POCONO TOWNSHIP COMMISSIONERS
AGENDA
December 6, 2021 | 7:00 p.m.
112 Township Drive, Tannersville, PA
Dial-In Option: 646 558 8656
Meeting ID: 843 7289 0749
Passcode: 448182
Zoom Link:
https://us06web.zoom.us/j/84372890749?pwd=d1Q3ZjBzYUQ5SmZpQytKaVFhRlVvUT09

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

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

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

Announcements – None

Hearings – None

Presentations

- Presentation of the Pocono Township 2020 Audit – Jeff Weiss, Zelenkofske Axelrod LLC

Resolutions

- Resolution 2021-31 – Motion to approve Resolution 2021-31 granting conditional approval of the Sanofi Pasteur, Inc. Building & Loading Dock Expansion Preliminary/Final Land Development Plan. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:

- Old business consisting of the minutes of the November 15, 2021 regular meeting and November 30, 2021 special meeting of the Board of Commissioners.
- A budget adjustment request of $23,857.73 to ensure specified line items have sufficient funding for the remainder of 2021.
- Financial transactions through December 2, 2021 including:
    - Ratification of vouchers payable in the amount of $9,020.89, sewer operating expenditures in the amount of $694,952.70 and capital reserve expenditures in the amount of $91,659.85.
    - Ratification of gross payroll for the pay period ending October 14 & October 28, 2021 in the amount of $224,147.97.
    - Vouchers payable in the amount of $76,388.81.
    - Sewer operating fund expenditures in the amount of $20,255.82.
    - Sewer construction fund expenditures in the amount of $29,757.25.
    - Capital reserve fund expenditures in the amount of $28,597.00.
    - A fire tax disbursement of $1,086.62.
    - An American Rescue Plan Act transfer to the General Fund of $4,962.50 for the purpose of implementation of the Township Traisr e-permitting platform. **(Action Items)**

<u>NEW BUSINESS</u>

1. **Personnel** – None

2. **Travel/Training Authorizations** – None

<u>Report of the President</u>

Richard Wielebinski

<u>Commissioner Comments</u>

Jerrod Belvin – Vice President

- Emergency Management Update
- Motion to engage Zelenkofske Axelrod LLC for the 2021 Pocono Township Audit. **(Action Item)**
- Recognition of Corey Sayre for actions taken during the Birchwood Resort fire event on February 28, 2021.

Ellen Gnandt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

<u>Reports</u>

Zoning

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects
- TLC Park Project Update

- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant

Administration – Manager's Report

- Job advertisements for open Township positions commencing.
- Completing final implementation efforts for Township e-permitting system with launch date timeframe set for January.
- Completing recommendations for revisions to the Township fee schedule, in coordination with the Township engineer and zoning, for Commissioner review.
- Regional HSPS Comprehensive Plan update – Draft plan still being completed.

Township Engineer Report

- Update – Consolidation of the Municipal Complex lots.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue.

Township Solicitor Report

- Zoning Hearing Board updates.
    - **Lordi Hearing – 5:00 p.m. on 12/13/21**. Side setback variance sought for construction of an attached garage.
    - Update – Taveras Appeal.
    - Update – Johnson Appeal.
- Update – Closing for sale of I-80 parcel.
- HJP Park Agreement between Pocono and Jackson Townships.

<u>Public Comment</u>

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

<u>Adjournment</u>

Board of Pocono Township Commissioners
Tannersville, Pennsylvania

We have audited the financial statements of Pocono Township as of and for the year ended December 31, 2020, and have issued our report thereon dated December 1, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated October 8, 2020, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with the modified accrual basis of accounting. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Pocono Township solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope we previously communicated to you. The timing was slightly delayed due to the receipt of certain information from outside parties being delayed.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm complied with all relevant ethical requirements regarding independence.

As part of our audit, we assisted with preparation of the Township's financial statements and related notes. Township management has acknowledged their responsibility as it relates to those nonaudit services, including that the Township assumes all management responsibilities; oversee the services by designating an individual within senior management who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. Township management has reviewed, approved, and accepted responsibility for those financial statements and related notes in its letter to us dated December 1, 2021.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Pocono Township is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

As noted in Finding 2020-001 in our report, the Township received a Qualified Audit Opinion since the Government-Wide and Proprietary Fund Financial Statements are not presented on the accrual basis of accounting.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are allowances for uncollectible receivables, which is based on historical collection trends and was deemed reasonable through the audit.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Pocono Township's financial statements relate to: revenue recognition; measurement focus, basis of accounting and financial statement presentation; pension and other postemployment benefits (OPEB) plans valuation and disclosures; and long-term debt activities for the year.

The disclosure of the risks and uncertainties in Note 12 to the financial statements related to the impact on the COVID-19 pandemic on the operations of the Township.

Note 13 discloses events that have occurred subsequent to December 31, 2020 but prior to the issuance of the financial statements.

Identified or Suspected Fraud

We have not identified nor have we obtained information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

Although we ultimately received full cooperation of management and believe that we were given direct and unrestricted access to Pocono Township's officials and senior management, we experienced significant difficulties in the performance of the audit owing to the delays of the Pension actuary report. This delay in receiving the valuation added to the time needed to complete audit. Management does not anticipate these types of delays in the future.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Pocono Township's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have received certain written representations from management in their letter dated December 1, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Zelenkofske Axelrod LLC
CERTIFIED PUBLIC ACCOUNTANTS
EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Pocono Township, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Pocono Township's auditors.

Noncompliance with Laws and Regulations, Violations of Contract Provisions or Grant Agreements

We have not identified matters involving noncompliance with laws and regulations, violations of contract provisions or grant agreements during the course of the audit.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing Pocono Township's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the supplementary information and determined that the manner of its presentation is consistent with the presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Commissioners and management of Pocono Township and is not intended to be and should not be used by anyone other than these specified parties.

Zelenkofske Axelrod LLC

ZELENKOFSKE AXELROD LLC

Jamison, Pennsylvania
December 1, 2021

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2021-31

A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE SANOFI PASTEUR, INC. BUILDING AND LOADING DOCK EXPANSION PRELIMINARY/FINAL LAND DEVELOPMENT PLAN

WHEREAS, the applicant, Sanofi Pasteur, Inc., submitted a plan application titled "Preliminary/Final Land Development Plans, Sanofi Pasteur Inc., Building and Loading Dock Expansion" (the "Plan"). The applicant proposes to construct 946 square foot building addition with a 648 square foot concrete loading dock. The property is owned by Sanofi Pasteur, Inc., and is known as Monroe County Tax ID No. 12/12/2/10-2, PIN No. 12636402969225; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated September 23, 2021 and November 16, 2021; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional plan approval of the Plan at a meeting held on November 22, 2021; and

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

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

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

1. SALDO Section 390-19.M: Financial guarantee requirements. *The applicant shall not be required to provide a financial guarantee as a condition of recording the plan as no public improvements are proposed.*

2. SALDO Section 390-29.G.(7): A viewshed analysis must be submitted. *The applicant shall not be required to provide a viewshed analysis as seed lab is more than 2,000 feet from any roads in an already developed site.*

3. SALDO Section 390-29.J.(6): Title search must be provided. *The applicant shall not be required to provide a title search. The applicant has provided a deed evidencing ownership of the property.*

4. SALDO Sections 390-32.B and 390-35: Performance Guarantee. *The applicant shall not be required to provide a performance guarantee as a condition of recording the plan as no public improvements are proposed.*

5. SALDO Section 390-41: Development Agreement. *The applicant shall not be required to enter into a development agreement as a condition of recording the plan as no public improvements are proposed.*

6. SALDO Section 390-55.F.(3): Buffering requirements along property lines and rights-of-way. *The applicant shall not be required to install additional plantings due to the existing woodlands.*

That the following requests for modification of the Brodhead and McMichael Creeks Stormwater Management Ordinance are hereby granted:

1. SMO Section 365-8.L – "Roof drains should not be connected to streets, sanitary or storm sewers, or roadside ditches in order to promote overland flow and infiltration/percolation of stormwater." *The existing building is connected to storm sewer and the expansion is proposed to be connected to the storm sewer as well.*

2. SMO Section 365-11.A.(3) – "The size of the recharge facility shall be based upon the following volume criteria: (a) NRCS Curve Number Equation." (as outlined in the Section); (b) Annual recharge. Water budget approach." (as outline in the Section)." *The applicant is proposing to meet the infiltration requirements based on the PA DEP requirements.*

3. SMO Section 365-27: Performance Guarantee. *The applicant shall not be required to provide a performance guarantee as a condition of recording the plan as no public improvements are proposed.*

That the "Preliminary/Final Land Development Plans, Sanofi Pasteur Inc., Building and Loading Dock Expansion" as shown on the plan prepared by Borton Lawson Engineering, dated July 16, 2021, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer's letters dated September 23, 2021 and November 16, 2021.

2. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township, if deemed necessary by the Township.

3. The applicant shall pay all necessary fees associated with the Plan, including but not limited to a fee in lieu of dedicating open space in the amount of $644.00, any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.

4. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.

5. The applicant shall provide the requisite number of plans which are signed and notarized by

the owner and sealed by the engineer.

6. The applicant shall meet all conditions of the plan approval, and Plan shall be recorded within twelve (12) months of Conditional Plan approval, and agrees that if such conditions are not met, the Conditional Plan approval will be considered void.

7. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 6th day of December, 2021.

ATTEST:	Township of Pocono Board of Commissioners
By:____________________________	By:____________________________
Print Name: Taylor Munoz	Print Name: Jerrod Belvin
Title: Township Manager	Title: Vice President

Pocono Township Board of Commissioners
Regular Meeting Minutes
November 15, 2021 | 7:00 p.m.

The regular meeting of the Pocono Township Board of Commissioners was held on November 15, 2021 and was opened by President Rich Wielebinski at 7:05 p.m. followed by the Pledge of Allegiance.

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

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

Public Comment

Sara Hagner (2156 Deerfield Way) – Claimed her property has issues with neighbor's septic and alleged that these issues have caused lung problems with her husband and family. The Board of Commissioners asked the Township Manager to reach out to the Township sewage enforcement officer (SEO) to perform an inspection.

James Hagner (2156 Deerfield Way) – Stated he hoped that the Township would send someone to investigate the alleged sewage issue at his property.

Ryan Lohman (113 Marcelle Terrace) – Ms. Lohman is in the planning process for building a home on a 9-acre property at 1207 Beech Place in Pocono Haven. She requested Township consideration for waiving the requirement for a grading permit, due to cost and property impact. She stated an E&S plan is already on file with the Conservation District and asked whether there is a process to request a waiver or sign a hold harmless to proceed with the home absent a grading permit. Township manager and engineer will further review and report back.

Announcements – None

Hearings – None

Presentations – None

Resolutions

R. Wielebinski made a motion, seconded by K. Meeker, to approve Resolution 2021-30 adopting the 2021 Monroe County Hazard Mitigation Plan as the official Hazard Mitigation Plan of Pocono Township. All in favor. Motion carried.

Consent Agenda

- Motion to approve a consent agenda of the following items:
  - Old business consisting of the minutes of the November 1, 2021 regular meeting of the Board of Commissioners.
  - Financial transactions through November 11, 2021 including:
    - Ratification of vouchers payable in the amount of $277.03, sewer operating expenditures in the amount of $475.45 and capital reserve expenditures in the amount of $200.00.
    - Ratification of gross payroll for the pay period ending October 31, 2021 in the amount of $112,222.76.
    - Vouchers payable in the amount of $133,225.40.
    - Sewer operating fund expenditures in the amount of $119,966.92.
    - Sewer construction fund expenditures in the amount of $4,162.00.
    - Capital reserve fund expenditures in the amount of $714.13.
    - A fire tax disbursement of $698.22.

- A temporary transfer of $30,000.00 to the Capital Reserve fund until state grant fund reimbursement is received.

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

NEW BUSINESS

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the Township Manager to make available for public inspection the proposed FY 2022 Pocono Township Budget, as required by the First-Class Township Code, as of Wednesday, November 24, 2021, with versions available in hard copy at the Township office and posted on the Township website. T. Muñoz read a synopsis of the budget. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the Township Manager to advertise the FY 2022 proposed budget, as required by the First-Class Township Code, at least twenty (20) days prior to the date for tentative adoption set for December 20, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to authorize the preparation and advertisement of an amendment to the Pocono Township Amusement Tax ordinance, setting the Amusement Tax rate at 10%, effective January 1, 2022. E. Gnandt confirmed that this requires a public hearing. All in favor. Motion carried.

- Bid opening and possible award of bid for a Township-owned property located on Bartonsville Avenue with Parcel ID 12.9.1.36-1-1.

Bid received by Minu Desai for $82,000 on 11/12/2021.

E. Gnandt made a motion, seconded by J. Belvin, to award the bid of $82,000 to Minu Desai for the purchase of the Township owned property with Parcel ID 12.9.1.36-1-1. All in favor. Motion carried.

- Interview of candidate(s) and possible action regarding the appointment of a new alternate Zoning Hearing Board (ZHB) member. Bradley Harrison applied for the alternate position and was asked about his background and availability for ZHB meetings.

J. Lastowski made a motion, seconded by R. Wielebinski, to appoint Bradley Harrison as alternate Zoning Hearing Board member. All in favor. Motion carried.

- Discussion and possible action regarding use of American Recovery Plan funds for stormwater remediation adjacent to SR 611 & Warner Road – Discussed work performed by the owners of the Pocono Farm Stand and Smugglers Cove to remediate Pocono Creek flooding issues. It was specified that this work constitutes a public benefit and addresses flooding issues with the entire Route 611 corridor in this vicinity.

J. Lastowski made a motion, seconded by R. Wielebinski, to reimburse the property owners for the materials cost required to complete Pocono Creek flood remediation work, conditioned upon 1) receipt of material costs by the property owners and 2) that the use of funds is approved by the Township auditor as a qualifying expense under the terms of the American Rescue Plan Act. It was further specified that the Township will handle stormwater remediation projects on a case-by-case basis and the Township will issue a written thank you to the owners for the work performed. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President – No comment.

Ellen Gnandt – Commissioner

- Inquired about Blue Ridge cable franchise agreement status and UGI road closure for pipeline repair. Requested update on Ski Haven bridge. Asked for information regarding the Township's grant consultants and what grants have been obtained from their services.

Jerry Lastowski – Commissioner - No comment.

Keith Meeker – Commissioner

- Asked for update on SR 611/Wiscasset Avenue garbage dumping issues. Discussion regarding possibility of establishing an ordinance to control the location and registration of clothing drop boxes.

Reports

Public Works Report

- Current Public Works projects – Completing leaf cleanup and ramping up for snow removal season.
- TLC Park Project Update - Basketball court is complete and open. Court is already being used. Waiting on electrician for inspection and PPL to turn on the power.
- Confirmed that power has been disconnected from the 114 Alger Avenue property and demolition will begin soon.

Administration – Manager's Report

- Job advertisements for open Township positions to commence soon for an Administrative Assistant and a soon-to-be vacant Road Crew position. Board suggested that a luncheon be planned for Dee.
- Regional HSPS Comprehensive Plan update – Draft plan available soon for review.
- Discussion regarding a buy-one-get-one deal for license plate readers (LPRs).

R. Wielebinski made a motion, seconded by K. Meeker, to amend the agenda for action on LPRs. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to purchase two LPR readers and get two free for an amount not to exceed $40,000. All in favor. Motion carried.

Township Engineer Report

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

Revisions were submitted to PennDOT last week. Design components should be final as of last submission. Confirmed that Stroud Township is responsible for light upgrades through their portion of the Green-Light-Go project funds.

Township Solicitor Report

- Update – Closing for sale of I-80 parcel - Closing on the I-80 parcel scheduled for this Thursday.
- Update – Taveras Appeal – Waiting on Court of Common Pleas.
- Update – Johnson Appeal – Briefs due in January to be argued next year.
- HJP Park Agreement between Pocono and Jackson Townships – Reached out to Todd Weitzmann and have not yet received a response.
- Zoning Hearing Board updates - Zoning hearing variance request received today.
- Kelly Family Trust – Owner has been in hospital, delaying cleanup.
- Discussion regarding a PA One Call agreement between Pocono Township and BCRA.

J. Lastowski made a motion, seconded by R. Wielebinski, to amend agenda for consideration of a PA One Call agreement between Pocono Township and BCRA. All in favor. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize Township Solicitor to finalize the PA One Call agreement between Pocono Township and BCRA for advertisement and adoption. All in favor. Motion carried.

E. Gnandt asked for confirmation regarding changes to the Sunshine Act.

Public Comment – No comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gnandt, to adjourn the meeting at 8:36 p.m. All in favor. Motion carried.

Pocono Township Board of Commissioners
Regular Meeting Minutes
November 30, 2021 | 7:00 p.m.

A special meeting of the Pocono Township Board of Commissioners was held on November 30, 2021 and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito via Zoom; Frank Cefali, Township Treasurer; Paola Razzaq, Fiscal Administrator; and Taylor Munoz, Township Manager.

Public Comment – None

Announcements – None

Hearings – None

Presentations – None

NEW BUSINESS

Report of the President

Richard Wielebinski

- Discussion and action regarding amending the 2022 Proposed Budget, revising the proposed 2022 municipal tax rate following the receipt of Pocono Township's 2022 certified total assessed value.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the Township Manager to make available for public inspection the proposed FY 2022 Pocono Township Budget with a revised millage rate of 2.429 mills, as required by the First Class Township Code, as of Wednesday, December 1, 2021, with versions available in hard copy at the Township office and posted on the Township website. Under discussion, E. Gnandt questioned whether a real estate tax increase is necessary with the increased amusement tax and use of the fund balance. Further discussion regarding the real estate tax. J. Lastowski stated he would rather rely on more predictable numbers from a small increase in the real estate tax and see how the amusement tax performs in 2022. Roll call vote: J. Belvin, yes; E. Gnandt, no; J. Lastowksi, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the Township Manager to advertise the revised FY 2022 proposed budget, as required by the First Class Township Code. Under discussion, E. Gnandt asked whether it was necessary to re-advertise. R. Wielebinski stated he would rather err on the side of caution and advertise the new, lowered millage rate even if the Township is not required to do so. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to set Pocono Township Commissioner compensation at $5,450 per year, per Section 703 of the First Class Township Code for Townships with a population of 10,000 or more but less than 15,000. Under discussion, it was clarified that the increased rate will apply to all new terms moving forward. R. Wielebinski further specified that the purpose of the increase is to help incentivize additional interest in running for the Commissioner position in the future and expressed his disappointment that individuals are not coming forward to run for elected positions. All in favor. Motion carried.

Commissioner Comments – None

Public Comment – No comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gnandt, to adjourn the meeting at 7:21 p.m. All in favor. Motion carried.

POCONO TOWNSHIP
Monday, December 6, 2021
SUMMARY

Ratify		
General Fund	**$**	**9,020.89**
Payroll	**$**	**224,147.97**
Sewer Operating	**$**	**694,952.70**
Sewer Construction	**$**	**-**
Capital Reserve	**$**	**91,659.85**
Bill List		
TOTAL General Fund	**$**	**76,388.81**
TOTAL Sewer OPERATING Fund	**$**	**20,255.82**
TOTAL Sewer CONSTRUCTION Fund	**$**	**29,757.25**
TOTAL Capital Reserve Fund	**$**	**28,597.00**
Liquid Fuels	**$**	**-**
TOTAL EXPENDITURES	**$**	**1,174,780.29**
Fire Tax Disbursement	**$**	**1,086.62**
Budget Adjustments	**$**	**23,857.73**
Budget Appropriations	**$**	**-**
Interfund Transfer		
GENERAL FUND TO CAPITAL RESERVE		
ARPA FUNDS TO CAPITAL RESERVE		
ARPA FUNDS TO GENERAL FUND		
TRAISR IMPLEMENTATION COSTS	**$**	**4,962.50**
Total	**$**	**4,962.50**

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, December 6, 2021

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	11/19/2021			PAYROLL ENDING 11/14/2021	$ 115,026.90
	12/03/2021			PAYROLL ENDING 11/28/2021	$ 109,121.07
				TOTAL PAYROLL	**$ 224,147.97**

General Expenditures

Date	Check	Vendor	Memo	Amount
11/15/2021	61558	CARDMEMBER SERVICES	POLICE TRAINING AND SUPPLIES	$ 1,828.78
11/15/2021	61559	CARDMEMBER SERVICES	TOWNSHIP LICENSES & PHONE SERVICE	$ 3,260.93
11/15/2021	61560	FIRSTNET	TOWNSHIP AND PARK PHONES	$ 325.78
11/15/2021	61561	KYOCERA	POLICE AND TWP COPIER LEASES	$ 366.56
11/15/2021	61562	POCONO RECORD	ZONING AND TWP ADVERTISEMENT	$ 353.56
11/18/2021	61563	CARDMEMBER SERVICES	PW SUPPLIES	$ 1,632.24
11/18/2021	61564	CARDMEMBER SERVICES	POLICE TRAINING AND SUPPLIES	$ 1,103.60
11/18/2021	61565	STAPLES	POLICE OFFICE SUPPLIES	$ 149.44
			TOTAL General Fund Bills	**$ 9,020.89**

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
11/15/2021	2052	BLUE RIDGE	PUMP STATION PHONE	$ 62.88
11/15/2021	2053	CARDMENBER SERVICES	SEWER OPERATION SUPPLIES	$ 21.31
11/15/2021	2054	VERIZON	SCADA LINE	$ 34.24
11/18/2021	2055	BLUE RIDGE	PUMP STATION PHONE	$ 125.76
11/18/2021	2056	MET ED	PUMP STATION ELECTRIC SERVICE	$ 253.72
11/18/2021	2057	VERIZON	SEWER MODEMS	$ 120.07
11/30/2021	2058	FIRST KEYSTONE BANK	2021 PRINCIPAL AND INTEREST	$ 694,334.72
				$ 694,952.70

Sewer Construction Fund

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

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
11/05/2021	1260	FNB EQUIPMENT FINANCE	CAPITAL LEASES	$ 91,659.85
			TOTAL Capital Reserve Fund	**$ 91,659.85**

TOTAL General Fund	$ 233,168.86	
TOTAL Sewer Operating	$ 694,952.70	Authorized by:
TOTAL Sewer Construction	$ -	
Total Capital Reserve	$ 91,659.85	
		Transferred by:
	$ 1,019,781.41	

POCONO TOWNSHIP CHECK LISTING
Monday, December 6, 2021

General Fund

Date	Check	Vendor	Memo		Amount
12/01/2021	61566	AFLAC	Supplemental Insurance	$	463.58
12/01/2021	61567	American Arbitration Association	Professional services	$	300.00
12/01/2021	61568	Anglemyer, Austin	Dec 2021 Uniform Allowance	$	180.49
12/01/2021	61569	APMM	2022 Membership Dues	$	165.00
12/01/2021	61570	Bianchi Joe	Uniform Allowance	$	143.22
12/01/2021	61571	Boucher & James, Inc.	Engineering services	$	11,158.57
12/01/2021	61572	Cefali and Associates PC	Sep 2021 Treasury Services	$	761.25
12/01/2021	61573	CLEAN TEAM, INC.	Dec 2021 Cleaning	$	815.00
12/01/2021	61574	Cooper Electric	Operation supplies	$	555.36
12/01/2021	61575	Critical Systems Generator Services	Service Call & Relay	$	475.50
12/01/2021	61576	D.G. Nicholas Co.	PW operation supplies	$	1,446.46
12/01/2021	61577	DES	Oct 2021 TWP Recycling	$	30.00
12/01/2021	61578	E.M.Kutz, Inc.	Onspot Chain System	$	1,860.00
12/01/2021	61579	Eureka Stone Quarry, Inc.	Road materials	$	1,023.20
12/01/2021	61580	Foster & Foster, Inc.	Actuarial Valuation & Report	$	4,850.00
12/01/2021	61581	Furino, Robert	Uniform Allow 2021	$	208.00
12/01/2021	61582	Gotta Go Potties, Inc	MVP 10/19-11/16; TLC 10/19-11/16 Rental	$	300.00
12/01/2021	61583	Goucher, Shawn	Uniform Allowance	$	195.49
12/01/2021	61584	Hartshorn, Dean	Workboots 2021	$	150.00
12/01/2021	61585	HUNTER KEYSTONE PETERBILT	PW operation supplies	$	39.60
12/01/2021	61586	J. P. Mascaro & Sons	MVP Waste Removal Nov 2021	$	198.64
12/01/2021	61587	J. P. Mascaro & Sons	TWP Waste Removal Nov 2021	$	298.15
12/01/2021	61588	Keystone Printing Group, Inc	TWP Check Printing	$	239.85
12/01/2021	61589	Loyson, Jim	Boot Allow 2021	$	150.00
12/01/2021	61590	Miller, Larry	Uniform Allow 11/2021	$	59.00
12/01/2021	61591	Northeastern Pennsylvania Alliance	2022 Membership	$	275.00
12/01/2021	61592	Pitney Bowes	Mailing Machine Rental	$	142.35
12/01/2021	61593	Rebetje, Liam	Nov 2021 Uniform Allowance	$	189.75
12/01/2021	61594	RecDesk LLC	RecDesk Annual Subscription 12/2/21-12/1/22	$	1,800.00

12/01/2021	61595	Steele's Hardware	PW operation supplies	$	264.49
12/01/2021	61596	Steele's Hardware	PW operation supplies	$	205.21
12/01/2021	61597	Suburban Propane	Vehicle fuel	$	8,010.15
12/01/2021	61598	Suburban Testing Labs	SDWA Monthly	$	100.00
12/01/2021	61599	The Teneo Group LLC	Security Awareness Training 36 Months	$	1,695.94
12/01/2021	61600	TRAISR, LLC	Oct 2021 Billing	$	4,962.50
12/01/2021	61601	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	$	129.98
12/01/2021	61602	UNIFIRST Corporation	PW Uniforms/ TWP Carpets	$	266.19
12/01/2021	61603	Durney & Worthington, LLC	REFUND ZONING HEARING BOARD FEES	$	750.00
12/01/2021	61604	H. M. Beers, Inc.	Nov 2021 SEO Services	$	1,780.00
12/01/2021	61605	US BANK - Lockbox CM9722	Nov 2021 EE Cont	$	6,847.77
12/01/2021	61606	Williams Garden Center, Inc.	Stump Removal fm Park Storage	$	1,500.00
12/01/2021	61607	Nationwide - 457	SUPPLEMENTAL PENSION	$	11,119.90
12/01/2021	61608	Kimball Midwest	PW OPERATION SUPPLIES	$	23.88
12/01/2021	61609	MetLife - Non Uni. Pen. Plan	NON POLICE PENSION	$	6,325.92
12/02/2021	61610	ARGS Technology, LLC	Nov 2021 Remote IT Services	$	3,465.44
12/02/2021	61611	PENTELEDATA	INTERNET SERVICE TWP	$	317.08
12/02/2021	61612	PENTELEDATA	INTERNET SERVICE POLICE	$	150.90
			TOTAL General Fund	**$**	**76,388.81**

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount	
12/01/2021	2059	Boucher & James, Inc.	Pump Station 5 Plan	$	55.00
12/01/2021	2060	Boucher & James, Inc.	Engineering services	$	5,141.15
12/01/2021	2061	EEMA O&M Services Group, Inc.	November 2021 O&M	$	6,521.45
12/01/2021	2062	J P Mascaro & Sons	Pump Station 5 Waste Removal Nov 2021	$	203.70
12/01/2021	2063	METROPOLITAN TELECOMMUNICATIONS	Pump Station 5 Phones	$	74.11
12/01/2021	2064	Pocono Management Associates LLC	10/25 - 11/21/2021 Sewer Consulting	$	7,001.76
12/01/2021	2065	SUBURBAN TESTING LABS	Monthly NPDES	$	533.20
12/02/2021	2066	ARGS	IT SERVICES SEWER	$	250.00
12/02/2021	2067	PENTELEDATA	PUMP STATIONS INTERNET	$	475.45
			TOTAL Sewer Operating	**$**	**20,255.82**

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
12/01/2021	695	BOUCHER & JAMES	ENGINEERING SERVICES	$ 29,757.25
			TOTAL Sewer Construction Fund	**$ 29,757.25**

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
12/01/2021	1261	COOPER ELECTRIC	TLC Park TLC lighting	$ 10,900.00
12/01/2021	1262	COOPER ELECTRIC	TLC Park TLC lighting	$ 12,000.00
12/01/2021	1263	Want to Inc.	TLC Park TLC lighting	$ 5,697.00
			TOTAL Capital Reserve Fund	**$ 28,597.00**

LIQUID FUELS

Date	Check	Payee	Memo	Amount
				$ -

Fire Tax Disbursement

Date	Check	Payee	Memo		Amount
12/1/2021	1015	POCONO TOWNSHIP FIRE DEPARTMENT	RE TAX DISBURSMENT	$	1,086.62
			TOTAL Fire Tax	**$**	**1,086.62**

ESSA

General Fund	$	76,388.81
Sewer Operating	$	20,255.82
Sewer Construction Fund	$	29,757.25
Capital Reserve	$	28,597.00
Fire Tax Disbursement	$	1,086.62
Liquid Fuels	$	-
TOTAL ESSA TRANSFER	$	156,085.50

Authorized by:____

Transferred by:____

BUDGET ADJUSTMENT REQUEST

The following line items in the General Fund require additional funding to cover expenditures for the remainder of the year. Department heads request Board of Commissioners approval to move surplus funding to the lines indicated below.

FROM	Budget	Amount	Adj. Budget	TO	Budget	Amount	Adj. Budget	over/(under) budget	Explanation
400.420 · Dues, Subscriptions & Membership	$ 3,500.00	$ 1,003.63	$2,496.37	400.540 · Legislative - Donations	$ 1,000.00	$ 3,003.63	$4,003.63	$ 3,003.63	Line needs additional funding to cover deficit.
400.460 · Legislative -Meetings & Training	$ 2,500.00	$ 2,000.00	$500.00						
406.310 · Gen Govt Professional Srvs	$12,000.00	$7,821.85	$4,178.15	407.450 · Contracted Services	$ 68,976.79	$8,821.85	$77,798.64	$5,072.79	Line needs additional funding to cover deficit and end of year expenditures.
402.196 · Fin Admin Health Insurance	$29,575.60	$1,000.00	$28,575.60						
414.319 · MS4 Fees	$7,500.00	$2,600.00	$4,900.00	413.311 · Prof Services - SEO	$ 21,595.00	$1,600.00	$23,195.00	$1,595.00	Additional funding needed to cover end of year expenditures
				415.220 · Emer Mgmt. Operating Supplies	$ 500.00	$1,000.00	$2,082.25	$1,582.25	Line needs additional funding to cover deficit.
414.110 · Planning & Zoning Salaries	$200.00	$182.25	$17.75			$182.25			
415.460 · Emer Mgmt. Meetings & Training	$1,000.00	$400.00	$300.00			$400.00			
		$300.00		414.341 · Planning & Zoning Advertising	$ 2,500.00	$300.00	$2,800.00	$44.00	Line needs additional funding to cover deficit and additional expenditures in December.
430.196 · Public Works Insurance	$50,000.00	$550.00	$49,450.00	433.360 · Traffic Signals & Signs Utility	$ 4,000.00	$550.00	$4,550.00	-$69.00	Additional funding needed to cover end of year expenditures
410.196 · Police Health Insurance	$502,700.00	$8,000.00	$494,700.00	410.180 · Police Overtime Wages	$ 190,000.00	$8,000.00	$198,000.00	-$6,762.72	Additional funding needed to cover end of year expenditures
		$23,857.73				$23,857.73			

NOTICE OF PUBLIC HEARING

TAKE NOTICE that the Pocono Township Zoning Hearing Board will hold a public hearing on **Monday, December 13, 2021, beginning at 5:00 P.M.,** at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, Pennsylvania 18372. The purpose of the hearing is to consider the application of Peter and Stephanie Lordi for a dimensional variance from Section 470-14.C and Attachment 2 of the Pocono Township Zoning Ordinance, which requires minimum side-yard setbacks of 25 feet in the low density residential (R-1) zoning district where the property is located. Applicants desire to construct an attached garage within the side-yard setback.

Applicants own the subject property, which is located at 209 Joann Road in Pocono Township, Monroe County, Pennsylvania. The property is further identified as Tax Code Number 12.9E.1.26 and PIN 12-6372-04-71-4523.

Anyone may inspect the complete application (without charge) or obtain a copy of it (for a charge not exceeding actual copying costs) at the Township's office at the address listed above during regular business hours. Anyone may attend the hearing and those who are affected and have legal standing may participate in the proceedings. If you require any special accommodations to attend or participate, or if you wish to attend or participate remotely, please contact the Township at (570) 629-1922 at least one day in advance.

WEITZMANN, WEITZMANN & HUFFMAN, LLC
By: Todd W. Weitzmann, Esquire
700 Monroe Street
Stroudsburg, PA 18360
Pocono Township Zoning Hearing Board Solicitors