-6,395.05	49.25%
410.216 - Police Community Outreach	0.00	0.00			0.00	2,000.00	-2,000.00	0.00%
410.220 - Police Operating Supplies	1,563.68	1,307.89	540.99		3,812.56	7,500.00	-3,687.44	50.83%
410.221 - Crime Scene Supplies	0.00	0.00			0.00	1,000.00	-1,000.00	0.00%
410.222 - Ammunition/Field Materials	2,495.00	0.00			2,495.00	6,000.00	-3,505.00	41.58%
410.231 - Vehicle Fuel	14,348.60	5,946.51	11,808.99		32,104.10	45,000.00	-12,895.90	71.34%
410.238 - Uniform Expense	0.00	114.99	0.00		114.99	2,000.00	-1,885.01	5.75%

General Fund Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
410.260 - Police Minor Equipment	1,978.54	1,865.63	2,586.60		6,430.77	15,600.00	-9,169.23	41.22%
410.270 - Police IT	9,002.07	8,191.97	7,824.62		25,018.66	33,000.00	-7,981.34	75.81%
410.310 - Police Professional Services	12,010.57	7,488.00	10,478.30		29,976.87	37,427.37	-7,450.50	80.09%
410.314 - Civil Service Comm Solicitor	0.00	0.00			0.00	3,000.00	-3,000.00	0.00%
410.317 - POLICE NEW HIRES EXP	0.00	0.00			0.00	27,372.63		
410.320 - Police Communications	3,974.96	3,026.84	2,974.98		9,976.78	17,306.40	-7,329.62	57.65%
410.331 - Travel/Lodging	79.46	0.00			79.46	3,000.00	-2,920.54	2.65%
410.341 - Police Advertising & Printing	847.07	398.45	227.93		1,473.45	2,500.00	-1,026.55	58.94%
410.373 - Police Maint & Repair Bldg	2,230.72	927.00	1,391.00		4,548.72	10,000.00	-5,451.28	45.49%
410.374 - Police Equipment Maint	1,098.29	224.00	1,792.96		3,115.25	5,000.00	-1,884.75	62.31%
410.420 - Police Dues, Subscriptions	0.00	322.40	119.00		441.40	1,000.00	-558.60	44.14%
410.450 - Police Contracted Services	12,720.25	13,707.75	34,418.93		60,846.93	61,846.93	-1,000.00	98.38%
410.451 - Police Vehicle Maintenance	11,213.13	4,800.79	9,385.19		25,399.11	33,000.00	-7,600.89	76.97%
410.460 - Police Meetings & Training	5,887.00	-1,137.00	1,250.00		6,000.00	10,000.00	-4,000.00	60.00%
Total Police	649,721.34	633,617.45	904,361.51	0.00	2,187,700.30	3,264,043.95	-1,051,897.42	67.02%
OTHER PUBLIC SAFETY								
411.540 - Foreign Fire Payments	0.00	0.00	77,606.39		77,606.39	77,606.39	0.00	100.00%
411.541 - Disbursement to Fire Company	0.00	0.00	218,000.00		218,000.00	218,000.00	0.00	100.00%
413.220 - Code Enforcement Supplies	0.00	0.00	0.00		0.00	100.00	-100.00	0.00%
413.310 - Prof Services - BIU Building	10,124.05	61,695.28	57,050.27		128,869.60	168,869.60	-40,000.00	76.31%
413.311 - Prof Services - SEO	6,900.00	3,020.00	11,945.00		21,865.00	27,000.00	-5,135.00	80.98%
413.319 - Code Enforcement UCC Fees	283.50	0.00	99.00		382.50	1,000.00	-617.50	38.25%
414.110 - Planning & Zoning Salaries	0.00	0.00	0.00		0.00	1,000.00	-1,000.00	0.00%
414.220 - Planning & Zoning Supplies	0.00	70.88	0.00		70.88	500.00	-429.12	14.18%
414.310 - Planning & Zoning Prof Svcs	9,732.00	20,957.50	12,676.80		43,366.30	67,893.61	-24,527.31	63.87%
414.313 - Planning & Zoning Engineering	60.40	0.00	0.00		60.40	2,500.00	-2,439.60	2.42%
414.314 - Planning & Zoning Legal	11,679.25	3,978.50	7,029.25		22,687.00	26,850.25	-4,163.25	84.49%
414.319 - MS4 Fees	1,159.55	660.00	7,550.67		9,370.22	16,564.61	-7,194.39	56.57%
414.341 - Planning & Zoning Advertising	947.46	435.84	701.84		2,085.14	3,085.14	-1,000.00	67.59%
415.220 - Emer Mgmt Operating Supplies	2,489.91	17,728.06	-16,552.57		3,665.40	500.00	3,165.40	733.08%
415.364 - Emergency Management Operations	0.00	0.00	290.00		290.00	1,500.00	-1,210.00	19.33%
415.460 - Emer Mgmt Meetings & Training	95.00	0.00	0.00		95.00	1,000.00	-905.00	9.50%
Total Public Safety Other	43,471.12	108,546.06	376,396.65	0.00	528,413.83	613,969.60	-85,555.77	86.07%
Total Public Safety	693,192.46	742,163.51	1,280,758.16	0.00	2,716,114.13	3,878,013.55	-1,137,453.19	70.04%
Public Works - Other								
427.220 - Solid Waste Coll Supplies	78.00	78.00	48.00		204.00	1,500.00	-1,422.00	13.60%
427.450 - Contracted Svcs - Clean-Up Days	0.00	24,733.50	0.00		24,733.50	50,000.00	-25,266.50	49.47%
Total Public Works - Other	78.00	24,811.50	48.00	0.00	24,837.50	51,500.00	-26,662.50	48.42%

General Fund Treasurer's Report: Q3 2020

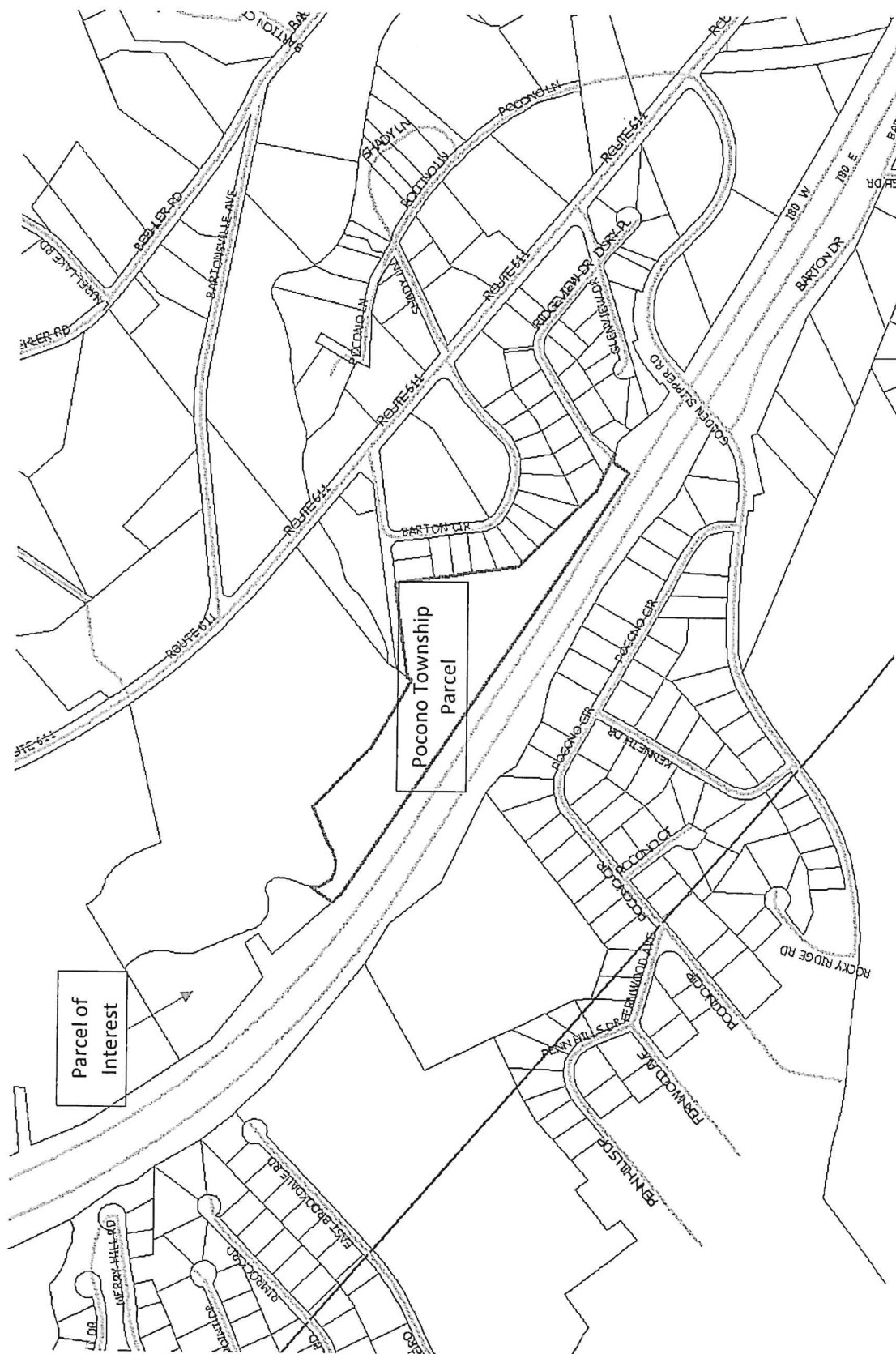
	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
PW-Hwys, Roads & Streets								
430.110 · Public Works Salaries	130,600.12	164,159.28	132,368.97		427,128.37	593,451.68	-166,323.31	71.97%
430.120 · Public Works OT Wages	8,936.45	3,844.96	3,656.50		16,437.91	30,000.00	-13,562.09	54.79%
430.192 · Public Works SSI Taxes	10,593.18	12,722.36	10,742.02		34,057.56	47,594.05	-13,636.49	71.41%
430.196 · Public Works Insurance	82,484.59	61,378.80	61,117.46		204,980.85	247,788.48	-42,807.63	82.72%
430.198 · Public Works N-JU Pension	12,591.00	12,347.59	14,001.85		38,940.44	47,594.06	-8,753.62	81.65%
430.199 · Public Works Life & Disab Ins	1,970.10	2,626.80	2,623.79		7,220.69	8,844.00	-1,623.31	81.65%
430.220 · Public Works Oper Supplies	2,054.50	3,693.84	3,884.49		9,632.83	12,500.00	-2,867.17	77.06%
430.232 · Public Works Diesel	13,606.54	4,632.73	11,929.03		30,168.30	40,000.00	-9,831.70	75.42%
430.234 · Public Works Vehicle Supplies	433.40	2,122.20	2.15		2,557.75	10,000.00	-7,442.25	25.58%
430.238 · Public Works Uniforms	1,490.54	752.86	1,251.85		3,495.25	6,500.00	-3,004.75	53.77%
430.238 · Public Works Safety Gear	0.00	0.00			0.00	7,500.00	-7,500.00	0.00%
430.260 · Public Works Minor Equip Purch	0.00	0.00			0.00	2,500.00	-2,500.00	0.00%
430.341 · Public Works Advertising	0.00	320.00			320.00	500.00	-180.00	64.00%
430.373 · Public Works Maint & Rep Bldg	1,515.28	511.83	441.50		2,468.61	5,000.00	-2,531.39	49.37%
430.375 · Public Works Heavy Equip Maint	9,961.17	35,649.13	12,862.54		58,472.84	68,170.55	-9,697.71	85.77%
430.384 · Public Works Equip Rental	550.00	0.00			550.00	1,013.91	-463.91	54.25%
430.420 · Public Works Dues, Subscription	100.00	0.00			100.00	100.00	0.00	100.00%
430.450 · Public Works Contracted Svcs	3,054.50	1,529.75	3,114.00		7,698.25	10,000.00	-2,301.75	76.98%
430.460 · Public Works Meetings & Trainin	60.00	99.98	207.50		367.48	1,000.00	-632.52	36.75%
430.650 · Public Works Hand Tool Purch	729.86	356.25	305.25		1,391.36	1,139.38	251.98	122.12%
432.220 · Snow & Ice Rem Oper Supplies	18,634.98	0.00			18,634.98	125,000.00	-106,365.02	14.91%
432.375 · Snow & Ice Rem Equipment Maint	1,148.97	0.00			1,148.97	7,500.00	-6,351.03	15.32%
433.220 · Traffic Signals & Signs Supply	1,456.26	3,639.24	375.50		5,471.00	2,000.00	3,471.00	273.55%
433.360 · Traffic Signals & Signs Utiliti	1,215.33	969.44	1,002.55		3,187.32	4,000.00	-812.68	79.68%
433.450 · Traffic Signals Contracted Svcs	0.00	3,574.00	350.00		3,924.00	6,000.00	-2,076.00	65.40%
438.220 · Road Maint Supplies	6,640.89	25,370.88	58,164.39		90,176.16	90,176.16	0.00	100.00%
438.611 · Line Painting	0.00	0.00			0.00	0.00	0.00	0.00%
438.612 · Crack Sealing	0.00	0.00			0.00	5,000.00	-5,000.00	0.00%
438.613 · Vegetation Control	0.00	0.00			0.00	2,000.00	-2,000.00	0.00%
Total PW-Hwys, Roads & Streets	309,827.66	340,301.92	318,401.34	0.00	968,530.92	1,383,072.27	-414,541.35	70.03%
Culture and Recreation								
452.390 · Recreation fees	146.50	67.15	141.30		354.95	500.00	-145.05	70.99%
454.110 · Park Salary & Wage	636.54	16,696.82	21,587.47		38,920.83	68,400.00	-29,479.17	56.90%
454.192 · Park SSI	48.70	1,277.33	1,651.47		2,977.50	5,232.60	-2,255.10	56.90%
454.220 · Park Operating Supplies	316.41	1,153.09	1,067.66		2,537.16	3,000.00	-462.84	84.57%
454.231 · Park Vehicle Fuel	0.00	0.00	453.28		453.28	1,500.00	-1,046.72	30.22%
454.260 · Park Minor Equipment	0.00	740.01	238.45		978.46	1,500.00	-521.54	65.23%
454.320 · Park Communications	105.11	104.69	106.85		316.65	2,000.00	-1,683.35	15.83%
454.340 · Park Advertising & Printing	0.00	0.00	0.00		0.00	1,500.00	-1,500.00	0.00%
454.360 · Park Utilities	1,602.54	1,208.67	1,076.33		3,887.54	5,000.00	-1,112.46	77.75%

General Fund

Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
454.373 - Park Repairs & Maintenance	3,640.88	-790.60	909.54		3,759.82	10,000.00	-6,240.18	37.60%
454.374 - Park Equipment Maintenance	700.38	210.20	560.26		1,470.84	2,000.00	-529.16	73.54%
454.450 - Park Contracted Services	2,983.92	1,030.92	5,382.42		9,397.26	10,000.00	-602.74	93.97%
454.700 - Park Recreation Board	0.00	0.00	0.00		0.00	9,500.00	-9,500.00	0.00%
457.540 - Community Day Celebration	0.00	0.00	0.00		0.00	5,000.00	-5,000.00	0.00%
Total Culture and Recreation	10,160.98	21,698.28	33,175.03	0.00	65,054.29	125,132.60	-114,951.62	51.99%
Benefits and Withholding								
483.194 - Employer Pd Unemployment Comp	12,694.51	939.56	0.00		13,634.07	30,000.00	-16,365.93	45.45%
483.195 - Employer Pd Worker's Comp	57,594.28	41,190.96	40,506.92		139,292.16	167,431.00	-28,138.84	83.19%
483.200 - Federal Healthcare Tax	0.00	182.88	0.00		182.88	200.00	-17.12	91.44%
Total Benefits and Withholding	70,288.79	42,313.40	40,506.92	0.00	153,109.11	197,631.00	-44,521.89	77%
Insurance								
486.350 - Property & Liability Insurance	113,570.00	0.00			113,570.00	113,930.00	-360.00	99.68%
486.355 - Professional Bonds	0.00	1,786.00	6,845.00		8,631.00	10,000.00	-1,369.00	86.31%
Total Insurance	113,570.00	1,786.00	6,845.00	0.00	122,201.00	123,930.00	-1,729.00	98.61%
Misc Expenses								
489.100 - Miscellaneous Expenses	136.10	193.08	0.00		329.18	0.00	329.18	100.00%
Total Misc Expenses	0.00	0.00	0.00	0.00	329.18	0.00	329.18	0.00%
Interfund Transfers Out								
492.310 - Transfer to Capital Fund Reserv	118,724.44	0.00			118,724.44	118,724.44	0.00	100.00%
Total Interfund Transfers Out	118,724.44	0.00	0.00	0.00	118,724.44	118,724.44	0.00	0.00%
Other Expenses								
463.540 - TIF	0.00	132,791.56	0.00		132,791.56	133,000.00	-208.44	99.84%
999.999 - uncategorized expenses	0.00	0.00	0.00		0.00		0.00	
66900 - Reconciliation Discrepancies	0.00		-0.03		-0.03		-0.03	0.00%
491.000 - Refund of Prior Year Revenues	1,065.10	1,528.36	0.00		2,593.46	100.00	2,493.46	2,593.46%
Total Other Expenses	1,065.10	134,319.92	-0.03	0.00	135,384.99	133,100.00	2,284.99	101.72%
Total Expense	1,539,253.24	1,489,085.77	1,871,800.89	0.00	4,900,139.90	5,880,828.08	-1,980,688.18	71.21%
Net Income	-299,872.42	1,056,557.03	-121,912.24	0.00	634,772.37	0.00	634,772.37	100.00%
CASH ACCOUNTS ENDING BALANCES*								
ESSA CD 9 Months	1,046,193.79	1,046,193.79	1,046,193.79	Q4 2020				
GENERAL CASH	2,688,519.86	3,749,567.45	3,559,667.58					
Payroll	1,000.00	1,000.00	1,000.00					
Petty Cash	250.00	203.46	250.00					
FEES IN LIEU	1,007.51	1,026.58	1,027.80					
KOLLAR RESTRICTED	5,319.27	5,319.27	5,319.27					
*From balance sheet	3,742,290.43	4,803,310.55	4,613,458.44	0.00				

Presentation by Jonathan Weber – Request for access across Pocono Township-owned property adjoining I-80 to neighboring parcel



TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2020-22

A RESOLUTION OF THE TOWNSHIP OF POCONO
AUTHORIZING AND SECURING THE ISSUANCE OF A
DEBT OBLIGATION IN THE FORM OF A NON-
APPROPRIATION LEASE IN THE MAXIMUM PRINCIPAL
AMOUNT OF \$170,589.00 TO FINANCE A 2021 PETERBILT
MODEL 348 SINGLE AXLE DUMP TRUCK AND RELATED
EQUIPMENT; ACCEPTING A BANK LEASE PROPOSAL;
SETTING FORTH THE TERMS AND SUBSTANTIAL FORM
OF THE LEASE; AND CONTAINING RELATED
PROVISIONS.

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, has determined to enter into a debt obligation, in the form of a Lease, in the maximum principal amount of \$170,589.00 (the "Lease") to finance a single axle dump truck and related equipment (the "Project"); and

WHEREAS, the Board of Commissioners hereby accepts the Retail Order provided by Hunter Keystone Peterbilt, L.P. for the lease of a 2021 Peterbilt Model 348 single axle dump truck and related equipment, Serial No. 2NP3HJ8X7MM709474, for a total price of \$170,595.00.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Pocono Township as follows:

1. The Board of Commissioners of Pocono Township hereby authorizes a Lease with Bank Capital Services, LLC d/b/a F.N.B. Equipment Finance, a subsidiary of First National Bank of Pennsylvania (the "Lessor"), pursuant to this Resolution, to finance the Project.
2. The Board of Commissioners desires to accept the Lease proposal, to award the Lease to Lessor, without the requirement of pledging the full faith and credit of Pocono Township.
3. The Board of Commissioners expresses its finding that it is in the best interest of the Township to enter into this Lease.
4. The reasonable expected life of the Project is at least five (5) years.
5. The Board of Commissioners hereby authorizes a Lease at a total price of \$170,595.00, representing the balance due and owing on the Project.

6. The Lease and Addendum shall be payable in three (5) consecutive annual payments.
7. The principal and interest on the Lease shall be payable at the principal office or at any branch of the Lessor, in lawful money of the United States of America.
8. The Lease and Addendum shall be executed in the name of and on behalf of Pocono Township by the manual signature of the President or Vice President of the Board of Commissioners and the official seal affixed thereto and the manual signature of the Secretary of the Township shall be affixed thereto in attestation thereof; and said officers are authorized to execute and attest, as applicable, the Lease.
9. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence or clause or part of this Resolution, it being the intent of the Township that this remainder shall be and shall remain in full force and effect.
10. All Resolutions or part of this Resolution, insofar as the same shall be inconsistent herewith, shall be and the same are expressly repealed.

DULY ADOPTED, by the Board of Commissioners of the Township of Pocono, in Monroe County, Pennsylvania in a lawful session duly assembled, this 2nd day of November, 2020.

ATTEST:

TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA

By: _____
Taylor W. Muñoz
Secretary

By: _____
Richard Wielebinski
President

(SEAL)

October 19, 2020

**Pocono Township Board of Commissioners
Regular Meeting Minutes
October 19, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on October 19, 2020 at the Pocono Township Municipal Building and opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

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

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

Public Comment – None

Announcements

- Pocono Township's Trick-or-Treat hours will be held this year on Saturday, October 31st from 5:00 p.m. to 8:00 p.m.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our Township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Hearings

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

R. Wielebinski made a motion, seconded by K. Meeker, to open a public hearing on Ordinance 2020-07. All in favor. Motion carried.

L. DeVito confirmed hearing has been properly advertised. No public comment.

R. Wielebinski made a motion, seconded by K. Meeker, to close the public hearing on Ordinance 2020-07. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to adopt Ordinance 2020-07 amending the Pocono Township Code of Ordinances by adopting a new Chapter 150 related to maintenance of properties within the Township; providing for remedial action by the Township in specified situations; and prescribing penalties for violation of the regulations and repealing all ordinances inconsistent therewith. Roll Call: J. Belvin, yes; E. Gmandt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Presentations - None

Resolutions - None

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the October 5, 2020 regular meeting of the Board of Commissioners. All in favor. Motion carried.

NEW BUSINESS

1. Personnel – No new business.

2. Financial Transactions

R. Wielebinski made a motion, seconded by E. Gndt, to ratify vouchers payable received through October 15, 2020 in the amount of \$101,457.14. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify gross payroll for pay period ending October 4, 2020 in the amount of \$99,409.60. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through October 15, 2020 in the amount of \$203,762.66. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to approve sewer operating fund expenditures through October 15, 2020 in the amount of \$105,397.28. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to approve capital fund expenditures through October 15, 2020 in the amount of \$5,819.02. All in favor. Motion carried.

3. 2020 3rd Quarter Budget Adjustments

R. Wielebinski made a motion, seconded by J. Lastowski, to approve 3rd Quarter General Fund budget adjustments for the 2020 Fiscal Year. Discussion followed. E. Gndt commented that, according to First Class Township code, budget adjustments should be approved as expenditures are incurred and line items exceeded. All in favor. Motion carried.

4. Travel/Training Authorizations - None

Report of the President

Richard Wielebinski

- Proposed date for next FY 2021 Budget Work Session – Wednesday, November 4, 2020. E. Gndt questioned timing of meeting and having sufficient time for review before official presentation of budget.
- Discussion regarding proposed amendment to Township Fireworks Ordinance and possible advertisement for public hearing. Recapped discussion regarding requiring store owners to display placard with specified information about Township fireworks regulations.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize solicitor to advertise the proposed amendment to Township Fireworks Ordinance. Discussion - E. Gndt expressed concern that we are penalizing business owners. J. Lastowski said the placard is to notify individuals what the ordinance requires. R. Wielebinski feels people should know some of the regulations, helping with compliance. J. Belvin added that the Township has struggled with getting compliance from some fireworks store owners on other Township ordinances too. Roll Call Vote: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Discussion regarding remaining park capital projects for the year – chain link fence at Mountain View Park and new John Deere Gator. R. Wielebinski indicated approximately \$40,000 is left in the park capital budget. Fence around the basketball court is in disrepair.

R. Wielebinski made a motion, seconded by K. Meeker, to replace the basketball court fence and to purchase two gators at the park. Discussion - E. Gndt does not feel the timing is correct with funds in the budget and expressed concerns about equipment sitting until spring. J. Lastowski feels reluctant to spend the monies this year. Motion rescinded by R. Wielebinski and K. Meeker.

- Update – Electronic radar speed signs permit received. Speed signs were installed. T. Muñoz will look into the speed signs not flashing speeds above 20mph.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – No update.
- Tropical Storm Isaias Update - Everything from FEMA has been turned over to PEMA.
- FEMA Flood Mitigation grant application. FEMA opened their 404 Flood Hazard Mitigation grants. Information was submitted last week. J. Belvin and J. Tresslar expressed concern about the washouts on Wilke Road and one side's vulnerability to future washouts.
- Motion to authorize the hiring of three new Pocono Township police officers.

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the hiring of three new Pocono Township police officers. All in favor. Motion carried.

Ellen Gmandt – Commissioner

- Township financial status update - Budget work session on November 4, 2020.
- Discussion regarding Township Road Crew paving roads versus hiring a contractor and whether any cost savings are realized. E. Gmandt inquired whether hiring an independent contractor to pave Township roads would be more cost efficient than having the Township road crew do the work, taking into consideration all the equipment needed.

Jerry Lastowski – Commissioner

- Commended T. Munoz for his response to concerns expressed about a short-term rental (STR) on Gravatts Way. J. Lastowski said to reach out to residents again and tell them why it is important that residents report it and that they be willing to testify. Will look into information to allow manager to run registration of plates.
- Expressed concerns about PennDOT activity at the corner of S.R. 314 and Upper Swiftwater Road. PennDOT cut out a square of asphalt on the eastbound side. It was repaved but repave is about 1.5 inches lower than the road surface. This has created an unsafe pavement condition. Asked that T. Muñoz or R. Sargent reach out to PennDOT to see if they can level out the road.
- Asked that temporary signs be removed from Township road right-of-way. Removal from Township right-of-way is appropriate because it is not private property.

Keith Meeker – Commissioner – No comment.

Reports

Zoning – No report.

Emergency Services

- Police – No report.
- EMS – No report.
- Fire – No report.

Public Works Report

- Current and remaining Public Works Projects for 2020. Work on TLC pond is ongoing. Base of pond has been sealed with clay. Waiting for rain to fill the basin. There is not enough water flow in the Pocono Creek to bring water into the ponds. The Road Crew is also working to change around the parking area in the rear area of the Municipal Complex to allow access to the antiskid and salt bins.
- Robin Lane Drainage Project – Project has been started. Trees were removed and digging is to begin Wednesday. Public works crew will get as far as they can based on weather. Trucks are being outfitted with winter gear.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant. On the back burner until Spring due to trout spawn. Received half of grant funds from Conservation District, which was placed in a dedicated account.
- Update – Well Work at MVP. Water test results received were very good. Mike Gable and Craig Labar are finalizing seasonal start-up procedures along with the paperwork that C. Labar must submit to DEP with the water test results. November 1 is the last day the park is open to the public. Park shutdown will begin November 2.

Administration – Manager's Report

- Discussion regarding proposed amendments to Pocono Township Sign Ordinance. A draft copy of the Sign Ordinance amendment completed by the Planning Commission was provided to Commissioners. Any questions should be submitted before the next Commissioner meeting, leaving sufficient time for answers or clarification. This ordinance amendment must go to Monroe County Planning Commission before a hearing, and back to the Township Planning Commission for final stamp of approval. Advertising must be done twice.
- Township properties for land bank consideration. The Monroe County Land Bank is interested in properties the Township identifies as blighted for potential acquisition. Land bank properties do not require that property owners be behind on their taxes. Properties would be rehabilitated and put back into productive use. E. Gmandt suggested a property at 3408 Route 715 with a vacant trailer, graffiti and garbage be considered.
- Update – Administrative Assistant hiring process. Received 130 job applicants which were whittled down to 18 applicants who will be interviewed later this week.
- Update – Amusement Tax Implementation & Applications Received. Four applications have been received, including the Pocono Candle Shoppe. Will follow-up with Great Wolf for application submission. Researching if Escape Room and hatchet throwing business are operational. J. Lastowski noted that Hatchet Throwing will be operational by the end of the month. Further discussion regarding potential collection of amusement taxes on parking fees in the Township. Eckert Seamans will provide further information and research.
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications. Nothing new to report.
- Wine Press Inn – Interest in Township-owned property. Waiting to hear back from owner.
- Update – Regional HSPS Comprehensive Plan. A meeting will take place Wednesday, October 21, 2020 at 6:00 p.m.
- Update – MS4 Requirements. Received information from M. Prugar from Boucher & James, with a summary of all the Township's MS-4 compliance for this last year showing what the Township has done in order to comply with regulations.

October 19, 2020

- The Township received a call from MCTI. They have requested the Township approve an hourly rate for our police services for 2021. Rate was calculated reflecting cost increases in the contract.

R. Wielebinski made a motion, seconded by J. Belvin, to approve a MOU with Monroe Career Technical Institute for Township Police services at a rate of \$79.42 per hour. E. Gmandt reviewed calculations under discussion. All in favor. Motion carried.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin – Waiting to hear back from St. Paul's Church or Deanna Schmoyer, the project engineer.
- Archer Lane Drainage Issues – No report.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue. No new report.

Township Solicitor Report

- Archer Lane. Have a citation prepared by Zoning and will give them approval tomorrow to cite Mr. Archer for ongoing environmental issues.
- Discussion regarding amendment to the HJP Park cooperation agreement. Solicitors spoke and corresponded. Hoping to have by next BOC meeting a resolution prepared by Todd Weitzmann on behalf of Jackson Township, indicating that Jackson and Pocono Townships will take over responsibility for the park.
- Update – Kelly Family Trust. L. DeVito stated he believes we have identified the trustee of the Trust, who lives in Pittston, and is hopeful this will move the case forward.
- Johnson Appeal Zoning Hearing. Zoning Hearing Board to reconvene on October 27, 2020 at 5:00 p.m. to render its decision.

Public Comment – No public comment.

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

10/30/2020

BUDGET ADJUSTMENTS

TO: Board of Commissioners
FROM: Taylor Munoz
DATE 11/21/2020
RE: Budget Adjustment

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

FROM:			TO:		
FUND	BUDGET LINE	ADJUSTMENT	BUDGET LINE	ADJUSTMENT	
GENERAL FUND '01	404.310 · Township Solicitor	\$ 1,002.05	406.340 · Gen Govt Advertising & Printing	\$ 1,002.05	
GENERAL FUND '01	410.222 · Ammunition/Field Materials	\$ 3,000.00	410.260 · Police Minor Equipment	\$ 3,000.00	
GENERAL FUND '01	410.190 · Police HRA Fees	\$ 46,000.00			
GENERAL FUND '01	410.130 · Police Salaries & Wages-Officer	\$ 30,030.11	413.310 · Prof Services - BIU Building	\$ 86,030.11	
GENERAL FUND '01	404.310 · Township Solicitor	\$ 10,000.00			
		\$ 798.95	430.650 · Public Works Hand Tool Purch	\$ 798.95	
		\$ 3,671.00	433.220 · Traffic Signals & Signs Supply	\$ 3,671.00	
GENERAL FUND '01	454.110 · Park Salary & Wage	\$ 1,666.80	438.220 · Road Maint Supplies	\$ 1,666.80	
		\$ 96,168.91		\$ 96,168.91	

POCONO TOWNSHIP

Monday, October 19, 2020

SUMMARY

Ratify

General Fund	\$	105,139.76
Sewer Operating	\$	216.75
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	111,791.02
TOTAL Sewer <u>OPERATING</u> Fund	\$	14,319.70
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	8,186.01
Liquid Fuels	\$	-

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

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, November 2, 2020

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	10/23/2020	Check	Vendor	PAYROLL ENDING 10/18/2020	\$ 104,100.31

TOTAL PAYROLL \$ 104,100.31					
General Expenditures					
Date	Check	Vendor	Memo	Amount	
10/16/2020	60232	Verizon	Police Ipads	70.66	
10/19/2020	60233	Kyocera	TWP copiers lease payment	366.56	
10/20/2020	60234	Verizon	Township Phones	415.98	
10/26/2020	60235	District Court 43-3-03	Civil Complaint	186.25	
TOTAL General Fund Bills				\$ 1,039.45	

Sewer Operating Fund					
Date	Check	Vendor	Memo	Amount	
10/19/2020	1729	Verizon	SCADA line	34.24	
10/20/2020	1731	Verizon	Sewer Modems	120.03	
10/26/2020	1732	Blue Ridge	Phone service pump station	62.48	
				\$ 216.75	
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	\$ 105,139.76
TOTAL Sewer Operating	216.75
TOTAL Sewer Construction	-
Total Capital Reserve	-
Transferred by:	
	\$ 105,356.51

POCONO TOWNSHIP CHECK LISTING

Monday, October 19, 2020

General Fund

Date	Check	Vendor	Memo	Amount
10/28/2020	60236	Nationwide - 457	EE & ER Cont	\$ 4,057.44
10/28/2020	60237	ADP, LLC	Payroll services	\$ 587.38
10/28/2020	60238	AFLAC	Supplemental insurance	\$ 488.42
10/28/2020	60239	Bartonsville Printing	Property Receipts	\$ 100.00
10/28/2020	60240	Best Auto Service Center	Police vehicle repair	\$ 218.97
10/28/2020	60241	Boucher & James, Inc.	Township engineering services	\$ 4,047.32
10/28/2020	60242	Broadhead Creek Regional Authority	3rd Qtr 2020 Water Usage	\$ 60.08
10/28/2020	60243	Cyphers Truck Parts	PW vehicle supplies	\$ 154.21
10/28/2020	60244	D.G. Nicholas Co.	PW vehicle repairs	\$ 2,436.73
10/28/2020	60245	DES	Sept 2020 Recycling	\$ 30.00
10/28/2020	60246	Double M Productions	P. W. Uniforms	\$ 1,561.00
10/28/2020	60247	E.M.Kutz, Inc.	Onspot Auto Chain System	\$ 5,550.00
10/28/2020	60248	Eckert, Seamans, Cherin & Mellott, LLC	Legal services	\$ 2,628.00
10/28/2020	60249	Gotta Go Potties, Inc	MVP portable bathrooms rental	\$ 1,035.00
10/28/2020	60250	H. M. Beers, Inc.	Oct 2020 SEO Services	\$ 3,075.00
10/28/2020	60251	J. P. Mascaro & Sons	Waste removal	\$ 198.64
10/28/2020	60252	J. P. Mascaro & Sons	Waste removal	\$ 283.97
10/28/2020	60253	JNK Hydrotect & Extinguisher Supply Co.	PW parts	\$ 65.20
10/28/2020	60254	MetLife - Non Uni. Pen. Plan	Non police pension	\$ 7,100.38
10/28/2020	60255	My Store	P.W. Uniforms	\$ 135.96
10/28/2020	60256	P & D Emergency Services	Police equipment	\$ 5,795.00
10/28/2020	60257	Panko Reporting	Professional services	\$ 175.00
10/28/2020	60258	PAPCO, Inc.	Township fuel	\$ 2,691.29
10/28/2020	60259	Pocono Mountain COG	2020 Township Membership	\$ 300.00
10/28/2020	60260	Pocono Township	Petty Cash	\$ 187.08
10/28/2020	60261	Pocono Township	APEX ESCROW	\$ 2,500.00
10/28/2020	60262	PSATS	P. W. Testing	\$ 382.00

Approve

10/28/2020	60263	Rasely, Robert	Workboot Allowance	\$	150.00
10/28/2020	60264	Sargent, Robert	2 - 250 Gal Storage Tanks	\$	80.00
10/28/2020	60265	SCOTT JAMES	Uniform Reimbursement	\$	267.00
10/28/2020	60266	SFM Consulting LLC	Oct 2020 Building & Zoning Services	\$	56,276.35
10/28/2020	60267	Shick, Tom	Workboot Allowance	\$	150.00
10/28/2020	60268	Shinetime Auto Wash & Lube	Sept 2020 Police Car Washes	\$	40.00
10/28/2020	60269	Stadium International Trucks	PW equipment parts	\$	86.03
10/28/2020	60270	Staples Credit Plan	Police office supplies	\$	177.15
10/28/2020	60271	STTC Service Tire Truck Centers, INC.	PW equipment parts	\$	50.00
10/28/2020	60272	Suburban Testing Labs	MVP water testing	\$	100.00
10/28/2020	60273	Tulpehocken Mountain Spring Water Inc	TWP water	\$	71.29
10/28/2020	60274	U.S. Municipal	Sweeper repair	\$	448.42
10/28/2020	60275	UNIFIRST Corporation	Uniforms and mats	\$	174.12
10/28/2020	60276	US BANK - Lockbox CM9722	Police pension	\$	6,471.31
10/28/2020	60277	Boucher & James, Inc.	Engineering services	\$	1,405.28
Sewer Operating Fund				TOTAL General Fund \$	111,791.02

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
10/28/2020	1733	Boucher & James, Inc.	Sewer engineering services	\$ 6,907.97
10/28/2020	1734	BRODHEAD CREEK REGIONAL AUTHORITY	Water service	\$ 289.67
10/28/2020	1735	Emergency Systems Service Co.	Equipment maintenance	\$ 2,297.00
10/28/2020	1736	J P Mascaro & Sons	Waste removal	\$ 194.00
10/28/2020	1737	Pocono Management Associates LLC	Contracted services 9/28 -10/18/2020	\$ 4,151.06
10/28/2020	1738	SUBURBAN TESTING LABS	Monthly NPDES	\$ 480.00
Sewer Construction Fund				TOTAL Sewer Operating \$ 14,319.70

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
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Capital Reserve Fund

Capital Reserve Fund				TOTAL Sewer Construction Fund \$		-
Date	Check	Vendor	Memo		Amount	
10/29/2020	1174	BOUCHER & JAMES INC	Engineering capital projects		\$ 4,804.25	
10/29/2020	1175	Hanson Aggregates Pennsylvania	TLC POND PROJECT		\$ 381.76	

Approve

10/29/2020	1176	HIGHWAY EQUIPMENT & SUPPLY CO.	ROBIN LANE EQUIPMENT RENTAL	\$	1,200.00
10/29/2020	1177	Robert Turnbull Jr	ROBIN LANE TREE REMOVAL	\$	1,800.00
TOTAL Capital Reserve Fund				\$	8,186.01

ESSA

TOTAL General Fund	\$	111,791.02	
Sewer Operating	\$	14,319.70	
TOTAL Sewer Construction Fund	\$	-	Authorized by: _____
Capital Reserve	\$	8,186.01	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	134,296.73	Transferred by: _____

Approve

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding ("MOM") are Pocono Township and Teamster Local 773 as the representative of all full-time and regular part-time Uniformed employees, including but not limited to Road Crew and Clerical employees, and excluding management level employees, supervisors, first-level supervisors, confidential employees and guards. The date of this Memorandum of Understanding is October , 2020. The purpose of the Memorandum of Understanding is to document the agreement that has been reached between Pocono Township and Teamster Local 773 regarding a change to the cap on short term disability.

1. Article 14 of the 2018 – 2022 Collective Bargaining Agreement between Pocono Township and the Teamsters (the "CBA"), provides among other items, that the Township will provide the current disability plan for each full-time employee with the maximum weekly benefit of \$500.00 (this sentence of the CBA is referred to below as the "STD Provision").

2. Pocono Township and Teamster Local 773 agree to change the maximum weekly benefit of the disability plan to \$1,000.00 of the disability plan for full-time employees.

3. This Memorandum of Understanding amends the CBA to delete the reference to "a maximum weekly benefit of \$500.00" and insert "a maximum weekly benefit of \$1,000.00" in the STD Provision.

TEAMSTER LOCAL 773

By: _____

Title: _____

Date: _____

POCONO TOWNSHIP

By: _____

Title: _____

Date: _____

MOUNT POCONO



570-643-4643

P.O. Box 471
Albrightsville, PA 18210

Phone: 570-643-4643

Fax: 570-722-0756

www.mtpoconofence.com

VISA/MASTERCARD/DISCOVER/AMEX

PROPOSAL

PROPOSAL NO. 102720-04

SHEET NO. 1

DATE 10/27/2020

PROPOSAL SUBMITTED TO:

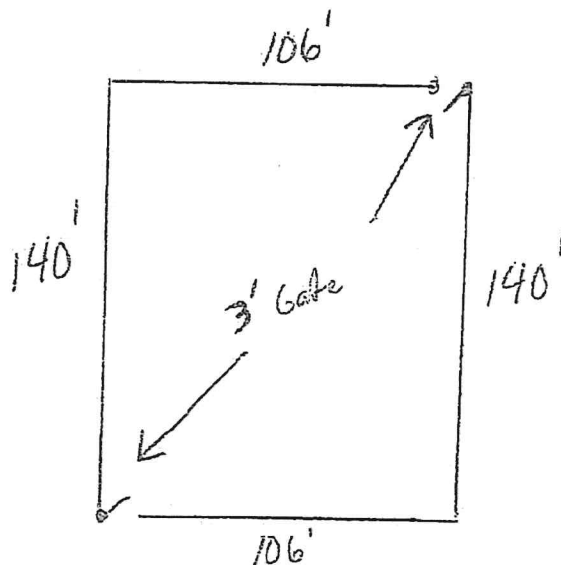
NAME Pocono Township
ADDRESS 112 Township Dr
Tannersville, Pa
PHONE NO. 570-242-7137

WORK TO BE PERFORMED AT:

ADDRESS Sullivan Trail, Tannersville
DATE OF PLANS
FAX / EMAIL rsargent@poconopa.gov

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Take down exiting chain link wire and gates-	\$1225.00
Haul away existing chain link wire and gates-	\$1225.00
Repair existing top and middle rails, replace any broken or missing fittings and rails over gates. Supply and install 492' of new 10' high, green, 2" x 9 gauge chain link wire and coil wire along bottom of fence. Supply and install 2 new gates with gate hardware. Supply all needed ties and fittings to secure fence to existing frame work. Repair 3-4 leaning posts.	\$8,275.00



All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work, and completed in a substantial workmanlike manner for the sum of

Ten thousand seven hundred twenty five and 00/100 Dollars **\$10,725.00**

with payments to be made as follows:

25% deposit. Balance due on completion

Respectfully submitted: Mt Pocono Fence

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Per Mike Connors

NOTE - THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

30

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date _____ Signature _____
Signature _____

PROPOSAL

Robert Sargent

From: john lewis <innesfree8@yahoo.com>
Sent: Wednesday, October 28, 2020 9:23 AM
To: Robert Sargent
Subject: MONROE FENCE

Contract	
MONROE FENCE CO. 249 STATION HILL RD HENRYVILLE, PA 16332 (570) 421-7404	DATE 10/27/20
Customer / 10000 THURMAN / R. SARGENT	
Address 510 PINE STREET / HENRYVILLE, PA	
Phone 570 421 7404	
1. MONROE FENCE CO. PROPOSES TO:	
2. TAKE DOWN EXISTING FENCE, INCLUDING 10' HEDGE OF RED FENCE	
3. MONROE FENCE CO. WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS	
4. MONROE FENCE CO. WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS	
5. MONROE FENCE CO. WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS	
6. MONROE FENCE CO. WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS	
7. MONROE FENCE CO. WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS	
8. MONROE FENCE CO. WILL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS	
TOTAL QUOTE \$12,400.00	

Sent from my iPhone

Monroe Fence Co. - \$12,400.00 Quote



Newman Williams, P.C.

ATTORNEYS AT LAW

A Professional Corporation

P. O. Box 511
712 Monroe Street
Stroudsburg, PA 18360
570.421.9090

www.newmanwilliams.com

400 Northampton Street
Suite 404
Easton, PA 18042

Marc R. Wolfe, Esquire
mwolfe@newmanwilliams.com

October 22, 2020

Pocono Township Board of Commissioners
ATTN: Richard Wielebinski
112 Township Drive
Tannersville, PA 18372

**RE: (1) Trap Enterprises, L.L.C. Hotel Project
(2) Abraham and Trapasso Enterprises, LLC Route 611 Project
Our File No. 46778**

Dear Commissioners:

Prior to the COVID-19 pandemic I corresponded with you in January of this year requesting extensions of the time for the Developers to satisfy the conditions of approval of each of the above-referenced projects. The Township Board of Commissioners granted each extension request; see Township Resolution 2020-01 and 2020-02, copies of which are enclosed herewith for your convenience.

On behalf of the Developers I request additional extensions of time by reason of the multiple adverse impacts on each project caused directly or indirectly by the COVID-19 pandemic which has severely impacted the hospitality and restaurant businesses. In addition to its impact on the hospitality industry, COVID-19 has also adversely affected commercial lease negotiations and forced the postponement of business decisions with respect to new facilities.

Consequently, by reason of the multiple adverse impacts of the COVID-19 pandemic Mr. Trapasso on behalf of both Trap Enterprises, L.L.C. and Abraham and Trapasso Enterprises, LLC hereby respectfully requests that the Township grant: (i) an indefinite extension of time for Trap Enterprises, L.L.C. to satisfy the conditions of approval of the Hotel Project; and (ii) Abraham and Trapasso Enterprises, LLC at least a five (5) year extension of time to satisfy the conditions of approval of the Route 611 Project. Mr. Trapasso has expended substantial sums of money on each of these Projects and is proceeding in good faith under exceptionally difficult business conditions

caused by the COVID-19 pandemic to move each of these Projects forward, but the reality of the COVID-19 pandemic impacts cannot be ignored.

If the Board of Commissioners has any questions with regard to these extension requests, Mr. Trapasso and I will be pleased to appear before the Board of Commissioners to provide additional information or answer any Board questions with respect to these time extension requests.

Thank you for your understanding and continued cooperation in these matters.

Very truly yours,

Marc R. Wolfe

MRW/aml

cc: Taylor Munoz, Township Manager
Leo V. DeVito, Jr., Esq.
Lisa A. Pereira, Esq.
Vincent J. Trapasso

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2020-01

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY
CONDITIONS OF THE PLAN APPROVAL OF THE TRAP ENTERPRISES
ROUTE 611 FINAL LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Trap Enterprises, LLC, submitted a final land development plan application for a plan titled "Trap Enterprises Rt. 611 Project" (the "Plan"). The Plan proposes the subdivision of an existing 10.39 acre tract, located in the C Commercial Zoning District, into three (3) lots. The applicant is proposing development on only two of the lots. Lot 1 has an area of 5.90 acres and will be developed with a three (3) story, 36,000 square foot professional office building and associated parking lot. A daycare center is proposed to be located on the first floor of the building. Lot 2 has an area of 1.71 acres and will be developed with a ten (10) pump fueling station that will include a one (1) story, 5,400 square foot building to be utilized as a convenience store, with an associated parking lot and fueling islands. No development is proposed on Lot 3, which has an area of 1.93 acres. The property is located on the west side of Route 611 and immediately across from Discovery Drive, identified as Monroe County Tax Parcel I.D. 12/11/1/17, PIN Number 112-6364-00-76-9007; and

WHEREAS, on July 7, 2014, the Pocono Township Board of Commissioners enacted Resolution No. 2014-30 which granted conditional final plan approval of the Plan; and

WHEREAS, Resolution No. 2014-30 required that the applicant meet all conditions of the final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and if such conditions were not met, the Conditional Final Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2014-30; and

WHEREAS, by Resolution No. 2018-46, the Board of Commissioners granted Trap Enterprises LLC an extension of twelve (12) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2014-30; and

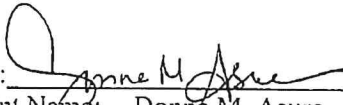
WHEREAS, the applicant was unable to satisfy the conditions of preliminary/final plan approval and record the Plan within twelve (12) month extension granted by the Board of Commissioners and hereby seeks an additional extension of time to satisfy the conditions of approval.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, Abraham and Trapasso Enterprises, LLC, successor-in-interest to Trap Enterprises, LLC, shall

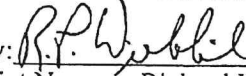
have a period of eighteen (18) months from the date of this Resolution to satisfy the conditions final plan approval and record the Plan as set forth in Resolution No. 2014-30.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 3rd day of February 2020.

ATTEST:

By: 
Print Name: Donna M. Asure
Title: Township Manager

Township of Pocono
Board of Commissioners

By: 
Print Name: Richard Wielebinski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2020-02

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY
CONDITIONS OF THE PLAN APPROVAL OF THE TRAP ENTERPRISES
DESAKI HOTEL FINAL LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Trap Enterprises, LLC, submitted a final land development plan application for a plan titled "Trap Enterprises Desaki Hotel Project" (the "Plan"). The Plan proposes the subdivision of an existing 5.44 acre tract, located in the C Commercial Zoning District. The applicant is proposing to construct a five (5) story, 100 room hotel. The proposed building will have a 10,125 square foot footprint with a total area of 50,625 square feet. The property is located on the west side of Route 611, approximately 1,000 feet (0.2 miles) south of the intersection with Discovery Drive, identified as Monroe County Tax Parcel I.D. 12/11/1/8-3, PIN Number 112-6364-04-74-8985; and

WHEREAS, on July 7, 2014, the Pocono Township Board of Commissioners enacted Resolution No. 2014-29 which granted conditional final plan approval of the Plan; and

WHEREAS, Resolution No. 2014-29 required that the applicant meet all conditions of the final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and if such conditions were not met, the Conditional Final Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2014-29;

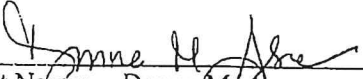
WHEREAS, by Resolution No. 2018-45, the Board of Commissioners granted Trap Enterprises LLC an extension of twelve (12) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2014-29; and

WHEREAS, the applicant was unable to satisfy the conditions of preliminary/final plan approval and record the Plan within twelve (12) month extension granted by the Board of Commissioners and hereby seeks an additional extension of time to satisfy the conditions of approval.

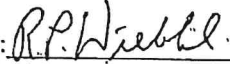
NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, Trap Enterprises, LLC, shall have a period of twenty-four (24) months from the date of this Resolution to satisfy the conditions final plan approval and record the Plan as set forth in Resolution No. 2014-29.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 3rd day of February 2020.

ATTEST:

By: 
Print Name: Donna M.ASURE
Title: Township Manager

Township of Pocono
Board of Commissioners

By: 
Print Name: Richard Wielebinski
Title: President

Taylor Munoz

From: zoning
Sent: Monday, October 26, 2020 11:54 AM
To: Taylor Munoz
Cc: Shawn McGlynn
Subject: STR direction

Hi Taylor,

Please let me know if you would like us to move forward with our proactive approach to STRs. This can be for either those permitted that have not obtained a permit, those non-permitted or both.

Thank you,

Judith Acosta
Zoning Administrator
SFM Consulting, LLC

Please note my office hours are as follows:

Monday/Wednesday/Friday: 8am-11:30am Tuesday/Thursday: 12:30pm-4pm

If you need immediate assistance, please contact Dee Ackerman at dackerman@poconopa.gov or 570-629-1922 ext. 210

Pocono Township
112 Township Drive
Tannersville, PA 18372
(T) 570-629-1922 ext. 215
(F) 570-629-7325
www.poconopa.gov

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Pocono Township-All Permits Issue Date: 10/1/2020 - 10/31/2020

PermitNo	Issue Date	Owner	Project Addr	Descript	Fee
Building					
Accessory Structure					
200326	10/1/2020	BARLEY CREEK ASSOCIATES LP	1774 SULLIVAN TRL	Commercial Utility Building	\$1,061.38
Total Accessory Structure 1					\$1,061.38
Addition					
200340	10/14/2020	BOWES DAVID KIMBERLY	147 TANNENBAUM WAY	Addition to SFDD	\$191.25
200354	10/21/2020	JOHNSON ALFRED S CAROLE L	2146 ROUTE 611	Commercial Addition	\$637.14
Total Addition 2					\$828.39
Alteration					
200331	10/7/2020	Kirupaharan Prakash & Vinita	542 UPPER DEER VALLEY RD	Alteration to Single Family Attached Dwel	\$84.50
Total Alteration 1					\$84.50
Alteration/Repair					
200353	10/21/2020	SANOPI PASTEUR INC	110 LAUREL DR	Commercial Alteration/Repair	\$12,309.06
Total Alteration/Repair 1					\$12,309.06
C - Alteration					
200336	10/8/2020	SANOPI PASTEUR INC	110 LAUREL DR	Commercial Alteration/Change of Use	\$8,670.90
200368	10/27/2020	SANOPI PASTEUR INC	110 LAUREL DR	Commercial Alteration	\$1,804.50
200366	10/27/2020	EPT SKI PROPERTIES INC	193 RESORT DR	Commercial Alteration	\$9,844.50
200363	10/27/2020	EPT SKI PROPERTIES INC	193 RESORT DR	Commercial Alteration/Change of Use	\$24,844.50
Total C - Alteration 4					\$45,164.40
C - Electrical					
200351	10/20/2020	EPT SKI PROPERTIES INC	246 RESORT DR	Commercial Electrical	\$826.50
Total C - Electrical 1					\$826.50
C-Repair					
200362	10/27/2020	POCONO HIGHLAND COMMUNITY	123 SUNLIGHT DR	Commercial Repair	\$134.50
Total C-Repair 1					\$134.50
Electrical					
200355	10/23/2020	POCONO MOUNTAIN CAMPSITES CIVI	119 BUCK FEVER TRL	New Electrical Service	\$146.50
Total Electrical 1					\$146.50
HVAC					
200334	10/8/2020	CAPOGNA JOHN PATRICIA	2250 CAMELBACK DR	Residential Alteration	\$194.50
Total HVAC 1					\$194.50
Pool					
200324	10/1/2020	SHERMAN MICHAEL LAURA	609 TYLER DR	Residential In-ground Swimming Pool	\$294.50
Total Pool 1					\$294.50
Roof					
200329	10/5/2020	BOUCO MARYANN	1136 HUNTERS WOODS DR	Roof Repair/Replacement	\$109.50
200347	10/16/2020	SLOVER JOHN DEBORAH	139 BUCK FEVER TRL	Roof Repair/Replacement	\$94.28
Total Roof 2					\$203.78
SFDD					
200345	10/15/2020	SNYDER JASON ETAL CO-TRUSTEES	47 BULL PINE RD	Single Family Detached Dwelling	\$1,586.00
Total SFDD 1					\$1,586.00
Sign					
200350	10/19/2020	CHELSEA POCONO FINANCE LLC	1000 PREMIUM OUTLETS DR	New Wall Sign	\$98.10
200359	10/26/2020	CHELSEA POCONO FINANCE LLC	1000 PREMIUM OUTLETS DR	New Wall Sign	\$78.50
Total Sign 2					\$176.60
Total Building 19					\$63,010.61

**Driveway
New Construction**

PermitNo	Issue Date	Owner	Project Addr	Descript	Fee
Driveway					
200337	10/9/2020	RUDT ALAN	141 ALGER AVE	New Driveway	\$100.00
200304	10/15/2020	SNYDER JASON ETAL CO-TRUSTEES	47 BULL PINE RD	New Driveway	\$100.00
Total New Construction 2					\$200.00
Paving					
200305	10/8/2020	DENNARD DANIEL R MARY	135 ALPINE LAKE RD	Paving - existing driveway	\$50.00
200333	10/8/2020	VOGT JOHN R	212 OAK HILL RD	Paving - existing driveway	\$50.00
Total Paving 2					\$100.00
Total Driveway 4					\$300.00
Rental					
TDU					
200302	10/19/2020	KEHLER ROBERT G DONNA M	554 UPPER DEER VALLEY RD	Transient Dwelling Unit	\$500.00
200308	10/21/2020	PENNSYLVANIA PROPERTIES LLC	118 SNOW LN	Transient Dwelling Unit	\$500.00
Total TDU 2					\$1,000.00
Total Rental 2					\$1,000.00
Sewage					
ESM					
Z222450	10/8/2020	BELDIE COSMIN-IONUT	3121 HEMLOCK LN	NEW ESM	
Total ESM 1					\$0.00
Repair					
z222028	10/8/2020	LALUMIA MANSUETO J & MARY ANN	2109 DEERFIELD WAY	REPAIR	
Total Repair 1					\$0.00
Total Sewage 2					\$0.00
Sign					
NEW WALL SIGN					
200360	10/26/2020	CHELSEA POCONO FINANCE LLC	1000 PREMIUM OUTLETS DR	NEW WALL SIGN	\$100.00
Total NEW WALL SIGN 1					\$100.00
Refacing					
200338	10/9/2020	FARDA JOSEPH	2554 ROUTE 715	Refacing of existing sign	\$100.00
Total Refacing 1					\$100.00
SIGN					
200349	10/19/2020	CHELSEA POCONO FINANCE LLC	1000 PREMIUM OUTLETS DR	New Blade Sign	\$100.00
Total SIGN 1					\$100.00
WALL SIGN					
200303	10/19/2020	CHELSEA POCONO FINANCE LLC	1000 PREMIUM OUTLETS DR	NEW WALL SIGN	\$100.00
Total WALL SIGN 1					\$100.00
Total Sign 4					\$400.00
Well					
New Construction					
200328	10/2/2020	RGB HOMES LLC	314 PARK LN	Well - Single Family	\$100.00
200311	10/15/2020	SNYDER JASON ETAL CO-TRUSTEES	47 BULL PINE RD	Well - Single Family	\$100.00
200344	10/15/2020	CLASSIC QUALITY HOMES	WHITE OAK DR	Well - Single Family	\$100.00
Total New Construction 3					\$300.00
Total Well 3					\$300.00

PermitNo	Issue Date	Owner	Project Addr	Descript	Fee
Zoning					
Accessory structure					
200385	10/29/2020	PLOKHYKH VOLODYMYR	621 POST HILL RD	Residential Accessory Building	\$98.00
Total Accessory structure 1					\$98.00
ADDITION					
200341	10/14/2020	BOWES DAVID KIMBERLY	147 TANNENBAUM WAY	Addition to existing SFDD	\$117.20
Total ADDITION 1					\$117.20
C - Accessory Structure					
200327	10/1/2020	BARLEY CREEK ASSOCIATES LP	1774 SULLIVAN TRL	Commercial Accessory Structure	\$575.25
Total C - Accessory Structure 1					\$575.25
C - Alteration					
200352	10/20/2020	EPT SKI PROPERTIES INC	246 RESORT DR	Commercial Accessory Structure	\$100.00
Total C - Alteration 1					\$100.00
C - Interior Alterations					
200365	10/27/2020	EPT SKI PROPERTIES INC	193 RESORT DR	Commercial Alteration	\$100.00
Total C - Interior Alterations 1					\$100.00
Change of Use to TDU					
200348	10/19/2020	KEHLER ROBERT G DONNA M	554 UPPER DEER VALLEY RD	Transient Dwelling Unit	\$70.00
200309	10/21/2020	PENNSYLVANIA PROPERTIES LLC	118 SNOW LN	Transient Dwelling Unit	\$70.00
Total Change of Use to TDU 2					\$140.00
FENCE					
200339	10/9/2020	RODRIGUEZ EDWIN M & VALERIE N	13 PARK LN	FENCE	\$70.00
200367	10/27/2020	MARQUEZ MANUEL JOSE ETUX	120 TANBARK	Residential Accessory Structure	\$70.00
Total FENCE 2					\$140.00
Pool					
200325	10/1/2020	SHERMAN MICHAEL LAURA	609 TYLER DR	In-ground Swimming Pool	\$100.00
Total Pool 1					\$100.00
SINGLE FAMILY DWELLING					
200346	10/15/2020	SNYDER JASON ETAL CO-TRUSTEES	47 BULL PINE RD	Single Family Detached Dwelling	\$432.50
200343	10/15/2020	CLASSIC QUALITY HOMES	WHITE OAK DR	Single Family Detached Dwelling	\$758.75
Total SINGLE FAMILY DWELLING 2					\$1,191.25
TENANT FIT-OUT					
200361	10/26/2020	CHELSEA POCONO FINANCE LLC	1000 PREMIUM OUTLETS DR	TENANT FIT OUT	\$100.00
200380	10/28/2020	CHELSEA POCONO FINANCE LLC	1000 PREMIUM OUTLETS DR	TENANT FIT OUT	\$100.00
Total TENANT FIT-OUT 2					\$200.00
Timber Harvest					
200356	10/23/2020	POALILLO CHARLES A	T 543	Timber Harvest	\$70.00
Total Timber Harvest 1					\$70.00
Use					
200332	10/7/2020	Kirupaharan Prakash & Vinita	542 UPPER DEER VALLEY RD	Transient Dwelling Unit	\$70.00
Total Use 1					\$70.00
Total Zoning 16					\$2,901.70
Total Permits: 50					\$67,912.31

ZONING REPORT

TO: POCONO TOWNSHIP BOARD OF COMMISSIONERS

FROM: JUDITH ACOSTA, ZONING ADMINISTRATOR

SUBJECT: ZONING OFFICE REPORT

DATE: NOVEMBER 2, 2020

CC: TAYLOR MUNOZ, TOWNSHIP MANAGER
SHAWN MCGLYNN, TOWNSHIP ZONING OFFICER

Following is a report of the Zoning Office monthly activity for the month of October.

Permits issued:

Building Code: 19	Zoning:
Commercial: 12	Commercial: 9
Residential: 7	Residential: 10
Driveway: 1	Well: 3
New construction: 2	Grading: 0
Paving: 2	
Transient Dwelling Unit: 2	On-lot Sewage: 2

Enforcement Actions:

New actions: 2

Transient Dwelling Unit: 1

Construction without permit: 1

District Court Matters:

Two civil complaints filed with the District Court in July for a non-permitted use was scheduled was heard on October 22nd resulting in a judgment awarded to the township.

A civil complaint has been filed with the District Court for a non-permitted use along with two non-traffic citations for violation of Chapter 356, Solid Waste.

Zoning Hearing Board Matters:

A decision in the Johnson matter, an appeal of the denial of a certificate of non-conformity for a transient dwelling use at the subject property, has been decided upholding the denial. There is a 30-day window for appeal to the Court of Common Pleas.