



POCONO TOWNSHIP COMMISSIONERS
AGENDA

February 1, 2021 | 7:00 p.m.

ZOOM Dial-In #: 646-558-8656
Meeting ID: 974 6306 4258
Password: 949290

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

- We encourage residents to avail themselves of our Township ice skating rink located at TLC Park at the corner of Route 715 and Route 611 in Tannersville. The rink is open weather dependent. While we do our best to update our Facebook page with its availability, we ask residents to always exercise caution and use common sense before using the rink.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Presentations

- 2020 Q4 Treasurer's Report – Frank Cefali, CPA & Township Treasurer

Resolutions – None

OLD BUSINESS

- Motion to approve the minutes of the January 19, 2021 regular meeting of the Board of Commissioners. **(Action Item)**

NEW BUSINESS

1. Personnel – None

2. Financial Transactions

- a. Motion to ratify vouchers payable received through January 28, 2021 in the amount of \$103,234.86. **(Action Item)**
- b. Ratify gross payroll for pay periods ending January 24, 2021 in the amount of \$101,029.92. **(Action Item)**
- c. Motion to approve vouchers payable received through January 28, 2021 in the amount of \$70,457.09. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through January 28, 2021 in the amount of \$5,227.28. **(Action Item)**
- e. Motion to approve capital reserve fund expenditures through January 28, 2021 in the amount of \$85,541.00. **(Action Item)**

3. Travel/Training Authorizations

- LTAP Flagger Training – Motion to approve flagger training for 12 members of the public works crew at Jackson Township, Monroe County on April 19th. Cost is PSATS rate of \$50 per person.

Report of the President

Richard Wielebinski

- Discussion regarding amendments to the Pocono Township Transient Dwelling Unit ordinance **(Possible Action Item)**
- Motion to advertise Pocono Township's amended sign ordinance for public hearing on March 15, 2021 and to send the ordinance to the Monroe County Planning Commission for review **(Possible Action Item)**

Commissioner Comments

Jerrod Belvin – Vice President

- COVID-19/Emergency Management Update
- FEMA Flood Mitigation grant application

Ellen Gndt – Commissioner

- Amusement Tax receipts for Q4 of 2020

Jerry Lastowski – Commissioner

- Follow-up regarding Christmas Eve UGI incident on S.R. 314

Keith Meeker – Commissioner

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

Reports

Zoning – None

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects report
- Motion to approve a low bidder for the purchase of a used boom mower, per the specifications publicly bid on PennBid. Bid documents were opened on 1/29/21. **(Action Item)**
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well at MVP

Administration – Manager’s Report

- Monroe County Land Bank – Site visit and potential acquisition of 17 Summit Drive, Pocono Manor
- Evaluation of Township’s Wireless Carrier – Verizon vs. FirstNet (ATT)
- Scantek began the process of digitizing Police Department records on Wednesday, January 27
- Appraisal of Township-owned property along I-80 by Tom McKeown
- Motion to proceed with an appraisal of the Township-owned parcel along Bartonsville Avenue adjacent to the current Wine Press Inn parcel **(Possible Action Item)**
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications
- Update – Regional HSPS Comprehensive Plan – Wednesday, February 17, 2021 at 6:00 p.m.

Township Engineer Report

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

Township Solicitor Report

- Discussion regarding I-80 parcel easement request – Jonathan Weber **(Possible Action Item)**
- Sheetz Inc. – Liquor License Transfer Hearing
- Update – Kelly Family Trust
- Zoning Hearing Board Update
 - Appeal of Ryan Possinger

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

TREASURER'S REPORT SUMMARY

Q4 2020 REVENUE

	2020				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,239,381	\$ 214,311	\$ 472,174	\$ 960,832	\$ 566
Q2	\$ 2,574,429	\$ 174,974	\$ 544	\$ 982,810	\$ 25,184
Q3	\$ 1,837,586	\$ 170,853	\$ -	\$ 955,418	\$ 228
Q4	\$ 1,020,866	\$ 218,842	\$ -	\$ 963,151	\$ 204
Total	\$ 6,672,262	\$ 778,981	\$ 472,718	\$ 3,862,211	\$ 26,183
2020 BUDGET	\$ 6,880,828	\$ 2,936,026	\$ 463,487	\$ 3,869,802	\$ 504,000
% OF BUDGET	96.97%	26.53%	101.99%	99.80%	5.20%

	2019 REVENUE				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,176,848	\$ 5,261	\$ 484,583	\$ 945,206	\$ 190,546
Q2	\$ 3,287,496	\$ 15,790	\$ 609	\$ 1,955,225	\$ 49,145
Q3	\$ 1,612,553	\$ 62,824	\$ 255	\$ 1,043,860	\$ 674
Q4	\$ 855,128	\$ 122,302	\$ -	\$ 863,802	\$ 613
Total	\$ 6,932,025	\$ 206,178	\$ 485,447	\$ 4,808,094	\$ 240,978
2019 BUDGET	\$ 6,792,759	\$ 2,181,035	\$ 473,119	\$ 3,958,000	\$ 200,000
% OF BUDGET	101.76%	3.89%	102.61%	123.75%	120.49%

	2018 REVENUE				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,078,653	\$ 1,999	\$ 474,168	\$ 989,205	\$ 1,098
Q2	\$ 3,626,971	\$ 106,825	\$ 595	\$ 2,217,235	\$ 823
Q3	\$ 1,265,392	\$ 7,799	\$ 524	\$ 918,495	\$ 581
Q4	\$ 980,099	\$ 332,455	\$ 1	\$ 5,670,474	\$ 575
Total	\$ 6,951,114	\$ 449,077	\$ 475,287	\$ 9,795,409	\$ 3,077
2018 BUDGET	\$ 6,927,688	\$ 4,104,764	\$ 466,734	\$ 4,929,694	\$ 10,000
% OF BUDGET	100.34%	10.94%	101.83%	107.77%	30.77%

Q4 2020 EXPENDITURES

	2020 EXPENDITURES				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,539,718	\$ 169,554	\$ -	\$ 449,083	\$ 34,228
Q2	\$ 1,489,086	\$ 479,483	\$ -	\$ 596,803	\$ 21,427
Q3	\$ 1,878,167	\$ 792,464	\$ 473,000	\$ 472,664	\$ 5,287
Q4	\$ 1,020,866	\$ 384,423	\$ -	\$ 1,274,294	\$ 355
Total	<u>\$ 5,927,837</u>	<u>\$ 1,825,925</u>	<u>\$ 473,000</u>	<u>\$ 2,792,844</u>	<u>\$ 61,296</u>
2020 BUDGET	\$ 6,880,828	\$ 2,936,026	\$ 462,987	\$ 3,584,762	\$ 504,000
% OF BUDGET	86.15%	62.19%	102.16%	77.91%	12.16%

	2019 EXPENDITURES				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,602,605	\$ 50,139	\$ -	\$ 726,836	\$ 40,881
Q2	\$ 1,288,593	\$ 322,626	\$ -	\$ 1,691,186	\$ 1,041,499
Q3	\$ 1,726,018	\$ 822,323	\$ 489,000	\$ 550,407	\$ 26,362
Q4	\$ 1,643,569	\$ 351,489	\$ -	\$ 1,368,290	\$ 27,695
Total	<u>\$ 6,260,786</u>	<u>\$ 1,546,578</u>	<u>\$ 489,000</u>	<u>\$ 4,336,718</u>	<u>\$ 1,136,437</u>
2019 BUDGET	\$ 6,792,759	\$ 2,181,035	\$ 472,619	\$ 3,430,254	\$ 200,000
% OF BUDGET	92.17%	70.91%	103.47%	126.43%	568.22%

	2018 EXPENDITURES				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,396,588	\$ 169,043	\$ -	\$ 479,642	\$ 232,686
Q2	\$ 1,327,243	\$ 345,987	\$ -	\$ 583,963	\$ 172,639
Q3	\$ 1,835,286	\$ 586,576	\$ 474,000	\$ 527,253	\$ 22,205
Q4	\$ 1,273,031	\$ 319,859	\$ -	\$ 7,958,793	\$ 67,605
Total	<u>\$ 5,832,148</u>	<u>\$ 1,421,465</u>	<u>\$ 474,000</u>	<u>\$ 9,549,650</u>	<u>\$ 495,135</u>
2018 BUDGET	\$ 6,033,443	\$ 1,718,142	\$ 465,611	\$ 2,833,265	\$ 620,000
% OF BUDGET	96.66%	82.73%	101.80%	337.05%	79.86%

General Fund

Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCES*

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
ESSA CD	1,046,193.79	1,046,193.79	1,046,193.79	1,046,193.79
GENERAL CASH	2,884,574.76	2,688,519.86	3,749,567.45	3,559,125.33
Payroll	1,000.00	1,000.00	1,000.00	1,000.00
Petty Cash	174.26	250.00	203.46	250.00
FEES IN LIEU	20,998.19	1,007.51	1,026.58	1,027.80
Kollar Restricted	5,319.27	5,319.27	5,319.27	5,319.27
*From balance sheet	3,958,260.27	3,742,290.43	4,803,310.55	4,612,916.19

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
Income								
301.100 · Real Estate Taxes - Current	451,256.66	1,617,360.72	614,523.33	71,031.65	2,754,172.36	2,910,542.00	-156,369.64	94.63%
301.102 · Specialty Taxes	0.00	0.00	0.00	9,663.43	9,663.43	0.00	9,663.43	100.00%
310.200 · Earned Income Taxes	404,693.54	464,813.85	377,261.96	378,322.41	1,625,091.76	1,500,000.00	125,091.76	108.34%
Taxes Other								
301.200 · Real Estate Taxes - Delinquent	39,048.64	29,310.64	39,722.85	0.00	108,082.13	130,000.00	-21,917.87	83.14%
301.300 · Returned Taxes - Upset Sale	0.00	0.00	0.00	0.00	0.00	5,000.00		
310.100 · Real Estate Transfer Taxes	61,018.86	45,948.49	103,030.41	137,482.75	347,480.51	175,000.00	172,480.51	198.56%
310.500 · Local Services Taxes	99,367.00	93,781.67	75,226.22	96,821.50	365,196.39	480,000.00	-114,803.61	76.08%
Total Taxes Other	199,434.50	169,040.80	217,979.48	234,304.25	820,759.03	790,000.00	30,759.03	103.89%
Licenses, permits and fees								
321.800 · Cable TV Franchise Fees	48,568.05	47,101.75	91,245.47	0.00	186,915.27	200,000.00	-13,084.73	93.46%
322.100 · Application fees	175.00	0.00	0.00	0.00	175.00	100.00	75.00	175.00%
Total Licenses, permits and fees	48,743.05	47,101.75	91,245.47	0.00	187,090.27	200,100.00	-13,009.73	93.50%
Fines and Forfeits								
331.100 · Court Fines - District Magistra	17,472.82	8,651.80	19,336.64	10,774.51	56,235.77	40,000.00	16,235.77	140.59%
331.110 · Motor Vehicle Code Violations	2,537.76	7,131.78	4,618.25	4,823.97	19,111.76	20,000.00	-888.24	95.56%
332.100 · Restitution	5.34	0.00		0.00	5.34		0.00	100.00%
Total Fines and Forfeits	20,015.92	15,783.58	23,954.89	15,598.48	75,352.87	60,000.00	15,352.87	125.59%
341.010 · Interest on Investments	3,494.35	3,683.25	2,685.05	17,336.56	27,199.21	28,000.00	-800.79	97.14%
Other State Grants								
354.100 · Police Grants	0.00	0.00	3,000.00	0.00	3,000.00	5,000.00	-2,000.00	60.00%
355.010 · Public Utility Realty Tax	0.00	0.00	0.00	5,691.19	5,691.19	5,500.00	191.19	103.48%
355.040 · Alcoholic Beverage Licenses	1,150.00	0.00	1,200.00	0.00	2,350.00	4,000.00	-1,650.00	58.75%
355.050 · Pension System State Aid	0.00	8,984.00	265,886.99	0.00	274,870.99	214,141.00	60,729.99	128.36%
355.070 · Foreign Fire Insurance	0.00	0.00	77,606.39	0.00	77,606.39	73,000.00	4,606.39	106.31%
356.100 · State Payments in Lieu of Taxes	0.00	0.00	412.32	20.00	432.32	400.00	32.32	108.08%
Total Other State Grants	1,150.00	8,984.00	348,105.70	5,711.19	363,950.89	302,041.00	61,909.89	120.50%
357.030 · County Grants								
362.100 · Police Services								
362.101 · Reimbursement Police overtime	0.00	0.00	0.00	17,646.44	17,646.44	30,000.00	-12,353.56	58.82%
362.100 · Police Services - Other	6,240.00	100.00	2,002.72	6,183.84	14,526.56	17,000.00	-2,473.44	85.45%
Total 362.100 · Police Services	6,240.00	100.00	2,002.72	23,830.28	32,173.00	47,000.00	-14,827.00	68.45%

General Fund

Treasurer's Report: Q4 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
Building Permits								
362.410 · Building Permits - BIU	38,658.03	61,788.67	116,430.07	72,231.82	289,108.59	100,000.00	189,108.59	289.11%
Total Building Permits	38,658.03	61,788.67	116,430.07	72,231.82	289,108.59	100,000.00	189,108.59	289.11%
Charges for Services								
361.101 · Sewer Admin Services	2,079.64	7,034.48	4,281.85	3,399.35	16,795.32	25,000.00	-8,204.68	67.18%
361.310 · Subdivision, Land Develop Fees	2,800.00	1,500.00	0.00	200.00	4,500.00	5,000.00	-500.00	90.00%
361.330 · Zoning Hearing Board Fees	1,650.00	750.00	0.00	850.00	3,250.00	3,750.00	-500.00	86.67%
361.341 · UCC Appeal Board Fees	0.00	0.00	0.00	0.00	0.00			
361.340 · Cond Use, Curative PRD Fees	0.00	800.00	0.00	0.00	800.00	750.00	50.00	106.67%
361.400 · Plan Review Fees	0.00	0.00	0.00	1,000.50	1,000.50			
361.700 · Reproduction of Records	26.95	253.30	344.10	143.00	767.35	250.00	517.35	306.94%
362.110 · Sale of Police Reports	1,854.25	824.75	1,822.30	1,310.85	5,812.15	4,000.00	1,812.15	145.30%
362.130 · Security Alarm Fees	0.00	20.00	0.00	20.00	40.00	100.00	-60.00	40.00%
362.300 · Zoning Permits	12,344.00	3,206.65	12,161.60	14,942.45	42,654.70	25,000.00	17,654.70	170.62%
362.440 · Sewer System Permits	7,350.00	4,200.00	10,025.00	10,725.00	32,300.00	15,000.00	17,300.00	215.33%
362.450 · Use & Occupancy Permits	275.00	100.00	425.00	900.00	1,700.00	2,500.00	-800.00	68.00%
362.475 · Well Permits	300.00	100.00	700.00	900.00	2,000.00	1,500.00	500.00	133.33%
362.480 · Pool Permits	0.00	0.00		0.00	0.00	100.00	-100.00	0.00%
362.485 · Sign Permits	904.50	100.00	1,150.00	1,079.50	3,234.00	5,000.00	-1,766.00	64.68%
362.491 · Fireworks Permits	0.00	0.00		0.00	0.00	200.00	-200.00	0.00%
362.493 · TRANSIENT DWELLING	1,000.00	2,190.00	2,860.00	7,070.00	13,120.00	3,000.00	10,120.00	437.33%
362.495 · UCC Fees	126.00	135.50	296.00	256.50	814.00	500.00	314.00	162.80%
362.600 · Miscellaneous Permits	1,225.00	50.00	1,125.00	100.00	2,500.00	500.00	2,000.00	500.00%
363.500 · Public Works Services	0.00	7,942.00	0.00	4,686.00	12,628.00	7,500.00	5,128.00	168.37%
Total Charges for Services	31,935.34	29,206.68	35,190.85	47,583.15	143,916.02	99,650.00	44,266.02	144.42%
367.140 · Pavilion Rental Fees	6,003.20	-87.50	4,950.00	-150.00	10,715.70	16,000.00	-5,284.30	66.97%
367.180 · Heritage Center Rental Fees					0.00	0.00	0.00	0.00%
Other Operating Revenue								
389.101 · Other Unclassified Revenue	484.57	0.00	9.20	0.00	493.77	0.00	493.77	100.00%
387.100 · Contributions and Donations	0.00	1.00	0.00	0.00	1.00	0.00	1.00	100.00%
387.200 · Fees in Lieu of Improvements	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.00%
Total Other Operating Revenue	484.57	1.00	9.20	0.00	494.77	500.00	-5.23	98.95%
Other Financing Sources								
391.100 · Sale of Surplus Property	0.00	140.25	900.00	338.90	1,379.15	5,000.00	-3,620.85	27.58%
395.000 · Refunds of Prior Year Expenses	25,788.14	154,134.61	0.00	139,804.51	319,727.26	150,000.00	169,727.26	213.15%
395.001 · EE portion Health Ins.	1,483.52	2,377.08	2,347.43	5,259.48	11,467.51	6,946.00	4,521.51	165.10%
Total Other Financing Sources	27,271.66	156,651.94	3,247.43	145,402.89	332,573.92	161,946.00	170,627.92	205.36%
392.900 · Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00	665,049.08	-665,049.08	0.00%
Total Income	1,239,380.82	2,574,428.74	1,837,586.15	1,020,866.11	6,672,261.82	6,880,828.08	-208,566.26	96.97%

General Fund Treasurer's Report: Q4 2020

Expense

General Government

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
400.110 · Salary & Wages - Legislative	4,062.50	4,071.84	4,062.50	4,062.50	16,259.34	16,250.00	9.34	100.06%
400.192 · Legislative SSI Tax	310.78	310.78	310.78	310.78	1,243.12	1,243.00	0.12	100.01%
400.260 · Minor Equipment	0.00	0.00	0.00	0.00	0.00	1,013.55	-1,013.55	0.00%
400.420 · Dues, Subscriptions & Membershi	1,154.00	0.00	0.00	120.00	1,274.00	7,500.00	-6,226.00	16.99%
400.460 · Legislaive -Meetings & Training	690.00	0.00	0.00	0.00	690.00	3,000.00	-2,310.00	23.00%
400.540 · Legislative - Donations	0.00	300.00	0.00	500.00	800.00	1,000.00	-200.00	80.00%
401.110 · Admin Salaries & Wages	36,011.29	25,626.79	22,153.86	27,322.97	111,114.91	108,820.00	2,294.91	102.11%
401.192 · Admin SSI Taxes	2,751.44	1,940.52	1,685.26	1,962.52	8,339.74	8,324.73	15.01	100.18%
401.196 · Admin Health Insurance	3,902.76	7,098.35	7,012.02	4,739.68	22,752.81	22,752.81	0.00	100.00%
401.197 · Admin HRA Fees	20.60	20.60	10.30	0.00	51.50	1,000.00	-948.50	5.15%
401.198 · Non-Uniformed Pension Plan	2,027.25	0.00	99.69	2,326.16	4,453.10	8,109.00	-3,655.90	54.92%
401.199 · Admin Life and Disability Ins	179.10	175.12	312.18	84.60	751.00	864.00	-113.00	86.92%
401.200 · Administration Allowances	65.72	262.92	697.81	231.58	1,258.03	1,526.45	-268.42	82.42%
401.220 · Admin Operating Supplies	554.70	0.00	0.00	1,151.51	1,706.21	2,500.00	-793.79	68.25%
401.260 · Admin Minor Equipment	0.00	0.00	63.96	40.36	104.32	1,500.00	-1,395.68	6.95%
401.420 · Admin Dues, Subscriptions & Mem	663.00	1,094.32	937.00	996.00	3,690.32	3,444.32	246.00	107.14%
401.460 · Admin Meetings & Training	0.00	0.00	311.50	1,270.08	1,581.58	2,500.00	-918.42	63.26%
402.110 · Fin Admin Salaries & Wages	12,464.00	14,560.00	12,480.00	15,392.00	54,896.00	54,080.00	816.00	101.51%
402.192 · Fin Admin SSI Taxes	939.55	1,094.67	946.00	1,100.51	4,080.73	4,137.12	-56.39	98.64%
402.196 · Fin Admin Health Insurance	9,089.36	6,817.02	7,012.02	4,739.68	27,658.08	28,436.16	-778.08	97.26%
402.197 · Fin Admin HRA Fees	15.45	15.45	10.30	0.00	41.20	2,000.00	-1,958.80	2.06%
402.198 · Fin Admin Non-Uni Pension Plan	1,301.76	1,123.20	1,421.55	2,434.25	6,280.76	6,101.20	179.56	102.94%
402.199 · Fin Admin Life & Disability Ins	179.10	238.80	247.72	84.60	750.22	804.00	-53.78	93.31%
402.310 · Fin Admin Professional Svcs	12,388.75	1,015.00	5,978.75	2,827.50	22,210.00	25,500.00	-3,290.00	87.10%
403.110 · Tax Collection Salaries & Wages	2,307.72	2,692.34	2,307.72	2,692.34	10,000.12	10,000.00	0.12	100.00%
403.192 · Tax Collection SSI Taxes	176.52	205.94	176.52	205.94	764.92	765.00	-0.08	99.99%
403.199 · Tax Collection Bond Ins	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.00%
403.215 · Tax Collection Postage	0.00	0.00	0.00	1,936.75	1,936.75	2,000.00	-63.25	96.84%
403.220 · Tax Collection Operating Supply	0.00	0.00	0.00	1,460.20	1,460.20	1,500.00	-39.80	97.35%
403.310 · Tax Collection Professional Srv	8,185.26	8,783.87	7,094.80	7,678.13	31,742.06	35,000.00	-3,257.94	90.69%
404.310 · Township Solicitor	15,985.38	10,955.95	10,125.70	12,304.12	49,371.15	68,309.81	-18,938.66	72.28%
404.314 · Legal Services Special Counsel	1,689.50	4,011.00	8,832.50	0.00	14,533.00	15,000.00	-467.00	96.89%
405.110 · Secretary Salaries & Wages	23,514.88	27,431.46	23,612.63	34,889.33	109,448.30	109,067.20	381.10	100.35%
405.120 · Secretary OT	975.33	884.25	780.27	494.00	3,133.85	5,000.00	-1,866.15	62.68%
405.192 · Secretary SSI Taxes	1,868.91	2,154.94	1,866.68	2,531.63	8,422.16	8,489.90	-67.74	99.20%
405.196 · Secretary Insurance	19,100.36	14,018.78	14,465.00	9,800.42	57,384.56	57,384.56	0.00	100.00%
405.197 · Secretary HRA Fees	15.45	15.45	10.30	0.00	41.20	0.00	41.20	0.00%
405.198 · Secretary Non-Uni Pension Plan	2,561.67	2,188.92	2,554.85	2,478.97	9,784.41	10,096.05	-311.64	96.91%

General Fund

Treasurer's Report: Q4 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
405.199 · Secretary Life & Disability Ins	358.20	477.60	479.37	169.20	1,484.37	1,632.80	-148.43	90.91%
406.215 · Gen Govt Postage	177.91	1,682.50	1,759.35	285.70	3,905.46	6,129.50	-2,224.04	63.72%
406.220 · Gen Govt Operation Supplies	1,650.01	946.99	1,777.27	1,924.67	6,298.94	7,000.00	-701.06	89.98%
406.310 · Gen Govt Professional Svcs	4,348.00	250.00	275.00	2,721.00	7,594.00	12,000.00	-4,406.00	63.28%
406.320 · Gen Govt Communications	1,727.59	1,863.17	2,071.13	1,821.22	7,483.11	10,000.00	-2,516.89	74.83%
406.340 · Gen Govt Advertising & Printing	2,273.39	2,136.21	1,028.59	963.95	6,402.14	7,002.05	-599.91	91.43%
406.374 · Gen Govt Office Equipment Maint	0.00	0.00	0.00	135.00	135.00	1,000.00	-865.00	13.50%
406.384 · Gen Govt Equipment Leases	833.11	733.11	733.11	733.11	3,032.44	4,000.00	-967.56	75.81%
407.252 · Computer Parts & Supplies	0.00	0.00	71.98	80.11	152.09	1,000.00	-847.91	15.21%
407.260 · Technology Minor Equipment	0.00	0.00	0.00	1,679.84	1,679.84	2,000.00	-320.16	83.99%
407.450 · Contracted Services	19,144.75	19,936.00	15,675.69	17,661.50	72,417.94	70,809.69	1,608.25	102.27%
408.310 · Township Engineer	13,443.37	6,338.73	23,638.90	9,061.69	52,482.69	57,000.00	-4,517.31	92.07%
409.220 · Building Operating Supplies	881.37	552.44	659.72	400.55	2,494.08	3,500.00	-1,005.92	71.26%
409.360 · Building Utilities	8,208.42	3,564.43	4,058.86	6,241.00	22,072.71	22,309.64	-236.93	98.94%
409.373 · Building Maint & Repairs	3,208.60	2,684.37	1,647.87	3,338.50	10,879.34	12,321.68	-1,442.34	88.29%
409.450 · Building Contracted Services	1,189.33	1,224.33	1,216.83	1,172.99	4,803.48	5,000.00	-196.52	96.07%
Total General Government	222,596.14	181,498.16	192,673.84	196,559.14	793,327.28	859,724.22	-66,396.94	92.28%
Public Safety								
POLICE								
410.120 · Police Salaries & Wages-Admin	22,186.62	25,884.39	22,186.62	27,363.43	97,621.06	99,395.00	-1,773.94	98.22%
410.130 · Police Salaries & Wages-Officer	299,488.00	341,892.43	344,657.20	367,439.56	1,353,477.19	1,408,774.13	-55,296.94	96.07%
410.140 · Police Salaries & Wages-Civilia	11,877.44	13,871.20	11,889.60	14,663.84	52,302.08	50,585.60	1,716.48	103.39%
410.178 · Leave -- Other	0.00	2,926.40	0.00	0.00	2,926.40			
410.179 · Police Longevity Pay	6,321.31	20,427.93	23,012.22	1,175.38	50,936.84	51,363.87	-427.03	99.17%
410.180 · Police Overtime Wages	24,949.08	21,023.28	28,563.61	67,498.15	142,034.12	142,000.00	34.12	100.02%
410.185 · Sick & Vacation Buy Back	6,317.87	4,895.98	3,127.10	76,281.32	90,622.27	90,622.27	0.00	100.00%
410.187 · Police Overtime Civ Support	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.00%
410.190 · Police HRA Fees	1,742.22	359.60	984.06	0.00	3,085.88	3,288.00	-202.12	93.85%
410.191 · Uniform Allowance	827.17	667.17	1,191.02	12,514.64	15,200.00	16,800.00	-1,600.00	90.48%
410.192 · Police SSI Taxes	28,631.13	29,882.64	33,113.54	42,614.29	134,241.60	151,958.64	-17,717.04	88.34%
410.196 · Police Health Insurance	160,943.86	116,849.49	120,555.08	89,354.02	487,702.45	577,490.96	-89,788.51	84.45%
410.197 · Police Pension Plan	0.00	0.00	221,241.42	0.00	221,241.42	221,241.42	0.00	100.00%
410.198 · Police Life & Disability Ins	3,402.90	4,537.20	5,674.19	1,782.79	15,397.08	17,688.00	-2,290.92	87.05%
410.199 · Police Non-Uniform Pension	1,241.85	1,070.07	1,248.41	1,248.41	4,808.74	4,552.70	256.04	105.62%
410.200 · Police 457 Contribution	1,942.55	2,144.45	2,117.95	1,473.35	7,678.30	12,600.00	-4,921.70	60.94%
410.216 · Police Community Outreach	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.00%
410.220 · Police Operating Supplies	1,963.68	1,307.89	540.99	1,363.11	5,175.67	7,500.00	-2,324.33	69.01%
410.221 · Crime Scene Supplies	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.00%
410.222 · Ammunition/Field Materials	2,495.00	0.00	0.00	4,590.21	7,085.21	7,085.21	0.00	100.00%
410.231 · Vehicle Fuel	14,348.60	5,946.51	11,808.99	6,132.42	38,236.52	45,000.00	-6,763.48	84.97%
410.238 · Uniform Expense	0.00	114.99	0.00	595.00	709.99	2,000.00	-1,290.01	35.50%

General Fund

Treasurer's Report: Q4 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
410.260 · Police Minor Equipment	1,978.54	1,865.63	8,381.60	7,451.90	19,677.67	21,600.00	-1,922.33	91.10%
410.270 · Police IT	9,002.07	8,191.97	7,824.62	11,160.59	36,179.25	35,617.61	561.64	101.58%
410.310 · Police Professional Services	12,010.57	7,488.00	10,478.30	2,025.50	32,002.37	37,427.37	-5,425.00	85.51%
410.314 · Civil Service Comm Solicitor	0.00	0.00	0.00	1,912.50	1,912.50	3,000.00	-1,087.50	63.75%
410.317 · POLICE NEW HIRES EXP	0.00	0.00	0.00	0.00	0.00	27,372.63		
410.320 · Police Communications	3,974.96	3,026.84	2,974.98	3,215.20	13,191.98	17,306.40	-4,114.42	76.23%
410.331 · Travel/Lodging	79.46	0.00	0.00	0.00	79.46	3,000.00	-2,920.54	2.65%
410.341 · Police Advertising & Printing	847.07	398.45	227.93	462.77	1,936.22	2,500.00	-563.78	77.45%
410.373 · Police Maint & Repair Bldg	2,230.72	927.00	1,391.00	1,491.45	6,040.17	10,000.00	-3,959.83	60.40%
410.374 · Police Equipment Maint	1,098.29	224.00	1,792.96	1,694.85	4,810.10	5,000.00	-189.90	96.20%
410.420 · Police Dues, Subscriptions	0.00	322.40	119.00	159.00	600.40	1,000.00	-399.60	60.04%
410.450 · Police Contracted Services	12,720.25	13,707.75	34,418.93	379.07	61,226.00	61,846.93	-620.93	99.00%
410.451 · Police Vehicle Maintenance	11,213.13	4,800.79	9,465.17	7,767.55	33,246.64	33,000.00	246.64	100.75%
410.460 · Police Meetings & Training	5,887.00	-1,137.00	1,250.00	493.77	6,493.77	10,000.00	-3,506.23	64.94%
Total Police	649,721.34	633,617.45	910,236.49	754,304.07	2,947,879.35	3,182,116.74	-209,791.16	92.64%
OTHER PUBLIC SAFETY								
411.540 · Foreign Fire Payments	0.00	0.00	77,606.39	0.00	77,606.39	77,606.39	0.00	100.00%
411.541 · Disbursement to Fire Company	0.00	0.00	218,000.00	0.00	218,000.00	218,000.00	0.00	100.00%
413.220 · Code Enforcement Supplies	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.00%
413.310 · Prof Services - BIU Building	10,124.05	61,695.28	57,050.27	103,648.89	232,518.49	254,899.71	-22,381.22	91.22%
413.311 · Prof Services - SEO	6,900.00	3,020.00	11,945.00	6,150.00	28,015.00	30,000.00	-1,985.00	93.38%
413.319 · Code Enforcement UCC Fees	283.50	0.00	99.00	0.00	382.50	1,000.00	-617.50	38.25%
414.110 · Planning & Zoning Salaries	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.00%
414.220 · Planning & Zoning Supplies	0.00	70.88	0.00	0.00	70.88	500.00	-429.12	14.18%
414.310 · Planning & Zoning Prof Svcs	9,732.00	20,957.50	12,676.80	24,726.10	68,092.40	67,893.61	198.79	100.29%
414.313 · Planning & Zoning Engineering	60.40	0.00	0.00	1,811.75	1,872.15	2,500.00	-627.85	74.89%
414.314 · Planning & Zoning Legal	11,679.25	3,978.50	6,934.00	12,320.35	34,912.10	29,747.35	5,164.75	117.36%
414.319 · MS4 Fees	1,159.55	660.00	7,550.67	1,701.88	11,072.10	16,564.61	-5,492.51	66.84%
414.341 · Planning & Zoning Advertising	947.46	435.84	701.84	479.20	2,564.34	3,085.14	-520.80	83.12%
415.220 · Emer Mgmt Operating Supplies	2,489.91	17,728.06	-16,552.57	-4,802.41	-1,137.01	500.00	-1,637.01	-227.40%
415.364 · Emergency Management Operations	0.00	0.00	290.00	1,037.27	1,327.27	1,500.00	-172.73	88.48%
415.460 · Emer Mgmt Meetings & Training	95.00	0.00	0.00	0.00	95.00	1,000.00	-905.00	9.50%
Total Public Safety Other	43,471.12	108,546.06	376,301.40	147,073.03	675,391.61	705,896.81	-30,505.20	95.68%
Total Public Safety	693,192.46	742,163.51	1,286,537.89	901,377.10	3,623,270.96	3,888,013.55	-240,296.36	93.19%
Public Works - Other								
427.220 · Solid Waste Coll Supplies	78.00	78.00	78.00	64.00	298.00	1,500.00	-1,422.00	19.87%
427.450 · Contracted Svcs - Clean-Up Days	0.00	24,733.50	0.00	13,988.00	38,721.50	50,000.00	-50,000.00	77.44%
Total Public Works - Other	78.00	24,811.50	78.00	14,052.00	39,019.50	51,500.00	-51,422.00	75.77%

General Fund

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	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	\$ Over/Under Budget	% of Budget
PW-Hwys, Roads & Streets								
430.110 · Public Works Salaries	130,600.12	164,159.28	132,368.97	167,756.29	594,884.66	593,451.68	1,432.98	100.24%
430.120 · Public Works OT Wages	8,936.45	3,844.96	3,656.50	6,670.73	23,108.64	30,000.00	-6,891.36	77.03%
430.192 · Public Works SSI Taxes	10,593.18	12,722.36	10,742.02	13,217.35	47,274.91	47,694.05	-419.14	99.12%
430.196 · Public Works Insurance	82,484.59	61,378.80	61,117.46	41,308.32	246,289.17	247,788.48	-1,499.31	99.39%
430.198 · Public Works N-U Pension	12,591.00	12,347.59	14,001.85	14,341.81	53,282.25	51,694.06	1,588.19	103.07%
430.199 · Public Works Life & Disab Ins	1,970.10	2,626.80	2,623.79	874.20	8,094.89	8,844.00	-749.11	91.53%
430.220 · Public Works Oper Supplies	2,054.50	3,693.84	3,884.49	5,656.14	15,288.97	14,245.53	1,043.44	107.32%
430.232 · Public Works Diesel	13,606.54	4,632.73	11,929.03	3,864.38	34,032.68	40,000.00	-5,967.32	85.08%
430.234 · Public Works Vehicle Supplies	433.40	2,122.20	2.15	523.70	3,081.45	8,254.47	-5,173.02	37.33%
430.238 · Public Works Uniforms	1,548.76	752.86	1,251.85	3,077.62	6,631.09	6,614.65	16.44	100.25%
430.238 · Public Works Safety Gear	0.00	0.00	0.00	105.43	105.43	7,500.00	-7,394.57	1.41%
430.260 · Public Works Minor Equip Purch	0.00	0.00	0.00	2,073.84	2,073.84	2,500.00	-426.16	82.95%
430.341 · Public Works Advertising	0.00	320.00	0.00	160.00	480.00	500.00	-20.00	96.00%
430.373 · Public Works Maint & Rep Bldg	1,515.28	511.83	441.50	1,222.26	3,690.87	5,000.00	-1,309.13	73.82%
430.375 · Public Works Heavy Equip Maint	9,961.17	35,649.13	12,872.54	8,787.61	67,270.45	68,170.55	-900.10	98.68%
430.384 · Public Works Equip Rental	550.00	0.00	0.00	0.00	550.00	1,013.91	-463.91	54.25%
430.420 · Public Works Dues, Subscription	100.00	0.00	0.00	35.00	135.00	135.00	0.00	100.00%
430.450 · Public Works Contracted Srvs	3,054.50	1,529.75	3,114.00	1,164.00	8,862.25	10,000.00	-1,137.75	88.62%
430.460 · Public Works Meetings & Trainin	60.00	99.98	207.50	0.00	367.48	1,000.00	-632.52	36.75%
430.650 · Public Works Hand Tool Purch	729.86	356.25	305.25	46.97	1,438.33	1,938.33	-500.00	74.20%
432.220 · Snow & Ice Rem Oper Supplies	18,634.98	0.00	0.00	3,736.88	22,371.86	112,594.40	-90,222.54	19.87%
432.375 · Snow & Ice Rem Equipment Maint	1,148.97	0.00	0.00	7,433.00	8,581.97	10,581.97	-2,000.00	81.10%
433.220 · Traffic Signals & Signs Supply	1,456.26	3,639.24	375.50	2,573.47	8,044.47	8,844.98	-800.51	90.95%
433.360 · Traffic Signals & Signs Utiliti	1,215.33	969.44	1,002.55	1,094.67	4,281.99	4,000.00	281.99	107.05%
433.450 · Traffic Signals Contracted Srvs	0.00	3,574.00	350.00	0.00	3,924.00	6,000.00	-2,076.00	65.40%
438.220 · Road Maint Supplies	6,640.89	25,370.88	58,164.39	1,251.34	91,427.50	93,842.96	-2,415.46	97.43%
438.611 · Line Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
438.612 · Crack Sealing	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.00%
438.613 · Vegetation Control	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.00%
Total PW-Hwys, Roads & Streets	309,885.88	340,301.92	318,411.34	286,975.01	1,255,574.15	1,389,209.02	-133,634.87	90.38%
Culture and Recreation								
452.390 · Recreation fees	146.50	67.15	154.10	3.20	370.95	500.00	-129.05	74.19%
454.110 · Park Salary & Wage	636.54	16,696.82	21,587.47	10,726.33	49,647.16	62,263.25	-12,616.09	79.74%
454.192 · Park SSI	48.70	1,277.33	1,651.47	820.56	3,798.06	5,232.60	-1,434.54	72.59%
454.220 · Park Operating Supplies	316.41	1,153.09	1,067.66	1,275.81	3,812.97	3,000.00	812.97	127.10%
454.231 · Park Vehicle Fuel	0.00	0.00	453.28	0.00	453.28	1,500.00	-1,046.72	30.22%
454.260 · Park Minor Equipment	0.00	740.01	238.45	438.88	1,417.34	1,500.00	-82.66	94.49%
454.320 · Park Communications	105.11	104.69	106.85	107.19	423.84	2,000.00	-1,576.16	21.19%
454.340 · Park Advertising & Printing	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.00%
454.360 · Park Utilities	1,602.54	1,208.67	1,076.33	1,383.18	5,270.72	5,000.00	270.72	105.41%

General Fund

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454.373 · Park Repairs & Maintenance	3,640.88	-790.60	909.54	780.08	4,539.90	10,000.00	-5,460.10	45.40%
454.374 · Park Equipment Maintenance	700.38	210.20	560.26	0.00	1,470.84	2,000.00	-529.16	73.54%
454.450 · Park Contracted Services	2,983.92	1,030.92	5,382.42	2,020.44	11,417.70	11,317.70	100.00	100.88%
454.700 · Park Recreation Board	0.00	0.00	0.00	1,758.52	1,758.52	9,500.00	-7,741.48	18.51%
457.540 · Community Day Celebration	0.00	0.00	0.00	0.00	0.00	3,682.30	-3,682.30	0.00%
Total Culture and Recreation	10,180.98	21,698.28	33,187.83	19,314.19	84,381.28	118,995.85	-108,814.87	70.91%
Benefits and Withholding								
483.194 · Employer Pd Unemployment Comp	12,694.51	939.56	0.00	1,039.71	14,673.78	21,993.24	-7,319.46	66.72%
483.195 · Employer Pd Worker's Comp	57,594.28	41,190.96	40,506.92	47,527.90	186,820.06	175,437.76	11,382.30	106.49%
483.200 · Federal Healthcare Tax	0.00	182.88	0.00	0.00	182.88	200.00	-17.12	91.44%
Total Benefits and Withholding	70,288.79	42,313.40	40,506.92	48,567.61	201,676.72	197,631.00	4,045.72	102%
Insurance								
486.350 · Property & Liability Insurance	113,570.00	0.00	0.00	0.00	113,570.00	113,930.00	-360.00	99.68%
486.355 · Professional Bonds	0.00	1,786.00	6,845.00	0.00	8,631.00	10,000.00	-1,369.00	86.31%
Total Insurance	113,570.00	1,786.00	6,845.00	0.00	122,201.00	123,930.00	-1,729.00	98.61%
Misc Expenses								
489.100 · Miscellaneous Expenses	136.10	193.08	-73.61	305.62	561.19	0.00	561.19	100.00%
Total Misc Expenses	0.00	0.00	-73.61	305.62	561.19	0.00	561.19	0.00%
Interfund Transfers Out								
492.310 · Transfer to Capital Fund Reserv	118,724.44	0.00	0.00	0.00	118,724.44	118,724.44	0.00	100.00%
Total Interfund Transfers Out	118,724.44	0.00	0.00	0.00	118,724.44	118,724.44	0.00	0.00%
Other Expenses								
463.540 · TIF	0.00	132,791.56	0.00	0.00	132,791.56	133,000.00	-208.44	99.84%
999.999 · uncategorized expenses	0.00	0.00	0.00	0.00	0.00		0.00	
66900 · Reconciliation Discrepancies	0.00	0.00	-0.03	0.00	-0.03		-0.03	0.00%
491.000 · Refund of Prior Year Revenues	1,065.10	1,528.36	0.00	0.00	2,593.46	100.00	2,493.46	2,593.46%
Total Other Expenses	1,065.10	134,319.92	-0.03	0.00	135,384.99	133,100.00	2,284.99	101.72%
Total Expense	1,539,717.89	1,489,085.77	1,878,167.18	1,467,150.67	6,374,121.51	6,880,828.08	-506,706.57	92.64%
Net Income	-300,337.07	1,085,342.97	-40,581.03	-446,284.56	298,140.31	0.00	298,140.31	100.00%
CASH ACCOUNTS ENDING BALANCES*	Q1 2020	Q2 2020	Q3 2020	Q4 2020				
ESSA CD 9 Months	1,046,193.79	1,046,193.79	1,046,193.79	0.00				
GENERAL CASH	2,688,519.86	3,749,567.45	3,559,125.33	3,983,459.81				
Payroll	1,000.00	1,000.00	1,000.00	1,000.00				
Petty Cash	250.00	203.46	250.00	159.16				
FEES IN LIEU	1,007.51	1,026.58	1,027.80	1,028.60				
KOLLAR RESTRICTED	5,319.27	5,319.27	5,319.27	5,319.27				
*From balance sheet	3,742,290.43	4,803,310.55	4,612,916.19	3,990,966.84				

Capital Reserve Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCES

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Wayne 6-month CD	768,132.65	782,151.25	0.00	0.00
Wayne 9-month CD	768,132.65	0.00	0.00	0.00
Capital Reserve Cash	30,999.77	917,697.59	1,394,381.52	596,951.54
Total	1,567,265.07	1,699,848.84	1,394,381.52	596,951.54

*From balance sheet

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	\$ Over Budget	% Budget
Income								
341.010 · Interest on Investments	6,245.53	2,062.27	1,299.05	393.04	9,999.89		9,999.89	0.00%
355.007 · FLOOD MIT. GRANT WHITE OAK CUL.	0.00	0.00	169,554.29	5,445.71	175,000.00	175,000.00		100.00%
355.008 · LSA GRANT	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.00%
355.009 · Federal Grant	0.00	4,600.00	0.00	0.00	4,600.00	5,500.00	-900.00	83.64%
355.010 · LSA GRANT RH TURN LANES	0.00	0.00	0.00	0.00	0.00	450,000.00		0.00%
355.011 · MULTIMODAL GRANT RH TURN LANES	0.00	0.00	0.00	0.00	0.00	500,000.00		0.00%
357.720 · County Grant	0.00	0.00	0.00	42,414.59				
392.010 · Transfer from General Fund	118,724.40	0.00	0.00	0.00	118,724.40	118,724.44	-0.04	100.00%
392.900 · Use of Fund Balance	0.00	0.00	0.00	0.00	0.00	1,586,801.56	-1,586,801.56	0.00%
393.000 · Capital Lease Proceeds	89,341.00	168,312.00	0.00	170,589.00	428,242.00			
Total Income	214,310.93	174,974.27	170,853.34	218,842.34	736,566.29	2,936,026.00	-2,199,459.71	25.09%
Expense								
401.000 · Municipal Capital Comprehensive								
Computers	0.00	0.00	0.00	0.00	0.00	5,600.00	-5,600.00	0.00%
Dam at TLC	117.59	5,207.92	1,248.42	1,922.80	8,496.73	45,000.00	-36,503.27	18.88%
Emergency Management Equipment	0.00	6,381.00	0.00	0.00	6,381.00	7,500.00	-1,119.00	85.08%
Green Light Go (611)	0.00	800.00	0.00	0.00	800.00	90,000.00	-89,200.00	0.89%
Green Light Go (Interceptors)	0.00	0.00	0.00	0.00	0.00	68,513.00	-68,513.00	0.00%
Green Light Go (Stroud)	0.00	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.00%
Major Repairs (TWP Complex)	3,468.00	5,750.27	0.00	0.00	9,218.27	0.00	9,218.27	0.00%
Park Lane Culvert	0.00	0.00	0.00	2,575.00	2,575.00	0.00	2,575.00	0.00%
Right Hand Turn Lanes (Rimrock)	0.00	0.00	131.25	0.00	131.25	950,000.00	-949,868.75	0.01%
Robin Lane Project	0.00	0.00	0.00	28,832.49	28,832.49	0.00	28,832.49	0.00%
TLC Bridge	1,559.74	0.00	8,300.10	151.50	10,011.34	160,000.00	-149,988.66	6.26%
White Oak Culvert	185.50	201,499.52	13,525.47	124.00	215,334.49	239,000.00	-23,665.51	90.10%
401.000 · Municipal Capital Comprehensive - Other	26.86	0.00	2,672.25	13,880.38	16,579.49		16,579.49	100.00%
Total 401.000 · Municipal Capital Comprehensive	5,357.69	219,638.71	25,877.49	47,486.17	298,360.06	1,585,613.00	-1,287,252.94	18.82%
401.001 · ADMINISTRATION COMPREHENSIVE	9,411.60	1,565.76		57,839.25	68,816.61	100,000.00	-31,183.39	68.82%
410.000 · POLICE CAPITAL COMPREHENSIVE								
BP VESTS 2020	0.00	0.00	0.00	3,450.00	3,450.00	3,450.00	0.00	100.00%
COMPUTERS 2020	0.00	0.00	0.00	4,169.58	4,169.58	6,400.00	-2,230.42	65.15%
PATROL VEHICLES 2020	33,148.30	12,872.95	0.00	0.00	46,021.25	44,831.00	1,190.25	102.65%
Total 410.000 · POLICE CAPITAL COMPREHENSIVE	33,148.30	12,872.95	0.00	7,619.58	53,640.83	54,681.00	-1,040.17	98.10%
430.000 · PW CAPITAL COMPREHENSIVE	89,691.00	168,912.00	12,995.60	171,189.00	442,787.60	2,500.00	440,287.60	17711.50%
Total 430.000 · PW CAPITAL COMPREHENSIVE	89,691.00	168,912.00	12,995.60	171,189.00	442,787.60	2,500.00	440,287.60	17711.50%

Capital Reserve Treasurer's Report: Q4 2020

438.610 · Maintenance & Repairs of Roads									
Paving Overlay	0.00	0.00	657,300.16	0.00	657,300.16	637,013.00	20,287.16	0.00%	
Road Marking	0.00	0.00	0.00	0.00	0.00	23,439.00	0.00	0.00%	
Tar and Chip	0.00	0.00	90,204.15	0.00	90,204.15	200,000.00	-109,795.85	0.00%	
Total 438.610 · Maintenance & Repairs of Roads	0.00	0.00	747,504.31	0.00	747,504.31	860,452.00	-112,947.69	86.87%	
454.000 · PARK CAPITAL COMPREHENSIVE	818.10	39,741.92	6,086.88	8,628.92	55,275.82	80,000.00	-24,724.18	0.00%	
471.000 · PRINCIPAL LEASES	30,000.00	36,252.15	0.00	77,478.66	143,730.81	215,000.00	-71,269.19	0%	
472.000 · INTEREST ON LEASES	1,127.50	500.00	0.00	14,181.19	15,808.69	37,780.00	-21,971.31	0%	
Total Expense	169,554.19	479,483.49	792,464.28	384,422.77	1,825,924.73	2,936,026.00	-1,110,101.27	62.19%	
	44,756.74	-304,509.22	-621,610.94	-165,580.43	-1,089,358.44	0.00	-1,089,358.44	100.00%	
CASH ACCOUNTS ENDING BALANCES	Q1 2020	Q2 2020	Q3 2020	Q4 2020					
Keystone CD	0.00	0.00	0.00	0.00					
Wayne 6-month CD	782,151.25	0.00	0.00	0.00					
Wayne 9-month CD	0.00	0.00	0.00	0.00					
MC Const Dist Grant Park Lane	0.00	0.00	0.00	42,414.59					
Capital Reserve Cash	917,697.59	1,394,381.52	596,951.54	619,297.44					
Total	1,699,848.84	1,394,381.52	596,951.54	661,712.03					
*From balance sheet									

Liquid Fuels

Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCE

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Liquid Fuels Cash	0.00	472,604.46	473,148.49	361.10
Total	430.60	472,604.46	473,148.49	361.10

*From balance sheet

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	\$ Over/Under Budget	% of Budget
Income								
341.010 · Interest on Investments	135.92	544.03	212.61	0.00	892.56	500.00	392.56	27.2%
355.020 · State Liquid Fuels Funds	472,037.94	0.00	0.00	0.00	472,037.94	462,987.39	9,050.55	102.0%
Total Income	472,173.86	544.03	212.61	0.00	472,930.50	463,487.39	9,443.11	101.9%
Expense								
439.600 · Capital Construction	0.00	0.00	473,000.00	0.00	473,000.00	462,987.39	10,012.61	102.2%
Total Expense	0.00	0.00	473,000.00	0.00	473,000.00	462,987.39	10,012.61	102.2%
Net Income	472,173.86	544.03	-472,787.39	0.00	-69.50	500.00	-569.50	-13.9%

CASH ACCOUNTS ENDING BALANCE

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Liquid Fuels Cash	472,604.46	473,148.49	361.10	361.10
Total	472,604.46	473,148.49	361.10	361.10

*From balance sheet

Sewer Operating Fund Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCES

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Sewer money market	2,039,926.79	2,528,258.86	2,951,575.70	3,485,942.15
ESSA Bank Checking*	9,755.74	115,687.67	72,538.62	85,248.79
People's Security CD	50,659.73	50,659.73	50,659.73	50,659.73
Wayne Bank Funding & Checking Accounts	2,100,342.26	2,694,606.26	3,024,114.32	3,621,850.67

* From balance sheet

*Balance sheet balance

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1- Q4 2020	Annual Budget	\$ Over/Under Budget	% of Budget
Income								
341.010 · Interest on Investments	7,669.85	4,762.11	3,945.20	2,763.30	19,140.46	7,500.00	11,640.46	255.21%
362.400 · Connect & Tank Abandonment Fee	250.00	125.00	0.00	249.00	624.00	500.00	124.00	124.80%
364.110 · Connection/Tapping Fees	5,000.00	21,250.00	2,500.00	7,500.00	36,250.00	100,000.00	-63,750.00	36.25%
364.120 · Sewer Use Fees	946,689.83	953,007.59	952,638.84	952,638.84	3,804,975.10	3,761,802.00	43,173.10	101.15%
364.130 · Reserve Capacity Fee	1,221.86	3,665.58	-3,665.58	0.00	1,221.86	0.00	1,221.86	100.00%
392.100 · Transfer from Construction Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Income	960,831.54	982,810.28	955,418.46	963,151.14	3,862,211.42	3,869,802.00	-8,812.44	99.80%
Total Income	960,831.54	982,810.28	955,418.46	963,151.14	3,862,211.42	3,869,802.00	-7,590.58	99.80%
Expense								
429.100 · Utilities								
429.101 · PPL	7,445.54	4,064.99	7,063.01	6,483.45	25,056.99	25,000.00	56.99	100.23%
429.102 · MetTel	221.70	82.80	407.23	247.68	959.41	725.00	234.41	132.33%
429.105 · MetEd	794.52	538.22	492.77	518.91	2,344.42	3,600.00	-1,255.58	65.12%
429.106 · Blue Ridge Communications	916.05	914.85	932.25	937.20	3,700.35	4,500.00	-799.65	82.23%
429.107 · BCRA Water	176.54	444.92	219.75	176.06	1,017.27	1,800.00	-782.73	56.52%
429.108 · PenTeleData	899.25	1,199.00	899.25	899.25	3,896.75	4,000.00	-103.25	97.42%
429.109 · Verizon	555.54	527.72	460.99	462.69	2,006.94	1,922.88	84.06	104.37%
429.111 · JP Mascaro	298.21	776.00	582.00	582.00	2,238.21	1,200.00	1,038.21	186.52%
429.112 · PAPCO	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.00%
429.100 · Utilities - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total 429.100 · Utilities	11,307.35	8,548.50	11,057.25	10,307.24	41,220.34	46,747.88	-5,527.54	88.18%
429.200 · BCRA Sewage Treatment	230,345.39	230,338.80	242,755.96	270,132.64	973,572.79	1,308,664.00	-335,091.21	74.39%
429.244 · Operating Supplies	2,873.85	12,977.32	4.59	54.56	15,910.32	40,000.00	-24,089.68	39.78%
429.300 · Professional Services								
429.400 · Engineering	7,687.10	15,942.75	18,918.32	12,411.64	54,959.81	50,000.00	4,959.81	109.92%
429.401 · Sewer Legal	3,369.00	3,436.50	1,717.75	2,338.00	10,861.25	20,000.00	-9,138.75	54.31%
429.402 · PMA	16,218.78	30,779.93	21,212.78	18,515.86	86,727.35	110,000.00	-23,272.65	78.84%
429.405 · O & M	18,533.64	22,616.57	19,387.00	18,682.00	79,219.21	78,000.00	1,219.21	101.56%
429.406 · KEYSTONE ENGINEERING	3,734.06	11,689.74	5,383.70	0.00	20,807.50	25,000.00	-4,192.50	83.23%
429.300 · Professional Services - Other	5,407.00	6,890.22	9,535.91	4,636.60	26,469.73	30,000.00	-3,530.27	88.23%
Total 429.300 · Professional Services	54,949.58	91,355.71	76,155.46	56,584.10	279,044.85	313,000.00	-33,955.15	89.15%

Sewer Operating Fund Treasurer's Report: Q4 2020

429.374 · Equipment Repair & Maintenance	8,198.59	12,192.12	20,462.00	22,317.49	63,170.20	50,000.00	13,170.20	126.34%
429.376 · CONTRACTED SERVICES	8,335.00	9,357.50	3,390.00	8,722.50	29,805.00	50,000.00	-20,195.00	59.61%
471.000 · Debt Principal - Long and Short								
471.100 · ESSA 4.5M	0.00	0.00	0.00	165,000.00	165,000.00	0.00	0.00	0.00%
471.400 · Wayne Bank 4.5M	0.00	0.00	0.00	198,000.00	198,000.00	0.00	0.00	0.00%
471.500 · PennVest Loan	95,844.26	96,206.53	96,570.16	96,894.52	385,515.47	0.00	0.00	0.00%
471.800 · Peoples Note 4.5M	0.00	0.00	0.00	311,000.00	311,000.00	0.00	0.00	0.00%
471.000 · Debt Principal - Long and Short - Other	0.00	0.00	0.00	0.00	0.00	1,107,034.00	-1,107,034.00	0.00%
Total 471.000 · Debt Principal - Long and Short	95,844.26	96,206.53	96,570.16	770,894.52	1,059,515.47	1,107,034.00	-47,518.53	95.71%
472.000 · Debt Interest - Long and Short								
472.500 · PennVest Loan Interest	22,994.05	22,631.78	22,268.15	21,943.79	89,837.77	0.00	0.00	0.00%
472.100 · ESSA 4.5M interest	0.00	21,131.60	0.00	21,187.48	42,319.08	0.00	0.00	0.00%
472.400 · Wayne Bank Loan Interest	0.00	35,452.48	0.00	35,472.51	70,924.99	0.00	0.00	0.00%
472.800 · Peoples Note 4.5M	0.00	56,610.71	0.00	56,677.60	113,288.31	0.00	0.00	0.00%
472.000 · Debt Interest - Long and Short - Other	0.00	0.00	0.00	0.00	0.00	399,516.00	-399,516.00	0.00%
Total 472.000 · Debt Interest - Long and Short	22,994.05	135,826.57	22,268.15	135,281.38	316,370.15	399,516.00	-83,145.85	79.19%
486.352 · Insurance Expense (Liability)	14,235.00	0.00	0.00	0.00	14,235.00	19,800.00	-5,565.00	72%
491.000 · Refund of Prior Year Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
492.100 · Transfer to Sewer Construction	0.00	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0%
Total Expense	449,083.07	596,803.05	472,663.57	1,274,294.43	2,792,844.12	3,584,761.88	-791,917.76	13%
Net Income	511,748.47	386,007.23	482,754.89	-311,143.29	1,069,367.30	285,040.12	-791,917.76	180%
CASH ACCOUNTS ENDING BALANCES	Q1 2020	Q2 2020	Q3 2020	Q4 2020				
Sewer money market	2,528,258.86	2,951,575.70	3,485,942.15	3,342,493.21				
ESSA Bank Checking*	115,687.67	72,538.62	85,248.79	51,471.08				
People's Security CD	50,659.73	50,659.73	50,659.73	50,659.73				
Wayne Bank Funding & Checking Accounts	2,694,606.26	3,074,774.05	3,621,850.67	3,444,624.02				

* From balance sheet

Sewer Construction

Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCES

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Wayne CD's	1,024,153.67	1,024,153.67	0.00	0.00
PEOPLE'S BANK CD			1,048,849.83	1,048,849.83
ESSA Funding & Checking*	475,245.58	435,388.65	414,449.63	409,473.86
ESSA Funding	1,290.52	1,290.52	1,290.52	1,290.52
ESSA Checking	473,955.06	434,098.13	413,159.11	408,183.34
Total Cash	1,499,399.25	1,459,542.32	1,463,299.46	1,458,323.69

* From balance sheet

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	\$ Over Budget	% of Budget
Income								
341.010 · Interest on Investments	566.32	25,183.94	228.42	204.47	26,183.15	10,000.00	16,183.15	261.83%
392.000 · Transfer from Operations	0.00			0.00	0.00	250,000.00	-250,000.00	0.00%
392.900 · Use of Fund Balance	0.00			0.00	0.00	244,000.00	-244,000.00	0.00%
Total Income	566.32	25,183.94	228.42	204.47	26,183.15	504,000.00	-477,816.85	5.20%
Expense								
404.310 · Professional Services	0.00	500.00	0.00	0.00	500.00	10,000.00	-9,500.00	5.00%
429.200 · General Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Bypass Sensor	0.00	0.00	0.00	0.00	0.00	18,000.00	-18,000.00	0.00%
Forcemain Bypass	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.00%
Jib Crane	0.00	0.00	0.00	0.00	0.00	36,000.00	-36,000.00	0.00%
Rain & Temperature Gauge	4,754.77	0.00	0.00	0.00	4,754.77	0.00	4,754.77	0.00%
429.200 · General Project - Other	855.21	0.00	0.00	0.00	855.21	255,000.00	-254,144.79	0.34%
Total 429.200 · General Project	5,609.98	0.00	0.00	0.00	5,609.98	339,000.00	-333,390.02	1.65%
429.313 · Engineering - Collection System	15,867.84	5,506.80	5,286.97	354.50	27,016.11	105,000.00	-77,983.89	25.73%
429.602 · Collection System Construction	12,750.00	15,420.00	0.00	0.00	28,170.00	50,000.00	-21,830.00	56.34%
492.000 · Transfer to Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expense	34,227.82	21,426.80	5,286.97	354.50	61,296.09	504,000.00	-442,703.91	12.16%
Net Income	-33,661.50	3,757.14	-5,058.55	-150.03	-35,112.94	0.00	-35,112.94	100.00%

CASH ACCOUNTS ENDING BALANCES

	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Wayne CD's	1,024,153.67	0.00	0.00	0.00
PEOPLE'S BANK CD	0.00	1,048,849.83	1,048,849.83	1,048,849.83
ESSA Funding & Checking*	435,388.65	414,449.63	409,473.86	400,439.83
ESSA Checking	1,290.52	1,290.52	1,290.52	1,290.52
ESSA Funding Account	434,098.13	413,159.11	408,183.34	399,149.31
	1,459,542.32	1,463,299.46	1,458,323.69	1,449,289.66

* From balance sheet

**Pocono Township Board of Commissioners
Regular Meeting Minutes
January 19, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held remotely on January 19, 2021 via video and teleconference and was opened by President Rich Wielebinski at 7:04 p.m. followed by the Pledge of Allegiance.

Roll Call: Jerrod Belvin, present; Ellen Gndt, 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.; Taylor Muñoz, Township Manager; Judy Acosta, Township Zoning Officer, SFM; and Krisann Wean, Administrative Assistant.

Public Comments – No public comment.

Announcements

- We encourage residents to avail themselves of our Township ice skating rink located at TLC Park at the corner of Route 715 and Route 611 in Tannersville. The rink is open weather dependent. While we do our best to update our Facebook page with its availability, we ask residents to always exercise caution and use common sense before using the rink when the weather allows.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Presentations – None

Resolutions – None

OLD BUSINESS

R. Wielebinski made a motion, seconded by E. Gndt, to approve the minutes of the January 4, 2020 regular meeting of the Board of Commissioners. All in favor. Motion carried.

NEW BUSINESS

1. Personnel – None

2. Financial Transactions

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable received through January 14, 2021 in the amount of \$102,608.83. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to ratify gross payroll for pay periods ending January 10, 2021 in the amount of \$101,262.70. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through January 14, 2021 in the amount of \$232,951.07. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve sewer operating fund expenditures through January 14, 2021 in the amount of \$155,150.57. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital reserve fund expenditures through January 14, 2021 in the amount of \$11,321.63. All in favor. Motion carried.

3. Travel/Training Authorizations – None

Report of the President

R. Wielebinski made a motion, seconded by J. Belvin, to adopt amended Civil Service Rules as recommended and approved by the Pocono Township Civil Service Commission. Under discussion, it was clarified that Township Labor Attorney John Harrison had reviewed the changes. L. DeVito noted the changes clarified the role of the Civil Service Commission as the grievance hearing body, not a disciplinary body. Other changes within the contract were discussed. E. Gndt indicated she was not finished reviewing the document and would like this motion tabled so she has the opportunity to have questions answered, including sections 3.02, 4.01 and 4.05. T. Muñoz noted the online platform for receiving police applications requires the Township to provide a copy of the Civil Services Rules as part of the application packet. E. Gndt's remaining questions will be submitted to Larry Fox for his review and changes will be considered accordingly. Roll call vote: J. Belvin, yes, E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to accept the recommendation of the Civil Service Commission to proceed with the hiring of three police officers for the Pocono Township Police Department. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to have the Township zoning officer inspect the property located at 1079 Sullivan Trail due to resident concerns expressed regarding junk vehicles and/or trailers on the premises. E. Gndt asked for clarification. R. Wielebinski indicated the Township requested the owner clean up the property over a year ago. No action has been taken and it has gotten worse. He proposed that the Township proceed with another warning, waiting 30 to 45 days, and then take further action if required. Motion amended to include 1089 Sullivan Trail, a neighboring parcel. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to grant the request of the Pocono Garden Club for a waiver of seven (7) monthly pavilion rentals for April through October 2021. All in favor. Motion carried.

- Discussion regarding amendment to the Transient Dwelling Unit ordinance providing for occupant limitations. Pocono Township does not limit the number of occupants allowed in a short-term rental. The Township currently has a permit application for a nine-bedroom home, meaning the owner could advertise for up to twenty-two occupants. Middle Smithfield and Paradise Townships have additional limitations in their respective STR ordinances. Middle Smithfield Ordinance 107-7a allows for two occupants per bedroom, plus four additional persons for a maximum of fourteen occupants. They also limit the number of cars on the premises to one car per bedroom. It was recommended that L. DeVito work with Township personnel to prepare a red-line copy of an ordinance amendment for Board of Commissioners consideration for a possible future hearing.
- Discussion regarding amendments to the Township's Stormwater and Land Development Ordinance (SALDO) to 1) streamline the process for lot consolidations and 2) reflect process changes in the recording of land development plans with Monroe County. Currently, Township residents owning two adjoining lots who wish to join those lots must complete a full land development plan. J. Acosta informed the Board it is in the Township's best interest to streamline this process, similar to other Townships. Middle Smithfield Township streamlined this process by passage of a resolution. All commercial properties require land development, but adjoining residential lots could be joined without going through the rigorous process of land development. J. Tresslar feels if the Township is going to eliminate the need for land development plans, it should appear in the SALDO where most engineers and real estate professionals are going to look for that provision. L. DeVito agreed with J. Tresslar. A red-lined draft will be prepared for review. If the changes meet the Board's approval and all the questions are answered, the Township will move forward with advertising for a hearing.

Commissioner Comments

Jerrold Belvin – Vice President – No update.

Ellen Gmandt – Commissioner

- Amusement Tax receipts for Q4 of 2020 – January 31, 2021 payment deadline
 - Notices were sent to all amusement producers in the Township. It was stated that one tax producer has submitted their amusement tax collections, and a friendly reminder will be sent out accordingly.

Jerry Lastowski – Commissioner

- Follow-up regarding Christmas Eve UGI incident on S.R. 314
 - A meeting with the Township, UGI and Senator Scavello has been confirmed for January 28, 2021 at 3:00 p.m. to discuss the December 24, 2020 natural gas incident on S.R. 314.

Keith Meeker – Commissioner

- PMCCCI Health & Safety Issues – Zoning Inspections
 - Sending out friendly violation letters and waiting on a response from operator of the seasonal water system.
- K. Meeker was approached by a resident who submitted his taxes to the tax collector in December and the check has not yet been deposited. The resident is concerned about late fees. It was advised the individual reach out to the tax collector directly.

Reports

Zoning – None

Emergency Services

- Police – Report sent on a monthly basis.
- EMS – No report.
- Fire – No report.

Public Works Report

- Public Works crew currently trimming trees and cutting back brush. Also completing equipment repairs in shop.
- Replacement of basketball court fence at Mountain View Park. Fence project was complete at end of last week. A gate was added to the project and installed for the purpose of providing access for maintenance of the basketball court lights.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – No update.
- Update – Well Work at MVP – Met with plumber today onsite. Will set a date for repair work, as there is an issue with either wiring or the pump.

R. Wielebinski stated he received calls from residents relating to the Robin Lane project that was completed. They are very happy with the work done and one resident stated that, after 25 years of drainage issues, he no longer has water issues in his driveway. Also received positive feedback from the other resident.

Administration – Manager's Report

- Monroe County Land Bank – Site visit and potential acquisition of 17 Summit Drive, Pocono Manor. Waiting to hear back from Land Bank after site visit that occurred.

- Evaluation of Township's Wireless Carrier – Verizon vs. FirstNet (ATT) – Continuing to evaluate the offerings from each respective company.
- Township Administrative Building Improvements
 - The Township has upgraded internet bandwidth and has saved money while achieving improved internet coverage.
 - Video intercom system has been installed and is very effective for communicating with individuals prior to entering the building.
 - Township has completed filing and improving document organization efforts.
 - Scantek will begin Police Department document digitization at the end of January.
 - Completed walkthrough with D'Huy Engineering to update cost estimates for Township Municipal Complex infrastructure improvements.
- Appraisal of Township-owned property along I-80 by Tom McKeown is forthcoming.
- Amended Sign Ordinance draft is being completed by Lisa Pereira, Township Planning Commission solicitor. The ordinance will be submitted to the Monroe County Planning Commission for review and a hearing will be advertised for March.
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications. Consideration of grant applications was delayed from January and will now occur in March.
- Wine Press Inn – Interest in Township-owned property. No update.
- The next Regional HSPS Comprehensive Plan meeting is scheduled for Wednesday, January 20, 2021 at 6:00 p.m.
- A letter was received from Tannersville Point Luxury Apartments requesting a six-month extension for the Commissioners' review period through July 31, 2021. The applicant is still working through outside agency approval with PA DEP.

R. Wielebinski made a motion, seconded by J. Belvin, to grant a six-month extension for Tannersville Point Luxury Apartments. J. Lastowski asked if the applicant is looking to hook into Township sewer. J. Tresslar indicated they are looking at the potential of sharing costs for joining the sewer system with a proposed adjoining warehouse. All in favor. Motion carried.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin. Plan was submitted by church engineer and incorporated suggestions for remediating flooding issues and better utilizing existing drainage basin. New environmental requirements stipulate the applicant must reduce the post-development storm runoff to less than pre-existing conditions, which they have included in their plan.
- A hearing is scheduled to address Archer Lane Drainage issues before the District Magistrate on February 24, 2021.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – No update.

Township Solicitor Report

- Discussion regarding I-80 parcel easement request – Jonathan Weber. L. DeVito determined the property Weber is looking to purchase is in fact landlocked. Currently performing additional deed research to see how the landlock occurred. If it is indeed landlocked, the Township may be required to provide access. E. Gmandt asked for clarification as to the criteria. L. DeVito stated the landlocked parcel may have been part of a unified tract with the Township's existing parcel. If it is landlocked but was never part of the Township's parcel or another parcel, then they may not be entitled to easement rights.
- Discussion regarding HJP Park. A work session was held recently with Jackson Township to discuss the future of the park.

- Update – Kelly Family Trust. Filing an amended complaint to include the specific current trustee. Communicating with the trustee's attorney.
- Zoning Hearing Board Update
 - A variance requested by Sheetz, Inc. was granted in a quick proceeding, as a follow-up to their original hearing in December.
 - Appeal of Ryan Possinger. The Zoning Hearing Board decided the jurisdictional issue in favor of the Township. Hearing will continue next week.
- Discussion regarding Sheetz request for a liquor license transfer and authorization to proceed with advertising an ordinance hearing. Township received a request for a liquor license transfer hearing from outside Pocono Township for the Sheetz project in Swiftwater. The Township is required to hold a hearing within 45 days. Public hearing will be advertised for the transfer and for the ordinance to authorize the transfer. Need authorization to advertise the hearings.

R. Wielebinski made a motion, seconded by K. Meeker, to have the solicitor prepare the advertising and ordinance hearing for the Sheetz request to transfer a liquor license to Pocono Township. All in favor. Motion carried.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by K. Meeker, to adjourn the meeting into executive session at 8:37 p.m. for the purpose of discussing Union issues and to not return. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, February 1, 2021

SUMMARY

Ratify

General Fund	\$	102,608.81
Sewer Operating	\$	626.05
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	70,457.09
TOTAL Sewer <u>OPERATING</u> Fund	\$	5,227.28
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	85,541.00
Liquid Fuels	\$	-

Budget Adjustments

\$ -

Budget Appropriations

\$ -

Interfund Transfer

Notes:

RATIFY

02-1-2021 bills list Page 2 of 5

TOTAL General Fund	\$	102,608.81	
TOTAL Sewer Operating	\$	626.05	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by:
	\$	103,234.86	

POCONO TOWNSHIP CHECK LISTING

Monday, February 1, 2021

General Fund

Date	Check	Vendor	Memo	Amount
1/28/2021	60475	Nationwide - 457	Sopplemental insurance	\$ 8,552.92
1/28/2021	60540	Access Office Technologies	Phone system maintenance	\$ 694.35
1/28/2021	60542	AFLAC	Suplemental insurance	\$ 488.42
1/28/2021	60543	Best Auto Service Center	Police vehicle supplies	\$ 449.73
1/28/2021	60544	Cooper Electric	Building repairs	\$ 92.00
1/28/2021	60545	Cyphers Truck Parts	PW truck parts	\$ 762.75
1/28/2021	60546	D.G. Nicholas Co.	Operation supplies	\$ 2,937.80
1/28/2021	60547	District Court 43-3-03	Docket MJ-43303-CV-0000135-2020	\$ 25.10
1/28/2021	60548	Donna Kenderdine Reporting	1/14/2021 Sheetz, Inc. & Ryan Possinger	\$ 125.00
1/28/2021	60549	E.M.Kutz, Inc.	PW truck parts	\$ 1,119.90
1/28/2021	60550	Fastenal Company	PW supplies	\$ 5.25
1/28/2021	60551	J. P. Mascaro & Sons	Municipal waste	\$ 298.15
1/28/2021	60552	Lawson Products	Police subscriptions	\$ 1,855.04
1/28/2021	60553	MetLife - Non Uni. Pen. Plan	Non-uniform pension	\$ 6,663.78
1/28/2021	60554	Monroe County Treasurers Office	Bills, Journals	\$ 20.74
1/28/2021	60555	Morton Salt	Snow supplies	\$ 9,254.00
1/28/2021	60556	Mount Pocono Fence	Park repairs	\$ 600.00
1/28/2021	60557	Nauman Companies	Building repairs	\$ 245.00
1/28/2021	60558	Nivert Metal Supply	PW supplies	\$ 552.65
1/28/2021	60559	PAPCO, Inc.	Vehicle fuel	\$ 6,820.76
1/28/2021	60560	Pocono Record	Advertisement	\$ 887.37
1/28/2021	60561	PSATS	Q4 2020 UC Contribution	\$ 470.99
1/28/2021	60562	SFM Consulting LLC	Jan 2021 Building Code Services & zoning service	\$ 13,569.78
1/28/2021	60563	Shinetime Auto Wash & Lube	December 2020 Police Car Washes	\$ 20.00
1/28/2021	60564	STTC Service Tire Truck Centers, INC.	201996	\$ 160.80
1/28/2021	60565	Suburban Propane	Vehicle fuel	\$ 3,207.32
1/28/2021	60566	Suburban Testing Labs	Park testing	\$ 100.00
1/28/2021	60567	The Pennsylvania State University	Police training	\$ 1,497.00

1/28/2021	60568	Tulpehocken Mountain Spring Water Inc	Township water	\$	90.19
1/28/2021	60569	UNIFIRST Corporation	Uniforms & mats	\$	174.12
1/28/2021	60570	US BANK - Lockbox CM9722	Police pension EE contribution	\$	6,356.89
1/28/2021	60571	Witmer Public Safety Group	Police supplies	\$	958.04
1/28/2021	60572	YCG, Inc.	Equipment repair	\$	143.75
1/28/2021	60573	Anglemyer, Aaron	Uniform allowance	\$	219.00
1/28/2021	60574	Lawrence B. Fox P.C.	Jan 2021 Services	\$	1,012.50
1/28/2021	60575	County Clerk - New York County	Case #05798-2008	\$	26.00

TOTAL General Fund \$ 70,457.09

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
1/28/2021	1810	BIROS SEPTIC & DRAIN CLEADING	Equipmetn repair	\$ 930.00
1/28/2021	1811	J P Mascaro & Sons	Waste removal	\$ 194.00
1/28/2021	1812	Pocono Management Associates LLC	Contracted services	\$ 3,595.28
1/28/2021	1813	SUBURBAN TESTING LABS	Monthly testing	\$ 508.00

TOTAL Sewer Operating \$ 5,227.28

Sewer Construction Fund

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

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
01/28/2021	1195	build All Contracting Co.	PW WORKS ROOF REPLACEMENT	\$ 57,330.00
01/28/2021	1196	MOUNT POCONO FENCE	BASKETBALL COURT FENCING MVP	\$ 10,725.00
01/28/2021	1197	P&D Emergency Services	PATROL PC RHINO TABS (3)	\$ 17,486.00

TOTAL Capital Reserve Fund \$ 85,541.00

ESSA

TOTAL General Fund	\$	70,457.09	
Sewer Operating	\$	5,227.28	
TOTAL Sewer Construction Fund	\$	-	Authorized by: _____
Capital Reserve	\$	85,541.00	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	161,225.37	Transferred by: _____

DRAFT

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2021 -

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE
COUNTY AMENDING THE POCONO TOWNSHIP CODE OF
ORDINANCES, BY AMENDING CERTAIN PROVISIONS OF CHAPTER
470, ZONING, ARTICLE II, TERMINOLOGY, AND ARTICLE VII,
SIGNS, AND REPEALING ALL ORDINANCES INCONSISTENT
THEREWITH**

WHEREAS, the Board of Commissioners of the Township of Pocono has deemed it necessary to amend the Pocono Township Code of Ordinances, by amending certain provisions of Chapter 470, Zoning, Article II, Terminology, and Article VII, Signs.

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

SECTION I.

A. Article II, Terminology, §470-8, Definitions, is hereby amended to delete the following definitions:

1. A-Frame;
2. Banner;
3. Billboard;
4. Copy;
5. Electronic Message Sign;
6. Freestanding Sign;
7. Gross Surface Area;
8. Human Sign;
9. Illuminated Sign;
10. Monument Sign;
11. Nonconforming Sign;
12. Pennants;
13. Permanent Sign;
14. Secondary Signs;
15. Sign;
16. Sign, Advertising;
17. Sign, Business;
18. Sign, Directional;
19. Sign, Directory;
20. Sign Face;
21. Sign, Gross Surface Area of

- 22. Sign Plaza;
- 23. Spinners;
- 24. Temporary Sign;
- 25. Wall Sign; and
- 26. Window Sign.

B. Article VII, Signs, §470-105, General Conditions, Subsection H is hereby deleted and replaced as follows:

“H. No signage shall be on the roof or above the roofline drip edge of any building.”

C. Article VII, Signs, §470-106, Prohibited Signs, Subsection A is hereby deleted and replaced as follows:

“A. Banners, flags (excluding the United States flag and the flags of levels of government), spinners, pennants, human signs, or any moving object containing a message or not, excluding PennDOT-permitted banners over roadways.”

D. Article VII, Signs, §470-107, Permitted Sign Types By Zone, is hereby deleted and replaced as follows:

Permitted Sign Types	R-1 & R-2	R-D	C	CD	I
Freestanding	None	Allowed	Allowed	Allowed	Allowed
Wall	None	Allowed	Allowed	Allowed	Allowed
Billboards	None	Allowed	Allowed	None	Allowed
Monument	Allowed	Allowed	Allowed	None	Allowed
Sign Plaza	None	Allowed	Allowed	None	Allowed
Window	None	Allowed	Allowed	None	Allowed
Digital and Electronic	None	Allowed	Allowed	None	Allowed
Secondary	None	Allowed	Allowed	None	Allowed
Temporary	Allowed	Allowed	Allowed	Allowed	Allowed

E. Article VII, Signs, §470-108, Sign Restrictions By Zone or Type, Subsection C, is hereby deleted and replaced as follows:

“C. Where billboard signs are permitted, the following restrictions apply:

- (1) Billboards located along I-80 and S.R. 611 corridors shall have a maximum sign area of 378 square feet, and the sign face must be visible to the traffic travelling along I-80 and/or S.R. 611. Billboards located along any other roadway shall not exceed a maximum sign area of 50 square feet.
- (2) Billboards shall have a maximum height of 30 feet measured from the roadway surface.
- (3) The minimum spacing between billboards shall be 300 feet.
- (4) Billboards are a primary use of land and cannot be an accessory use.
- (5) Conditional use approval is required.”

F. Article VII, Signs, §470-108, Sign Restrictions By Zone or Type, Subsection I, is hereby deleted and replaced as follows:

“I. Where temporary signs are permitted, the following restrictions apply:

- (1) A property owner may place one temporary sign, at any one time, with a gross surface area of no larger than the following;

R-1 and R-2	R-D	C	CD	RID	I
2 square feet	8 square feet	8 square feet	6 square feet	8 square feet	8 square feet

- (2) Special event signs located on properties within the C, RD and I Zoning Districts:
 - (a) must be removed from the property after a period of one week, and shall only be placed on the property once every twenty-one (21) days; and
 - (b) may only be used on the property four (4) times per year, per business.
- (3) Temporary signage to aid in direction during construction activities may be issued a permit for a maximum of ninety (90) days at the discretion of the Zoning Officer. Temporary signage must be maintained by the sign owner or removed at the request of the Zoning Officer.
- (4) One (1) incidental sign per business shall be permitted, located adjacent to the front entrance of said business.”

G. Article VII, Signs, §470-109, Signs Used Exclusively Along Route 80, Subsection I, is hereby deleted in its entirety.

H. Article VII, Signs, §470-109.1, Sign Setback and Spacing Requirements, Subsection A, is hereby deleted and replaced as follows:

“A. Setback at least five (5) feet from the future road right-of-way for all signs.”

I. Article VII, Signs, §470-109.3, Nonconforming Signs, Subsection E, Unsafe Signs, is hereby deleted and replaced as follows:

“E. Unsafe Signs

- (1) If the Township Zoning Officer, or the Township’s designee, determines that any sign is unsafe or insecure or is a danger to the public, he shall give written notice to the owner of the sign and/or person having a beneficial interest in the structure or premises on which such sign is located to correct the condition within fifteen (15) days after receipt of the notice. If such condition is not corrected by the expiration of said fifteen-day period, the Zoning Officer is hereby authorized to petition the Court to have the sign removed at the expense of the owner of the sign and/or person owning or having a beneficial interest in the structure or premises upon which such sign is located.
- (2) Notwithstanding the foregoing, the Zoning Officer is authorized to remove or cause to be removed any sign summarily and without notice, at the expense of the property owner of the property, whenever the Zoning Officer determines that such sign is an immediate peril to persons or property.”

J. Article VII, Signs, is hereby amended to add §470-109.6, Exempt Signs to read as follows:

“§470-109.6. Exempt Signs

The following signs are allowed in all zoning districts and do not need a zoning permit, provided the signs meet the requirements of this Article:

- A. Any sign required by law and which is required to be posted outdoors.
- B. Auto dealer vehicle signs as accessory to an on-site lawful vehicle sales use.
- C. Business nameplates not exceeding one (1) square foot in area per nonresidential establishment.
- D. Building markers not exceeding four (4) square feet and not exceeding four (4) feet in height.
- E. Decals not exceeding an aggregate of two (2) square feet per building entrance.

- F. Historical markers erected by a historical agency or association and approved by a majority vote of the Board of Commissioners at a regular meeting, or by a state agency.
- G. Interior signs.
- H. The United States Flag and the flags of levels of government.
- I. Memorial signs located in an approved cemetery.
- J. Construction signs and real estate signs of sixteen (16) square feet or smaller in sign area.
- K. Vending machine signs.
- L. Incidental signs.
- M. Public notification signs for hearings held by a Pocono Township Board.
- N. Personal use and information signs.
- O. Public use and information signs.
- P. A sign that is physically carried by a person and does not rest upon the ground or a building. However, such person shall not enter into the travel lanes or shoulder of a public street or obstruct a vehicle driveway while actively displaying the sign.
- Q. Shopping cart corral signs.
- R. Window signs that are not illuminated and that are ten (10) square feet or smaller in sign area.
- S. On-premises signs that are not readable from any highway, street or lot line, and which are not internally illuminated, and which have a total height of less than ten (10) feet shall not be regulated in number, type or sign area size by this Article.
- T. Signs that existed within a resort complex or commercial resort development at the time of approval of such use, or that are within the scope of the land development plan submitted and approved for such use under a prior Township Zoning Ordinance.
- U. Signs within an approved resort complex or commercial resort development that cannot be read from any public street and from any lot located outside of the resort

complex or commercial resort development. See also the definition of “on-premises signs” in regard to resorts.”

K. Article VII, Signs, is hereby amended to add §470-109.7, Definitions to read as follows:

“The following terms, unless otherwise expressly stated, shall have the following meanings throughout the Ordinance:

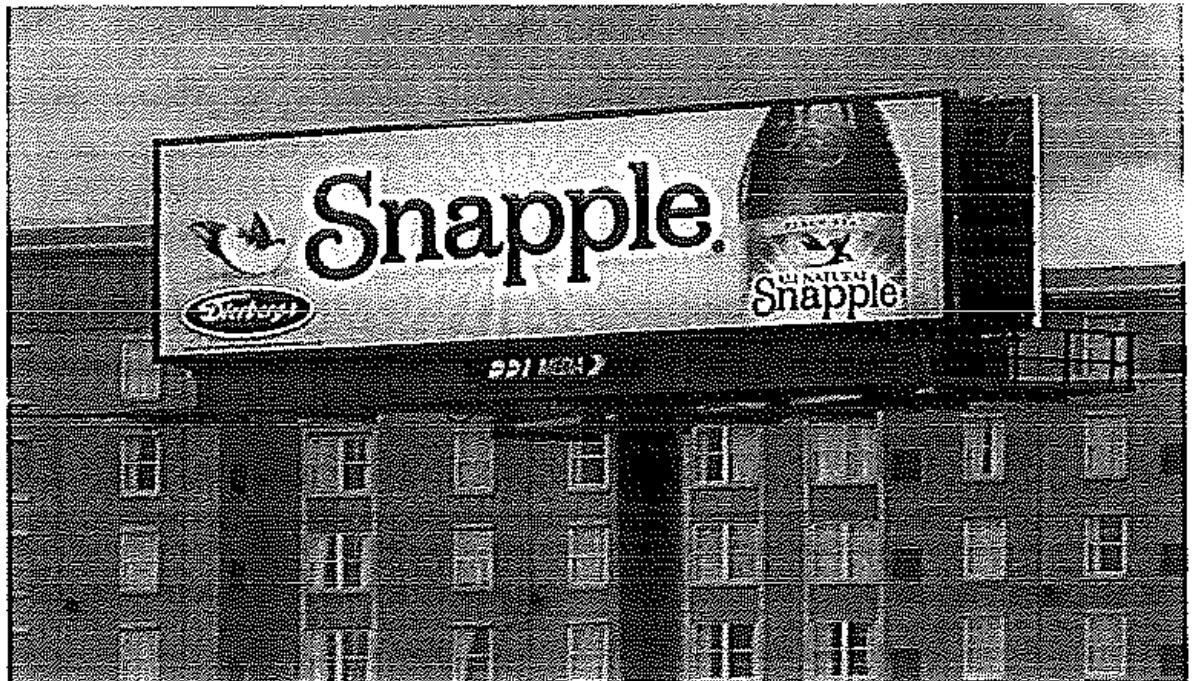
Banner. A strip or piece of cloth on which a sign is painted, or printed or embossed.

Billboard. An off-premises sign that is larger than 50 sq. ft. of Gross Surface Area.

Copy. The words, letters, numbers, figures, designs, or other symbolic representations incorporated into a sign.

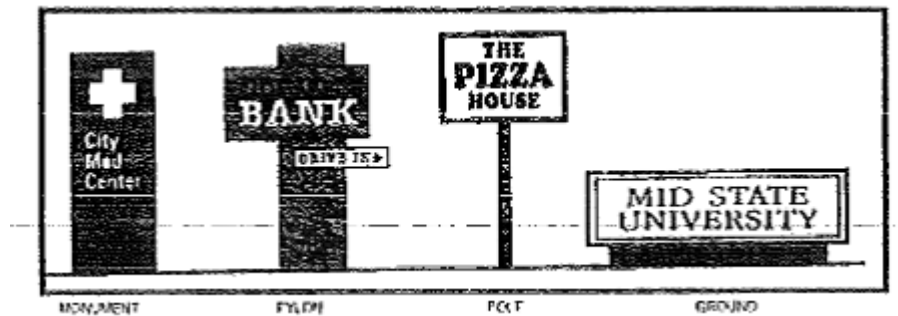
Electronic Message Sign. An electronic sign, typically comprising a liquid crystal diode (LCD), light-emitting diode (LED), plasma, or other digital illuminated display that contains one or more messages. An Electronic Message Sign is different from an illuminated sign in that the illumination of the display creates the message, rather than an internal or external light source illuminating the message. See Figure below (Electronic Message Sign).

~~ATTACHED TO BUILDING TOWNSHIP ZONING ORDINANCE 2007~~



Freestanding Sign. A permanent sign that is self-supporting in a fixed location and not attached to a building. A freestanding sign can be connected or attached to a sign structure,

fence, or wall that is not an integral part of a building. Freestanding signs include, but are not limited to, monument signs, pole signs, or pylon signs. See Figure below (Freestanding Sign).



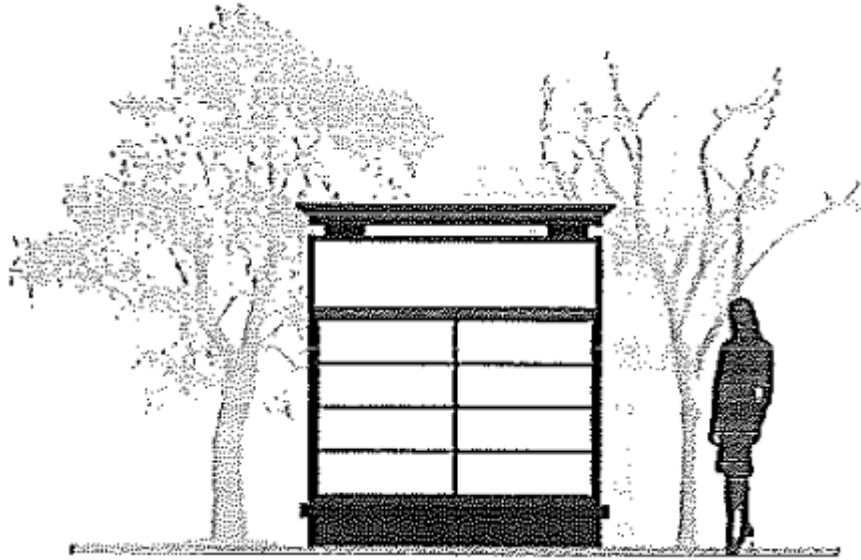
Gross Surface Area. The entire area within a single continuous perimeter enclosing the extreme limits of such sign. However, such perimeter shall not include any structural or framing elements lying outside the limits of such sign.

Human Sign. A sign held by or attached to a human for the purposes of advertising or otherwise drawing attention to an individual, business, commodity, service or product. This includes a person dressed in costume for the purpose of advertising or drawing attention to an individual, business, commodity, service or product.

Illuminated Sign. A sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign; includes signs made from neon or other gas tube(s) that are bent to form letters, symbols, or other shapes. An illuminated sign excludes electronic message signs, which are separately defined.

Incidental Sign. A small nonelectric information sign, two (2) square feet or less in area, which pertains to goods, products, services or facilities which are available on the premises where the sign occurs and is intended primarily for the convenience of the public while on those premises.

Monument Sign. A freestanding sign that is detached from a building and having a support structure that is a solid-appearing base constructed of a permanent material, such as concrete block or brick. See Figure below (Monument Sign).



Nonconforming Sign. A sign lawfully erected that does not comply with the provisions of this Ordinance.

Off-Premises Sign. A sign advertising a land use or promoting a commercial or noncommercial message unrelated to the activity conducted on the lot, development or site where the sign is located; or a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing elsewhere than on the same lot or development where the sign is located. All off-premises signs are billboards.

On-Premises Sign. Signs accessory to commercial, industrial, or institutional activities, the purpose of which is to sell or index a product, service, or activity or to provide information regarding a commercial, industrial, or institutional facility. On-premises signs are located on the same lot, development or site as the advertised use. If a sign relates to an activity or use within a resort complex or commercial resort, a business subdivision or multifamily development, and that sign is placed within that same complex, resort, subdivision or development, such sign shall be considered an on-premises sign, even if the sign is on a different lot than the activity or use advertised by the sign.

Pennants. A flag or banner longer in the fly than in the hoist; *especially* one that tapers to a point designed to move in the wind.

Permanent Sign. A sign that is entirely constructed out of durable materials, is fixed in place, and is intended to exist for more than one-hundred twenty (120) days.

Secondary Sign. An additional sign permitted for Regional Impact Developments and Institutional Campuses.

Sign. Any identification, description, illustration, advertisement or device, illuminated or non-illuminated, which is visible to the general public and directs attention to a product,

service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise or any emblem, painting or plaque designed to advertise, identify or convey information. Except as otherwise provided in this Article, a sign shall include the structural and framing elements which do not form an integral part of the display.

Sign Face. That area or portion of a sign on which copy is intended to be placed.

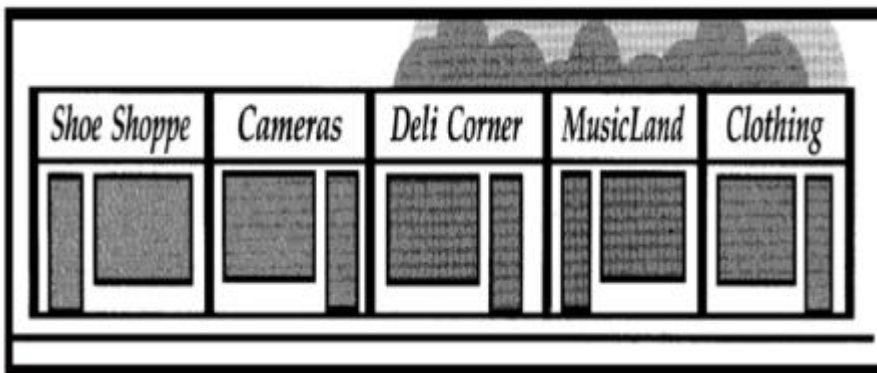
Sign Plaza. Signs consolidated and confined within a single frame or as a combination of sign panels.

Special Event Sign. A temporary sign that announces special events, including but not limited to, auctions, grand openings, new management, going out of business, and events sponsored by religious, charitable, or public service groups.

Spinners. A device designed to spin to catch ones attention with movement and or copy.

Temporary Sign. A structure or device used for the public display of visual messages or images, which is easily installed with or without common hand tools and which is not intended or suitable for long-term or permanent display, due to lightweight or flimsy construction materials.

Wall Sign. A sign attached to or erected against the wall of a building or structure with the exposed face of the Sign parallel to the plane of such wall. See Figure below (Wall Sign).



Window Sign. Any sign, picture, letter, character, or combination thereof, designed to communicate information placed upon and/or inside and/or within three (3') feet of a window for the purpose of being visible from the exterior of the window.”

SECTION II. REPEALER

Any existing ordinances or parts of ordinances in conflict with this Ordinance, to the extent of such conflict and no further, are hereby repealed.

SECTION III. SEVERABILITY

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this Ordinance is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of the Ordinance.

SECTION IV. ENACTMENT

This Ordinance shall be effective within five (5) days and shall remain in force until modified, amended or rescinded by Pocono Township, Monroe County, Pennsylvania.

ENACTED AND ADOPTED by the Board of Commissioners this _____ day of _____, 2021.

ATTEST:

**POCONO TOWNSHIP BOARD OF
COMMISSIONERS**

TAYLOR MUNOZ
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners