



POCONO TOWNSHIP COMMISSIONERS
AGENDA

May 4, 2020 7:00 p.m.

TELECONFERENCE DIAL-IN #: 408-418-9388

ACCESS CODE: 797 980 339

PASSWORD: 762666

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

- An executive session was held on April 27, 2020 to discuss the police contract and personnel issues.

Hearings

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

Presentations

- Bid letting – Discussion and action on bids received. Actions to award bids in whole or in part, or reject bids, in the following categories. **(Action Item)**
 - Spring and Fall Clean-up
 - Seal Coat

Resolutions

- Resolution 2020-11 – Ratification of motion passed on April 27, 2020 to extend the timeframe for payment of 2020 real property taxes, changing the end date for the discount period for the payment of Township Real Property Taxes from April 30, 2020 to August 31, 2020 and waiving penalties on Township Real Property Taxes provided the entire amount is paid by December 31, 2020. **(Action Item)**
- Resolution 2020-12 – Motion to approve the submission of a Main Street Grant application to the Pocono Chamber of Commerce for costs associated with enhancements at TLC Park in an amount not to exceed \$2,000. **(Action Item)**

OLD BUSINESS

- Motion to approve the minutes of the April 20, 2020 regular meeting of the Board of Commissioners **(Action Item)**

NEW BUSINESS**1. Personnel**

- a. Motion to appoint James Loysen, per the recommendation of Roadmaster Robert Sargent, as Assistant Foreman on the Township road crew at an additional \$1.00 per hour. **(Action Item)**
- b. Motion to hire seasonal park employees at the following wages/hours. **(Action Item)**
 - Ann-Marie DiMarco at 32 hours/week with an hourly rate of \$12.00/hr
 - Jake Starner at 32 hours/week with an hourly rate of \$12.00/hr
 - Anthony Loverdi at 20 hours/week with an hourly rate of \$12.00/hr

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

- a. Extension of local Declaration of Disaster Emergency (4/27/20)
- b. Purchase of protective masks and gloves for employees (4/27/20)

3. Financial Transactions

- a. Motion to ratify vouchers payable received through April 30, 2020 in the amount of \$100,994.63 **(Action Item)**
- b. Ratify gross payroll for pay period ending April 5, 2020 in the amount of \$100,072.59 **(Action Item)**
- c. Motion to approve vouchers payable received through April 19, 2020 in the amount of \$88,132.86 **(Action Item)**
- d. Motion to approve capital purchases through April 30, 2020 in the amount of \$1,623.55 **(Action Item)**
- e. Motion to approve sewer construction fund purchases through 5/1/2020 in the amount of \$11,470 **(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

Jerrold Belvin – Vice President

- COVID-19 Update
- Motion to extend Declaration of Disaster Emergency **(Action Item)**

Ellen Gndt – Commissioner

- Families First Coronavirus Response Act **(Possible Action Item)**
- Tentative date for opening of Township parks **(Possible Action Item)**

Jerry Lastowski – Commissioner

- Brookdale potential lighting & sewer issues

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

Keith Meeker – Commissioner

Reports

Zoning – Zoning Report for April 2020

Emergency Services

- Police – Police Report for April 2020
- 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

Administration – Manager's Report

- Update – Regional Comprehensive Plan – meeting rescheduled for May 14 at 6:00 p.m.
- Update – 2017 Green Light Go Project
- Update – MS4 requirements – Continued mapping of stormwater facilities to proceed

Township Engineer Report

- Update – Alger Avenue Drainage Issues
- Update – White Oak Culvert replacement project
- Update – Well at MVP
- Adaptive Signaling Project and bidding process
- Update – Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- Update – TLC Bridge & TLC Dam
- Update – Master sidewalk plan Multimodal grant

Township Solicitor Report

- Camp Lindenmere – Special Exception
- Pocono Jackson Joint Water Authority (PJJWA)
- 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.

Adjournment

Pocono Township 2020 Seal Coat Projects - Bids Received						
Company Name	Seal Coat Base Price Sq/Yd	Total Seal Coat	Line Striping LF	Total Line Striping	Total Bid	Bid Packet Complete
Asphalt Maintenance Solutions	\$1.58	\$89,625.00	\$0.25	\$5,041.25	\$94,666.25	Y
Pocono Spray Patching, Inc.	\$1.48	\$83,953.00	\$0.31	\$6,251.15	\$90,204.15	Y
Shiffer Bituminous Service Co.	\$2.12	\$120,257.00	\$0.35	\$7,057.75	\$127,314.75	Y
Wayco, Inc.	\$2.64	\$149,754.00	\$0.47	\$9,477.50	\$159,231.50	Y

Pocono Township 2020 Spring/Fall Clean-Up - Bids Received					
Company Name	Price per Cubic Yard	Spring Total \$ (700 cubic yds)	Fall Total \$ (400 cubic yds)	Total Bid	Bid Packet Complete
County Waste of PA, LLC	\$47.05	\$32,935.00		\$51,755.00	Y
J.P. Mascaro & Sons	\$38.10	\$26,670.00		\$41,910.00	Y
Marki Rolloff Container, Inc.	\$34.50	\$24,150.00		\$37,950.00	Y
Waste Management of PA, Inc.	\$40.00	\$28,000.00		\$44,000.00	Y

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2020-11

WHEREAS, on April 20, 2020, Governor Tom Wolf signed into law Act 15 of 2020 (the "Act"); and

WHEREAS, the Act, in part, allows taxing entities to alter the timeframe for payment of 2020 real property taxes; and

WHEREAS, taxing entities can collect real property taxes at the prescribed discount rate no later than August 31, 2020; and

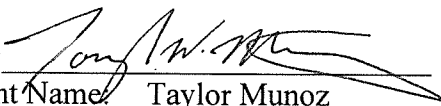
WHEREAS, taxing entities can waive any fee or penalty otherwise associated with the late payment of real property taxes if paid in full by December 31, 2020.

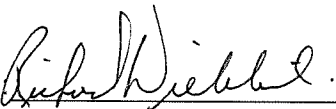
NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Township of Pocono does hereby change the end date for the discount period for the payment of Township Real Property Taxes from April 30, 2020 to August 31, 2020, and further waives any penalty on Township Real Property Taxes provided the entire tax amount is paid by December 31, 2020.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 27th day of April, 2020.

ATTEST:

Township of Pocono
Board of Commissioners

By: 
Print Name: Taylor Munoz
Title: Township Manager

By: 
Print Name: Richard Wielebinski
Title: President

RESOLUTION 2020-12

A RESOLUTION TO APPROVE THE SUBMISSION OF A MAIN STREET GRANT APPLICATION TO THE POCONO CHAMBER OF COMMERCE

Be it hereby resolved that the Pocono Township Board of Commissioners approves the submission of a Main Street Grant Program application to the Pocono Chamber of Commerce for costs associated with enhancements at TLC Park in an amount not to exceed \$2,000. The scope of the grant will include community recreation and beautification projects at TLC Park at the corner of State Route 611 and State Route 715.

DULY ADOPTED at a meeting of the Pocono Township Board of Commissioners, this ____ day of _____ 2020.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President



The Chamber Foundation's mission is to improve the appearance and vitality of every main street in the Lehigh Valley and the Northern Tier, Carbon and Monroe Counties. In keeping with the goal of urban revitalization, our grant dollars help to fund a variety of projects intended to visually enhance our downtowns and surrounding traditional neighborhoods.

Organizations eligible to apply:

- Local government; including, but not limited to, counties, cities, boroughs and townships
- Municipal and redevelopment authorities and agencies;
- Nonprofit 501c3 organizations

Focus of Foundation Grant Program:

Chamber Foundation funds may be used for downtown and surrounding traditional neighborhood revitalization and improvement projects within the Lehigh Valley. Priority will be given to projects that:

1. Are visible within the community
2. Show partnership or collaboration with others
3. Support business retention or expansion
4. Are consistent with the local revitalization strategy
5. Demonstrate geographic diversity
6. Improve existing or develop new facilities
7. Leave a lasting impact in the community
8. Are submitted on behalf of a recognized main street program or volunteer group

Eligible projects may include but are not limited to:

Banners, Benches, Decorative Lighting, Gateway Signage, Landscaping, Planters, Bicycle Racks, Directional Signage, Informational Kiosks, Murals, Outdoor seating, Holiday Decorations

Projects we do not fund include but are not limited to:

Planning and Studies: Downtown Master Plans, Market Studies, Parking Studies
Promotional: Brochures, Websites, Billboards, Radio advertising and Videos

Program Details:

- Proposals are due by May 31, 2020 for projects to be completed July 1, 2020 through June 30, 2021
- At least a 50% match is required (if you are requesting \$2,000, you must show receipts of at least \$4,000)
- Applicants may apply for up to \$2000 maximum per project
- Each project will be considered competitively based on criteria established by the Foundation and reflected in these guidelines
- Proposals will be approved based on the availability of funds

- Funds will be disbursed on a reimbursement basis when proof of expenditure and completion of project has been provided to the Foundation
- Recipients will be asked to submit before and after photos of projects

Application Procedures:

Please submit your application via email to lorier@lehighvalleychamber.org

Requests will be thoughtfully reviewed and applicants will be notified by July 30, 2020

Funding Request

Thank you for your interest in the 2020 Chamber Foundation Main Street Lehigh Valley Grant Program – our 13th year!

All organizations must submit a Funding Request by May 31, 2020 in order to be considered.

Organizations may submit more than one Funding Request and should submit separate requests for different projects. If more than one application is submitted please prioritize the projects by separate cover letter.

Funding Requests must be submitted electronically to lorier@lehighvalleychamber.org

For any questions, please contact Lorie Reinert at the Chamber Foundation at 610-739-1597. Thank you!

Applicant Information

Name of Organization	
Chief Official's Name and Title	
Address	
Phone	
E-mail	
Federal ID#/EIN (if applicable)	
Contact Person and Title	
Address	
Phone	
E-mail	

Project Information

Project Title	
Project Overview	
Proposed Start Date	
Proposed Completion Date	
Partnering Organizations (if any)	

Funding Information

Total Project Cost	
Foundation Funds Requested	
Matching Fund Sources and Amount	

Project Impact

If granted, what will be the positive lasting impact of this program on your community:	
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Project Narrative

On the next page, please share the specific purpose of the project, how the project matches the Foundation's mission and funding considerations. Please keep this to one page maximum:

**Pocono Township Board of Commissioners
Regular Meeting Minutes
April 20, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, April 20, 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 Gndt, 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

- Wayne Mazur (3315 Birch Hill Drive, Tannersville) – Discussed trash along road in the area of Sullivan Trail and Gravatt's Way. Asked what the Township can do to enforce this.
- Yolanda Price (3266 Birch Hill Drive, Tannersville) Requested that the Township respond to complaints about a short term rental in Cobble Creek Estates at 3262 Birch Hill Dr. Issues with trash, animals eating trash and potential failing septic system.

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 between Scotrun and Swiftwater, will be restarted in the next couple days
- An executive session will follow the regular meeting.

HEARINGS – None

PRESENTATIONS

1st Quarter Financial Report

- Frank Cefali provided the Township Treasurer's First Quarter Financial Report. Stated that revenues and expenses for the first quarter tracked with Township's expectations and are consistent with prior years. He expressed growing concerns moving forward and the impact of COVID-19 on municipal revenues. Stated we should expect a downward trend in EIT and LST, which are not yet in Q1 figures. Further discussion was had regarding specific budget line items.

Special Sewer Report

- Board discussed potential COVID-19 relief measures for users on the Pocono Township sewer system. Discussion included proposals for deferrals, a credit to users and use of monies available in the reserve fund. Solicitor will contact bond counsel to confirm whether potential relief measures would impact the Township's outstanding loans. Further discussion regarding relief measures across the board versus demonstration of hardship. P. Briegel shared data as to what portion of the sewer expense is impacted by actual usage and what cost remains when a user has diminished flows. He stated that Operations and Maintenance; capital reserves and replacement reserves; and debt services comprise approximately 94% of the cost of an EDU, regardless of usage volume. The Township is still responsible for various costs on as annual basic regardless of whether users have reduced flow. Concerns were expressed about the Township's cash flow and future obligations, particularly in the aftermath

of COVID-19. It was indicated that the BCRA solicitor is opposed to any relief measures and will be issuing no deferments or forgiveness of fees. A work session was requested to further discuss.

RESOLUTIONS

R. Wielebinski made a motion, seconded by J. Belvin to adopt Resolution 2020-9 authorizing the transfer of funds from the budget amount allocated to the intern salary to the budget amount allocated to the township manager's salary. 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 adopt Resolution 2020-10 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. Approved with corrections to grammatical issues, changing escrow language and clarifying a portion regarding sign fees. 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 April 6, 2020 regular meeting of the Board of Commissioners. Corrections were requested to change error with E. Gnandt's vote regarding the PennDOT drainage basin letter. 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 approve MOU with Teamsters 773 to create the position of Assistant Foreman on road crew at \$1.00/hour and other items as agreed to in MOU and authorize the position to be posted for one week.. 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 ratify Board of Commissioners COVID-19 related decisions and expenditures made under the Township's Declaration of Disaster Emergency approved on March 16, 2020, for the period of April 6, 2020 through April 17, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Financial Transactions

Ratify Vouchers Payable

R. Wielebinski made a motion, seconded by E. Gnandt to ratify vouchers payable for the period ending April 16, 2020 in the amount of \$2,092.36. 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 April 5, 2020 in the amount of \$93,511.10 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 16, 2020 in the amount of \$375,040.19. 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 16, 2020 in the amount of \$868.10. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Travel/Training Authorizations – None

REPORT OF THE PRESIDENT

- Richard Wielebinski Commended J. Belvin for the work he has done as Emergency Management Coordinator and responding to the needs of employees, including purchases of personal protection equipment (PPE) and air filtration devices.
- Township Manager contract to be discussed further in future executive session.
- Reported on conference call with Rep. Rader and Sen. Scavello regarding a Small Water & Sewer grant application for the Pocono Jackson Joint Water Authority (PJJWA). The call was very favorable and there was mutual support for the grant application.

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 Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

COMMISSIONERS COMMENTS

Jerrod Belvin – Vice President

- Thermometers were delivered and a temperature scanning policy was put in place. Ecolab installed a system for a peroxide based cleaner in the Public Works garage. Respirators for the Fire Department were ordered.
- Transformer explosion at SR 314 & SR 611. Traffic light did not function properly, nor did backup. The company who installed the emitters bypassed the Township's backup system. Emergency generator was used to charge the batteries, and a check will be performed on all batteries in the system.

Ellen Gndt – Commissioner

- Expressed need for the Township to formalize a policy adopting the provisions of the Families First Coronavirus Response Act.
- Discussion regarding opening of Township parks. Determined that the Township will continue to follow the Governor's plan and look to the middle of May as a potential opening date.

Jerry Lastowski – Commissioner – No Report

Keith Meeker – Commissioner – No report

REPORTS

Public Works Report

- R. Sargent reported that Public Works Crew completing work at park, cleaning out ditches, and leaf removal from culverts.
- LED lighting will be completed soon at Township building.
- Heritage Center and MVP bath house lighting upgrades to LED lights is estimated at \$14,711.68.
- Parts have been acquired for the MVP well work and working to secure bids.
- Discussion regarding drainage issues on Sunlite Ln and remediating homeowner concerns. Board requested that R. Sargent check back later in the year if funds are available in budget to complete work.

- Requested approval for 440 tons of clay material to resurface 5 ball fields @ \$26.50 per ton from Martin's Quarries in Boyertown.

R. Wielebinski made a motion, seconded by Keith Meeker, to replace lighting at Heritage Center and MVP not to exceed \$16,000, subject to manager review of budget to find funds available. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by Keith Meeker, to buy up to 440 tons @ \$12,100.00 of clay material, with manager asking if price per ton would be reduced by buying larger quantity. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Administration – Manager's Report

R. Wielebinski made a motion, seconded by Keith Meeker, 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. J. Tresslar confirmed that these projects are completed and inspected. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Township Engineer Report

R. Wielebinski made a motion, seconded by Keith Meeker, to begin construction on White Oak culvert since the contractor was given approval as an essential business. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Adaptive signaling project is still ongoing, with further discussions as to bidding out traffic light upgrades in the respective municipalities.

Township Solicitor Report

- A conference call was held regarding Turtle Walk and remaining issues regarding encroachment on sewer easement. Progress was made with the applicant resolving the issues and a way forward has been reached, benefitting both parties.
- John Dunn, Solicitor for Hamilton Twp, is preparing documents to convey their Township's portion of HJP Park to Pocono and Jackson Township.
- Report that Senate Bill 841 passed the PA Legislature, which officially allows for virtual meetings during a pandemic.
- Announced that an executive session was held on April 8th to discuss personnel issues.

NO PUBLIC COMMENT

ADJOURNMENT

R. Wielebinski, made a motion, seconded by J. Belvin, to adjourn the meeting at 9:27 p.m. Roll Call Vote: Jerrod Belvin, yes; Ellen Gmandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

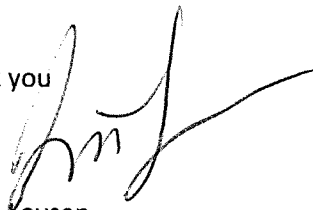
4/22/2020

To whom it may concern,

I Jim Loysen would like to apply for the position of Assistant Road Foreman. I have worked for the township for 22 years a long side of the foreman making many decisions. Please consider me for the position.

Thank you

James Loysen

A handwritten signature in black ink, appearing to read 'Jim Loysen', with a long horizontal flourish extending to the right.

April 28, 2020

To whom it may concern,

I am writing this letter to inform you of my interest in the Assistant Foreman position available. I have worked for Pocono township since 2002 and currently maintain employment with the township. Prior to working for the township, I supervised 30+ employees in a manufacturing plant for 10 years.

Thank you for your consideration,

Tom Shick

A handwritten signature in black ink, appearing to read "Tom Shick", with a stylized flourish at the end.

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

Mitchell Bartholomew
460 Reeders Run Road
Stroudsburg, PA. 18360

To whom it may concern,

I am writing this letter to show interest in the Assistant Foreman position. I qualify for this position not only because of my current employment of two years, but also my previous five-year employment history. I started my career working for a large-scale construction company that molded my professional skills of operating heavy equipment, followed by working for the Stroudsburg Department of Public Works where I continued to improve these skills as well as build other skills such as working with others in the field and taking pride in my work.

I can see myself being a fit for this position because there have been several days where I have shown leadership qualities when more senior co-workers were not present. I take pride in my work and take care of the jobsite as if it were in front of my own house. I could see myself in this more leadership involved role because of my career history, skills, and my age and ability to provide a different perspective.

I understand that this position is offered to the senior, most skilled employee, but would still like to be considered. I thoroughly enjoy working for the township and would like to better the community in any way that I can.

Sincerely,

Mitchell Bartholomew

POCONO TOWNSHIP
Monday, May 4, 2020

SUMMARY

Ratify

General Fund	\$	100,531.81
Sewer Operating	\$	462.82
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	75,214.88
TOTAL Sewer <u>OPERATING</u> Fund	\$	12,331.48
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	586.50
TOTAL Capital Reserve Fund	\$	1,623.55
Liquid Fuels	\$	-

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

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, May 4, 2020

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	04/24/2020			PAYROLL ENDING 4/19/2020	\$ 100,072.59
General Expenditures	04/20/2020	59633	VERIZON	TOWNSHIP PHONES & IPADS	\$ 459.22
				TOTAL PAYROLL	\$100,072.59
Sewer Operating Fund	04/20/2020	1581	VERIZON	MODEM RENTALS	\$ 120.05
	04/20/2020	1582	VERIZON	SCADA LINE SERVICE	\$ 33.85
	04/20/2020	1583	BLUE RIDGE	SEWER PHONE SERVICE PUMP STATION	\$ 121.98
	04/20/2020	1584	METTEL	ELECTRIC SERVICE PUMP STATION	\$ 186.94
				TOTAL General Fund Bills	\$ 459.22
Sewer Construction Fund					
Capital Reserve Fund					\$ -
				TOTAL Capital Reserve Fund	\$ -

TOTAL General Fund	\$ 100,531.81
TOTAL Sewer Operating	462.82
TOTAL Sewer Construction	-
Total Capital Reserve	-
	Transferred by:
\$	100,994.63

POCONO TOWNSHIP CHECK LISTING

Monday, May 4, 2020

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
05/01/2020	59634	ADP, LLC	Payroll services	\$ 539.56
05/01/2020	59635	Advanced Collision	PW equipment repair	\$ 5,600.68
05/01/2020	59636	AMERICAN UNITED LIFE INSURANCE CO.	GLT & STD premium	\$ 4,031.74
05/01/2020	59637	Anglemyer, Aaron	Uniform Allowance	\$ 90.60
05/01/2020	59638	Automotive Technicians Alliance	Traffic light repair	\$ 674.00
05/01/2020	59639	Belvin, Jerrod	SUI reimbursement	\$ 2.44
05/01/2020	59640	Best Auto Service Center	Police vehicle repairs	\$ 708.87
05/01/2020	59641	Boucher & James, Inc.	Engineering services	\$ 2,368.48
05/01/2020	59642	Brodhead Creek Regional Authority	Q1 water usage	\$ 190.36
05/01/2020	59643	Cyphers Truck Parts	Emergency op supplies	\$ 2,235.00
05/01/2020	59644	D.G. Nicholas Co.	Operation supplies	\$ 687.80
05/01/2020	59645	Delaware Valley Retirement, Inc.	Amendment Fee - Trustee Change	\$ 250.00
05/01/2020	59646	Doerflein, Barbara	5/30/2020 Park Pavilion Refund	\$ 100.00
05/01/2020	59647	Ecolab, Inc.	Emergency op supplies	\$ 305.06
05/01/2020	59648	Eureka Stone Quarry, Inc.	Road materials	\$ 913.51
05/01/2020	59649	Francis Smith & Sons Inc	Acct POCT1 - PA A/B UST Operator Fee	\$ 250.00
05/01/2020	59650	Gnandt, Ellen	SUI reimbursement	\$ 0.49
05/01/2020	59651	Highmark Inc.	HRA fees	\$ 1,687.32
05/01/2020	59652	Highway Equipment & Supply Co.	Operation supplies	\$ 281.64
05/01/2020	59653	HUNTER KEYSTONE PETERBILT	PW Operation supplies	\$ 36.33
05/01/2020	59654	J. P. Mascaro & Sons	Waste removal	\$ 482.61
05/01/2020	59655	Kilby, Chad	SUI reimbursement	\$ 2.26
05/01/2020	59656	Medico Industries, Inc.	PW supplies	\$ 947.36
05/01/2020	59657	MetLife - Non Uni. Pen. Plan	Pension ER contribution	\$ 4,905.30
05/01/2020	59658	MRM Worker's Compensation Pooled Trust	Workers comp insurance	\$ 11,724.32

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/01/2020	59659	ODB Company	PW Operation supplies	\$ 71.14
05/01/2020	59660	P & D Emergency Services	#15 Dodge Ram 5500	\$ 517.90
05/01/2020	59661	Powerco, Inc	Operation supplies	\$ 1,172.54
05/01/2020	59662	PPL Electric Utilities	Traffic light electric service	\$ 38.63
05/01/2020	59663	Rasely, Robert	Training	\$ 99.98
05/01/2020	59664	Reliable Sign and Striping	Road signs supplies	\$ 668.25
05/01/2020	59665	Sirchie Fingerprint Laboratories	Police Operation supplies	\$ 241.13
05/01/2020	59666	Staples Credit Plan	Operation supplies	\$ 74.27
05/01/2020	59667	Steele's Hardware	Operation supplies	\$ 350.18
05/01/2020	59668	Steele's Hardware	Operation supplies	\$ 1,584.53
05/01/2020	59669	Suburban Testing Labs	SDWA Monthly	\$ 100.00
05/01/2020	59670	Tulpehocken Mountain Spring Water Inc	Water	\$ 83.89
05/01/2020	59671	UNIFIRST Corporation	Uniforms & mats	\$ 168.02
05/01/2020	59672	US BANK - Lockbox CM9722	4/30/2020 Employee Contribution	\$ 5,970.82
05/01/2020	59673	Wielebinski, Richard	SUI reimbursement	\$ 2.93
05/01/2020	59674	ESI EQUIPMENT INC	DISINFECTANT & PUMP	\$ 2,400.00
05/01/2020	59675	MEEKER, KEITH	REIMBRUSE SUI TAX WITHHELD	\$ 1.22
05/01/2020	59676	Melley, Ryan	TO REIMBURSE OFFICER FOR UNIFORM	\$ 114.99
05/01/2020	59677	SFM Consulting LLC	Zoning & Building professional services	\$ 22,538.73
				\$ 75,214.88

Sewer Operating Fund

04/30/2020	1585	Boucher & James, Inc.	SEWER ENGINEERING	\$ 3,306.43
04/30/2020	1586	BRODHEAD CREEK REGIONAL AUTHORITY	Q1 WATER	\$ 444.92
04/30/2020	1587	J P Mascaro & Sons	WASTE REMOVAL	\$ 194.00
04/30/2020	1588	LRM, Inc	PROFESSIONAL SERVICES	\$ 912.50
04/30/2020	1589	Pocono Management Associates LLC	CONTRACTED SERVICES 4/6/2020 -4/26/2020	\$ 6,124.15
04/30/2020	1591	SUBURBAN TESTING LABS	MONTHLY NPDES	\$ 480.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/01/2020	1592	Pocono Township	SEWER ADMIN SERVICES	\$ 804.98
05/01/2020	1593	Pocono Township	TO REIMBURSE PTW FOR BUILDING PERMIT FEE 34	\$ 64.50
TOTAL Sewer Operating				\$ 12,331.48
Sewer Construction Fund				
05/01/2020	662	BOUCHER & JAMES	PS 5 PERMIT PROCESSING	\$ 586.50
TOTAL Sewer Construction Fund				\$ 586.50
Capital Reserve Fund				
05/01/2020	1122	BOUCHER & JAMES	ENGINEERING SERVICES CAPITAL PROJECTS	\$ 1,623.55
TOTAL Capital Reserve Fund				\$ 1,623.55
LIQUID FUELS				
ESSA				
TOTAL General Fund		\$	75,214.88	
TOTAL Sewer Construction Fund		\$	586.50	Authorized by: _____
Sewer Operating		\$	12,331.48	
Capital Reserve		\$	1,623.55	
Liquid Fuels		\$	-	
TOTAL ESSA TRANSFER		\$	89,756.41	Transferred by: _____

POCONO TOWNSHIP
SEWER PROJECT INVOICES TO BE APPROVED
Monday, May 4, 2020

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Construction Fund				
05/01/2020	663	MLK ASSOCIATES	SINGER RELIEF VALVE VS 1	\$ 11,470.00
TOTAL Sewer Construction Fund				<u>\$ 11,470.00</u>

ESSA Transfer \$ 11,470.00 Transferred by: _____

Authorized by: _____

DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about March 1, 2020 the COVID-19 (Coronavirus) outbreak began to spread through the Commonwealth of PA and in March 2020 the first confirmed case was announced in Monroe County. This pandemic outbreak threatens to cause injury – both physical & mental, damage – financial and societal, and long suffering to the persons and property of Pocono Township – Monroe County; and

WHEREAS, the COVID-19 (Coronavirus) outbreak has endangered the health, safety and welfare of some, if not all, persons residing in and visiting Pocono Township, and threatens to create problems greater in scope than Pocono Township may be able to resolve on its own; and

WHEREAS, emergency management measures are required to reduce the severity of this public health disaster and to protect the health, safety and welfare of all affected residents in Pocono Township;

NOW, THEREFORE, I, the undersigned President of the Board of Commissioners of Pocono Township pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, do hereby declare the existence of a disaster emergency in Pocono Township.

FURTHER, I direct the Pocono Township Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in maintaining essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, I authorize officials of Pocono Township to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public works as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Declaration shall take effect immediately.

Richard Wielebinksi, President

Name:

Secretary:

Attest:

Taylor Muñoz
Township Manager

Date: 05/04/2020

ZONING REPORT

TO: POCONO TOWNSHIP BOARD OF COMMISSIONERS
FROM: JUDITH ACOSTA, ZONING ADMINISTRATOR
SUBJECT: ZONING OFFICE REPORT
DATE: MAY 1, 2020
CC: TAYLOR MUNOZ, TOWNSHIP MANAGER
SHAWN MCGLYNN, TOWNSHIP ZONING OFFICER

Following is a report of the Zoning Office monthly activity for the month of April.

Permits issued:

Building Code: 5	Zoning: 5
Commercial: 2	Commercial: 2
Residential: 3	Addition: 2
	Forestry: 1
Driveway: 2	
Road openings: 2	

Enforcement Actions:

New actions: 33	
Construction without permit: 1	TDU without permit in permitted zone: 12
Solid waste/litter: 1	TDU in non-permitted zone: 16
Burning: 3	

News & Updates:

Construction & Construction inspections were halted due to COVID-19 during the month of April, 2020. Only construction for emergency repairs, construction for essential services or construction done by companies granted a waiver from the Commonwealth was allowed and therefore those were the only projects where inspections took place. The Zoning & Building Office, however, continued to accept and review permits during this time. With the opening of all residential and commercial construction on May 1, 2020, we expect the office to pick up with both inquiries and submissions for both residential and commercial projects.

Short-term rentals, or Transient Dwelling Units (TDU) as they are called in Pocono Township, were also halted by the Governor's order as of April 1, 2020, until further notice. Any rental for less than 30 days OR through a home share site is NOT permitted, even if you have a TDU license/permit from Pocono Township. The township decided to take a pro-active approach by contacting all currently licensed property owners to advise them of the Governor's order and by sending an Enforcement Notice to all property owners who obtained an excise tax certificate from Monroe County for the purpose of reporting but did not obtain a license from the Township. A number of recipients of the notice have already contacted the Zoning Office to discuss the notice and determine what they can do to bring their property into compliance.

Pocono Township-All Permits Issue Date: 4/1/2020 - 4/30/2020

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Building						
C - Interior Alterations						
Active						
200078	4/9/2020	CHELSEA POCONO FINANCE LLC Commercial Tenant Fit-out	1000 PREMIUM OUTLETS DR	12637303115346	\$170,000.00	\$3,424.50
Total C - Interior Alterations 1					\$170,000.00	\$3,424.50
Deck						
Active						
200086	4/30/2020	MULDER STEPHANIE ETAL Residential Deck	397 MCKAY RD	12637404712932	\$20,000.00	\$121.00
Total Deck 1					\$20,000.00	\$121.00
New Building						
Active						
200084	4/24/2020	SANOPI PASTEUR INC Commercial Vaccine Manufacturing Facility	110 LAUREL DR	12637401061959	\$11,561,000.00	\$20,378.18
Total New Building 1					\$11,561,000.00	\$20,378.18
Roof						
Active						
200076	4/1/2020	MERRICK TIMOTHY L ETAL Roof Repair/Replacement	1116 STONE RIDGE DR	12637404743062	\$12,910.00	\$520.80
Total Roof 1					\$12,910.00	\$520.80
Solar						
Active						
200082	4/15/2020	MATHEIS MARTINA HELENA Solar Roof	113 NICOLL LN	12637301474658	\$44,738.00	\$601.36
Total Solar 1					\$44,738.00	\$601.36
Total Building 5					\$11,808,648.00	\$25,045.84
Driveway						
ROAD OPENING						
Active						
200077	4/1/2020	TOPALOV GEORGI I ROAD OPENING PERMIT FOR BLUE RIDGE COMM	318 TARA HILL DR	12637204902765	\$0.00	\$25.00
200081	4/13/2020	REUTER CRAIG ROAD OPENING PERMIT FOR BLUE RIDGE COMM	3218 MOUNTAIN VIEW DR	12636303439606	\$0.00	\$25.00
Total ROAD OPENING 2					\$0.00	\$50.00
Total Driveway 2					\$0.00	\$50.00
Zoning						
ADDITION						
Active						
200074	4/1/2020	KINSLEY CHRISTOPHER JR Addition to existing SFDD	31 BULL PINE RD	12638201284293	\$55,800.00	\$51.00
200080	4/13/2020	GARCIA JOHNJAY Addition to SFDD	363 SUNRISE DR	12637403325528	\$52,000.00	\$202.50
Total ADDITION 2					\$107,800.00	\$253.50
C - New Construction						
Active						
200083	4/20/2020	SANOPI PASTEUR INC New Vaccine Manufacturing Facility	110 LAUREL DR	12637401061959	\$11,561,000.00	\$5,925.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Zoning						
C - New Construction						
Total C - New Construction 1					\$11,561,000.00	\$5,925.00
Forestry						
Active						
200085	4/30/2020	ASZTALOS CHARLOTTE E FORESTRY / SELECTIVE CUTTING	204 STADDEN RD	12637200506517	\$0.00	\$1,100.00
Total Forestry 1					\$0.00	\$1,100.00
TENANT FIT-OUT						
Active						
200079	4/9/2020	CHELSEA POCONO FINANCE LLC Commercial Tenant Fit-out	1000 PREMIUM OUTLETS DR	12637303115346	\$170,000.00	\$100.00
Total TENANT FIT-OUT 1					\$170,000.00	\$100.00
Total Zoning 5					\$11,838,800.00	\$7,378.50
Total Permits: 12					\$23,647,448.00	\$32,474.34

Police Report for April 2020

The following are the recorded activities of the Pocono Township Police Department for the month of April 2020. Also listed are the available recorded activities for 2020 year to date, previous month, and Year-end total 2019.

	April 2020	Y-T-D 2020	March 2020	Y-T-D 2019	April 2019
Incidents Investigated	385	2891	620	10756	939
Burglary / Fire Alarms Answered	42	227	50	803	61
Motor Vehicle ACC	16	133	26	552	41
Assaults	3	19	5	77	6
Narcotics	3	51	16	120	8
Criminal Arrests	10	96	30	280	24
Theft	7	47	16	164	18
DUI alcohol/drug impaired	4	37	6	116	8
Mental Health	2	15	4	75	6
Drug Overdose	2	8	3	21	0
Death Investigations	1	5	2	15	1
Assisting other agencies	10	101	30	370	28
Disorderly Conduct/Harassment	15	91	24	294	n/a
Traffic Citations Issued	4	418	63	1745	192
Written Warnings	9	427	75	2281	158
Traffic & Parking issues	15	77	16	384	40
911 Hang-up Calls	44	420	99	1016	90
Nuisance short Term Rental (ordinance viol) 2536	1	2	0	8	n/a

Mileage all Vehicles: 14,672

Income from Report Fees: \$150.00



DURNEY
WORTHINGTON
& MADDEN LLC
ATTORNEYS AT LAW

2937 ROUTE 611
SUITE 8, MERCHANTS PLAZA
P.O. BOX 536
TANNERSVILLE, PA 18372

TEL: (570) 620-0320
FAX: (570) 620-0390
www.dwlawllc.com

JEFFREY A. DURNEY
GEOFFREY S. WORTHINGTON
HILLARY A. MADDEN

April 27, 2020

VIA ELECTRONIC MAIL

Mr. Shawn McGlynn, Zoning Officer
Ms. Dee Ackerman, Zoning Hearing Board
Pocono Township
Municipal Building
112 Township Drive
Tannersville, PA 18372

VIA ELECTRONIC MAIL

Todd W. Weitzmann, Esq.
Zoning Hearing Board Solicitor
Weitzmann, Weitzmann & Huffman
700 Monroe Street
Stroudsburg, PA 18360

Re: Lindenmere Sports Arts Center, LLC – Special Exception Application

Dear Mr. McGlynn, Ms. Ackerman and Attorney Weitzmann:

We are herewith submitting an application for a Special Exception in connection with a proposed expansion of a nonconforming use at the Camp Lindenmere property. In connection with the application, attached please find the following:

1. Application;
2. Project Narrative;
3. Zoning Plans (ZP-1 and ZP-2);
4. Architectural Plans;
5. Special Exception Facilities Tabulation; and
6. Responses to Special Exception Requirements.

We will drop off a check for the \$750.00 application fee to the Township Office.

While we are submitting the application and supporting materials electronically, please advise if you need hard copies of any of the documents. If you have any questions, please contact me. Thank you.

Very truly yours,

Jeffrey A. Durney

Jeffrey A. Durney

cc: Taylor Munoz, Township Manager (via electronic mail)
Leo DeVito, Esq. (via electronic mail)
Craig Odiorne (via electronic mail)
James Kelley, P.E. (via electronic mail)
John DeCusatis (via electronic mail)
Jarrod Predmore (via electronic mail)

**APPLICATION FOR A ZONING PERMIT OR APPEAL
REQUIRING ACTION BY THE ZONING BOARD OF ADJUSTMENT
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA**

ACTION REQUESTED: Special Use or Special
Exception Exception Request Variance
Appeal _____ Interpretation _____

Date 04/27/2020

FEE \$ 750.⁰⁰

1. Applicant's Name LINDENMERE SPORTS ARTS CENTER, LLC
Address 226 South Ocean Blvd., Delray Bch., FL 33483
Phone (570) 629-0240
2. Applicant's Attorney Jeffrey A. Durney Durney, Worthington & Madden, LLC
Address 2937 Rt. 611, Merchants Plx., Ste. 8, PO Box 536
Tannersville, PA 18372
3. Interest of Applicant Owner
4. If interest is other than owner, furnish name and address of owner : N/A
5. Property Location 163 Lindenmere Lane, Henryville, PA 18332
PIN # (Property Identification Number) 12637304546372 Zone R-1 Present Use Commercial Camp
6. Interpretation, Special Use or Exception, or Variance sought: Special Exception for expansion of existing non-conforming use (Sec. 470-32.C.(I))
7. Grounds for appeal or interpretation or reasons for special use or variance are: _____
See accompanying Project Narrative
8. For an appeal for interpretation, attach a true copy of the order, requirement, decision or determination of the Zoning Official.
9. Number of copies: 16

Craig Odiorne

Signature of Applicant

Received _____	Fees _____	Received _____
Publication _____	Notices _____	
Hearing _____	Referred to Planning Commission _____	
Order _____	Planning Commission Action _____	

NOTE: This application must be accompanied by a detailed site plan indicating property boundaries, relation to existing streets or roads, buildings, etc., proposed buildings, parking areas, landscaping or screening, lighting, signs, etc. This plan shall include all necessary dimensions, including yards and North shall be indicated by arrow. All information submitted supporting this application shall become a part of the record and cannot be returned.

E. Applications for variances from the terms of this Zoning Ordinance and any flood hazard ordinance or such provisions within a land use ordinance, pursuant to Section 910.2. of the MPC and the following:

1. The Board shall hear requests for variances where it is alleged that the provisions of the zoning ordinance inflict unnecessary hardship upon the applicant. The Board may by rule prescribe the form of application and may require preliminary application to the Zoning Officer. The Board may grant a variance, provided that all of the following findings are made where relevant in a given case:

a. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located.

b. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

c. That such unnecessary hardship has not been created by the applicant.

d. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.

e. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

2. No nonconforming use of neighboring lands, structures or buildings in the same district and no permitted or nonconforming use of land, structures or buildings in other

~~zoning districts shall be considered grounds for the granting of~~
a variance.

3. In no case shall a variance be granted solely for reasons of additional financial gain on the part of the applicant.

4. The jurisdiction of the Board of Supervisors shall not be infringed upon by action of the Board in any matter which should appropriately be the subject of an amendment to the Zoning Ordinance or Zoning Map. (No variance shall be granted under this section to allow a structure or use in a zone restricted against such structure or use.)

5. In granting any variance, the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Ordinance and the Pennsylvania Municipalities Planning Code, as amended.

F. Applications for special exceptions under this Zoning Ordinance or flood plain or flood hazard ordinance or such provisions within a land use ordinance, pursuant to Section 515 of this Ordinance and Section 912.1. of the MPC.

G. Appeals from the determination of any officer or agency charged with the administration of any transfers of development rights or performance density provisions of the zoning ordinance.

H. Appeals from the Zoning Officer's determination under Section 916.2. (Procedure to Obtain Preliminary Opinion) of the MPC .

I. Appeals from the determination of the Zoning Officer or municipal engineer in the administration of any land use ordinance or provision thereof with reference to sedimentation and erosion control and storm water management insofar as the same relate to development not involving Subdivision and Land Development or Planned Residential Development applications.

Section 808. Procedures for Application to the Zoning Hearing Board.

A. The Zoning Hearing Board shall act in strict accordance with the procedure specified by law and by this Ordinance. All appeals and applications made to the Board shall be in writing, on forms prescribed by the Board. Every appeal or

~~application shall refer to the specific provision of this~~
Ordinance involved and shall exactly set forth the interpretation that is claimed, the use for which a special permit is sought or the details of the variance that is applied for and the grounds on which it is claimed that the variance should be granted, as the case may be.

B. In the event the procedures set forth in this Ordinance shall be in conflict with or contrary to the procedures set forth in the Pennsylvania Municipalities Planning Code, as amended, then and in such event the procedures set forth in the latter shall prevail.

C. Applications and appeals together with the required filing fee, as established by the governing body, shall be submitted to the Zoning Officer.

1. Parties Appellant Before the Board. Appeals under Sections 807 A., B., C., D., G., H. and I. may be filed with the Board in writing by the landowner affected, any officer or agency of the municipality, or any person aggrieved. Requests for a variance under Section 807 E. and for special exception under Section 807 F. may be filed with the Board by any landowner or any tenant with the permission of such landowner.

2. Time limitations. No person shall be allowed to file any proceeding with the Board later than 30 days after an application for development, preliminary or final, has been approved by an appropriate municipal officer, agency or body if such proceeding is designed to secure reversal or to limit the approval in any manner unless such person alleges and proves that he had no notice, knowledge or reason to believe that such approval had been given. If such person has succeeded to his interest after such approval, he shall be bound by the knowledge of his predecessor in interest.

3. The failure of anyone other than the landowner to appeal from an adverse decision on a tentative plan pursuant to Section 610 or from an adverse decision by a zoning officer on a challenge to the validity of an ordinance or map pursuant to Section 916.2 of the MPC shall preclude an appeal from a final approval except in the case where the final submission substantially deviates from the approved tentative approval.

4. All appeals from determinations adverse to the landowners shall be filed by the landowner within 30 days after notice of the determination is issued.