



POCONO TOWNSHIP COMMISSIONERS  
AGENDA

December 7, 2020 7:00 p.m.

**TELECONFERENCE DIAL-IN #: 408-418-9388**

**MEETING #: 132 446 0730**

**PASSWORD: 762666**

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

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

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

**Announcements**

- If you have not already, we would encourage you to sign up for the Township newsletter at [www.poonopa.gov](http://www.poonopa.gov), follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at [www.savvycitizenapp.com](http://www.savvycitizenapp.com).

**Presentations** – None

**Resolutions**

**OLD BUSINESS**

- Motion to approve the minutes of the November 16, 2020 regular meeting of the Board of Commissioners. **(Action Item)**

**NEW BUSINESS**

**1. Personnel**

**2. Financial Transactions**

- a. Motion to ratify vouchers payable received through December 3, 2020 in the amount of \$1,057,497.06. **(Action Item)**
- b. Ratify gross payroll for pay periods ending November 15 & 29, 2020 in the amount of \$216,797.68. **(Action Item)**
- c. Motion to approve vouchers payable received through December 3, 2020, 2020 in the amount of \$97,222.91. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through December 3, 2020, 2020 in the amount of \$20,258.88. **(Action Item)**
- e. Motion to approve sewer construction fund expenditures through December 3, 2020 in the amount of \$8,884.00. **(Action Item)**
- f. Motion to approve capital fund expenditures through December 3, 2020 in the amount of \$57,703.40. **(Action Item)**

### **3. Travel/Training Authorizations**

#### **Report of the President**

Richard Wielebinski

- Motion to engage Zelenkofske Axelrod LLC to audit the financial statements of Pocono Township as of and for the year ended December 31, 2020 and to authorize the Township Manager to sign the engagement letter on behalf of the Township. **(Action Item)**

#### **Commissioner Comments**

Jerrold Belvin – Vice President

- COVID-19/Emergency Management Update
- Tropical Storm Isaias Update – Denial
- FEMA Flood Mitigation grant application

Ellen Gndt – Commissioner

- Discussion regarding timing and traffic patterns at the new Brookdale Road & S.R. 611 Intersection

Jerry Lastowski – Commissioner

- Traffic light timing issues at intersection of S.R. 314 & S.R. 611

Keith Meeker – Commissioner

- PMCCI Health & Safety Issues – Zoning Inspection(s)

#### **Reports**

##### **Zoning**

- November 2020 Report

##### **Emergency Services**

- Police
- EMS
- Fire

### **Public Works Report**

- Current and remaining Public Works projects for 2020
- Update – Dump truck body replacement
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP

### **Administration – Manager's Report**

- Update – Leasing of Township Vehicles
- Update – Receipt of COVID Grant Funds from County
- Evaluation of Township's Wireless Carrier – Verizon vs. FirstNet (ATT)
- Discussion regarding installation of dry hydrant at Laurel Lake (**Potential Action Item**)
- Discussion regarding donation to the Brodhead Creek Watershed Association (**Potential Action Item**)
- Monroe County Land Bank – Potential acquisition of 17 Summit Drive, Pocono Manor
- Amended Sign Ordinance Update
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications
- Wine Press Inn – Interest in Township-owned property
- Update – Regional HSPS Comprehensive Plan – Wednesday, December 16 at 6:00 p.m.

### **Township Engineer Report**

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

### **Township Solicitor Report**

- Gravatt's Way Short-Term Rental – Default judgment date and potential injunction
- Discussion regarding HJP Park
- Update – Kelly Family Trust
- Update – Ryan Possinger Appeal Zoning Hearing – November 24, 2020

### **Public Comment**

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

### **Adjournment**

**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
November 16, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on November 16, 2020 at the Pocono Township Municipal Building and opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

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

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

**Public Comments**

Todd Cannon (Serenite, 501 Upper Deer Valley Rd, Tannersville) – Provided perspective on Serenite shared ownership development and its economic impact. Asked for reconsideration to allow construction of second building to begin.

Tom Wise (108 Wise Lane, Scotrun) – Question about transient dwelling use. Property was a duplex on 9 acres when he and his wife purchased. House built included a mother-daughter structure. Mother-in-law passed and now they have an empty apartment that they would like to rent out via Airbnb. At some point, Pocono Township changed the zoning from RD to R1. Reviewed TDU ordinance and asked for further information as to whether the ordinance applies to his property. R. Wielebinski said T. Muñoz will research how the zoning change came about from RD to R1 and get back in touch with Wise family. Stated Township appreciated hearing from Mr. Wise.

Diane Zweifel (Post Hill Court, Henryville) – Stated she does not agree with increasing the township millage rate due to concerns over COVID-19. She feels the Board should look at other options to raise revenue, including further raising the amusement tax. T. Muñoz recommended resident read the full budget presentation packet posted on the Township website for public feedback for an understanding of where the Township has lost revenue and for an explanation of Township expenditures.

Theresa Purcell (215 Wilke Road, Tannersville) – Stated she shares concerns with the proposed millage increase and cited hardships like rising fuel prices. Expressed concerns about working to control costs.

R. Wielebinski highlighted several areas where the Township has saved taxpayer dollars and continued brought greater efficiency to Township operations.

**Announcements**

- Mountain View Park is now closed for the winter season. Thank you to all our residents who continue to frequent our park and to our committed staff.
- If you have not already, we would encourage you to sign up for the Township newsletter at [www.poconopa.gov](http://www.poconopa.gov), follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at [www.savvycitizenapp.com](http://www.savvycitizenapp.com).

**Presentations**

- FY 2021 Township Budget & Budget Narrative Presentation – Taylor Muñoz, Township Manager



The FY 2021 budget was presented by T. Muñoz. While 2020 revenues have remained relatively stable, Pocono Township experienced losses in its three primary revenue categories: Real Estate Tax, Earned Income Tax (EIT) and Local Services Tax (LST). T. Muñoz explained that the LST was hit hardest, likely due to reduced employment during COVID-19. The biggest financial hit to the Township's budget is due to the County granting successful property tax appeals following the county reassessment in 2019. Pocono Township received assessed values from the county to develop its tax rate, only to have the assessments further lowered as the county approved property tax appeals – resulting in a 6.4% revenue hit for the Township. Other items were discussed, including needed capital expenditures, personnel costs due to union contractual obligations and establishing a separate fire tax millage rate for the Volunteer Fire Company.

E. Gndt commended T. Muñoz on the budget presentation. She is concerned about dipping into reserves of about \$1.3 million and leaving roughly \$3 million left in reserves at the end. She expressed the opinion that the Township should have a three-month reserve of expenses and feels that raising the amusement tax would allow the Township to have a surplus to put away for the capital reserve.

E. Gndt made a motion to raise the amusement tax to 6% beginning July 1, 2021. Motion failed for lack of second.

J. Lastowski stated he is not opposed to raising the amusement tax, but that the tax is new to the resorts and the Township should establish themselves with the initial 3% first and see what revenues are received before raising the tax. He said if the amusement tax is raised too quickly, the resorts could take us to court and we could be tied up and receive nothing. F. Cefali, Township Treasurer, stated the Township is already borrowing from itself, which may have to be repaid down the road. He does not see the value in borrowing additional funds on top of borrowing from ourselves. R. Wielebinski pointed out over the last 6 to 8 years, taxes were maintained or reduced.

## **Resolutions**

R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Resolution 2020-23 granting an additional 24-month extension of time to satisfy conditions of the plan approval of the Trap Enterprises Desaki Hotel Final Land Development Plan. Trap Enterprises, LLC shall have a period of 24 months from February 3, 2022 to satisfy the conditions of final plan approval and record the Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to adopt Resolution 2020-24 granting an extension of time to satisfy conditions of the plan approval of the Trap Enterprises Route 611 Final Land Development Plan. Abraham and Trapasso Enterprises, LLC, successor-in-interest to Trap Enterprises, LLC, shall have a period of twenty-four (24) months from August 3, 2021 to satisfy the conditions final plan approval and record the Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to adopt Resolution 2020-25 approving the withdrawal of Hamilton Township from the Hamilton-Jackson-Pocono Park and Recreation Commission, approving and accepting a deed conveying all of Hamilton Township's right, title and interest in the jointly-owned Park property to Pocono and Jackson Townships, acknowledging and agreeing that Pocono and Jackson Townships will continue to jointly maintain the Park property, and committing to enter into a new Intergovernmental Cooperation Agreement between Pocono and Jackson Townships for the future maintenance and operation of the Park property for public recreation and open space purposes. Discussion: J. Lastowski asked if this locks the Township into any monetary commitments. L. DeVito indicated it simply confirms that Hamilton will leave the partnership, and Pocono and Jackson Townships would be joint owners of the land. E. Gndt inquired about whether any outstanding liabilities exist. L. DeVito indicated there were none. All in favor. Motion carried.

## **OLD BUSINESS**

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the November 2, 2020 regular meeting of the Board of Commissioners. E. Gndant said under her report, Bob – not Rich - was the one that said antifreeze was in the traps. This change was accepted by Keith. All in favor. Motion carried.

## **NEW BUSINESS**

**1. Personnel** – No new business.

### **2. Financial Transactions**

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable received through November 12, 2020 in the amount of \$96,738.90. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to ratify gross payroll for pay period ending November 1, 2020 in the amount of \$95,755.55. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through November 12, 2020 in the amount of \$133,384.52. E. Gndant had some questions and would like answers to those questions at some point. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve sewer operating fund expenditures through November 12, 2020 in the amount of \$101,492.20. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital fund expenditures through November 12, 2020 in the amount of \$23,828.16. All in favor. Motion carried.

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

## **Report of the President**

Richard Wielebinski

R. Wielebinski made a motion, seconded by J. Belvin, to engage Zelenkofske Axelrod LLC to audit the financial statements of Pocono Township as of and for the year ended December 31, 2020 and to authorize the Township Manager to sign the engagement letter on behalf of the Township. E. Gndant stated the engagement letters need to be changed and that the Township receives an audited statement but does not need the accompanying report. The letters read that they want an engagement for a compilation. She believes we should have audited numbers with an auditor's opinion. Also mentioned changing the reference to GAAP statements, as the Township does not follow GAAP principles. Stated we do not want Township financial statements compiled, rather, they should be audited. R. Wielebinski suggested T. Muñoz, L. DeVito and F. Cefali find out what is needed and include E. Gndant in conversation with auditors. Motion rescinded.

J. Lastowski made a motion, seconded by R. Wielebinski, to table the motion to engage Zelenkofske Axelrod LLC to audit the financial statements of Pocono Township as of and for the year ended December 31, 2020. All in favor. Motion carried.

- Discussion regarding enforcement actions against 17 Summit Avenue and potential structural hazards. R. Wielebinski and T. Muñoz visited the property and had difficulty going up driveway due to overgrown brush. Part of the house is falling apart and not secure. T. Muñoz will work with S. McGlynn and consult with Monroe County Landbank.

R. Wielebinski made a motion, seconded by J. Belvin, to have the Township Manager, Township Zoning & Code Enforcement Officer, and solicitor look into and discuss with the Monroe County Landbank

whether they would acquire property located at 17 Summit Avenue in Pocono Manor, Monroe County, Pennsylvania. All in favor. Motion carried.

### **Commissioner Comments**

Jerrold Belvin – Vice President

- Emergency Management Update – No update.
- Tropical Storm Isaias Update – No update, still pending.
- FEMA Flood Mitigation grant application – No further update.
- MCTI Walkthrough – A walkthrough was done last Friday at MCTI reviewing emergency operations procedures and pandemic response plan.
- Traffic Light Update – The Discovery Drive and SR 611 light has been signed off by PennDOT. Retrieved old traffic lights that did not integrate the Township's adaptive system. Signal Service will attach them and redo the timing in December.

Ellen Gmandt – Commissioner

- Stated that the Township Emergency Management Plan is outdated. J. Belvin is working on a update and will present the updated plan to the BOC.

Jerry Lastowski – Commissioner

- Repurposing of Pocono Township's two electronic message signs. Jerry suggested the Township electronic message signs include positive holiday messages for the Christmas season. Also suggested the Township ask billboard owners to post positive holiday messages.
- Gravatts Way Short-Term Rental. L. DeVito indicated the Township has a default hearing on December 7, 2020 where Township is seeking a civil judgment of \$12,000. December 7, 2020 is the deadline for defendant to enter a defense. The Township has received favorable results with past hearings, with three other problem properties either being sold or no longer used as short-term rentals. J. Lastowski suggested repeating to the concerned residents that we are doing everything possible to shut this location down. E. Gmandt inquired about the court process. L. DeVito said the judgment also gives the Township remedy to do an injunction. Officer L. Miller has visited the property each weekend to write a report and keep a record of violations.

J. Lastowski made a motion, seconded by E. Gmandt, to prepare an injunction for filing after December 7, 2020 hearing. Discussion followed regarding courts possibly closing due to COVID-19, short-term rentals being closed, having uniformed police officers identifying individuals on the property and violations being issued through the Township Zoning office. All in favor. Motion carried.

- Potential of limiting access due to COVID-19. Discussion regarding the Township hosting remote meetings, installing audio/visual system for live-streaming and remote staffing.

Keith Meeker – Commissioner

Inquired about PMCCI development. L. DeVito is coordinating a meeting with T. Muñoz, H. Beers, S. McGlynn and J. Acosta to formulate a plan to address numerous health and safety concerns in this development. Township zoning officials will begin drive-by inspections this week, without getting out of the vehicles, in preparation for a meeting the first week of December. Once the drive by inspections are complete, a meeting will be scheduled to discuss action plan moving forward.

### **Reports**

#### **Zoning**

#### **Emergency Services**

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

### **Public Works Report**

- Current and remaining Public Works projects for 2020. Completing leaf collection and working on getting TLC ice skating rink set up by next week.
- Robin Lane Drainage Project. Complete except for some touchup work in the Spring.
- Update – Park Lane Culvert Replacement Dirt and Gravel Grant. Placeholder until Spring.
- Update – Well Work at MVP. Park is closed. Water system torn down, drained, blown out, two gallons of antifreeze put in the traps and windows locked.
- Since last meeting, two trucks have had bodies fall off their frames. COSTARS price on aluminum body replacement would be \$28,054 each installed. The trucks are 14 and 16 years old, respectively.

J. Belvin made a motion, seconded by K. Meeker, to purchase one truck body for \$28,054 if the truck body can be complete by the end of January at the latest. All in favor. Motion carried.

- R. Sargent would like to put two items on Municibid – a Ford Escape with a rotted undercarriage and a 20-year-old mower.

R. Wielebinski made a motion, seconded by J. Lastowski, to put a Ford Escape and 20-year-old lawn mower on Municibid. All in favor. Motion carried.

### **Administration – Manager's Report**

- First reading of the 2021 Proposed Budget as required by the First Class Township Code

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to make available for public inspection the proposed FY 2021 Pocono Township Budget, as required by the First Class Township Code, as of Thursday, November 18, 2020, with versions available in hard copy at the Township office and posted on the Township website. Discussion followed on the timeline of adding the truck body to 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 2021 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 21, 2020. All in favor. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to authorize the order of three (3) 2021 Chevy Tahoe Police Pursuit Vehicles through Enterprise Fleet Management. Under discussion, the comparison of interest rates for Enterprise Fleet Management, which is part of a cooperative purchasing agreement through another coop called Sourcewell, was 3.69% versus F.N.B. at over 4%. After conversation with Zelenkofske Axelrod, Sourcewell is another valid cooperative purchasing entity that also meets the statutory bidding requirements in state law. All in favor. Motion carried.

- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications – No report.
- Wine Press Inn – Interest in Township-owned property – No update.
- Update – Regional HSPS Comprehensive Plan – Wednesday, December 16, 2020 at 6:00 p.m.

### **Township Engineer Report**

- St. Paul's Lutheran Drainage Basin. Spoke to building committee representative and still waiting for proposal from engineer. L. DeVito suggested a letter from the solicitor's office.
- Archer Lane Drainage Issues – No report.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue. No update.

- R. Wielebinski asked for J. Tresslar's recommendation regarding the Serenite presentation earlier this evening and their request to begin construction on another building. Was asking to build one more building. L. DeVito indicated it has been made extremely clear what they need to do to move forward.

#### **Township Solicitor Report**

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Township Solicitor to prepare an ordinance establishing a Fire Services Tax and setting the rate at .201 mills. All in favor. Motion carried.

- Discussion regarding amendment to the HJP Park cooperation agreement. Next step is to coordinate with Township representatives from Jackson and Pocono to re-work the cooperation agreement.
- Update – Kelly Family Trust – No update.
- Update – Ryan Possinger Appeal Zoning Hearing – November 24, 2020. Zoning appeal regarding Possinger's desire to erect billboard on Rimrock Road near I-80. It is an appeal of the revocation of the zoning permit previously issued. Possinger increased the size of his billboard through a sign permit renewal application, rather than the required conditional use process.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize L. DeVito to attend the Ryan Possinger appeal zoning hearing on November 24, 2020. All in favor. Motion carried.

**Public Comment** – No public comment.

#### **Adjournment**

R. Wielebinski made a motion, seconded by E. Gmandt, to adjourn the meeting at 9:36 p.m. All in favor. Motion carried.

# POCONO TOWNSHIP

## Monday, December 7, 2020

### SUMMARY

#### Ratify

General Fund	\$	225,875.29
Sewer Operating	\$	789,602.84
Sewer Construction	\$	-
Capital Reserve	\$	42,018.93

#### Bill List

TOTAL General Fund	\$	97,222.91
TOTAL Sewer <u>OPERATING</u> Fund	\$	20,258.88
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	8,884.00
TOTAL Capital Reserve Fund	\$	57,703.40
Liquid Fuels	\$	-

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

#### Notes:

## POCONO TOWNSHIP CHECK LISTING

## RATIFY

Monday, December 7, 2020

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	11/20/2020			PAYROLL ENDING 11/15/2019	\$ 110,540.38
	12/04/2020			PAYROLL ENDING 11/29/2020	\$ 106,257.30
				<b>TOTAL PAYROLL</b>	<b>\$ 216,797.68</b>

General Expenditures	Date	Check	Vendor	Memo	Amount
	11/16/2020	60338	AFLAC	SUPPLEMENTAL INSURANCE	\$ 488.42
	11/16/2020	60337	CARDMEMBER SERVICES	TOWNSHIP OPERATION SUPPLIES	\$ 5,620.69
	11/18/2020	60339	CARDMEMBER SERVICES	POLICE OPERATION SUPPLIES	\$ 886.01
	11/19/2020	60340	VERIZON	POLICE CELLPHONES AND IPADS	\$ 485.83
	11/23/2020	60341	VERIZON	TOWNSHIP CELLPHONES	\$ 604.62
	11/23/2020	60342	NETWORK FLEET	POLICE GPS SERVICE	\$ 325.45
	12/01/2020	60243	PENTELEDATA	INTERNET SERVICE	\$ 190.95
	12/01/2020	60344	PENTELEDATA	INTERNET SERVICE	\$ 164.90
	12/01/2020	60345	PPL	ELECTRIC SERVICE	\$ 22.45
	12/01/2020	30646	ROYAL SECURITY SERVICES	2021 ALARM FEES	\$ 150.00
	12/1/2020	60347	STAPLES CREDIT CARD	POLICE SUPPLIES	\$ 158.29
				<b>TOTAL General Fund Bills</b>	<b>\$ 9,077.61</b>

Sewer Operating Fund	Date	Check	Vendor	Memo	Amount
	01/16/2020	1751	BLUE RIDGE	PHONE SERVICE PUMP STATION	\$ 62.48
	11/16/2020	1752	VERIZON	SCADA LINE	\$ 34.14
	11/23/2020	1753	METED	ELECTRIC SERVICE PUMP STATION	\$ 164.58
	11/23/2020	1754	VERIZON	SEWER MODEMS	\$ 120.09
	11/23/2020	1755	ESSA BANK	PRINCIPAL & INTEREST PAYMENT	\$ 186,187.48
	11/23/2020	1756	PEOPLES BANK	PRINCIPAL & INTEREST PAYMENT	\$ 367,677.60
	11/23/2020	1757	WAYNE BANK	PRINCIPAL & INTEREST PAYMENT	\$ 233,472.51
	11/25/2020	1758	BLUE RIDGE	PHONE SERVICE PUMP STATION	\$ 124.96
	12/01/2020	1759	PENTELEDATA	INTERNET SERVICE	\$ 1,759.00
				<b>TOTAL Sewer Operating Fund</b>	<b>\$ 789,602.84</b>

Sewer Construction Fund	Date	Check	Vendor	Memo	Amount

TOTAL Sewer Construction Fund \$ -

Capital Reserve Fund	Date	Check	Vendor	Memo	Amount
	11/23/2020	1186	CARDMEMBER SERVICES	POLICE COMPUTERS	\$ 4,169.58
	12/02/2020	1187	FNB EQUIPMENT FINANCE	2021 PETERBILT	\$ 37,849.35
				<b>TOTAL Capital Reserve Fund</b>	<b>\$ 42,018.93</b>

TOTAL General Fund	\$	225,875.29
TOTAL Sewer Operating	\$	789,602.84
TOTAL Sewer Construction	\$	-
Total Capital Reserve	\$	42,018.93
	<b>\$</b>	<b>1,057,497.06</b>

Transferred by:



# POCONO TOWNSHIP CHECK LISTING

## Monday, December 7, 2020

### General Fund

Date	Check	Vendor	Memo	Amount
12/3/2020	60349	APMM	2021 APM Full Employed Managers Member Dues	\$ 165.00
12/3/2020	60350	Blanchi Joe	Uniform allowance	\$ 54.90
12/3/2020	60351	Boucher & James, Inc.	Engineering services	\$ 4,806.87
12/3/2020	60352	Business Radio Licensing	License renewal	\$ 120.00
12/3/2020	60353	CHELBUS CLEANING CO., INC.	December 2020 Cleaning Services	\$ 815.00
12/3/2020	60354	Chemung Supply Corporation	Road supplies	\$ 1,370.00
12/3/2020	60355	Cramer's Home Building Center	PW supplies	\$ 1,993.84
12/3/2020	60356	D.G. Nicholas Co.	PW supplies	\$ 279.09
12/3/2020	60357	Davidheiser's Inc.	Police equipment supplies	\$ 136.00
12/3/2020	60358	DES	October 2020 TWP Recycling	\$ 10.00
12/3/2020	60359	Eureka Stone Quarry, Inc.	Road supplies	\$ 584.54
12/3/2020	60360	Hartshorn, Dean	Boot Allowance	\$ 150.00
12/3/2020	60361	HUNTER KEYSTONE PETERBILT	Tuck supplies	\$ 68.06
12/3/2020	60362	J & B Auto	Police vehicle repairs	\$ 269.30
12/3/2020	60363	J. P. Mascaro & Sons	Waste removal	\$ 283.97
12/3/2020	60364	J. P. Mascaro & Sons	Waste removal	\$ 198.64
12/3/2020	60365	JDM Consultants, LLC	Nov 2020 Grant Consulting/Advocacy; DCED Grant Sub Fee	\$ 2,200.00
12/3/2020	60366	JNK Hydrotest & Extinguisher Supply Co.	Police equipment maintenance	\$ 59.95
12/3/2020	60367	Melley, Ryan	Uniform allowance	\$ 109.85
12/3/2020	60368	Mignosi, Timothy	Uniform allowance	\$ 472.99
12/3/2020	60369	MRM Worker's Compensation Pooled Trust	2019-20 Payroll Audit 10/1/19-9/30/20	\$ 11,379.00
12/3/2020	60370	P & D Emergency Services	Police equipment repair	\$ 237.00
12/3/2020	60371	PAPCO, Inc.	Vehicle fuel	\$ 3,196.35
12/3/2020	60372	PENTELEDATA	Internet service	\$ 126.13
12/3/2020	60373	Pitney Bowes	Equipment lease	\$ 142.35
12/3/2020	60374	Pocono Record	Advertisement	\$ 343.32
12/3/2020	60375	PPL Electric Utilities	Electric service	\$ 34.41



12/3/2020	60376	Rath, Eric	Uniform allowance	\$	307.69
12/3/2020	60377	Ray Price Ford	Police vehicle maintenance	\$	1,041.98
12/3/2020	60378	SFM Consulting LLC	Zoning and building professional services	\$	31,688.77
12/3/2020	60379	Shinetime Auto Wash & Lube	Oct 2020 Police Car Washes	\$	36.00
12/3/2020	60380	Sirchie Acquisition Company, LLC	Police equipment maintenance	\$	102.52
12/3/2020	60381	Site2	Backup services	\$	1,112.00
12/3/2020	60382	Steele's Hardware	PW operation supplies	\$	786.30
12/3/2020	60383	Steele's Hardware	PW operation supplies	\$	370.92
12/3/2020	60384	StopStick, LTD	Police operation supplies	\$	615.00
12/3/2020	60385	Suburban Testing Labs	MVP water testing	\$	100.00
12/3/2020	60386	Teamster Local 773 - Non-Uniform	Non uniform dues	\$	847.00
12/3/2020	60387	Teamster Local 773 - Police	Police union dues	\$	1,511.00
12/3/2020	60388	Tulpehocken Mountain Spring Water Inc	Water township	\$	90.19
12/3/2020	60389	UNIFIRST Corporation	Uniforms and mats	\$	256.18
12/3/2020	60390	Weitzmann, Weitzmann & Huffman, LLC	File Poc-ZHB-Johnson	\$	3,465.85
12/3/2020	60391	YCG, Inc.	Police equipment maintenance	\$	150.00
12/3/2020	60392	MetLife - 457	Non uniform pension	\$	6,098.83
12/3/2020	60393	Nationwide - 457	EE & ER CONT	\$	12,446.23
12/3/2020	60394	US BANK - Lockbox CM9722	Police pension	\$	6,589.89

**TOTAL General Fund \$ 97,222.91**

### Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
12/3/2020	1760	Allstate Septic Systems, LLP	Services Pump stations	\$ 650.00
12/3/2020	1761	Boucher & James, Inc.	Engineering services	\$ 4,792.02
12/3/2020	1762	DeHaven's Excavating & Trucking	Sewer Hookup 345 & 347 Scotrun Ave	\$ 1,020.00
12/3/2020	1763	Emergency Systems Service Co.	Equipment maintenance	\$ 5,577.70
12/3/2020	1764	Excelsior Blower Systems, Inc.	Operation supplies	\$ 73.33
12/3/2020	1765	J P Mascaro & Sons	Waste removal	\$ 194.00
12/3/2020	1766	KEYSTONE ENGINEERING GROUP	Operation supplies	\$ 826.40
12/3/2020	1767	LRM, Inc	Equipment maintenance	\$ 880.00
12/3/2020	1768	Pocono Management Associates LLC	Contracted services 10/19-11/15	\$ 5,765.43
12/3/2020	1769	SUBURBAN TESTING LABS	Professional services	\$ 480.00

**Sewer Construction Fund**

TOTAL Sewer Operating \$ 20,258.88

Date	Check	Vendor	Memo	Amount
12/4/2020	672	Gayle Construction	Pump replacement	\$ 8,884.00

**Capital Reserve Fund**

TOTAL Sewer Construction Fund \$ 8,884.00

Date	Check	Vendor	Memo	Amount
12/4/2020	1188	BOUCHER & JAMES INC	Engineering services	\$ 1,482.25
12/4/2020	1189	FNB EQUIPMENT FINANCE	2019 Peterbilt lease payment 2020	\$ 54,410.50
12/4/2020	1190	FRY PLASTIC LLC	Robin Lane Project supplies	\$ 1,775.65
12/4/2020	1191	MOUNTAIN ROAD FEED STORE	Robin Lane project	\$ 35.00

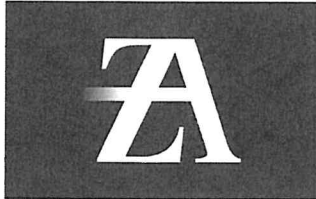
TOTAL Capital Reserve Fund \$ 57,703.40

**ESSA**

TOTAL General Fund	\$ 97,222.91
Sewer Operating	20,258.88
TOTAL Sewer Construction Fund	8,884.00
Capital Reserve	57,703.40
Liquid Fuels	-
TOTAL ESSA TRANSFER	184,069.19

Authorized by: \_\_\_\_\_

Transferred by: \_\_\_\_\_



# Zelenkofske Axlerod LLC

CERTIFIED PUBLIC ACCOUNTANTS

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October 8, 2020

Taylor Munoz  
Township Manager  
Pocono Township  
112 Township Drive  
Tannersville, PA 18372

The following represents our understanding of the services we will provide Pocono Township.

You have requested that we audit the modified accrual basis of accounting financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Pocono Township as of December 31, 2020 and for the year then ended and the related notes, which collectively comprise Pocono Township's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information ("RSI"), such as *management's discussion and analysis, budgetary comparison information, and pension plan information* be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's discussion and analysis
- Budgetary comparison schedules
- Pension and OPEB plan information

Supplementary information other than RSI will accompany Pocono Township's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

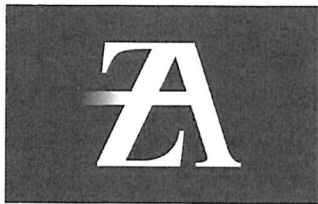
- Combining financial statements

We will also audit the balance sheet and the related statement of revenues and expenditures, debt statement, and statement of capital expenditures and employee compensation of Pocono Township as of and for the year ended December 31, 2020 in the form prescribed by the Commonwealth of Pennsylvania Department of Department of Community and Economic Development ("DCED").

830 Sir Thomas Court, Suite 100, Harrisburg, PA 17109  
3800 McKnight East Drive, Suite 3805, Pittsburgh, PA 15237  
34745 Burbage Road, Frankford, DE 19945

2370 York Road, Suite A-5, Jamison, PA 18929  
420 Chinquapin Round Road, Suite 2-i, Annapolis, MD 21401  
210 Tollgate Hill Road, Greensburg, PA 15601

[www.zallc.org](http://www.zallc.org)



# *Zelenkofske Axlerod LLC*

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Taylor Munoz  
Township Manager  
Pocono Township  
October 8, 2020  
Page 2

## **Audit of the Financial Statements**

We will conduct our audit in accordance with U.S. GAAS. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

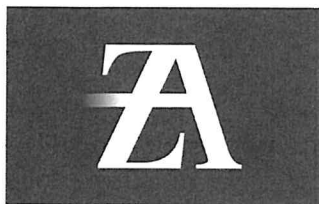
Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design 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. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

## **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Pocono Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.



# *Zelenkofske Axlerod LLC*

CERTIFIED PUBLIC ACCOUNTANTS

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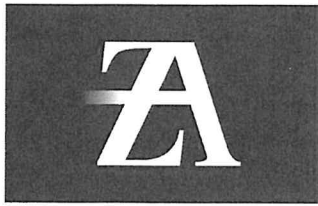
Taylor Munoz  
Township Manager  
Pocono Township  
October 8, 2020  
Page 3

## **Management Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with the modified accrual basis of accounting;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- g. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- h. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials;
  - i. For the accuracy and completeness of all information provided;
  - j. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.
- k. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, related notes, and any other nonaudit services that you have reviewed and approved those services prior to the financial statement issuance and have accepted responsibility for them.



# *Zelenkofske Axlerod LLC*

**CERTIFIED PUBLIC ACCOUNTANTS**

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Taylor Munoz  
Township Manager  
Pocono Township  
October 8, 2020  
Page 4

Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

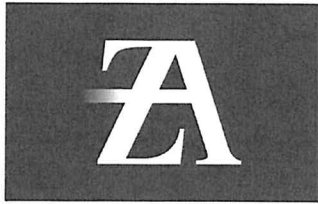
## **Reporting**

We will issue a written report upon completion of our audit of Pocono Township's basic financial statements. Our report will be addressed to the governing body of Pocono Township. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

## **Other Services**

We will also assist in the preparation of the financial statements of the Township in conformity with the modified accrual basis of accounting based on information provided by you. We will not assume management responsibilities on behalf of Pocono Township. However, we will provide advice and recommendations to assist management of Pocono Township in performing its responsibilities. We will perform these services in accordance with applicable professional standards. This engagement is limited to the nonaudit services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal





# *Zelenkofske Axelrod LLC*

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Taylor Munoz  
Township Manager  
Pocono Township  
October 8, 2020  
Page 5

entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

With respect to any nonaudit services we perform, Pocono Township's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

## **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

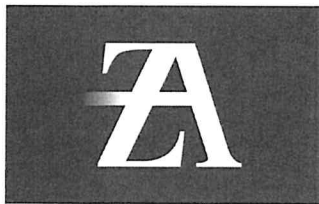
We will provide you a list of required schedules and analyses to be prepared by your personnel before the audit begins. Timely completion of our audit is dependent on cooperation in preparing schedules and analyses timely and accurately. If there are delays in preparing the material or if schedules must be continually revised, costs will increase. We will advise you of difficulties or delays in completing the engagement.

The audit documentation for this engagement is the property of Zelenkofske Axelrod LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Cognizant or Oversight Agency or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Zelenkofske Axelrod LLC personnel.

Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately March 1, 2021 and to issue our reports no later than April 30, 2021. Jeffrey Weiss is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$16,995. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to



# *Zelenkofske Axelrod LLC*

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Taylor Munoz  
Township Manager  
Pocono Township  
October 8, 2020  
Page 6

compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, such as implementing new auditing pronouncements or auditing additional programs, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We normally bill at least monthly while work progresses. All invoices are due and payable upon presentation. For invoices due over 30 days, a finance charge is assessed on unpaid balances at the rate of one and one-half percent (1.5%) per month (eighteen percent (18%) per annum). We reserve the right to halt work if balances remain unpaid after ninety (90) or more days, and not to resume work until all overdue amounts are paid in full. Any balances remaining unpaid after ninety (90) or more days may, at our option, be formalized by the execution of a promissory note. You agree that you shall be liable for all reasonable costs we incur in collection.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our Firm is a member of the AICPA. We are required to periodically undergo Peer Review to assure high professional standards. In a Peer Review, a team of outside CPAs randomly selects and reviews financial statements, our report, and supporting workpapers. The Peer Review team is obligated to keep the information that it reviews confidential. If this engagement is selected you authorize our Firm to permit peer reviewers to review the workpapers.

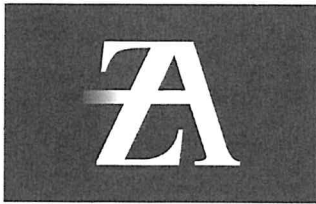
You agree that our liability hereunder for damages will be limited to breach of the terms and undertakings of this engagement letter, or negligent acts or omissions, or fraud or willful misconduct.

You further agree that we will not be liable for any lost profits. In no event will we be liable for incidental or consequential damages even if we have been advised of the possibility of such damages.

It is understood that Zelenkofske Axelrod LLC has spent many years developing its people and intellectual assets, including but not limited to computer software programs and business practices and procedures. Accordingly, you agree that any means of presentation of financial data which represent our internal or external work product or any other of our intellectual assets shall, at all times, remain the property of Zelenkofske Axelrod LLC and shall not be disseminated or shared with any entity not a party thereto without our prior written consent. Additionally, you and your affiliates or related entities agree not to directly and specifically solicit for employment any current employees of Zelenkofske Axelrod LLC, during the term of this engagement or for a period of three years thereafter without our prior written consent.

In the event any dispute arises relating in any way to this engagement, the parties agree to first attempt to resolve such dispute through the non-binding mediation process in the manner set forth herein, with costs to be divided equally between the parties. The mediation shall take place in Monroe County, Pennsylvania. To effect mediation, the party desiring mediation shall give the other party 10 days' advance written notice of its desire to mediate. The other party shall respond within said 10-day period that it accepts or rejects the mediation process. If (a) the other party rejects the mediation process, (b) does not respond to the mediation notice or (c) the mediation is not successful, then, in any legal proceeding relating in any way to this agreement, all parties hereto hereby irrevocably consent to the jurisdiction and venue of either the Middle District (if there is federal jurisdiction) or the Court of Common Pleas of Monroe County,





# *Zelenkofske Axlerod LLC*

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Taylor Munoz  
Township Manager  
Pocono Township  
October 8, 2020  
Page 7

Pennsylvania (if there is no federal jurisdiction) and each party hereto further agrees not to raise any objection to such jurisdiction or to the laying of venue of any such proceeding in such counties. Each party agrees that service of process in any such proceeding may be duly effected upon it by mailing a copy thereof, to the address given above.

Our Firm's policy requires that payment arrangements must be made for all outstanding invoices prior to release of our work product.

Our Firm policy states that work may not begin on an engagement prior to our receipt of a signed engagement letter. However, should you request that we begin work on this engagement prior to our receipt of a signed copy of this engagement letter and we do so as courtesy to you, your receipt of our correspondence, attendance at meetings with us or similar activities shall constitute acceptance of this engagement letter and agreement to all of the terms contained in it.

This letter comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals oral or written and all other communications between the parties. If any provisions of this letter are determined to be unenforceable, all other provisions shall remain in force.

We appreciate the opportunity to be of service to Pocono Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Zelenkofske Axlerod LLC*

Zelenkofske Axlerod LLC

## RESPONSE:

This letter correctly sets forth the understanding of Pocono Township.

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_



December 3, 2020

Taylor Muñoz, Manager / Secretary  
Pocono Township  
[tmunoz@poconopa.gov](mailto:tmunoz@poconopa.gov)

Re: Monroe County – Pocono Township – SR 611 & Brookdale Road

Dear Taylor Muñoz:

An inspection of the traffic signal installation at the referenced intersection, installed as part of the Department of Transportation's SR 611-04S construction project verified that it is installed and operating in accordance with the issued permit (No. 45-101-020) and condition diagram. However, a supplemental five-section left turn signal head and Left Turn Yield on Green sign needs to be added on the back side of Mast Arm 1 to improve the sight distance to the signal for the northbound approach.

As of December 2, 2020, a thirty (30) day test period of the new traffic signal has begun. We will make periodic inspections during the test period and a final inspection at the end of the test period. Kindly advise this office should the Township experience any problems with the installation or operation of the signal during the test period, in order that we may restart the test period if appropriate. Prior to the end of the test period the project contractor will need to install the supplemental signal head and sign as described above.

An "As-built" Traffic Signal Condition Diagram will be provided for electronic signature by the Township upon completion of the thirty (30) day test period to reflect the additional signal head, sign and other minor changes that have been made.

Should you have any questions, please contact Adam D. Stettler at 610.871.4480.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris J. Surovy".

Christopher J. Surovy  
District Traffic Signals Manager  
Engineering District 5-0

cc: John Kwiatkowski, Wyoming Electric & Signal, Inc.  
[john@wyomingelectricandsignal.com](mailto:john@wyomingelectricandsignal.com)

## Taylor Munoz

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**From:** cmackes@mkamail.com  
**Sent:** Friday, December 4, 2020 8:36 AM  
**To:** Taylor Munoz  
**Cc:** Tony Zaloga  
**Subject:** RE: [External] RE: Stop Signs at Frantz Hill/Brookdale Rd

Taylor,

The stop signs were a temporary measure to allow traffic to adjust on the back intersection of Brookdale/Frantz Hill and the now No Outlet Road. The stop signs on Brookdale are removed and only installed on Frantz Hill and No Outlet Road.

Chuck

-----Original Message-----

From: "Zaloga, Anthony F" <azaloga@pa.gov>  
Sent: Thursday, December 3, 2020 10:10am  
To: "Taylor Munoz" <tmunoz@poconopa.gov>  
Cc: "cmackes@mkamail.com" <cmackes@mkamail.com>  
Subject: RE: [External] RE: Stop Signs at Frantz Hill/Brookdale Rd

Chuck,

Please see the trailing email and follow up on.

Tony

Anthony Zaloga : Transportation Construction Manager 2  
Pa Department Of Transportation  
Engineering District 5-0  
1002 Hamilton Allentown, Pa 18103  
[azaloga@pa.gov](mailto:azaloga@pa.gov) : [www.dot.state.pa.us](http://www.dot.state.pa.us)  
570-956-6583

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**From:** Taylor Munoz <tmunoz@poconopa.gov>  
**Sent:** Thursday, December 3, 2020 10:09 AM  
**To:** Zaloga, Anthony F <azaloga@pa.gov>  
**Subject:** [External] RE: Stop Signs at Frantz Hill/Brookdale Rd

**ATTENTION:** This email message is from an external sender. Do not open links or attachments from unknown sources. To report suspicious email, forward the message as an attachment to [CWOPA\\_SPAM@pa.gov](mailto:CWOPA_SPAM@pa.gov).  
Good morning Tony,

In discussing the new Brookdale Rd/SR 611 traffic light with our Board of Commissioners, a concern was raised about the stop signs at the intersection of Frantz Hill Rd and Brookdale. Are these stop signs temporary, particularly the one coming off 611? The concern is the possibility of vehicles being rear-ended by traffic exiting 611 or that stacking from the stop sign could reach 611.

Thank you for any insight you could provide.

All the best,

Taylor

Taylor W. Muñoz  
Township Manager  
Pocono Township  
112 Township Drive  
Tannersville, PA 18372  
[tmunoz@poconopa.gov](mailto:tmunoz@poconopa.gov)  
570.629-1922 ext. 1212

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## ZONING REPORT

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**TO:** POCONO TOWNSHIP BOARD OF COMMISSIONERS  
**FROM:** JUDITH ACOSTA, ZONING ADMINISTRATOR  
**SUBJECT:** ZONING OFFICE REPORT  
**DATE:** DECEMBER 4, 2020  
**CC:** TAYLOR MUNOZ, TOWNSHIP MANAGER  
SHAWN MCGLYNN, TOWNSHIP ZONING OFFICER

---

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

**Permits issued:**

Building Code: 28	Zoning: 20
Commercial: 13	Commercial: 11
Residential: 15	Residential: 12

Driveway: 4	Well: 3
New construction: 3	
Paving: 1	Grading: 0

Transient Dwelling Unit: 3	On-lot Sewage: 0
----------------------------	------------------

**Enforcement Actions:**

New actions: 1  
Transient Dwelling Unit: 1  
Construction without permit: 1

**District Court Matters:**

A civil complaint was filed in October with the District Court for a non-permitted use along with two non-traffic citations for violation of Chapter 356, Solid Waste. We are still awaiting a hearing date for these matters.

**Zoning Hearing Board Matters:**

A hearing was scheduled for November 24<sup>th</sup> to hear the appeal of Ryan N. Possinger for the revocation of Permit #190030 issued on 3/25/19 to enlarge an existing sign on his property. A quorum of the Zoning Hearing Board was not reached, which is a requirement of the Township Code to hold a hearing, therefore this matter will be rescheduled to a future date.

**Projects**

A project identifying Short Term Rental Properties in violation of township code by either operating in a non-permitted district or operating in a permitted district without a license is underway. So far, several properties have been identified and action will be initiated.

A project within the community of PMCCI has begun. Our inspectors are tasked with identifying any possible violations including, but not limited to, junk, construction without a permit, junk vehicles, etc.

RECEIVED  
NOV 23 2020



# **Brodhead Watershed Association**

*Promoting clean and abundant water*

P.O.Box 339

Henryville, PA 18332

Phone 570-839-1120

Email: [development@brodheadwatershed.org](mailto:development@brodheadwatershed.org)

POCONO TOWNSHIP

## **DONATION REQUEST**

DATE: NOVEMBER 6, 2020

### **TO:**

Pocono Township

ATTN: Taylor Muñoz

112 Township Dr.

Tannersville, PA 18372

### **PARTNERSHIP PROGRAM STREAM STEWARD DESCRIPTION:**

Stream Steward Partnership of \$500 supports the ongoing work of the Brodhead Watershed Association (BWA) to promote clean streams in the watershed. Stream Steward sponsorship provides support of the water quality monitoring Streamwatch program by allowing the purchase of test kits and supplies needed for BWA volunteers to test almost 100 sites throughout the watershed. Periodic quality control testing by a professional laboratory is also supported by sponsors. Your sponsorship helps our volunteers provide important historical data for the streams flowing through our communities.

QUANTITY	DESCRIPTION	AMOUNT	TOTAL
1	Stream Steward Partnership	\$500	

Please make all checks payable to the Brodhead Watershed Association. The BWA is a 501 c3 organization. Membership, gifts, sponsorships and donations are tax deductible. If you have any questions concerning this invoice, contact the BWA office at (570) 839 1120 or email [development@brodheadwatershed.org](mailto:development@brodheadwatershed.org).

**THANK YOU FOR SUPPORTING THE BRODHEAD WATERSHED ASSOCIATION!**

POCONO TOWNSHIP

FUND *General*

Purchase Order #

Line Item #

Due/Discount

Approval 1

Approval 2

Approval 3





## Brodhead Watershed Association

PO Box 339 • Henryville, PA 18332  
570-839-1120 info@brodheadwatershed.org  
www.brodheadwatershed.org

### Watershed Steward

Edie Stevens  
Mark Dodel & Patricia Rylko  
Mike & Patty Stein  
Sanofi Pasteur  
Vigon International

### Headwater Steward

PPL Foundation

### River Steward

Jim & Carol Hilles and  
John Smith  
Middle Smithfield  
Township  
Rotary Club of the  
Stroudsburgs and  
Frank & Barbara Herting  
Smithfield Township

### Stream Steward

Ann & Joseph Farda  
Foundation  
Anthony & Susan Roberts  
Barley Creek Brewing Co  
Borough of Stroudsburg  
Brodhead Creek Regional  
Authority  
Brodhead Flyfishers  
Brodhead Forest & Stream  
Association  
Buck Hill Water Co.  
Camelback Resort  
Carol & Jeff Desind  
Chestnuthill Township  
ESSA Bank & Trust  
Henryville Conservation  
Club  
John Prevostnik  
Mark & Wendy Lichty  
Miriam & Kurt  
Bauers/Zeisler  
Paradise Township  
Pohoqualine Fish  
Association  
Shawnee Inn & Golf Resort  
Sheelagh Murphy  
Strauser Nature's Helpers  
Stroud Township  
Swiftwater Preserve  
Tom Van Zandt  
Trout Unlimited  
UGI Utilities Inc.  
Weiler Corporation

November 6, 2020

Pocono Township  
ATTN: Taylor Muñoz  
112 Township Dr.  
Tannersville, PA 18372

Dear Taylor,

As we all have had to this year, BWA has adapted to the times. We would be thrilled to acknowledge Pocono Township's commitment to exceptional value water and the local community. **By joining today as a Stream Steward partner (\$500), you will support our ongoing water quality monitoring efforts – gearing up for chloride monitoring in the streams after winter events, and our other programs in support of clean water.**

As a *Stream Steward* – you will be recognized as follows:

\* Streamwatch Sponsorship – supporting our water quality monitoring program, collecting data at almost 100 sites across 17 townships – including 18 sites in Pocono Township!

\* Listing in Annual Report

\* *And of course, the knowledge that you are protecting the essential clean water that our community relies on.*

Caring for our clean water is the surest way to protect not only our health, but our local economy as well. We look forward to continuing our partnership with you as we advocate for clean and abundant water in the Brodhead watershed!

Sincerely,

Michelle Riley  
Development Associate

Thank you  
Pocono  
Twp!

*Brodhead Watershed Association is a 501(c)(3) non-profit organization. All donations are tax-deductible.*

*think globally, act locally*

## **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Pocono Township Zoning Hearing Board will hold a public hearing on **Tuesday, December 22, 2020, beginning at 5:00 P.M.** The purpose of the hearing is to consider the appeal of Ryan N. Possinger (Appellant) from the Zoning Officer's May 12, 2020 revocation of Permit No. 190030 issued on March 25, 2019 to enlarge an existing sign on property owned by Appellant. The sign in question was originally constructed pursuant to Permit No. 150444 issued on September 19, 2016. Appellant contends that (1) he has a vested right to Permit No. 190030 and the Township is equitably estopped from revoking it; (2) the revocation exceeded the authority of the Building Code Officer and is not within the jurisdiction of the Zoning Officer; and (3) proper notice of revocation was not provided. Appellant requests the following relief: (1) an interpretation of certain provisions of the Pocono Township Zoning Ordinance including Sections 470-121, 470-109.4.K, 470-107, 470-108.C, 470-38, 470-105, 470-109.1; (2) an interpretation of Section 403.43(f) of the Pennsylvania Uniform Construction Code; (3) reinstatement of Permit No. 190030; and (4) deemed approval of his building plan.

Appellant owns the property where the sign is located. That property is located off Rimrock Road in Pocono Township, Monroe County, Pennsylvania. The property is identified as Tax Code Number 12.112370 and PIN 12-6381-00-14-3700. It is located in the Commercial (C) zoning district.

Due to health considerations and for the safety of members of the public and township officials, the hearing will be conducted both in-person and by dial-in conference call. With social distancing protocols in place, there is seating capacity at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, Pennsylvania 18372, for eight (8) members of the public. Anyone desiring to observe or participate in the hearing remotely may contact the Township at 570-629-1922 for dial-in instructions. Party participation will be governed by the rules of standing contained in the Pennsylvania Municipalities Planning Code.

Any party desiring to submit documents or exhibits into the record must provide complete copies to the Township Manager by email at [tmunoz@poconopa.gov](mailto:tmunoz@poconopa.gov) at least three (3) business days prior to the hearing. All submitted exhibits will be posted to the Township's website prior to the hearing.

The complete application is on file for inspection and review without charge (or a copy may be obtained for a charge not greater than the cost thereof) at Pocono Township's offices at the address listed above during regular business hours. If any person with a disability wishes to request that special accommodations be made to allow his or her participation, he or she is asked to contact the Township by calling (570) 629-1922 at least one business day in advance to make arrangements.

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