POCONO TOWNSHIP COMMISSIONERS
AGENDA
April 6, 2020 7:00 p.m.

TELECONFERENCE DIAL-IN #: 408-418-9388

ACCESS CODE: 799 809 708

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

Since we are hosting a virtual meeting tonight, we ask that any residents making public comments 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

- All PennDOT construction projects in Monroe County are currently suspended. Updates regarding existing projects, including the Route 611 Reconstruction Project, will be provided when received from PennDOT.
- There will be an Executive Session following the meeting to discuss personnel issues.

Hearings – None

- Discussion regarding re-advertising and re-scheduling of hearings **(Possible Action Item)**

Presentations

- Pocono Township 1st Quarter Financial Report – Frank Cefali, Pocono Township Treasurer

Resolutions

- Resolution 2020-09 – Motion to approve Resolution 2020-09 authorizing the transfer of funds from the budget amount allocated to the intern's salary to the budget amount allocated to the township manager's salary **(Action Item)**

- Resolution 2020-10 – Motion to approve amending the Pocono Township fee schedule for Building, Subdivision, Land Development, Zoning, and Zoning Hearing Board fees, and other miscellaneous applications and permitting fees, repealing and replacing all prior fee resolutions **(Action Item)**

OLD BUSINESS

- Motion to approve the minutes of the April 6, 2020 regular meeting of the Board of Commissioners **(Action Item)**

NEW BUSINESS

1. **Personnel**

    a. Motion to approve MOU with Teamsters 773 to create position of Assistant Foreman on road crew at $1.00/hour, approve other items as agreed to in the MOU and authorize the position to be posted for one week **(Possible Action Item)**

2. **Ratification of COVID-19 Related Decisions & Expenditures per Declaration of Disaster Emergency (Action Items)**

    a. Extension of local Declaration of Disaster Emergency (4/13/20)
    b. Purchase of protective masks for employees - $979.00 (4/16/20)
    c. Purchase of COVID-19 emergency supplies:

4/9/2020	693752	CYPHERS	RED GRIP NIT	$ 139.00
4/9/2020	457614	STEELE'S	MISTBLOWER	$ 399.95
4/9/2020	457685	STEELE'S	MISTBLOWER	$ 399.95

3. **Financial Transactions**

    a. Motion to ratify vouchers payable received through April 16, 2020 in the amount of $2,092.36 **(Action Item)**
    b. Ratify gross payroll for pay period ending April 5, 2020 in the amount of $93,511.10 **(Action Item)**
    c. Motion to approve vouchers payable received through April 16, 2020 in the amount of $375,040.19 **(Action Item)**
    d. Motion to approve capital purchases through April 16, 2020 in the amount of $868.10 **(Action Item)**

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

Report of the President

Richard Wielebinski
- Discussion regarding Township Manager contract **(Possible Action Item)**
- Update – PJJWA Small Water & Sewer grant application
- Update - LED Speed Signs

Commissioner Comments

Jerrod Belvin – Vice President
- COVID-19 Update
- Motion to extend Declaration of Disaster Emergency **(Action Item)**

Ellen Gnandt – Commissioner
- Policy for Families First Coronavirus Response Act (FFCRA)
- Discussion regarding tentative date for opening of Township parks

Jerry Lastowski – Commissioner
- Update – Special allocation to fire company for costs incurred at Pocono Manor fire

Keith Meeker – Commissioner

Reports

Special Sewer Report

- Patrick Briegel to report on status of sewer system operations
- Discussion regarding possible relief measures for system users due to COVID-19 **(Possible Action Item)**

Zoning

Emergency Services

- Police – Service Call Report for 4/6/20 through 4/12/20
- EMS
- Fire

Public Works Report

- Update – Road Crew Projects
- Update – LED Lighting for Township Complex
- Update – Lighting at Park at Heritage Center
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Roof Replacement on Maintenance Building
- Update – Quotes for Well Work at MVP
- PennDOT request for Township to assume responsibility for flashing light on Sullivan Trail as part of bridge rehabilitation project
- Discussion of Tara Hills & Sunlite Lane drainage project
- Resurfacing of infields at Mountain View Park & TLC Park

Administration – Manager's Report

- Motion to release Camelback escrow monies in place for CBH20 and CBK Lodge to the previous owners and establish new escrow fund for new Camelback owners **(Action Item)**
- Sealcoat and Clean-up Day bids have been re-bid for the May 4, 2020 Commissioners meeting
- Discussion regarding establishing regular BOC work session meetings
- Update – Regional Comprehensive Plan – meeting rescheduled for May 14 at 6:00 p.m.
- Update – 2017 Green Light Go project currently on hold due to COVID-19
- Update – MS4 requirements – Continued mapping of stormwater facilities to proceed

Township Engineer Report

- Update – White Oak Culvert replacement project **(Possible Action Item)**
- Adaptive Signaling Project and bidding process
- Update – Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- Update – TLC Bridge
- Update – TLC Dam
- Update – Well at MVP
- Update – Master sidewalk plan Multimodal grant

Township Solicitor Report

- Update on Turtle Walk sewer connection
- Pocono Jackson Joint Water Authority (PJJWA) Small Water & Sewer Grant application
- Update – ZHB – Johnson Appeal for Transient Dwelling Unit postponed from March 24, 2020
- Update – Electric contract discussion – further research needed regarding limitation of liability

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.

- Executive Session to Discuss Personnel Issues

Adjournment

TREASURER'S REPORT SUMMARY

Q1 2020 REVENUE

2020

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	**$ 1,157,591**	**$ 214,311**	**$ 472,174**	**$ 960,832**	**$ 566**
Q2	$ -	$ -	$ -	$ -	$ -
Q3	$ -	$ -	$ -	$ -	$ -
Q4	$ -	$ -	$ -	$ -	$ -
Total	$ 1,157,591	$ 214,311	$ 472,174	$ 960,832	$ 566
2020 BUDGET	$ 6,880,828	$ 2,936,026	$ 463,487	$ 3,869,802	$ 504,000
% OF BUDGET	16.82%	7.30%	101.87%	24.83%	0.11%

2019 REVENUE

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

2018 REVENUE

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

Q1 2020 EXPENSES

2020 EXPENSES

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	**$ 1,325,768**	**$ 169,554**	**$ -**	**$ 448,619**	**$ 34,228**
Q2	$ -	$ -	$ -	$ -	$ -
Q3	$ -	$ -	$ -	$ -	$ -
Q4	$ -	$ -	$ -	$ -	$ -
Total	$ 1,325,768	$ 169,554	$ -	$ 448,619	$ 34,228
2020 BUDGET	$ 6,880,828	$ 2,936,026	$ 462,987	$ 3,584,762	$ 504,000
% OF BUDGET	19.27%	5.77%	0.00%	12.51%	6.79%

2019 EXPENSES

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

2018 EXPENSES

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

General Fund
Treasurer's Report: Q1 2020

CASH ACCOUNTS BEGINNING BALANCES*	Q1 2020	Q2 2020	Q3 2020	Q4 2020
ESSA CD	1,046,193.79			
GENERAL CASH	2,884,574.76			
Payroll	1,000.00			
Petty Cash	174.26			
FEES IN LIEU	20,998.19			
Kollar Restricted	5,319.27			
*From balance sheet	3,958,260.27	2,846,301.42	0.00	0.00

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
Income								
301.100 · Real Estate Taxes - Current	451,256.66				451,256.66	2,910,542.00	-2,459,285.34	15.50%
310.200 · Earned Income Taxes	404,693.54				404,693.54	1,500,000.00	-1,095,306.46	26.98%
Taxes Other								
301.200 · Real Estate Taxes - Delinquent					0.00	130,000.00	-130,000.00	0.00%
301.300 · Returned Taxes - Upset Sale					0.00	5,000.00		
310.100 · Real Estate Transfer Taxes	61,018.86				61,018.86	175,000.00	-113,981.14	34.87%
310.500 · Local Services Taxes	99,367.00				99,367.00	480,000.00	-380,633.00	20.70%
Total Taxes Other	160,385.86	0.00	0.00	0.00	160,385.86	790,000.00	-629,614.14	20.30%
Licenses, permits and fees								
321.800 · Cable TV Franchise Fees	48,568.05				48,568.05	200,000.00	-151,431.95	24.28%
322.100 · Application fees	175.00				175.00	100.00	75.00	175.00%
Total Licenses, permits and fees	48,743.05	0.00	0.00	0.00	48,743.05	200,100.00	-151,356.95	24.36%
Fines and Forfeits								
331.100 · Court Fines - District Magistra	11,762.95				11,762.95	40,000.00	-28,237.05	29.41%
331.110 · Motor Vehicle Code Violations	1,935.20				1,935.20	20,000.00	-18,064.80	9.68%
332.100 · Restitution	5.34				5.34		0.00	100.00%
Total Fines and Forfeits	13,703.49	0.00	0.00	0.00	13,703.49	60,000.00	-46,296.51	22.84%
341.010 · Interest on Investments	3,494.35				3,494.35	28,000.00	-24,505.65	12.48%
Other State Grants								
354.100 · Police Grants	0.00				0.00	5,000.00	-5,000.00	0.00%
355.010 · Public Utility Realty Tax	0.00				0.00	5,500.00	-5,500.00	0.00%
355.040 · Alcoholic Beverage Licenses	1,150.00				1,150.00	4,000.00	-2,850.00	28.75%
355.050 · Pension System State Aid	0.00				0.00	214,141.00	-214,141.00	0.00%
355.070 · Foreign Fire Insurance	0.00				0.00	73,000.00	-73,000.00	0.00%
356.100 · State Payments in Lieu of Taxes	0.00				0.00	400.00	-400.00	0.00%
Total Other State Grants	1,150.00	0.00	0.00	0.00	1,150.00	302,041.00	-300,891.00	0.38%
357.030 · County Grants								
362.100 · Police Services								
362.101 · Reimbursement Police overtime					0.00	30,000.00	-30,000.00	0.00%
362.100 · Police Services - Other	6,240.00				6,240.00	17,000.00	-10,760.00	36.71%
Total 362.100 · Police Services	6,240.00	0.00	0.00	0.00	6,240.00	47,000.00	-40,760.00	13.28%

General Fund
Treasurer's Report: Q1 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
Building Permits								
362.410 · Building Permits - BIU	16,435.22				16,435.22	100,000.00	-83,564.78	16.44%
Total Building Permits	16,435.22	0.00	0.00	0.00	16,435.22	100,000.00	-83,564.78	16.44%
Charges for Services								
361.101 · Sewer Admin Services	1,274.66				1,274.66	25,000.00	-23,725.34	5.10%
361.310 · Subdivision, Land Develop Fees	2,800.00				2,800.00	5,000.00	-2,200.00	56.00%
361.330 · Zoning Hearing Board Fees	900.00				900.00	3,750.00	-2,850.00	24.00%
361.340 · Cond Use, Curative PRD Fees	0.00				0.00	750.00	-750.00	0.00%
361.700 · Reproduction of Records	26.95				26.95	250.00	-223.05	10.78%
362.110 · Sale of Police Reports	1,539.25				1,539.25	4,000.00	-2,460.75	38.48%
362.130 · Security Alarm Fees	0.00				0.00	100.00	-100.00	0.00%
362.300 · Zoning Permits	4,901.85				4,901.85	25,000.00	-20,098.15	19.61%
362.440 · Sewer System Permits	4,350.00				4,350.00	15,000.00	-10,650.00	29.00%
362.450 · Use & Occupancy Permits	275.00				275.00	2,500.00	-2,225.00	11.00%
362.475 · Well Permits	100.00				100.00	1,500.00	-1,400.00	6.67%
362.480 · Pool Permits	0.00				0.00	100.00	-100.00	0.00%
362.485 · Sign Permits	904.50				904.50	5,000.00	-4,095.50	18.09%
362.491 · Fireworks Permits	0.00				0.00	200.00	-200.00	0.00%
362.493 · TRANSIENT DWELLING	500.00				500.00	3,000.00	-2,500.00	16.67%
362.495 · UCC Fees	90.00				90.00	500.00	-410.00	18.00%
362.600 · Miscellaneous Permits	100.00				100.00	500.00	-400.00	20.00%
363.500 · Public Works Services	0.00				0.00	7,500.00	-7,500.00	0.00%
Total Charges for Services	17,762.21	0.00	0.00	0.00	17,762.21	99,650.00	-81,887.79	17.83%
367.140 · Pavilion Rental Fees	5,703.20				5,703.20	16,000.00	-10,296.80	35.65%
367.180 · Heritage Center Rental Fees					0.00	0.00	0.00	0.00%
Other Operating Revenue								
389.101 · Other Unclassified Revenue	484.57				484.57	0.00	484.57	100.00%
387.100 · Contributions and Donations					0.00	0.00	0.00	0.00%
387.200 · Fees in Lieu of Improvements					0.00	500.00	-500.00	0.00%
Total Other Operating Revenue	484.57	0.00	0.00	0.00	484.57	500.00	-15.43	96.91%
Other Financing Sources								
391.100 · Sale of Surplus Property	0.00				0.00	5,000.00	-5,000.00	0.00%
395.000 · Refunds of Prior Year Expenses	25,788.14				25,788.14	150,000.00	-124,211.86	17.19%
395.001 ·EE portion Health Ins.	1,750.32				1,750.32	6,946.00	-5,195.68	25.20%
Total Other Financing Sources	27,538.46	0.00	0.00	0.00	27,538.46	161,946.00	-134,407.54	17.01%
392.900 · Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00	665,049.08	-665,049.08	0.00%
Total Income	1,157,590.61	0.00	0.00	0.00	1,157,590.61	6,880,828.08	-5,723,237.47	16.82%

General Fund
Treasurer's Report: Q1 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
Expense								
General Government	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
400.110 · Salary & Wages - Legislative	4,062.50				4,062.50	16,250.00	-12,187.50	25.00%
400.192 · Legislative SSI Tax	310.78				310.78	1,243.00	-932.22	25.00%
400.260 · Minor Equipment	0.00				0.00	2,000.00	-2,000.00	0.00%
400.420 · Dues, Subscriptions & Membershi	579.00				579.00	7,500.00	-6,921.00	7.72%
400.460 · Legislaive -Meetings & Training	965.00				965.00	3,000.00	-2,035.00	32.17%
400.540 · Legislative - Donations	0.00				0.00	1,000.00	-1,000.00	0.00%
401.110 · Admin Salaries & Wages	36,011.29				36,011.29	108,820.00	-72,808.71	33.09%
401.192 · Admin SSI Taxes	2,751.44				2,751.44	8,324.73	-5,573.29	33.05%
401.196 · Admin Health Insurance	2,927.07				2,927.07	12,184.00	-9,256.93	24.02%
401.197 · Admin HRA Fees	10.30				10.30	1,000.00	-989.70	1.03%
401.198 · Non-Uniformed Pension Plan	2,027.25				2,027.25	8,109.00	-6,081.75	25.00%
401.199 · Admin Life and Disability Ins	119.40				119.40	804.00	-684.60	14.85%
401.200 · Administration Allowances	65.72				65.72	1,000.00	-934.28	6.57%
401.220 · Admin Operating Supplies	554.70				554.70	2,500.00	-1,945.30	22.19%
401.260 · Admin Minor Equipment	0.00				0.00	1,500.00	-1,500.00	0.00%
401.420 · Admin Dues, Subscriptions & Mem	663.00				663.00	2,000.00	-1,337.00	33.15%
401.460 · Admin Meetings & Training	0.00				0.00	2,500.00	-2,500.00	0.00%
402.110 · Fin Admin Salaries & Wages	12,464.00				12,464.00	54,080.00	-41,616.00	23.05%
402.192 · Fin Admin SSI Taxes	939.55				939.55	4,137.12	-3,197.57	22.71%
402.196 · Fin Admin Health Insurance	6,817.02				6,817.02	28,436.16	-21,619.14	23.97%
402.197 · Fin Admin HRA Fees	10.30				10.30	2,000.00	-1,989.70	0.52%
402.198 · Fin Admin Non-Uni Pension Plan	1,301.76				1,301.76	4,867.20	-3,565.44	26.75%
402.199 · Fin Admin Life & Disability Ins	119.40				119.40	804.00	-684.60	14.85%
402.310 · Fin Admin Professional Srvs	12,388.75				12,388.75	25,500.00	-13,111.25	48.58%
403.110 · Tax Collection Salaries & Wages	2,307.72				2,307.72	10,000.00	-7,692.28	23.08%
403.192 · Tax Collection SSI Taxes	176.52				176.52	765.00	-588.48	23.07%
403.199 · Tax Collection Bond Ins	0.00				0.00	2,000.00	-2,000.00	0.00%
403.215 · Tax Collection Postage	0.00				0.00	2,000.00	-2,000.00	0.00%
403.220 · Tax Collection Operating Supply	0.00				0.00	1,500.00	-1,500.00	0.00%
403.310 · Tax Collection Professional Srv	8,185.26				8,185.26	35,000.00	-26,814.74	23.39%
404.310 · Township Solicitor	15,985.38				15,985.38	100,000.00	-84,014.62	15.99%
404.314 · Legal Services Special Counsel	1,689.50				1,689.50	15,000.00	-13,310.50	11.26%
405.110 · Secretary Salaries & Wages	23,514.88				23,514.88	101,067.20	-77,552.32	23.27%
405.120 · Secretary OT	975.33				975.33	5,000.00	-4,024.67	19.51%
405.192 · Secretary SSI Taxes	1,868.91				1,868.91	7,731.64	-5,862.73	24.17%
405.196 · Secretary Insurance	16,708.12				16,708.12	56,872.32	-40,164.20	29.38%
405.197 · Secretary HRA Fees	10.30				10.30	0.00	10.30	0.00%
405.198 · Secretary Non-Uni Pension Plan	2,561.67				2,561.67	9,096.05	-6,534.38	28.16%

General Fund
Treasurer's Report: Q1 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
405.199 · Secretary Life & Disability Ins	238.80				238.80	1,432.80	-1,194.00	16.67%
406.215 · Gen Govt Postage	177.91				177.91	7,200.00	-7,022.09	2.47%
406.220 · Gen Govt Operation Supplies	1,650.01				1,650.01	7,000.00	-5,349.99	23.57%
406.310 · Gen Govt Professional Srvs	4,348.00				4,348.00	12,000.00	-7,652.00	36.23%
406.320 · Gen Govt Communications	1,727.59				1,727.59	10,000.00	-8,272.41	17.28%
406.340 · Gen Govt Advertising & Printing	2,273.39				2,273.39	6,000.00	-3,726.61	37.89%
406.374 · Gen Govt Office Equipment Maint	0.00				0.00	1,000.00	-1,000.00	0.00%
406.384 · Gen Govt Equipment Leases	833.11				833.11	4,000.00	-3,166.89	20.83%
407.252 · Computer Parts & Supplies	0.00				0.00	1,000.00	-1,000.00	0.00%
407.260 · Technology Minor Equipment	0.00				0.00	2,000.00	-2,000.00	0.00%
407.450 · Contracted Services	19,144.75				19,144.75	48,000.00	-28,855.25	39.88%
408.310 · Township Engineer	13,443.37				13,443.37	45,000.00	-31,556.63	29.87%
409.220 · Building Operating Supplies	803.78				803.78	3,500.00	-2,696.22	22.97%
409.360 · Building Utilities	8,208.42				8,208.42	56,000.00	-47,791.58	14.66%
409.373 · Building Maint & Repairs	3,416.85				3,416.85	15,000.00	-11,583.15	22.78%
409.450 · Building Contracted Services	1,160.49				1,160.49	5,000.00	-3,839.51	23.21%
Total General Government	216,498.29	0.00	0.00	0.00	216,498.29	869,724.22	-653,225.93	24.89%
Public Safety								
POLICE								
410.120 · Police Salaries & Wages-Admin	22,186.62				22,186.62	99,395.00	-77,208.38	22.32%
410.130 · Police Salaries & Wages-Officer	299,488.00				299,488.00	1,535,743.04	-1,236,255.04	19.50%
410.140 · Police Salaries & Wages-Civilia	11,877.44				11,877.44	50,585.60	-38,708.16	23.48%
410.179 · Police Longevity Pay	6,321.31				6,321.31	51,363.87	-45,042.56	12.31%
410.180 · Police Overtime Wages	24,949.08				24,949.08	162,000.00	-137,050.92	15.40%
410.185 · Sick & Vacation Buy Back	6,317.87				6,317.87	70,000.00	-63,682.13	9.03%
410.187 · Police Overtime Civ Support	0.00				0.00	500.00	-500.00	0.00%
410.190 · Police HRA Fees	270.30				270.30	49,288.00	-49,017.70	0.55%
410.191 · Uniform Allowance	827.17				827.17	16,800.00	-15,972.83	4.92%
410.192 · Police SSI Taxes	28,631.13				28,631.13	151,958.64	-123,327.51	18.84%
410.196 · Police Health Insurance	119,387.01				119,387.01	593,090.88	-473,703.87	20.13%
410.197 · Police Pension Plan	0.00				0.00	221,241.42	-221,241.42	0.00%
410.198 · Police Life & Disability Ins	2,388.00				2,388.00	17,688.00	-15,300.00	13.50%
410.199 · Police Non-Uniform Pension	1,241.85				1,241.85	4,552.70	-3,310.85	27.28%
410.200 · Police 457 Contribution	1,942.55				1,942.55	12,600.00	-10,657.45	15.42%
410.216 · Police Community Outreach	0.00				0.00	2,000.00	-2,000.00	0.00%
410.220 · Police Operating Supplies	1,963.68				1,963.68	7,500.00	-5,536.32	26.18%
410.221 · Crime Scene Supplies	0.00				0.00	1,000.00	-1,000.00	0.00%
410.222 · Ammunition/Field Materials	2,495.00				2,495.00	6,000.00	-3,505.00	41.58%
410.231 · Vehicle Fuel	14,348.60				14,348.60	45,000.00	-30,651.40	31.89%
410.238 · Uniform Expense	0.00				0.00	2,000.00	-2,000.00	0.00%
410.260 · Police Minor Equipment	1,978.54				1,978.54	15,000.00	-13,021.46	13.19%

General Fund
Treasurer's Report: Q1 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
410.270 · Police IT	9,002.07				9,002.07	28,000.00	-18,997.93	32.15%
410.310 · Police Professional Services	12,010.57				12,010.57	20,000.00	-7,989.43	60.05%
410.314 · Civil Service Comm Solicitor	0.00				0.00	3,000.00	-3,000.00	0.00%
410.317 · POLICE NEW HIRES EXP	0.00				0.00	44,800.00		
410.320 · Police Communications	3,974.96				3,974.96	17,306.40	-13,331.44	22.97%
410.331 · Travel/Lodging	79.46				79.46	3,000.00	-2,920.54	2.65%
410.341 · Police Advertising & Printing	847.07				847.07	2,500.00	-1,652.93	33.88%
410.373 · Police Maint & Repair Bldg	2,178.75				2,178.75	10,000.00	-7,821.25	21.79%
410.374 · Police Equipment Maint	1,098.29				1,098.29	5,000.00	-3,901.71	21.97%
410.420 · Police Dues, Subscriptions	0.00				0.00	1,000.00	-1,000.00	0.00%
410.450 · Police Contracted Services	12,720.25				12,720.25	55,000.00	-42,279.75	23.13%
410.451 · Police Vehicle Maintenance	10,731.15				10,731.15	25,000.00	-14,268.85	42.92%
410.460 · Police Meetings & Training	5,887.00				5,887.00	10,000.00	-4,113.00	58.87%
Total Police	605,143.72	0.00	0.00	0.00	605,143.72	3,339,913.55	-2,689,969.83	18.12%
OTHER PUBLIC SAFETY								
411.540 · Foreign Fire Payments	0.00				0.00	73,000.00	-73,000.00	0.00%
411.541 · Disbursement to Fire Company	0.00				0.00	218,000.00	-218,000.00	0.00%
413.220 · Code Enforcement Supplies	0.00				0.00	100.00	-100.00	0.00%
413.310 · Prof Services - BIU Building	10,124.05				10,124.05	100,000.00	-89,875.95	10.12%
413.311 · Prof Services - SEO	6,900.00				6,900.00	20,000.00	-13,100.00	34.50%
413.319 · Code Enforcement UCC Fees	121.50				121.50	1,000.00	-878.50	12.15%
414.110 · Planning & Zoning Salaries	0.00				0.00	1,000.00	-1,000.00	0.00%
414.220 · Planning & Zoning Supplies	0.00				0.00	500.00	-500.00	0.00%
414.310 · Planning & Zoning Prof Srvs	9,732.00				9,732.00	72,500.00	-62,768.00	13.42%
414.313 · Planning & Zoning Engineering	60.40				60.40	2,500.00	-2,439.60	2.42%
414.314 · Planning & Zoning Legal	11,679.25				11,679.25	15,000.00	-3,320.75	77.86%
414.319 · MS4 Fees	1,159.55				1,159.55	30,000.00	-28,840.45	3.87%
414.341 · Planning & Zoning Advertising	947.46				947.46	1,500.00	-552.54	63.16%
415.220 · Emer Mgmt Operating Supplies	1,132.61				1,132.61	500.00	632.61	226.52%
415.364 · Emergency Management Operations	1,180.06				1,180.06	1,500.00	-319.94	78.67%
415.460 · Emer Mgmt Meetings & Training	95.00				95.00	1,000.00	-905.00	9.50%
Total Public Safety Other	43,131.88	0.00	0.00	0.00	43,131.88	538,100.00	-494,968.12	8.02%
Total Public Safety	648,275.60	0.00	0.00	0.00	648,275.60	3,878,013.55	-3,184,937.95	16.72%
Public Works - Other								
427.220 · Solid Waste Coll Supplies	78.00				78.00	1,500.00	-1,422.00	5.20%
427.450 · Contracted Srvs - Clean-Up Days	0.00				0.00	50,000.00	-50,000.00	0.00%
Total Public Works - Other	78.00	0.00	0.00	0.00	78.00	51,500.00	-51,422.00	0.15%

General Fund
Treasurer's Report: Q1 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
PW-Hwys, Roads & Streets								
430.110 · Public Works Salaries	130,600.12				130,600.12	593,451.68	-462,851.56	22.01%
430.120 · Public Works OT Wages	8,936.45				8,936.45	30,000.00	-21,063.55	29.79%
430.192 · Public Works SSI Taxes	10,593.18				10,593.18	47,694.05	-37,100.87	22.21%
430.196 · Public Works Insurance	60,403.11				60,403.11	247,788.48	-187,385.37	24.38%
430.198 · Public Works N-U Pension	12,591.00				12,591.00	47,694.06	-35,103.06	26.40%
430.199 · Public Works Life & Disab Ins	1,313.40				1,313.40	8,844.00	-7,530.60	14.85%
430.220 · Public Works Oper Supplies	2,054.50				2,054.50	12,500.00	-10,445.50	16.44%
430.232 · Public Works Diesel	13,606.54				13,606.54	40,000.00	-26,393.46	34.02%
430.234 · Public Works Vehicle Supplies	433.40				433.40	10,000.00	-9,566.60	4.33%
430.238 · Public Works Uniforms	1,490.54				1,490.54	6,500.00	-5,009.46	22.93%
430.260 · Public Works Minor Equip Purch	0.00				0.00	7,500.00	-7,500.00	0.00%
430.341 · Public Works Advertising	0.00				0.00	2,500.00	-2,500.00	0.00%
430.373 · Public Works Maint & Rep Bldg	0.00				0.00	500.00	-500.00	0.00%
430.375 · Public Works Heavy Equip Maint	1,591.02				1,591.02	5,000.00	-3,408.98	31.82%
430.384 · Public Works Equip Rental	8,690.29				8,690.29	35,000.00	-26,309.71	24.83%
430.420 · Public Works Dues, Subscription	550.00				550.00	3,000.00	-2,450.00	18.33%
430.450 · Public Works Contracted Srvs	100.00				100.00	100.00	0.00	100.00%
430.460 · Public Works Meetings & Trainin	1,154.50				1,154.50	20,000.00	-18,845.50	5.77%
430.650 · Public Works Hand Tool Purch	60.00				60.00	1,000.00	-940.00	6.00%
432.220 · Snow & Ice Rem Oper Supplies	729.86				729.86	500.00	229.86	145.97%
432.375 · Snow & Ice Rem Equipment Maint	18,634.98				18,634.98	125,000.00	-106,365.02	14.91%
433.220 · Traffic Signals & Signs Supply	1,148.97				1,148.97	7,500.00	-6,351.03	15.32%
433.360 · Traffic Signals & Signs Utiliti	1,456.26				1,456.26	2,000.00	-543.74	72.81%
433.450 · Traffic Signals Contracted Srvs	1,215.33				1,215.33	4,000.00	-2,784.67	30.38%
438.220 · Road Maint Supplies	0.00				0.00	6,000.00	-6,000.00	0.00%
438.611 · Line Painting	5,727.38				5,727.38	80,000.00	-74,272.62	7.16%
438.612 · Crack Sealing	0.00				0.00	5,000.00	-5,000.00	0.00%
438.613 · Vegetation Control	1,900.00				1,900.00	2,000.00	-100.00	95.00%
Total PW-Hwys, Roads & Streets	284,980.83	0.00	0.00	0.00	284,980.83	1,351,072.27	-1,066,091.44	21.09%
Culture and Recreation								
452.390 · Recreation fees	137.50				137.50	500.00	-362.50	27.50%
454.110 · Park Salary & Wage	636.54				636.54	68,400.00	-67,763.46	0.93%
454.192 · Park SSI	48.70				48.70	5,232.60	-5,183.90	0.93%
454.220 · Park Operating Supplies	304.47				304.47	3,000.00	-2,695.53	10.15%
454.231 · Park Vehicle Fuel	0.00				0.00	1,500.00	-1,500.00	0.00%
454.260 · Park Minor Equipment	0.00				0.00	1,000.00	-1,000.00	0.00%
454.320 · Park Communications	105.11				105.11	2,000.00	-1,894.89	5.26%
454.340 · Park Advertising & Printing	0.00				0.00	1,500.00	-1,500.00	0.00%
454.360 · Park Utilities	1,602.54				1,602.54	5,000.00	-3,397.46	32.05%
454.373 · Park Repairs & Maintenance	3,640.48				3,640.48	10,000.00	-6,359.52	36.41%

General Fund
Treasurer's Report: Q1 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
454.374 · Park Equipment Maintenance	680.40				680.40	2,000.00	-1,319.60	34.02%
454.450 · Park Contracted Services	2,983.92				2,983.92	10,000.00	-7,016.08	29.84%
454.700 · Park Recreation Board	0.00				0.00	10,000.00	-10,000.00	0.00%
457.540 · Community Day Celebration	0.00				0.00	5,000.00	-5,000.00	0.00%
Total Culture and Recreation	10,139.66	0.00	0.00	0.00	10,139.66	125,132.60	-114,992.94	8.10%
Benefits and Withholding								
483.194 · Employer Pd Unemployment Comp	0.00				0.00	30,000.00	-30,000.00	0.00%
483.195 · Employer Pd Worker's Comp	45,869.96				45,869.96	167,431.00	-121,561.04	27.40%
483.200 · Federal Healthcare Tax	0.00				0.00	200.00	-200.00	0.00%
Total Benefits and Withholding	45,869.96	0.00	0.00	0.00	45,869.96	197,631.00	-151,761.04	23%
Insurance								
486.350 · Property & Liability Insurance	0.00				0.00	113,930.00	-113,930.00	0.00%
486.355 · Professional Bonds	0.00				0.00	10,000.00	-10,000.00	0.00%
Total Insurance	0.00	0.00	0.00	0.00	0.00	123,930.00	-123,930.00	0.00%
Misc Expenses								
489.100 · Miscellaneous Expenses	136.10				136.10	0.00	136.10	100.00%
Total Misc Expenses	0.00	0.00	0.00	0.00	136.10	0.00	136.10	0.00%
Interfund Transfers Out								
492.310 · Transfer to Capital Fund Reserv	118,724.44				118,724.44	118,724.44	0.00	100.00%
Total Interfund Transfers Out	118,724.44	0.00	0.00	0.00	118,724.44	118,724.44	0.00	0.00%
Other Expenses								
463.540 · TIF	0.00				0.00	165,000.00	-165,000.00	0.00%
999.999 · uncategorized expenses	0.00				0.00		0.00	
66900 · Reconciliation Discrepancies	0.00				0.00		0.00	0.00%
491.000 · Refund of Prior Year Revenues	1,065.10				1,065.10	100.00	965.10	1,065.10%
Total Other Expenses	1,065.10	0.00	0.00	0.00	1,065.10	165,100.00	-164,034.90	0.65%
Total Expense	1,325,767.98	0.00	0.00	0.00	1,325,767.98	6,880,828.08	-5,555,060.10	19.27%
Net Income	-168,177.37	0.00	0.00	0.00	-168,177.37	0.00	-168,177.37	100.00%

CASH ACCOUNTS ENDING BALANCES*	Q1 2020	Q2 2020	Q3 2020	Q4 2020
ESSA CD 9 Months	1,046,193.79			
GENERAL CASH	2,644,664.70			
Payroll	1,000.00			
Petty Cash	250.00			
FEES IN LIEU	1,007.51			
KOLLAR RESTRICTED	5,319.27			
*From balance sheet	3,698,435.27	0.00	0.00	0.00

Capital Reserve
Treasurer's Report: Q1 2020

CASH ACCOUNTS BEGINNING BALANCES	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Keystone CD	0.00			
Wayne 6-month CD	768,132.65			
Wayne 9-month CD	768,132.65			
Capital Reserve Cash	30,999.77			
Total	1,567,265.07	0.00	0.00	0.00
*From balance sheet				

		Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over Budget	% Budget
Income									
341.010 · Interest on Investments		6,245.53				6,245.53		6,245.53	0.00%
355.007 · FLOOD MIT. GRANT WHITE OAK CUL.		0.00				0.00	175,000.00		0.00%
355.008 · LSA GRANT		0.00				0.00	100,000.00	-100,000.00	0.00%
355.009 · Federal Grant		0.00				0.00	5,500.00	-5,500.00	0.00%
355.010 · LSA GRANT RH TURN LANES		0.00				0.00	450,000.00		0.00%
355.011 · MULTIMODAL GRANT RH TURN LANES		0.00				0.00	500,000.00		0.00%
392.010 · Transfer from General Fund		118,724.40				118,724.40	118,724.44	-0.04	100.00%
392.900 · Use of Fund Balance		0.00				0.00	1,586,801.56	-1,586,801.56	0.00%
393.000 · Capital Lease Proceeds		89,341.00				89,341.00			
Total Income		214,310.93	0.00	0.00	0.00	214,310.93	2,936,026.00	-2,721,715.07	7.30%
Expense									
401.000 · Municipal Capital Comprehensive									
Computers		0.00				0.00	5,600.00	-5,600.00	0.00%
Dam at TLC		117.59				117.59	45,000.00	-44,882.41	0.26%
Emergency Management Equipment		0.00				0.00	7,500.00	-7,500.00	0.00%
Green Light Go (611)		0.00				0.00	90,000.00	-90,000.00	0.00%
Green Light Go (Interceptors)		0.00				0.00	68,513.00	-68,513.00	0.00%
Green Light Go (Stroud)		0.00				0.00	20,000.00	-20,000.00	0.00%
Major Repairs (TWP Complex)		3,468.00				3,468.00		3,468.00	0.00%
Right Hand Turn Lanes (Rimrock)		0.00				0.00	950,000.00	-950,000.00	0.00%
TLC Bridge		1,559.74				1,559.74	160,000.00	-158,440.26	0.97%
White Oak Culvert		185.50				185.50	239,000.00	-238,814.50	0.08%
401.000 · Municipal Capital Comprehensive - Other		26.86				26.86		26.86	100.00%
Total 401.000 · Municipal Capital Comprehensive		5,357.69	0.00	0.00	0.00	5,357.69	1,585,613.00	-1,580,255.31	0.34%
401.001 · ADMINISTRATION COMPREHENSIVE		9,411.60				9,411.60	100,000.00	-90,588.40	9.41%
Broughal & Devito	112.5								
Access Office	9411.60								
410.000 · POLICE CAPITAL COMPREHENSIVE									
BP VESTS 2020		0.00				0.00	3,450.00	-3,450.00	0.00%
COMPUTERS 2020		0.00				0.00	6,400.00	-6,400.00	0.00%
PATROL VEHICLES 2020		33,148.30				33,148.30	44,831.00	-11,682.70	73.94%
Total 410.000 · POLICE CAPITAL COMPREHENSIVE		33,148.30	0.00	0.00	0.00	33,148.30	54,681.00	-21,532.70	60.62%
430.000 · PW CAPITAL COMPREHENSIVE		89,691.00	0.00	0.00	0.00	89,691.00	2,500.00	87,191.00	3587.64%
Total 430.000 · PW CAPITAL COMPREHENSIVE		89,691.00	0.00	0.00	0.00	89,691.00	2,500.00	87,191.00	3587.64%

Capital Reserve
Treasurer's Report: Q1 2020

438.610 · Maintenance & Repairs of Roads								
Paving Overlay	0.00				0.00	637,013.00	-637,013.00	
Road Marking	0.00				0.00	23,439.00		
Tar and Chip	0.00				0.00	200,000.00	-200,000.00	
Total 438.610 · Maintenance & Repairs of Roads	0.00	0.00	0.00	0.00	0.00	860,452.00	-860,452.00	0.00%
454.000 · PARK CAPITAL COMPREHENSIVE	818.10	0.00	0.00	0.00	818.10	80,000.00	-79,181.90	
471.000 · PRINCIPAL LEASES	30,000.00	0.00	0.00	0.00	30,000.00	215,000.00	-185,000.00	
472.000 · INTEREST ON LEASES	1,127.50	0.00	0.00	0.00	1,127.50	37,780.00	-36,652.50	
Total Expense	169,554.19	0.00	0.00	0.00	169,554.19	2,936,026.00	-2,766,471.81	5.77%
	44,756.74	**0.00**	**0.00**	**0.00**	**44,756.74**	**0.00**	**44,756.74**	100.00%

CASH ACCOUNTS ENDING BALANCES	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Keystone CD	0.00			
Wayne 6-month CD	782,151.25			
Wayne 9-month CD	0.00			
Capital Reserve Cash	917,697.59			
Total	1,699,848.84	0.00	0.00	0.00

*From balance sheet

4/17/2020

Liquid Fuels
Treasurer's Report: Q1 2020

CASH ACCOUNTS BEGINNING BALANCE	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Liquid Fuels Cash	0.00			
Total	430.60	0.00	0.00	
*From balance sheet				

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
Income								
341.010 · Interest on Investments	135.92	0.00	0.00	0.00	135.92	500.00	-364.08	27.2%
355.020 · State Liquid Fuels Funds	472,037.94	0.00	0.00	0.00	472,037.94	462,987.39	9,050.55	102.0%
Total Income	472,173.86	0.00	0.00	0.00	472,173.86	463,487.39	8,686.47	101.9%
Expense								
439.600 · Capital Construction	0.00	0.00	0.00	0.00	0.00	462,987.39	-462,987.39	0.0%
Total Expense	0.00	0.00	0.00	0.00	0.00	462,987.39	-462,987.39	0.0%
Net Income	472,173.86	0.00	0.00	0.00	472,173.86	500.00	471,673.86	94,434.8%

CASH ACCOUNTS ENDING BALANCE	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Liquid Fuels Cash	472,604.46			
Total	472,604.46	0.00	0.00	0.00
*From balance sheet				

Sewer Operating Fund
Treasurer's Report:Q1 2020

CASH ACCOUNTS BEGINNING BALANCES	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Sewer money market	2,039,926.79			
ESSA Bank Checking*	9,755.74			
People's Security CD	50,659.73			
Wayne Bank Funding & Checking Accounts	2,100,342.26	0.00	0.00	0.00
* From balance sheet				
*Balance sheet balance				

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1- Q4 2020	Annual Budget	$ Over/Under Budget	% of Budget
Income								
341.010 · Interest on Investments	7,669.85				7,669.85	7,500.00	169.85	102.27%
362.400 · Connect & Tank Abandonment Fee	250.00				250.00	500.00	-250.00	50.00%
364.110 · Connection/Tapping Fees	5,000.00				5,000.00	100,000.00	-95,000.00	5.00%
364.120 · Sewer Use Fees	946,689.83				946,689.83	3,761,802.00	-3,760,580.14	25.17%
364.130 · Reserve Capacity Fee	1,221.86				1,221.86			
392.100 · Transfer from Construction Fund					0.00			
Total Income	960,831.54				960,831.54	3,869,802.00	-3,855,660.29	24.83%
Total Income	960,831.54				960,831.54	3,869,802.00	-2,908,970.46	24.83%
Expense								
429.100 · Utilities								
429.101 · PPL	7,445.54				7,445.54	25,000.00	-17,554.46	29.78%
429.102 · MetTel	221.70				221.70	725.00	-503.30	30.58%
429.105 · MetEd	794.52				794.52	3,600.00	-2,805.48	22.07%
429.106 · Blue Ridge Communications	916.05				916.05	4,500.00	-3,583.95	20.36%
429.107 · BCRA Water	176.54				176.54	1,800.00	-1,623.46	9.81%
429.108 · PenTeleData	899.25				899.25	4,000.00	-3,100.75	22.48%
429.109 · Verizon	555.54				555.54	1,922.88	-1,367.34	28.89%
429.111 · JP Mascaro	298.21				298.21	1,200.00	-901.79	24.85%
429.112 · PAPCO	0.00				0.00	4,000.00	-4,000.00	
429.100 · Utilities - Other	0.00				0.00		0.00	0.00%
Total 429.100 · Utilities	11,307.35	0.00	0.00	0.00	11,307.35	46,747.88	-35,440.53	24.19%
429.200 · BCRA Sewage Treatment	229,880.99				229,880.99	1,308,664.00	-1,078,783.01	17.57%
429.244 · Operating Supplies	2,873.85				2,873.85	40,000.00	-37,126.15	7.19%
429.300 · Professional Services								
429.400 · Engineering	7,687.10				7,687.10	50,000.00	-42,312.90	15.37%
429.401 · Sewer Legal	3,369.00				3,369.00	20,000.00	-16,631.00	16.85%
429.402 · PMA	16,218.78				16,218.78	110,000.00	-93,781.22	14.74%
429.405 · O & M	18,533.64				18,533.64	78,000.00	-59,466.36	23.76%

Sewer Operating Fund
Treasurer's Report:Q1 2020

429.406 · KEYSTONE ENGINEERING	3,734.06				3,734.06	25,000.00	-21,265.94	14.94%
429.300 · Professional Services - Other	5,407.00				5,407.00	30,000.00	-24,593.00	18.02%
Total 429.300 · Professional Services	54,949.58	0.00	0.00	0.00	54,949.58	313,000.00	-258,050.42	17.56%
429.374 · Equipment Repair & Maintenance	8,198.59				8,198.59	50,000.00	-41,801.41	16.40%
429.376 · CONTRACTED SERVICES	8,335.00				8,335.00	50,000.00	-41,665.00	16.67%
471.000 · Debt Principal - Long and Short								
471.100 · ESSA 4.5M					0.00			
471.400 · Wayne Bank 4.5M					0.00			
471.500 · PennVest Loan	95,844.26				95,844.26			
471.800 · Peoples Note 4.5M					0.00			
471.000 · Debt Principal - Long and Short - Other	0.00				0.00	1,107,034.00	-1,107,034.00	0.00%
Total 471.000 · Debt Principal - Long and Short	95,844.26	0.00	0.00	0.00	95,844.26	1,107,034.00	-1,011,189.74	8.66%
472.000 · Debt Interest - Long and Short								
472.500 · PennVest Loan Interest	22,994.05				22,994.05			
472.100 · ESSA 4.5M interest					0.00			
472.400 · Wayne Bank Loan Interest					0.00			
472.800 · Peoples Note 4.5M					0.00			
472.000 · Debt Interest - Long and Short - Other	0.00				0.00	399,516.00	-399,516.00	0.00%
Total 472.000 · Debt Interest - Long and Short	22,994.05	0.00	0.00	0.00	22,994.05	399,516.00	-376,521.95	5.76%
486.352 · Insurance Expense (Liability)	14,235.00	0.00	0.00	0.00	14,235.00	19,800.00	-5,565.00	72%
491.000 · Refund of Prior Year Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0%
492.100 · Transfer to Sewer Construction		0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0%
Total Expense	448,618.67	0.00	0.00	0.00	448,618.67	3,584,761.88	-3,136,143.21	13%
Net Income	512,212.87	0.00	0.00	0.00	512,212.87	285,040.12	-3,136,143.21	180%

CASH ACCOUNTS ENDING BALANCES	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Sewer money market	2,528,258.86			
ESSA Bank Checking*	115,687.67			
People's Security CD	50,659.73			
Wayne Bank Funding & Checking Accounts	2,694,606.26	0.00	0.00	0.00

* From balance sheet

Sewer Construction
Treasurer's Report: Q1 2020

CASH ACCOUNTS BEGINNING BALANCES	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Wayne CD's	1,024,153.67			
ESSA Funding & Checking*	475,245.58			
ESSA Funding	1,290.52			
ESSA Checking	473,955.06			
Total Cash	1,499,399.25	0.00	0.00	0.00
* From balance sheet				

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Annual Budget	$ Over Budget	% of Budget
Income								
341.010 · Interest on Investments	566.32				566.32	10,000.00	-9,433.68	5.66%
392.000 · Transfer from Operations	0.00				0.00	250,000.00	-250,000.00	0.00%
392.900 · Use of Fund Balance	0.00				0.00	244,000.00	-244,000.00	0.00%
Total Income	566.32	0.00	0.00	0.00	566.32	504,000.00	-503,433.68	0.11%
Expense								
404.310 · Professional Services	0.00				0.00	10,000.00	-10,000.00	0.00%
429.200 · General Project					0.00			
Bypass Sensor	0.00				0.00	18,000.00	-18,000.00	0.00%
Forcemain Bypass	0.00				0.00	30,000.00	-30,000.00	0.00%
Jib Crane	0.00				0.00	36,000.00	-36,000.00	0.00%
Rain & Temperature Gauge	4,754.77				4,754.77	0.00	4,754.77	0.00%
429.200 · General Project - Other	855.21				855.21	255,000.00	-254,144.79	0.34%
Total 429.200 · General Project	5,609.98	0.00	0.00	0.00	5,609.98	339,000.00	-333,390.02	1.65%
429.313 · Engineering - Collection System	15,867.84				15,867.84	105,000.00	-89,132.16	15.11%
429.602 · Collection System Construction	12,750.00				12,750.00	50,000.00	-37,250.00	25.50%
492.000 . Transfer to Operations	0.00				0.00	0.00	0.00	0.00%
Total Expense	34,227.82	0.00	0.00	0.00	34,227.82	504,000.00	-469,772.18	6.79%
Net Income	-33,661.50	0.00	0.00	0.00	-33,661.50	0.00	-33,661.50	100.00%

CASH ACCOUNTS ENDING BALANCES	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Wayne CD's	1,024,153.67			
ESSA Funding Account	434,098.13			
	1,459,542.32	0.00	0.00	0.00

* From balance sheet

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2020-09

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE BUDGET AMOUNT ALLOCATED TO THE INTERN'S SALARY TO THE BUDGET AMOUNT ALLOCATED TO THE TOWNSHIP MANAGER'S SALARY

WHEREAS, the Board of Commissioners is empowered pursuant to the First Class Township Code to transfer during the last nine (9) months of each fiscal year, unencumbered funds from one account to another without amending the existing budget; and

WHEREAS, the Board of Commissioners desires to transfer funds from the budget amount allocated to the intern's salary to the budget amount allocated to the township manager's salary.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania that the amount of $5,900.00 is hereby transferred from the intern's salary allocation in the Township's 2020 General Fund Budget to the township manager's salary allocation in the Township's 2020 General Fund Budget, thereby reducing the intern's salary allocation to $12,820.00 and increasing the township manager salary allocation to $96,000.00.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the _____ day of ______________, 2020.

ATTEST:	Township of Pocono Board of Commissioners
By:________________________	By:________________________
Print Name: Taylor Munoz	Print Name: Richard Wielebinski
Title: Township Manager	Title: President

POCONO TOWNSHIP
RESOLUTION 2020-10

A RESOLUTION OF POCONO TOWNSHIP, MONROE COUNTY PENNSYLVANIA, AMENDING ITS' FEE SCHEDULE FOR SUBDIVISION, LAND DEVELOPMENT, ZONING AND ZONING HEARING BOARD FEES, AND OTHER MISCELLANEOUS APPLICATIONS AND PERMITTING FEES, REPEALING AND REPLACING ALL PRIOR FEE RESOLUTIONS.

I. <u>SUBDIVISION AND LAND DEVELOPMENT</u>

A contract for Professional Services establishing the Professional Escrow Account shall be executed with all Subdivision/Land Development Applications. The Professional Escrow Account shall be required to the deposited with the Township at the time of the Initial Plan Application. Township Incurred professional fees shall be billed in accordance with the attached professional fees schedule. When Professional Escrow Accounts get below ½ of the original monies, the applicant is required to replenish the account back to the original escrow amount.

A. Formal Sketch Plan Review (not required)
   1) Lot Line Change/Minor — $ 200.00
      Professional Escrow Account — $2,000.00
   2) Major Subdivision/Land Development — $ 500.00
      Professional Escrow Account — $2,000.00

B. Preliminary/Final Plan Submission required
   1) Lot Line Change
      Fee — $ 300.00
      Professional Escrow Account — $2,500.00
   2) Residential Minor Subdivision/Land Development
      Fee — $ 500.00
      Professional Escrow Account — $3,500.00
   3) Residential Major Subdivision/Land Development

	Preliminary or Final	Escrow Amount
10 or less Lots/Units	$1,000.00	$ 5,000.00
11-30 Lots/Units	$1,000.00	$10,000,00
31-99 Lots/Units	$1,000.00	$12,000.00
>99 Lots/Units	$1,000.00	$15,000.00

	Final Based on Prelim Approval	Escrow Amount
10 or less Lots/Units	$1,000.00	$ 5,000.00
11-30 Lots/Units	$1,000.00	$10,000,00
31-99 Lots/Units	$1,000.00	$12,000.00
>99 Lots/Units	$1,000.00	$15,000.00

4) Non-Residential Land Development

	Preliminary or Final	Escrow Amount
2 Acres or Less	$1,000.00	$ 7,500.00
>2 to 10 Acres	$1,000.00	$10,000.00
>10 to 50 Acres	$1,000.00	$15,000.00
>50 Acres	$1,000.00	$20,000.00
Regional Impact Development	$1,000.00	$20,000.00

C. Plan Resubmittal Administrative Fee — 50% of base fee

D. Planning Module Review & Processing
1) Minor Subdivision — $ 150.00
2) Major Subdivision — $ 250.00
3) Planning Module Exemption — $ 150.00

E. Joinder Deed (lot consolidation) — $ 200.00

II. <u>ZONING PERMIT FEE*</u>

A. Non-Residential
1) New Construction — $ 200.00
Plus $0.25 per sq. ft. up to 50,000 sq. ft & $0.10 per sq. ft. > 50,000 sq. ft.
2) Additions — $ 200.00
Plus $0.25 per sq. ft. up to 50,000 sq. ft & $0.10 per sq. ft. > 50,000 sq. ft.
3) Tenant Fit Out /Use Permit — $ 100.00

B. Residential
Minimum Permit Fee — $ 70.00
1) New Construction — $0.15/sq.ft. + $50.00
2) Accessory Structure (garage/shed/etc.) — $0.15/sq.ft. + $50.00
3) Mobile Home — $ 200.00
4) Above Ground Pool — $ 70.00
5) In Ground Pool — $ 100.00
6) Fence — $ 70.00

C. Certificates of Occupancy
1) Non-Residential and Residential over 200 sq. ft. — $ 50.00
2) Accessory Structures under 200 sq. ft. — $ 25.00
3) Each additional inspection after initial inspection — $ 50.00

D. Certificate of Non-Conformity — $ 200.00

III. SIGNS

A. Signs up to 50 sq. ft.	$ 100.00
B. Signs >50 sq. ft.	$ 100.00 Plus $1.00/sq.ft. over 100 sq.ft.
C. Sign Plaza	$ 125.00 Plus $75.00 per individual sign

IV. STORMWATER MANAGEMENT and GRADING PERMITS

Application Fee	$ 500.00

Plus Professional Escrow Account in the amount of $1,500.00

V. ZONING HEARING BOARD FEES

A. Applications and Appeals	$ 750.00 Plus cost of required transcription
B. Continuance Request by Applicant	$ 125.00 Plus cost of required transcription
C. Special Exception	$ 1,000.00

VI. BOARD OF COMMISSIONERS HEARING FEES

A. Conditional Use	$ 1,000.00 Plus cost of required transcription
B. Rezoning or Zoning Ordinance Amendment	$ 1,000.00
C. Curative Amendment	$ 1,000.00
D. Liquor License Transfer Hearing	$ 1,000.00
E. Planned Residential Development	$ 1,000.00

Escrow may be required for Professional Services reviews associated with hearing before the Board of Commissioners.

VII. POLICE DEPARTMENT REPORTS/FEES

A. Incident Report	$ 15.00 Plus $0.25 per page over 60 pages
B. Traffic Accident Report	$ 15.00
C. Alarm Permit Fee	$ 15.00

VIII. ON LOT SEPTIC

A. Septic Tank Abandonment	$ 125.00
B. Test Pit Inspection (per pit)	$ 150.00

C. Percolation Test — $ 100.00

D. Subdivision/Land Development Sewage Planning
   1) Whole Day – Probes and/or Percs — $ 600.00
   2) Half Day – Probes and/or Percs — $ 300.00

E. On-Lot Sewage Permit
   1) Residential – Regular On-Lot System — $ 500.00
   2) Commercial – Regular On-Lot System — $ 675.00
   3) Residential/Commercial – IRSIS System — $ 750.00
   4) Residential/Commercial – Peat Option One System — $ 750.00
   5) Residential/Commercial – Drip System — $ 750.00

F. Additional design review (per review) — $ 50.00

G. Re-Inspections (per trip) — $ 50.00

IX. <u>OTHER FEES</u>

A. Fee in lieu of open space
   1) Residential – Per Dwelling Unit — $1,400.00
   2) Commercial or Industrial – Per Acre Developed — $1,400.00

B. Road
   1) Driveway — $ 100.00
   2) Paving — $ 50.00
   3) Road Opening — $ 100.00

C. Well Permit — $ 100.00

D. Home Occupation Permit — $ 50.00

E. Timber Harvesting Permit — $ 100.00

   A contract for Professional Services establishing the Professional Escrow Account shall be executed with all Timber Harvest Permit Applications. The Professional Escrow Account in the amount of $1,000.00 shall be required to be deposited with the Township at the time of the Initial Plan Application. Township Incurred professional fees shall be billed in accordance with the attached professional fess schedule. When Professional Escrow Accounts bet below ½ of the original monies, the applicant is required to replenish the account back to the original escrow amount.

F. Checks Returned for insufficient funds — $ 50.00

G. Publications

1) Zoning Ordinance	$ 30.00
2) Zoning Map	$ 3.00
3) Subdivision & Land Development Ordinance	$ 65.00

H. Copies	$10.00/sheet for plot plans $0.25/sheet for black & white $0.50/sheet for color
I. Fireworks Display (plus required bond)	$ 100.00
J. Use of Equipment by Neighboring Municipalities	Cost Plus 10%
K. Peddling & Soliciting	$ 100.00
L. Transient Dwelling Unit License – annually	$ 500.00

X. <u>REPEALER</u>

All fees set forth in prior Resolutions which are inconsistent to the fees set forth herein are hereby repealed.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 20th day of April, 2020.

ATTEST:

Township of Pocono
Board of Commissioners

By: ______________________________
Print Name:
Title:

By: ______________________________
Print Name:
Title:

Pocono Township Board of Commissioners
Regular Meeting Minutes
April 6, 2020 7:00 p.m.

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, April 6, 2020 via video and teleconference, and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Jerrod Belvin, present; Ellen Gnandt, present; Jerry Lastowski, present; Keith Meeker, present; Rich Wielebinski, present.

IN ATTENDANCE
Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Taylor Munoz, Township Manager; and Dee Ackerman, Administrative Assistant.

PUBLIC COMMENT

- Scott Gilliland (5120 Pocono Park Lane, Swiftwater) – Applauded Township's response to COVID-19, protecting and urged quick action on purchasing needed supplies during crisis. Asked for clarification regarding the vote for the EMS vehicle conversion since it was already listed in the capital budget.
- Wayne Mazur (3315 Birch Hill Drive, Tannersville) – Identified himself as the Cobble Creek Estates HOA President and provided comment on the ongoing transient dwelling zoning hearing process regarding the Johnson Appeal. Expressed concerns about impact of short-term rentals on the community and urged the Township to not allow this commercial activity to occur in residential areas.

ANNOUNCEMENTS
R. Wielebinski announced the following:
- Residents making public comments were asked to identify themselves and provide the spelling of their name when addressing the Commissioners.
- All PennDOT construction projects in Monroe County are currently suspended. Updates regarding existing projects, including the Route 611 Reconstruction Project, will be provided when received from PennDOT.
- Controlled burns at the Cranberry Bog were completed by the Nature Conservancy on March 16, 2020. The burns were conducted in partnership with the PA Game Commission.
- The PSATS Executive Board has postponed the 2020 Annual Conference originally scheduled for May 3-6, 2020. Further information will be forthcoming regarding a rescheduled conference.

HEARINGS – None
The Commissioners decided to hold off on re-scheduling of hearings until the second April Board of Commissioners meeting.

PRESENTATIONS

Discussion regarding action on bids received. Township Manager was asked to evaluate later spring dates to re-bid the Spring Clean-up and Fall Clean-up.

R. Wielebinski made a motion, seconded by K. Meeker to reject all current sealcoat bids and to rebid further specifying specific equipment needed to remove excess aggregate. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin to approve the paving bid submitted by H&K in the amount of $1,239,008.75. E. Gnandt asked that the bid award be subject to review by Jon Tresslar, Township Engineer. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to award road material bids to Hanson Aggregates for crushed stone. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski to award road material bids to Eureka Stone Quarry for crushed stone, cold patch and asphalt. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

RESOLUTIONS

Resolution 2020-08 R. Wielebinski made a motion, seconded by K. Meeker, to approve Resolution 2020-08 granting conditional approval of the Running Lane, LLC Preliminary/Final Land Development Plan. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker to approve the minutes of the March 16, 2020 regular meeting of the Board of Commissioners. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

NEW BUSINESS

Personnel

R. Wielebinski made a motion, seconded by J. Belvin to increase the hourly compensation for part-time employee Jack Manuel to $16.50 in his current non-union position. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Discussion regarding number of hours per week for seasonal park workers. Decision to keep park workers at their historic hours – four employees at 32 hours per week and one employee at 38 hours per week.

No action was taken regarding the MOU with Teamsters 773 to create the position of Assistant Foreman on road crew.

R. Wielebinski made a motion, seconded by J. Lastowski to ratify all COVID-19 related decisions and expenditures made under the Township's Declaration of Disaster Emergency for the period of March 16 through April 2, 2020 [list of expenditures outlined below]. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

COVID-19 -Related Decisions & Expenditures for the period March 16 through April 2, 2020:

- Extension of local Declaration of Disaster Emergency (3/23/20 & 3/30/20)
- Action to delay public hearings indefinitely over public access concerns (3/19/20)
- Approval of proceeding with repairs to jointly-owned street sweeper – Pocono and Hamilton to share equally in cost of repairs totaling $19,853.86 (3/25/20)
- Approval to finalize paperwork for pick-up of leased Dodge 5500 from Ray Price (3/25/20)
- Approval to add Taylor Muñoz as administrator for federal grants system and MetLife pension plan (3/26/20)
- Approval to purchase three (3) car sanitizing units for the Police Department (4/2/20)
- Purchase of COVID-19 emergency supplies:

DATE	ITEM	TOTAL
3/16/2020	RESPIRATOR KIT & DISPOSABLE GOVES	$ 314.84
3/18/2020	CHAINS, HOSES, CHAINS	$ 327.96
3/18/2020	EYE BOLT	$ 15.87
3/19/2020	PROTECTIVE SUITS	$ 365.00
3/20/2020	DUCT TAPE	$ 89.85
3/24/2020	TYVEK GEAR	$ 1,203.49
3/25/2020	FRESH AIR DISINFECTANT & PHENO D DISINFECTANT	$ 360.00
3/25/2020	FILTER & TECHNICIAN	$ 208.25
3/25/2020	BOOT COVERS	$ 84.12
3/27/2020	TERMINEX DISINFECTANT	$ 80.00
3/30/2020	WIRE THERM BULK	$ 48.99
	Total	**$ 3,098.37**

Financial Transactions

Ratify Vouchers Payable
R. Wielebinski made a motion, seconded by E. Gnandt to ratify vouchers payable for the period ending April 2, 2020 in the amount of $3,511.86. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ratify Gross Payroll
R. Wielebinski made a motion, seconded by E. Gnandt, to ratify the gross payroll for the pay period ending March 22, 2020 in the amount of $106,934.05. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Approve Vouchers Payable
R. Wielebinski made a motion, seconded by E. Gnandt, to approve vouchers payable received through April 2, 2020 in the amount of $87,626.27. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Capital Expenditures
R. Wielebinski made a motion, seconded by K. Meeker, to approve capital expenditures made through April 2, 2020 in the amount of $24,425.46. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital budget expenditures in the amount of $5,596.00 to convert PTPD Unit #91 to an Office of Emergency Services vehicle. E. Gnandt asked what work is being completed. J. Belvin responded the estimate includes red light conversions, radio programming, installation of new radio frequencies and outfitting for emergency charging. He indicated the vehicle will support various emergency functions, including traffic support and the fire department. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Travel/Training Authorizations – None

REPORT OF THE PRESIDENT

- Richard Wielebinski shared that a conference call was conducted with PennDOT's engineer on 3/26/20 to discuss alternative drainage basin designs for the park that would minimize impact on field area. He indicated the changes proposed in the design labeled Alternative #4 were favorable to the township and removed almost all drainage basin disturbance from the park area.

R. Wielebinski made a motion, seconded by K. Meeker, to approve a De Minimis Use Determination letter for PennDOT, approving drainage basin designs outlined in the proposed design alternative. No public comment. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve and finalize full terms of offer letter signed March 2, 2020 for Taylor Muñoz, Township Manager, to include salary of $96,000 effective April 1, 2020 and family health benefits provided with a 3% employee contribution of total premium. Benefit package to include 15 vacation days, with the ability to carry over 5 per year, 10 sick days, bereavement for immediate family 5 days, 1 day for all others with board approval. E. Gnandt stated that budget funds should be transferred first before voting on resolution. R. Wielebinski amended his motion to move $5,900 from the intern line item to the manager line item. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

COMMISSIONERS COMMENTS

Jerrod Belvin – Vice President
- Current COVID-19 stay-at-home orders in place until April 30. Listed many of the steps the Township has taken to protect employees, including the installation of new air filters, deep cleaning of Township facilities, purchase of personal protective equipment and sanitization supplies.

J.Belvin made a motion, seconded by R. Wielebinski, to extend Declaration of Disaster Emergency for Pocono Township effective immediately. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ellen Gnandt – Commissioner
- Thanked J. Belvin for his work addressing the COVID-19 pandemic as Emergency Management Coordinator (EMC) for the Township.
- Asked for an update on Alger Avenue drainage issues. J. Tresslar stated he did a visual inspection of Alger Avenue and confirmed that the discussed improvements had been completed, at least from a visual inspection. Further discussion regarding Alger Ave improvements. Thanked R. Sargent for his work.

Jerry Lastowski – Commissioner
- No update regarding reimbursement of fire company costs incurred at Pocono Manor fire on November 1, 2019.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the purchase of three new toilets not to exceed $1,500.00 for the Mountain View Park restroom facility. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

J. Lastoski made a motion, seconded by E. Gnandt, to authorize Beyer-Barber to calculate total interest owed due to underpayment of Township's pension obligations for Paola Razzaq for the period October 2018 through February 2019. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Keith Meeker – Commissioner – No report

REPORTS

Zoning

Discussion regarding dangerous structure report for 229 Hemlock Road. S. McGlynn reported the structure investigated is structurally sound, but there is a need to secure the entry and finish structure so as not to detract from the health and safety of the neighborhood. The March 2020 Issued Permits Report was also shared.

R. Wielebinski made a motion, seconded by K. Meeker, to declare the building at 229 Hemlock Road a public nuisance and order it be secured from entry and repaired. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Public Works Report

- R. Sargent reported that spring clean-up of roadways is underway, with the road crew sweeping the roads with a pull-behind broom on rainy days. Well line and laying of conduit have been completed at MVP. Completing drainage work in both parks. Also working on clean-up of intersections from plowing done over winter months
- Also reported that the ice rink and fencing has been removed. LED lighting upgrades at the municipal complex is complete, except for three offices due to COVID-19 proximity limitations. Addressing issues with lighting at the Heritage Center. Installation of factory-made lamppost with LED bulbs, lights around the Heritage Center and at bath house above would total approximately $14,658.76.
- Discussion regarding new well system for MVP. Quotes received for well system do not meet the standards needed. A Pelican system is needed because it's a three-stage system and easier to maintain over time.

R. Wielebinski made a motion, seconded by Keith Meeker, to reject original well system quotes and rebid to drop the pump and line, with the public works crew performing the installation. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by Keith Meeker, to order a Pelican water system to comply with DEP standards in an amount not to exceed $4,000.00. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Administration – Manager's Report

- PSATS 2020 Conference has been canceled and cancellations were confirmed and processed for all Pocono Township attendees

J. Belvin made a motion, seconded by J. Lastowski, to approve Taylor Muñoz as signatory for Township bank accounts. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

E. Gnandt made a motion, seconded by R. Wielebinski, to approve CreativeWorks as the provider of hosting services for the Township's website, subject to Solicitor's review. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Discussion regarding request from private company to buy TLC field. Commissioners stated the Township has spent $150,000 to re-do the pedestrian bridge, in addition to other park improvements, so the Township is not interested.
- Manager will propose dates for future Board of Commissioners Work Sessions.
- The next Regional Comprehensive Plan meeting has been rescheduled for May 14 at 6:00 p.m.
- Update – 2017 Green Light Go project currently on hold due to COVID-19
- Continued mapping of stormwater facilities to proceed in accordance with MS4 requirements.

Township Engineer Report

- Discussion regarding White Oak Culvert replacement project. The contractor is willing to begin work if Township approves. Commissioners decided to delay the project start date until April 30.

- Manager was asked to research possible implications if the Township spends grant funds that have already been allocated to the SR 611/Rimrock Road turn lane project on pre-engineering if the project cannot continue or no further funding is received. Concern over the Township being on the hook to acquire the remaining funds.

Township Solicitor Report

- Discussion regarding Pocono Jackson Joint Water Authority (PJJWA) Small Water & Sewer Grant application.

R. Wielebinski made a motion, seconded by Keith Meeker, for Pocono Township to serve as co-guarantor on a loan match for Pocono Jackson Joint Water Authority's Small Water & Sewer grant application in an amount not to exceed $75,000.00. Further discussion was had regarding the Township's liability as co-guarantor. L. Devito indicated the liability is joint and several. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- The Office of Open Records ruled in favor of Pocono Township regarding the denial of Pocono Mountain School District's Right-to-Know request as it pertained to the potential acquisition of real estate.
- Discussion regarding Township's electric supplier contract. Manager to further research other electric supplier contracts specific to their limitation of liability clauses.

PUBLIC COMMENT

Charlie Trapasso – Thanked the Commissioners for their work in the township and for saving TLC Park from development. Expressed concerns over short term rentals and specific issues in Cobble Creek Estates. Asked how short term rentals can continue to operate. Feels Cobble Creek is put in a difficult position because the Township issued a permit to a short term rental, without consideration of restrictive covenants.

- Solicitor responded that it is the Homeowner Association's choice whether to pursue an injunction. Restrictive covenants differ from zoning requirements.

Scott Gilliland – Thanked the Commissioners again for the emergency vehicle. Gave examples of several scenarios where the emergency vehicle will be useful, including instances like the Pocono Manor fire, road closures, supply delivery and the Run for the Red Marathon.

Victoria Kresge (130 Kresge Lane) – The petition to finalize the police contract has reached 1,256 signatures. Expressed disappointment that the contract has not been completed. Urged Commissioners to finalize the police contract.

Angela Tullo – Thanked J. Belvin for work as Emergency Management Coordinator and the Township's actions to protect employees. Suggested possibility of splitting the Public Works Crew into two teams on a biweekly basis to reduce COVID-19 exposure.

ADJOURNMENT

R. Wielebinski, made a motion, seconded by E. Gnandt, to adjourn the meeting at 10:48 p.m. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes Motion carried.

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding ("MOU") are Pocono Township and Teamster Local 773 as the representative of all full-time and regular part-time Uniformed employees, including but not limited to Road Crew and Clerical employees, and excluding management level employees, supervisors, first-level supervisors, confidential employees and guards. (In this MOU, "Non-Uniformed Employees" means full-time and regular part-time Non-Uniformed employees who are represented by Local 773). The date of this Memorandum of Understanding is April 20, 2020. The purpose of the Memorandum of Understanding is to document the agreement that has been reached between Pocono Township and Teamster Local 773 regarding the creation of a position of Assistant Road Crew Foreman.

1. Pocono Township enacted a new position of Assistant Road Crew Foreman

2. Pocono Township will post the position of Assistant Road Crew Foreman for one week starting April 21, 2020 for applications from current Road Crew members.

3. If skills and ability of the employees who apply for the position are relatively equal, the position will be awarded to the employee with the most seniority.

3. The employee to fill the position will be chosen by the Roadmaster subject to Board of Commissioner Approval on Monday, May 4, 2020 with an effective date made official at that public meeting.

4. Article 8 of the Current Collective Bargaining Agreement between Pocono Township and Teamster Local 773 is amended to include the position of Assistant Road Crew Foreman subject to the following terms.

5. The Assistant Road Crew Foreman position (the "Position") will be full time.

6. The Position shall serve a probationary period of 90 days.

7. The Position shall be entitled to $1.00 per hour wage rate differential over the current pre-selection rate for the employee for all compensable hours. If the Assistant Road Crew Foreman works overtime, he shall be paid at time-and-one-half of the total regular hourly rate including this differential.

9. Should the Foreman be absent from work, and the Assistant Foreman is working, management shall retain sole discretion to appoint an Acting Foreman should the position be deemed necessary.

10. If both the Foreman and the Assistant Foreman are absent, management shall retain sole discretion to appoint a Foreman and/or Assistant Foreman should the position(s) be deemed necessary.

TEAMSTER LOCAL 773

By: ____________________________

Title: ____________________________

Date: ____________________________

POCONO TOWNSHIP

By: ____________________________

Title: ____________________________

Date: ____________________________

POCONO TOWNSHIP
Monday, April 20, 2020

SUMMARY

Ratify		
General Fund	$	94,547.29
Sewer Operating	$	556.17
Sewer Construction	$	500.00
Capital Reserve	$	-
Bill List		
TOTAL General Fund	$	274,051.05
TOTAL Sewer OPERATING Fund	$	100,989.14
TOTAL Sewer CONSTRUCTION Fund	$	-
TOTAL Capital Reserve Fund	$	868.10
Liquid Fuels	$	-
Budget Adjustments	$	-
Budget Appropriations	$	-
Interfund Transfer		

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, April 20, 2020

	Date	Check	Vendor	Memo		Amount
General Fund						
Payroll	04/10/2020			PAYROLL ENDING 4/5/2020	$	93,511.10
				TOTAL PAYROLL		**$93,511.10**
General Expenditures						
	04/07/2020	59587	BLUE RIDGE	POLICE & TWP PHONES	$	285.95
	04/07/2020	59588	STAPLES	OFFICE SUPPLIES	$	750.24
				TOTAL General Fund Bills	**$**	**1,036.19**
Sewer Operating Fund						
	04/07/2020	1565	BLUE RIDGE	PHONE SERVICE PUMP STATIONS	$	121.98
	04/07/2020	1566	STAPLES	OPERATION SUPPLIES	$	339.93
	04/07/2020	1567	VERIZON	SCADA LINE		94.26
					$	**556.17**
Sewer Construction Fund						
	4/6/2020	661	COMMONWEALTH OF PA	PERMIT# 4508408 JOCKEY PUMP PROJECT	$	500.00
					$	**500.00**
Capital Reserve Fund						
				TOTAL Capital Reserve Fund	**$**	**-**

TOTAL General Fund	$	94,547.29
TOTAL Sewer Operating	$	556.17
TOTAL Sewer Construction	$	500.00
Total Capital Reserve	$	-
	$	**95,603.46**

Authorized by: ____________________

Transferred by: ____________________

POCONO TOWNSHIP CHECK LISTING
Monday, April 20, 2020

General Fund

Date	Check	Vendor	Memo		Amount
04/16/2020	59590	Access Office Technologies	Q1 2020 TWP Copiers Usage	$	752.54
04/16/2020	59591	AFLAC	Supplemental Ins	$	488.42
04/16/2020	59592	Alphonse C. Miller, CCTS	Camelback TIF 2020	$	132,791.56
04/16/2020	59593	ARGS Technology, LLC	March 2020 TWP & Police IT Services	$	4,240.00
04/16/2020	59594	Axon Enterprise, Inc.	Police minor equipment	$	403.50
04/16/2020	59595	BIU of PA, Inc.	Permit Fees	$	2,255.97
04/16/2020	59596	Brodhead Creek Regional Authority	TWP Monthly Sewer	$	177.08
04/16/2020	59597	Broughal & DeVito, L.L.P.	Legal services	$	10,123.03
04/16/2020	59598	Cardmember Service	Licenses, emergency services, and supplies	$	1,706.96
04/16/2020	59599	Nationwide - 457	EE & ER Contributions	$	4,078.94
04/16/2020	59600	Cardmember Service	Police training and memeberships	$	2,347.53
04/16/2020	59601	Cefali and Associates PC	Feb 2020 Financial Services	$	398.75
04/16/2020	59602	Cramer's Home Building Center	PW supplies	$	210.40
04/16/2020	59603	Cyphers Truck Parts	PW heavy equpment supplies	$	568.46
04/16/2020	59604	DES	March 2020 TWP Recycling	$	30.00
04/16/2020	59605	Hanson Aggregates Pennsylvania LLC	Road materials	$	340.20
04/16/2020	59606	HUNTER KEYSTONE PETERBILT	Heavy equpment parts	$	356.24
04/16/2020	59607	Iannazzo, Marc	Uniform Allowance	$	75.00
04/16/2020	59608	Jack Williams Tire Company, Inc.	Police vehicle maintenance	$	295.44
04/16/2020	59609	JDM Consultants, LLC	April 2020 Grant Consulting & Advocacy	$	2,500.00
04/16/2020	59610	Kost Tire & Auto Service	Police vehicle maintenance	$	656.68
04/16/2020	59611	Metropolitan Telecommunications	Payment to Close Lines	$	72.71
04/16/2020	59612	Mountain Road Feed Store	Straw	$	28.00
04/16/2020	59613	Network Fleet	Police IT services	$	325.45
04/16/2020	59614	PAPCO, Inc.	Vehicle fuel	$	2,474.52
04/16/2020	59615	PMHIC	May insurance premium	$	71,391.41

Approve

Date	Check	Vendor	Memo	Amount
04/16/2020	59616	Pocono Record	TWP advertisement	$ 1,245.04
04/16/2020	59617	PPL Electric Utilities	Electrical service	$ 1,752.56
04/16/2020	59618	PSATS UC GROUP TRUST FUND	UC Contribution	$ 12,694.51
04/16/2020	59619	RagnaSoft, Inc.	Plan-It 1 Yr Sub	$ 1,225.00
04/16/2020	59620	Robert B. Turnbull, Jr.	Alger Ave Tree Removal	$ 1,900.00
04/16/2020	59621	SCOTT JAMES	Uniform Allowance	$ 235.00
04/16/2020	59622	Shinetime Auto Wash & Lube	March 2020 Police Car Washes	$ 123.00
04/16/2020	59623	Site2	Backup & Recovery Services	$ 804.00
04/16/2020	59624	State Workers Insurance Fund	Fire Dep workers comp.	$ 2,006.00
04/16/2020	59625	Tulpehocken Mountain Spring Water Inc	Twp water	$ 90.19
04/16/2020	59626	UNIFIRST Corporation	Uniforms & mats	$ 173.52
04/16/2020	59627	Verizon Wireless	Police cellphones	$ 609.32
04/16/2020	59628	Wilson Products Compressed Gas Co.	PW op supplies	$ 7.50
04/16/2020	59629	Wittel, Jason	New Dodge Work Truck Lettering	$ 160.00
04/16/2020	59630	Zelenkofske Axelrod LLC	2019 Audit	$ 11,500.00
04/17/2020	59631	Kyocera	Copiers lease	$ 366.56
04/17/2020	59632	Verizon Wireless	Police iPads	$ 70.06
				$ 274,051.05

Sewer Operating Fund

04/16/2020	1568	Aspen Pest Control	Pump Station #1 Service	$ 80.00
04/16/2020	1569	BLUE RIDGE COMMUNICATIONS	2995 Bartonsville Ave	$ 60.99
04/16/2020	1570	Boucher & James, Inc.	Proj 1631001 Rt 611 Sewer Line Relocate	$ 2,326.83
04/16/2020	1571	BRODHEAD CREEK REGIONAL AUTHORITY	May 2020 O&M	$ 76,336.25
04/16/2020	1572	BROUGHAL & DEVITO, L.L.P.	Legal services	$ 1,147.00
04/16/2020	1573	Evoqua Water Technologies LLC	Bioxide	$ 2,310.00
04/16/2020	1574	KEYSTONE ENGINEERING GROUP	Proj 2018.00199 Engineering services	$ 5,609.76
04/16/2020	1575	METROPOLITAN TELECOMMUNICATIONS	Telephone pump station	$ 72.15
04/16/2020	1576	PA One Call System, Inc	Customer PCN - Sewer Mapping	$ 30.90

Date	Check	Vendor	Memo	Amount
04/16/2020	1577	Pocono Management Associates LLC	Contracted services	$ 1,494.72
04/16/2020	1578	PPL Electric Utilities	49815-62005	$ 2,315.16
04/16/2020	1579	Werkheiser Landscaping Service	371 Scotrun Ave Sewer Hookup Excavation	$ 2,000.00
04/17/2020	1580	EEMA O&M	April 2020 O&M	$ 7,205.38
			TOTAL Sewer Operating	**$ 100,989.14**

Sewer Construction Fund

			TOTAL Sewer Construction Fund	**$ -**

Capital Reserve Fund

04/17/2020	1120	Broughal & Devito	Legal services capital project	$ 77.50
04/17/2020	1121	Pocono Township	To reimburse GF for MVP well materials	$ 790.60
			TOTAL Capital Reserve Fund	**$ 868.10**

LIQUID FUELS

ESSA

TOTAL General Fund	$	274,051.05
TOTAL Sewer Construction Fund	$	-
Sewer Operating	$	100,989.14
Capital Reserve	$	868.10
Liquid Fuels	$	-
TOTAL ESSA TRANSFER	$	375,908.29

Authorized by:____________________

Transferred by:____________________

Approve

April 13, 2020

Calls for Service - by UCR Code

Incidents Reported Between 04/06/2020 and 04/12/2020

All Municipalities

Code	Description	Primary Count	Secondary UCR Count Code 2	Code 3	Code 4
0521	BURGLARY-NO FORCE-RESIDENCE-NIGHT	1			
0613	THEFT-$200 & OVER-RETAIL THEFT	1			
0619	THEFT-$200 & OVER-ALL OTHER	1			
0623	THEFT-$50 TO $200-RETAIL THEFT	1			
0830	SEXUAL ASSAULT	1			
1100	FRAUD	1			
1831	NARCOTICS-POSSESSION-MORPHINE,HEROIN,ETC	1			
2110	DRIVING UNDER THE INFLUENCE-LIQUOR/DRUGS	1			
2440	DISORDERLY CONDUCT-DISTURBING THE PEACE	3			
2632	ALL OTHER OFFENSES - LITTERING/DUMPING	1			
2660	TRESPASSING OF REAL PROPERTY	2			
2810	TWP ORD-ABANDONED VEH (INCLUDING STATE)	1			
2820	TWP ORD-OPEN BURNING	2			
3100	MOTOR VEHICLE ACCIDENTS	5			
3500	SUSPICIOUS PERSONS,AUTOS,CIRCUMSTANCES	8			
3600	DISTURBANCES-DOMESTIC	7			
3800	SERVICE CALL-MISCELLANEOUS	1			
3805	SERVICE CALL-ANIMAL	1			
3810	SERVICE CALL-ALARMS-UNFOUNDED-EXCPT FIRE	8			
3820	SERVICE CALL-ASSIST MOTORIST/DISABLE VEH	1			
3830	SERVICE CALL-ASSIST OTHER AGENCY	3			
3835	CIVIL DISPUTE	1			
3836	WELFARE CHECK	1			
3840	FIRES (INCLUDING ALARMS-FOUNDED/UNFOUND)	1			
3850	HAZARDOUS CONDITIONS	2			
3900	TRAFFIC & PARKING PROBLEMS	7			
4028	NON-CRIMINAL-OTHER INVESTIGATIONS	1			
5008	LOST & FOUND - LOST ARTICLES	1			
5010	LOST & FOUND - MISSING JUVENILE FEMALE	2			
5506	ANIMAL COMPLAINTS - STRAY ANIMALS	1			
7506	ASSISTING OTHER AGENCIES - ALL OTHERS	2			
8518	DEPARTMENTAL SERVICES - RECORD CHECKS	1			
9100	9-1-1 HANGUPS	19			
9200	DRUG OVERDOSE - NON-FATAL	1			
CITT	TRAFFIC CITATION	1			
	Total Calls	**92**			

Taylor Munoz

To: Lisa Pereira
Subject: RE: CAMELBACK ESCROW ACCOUNTS

From: Lisa Pereira <lisapereira@broughal-devito.com>
Sent: Friday, April 3, 2020 10:03 AM
To: Paula Razzaq <prazzaq@poconopa.gov>
Cc: Taylor Munoz <tmunoz@poconopa.gov>
Subject: RE: CAMELBACK ESCROW ACCOUNTS

Paola,

Based on Jon's email, the Township can release these existing escrows to CBH20 and CBK Lodge. This should be placed on the BOC agenda for action on the release.

In addition, a new escrow should be established with the new Camelback owner.

Thanks,
Lisa

Lisa A. Pereira, Esquire
Broughal & DeVito, LLP
38 West Market Street
Bethlehem, PA 18018
(610) 865-3664
(610) 865-0969 (Fax)
lisapereira@broughal-devito.com
PLEASE NOTE MY NEW EMAIL ADDRESS.

From: Ken Ellis <KenE@aquaticgroup.com>
Sent: Thursday, April 2, 2020 5:54 PM
To: Jon Tresslar <jtresslar@bjengineers.com>
Cc: Taylor Munoz <tmunoz@poconopa.gov>; Nate Oiler <noiler@rkrhess.com>; Lisa Pereira <lisapereira@broughal-devito.com>; Paula Razzaq <prazzaq@poconopa.gov>
Subject: Re: CAMELBACK ESCROW ACCOUNTS

Jon
The escrows that are in place now are from CBH20 and CBK Lodge as the township is aware we no longer own Camelback Resort and I am asking for these escrows balances to be returned and if new escrows are required the new owner CMBK can fund.
Thank you
Ken Ellis

Sent from my iPhone

On Apr 2, 2020, at 5:21 PM, Jon Tresslar <jtresslar@bjengineers.com> wrote:

[EXTERNAL EMAIL]

Taylor,

Camelback has had a series of projects in the Township over the past several years and as a result various escrow accounts have been set up for construction activities. Attached are current statements showing the amount remaining in escrow for each project.

All projects are complete with the exception of the Lot 13 project which has been withdrawn.

Camelback continues to have new projects in various stages of planning which sometimes require input from Township staff including our and/or Leo's office. Therefore, we recommend a professional services account be established to cover incidental expenses associated with new planning projects before they develop into a project which would justify the need for their own separate escrow account. We understand Camelback is not opposed to this.

Jon

<image007.jpg> **Jon S. Tresslar, P.E., P.L.S.**
Managing Director
Boucher & James, Inc.

jtresslar@bjengineers.com • www.bjengineers.com
1456 Ferry Road, Building 500 • Doylestown, PA 18901 • 215-345-9400
2756 Rimrock Drive • Stroudsburg, PA 18360 • *Mailing:* P.O. Box 699, Bartonsville, PA 18321 • 570-629-0300
559 Main Street, Suite 230 • Bethlehem, PA 18018 • 610-419-9407

Taylor Munoz

To: Paula Razzaq
Subject: RE: CAMELBACK ESCROW ACCOUNTS

From: Paula Razzaq <prazzaq@poconopa.gov>
Sent: Friday, April 3, 2020 2:32 PM
To: Taylor Munoz <tmunoz@poconopa.gov>
Subject: FW: CAMELBACK ESCROW ACCOUNTS

Taylor,

I spoke with Lisa today and she informed me that Jon Tresslar recommended a $5,000 escrow for the Lot 13 project. Lisa will prepare the professional service agreement and communicate directly with the new owners. She will keep us abreast of the progress.

In addition, the board needs to approve the release of the remaining escrows with a motion so I can return the moneys to the previous owners.

Regards,
Paola Razzaq
Fiscal Administrator
Pocono Township
112 Township Drive
Tannersville, PA 18372
(570) 629-1922 x 221

From: Lisa Pereira <lisapereira@broughal-devito.com>
Sent: Friday, April 3, 2020 10:15 AM
To: Paula Razzaq <prazzaq@poconopa.gov>
Cc: Taylor Munoz <tmunoz@poconopa.gov>
Subject: RE: CAMELBACK ESCROW ACCOUNTS

I can reach out to them, however, I would like to speak with Jon to get an idea of how much we should collect for the escrow.

Lisa A. Pereira, Esquire
Broughal & DeVito, LLP
38 West Market Street
Bethlehem, PA 18018
(610) 865-3664
(610) 865-0969 (Fax)
lisapereira@broughal-devito.com
PLEASE NOTE MY NEW EMAIL ADDRESS.

Taylor Munoz

To: Paula Razzaq
Subject: RE: Camelback Escrows

From: Paula Razzaq
Sent: Thursday, April 9, 2020 2:59 PM
To: Ken Ellis <KenE@aquaticgroup.com>
Subject: RE: Camelback Escrows

Ken,

There will be a motion on the next board meeting to release the escrows.

Regards,
Paola Razzaq
Fiscal Administrator
Pocono Township
112 Township Drive
Tannersville, PA 18372
(570) 629-1922 x 221

From: Ken Ellis <KenE@aquaticgroup.com>
Sent: Thursday, April 9, 2020 2:57 PM
To: Jon Tresslar <jtresslar@bjengineers.com>; Nate Oiler <noiler@rkrhess.com>
Cc: Paula Razzaq <prazzaq@poconopa.gov>; Lisa Pereira (lisapereira@broughal-devito.com) <lisapereira@broughal-devito.com>
Subject: RE: Camelback Escrows

Thank you Jon. Have you been able to get an update?

From: Jon Tresslar [mailto:jtresslar@bjengineers.com]
Sent: Thursday, April 2, 2020 1:54 PM
To: Nate Oiler
Cc: Ken Ellis; Paula Razzaq (prazzaq@poconopa.gov); Lisa Pereira (lisapereira@broughal-devito.com)
Subject: Re: Camelback Escrows

[EXTERNAL EMAIL]

Guys. I will get an email to Taylor today.

Sent from my iPhone

On Apr 2, 2020, at 1:52 PM, Nate Oiler <noiler@rkrhess.com> wrote:

Ken

The LD plan for Lot 13 and the future hotel was withdrawn by CBH2O at the request of CMBK, so I do not think that the account for professional services escrow will remain open. I believe there is a maintenance bond for Lot 12 (and the helipad), but that is unrelated to the Professional services escrow.

Nate Oiler, PE
Director of Land Development Engineering Services
RKR Hess, a division of UTRS, Inc.
112 North Courtland Street
East Stroudsburg, PA 18301
570-421-1550 ext. 414
noiler@rkrhess.com

RKR Hess, a division of UTRS

570.421.1550 x 414

From: Ken Ellis <KenE@aquaticgroup.com>
Sent: Thursday, April 2, 2020 1:39 PM
To: Nate Oiler <noiler@rkrhess.com>; jtresslar@bjengineers.com <jtresslar@bjengineers.com>
Cc: Paula Razzaq (prazzaq@poconopa.gov) <prazzaq@poconopa.gov>; Lisa Pereira (lisapereira@broughal-devito.com) <lisapereira@broughal-devito.com>
Subject: FW: Camelback Escrows

Team,
My understanding is the only project open is LOT 13 and the escrow should be replaced by the new owner CMBK. Can the other escrows be returned to CBH2O and CBK ?
Thank you Ken

From: Paula Razzaq [mailto:prazzaq@poconopa.gov]
Sent: Tuesday, March 17, 2020 4:38 PM
To: Lisa Pereira
Cc: Ken Ellis; Taylor Munoz
Subject: Camelback Escrows

[EXTERNAL EMAIL]

Good afternoon Lisa,

I received a phone call this afternoon from Ken Ellis, Camelback's former owner, regarding the different Camelback escrow accounts we currently have open (please see attachments.) He needs to know if these accounts were transferred to the new owners. I do not have any information about the transfer if one took place so I was hoping you can provide some guidance.

I appreciate any assistance you can provide.

Regards,
Paola Razzaq
Fiscal Administrator
Pocono Township
112 Township Drive
Tannersville, PA 18372
(570) 629-1922 x 221