



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

April 19, 2021 | 7:00 p.m.

ZOOM Dial-In #: 646-558-8656

Meeting ID: 994 3288 5597

Passcode: 562365

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

- The Pocono Township Board of Commissioners held an executive session on Thursday, April 8 and prior to this meeting for the purpose of discussing the potential purchase of 114 Alger Avenue and personnel issues.
- Pocono Township will hold its annual Spring Cleanup from Thursday, April 29 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.
- Mark your calendars for Pocono Township's annual Community Day on Saturday, August 14 (with an August 15 rain date). We will have a variety of activities, exhibitors and food for the whole family, with fundraising opportunities to support our Fire Company and Library.
- 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 – None

Presentations – None

Resolutions

- Resolution 2021-08 – Motion to authorize Pocono Township to execute the necessary documentation for the Pennsylvania Department of Environmental Protection to extend the NPDES permit for the Quaker Ridge Estates Major Subdivision Plan. **(Action Item)**

OLD BUSINESS

- Motion to approve the minutes of the April 5, 2021 regular meeting of the Board of Commissioners. **(Action Item)**

NEW BUSINESS**1. Personnel****2. Financial Transactions**

- a. Motion to ratify vouchers payable received through April 15, 2021 in the amount of \$186,024.71. **(Action Item)**
 - b. Ratify gross payroll for pay periods ending April 4, 2021 in the amount of \$100,983.45 **(Action Item)**
 - c. Motion to approve vouchers payable received through April 15, 2021 in the amount of \$149,579.70. **(Action Item)**
 - d. Motion to approve sewer operating fund expenditures through April 15, 2021 in the amount of \$131,482.24. **(Action Item)**
 - e. Motion to approve capital reserve fund expenditures through April 15, 2021 in the amount of \$1,050.00. **(Action Item)**
 - f. Motion to approve Fire Tax disbursement of \$26,167.95 to the Pocono Township Volunteer Fire Company. **(Action Item)**
- Motion to transfer an amount not to exceed \$40,000 from the Public Works Capital Comprehensive line item to the Principal Leases and Interest on Leases line items. This transfer is for the purpose of the lease and equipment upfit for a 2021 Ford Explorer Interceptor to replace the Department's 2015 Ford Taurus Interceptor. **(Action Item)**

3. Travel/Training Authorizations – None**Report of the President**

Richard Wielebinski

- Motion to authorize the lease purchase of a 2021 Ford Explorer Interceptor "corporate car" to replace the 2015 Ford Taurus Interceptor that was deemed a total loss by the Township insurance company. **(Action Item)**
- Motion to award the 2021 Materials bids to the lowest bidder(s), per the bid opening of April 16, 2021. **(Action Item)**
- Motion to reduce the required construction escrow for the Trap Enterprises Route 611 Project, per the recommendation of the Township Engineer dated April 9, 2021, leaving a balance of \$1,163,570.43. **(Action Item)**
- Motion to waive Mountain View Park pavilion fees for Cub Scout Pack 85 for their annual family picnic on Sunday, June 6, 2021. **(Action Item)**
- Discussion and possible motion to authorize the Township to remit union dues to Teamsters Local 773 via electronic ACH transfer, rather than via check payments. **(Possible Action Item)**
- Discussion and regarding the Township's possible purchase of 114 Alger Avenue. **(Possible Action Item)**

- Recognition of the retirement of Pocono Township Police Patrolman Scott Kresge effective April 30, 2021, after 31 years of service to Pocono Township.

Commissioner Comments

Jerrod Belvin – Vice President

- COVID-19/Emergency Management Update
- FEMA Flood Mitigation grant application
- Monroe County Hazard Mitigation Plan Update

Ellen Grandt – Commissioner

Jerry Lastowski – Commissioner

- Discussion regarding UGI gas line concerns and update regarding timeline for resurfacing of S.R. 314.

Keith Meeker – Commissioner

Reports

Zoning

- Discussion and possible action regarding the need for regulation of food trucks and temporary sales in Pocono Township. **(Possible Action Item)**

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects report
- Active bid advertisement for Pocono Township's 2021 Paving Projects
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant

Administration – Manager's Report

- Open Items Update
 - Migration of Township file servers to Egnyte platform
- Update – TLC Park master site plan and work session
- Update – Public access to the Old Learn Farm property.
- 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 – Virtual meeting with PennDOT scheduled.

Township Solicitor Report

- Discussion regarding I-80 parcel easement request – Jonathan Weber (**Possible Action Item**)
- 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

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2021-08

**A RESOLUTION AUTHORIZING THE TOWNSHIP TO EXECUTE THE
NECESSARY DOCUMENTATION FOR THE PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION TO EXTEND THE
NPDES PERMIT FOR THE QUAKER RIDGE ESTATES MAJOR
SUBDIVISION PLAN**

WHEREAS, the applicant, Pocono Manor Investors, LP, is seeking to extend the NPDES Permit No. PAI024508002R issued by the Pennsylvania Department of Environmental Protection ("PADEP") for the Quaker Ridge Estates Major Subdivision Plan; and

WHEREAS, in order for the NPDES Permit to be extended, PADEP requires that Pocono Township execute certain documents related to the applicant's request for a permit extension;

WHEREAS, the applicant has requested that Pocono Township execute the necessary forms for the extension of its NPDES Permit.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania, that the President of the Board of Commissioners, on behalf of the Township, shall be authorized to execute the PADEP forms necessary for the applicant to apply for an extension of the NPDES Permit No. PAI024508002R.

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
April 5, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held remotely on April 5, 2021 via video and teleconference and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

Roll Call: E. Gndt, present; Jerrod Belvin, absent; 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; Bob Sargent, Roadmaster; and Krisann Wean, Administrative Assistant.

Public Comments – No public comment.

Announcements

- Pocono Township will hold its annual Spring Cleanup from Thursday, April 29 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.
- Mark your calendars for Pocono Township's annual Community Day on Saturday, August 14, 2021 (with an August 15 rain date). We will have a variety of activities, exhibitors, and food for the whole family, with fundraising opportunities to support our Fire Company and Library.
- 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

Resolution 2021-05

R. Wielebinski made a motion, seconded by K. Meeker, to approve the expenditure of \$135,184.00 for a 2019 Ford F-550 Bucket Truck and authorizing the execution of a lease purchase agreement with Bank Capital Services, DBA F.N.B. Equipment Finance. E. Gndt asked about interest rate for the lease. All in favor. Motion carried.

Resolution 2021-06

R. Wielebinski made a motion, seconded by K. Meeker, to approve the expenditure of \$142,953.66 for a 2021 Tiger Boom Mower and authorizing the execution of a lease purchase agreement with Bank Capital Services, DBA F.N.B. Equipment Finance. E. Gndt asked about interest rate for the lease. All in favor. Motion carried.

Resolution 2021-07

R. Wielebinski made a motion, seconded by K. Meeker, to approve the submission of a Community Conservation Partnerships Program grant application to the Pennsylvania Department of Conservation & Natural Resources (DCNR) for costs associated with proposed enhancements at TLC Park in an amount not to exceed \$250,000.00. T. Muñoz provided a summary of the grant application. E. Gndt stated she was not aware of the projects planned for the Park and that the Commissioners have not discussed those plans and expenditures collectively. R. Wielebinski and K. Meeker indicated their support for a work session to discuss TLC Park plans in more detail. All in favor. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the March 15, 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 E. Gndt, to ratify vouchers payable received through March 31, 2021 in the amount of \$115,933.64. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify gross payroll for pay period ending March 21, 2021 in the amount of \$102,048.37. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve vouchers payable received through March 31, 2021 in the amount of \$250,371.63. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer operating fund expenditures through March 11, 2021 in the amount of \$21,779.29. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital reserve fund expenditures through March 31, 2021 in the amount of \$19,865.60. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Fire Tax disbursement of \$31,676.55 to the Pocono Township Volunteer Fire Company. All in favor. Motion carried.

3. Travel/Training Authorizations – No Travel/Training Authorizations.

Report of the President

Richard Wielebinski

- Motion to award Spring and Fall Cleanup bids to the lowest bidder, per the bid opening of April 2, 2021.

R. Wielebinski made a motion, seconded by E. Gndt, to award the Spring and Fall Cleanup bid to County Waste for a bid price of \$27.50 per cubic yard. All in favor. Motion carried.

Motion to approve a Story Walk for Pocono Township Library at Mountain View Park – Summer, 2021.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the installation of a Story Walk for Pocono Township Library at Mountain View Park (MVP) for Summer, 2021. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President – None.

Ellen Gndt – Commissioner

- Suggested the Township begin meeting in-person with the loosening of state restrictions.

E. Gndt made a motion to have the next Township meeting in person. Motion failed for lack of a second.

- E. Gndt asked for update on the PJJWA ownership transfer. T. Muñoz provided an update and indicated meetings have taken place. Stated there is a disconnect between the PJJWA board members and the professionals representing PJJWA. This has led to delays in the ownership transfer. R. Wielebinski suggested L. DeVito again speak with Todd Weitzmann, solicitor for Jackson Township, and set up a meeting to discuss how to move this process forward.
- E. Gndt asked about the replacement of the Mountain View Park well pump. R. Sargent indicated the warranty covered the pump cost but not the labor. E. Gndt inquired about whether the repair was covered under Township insurance and R. Sargent stated the Township cannot confirm how the pump failed. T. Muñoz indicated the cost of the repair falls under the Township's insurance deductible threshold. Also shared that the bath house is now open.

Jerry Lastowski – Commissioner

- The Commissioners received an email from a Township resident concerned about the discharge of firearms within the Township in close proximity to neighboring properties. T. Muñoz provided clarification about the specific property with concerns. J. Lastowski suggested L. DeVito and T. Muñoz do research, respond to the email and report back to the BOC whether the Township should pursue the issue further.
- J. Lastowski commended T. Muñoz for his work completing a Township-wide tri-fold newsletter and feels it will be used and appreciated by the community.

Keith Meeker – Commissioner – None.

Reports

Zoning – Report will be provided by end of week.

Emergency Services – Report was provided to Commissioners.

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects report – Taking all snow removal equipment off trucks. Beginning road repair projects. Completing pipe installation and base repairs on roads that are scheduled for repaving this year. Moving forward with maintenance of drainage facilities and putting a base in at TLC Park for planting of grass.
- Active bid advertisements for Township Cleanup Days and material purchases – Materials purchase bids will be opened Friday, April 16, 2021.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Waiting on DEP.
- Update – Well at MVP – Work is complete, and the bath house is open. Did a walkthrough with DEP last week. All levels are good, and everything tested fine. DEP requested a raw water tap be installed

for testing purposes. E. Gnadtt inquired about concerns with the water freezing and R. Sargent indicated there is an electric heater to hedge against any remaining freezing temperatures.

Administration – Manager's Report

- Open Items Update
 - Migration of Township file servers to Egnyte platform – Actively in process of migrating file servers to the Egnyte platform and should be done within the next week.
 - Grant application to Pocono Forests & Waters – J. Tresslar did analysis of the old Learn Farm property off Learn Road to determine best location for public access to the property. Three areas were discussed as parking areas for a trailhead. J. Tresslar identified obstacles with topography on Learn Road and Cherry Lane and discussed access off Joanne Court. The deadline for the grant submission is the end of April.
 - Township-wide mail newsletter in progress.
 - Securing remaining LSA monies from 2018 to purchase two Mobile Data Terminals (MDT) units for the Police – \$9,000 is left in an LSA grant that expires in June from funds that were received in 2018 for the purchase and upfitting of police vehicles. In the process of applying the remaining funds to purchase two new mobile data terminals (MDTs) from a different manufacturer.
 - Hiring for Mountain View Park staff – Received dozens of applications and are currently two staff members short. Three individuals were hired that are experienced and well mannered. Looking to hire two more individuals to complete staff for the season. Interviews are ongoing.
- Update – Appraisal of 114 Alger Avenue – Appraisal is almost complete and will be forwarded to the Board once received.
- Update – Pending grant applications for the Township's LSA, Multimodal & Recreation Grant submissions – Waiting on next meeting for DCED to render verdict on our grant applications.
- Discussion regarding the Wine Press Inn owner's interest in the purchase of the adjoining Township parcel on Bartonville Avenue – Received email indicating owner's continued interest in purchasing parcel. Owner provided an updated sketch plan which was forwarded to J. Tresslar for review.
- Evaluation of Township's Wireless Carrier – Verizon vs. FirstNet (ATT) – Final item being assessed is the quality of service in police vehicles and ensuring the units function as good as or better than current Verizon service.
- Regional HSPS Comprehensive Plan – No update.

Agenda Additions

- An application was received by RKR Hess on behalf of Vincent Trapasso for a lot-line adjustment. Requested Board approval to authorize J. Tresslar to move forward with the analysis required to move the application forward.

R. Wielebinski made a motion, seconded by K. Meeker, authorizing J. Tresslar to review Trapasso lot-line adjustment. No public comment. All in favor. Motion carried.

- Discussion regarding replacement of the Police Department's 2015 Ford Taurus, which was recently struck by another vehicle. An adjuster appraised the vehicle and will be issuing a check to the Township of approximately \$10,000. T. Muñoz stated that COVID relief monies coming in are flexible with supporting policing services, first responders and law enforcement and sees no issue in applying some of those funds to the purchase of a new vehicle if needed.

K. Meeker made a motion, seconded by J. Lastowski, to authorize moving forward with purchase of a new police vehicle. All in favor. Motion carried.

- E. Gnadtt asked about reception issues with ATT wireless coverage. She noted ATT does not have coverage in the Brookdale area and suggested the devices be tested in that area. T. Muñoz stated there are areas where ATT has coverage and Verizon does not, and vice versa. J. Lastowski stated he went from Verizon to ATT and was unable to make calls from his home and, after a few months,

switched back to Verizon. Decision will not be made unless the officers are comfortable with the coverage.

- T. Muñoz requested approval of a draft response to Jackson Township providing the Commissioners' feedback on their partnership proposal for HJP Park. This will continue to move the conversation forward regarding future shared responsibilities and operational costs for the Park. The Commissioners expressed agreement with the proposals presented.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin – Design engineer responded to all comments provided by Township engineer and complied with Township requests. The proposed fix for the drainage basin will have a positive impact in that area and reduce excess stormwater discharge. The church was advised the next step is to obtain a grading permit from the Zoning officer.
- Archer Lane Drainage Issues – Will review work that has been completed at Archer Lane to evaluate whether second swale is being installed appropriately. R. Wielebinski noted there is a culvert to the right of the driveway where water is spilling out onto the roadway and sked that J. Tresslar evaluate the issue.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Ball is in PennDOT's court to set up a virtual meeting.

Township Solicitor Report

- Discussion regarding I-80 parcel easement request – Jonathan Weber - Need further information as to the historic title issues with the property in question and J. Tresslar has been authorized to dig deeper to see how this parcel developed. J. Tresslar believes the parcel in question may have been part of a parcel that had frontage on Route 611 at the time.
- Update – Kelly Family Trust – Trial date is August 2, 2021.
- Zoning Hearing Board Update
 - Appeal of Ryan Possinger – Testimony has concluded, and briefs will be submitted to the ZHB within 60 days.
 - Butz Lane STR – Hearing is scheduled for April 27, 2021. Received a petition from approximately 50 surrounding homeowners in opposition of this short-term rental and T. Muñoz will check with the ambulance facility to see if it is available for a larger meeting. E. Gndt asked whether the fire company would have space for the hearing.

Public Comment – None.

Adjournment

R. Wielebinski made a motion, seconded by J. Lastowski, to adjourn the meeting at 8:46 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, April 19, 2021

SUMMARY

Ratify

General Fund	\$	103,978.32
Sewer Operating	\$	427.33
Sewer Construction	\$	21,324.86
Capital Reserve	\$	60,294.20

Bill List

TOTAL General Fund	\$	149,579.70
TOTAL Sewer <u>OPERATING</u> Fund	\$	131,482.24
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	1,050.00
Liquid Fuels	\$	-

Fire Tax Disbursement	\$	26,167.95
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<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

2021 Approved Budget Transfers

From: Sewer Operations		
To: Sewer Construction	\$	345,338.00
From: General Fund		
To: Capital Reserve	\$	843,365.74

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, April 19, 2021

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	04/09/2021	Check	Vendor	PAYROLL ENDING 4/4/21	\$ 100,983.45
				TOTAL PAYROLL	\$ 100,983.45
General Expenditures					
	Date	Check	Vendor	Memo	Amount
	4/6/2021	60783	Frederic Policastro	2021 Community Day Deposit	\$ 325.00
	4/6/2021	60784	JAR Entertainment LLC	Community Day 2021 -- Deposit	\$ 265.00
	4/6/2021	60785	Joshua Willson	2021 Community Day Deposit	\$ 350.00
	4/6/2021	60786	PENTELEDATA	TWP broadband service	\$ 467.98
	4/6/2021	60787	Staples Business Credit	TWP office supplies	\$ 1,116.38
	4/15/2021	60793	BLUE RIDGE	TWP PHONES	\$ 400.45
	4/15/2021	60838	VERIZON WIRELESS	POLICE IPADS	\$ 70.06
				TOTAL General Fund Bills	\$ 2,994.87
Sewer Operating Fund					
	Date	Check	Vendor	Memo	Amount
	4/6/2021	1861	PENTELEDATA	SEWER STATION BROADBAND SERVICE	\$ 299.75
	4/15/2021	1863	BLUE RIDGE	SEWER STATION PHONE SERVICE	\$ 127.58
					\$ 427.33
Sewer Construction Fund					
	Date	Check	Vendor	Memo	Amount
	04/08/2021	674	Onyx Valve	Pinch Valve assembly	\$ 21,324.86
				TOTAL Sewer Construction Fund	\$ 21,324.86
Capital Reserve Fund					
	Date	Check	Vendor	Memo	Amount
	04/06/2021	1205	FNB EQUIPMENT	BUCKET TRUCK LEASE	\$ 29,275.30
	04/06/2021	1206	FNB EQUIPMENT	BOOM MOWER LEASE	\$ 31,018.90
				TOTAL Capital Reserve Fund	\$ 60,294.20
TOTAL General Fund					
		\$	103,978.32		
TOTAL Sewer Operating					
		\$	427.33	Authorized by:	
TOTAL Sewer Construction					
		\$	21,324.86		
Total Capital Reserve					
		\$	60,294.20	Transferred by:	
		\$	186,024.71		

POCONO TOWNSHIP CHECK LISTING

Monday, April 19, 2021

General Fund

Date	Check	Vendor	Memo	Amount
4/15/2021	60789	Nationwide - 457	PAY 7 EE & ER CONT	\$ 3,891.55
4/15/2021	60790	ADP, LLC	Payroll Services	\$ 638.83
4/15/2021	60791	AFLAC	Supplemental Insurance	\$ 488.42
4/15/2021	60792	ARGS Technology, LLC	MARCH 2021 IT SERVICES	\$ 4,366.80
4/15/2021	60794	Brodhead Creek Regional Authority	TWP April 2021 Sewer	\$ 177.08
4/15/2021	60795	Broughal & DeVito, L.L.P.	File 3043-21 2021 Billing File	\$ 7,998.55
4/15/2021	60796	Cefali and Associates PC	Feb 2021 Treasury Services	\$ 362.50
4/15/2021	60797	CHELBUS CLEANING CO., INC.	April 2021 TWP, PW & Police Bldg Cleaning	\$ 815.00
4/15/2021	60798	DES	March 2021 TWP Recycling	\$ 30.00
4/15/2021	60799	Donna Kenderdine Reporting	3/30/2021 Appeal	\$ 391.75
4/15/2021	60800	E.M.Kutz, Inc.	PW Heavy Equip Supplies	\$ 2,153.34
4/15/2021	60801	Egnyte Inc.	Egnyte Platform	\$ 7,620.00
4/15/2021	60802	Foster & Foster, Inc.	Annual Admin Fee/Actuarial Valuation Reports/Act 205 Forms	\$ 1,300.00
4/15/2021	60803	Fuller Paper Company	Building supplies	\$ 205.30
4/15/2021	60804	Furino Mech Contracting & Furino Fuels	Fire Dep. Fuel Birchwood fire	\$ 778.52
4/15/2021	60805	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 14.50
4/15/2021	60806	Highway Equipment & Supply Co.	Belly Brooms Street Sweeper	\$ 1,575.00
4/15/2021	60807	Iannazzo, Marc	Uniform Shirts & Knife	\$ 149.00
4/15/2021	60808	Integra Business Center	License and computer workstations	\$ 3,178.70
4/15/2021	60809	J & B Auto	Police vehicle supplies	\$ 700.77
4/15/2021	60810	Jack Williams Tire Company, Inc.	Unit 88 Service	\$ 590.88
4/15/2021	60811	JDM Consultants, LLC	April 2021 Grant Consulting and Advocacy	\$ 2,000.00
4/15/2021	60812	Kimball Midwest	PW supplies	\$ 85.62
4/15/2021	60813	Mignosi, Timothy	Uniform allowance	\$ 194.97
4/15/2021	60814	MRM Worker's Compensation Pooled Trust	Workers Comp. Insurance	\$ 11,382.30
4/15/2021	60815	P & D Emergency Services	Unit 97 Totaled - Usable Equipment Pulled	\$ 301.70
4/15/2021	60816	Panko Reporting	1/27/21 Zoning Hearing Board	\$ 1,091.50

4/15/2021	60817	Patriot Workwear	Ballistic Vest	\$	966.00
4/15/2021	60818	PMHIC	May 2021 Health Insurance Premium	\$	66,989.77
4/15/2021	60819	Pocono Record	Feb/Mar 2021 Advertising	\$	2,191.90
4/15/2021	60820	Pocono Township	Petty Cash Replenishment	\$	217.52
4/15/2021	60821	Portland Contractors, Inc.	3/24, 26 & 29/21 MVP Well Shock/dechlorinate/DEP inspection	\$	680.00
4/15/2021	60822	PPL Electric Utilities	Electric service traffic signals & lights	\$	102.19
4/15/2021	60823	PPL Electric Utilities	TWP, Traffic & Park Lighting	\$	2,121.18
4/15/2021	60824	Praxair Dist Mid-Atlantic	PW supplies	\$	29.49
4/15/2021	60825	RagnaSoft, Inc.	Plant Police 1 Yr Sub	\$	1,225.00
4/15/2021	60826	Reliable Sign and Striping	TWP Road Signs	\$	1,150.00
4/15/2021	60827	Road Runner Food Mart	March 2021 Police Vehicle Fuel	\$	674.92
4/15/2021	60828	Shinetime Auto Wash & Lube	March 2021 Police Car Washes	\$	38.00
4/15/2021	60829	Site2	Mar 2021 IT Backup and Recovery Services	\$	1,222.00
4/15/2021	60830	State Workers Insurance Fund	Fire Dep. Workers comp ins.	\$	1,693.00
4/15/2021	60831	STTC Service Tire Truck Centers, INC.	PW heavy equip. maintenance	\$	890.84
4/15/2021	60832	Suburban Propane	Vehicle fuel	\$	9,278.98
4/15/2021	60833	Suburban Testing Labs	MVP Water Testing	\$	276.00
4/15/2021	60834	Tulpehocken Mountain Spring Water Inc	Water TWP	\$	83.89
4/15/2021	60835	ULINE	Park supplies	\$	185.00
4/15/2021	60836	UNIFIRST Corporation	PW Uniforms & TWP Mats	\$	677.82
4/15/2021	60837	Verizon Connect	GPS Service Police	\$	325.45
4/15/2021	60839	Wean, Krisann	Mileage reimbursement	\$	12.32
4/15/2021	60840	Wilson Products Compressed Gas Co.	PW Welding Supplies	\$	163.91
4/15/2021	60841	Witmer Public Safety Group	Ammunition	\$	393.06
4/15/2021	60842	Kyocera Document Solutions America, Inc.	TWP & Police Copiers	\$	366.56
4/15/2021	60843	Minuteman Press	Trifold Brochure Mailed	\$	3,396.32
04/15/2021	60844	Locust Ridge Quarry	Road materials	\$	1,746.00
TOTAL General Fund				\$	149,579.70

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
4/15/2021	1864	BRODHEAD CREEK REGIONAL AUTHORITY	April 2021 Sewer O&M	\$ 108,361.75
4/15/2021	1865	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 702.13

4/15/2021	1866	EEMA O&M Services Group, Inc.	April 2021 O&M	\$	5,889.00
4/15/2021	1867	Evoqua Water Technologies LLC	Bioxide	\$	2,310.00
4/15/2021	1868	KEYSTONE ENGINEERING GROUP	March 2021 Services	\$	695.00
4/15/2021	1869	PA One Call System, Inc	Sewer Mapping Services	\$	60.93
4/15/2021	1870	Pocono Management Associates LLC	3/8 - 3/28/2021 Sewer Consulting	\$	4,965.36
4/15/2021	1871	Pocono Township	Admin & PW Pay 4 thru 7 Reimb	\$	2,582.04
4/15/2021	1872	PPL Electric Utilities	Pump Station Lighting	\$	2,171.86
4/15/2021	1874	Utility Locator LLC	March & April 2021 Sewer Marking	\$	3,112.50
4/15/2021	1875	SUBURBAN TESTING LABS	Monthly NPDES	\$	533.20
4/15/2021	1876	BLUE RIDGE COMMUNICATIONS	Pump Station #5 Phone Service	\$	63.79
4/15/2021	1877	Verizon	Sewer SCADA Line	\$	34.68
TOTAL Sewer Operating				\$	131,482.24

Sewer Construction Fund

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

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
4/15/2021	1207	DHUY ENGINEERING	PW ROOF INFRARED TESTING	\$ 1,050.00

TOTAL Capital Reserve Fund \$ 1,050.00

Fire Tax Disbursement

Date	Check	Vendor	Memo	Amount
4/14/2021	1001	PTW VOLUNTEER FIRE DEP.	APRIL FIRE TAX DISTRIBUTION	\$ 15,989.95
4/15/2021	1002	PTW VOLUNTEER FIRE DEP.	APRIL FIRE TAX DISTRIBUTION	\$ 10,178.00
TOTAL Fire Tax				\$ 26,167.95

ESSA

General Fund

Sewer Operating

\$ 149,579.70

\$ 131,482.24

Sewer Construction Fund			Authorized by: _____
Capital Reserve	\$	-	
Fire Tax Disbursement	\$	1,050.00	
Liquid Fuels	\$	26,167.95	
TOTAL ESSA TRANSFER	\$	<u>-</u>	Transferred by: _____
	\$	<u>308,279.89</u>	



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY
INNOVATIVE ENGINEERING

Fountainville Professional Building
1456 Ferry Road, Building 500
Doylestown, PA 18901
215-345-9400
Fax 215-345-9401

2756 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0306

Mailing:
P.O. Box 699
Barlonsville, PA 18321

559 Main Street, Suite 230
Bethlehem, PA 18018
610-419-9407
Fax 610-419-9408

www.bjengineers.com

April 9, 2021

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

**SUBJECT: TRAP ENTERPRISES ROUTE 0611 PROJECT
CONSTRUCTION ESCROW RELEASE NO. 3
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. 1330275R**

Dear Commissioners:

Based upon our review of this request and construction inspections to date, we recommend that the Applicant be allowed to reduce its construction escrow by **EIGHTY-SIX THOUSAND SEVEN HUNDRED FIFTY-FOUR DOLLARS AND SEVENTY-SIX CENTS (\$86,754.76)**, which represents the amount of this release (\$285,682.69 work constructed and retainage in the amount of \$28,568.27 less previous payments of \$170,359.66) leaving a balance of \$1,163,570.43. A line-item tabulation for this release is attached for your files. Please note, authorization of this release should not be construed as Final Approval or Acceptance of the improvements installed to date.

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

Sincerely,

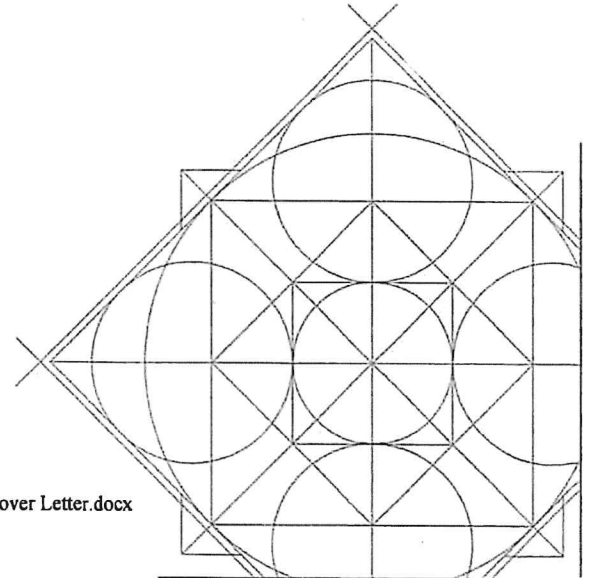
Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/mep/cg

Enclosure

cc: Taylor Munoz – Township Manager
Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Broughal & DeVito, LLP
Brian K. Winot, Trapasso & Winot Enterprises, LLC
Trapasso Enterprises, LLC – Property Owner
Chad Lello, P.E. – Pennoni Associates, Inc.
Melissa E. Prugar, P.E., Boucher & James, Inc.

S:\2013\1330275R\Documents\Correspondence\Escrow\Release No. 3\Escrow Release #3 Cover Letter.docx



CONSTRUCTION COST & QUANTITY ESTIMATE
 TRAPASSO ENTERPRISES ROUTE 0611 PROJECT
 PROJECT NO. 1330275R
 POCONO TOWNSHIP, MONROE COUNTY
 January 6, 2021
 AMOUNT ESCROWED

RELEASE NO: 3
 RELEASE DATE: April 9, 2021

\$1,420,684.85

ITEM	QUANTITY	UNIT	TOTAL COST	CURRENT RELEASE QUANTITY	CURRENT RELEASE COST	RELEASED TO DATE QUANTITY	RELEASED TO DATE COST	PERCENT COMPLETE
I. EROSION & SEDIMENT CONTROL								
A Construction Entrance	1 EA	\$	1,265.00	EA \$	-	1 EA \$	1,265.00	100%
B 32" Compost Filter Sock	340 LF	\$	17.10	LF \$	-	340 LF \$	5,814.00	100%
C 24" Compost Filter Sock	0 LF	\$	11.40	LF \$	-	LF \$	-	0%
D Compost Filter Sock Diversion	400 LF	\$	11.40	LF \$	-	LF \$	-	0%
E Slope Matting	10,000 SF	\$	0.12	SF \$	-	SF \$	-	0%
F Swale Restoration	255 LF	\$	16.45	LF \$	-	LF \$	-	0%
G Interceptor Swales	590 LF	\$	11.40	LF \$	-	LF \$	-	0%
H Pond Baffle	100 LF	\$	20.15	LF \$	-	LF \$	-	0%
I Inlet Protection	23 EA	\$	105.80	EA \$	740.60	7 EA \$	740.60	30%
SUBTOTAL ITEM I			\$ 28,208.15		\$ 740.60		\$ 7,819.60	
II. CLEARING AND GRUBBING								
A Stumping	6.00 AC	\$	4,715.00	3.0 AC \$	14,145.00	5.4 AC \$	25,461.00	90%
B Strip Topsoil	3,095 CY	\$	4.85	309 CY \$	1,498.65	2,476 CY \$	12,008.60	80%
SUBTOTAL ITEM II			\$ 43,300.75		\$ 15,643.65		\$ 37,469.60	
III. EXCAVATION								
A Mass Cut	4,950 CY	\$	4.60	275 CY \$	1,265.00	2,475 CY \$	11,385.00	50%
B Bulk Rock Blasting	5,086 CY	\$	15.00	CY \$	-	4,577 CY \$	68,655.00	90%
C Mass Fill	15,125 CY	\$	1.55	1,836.5 CY \$	2,846.58	7,562.5 CY \$	11,721.88	50%
D Rock Crushing	0 CY	\$	10.50	CY \$	-	CY \$	-	0%
E Export Excess Material	3,548 CY	\$	6.70	CY \$	-	1,540 CY \$	10,318.00	43%
F Fine Grade	192,678 SF	\$	0.14	SF \$	-	60,984 SF \$	8,537.76	32%
G Curb Excavation	2,681 LF	\$	3.65	LF \$	-	LF \$	-	0%
H Mountable Curb Excavation	155 LF	\$	3.00	LF \$	-	LF \$	-	0%
I Basin B Bottom Overexcavation (4')	0 SF	\$	1.20	SF \$	-	SF \$	-	0%
J Basin B Bottom Sand/Fabric (2')	0 SF	\$	2.60	SF \$	-	SF \$	-	0%
K Pond Bottom Soil Mixture Seeding	0 SF	\$	1.40	SF \$	-	SF \$	-	0%
L Respread Topsoil	534 CY	\$	26.00	CY \$	-	CY \$	-	0%
M Seeding	50,000 SF	\$	0.10	SF \$	-	SF \$	-	0%
SUBTOTAL ITEM III			\$ 5,000.00		\$ 4,111.58		\$ 110,617.64	
IV. RETAINING WALL								
A Pond Wall (Assume Boulders)	527 LF	\$	42.45	400 LF \$	16,980.00	400 LF \$	16,980.00	76%
B Retaining Wall 2	0 SF	\$	31.65	SF \$	-	SF \$	-	0%
SUBTOTAL ITEM IV			\$ 22,371.15		\$ 16,980.00		\$ 16,980.00	

CONSTRUCTION COST & QUANTITY ESTIMATE
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 AMOUNT ESCROWED

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ITEM		QUANTITY	UNIT	TOTAL COST	CURRENT RELEASE QUANTITY	COST	RELEASED TO DATE QUANTITY	COST	PERCENT COMPLETE
V. STORM SEWER									
A	Standard M Inlets	2 EA	\$	1,926.25	EA \$	-	EA \$	-	0%
B	Standard C Inlets	14 EA	\$	2,271.25	EA \$	-	EA \$	-	0%
C	Modified M Inlets	1 EA	\$	4,973.75	EA \$	-	EA \$	-	0%
D	Modified C Inlets	0 EA	\$	3,921.50	EA \$	-	EA \$	-	0%
E	Outlet Control Structure w/ Trash Racks	2 EA	\$	4,525.25	0.60 EA \$	2,715.15	0.60 EA \$	2,715.15	30%
F	60" Storm Manholes	2 EA	\$	4,554.00	0.10 EA \$	455.40	2 EA \$	9,108.00	100%
G	6x4 Box with Manhole Lid	0 EA	\$	5,652.25	EA \$	-	EA \$	-	0%
H	30" HDPE	674 LF	\$	73.60	441 LF \$	32,457.60	607 LF \$	44,675.20	90%
I	18" HDPE	103 LF	\$	39.40	LF \$	-	LF \$	-	0%
J	15" HDPE	1,175 LF	\$	36.25	LF \$	-	LF \$	-	0%
K	Flared Ends	2 EA	\$	414.00	EA \$	-	EA \$	-	0%
L	6" SDR-35	139 LF	\$	31.35	LF \$	-	LF \$	-	0%
M	Concrete Cradle Pipe	91 LF	\$	63.25	LF \$	-	LF \$	-	0%
N	Riprap Aprons	448 SF	\$	7.50	SF \$	-	SF \$	-	0%
O	Anti-Sleep Collars	2 EA	\$	362.25	EA \$	-	EA \$	-	0%
P	Underground Basin A-2	1 LS	\$	97,750.00	LS \$	-	LS \$	-	0%
SUBTOTAL ITEM V				\$	\$	35,628.15	\$	56,498.35	0%
VI. WATER SYSTEM									
A	Tie into Existing	0 EA	\$	1,880.25	EA \$	-	EA \$	-	0%
B	6" DIP	630 LF	\$	55.00	200 LF \$	11,000.00	200 LF \$	11,000.00	32%
C	Fire Hydrant	2 EA	\$	7,032.25	EA \$	-	EA \$	-	0%
D	6" Gate Valves	5 EA	\$	1,886.00	EA \$	-	EA \$	-	0%
E	Testing	1 LS	\$	460.00	LS \$	-	LS \$	-	0%
SUBTOTAL ITEM VI				\$	\$	11,000.00	\$	11,000.00	0%
VII. SANITARY									
A	8" SDR-35	585 LF	\$	38.50	200 LF \$	7,700.00	200 LF \$	7,700.00	34%
B	Manholes	2 EA	\$	4,485.00	EA \$	-	EA \$	-	0%
C	Tie into Existing	1 EA	\$	948.75	EA \$	-	EA \$	-	0%
SUBTOTAL ITEM VII				\$	\$	7,700.00	\$	7,700.00	0%

CONSTRUCTION COST & QUANTITY ESTIMATE
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VIII. ELECTRIC								
A Trench for Main Duct Bank	605 LF	\$	90.00 \$	LF \$	-	LF \$	-	0%
B Trench for Site Lighting	6,300 LF	\$	9.50 \$	LF \$	-	LF \$	-	0%
C Site Light Bases	18 EA	\$	557.75 \$	EA \$	-	EA \$	-	0%
SUBTOTAL ITEM VIII			124,339.50					
IX. CONCRETE								
A 18" Concrete Curb	2,681 LF	\$	14.65 \$	LF \$	-	LF \$	-	0%
B Mountable Curb	155 LF	\$	16.50 \$	LF \$	-	LF \$	-	0%
C Dumpster Pad	240 SF	\$	14.00 \$	SF \$	-	SF \$	-	0%
D Island Infill	180 SF	\$	6.95 \$	SF \$	-	SF \$	-	0%
SUBTOTAL ITEM IX			46,445.15					
X. STONE/PAVING								
A 6" 2A Modified	7,400 SY	\$	4.85 \$	SY \$	-	SY \$	-	0%
B 3" 25mm HMA Superpave	7,400 SY	\$	15.60 \$	SY \$	-	SY \$	-	0%
C 2.5" 19mm HMA Superpave	7,400 SY	\$	13.60 \$	SY \$	-	SY \$	-	0%
D 1.5" 9.5mm HMA Superpave	7,400 SY	\$	9.10 \$	SY \$	-	SY \$	-	0%
E Traffic Signs	24 EA	\$	258.75 \$	EA \$	-	EA \$	-	0%
F Line Painting	1 LS	\$	5,180.75 \$	LS \$	-	LS \$	-	0%
SUBTOTAL ITEM X			330,700.75					
XI. FENCE & GUIDERAIL								
A Dumpster Enclosures (Chainlink Only)	2 EA	\$	2,374.75 \$	EA \$	-	EA \$	-	0%
B 4" Chain Link Around Play Area	200 LF	\$	38.00 \$	LF \$	-	LF \$	-	0%
C Type 2W Guiderail	155 LF	\$	27.00 \$	LF \$	-	LF \$	-	0%
SUBTOTAL ITEM XI			16,534.50					
XII. LANDSCAPING								
A Trees and Shrubs per Plan	1 LS	\$	44,275.00 \$	LS \$	-	LS \$	-	0%
SUBTOTAL ITEM XII			44,275.00					

CONSTRUCTION COST & QUANTITY ESTIMATE
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 AMOUNT ESCROWED

RELEASE NO.: 3
 RELEASE DATE: April 9, 2021

* Line Item Quantity Adjusted

ITEM		QUANTITY	UNIT	COST	TOTAL COST	CURRENT RELEASE QUANTITY	COST	RELEASED TO DATE QUANTITY	COST	PERCENT COMPLETE
I. General Conditions										
Survey		1	LS	\$	17,250.00	\$	11,557.50	EA	\$	22%
Mobilization		1	LS	\$	9,550.00	\$	6,398.50	L.F.	\$	90%
SUBTOTAL ITEM XIII					\$	17,956.00			\$	
SUBTOTAL SITE ITEMS I-XIII:										
CONTINGENCY (10%)					\$	1,235,378.13	\$	91,803.98	\$	
INSPECTION AND ADMINISTRATION (5%)					\$	123,537.81	\$	-	\$	
TOTAL ESCROW					\$	61,768.91	\$	4,590.20	\$	
					\$	1,420,684.85	\$	96,394.17	\$	
					\$	1,235,378.13	\$	256,402.69	\$	
					\$	123,537.81	\$	16,459.87	\$	
					\$	61,768.91	\$	12,820.13	\$	
					\$	1,420,684.85	\$	285,682.69	\$	
TOTAL ORIGINAL FINANCIAL SECURITY										
TOTAL VALUE OF WORK CONSTRUCTED					\$	1,420,684.85				
LESS RETAINAGE (10%)					\$	285,682.69				
NET AMOUNT					\$	28,568.27				
					\$	257,114.42				
LESS AMOUNT PREVIOUSLY RELEASED					\$	170,359.66				
AMOUNT RECOMMENDED FOR RELEASE					\$	86,754.76				
AMOUNT REMAINING INCLUDING RETAINAGE					\$	1,163,570.43				

APPROVED

4/9/21
 DATE



To Whom It May Concern:

Cub Scout Pack #85 is scheduled to have our Annual Family Picnic on Sunday, June 6, 2021. This picnic is our final event before the start of summer activities. It is also when we recognize our scouts/dens/leaders for all of the achievements, work and accomplishments they have done.

We are asking Pocono Township to waive the fee for the pavilion for this event. We would greatly appreciate this kind gesture.

If you have any questions please feel free to contact Brock Butz - CubMaster @ 570-460-5047 or Jason Smith - Comm. Chair @ 570-977-8491.

August 10, 2020

Sr. Patrolman Scott M. Kresge
130 Kresge Lane
Stroudsburg, PA 18360
570-656-4213

Dear Chief Werkheiser and the Commissioners of Pocono Township,

With the retirement age reduced to 53 at the conclusion the commissioners meeting on 7/20/2020; I respectfully submit to the township and the chief that I will be retiring effective April 30, 2021. Out of respect for the township and the chief I am submitting my retirement date currently to give the township enough time to hire a replacement for the loss of my service. On the date of my retirement I will have served Pocono township for 31 years. I would like to take this time to thank the community, commissioners, and the chief for the opportunity to follow in my father's footsteps and have a lifelong career serving my community as a police officer.

Respectfully Yours,


Scott M. Kresge

Cc Chief Kent Werkheiser
Commissioner Richard Wielebinski
Commissioner Jerrod Belvin
Commissioner Ellen Gnad
Commissioner Jerry Lastowski
Commissioner Keith Meeker