



POCONO TOWNSHIP COMMISSIONERS
AGENDA

April 4, 2022 | 6:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 815 2583 3698

Passcode: 395406

Zoom Link:

<https://us06web.zoom.us/j/81525833698?pwd=N3BzYkIwYS92MG5RYWlHQUYvY2FOUT09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

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 Board of Commissioners held an executive session on Friday, March 25, 2022 at 4:00 p.m. for the purpose of discussing personnel matters.
- Pocono Township will host a ribbon cutting for the new TLC Park Basketball Court on Thursday, April 21st at 4:00 p.m. We are excited to welcome the Pocono Mountain East 7th & 8th grade Middle School girls' basketball team to the grand opening to officially open the court.
- The Pocono Township Spring Cleanup will be held Thursday, April 28th through Saturday, April 30th at the Township complex. Residents are welcome to bring their items between 7:30 a.m. and 3:00 p.m. each day and a Fee Schedule is on the Township website at www.poconopa.gov.
- The first annual Pocono Township Touch-a-Truck event will be held on Saturday, June 4th from 10:00 a.m. to 2:00 p.m. This free, family-friendly event will feature dozens of commercial trucks, fire trucks, a helicopter, the Library Bookmobile, military vehicles and all manner of construction equipment. Children will be able to interact with all the vehicles and take part in numerous

activities. Funds raised from food sales, donations and a raffle will benefit the Pocono Township Volunteer Fire Company.

Hearings

- Resolution 2022-12 – Adoption and submission of the revised Act 537 Plan to the PA DEP. **(Action Item)**
 - Motion to open a public hearing to consider adoption and authorization of Resolution 2022-12 for the submission of a revision to the Township's official sewage facilities plan to the Department of Environmental Protection for approval. **(Action Item)**
 - Motion to close public hearing. **(Action Item)**
 - Motion to adopt Resolution 2022-12 for the adoption and submission of a revision to the Township's official sewage facilities plan to the Department of Environmental Protection for approval. **(Action Item)**

Presentations

- Presentation of Trauma Bags to the Pocono Township Police Department – James & Beth Moloughney, State Farm & Township residents.

Resolutions

- Resolution 2022-13 – Motion to pass Resolution 2022-13 authorizing the Township Manager to submit a Traffic Signal Maintenance Agreement to PennDOT as part of the Green-Light-Go SR 611 Traffic Light grant project. **(Action Item)**
- Resolution 2022-14 – Motion to pass Resolution 2022-14 approving the expenditure of \$62,236.00 for a 2022 Ford F-550 utility truck with plow and authorizing the execution of a lease purchase agreement with Bank Capital Services LLC, D/B/A F.N.B. Equipment Finance. **(Action Item)**
- Resolution 2022-15 – Motion to pass Resolution 2022-15 granting an extension of time to satisfy conditions of the plan approval of the Poconos Hospitality Land Development Plan. **(Action Item)**
- Resolution 2022-16 – Motion to pass Resolution 2022-16 granting conditional approval of the Steele's Warehouse Addition Preliminary/Final Land Development Plan. **(Action Item)**
- Resolution 2022-17 – Motion to pass Resolution 2022-17 approving a cooperative memorandum of agreement with Stroud Township concerning the SR 611 (Route 611) multi-jurisdictional adaptive signal system and authorizing the execution and delivery thereof. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the March 21, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through March 31, 2022 including:
 - Ratification of vouchers payable in the amount of \$3,381.63, sewer operating expenditures in the amount of \$244.17, sewer construction expenditures in the amount of \$4,050.00 and capital reserve expenditures in the amount of \$30,534.90.
 - Ratification of gross payroll for the pay period ending March 20, 2022 in the amount of \$117,006.07.
 - Vouchers payable in the amount of \$47,532.03.
 - Sewer operating fund expenditures in the amount of \$2,370.95.
 - Sewer Construction Fund expenditures in the amount of \$105,829.81.

- Capital reserve fund expenditures in the amount of \$22,289.07.
- A Fire Tax disbursement of \$54,766.44.
- An ARPA transfer of \$1,173.34 to the General Fund for Traistr set-up costs. **(Action Items)**

NEW BUSINESS

1. Personnel

- Motion to approve a letter agreement setting forth the terms for Shawn Goucher's service as Acting Chief of Police, per the Memorandum of Understanding approved at the March 21, 2022 Board of Commissioners meeting. **(Action Item)**

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- Motion to approve a temporary swage tank agreement between Pocono Township and Joe Ronco, owner of 3101 State Route 611, allowing for use of a sewage storage tank until such time as a sewer lateral is provided for connection to the public sewer system. **(Action Item)**
- Discussion and possible action regarding the request of Shaare Torah School, located in Brooklyn, to allow 3 school buses of students at Mountain View Park on May 24. **(Possible Action Item)**

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update

Ellen Gndt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services Reports

Public Works Report

- Current Public Works Projects
- Mountain View Park updates.
- Upcoming Public Works Training(s)
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant.

Administration – Manager's Report

- Update – Meeting with the Pocono Mountains Visitors Bureau to discuss policing needs and possible support from Tourism funds.
- Grant applications have been submitted for the DCNR Community Conservation Partnerships Program and the PA Commission on Crime & Delinquency JAG program.
- Township Spring 2022 newsletter being prepared for April distribution.

- 2022 Township Events
 - TLC Park Basketball Court Ribbon Cutting – 4:00 p.m. on Thursday, April 21
 - Pocono Township Touch-a-Truck – June 4, 2022
 - Community Day – Saturday, September 10, 2022
 - Trunk-or-Treat – TBD
 - Christmas Tree Lighting – TBD

Township Engineer Report

- Priority Township Stormwater Projects – Securing cost estimates.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue.

Township Solicitor Report

- Zoning Hearing Board updates.
 - Update – Johnson Appeal.
- Update – PJJWA transfer agreement.
- HJP Park Agreement between Pocono and Jackson Townships.

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. 2022-12

**A RESOLUTION ADOPTING AND AUTHORIZING THE SUBMISSION OF THE
REVISION TO THE TOWNSHIP’S OFFICIAL SEWAGE FACILITIES PLAN TO THE
DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR ITS APPROVAL.**

WHEREAS, Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the “Pennsylvania Sewage Facilities Act,” as amended, and the Rules and Regulations of the Department of Environmental Protection (the “Department”) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters and/or environmental health hazards with sewage wastes, and to revise said plan whenever it is necessary to meet the sewage disposal needs of the municipality, and

WHEREAS, the Board of Commissioners of the Township of Pocono has prepared an Act 537 Special Study which provides for sewage facilities in a portion of Pocono Township, and

WHEREAS, the alternative of choice to be implemented is “Option 1- Expansion of the Existing Sewer Collection System into Growth Areas Adjacent to the Existing Main Collection System”. The key implementation activities/dates include completion of Township construction 48 months after Department approval of the special study; and

WHEREAS, the Township of Pocono finds that the facility plan described above conforms to applicable zoning, subdivision, other municipal ordinances and plans and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Pocono hereby adopt and submit to the Department for its approval as a revision to the “Official Plan” of the Township of Pocono, the above-referenced facility plan. The Township of Pocono hereby assures the Department of the complete and timely implementation of the said plan as required by law (Section 5, Pennsylvania Sewage Facilities Act, as amended).

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 4th day of April, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

RESOLUTION 2022-13

BE IT RESOLVED, by authority of the _____

of the _____,

County, and it is hereby resolved by authority of the same, that the _____

of _____ be authorized and directed to submit

the attached Traffic Signal Maintenance Agreement, to submit future modifications to the attached

Traffic Signal Maintenance Agreement, and to submit future Applications for Traffic Signal

Approval either in writing or via electronic signature, to the Department of Transportation and to

sign this Agreement on behalf of _____.

Attest:

Signature _____ Date _____

Title

By: _____

Signature Date

Title

I, _____, _____
(Name) (Official title)

of the _____, do hereby certify that the
(Name of governing body and Municipality)

foregoing is a true and correct copy of the Resolution legally adopted at the meeting held

the _____ day of _____, 20____.

Date

Signature

(SEAL)

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2022-14

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF
POCONO, MONROE COUNTY, PENNSYLVANIA APPROVING THE EXPENDITURE
OF \$62,236.00 FOR A 2022 FORD F-550 UTILITY TRUCK WITH PLOW AND
AUTHORIZING THE EXECUTION OF A CERTAIN LEASE PURCHASE
AGREEMENT WITH BANK CAPITAL SERVICES LLC, D/B/A F.N.B. EQUIPMENT
FINANCE**

WHEREAS, Township of Pocono (the “Lessee”) is a political subdivision of the Commonwealth of Pennsylvania (the “Commonwealth”) and is duly organized and existing under the laws of the Commonwealth; and

WHEREAS, pursuant to applicable law, the governing body of the Lessee (the “Board of Commissioners”) is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee; and

WHEREAS, the Board of Commissioners of the Lessee has determined that it is necessary and advisable to lease the following property: 2022 Ford F-550 Utility Truck with Plow (the “Leased Property”); and

WHEREAS, the Board of Commissioners of the Lessee has determined that the costs of the Leased Property to be \$62,236.00; and

WHEREAS, the Lessee desires to enter into a tax- exempt Lease Purchase Agreement (the “Lease Agreement”) with Bank Capital Services LLC, d/b/a F.N.B. Equipment Finance, as lessor (the “Lessor”) to finance the costs of the Leased Property.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners as follows:

1. The Leased Property. The Lessee hereby authorizes and approves the acquisition of the Leased Property and does hereby ratify and confirm all action heretofore taken by officers and officials of the Lessee and others pursuant to direction of the Lessee in proceeding with the acquisition of the Leased Property. The Lessee shall proceed with the acquisition of the Leased Property and the necessary financing to fund the Leased Property and related costs and expenses.

2. Authorization and Approval of the Lease Agreement. The Lease Agreement, hereafter, including in such defined term all related documents therewith, each document substantially in the form presented at this meeting, are approved together with such changes as may be approved by the officers and officials of the Lessee executing the same, their execution to be deemed conclusive evidence of such approval.

Proper officers of the Lessee are authorized and directed, as applicable, to execute and acknowledge the Lease Agreement and to deliver the same to the Lessor for execution, in the form approved by this Section.

3. Annual Appropriations. The Lessee's payment obligations under the Lease Agreement shall constitute a current expense of Lessee subject to annual appropriation or renewal by the Board of Commissioners and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional, statutory or charter limitation or requirement concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the full faith and credit of Lessee.

4. Designation as "Qualified Tax-Exempt Obligations". The Lessee hereby designates the principal component of its payment obligations under the Lease Agreement in the amount of \$62,236.00 as Qualified Tax-Exempt Obligations pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and the applicable regulations and rulings thereunder. The Lessee represents and expects that the total amount of its obligations so designated and to be designated during the current calendar year does not and will not exceed \$10,000,000.

5. General Authorization. Proper officers and officials of the Lessee are authorized and directed to execute and deliver such documents (in addition to documents hereinbefore mentioned) and do such things as are required in connection with undertaking of the acquisition of the Leased Property, including payment of costs and expenses incurred in connection therewith, and as otherwise may be required to carry out the intent and purpose of this Resolution.

6. Effective Date. This Resolution shall become effective immediately.

7. Severability. In the event any provisions, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of the Board of Commissioners that such remainder shall be and shall remain in force and effect.

8. Repealer. All resolutions or parts of resolutions inconsistent herewith are expressly repealed to the extent of such inconsistencies.

DULY ADOPTED, by the Board of Commissioners of Township of Pocono, this 4th day of April, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____

Print Name: Taylor Munoz

Title: Township Manager

By: _____

Print Name: Richard Wielebinski

Title: President

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2022-15

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY
CONDITIONS OF THE PLAN APPROVAL OF THE POCONOS HOSPITALITY
LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, SAPA Pocono Holding, LLC, successor-in-interest to Poconos Hospitality, LLC, submitted a preliminary/final land development plan application titled “Land Development Plan for Poconos Hospitality” (the “Plan”). The applicant proposes to construct a three (3) story, ninety-nine (99) bed hotel with associated parking, stormwater management facilities, and public water and sewer services. The property is located on the eastern side of Route 611, approximately 1,500 feet north of the intersection with Brookdale Road, on a 3.3 acre site located in the C Commercial Zoning District; and

WHEREAS, on December 18, 2017, the Pocono Township Board of Commissioners enacted Resolution No. 2017-53 which granted conditional preliminary/final plan approval of the Plan; and

WHEREAS, Resolution No. 2017-53 required that the applicant meet all conditions of the preliminary/final plan approval and record the Plan within twelve (12) months of the Conditional Preliminary/Final Plan approval, and if such conditions were not met, the Conditional Preliminary/Final Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of preliminary/final plan approval and record the Plan within twelve (12) months of the Conditional Preliminary/Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2017-53; and

WHEREAS, by Resolution No. 2018-65, the Board of Commissioners granted Poconos Hospitality, LLC an extension of twelve (12) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2017-53; and

WHEREAS, by Resolution No. 2020-03, the Board of Commissioners granted Poconos Hospitality, LLC an extension of twelve (12) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2017-53; and

WHEREAS, the applicant was unable to satisfy the conditions of preliminary/final plan approval and record the Plan within the twelve (12) month extension granted by the Board of Commissioners and hereby seeks an additional extension of time to satisfy the conditions of approval.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, SAPA

Pocono Holding, LLC, shall have a period of twelve (12) months from the date of this Resolution to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2017-53.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 4th day of April, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

**TOWNSHIP OF POCONO, MONROE COUNTY,
PENNSYLVANIA**

RESOLUTION NO. 2022-16

**A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE
STEELE’S WAREHOUSE ADDITION PRELIMINARY/FINAL
LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Richard McMaster, submitted a preliminary/final land development plan application for a plan titled “Preliminary/Final Land Development Plan Steele’s Warehouse Addition” (the “Plan”). The Plan proposes the construction of an 1,800 square foot building addition, located in the C Commercial Zoning District. The property is located at 218 Shine Hill Road, and is identified as Monroe County Tax Parcel I.D. 12.6.2.42-5, PIN Number 12-6373-01-35-5377; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated February 8, 2022 and March 24, 2022; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional preliminary/final plan approval of the Plan at a meeting held on March 28, 2022; and

WHEREAS, the Pocono Township Board of Commissioners desires to take action on this Plan.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the following requests for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Sections 390-29.D.(1), (2) and (3) – Submission of Site Context Map,, Existing Resources, and Site Analysis. *Applicant’s plan provides sufficient information related to the proposed limited scope of work.*
2. SALDO Section 390-29.J.(10) –Submission of plan to Monroe County Conservation District for review. *The proposed disturbance is less than one (1) acre, and the Conservation District does not require a review of projects of this size.*
3. SALDO Section 390-55.B – Minimum number of 12 trees per acre. *Applicant’s plan has less than 12 trees.*
4. SALDO Section 390-48.H(2) – Sans Drive and Shill Hill Road right-of-way width. *Applicant’s plan does not include additional right-of-way dedication due to existing site conditions.*

5. SALDO Section 390-48.T(13)(b) – Access drive entrances shall be no less than 24 feet in width. *Applicant's plan does not propose any improvements to the exiting drive entrances.*
6. SALDO Section 390-55.D(1)(a)(d)– Street Trees. *Applicant is not proposing any street trees due to existing site conditions.*
7. SALDO Section 390-59.H(1)– Off-street loading and unloading spaces. *Applicant is proposing a 12 foot by 35 foot loading area which is required by Section 470-34.D.(1) of the Township's Zoning Ordinance.*

That the “Preliminary/Final Land Development Plan Steele’s Warehouse Addition” as shown on the preliminary/final land development plan prepared by RKR Hess, a Division of UTRS, dated December 29, 2022, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer’s letter dated March 24, 2022.
2. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security.
3. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security.
4. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township.
5. The Applicant shall pay all necessary fees associated with the Plan, including but not limited to a fee in lieu of dedicating open space in the amount of \$ \$366.39, and any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
6. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
7. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
8. The applicant shall meet all conditions of the preliminary/final plan approval, and Plan shall be recorded within twelve (12) months of Conditional Plan approval, and agrees that if such conditions are not met, the Conditional Plan approval will be considered void.

9. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the application is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 4th day of April, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

**TOWNSHIP OF POCONO,
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2022-17

**RESOLUTION APPROVING COOPERATIVE MEMORANDUM OF AGREEMENT
WITH STROUD TOWNSHIP CONCERNING SR 0611 (ROUTE 611) MULTI-
JURISDICTIONAL ADAPTIVE SIGNAL SYSTEM AND AUTHORIZING THE
EXECUTION AND DELIVERY THEREOF.**

WHEREAS, Pennsylvania’s Intergovernmental Cooperation Law, found at 53 Pa.C.S. §§2301-2317 (the “Law”), authorizes two or more local governments in this Commonwealth to jointly cooperate in the exercise or in the performance of their respective governmental functions, powers or responsibilities; and

WHEREAS, in accordance with §2305(a) of the Law, a local government may enter into intergovernmental cooperation with another local government upon the passage of an ordinance or resolution by its governing body; and

WHEREAS, both Pocono Township and Stroud Township have entered into Green Light-Go agreements with the Commonwealth of Pennsylvania to upgrade traffic signals along SR 0611 (Route 611) from SR 0314 through Wigwam Park Road within the municipalities of Pocono and Stroud as part of the E03581 WO11 – Green Light-Go Year 4 Monroe County Adaptive Project (the “Project”); and

WHEREAS, because the Project involves the coordination of traffic signals in both townships, Pocono Township and Stroud Township desire to enter into a Cooperative Memorandum of Agreement (the “Cooperative MOU”) that outlines the terms and conditions of their respective responsibilities to implement and complete the Project; and

WHEREAS, a true and correct copy of the Cooperative MOU is attached to this Resolution as Exhibit 1; and

WHEREAS, the Board of Commissioners of Pocono Township, acting under the authority of the Law, wishes to approve and authorize the execution of the Cooperative MOU on behalf of Pocono Township.

NOW THEREFORE, it is hereby resolved by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, as follows:

1. The background and all exhibits referred to in the background are specifically incorporated and made part of this Resolution.
2. The Board of Commissioners hereby approves the terms and conditions of the attached Cooperative MOU.
3. The Board of Commissioners hereby authorizes and directs the President, Vice President, or the Township Manager to take all necessary and proper actions to execute, deliver, file and record the Cooperative MOU and all accompanying and related documents, and otherwise comply with the provisions of the Law and this Resolution, in the name and on behalf of Pocono Township.
4. All Resolutions and parts of Resolutions previously adopted, to the extent they are inconsistent in any manner with this Resolution, are hereby repealed.
5. This Resolution is effective immediately upon its enactment.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the
Pocono Township, the 4th day of April, 2022.

ATTEST:

Township of Pocono
Board of Commissioners

By:_____

Print Name: Taylor Munoz
Title: Township Manager

By:_____

Print Name: Richard Wielebinski
Title: President

EXHIBIT 1

CERTIFICATION

I, Taylor Munoz, Manager of Pocono Township, Monroe County, Pennsylvania, do hereby certify that the foregoing is a true and correct copy of Resolution 2022-____ which was adopted at a regular meeting of the Board of Commissioners of Pocono Township, held on April 4, 2022 at 6:00 p.m.

Date: _____

Taylor Munoz, Pocono Township Manager

**Pocono Township Board of Commissioners
Regular Meeting Minutes
March 21, 2022 | 6:29 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on March 21, 2022 and was opened by President Rich Wielebinski at 6:10 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James; Taylor Muñoz, Township Manager; R. Sargent, Roadmaster; and Jennifer Gambino, Administrative Assistant.

Public Comment

Charlie Trapasso (Mountain View Dr, Tannersville) – Provided compliments to the Board regarding new lighting and project work at TLC Park.

Eric Moses (127 White Oak Ct) – Expressed concerns regarding an AirBnB directly behind his house. Stated there have been as many as ten to 20 people every weekend causing disturbance at 115 White Oak Court. Asked Township to follow up on the concerns he shared with zoning.

Dee Ackerman (White Oak Ct) – Confirmed that the AirBnB at 115 White Oak Court is causing problems every weekend and stated they have built a deck and hot tub with no permits.

Dan Wise (Engineer for the Pocono Hospitality Land Development Plan) – Discussion regarding a requested extension for the Pocono Hospitality Land Development Plan. R. Wielebinski indicated the request for extension would be discussed later in the agenda.

Announcements

- R. Wielebinski announced an executive session was held today at 5:30 p.m. to discuss personnel matters.
- Pocono Township will host a ribbon cutting for the new TLC Park Basketball Court on Thursday, April 21st at 4:00 p.m. We are excited to welcome the Pocono Mountain East 7th & 8th grade Middle School girls' basketball team to the grand opening to officially open the court.
- The Pocono Township Spring Cleanup will be held Thursday, April 28th through Saturday, April 30th at the Township complex. Residents are welcome to bring their difficult-to-dispose-of items between 7:30 a.m. and 3:00 p.m. and a Fee Schedule is located on the Township website at www.poconopa.gov.
- The first annual Pocono Township Touch-a-Truck event will be held on Saturday, June 4th from 10:00 a.m. to 2:00 p.m. This free, family-friendly event will feature dozens of commercial trucks, fire trucks, a helicopter, the Library Bookmobile, military vehicles, and all manner of construction equipment. Children will be able to interact with all the vehicles and take part in numerous activities. Funds raised from food sales, donations and a raffle will benefit the Pocono Township Volunteer Fire Company.

Hearings – None

Presentations

- Monroe County District Attorney's Office – Recognition of Detective Sergeant James Wagner and Detective Earl Ackerman for their role in a high-profile investigation and trial. First Assistant District Attorney Mike Mancuso provided details regarding the high quality work performed in several cases by Detective Sergeant James Wagner and Sergeant Earl Ackerman. District Attorney Christine also spoke and gave praise to the quality of the Police Department. Presented plaques to the Detectives and Assistant District Attorney Mancuso.

Resolutions

R. Wielebinski made a motion, seconded by E. Gndt, to pass Resolution 2022-10 Granting Conditional Final Approval of the Trapasso Hotel Preliminary/Final Land Development Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to open the agenda for discussion of Resolution 2022-11 approving a grant application to DCNR for TLC Park improvements. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Resolution 2022-11 approving a grant application to DCNR for TLC Park Improvements for an amount not to exceed \$250,000. T. Muñoz gave a summary of costs relating to park improvements. All in favor. Motion carried.

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the March 7, 2022 regular meeting of the Board of Commissioners.
 - Financial transactions through March 17, 2022 including:
 - Ratification of vouchers payable in the amount of \$560.79 and sewer operating expenditures in the amount of \$124.12.
 - Ratification of gross payroll for the pay period ending March 6, 2022 in the amount of \$122,707.81.
 - Vouchers payable in the amount of \$176,635.22.
 - Sewer operating fund expenditures in the amount of \$135,178.38.
 - Sewer Construction Fund expenditures in the amount of \$47,588.60.
 - Capital reserve fund expenditures in the amount of \$1,087.00.
 - A Fire Tax disbursement of \$6,359.11.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the consent agenda. All in favor. Motion carried.

NEW BUSINESS

1. Personnel

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Civil Service Commission to commence with the new police officer(s) hiring process. J. Lastowski inquired about the costs associated with hiring. All in favor. Motion carried.

J. Lastowski made a motion, seconded by E. Gndt, for Township Manager to contact Senator Scavello's office regarding streamlining police officer hiring process for first class Townships. All in favor. Motion carried.

J. Lastowski inquired for clarification as to why the last candidate chose not to go with Pocono Township.

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- Discussion and action to award the 2022 Spring & Fall Cleanup Bid
 - County Waste – \$29.70 per cubic yard
 - Marki Rolloff – \$32.00 per cubic yard
 - G&S – \$34.75 per cubic yard
 - JP Mascaro – \$55.00 per cubic yard (Spring) & \$60.00 per cubic yard (Fall)

R. Wielebinski made a motion, seconded by K. Meeker, to award the 2022 Spring & Fall Cleanup Bid to Marki Rolloff. J. Lastowski asked about Marki Rolloff. E. Gndt asked about process of rejecting lowest bid. L. DeVito stated motion should indicate Marki Rolloff as second lowest bidder due to performance issues with the low bidder. Motion amended to award the 2022 Spring & Fall Cleanup Bid to Marki Rolloff as second lowest bidder due to performance issues prior the lowest bidder, County Waste. All in favor. Motion carried as amended.

R. Wielebinski made a motion, seconded by K. Meeker, to prepare the bid specifications and publicly advertise the 2022 materials bid. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to waive MVP pavilion fees for Forever Dedicated 64 Fitness & Hoops, a registered non-profit, to host a 4-on-4 Basketball Tournament – “Pocono Hoops 4 Homeless” – on Saturday, June 11, 2022. Al Hayward, representative for Forever Dedicated 64 Fitness & Hoops, spoke regarding the organization’s request. The nonprofit was started in 2017 and provides character building programs for youth. They pick a different charity each year to support and for 2022 they chose Street2Feet as beneficiary. Will raise funds to aid the homeless. Mountain View Park is central and would help bring further awareness. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve an MOU appointing Shawn Goucher as acting Chief of Police. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update - Final information received regarding oil cleanup from PMSD. Estimated 1500 gallons of heating oil leaked out of their system. PMSD covered bill for all emergency management supplies the Township used.
- Discussion regarding working with PMSD regarding “house pickup only” for students. Roads were identified with dangerous intersections.

Ellen Gndt – Commissioner

Suggested setting up work sessions to begin working on deficient ordinances. R. Wielebinski stated his willingness to have work sessions if the Board can make decisions on the specific ordinance(s). T. Muñoz will make list of ordinances for consideration. J. Lastowski would like recommendations from staff on how ordinances should be changed.

Jerry Lastowski – Commissioner – None

Keith Meeker – Commissioner - None

Reports

Emergency Services Reports

Acting Chief Shawn Goucher – Corporals completed active shooters training. S. Goucher attended a Right-to-Know Law training. New cars were received and are scheduled for a paint job in April. Waiting on upfitting equipment. Corporal test scheduled for May 26th and eight officers will test. Officer Scicutella's promotion to Detective will start April 4th. The 12-hour shifts are running smoothly. 1175 calls were received in February and 886 so far in March.

R. Wielebinski commended Acting Chief Goucher for focus on training.

Public Works Report

- Current Public Works Projects - Transitioning to spring work. Tree and brush work underway. Buttoning up project work in TLC Park, including completion of ornamental light installation. Lighting will be on dawn to dusk. Basketball court has been getting a lot of usage. There is a little damage to the sealed surface and will reach out to installation company regarding repairs. Getting the Mountain View Park bathhouse up and running.
- Upcoming Public Works Training(s) - LTAP training scheduled for Public Works pertaining to blacktop and how to carry out repairs.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the purchase of plastic pipe for 2022 Township drainage projects at the COSTARS cost of \$41,505.06. B. Sargent indicated a lot of drainage projects in the Bartonsville area. All in favor. Motion carried.

- Motion to award bid for an ABI Force Infield Groomer – Eleven companies were approached by PennBid and only one bid was submitted. A bid of \$26,195 was put forth by Lawn & Golf Supply Company. E. Gnandt asked whether the Township has to re-bid if only one bid is received. L. DeVito suggested approving the bid, subject to legal review and confirmation that re-bid is not necessary.

R. Wielebinski made a motion, seconded by K. Meeker, to award bid for an ABI Force Infield Groomer, subject to legal review and confirmation that a re-bid is not necessary, for \$26,195.00 put forth by Lawn & Golf Supply Company. All in favor. Motion carried.

- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Structure has been ordered and working to get rental equipment necessary to complete project.

R. Wielebinski said homeowner was very pleased with rapid response to address issues on Wilke Road.

Administration – Manager's Report

- Discussion regarding Pocono Hospitality – T. Muñoz gave a synopsis of Pocono Hospitality plan and their request to extend land development approvals, which lapsed in January 2022. Discussion regarding specific components of the proposed hotel project, vegetation buffers and a paper street.

R. Wielebinski made a motion, seconded by J. Belvin, to prepare extension resolution subject to evaluation to ensure the paper road at back of the property does not establish access into Scotrun Estates and that the tree buffer along the adjoining residential properties is not disturbed. E. Gnandt inquired about emergency access. All in favor. Motion carried.

- Discussion and possible action regarding Pocono Township's maximum impervious surface allowed in various zoning districts and the unit count allowed per acre – Discussed with J. Tresslar impervious surface areas in residential/commercial districts versus Recreation District (RD) zones. T. Muñoz asked for Board consensus to provide revised impervious surface language that can be reviewed and, if acceptable, consider for a zoning amendment. L. DeVito noted zoning ordinances must go through Township Planning Commission and suggested presenting to Planning Commission, put

together proposed ordinance and advertise after review. E. Gnadts inquired about impervious surfaces affecting stormwater.

- The Planning Commission recommended approval of the Hamilton-Stroud-Pocono-Stroudsburg Draft Regional Comprehensive Plan at their March 14th meeting. A 45-day comment period will now begin. Plan will be put on Township website for public review and R. Wielebinski suggested we post on billboards.
- The Township's new cleaning service will begin March 25th with a deep cleaning of Township facilities.
- Upcoming meeting with the Pocono Mountains Visitors Bureau to discuss policing needs and possible support from Tourism funds.
- Application in process for DCNR C2P2 grant for the TLC Park splash pad.
- Township Spring 2022 newsletter being prepared for April distribution.
- 2022 Township Events
 - TLC Park Basketball Court Ribbon Cutting – 4:00 p.m. on Thursday, April 21st
 - Pocono Township Touch-a-Truck – June 4, 2022
 - Community Day – Saturday, September 10, 2022
 - Trunk-or-Treat – TBD
 - Christmas Tree Lighting – TBD

Township Engineer Report

- Discussion held with Township Manager and Public Works Supervisor regarding priority stormwater projects and accompanying funding. Securing cost estimates. Estimates will be prepared for Laurel Lake Road, Oakwood Acres, Learn Road Drainage, and the bridge across Bulgers Run on Learn Road. R. Wielebinski inquired about the retention pond at St. Paul's and whether removal of the Bulgers Run bridge should be considered.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Waiting for PennDOT's response.

Township Solicitor Report

- Zoning Hearing Board updates
 - Update – Johnson Appeal – Waiting for argument date.
- Update – PJJWA transfer agreement – No update.
- HJP Park Agreement between Pocono and Jackson Townships – No report.

L. DeVito requested amendment to agenda to discuss an LSA grant Pocono Township Volunteer Fire Department received which requires the Township and Fire Department to enter into a cooperation agreement which would allow the LSA grant to be issued by the DCED.

R. Wielebinski made a motion, seconded by J. Lastowski, to amend agenda for consideration of LSA cooperation agreement between Pocono Township and Pocono Township Volunteer Fire Company. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve cooperation agreement between Pocono Township Volunteer Fire Company and the Township for a 200K LSA grant for purchase of air packs. All in favor. Motion carried.

Public Comment - None

Adjournment

R. Wielebinski made a motion, seconded by J. Lastowski, to adjourn the meeting at 7:58 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Wednesday, April 6, 2022

SUMMARY

Ratify

General Fund	\$	3,381.63
Payroll	\$	117,006.07
Sewer Operating	\$	244.17
Sewer Construction	\$	4,050.00
Capital Reserve	\$	30,534.90

Bill List

TOTAL General Fund	\$	47,532.03
TOTAL Sewer <u>OPERATING</u> Fund	\$	2,370.95
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	105,829.81
TOTAL Capital Reserve Fund	\$	22,289.07
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	333,238.63
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Fire Tax Disbursement	\$	54,766.44
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Budget Adjustments

<u>Budget Appropriations</u>	\$	-
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Budgetary Interfund Transfer

GENERAL FUND TO CAPITAL RESERVE
SEWER OP. TO SEWER CAPITAL

ARPA FUNDS TO CAPITAL RESERVE
ARPA FUNDS TO GENERAL FUND

TRAISR FEES	\$	1,173.34
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Total Transfers	\$	1,173.34
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Wednesday, April 6, 2022

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	03/25/2022			PAYROLL ENDING 03/20/2022	\$ 117,006.07
TOTAL PAYROLL					\$ 117,006.07

General Expenditures

	Date	Check	Vendor	Memo	Amount
	3/21/2022	61950	CARDMEMBER SERVICES	POLICE SUPPLIES, TRAINING, SUBSCRIPTIONS	\$ 3,381.63
TOTAL General Fund Bills					\$3,381.63

Sewer Operating Fund

	Date	Check	Vendor	Memo	Amount
	3/21/2022	2153	BLUE RIDGE	SCADA MODEMS	\$ 120.05
	3/21/2022	2154	VERIZON WIRELESS	PHONE SERVICE	\$ 124.12
					\$ 244.17

Sewer Construction Fund

	Date	Check	Vendor	Memo	Amount
	03/17/2022	702	HAYDEN POWER GROUP	PUMP STATION 5 IMPROVEMENTS PAY 1	\$ 4,050.00
TOTAL Sewer Construction Fund					\$ 4,050.00

Capital Reserve Fund

	Date	Check	Vendor	Memo	Amount
	03/21/2022	1284	FNB EQUIPMENT FINANCE	BOOM MOWER LEASE PMNT	\$ 30,534.90
TOTAL Capital Reserve Fund					\$ 30,534.90

TOTAL General Fund	\$	120,387.70	
TOTAL Sewer Operating	\$	244.17	Authorized by: _____
TOTAL Sewer Construction	\$	4,050.00	
Total Capital Reserve	\$	30,534.90	Transferred by: _____
	\$	155,216.77	

POCONO TOWNSHIP CHECK LISTING

Wednesday, April 6, 2022

General Fund

Date	Check	Vendor	Memo	Amount
3/30/2022	61952	American Heritage Life Insurance Company	Supplemental Ins	\$940.16
3/30/2022	61953	AMERICAN UNITED LIFE INSURANCE CO.	STD & GTL Apr 2022	\$3,054.71
3/30/2022	61954	Anglemyer, Aaron	2022 Uniform allowance	\$490.75
3/30/2022	61955	Anglemyer, Austin	2022 Uniform allowance	\$682.49
3/30/2022	61956	Bartholomew, Mitchell O	2022 Workboots	\$150.00
3/30/2022	61957	Bartonsville Printing	TWP Benefit/Leave Form	\$125.00
3/30/2022	61958	Best Auto Service Center	Unit 93 Service	\$20.00
3/30/2022	61959	Bianchi Joe	2022 Uniform allowance	\$490.75
3/30/2022	61960	Boucher & James, Inc.	Proj 2130153 Learn Rd/Pigeon Way Realign Grant Engin Serv	\$693.40
3/30/2022	61961	Cargill Incorporated	Deicer Salt 23.940tn	\$3,744.00
3/30/2022	61962	Cefali and Associates PC	Jan/Feb 2022 Treasury Services	\$510.00
3/30/2022	61963	Chiusano, Christopher	2022 Uniform allowance	\$490.75
3/30/2022	61964	Cyphers Truck Parts	PW truck parts	\$89.17
3/30/2022	61965	D.G. Nicholas Co.	PW supplies	\$1,724.28
3/30/2022	61966	Deer Country Farm & Lawn, Inc.	PW supplies	\$374.72
3/30/2022	61967	DeHart, Devin	2022 Uniform allowance	\$462.98
3/30/2022	61968	Fastenal Company	PW supplies	\$51.22
3/30/2022	61969	Highway Equipment & Supply Co.	PW supplies	\$541.34
3/30/2022	61970	HUNTER KEYSTONE PETERBILT	PW truck supplies	\$209.47
3/30/2022	61971	Integra One Business Center	TWP computer supplies	\$1,697.28
3/30/2022	61972	J. P. Mascaro & Sons	TWP Waste Removal Mar 2022	\$327.65
3/30/2022	61973	Jan-Pro of NEPA	Initial Clean twp, police, PW	\$499.00
3/30/2022	61974	JNK Hydrotest & Extinguisher Supply Co.	Police Supplies	\$236.45
3/30/2022	61975	Keystone Fire & Security	Conference Room Speakers for Zoom Mtgs service	\$311.69
3/30/2022	61976	Kimball Midwest	PW supplies	\$571.45
3/30/2022	61977	Lauter, Kevin	3/22/22 Plaques labor and materials	\$135.00
3/30/2022	61978	Linde Gas & Equipment, Inc.	Cylinder Rental	\$32.40
3/30/2022	61979	Monroe County Info. Services	County/Municipal 2022 Tax Bills	\$3,089.19
3/30/2022	61980	PENTELEDATA	Police & park Internet	\$317.08

3/30/2022	61981	PENTELEDATA	TWP Internet	\$150.90
3/30/2022	61982	Pocono Township	B&J Proj 2130153 Learn Rd/Pigeon Way Realign	\$8,036.00
3/30/2022	61983	Rath, Eric	2022 Uniform allowance	\$490.75
3/30/2022	61984	Rebetje, Liam	2022 Uniform allowance	\$490.75
3/30/2022	61985	Shinetime Auto Wash & Lube	Feb 2022 Police Car Washes	\$12.00
3/30/2022	61988	Suburban Propane	Vehicle fuel	\$8,926.77
3/30/2022	61989	Suburban Testing Labs	MVP Water Testing	\$125.00
3/30/2022	61990	Teamster Local 773 - Non-Uniform	PW Union Dues	\$757.00
3/30/2022	61991	Teamster Local 773 - Police	Police Union Dues	\$1,450.00
3/30/2022	61992	TRAISR, LLC	Feb 2022 Services	\$1,173.34
3/30/2022	61993	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$80.59
3/30/2022	61994	UNIFIRST Corporation	PW uniforms & TWP carpets	\$184.76
3/30/2022	61995	Steele's Hardware	PW supplies	\$255.03
3/30/2022	61996	Steele's Hardware	PW supplies	\$125.24
3/31/2022	61997	Stephenson Equipment, Inc.	Snow removal equipment repair supplies	\$803.23
3/31/2022	61998	Stephenson Equipment, Inc.	Snow removal equipment repair supplies	\$286.32
3/31/2022	61999	Stephenson Equipment, Inc.	Snow removal equipment repair supplies	\$2,118.74
3/31/2022	62000	Pocono Township Volunteer Fire Company	Share of 2021 interest	\$3.23
TOTAL GENERAL FUND				\$47,532.03

Sewer Operating

Date	Check	Vendor	Memo	Amount
3/31/2022	2157	Aspen Pest Control	Pump Stations 1 & 5 Pest Service	\$110.00
3/31/2022	2158	J P Mascaro & Sons	Pump Station 5 Waste Removal	\$223.85
3/31/2022	2159	PENTELEDATA	Pump Stations 1 thru 5 Internet	\$475.45
3/31/2022	2160	Steele's Hardware	Sewer operation supplies	\$24.99
3/31/2022	2161	Tier One Appraisal, LLC	22-TIER-0275 Sewer Easement	\$950.00
3/31/2022	2162	TRAISR	Feb 2022 Traisr Platform Services	\$586.66
TOTAL Sewer Operating				\$2,370.95

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
3/31/2022	703	KOBALT CONSTRUCTION INC	Lateral Service Extension	\$ 92,862.00
3/31/2022	704	MULTI-DIMENSIONAL INTEGRATION INC.	Sewer construction services	\$ 540.00
3/31/2022	705	Pocono Township	Reimbursement of engineering servcies	\$ 12,427.81
TOTAL Sewer Construction Fund				\$105,829.81

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
3/17/2022	1281	FNB EQUIPMENT FINANCE	8896 CSL11 LEASE PAYMENT 2022 FORD TRUCK PW	\$ 22,289.07
TOTAL Capital Reserve Fund				\$22,289.07

Liquid Fuels

Date	Check	Payee	Memo	Amount
				\$ -

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
3/31/2022	1020	PTWP VOLUNTEER FIRE CO	PMNT # 2 RE TAXES 2022	\$ 54,766.44
TOTAL Fire Tax				\$ 54,766.44

ESSA

General Fund	\$47,532.03
Sewer Operating	\$ 2,370.95
Sewer Construction Fund	\$ 105,829.81
Capital Reserve	\$ 22,289.07
Fire Tax Disbursement	\$ 54,766.44
Liquid Fuels	\$ -
TOTAL ESSA TRANSFER	\$ 232,788.30

Authorized by: _____

Transferred by: _____



April 4, 2022

Shawn Goucher
304 Cherry Lane Road
Bartonsville, PA 18321

Re: Letter Agreement for Position as Acting Chief of Police

Dear Shawn:

This letter sets forth our agreement concerning your serving as the Acting Chief of Police while Chief Kent Werkheiser is away on leave. During the time period that you serve as Acting Chief, you will not be a member of Teamsters Local 773 and your membership will be placed on hiatus pursuant to the terms of the Memorandum of Understanding between the Township and Teamsters Local 773.

While serving as Acting Chief, you will receive the following (through December 31, 2022):

- You will be paid at salary rate of \$101,000 per year effective April 1, 2022. Your prorated amount through December 31, 2022 will be \$75,750;
- You will receive longevity pay equal to \$5,836.89;
- You will receive 160 hours of vacation for the balance of 2022;
- You will receive four (4) personal days; and
- You will receive a performance bonus of \$4,500 at the end of the year subject to the enclosed performance objectives accompanying this letter.

The following benefits will remain as they are now:

- Health, dental & vision;
- Pension;
- Sick;
- Short-term disability;
- Uniform allowance; and
- 457 Plan.

Lastly, your time in this position as Acting Chief will be at the will of Pocono Township which means it can remove you from this position at any time, for any reason, with or without cause. In the event that you are removed from the position as Acting Chief, you will return to your position as a Sergeant of the Pocono Township Police Department. To confirm your understanding of these terms, we request that you sign this letter below.

Very truly yours,

Richard Wielebinski, President

Shawn Goucher

2022 Performance Objectives – Acting Chief

- Establish annual performance reviews for all patrol and supervisory officers within the Department.
 - Develop a standard operating procedure (SOP) provision based on policing best practices laying out the terms and structure under which performance evaluations will be conducted.
- Hold annual or biannual Department-wide meetings for the purpose of reviewing issues and proactively generating productive feedback.
 - Department-wide meetings should not only be held when called by the Union or when a negative issue faces the Township. These meetings should be fact-finding in nature, with the opportunity to set Department-wide standards and receive suggestions or concerns back from the officers.
- Begin comprehensive revisions to the Pocono Township Police Department Standard Operating Procedures (SOPs), with a specific focus on the Department's pursuit and use-of-force policies.
 - Department SOPs have not been updated since 2016. SOPs should be reviewed and updated per current best practices in policing, with a focus on customizing specific policies to Pocono Township.
 - Complete grant application(s) for the implementation of the Lexipol software system for the Department to better maintain SOPs digitally and conduct training on the SOPs with all officers.
- Coordinate grant application(s) for the purchase of P-25 radios for the Department in advance of the County switchover from analog to digital frequencies.
- Reinstate roll call meetings within the Department as an educational opportunity for officers of each squad to review issues, incidents and provide productive feedback.
- Identify both routine and specific training opportunities for all officers, with a focus on expressed interests of the officers.
 - Specific training areas should include 1) accident reconstruction and 2) ensuring an officer is identified for specific training in Weights & Measures for increasing commercial truck enforcement within the Township.
- Conduct an evaluation of all administrative duties performed within the Department and assign tasks as identified, with a specific focus on cross-training officers. No officer should be the only one in the Department with knowledge of specific issue areas. Cross-training should include, but not be limited to, the following tasks: shift scheduling, court liaison, troubleshooting technology issues internally and vehicle fleet maintenance.
- Attend regularly scheduled Board of Commissioners meetings and provide updates regarding Department incident responses and hot-button issues.
- Continue to evaluate the 12-hour shift pilot program for effectiveness and identify any areas of success or concern as the pilot moves forward.

**TEMPORARY SEWAGE TANK
INSTALLATION, OPERATION, AND MAINTENANCE
AGREEMENT**

THIS AGREEMENT, made this _____ day of _____, 2022, by and between Ronco & Company, LLC of Monroe County, Pennsylvania, (hereinafter whether singular or plural. Referred to as the "OWNER"), and the Township of Pocono, a township of the first class in Monroe County, Pennsylvania, (hereinafter referred to as the "TOWNSHIP").

WHEREAS, Pocono Township is a first-class Township with its business office located at Monroe County, Pennsylvania; and

WHEREAS, OWNER holds legal title to certain real property located at 3101 Pennsylvania 611, Tannersville, Pocono Township, Monroe County, Pennsylvania, more fully described in a deed recorded in the Office of Recorder of Deeds in and for Monroe County, Pennsylvania, Monroe County, Tax Map Parcel Number 12.9.1.13 (hereinafter referred to as the "PREMISES"); and

WHEREAS, OWNER itself, or through its agents or subcontractors, their workmen or employees, over which it can and shall exercise control, intends to temporarily install a sewage holding tank upon the PREMISES for its exclusive benefit and utility; and

WHEREAS, OWNER has applied to the TOWNSHIP for a sewage permit to install a temporary sewage holding tank upon the PREMISES;

WHEREAS, under and pursuant to applicable law, the TOWNSHIP may be charged with the ultimate responsibility for the maintenance and operation of the holding tank and may in the future become liable for expenses directly attributable to the construction, operation, maintenance, pumping, or improvement of the holding tank, which expenses absent any other agreement might be borne by the TOWNSHIP; and

WHEREAS, the parties hereto desire to enter into an agreement regarding the funding for or guarantees of the construction, operation, maintenance, pumping, and improvement of or to the holding tank for the protection of the TOWNSHIP; and

WHEREAS, OWNER agrees that when public sewer is available to the PREMISES, OWNER shall promptly connect to said public sewer and shall pay all fees required for the connection to the public sewer; and

WHEREAS, OWNER agrees that promptly upon the connection of the PREMISES to public sewer, OWNER will promptly decommission the holding tank and remove holding tank from the PREMISES.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is agreed as follows:

1. ALL "WHEREAS" clauses are incorporated by referencing this as if set forth in length.
2. TOWNSHIP shall, upon payment of any appropriate fee by OWNER, and upon OWNER supplying adequate information and certification to the TOWNSHIP that PREMISES and the use thereof are eligible for the use of a holding tank, permit OWNER to install a holding tank on the PREMISES.
3. For all time hereinafter, OWNER, for itself and its heirs, executors, administrators, and assigns, does hereby covenant and agree, for as long as the holding tank is in use and existence, to meet all requirements for operation and maintenance as promulgated now or in the future by the TOWNSHIP or any federal or state legislature body, agency, or department, and further shall make all reports, do all monitoring and perform all inspections, tests, repairs, maintenance and/or improvements to the holding tank as may be required now or in the future.
4. OWNER hereby grants permission to the TOWNSHIP, its employees, agents or contractors to conduct random/periodic inspections and tests on the sewage facilities and holding tank on the PREMISES. These inspections and tests may take place at any reasonable time and with any frequency as the TOWNSHIP deems appropriate.
5. OWNER shall reimburse the TOWNSHIP, within thirty (30) days of receipt of the TOWNSHIP'S invoice, for all costs, fees and expenses incurred by the TOWNSHIP and directly attribute to the installation, operation, maintenance, pumping, improvement, removal, inspection and/or testing of the sewage facilities and temporary holding tank, it being understood that failure to do so results in violation of this agreement.
6. OWNER shall upon receipt of a notice to connect to public sewer, submit all required plans, pay all applicable fees, and shall promptly connect to the public sewer system.
7. Upon connection to the public sewer, OWNER shall remove the holding tank from the PREMISES, and OWNER may not install/reinstall a sewage holding tank until it has applied for and been granted a new sewage permit for the installation the replacement tank.
8. The OWNER, for itself and its heirs, executors, administrators, and assigns, does hereby covenant and agree that it shall notify the TOWNSHIP, in writing, upon the transfer of legal or equitable title of any part or all of the PREMISES. The notice shall contain the name(s), address(es) and telephone number(s) of all transferees and shall be delivered to the Township within ten (10) days of the transfer.

9. This Temporary Sewage Tank Agreement shall replace and supersede the prior Sewage Permit No. Z134761, issued on 12/6/2012; a copy of which is attached herein as "Exhibit A".
10. This writing constitutes the complete and final agreement between the parties. Further, this agreement cannot be changed or modified in any way whatsoever unless such change or modification shall first be reduced to writing and signed by all parties hereto with the same formality as this instrument.
11. This agreement may be recorded by the TOWNSHIP at OWNER'S cost and expense in the Office of the Recorder of Deeds for Monroe County, Pennsylvania.
12. For all time hereinafter, OWNER, for itself and its heirs, executors, administrators and assigns, does hereby covenant and agree to indemnify, defend and hold the TOWNSHIP harmless of and from all claims, suits, demands and expenses of every nature and description, including but not limited to administrative, court costs, and attorney's fees, that the TOWNSHIP may incur in connection with or by reason of the TOWNSHIP'S approval of and the installation, maintenance and operation of a holding tank on the PREMISES. OWNER'S obligations to indemnify, defend and same harmless TOWNSHIP, its officers, employees, attorneys and agents shall survive the termination/release of this agreement.
13. It is understood and acknowledged by the parties hereto that this agreement shall be enforceable by and against all parties hereto and by and against all subsequent grantees and owners of any interest in the PREMISES. The burdens, restrictions, duties and all obligations herein shall be binding upon, and all rights herein shall be enforceable against, any owner of all or part of the PREMISES. Any conveyance of the PREMISES, and any Judgement mortgage and other line of every type which may be entered on or against the PREMISES or granted by or entered against any owner of all or part of the PREMISES shall be subject to all terms of this agreement. The terms of this agreement shall be enforceable in a court of equity or a court of law.
14. OWNER hereby certifies that the undersigned constitute all the legal owners of the PREMISES and the undersigned have full power and authority to enter into this agreement and so make this agreement enforceable against all owners of the PREMISES and all subsequent owners and grantees or the PREMISES.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby,
have caused this Agreement to be executed the day and year first above written.

PROPERTY OWNER
RONCO & COMPANY, LLC

TOWNSHIP OF POCONO

By: _____	By: _____
Joe Ronco	Richard Wielebinski
Title:	President

ATTEST:

(SEAL)

Taylor Muñoz
Township Secretary

COMMONWEALTH OF PENNSYLVANIA

:

: SS:

COUNTY OF MONROE

:

On this, the ____ day of _____ 20 ____, before me a Notary Public, the undersigned officer, personally appeared _____, **Board of Commissioners**, known to me (or satisfactorily proven) to be the person whose name is/are subscribed to the within instrument, and acknowledged that he/she/they executed the same for the purposes therein contained.

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

Notary Public

COMMONWEALTH OF PENNSYLVANIA

:

: SS:

COUNTY OF MONROE

:

On this, the ____ day of _____, 20 _____, before me a Notary Public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is/are subscribed to the within instrument, and acknowledged that he/she/they executed the same for the purposes therein contained.

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

Notary Public

EXHIBIT “A”

Pocono Township Permit Report...

112 Township Dr PO Box 197 Tannersville, PA 18372

Ph: (570) 629-1922 Fax: (570) 629-7325

Sewage Permit

Repair

Descript: **Holding tank**

Permit No: **Z134761**

Status: **Active**

Construction Code:

App Date: **11/16/2012**

Occupancy and Load: **M 75**

Issue Date: **12/6/2012**

Denied Date:

Type of Construction:

Expire Date: **12/6/2015**

Est Value of work performed: **\$0.00**

CO Issue Date:

Final Inspection Date:

Purpose: **HT**

HOLDING TANK

Comments:

Permit Fee:

Type	SubType	Date	Fee	Paid	Balance
Sewage	Permit	12/6/2012	\$500.00	\$500.00	\$0.00
Total Fees:			\$500.00	\$500.00	\$0.00

Permit Bonds:

Plan Reviews:

Approvals:

Inspections:

SubType	Task Type	Fee	Pass / Fail / Comp	Inspector	InspectDate
Sewage	APPLICATION REVIEW		☒ ☐ ☐ DA		11/16/2012

Parcel ID:

12637200615810 12.9.1.13

Subdivision:

INDIVIDUAL LOT

Section:

Block:

Lot:

1263720061581

Zone: **C**

Address:

3101 ROUTE 611

BARTONSVILLE, PA 18321

Applicant:

JAE KIM YOUNG

Address:

3101 RT 611

TANNERSVILLE, PA 18372

Tenant:

Address:

Deed Owner:

JAE KIM YOUNG

Address:

3101 RT 611

TANNERSVILLE, PA 18372

Designer:

Contractor:

JAE KIM YOUNG

Address:

3101 RT 611

TANNERSVILLE, PA 18372

Insurance: Gen: No: , Comp: No:

Gen Expire:

Comp:

Inspector:

Addl Contacts:

Flood Zone:

FZone Impact:

Stream:

Stream Impact:

Critical Slope:

CSlope Impact:

Wetlands:

Wetland Impact: