



POCONO TOWNSHIP COMMISSIONERS
AGENDA

December 03, 2024 | 6:00 p.m.
112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 892 102 5946

Passcode: 18372

Zoom Link:

<https://us06web.zoom.us/j/8921025946?pwd=Q1VtaFVkVEpRWtUvdIFrSHJ1cE1Td09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

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

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

Announcements

An Executive session was held prior to the BOC Meeting tonight to discuss personnel & Litigation issues.

Hearings –

Volunteer Service Tax Credit Ordinance – 2024-07

Motion to open the hearing for VSTC Ordinance - **(Possible Action Item)**

Motion to close the hearing for VSTC Ordinance – **(Possible Action Item)**

Motion to approve Ordinance 2024-07 for the Volunteer Special Tax credit program in Pocono Township **(Possible Action item)**

Resolutions -

Motion to adopt resolution 2024-33 for act 172 in accordance with Ordinance 2024-07 for the purposes of establishing the criteria for the Volunteer Special Tax Credit program **(Possible Action Item)**

Presentations -

Tighe Meckes – Keystone Consulting Engineers Inc. - Lot 109 Alpine Lake Road - Grading Permit Review No. 2 Waiver Request (**Possible Action Item**)

Consent Agenda

- Motion to approve a consent agenda of the following items:
- Old business consists of the minutes of the November 18, 2024 regular meeting.
- General Fund budget adjustments in the amount of \$4,904.50 for the purpose of providing additional funding for the following line items. To cover future expenditures.
- Sewer Operating budget adjustments in the amount of \$5,000.00 for the purpose of providing additional funding for the following line items. To cover future expenditures.
- Financial transactions through November 26, 2024 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll, vouchers payable, sewer operating expenditures, construction fund expenditures, and capital reserve expenditures totaling \$945,840.76 (**Action Items**)

NEW BUSINESS**Commissioner Comments**

Richard Wielebinski – President

- Motion to award Architectural service to Kimmel Bourgette for the purposes of the PTPD wing at NCC (to include Architectural service, Project Management, Bidding, Permitting, Construction Administration, Building Assessment) for a total of \$ 166,100. (**Possible Action Item**)
- Motion to approve the Wawa Construction Escrow release No.1 in the amount of \$675,927.45 (**Possible Action Item**)
- Motion to purchase replacement flooring for NCC from Sherwin Williams Flooring (costars vendor), 6605 Sq. Ft. of LVP & 1695 Sq. Ft. LVT for a total of \$28,456.54 to be installed by Public Works in the following areas: Hallways, 113, 112, 111, 106, 102, 107 (**Possible action Item**)

Natasha Leap – Vice President

Ellen Grandt – Commissioner

- Update – SBA Cell Tower
- Update – Solar Field
- Update – Kennel

Mike Velardi – Commissioner

Brian Winot – Commissioner

Reports

Zoning Report – (See Attached)

Chief of Police –

Township Manager's Report

- Newsletter update
- Update Green Light Go
- NCC Update
- Kenny's Way Update
- Motion to advertise the 2025 Public Meeting Schedule and the Reorganization meeting for 2025 (Action Item)

- Sewer Business Update
- Motion to accept the Bartonsville Ave. sewer extension proposal. (**Action item**)

- Discussion regarding survey, geotechnical and wetland services for proposed sewer extensions on Sullivan Trail. (**Possible Action Item**)
- Motion to advertise Public works position to bring crew to full complement of Ten. (**Possible Action Item**)
- MCTI Sewer Connect
- Current Public Works Projects
- Parks Update

Events Coordinator

- Magic Mistletoe Market Pop-up event – December 14th
- December 6, 2024 Tree Lighting

Township Engineer Report

- Sewer Business Update
- Learn Road safety enhancement project and roundabout survey work
- TASA Project
- TLC walking bridge

- **Township Solicitor Report**
- Sewer Business Update
- Nuisance Ordinance Update
- General legal update
- Motion to authorize advertisement for the Property Maintenance Ordinance Revision (**Possible Action Item**)
- Update – Archer Lane
- Learn Road Easement Process

Public Comment

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

Adjournment

Plan Status Spreadsheet Attached

LAW OFFICES
BROUGHAL & DeVITO, L.L.P.

38 WEST MARKET STREET
BETHLEHEM, PENNSYLVANIA 18018-5703

JAMES L. BROUGHAL
LEO V. DeVITO, JR.
JOHN S. HARRISON
JAMES F. PRESTON*
LISA A. PEREIRA*
ERIKA A. FARKAS
ANTHONY GIOVANNINI, JR.

*ALSO MEMBER NEW JERSEY BAR

TELEPHONE
(610) 865-3664
FAX
(610) 865-0969
E-MAIL
lawyers@broughal-devito.com
WEBSITE
www.broughal-devito.com

October 28, 2024

VIA ELECTRONIC MAIL

Pocono Mountains Media Group
511 Lenox Street
Stroudsburg, PA 18360

**RE: Pocono Township- Advertisement of Legal Notice
Volunteer Service Tax Credit Ordinance**

Dear Sir or Madam:

With respect to the above matter, enclosed please find a Legal Notice to be advertised three (3) times in your periodical on *Thursday, October 31, 2024, Thursday, November 7, 2024, and Thursday, November 14, 2024.*

Please send proof of publication and the invoice to:

Jerrold Belvin, Township Manager
112 Township Drive
Tannersville, PA 18372

Also, enclosed is a certified copy of the proposed Ordinance for your records only (**not to be advertised**). Should you have any questions, please do not hesitate to contact me. Thank you for your assistance in this matter.

Very truly yours,



Lisa A. Pereira

Enclosures

LEGAL NOTICE

NOTICE is hereby given that the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, will consider for adoption at a Public Meeting to be held at 6:00 p.m. on the 3rd day of December, 2024, at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, Pennsylvania 18372, an Ordinance amending the Code Ordinances of the Township of Pocono, Monroe County, Pennsylvania, amending Part I General Legislation; adding a new Chapter 29 Volunteer Service Tax Credit Program, which establishes a volunteer service credit program for volunteer members of volunteer fire companies, and repealing all ordinances or parts of ordinances inconsistent therewith. Copies of the proposed ordinance are available for review at the Pocono Township Municipal Building located at 112 Township Drive, Tannersville, Pennsylvania 18372, during normal business hours.

Leo V. DeVito, Jr., Solicitor
Pocono Township
38 West Market Street
Bethlehem, PA 18018

ORDINANCE NO. 2024-07

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA AMENDING THE CODE ORDINANCES OF THE TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA, AMENDING PART I GENERAL LEGISLATION; ADDING A NEW CHAPTER 29 VOLUNTEER SERVICE TAX CREDIT PROGRAM, WHICH ESTABLISHES A VOLUNTEER SERVICE CREDIT PROGRAM FOR VOLUNTEER MEMBERS OF VOLUNTEER FIRE COMPANIES; AND REPEALS ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT HERewith.

WHEREAS, Chapter 79A of Title 35 (Health and Safety) of the Pennsylvania Consolidated Statutes, Act of Nov. 21, 2016, P.L. 1509, No. 172, found at 35 Pa.C.S. § 79A03, et seq., entitled “Incentives for Municipal Volunteers of Fire Companies and Nonprofit Emergency Services Agencies” (“Act 172”), authorized municipal governments to grant local tax credits to volunteers at volunteer fire companies and nonprofit emergency medical service agencies; and

WHEREAS, on October 29, 2020, Act 91 of 2020 further amended Chapter 79A of Title 35 to authorize a municipal governing body to increase the real estate tax credit for certain active volunteers to 100% of the volunteer’s real estate tax liability (“Act 91”).

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania (the “BOC”), deem it appropriate to amend the Code of Ordinances of the Township of Pocono (the “Code”) by adding a new Chapter 29 to implement the provisions of Act 172 and Act 91 Incentives for Municipal Volunteers of Fire Companies.

WHEREAS, the BOC, under the powers vested in them by the "First-Class Township Code", 53 P.S. §55101, et seq., as well as other laws of the Commonwealth of Pennsylvania, including Act 172 of 2016, do hereby ordain and enact the following amendment to the Code.

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

SECTION 1. Part I *General Legislation* is hereby amended by adding a new Chapter 29 *Incentives for Township Volunteers of Fire Companies* as follows:

“Chapter 29 Incentives for Township Volunteers of Fire Companies

§ 29-1. Definitions.

The following words and phrases when used in this article shall have the meanings given to them in this section unless the context clearly indicates otherwise.

ACTIVE VOLUNTEER — A volunteer for a volunteer fire company listed under § 29-2.C of this article who has complied with, and is certified under, the Volunteer Service Credit Program.

EARNED INCOME TAX — A tax on earned income and net profits levied under Chapter 3 of the Act of December 31, 1965 (P.L. 1257, No. 511), known as the Local Tax Enabling Act (the "Act").

ELIGIBILITY PERIOD — The time frame when volunteers may earn credit under the Volunteer Service Credit Program.

EMERGENCY RESPONDER — A volunteer who responds to an emergency call with the entity listed under § 29-2.C of this article.

EMERGENCY RESPONDER CALL — Any emergency call to which a volunteer responds, including travel directly from and to a volunteer's home, place of business or another place where he/she shall have been when the call was received.

QUALIFIED REAL PROPERTY — A residential real property owned and occupied as the domicile of an active volunteer.

STATE — Commonwealth of Pennsylvania.

TOWNSHIP — Pocono Township, Monroe County, Pennsylvania.

VOLUNTEER(S) — A member of a volunteer fire company established by § 29-2.C of this article.

§ 29-2. Volunteer Service Credit Program.

A. Establishment. The Township hereby establishes a Volunteer Service Credit Program (the "Program"). The goal of the Program is to encourage membership and service in the Volunteer Fire Company as set forth in § 29-2C of this article.

B. Program criteria. The Board of Commissioners of the Township shall establish, by resolution, the annual criteria that must be met to qualify for credits under the Program.

C. Eligible entities. The Volunteer Service Credit Program is available to residents of the Township who are volunteers of the Pocono Township Volunteer Fire Company of Monroe County (the "Volunteer Fire Company"); residents of the Township who are volunteers with the Volunteer Fire Company Auxiliary; and, Township resident volunteers of the Volunteer Fire Company who additionally volunteer with fire companies of neighboring municipalities within Monroe County, Pennsylvania.

D. Eligibility period. A volunteer must meet the minimum criteria, set by resolution under this section, during the eligibility period to qualify for the tax credits established under §§29-3 and 29-4.

(1) For 2024, the eligibility period under the Volunteer Service Credit Program shall run from the effective date of this section until December 31, 2024; and

(2) For each subsequent year thereafter, the eligibility period shall run from January 1 until December 31.

E. Recordkeeping. The chief of the Volunteer Fire Company shall keep specific records of each volunteer's activities in a service log to establish credits under the Volunteer Service Credit Program. Service logs shall be subject to review by the Board of Commissioners of the Township, the State Fire Commissioners and the State Auditor General. The chief, or supervisor, shall annually transmit to the Township a notarized eligibility list of all volunteers that have met the minimum criteria for the Volunteer Service Credit Program. The notarized eligibility list shall be transmitted to the Township no later than 45 days prior to the date the tax notices are sent each year. The chief or supervisor shall post the notarized eligibility list in an accessible area of the volunteer fire company's facilities.

F. Application. Volunteers that have met the minimum criteria of the Volunteer Service Credit Program shall sign and submit an application for certification to their chief or supervisor. The chief or supervisor shall sign the application if the volunteer has met the minimum criteria of the Volunteer Service Credit Program, and forward it to the Township Manager of the Township. Applications shall not be accepted by the Township after April 1 of each year.

G. Municipal review. The Township Manager of the Township shall review the application for credit under the Volunteer Service Credit Program and shall cross-reference them with the notarized eligibility list. The Board of Commissioners of the Township shall approve all applicants that are on the notarized eligibility list. All applicants approved by the Board of Commissioners of the Township shall be issued a tax credit certificate by the Township Manager of the Township.

H. Official tax credit register. The Township shall keep an official tax credit register of all active volunteers that were issued tax credit certificates. The Township Manager shall issue updates, as needed, of the official tax credit register to the following:

- (1) Board of Commissioners of the Township;

(2) Chief of the Volunteer Fire Company; and

(3) Tax Collector for the Township.

I. Injured volunteers.

(1) An active volunteer that is injured during an emergency response call may be eligible for future tax credits. The injury must have occurred while responding to, participating in, or returning from an emergency response call with the entity listed under § 29-2C.

(2) An injured active volunteer shall provide documentation from a licensed physician with the application required under § 29-2.F, along with updated documentation from a licensed physician stating that the injury still exists and prevents them from qualifying as an active volunteer. The injured active volunteer shall again be deemed an active volunteer for that tax year. An injured active volunteer shall only be deemed an active volunteer for a maximum of five consecutive tax years.

(3) An injured active volunteer shall annually submit the application required under § 29-2.F, along with updated documentation from a licensed physician stating that the injury still exists and prevents them from qualifying as an active volunteer. The injured active volunteer shall again be deemed an active volunteer for that tax year. An injured active volunteer shall only be deemed an active volunteer for a maximum of five consecutive tax years.

§ 29-3. Earned Income Tax Credit

A. Tax credit. Each active volunteer who has been certified under the Township Volunteer Service Credit Program shall be eligible to receive a tax credit of up to \$250.00 of the earned

income tax levied by the Township. When an active volunteer's earned income tax liability is less than the amount of the tax credit, the tax credit shall equal the individual's tax liability.

B. Claim.

(1) An active volunteer with a tax credit certificate may file a claim for the tax credit on the Township's earned income tax liability when filing a final return for the preceding calendar year with the Tax Collector for the Township.

C. Rejection of tax credit claim.

(1) The Tax Collector for the Township shall reject a claim for a tax credit if the taxpayer is not on the official tax credit register issued by the Township Manager.

(2) If the Tax Collector for the Township rejects the claim, the taxpayer shall be notified, in writing, of the decision. The notice shall include the reasons for the rejection and provide the method of appealing the decision pursuant to § 29-5.A of this article.

(3) Taxpayers shall have 30 days to appeal the decision of the Tax Collector of the Township.

§ 29-4. Real Property Tax Credit

A. Tax credit. Each active volunteer who has been certified under the Township Volunteer Service Credit Program shall be eligible to receive a real property tax credit of 100% of the Township tax liability on qualified real property (the "tax credit"). If the tax is paid in the penalty period, the tax credit shall only apply to the base tax year liability.

B. Claim.

(1) An active volunteer with a tax credit certificate may file a claim for the tax credit on their qualified real property tax liability for the Township's real estate tax levy. The tax credit

shall be administered as a refund by the Township Treasurer. An active volunteer shall file the following with the Township Manager:

(a) A true and correct receipt from the Township real estate Tax Collector of the paid Township real property taxes for the tax year which the claim is being filed.

(b) The tax credit certificate.

(c) Photo identification.

(d) Documentation that the tax paid was for qualified real property as defined in this article.

(2) If the active volunteer provides all documents required under this subsection, the Township Treasurer shall issue the tax refund to the active volunteer.

C. Rejection of the tax credit claim.

(1) The Township Manager shall reject the claim for a Township real property tax credit if the taxpayer fails to provide the documents required under Subsection B(1).

(2) If the Township Manager rejects the claim, the taxpayer shall be notified, in writing, of the decision. The notice shall include the reasons for the rejection and provide the method of appealing the decision pursuant to § 29-5.B.

(3) Taxpayers shall have 30 days to appeal the decision of the Township Secretary.

§ 29-5. Appeals

A. Earned income tax credit appeals.

(1) Any taxpayer aggrieved by a decision under § 398-68.C of this article shall have a right to appeal said decision.

(2) A taxpayer shall have 30 days to appeal a decision or rejection of claim.

(3) All appeals of decisions under § 398-68.C of this article shall follow the provisions of the Act of May 5, 1998, P.L. 301, No. 50, known as the "Local Taxpayers Bill of Rights."

B. Real property tax credit appeals.

(1) Any taxpayer aggrieved by a decision under § 398-69.C shall have a right to appeal said decision.

(2) A taxpayer shall have 30 days to appeal a decision or rejection of claim.

(3) All appeals under § 29-2.C shall follow the provisions of 2 Pa.C.S.A. Chapter 5, Subchapter B (relating to practice and procedure of local agencies), and 2 Pa.C.S.A. Chapter 7, Subchapter B (relating to judicial review of local agency action), also known as the 'Local Agency Law.' ”

SECTION 2. All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

SECTION 3. The provisions of this Ordinance shall be severable and if any provision thereof shall be declared unconstitutional, illegal or invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as a legislative intent of the Township that this Ordinance would have been enacted had such unconstitutional, illegal or invalid provision(s) not been included herein.

SECTION 4. This Ordinance shall become effective within five (5) days of enactment.

ENACTED AND ORDAINED at a regular meeting of the Board of Commissioners of
the Township of Pocono, County of Monroe on this ____ day of _____, 2024.

ATTEST:

**TOWNSHIP OF POCONO,
MONROE COUNTY**

Jerrod Belvin
Township Manager

Richard Wielebinski
President, Board of Commissioners

RESOLUTION NO. 2024-33

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA ESTABLISHING THE ANNUAL CRITERIA THAT A VOLUNTEER MUST MEET TO BE CERTIFIED UNDER THE POCONO TOWNSHIP VOLUNTEER SERVICE CREDIT PROGRAM AND SETTING FOR THE REAL ESTATE TAX CREDIT AND REPEALING ALL RESOLUTIONS OR PARTS THEREOF INCONSISTENT HEREWITH

WHEREAS, the Township of Pocono (“Township”) is a First-Class Township of the Commonwealth of Pennsylvania (the “Commonwealth”) and is duly organized and existing under the laws of the Commonwealth; and

WHEREAS, Chapter 79A of Title 35 (Health and Safety) of the Pennsylvania Consolidated Statutes, Act of Nov. 21, 2016, P.L. 1509, No. 172, found at 35 Pa.C.S. § 79A03, et seq., entitled “Incentives for Municipal Volunteers of Fire Companies and Nonprofit Emergency Services Agencies” (“Act 172”), authorized municipal governments to grant local tax credits to volunteers at volunteer fire companies and nonprofit emergency medical service agencies; and

WHEREAS, on October 29, 2020, Act 91 of 2020 further amended Chapter 79A of Title 35 to authorize a municipal governing body to increase the real estate tax credit for certain active volunteers to 100% of the volunteer’s real estate tax liability via resolution (“Act 91”).

WHEREAS, the Township by Ordinance No. 2024-07 established a volunteer tax credit program (the “Program”) in the Township and authorizes local tax credits for residents of the Township who are active volunteers of the Pocono Township Volunteer Fire Company of Monroe County (the “Volunteer Fire Company”) and residents of the Township who are active volunteers with the Volunteer Fire Company Auxiliary.

WHEREAS, Township Ordinance 2024-07 provides that the Board of Commissioners of the Township shall establish, by resolution, the annual criteria that must be met to qualify for credits under the Program.

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

1. All “WHEREAS” clauses are hereby incorporated by reference.

2. **Program Criteria.**

a. Active Volunteers as defined by Township Ordinance 2024-07 shall meet the following criteria during the eligibility period, as defined by § 29-2.D of Township Ordinance 2024-07, to be eligible for certification under the Program:

(1) For the year 2025, and every year thereafter a volunteer must:

(a) give a minimum number of service hours at the volunteer fire company or volunteer fire company auxiliary at which the volunteer is an *active* volunteer during the eligibility period, which minimum number of service hours are set forth in the Volunteer Fire Companies bylaws;

(b) not owe any money to the volunteer fire company or auxiliary;
and

(c) be current on all dues.

3. **Act 91.**

a. Pursuant to 35 Pa.C.S.A. § 79A13, each active volunteer who has been certified under the Program shall be eligible to receive a real property tax credit of 100% of the Township tax liability on qualified real property.

4. **Effective Date.** This Resolution shall become effective immediately.

5. **Severability.** In the event any provisions, 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, clause or part of this Resolution, it being the intent of the Board of Commissioners that such remainder shall be and shall remain in force and effect.

6. **Repealer.** All resolutions or parts of resolutions inconsistent herewith are expressly repealed to the extent of such inconsistencies.

DULY ADOPTED, by the Board of Commissioners of the Township of Pocono, this ____ day of _____, 2024.

ATTEST:

**TOWNSHIP OF POCONO,
BOARD OF COMMISSIONERS**

By: _____
Jerrod Belvin
Township Manager

By: _____
Richard Wielebinski
President

APPENDIX G

REQUEST FOR MODIFICATION

Name of Applicant: D E & S Properties INC., T/A Classic Quality Homes

Name of Subdivision or Land Development: 109 Alpine Lake Road Grading Permit

Stormwater Management
Section of ~~Subdivision and Land Development~~ Ordinance: 365-11.A.(2)(a)

Justification for Relief: The lot is a flat non-conforming (0.43 ac) lot of record with shallow limiting zones due to seasonal high water table. There is not enough depth to provide 24" of separation between the limiting zone and bottom of basin. There is not enough slope to use an at-grade infiltration system. We are meeting the requirements of the ordinance to the best of our ability given the conditions of the site. We are only proposing 2,710 square feet of impervious area total and should be exempt from providing stormwater management.

Is the hardship self-imposed? ____ Yes X No

Is the hardship related to financial issues? ____ Yes X No

Stormwater Management
Will relief from the referenced section of the ~~Subdivision and Land Development~~ Ordinance alter the intent of the Ordinance?

Yes ☒ No ☐ Explain: The intent of the ordinance is being followed to the best of our ability. There will no increase in runoff post-construction. We will be promoting infiltration with amended soils. We proposing a very small amount of impervious area on a lot that doesn't meet the requirements for the minimum lot size. Existing non-conforming lots of record should be exempt from the stormwater management requirements as there is very little room to begin with to fit on-lot sewage disposal systems, a home within the building setbacks, driveway, etc.

**Pocono Township Board of Commissioners
Regular Meeting Minutes
November 18, 2024 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on November 18, 2024 and was opened by Vice Chair Natasha Leap at 6:00 p.m. followed by the Pledge of Allegiance.

Roll Call: Ellen Gndt, present; Natasha Leap, present; Mike Velardi, present; Brian Winot, present. Rich Wielebinski, present via zoom.

In Attendance: Leo DeVito, Township Solicitor; Jon Tressler, Engineer; Jennifer Gambino, Events Coordinator; Jerrod Belvin, Township Manager, Shawn McGlynn, SFM Consulting Mgr., Lindsay Scerbo, SFM Admin.

Public Comment

Cheryl Parks (Resident) – Stated that there were no loose dogs this week. Both residents leave the property with the dogs still on the front deck. Discussed deed restrictions.

Announcements

An executive session was held immediately following the November 4th meeting and Tuesday November 12th to discuss personnel matters.

Hearings

Knox Box Ordinance 2024-05 Hearing – N. Leap made a motion, seconded by R. Wielebinski, to open the hearing. All in favor. Motion carried. M. Velardi, Commissioner, recommended the Ordinance to assist with a more effective way to handle emergency situations on commercial properties. N. Leap made a motion, seconded by M. Velardi, to close the hearing. All in favor. Motion carried. N. Leap made a motion, seconded by B. Winot, to adopt the Knox Box Ordinance 2024-05. All in favor. Motion carried.

Wawa Parking Ordinance 2024-06 Hearing – N. Leap made a motion, seconded by M. Velardi, to open the hearing. All in favor. Motion carried. E. Gndt, Commissioner, commented on the amount of the fine and how it would be a deterrent. L. DeVito explained the process. Further discussion was had. N. Leap made a motion, seconded by M. Velardi to close the hearing. All in favor. Motion carried. N. Leap made a motion, seconded by B. Winot, to adopt the Wawa Parking Ordinance 2024-06. All in favor. Motion carried.

Pocono Places Grading Permit Issue Hearing: N. Leap made a motion, seconded by B. Winot, to amend the agenda. All in favor. Motion carried. N. Leap made a motion, seconded by B. Winot, to open the hearing. All in favor. Motion carried. Inspection was conducted by zoning and found the property back in compliance. N. Leap made a motion, seconded by M. Velardi, to withdraw the grading violation due to the property owner coming into compliance. All in favor. Motion carried. N. Leap made a motion, seconded by E. Gndt, to close the hearing. All in favor. Motion carried.

Presentations

Jeff Weis from Z/A presenting the 2023 Pocono Township Audit. Mr. Weis reviewed the audit with everyone.

N. Leap made a motion, seconded by B. Winot, to receive the 2023 Pocono Township Audit. E. Gndt questioned the audit regarding restricted cash. All in favor. Motion carried.

Frank Cefali, Treasurer – Quarterly Report for Pocono Township – (3rd Qtr.)

Nate Oiler – RKR Hess – Brookdale Spa Waiver Request of section 390-48.H(1) with respect to the widening of the travel way and the car bay.

N. Leap made a motion, seconded by M. Velardi to approve the waiver of section 390-48.H(1). All in favor. Motion carried. E. Gndt abstained.

Resolutions

N. Leap made a motion, seconded by B. Winot, to accept Resolution 2024-35 for purposes of statewide LSA Grant in the amount of \$398,000.00. Discussion. All in favor. Motion carried.

Consent Agenda

- Old business consists of the minutes of the November 4, 2024 regular meeting.
- General Fund budget adjustments in the amount of \$24,100.00 for the purpose of providing additional funding for the following line items. To cover future expenditures. Financial transactions through November 15, 2024 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll, vouchers payable, sewer operating expenditures, construction fund expenditures, and capital reserve expenditures totaling \$626,851.85

N. Leap made a motion, seconded by B. Winot, to approve the consent agenda. All in favor. Motion carried.

NEW BUSINESS –

Commissioner Comments

Richard Wielebinski – President

- R. Wielebinski made a motion, seconded by N. Leap, to donate \$1,105.90 for 10 cases of flares for Pocono Township Volunteer Fire Department, to be taken from the Emergency Management Operations account. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi to award painting & drywall to Ammerman Inc., a Costars vendor, for the drywall repair and painting of the administrative wing at NCC in the amount of \$67,500.00. Discussion was had. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to approve the Waiver of Land Development for Trap Enterprises LLC plunge pool equipment bay. Discussion was had. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to advertise the 2025 Budget; have the solicitor advertise fire tax (General, ARPA, Capital, Liquid Fuels), keeping milage the same with a .10 rise in fire tax. Discussion was had. Roll call vote: R. Wielebinski, aye, N. Leap, aye, M. Velardi, aye, B. Winot, aye, E. Gndt, nay. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to approve (2) men's & Women's ADA Gym bathrooms in NCC Admin., wing to Troy Mechanical, Inc., in the amount of \$97,960.00 – a Costars, GSA & Certified Women in Business Enterprise. Discussion was had. All in favor. Motion carried.

Natasha Leap – Vice President

- Discussion to allow livestock & chickens within the R1 & R2 districts. The Planning Commission will be visiting this item during their work session when they re-convene after the Holidays.
- Mattioli and Laurel Lake Road Bus Stop. Cars are speeding past the stopped school bus picking up elementary school children. The police are asked to monitor that area going forward.
- Rimrock Road Light issues with traffic backing up on 611 throughout the day. Looking into what has changed.

Ellen Gndt – Commissioner

- SBA Cell Tower – No current updates

- Solar Field – The township solicitor is preparing an injunction package to be submitted to the court to get a hearing scheduled to stop them from continuing the work for anything outside of the approved phase. We have also filed a Civil complaint.
- Kennel – The township solicitor explained the municipality and how they enforce their ordinances. In-depth discussion was had.
- Drone Program Update – they are ordered and waiting to arrive.
- Nuisance ordinance- language is still being addressed.

Mike Velardi – Commissioner

Brian Winot – Commissioner

- Update on the Ertle extinguishments – paperwork has been received from Attorney Chris Brown and we just received word from engineering that were good to go. Just looking for confirmation regarding the sewer issues in order to move forward with the extinguishment agreements and get them recorded. No current updates regarding the traffic signal, which requires the condemnation.

Reports

Zoning Report

- PennDOT expansion project moving forward.
- Issued a UCC notice for violation for alterations to the plumbing system without building permits as a property was utilizing a neighbors drainage field.
- Laurel Springs dangerous structure being issued and looking for the boards approval to demolish the property. N. Leap made a motion, seconded by E. Gnadit, to open the agenda. All in favor. Motion carried. N. Leap made a motion, seconded by M. Velardi, to authorize the zoning code enforcement officer to send out notice to the landowner declaring the structure located on the property with Tax ID No. 12.11A.1.93 as an unsafe structure pursuant to the Pocono Township Ordinances, to either be repaired or destroyed or the township will act. All in favor. Motion carried.
- The zoning office obtained a search warrant to access the building located at 229 Hemlock to evaluate the structure. They confirmed that it is unsalvageable. Zoning will get their report to the township solicitors office in order to move forward with getting a court order to have the building raised.
- 175 Laurel Lake Rd. – appeal – violation is closed. They must apply for a new permit.
- 239 Warner Rd. notice sent out for junk vehicles and items.

Police Report

- Octobers report – 1130 Volunteer Service hours, 35 traffic accidents investigated, 386 traffic contacts, 30 criminal arrests and eight summary risks.
- B. Winot made a motion, seconded by E. Gnadit, to approve drone training (7) pilots for an amount of \$12,654.92, to be funded by donations for drone program. All in favor. Motion carried.

Manager Report –

- Update Emergency Management – Hazmat rewrite was November 12th.
- NCC Update- construction is moving along.
- Kenny's Way- Has been winterized and will be decorated for the holidays.

Public Works

- Sewer business update – Met with Mountain View Village for potential interest in connecting to the central sewer system.
- MCTI sewer connect, met with the Strand Family regarding easements
- Public works continues with township cleanup for the upcoming season. Work on the NCC building is continuing

- Dori place pipe replacement is on going.
- Parks update – MVP park courts have been completed prior to closing. The gate is up and functional. All comfort stations have been winterized.
- Wilke Road final paperwork has been submitted to MCCD for review.
- An in-depth discussion was had regarding the Kalahari and Tobyhanna sewer issues.

Events

- Tree Lighting at TLC Park December 6th
- Magic Mistletoe Market is in the works.

Township Engineer Report

- Learn Road Roundabout – finalizing drawings and looking to bid after the holidays and award around March with a start date of April. We will need to shut down the road going north during construction. Possible 8-week project.
- Sewer update – working on proposals regarding sewer extension projects for P. Briegel to review.
- TASA project – Comments came back from PennDOT and will be addressed.
- TLC walking bridge – gathering design information.
- MS4 update – place holder
- Fish hill Rd. should have a traffic study to reassess the speed limit.

Township Solicitor Report

- Sewer Business update - Special Counsel, David Roman received various agreements, resolutions, etc, and we are working on setting up a zoom conference.
- Nuisance ordinance update – discussed under E. Gndt's report.
- General Legal update – no current updates.
- B. Winot made a motion, seconded by R. Wielebinski, to advertise for the LERTA Ordinance for the 30-day review period with hearing scheduled for January 6, 2025. All in favor. Motion carried.
- N. Leap made a motion, seconded by M. Velardi to advertise Commercial zoning change and special meeting to be held January 6, 2025, at 6:00 p.m. Roll call: N. Leap, aye; R. Wielebinski, aye; B. Winot, aye; M. Velardi, aye; E. Gndt, nay. Motion carried.
- Zoning Hearing Board updates.
- Archer Lane filed an appeal
- Learn Rd easements almost ready.

Public Comment

Charles Keppler (Resident) expressed his concerns regarding the drone program and use.

Adjournment – N. Leap made a motion, seconded by M. Velardi, to adjourn the meeting at 10:05 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Tuesday December 2, 2024

SUMMARY

Ratify

General Fund	\$	411.95
Payroll	\$	135,677.16
Sewer Operating	\$	680.47
Sewer Construction		
Capital Reserve		

Bill List

TOTAL General Fund	\$	91,427.53
TOTAL Sewer <u>OPERATING</u> Fund	\$	671,994.14
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	33,022.99
TOTAL Capital Reserve Fund	\$	12,626.52
Liquid Fuels		
TOTAL EXPENDITURES	\$	945,840.76

Fire Tax Disbursement	\$	1,748.39
------------------------------	-----------	-----------------

Budget Adjustments

General Fund	\$	4,904.50
Capital Reserve		
Liquid Fuels		
Sewer Operating	\$	5,000.00

<u>Budget Appropriations</u>	\$	9,904.50
-------------------------------------	-----------	-----------------

Budgetary Interfund Transfer

\$ -

Use of Grant Funds**ARPA FUNDS TO CAPITAL RESERVE**

TOTAL CAP. RESERVE	\$	-
--------------------	----	---

ARPA FUNDS TO GENERAL FUND

TOTAL GEN FUND	\$	-
----------------	----	---

Total ARPA Transfers	\$	-
-----------------------------	-----------	----------

Notes:

POCONO TOWNSHIP CHECK LISTING
Tuesday December 2, 2024
Monday November 18, 2024

General Fund

Date	TYPE	Vendor	Memo	Amount
11/29/2024	ACH		PAYROLL ENDING 11/24/24	\$ 135,677.16
TOTAL PAYROLL				<u>\$ 135,677.16</u>

General Expenditures

Date	Check	Vendor	Memo	Amount
11/20/2024	1875	DISTRICT COURT 43-3-03	154 Ruby Ln Civil	\$ 130.25
11/25/2024	1876	DISTRICT COURT 43-3-03	12.10.1.37-1 CIVIL 2024	\$ 226.75
11/25/2024	1877	BLUE RIDGE COMMUNICATIONS	Kenny's Way Internet	\$ 54.95
TOTAL General Fund Bills				<u>\$ 411.95</u>

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
11/19/2024	1203	VERIZON	Sewer SCADA System	\$ 35.85
11/20/2024	1204	VERIZON WIRELESS	Sewer Modems	\$ 120.03
11/25/2024	1205	BLUE RIDGE COMMUNICATIONS	Pump Station 3 Phone	\$ 66.01
11/25/2024	1205	BLUE RIDGE COMMUNICATIONS	Pump Station 4 Phone	\$ 66.01
11/25/2024	1206	MET-ED	Pump Station 4 Electric	\$ 392.57
TOTAL Sewer Operating Fund				<u>\$ 680.47</u>

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
TOTAL Sewer Operating
TOTAL Sewer Construction
Total Capital Reserve

\$	411.95	
\$	680.47	Authorized by:
\$	-	
\$	-	Transferred by:
<u>\$</u>	<u>1,092.42</u>	

POCONO TOWNSHIP CHECK LISTING
Tuesday December 2, 2024

General Fund

Date	Check	Vendor	Memo	Amount
11/26/2024	1878	ALL IT'S CRACKED UP TO BE LLC	000043 Staff Fleece	\$ 603.30
11/26/2024	1878	ALL IT'S CRACKED UP TO BE LLC	000042 Event Staff	\$ 115.90
11/26/2024	1879	BARTONSVILLE PRINTING	38254 Envelopes	\$ 125.00
11/26/2024	1880	CEFALI AND ASSOCIATES PC	Sep/Oct Treasury Services	\$ 440.00
11/26/2024	1882	CREATIVE WORKS SYSTEMS, INC.	Mar 2024 Website Mgmt	\$ 107.50
11/26/2024	1882	CREATIVE WORKS SYSTEMS, INC.	Apr 2024 Website Mgmt	\$ 129.00
11/26/2024	1882	CREATIVE WORKS SYSTEMS, INC.	Yrly Web Hosting/May Maint	\$ 1,015.00
11/26/2024	1882	CREATIVE WORKS SYSTEMS, INC.	Jun 2024 Website Mgmt	\$ 215.00
11/26/2024	1882	CREATIVE WORKS SYSTEMS, INC.	Jul 2024 Website Mgmt	\$ 330.25
11/26/2024	1882	CREATIVE WORKS SYSTEMS, INC.	Aug 2024 Website Mgmt	\$ 411.50
11/26/2024	1882	CREATIVE WORKS SYSTEMS, INC.	Sep 2024 Website Mgmt	\$ 273.75
11/26/2024	1882	CREATIVE WORKS SYSTEMS, INC.	Oct 2024 Website Mgmt	\$ 160.00
11/26/2024	1883	DAVIDHEISER'S INC.	Speed Equip Tested	\$ 855.00
11/26/2024	1884	Elan City, Inc.	2 Signs	\$ 468.00
11/26/2024	1885	Fardella, Amanda	377 Scotrun Ave App Fee Refund	\$ 500.00
11/26/2024	1886	FURINO MECH CONTRACTING & FURI	Boiler Winterizing	\$ 1,064.34
11/26/2024	1886	FURINO MECH CONTRACTING & FURI	Bath/Boiler/Water Winterizing	\$ 721.80
11/26/2024	1886	FURINO MECH CONTRACTING & FURI	Blowout Lines/Drains/Heater	\$ 362.97
11/26/2024	1887	Jim's Drywall Supplies, Inc.	NCC Supplies	\$ 2,239.00
11/26/2024	1887	Jim's Drywall Supplies, Inc.	NCC Supplies	\$ 498.00
11/26/2024	1888	J P MASCARO & SONS	MVP Waste Removal Nov 2024	\$ 235.65
11/26/2024	1889	WITTEL, JASON	New Logo TWP Work Truck	\$ 285.00
11/26/2024	1890	J P MASCARO & SONS	TWP Waste Removal Nov 2024	\$ 399.50
11/26/2024	1891	LAWSON PRODUCTS	PW Op Supp	\$ 1,413.65
11/26/2024	1892	Lynn Feldman Chap 7 Trust LVL	Proj 1630000 Poc TWP Gen Engin	\$ 211.50
11/26/2024	1892	Lynn Feldman Chap 7 Trust LVL	Proj 1730059 Green Light Go Gr	\$ 64.00
11/26/2024	1892	Lynn Feldman Chap 7 Trust LVL	Proj 2330208 Zon/SALDO Rev/Ame	\$ 416.00
11/26/2024	1892	Lynn Feldman Chap 7 Trust LVL	Proj 2330236 NCC Environ Asses	\$ 2,709.74
11/26/2024	1893	MARKI ROLLOFF CONTAINER, INC.	NCC Trash Pickup	\$ 714.60
11/26/2024	1894	PELRAS	PELRAS Membership 12/31/2025	\$ 450.00
11/26/2024	1895	PMHIC	Admin Med	\$ 4,930.30
11/26/2024	1895	PMHIC	Fin Med	\$ (3,893.31)
11/26/2024	1895	PMHIC	Sec Med	\$ 4,539.13
11/26/2024	1895	PMHIC	Pol Med	\$ 28,810.51

11/26/2024	1895 PMHIC	1895 PMHIC	PW Med	\$	20,367.02
11/26/2024	1896 SHICK, TOM	1896 SHICK, TOM	Clothing Reimb 2024	\$	134.97
11/26/2024	1897 SIGNAL SERVICE, INC.	1897 SIGNAL SERVICE, INC.	Rt 611 & Rt 715 Light Repair	\$	380.00
11/26/2024	1897 SIGNAL SERVICE, INC.	1897 SIGNAL SERVICE, INC.	Rt 611/I80 Wolf Lodge Repair	\$	3,768.00
11/26/2024	1898 STAPLES	1898 STAPLES	Police Supplies	\$	166.46
11/26/2024	1899 SUBURBAN TESTING LABS	1899 SUBURBAN TESTING LABS	SDWA Seasonal Apr-Nov Mo 705	\$	120.00
11/26/2024	1899 SUBURBAN TESTING LABS	1899 SUBURBAN TESTING LABS	SDWA Monthly 701	\$	120.00
11/26/2024	1900 Sunbelt Rentals, Inc.	1900 Sunbelt Rentals, Inc.	9/24/24 Rental for NCC Carpets	\$	2,516.22
11/26/2024	1901 Tactical Data Group LLC	1901 Tactical Data Group LLC	Nov 2024 Monthly Retainer	\$	3,000.00
11/26/2024	1902 TRAISR	1902 TRAISR	PW Oct Sub	\$	366.66
11/26/2024	1902 TRAISR	1902 TRAISR	Zon Oct Sub	\$	366.67
11/26/2024	1903 UNIFIRST CORPORATION	1903 UNIFIRST CORPORATION	TWP Mats	\$	41.06
11/26/2024	1903 UNIFIRST CORPORATION	1903 UNIFIRST CORPORATION	TWP Mats	\$	41.06
11/26/2024	1904 WORLD FUEL SERVICES, INC.	1904 WORLD FUEL SERVICES, INC.	CONV Unleaded 1,088 gal	\$	2,546.14
11/26/2024	1904 WORLD FUEL SERVICES, INC.	1904 WORLD FUEL SERVICES, INC.	PA Underground Storage Tank	\$	11.97
11/26/2024	1904 WORLD FUEL SERVICES, INC.	1904 WORLD FUEL SERVICES, INC.	Taxes	\$	7.15
11/26/2024	1905 WORLD FUEL SERVICES, INC.	1905 WORLD FUEL SERVICES, INC.	B2 Clear Biodiesel 1,400 gal	\$	3,639.96
11/26/2024	1905 WORLD FUEL SERVICES, INC.	1905 WORLD FUEL SERVICES, INC.	CONV Unleaded 809 gal	\$	1,898.40
11/26/2024	1905 WORLD FUEL SERVICES, INC.	1905 WORLD FUEL SERVICES, INC.	PA Underground Storage Tank	\$	8.90
11/26/2024	1905 WORLD FUEL SERVICES, INC.	1905 WORLD FUEL SERVICES, INC.	Taxes	\$	5.31

TOTAL GENERAL FUND **\$91,427.53**

Sewer Operating

Date	Check	Vendor	Memo	Amount
11/26/2024	1207	BRODHEAD CREEK REGIONAL AUTHOR	Evoqua Inv 906601049	\$ 7,853.17
11/26/2024	1207	BRODHEAD CREEK REGIONAL AUTHOR	Evoqua Inv 906726114	\$ 7,380.54
11/26/2024	1208	EVOQUA WATER TECHNOLOGIES LLC	Pump Station 5 Service	\$ 1,100.00
11/26/2024	1209	FIRST KEYSTONE COMMUNITY BANK	5001146580 11/21/24	\$ 619,000.00
11/26/2024	1209	FIRST KEYSTONE COMMUNITY BANK	5001146580 11/21/24	\$ 33,019.00
11/26/2024	1210	FURINO MECH CONTRACTING & FURI	NCC Supplies	\$ 345.35
11/26/2024	1211	J P MASCARO & SONS	Pump Stations Waste Removal	\$ 272.95
11/26/2024	1212	Lynn Feldman Chap 7 Trust LVL	Proj 1631000 Poc TWP Sewer Iss	\$ 1,356.98
11/26/2024	1212	Lynn Feldman Chap 7 Trust LVL	Proj 1631002 Kalahari Resort S	\$ 266.00
11/26/2024	1212	Lynn Feldman Chap 7 Trust LVL	Proj 2031037 Penn DOT SR715 AI	\$ 66.50
11/26/2024	1213	STROUDSBURG ELECTRIC MOTOR SER	Hackzell Bare Tool 2ea	\$ 339.98
11/26/2024	1214	SUBURBAN TESTING LABS	Monthly NPDES	\$ 627.00
11/26/2024	1215	TRAISR	Oct 2024 SaaS	\$ 366.67
				\$671,994.14

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
11/26/2024	1007	Design Plastic Systems, Inc.	2500 Gallon CCS	\$ 31,401.00
11/26/2024	1008	Lynn Feldman Chap 7 Trust LVL	Proj 1931031B Jock Pump Proj	\$ 64.00
11/26/2024	1008	Lynn Feldman Chap 7 Trust LVL	Proj 2031041 Sewer Sys Overall	\$ 1,244.99
11/26/2024	1008	Lynn Feldman Chap 7 Trust LVL	Proj 2331073 2023 Sanitary Sew	\$ 313.00
TOTAL Sewer Construction Fund				\$33,022.99

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
11/26/2024	1075	Influent Drones	Police Drones	\$ 12,136.92
11/26/2024	1076	Lynn Feldman Chap 7 Trust LVL	Proj 2130153T TASA SR 611/Lear	\$ 489.60
TOTAL Capital Reserve Fund				\$12,626.52

Liquid Fuels

Date	Check	Payee	Memo	Amount
				\$0.00

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
11/21/2024	1052	POCONO TOWNSHIP VOLUNTEER FIRE	FIRE TAX PMT 16/INT B	\$ 1,748.39
TOTAL Fire Tax				\$1,748.39

General Fund
Sewer Operating
Sewer Construction Fund
Capital Reserve
Fire Tax Disbursement
Liquid Fuels
TOTAL TRANSFERS

\$	91,427.53
\$	671,994.14
\$	33,022.99
\$	\$12,626.52
\$	1,748.39
\$	-
\$	810,819.57

Authorized by: _____
Transferred by: _____

BUDGET ADJUSTMENT REQUEST

Tuesday December 2, 2024

GENERAL FUND		FROM	Amount	TO	Amount	Explanation
01.454.220 Operating Supplies			1,000.00	01.405.120 Overtime Wages	1,000.00	Line needs to be increased to ensure sufficient funding for the rest of the year
			1,000.00	01.409.450 Contracted Services	1,000.00	Line needs to be increased to ensure sufficient funding for the rest of the year
			1,000.00	01.410.373 Maint & Repair Bldg	1,000.00	Line needs to be increased to ensure sufficient funding for the rest of the year
			1,404.50	01.454.110 Salaries & Wages	1,404.50	Line needs to be increased to ensure sufficient funding for the rest of the year
			500.00	01.454.360 Utilities	500.00	Line needs to be increased to ensure sufficient funding for the rest of the year
TOTAL ADJUSTMENTS			4,904.50		4,904.50	
SEWER OPERATING		FROM	Amount	TO	Amount	
08.471.200			5,000.00	08.429.405 O&M	5,000.00	Line needs to be increased to ensure sufficient funding for the rest of the year
TOTAL ADJUSTMENTS			5,000.00		5,000.00	



KIMMEL BOGRETTE

Architecture + Site

Extraordinary Solutions for Ordinary Budgets

Martin D. Kimmel, AIA,
NCARB
Joseph Horan, RA, NCARB, LEED AP
Matthew McQuaide, RA, NCARB
482 Norristown Road, Suite 200
Blue Bell, PA, 19422
T: 610.834.7805
F: 610.834.7815
Kimmel-Bogrette.com

Jerrold Belvin
Township Manager
Pocono Township
112 Township Drive,
Tannersville, PA 18372

Pocono Township Municipal Complex
Full Scope of Design Services
Renovation of NCC Campus Building (Phase I & II)
By Kimmel Bogrette Architecture + Site, Inc.

August 27, 2024
REVISED September 24, 2024
REVISED October 10, 2024

Dear Jerrod,

Thank you for requesting this proposal. We look forward to the opportunity to continue to build our relationship with Pocono Township with this exciting and unique project.

DESCRIPTION:

We understand that the goal of this project is to renovate the interior of a 35,975 SQFT single story building previously occupied by Northampton Community College. The building will be converted into Administrative Offices, Police and Community space for Pocono Township. This proposal includes the following scope and is based on the last set of plan revisions made by the Township commissioners issued, on June 26, 2024. It is the stated intent to try to keep as much existing infrastructure in place as possible to reduce renovation and conversion costs. KBA has reviewed the plan provided by the Township and divided the building into areas of light, medium and heavy renovation. The existing modular units located to the east of the building will be demolished and replaced with a Sally Port and ancillary Police space. We propose to divide the scope of work into the following areas.

This project will be complete in multiple phases. The first phase will be the Existing Building Assessment & Concept Design. This will include an evaluation of the existing conditions and a concept plan that reconciles a plan for all proposed uses. Phase II will focus on the construction documentation and administration of just the Police suite.

EXISTING BUILDING ASSESSMENT & CONCEPT DESIGN:

- KBA and the consultant team will complete an existing survey of the building to evaluate the proposed reconfigurations and overall building systems to determine their viability / adaptability and overall code compliance.
- The survey will be based strictly upon visual observation of the major components of the existing



KIMMEL BOGRETTE

Architecture + Site

Extraordinary Solutions for Ordinary Budgets

Martin D. Kimmel, AIA,
NCARB
Joseph Horan, RA, NCARB, LEED AP
Matthew McQuaide, RA, NCARB
482 Norristown Road, Suite 200
Blue Bell, PA, 19422
T: 610.834.7805
F: 610.834.7815
Kimmel-Bogrette.com

mechanical, electrical, and plumbing systems. The survey will not entail any selective demolition, testing and/or sampling nor will it involve the opening of any equipment or devices (i.e. panelboards, receptacles, HVAC units). If the opening of equipment or devices is deemed necessary by the owner then the owner must provide maintenance personnel or a contractor to remove cover plates, coverings, etc. for our observation.

- The evaluation of on-lot sewage disposal systems, storm water retention systems, water well systems, and fuel storage tanks shall be by others. It is assumed that the Township intends to connect this building to the public sewer and that work will be performed by others.
- Currently, it is understood that adequate HVAC, electrical (power) and plumbing (domestic cold water and sewer) services and systems to support the renovations are available within the building. If it is determined that a service upgrade is necessary, additional engineering services will be required to address the extra scope. An authorization for additional services will be forwarded for approval before the added services begin.
- KBA will survey the building to confirm that the proposed changes meet current building code regulations. Additionally, we will make suggested changes for any proposed renovations that may be complicated by existing systems or code challenges.
- We will deliver an initial report of our finding and then use this as the basis of design for the ensuing phase. If the agreed upon scope deviates from the assumptions in this proposal subsequent modifications will be made to adjust the fees to match the final scope.
- We will deliver a fully reconciled concept plan that resolves the layout and design for all areas of the building (Police, Administration & Community). Then design will need to allow each respective portion to be constructed as a single phase.

SCOPE OF THE PROPOSED POLICE RENOVATIONS:

- Police Renovations
 - o Layout and design of new police holding cells with dedicated toilets
 - o Layout of three new police interview rooms
 - o New finishes as required to restore areas of limited interior demolition.
 - o Reconfiguration of interior spaces to accommodate additional office layout
 - o Replacement of interior ceiling and lighting systems as required
- Police Addition
 - o Demolition of the existing modular units
 - o Design new Sally Port and ancillary Police space as required.
 - o Includes structural design of new building components
 - o Integration into the site will be designed by the Township Civil Engineer. KBA will coordinate as required.
- Coordination
 - o Coordinate with BSEG Engineering (Mechanical/Electrical/Plumbing)
 - o Coordination with our selected Structural Engineer
 - Construction of the new Sally Port Area
 - Various loose lintels and additional support framing as required
 - o Our team has limited all work to 5' outside the building. All work from that point and beyond shall be by the Township Engineer. KBA will coordinate as required.
 - o Coordination of all AV and related technology to support the new uses of the building.



KIMMEL BOGRETTE

Architecture + Site

Extraordinary Solutions for Ordinary Budgets

Martin D. Kimmel, AIA,

NCARB

Joseph Horan, RA, NCARB, LEED AP

Matthew McQuaide, RA, NCARB

482 Norristown Road, Suite 200

Blue Bell, PA, 19422

T: 610.834.7805

F: 610.834.7815

Kimmel-Bogrette.com

- Coordination of building security and card access.
- Exclusions
 - Assumes the existing roof will not be replaced
 - Assumes that all existing exterior doors and windows shall remain.
 - Assumes no substantial work is occurring to the exterior of the building
 - Assumes adequate HVAC, electrical (power) and plumbing (domestic cold water and sewer) services and systems to support the renovations are available within the building
 - Any approvals associated with land development
 - Any major structural revisions beyond new interior loose lintels and supplemental equipment support (if required).
 - All work to occur outside 5' of the building footprint
 - Sprinkler system design

PERMIT SET DELIVERABLES:

- Architectural & Interior Design (Bid Set & Permit Drawings)
 - Cover Sheet & Notes
 - Code Sheet
 - Demolition Plan
 - Floor Plans
 - Interior Elevations
 - Details
 - Schedules (Door, Windows & Finishes)
- Structural Engineering
 - Footings & Foundations (Carport)
 - Framing & Design of Carport
 - Loose Lintels & Openings
- HVAC Design
 - HVAC Demolition Plan
 - HVAC Floor Plan
 - HVAC Schedules and Details
- Plumbing Design
 - Plumbing Demolition Plan
 - Plumbing Sanitary Floor Plan
 - Plumbing Domestic Water Floor Plan
 - Plumbing Schedules and Details
- Electrical Design
 - Electrical Demolition Plan
 - Electrical Power Floor Plan
 - Electrical Lighting Floor Plan
 - Electrical Schedules and Details
- Fire Protection
 - Fire Protection Plan



KIMMEL BOGRETTE

Architecture + Site

Extraordinary Solutions for Ordinary Budgets

Martin D. Kimmel, AIA,

NCARB

Joseph Horan, RA, NCARB, LEED AP

Matthew McQuaide, RA, NCARB

482 Norristown Road, Suite 200

Blue Bell, PA, 19422

T: 610.834.7805

F: 610.834.7815

Kimmel-Bogrette.com

BID PHASE (POLICE ONLY)

- Public Bidding: Drawings and specifications will be completed for the purpose of public bidding. With this type of bid, there are at least 4 prime contractors (General, Mechanical, Plumbing and Electrical). In this instance, the documents must be coordinated to provide clarity in scope to each of the primes so there are no gaps in the drawings. Services will include the "Front-End" specifications which will detail Pennsylvania Public Bidding Requirements, attendance at a pre-bid meeting, question resolution during bidding, bid analysis/qualification upon receipt, and revision of the Construction Documents as needed for clarification.

CONSTRUCTION ADMINISTRATION PHASE (POLICE ONLY)

- Work Includes
 - o Includes a total of five (5) site visits during CA:
 - One (1) construction kick-off meeting
 - Three (3) site visits during construction
 - One (1) punch list close out meeting
 - MEP Engineer to provide up to (3) total visits during construction
 - o KBA's Attendance at virtual job meetings during construction on an assumed 2-week reoccurring basis.
 - o Review of Shop Drawings
 - o Review of Change Orders
 - o Processing of Application for Payment
 - o Processing / Responding to RFIs
 - o Closeout
 - o Fees based on a (6) month construction schedule

Fee by Phase - (Proposal)						
Phase	%	Total Fee	Architecture	MEPFP	Structure	Civil Coordination
Existing Building Assessment	12.5%	\$20,000	\$11,000	\$8,000	\$1,000	\$0
Permit Set	61%	\$98,100	\$46,600	\$28,500	\$14,500	\$8,500
Bidding	5.0%	\$8,000	\$5,000	\$2,500	\$1,000	\$0
Construction Administration	21.5%	\$35,000 #	\$20,000	\$10,500	\$4,000	\$0
Reimbursable		\$5,000 NTE				
Totals		\$166,100	\$82,600	\$49,500	\$20,500	\$8,500

Architectural Construction Administration Fees are an hourly estimate.



KIMMEL BOGRETTE

Architecture + Site

Extraordinary Solutions for Ordinary Budgets

Martin D. Kimmel, AIA,
NCARB
Joseph Horan, RA, NCARB, LEED AP
Matthew McQuaide, RA, NCARB
482 Norristown Road, Suite 200
Blue Bell, PA, 19422
T: 610.834.7805
F: 610.834.7815
Kimmel-Bogrette.com

EXCLUSIONS/ASSUMPTIONS:

- Any major redesign of the space due to changes in project scope occurring either during working drawing development or after design completion.
- Proposal assumes all meetings not specifically noted will be virtual. In-person meetings can be added at a cost of \$1,500 / meeting.
- Cost estimating services
- Excludes Civil Engineering and any site-related work outside of the building. KBA will coordinate as required with the Township Engineer
- Revisions required after completion of the project including changes due to Owner revisions, bidder/contractor questions, code review comments or other addenda items that effect KBA's Plans/Design, except revisions for items as listed that are a direct result of inconsistencies, flaws or deficiencies in the original Design
- Preparation of As-Built Drawings. As-Built Drawings may be provided on an hourly basis.
- Property Surveys
- Geotechnical Engineering
- Site Utility Location
- FF&E Selection

BILLING AND REIMBURSABLE EXPENSES:

We have provided a NTE (Not to Exceed) fee for reimbursables for budget purposes, such as printing, copying, digital file conversion, photography, travel, meals during travel, hotels, rental car, parking, presentation materials and courier services (UPS/FedEx, US Mail, etc.). All reimbursables will be billed at cost. If the full amount is not incurred the savings will be reverted to the Township. We will bill monthly against the percentage of completed work for each phase, including reimbursable expenditures.

Respectfully submitted,

Matthew H. McQuaide, RA, NCARB
Principal
Kimmel Bogrette Architecture + Site

Agreed to & Approved by:

Date



YOUR GOALS. OUR MISSION.

November 25, 2023

Pocono Township Board of Commissioners
112 Township Drive
Tannersville, PA 18372

**SUBJECT: CHERRY LANE DEVELOPMENT PARTNERS – WAWA #8187, 2977 ROUTE 611
WAWA CONSTRUCTION ESCROW RELEASE NO. 1
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
POCONO TOWNSHIP LDP NO. 1393, T&M PROJECT NO. POCO-R0625**

Dear Commissioners:

We have reviewed and processed an escrow release request from Wawa. This request is related to Part 2 of the development and was submitted under a cover letter dated November 4, 2024, for the release of monies for site improvements at the above referenced project. It is noted that construction of Part 2 is complete with only punchlist items outstanding.

Based upon our review of this request and construction inspections to date, we recommend the Applicant be allowed to reduce their construction escrow by **SIX HUNDRED SEVENTY-FIVE THOUSAND NINE HUNDRED TWENTY-SEVEN DOLLARS AND FORTY-FIVE CENTS (\$675,927.45)**. This leaves \$ 10,175.20 of financial security remaining.

A line-item tabulation for this release is attached for your files.

Please note, authorization of this release should not be construed as Final Approval or Acceptance of the improvements installed to date. **The remaining financial security is held until punchlist items listed in Punchlist No. 2 dated September 10, 2024, and any other punchlist items that may remain during subsequent site observations are complete.**

If you have any questions regarding the attached and/or recommendation, please do not hesitate to call.

Sincerely,

Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/meh

Enclosures

cc: Jerrod Belvin – Township Manager



Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Esquire, Broughal & DeVito, LLP
Robert Cunningham, P.E. – Holmes Cunningham, LLC – Applicant's Engineer
John A. Cogan – Cherry Lane Development Partners, LLC
Pete Zaharchuk – Summit Realty Advisors
Kathryn Cornforth, P.E. – Wawa
Amy R. Montgomery, P.E. – T&M Associates
Melissa E. Hutchison, P.E. – T&M Associates



CHERRY LANE DEVELOPMENT PARTNERS - WAWA #8187
POCONO TOWNSHIP, MONROE COUNTY, PA
WAWA APPLICATION NO. 1

TEAM ASSOCIATES JOB NO.: POCO-R0625
DONE BY: MEH DATE: 11/22/24
CHECKED BY: JST DATE: 11/22/24

TOTAL REQUIRED FINANCIAL SECURITY \$1,097,779.08

PART 1 - CHERRY LANE DEVELOPMENT PARTNERS												
ITEM					QUANTITY		CURRENT RELEASE		RELEASED TO DATE		PERCENT COMPLETE	
					UNIT	TOTAL COST	QUANTITY	COST	QUANTITY	COST		
I.I. SOIL AND EROSION CONTROLS												
A	Rock Construction Entrance	1 EA	\$	2,000.00	\$	2,000.00	EA	\$	1 EA	\$	2,000.00	100%
B	Tree Protection/ Construction Fence	463 LF	\$	2.65	\$	1,226.95	LF	\$	463 LF	\$	1,226.95	100%
C	12" Compost Filter Sock	455 LF	\$	6.75	\$	3,071.25	LF	\$	455 LF	\$	3,071.25	100%
**** D	18" Compost Filter Sock	385 LF	\$	8.25	\$	3,176.25	LF	\$	385 LF	\$	3,176.25	100%
* E	24" Compost Filter Sock	525 LF	\$	11.25	\$	5,906.25	LF	\$	525 LF	\$	5,906.25	100%
F	NAG SC 150 Erosion Control Matting	10,254 SF	\$	0.20	\$	2,050.80	SF	\$	10,254 SF	\$	2,050.80	100%
G	Rock Filter	3 EA	\$	500.00	\$	1,500.00	EA	\$	3 EA	\$	1,500.00	100%
H	Concrete Washout	1 EA	\$	1,000.00	\$	1,000.00	EA	\$	1 EA	\$	1,000.00	100%
* I	Rock Outfall Aprons	3 EA	\$	1,500.00	\$	4,500.00	EA	\$	3 EA	\$	4,500.00	100%
J	Inlet Protection	14 EA	\$	150.00	\$	2,100.00	EA	\$	14 EA	\$	2,100.00	100%
* K	Maintain Soil and Erosion Controls	1 LS	\$	5,000.00	\$	5,000.00	LS	\$	1 LS	\$	-	0%
L	Temporary Seeding	1 LS	\$	2,500.00	\$	2,500.00	LS	\$	1 LS	\$	2,500.00	100%
SUBTOTAL ITEM I.I.					\$	34,031.50		\$	2,050.80		29,031.50	
I.II. SITE STORMWATER & STORM SEWER												
*** A	15" HDPE Pipe	248 LF	\$	40.00	\$	9,920.00	LF	\$	248 LF	\$	9,920.00	100%
*** B	18" HDPE Pipe	703 LF	\$	46.00	\$	32,338.00	LF	\$	703 LF	\$	32,338.00	100%
C	18" RCP Pipe	235 LF	\$	45.00	\$	10,575.00	LF	\$	235 LF	\$	10,575.00	100%
D	Connect to Existing Inlet	1 LS	\$	2,500.00	\$	2,500.00	LS	\$	1 LS	\$	2,500.00	100%
E	18" Flared End Sections	1 EA	\$	950.00	\$	950.00	EA	\$	1 EA	\$	950.00	100%
F	M Inlets Standard	2 EA	\$	2,200.00	\$	4,400.00	EA	\$	2 EA	\$	4,400.00	100%
G	C Inlets Standard	10 EA	\$	2,200.00	\$	22,000.00	EA	\$	10 EA	\$	22,000.00	100%
H	Outlet Control Structure	1 EA	\$	2,500.00	\$	2,500.00	EA	\$	1 EA	\$	2,500.00	100%
* I	Water Quality Insert	11 EA	\$	1,500.00	\$	16,500.00	EA	\$	EA	\$	-	0%
J	Storm Manhole	4 EA	\$	2,500.00	\$	10,000.00	EA	\$	4 EA	\$	10,000.00	100%
K	Concrete Headwall, 15 inch	1 EA	\$	1,200.00	\$	1,200.00	EA	\$	1 EA	\$	1,200.00	100%
L	Concrete Headwall, 18 inch	1 EA	\$	1,200.00	\$	1,200.00	EA	\$	1 EA	\$	1,200.00	100%
M	Stone Bedding 2A Stone	190 TON	\$	14.00	\$	2,660.00	TON	\$	190 TON	\$	2,660.00	100%
N	Subsurface Stormwater Facility	1 EA	\$	125,000.00	\$	125,000.00	EA	\$	1 EA	\$	125,000.00	100%
O	Anti-Sleep Collars	1 EA	\$	750.00	\$	750.00	EA	\$	1 EA	\$	750.00	100%
SUBTOTAL ITEM I.II.					\$	242,493.00		\$	-		225,993.00	
III.II. CONCRETE												
**** A	Concrete Sidewalk, 4" depth w/ 4" AASHTO #57 Stone Base	6,880 SF	\$	11.00	\$	75,680.00	SF	\$	694 SF	\$	49,258.00	65%
B	Concrete ADA Curb Ramps	2 EA	\$	1,250.00	\$	2,500.00	EA	\$	EA	\$	-	0%
SUBTOTAL ITEM I.III.					\$	78,180.00		\$	7,634.00		49,258.00	

ITEM	QUANTITY	CURRENT RELEASE		RELEASED TO DATE		PERCENT COMPLETE
		UNIT COST	TOTAL COST	QUANTITY	COST	
21V. LANDSCAPING						
* A Shade/Canopy Trees	26 EA	\$ 450.00	\$ 11,700.00	26 EA	\$ 11,700.00	100%
* B Evergreen Trees	16 EA	\$ 650.00	\$ 10,400.00	16 EA	\$ 10,400.00	100%
* C Ornamental Trees	7 EA	\$ 650.00	\$ 4,550.00	7 EA	\$ 4,550.00	100%
* D Shrubs	88 EA	\$ 75.00	\$ 6,600.00	87 EA	\$ 6,525.00	99%
* E Fine Grade, Seed, and Mulch Site	1 LS	\$ 5,000.00	\$ 5,000.00	1 LS	\$ 5,000.00	100%
SUBTOTAL ITEM 21V.			\$ 38,250.00		\$ 38,175.00	
2V. LIGHTING						
* A Parking Lot Light Fixture and Pole	13 EA	\$ 5,500.00	\$ 71,500.00	13 EA	\$ 71,500.00	100%
SUBTOTAL ITEM 2.V.			\$ 71,500.00		\$ 71,500.00	
2.VI. MISCELLANEOUS						
* A Slatted Fence (Dumpster Enclosure)	65 LF	\$ 35.00	\$ 2,275.00	65 LF	\$ 2,275.00	100%
* B Gate (Dumpster Enclosure)	4 EA	\$ 1,200.00	\$ 4,800.00	4 EA	\$ 4,800.00	100%
* C Pavement Markings	1 LS	\$ 3,300.00	\$ 3,300.00	1 LS	\$ 3,300.00	100%
* D Site Traffic Signs (Stop, Handicap Signs, No Trucks, Excludes PennDOT)	11 EA	\$ 250.00	\$ 2,750.00	10 EA	\$ 2,500.00	91%
SUBTOTAL ITEM 2.VI.			\$ 13,125.00		\$ 12,875.00	
SUBTOTAL SITE ITEMS 2.I-2.VI.:			\$ 596,611.00		\$ 596,286.00	
RETAINAGE (10%)¹			\$ 59,661.10		\$ 59,628.60	
INSPECTION AND ADMINISTRATION (5%)			\$ 29,830.55		\$ 29,814.30	
PART 2 TOTAL			\$ 686,102.65		\$ 685,728.90	

* Line Item Added
 ** Unit Cost Adjusted
 *** Quantity Adjusted
 **** Unit Cost and Quantity Adjusted

PART 1		PART 2	
TOTAL ORIGINAL FINANCIAL SECURITY	\$ 411,676.43	\$ 686,102.65	
TOTAL VALUE OF WORK CONSTRUCTED TO DATE	\$ 349,924.88	\$ 675,927.45	
LESS AMOUNT PREVIOUSLY RELEASED	\$ 338,787.36	\$ -	
AMOUNT RECOMMENDED FOR RELEASE	\$ 11,137.52	\$ 675,927.45	
REMAINING FINANCIAL SECURITY (INCLUDING RETAINAGE)¹	\$ 61,751.55	\$ 10,175.20	

¹ Per the Municipalities Planning Code, retainage held is 10% of the remaining improvements



Sent via email: jbelvin@poconopa.gov

November 4, 2024

Pocono Township
112 Township Drive
Tannersville, PA 18372
Attn: Jerrod Belvin, Township Manager

RE: Letter of Credit Release Request
Wawa Project #8187
2977 Rte 611

Hi,

A Letter of Credit valued at \$686,102.65 (#38143016) was required for the above referenced project. All work required has been completed. I am therefore respectfully requesting release of the rest of the Letter of Credit along with any remaining escrow funds for the project.

Upon your review of our request please do not hesitate to contact me either by phone (484-215-5527) or via email (kathryn.cornforth@wawa.com) if you have any questions or require any additional information. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kathryn Cornforth", is written over the printed name.

Kathryn Cornforth, PE
Real Estate Engineering Project Manager



Commonwealth of Pennsylvania
Department of General Services
Bureau of Procurement
1800 Herr Street
Harrisburg, PA 17103

Toll Free Telephone: 1-866-768-7827
Local Telephone: 717-346-9009
Fax: 717-783-6241
Email: GS-PACostars@state.pa.us
Website: www.costars.state.pa.us

Date: 03/07/2024

SHERWIN WILLIAMS COMPANY
Attn: BENIAM TIRFE
101 W PROSPECT AVE
CLEVELAND, OH 44115-1093

Subject: COSTARS Participation – Renewal Confirmation

Contract Number: 008-E23-1094 - Maintenance, Repair, & Operation Equipment & Supplies ("MRO")

Dear Contractor:

The Department of General Services, Bureau of Procurement, has received your payment of the \$1500.00 administrative fee required to renew your COSTARS participation for contract number 008-E23-1094. This will confirm that your company is authorized to continue to sell the awarded items/services under this contract to registered COSTARS members for the contract term 04/14/2023 through 04/14/2025 .

Thank you for your continued participation in the COSTARS Program. Should you have any questions, please contact COSTARS Program staff by email to GS-PACostars@pa.gov or toll-free telephone at 1.866.768.7827.

Regards,

David Gibson
(P): 717-346-2680
(F) :717-783-6241
E-Mail: davgibson@pa.gov



Nadine Wezner
 1510B E COLUMBIA ST
 ALLENTOWN PA 18109-1574
 Quote Date: 11-26-2024
 Quote # 135512

Floor Plan Details

Cafeteria Vinyl Tile

Materials

Sales Number	Product Name	Qty	Unit Price	Ext Price	Sales Tax	Total
	Interface LVT Textured Stones Polished Cement A00301	1695.33	\$4.50	\$7,628.99	\$0.00	\$7,628.98
	ADHESIVE XL 2000 4 Gallon	2	\$190.00	\$380.00	\$0.00	\$380.00
101586303	2025 PH FLR SEAL 4G	2	\$96.50	\$193.00	\$0.00	\$193.00

Labor

Labor Code	Description	Qty	Unit Price	Ext Price	Sales Tax	Total
E50	DELIVERY CHARGES	1	\$200.00	\$200.00	\$0.00	\$200.00

Material Total	\$8,201.98
Labor Total	\$200.00
Tax	\$0.00
Total	\$8,401.98

Notes: 26.91

Tractor Trailer Delivery Dock or Forklift Needed For Removal
 Direct Ship To



Nadine Wezner
1510B E COLUMBIA ST
ALLENTOWN PA 18109-1574
Quote Date: 11-26-2024
Quote # 135512

Floor Plan Details

Hallways/Offices Mohawk IV Dealer Sol 5 MM

Materials

Sales Number	Product Name	Qty	Unit Price	Ext Price	Sales Tax	Total
	Mohawk IV Portabello 5 mm Thickness	6605.02	\$2.90	\$19,154.56	\$0.00	\$19,154.56
	Mohawk M700 VA67P 4 Gallon	4	\$175.00	\$700.00	\$0.00	\$700.00

Labor

Labor Code	Description	Qty	Unit Price	Ext Price	Sales Tax	Total
E50	DELIVERY CHARGES	1	\$200.00	\$200.00	\$0.00	\$200.00

Material Total	\$19,854.56
Labor Total	\$200.00
Tax	\$0.00
Total	\$20,054.56

Notes: Planks- 24.02 Sf Per Carton
Adhesive M700-220 SF per Gallon Trowel
Primer-1200 SF



Pocono Township Monthly Zoning Report

TO: Pocono Township Board of Commissioners

FROM: Lindsay Scerbo, Zoning Administrator

CC: Shawn McGlynn, Zoning Officer

DATE: November 26, 2024

Following is a report of the Zoning and Building Code Office's activity from November 18th to November 26th:

Permits Issued: 27

Zoning Permits: 4

Commercial – 0

Residential – 4

New Construction: 0

Commercial – 0

Residential – 0

Building Permits: 10

Commercial – 2

Residential – 8

Certificate of Occupancy – 8

Driveway – 0

TDU – 5

Enforcement Actions:

- November 21, 2024 – 2531 Route 611 – Enforcement Notice – A Zoning Notice of Violation was issued to the owners of the property for displaying multiple feather flags on the property in violation of the Township Zoning Ordinance. This enforcement followed a letter that was mailed to them earlier in the month.

Previously Discussed Properties:

- 3262 Birch Hill Road (Johnson) – The Zoning Office discovered that the subject property has been operating as a TDU since July of this year without a TDU license or obtaining their certificate of non-conformity. An email was sent to their attorney regarding this matter.
- 233 Buck Fever Trail – A civil complaint was filed against the property owner for the construction of a second-story addition to an existing mobile home. A judgment in the amount of \$12,212.75 was awarded to the Township.
- 1313 Scotrun Drive – Construction of a residential accessory structure without first obtaining zoning and building permits. The property owner has since written a letter to the Township confirming receipt of their letter and inquiring about the process for compliance moving forward.

Closed Violations:

- 115 White Oak Court – Establishing a Transient Dwelling Unit in the R-1 Zoning District in violation of the Township Zoning Ordinance. The property owner has since removed all listings from Airbnb and VRBO and the violation has been closed. The Zoning Office will continue to monitor those platforms to ensure that the property is not being advertised in the future.

District Magistrate Hearings:

- 406 Cherry Lane Road – A non-traffic citation was filed for initiating construction activity without first obtaining a building permit in violation of the PA UCC. This hearing has been scheduled for December 10, 2024, at 11:30 a.m. **The property owner has contacted the Zoning Office and is looking to settle on this matter.**
- 541 Upper Deer Valley Road – Eight (8) non-traffic citations were filed for operating a TDU without a license in violation of Chapter 302 of the Township Code of Ordinances. **A hearing date has yet to be determined.**
- 2193 Back Mountain Road (Swiftwater Solar) – A civil complaint was filed for performing site work on the subject property that is not compliant with the approved Land Development Plan and the SALDO Ordinance. **This hearing has been scheduled for December 23, 2024, at 10:00 AM.**
- 145 Marcelle Terrace – A civil complaint was filed for establishing and operating a TDU in the R-1 Zoning District. **This hearing has been scheduled for December 30, 2024, at 10:00 AM.**
- 154 Ruby Lane – A civil complaint has been filed for failure to exercise suitable control over the dogs on the property was filed with the District Magistrates Office. **A hearing date has yet to be determined.**
- 585 Railroad Drive – A civil complaint is likely to be filed for failure to comply with the requirements of the Subdivision and Land Development Ordinance in violation of Section 470-132 of the Township Zoning Ordinance. **Additional discussions with the Township Solicitor will be necessary before proceeding with the filing.**
- 1231 Sky View Drive – A civil complaint will be filed for operating a Transient Dwelling Unit within the R-1 Zoning District. **Additional discussion with the Township Solicitor is required.**

Upcoming Public Hearings:

- There are currently no public hearings scheduled.

PUBLIC NOTICE

POCONO TOWNSHIP

2025 PUBLIC MEETING SCHEDULE

BOARD OF COMMISSIONERS MEETINGS

The Pocono Township Board of Commissioners will meet the 1st and 3rd Monday of each month at 6 p.m., except holidays (when the meeting shall be moved to Tuesday), and unless otherwise advertised, at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, PA. The Board of Commissioners will discuss public sewer business during their first regularly scheduled meeting each month.

Meeting dates: January 6 and 21; February 3 and 18; March 3 and 17; April 7 and 21; May 5 and 19; June 2 and 16; July 7 and 21; August 4 and 18; September 2 and 15; October 6 and 20; November 3 and 17; December 2 and 15.

PLANNING COMMISSION MEETINGS

The Pocono Township Planning Commission will meet the 2nd Monday of each month at 6 p.m. for general business, except holidays (when meetings shall be moved to Tuesday). The Planning Commission shall conduct a Work Session on the 4th Monday of each month to review amendments to the Township's Zoning Ordinance and SALDO, unless otherwise advertised below due to a holiday.

Meeting dates: January 13 and 27; February 10 and 24; March 10 and 24; April 14 and 28; May 12 and 27; June 9 and 23; July 14 and 28; August 11 and 25; September 8 and 22; October 14 and 27; November 10 and 24; December 8 and 22.

If you require special accommodations to attend a public meeting, please contact the Township at 570-629-1922 to discuss how Pocono Township may best accommodate your needs.

PUBLIC NOTICE
Pocono Township
January 6 Reorganization & Regular Meetings

Notice is hereby given that the Pocono Township Board of Commissioners will hold their biannual reorganization meeting at 6:00 p.m. on Monday, January 6, 2025 at the Municipal Building (112 Township Drive, Tannersville). The meeting will be immediately followed by the regular Sewer and Board of Commissioners meetings. Members of the public who wish to participate remotely can obtain dial-in instructions by contacting the Township office at 570-629-1922.



November 4, 2024

Pocono Township
112 Township Drive
Tannersville, PA 18372

ATTENTION: Mr. Patrick Briegel
pbriegel@poconopa.gov

REFERENCE: GEOTECHNICAL ENGINEERING SERVICES
Bartonsville Avenue Service Area Expansion
Pocono Township, Monroe County, PA

Mr. Briegel:

We are pleased to submit our proposal for professional geotechnical engineering services for the above referenced project. This proposal has been prepared in response to your township engineer and the project information recently provided to us.

Project Summary

We understand the project involves the construction of a 4,150 LF sewer extension from the Monroe Career and Technical Institute to an existing manhole on Bartonsville Avenue. The intent of the geotechnical study is to estimate the subsurface profile and depth to bedrock along the proposed route of the sewer line.

Geotechnical Engineering Program

In order to investigate subsurface conditions along the proposed sewer line, a series of about thirteen test borings are being proposed. The borings will generally be located in the vicinity of the proposed manhole locations. Test borings will be extended to depths of 10 to 18 feet each or prior refusal on bedrock. Rock may be cored to verify that refusal is bedrock and not boulders. Standard penetration testing and sampling of the soil overburden will be performed. The proposed test boring location plans are included as Enclosure (1).

The test boring drilling and sampling will be provided under our supervision and direction. We will provide inspection of the test boring program to log sampling data, monitor the drilling operations, and prepare progress reports. Selected samples will be used for laboratory testing. The test boring data and laboratory test results will be used to prepare our geotechnical engineering report.

The geotechnical engineering analysis and report will include the following:

1. Our evaluation of the estimated subsurface conditions along the proposed sewer right-of-way based on the test boring data. Estimated subsurface profiles will be presented with each test boring log.
2. Recommended geotechnical parameters of existing profile conditions based on the test boring data.
3. Depth of groundwater, if encountered.
4. An assessment of the soil overburden materials for use as fill.
5. Comments regarding geotechnical construction methods that should be considered both in the design and in the development of construction plans and specifications.

Project Schedule

We anticipate initiating the test boring program within ten days of our written notice to proceed and receipt of clearances. The drilling program should take about 3 days. We will deliver the geotechnical report for the study within two weeks of completing the drilling operations.

Our schedule may be affected by weather conditions, access limitations, or other conditions beyond our control. We will keep you apprised of the project progress and provide preliminary design considerations, if requested.

Fee Proposal

Our schedule of services and associated fees for these services is as follows:

	<u>Service Description</u>	<u>Fee Estimate</u>
a.	Test boring drilling and sampling program (based on 13 test borings at estimated aggregate drilling depth of up to 150 lf)	\$ 10,200
b.	Site reconnaissance, inspection, and documentation of test boring operations	4,700
c.	Soil laboratory testing	1,600
d.	Geotechnical engineering analysis and report, as described herein.	2,800
Total Estimated Fee (not-to-exceed)		\$ 19,300

A breakdown of our fee estimate is included herein as Enclosure (2). Our estimated fees will not be exceeded without prior authorization from you.

This proposal is based on the subsurface exploration program indicated on the plans as provided to us. Final boring locations will be offset within the right-of-way as necessary to avoid surface features on the site. Boring depths are estimated at 10 to 18 feet each, but may be increased or decreased depending upon subsurface conditions encountered.

Project Conditions

Test data will be reported to your office as the work progresses. It is understood that rights of entry and access to the property and construction data will be provided to us. It is also understood that information on the location of any underground utilities within the area of work will be furnished to us.

Some disturbance to landscaping and trees may result from our field investigation operations. We will attempt to minimize disturbance, but no restoration is included in this proposal other than backfilling of the borehole locations. The borings in the roadway will be backfilled with granular materials and the roadway surface patched with non-shrink grout.

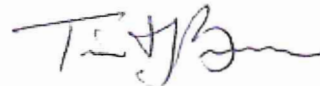
We will require the test boring locations to be staked or painted if on an asphalt surface and the surface elevations provided to us prior to our mobilization. We also request that the right-of-way limits be staked or marked in case borings need to be adjusted in the field.

Rights-of-way must be obtained from the private property owners prior to our mobilization. The drilling equipment will need to pass through and over private property to access the proposed drilling locations.

Consultation required after submission of our report will be provided at your request at our standard hourly rates in effect at the time. We should also provide observation and testing of earthwork during the construction phase of this project as a continuation of our professional services, to confirm that actual site conditions are as anticipated and to verify that the work is performed in general accordance with our recommendations.

We appreciate the opportunity to submit our proposal for these services and trust that we may be of service for this project. Please do not hesitate to call us if clarification of this proposal is required. Your acceptance of this proposal by signing and returning one complete copy of this document will form our agreement for these services and will be our authorization to proceed.

Sincerely,
MIDLANTIC ENGINEERING, INC.



Timothy Burns, P.E.
President

Encls:

- (1) Proposed Test Boring Location Plans (4 sheets)
- (2) Breakdown of Fee Estimate
- (3) Standard Terms and Conditions

ACCEPTED: _____ Pocono Township

BY: _____

TITLE: _____

DATE: _____

cc: T&M Associates
Attn: Ms. Claudia M. Roldan
croldan@tandmassociates.com

Attn: Mr. Michael E. Gable, P.E.
mgable@tandmassociates.com



YOUR GOALS. OUR MISSION.

311 Thompson Avenue
 Middleburg Heights, OH 44130
 800.777.4444
 440.947.6700

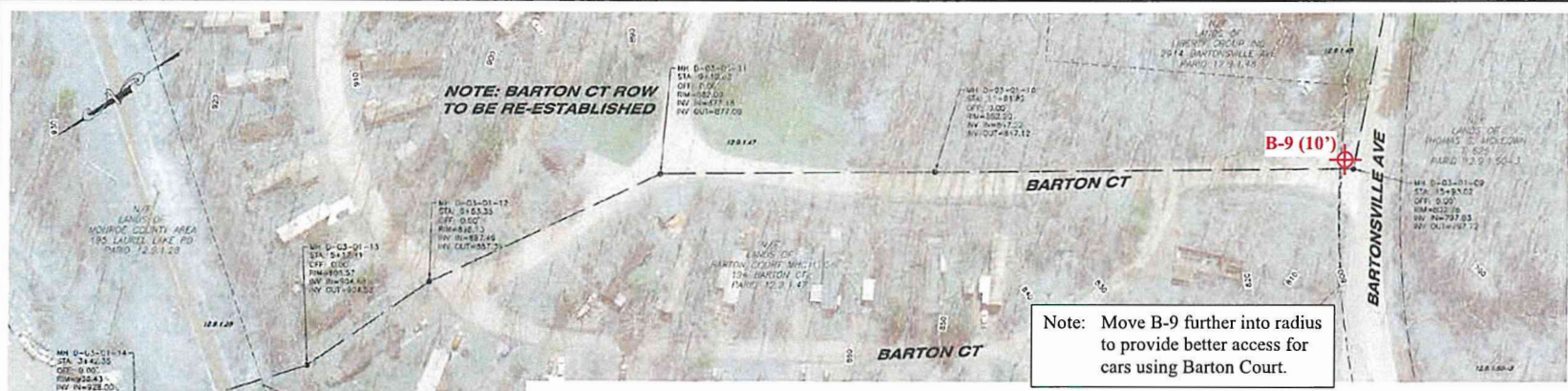
www.pppconstruction.com

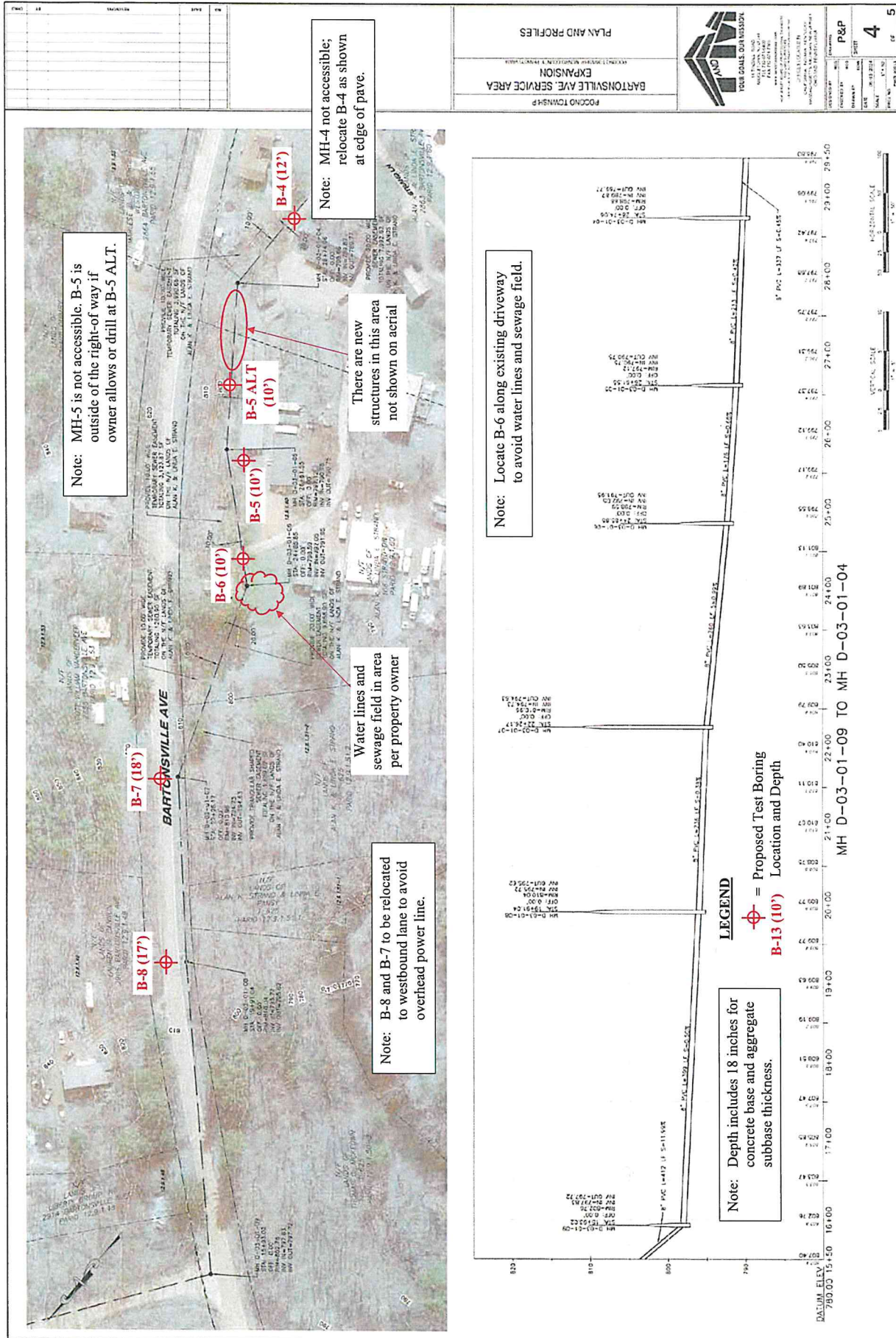
FOR A FREE INFORMATION KIT, VISIT US AT
www.pppconstruction.com OR CALL 800.777.4444

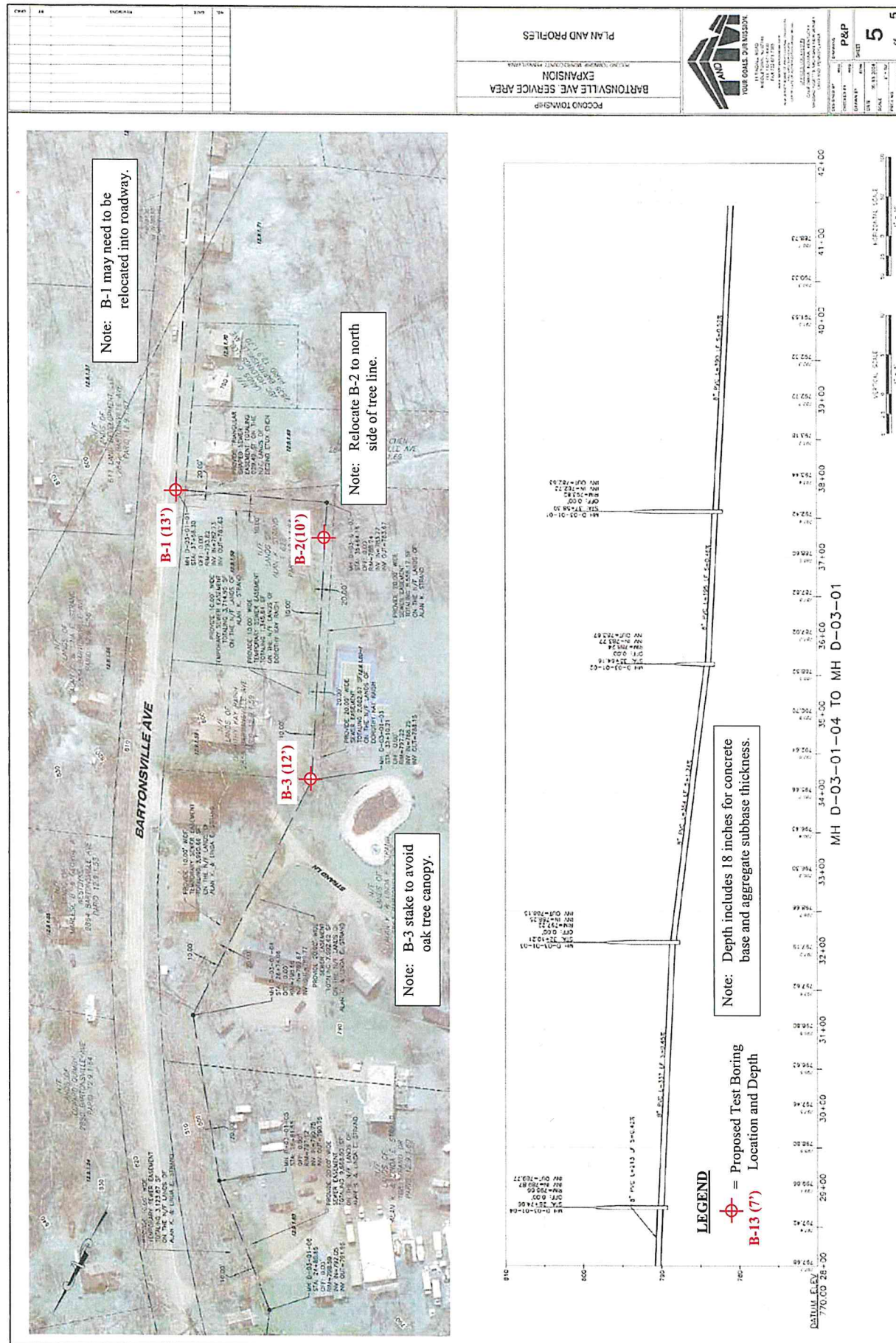
FOR THE 2008-2009 YEAR

EXCLUSIVITY, REPAIRS, REFINANCE,
 VOUCHERS, 12 MONTHS OF PROTECTION, 10 YEAR
 GUARANTEE, P&P, U.S.A.

NAME	LAST
ADDRESS	ST
CITY	STATE
ZIP	ZIP
DATE	08.05.2008
PHONE	
SCALE	1:1000
PRICE	OF \$







**Geotechnical Engineering Services
Bartonsville Avenue Service Area Expansion
Pocono Township, Monroe County, PA**

Breakdown of Fee Proposal**A. Geotechnical Engineering and Sampling**

1.	Mobilization and demobilization of truck-mounted drilling equipment.	Lump Sum	\$	1,200.00
2.	Soil borings, ordinary drive samples at changes in strata or at maximum 5 feet intervals (2" O.D. sampler driven with 140 lb. hammer falling 30-inches per ASTM D-1586).	110 LF (est) @ \$ 30.00/LF		3,300.00
3.	NX size rock core drilling	40 LF (est) @ \$ 50.00/LF		2,000.00
4.	Grouting and backfill of boreholes	13 holes (est) @ \$ 100.00/hole		1,300.00
5.	Drill crew access preparation, water supply and rock coring support, etc.	4 hrs. (est) @ \$ 150.00/hr.		600.00
6.	Traffic control (allowance)	12 hrs. (est) @ \$ 150.00/hr.		1,800.00
SUBTOTAL FOR PART A				\$ 10,200.00

B. Geotechnical Investigation, Observation, and Monitoring

1.	Engineering personnel to layout, monitor, and log test boring investigation.			
a.	Geotechnical Engineer	10 hrs. (est) @ \$ 150.00/hr.	\$	1,500.00
b.	Staff Geologist/Engineer	-- hrs. (est) @ \$ 100.00/hr.		---
c.	Engineering Technician	40 hrs. (est) @ \$ 80.00/hr.		3,200.00
SUBTOTAL FOR PART B				\$ 4,700.00

C. Soil Laboratory Testing

1.	Moisture Content	30 (est) @ \$ 10.00/ea.	\$	300.00
2.	Liquid & Plastic Limits	-- (est) @ 95.00/ea.		---
3.	Sieve Analysis	10 (est) @ 95.00/ea.		950.00
4.	Amount Finer Than #200 Sieve	10 (est) @ 35.00/ea.		350.00
5.	Unconfined Compression Strength of Intact Rock Cores	-- (est) @ 75.00/ea.		---
SUBTOTAL FOR PART C				\$ 1,600.00

D. Geotechnical Engineering Analysis and Report, as described herein (based upon estimated hours times applicable hourly rates for various categories of engineering personnel)

1.	Geotechnical Engineer	10 hrs. (est) @ \$ 150.00/hr.	\$	1,500.00
2.	Staff Geologist/Engineer	2 hrs. (est) @ 100.00/hr.		200.00
3.	Drafting/Data Entry	10 hrs. (est) @ 80.00/hr.		800.00
4.	Typing & Reproduction, Delivery, etc.	Lump Sum		300.00
SUBTOTAL FOR PART D				\$ 2,800.00
TOTAL ESTIMATED FEE				\$ 19,300.00
				(not-to-exceed)

Standard Terms and Conditions

SITE ACCESS AND CONDITIONS

The Client will provide rights of entry and access for the Engineer and necessary permissions in order for the Engineer to perform its services.

The Engineer will take reasonable precautions to avoid damage or injury to subterranean structures or utilities in the prosecution of his work. The Client agrees to advise the Engineer of known or suspected underground features in the area of the work, and the engineer will not be responsible for damage to below grade features not brought to his attention, or correctly shown on plans provided.

STANDARD OF CARE

Services performed by the Engineer under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the engineering profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, expressed or implied, is made.

DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS

Client warrants that a reasonable effort has been made to inform Engineer of known or suspected hazardous materials on the project site.

Engineer and Client agree that the discovery of anticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. Engineer and Client also agree that the discovery of unanticipated hazardous materials may make it necessary for Engineer to take immediate measures to protect health and safety. Client agrees to compensate Engineer for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous waste. Client will be responsible for ultimate disposal of any samples secured by Engineer which are found to be contaminated.

Engineer agrees to notify client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client agrees to make any disclosures required by law to the appropriate governing agencies. Client recognizes that it is the Client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials, in the event the project site is not owned by the Client.

INDEMNIFICATIONS

Midlantic agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Midlantic's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her subconsultants or anyone for whom Midlantic is legally liable.

The Client agrees to the fullest extent permitted by law, to indemnify and hold Midlantic harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the project that is the subject of this Agreement.

Midlantic is not obligated to indemnify the Client in any manner whatsoever for the Client's own negligence.

WAIVER OF CONSEQUENTIAL DAMAGES

The Client recognizes, and assumes the inherent risks connected with construction, and particularly subsurface and earthwork construction. For its part, the Engineer will perform its services in accordance with the standard of care as indicated herein.

Both Client and Engineer agree that they will not be liable to each other, under any circumstances, for special, consequential, or punitive damages arising out of or related to this Agreement.

TESTING AND OBSERVATION SERVICES

Observation and testing of earthwork, foundations, and other construction as outlined in our agreed scope of services will be performed using random sampling, observations, and/or testing techniques. The data obtained from testing and observations will be the property of the engineer and will be used to develop professional opinion(s) regarding the construction placed by Contractor(s) on the project. The presence of our field representative on site will be for the purpose of providing the observation and field testing, in order to allow the Engineer to provide the Client with a continuing source of professional advice, opinions, and recommendations based upon our observations of the Contractor's work.

The Engineer will have no responsibility for working conditions on the job site, including safety of persons and property during the performance of the work. Any monitoring of the Contractor's performance conducted by our personnel will not include review of the adequacy of the Contractor's safety measures in, on or near the construction site.

The Engineer will not be held responsible for any Contractor's failure to observe or comply with the Occupational Health and Safety Act of 1970, any regulations or standards promulgated thereunder, or any state, county, or municipal law or regulation of similar intent.

Sparnon Wetland Services, Inc.

106 Rock Court
Dingmans Ferry, PA 18328
Phone (570) 686-9999
Cell or Text: (973) 476-8636
Email: wetlands@ptd.net
Web: www.wetlandservicesbysparnon.com

Lisa J. Sparnon, M.S., SPWS
Senior Professional Wetland Scientist

WORK ORDER

Date: November 4, 2024

Project No: _____
(SWS Office Use)

CLIENT INFORMATION: (Please check for accuracy)

Name: Pocono Township Municipal Building
ATTN: Patrick Briegel, Director of Public Works
112 Township Drive
Tannersville, PA 18372
Phone: (570) 629 - 1922
Email: pbriegel@poconopa.gov

PROPERTY LOCATION: (Please check for accuracy)

Project Site: Proposed Sewer Lateral Expansion – Bartonsville Ave and Barton Court.
Township, County: Pocono Township, Monroe County, PA
Physical Features, Landmarks, etc.: 60 ft. each side of centerline of flagged sewerline easement.
Acreage/Study Area: Estimated length = Approx 4,000 L.F. as per design plans provided by T and M Associates.

SERVICES TO BE RENDERED:

COST:

Wetland Assessment
Comprehensive Report of Findings

\$5,000.00

Estimated Timeframe: Weather permitting, we estimate fieldwork to be completed within 30 days from receipt of authorization to proceed and flagged study area and/or as scheduled with design engineer.

Retainer Required (Serves as Notice to Proceed): Retainer waived as professional courtesy. Payment due upon completion of fieldwork and prior to release of Wetland Assessment Report.

GENERAL CONDITIONS:

1. Professional liability is limited to the cost of this proposal.
2. A signed Workorder serves as authorization for us to proceed.
3. Client shall provide access along and through the proposed easement corridor.
4. Client shall provide access through any privately owned lands that fall within the study area.
5. Client shall flag or stake the centerline of the proposed easement route to clearly define our location and length of study.
6. This Workorder is confidential information between *Sparnon Wetland Services, Inc.* and the Client and should not be utilized by any third parties.
7. Outstanding invoices can be subject to filing and/or attorney fees.
8. All our fieldwork is weather dependent. Rain, snow or even frozen ground can postpone our fieldwork until site conditions improve.
9. *Sparnon Wetland Services Inc.* is the owner of all work product and determination.
10. This proposal does not include survey location mapping.

Authorized by: _____ Date: _____

If everything meets with your approval, please sign and return to this office as authorization for us to proceed.

Sparnon Wetland Services, Inc.

106 Rock Court
Dingmans Ferry, PA 18328
Phone (570) 686-9999
Cell or Text: (973) 476-8636
Email: wetlands@ptd.net
Web: www.wetlandservicesbysparnon.com

Lisa J. Sparnon, M.S., SPWS
Senior Professional Wetland Scientist

WORK ORDER

Date: November 5, 2024

Project No: _____
(SWS Office Use)

CLIENT INFORMATION: (Please check for accuracy)

Name: Pocono Township Municipal Building
ATTN: Patrick Briegel, Director of Public Works
112 Township Drive
Tannersville, PA 18372
Phone: (570) 629 - 1922
Email: pbriegel@poconopa.gov

PROPERTY LOCATION: (Please check for accuracy)

Project Site: Proposed Sullivan Trail Sewer Lateral Expansion – Camelback Rd to SR 715.
Township, County: Pocono Township, Monroe County, PA
Physical Features, Landmarks, etc.: 60 ft. each side of centerline of flagged sewerline easement.
Acreage/Study Area: Estimated centerline length = Approx 8,300 L.F., as per design plans provided by
T and M Associates.

SERVICES TO BE RENDERED:

Wetland Assessment
Comprehensive Report of Findings

COST:

\$12,750.00

Estimated Timeframe: Weather permitting, we estimate fieldwork to be completed within 30-60 days from receipt of authorization to proceed and flagged study area and/or as scheduled with design engineer.

Retainer Required (Serves as Notice to Proceed): Retainer waived as professional courtesy. Payment due upon completion of fieldwork and prior to release of Wetland Assessment Report.

GENERAL CONDITIONS:

1. Professional liability is limited to the cost of this proposal.
2. A signed Workorder serves as authorization for us to proceed.
3. Client shall provide access along and through the proposed easement corridor.
4. Client shall provide access through any privately owned lands that fall within the study area.
5. Client shall flag or stake the centerline of the proposed easement route to clearly define our location and length of study.
6. This Workorder is confidential information between *Sparnon Wetland Services, Inc.* and the Client and should not be utilized by any third parties.
7. Outstanding invoices can be subject to filing and/or attorney fees.
8. All our fieldwork is weather dependent. Rain, snow or even frozen ground can postpone our fieldwork until site conditions improve.
9. *Sparnon Wetland Services Inc.* is the owner of all work product and determination.
10. This proposal does not include survey location mapping.

Authorized by: _____ **Date:** _____

If everything meets with your approval, please sign and return to this office as authorization for us to proceed.

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2024 -

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE
COUNTY, PENNSYLVANIA AMENDING THE POCONO TOWNSHIP
CODE OF ORDINANCES CHAPTER 250 MAINTENANCE OF
PROPERTIES; SECTION 250-4 DEFINITIONS; SECTION 250-7 YARDS;
OPEN LOTS; PARKING AREAS; AND, SECTION 250-13 PENALTIES,
AND REPEALING ALL ORDINANCES INCONSISTENT THEREWITH**

WHEREAS, the Board of Commissioners of the Township of Pocono has deemed it necessary to revise the Code of Ordinances of the Township of Pocono, Chapter 250 Maintenance of Properties by amending its §§ 250-4 Definitions; 250-7 Yards; Open Lots; Parking Areas; and, 250-13 Penalties for added protections for the Township of Pocono and its residents as well as conformity with the Commonwealth of Pennsylvania's First-Class Township Code, 53 P.S. § 55101, et seq.

NOW THEREFORE, be it enacted and ordained by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, and the same is hereby ordained and enacted as follows, to wit:

SECTION 1. Chapter 250 *Maintenance of Properties*; § 250-4 *Definitions* is amended by adding the following:

“LITTER – The term "litter" shall include any artificial or manmade object illegally placed within a public right-of-way or illegally nailed, fastened, or affixed to any tree, public utility pole, or other object located on public property or within a public right-of-way. This definition includes, but is not limited to, unauthorized yard signs and/or advertising devices.”

SECTION 2. Chapter 250 *Maintenance of Properties*; § 250-7 *Yards; Open Lots; Parking Areas* is amended by adding the following:

“K. It shall be unlawful for any person to knowingly dump, deposit, place, throw or leave, or cause or permit the dumping, depositing, placing, throwing or leaving, of litter as defined in this Chapter in or upon any lot(s) within the Township. The Enforcement Officer, as defined within this Chapter, or their designee is permitted to remove or cause the removal of litter from all yards, courts, and lots within the Township.”

SECTION 3. Chapter 250 *Maintenance of Properties*; § 250-13 *Penalties* is deleted in its entirety and replaced as follows:

“§ 250-13. Penalties. Any Person in violation of this Chapter 250, upon conviction thereof in an action brought before a magisterial district judge in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than One Thousand and 00/100 (\$1,000.00) Dollars plus costs, and in default of payment of said fine and costs, to a term of imprisonment not to exceed Ninety (90) days. Each day that a violation of this Chapter 250 continues, or each Section of this Chapter 250 continues shall constitute a separate offense.”

SECTION 4. SEVERABILITY. If a court of competent jurisdiction declares any provisions of this Ordinance to be invalid in whole or in part, the effect of such decision shall be limited to those provisions expressly stated in the decision to be invalid, and all other provision of this Ordinance shall continue to be separately and fully effective.

SECTION 5. REPEALER. All provisions of Township ordinances and resolutions or parts thereof that are in conflict with the provisions of this Ordinance, are hereby repealed.

SECTION 6. ENACTMENT. This Ordinance shall be effective five (5) days after the date of passage.

ENACTED AND ADOPTED by the Board of Commissioners this ____ day of _____, 202_.

ATTEST:

**POCONO TOWNSHIP BOARD OF
COMMISSIONERS**

JERROD BELVIN
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

POCONO TOWNSHIP PLAN STATUS
12/2/2024

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approval Expiration (1 yr.)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
CONDITIONAL PRELIMINARY APPROVAL													
1373	POCO-R0616	2130141R	CORE 5-Warner Road Warehouse (Prelim. Plan) (4/26/21)	Commercial Land Dev't	Prelim	8/13/2024	Cond. <u>Preliminary</u> Approval 2/28/22	Cond. <u>Preliminary</u> Approval 3/7/22					
1388		2130146R	Stadden Group-Pocono Creek (9/27/21)(12/26/21)	Commercial Land Dev't	Prelim	9/20/2023	Cond. <u>Preliminary</u> Approval 9/11/23	Cond. <u>Preliminary</u> Approval 9/18/23					
1381		2230174R	Westhill Villas (1/24/22)	Land Dev't	Prelim/Final	9/7/2023	Cond. <u>Preliminary</u> Approval 9/11/23	Cond. <u>Preliminary</u> Approval 9/18/23					
PRD TENTATIVE PLAN APPROVAL													
1388		2130154R	The Ridge PRD (Application Rec'd 10/23/23)	PRD	Tentative	Planning Row 11/7/23		Tentative Plan Approved 1/16/24					
CONDITIONAL FINAL OR PRELIM/FINAL APPROVAL - NOT RECORDED													
1331			Sanofi Pasteur Discovery Drive Turn Lane (10/24/16)	Commercial Land Dev't	Prelim/Final	3/10/2017	Recommended for Approval 3/13/2017	Approved 4/3/2017	4/3/2018				
1334		1130264R	Sanofi Pasteur Discovery Drive Turn Widening (12/12/16)	Commercial Land Dev't	Prelim/Final	5/5/2017	Recommended for Approval 5/8/2017	Approved 6/5/2017	6/5/2018				
1341		1730043R	SAPA Poconos Hospitality	Land Dev't	Prelim/Final	7/19/2022		Conditional Approval 12/18/17	Approval Extended to 4/17/25				
1313		1730051R	Running Lane Hotel Land Dev't (8/14/17)	Commercial Land Dev't	Prelim/Final	3/19/2020	Recommended for Approval 7/23/2018	Approved 4/16/2020	Approval Extended to 2/6/25	8/6/2024	11/6/2024		Extension Requested 1/25/24
1362		1930083R	Sanofi Pasteur Perimeter Protection Phase II (4/22/19)	Commercial Land Dev't	Prelim/Final	11/7/2019	Recommended for Approval 12/9/2019	Approved 7/20/2020	7/20/2021				
1371		1630006R	Tannersville Point Apartments (10/22/18)	Residential Land Dev't	Prelim/Final	2/21/2019	Recommended for Approval 2/25/19						Pending Withdrawal
1383		2130157R	Sanofi Pasteur B-55 VDL2 Loading Dock Addition (8/9/21)	Commercial Land Dev't	Prelim/Final	11/16/2021	Conditional Approval 11/22/21	Conditional Approval 12/6/21	12/6/2022				
1392	N/A	2130169R	3101 Route 611 (Joe Ronco)	Minor Sub	Final	3/23/2022	Conditional Approval 4/11/2022	Conditional Approval 4/18/22	4/18/2023				
1398		2230178R	Grossi Major Subdivision (3/28/22)	Major Sub	Prelim/Final	7/10/2023	Conditional Approval 7/10/23	Conditional Approval 11/6/23	11/6/2025	5/6/2025	8/6/2025		Extension Received 10/7/24
1400	POCO-R0611	2230185R	Neighborhood Hospital Golden Slipper Rd (Emtree) (6/27/22)	Land Dev't	Prelim/Final	4/8/2024	Conditional Approval 10/10/23	Conditional Approval 10/18/23	10/18/2024	4/18/2024	7/18/2024		
1412	POCO-R0620	2330209R	GWL Employee Housing (4/10/23)	Land Dev't	Final	8/1/2023	Conditional Approval 7/10/23	Conditional Approval 8/21/23	8/21/2024	2/21/2024	5/21/2024		Project not moving forward per owner
1415	POCO-R0629	2230198R	Ertle Development Wawa (10/10/23)	Land Dev't	Prelim/Final	8/20/2024	Conditional Approval 4/8/24	Conditional Approval 5/6/24	5/6/2025	11/6/2024	2/6/2025		
1427	POCO-R0760	-	Wehr Lot Joinder	Lot Joinder	Final	8/19/2024	N/A	Approved 9/3/24	9/3/2025	3/3/2025	6/3/2025		
1428	POCO-R0770	-	Amazing Pocono Properties Lot Combination	Lot Comb.	Final	8/16/2024	N/A	Approved 9/3/24	9/3/2025	3/3/2025	6/3/2025		

POCONO TOWNSHIP PLAN STATUS

12/2/2024

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PO Recommend. Approve/Deny	BOC Approve/Deny	Approval Expiration (1 yr.)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
1429	POCO-R0780	-	Fountain Court Lot Combination	Lot Comb.	Final	9/25/2024	N/A	Approved 10/7/24	10/7/2025	4/7/2025	7/7/2025		
1430	POCO-R0820	-	Sanofi Building 57 Addition (7/18/24)	Land Devt	Prelim/Final	8/7/2024	Conditional Approval 8/12/24	Approved 9/16/24	9/16/2025	3/16/2025	6/16/2025		
1431	POCO-R0810	-	Iroquois Ridge/Back Minor Subdivision (Sullivan Trail) (7/18/24)	Minor Sub	Final	9/5/2024	Conditional Approval 9/9/24	Approved 9/16/24	9/16/2025	3/16/2025	6/16/2025		
1433	POCO-R0920	-	Terrey - 140 Rose St. (10/15/24)	Land Devt	Prelim/Final	10/14/2024	Conditional Approval 10/15/24	Approved 10/21/24	10/21/2025	4/21/2025	7/21/2025		
LAND DEVELOPMENT WAIVER APPROVAL													
	POCO-R0910	-	MTG Investment Properties (3199 Rte. 611)	Waiver		9/16/2024	PC Approval 10/15/24	Approved 10/21/24					
	POCO-R0940	-	Sanofi B53 Exterior Freezer Replacement	Waiver		10/9/2024	PC Approval 10/15/24	Approved 10/21/24					
	POCO-R1000	-	Swiftwater Inn/Trap Ent. Pool Equip. Encl.	Waiver		11/12/2024	PC Approval 11/12/24	Approved 11/18/24					

POCONO TOWNSHIP PLAN STATUS

12/2/2024

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approval Expiration (1 yr.)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
RECORDED													
1277	POCO-R0627	1330276B	Trapasso Hotel (1/24/22)	Land Dev't	Prelim/Final	2/16/2022	Conditional Approval 3/14/22	Conditional Approval 3/21/22				9/20/22	
1287	POCO-R0613	2230194R	Spirit of Swiftwater Ph. II (9/11/23)	Land Dev't	Revised Final	6/7/2024	Conditional Approval 5/13/24	Conditional Approval 7/15/24				9/26/2024	
1364		1930090R	Sanofi B-78 Seed Lab (6/10/19)	Commercial Land Dev't	Prelim/Final	10/15/2019	Recommended for Approval 9/23/2019	BOC Approved 10/21/2019				9/27/23	
1370		2030105R	Sanofi Pasteur B-85 Solid Waste & Recycling Bldg (06/08/2020)	Industrial Land Dev't	Prelim/Final	6/19/2020	Recommended for Approval 6/22/2020	BOC Approved 7/20/2020				2/23/2021	
1372	POCO-R0621	2030104R	Camp Lindemere	Land Dev't	Prelim/Final	9/28/2021	Conditional Approval 7/26/21	Conditional Approval 10/18/21				5/16/24	
1374		1930089R	Northridge at Camelback Ph 11-16 (5/10/21)	Residential Land Dev't	Prelim	12/13/2021	Conditional Approval Rec 12/13/21	Conditional Approval Rec 12/20/21				6/29/23	
1375	POCO-R0624	2030115R	Swiftwater Solar (06/14/21) (9/12/21)	Commercial Land Dev't	Prelim/Final	4/20/2022	Conditional Approval 4/25/22	Conditional Approval 6/6/22				11/16/23	
1377	N/A	2130149R	Eudora Hilliard Minor Subdivision (6/28/21)	Residential Land Dev't	Prelim	7/21/2021	Recommended Approval 6/28/21	Conditional Approval 8/2/21				12/21/2022	
1384	N/A	2130152	Bartonsville Ave Pump Station 5 Lot Subdivision	Subdivision	Prelim/Final		Recommended approval 8/9/21	BOC Approved 8/16/21				10/20/21	
1385	N/A	2130163R	Vassallo Est. Minor/Lot Consolidation (10/12/21)	Minor Sub	Final	3/23/2022	Conditional Approval 4/11/2022	Conditional Approval 5/2/22				2/6/24	
1390		2130168R	Sanofi Pasteur B83 Cold Storage (11/22/21)	Commercial Land Dev't	Prelim/Final	8/16/2022	Conditional Approval 1/23/23	Conditional Approval 2/6/23				8/17/23	
1391		2030114R	Great Wolf Lodge Expansion (6/28/21)	Commercial Land Dev't	Prelim	12/13/2021	Conditional Approval Rec 12/13/21	Conditional Approval Rec 12/20/21				3/20/22	
1393	POCO-R0625	2230179R	Cherry Lane Dev't Partners (Wawa-Tannersville Inn) (8/8/21)	Land Dev't	Prelim/Final	12/21/2022	Conditional Approval 1/9/23	Conditional Approval 2/6/23				10/17/23	
1394	N/A	2130173R	Steele's Warehouse Addition (1/10/22)	Commercial Land Dev't	Final	3/24/2022	Conditional Approval 3/28/2022	Conditional Approval 4/4/22				8/20/22	
1397	N/A	2230176R	Larson Resubdivision of Brookdale Road (2/28/22)	Minor Sub	Final	5/18/2022	Conditional Approval 5/23/2022	Conditional Approval 6/6/22				12/20/22	
1399	N/A	2230184R	Coover Minor Subdiv /Lot Line Adjustment (5/9/22)	Minor Sub	Final	10/6/2022	Conditional Approval 10/11/22	Conditional Approval 10/17/22				12/20/22	
1401	N/A	2230205R	Tannersville Plaza Retail Space (12/12/22)	Minor Sub	Final	1/4/2023	Conditional Approval 2/13/23	Conditional Approval 3/20/23				11/30/23	
1404		2230191R	Sanofi Pasteur B87 Line 10 Building (7/25/22)	Land Dev't	Prelim/Final	1/17/2023	Conditional Approval 1/23/23	Conditional Approval 2/6/23				8/17/23	
1413	N/A	2330216R	BAD Properties/Fellins (5/8/23)	Minor Sub	Final	6/6/2023	Conditional Approval 6/12/23	Conditional Approval 6/19/23				8/30/23	
1418	N/A	2330231R	Farda Realty SR 0715 (9/11/23)	Minor Sub.	Final	9/18/2023	Conditional Approval 10/10/23	Conditional Approval 10/18/23				10/31/23	
1419	POCO-R0623	2330233R	MCTI Conference Center Addition & Consolid. (10/10/23)	Land Dev't & Lot Consolid.	Prelim/Final	5/13/2024	Conditional Approval 3/11/24	Conditional Approval 3/18/24				10/30/2024	

POCONO TOWNSHIP PLAN STATUS
12/2/2024

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approval Expiration (1 yr.)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
1420	POCO-R0628	2330238R	Youngken Lot Consolidation	Lot Consolid.	Final	3/25/2024	N/A	Conditional Approval 4/1/24				9/24/2024	
1421	POCO-R0622	2330239R	MCTA Lot Combination (Lot Line Adjustment)	Lot Line Adjust.	Final	3/26/2024	Conditional Approval 4/8/2024	Conditional Approval 4/23/24				7/2/24	
1432	POCO-R0880	-	Nelson Lot Consolidation (2219 Light Court)	Lot Comb.	Final	9/23/2024	N/A	Approved 10/7/24				11/21/24	

POCONO TOWNSHIP PLAN STATUS
12/2/2024

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approval Expiration (1 yr.)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
DENIED													
1272	N/A	1130255E	Kopelson Lot 3 Land Devt (08/13/13)	Commercial Land Devt	Prelim	unknown date	Recommended Denial 5/24/21	BOC Rejected 06/21/21					Appealed
	N/A	2030121R	Zitro & Roni Investments	Comm/Res Land Devt	Prelim	1/8/2021	Recommended Denial 5/24/21	BOC Rejected 06/21/21					
1405	N/A	2230192R	Blessing (Munz) Subdivision (8/8/22)	Major Sub	Prelim	8/12/2022	Recommended Denial 10/11/22	BOC Rejected 10/17/22					
WITHDRAWN													
1386	N/A	2130160R	Dianora Minor Subdivision (9/27/21)(12/26/21)	Minor Sub	Final	9/16/2021							Notification to withdraw appl. rec'd 1/21/2022
1388	N/A	2130154R	The Ridge (8/8/22)	Land Devt	Prelim/Final	9/26/2022							LD Application Withdrawn 2/12/24
1406	N/A	2230193R	Core 5 Stadden Road Warehouse (8/8/22)	Land Devt	Prelim	10/6/2022							Application Withdrawn 5/12/23
1411	N/A	2230185R2	1328 Golden Slipper Road Minor Sub (1/9/23)	Minor Sub	Final	1/10/2023							Application Withdrawn

POCONO TOWNSHIP PLAN STATUS
12/2/2024

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approve/Deny	Comments
Sketch Plans												
		1730040R	KenBAR Investment Group (Inactive)	Commercial Land Devt					6/5/2020			
1380		2030118R	2808 Rt 0611 Apartments Land Development	Land Devt					8/5/2021			
1402		2230188R	Iroquois Ridge	Major Sub, Land Devt					6/22/2022			
1403		2230189R	Lands of D E & S Properties (Classic Quality Homes)	Major Sub, Land Devt					7/19/2022			
1380		2330219R	Lands of Yuriy Bogutskiy 2812 Rt 0611	Land Devt					5/3/2023			
1417		2330228R	Harmony Domes 310 Hallet Road	Land Devt					8/29/2023			
1422	POCO-R0619	2430243R	Exclusive Pocono Properties Transient Hotel	Land Devt					3/11/2024			
1378	POCO-R0970	-	Incline Village Expansion	Land Devt					11/8/2024			
1436	POCO-R1010	-	437-439 Scotrun Avenue	Land Devt								
Final Plans Under Consideration												
1401	POCO-R0630	2330223R	611 Land Development - Dual Brand Hotel Subdivision (4/8/24)	Minor Sub	Final	1/18/2025	12/9/2024	1/6/2025	5/7/2024	11/12/2024		Extension rec'd 10/9
1426	POCO-R0750	-	Simpson Minor Subdivision (519-520 Post Hill Road) (7/8/24)	Minor Sub	Final	1/6/2025	12/9/2024	1/6/2025	6/26/2024	11/12/2024		3 mo. extension rec'd on 8/15
Preliminary Plans Under Consideration												
1425	POCO-R0680	-	Brookdale Spa (9/9/24)	Land Devt	Prelim/Final	1/31/2025	1/13/2025	1/21/2025	10/9/2024	11/12/2024		Extension to 1/31 rec'd 11/6
1358	POCO-R0730	1630006R1	Tannersville Point Apartments (2023) (6/10/24)	Land Devt/Lot Consolidation	Prelim/Final	12/31/2024	12/9/2024	12/16/2024	10/22/2024	11/12/2024		Extension to 12/31 rec'd 8/8
1423	POCO-R0614	-	Brookstead Apartments (5/13/24)	Land Devt	Prelim/Final	3/9/2025	2/10/2025	3/3/2025	10/1/2024	11/12/2024		90 day extension rec'd 11/4
1401	POCO-R0630	2330223R	611 Land Development - Dual Brand Hotel LD (4/8/24)	Land Devt	Prelim	1/18/2025	12/9/2024	1/6/2025	5/7/2024	11/12/2024		Extension rec'd 10/9

POCONO TOWNSHIP PLAN STATUS

12/2/2024

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approve/Deny	Comments
1424	POCO-R0660	-	1124 Sky View Dr. Monopine Tower (4/8/24)	Land Devt	Prelim	3/4/2025	2/10/2025	3/3/2025	8/15/2024	11/12/2024		60 day extension rec'd 11/21
1414	POCO-R0612	2330220R	135 Warner Rd. (Schliers Towing) (2/12/24)	Land Devt	Prelim	3/9/2025	2/10/2025	3/13/2025	2/23/2024	11/12/2024		6 month extension rec'd 8/8/24
1369	POCO-R0617	2130150R	Cranberry Creek Apartments (7/25/22)	Land Devt	Prelim/Final	2/11/2025	1/13/2025	2/3/2025	1/25/2024	11/12/2024		90 day extension rec'd 10/9
1387	-	2130161R	Alaska Pete's - 173 Camelback Road (4/10/23)	Land Devt	Prelim/Final	12/31/2024	12/9/2024	12/16/2024	4/27/2023	11/12/2024		
Land Development Waiver Applications Under Consideration												
	Pending	-	Mountain Villa Resort	Waiver								

POCONO TOWNSHIP PLAN STATUS

12/2/2024

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approve/Deny	Comments
Pending BOC Decision												
1434	POCO-R0950	-	Gorski Lot Joinder	Lot Comb.	Final	N/A	N/A		11/22/2024		N/A	
1435	POCO-R0960	-	Persoleo Lot Joinder	Lot Comb.	Final	N/A	N/A		11/22/2024		N/A	
Special Exceptions, Conditional Use												
Pending Item List for Planning Commission												
Pending Item List for Board of Commissioners												