



POCONO TOWNSHIP COMMISSIONERS
AGENDA

March 15, 2021 | 7:00 p.m.

ZOOM Dial-In #: 646-558-8656
Meeting ID: 945 0165 4791
Passcode: 618373

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

- Pocono Township will hold its annual Spring Cleanup from Thursday, April 30 through Saturday, May 1, 2021. Proof of Township residency is required. Residents can bring their difficult-to-dispose-of items to the Township building between 7:30 a.m. and 3:00 p.m. each day. Disposal fees begin at \$5.00 for a carload and \$10.00 for a pick-up truck load, with higher fees depending on size of vehicle or trailer load. Electronics are collected at no charge. Please note that this public service is offered for residential users only. If you have any questions, please call the Township office directly at 570-629-1922.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Hearings

- Ordinance 2021-02 – Amendment to Pocono Township’s Transient Dwelling Use (TDU)
 - Motion to open public hearing for consideration of amending certain provisions of Chapter 302 of the Pocono Township Code of Ordinances, Transient Dwelling Use of Single-Family Dwellings. **(Action Item)**
 - Motion to close public hearing. **(Action Item)**
 - Motion to amend Chapter 302 of the Pocono Township Code of Ordinances, Transient Dwelling Use of Single-Family Dwellings, limiting overnight occupancy of short-term rentals to

no more than 14 individuals and further clarifying the license revocation provision for repeat violations. **(Action Item)**

- Ordinance 2021-03 – Amendment to the Pocono Township Sign Ordinance
 - Motion to open public hearing for consideration of an amendment to 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. **(Action Item)**
 - Motion to close public hearing. **(Action Item)**
 - Motion to amend 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. **(Action Item)**

Presentations

- PFM Financial Advisors – Zach Williard & Ben Kapenstein. Update regarding RFP for Sewer Revenue Note Proposals.

Resolutions

- Resolution 2021-04 – Motion to grant a two-year extension of time from April 3, 2022 for completion of the remaining portion of a private access road as shown on the approved Margaret and Christopher Kinsley Minor Subdivision Plan. **(Action Item)**

OLD BUSINESS

- Motion to approve the minutes of the March 1, 2021 regular meeting of the Board of Commissioners. **(Action Item)**

NEW BUSINESS

1. Personnel

- Motion to hire Matthew Bonham, Brandon Buchan, Ethan Reese, Frank Anico and Dustin Stevens as 2021 seasonal park workers at a rate of \$12.00 per hour, as provided for in the 2021 Township budget. **(Action Item)**
- Motion to re-hire Kevin Daher as the seasonal Park Lead at a rate of \$18.00 per hour, as provided for in the 2021 Township budget. **(Action Item)**
- Motion to re-hire Jack Manuel for a seasonal position at a rate of \$17.00 per hour. **(Action Item)**

2. Financial Transactions

- a. Motion to ratify vouchers payable received through March 11, 2021 in the amount of \$109,849.64. **(Action Item)**
- b. Ratify gross payroll for pay periods ending February 21, 2021 in the amount of \$109,081.90 **(Action Item)**
- c. Motion to approve vouchers payable received through March 11, 2021 in the amount of \$184,003.79. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through March 11, 2021 in the amount of \$118,624.29. **(Action Item)**
- e. Motion to approve sewer construction fund expenditures through March 11, 2021 in the amount of \$388.75. **(Action Item)**
- f. Motion to approve capital reserve fund expenditures through March 11, 2021 in the amount of \$436.50. **(Action Item)**

3. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- Motion to waive Mountain View Park pavilion and Heritage Center rental fees for Girls on the Run for two meetings per week for the months of April and May 2021. **(Action Item)**
- Motion to waive Mountain View Park Pavilion 3 rental fees for Boy Scout Troop 85's Summer Court of Honor Picnic on Sunday, August 8, 2021. **(Action Item)**
- Update – Fish Hill Road Right-of-Way and drainage culvert issues

Commissioner Comments

Jerrod Belvin – Vice President

- COVID-19/Emergency Management Update
- FEMA Flood Mitigation grant application
- Monroe County Hazard Mitigation Plan Update
- Motion to grant permission to Sanofi Pasteur, Inc. to designate the Pocono Township public meeting room as an off-site Emergency Operations Center, should an emergency occur at their facility that would require site evacuation and render their emergency operations facilities inoperable. **(Action Item)**

Ellen Gndt – Commissioner

Jerry Lastowski – Commissioner

- Pocono Jackson Joint Water Authority (PJJWA) Update

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects report
- Active bid advertisements for Township Cleanup Days and material purchases
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well at MVP

Administration – Manager's Report

- Motion to authorize the Township Manager to proceed with submitting a mini-grant application to the Pocono Forests & Waters Grant Program for an amount not to exceed \$10,000 for the purpose of developing public access to The Old Learn Farm parcel on Learn Road, including installation of a parking area and trail development. **(Action Item)**
- Next steps regarding dangerous structure located at 17 Summit Drive in Pocono Manor
- Update – Appraisal of 114 Alger Avenue
- Update – Pending grant applications for the Township's LSA, Multimodal & Recreation Grant submissions

- Discussion regarding the Wine Press Inn owner's interest in the purchase of the adjoining Township parcel on Bartonsville Avenue – No update
- Evaluation of Township's Wireless Carrier – Verizon vs. FirstNet (ATT) – No update
- Regional HSPS Comprehensive Plan – No update.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin
- Archer Lane Drainage Issues
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Setting up an onsite meeting with PennDOT

Township Solicitor Report

- Motion to approve the Assignment Agreement between Pocono Township and the Pocono Heritage Land Trust (PHLT) designating PHLT as the Holder of the Conservation Easement and Pocono Township as the Qualified Beneficiary for the Learn Conservation Easement, Monroe County tax parcel number 12.8.2.79. **(Action Item)**
- Discussion regarding I-80 parcel easement request – Jonathan Weber **(Possible Action Item)**
- Update – Gravatts Way Court Injunction
- Update – Kelly Family Trust
- Zoning Hearing Board Update
 - Appeal of Ryan Possinger
 - Butz Lane STR

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

Board will adjourn into Executive Session for the purpose of discussing litigation and personnel issues.

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2021-02

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE
COUNTY AMENDING THE POCONO TOWNSHIP CODE OF
ORDINANCES, BY AMENDING CERTAIN PROVISIONS OF CHAPTER
302, TRANSIENT DWELLING USE OF SINGLE-FAMILY DWELLINGS,
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 302, Transient Dwelling Use Of Single-Family Dwellings.

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. The seventh sentence of the first paragraph of §302-6, Licensing, is hereby deleted and replaced as follows:

“TDU licenses are nontransferable.”

- B. §302-6, Licensing, Subsection A(10) is hereby deleted and replaced as follows:

“(10) Overnight occupancy of a TDU shall be limited to no more than two (2) persons per bedroom plus four (4) additional persons per TDU or a maximum of fourteen (14) occupants per TDU, whichever is less. The maximum number of day guests allowed at any one time, in addition to the overnight occupants, shall not exceed 75% of the maximum overnight occupancy of the TDU.”

- C. The fourth sentence of §302-6, Licensing, Subsection A(13) is hereby deleted and replaced as follows:

“If a sewage system malfunction occurs, TDU of the dwelling unit shall be discontinued until the malfunction is corrected in accordance with the Township and Pennsylvania Department of Environmental Protection requirements.”

- D. The fourth sentence of §302-7, License Fee, is hereby deleted and replaced as follows:

“License fees are set forth in the Township Fee Schedule which may change from time to time.”

E. §302-13, Violations and Penalties, Subsection B is hereby deleted and replaced as follows:

“B. In addition to, but not in limitation of, the provisions of this section, the Zoning Officer or Code Official may either revoke, or deny an application to renew, a TDU license, for failure to comply with the TDU license, the provisions of this Chapter or to provide accurate information on the TDU license application. The TDU license will be revoked, or application to renew denied, for a period of one (1) year for two (2) uncured or repeated violations of this Chapter. The Zoning Officer or Code Official shall issue, in writing, a notice of revocation or denial to the owner.”

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

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2021-03

**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	I
2 square feet	8 square feet	8 square feet	6 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, 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:

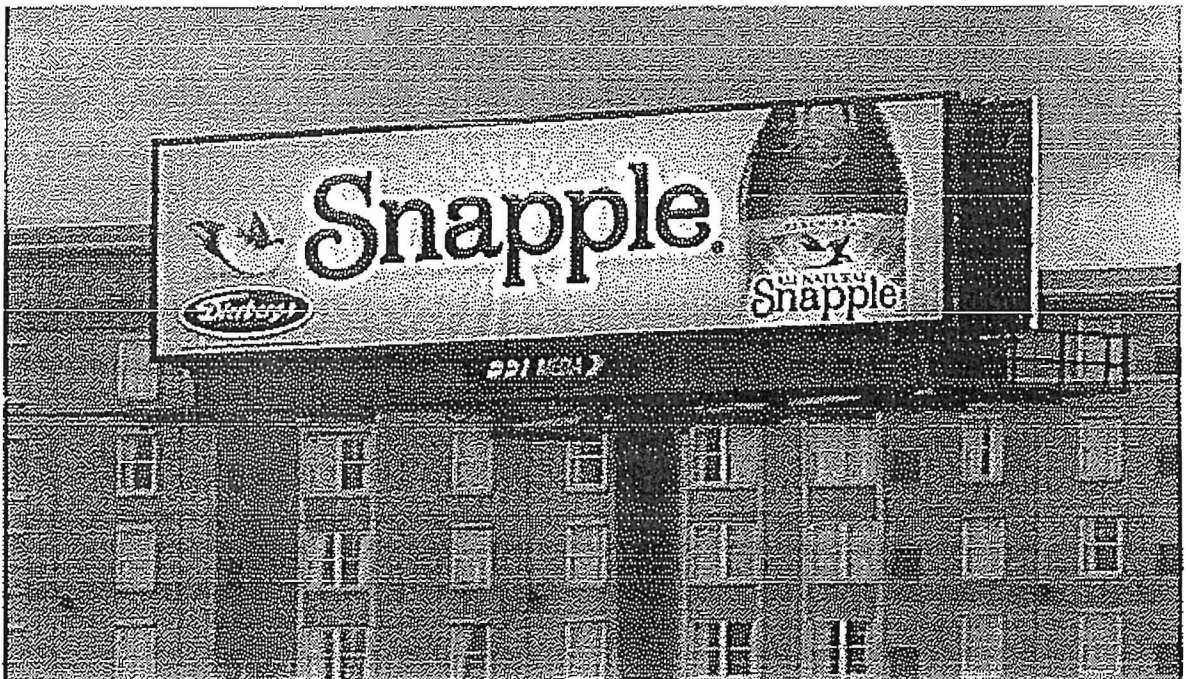
Banner. A strip or piece of cloth on which a sign is painted, printed or embossed.

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.

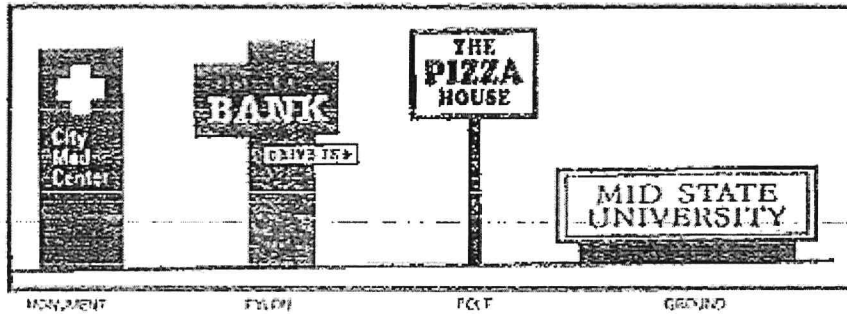
Electronic Message Sign. An electronic sign, typically comprising a liquid crystal diode (LCD), light-emitting diode (LED), plasma, or other digital illuminated display that contains one or more messages. An Electronic Message Sign is different from an illuminated sign in that the illumination of the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

ATTACH TO FUTURE TOWNSHIP ZONING ORDINANCE 200



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).



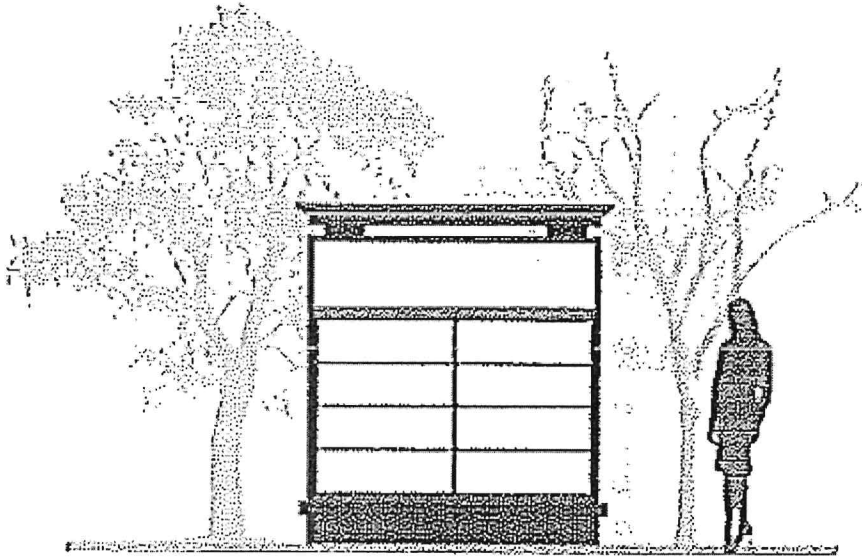
Gross Surface Area. The entire area within a single continuous perimeter enclosing the extreme limits of such sign. However, such perimeter shall not include any structural or framing elements lying outside the limits of such sign.

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.

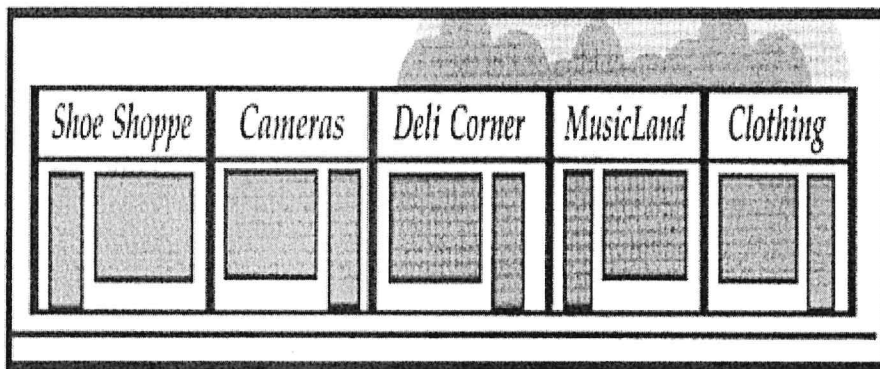
Sign Plaza. Signs consolidated and confined within a single frame or as a combination of sign panels.

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 one's 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



Engineering & General Construction, LLC

January 29, 2021

Pocono Township
Attention: Mr. Taylor Munoz
112 Township Drive
Tannersville, PA 18372

**Project: Kinsley Minor Residential Subdivision
Time Extension**

Dear Mr. Munoz,

On behalf of our applicant, Margaret & Christopher Kinsley, we are asking for the Board of Supervisors to grant an additional time extension in accordance with the Municipalities Planning Code to install all required improvements associated with the Kinsley Minor Residential Subdivision within 5 years from the approval of the Plans. We are requesting a time extension for an additional 5 years. Plans were approved by Pocono Township and recorded at the Monroe County Courthouse on June 21, 2017. The improvements are for the installation of a detention pond and private access road. Currently, the detention basin and a portion of the private access road has been installed.

If you have any questions, you can contact me at (570) 236-7058.

Sincerely,

A handwritten signature in black ink, appearing to read 'Deanna L. Schmoyer' with a stylized flourish at the end.

Deanna L. Schmoyer, P.E.
Project Manager

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2021-04

A RESOLUTION GRANTING AN EXTENSION OF TIME TO COMPLETE THE IMPROVEMENTS ASSOCIATED WITH THE MARGARET & CHRISTOPHER KINSLEY MINOR SUBDIVISION PLAN

WHEREAS, the applicants, Margaret and Christopher Kinsley, previously submitted a plan application titled "Minor Residential Subdivision Plan, Margaret and Christopher Kinsley" (the "Plan"). The applicants proposed a three (3) lot subdivision of their existing property located on the western side of Cherry Lane (S.R. 1001) approximately 0.4 miles north of the intersection with Abeel Road. The property is located in the R-1, Low Density Zoning District; and

WHEREAS, on April 3, 2017, the Pocono Township Board of Commissioners enacted Resolution No. 2017-09 which granted conditional approval of the Plan; and

WHEREAS, the Plan was recorded in the Monroe County Recorder of Deeds Office on June 21, 2017 in Book 89, Pages 92-100; and

WHEREAS, the Plan requires the installation of certain improvements, including a private access road; and

WHEREAS, the applicants are unable to install all of the improvements required pursuant to Resolution No. 2017-09 within five (5) years of the Plan approval granted by the Board of Commissioners; and

WHEREAS, the applicants are seeking an extension of time to install the remaining portion of the private access road.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicants, Margaret and Christopher Kinsley, shall have an additional period of two (2) years from April 3, 2022 to complete the remaining portion of the private access road as shown on the approved Plan.

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

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Taylor Munoz
Title: Township Manager

By: _____
Print Name: Richard Wielebinski
Title: President

**Pocono Township Board of Commissioners
Regular Meeting Minutes
March 1, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held remotely on March 1, 2021 via video and teleconference and was opened by President Rich Wielebinski at 7:05 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; Taylor Muñoz, Township Manager; Shawn McGlynn, Township Zoning Officer, Bob Sargent, Roadmaster; Rodney Smith, Township IT servicer; and Krisann Wean, Administrative Assistant.

Public Comments – No public comment.

Announcements

- Pocono Township will hold its annual Spring Cleanup from Thursday, April 30 through Saturday, May 1, 2021. Proof of Township residency is required. Residents can bring their difficult-to-dispose-of items to the Township building between 7:30 a.m. and 3:00 p.m. each day. Disposal fees begin at \$5.00 for a carload and \$10.00 for a pick-up truck load, with higher fees depending on size of vehicle or trailer load. Electronics are collected at no charge. Please note that this public service is offered for residential users only. If you have any questions, please call the Township office directly at 570-629-1922.
- 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.

Hearings – No hearings.

Presentations – No presentations.

Resolutions – No resolutions.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the February 16, 2021 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 February 25, 2021 in the amount of \$112,029.96. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to ratify gross payroll for pay period ending February 21, 2021 in the amount of \$104,528.87. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve vouchers payable received through February 25, 2021 in the amount of \$69,907.01. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer operating fund expenditures through February 25, 2021 in the amount of \$9,373.04. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve capital reserve fund expenditures through February 25, 2021 in the amount of \$10,742.69. All in favor. Motion carried.

3. Travel/Training Authorizations – No travel/training authorizations.

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by J. Belvin, to provide a letter of support to the PA Department of Conservation & Natural Resources in support of the Pocono Heritage Land Trust and their purchase of the Fritz Parcel, which will provide passive recreation opportunities for area residents. All in favor. Motion carried.

- R. Wielebinski expressed concerns about the stability and cost of Township computer file servers, including weather-related events and power surges that have caused them to crash in the past. The Township currently uses Site2 as an off-site backup service. The Township reached out to Egnyte, a cloud-based server company, to provide virtual servers that will replace the physical servers located at the Township. Egnyte's services would allow the Township to eliminate all of servers except one in the police station and one log-in server in the Township building. The services of Site2 would no longer be needed.

R. Wielebinski made a motion, seconded by J. Belvin, to enter a one-year contract subscription with Egnyte to provide virtual servers for both the Township administration and Township Police Department for a contracted price of \$10,020.00. T. Muñoz stated Egnyte has their own third-party backup and at least three versions of all data would be stored between Egnyte and their third-party. They provide services to many clients across the country. Overall cost savings was also discussed. Rodney Smith, Township IT, looked at other potential solutions for the Township and found them to be cumbersome. He spoke of Egnyte's user-friendly software and how it integrates well with the Township's active directory. The police will need to remote-in from their vehicles to the station for Alert only, which will eventually move to a web-based platform. There will be no connection issues from wherever they connect. T. Muñoz said if there is proprietary information, there will be a digital trail for every file accessed showing history and remote access would be more secure. E. Gndt inquired about customer service references and where their server farm resides. R. Smith indicated Egnyte probably uses Amazon web services for their storage as many companies do. All in favor. Motion carried.

- Update – Fish Hill Road Right-of-Way and drainage culvert issues – T. Muñoz indicated Teresa Manuel, HOA President, is willing to work with the Township and R. Sargent is going to put her in contact with J. Tresslar and L. DeVito to make any arrangements needed.

R. Wielebinski made a motion, seconded by J. Belvin, to have R. Sargent and J. Tresslar work with Ms. Manuel, HOA President, to secure ROW easement necessary to address drainage culvert issues along Fish Hill Road. E. Gndt asked for clarification for what issue is being referenced, and whether this issue was tabled at a prior meeting for further discussion. Stated problems like this exist throughout the Township and suggested a broader study and remediation of all drainage issues. T. Muñoz indicated many of these issues are brought to the Township's attention by residents as they arise. J. Lastowski spoke in favor of moving forward. Roll call: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

- A dump truck hit two traffic lights along Route 611 over the weekend and took out one of the traffic lights. The Township has an order in with Signal Services to replace or repair the light. Reached out to area businesses to see if any surveillance cameras caught the culprit.
- UGI – The closure of Route 314 is being extended until approximately the second week in March weather-permitting. J. Belvin thanked R. Sargent for coordinating a UGI training class that will help road crew, first responders, and neighboring municipalities.
- County Hazmat plan is updated every five years by the County Office of Emergency Management. All Townships come together to update the flood protection, human, technological and natural disaster plans. The eight-month update process has started.
- Received mutual aid from other area fire departments to assist with the Birchwood Fire over the weekend. Complemented Corey Sayre, the Second Assistant Chief, who oversaw the scene. Shawn McGlynn, Township Zoning Officer, stated the buildings on the site are not secure from entry. A formal unsafe building notice was issued today under the Building Code due to the fire, which is like the action taken with the Pocono Manor fire. The Board can authorize the Township to seal the buildings if a response is not received from the property owner. He is looking for the Board to make a motion declaring the site dangerous and unsafe under the Pocono Township Code of Ordinances.

J. Belvin made a motion, seconded by J. Lastowski, to have Zoning move forward with a violation on the site under the Dangerous and Unsafe Building Ordinance. E. Gndt inquired whether the buildings were unsafe because of the fire or whether the conditions existed previously. S. McGlynn indicated the buildings have been unsafe for some time, and his priority would be to put this property forth to the Monroe County Land Bank to see if County funds can assist the Township in getting the site cleaned up. All in favor. Motion carried.

- R. Wielebinski inquired about the fuel truck and excavator that was required to fight the fire and how the invoicing for both would be handled. T. Muñoz noted the first thing would be to find out if the property has insurance and, if they do, the question would be whether it is best to go through the fire company to submit everything or the Township. The fire company has a company they use for billing who is going to bill the owners of Birchwood for costs incurred to put out the fire. If no insurance, it might make sense for us to do everything in the form of a lien. S. McGlynn suggested looking into the Fire Escrow Ordinance, Chapter 230. J. Belvin noted the fire company's billing people keep a percentage of the money. R. Wielebinski felt it would be more prudent for the Township to invoice the owners directly for costs incurred. E. Gndt felt it would be more efficient for the fire company's billing company to take a percentage than to have T. Muñoz spend time doing the billing. T. Muñoz will work with L. DeVito and S. McGlynn to develop a way to recoup the funds the Township and fire company incurred fighting the fire.

Ellen Gndt – Commissioner – No comment.

Jerry Lastowski – Commissioner

Inquired if it is legal for the Township to give money to nonprofits. L DeVito indicated it was legal.

J. Lastowski made a motion, seconded by R. Wielebinski, to donate \$100 in memory of Tom Bowditch to the American Legion Memorial Museum in Mt. Pocono. All in favor. Motion carried.

Keith Meeker – Commissioner – No comment.

Reports

Zoning – Provided directly to Commissioners.

Emergency Services

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

Public Works Report

- Current Public Works projects report – Road Crew has been plowing and cindering. Mobilizing to begin outdoor projects as long as weather holds.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – No report.
- Update – Well at MVP – No report.

Administration – Manager's Report

R. Wielebinski made a motion, seconded by J. Lastowski, to proceed with an appraisal of 114 Alger Avenue. All in favor. Motion carried.

- Discussion regarding the interest of the Wine Press Inn owner in the purchase of the adjoining Township parcel – Reached out to property owner and stated he would need to delineate what he is looking for before the Township considers putting property out to bid. Waiting for response from property owner.
- Ongoing action items and progress on Township issues:
 - Proceeding with executing the necessary paperwork for the leasing and purchase of equipment approved at last BOC meeting which includes lease of a new tractor with mower attachment, lease of a new bucket truck, and purchase of a five-ton asphalt roller.
 - Interviews for Mountain View Park seasonal workers – Received numerous applications and recommendations will be made at next BOC meeting.
 - Two more filing cabinets have been cleared from the Township office, with old variance files having been sorted, identified, and re-filed into existing property files. Commended K. Wean for time spent organizing paperwork.
 - Rates were shopped again with our energy supplier and we locked into a discount rate for another 24 months starting in October 2021. Energy prices are on the upswing and this will save the Township approximately \$950 over the two-year period.
- Monroe County Land Bank – Site visit and potential acquisition of 17 Summit Drive, Pocono Manor – Still assessing property and have not heard from property owner. L. DeVito indicated if the property is not remediated, the Township has the option to go to court to get permission to enter the property, do the work and then place a lien on the property. It is not clear what the cost would be and the Township does not have many options to remediate the property short of options that then make the Township solely responsible. Evaluation is ongoing.
- Evaluation of Township's Wireless Carrier – Verizon vs. FirstNet (ATT) – Continuing to evaluate our wireless coverage for the Township.
- Update – Pending grant applications for the Township's LSA, Multimodal & Recreation Grant submissions will be considered at the March meeting of the Commonwealth Financing Authority - CFA will meet in Harrisburg toward the middle of the month to make grant awards.
- Update – Regional HSPS Comprehensive Plan – No report.
- The Commissioners gave T. Muñoz authorization to move forward with planning a Township-wide Community Day in August.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin – Reached out to engineer for response to comment letter.
- Archer Lane Drainage Issues – No report.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Setting up an onsite meeting with PennDOT. PennDOT stated in their comments that the storage facility would need to

relocate their access because of the turn lane. Will be setting up a meeting to continue moving forward with that project.

Township Solicitor Report

- Discussion regarding I-80 parcel easement request – Jonathan Weber. Have not received a response from Mr. Weber's attorney yet. Looking to acquire documents referenced by the attorney in correspondence suggesting that the property Mr. Weber is interested in is entitled to an access easement. Will reach out to Mr. Weber for an updated report.
- Pocono Heritage Land Trust – The Learn Conservation Easement - Attorney for PHLT is Charlie Vogt. Charlie forwarded conservation easement to Leo, and Leo prepared an assignment agreement for Charlie's review. Looking for an action item at next BOC meeting to authorize the signing of our rights as the holder of the easement to Pocono Heritage Land Trust, with the Township listed as the beneficiary of the easement.
- Update – Gravatts Way Court Injunction - Petition for contempt has been filed with a \$12,000 fine requested. Filed a request for an expedited hearing. Waiting for the court to set a date.
- Update – Kelly Family Trust – On March 10, 2021, a conference call has been scheduled with the judge to set a trial date.
- Zoning Hearing Board Update
 - Appeal of Ryan Possinger – Conclusion set for March 30, 2021 at 5:00 p.m.
 - Butz Lane Short Term Rental Issue – L. DeVito has been authorized to attend and the hearing will be held on March 25, 2021.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gmandt, to adjourn the meeting at 8:23 p.m. All in favor. Motion carried.

Matthew Bonham's Resume



Interested?

☐☐☐

View candidate

Download

Matthew Bonham

Jack Of Most Trades

Albrightsville, PA 18210

matthewbonham20016_cwo@indeedemail.com

+15705797678

In my two years of employment I have come across many situations. My ability as a quick learner came in handy when faced with an obstacle. Knowing how to problem solve is a very good talent to have. Working for a handyman has taught me basic electric and plumbing along with some carpentry skills. Being punctual showed my employers I cared about my employment. It was not only a paycheck but an adventure. Having me on you team will prove to be a success.

Work Experience

Cashier

Onvo - Blakeslee, PA

November 2020 to February 2021

1. Clean bathrooms
2. Take out trash
3. Shovel and salt sidewalks
4. Check in deliveries from vendors
5. Put out fresh product
6. Ring up diesel customers (gfl, penndot, pocono dairy, etc)
7. Notifying the plow company when they need to come to plow and salt the parking lot
8. Make fresh coffee and hotdogs regularly

Food Prep/Dishwasher

Bella Mia Pizzeria - Albrightsville, PA

October 2019 to February 2020

- Washed dishes
- Swept and mopped the floor
- Trash removal
- General maintenance
- Food Prep.
- Deliveries

- **Mowing**
I have been mowing lawns for over 10 years. I have experience with all types of lawns, including large commercial lawns, residential lawns, and golf courses. I am a fast learner and can adapt to any situation. I am also a team player and can work well with others.
- **Packaging**
I have been packaging products for over 5 years. I have experience with all types of products, including food, clothing, and electronics. I am a fast learner and can adapt to any situation. I am also a team player and can work well with others.
- **Lawn Care**
I have been providing lawn care services for over 10 years. I have experience with all types of lawns, including large commercial lawns, residential lawns, and golf courses. I am a fast learner and can adapt to any situation. I am also a team player and can work well with others.
- **Construction**
I have been working in construction for over 10 years. I have experience with all types of construction, including residential, commercial, and industrial. I am a fast learner and can adapt to any situation. I am also a team player and can work well with others.
- **Mechanical Knowledge**
I have been working in mechanical for over 10 years. I have experience with all types of mechanical, including automotive, industrial, and marine. I am a fast learner and can adapt to any situation. I am also a team player and can work well with others.
- **Automotive knowledge**
I have been working in automotive for over 10 years. I have experience with all types of automotive, including cars, trucks, and motorcycles. I am a fast learner and can adapt to any situation. I am also a team player and can work well with others.

Brandon Buchan

Email: hkyplyr021@aim.com
Phone: +1 479-866-4430
Location: Stroudsburg, Pennsylvania

Experience

Owner-operator
Pinpoint Outdoors

Owner, Consulting Engineer
Pocono Mountain Outfitters
Mar 2018 - Present

East Coast Outdoors Tannery and Taxidermy

Lead Tiler
Apex Creations
Oct 2015 - Nov 2018
Build, tile and install dog wash station to all Pet Valu and
Pet Supermarket stores across the United States.

Camelback Mountain
Dec 2018 - Present

Education

Perkiomen Valley High School

Ethan Reese's Resume Interested?☐☐☐

View candidate

Download

Ethan Reese**Wildlife management**

Canadensis, PA

ethanreese59_chd@indeedemail.com

 Show phone number

1-937-903-5051

Willing to relocate: Anywhere

Work Experience**Caretaker Assistant**

Miami conservency district - Franklin, OH

April 2019 to Present

Mowing dams and levees

Weed eating dams and levees

Public relations

Property management

Store Associate

Anglers Bait and Tackle - Englewood, OH

February 2019 to September 2019

managed the store and organized the shop

counted bait and help customers with getting bait

worked on bows

worked cash register and lottery

help customers get what they need to catch fish or hunt the animal there after

Equipment Operator

J Squared Outdoor Living and Lighting - Centerville, OH

June 2018 to August 2018

Centerville, OH June 2018 - August 2018

• Hardscape

• Landscape

• Equipment Operator

- Fish management (2 years)
- Weedeater (5 years)
- Zero turn mower (4 years)
- Wildlife management (2 years)
- Aquaponics (2 years)
- Hardscape
- Lawn Care
- Groundskeeping
- Landscape Maintenance
- Public Relations
- Property Management

Certifications and Licenses

Driver's License

Upland bird care (6 years)

Present

cash register (6 months)

CPR Certification

Groups

boy scouts of america

June 2011 to Present

eagle scout

4 PM 3/3

Frank Anico

Kunkletown, PA
frankfanico3_pcj@indeedemail.com
7329482219

Authorized to work in the US for any employer

Work Experience

Certified Pesticide Applicator

For Shore Weed Control - Township of Brick, NJ
March 2012 to September 2020

Apply herbicide to control weed growth on customers property, Apply fertilizer, general vehicle and equipment maintenance

Education

Certificate in Welding

Ocean County Vocational-Technical School - Toms River, NJ
February 2018 to May 2018

High school diploma

Point Pleasant High School - Point Pleasant, NJ
September 1999 to June 2003

Skills

- Landscape Maintenance
- Lawn Care
- Mowing
- Pest Control

Certifications and Licenses

Commercial applicator license

May 2012 to October 2021

NJ Applicator license, currently getting my PA license thru reciprocity

Jobs on Facebook

Join or Log into Facebook

Job Application for Park Maintenance Staff at Pocono Township

Dustin Stevens

East Stroudsburg, Pennsylvania
(267) 245-4521

Send Email

RESPONSES

Do you have a valid driver's license?

Yes

EXPERIENCE

**Grounds Crew at Pocono Farms Country Club Association
Inc.**

Jul 2013 - Sep 2013

Delivery Person at Amazon.com

Nov 2020 - Feb 2021

delivery driver at Pocono ProFoods

Apr 2014 - Jul 2016

Fire Fighter at Fire fighter in the marshalls creek fire company

Groundskeeping at Good Shepard Rehabilitation Hospital

Email or Phone

Password

Forgot account?

150

Do you want to join Facebook?

62
63
64
65
66

Jobs on Facebook

Jobs on Facebook

Dec 2017 - Nov 2020

Sep 2016 - Feb 2020

Nov 2011 - Nov 2011

Landscaping at Pennsylvania College of Technology
2012 - 2013

Finished in 2012

Started in Jun 2020

Finished in 2012

Figure 2. (continued)

Locs

Ad

POCONO TOWNSHIP

Monday, March 15, 2021

SUMMARY

Ratify

General Fund	\$	109,549.89
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	184,003.79
TOTAL Sewer <u>OPERATING</u> Fund	\$	118,624.29
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	388.75
TOTAL Capital Reserve Fund	\$	436.50
Liquid Fuels	\$	-

Budget Adjustments

\$ -

Budget Appropriations

\$ -

Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, March 15, 2021

General Fund	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Payroll	03/12/2021	Check	Vendor	Memo	Amount
General Expenditures					
	03/02/2021	60690	PENTELEDATA	INTERNET SERVICE	\$ 317.09
	03/02/2021	60691	PENTELEDATA	INTERNET SERVICE	\$ 150.90
				TOTAL General Fund Bills	\$ 467.99
Sewer Operating Fund					
	03/02/2021	1839	PENTELEDATA	INTERNET SERVICE	\$ 299.75
					\$ 299.75
Sewer Construction Fund					
		Check	Vendor	Memo	Amount
Capital Reserve Fund					
		Check	Vendor	Memo	Amount
TOTAL Sewer Construction Fund					
					\$ -
TOTAL Capital Reserve Fund					
					\$ -
TOTAL General Fund					
					\$ 109,549.89
TOTAL Sewer Operating					
				Authorized by:	299.75
TOTAL Sewer Construction					
					-
Total Capital Reserve					
				Transferred by:	-
					\$ 109,849.64

POCONO TOWNSHIP CHECK LISTING

Monday, March 15, 2021

General Fund

Date	Check	Vendor	Memo	Amount
03/10/2021	60660	Access Office Technologies	March 2021 Phone Support	\$ 98.00
03/10/2021	60661	AFLAC	Supplemental insurance	\$ 488.42
03/10/2021	60662	American Legion Post 903	Honoring Tom Bowditch	\$ 100.00
03/10/2021	60663	AMERICAN UNITED LIFE INSURANCE CO.	GTL AND STD INSURANCE	\$ 2,914.35
03/10/2021	60664	ARGS Technology, LLC	IT SUPPORT	\$ 3,750.00
03/10/2021	60665	Bianchi Joe	UNIFORM ALLOWANCE	\$ 224.95
03/10/2021	60666	Blue Ridge Communications	PHONE SERVICE	\$ 398.86
03/10/2021	60667	Boucher & James, Inc.	ENGINEERING SERVICES	\$ 1,467.96
03/10/2021	60668	Brodhead Creek Regional Authority	SEWER AND WATER SERVICE	\$ 177.08
03/10/2021	60669	Cefali and Associates PC	Jan 2021 Services	\$ 510.00
03/10/2021	60670	CHELBUS CLEANING CO., INC.	March 2021 Cleaning	\$ 815.00
03/10/2021	60671	D'Amico's Auto Body Shop	VEHICLE TOWING	\$ 524.00
03/10/2021	60672	D.G. Nicholas Co.	PW SUPPLIES	\$ 1,735.41
03/10/2021	60673	D.G. Nicholas Co.	PW SUPPLIES	\$ 485.95
03/10/2021	60674	Davidheiser's Inc.	POLICE EQUIPMENT MAINTENANCE	\$ 136.00
03/10/2021	60675	DES	Feb 2021 TWP Recycling	\$ 24.00
03/10/2021	60676	Donna Kenderdine Reporting	12/21/20 Budget Ordinance Adoption	\$ 100.00
03/10/2021	60677	Eric A. Moses Co.	TRUCK SUPPLIES	\$ 171.50
03/10/2021	60678	J & B Auto	POLICE VEHICLE REPAIRS	\$ 313.69
03/10/2021	60679	Kimball Midwest	PW SUPPLIES	\$ 581.42
03/10/2021	60680	Koch 33 Auto	POLICE VEHICLE REPAIRS	\$ 1,109.16
03/10/2021	60681	Kuehner, Raymond	UNIFORM ALLOWANCE	\$ 89.98
03/10/2021	60682	Locust Ridge Quarry	ROAD MATERIALS	\$ 9,751.84
03/10/2021	60683	Marshall Machinery	EQUIPMENT REPAIR	\$ 140.81
03/10/2021	60684	Medico Construction Equipment Inc.	EQUIPMENT REPAIR	\$ 56.00
03/10/2021	60685	Mid-Atlantic ADR	PW EQUIPMENT	\$ 2,700.00

03/10/2021	60686	Monroe County Control Center	CONTROL CENTER SERVICE	\$	14,882.43
03/10/2021	60687	Monroe County Treasurers Office	TAX BILLS	\$	2,902.74
03/10/2021	60688	Morton Salt	SNOW MATERIALS	\$	31,172.46
03/10/2021	60689	Motorola Solutions	POLICE MINOR EQUIPMENT	\$	7,746.70
03/10/2021	60692	MRM Worker's Compensation Pooled Trust	WORKERS COMP PREMIUM	\$	11,382.30
03/10/2021	60693	Nivert Metal Supply	PW SUPPLIES	\$	59.95
03/10/2021	60694	Personnel Concepts	PA & Federal Labor Law Notices	\$	50.80
03/10/2021	60695	PMHIC	April 2021	\$	71,681.11
03/10/2021	60696	PPL Electric Utilities	ELECTRIC SERVICE	\$	107.15
03/10/2021	60697	Praxair Dist Mid-Atlantic	PW SUPPLIES	\$	31.21
03/10/2021	60698	PSATS	Flagger Training	\$	550.00
03/10/2021	60699	Road Runner Food Mart	VEHICLE FUEL	\$	82.75
03/10/2021	60700	Sirchie Acquisition Company, LLC	POLICE EQUIPMENT MAINTENANCE	\$	225.82
03/10/2021	60701	Site2	DATA BACKUP	\$	1,200.00
03/10/2021	60702	Stadium International Trucks	PW EQUIPMENT REPAIR	\$	6,931.92
03/10/2021	60703	State Workers Insurance Fund	FIRE DEP WORKERS COMP INSURANCE	\$	1,693.00
03/10/2021	60704	Steele's Hardware	PW SUPPLIES	\$	98.88
03/10/2021	60705	Steele's Hardware	PW SUPPLIES	\$	209.99
03/10/2021	60706	Suburban Propane	VEHICLE FUEL	\$	1,559.74
03/10/2021	60707	Teamster Local 773 - Non-Uniform	UNION DUES	\$	838.00
03/10/2021	60708	Teamster Local 773 - Police	UNION DUES	\$	1,469.00
03/10/2021	60709	Tulpehocken Mountain Spring Water Inc	TW[WATER	\$	77.59
03/10/2021	60710	UNIFIRST Corporation	UNIFORMS AND MATS	\$	178.12
03/10/2021	60711	Wilson Products Compressed Gas Co.	PW SUPPLIES	\$	7.75
TOTAL General Fund				\$	184,003.79

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
3/10/2021	1840	BLUE RIDGE COMMUNICATIONS	PHONE SERVICE	\$ 127.08
3/10/2021	1841	Boucher & James, Inc.	ENGINEERING SERVICES	\$ 4,066.27
3/10/2021	1842	BRODHEAD CREEK REGIONAL AUTHORITY	SEWER TREATMENT	\$ 108,361.75
3/10/2021	1843	Emergency Systems Service Co.	CONTRACTED SERVICES	\$ 4,806.99
3/10/2021	1844	KEYSTONE ENGINEERING GROUP	ENGINEERING SERVICES	\$ 625.50

3/10/2021	1845	METROPOLITAN TELECOMMUNICATIONS	PHONE SERVICE	
3/10/2021	1846	PA One Call System, Inc	SEWER MAPING	\$ 87.32
3/10/2021	1847	Steele's Hardware	OPERATION SUPPLIES	\$ 7.21
3/10/2021	1848	SUBURBAN TESTING LABS	MONTHLY TESTING	\$ 8.97
TOTAL Sewer Operating				\$ 118,624.29

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
3/10/2021	673	BOUCHER & JAMES	ENGINEERING SERVICES	388.75
TOTAL Sewer Construction Fund				\$ 388.75

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
3/10/2021	1201	BOUCHER & JAMES	ENGINEERING SERVICES	436.5
TOTAL Capital Reserve Fund				\$ 436.50

ESSA

TOTAL General Fund	\$	184,003.79	
Sewer Operating	\$	118,624.29	
TOTAL Sewer Construction Fund	\$	388.75	Authorized by: _____
Capital Reserve	\$	436.50	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	303,453.33	Transferred by: _____

Heritage
Pavilion #4
March 15, 19 23, 26, 29
April & May Mon + Friday
Not Available May 21st

POCONO TOWNSHIP PARKS & RECREATION
Pavilion Rental Request

Mailing Address: 112 Township Dr., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville
Pocono Township: (570) 629-1922 • Park: (570) 629-7324 • poconopa.gov • parksandrec@poconopa.gov

REQUEST TO UTILIZE:

- ☐ Pavilion #1 (max. 150 ppl)
☐ Pavilion #2 (max. 75 ppl)
☐ Pavilion #3 (max. 200 ppl, includes stage)
☒ Pavilion #4 (max. 100 ppl)
☒ Heritage

For Office Use Only #4-April May
Facility Assigned: Heritage-March
Payment Received: Amount: _____
☐ Cash \$ _____ ☐ Check # _____

Jen Fisher 2/11/18 Girls on the Run
Name (person responsible) Date of Birth Event Name on Sign

Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.

Girls on the Run - organization
Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)

5788 Business Rte 209, Suite 103, Scio, Pa 18854
Physical Address (Street, City, State, Zip) Municipality/Township

- same -

Mailing Address (if different from above) (PO Box, City, State, Zip)

w/o March 22 - May 28 Sunday 4pm - 6pm (Park Hours 10am-8pm) 30
Event Date Event start & end time Expected guests (#)

Jen Fisher 570-656-79 jennifer.fisher@girlsontherun.org
Contact Name Contact Phone Contact Email

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM.
I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: _____

Kathia Kuege Board 3/8/2021
Signature Position with org/group Today's Date

Applications will be accepted after January 1st of the rental year

Pocono Township Resident Fees:

Private Party or Non-Profit (In Twsp)

- ☐ Mon, Tues, Wed, Thurs - \$50/day (any pavilion)
☐ Fri, Sat, Sun - \$100/day (any pavilion)

Non-Resident Fees:

Private Party, Corporations, Business, Non-Profit

Monday - Sunday

- ☐ Pavilion 2/4 - \$200/day
☐ Pavilion 1/3 - \$300/day

Pocono Township Representative, Official Signature and Title

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NFP Corporate Services (SE), Inc. 1901 Roxborough Rd., Ste. 300 Charlotte NC 28211	CONTACT NAME: Keturah Reed PHONE (A/C, No. Ext): 704-927-7129 E-MAIL ADDRESS: keturah.reed@nfp.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Philadelphia Indemnity Insurance Company		18058
INSURER B : Philadelphia Indemnity Insurance Company		18058
INSURER C : The Hanover American Insurance Company		36064
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:** 1677840641**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Abuse/Molestation ☒ Special Events GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:			PHPK2229053	2/1/2021	2/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			PHPK2229053	2/1/2021	2/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			PHUB753883	2/1/2021	2/1/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	WZ6H348782	8/18/2020	8/18/2021	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Participant Accident Medical			PHPA044462	9/24/2020	9/24/2021	Accident Medical \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is additional insured regarding general liability for the operations of the insured when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Pocono Township Municipal Building
112 Township Dr
Tannersville PA 18372

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Boy Scouts of America Troop 85

Chartered since 1941

January 19, 2021

Dear Pocono Township,

Boy Scout Troop 85 will be having our Troop Summer Court of Honor Picnic on Sunday, August 8, 2021 and would like to reserve Pavilion #3 at Mountain View Park for that day from 11 a.m. to 4 p.m.

We are a non-profit organization chartered by the Pocono Township Volunteer Fire Company in Tannersville.

Please waive the \$50 rental fee for our group since we are a non-profit organization.

Sincerely,
Margaret Kinsley
Troop 85 Committee Chairperson
570-656-2644

To: Taylor Muñoz,
Pocono Township Manager
112 Township Drive, Tannersville, Pa. 18372

From: Joseph S. Gilliland
Sr. Director HSE US
Swiftwater, Pa 18370

March 2nd 2021

Subject: Contingency location for Emergency Operations

Dear Mr. Muñoz;

Sanofi Pasteur Inc. in Swiftwater, Pa would like to request permission to utilize the Pocono Township conference room in the event of an emergency at our facility that would require site evacuation and render our emergency operations facilities inoperable. We do not anticipate an event like this to occur, but in our efforts to continually improve our emergency planning and operations, we have identified a need to have an agreement with an off-site location to be able to host our emergency operations team during an extreme site emergency. Our team has the ability to run virtually and would only require access to the room, internet, and a few power outlets for key individuals. We would bring all computers and items needed during the event. This would be for a very short duration until site operations could be restored or long-term arrangements could be made.

We appreciate your consideration of this request, and if approved would like a written response to put in our emergency response plan. Please feel free to reach out with any questions.

Thank you,

Joe Gilliland

Sr. Director, Health Safety Environment US
Sanofi Pasteur, 1 Discovery Drive Swiftwater, Pennsylvania 18370
Office 570-957-2205 | Cell: 570-580-5030 | Fax: 908-927-8650
joseph.gilliland@sanofi.com
Mail Drop: 49D30

Monroe County Tax Parcel # 12.8.2.79
Pocono Township

ASSIGNMENT AGREEMENT

THIS ASSIGNMENT AGREEMENT dated this _____ day of _____, 2021, by and between the Township of Pocono, Monroe County, Pennsylvania (“ASSIGNOR”) and the Pocono Heritage Land Trust (“ASSIGNEE”).

WITNESSETH:

WHEREAS, ASSIGNOR is the Holder of a certain Conservation Easement, dated December 7, 2010, by and between George A. Learn, Jr. and Olive S. Learn and ASSIGNOR for certain property as set forth in said Conservation Easement. Conservative Easement is recorded in the Monroe County Recorder of Deeds in Book 2380, Page 13; and

WHEREAS, pursuant to Section 1.07 of the Conservation Easement ASSIGNEE is the Qualified Beneficiary and is a Qualified Organization as defined therein; and

WHEREAS, Section 7.03 (a) permits ASSIGNOR, as Holder of the Conservation Easement, to assign its rights and delegate its duties under the Conservation Easement, in whole, to a Qualified Beneficiary; and

WHEREAS, ASSIGNEE has requested that ASSIGNOR assign to ASSIGNEE all of its rights, title, interest, obligations and duties to ASSIGNEE; and

WHEREAS, ASSIGNOR has agreed to assign the same; and

WHEREAS, ASSIGNEE has agreed to accept said assignment.

NOW, THEREFORE, ASSIGNOR and ASSIGNEE, for themselves and their respective successors and assigns, for and in consideration of the mutual covenants and promises set forth herein, and intending to be legally bound, hereby agree as follows:

1. All "WHEREAS" clauses are incorporated herein by reference as if fully set forth at length.

2. ASSIGNOR hereby assigns to ASSIGNEE and ASSIGNEE hereby accepts, all of ASSIGNOR's rights, title, interest, obligations and duties as the Holder pursuant to the Conservation Easement.

3. Upon execution of this Agreement, ASSIGNEE shall be the Holder under the Conservation Easement and ASSIGNOR shall become the Qualified Beneficiary.

4. In all other respects, the Conservation easement shall remain unchanged and in full force and effect.

5. This Agreement sets forth the certain understanding of the parties and shall be amended only in writing signed by the parties.

6. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Assignment Agreement as of the date and year above written.

Pocono Township, Monroe County, Pennsylvania

Secretary

By: _____
Richard Wielebinski, President

Witness:

Pennsylvania Heritage Land Trust

By: _____
Name:
Title:

COMMONWEALTH OF PENNSYLVANIA)
) SS:
COUNTY OF)

On this ____ day of _____, 2021, before me, the subscriber, a Notary Public in and for the said Commonwealth and County, personally appeared Richard Wielebinski, known to me (or satisfactorily proven) to be the person who signed his name to the within instrument, and who acknowledged himself to be the President of Pocono Township, Monroe County, Pennsylvania, and that he signed the foregoing instrument on behalf of Pocono Township, Monroe County, Pennsylvania, being authorized to do so, for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public
My Commission Expires:

COMMONWEALTH OF PENNSYLVANIA)
) SS:
COUNTY OF)

On this ____ day of _____, 2021, before me, the subscriber, a Notary Public in and for the said Commonwealth and County, personally appeared _____, known to me (or satisfactorily proven) to be the person who signed his name to the within instrument, and who acknowledged himself to be the _____ of Pennsylvania Heritage Land Trust, and that he signed the foregoing instrument on behalf of Pennsylvania Heritage Land Trust, being authorized to do so, for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public
My Commission Expires: