



POCONO TOWNSHIP COMMISSIONERS
AGENDA

September 15, 2025 | 6:00 p.m.
205 Old Mill Rd, Suite 2, Tannersville, PA
Zoom Participation
<https://us06web.zoom.us/j/85302089478>

Meeting ID:
853 0208 9478
Passcode:
776946

Open Meeting

Pledge of Allegiance

Roll Call

Announcements

Executive session was held prior to the meeting to discuss litigation Pocono Township vs Brown

Public Comment-NON-AGENDA ITEMS

Limited to 3 minutes per person, please state your name and if you are a Pocono Township Resident.

Presentations

Tannersville Point Apartments – Waivers Presentation (*Possible Action Item*)

Hearings –

Resolutions

Motion to Approve Resolution 2025-33 granting conditional approval of The Tannersville Point Apartments LDP 1358 (*Possible Action Item*)

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - o Old business consisting of the minutes of the September 2, 2025 regular meeting of the Board of Commissioners.
 - o Financial transactions through September 15, 2025 as presented, including ratification of expenditures in the amount of \$578,538.14 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund, Transfers. Discussion: (*Action Items*)

NEW BUSINESS

Personnel

- Motion to approve a raise for Regina Zuvich of 4% for 8-16-2025 ***(Possible Action Item)***

Report of the President

Richard Wielebinski

- Motion to accept and Execute the Civil Service Bylaws (Rules & Regulations) as presented. ***(Possible Action Item)***
- Motion to waive Clear Run Intermediate School (PMSD) pavilion fees for 10/9 ***(Possible Action Item)***
- Motion to proceed with dangerous structure inspection for parcel 12.8.1.85 ***(Possible Action Item)***
- Motion to deny Summit Road Solar Array (Bluewave Solar) LDP 1439 due to lack of response and the comment letters from Zoning and the Township Engineer. ***(Possible Action Item)***

Commissioner Comments

Natasha Leap – Vice President

Ellen Gndt – Commissioner

- Update – Solar Field
- Update – Kennel
- Motion to postpone the TASA plan until all commissioners are brought up to speed and project costs, and grants are reviewed. ***(Possible Action Item)***
- Motion to send out letters to affected businesses to set up work session to present the plan to them for feedback. ***(Potential action item)***
- Motion to schedule and advertise food truck ordinance hearing. ***(Potential action item)***

Brian Winot – Commissioner

- Motion to present Pocono Manor Historical Overlay district to the Planning Commission & Monroe County Planning Commission for approval. ***(Possible Action Item)***
- Motion to have Township Solicitor draw up resolution to prohibit truck traffic on Back Mountain Rd & Brookdale, for safety reasons. ***(Possible Action Item)***

Mike Velardi – Commissioner

- Tent City Update

Reports

Zoning – SFM Consulting

Police – Chief James Wagner (First Meeting of Month)

Township Manager's Report – Jerrod Belvin

- PSATS update
- Police Wing Update
- PennDOT Update, Cherry Lane & 715 project
- ACT 101 Update

Public Works/Sewer Report – Patrick Briegel

- Sewer Business Update
- PennDOT / Intersection brush update
- MCTI & Sullivan Trail Expansions
- Current Public Works Projects
- Motion to move forward with the Easement for utilities at 205 Old Mill Road project. **(Possible Action Item)**
- Motion to move forward with the Municipal Complex Sewer Easement. **(Possible Action Item)**

Township Events Report – Jennifer Gambino (First Meeting of Month)

Township Engineer Report – T&M Associates

- Sewer Business Update
- Learn Road safety enhancement project and roundabout survey work.
- TASA Project
- TLC walking bridge.
- Turkey Hill/Wendys Sidewalk update
- Stadden Rd signage & curve painting

Township Solicitor Report – Broughal & DeVito, L.L.P.

- Sewer Business Update
- General legal update
- Motion to proceed with Solicitor obtaining an administrative warrant to remove a dangerous structure located at 268 Laurel Lake Road. **(Possible Action Item)**
- Motion to authorize Solicitor and Zoning to move forward with the District Magistrate regarding dangerous structure fines on 2914 Bartonsville Ave. **(Possible Action Item)**
- Update – Archer Lane
- Learn Road Easement Process
- TASA Sidewalk Update – Easements

Adjournment



YOUR GOALS. OUR MISSION.

June 9, 2025

Pocono Township Planning Commission
112 Township Drive
Tannersville, PA 18372

**SUBJECT: TANNERSVILLE POINT APARTMENTS – PRELIM/FINAL LAND DEVELOPMENT
PLAN AND LOT CONSOLIDATION – REVIEW NO. 4
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
POCONO TOWNSHIP LDP NO. 1358, T&M PROJECT NO. POCO-R0730**

Dear Planning Commission Members:

Pursuant to the Township's request, we have performed our fourth review of the Preliminary/Final Land Development Plan and Lot Consolidation Application for the Tannersville Point Apartments. The submitted information consists of the following items.

- Land Development Response Letter prepared by Keystone Consulting Engineers, dated May 23, 2025.
- Stormwater & Technical Review Response Letter prepared by Keystone Consulting Engineers, dated May 23, 2025.
- Additional Soil Probe Testing dated March 21, 2025.
- BCRA Water Will Serve Letter dated April 16, 2025.
- BCRA Sewer Treatment Capacity Letter Dated June 6, 2025.
- Title Report prepared by Title Wave Real Estate Solutions dated May 23, 2025.
- Closure Report for Sanitary Easement dated March 20, 2025.
- Closure Report for Stormwater Easement dated May 21, 2025.
- Closure Report for Temporary Construction Easement dated May 19, 2025.
- Landscape Buffer Exhibit prepared by Keystone Consulting Engineers, 1 sheet, dated May 24, 2024, last revised May 23, 2025.
- Legal Description for Temporary Construction Easement dated January 27, 2025, revised May 19, 2025.
- Legal Description for Sanitary Easement dated March 3, 2025.
- Legal Description for Consolidated Property Description dated February 26, 2025, last revised May 19, 2025.
- Legal Description for Storm Easement dated May 19, 2025.
- Design Summary prepared by StormTrap dated March 26, 2025.
- PennDOT HOP Plan set prepared by Keystone Consulting Engineers, 15 sheets, last dated May 23, 2025.
- PennDOT Cycle 5 review letter dated April 8, 2025.
- Existing Resources and Site Analysis Map prepared by Keystone Consulting Engineers, dated September 5, 2024, last revised May 23, 2025.
- Erosion Control Narrative prepared by Keystone Consulting Engineers, dated May 24, 2024, last revised May 24, 2025.



- Post Construction Stormwater Narrative prepared by Keystone Consulting Engineers, dated May 24, 2024, last revised May 24, 2025.
- Tannersville Point Apartments Major Subdivision Plan (Preliminary/Final) and Land Development (Preliminary/Final) Plan set prepared by Keystone Consulting Engineers, 68 sheets, dated May 24, 2024, last revised May 23, 2025.

BACKGROUND INFORMATION

The Applicant, Tannersville Point LLC, has submitted a plan proposing the Tannersville Point Apartments Land Development and Lot Consolidation at the southeastern corner of the intersection of Warner Road (S.R. 4012) and Interstate Route 80. The existing property is located within the C, Commercial Zoning District and consists of two parcels (Tax ID Nos. 12/7/1/28-2 and 12/7/1/28-3). The property has an area of 26.96 acres and consists of woodland and meadow areas with existing steep slopes and wetlands.

The proposed land development is comprised of six (6) apartment buildings totaling 280 units. A community building, pool, pavilion, 636 parking spaces, and various retaining walls are also proposed. Access to the development will be via a driveway taking access from Warner Road (S.R. 4012) and located directly across from Old Mill Road. The Plan also depicts a sanitary sewer pump station, and the project is proposed to connect to public water and sewer.

Pocono Township Planning Commission previously recommended conditional Preliminary Land Development approval on February 25, 2019, for a plan for 80 apartment units on this tract. The Board of Commissioners did not act on the plan. It is our understanding that the previous plan will be withdrawn by the applicant.

In accordance with Section 470-20.B.(1)(c) and the 470 Attachment 1 Zoning Use Schedule, Multifamily dwellings (Apartments) are a permitted use in the C Commercial Zoning District.

The project site is located within the B-1 and B-2 Stormwater Management Districts of the Brodhead-McMichaels Watershed. The receiving water is the Pocono Creek, which has a Chapter 93 classification of High-Quality, Cold-Water Fishery with Migratory Fishes (HQ, CWF/MF).

The following comments are planning related and reflect the requirements of the Zoning Ordinance and Subdivision and Land Development Ordinance. A technical review including comments related to the Township Stormwater Management Ordinance will be provided under separate cover.

Based upon our review of the above information and our previous review letter dated April 9, 2025, we offer the following comments and/or recommendations related to the proposed development.

ZONING ORDINANCE COMMENTS

- 1.-5. Previous Comments satisfied.
6. In accordance with Section 470-121, no building, structure, or sign shall be erected, constructed, moved, demolished, added to, or structurally altered, nor shall any use of any land, building structure, or sign be changed or expanded, without a zoning permit therefor issued by the Zoning Officer. No such permit shall be issued except in conformity with the provisions of this chapter; and:



- a. The applicant supplying satisfactory evidence, where applicable, that the property and the proposed use thereof in compliance of the Sewage Facilities Act of the Commonwealth of Pennsylvania and regulations promulgated pursuant thereto by the Pennsylvania Department of Environmental Protection." *All approvals required by the Pennsylvania Department of Environmental Protection shall be provided to the Township.*
- b. The applicant supplying, where applicable, stormwater management plans approved by the Pocono Township Board of Commissioners in accordance with the applicable Pocono Township stormwater management ordinances, and an erosion and sedimentation control plan approved by the applicable governmental body or agency charged with that responsibility, with respect to any proposed construction, excavation, or other earthmoving activity. *The proposed earth disturbance exceeds one (1) acre, and an NPDES Permit is required from the Monroe County Conservation District. All correspondence with, submissions to, and NPDES Permit from the County Conservation District shall be provided to the Township.*

(Previous Comment 6) The response letter acknowledges these requirements. (Previous Comment 6)

7. Previous Comment satisfied.

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE COMMENTS

Waivers in Comments 9, 12, 27, 55, 56, 58, 61, 62, and 96 were requested and recommended for approval by the Township Planning Commission on October 15, 2024.

8. Previous Comment satisfied.
9. Per Section 390-17.B., "An application for final plan approval can be submitted only when the following conditions have been met: (1) The subdivision has previously been granted an unconditional preliminary plan approval in accord with § 390-16 of this chapter or all conditions established by the Township for the preliminary plan approval have been fulfilled by the applicant, excluding any outside agency approval or permits." *(New Comment) The plans have been resubmitted as Preliminary/Final Land Development Plans and a waiver has been requested to permit the combined submission. It is noted that the cited SALDO section number is incorrect in the submitted waiver request letter and on the plans and shall be revised accordingly. The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 9) No further action required at this time. (Previous Comment 9)*
- 10.-11. Previous Comments satisfied.
12. In accordance with Sections 390-25.B.(4) and 390-29.E.(4), "The sheet size shall be no larger than 24 inches by 36 inches, unless permitted by the Planning Commission." *The submitted plans are 30"x42" in size. The applicant is requesting a waiver to permit this plan size for legibility. (Previous Comment 11) A waiver has been requested to permit the larger plan size due to the size and layout of the project site. The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 12) No further action required at this time. (Previous Comment 12)*
- 13.-26. Previous Comments satisfied.



27. Per Sections 390-25.G.(1)(c), 390-25.G.(19), and 390-29.J.(1)(c), the plans shall include “truck turning movement diagrams for at least a WB-50 truck.” *A turning movement diagram for a WB-50 truck shall be provided. (Previous Comment 26) A waiver has been requested to not require a WB-50 truck turning movement. The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 27) No further action required at this time. (Previous Comment 27)*
- 28.-31. Previous Comments satisfied.
32. In accordance with Sections 390-25.G.(8)(a) and 390-29.J.(8)(a), “Completed sewage facilities planning module(s) for land development and other required sewage planning documents as required by the Pennsylvania Sewage Facilities Act and PADEP.” *The Applicant shall provide a copy of the Planning modules and PADEP Act 537 Approval to the Township. (Previous Comment 31) The response letter acknowledges this requirement. (Previous Comment 32)*
33. In accordance with Sections 390-25.G.(8)(c) and 390-29.J.(8)(c), “If service by the Township, a sewer authority or a public utility is proposed, a letter or other written certification from the Township, the authority or the public utility stating that it will provide the necessary sewer service and verifying that its system has adequate capacity to do so.” *The Applicant shall obtain and provide the required written certification to the Township. (Previous Comment 32) The response letter acknowledges this requirement. (Previous Comment 33)*
34. In accordance with Sections 390-25.G.(9) and 390-29.J.(9), supporting documents to be submitted include “A list of any public utility, environmental or other permits required and if none are required, a statement to that effect. The Township may require a professional engineer's certification of such list.” In addition, and in accordance with Section 390-29.J.(19), “All required state or federal environmental and other permits.” *The Design Engineer shall submit the required list of required permits/approvals to the Township. The following outside agency approvals are required:*
- a. *Monroe County Planning Commission – Pending*
 - b. *Monroe County Conservation District/Pennsylvania Department of Environmental Protection – NPDES Permit*
 - c. *Pennsylvania Department of Environmental Protection – Sewage Facilities Planning Module*
 - d. *Pocono Township – Sanitary Sewer Review and Service, all comments received by the Township Sewer Engineer shall be addressed.*
 - e. *Brodhead Creek Regional Authority – Water Service Will-Serve (Received), Treatment Plant capacity (Received)*
 - f. *Pennsylvania Department of Transportation – Highway Occupancy Permit*
 - g. *Pocono Township Fire Department – Comments dated April 28, 2025 received*
- (Previous Comment 33) The response letter acknowledges these requirements and an approvals table has been added to the cover sheet. (Previous Comment 34)*
35. In accordance with Sections 390-25.G.(10) and 390-29.J.(10), the Applicant shall provide “Confirmation that the soil erosion and sedimentation control plan has been accepted for review by the Monroe County Conservation District. (See also §390-51.)” *Submissions to, correspondence with, and permit from the Monroe County Conservation District shall be provided. (Previous Comment 34) The response letter acknowledges this requirement. (Previous Comment 35)*



36. In accordance with Sections 390-25.G.(14) and 390-29.J.(14), "Where the land included in the subject application has an electric transmission line, a gas pipeline, or a petroleum or petroleum products transmission line located within the tract, the preliminary plan shall be accompanied by a letter from the owner or lessee of such line stating any conditions on the use of the land and the minimum building setback and/or right-of-way-lines. This requirement may also be satisfied by submitting a copy of the recorded agreement." *The required information with respect to the PPL easement at the rear of property and any conditions associated with the existing easement shall be provided to the Township. The plan currently reflects proposed grading within the easement and elimination of the existing access to the easement. Approvals for this work may be required from PPL. (Previous Comment 35) The response letter acknowledges this requirement. (Previous Comment 36) The response letter states, "An encroachment exhibit was submitted to PPL as part of this submission. No structures are proposed within the PPL easement. Furthermore, the access from the stone/dirt pathway across the property will be enhanced with driveways internal to the property to provide a new upgraded access for PPL." It is noted that the access to the easement appears to be blocked by the landscaping. The response from PPL shall be provided when received. (Previous Comment 36) The PPL response to the proposed grading must still be received.*
37. In accordance with Sections 390-25.G.(15) and 390-29.J.(15), the Applicant shall provide "Confirmation that the highway occupancy permit application has been accepted for review by the Township or PennDOT as applicable." *Submissions to, correspondence with, and permit from the Pennsylvania Department of Transportation shall be provided. (Previous Comment 36) The response letter acknowledges this requirement. (Previous Comment 37)*
- 38.-41. Previous Comments satisfied.
42. In accordance with Section 390-32.B and Section 390-41, no final plan shall be signed by the Board of Commissioners for recording in the office of the Monroe County Recorder of Deeds until:
- All improvements required by this chapter are installed to the specifications contained in Article VI of this chapter and other Township requirements and such improvements are certified by the applicant's engineer; or
- Proposed developer's agreements and performance guarantee in accord with §390-35 and the Pennsylvania Municipalities Planning Code, Act 247 of 1968 as amended, have been accepted by the Board of Commissioners.
- The Applicant shall submit, with the final plan, a construction cost estimate for the proposed site improvements in order to determine the required escrow amount for the developer's agreement. A developer's agreement and performance guarantee will be required prior to plan recordation. (Previous Comment 41) A construction cost estimate has been provided. It will be reviewed under separate cover when the plan revisions are nearing completion. (Previous Comment 42)*
43. In accordance with Section 390-38.A and Section 390-38.B, the developer shall provide to the satisfaction of the Board of Commissioners, and prior to final plan approval, evidence of the provision, including a plan, for the succession of ownership and responsibility for the operation and maintenance of development improvements." *The required documentation and agreement(s) shall be provided to the Township prior to final plan approval. (Previous Comment 42) The response letter acknowledges this requirement. (Previous Comment 43)*



44. In accordance with Section 390-38.C.(3), “Any improvements which will remain private. In the case where roads, drainage facilities, a central sewage treatment system or central water supply, or any other improvements are to remain private, the developer shall provide for the establishment of an escrow fund in accord with §390-35A to guarantee the operation and maintenance of the improvements. Said fund shall be established on a permanent basis with administrative provisions approved by the Board of Commissioners. The amount of said fund shall be 15% of the construction cost of the system as verified by the Township Engineer. The maintenance and operation of the improvements and the administration of any required maintenance fund account shall be clearly established as the joint responsibility of the owner(s) of each structure or dwelling unit served by such system. Such responsibility and the mechanism to accomplish same shall be established by deed covenants and restrictions which shall be subject to the approval of the Board of Commissioners.” *An operation and maintenance agreement and guarantee shall be required for the stormwater management facilities. (Previous Comment 43) The response letter acknowledges this requirement. (Previous Comment 44)*
- 45.-48. Previous Comments satisfied.
49. Per Section 390-48.C., “Roads shall be graded, improved and surfaced to the grades and specifications shown on the plans, profiles, and cross sections as required by this chapter.” The Cartway width of a Connector Road shall be 44 feet with shoulders or with curbs – no parking. *The plans propose an 18-foot half-width cartway for Warner Road at and east of the proposed driveway. Warner Road west of the proposed driveway reflects no proposed widening and has an approximately 11.4-foot existing half-width. Since Warner Road is a PennDOT road, we recommend deferring the improvement requirements to PennDOT. (Previous Comment 48) The response letter acknowledges these requirements. (Previous Comment 49)*
- 50.-52. Previous Comments satisfied.
53. Per Section 390-48.T.(10), “Where access is to a state road, a valid state highway occupancy permit shall be obtained prior to plan recording. Where PennDOT standards differ from those of the Township, the more restrictive regulations shall apply. *A PennDOT HOP is required for access to Warner Road. Submissions to, correspondence with, and permit from the Pennsylvania Department of Transportation shall be provided. (Previous Comment 52) The response letter acknowledges this requirement. (Previous Comment 53)*
54. Previous Comment satisfied.
55. Per Section 390-48.T.(13)(b), “Access drive entrances into all nonresidential and nonagricultural use properties shall be no less than 24 feet in width, shall not exceed 36 feet in width at the road line, unless provided with a median divider, and shall be clearly defined by curbing. The curbs of these driveway entrances shall be rounded with a minimum radius of 20 feet from where they intersect a road.” *Radii dimensions must be added to the driveway entrance at Warner Road as required by the ordinance. Additionally, the “road line” is defined as being at the right-of-way line; therefore, the proposed driveway is 40 feet wide at that point and does not meet the ordinance requirement. (Previous Comment 54) A waiver has been requested to permit the driveway to have a width of 40.25 feet at the road line. The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 55) No further action required at this time. (Previous Comment 55)*



56. Per Section 390-48.T.(14), "Concrete aprons shall be provided for all access drives with concrete sidewalks." *Concrete aprons must be provided for the driveway. Since Warner Road is a PennDOT road, if they do not permit the apron, a waiver will be required. (Previous Comment 55) A waiver has been requested to permit this use of asphalt in lieu of the required concrete apron. The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 56) No further action required at this time. (Previous Comment 56)*
57. Previous Comment satisfied.
58. In accordance with Section 390-48.AA, "sidewalks and road crosswalks may be required where necessary to provide proper pedestrian circulation or to provide access to community facilities and common areas. Sidewalks, where required or provided, shall be located within the road right-of-way immediately adjacent to the curbs, except as may be approved by the Township to accommodate road trees or other landscaping. Sidewalks and road crosswalks shall be constructed in accord with the most current PennDOT RC67M standard and Americans with Disabilities Act standards." *It is noted that the plan proposes sidewalk along Warner Road east of the proposed driveway and a small area to the west. Sidewalk shall be provided along the entire frontage unless a waiver/deferral is obtained by the Board of Commissioners. (Previous Comment 57) A waiver has been requested to not provide sidewalk west of the site entrance due to the configuration of the I-80 bridge in that area. The Township Planning Commission recommended a deferral of the requirement to extend sidewalk from the entrance drive to I-80 at its meeting held on October 15, 2024. Additionally, the applicant agreed to extend the sidewalk extended from the pump station driveway to the property line to the east.*
- Sheet 34 of the revised plans now contains a "sidewalk detail with curb" that shows a sidewalk width of 4.33 feet. In accordance with Chapter 3, R302 of the U.S. Access Board Public Right-of-Way Accessibility Guidelines, "Except as provided in R302.2.1 and R302.2.2, the continuous clear width of pedestrian access routes shall be 48 inches (1220 mm) minimum, exclusive of the width of any curb." and "Where the clear width of pedestrian access routes is less than 60 inches (1525 mm), passing spaces shall be provided at intervals of 200 feet (61 m) maximum. Passing spaces shall be 60 inches (1525 mm) minimum by 60 inches (1525 mm) minimum. Passing spaces and pedestrian access routes are permitted to overlap." With the longitudinal joint being parallel to the travel path, the surface area of the curb cannot be counted towards the clear width. The sidewalks shall either be revised to be 5 feet (60 inches) wide or the required passing spaces provided.*
- (Previous Comment 58) No further action required at this time.*
- 59.-60. Previous Comments satisfied.
61. Per Section 390-50.D.(3), "Side slopes. Whenever possible, the side slopes and basin shape shall conform to the natural topography. When such design is impracticable, the construction of the basin shall utilize slopes as flat as possible to blend the structure into the terrain." *(New Comment) A waiver has been requested to this requirement due to the basin being an underground modular concrete structure which is completely out of sight. The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 61) No further action required at this time. (Previous Comment 61)*
62. Per Section 390-50.D.(4), "Water depth. The maximum water depth, measured from the invert of the lowest outlet orifice to the peak one-hundred-year water surface elevation, shall not exceed five feet." *The proposed underground basin depth exceeds the ordinance limitations. The design shall be revised*



or a waiver requested. (Previous Comment 60) A waiver has been requested to permit the underground concrete vault system/basin to have a depth of 9.32 feet. The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 62) No further action required at this time. (Previous Comment 62)

63. Previous Comment satisfied.

64. In accordance with Sections 390-51.A. and B., "All soil erosion and sedimentation control plans shall meet the specifications of the Monroe County Conservation District and PA DEP, and shall comply with Commonwealth of Pennsylvania, Title 25, Chapter 102, Department of Environmental Protection regulations for soil erosion and sedimentation control", and, "Preliminary plan approval shall be conditioned on all required approvals and permits from the Monroe County Conservation District and/or PA DEP." *The proposed site disturbance is greater than one (1) acre, therefore an NPDES Permit is required. A copy of the NPDES Permit and letter of determination of erosion and sediment control adequacy shall be provided to the Township, as well as any correspondence between the Applicant and Monroe County Conservation District and PADEP. (Previous Comment 62) The response letter acknowledges this requirement. (Previous Comment 64)*

65. In accordance with Section 390-52, "All subdivisions and land developments shall be served by an adequate water supply and sewage disposal system; and the developer shall provide evidence documenting said adequacy." *The Applicant shall provide confirmation of adequacy from the Township and BCRA. (Previous Comment 63) The response letter acknowledges this requirement. (Previous Comment 65) The BCRA water will-serve and sewer treatment capacity letters have been received.*

66. In accordance with Section 390-52.A.(4), "In the case of utilization of a publicly owned or other existing centralized water supply and/or sewage disposal system the developer shall submit at the preliminary stage a letter from the operator of such utility indicating the utility owner's willingness to supply service to the development and including a verification of the adequacy of the utility system to serve the proposed development. At the final approval stage an executed agreement with the service supplier shall be submitted." *A copy of the will serve letter for public sanitary sewer service and public water service shall be obtained. (Previous Comment 64) The response letter acknowledges this requirement. (Previous Comment 66)*

67. In accordance with Section 390-52.A.(5), "All required certificates of convenience, approvals and permits shall be obtained by the developer and/or the utility owner as a condition of preliminary approval and shall be submitted with the final plan application." *PADEP Act 537 Approval shall be obtained and a copy of the approval letter from PADEP shall be provided to the Township. (Previous Comment 65) The response letter acknowledges this requirement. (Previous Comment 67)*

68.-69. Previous Comments satisfied.

70. In accordance with Section 390-52.E.(4)(j), "Approvals/reviews. No construction of any water distribution system shall commence prior to written approvals and/or comments from the Department of Environmental Protection, the Fire Department, and the Township." *Copies of all required permits and approvals shall be submitted to the Township. (Previous Comment 68) The response letter acknowledges this requirement. (Previous Comment 70)*

71. In accordance with Section 390-53, "All utility lines required to service the subdivision shall be planned in cooperation with the respective utility companies. A letter shall accompany the subdivision



or land development plan stating that the utility plan has been reviewed by the applicable utility company, such plan is approved, and service will be available. All cables, wires, conduits, pipes, and lines servicing the development shall be subject to the requirements set forth in this chapter." *Documentation shall be submitted to the Township as required. (Previous Comment 69) The response letter acknowledges this requirement. (Previous Comment 71)*

72.-88. Previous Comments satisfied.

89. In accordance with Section 390-55.I.(2)(k), "A detailed cost estimate shall be submitted, showing the value of all proposed landscaping, including all labor and materials." *The required cost estimate for the project shall include the proposed landscaping. This will be required for the final plan. (Previous Comment 86) A construction cost estimate has been provided. It will be reviewed under separate cover when the plan revisions are nearing completion. (Previous Comment 89)*

90.-94. Previous Comments satisfied.

95. In accordance with the Section 390-58 Common Open Space, Recreation Areas, and In-Lieu Fees:

- A. Section 390-58.3B.(1), "This §390-58 shall apply to any subdivision for which a preliminary plan or a combined preliminary/final plan and any land development for which a plan is submitted after the effective date of this §390-58."
- B. Section 390-58.C.(1), "The proposal for common open space, installation of recreation facilities and/or fees shall be offered for review by the Planning Commission and the Pocono Township Park and Recreation Committee."
- C. Section 390-59.F., "Fees. If the Board of Commissioners and the applicant agree that a proposed subdivision or land development will pay fees-in-lieu of dedicating open space, this fee shall be as established by the Township Fee Schedule, which may be updated by resolution of the Board of Commissioners."
- D. Section 390-58.K., "Timing of nonresidential fees. Fees required by this §390-58 for any nonresidential subdivision or land development shall be paid prior to the recording of the final plan of a subdivision or land development, as applicable."

The plans do not propose any open space to be dedicated to the Township, therefore, the Applicant shall pay the applicable in-lieu fees, as required by Section 390-58. (From Previous Comment 95)

OTHER ORDINANCE COMMENTS

96. Per Section 220-8.C., "Edges of newly created slopes shall be a minimum of five feet from property lines, ultimate/future right-of-way lines of streets, and easements to permit the normal rounding of the edge without encroachment on the abutting property, right-of-way, or easement." *The submitted plans propose grading less than 5 feet from property lines and shall be revised accordingly. (Previous Comment 92) A waiver has been requested to permit grading up to and beyond the property lines. The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024 contingent on the applicant obtaining a temporary construction easement from the adjacent property owner for the proposed grading work. Easement documentation must be provided to the Township. (Previous Comment 96) The response letter states, "A proposed temporary*



construction easement is now shown on Record Plans. The easement proposes to include five feet minimum of the adjacent property on the East side of the site. Additionally, the easement description has been provided with this submission." The easement must be secured from the adjacent property owner and a copy of the executed easement provided to the Township prior to Preliminary/Final Plan Approval. (Previous Comment 96) The response letter states, "The legal descriptions and exhibits have been submitted to the Township and are being reviewed for signature by the adjoining property owner."

MISCELLANEOUS COMMENTS

97. Previous Comment satisfied.
98. The Applicant shall coordinate with the school district for school bus stops. *(Previous Comment 94) The response letter acknowledges this requirement. (Previous Comment 98)*
- 99.-113. Previous Comments satisfied.
114. A temporary construction easement is required for the storm sewer and endwall EW-100 located on the adjacent Belanger property. An additional permanent easement may also be required. It is recommended that an enlargement of the proposed work be shown within the grading plans. *(Previous Comment 110) The response letter states, "The Applicant is working with the neighboring property owner to obtain an extended permanent stormwater easement to the limit of the pond and also a temporary construction easement to permit tie-in grading and for the defined swale between the pipe outfall and the pond." (Previous Comment 114) The response letter states, "An additional permitted easement for stormwater conveyance has been shown on the plans, along with the legal description. Please note that the discharge pipe has been extended per the engineer's meeting and a cable concrete lined swale is shown to the edge of the pond." A copy of the executed stormwater easement must be provided to the Township prior to Preliminary/Final Plan Approval. (Previous Comment 114) The response letter states, "The legal descriptions and exhibits have been submitted to the Township and are being reviewed for signature by the adjoining property owner."*
115. Previous Comment satisfied.
116. The grading plans must be revised to show spot elevations at critical grade points including, but not limited to, high points, low points, building corners, and ADA routes. *(Previous Comment 112) The response letter states, "Spot elevations are now shown at critical grade points." While some spot elevations have been added, there are still spot elevations missing. Specifically, high points, low points, and ADA routes must be addressed. (Previous Comment 116) Spot Grade Plans (Sheets 17 and 18) have been added to the plan set. Our comments with respect to those sheets are as follows:*
- d. The grade difference between the FFE and the adjacent ground is shown to be as little as 0.1 feet. The Building Code under Section R404.1.6 of the 2018 IRC requires a minimum of 6" from the top of foundation to grade for wood frame without masonry veneer and requires 4" for buildings with masonry veneer. The code also requires 6" of fall away from the building for the first 10'. The grades shall be revised to meet the Building Code requirements. (Previous Comment 116.d.) Buildings 1 and 3 show less than 4" between the FFE and the ground elevation and none of the buildings meet the 6" fall away from the building requirement. The grades shall be revised to meet the Building Code requirements.*



- e. Numerous locations on the Spot Grade Plans (Sheets 17 and 18) have spot elevations at the same locations as inlets and which do not match the inlet grate elevations shown on other plan sheets. The discrepancies between the elevations shall be resolved. (Previous Comment 116.d.) The design engineer shall review and revise all inconsistencies.*

117.-129. Previous Comments satisfied.

PLAN REVISION COMMENT

130.-161. Previous Comments satisfied.

162. The No Parking sign detail on Sheet 36 is for a R7-302 sign. The sign tables on Sheets 6 and 7 identify the No Parking sign as being R8-3a. This inconsistency must be corrected. *(New Comment) (Previous Comment 162) The sign table on Sheet 5 still reflects an R8-3a sign and must be revised accordingly.*

163.-167. Previous Comments satisfied.

We recommend the above comments be addressed to the satisfaction of Pocono Township, prior to approval of the Preliminary/Final Land Development and Consolidation Plan.

In order to facilitate an efficient re-review of revised plans, the Design Engineer shall provide a letter, addressing item by item, their action in response to each of our comments.

If you should have any questions, please call me.

Sincerely,

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

JST/arm

cc: Jerrod Belvin – Pocono Township Manager
Lindsay Scerbo – Zoning Officer
Leo DeVito, Esq. – Township Solicitor
Lisa Pereira, Esq. – Broughal & DeVito, LLP
Tannersville Point, LLC – Applicant
Alan Fornwalt, P.E. – Keystone Consulting Engineers, Inc.
Kristina Heaney – Monroe County Conservation District
Amy R. Montgomery, P.E. – T&M Associates
Melissa E. Hutchison, P.E. – T&M Associates



YOUR GOALS. OUR MISSION.

June 9, 2025

Pocono Township Planning Commission
112 Township Drive
Tannersville, PA 18372

**SUBJECT: STORMWATER & TECHNICAL REVIEW NO. 4
TANNERSVILLE POINT APARTMENTS – PRELIM/FINAL LAND DEVELOPMENT
PLAN AND LOT CONSOLIDATION
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
POCONO TOWNSHIP LDP NO. 1358, T&M PROJECT NO. POCO-R0730**

Dear Planning Commission Members:

Pursuant to the Township's request, we have performed our fourth review of the Preliminary Land Development Plan and Lot Consolidation Application for the Tannersville Point Apartments. The submitted information consists of the following items.

- Land Development Response Letter prepared by Keystone Consulting Engineers, dated May 23, 2025.
- Stormwater & Technical Review Response Letter prepared by Keystone Consulting Engineers, dated May 23, 2025.
- Additional Soil Probe Testing dated March 21, 2025.
- BCRA Water Will Serve Letter dated April 16, 2025.
- BCRA Sewer Treatment Capacity Letter Dated June 6, 2025.
- Title Report prepared by Title Wave Real Estate Solutions dated May 23, 2025.
- Closure Report for Sanitary Easement dated March 20, 2025.
- Closure Report for Stormwater Easement dated May 21, 2025.
- Closure Report for Temporary Construction Easement dated May 19, 2025.
- Landscape Buffer Exhibit prepared by Keystone Consulting Engineers, 1 sheet, dated May 24, 2024, last revised May 23, 2025.
- Legal Description for Temporary Construction Easement dated January 27, 2025, revised May 19, 2025.
- Legal Description for Sanitary Easement dated March 3, 2025.
- Legal Description for Consolidated Property Description dated February 26, 2025, last revised May 19, 2025.
- Legal Description for Storm Easement dated May 19, 2025.
- Design Summary prepared by StormTrap dated March 26, 2025.
- PennDOT HOP Plan set prepared by Keystone Consulting Engineers, 15 sheets, last dated May 23, 2025.
- PennDOT Cycle 5 review letter dated April 8, 2025.



- Existing Resources and Site Analysis Map prepared by Keystone Consulting Engineers, dated September 5, 2024, last revised May 23, 2025.
- Erosion Control Narrative prepared by Keystone Consulting Engineers, dated May 24, 2024, last revised May 24, 2025.
- Post Construction Stormwater Narrative prepared by Keystone Consulting Engineers, dated May 24, 2024, last revised May 24, 2025.
- Tannersville Point Apartments Major Subdivision Plan (Preliminary/Final) and Land Development (Preliminary/Final) Plan set prepared by Keystone Consulting Engineers, 68 sheets, dated May 24, 2024, last revised May 23, 2025.

BACKGROUND INFORMATION

The Applicant, Tannersville Point LLC, has submitted a plan proposing the Tannersville Point Apartments Land Development and Lot Consolidation at the southeastern corner of the intersection of Warner Road (S.R. 4012) and Interstate Route 80. The existing property is located within the C, Commercial Zoning District and consists of two parcels (Tax ID Nos. 12/7/1/28-2 and 12/7/1/28-3). The property has an area of 26.96 acres and consists of woodland and meadow areas with existing steep slopes and wetlands.

The proposed land development is comprised of six (6) apartment buildings totaling 280 units. A community building, pool, pavilion, 636 parking spaces, and various retaining walls are also proposed. Access to the development will be via a driveway taking access from Warner Road (S.R. 4012) and located directly across from Old Mill Road. The Plan also depicts a sanitary sewer pump station, and the project is proposed to connect to public water and sewer.

Pocono Township Planning Commission previously recommended conditional Preliminary Land Development approval on February 25, 2019, for a plan for 80 apartment units on this tract. The Board of Commissioners did not act on the plan. It is our understanding that the previous plan will be withdrawn by the applicant.

In accordance with Section 470-20.B.(1)(c) and the 470 Attachment 1 Zoning Use Schedule, Multifamily dwellings (Apartments) are a permitted use in the C Commercial Zoning District.

The project site is located within the B-1 and B-2 Stormwater Management Districts of the Brodhead-McMichaels Watershed. The receiving water is the Pocono Creek, which has a Chapter 93 classification of High-Quality, Cold-Water Fishery with Migratory Fishes (HQ, CWF/MF).

The following comments are related to our technical review and reflect the design requirements of the Stormwater Management Ordinance, Subdivision and Land Development Ordinance, as well as miscellaneous design comments. A planning review dated June 9, 2025 was distributed separately.

Based upon our review of the above information and our previous review letter dated April 14, 2025, we offer the following comments and/or recommendations related to the proposed development.



STORMWATER MANAGEMENT ORDINANCE COMMENTS

Waivers in Comments 3 and 9 were requested and recommended for approval by the Township Planning Commission.

1. In accordance with Section 365-8.F., "Areas of existing diffused drainage discharge shall be subject to any applicable discharge criteria in the general direction of existing discharge, whether proposed to be concentrated or maintained as diffused drainage areas, except as otherwise provided by this chapter. If diffused drainage discharge is proposed to be concentrated and discharged onto adjacent property, the applicant must document that adequate downstream conveyance facilities exist to safely transport the concentrated discharge, or otherwise prove that no erosion, sedimentation, flooding or other impacts will result from the concentrated discharge." *The plans reflect an existing stormwater management easement on the adjacent property. Although the Stormwater Report indicates that there is an existing drainage channel at this location, the existing grades on the plans do not reflect a channel. Documentation as to the existing easement and information meeting the requirements of this Section must be provided. We are concerned about a new point discharge from the proposed 54" storm pipe. (Previous Comment 1) The response letter states, "An existing stormwater easement exists on the neighboring parcel. However, due to Township concerns, additional easement area extending to the limit of the pond will be provided along with a temporary construction easement to permit grading tie-ins." The comment must still be addressed. (Previous Comment 1) The response letter states, "A permanent stormwater easement is proposed encompassing the 54" storm pipe, grading tie-ins, and a cabled concrete lined swale to the edge of the pond. The easement description has been provided with this submission." The easement must be secured from the adjacent property owner and a copy of the executed easement provided to the Township prior to Final Plan Approval. (Previous Comment 1)*
2. In accordance with Sections 365-8.J and 365-19.C.(5), any stormwater management facilities regulated by this chapter that would be located on state highway rights-of-way shall be subject to approval by the Pennsylvania Department of Transportation (PennDOT). *A copy of the Highway Occupancy Permit, as well as any correspondence between the Applicant and PennDOT, shall be provided to the Township. (Previous Comment 2) The response letter acknowledges these requirements. (Previous Comment 2)*
3. In accordance with Section 365-8.L., "Roof drains should not be connected to streets, sanitary or storm sewers or roadside ditches in order to promote overland flow and infiltration/percolation of stormwater. Considering potential pollutant loading, roof drain runoff in most cases will not require pretreatment." *The plans show the roof drains for the proposed buildings connecting directly into the storm sewer. We would support a waiver to this requirement, since the roof water is "clean" and to allow the water to cross the parking area would add pollutants and increase temperature. (Previous Comment 3) The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 3) No further action required at this time. (Previous Comment 3)*
- 4.-8. Previous Comments satisfied.
9. In accordance with Section 365-13.B, "All calculations consistent with this chapter using the Soil Cover Complex Method shall use the appropriate design rainfall depths for the various return period storms according to the region in which they are located as presented in Table B-1 in Appendix A^{III} of this chapter. If a hydrologic computer model such as PSRM or HEC-1 is used for stormwater runoff calculations, then the duration of rainfall shall be 24 hours. The NRCS "S" curve shown in Figure B-



1, Appendix A of this chapter, shall be used for the rainfall distribution.” *The Stormwater Management Report utilizes rainfall values from NOAA Atlas 14, Volume 2, Version 3, location Tannersville, PA”. We have no objection to the Applicant requesting a waiver from this Section to utilize the rainfall data from NOAA. (Previous Comment 9) The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 9) No further action required at this time. (Previous Comment 9)*

10. In accordance with Section 365-14.C, “Any facility located within a PennDOT right-of-way must meet PennDOT minimum design standards and permit submission requirements.” *PennDOT shall review and approve any stormwater facility within their right-of-way. A copy of the Highway Occupancy Permit, as well as any correspondence between the Applicant and PennDOT, shall be provided to the Township. (Previous Comment 10) The response letter acknowledges these requirements. (Previous Comment 10)*
11. In accordance with Section 365-15.A, “Any earth disturbance must be conducted in conformance with Pennsylvania Title 25, Chapter 102, Erosion and Sediment Control.” *The proposed disturbance is greater than one acre, therefore, a NPDES Permit from the Monroe County Conservation District is required. All correspondence with, submissions to, and NPDES Permit from the County Conservation District, shall be provided to the Township. (Previous Comment 11) The response letter acknowledges these requirements. (Previous Comment 11)*
12. In accordance with Sections 365-17 and 365-19.A.(4), for any of the activities regulated by this chapter, the preliminary or final approval of subdivision and/or land development plans, the issuance of any building or occupancy permit, or the commencement of any earth disturbance may not proceed until the applicant or his/her agent has received written approval of a stormwater management site plan from the municipality, an adequate erosion and sediment control plan review by the Conservation District and an NPDES permit from the DEP, if required. *The proposed disturbed area is greater than one (1) acre, therefore an NPDES Permit is required. The Applicant shall provide a copy of the NPDES Permit and the Letter of Determination of Adequacy from the Monroe County Conservation District, as well as any correspondence pertaining to the review. (Previous Comment 12) The response letter acknowledges these requirements. (Previous Comment 12)*
- 13.-15. Previous Comments satisfied.
16. In accordance with Section 365-19.B.(19), the stormwater site plan shall contain “A fifteen-foot-wide access easement to and around all stormwater management facilities that would provide ingress to and egress from a public right-of-way.” *This easement shall be provided on the plan. In the alternative, the plan may note a blanket easement for access. (Previous Comment 16) The response letter states, “A blanket easement is proposed for access.” It is unclear as to where this is proposed as we are unable to locate any notes on the plans regarding this blanket easement. The easement must be clarified. (Previous Comment 16) The response letter states, “No blanket easement is proposed for this project. An on-site stormwater easement is shown on the record plan, and the legal description has been provided with this submission.” A proposed storm easement consisting of 8.911 acres is depicted on Sheet 4. A legal description and lot closure for this easement must be provided for review. (Previous Comment 16) Our comments on the submitted legal description and lot closure are as follows:*
 - a. *In Call 4, the arc length and the central angle are different between the legal description and the lot closure. This discrepancy shall be resolved.*
 - b. *The area of the gross easement does not match between the legal description and the lot closure. This discrepancy shall be resolved.*



17.-19. Previous Comments satisfied.

20. In accordance with Sections 365-19.D.(1), "All stormwater management facilities must be located on a plan and described in detail. Plan and profile drawings of all SWM BMPs, including drainage structures, pipes, open channels, and swales." *Profile drawings of all drainage structures, pipes, channels and swales must be provided. (Previous Comment 20) The revised plans now include plan and profile drawings. Our comments on those drawings are as follows: (Previous Comment 20)*
- a. *HW-104 to EW-100: Pipe lengths and slopes as well as several rims and inverts do not match the storm sewer calculations. (Previous Comment 20.d.) The invert for EW-100 on Sheet 26 does not match the calculations. Also, the grade elevation at EW-100 and HW-104 do not appear to be correctly depicted. (Previous Comment 20.b.) The design calculations identify EW-100 to have an invert of 852.00, but the profile has the invert labeled as 876.20. The label shall be revised accordingly.*
 - b. *I-216 to I-205: Inlet I-216 is missing from the profile and there is no separation of the waterline from the top of the storm pipe. There is also a pipe size and reference that are incorrect. (Previous Comment 20.k.) Pipe length, slope and inverts do not match the storm sewer calculations. (Previous Comment 20.c.) The depiction of Inlet I-216 on Sheet 27 appears to incorrectly show a sump for this inlet. This discrepancy shall be corrected.*
 - c. *I-615 to I-601: Inlet I-601 is incorrectly depicted and at 34 feet is excessively deep. (Previous Comment 20.bb.) The invert out of I-601 does not match the storm sewer calculations. Additionally, the depth of I-601 is still incorrectly depicted, (Previous Comments 20.f. and g.) The bottom of Inlet I-601 must be revised to be depicted at the sump elevation of 880.*
21. Previous Comment satisfied.
22. In accordance with Section 365-27.A., "For subdivisions and land developments, the applicant shall provide a performance guarantee to the municipality for the timely installation and proper construction of all stormwater management controls as required by the approved stormwater management site plan in the amount and method of payment provided for in Chapter 390, Subdivision and Land Development." *A construction cost estimate for the stormwater management facilities shall be provided to the Township to determine the amount to be required for the performance guarantee. The performance guarantee shall be provided to the Township as part of the Final Plan submission. (Previous Comment 22) A construction cost estimate has been provided. It will be reviewed under separate cover when the plan revisions are nearing completion. (Previous Comment 22)*
23. Previous Comment satisfied.
24. In accordance with Section 365-29., "Prior to approval of the site's stormwater management site plan, the applicant shall sign and record a maintenance agreement in form and substance satisfactory to the Board of Commissioners, covering all stormwater control facilities that are to be privately owned." *This shall be completed at the time of Final Plan approval and as required by this Section. (Previous Comment 24) The response letter acknowledges this requirement. (Previous Comment 24)*



SUBDIVISION AND LAND DEVELOPMENT ORDINANCE COMMENTS

The waivers in Comments 25 and 26 were requested and recommended for approval by the Township Planning Commission.

25. In accordance with Section 390-50.CC, "pipes shall be installed at such depth and in such manner as dictated by the site; and no pipe shall be installed that is less than 15 inches in diameter with a minimum 0.5% slope for cross drainage." *Several storm sewer runs have a diameter of 12-inches and shall be revised accordingly. (Previous Comment 25) The Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. (Previous Comment 25) No further action required at this time. (Previous Comment 25)*
26. In accordance with Section 390-50.D(3), Side slopes. "Whenever possible, the side slopes and basin shape shall conform to the natural topography. When such design is impracticable, the construction of the basin shall utilize slopes as flat as possible to blend the structure into the terrain." *The applicant requested and the Township Planning Commission recommended approval of this waiver request at its meeting held on October 15, 2024. No further action required at this time. (New Comment) (Previous Comment 26)*

STORMWATER MANAGEMENT AND STORM SEWER DESIGN COMMENTS

27.-36. Previous Comments satisfied.

37. The following structure names contain discrepancies between their tabulation data on Sheet 38 and the report calculations and must be revised: *MH-102; (Previous Comment 36.q.) (Previous Comment 37.b.) Storm sewer tabulation Page 2021 identifies the pipe out from MH-102 to MH-101 to be 60". Plan Sheet 38 shows 54". The discrepancy must be resolved.*

38.-46. Previous Comments 37-45 satisfied.

PLAN REVISION COMMENTS

47.-51. Previous Comments satisfied.

52. *Segment 2 of the travel time for I-403 on page 1662 of the report appears to be incorrect. The design engineer shall review and revise as necessary. (New Comment) (Previous Comment 51) The response letter states, "Segment 2 of the travel time for I-403 has been revised accordingly."; however, there are no calculations in the report. (Previous Comment 52) The response letter states, "The drainage area to I-403 has been reduced and the time of concentration is now the minimum 5 minutes." The time of concentration is still reflected as 10.2 minutes in the calculations on page 2064. This must still be clarified.*

53.-86. Previous Comments satisfied.



We recommend the above comments be addressed to the satisfaction of Pocono Township, prior to approval of the Preliminary/Final Land Development and Consolidation Plan.

In order to facilitate an efficient re-review of revised plans, the Design Engineer shall provide a letter, addressing item by item, their action in response to each of our comments.

If you should have any questions, please call me.

Sincerely,

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

JST/arm

cc: Jerrod Belvin – Pocono Township Manager
Lindsay Scerbo – Zoning Officer
Leo DeVito, Esq. – Township Solicitor
Lisa Pereira, Esq. – Broughal & DeVito, LLP
Tannersville Point, LLC – Applicant
Alan Fornwalt, P.E. – Keystone Consulting Engineers, Inc.
Kristina Heaney – Monroe County Conservation District
Amy R. Montgomery, P.E. – T&M Associates
Melissa E. Hutchison, P.E. – T&M Associates



September 4, 2024

Planning Commission
Pocono Township
112 Township Drive
Tannersville, PA 18372

Re: **Tannersville Point Apartments**
Lot Line Adjustment (Consolidation) and Land Development
Waiver Request Letter
12.7.1.28-2 & 12.7.1.28-3 Warner Road, Tannersville, PA

Dear Board Members:

On behalf of Tannersville Point LLC, the following waivers are requested for consideration on the above referenced project:

1. **SALDO 290-35.K: [Preliminary/Final Plan Submission Procedure]** A separate submission is required for a preliminary plan from the final plan submission.

Waiver: Due to final plan submission requirements being included in the preliminary/final plan submission set, a waiver from processing a separate preliminary plan is requested.

2. **SALDO 390-48.T.(13)(b): [Driveway Width]** Access drive entrances into all nonresidential and nonagricultural use properties shall be no less than 24 feet in width, shall not exceed 36 feet in width at the road line, unless provided with a median divider, and shall be clearly defined by curbing. The curbs of these driveway entrances shall be rounded with a minimum radius of 20 feet from where they intersect a road.

Waiver: A driveway with a width of 40.25 feet is proposed at the right-of-way line in lieu of the required 36 feet maximum. This is the resultant geometry differs from the required radii and driveway width required by PennDOT and design vehicle.

3. **Section 390-48.T.(14): [Concrete Aprons]** Concrete aprons shall be provided for all access drives with concrete sidewalks. Concrete aprons shall be a minimum of six inches of Class AA concrete (a twenty-eight day minimum compressive strength of 3,500 PSI and six-percent air entrapment by volume) and shall be structurally reinforced with six-inch-by-six-inch gauge welded wire fabric on four inches of 2A aggregate.

Waiver: Asphalt paving is proposed with the driveway in place of a concrete apron for durability and consistency within the driveway. Painted crosswalks are provided for pedestrian crosswalk visibility, where applicable.

4. **Section 390-50.D.(4): [Stormwater Basin Depth]** The maximum water depth, measured from the invert of the lowest outlet orifice to the peak one-hundred-year water surface elevation, shall not exceed five feet.

Waiver: The stormwater control (rate and volume) facility is designed as a modular concrete vault underground and has a depth of 9.32 feet, as defined. However, this facility will be underground and inaccessible to the residents of the community and public.

5. **Section 220-8.C.: [Limit of Slopes]** Edges of newly created slopes shall be a minimum of five feet from property lines, ultimate/future right-of-way lines of streets and easements to permit the normal rounding of the edge without encroachment on the abutting property, right-of-way, or easement.

Waiver: The graded slopes along the frontage of the property and where the stormwater discharge pipe tie into the neighboring parcel are graded up to the right-of-way/property line and beyond for adequate grading tie-ins.

6. **Section 365-8.L.: [Connection of Roof Leaders]** Rains Roof drains and sump pumps shall discharge to infiltration or vegetative BMPs wherever feasible. Roof drains should not be connected to streets, sanitary or storm sewers or roadside ditches in order to promote overland flow and infiltration/percolation of stormwater. Considering potential pollutant loading, roof drain runoff in most cases will not require pretreatment.

Waiver: Roof drains are connected directly to the underground stormwater collection system to avoid surface flow over paved sidewalks, driveways and parking areas to avoid icing during the cold weather months.

7. **Section 365-13.B.: [Stormwater Calculations]** All calculations consistent with this Chapter using the soil cover complex method shall use the appropriate design rainfall depths for the various return period storms according to the region in which they are located as presented in Table B-1 in Appendix A⁽¹⁾ of this Chapter. If a hydrologic computer model such as PRSM or HEC-1 is used for stormwater runoff calculations, then the duration of rainfall shall be 24 hours. The NRCS "S" curve shown in Figure B-1, Appendix A of this Chapter, shall be used for the rainfall distribution.

Waiver: The Stormwater Management Report utilizes rainfall values from NOAA Atlas 14, Volume 2, Version 3, location Tannersville, PA for consistency.

8. **Section 390-50.CC: [Pipe Size]** Pipes shall be installed at such depth and in such manner as dictated by the site; and no pipe shall be installed that is less than 15 inches in diameter with a minimum 0.5% slope for cross drainage.

Waiver: All pipe sizes utilized are a minimum of 15 inches in diameter except for roof leaders which are 12 inches in diameter. There is no need for the roof leader pipes to be larger than 12 inches for the flow and are adequately sized to clean as necessary.

9. **Sections 390-25.B.(4) and 390-29.E.(4): [Plan Size]** The sheet size shall be no larger than 24 inches by 36 inches, unless permitted by the Planning Commission.

Waiver: To permit a plan size of 30"x42" in lieu of the maximum permitted size of 24"x36". This request is needed due to the size and layout of the property and proposed improvements. It is a large plan set even with the larger plan size of 30"x42" and the match lines and splits with this plan size are legible and cohesive. Smaller plan size creates additional match lines which make the plan very hard to follow. Overall plan sheets with a scale of 1"=60' are provided along with plans with scale of 1"=40' along with a key map in the upper right hand corner to increase legibility. The subdivision (lot consolidation) plan does not have separate plans less than 1"=50' scale plans as the plan is legible.

10. **Sections 390-25.G.(1)(c), 390-25.G.(19), and 390-29.J.(1)(c): [Design Vehicle]** A turning movement diagram for a WB-50 truck shall be provided.

Waiver: The maximum design vehicle for this project is the Township Ladder Fire Truck and an SU-30 Box Truck for deliveries. The development is an apartment complex and larger vehicles are not needed nor are desired.

11. **Section 390-50.D.(3): [Stormwater Basin Geometry]** Whenever possible, the side slopes and basin shape shall conform to the natural topography. When such design is impracticable, the construction of the basin shall utilize slopes as flat as possible to blend the structure into the terrain.

Waiver: The basin is an underground modular concrete structure which is completely out of sight and has no need to blend with the terrain. The area on top of the structure will be completely usable for passive recreation.

12. **Section 390-48.AA: [Frontage Sidewalks]** Sidewalks across frontage of the parcel; Crosswalks. Sidewalks and road crosswalks may be required where necessary to provide proper pedestrian circulation or to provide access to community facilities and common areas. Sidewalks, where required or provided, shall be located within the road right-of-way immediately adjacent to the curbs, except as may be approved by the Township to accommodate road trees or other landscaping. Sidewalks and road crosswalks shall be

constructed in accord with the most current PennDOT RC67M standard and Americans with Disabilities Act standards.

Waiver: A sidewalk is provided along the roadway on frontage of the parcel. However, it is not practical to have a sidewalk extend along the frontage to the limit of the parcel near the bridge which carries Warner Road over I-80. The topography and guiderail along PennDOT's roadway (Warner Road) is not conducive to a sidewalk or a tie-in point to the roadway.

If you should have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

KEYSTONE CONSULTING ENGINEERS, INC.



Alan R. Fornwalt, P.E.

pc: John Maione, Sr. – Tannersville Point LLC
Jay Cooperman – Tannersville Point LLC

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2025-33

**A RESOLUTION GRANTING CONDITIONAL PRELIMINARY/FINAL
APPROVAL OF THE TANNERSVILLE POINT APARTMENTS
PRELIMINARY/FINAL LAND DEVELOPMENT PLAN AND LOT
CONSOLIDATION**

WHEREAS, the applicant, Tannersville Point, LLC, submitted a preliminary/final land development plan application titled "Tannersville Point Apartments, Lot Line Adjustment and Land Development Plan" (the "Plan"). The applicant proposes to consolidate two (2) existing properties, to construct six (6) apartment buildings, totaling 280 units, a community building, pool, pavilion, with associated parking, and stormwater management system. The properties are located on the southern side of Warner Road (SR 4012), across from the intersection with Old Mill Road. Once the properties are consolidated, they will have a total area of 26.96 acres. The properties are located in the C Commercial Zoning District; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated July 3, 2024, October 22, 2024, April 9, 2025 and June 9, 2025; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional preliminary/final plan approval of the Plan at a meeting held on June 9, 2025; and

WHEREAS, the Pocono Township Board of Commissioners desires to take final 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 and deferrals from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Section 390-17.B: Preliminary/Final Plan Submission. *The applicant shall be permitted to submit a preliminary/final plan.*
2. SALDO Sections 390-25.B.(4) and 390-29.E.(4): Plan Sheet Size. *The applicant shall be permitted to submit its plan on 30" x 42" sheets.*
3. SALDO Sections 390-25.G.(1)(c), 390-25.G.(19) and 390-29.J.(1)(c): Truck Turning Movements. *The applicant shall not be required to provide a WB-50 truck turning movements diagram.*
4. SALDO Section 390-48.T.(13)(b): Access Drives. *The applicant shall be permitted to install a driveway with a width of 40.25 feet at the road line.*

5. SALDO Section 390-48.T.(14): Concrete Aprons. *The applicant shall be permitted to use asphalt in lieu of the required concrete apron.*
6. SALDO Section 390-48.AA: Sidewalks. *The applicant is granted a deferral from installing sidewalk from the entrance drive to I-80. The applicant shall install sidewalk from the pump station driveway to the property line to the east.*
7. SALDO Sections 390-50.D.(3): Side Slopes. *The applicant shall not be required to have its basin conform to the natural topography, due to it being an underground modular concrete structure which is completely out of sight.*
8. SALDO Sections 390-50.D.(4): Water Depth. *The applicant shall be permitted to have the underground basin depth be 9.32 feet, exceeding the ordinance limitation of 5 feet.*
9. SALDO Sections 390-50.CC: Pipes. *The applicant shall be permitted to have certain storm sewer pipes with a diameter of 12-inches as shown on the Plan.*

That the following requests for waiver from the Brodhead/McMichael Creek Stormwater Management Ordinance are hereby granted:

1. SMO Section 365-8.L.: "Roof drains should not be connected to streets, sanitary or storm sewers, or roadside ditches in order to promote overland flow and infiltration/percolation of stormwater." *Applicant proposes to have all roof drains connect to the storm sewer.*
2. SMO Section 365-13.B.: Design Criteria for Rainfall Data. *The applicant is proposing to utilize the NOAA Atlas 14 rainfall data as part of the stormwater management analysis.*

That the following request for waiver from the Grading, Erosion and Sedimentation Ordinance is hereby granted:

1. Section 220-8.C: "Edges of newly created slopes shall be a minimum of five feet from property lines, ultimate/future right-of-way lines of streets, and easements to permit the normal rounding of the edge without encroachment on the abutting property, right-of-way, or easement." *Applicant shall be permitted to grade up to and beyond property lines, conditioned upon the applicant obtaining a temporary construction easement from the adjacent property owner for the proposed grading work.*

That the "Tannersville Point Apartments, Lot Line Adjustment and Land Development Plan" as shown on the preliminary/final plan prepared by Keystone Consulting Engineers, dated May 24, 2024, 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 letters dated July 3, 2024, October 22, 2024, April 9, 2025 and June 9, 2025.

2. The applicant shall withdraw its prior plan submission titled "Tannersville Pointe Apartments, Lot Improvement and Land Development, Warner Road (SR 4012), Pocono Township, Pennsylvania" prepared by E.P. Mancinelli & Associates Consulting Engineers, dated September 17, 2018, prior to Plan recordation.
3. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
4. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
5. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township, if deemed necessary by the Township.
6. The applicant shall pay all necessary fees associated with the Plan, including, but not limited to, a \$_____ fee-in-lieu of open space, any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
7. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
8. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
9. The applicant shall meet all conditions of the preliminary/final plan approval, and Plan shall be recorded within twelve (12) months of Conditional Preliminary/Final Plan approval, and agrees that if such conditions are not met, the Conditional Preliminary/Final Plan approval will be considered void.
10. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the _____ day of _____, 2025.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Jerrod Belvin
Title: Township Manager

By: _____
Print Name: Richard Wielebinski
Title: President

**Pocono Township Board of Commissioners
Regular Meeting Minutes
September 2, 2025 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on September 2, 2025 and was opened by Chair Richard Wielebinski at 6:00 p.m. followed by the Pledge of Allegiance.

Roll Call: Ellen Gndt, present; Natasha Leap, present; Mike Velardi, present; Brian Winot, present; Rich Wielebinski, present.

In Attendance: Leo DeVito-Township Solicitor; Jon Tresslar- Engineer; Patrick Briegel-Public Works Director; Jerrod Belvin-Township Manager; James Wagner, Chief of Police; Erica Tomas-Administrative Assistant, Jennifer Gambino, PW Asst. Mgr., Lindsay Scerbo & Paul Morgan, SFM Consulting.

Announcements

- Public Comment policy has changed. For public comment at the beginning of a meeting you will be permitted 3 minutes on non-agenda items only. For action items, you may speak at the podium and be permitted 1 minute for your comments during that agenda item.

Public Comment

Dave Orlando (Non-Resident) Presented a letter to the Board regarding ADU and R1 zoning.

Cheryl Parks (Resident) Commented on her neighbor's dogs and business.

Edward Gualtieri (Resident) Commented regarding Cheryl Parks remarks.

Karen Doleiden (Resident) Commented on Mr. Gualtieri's comments.

Presentations

Hearings

Resolutions

E. Gndt made a motion, seconded by B. Winot, (for discussion purposes) to approve Resolution 2025-32 Adopting an Audio & Video Recording & Retention Policy for Public Meetings. An In-depth discussion was held by the board along with comments from the public on this matter. Roll Call Vote: E. Gndt, aye; B. Winot, aye; N. Leap, aye; M. Velardi, aye; R. Wielebinski, nay. Motion carried.

Consent Agenda

- R. Wielebinski made a motion, seconded by M. Velardi, to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the August 18, 2025 regular meeting of the Board of Commissioners.
 - Financial transactions through September 2, 2025 as presented, including ratification of expenditures in the amount of \$283,693.42 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund, Transfers. All in favor. Motion carried. No comments. All corrections have been made to the August 18th minutes as per E. Gndt's comments.

NEW BUSINESS

Personnel

R. Wielebinski made a motion, seconded by N. Leap, to Hire Michael Settler Jr. for the vacant Part time DPW position. E. Gndt asked how many people were interviewed for the position. P. Briegel stated two along with reviewing applicants that submitted for the prior full-time position. All in favor. Motion carried. E. Gndt questioned if the rate needed to be stated. P. Briegel stated that it is part of the union contract.

Commissioner Comments

Richard Wielebinski – President

- R. Wielebinski made a motion, seconded by E. Gndt, to approve 2026 MMO Non-Uniform Pension Plan. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to approve 2026 MMO Police Pension Plan. All in favor. Motion carried. E. Gndt asked what the state would be paying. J. Belvin stated that he would gather that information.
- R. Wielebinski made a motion, seconded by N. Leap, to approve the following PTPD policies: Personnel Complaints, Request for change of Assignment, Lactation Breaks, Work-Related Injury and Occupational Disease Reporting, Badges – Patches and Identification, Illness and Injury Prevention, Safety Belts, Commendations and Awards, Payroll Records, Personal Appearance Standards, Temporary Modified-Duty Assignments, Line of Duty Deaths, Body Armor, Fitness for Duty, Overtime Compensation, Uniforms and Civilian Attire, Performance History Audits, Wellness Program, Personnel Records, Meal Periods and Breaks, Outside Employment and Outside Overtime, Conflict of Interest, Speech Expression and Social Networking. All in favor. Motion carried.

Natasha Leap – Vice President

Ellen Gndt – Commissioner

- Update – Solar Field – J. Tresslar stated that it is moving forward. E. Gndt asked if he would share the photos from his inspections going forward. He agreed.
- E. Gndt suggested changes to the format of the agenda going forward.
- E. Gndt opened a discussion regarding sidewalks along Route 611. (A \$2,000,000 Federal Grant was received by the township under the prior board and Manager for the project). J. Belvin stated that all but one easement has been obtained, and the project is set to go to bid in February. A lengthy discussion was had among the board, engineer, manager, and solicitor.

Brian Winot – Commissioner

Mike Velardi – Commissioner

- Golden Slipper Update – the road re-opened on August 29th.
- Tent City Update – Zoning has sent a property maintenance notice for the remaining items that need to be cleaned up.

Reports

Zoning Report-SFM Consulting - L. Scerbo reviewed the report that was attached to the full agenda packet. E. Gndt opened a discussion regarding the ongoing issue of people building without first obtaining a permit and what recourse the township may have. A lengthy discussion was had by the board.

Police – James Wagner, Chief

Manager Report – Jerrod Belvin

- Parks Update – The township is still dealing with ongoing issues regarding the basketball courts at Mountain View Park. New cameras are being installed, and the fence is being reinforced.
- Insurance Update – The township has seen a reduction in policy claims. Jerrod stated that once the new policies are ready for review they will be presented to the board.
- Website Update – we are still working on new items to be added along with custom API.

- Sewer Extensions Update – P. Briegel and J. Belvin met with DEP and Penn Vest last week regarding some of the long-term projects. The meetings went well. E. Gndt asked if there will be a different rate due to the new section. P. Briegel stated that the user fee is the same. The Tapping fee is yet to be determined. B. Winot asked regarding water. A lengthy discussion was had on the matter.
- Police Wing – presentations should be scheduled for the October meeting.
- Regional 611 Safety study – All PennDOT projects being put into a board perspective. Updates will be posted on the website. Manager extended thanks to the NEPA Alliance and the Pocono Mountains Visitors Bureau for paying for the study.
- J. Belvin announced that Lindsay will be leaving SFM and thanked her for her dedication to Pocono Township. Paul Morgan will be taking her place.

Public Works – Patrick Briegel

- Current Public Works Projects – Township wide road work is nearing completion. The township has passed our inspection with the Dept. of Health on the splash pad. The Cobble Creek drainage project is 99% complete. The PennDOT 611 & 715 project has resumed their earth moving.

Township Events Report-Jennifer Gambino

- August was a successful month for events.
- September is kicking off with one last movie in the park.
- The second annual food truck festival will be held September 12th through the 14th.
- A car show is set for September 21st and sign up is still open.

Township Engineer Report- Jon Tresslar

- J. Tresslar informed the Board that he attended a PSATS seminar that included a presentation by PennDOT on traffic calming that was excellent.
- Sky High Drive, Pocono Circle safety study update – Hope to have something out later in the week. Signage needs to be addressed.
- Learn Road safety enhancement project and roundabout survey work. On Hold.
- TASA Project – Engineering drawings – Discussed prior.
- TLC walking bridge - Two concepts to be considered after cost analysis is completed. B. Winot suggested ET Tectonics, who specialize in fiberglass walking bridges, may be a good contact.
- Turkey Hill/Wendys Sidewalk update – waiting on PennDOT comments.

Township Solicitor Report-Leo V. DeVito.

- Monroe County Industrial Development Authority refinancing existing bonds update will affect tax free status – a presentation will be scheduled for a later date.
- Sewer Business update – Amended rules and regulations have been circulated and will be on the agenda at a later date.
- PJJWA – two years have passed, and Jackson is moving forward. R. Wielebinski made a motion, seconded by M. Velardi, for the dissolution of the PJJWA. Discussion: E. Gndt asked about the liabilities and have they expired. L. DeVito explained. E. Gndt made a motion, seconded by N. Leap, to table the dissolution. All in favor. Motion carried.
- General legal update – Pocono Township has joined in the motion for reconsideration on the Sunset Shooting Range and are waiting for the Commonwealth Court decision on if they would reconsider.
- Update – Archer Lane is working closer to a trial date.
- Learn Road Easement Process is ongoing.
- TASA Sidewalk Update – Almost all Easements are in place.
- L. DeVito wished Lindsay well in her new career.

Adjournment – R. Wielebinski made a motion, seconded by M. Velardi, to adjourn the meeting at 7:46 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Tuesday September 15, 2025

SUMMARY

Ratify

General Fund	\$	13,622.82
Payroll	\$	150,737.11
Sewer Operating	\$	1,036.49

Bill List

TOTAL General Fund	\$	190,155.37
TOTAL Sewer <u>OPERATING</u> Fund	\$	164,991.35
TOTAL Capital Reserve Fund	\$	47,195.00
TOTAL EXPENDITURES	\$	578,538.14

Budget Adjustments

General Fund	\$	14,000.00
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Budget Appropriations

\$	14,000.00
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POCONO TOWNSHIP CHECK LISTING Tuesday September 15, 2025

General Fund

Payroll

Date	TYPE	Vendor	Memo	Amount
09/04/2025	ACH		PAYROLL ENDING 8/31/25	\$ 150,737.11
			TOTAL PAYROLL	\$ 150,737.11

General Expenditures

Date	Check	Vendor	Memo	Amount
09/02/2025	3016	Broadhead Creek Regional Authority	112 TWP Dr, Police, TLC Water	215.21
09/02/2025	3017	Joey & The T-Birds	9/13/25 Food Truck Festival Music	1,800.00
09/02/2025	3018	ROMAGNO, ROBERT	9/13/25 Food Truck Festival Music	150.00
09/02/2025	3020	Woodward, Lorri	9/13/25 Food Truck Festival Music	250.00
09/02/2025	3022	ROCCANOVA, BRAD	9/12/25 Event Music	1,400.00
09/02/2025	3023	Blue Ridge Communications	TWP Internet	54.95
09/02/2025	3026	PENTELEDATA	Police Internet	1,440.00
09/04/2025	3030	Travelers CL Remittance Center	R. Zuvich Bond	2,450.00
09/08/2025	3031	Villanti Rental Company	9/12/25 Event Rentals	2,000.00
09/09/2025	3032	Lowe's	Operating Supplies	1,263.14
09/09/2025	3033	PPL Electric Utilities	TLC Lighting	868.98
09/09/2025	3034	Blue Ridge Communications	PHONES	322.03
			TOTAL General Fund Bills	\$ 13,622.82

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
08/28/2025	1438	MET-ED	Pump Station 4 Electric	423.63
09/02/2025	1439	BRODHEAD CREEK REGIONAL AUTHORITY	Pump Station 3, 2, 5 Water	111.15
09/02/2025	1440	PENTELEDATA	Pump Stations 1 - 5 Internet	369.75
09/09/2025	1441	BLUE RIDGE COMMUNICATIONS	Pump Station 1, 2 Phone	131.96
			TOTAL Sewer Operating Fund	\$ 1,036.49

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
09/08/2025	1122	Pocono Township Volunteer Fire Company	Temp Construct Easement & Permanent Easement	10,800.00
			TOTAL Capital Reserve Fund	\$ 10,800.00

TOTAL General Fund
TOTAL Sewer Operating

\$ 13,622.82
\$ 1,036.49
\$ 25,459.31

Authorized by:
Transferred by:

POCONO TOWNSHIP CHECK LISTING

Tuesday September 15, 2025

General Fund

Date	Check	Vendor	Memo	Amount
09/10/2025	3035	AFLAC	Supplemental Insurance	349.56
09/10/2025	3036	American Heritage Life Insurance Company	GTL	572.76
09/10/2025	3037	ARGS Technology, LLC	Aug 2025 Remote IT Services	7,415.50
09/10/2025	3038	Auto Parts of Tannersville, Inc.	SUPPLIES	1,094.07
09/10/2025	3039	Best Auto Service & Tire Center	Unit 88 Service	1,794.63
09/10/2025	3040	Broadhead Creek Regional Authority	112 TWP Dr Sewer	165.00
09/10/2025	3041	Broughal & DeVito, L.L.P.	Matter 25PT1220 Members First Credit Union LD	330.00
09/10/2025	3042	Cleveland Brothers Equip. Co.	Scraper	185.35
09/10/2025	3043	Cyphers Truck Parts	Automatic Slack for Truck 6	117.90
09/10/2025	3045	Eckert, Seamans, Chenin & Mellett, LLC	Prof Serv thru 7/31/25	783.00
09/10/2025	3047	Eureka Stone Quarry, Inc.	Seasonal 9.5MM WARM R 7.0225 In	5,226.80
09/10/2025	3048	Excelstor Blower Systems LLC	Filter Element	520.06
09/10/2025	3051	Grant Success Lab	Sept 2025 Monthly Retainer	3,300.00
09/10/2025	3052	H. M. Beers, Inc.	Aug 2025 SEO Services	1,900.00
09/10/2025	3053	Hilltop Sales & Service, Inc.	JDC Handle & Pawl; Oil	304.15
09/10/2025	3054	Jan-Pro of NEPA	CLEANING	2,520.12
09/10/2025	3055	Kimball Midwest	Lock Nut; Extractor LH Stub Set; Ultra Bit Tin	409.00
09/10/2025	3056	Linex Striping Co.	Layout & Stripe Old Mill Rd Parking Lot	1,775.00
09/10/2025	3057	Locust Ridge Quarry	STONE	8,956.22
09/10/2025	3058	Marki Rolloff Container, Inc.	Old Mill Rd Garbage Pickup	543.60
09/10/2025	3059	MAULA, MAURA	MVP YOGA	135.00
09/10/2025	3060	Medico Construction Equipment Inc.	Ors Fitting; Hose; O-Ring	271.08
09/10/2025	3061	Monroe County Conservation District	6/26/25; 7/17/25; 8/21/25 Programs	225.00
09/10/2025	3062	Monroe County Control Center	Q4 2025 Dispatch Fees	29,970.08
09/10/2025	3063	Mountain Road Feed Store	Weed Fabric	220.00
09/10/2025	3064	MRM Workers' Compensation Pooled Trust	Install 1 of 1	19,249.31
09/10/2025	3065	Nationwide - 457	457 Plan	5,006.76
09/10/2025	3066	NEPA Business Technologies LLC	Sept 2025 Phone Support	98.00
09/10/2025	3067	Newman Williams, P.C.	8/12 & 8/27/25 Services	440.00
09/10/2025	3068	Northampton Community College	Leadership Training 9/12/25 - 6/5/26	1,400.00
09/10/2025	3069	P & D Emergency Services	Unit 92 Service	446.25
09/10/2025	3070	PMHIC	HEALTH INSURANCE	63,597.15
09/10/2025	3071	Pocono Mountain School District	Paint & Clear Coat Reimb	510.48
09/10/2025	3072	Pocono Record	ZHB Henry 8/26	275.98
09/10/2025	3073	Portland Contractors, Inc.	August 2025 Op & Directions	495.50
09/10/2025	3074	PPL Electric Utilities	Winding Creek Rd Area Light	15.12
09/10/2025	3075	PPL Electric Utilities	Alger Ave Area Light	14.48
09/10/2025	3076	PPL Electric Utilities	Sullivan Tr & Rt 715 Traffic Light	46.84
09/10/2025	3077	PPL Electric Utilities	Brookdale Rd Traffic Light	59.55
09/10/2025	3078	PPL Electric Utilities	LED Street Lights	166.62
09/10/2025	3080	ROCCANOVA, BRAD	Water Damaged Speaker Replacement 2025	2,000.00
09/10/2025	3081	Sardinello Planning & GIS Services	Zoning Ordinance Amendments	1,764.68
09/10/2025	3082	SealMaster Allentown	Thermo Rolls; Preform Thermoplastic	796.71
09/10/2025	3083	Shiffer Bituminous Service Co.	150 Gallons Tack	600.00

09/10/2025 3084	Sparkle Car Wash on 248 LLC	Aug 2025 Car Washes	5.64
09/10/2025 3085	State Workers' Insurance Fund	Install 9 of 10 2025	2,770.00
09/10/2025 3086	Suburban Testing Labs	Mountain View Park Bath House Water Testing	361.00
09/10/2025 3087	Tupehocken Mountain Spring Water Inc	MVP Water & Delivery Charge	53.99
09/10/2025 3088	UNIFIRST Corporation	TWP Mats	98.32
09/10/2025 3089	Weitzmann, Weitzmann & Huffman, LLC	Varela: Brooklyn Fireworks, Henry, AMIREE, Keiper-Cherepko	2,183.00
09/10/2025 3090	Wilson Products Compressed Gas Co.	Argon & Oxygen Cylinder Rentals	17.00
09/10/2025 3091	World Fuel Services, Inc.	CONV Unleaded w/10% Ethanol 1,000 gal	9,803.55
TOTAL GENERAL FUND			\$190,155.37

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
09/10/2025 1442	ARGS Technology, LLC		Aug 2025 Flow Control Monitor Software Setup	250.00
09/10/2025 1443	Auto Parts of Tannersville, Inc.		Break Pad Frontline for Sewer Truck 7	56.30
09/10/2025 1444	BRODHEAD CREEK REGIONAL AUTHORITY		Sep 2025 O&M	122,164.75
09/10/2025 1445	BROUGHAL & DEVITO, L.L.P.		Matter 14PT0012 Pocono TWP Sewer Matters	346.50
09/10/2025 1446	EEMA O&M Services Group, Inc.		Sep 2025 Op & Maint	15,582.86
09/10/2025 1447	Evoqua Water Technologies LLC		Pump Station 5 Biocide Treatment	23,706.48
09/10/2025 1448	Henry's Generator Service		Pump Station 5 Annual Maintenance	1,575.00
09/10/2025 1449	LRM, Inc		Pump Station 5 Service	1,249.40
09/10/2025 1450	PA One Call System, Inc		Sewer Mapping	60.06
TOTAL Sewer Operating Fund				\$164,991.35

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
09/10/2025 1123	Koch 33 Ford Toyota		2025 Ford Police Interceptor Utility VIN 1FM5K8AB7SG853124	47,195.00
TOTAL Capital Reserve Fund				\$47,195.00

General Fund
Sewer Operating
Fire Tax Disbursement
TOTAL TRANSFERS

\$	190,155.37	Authorized by: _____
\$	164,991.35	
\$	402,341.72	Transferred by: _____

BUDGET ADJUSTMENTS REQUEST 2025

Tuesday September 15, 2025

GENERAL FUND				
FROM	Amount	TO	Amount	Explanation
407 421 Gen Govt SAS	3,000.00	407 451 Gen Govt IT	3,000.00	Line needs to be increased to cover deficit
410.421 Police SAS Subscription	500.00	410.216 Police Community Outreach	500.00	Line needs to be increased to cover deficit
409 374 New Bld Chnct Janitor Serv	5,000.00	406 220 Gen Govt Operation Supplies	5,000.00	Line needs to be increased to cover deficit
	2,000.00	409 450 Building Contracted Services	2,000.00	Line needs to be increased to cover deficit
	2,000.00	401 200 Admin Allowances	2,000.00	Line needs to be increased to cover deficit
	1,000.00	454.350 Park Utilities	1,000.00	Line needs to be increased to cover deficit
454 238 Park Uniforms	500.00	454 451 Park Vehicle Maint	500.00	Line needs to be increased to cover deficit
TOTAL ADJUSTMENTS	14,000.00		14,000.00	Line needs to be increased to cover deficit

RULES AND REGULATIONS
FOR THE
CIVIL SERVICE COMMISSION OF
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA

Revision Log

Date	Revision
8/18/14	Original Adoption
1/5/15	Clerical error corrections and lowering of minimum test scores to 70
3/21/16	Added seven criteria for rejection of applicants to section 5.12
11/17/2020	Revised
12/14/2020	Revised
01/08/2021	Clean Copy Without Highlights
01/14/2021	Clean Copy
01/19/2021	Final Revised Rules and Regulations
09/07/2022	Draft
09/10/2024	Draft
08/06/2025	Draft
8/27/2025	Final

RULES AND REGULATIONS
FOR THE
CIVIL SERVICE COMMISSION OF
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA

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SECTION 1. INTERPRETATION OF RULES AND REGULATIONS.

1.01 First Class Township Code Amendments. The provisions of these Rules and Regulations that only repeat or reference the civil service provisions of the First Class Township Code, i.e., Sections 625 through 650, both inclusive, of Article VI(d) of the First Class Township Code, 53 P.S. §§ 55625 through 55650, both inclusive, shall be deemed to be automatically superseded and replaced by any applicable provisions of or amendments to the said civil service provisions of the First Class Township Code.

1.02 Collective Bargaining Agreements. Whenever a provision of these Rules and Regulations is in conflict with a provision of an applicable Pocono Township collective bargaining agreement, the two shall be construed, if possible, so that effect may be given to both. If the conflict between the two is irreconcilable, the collective bargaining agreement provision shall prevail if lawful, and the provisions of these Rules and Regulations shall be deemed to be automatically superseded and replaced by the provision of the collective bargaining agreement.

SECTION 2. DEFINITION OF TERMS.

2.01 Definitions. Unless otherwise expressly stated, the following words and phrases, wherever used in these Rules and Regulations, shall be construed to have the meaning indicated herein:

A. **Applicant.** Any individual who timely applies in writing to the Commission in response to a public notice of vacancy and/or examination for a position as a police officer in the Police Department.

B. **Alternate Civil Service Commissioner.** An individual appointed by the Board of Commissioners to serve as an Alternate Civil Service Commissioner. Alternate Civil Service Commissioners shall have those duties and powers granted to Alternate Commissioners as provided by Section 627 and Section 628 of the First Class Township Code, 53 P.S. §§ 55627 and 55628.

C. **Board of Commissioners.** The Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania.

D. **Certification.** The submission by the Commission to the Board of Commissioners pursuant to its request for the names of the three (3) (or such lesser number if there are less than three names on the eligible list, or such larger number as may be necessary to fill more than one position) highest ranking persons on the eligible list developed by the Commission for appointment to a position as a police officer.

E. **Chairperson.** The Chairperson of the Commission.

F. **Commission.** The Civil Service Commission of the Township of Pocono, Monroe County, Pennsylvania.

G. **Commissioner.** An individual appointed by the Board of Commissioners to serve as a

member of the Civil Service Commission.

H. **Disciplining Authority.** The Chief of Police, or the Board of Commissioners, as applicable, which imposes a disciplinary penalty upon a police officer pursuant to the Police Department Rules and Regulations.

I. **Eligible.** A person whose name is recorded on a current eligibility list or furlough list.

J. **Eligibility List.** The list of names of persons who have passed all examinations for a position as a police officer and who are listed in the order of their total score on the examinations.

K. **Examinations.** The series of tests given to Applicants to determine their qualifications for a position as a police officer.

L. **Furlough List.** The list of names of police officers, including their last position, temporarily laid off from positions in the Police Department because of a reduction in the number of officers.

M. **Notice.** "Notice" shall wherever feasible be accomplished by the transmittal of electronic mailing (i.e. e-mail). It is the intention of Pocono Township, Monroe County, to utilize electronic mailing whenever possible or feasible. Certain limited exceptions to the above form of notice will be found in the present rules:

- i. Where "public notice" is required, such notice will be pursued in compliance with the Commonwealth of Pennsylvania public statutory mandates. This may require advertising, or posting of notice.
- ii. Transmittal of documentation between the Board of Commissioners and the Commission and other municipal departments such as the Police Department may be accomplished at the convenience of these Township authorities, who may find it more appropriate to hand deliver notices that are required. Nothing herein shall preclude these departments from utilizing electronic mail.
- iii. It is the responsibility of an Applicant who becomes the recipient of electronic mailing of notices by the Township to ensure that the email address used by the Applicant protects the Applicant's privacy. Sensitive data will be transmitted to the Applicant by electronic mailing, and the Township maintains no responsibility for the interception of such electronic mailing by third parties.
- iv. It is the responsibility of the Applicant to maintain a current electronic mailing address, and to advise the Township in a timely manner of any change to such an address. If the Township or the Commission experiences an inability to transmit an electronic mailing to an Applicant, the Township and the Commission maintain no obligation to attempt to ascertain the new and current electronic mailing address of a recipient Applicant.
- v. Any email transmission initiated from the Township to the Applicant must be

acknowledged by the Applicant by return email within forty-eight (48) hours of the transmission from the Township. This responsibility is on-going during the entire process reflected within these Rules and Regulations. Email transmissions initiated by a representative of the Township that are not rejected by the email transmission network are assumed to have been received by the Applicant.

- vi. It shall be the Applicant's responsibility to maintain up-to-date contact information with the Township upon submission of the initial application and throughout the application process.
- vii. All communications required after initial receipt of the application shall be pursued through utilization of the email address tendered by the Applicant.

N. **Patrol Officer.** A person holding an entry level sworn position as a law enforcement officer in the Police Department.

O. **Police Department.** The Pocono Township Police Department.

P. **Police Officer.** A person holding any sworn position or rank as a law enforcement officer in the Police Department.

Q. **Probationer.** A police officer who has been appointed from an eligibility list, but who has not yet completed the probationary period for such officer's position.

R. **Promotion.** The change by a police officer to a superior position where the police officer has fulfilled all of the requirements of these Rules and Regulations for the superior position.

S. **Reduction in Rank.** The change to a subordinate position of a police officer where the police officer has fulfilled all of the requirements of these Rules and Regulations for both the superior and subordinate position. A decrease in salary without a change to a subordinate position or rank shall not constitute a reduction in rank.

T. **Removal.** The permanent separation of a police officer from the Police Department; provided, however, that "removal" shall not include the non-retention of a probationer prior to the completion of such probationer's probationary period.

U. **Secretary.** The Secretary of the Commission.

V. **Suspension.** The temporary separation without pay of a police officer from the Police Department.

W. **Township.** Pocono Township, Monroe County.

X. **Township Command Staff.** The Township Manager, Chief of Police, and any other designee.

SECTION 3. THE COMMISSION.

3.01 Civil Service Commission.

A. **Appointments.** The Commission shall consist of five(5) Commissioners who shall be qualified electors of the Township and who shall be appointed by the Board of Commissioners initially to serve for the terms of two, four, and six years, and as terms thereafter expire shall be appointed if so determined by the Board of Commissioners for a term of six (6) years. The Board of Commissioners may, from time to time, appoint no more than three qualified electors of the Township to serve as Alternate Members of the Commission. The term of office of the Alternate Members shall be six (6) years. The service of any Alternate Member shall be in accordance with the provisions of Section 626 and Section 628 of the civil service commission provisions of the First Class Township Code, 53 P.S. §§ 55626, 55628.

B. **Service of Alternate Members.** An Alternate Member may participate in all proceedings and discussions of the Commission, but shall not be entitled to vote as a member of the Commission unless designated as a voting Alternate Member pursuant to Section 628 of the First Class Township Code, 53 P.S. § 55628.

C. **Vacancies.** Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Board of Commissioners for the unexpired term within the period of thirty (30) days after such vacancy occurs.

D. **Oath of Office; Compensation.** Each member of the Commission, before entering upon the discharge of the duties of office, shall take an oath or affirmation to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform the official duties of the office of Commissioner with fidelity. All Civil Service Commissioners shall serve without compensation.

3.02 Offices Incompatible with Civil Service Commissioner.

No Civil Service Commissioner shall at the same time hold an elective or appointed office under the United States government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth. Although Section 627 of the First Class Township Code, 53 P.S. § 55627, provides that "one member of the commission may be a member of the board of township commissioners", the present Rules nonetheless preclude any member of the Board of Commissioners from being appointed to the Civil Service Commission. Alternate Members shall hold no other office in the Township.

3.03 Reorganization of Commission: Quorum: Alternate Members.

A. The Commission shall meet and reorganize on the first Monday of January of

each even-numbered year, or as soon thereafter as reasonably practicable. Three members of the Commission shall constitute a quorum and no action of the Commission shall be valid unless it shall have the concurrence of at least two members.

B. If, by reason of absence or disqualification of a member, a quorum is not achieved, the Chairperson shall designate as many Alternate Members of the Commission to sit on the Commission as may be needed to provide a quorum. Any Alternate Member of the Commission shall continue to serve on the Commission in all proceedings involving the matter or case for which the Alternate Member was initially designated until the Commission has made a final determination of the matter under consideration. Designation of an Alternate Member shall be made whenever possible on a case-by-case basis in rotation according to declining seniority among all Alternate Members. No action of the Commission shall be valid unless it shall have the concurrence of at least two members.

C. For purposes of hiring and promoting police officers under these Rules, each step of the hiring or promotional process requiring official action by the Commission shall be considered a separate matter or case under subsection B., supra, and each step of the hiring or promotional process need not be voted upon or approved by the same composition of Commissioners and/or Alternate Members, as the case may be, provided that the quorum requirement has been satisfied.

3.04 Duties of Chairperson.

The Chairperson, or in the event of the absence of the Chairperson the Vice-Chairperson, shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law or by these Rules and Regulations.

3.05 Duties of Secretary.

The Secretary, at the direction of the Commission, shall carry on all official correspondence of the Commission, send out all notices from the Commission required by law and by these Rules and Regulations, keep a record of each examination or other official action of the Commission, and perform all other duties required by law or by these Rules and Regulations.

3.06 Meetings.

Except for the biennial reorganizational meeting, all meetings shall be held either at the call of the Chairperson or at the call of two (2) members of the Commission. The Commission shall have the discretion to determine whether meetings shall be open to the public when not specifically regulated by law or by these Rules and Regulations. The Secretary of the Commission shall give each Commissioner twenty-four (24) hours' written notice of each and every meeting of the Commission. The written notice may be transmitted by electronic mailing or by hand delivery.

3.07 Governmental Assistance.

A. **Clerks and Supplies.** The Board of Commissioners shall furnish to the Commission such clerical assistance, suitable and convenient meeting space, and stationery, postage, printing, and supplies as may be necessary for the work of the Commission. The elected and appointed officials of the Township shall assist the Commission in all proper ways in carrying out its duties.

B. **Professionals, Consultants and Experts.** The Commission shall have the right to retain and employ the services of legal counsel, physicians, psychiatrists, and such other consultants, experts and professionals as may be necessary for the work of the Commission; provided, nevertheless, that such retention and employment shall be subject to the prior approval of the Board of Commissioners. The Board of Commissioners shall pay the reasonable fees for such persons.

3.08 Amendment of Rules and Regulations.

The Commission may amend, revise, void or replace these Rules and Regulations for any reason by action of a majority of the Commission at any properly convened meeting of the Commission. Before any changes to these Rules and Regulations become effective, those changes must be approved by the Board of Commissioners. These Rules and Regulations, and any amendments hereto, shall be made available to the public for inspection, copying, and distribution as provided by law. This availability shall take two forms:

- A. Where feasible, the rules and regulations may be "posted" on the Township website.
- B. Members of the public may also request written "hard" copies of the rules and regulations, which shall be provided by the Township.

3.09 Minutes and Records.

The Secretary shall keep minutes of the proceedings of the Commission. The minutes shall record the presence or absence of each member of the Commission, and the vote (including the abstention or other failure to vote) of each member upon each question before the Commission. The Commission shall preserve and dispose of the minutes of its proceedings, and records of examinations and other official action, in accordance with the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued pursuant to the requirements of the Pennsylvania Municipal Records Act, 53 Pa. C.S.A. § 1381 e t. s e q. and Title 46, Part I, Chapter 15 of the Pennsylvania Code, as administered by the Local Government Records Committee of the Historical and Museum Commission, Division of Archival and Records Management Services.

Records related to any disciplinary action reviewed by the Commission shall be open to inspection, copying and distribution as required by law and subject to reasonable regulation by the Commission. Distribution of such data shall be in compliance with the Pennsylvania "Sunshine Act", and the provisions of the "Right to Know" Act thereby assuring that privacy

where applicable shall be maintained.

3.10 Investigations.

The Commission shall have the power to make investigations concerning all matters relating to the administration and enforcement of these Rules and Regulations. The Chairperson of the Commission is authorized to administer oaths and affirmations in connection with such investigations.

3.11 Subpoenas.

The Commission shall have the power to issue subpoenas over the signature of the Chairperson, or the Civil Service Commission designee, to require the attendance of witnesses and the production of records and papers pertaining to any investigation, inquiry, or matter pending before the Commission, including any background investigation conducted pursuant to these Rules and Regulations. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the Court of Common Pleas of Monroe County, Pennsylvania, and shall be paid from appropriations for the incidental expenses of the Commission.

All officers in public service and employees of the Township shall attend Commission proceedings and testify when required to do so by the Commission.

If any person shall refuse or neglect to obey a subpoena, the Commission may apply by petition to the Court of Common Pleas of Monroe County, Pennsylvania for enforcement of its subpoena requiring the attendance of such persons before the Commission or the Court, there to testify and to produce any records and papers necessary, and in default thereof, the subpoenaed party shall be held in contempt of court.

The costs incurred by the Commission or the person who has secured issuance of a subpoena as a result of the refusal or neglect of any person to obey a subpoena issued by the Commission or the Court, including but not limited to additional witness fees, stenographic fees, and legal fees incurred in obtaining compliance with the subpoena, shall be borne by such person or entity found to be in noncompliance.

3.12 Annual Report.

The Commission shall make an annual report to the Board of Commissioners containing a brief summary of its work during the year and a full accounting for any expenditures of public monies. The annual report shall be available for public inspection.

SECTION 4. APPLICATIONS FOR CIVIL SERVICE EXAMINATIONS.

4.01 Eligibility for Examination.

In order to be eligible for participation in any examination for any position as a police officer, every Applicant must submit to the Commission a completed online application. In the application form, the Applicant shall state (a) his/her full name and residence or post office address, (b) his/her citizenship, place and date of birth; (c) his/her condition of health and physical capacity for public service, (d) his/her business employment and his/her residence for the past five years, and (e) such other information as may be required by the Commission's Rules and Regulations. The application must be accompanied with a nonrefundable application fee as established by the Commission, before the deadline stated by the Commission for that specific examination. Failure to remit to the municipal offices the applicable fee shall constitute a finding that the application does not meet Township requirements, and no further action shall be taken by the Commission. The Applicant must make an oath or affirmation that the application is completed truthfully, and that the Applicant is subject to the penalties of 18 Pa. C. S. § 4904 relating to unsworn falsification to authorities. The executed sworn affidavit is to accompany the actual payment tendered to the municipality, which payment can be waived or withdrawn by the Commission.

4.02 Non-Discrimination Policy.

The Township is an equal opportunity employer. It is the policy of the Township and the Commission to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran's status, marital status or non-job-related physical or mental handicap or disability, unless preference on such basis is required by law. The Township and the Commission will provide equal opportunities in employment and promotion.

4.03 Public Notice to Applicants.

The Commission shall conspicuously post in the Pocono Township Municipal Building a notice with the information as to the type of position to be filled, where applications may be obtained for the examination, and the deadline for filing those applications. An application can also be obtained on the Township website.

4.04 Availability of Applications.

Application forms shall be available to all interested persons online. Links to application forms will be made available on the Pocono Township website.

It is incumbent upon an Applicant to confirm with the Township that a completed application has been timely received.

4.05 Recording and Filing Applications.

Applications for a position as a police officer in the Police Department shall be received

online and must be received before the deadline for receiving such applications has passed. The deadline will be set forth in the public advertisement and/or online application platform. Each Applicant whose completed application has been timely filed will be provided with a written electronic mailing notice of the time and place for the first portion of the testing procedure i.e. the written examination. Any application containing material errors or omissions may, at the discretion of the Commission, be returned by electronic mailing to the Applicant for correction prior to the deadline for filing applications after which no corrected applications will be accepted. The burden of timely correcting the application rests solely upon the Applicant and the corrected application must be returned online, by U.S. Mail, or in person to the Civil Service Commission before the filing deadline to be considered valid. The Commission assumes no responsibility for not returning, or any delay in returning, applications containing material errors or omissions, as it remains the responsibility of each Applicant to submit accurate and complete applications before the filing deadline.

SECTION 5. QUALIFICATIONS FOR CIVIL SERVICE EXAMINATION.

5.01 Age and Residency Requirements – All Applicants.

All Applicants must have reached their twenty-first (21st) birthday before the deadline for submitting completed applications. Each Applicant must be a resident of the Commonwealth of Pennsylvania or become such a resident within thirty (30) days of appointment.

5.02 General Qualifications - All Applicants.

Every Applicant for any position as a police officer must at the time of the filing of the application satisfy the following qualifications: (1) possess a high school or general equivalency diploma; (2) possess a valid motor vehicle operator's license; (3) be a United States citizen; (4) be physically and mentally fit to perform the full duties of a police officer; and (5) be able to speak, write, and read the English language. Prior to appointment, every Applicant must possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

5.03 Act 120 Qualification.

Every Applicant conditionally appointed as a police officer who does not then possess a valid certification pursuant to the Municipal Police Officers' Education and Training Act, Act of December 19, 1996, P.L. 1158, No. 177, as amended, 53 Pa.C.S.A. § 2161, et seq., shall register for the next required training or re-certification course available. With the written permission of the Chief of Police, a conditional appointee may register at a municipal police academy certified by the Municipal Police Officers' Education and Training Commission, or may defer registration to a later date, for the purpose of allowing the appointee to receive such training at a more convenient location. The Township may elect to pay the cost and expense of such training. In the event the appointee fails to so register, fails to complete the course, or fails to obtain the certification following completion of the course, his or her conditional appointment shall not become final and

shall lapse.

SECTION 6. QUALIFICATIONS FOR PROMOTIONS.

6.01 General Qualifications - Applicants for Promotion.

In addition to meeting the qualifications in Rules 5.01, 5.02, and 5.03 above, all Applicants for a promotional position, except chief of police, shall not have been suspended without pay within the one (1) year period prior to the deadline for submission of applications. Any suspension which the Applicant has timely appealed pursuant to a grievance procedure or pursuant to these Rules and Regulations, which appeal remains undecided at time of application, shall not constitute a suspension unless the suspension is sustained on appeal by the Commission prior to the creation of the eligibility list.

6.02 Qualifications - Applications for Patrolman/Detective.

An Applicant for the position of Patrol Officer/Detective shall (a) have been continuously employed as a full-time police officer in the Pocono Township Police Department for three (3) years before and on the date of receipt of the application; or (b) have been continuously employed as a full-time certified police officer for a minimum of five (5) years before and on the date of receipt of the application. The applicant must have successfully completed his/her probationary period to be eligible.

6.03 Qualifications - Applications for Corporal.

An Applicant for the position of Corporal shall (a) have been continuously employed as a full-time police officer in the Pocono Township Police Department for three (3) years before and on the date of receipt of the application; or (b) have been continuously employed as a full-time certified police officer for a minimum of five (5) years before and on the date of receipt of the application. The applicant must have successfully completed his/her probationary period to be eligible.

6.04 Qualifications - Applications for Sergeant.

An Applicant for the position of Sergeant shall (a) have been continuously employed as a full-time police officer at the rank of Corporal in the Pocono Township Police Department for four (4) years before and on the date of receipt of the application; or (b) have been continuously employed as a full-time certified police officer for a minimum of seven (7) years before and on the date of receipt of the application. The applicant must have successfully completed his/her probationary period to be eligible.

6.05 Qualifications - Applications for Detective Sergeant.

An Applicant for the position of Detective Sergeant shall (a) have been continuously employed

as a full-time police officer assigned to a full-time position of Detective in the Pocono Township Police Department for a minimum of four (4) years before and on the date of receipt of the application; or (b) have been continuously employed as a full-time certified police officer in the position of Detective for a minimum of seven (7) years before or on the date of receipt of the application. The applicant must have successfully completed his/her probationary period to be eligible.

6.06 Qualifications – Applications for Lieutenant

An Applicant for the position of Lieutenant shall (a) have been continuously employed as a full-time police officer at the rank of Sergeant in the Pocono Township Police Department for two (2) years before and on the date of receipt of the application; or (b) have been continuously employed as a full-time certified police officer for a minimum of nine (9) years before and on the date of receipt of the application. The applicant must have successfully completed his/her probationary period to be eligible.

6.07 Qualifications - Applications for Captain.

An Applicant for the position of Captain shall (a) have been continuously employed as a full-time police officer at the rank of Sergeant, or above, in the Pocono Township Police Department for two (2) years before and on the date of receipt of the application; or (b) have been continuously employed as a full-time certified police officer for a minimum of ten (10) years before and on the date of receipt of the application. The applicant must have successfully completed his/her probationary period to be eligible.

6.08 Qualifications – Applications for Assistant Chief

An Applicant for the position of Assistant Chief shall (a) have been continuously employed as a full-time police officer at the rank of Sergeant, or above in the Pocono Township Police Department, for two (2) years before and on the date of receipt of the application; or (b) have been continuously employed as a full-time certified police officer for a minimum of ten (10) years before and on the date of receipt of the application. The applicant must have successfully completed his/her probationary period to be eligible.

6.09 Qualifications - Applications for Chief of Police.

An Applicant for the position of chief of police shall meet the following minimum qualifications for appointment:

- A. Have received a Bachelor's Degree in criminal justice or a closely-related field from an accredited college or university as determined by the Commission, and have a minimum of eleven (11) years of active experience as a certified police officer, which shall include four (4) years of supervisory experience; or
- B. Have engaged in a minimum of fifteen (15) years of active experience as a certified police officer, which shall include four (4) years of supervisory experience.

The Board of Commissioners retains full authority to fill any vacancy in the position of Chief of Police. The Board of Commissioners may elect to have the Civil Service Commission evaluate and recommend a Chief of Police candidate via either competitive or non-competitive examination.

6.10 Rejection of Applicant.

The Commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any Applicant who is found to lack any of the minimum qualifications for examination prescribed in these Rules and Regulations for the particular position for which the Applicant has applied. In addition, the Commission may refuse to examine, or, if examined, may refuse to certify any Applicant who is physically or mentally unfit to perform the full duties of the position applied for, or who is a habitual substance abuser, or who has been found guilty of any crime involving moral turpitude, or has engaged in infamous or notoriously disgraceful conduct as determined by the Commission, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the form of government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

The Commission may reject any Applicant where any of the following are found to exist:

- a. The submission of false or misleading statements, either written or oral, to the Township or its representative(s), or the failure to submit any information which if known, might affect consideration for employment.
- b. The existence of financial difficulty or debt, either individually or in connection with another third party or entity, that could in the opinion of the Commission adversely impact employment as a police officer.
- c. Conviction of a misdemeanor or felony, or being named as a criminal defendant in a pending criminal action rising to the level of a misdemeanor or felony, which conviction has not been resolved to the satisfaction of the Commission.
- d. A finding of illegal drug or illegal substance use during the last five years immediately prior to submission of an application; or a finding of alcohol, drug or other form of dependency that, as determined by the Commission, could compromise or adversely impact the Applicant's ability to perform the duties of a patrol officer.
- e. An inability to pass the requisite written, physical, oral, psychological or other tests required by the Township, including weapons proficiency and ultimate Act 120 certification.
- f. A history of use of inappropriate force or aggression as determined by the Township, the Commission, or its representative(s).
- g. A failure to obtain, prior to hiring, citizenship status, a Pennsylvania driver's license, noncompliance with the police manual residency requirement, or other disclosed or undisclosed inability to engage in the duties of a Pocono Township police officer.

6.11 Hearing for Disqualified or Rejected Applicants.

If any Applicant or person is aggrieved by refusal of the Commission to examine or certify the Applicant as eligible after examination, or by any action of the Board of Commissioners in objecting to or rejecting any Applicant, the Commission shall, upon the electronic mailing request of the Applicant, within ten (10) days of the date of receipt of such request or within any longer period of time agreed to by the parties, thereafter endeavor to schedule a time and designate a place for a hearing, with or without counsel, at which time the Commission shall take testimony and review its refusal to provide examination or certification, or the action of the Board of Commissioners in objecting to or rejecting any Applicant. The notice shall specify whether the Applicant wishes to have a public or closed hearing before the Commission. In the absence of a request for a closed hearing, the hearing will be advertised and conducted as an open hearing. The decision of the Commission shall be final if no timely appeal is thereafter filed with the Monroe County Court of Common Pleas of Pennsylvania.

SECTION 7. EXAMINATION AND GRADING PROCEDURE FOR APPLICANTS OTHER THAN LATERAL TRANSFEREES.

7.01 Order, Weighting, and Timing of Examinations of Applicants.

Applicants for a position in the Police Department other than lateral transfer applicants shall undergo examination, when applicable, as herein set forth:

- (1) Written examination (based on a one hundred (100) point scale with a minimum passing score of seventy (70) points).
- (2) Physical agility examination (a pass-fail examination).
- (3) Oral examination (based on a one hundred (100) point scale, with a minimum passing score of seventy (70) points).

Any Applicant who fails any of these examinations shall be rejected, and disqualified from proceeding further in the examination process.

At the conclusion of the oral examination, the test results of Applicants who have received passing scores on both the written and oral examinations shall be weighted and combined, with the written examination representing fifty (50%) percent of the combined score, and the oral examination representing fifty (50%) percent of the combined score. If an Applicant is entitled to additional points because of a veteran's preference under Rule 7.09 below, such points shall be added to the combined written and oral examination score. The weighted combined scores shall be utilized in ranking passing Applicants.

Based upon the staffing needs of the Police Department, the Chief of Police shall determine the number of Applicants who shall proceed with the following remaining testing procedures prior to establishment of an eligibility list:

(4) An oral interview consisting of up to five interviewers designated by the Chief of Police, which may include the Township Manager or a Board of Commissioners designee. Nothing herein shall preclude a second oral examination to be conducted by Township interviewers as approved by the Civil Service Commission. No score shall be awarded during the second oral examination which is undertaken to give representatives of the Township the opportunity to become acquainted with the patrol officer candidates.

(5) A background investigation in accordance with Rule 7.08 below, which shall include an interview with the Chief of Police (a pass-fail examination); and a polygraph examination if requested by the Chief of Police.

The following examinations will be administered by the Commission or its designated agents, in such order as the Commission may determine, to an Applicant subsequent to a conditional offer of employment or promotion by the Board of Commissioners:

- (6) Medical examination (a pass-fail examination).
- (7) Psychological examination (a pass-fail examination).
- (8) Drug testing examination (a pass-fail examination).

No Applicant will ultimately be employed or promoted by the Board of Commissioners until and unless the Applicant passes the medical, psychological, and drug testing examinations.

All examinations shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the employment sought by them.

All examinations will be scheduled by the Civil Service Commission and the Board of Commissioners, as applicable. There will be no exceptions to this schedule and no requests for reexamination will be granted.

Within thirty (30) days after the administration of each examination, each Applicant shall be given electronic notice of the examination results, and each passing Applicant shall be given electronic notice of the next step in the examination process.

7.02 General Examination Requirements for the Position of Patrol Officer.

The examinations for the position of patrol officer shall consist of all eight (8) examinations, interviews, and/or investigations as specified in Rule 7.01 above.

7.03 General Examination Requirements for Promotions.

The examination for the positions of Corporal, Sergeant, and Captain and, when requested by the Board of Commissioners for the position of Chief of Police, shall consist of examination

number 1 and numbers 3 through 7, as specified in Rule 7.01, supra. The Chief of Police, at his or her discretion, may waive background and psychological examinations for those Applicants seeking to advance to the positions of Corporal, Sergeant, and Captain.

7.04 Appointment of Examiners for the Position of Patrol Officer.

The Commission shall appoint a written examination administrator, an oral examination board consisting of three persons qualified to examine Applicants on situations relative to police work, a physical agility examiner, a medical examiner, a psychological examiner, and a drug testing examiner, to conduct the appropriate examinations required by these Rules.

Model forms of resolution for the appointment of each of these examiners are attached as Appendix B-1 through B-6 (written examination administrator, physical agility examiner, oral examination board, medical examiner, psychological examiner, and drug testing examiner, respectively), and model forms of notices of appointment of each of the following examiners are attached as Appendix C-1 through C-6 (written examination administrator, physical agility examiner, oral examination board, medical examiner, psychological examiner, and drug testing examiner, respectively).

7.05 Written Examination.

The written examination shall be graded on a one hundred (100) point scale, and an Applicant must score seventy (70) points or higher in order to continue in the application process. Applicants scoring less than seventy (70) points shall be rejected. Within thirty (30) days after the administration of the written examination, all Applicants shall receive electronic mailing as written notice of their test results, and each passing Applicant shall be informed by electronic mailing of the next step in the examination process. It is incumbent upon the Applicant to assure that transmittal of electronic mailing of notice to the Applicant is secure and that no third party is capable of intercepting such electronic notice, unless the Applicant is so inclined.

7.06 Physical Agility Examination.

Every Applicant for the position of patrol officer who has scored seventy (70) points or higher in the written examination shall be given a physical agility examination (a pass-fail examination), and must meet the following requirements to continue in the examination process:

A. Vertical Jump. An Applicant is required to perform a vertical jump of at least fifteen and five-tenths (15.5) inches.

B. Sit-ups. An Applicant is required to perform 30 standard sit-ups in one (1) minute or less.

C. 300 Meter Run. An Applicant is required to run a distance of three hundred (300) meters on a pre-measured course in sixty-six (66) seconds or less.

D. Push-ups. An Applicant is required to perform twenty-five (25) standard push-ups in

one (1) minute.

E. 1.5 Mile Run. An Applicant is required to run a distance of one and half (1.5) miles on a pre-measured course in 15 minutes and 54 seconds or less.

Within thirty (30) days after the Applicants' physical agility examination, they shall be informed by electronic mailing whether they passed or failed the examination, and each passing Applicant shall be informed by electronic mailing of the next step in the examination process.

7.07 Oral Examination.

Every Applicant who has scored seventy (70) points or higher in the written examination, and has passed the physical agility examination when applicable, shall be given an oral examination. The oral examination shall be graded on a 100 point scale, and an Applicant must score seventy (70) points or higher in order to continue in the application process. Applicants scoring less than seventy (70) points shall be rejected. The oral examination shall involve questioning Applicants on how they would handle situations relevant to police work. Within thirty (30) days after the Applicants' oral examination, they shall be informed by electronic mailing of their oral examination and *total* overall scores, and each passing Applicant shall be informed by electronic mailing of the next step in the examination process.

In accordance with Rule 7.07 above, nothing herein shall preclude the Township from engaging in a second oral examination to be conducted by the Township interviewers as approved by the Civil Service Commission. No score shall be awarded during this second examination, which is undertaken to permit representatives of the Township to become acquainted with patrol officer candidates.

7.08 Background Investigation.

The Chief of Police, or his or her designee, shall conduct each background investigation. Each background investigation shall include, where feasible, interviews with the Applicant by the Chief of Police and/or his or her designee, and interviews with the Applicant's family, acquaintances, current and former employers, current and former neighbors, references, and current and former teachers and school officials. At a minimum, personal interviews shall be conducted with at least three (3) persons having personal knowledge of the Applicant but who are not related to the Applicant. Interviews shall also be conducted with the Applicant's employer(s) for the past five (5) years. The background investigation shall also include a criminal history check, the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation, a credit history check, and driving records check for verification that the Applicant possesses a valid driver's license. The Applicant may be interviewed at any time when information collected during the background investigation requires clarification or explanation. If necessary to complete a thorough background investigation, the Commission may, upon the request of the Chief of Police or his or her designee, subpoena the Applicant's personnel records maintained by any police department previously or currently employing the Applicant.

After the background investigation is completed, the Chief of Police, or his or her designee, shall make a written recommendation to the Commission on whether the Applicant is qualified for consideration for appointment as a police officer. If the recommendation is to disqualify the Applicant, an explanation of the reasons for disqualification must be included. The Commission shall make the final determination on whether the information collected during the background investigation warrants disqualification of the Applicant. Within thirty (30) days after the Commission makes its determination, the Applicant shall be notified by electronic mailing whether he or she has passed the background investigation.

7.09 Veteran's Preference Points in Testing.

Pursuant to Section 3(a) of the Veterans' Preference Act, 51 Pa. C.S. 7103 (a), any Applicant for the position of patrol officer who qualifies as a "soldier" under this Act and who has received passing scores on both the written and oral examinations shall have ten (10) points added to his or her combined, weighted written and oral examination score. Any Applicant claiming veteran's preference is responsible for providing to the Commission any and all documents required to establish entitlement to the preference. See also Rule 8.04 below.

SECTION 8. CERTIFICATION OF LIST OF ELIGIBLE APPLICANTS AND APPOINTMENT.

8.01 Creation of Eligibility List.

Upon the completion of the examination requirements as set forth in Section 7 above, the Commission shall rank all passing Applicants on an eligibility list in the order of scores achieved with the Applicant receiving the highest score at the top of the list and the Applicant receiving the lowest passing score at the bottom of the list. Applicants for the position of patrol officer who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the eligibility list. For any promotional position, fulfilling the performance requirement (relating to disciplinary action) set forth in Rule 6.01 above is also required. In the case of tie scores, the tie will be broken by giving preference to the Applicant who submitted a final completed application first.

The eligibility list will be valid for one year from the last date by which the Commission formally adopts the eligibility list. Prior to the expiration of the one-year period, the Commission may, at its sole discretion, by a vote of the majority of the Commission at duly authorized commission meetings, extend the list for up to an additional twelve months, unless directed by the Board of Commissioners to prepare a new list. In the absence of a lawful extension by the Commission, the list shall expire. The Commission may, at its sole discretion, void an eligibility list at any time for any reason.

8.02 Appointment.

A. The Board of Commissioners may fill any vacancy in any position as a police officer that occurs as a result of expansion of the Police Department, retirement, resignation, disability or death by the reappointment or reinstatement of a former police officer of the Township who had been appointed pursuant to the civil service requirements, and previously held the vacant position. Except for medical and psychological examinations, no other testing shall be required for a reappointed or reinstated police officer except at the discretion of the Board of Commissioners or as otherwise required by law. Such former police officer shall comply with the recertification requirements of the Municipal Police Officer's Education and Training Act, Act of December 19, 1996, P.L. 1158, No. 177, as amended, 53 Pa.C.S.A. § 2161, et seq.

B. If no furlough list exists or if any position remains to be filled after all of the eligible former police officers on the furlough list have been offered reemployment, every position, except that of chief of police, shall be filled only in the following manner:

1. The Board of Commissioners shall notify the Commission of any vacancy which is to be filled and shall request certification from the Commission of the names of the highest ranking three (3) persons on the list of eligible candidates. In the event there is more than one vacancy to fill, the Board of Commissioners shall request certification of that number of names necessary to fill the vacancies, plus two, in the order of their rank on the eligibility list.

2. The Commission shall certify to the Board of Commissioners a list of the names of the requested number of highest ranking persons on the list of eligible candidates. If there are fewer names on the list of eligible candidates than necessary to satisfy the request, the Commission shall certify the names of those persons on the list of eligible candidates though less than that requested, and shall advise the Board of Commissioners that there are fewer names than requested.

3. The Board of Commissioners shall make a conditional appointment from the three (3) highest ranking names on the certified list for each vacancy, predicated upon the merits and fitness of the Applicants. A model form of notice to a person conditionally appointed is attached in the Appendix. If the number of persons on the certified list is less than three (3) persons, the Board of Commissioners may decline to make any appointment and order the establishment of a new list of eligible candidates so that the Commission may certify a list of three (3) persons.

C. The Board of Commissioners may object to one (1) or more of the persons certified for the reasons set forth in Rule 6.10 et. seq. of these Rules and Regulations. If a person to whom the Board of Commissioners objects fails to timely exercise his or her rights of appeal under Rule 6.11, or if the Commission declines to uphold the person's appeal, the Commission shall strike the name of that person from the eligibility list and certify the next highest name.

D. Where the Board of Commissioners notifies the Commission that there is more than one (1) position of the same rank to be filled, the following procedure shall be used. The Commission shall certify from the eligibility list a number of the names of the highest ranked Applicants equal to the number of positions to be filled, plus the next two (2). Appointment for each

position shall be made from the names of the three (3) highest ranking persons on the list. As each position is filled, the name of the appointed Applicant shall be removed from the list, and the name of the next highest ranking person on the list shall be moved up to third place on the list for consideration for appointment to the next position to be filled.

8.03 Promotions.

Promotions in the Police Department shall be based on merit to be ascertained by examinations to be prescribed by the Commission. All questions relative to promotions shall be practical in character and such as will fairly test the merit and fitness of persons seeking promotion. The Board of Commissioners shall notify the Commission of a vacancy on the Police Department which is to be filled by promotion and shall request the certification of an eligibility list. The Commission shall certify for each vacancy the names of the three persons on the eligibility list who have received the highest average in the last promotion examination held within a period of two (2) years preceding the date of the request for the eligibility list. If three names are not available, the Commission shall certify the names remaining on the eligibility list. The Board of Commissioners shall make an appointment from the names certified based solely on the merit and fitness of the candidate unless the Board of Commissioners makes objections to the Commission regarding any person on the eligibility list for the reasons set forth in Rule 6.10 of these Rules and Regulations. The Board of Commissioners shall have the power to determine in each instance whether an increase in salary shall constitute a promotion.

8.04 Veteran's Preference Points in Appointment.

Pursuant to Section 4(b) of the Veteran's Preference Act, 51 Pa.C.S. Subsection 7104(b), any Applicant for the position of patrol officer who qualifies as a "soldier" under the Act, and whose name appears among the top three (3) names certified (or less where there are less than three (3) names certified), shall be offered appointment by the Board of Commissioners, regardless of the ranking of the Applicant among the top three (3) names. In the event there is more than one (1) such "soldier" on the list of names certified, then the Board of Commissioners shall offer employment to one of such soldiers. Pursuant to the Veteran's Preference Act, 51 Pa.C.S. § 7104(c), any Applicant for the position of police officer who qualifies as a "soldier" under the Act, and whose name appears on the eligibility list, may be offered appointment by the Board of Commissioners, regardless of the ranking of the Applicant on the list.

8.05 Promotional Appointments

As has been held in Hoffman v. Township of Whitehall, 544 Pa 499; 677 A.2d 1200 (1996), inclusion of veterans preference points with respect to promotional appointments is unconstitutional, and therefore, no such preference shall apply regarding promotions.

8.06 Appointment of Chief of Police.

In the case of a vacancy in the office of Chief of Police, the Board of Commissioners may nominate a person or persons for consideration by the Civil Service Commission. It shall thereupon

become the duty of the Civil Service Commission to subject the person to a non-competitive examination and if the person shall be certified by the Commission as qualified, he/she may then be appointed to the position and thereafter shall be subject to all the provisions of these Rules. Alternatively, the Board of Commissioners may act unilaterally regarding such appointment without seeking the input of the Civil Service Commission.

8.07 Medical, Psychological, and Drug Testing Examinations.

An Applicant for patrol officer selected from the eligibility list shall receive a conditional offer of employment. The offer of employment shall be conditioned upon the conditional employee undergoing a physical and psychological medical examination and drug testing resulting in a determination that the conditional employee is capable of performing all the essential functions of the position. Physical medical examinations shall be conducted under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be conducted under the direction of a psychiatrist or psychologist.

The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by the Board of Commissioners and shall render an opinion as to whether the conditional appointee has a physical or mental condition that calls into question the person's ability to perform all of the essential functions of the position for which the person was conditionally appointed.

If the opinion rendered by the physician, other qualified medical professional, psychiatrist or psychologist calls into question the conditional appointee's ability to perform all essential functions of a position, a person designated by the Board of Commissioners shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodation, perform all the essential functions of the position.

If, at the conclusion of the interactive discussion as described in the preceding paragraph, the Board of Commissioners determines that the conditional appointee is not qualified, the Board of Commissioners shall give written notice to the conditional appointee and the Commission.

Nothing in this act shall be construed to authorize physical or psychological medical examinations prior to conditional appointment.

As used in this section, the following definitions shall apply:

"Medical examination" shall mean any examination, procedure, inquiry or test designated to obtain information about medical history or a physical or mental condition which might disqualify an Applicant if it would prevent the Applicant from performing, with or without a reasonable accommodation, all of the essential functions of the position.

"Physician" shall have the meaning given to it in 1 Pa.C.S. §1991 (relating to definitions).

"Qualified medical professional" shall mean an individual, in collaboration with or under the

supervision or direction of a physician, as may be required by law, who is licensed:

(1) as a physician assistant pursuant to the act of December 20, 1985 (P.L. 457, No. 112) known as the "Medical Practice Act of 1985," or the act of October 5, 1978 (P.L. 1109, No. 261), known as the "Osteopathic Medical Practice Act"; or

(2) as a certified registered nurse practitioner pursuant to the act of May 22, 1951 (P.L. 317, No. 69), known as the "The Professional Nursing Law."

8.08 Probationary Period.

Every appointee satisfying all the conditions for appointment shall serve a twelve (12) month probationary period, which shall commence with the date on which the appointee is both: (a) eligible to perform official duties (including the completion of any required training under Act 120 and receipt of a certification number from the Municipal Police Officers' Education and Training Commission, and the taking of the oath of office); and (b) actually performs official duties. During the probationary period, a probationer in the position of patrol officer may be dismissed, and a probationer in a promotional position may be returned to his or her previous rank, only for cause for the reasons set forth in Rule 6.10 or 9.01(A), *infra*, which restates Section 637 of the First Class Township Code or because of incapacity for duty due to the use of alcohol or drugs. However, if at the close of the twelve (12) month probationary period, the Board of Commissioners determines that the conduct or fitness of the probationer has not been satisfactory to the Board of Commissioners, the probationer shall be given written notice, as soon as practicable upon the conclusion of the twelve (12) month probationary period, that the probationer will not receive a permanent appointment. Alternatively, at the recommendation of the Chief of Police, the probationary period may be extended. At that time, the employment of a probationer in the position of patrol officer shall end, and a promoted officer shall return to such officer's previous rank. Any probationer who is not given notice that such probationer's performance has been unsatisfactory, shall receive a permanent appointment. Any probationer who is given notice that the probationer will not receive a permanent appointment has no rights of appeal under these Rules and Regulations.

8.09 Seniority.

Seniority shall be established by the order of appointment by the Board of Commissioners.

8.10 Provisional Appointments.

Whenever there are urgent reasons for the filling of a vacancy in any position in the Police Department and there are no names on the eligibility list for such appointment, the Board of Commissions may nominate a person for consideration by the Commission for non-competitive examination and if such nominee shall be certified by the Commission as qualified after such non-competitive examination he/she may be appointed provisionally to fill such vacancy. It shall thereupon become the duty of the Commission within three weeks of such appointment to hold a competitive examination and certify a list of eligible candidates and a regular appointment shall then be made from the names or names submitted by the Commission: Provided, however, that nothing herein contained shall prevent the appointment without examination of persons temporarily as police officers in cases of riot or other emergency or appointments of operators of

fire apparatus in emergency cases.

SECTION 9. SUSPENSIONS, REMOVALS AND REDUCTIONS IN RANK.

9.01 Grounds for Disciplinary Action.

A. No person appointed to a position as a police officer pursuant to these Rules and Regulations may be suspended without pay or removed and no person promoted in rank pursuant to these Rules and Regulations may be reduced in rank except for the following reasons:

1. Physical or mental disability affecting the police officer's ability to continue in service, in which case the police officer shall receive an honorable discharge from service;
2. Neglect or violation of any official duty;
3. Violation of any law of this Commonwealth which provides that such violation constitutes a misdemeanor or felony;
4. Inefficiency, neglect, intemperance, disobedience of orders or conduct unbecoming a police officer;
5. Intoxication while on duty; or
6. Engaging, participating, or conducting any political activity or election campaign in Pocono Township other than the police officer's exercise of the right of suffrage.

B. No police officer shall be removed for any reason which constitutes unlawful discrimination, including without limitation, discrimination on the basis of race, religion, color, national origin, sexual orientation, gender, age, marital status or non-job related physical or mental handicap or disability.

C. A written statement of any charges made against any police officer so employed shall be furnished to the police officer within five (5) days after those charges are adopted by the Board of Commissioners and are filed with the Commission.

D. A reduction in rank under these Rules and Regulations applies only to situations where a police officer is demoted from a promotional position obtained pursuant to the requirements of these Rules and Regulations.

9.02 Furloughs and Change in Employment Status.

If for reasons of economy or other reasons it shall be deemed necessary by the Township to reduce the number of paid employees of the Police Department, then the Township shall apply the following procedure:

A. If there are any employees eligible for retirement under the terms of any retirement or pension law, then such reduction in numbers shall be made by retirement if the party to be retired exceeds the maximum age as defined in the act of October 27, 1955 (P.L. 744, No. 222), known as the "Pennsylvania Human Relations Act.

B. If the number of paid employees in the Police Department eligible to retire is insufficient to effect the necessary reduction in numbers or if there are no persons eligible to retire or if no retirement or pension fund exists, then the reduction shall be effected by furloughing the person or persons, including probationers, last appointed to the Department. Such removal shall be accomplished by furloughing in numerical order commencing with the person last appointed until such reduction shall have been accomplished. In the event the Police Department staff shall be increased, the employees furloughed shall be reinstated in the order of their seniority in the service. The provisions of this paragraph as to reductions in force shall not apply to any chief of police. See also the provisions of the Collective Bargaining Agreement regarding reduction of force.

9.03 Notice of Suspension, Removal or Reduction in Rank.

Whenever a police officer is suspended without pay, removed from office, or reduced in rank, the specific charges warranting such action shall be stated in writing by the Board of Commissioners. The charges shall be stated clearly and in sufficient detail to enable the officer to understand the charges against the officer and to allow the officer an opportunity to respond to those charges. The charges shall specify the section of the law or regulation that provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the Board of Commissioners relied in finding a violation of such law or regulation. The charges shall notify the officer of the officer's appeal rights under Rule 9.04, of these Rules and Regulations. The charges shall be delivered to the officer and delivered to the members of the Civil Service Commission.

9.04 Hearings on Suspension, Removal, and Reduction in Rank.

A. Except as provided in subparagraph D, a police officer who has been suspended without pay, removed from office, or reduced in rank may appeal the decision of the Board of Commissioners by written notice to the Secretary of the Commission at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, PA 18372 requesting a hearing. This request shall be delivered to the Commission within ten (10) days after the officer has received electronic mailed notice of the discipline. This request shall specify whether the officer wishes to have a public or a private hearing before the Commission. In the absence of a request for a private hearing, the hearing will be advertised and conducted within a reasonable period of time as a public hearing. The officer may make written answers to any charges filed against such officer not later than the date fixed for the hearing. Failure of the officer to provide written answers to any of the charges shall not be deemed an admission by the officer.

B. The Commission shall, upon receipt of an officer's timely written request, schedule a hearing within a reasonable period of time. At any such hearing, the officer against whom the charges have been made may be present and represented by counsel, and may call witnesses and present testimony and documentation in such officer's defense. The Township may also be

represented by counsel, and may call witnesses and present evidence as is necessary to support the charges. A stenographic record of all testimony shall be taken at every hearing and preserved by the Commission. In the event the charges are dismissed, the record shall be sealed and not be available for public inspection.

C. In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the Commission finds that sufficient evidence has been introduced to support the charge, the Commission shall not modify the penalty imposed by the Board of Commissioners unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of discretion. In considering the appropriateness of the discipline, the Commission shall not substitute its judgment for that of the Board of Commissioners. The Commission may request post-hearing briefs, and shall issue a written decision, a copy of which decision shall by electronic mailing be transmitted to the officer, which decision shall contain specific findings of fact and conclusions of law within sixty (60) days of receipt of the hearing transcript. Where no transcript is requested, the sixty (60) day period shall commence at the conclusion of the hearing.

D. The Board of Commissioners, or the chief of police when the Board of Commissioners is not in session, may suspend any such person without pay pending the determination of the charges against him/her, but in the event the Commission fails to uphold the charges, then the person sought to be suspended, removed or demoted shall be reinstated with full pay for the period during which he/she was suspended, removed or demoted, and no charges shall be officially recorded against his/her record.

E. The right to a hearing does not extend to the non-retention by the Board of Commissioners of a probationer in the position of patrol officer, or the return by the Board of Commissioners of a probationer in a promotional position to the officer's previous rank, at the close of the probationary period. Furthermore, the right to a hearing does not apply to any police officer subject to a reprimand or disciplinary action which does not result in a suspension with loss of pay, removal from office, or reduction in rank.

9.05 Hearing Procedure.

A. All testimony shall be given under oath administered by the Chairperson or, in the absence of the Chairperson, the Vice-Chairperson. The Commission shall have power to issue subpoenas as set forth in Rule 3.11. The hearing shall be open to the public unless, at the time the hearing is requested by the officer, the officer requests a closed hearing.

B. If the Commission sustains the charges, the officer who is suspended without pay, removed from office, or reduced in rank may file an appeal with the Court of Common Pleas of Monroe County, Pennsylvania within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension without pay shall be for a period longer than one (1) year. In the event that the Commission fails to uphold the charges, then the officer sought to be suspended without pay, removed from office, or reduced in rank shall be reinstated with full pay for the period of the suspension, removal from office, or reduction in rank, and no charges related to the suspension, removal from office, or reduction in rank shall be officially received.

SECTION 10. RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION OF POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA APPLICABLE TO THE LATERAL TRANSFER OF POLICE OFFICERS SEEKING INCLUSION AS MEMBERS OF THE POLICE DEPARTMENT OF POCONO TOWNSHIP

10.1 INTRODUCTION

- (a) The Commissioners of Pocono Township are cognizant of the procedural mandates of 53 Pa. Stat Section 55625 et seq which provide an orderly and unbiased procedure for the hiring by competitive examination of certain public servants, such as municipal police officers. In compliance therewith, Pocono Township has promulgated its “Civil Service Rules and Regulations” to assure that the hiring of Township Police Officers occurs in accordance with the above state-wide mandates.
- (b) On occasion, despite its due diligence and best efforts, the Township has experienced an inability to meet the hiring needs of its Police Department, and as a result, the Police Department has at times functioned with less than a full complement of “Municipal Police Officers’ Education and Training Act” (hereinafter referred to as MPOETC) certified police officers.
- (c) In order to promote and foster the hiring of qualified police officers, the Township may encourage the lateral transfer of qualified police officers from other municipalities without the need to engage in all of the usual Civil Service vetting procedures.
- (d) The Pocono Township Police Department of Monroe County, located in the Commonwealth of Pennsylvania (hereinafter sometimes referred to as the “Department” or the “PTPD”) has been authorized by the Commissioners of Pocono Township to encourage the recruitment of Police Officers who presently serve as members of police departments protecting other municipalities.
- (e) Police Officers who presently serve as members of other police departments and who indicate a desire to transition to and become active members of the Pocono Township Police Department constitute potential “Lateral Transferees” who because of their expertise as police officers, may qualify for inclusion as members of the Department without the need to comply with all of the Civil Service Rules applicable to potential candidates with no prior police experience.
- (f) The present Addenda to the Civil Service Rules, adopted by the Township of Pocono on the _____ day of _____, 2025, are applicable solely to the application process pertaining to Lateral Transferees seeking consideration as members of the Department.
- (g) Should these Addenda be found to be in conflict with the Civil Service Rules as adopted and presently utilized by the Township, these Addenda shall supersede and be controlling solely with regard to the consideration of Lateral Transferee Applicants (hereinafter sometimes referred to as “LTA”) for possible inclusion as Members of the Department.

10.2 THE PROCEDURE TO BE UTILIZED APPLICABLE TO LATERAL TRANSFEREES SEEKING TO BE CONSIDERED FOR INCLUSION AS A POLICE OFFICER IN THE POCONO TOWNSHIP POLICE DEPARTMENT.

- A. With regard to Section 4, the employment application form to be submitted by a Lateral Transferee Applicant may differ from the application form utilized by applicants who are not seeking employment predicated upon their status as a LTA. Specifically, the LTA application may include questions focusing upon the LTA’s present employment status, experience as a MPOETC certified police officer, areas of

expertise as a police officer, reasons for seeking a lateral transfer to the Pocono Township Police Department (hereinafter sometimes referred to as the “PTPD”), and such other questions as may be deemed appropriate by the Pocono Township Chief of Police.

- B. With regard to Rule 7.01, the LTA will not be required to participate in a competitive written examination. The procedure regarding the recording, filing, and protocols followed by Pocono Township and the PTPD applicable to LTA applications shall consist at a minimum of the following:
- h. Applications applicable to LTAs shall be received online, and must be received before the deadline for receiving such applications has passed. The Commission or the PTPD will confirm on line with the LTA that the application has been received.
 - ii. Any application containing material errors or omissions may, at the discretion of the Commission, be returned by electronic mailing to the LTA for correction prior to the deadline for filing applications. If a corrected application is again submitted, the Commission or the PTPD will upon resubmission maintain ten days within which to advise the LTA whether the resubmitted application is deemed “complete” and appropriate for Township review.
 - iii. If the resubmitted application is again deemed to be incomplete, the LTA shall be so advised, and the application process shall, at the discretion of the Chief of Police, be concluded.
 - iv. Once a timely application is deemed to be complete, an Interview shall be scheduled with the LTA who shall be required to physically appear as scheduled at the Pocono Township Municipal Office in order to engage in a verbal Interview to be conducted by members of the Township Command Staff.
 - v. The Interview shall be conducted on a “pass/fail” basis.
 - vi. Within ten days of completion of the Interview, the LTA shall be given written notice through the Township’s application website as to whether the LTA has passed or failed the Interview. More than one Interview may be required by the Commission and/or the PTPD.
 - vii. If the LTA passes the Interview, the LTA will be advised by the Township to contact the Township Background Investigator, in order that there may commence a Background Investigation of the LTA. Prior to commencement of the Background Investigation, the LTA will be required to execute a “Release” granting unto the PTPD and Pocono Township the unrestricted authority to conduct a background investigation of the LTA, which shall include, but is not necessarily limited, to a review of the LTA’s personal and employment data.
- C. The Township shall then commence its background investigation. At the discretion of the Chief of Police, the LTA may be required as part of the investigation to undergo:
- (a) a medical examination;
 - (b) a psychological examination;
 - (c) a polygraph examination;
 - (d) drug screening evaluation;
 - (e) a physical agility test to confirm that the LTA maintains the ability now and during the period of employment to carry out the duties of a full-time police officer serving as a member of the PTPD.
- D. Should the LTA for any reason fail any portion of the background investigation, the LTA shall receive notice of such failure within thirty days of completion of the background investigation, whereupon the application process would be terminated.

- E If the LTA passes all of the elements of the background investigation, the LTA would, contingent upon the manpower and scheduling needs of the PTPD, be sworn in as a member of the PTPD, and would commence a one year probationary period as a “patrol officer”. During the period of probation, the LTA would undergo field training as mandated by the Chief of Police.
- F Nothing herein shall preclude an out-of-state LTA from applying for employment with the PTPD. Such an applicant shall be required to comply with any additional application prerequisites as may be mandated by the Chief of Police.
- G With regard to Rule 5.02, the language of which shall remain intact, there shall be added the following sentence that is applicable to LTAs: “In state LTAs shall at time of application submission possess a current MPOETC Act certification.”
- H With regard to Rules 7.01, 7.02, 7.05, 7.06, 7.07, and 8.01, the Order, Weighing, and Timing of Examinations, and the compilation of Eligibility Lists shall not apply to LTAs, who shall in the alternative proceed in the application process as outlined in the present Addenda.
- I With regard to Rule 5.03, the language of which shall remain intact, there shall be added the following sentence that is applicable to “Sponsorship Candidates” attending a Police Academy:

“Should a Candidate for Sponsorship fail to comply with the conditional rules of employment, the candidate will be responsible for reimbursement to the Township of those costs expended by the Township applicable to Police Academy expenses.”

These Rules and their appended Addenda, having been promulgated pursuant to Rule 3.08 by the Civil Service Commission of Pocono Township, Monroe County, and Commonwealth of Pennsylvania are hereby adopted by the Commissioners of the said Township this _____ day of _____, 2025.



July 29, 2025

Pocono Township Planning Commission

Re: Solar Electric Power Generation Facility – Paradise Summit LLC
Land Development Application – Zoning Comments
PIN #12636400272186, Tax ID 12.12.1.27

Dear Planning Commission Members:

Pursuant to the Township Engineer's request in their Review Letter dated July 10, 2025, we have reviewed the Preliminary Land Development Plans prepared by Bohler Engineering dated May 30, 2025, for the above-referenced project. Based on our review of the submitted materials and the clarifications requested, we offer the following comments:

1. The property is located in the R-1 Zoning District and has a land area of 71.90 +/- acres.
2. It has been determined that the proposed use of the property, as described, would fall under the Zoning Use Classification of General Industrial Uses.
 - a. Section 470-8 of the Township Zoning Ordinance defines a General Industrial Use as "manufacturing or storage uses which, because of their shipping, storage and other requirements, are not compatible in close proximity to residential areas."
3. In accordance with Section 470-17 and Attachment 1, Use Schedule, of the Township Zoning Ordinance, General Industrial Uses are not permitted within the R-1 Zoning District.
4. As the proposed use of the property does not classify as an essential service, the requirement outlined in Section 470-57(D) of the Township Zoning Ordinance, which states that "unhoused equipment shall be enclosed with a chain-link fence six feet in height," does not apply. While Chapter 470 does not contain specific design regulations pertaining to fencing, any applicable provisions outlined in Chapter 390, Subdivision and Land Development, must still be met.

If you have any questions, please contact the Zoning Office at (570) 629-1922 ext. 1 or via email at zoning@poconopa.gov.

Sincerely,



Shawn McGlynn
Pocono Township Zoning Officer
SFM Consulting LLC

Cc: Property file
Jerrod Belvin – Township Manager
Leo DeVito, Esq. – Township Solicitor
Lisa Pereira, Esq. – Broughal & DeVito, LLP
Amy R. Montgomery, P.E. – T&M Associates
Melissa E. Hutchinson, P.E. – T&M Associates
Krisann MacDougall, Township Planning Commission Secretary
Paradise Summit LLC – Property Owner
Swiftwater Pond, LLC – Applicant
Mary Bachert, RLA, LLA – Bohler Engineering (mbachert@bohlereng.com)
Kristina Heaney – Monroe County Conservation District



YOUR GOALS. OUR MISSION.

July 10, 2025

Pocono Township Planning Commission
205 Old Mill Road
Tannersville, PA 18372

**SUBJECT: SOLAR ELECTRIC POWER GENERATION FACILITY – SWIFTWATER POND LLC
PRELIMINARY LAND DEVELOPMENT PLAN – REVIEW NO. 1
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
POCONO TOWNSHIP LDP NO. 1439, T&M PROJECT NO. POCO-R1090**

Dear Planning Commission Members:

Pursuant to the Township's request, we have performed our first review of the Preliminary Land Development Plan Application for the Solar Electric Power Generation Facility for Swiftwater Pond, LLC. The submitted information consists of the following items.

- Pocono Township Land Development Application.
- Professional Services Escrow Agreement.
- Memo of Option Agreement – Deed Book 2654, Page 3755.
- Memo of Option Agreement – Deed Book 2654, Page 4664.
- Letter of Submittal to Monroe County Planning Commission prepared by Bohler Engineering, dated May 30, 2025.
- Legal Memorandum prepared by MPL Law Firm dated May 29, 2025.
- Letter report regarding Real Estate Impact prepared by Kirkland Appraisals, LLC, dated May 9, 2025.
- Photovoltaic Module Solar Glare Study prepared by Pure Power Engineering, dated May 27, 2025.
- General Project Description and Stormwater Management Calculations prepared by Bohler Engineering, dated May 30, 2025.
- Preliminary Land Development Plans for Swiftwater Pond, LLC for proposed Solar Electric Power Generation Facility prepared by Bohler Engineering, 25 sheets, dated May 30, 2025.

BACKGROUND INFORMATION

The Applicant, Swiftwater Pond, LLC, has submitted a plan proposing to develop an existing parcel (Tax Parcel ID 12.12.1.27) located within the R-1, Low Density Residential Zoning District along Summit Road, between Dyson Road and Paweda Hill. The existing property, owned by Paradise Summit, LLC, has an area of 78.04 acres and consists of steep slopes, woodlands, and stream and wetland areas. The majority of the property is located along the northwestern side of Summit Road, with a small portion on the southeastern side. A 200 ft. wide transmission corridor ROW crosses through the western side of the site.



The proposed development includes the construction of two (2) solar energy generation arrays consisting of a total of 11,160 modules, fencing, equipment pads, laydown areas, landscaping, and stormwater management. Access is proposed to be via two (2) separate gravel driveways from Summit Road. All proposed development is shown to occur on the northwestern side of Summit Road. No work is proposed on the southeastern side of Summit Road.

The project site is located within the B-2 Stormwater Management District of the Brodhead-McMichaels Watershed. The receiving waters are the Swiftwater Creek and Scot Run (Pocono Creek), which have a Chapter 93 classification of High-Quality, Cold-Water Fishery with Migratory Fishes (HQ, CWF/MF).

Based upon our review of the above information, we offer the following comments and/or recommendations related to the proposed development.

ZONING ORDINANCE COMMENTS

1. In accordance with Section 470-17.B.(1) and Schedule A, essential services buildings and structures are permitted within the R-1, Low Density Residential Zoning District. Article II defines Essential Services as follows:

Includes the provision of gas, electrical, steam, communication, telephone, sewer, waste material, water, public safety and other similar services. The facilities required to provide such services shall consist of:

- A. Limited facilities including equipment such as poles, towers, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants and other similar equipment which does not require enclosure within a building or which can be constructed within a public right-of-way.
- B. Major facilities including equipment which requires enclosure within a building or construction on its own site such as gas storage areas, solid waste substations, substations, telephone exchanges and telephone booths.

The Zoning Officer shall determine whether the proposed "solar electric power generation facility" is considered an essential service and is permitted within the R-1, Low Density Residential Zoning District.

2. In accordance with Section 470-17.C.(1) and Schedule A, the maximum impervious area is 80%. *Plan Sheet C-301 indicates the proposed impervious to be 1.12%. A breakdown of the impervious calculations shall be provided for verification of this number*
3. Per Section 470-34.B. "Handicapped parking. Handicapped accessible parking shall be provided in accordance with the Americans with Disabilities Act, as it may be amended from time to time." *At least one (1) handicap accessible parking space is required to be provided for each parking facility per the ADA Guidelines. The plan does not show any accessible parking; therefore, the required accessible parking shall be added.*



4. Per Section 470-34.C.(1), “All parking areas and all access drives for commercial or industrial uses shall have an all-weather surface constructed as specified in Chapter 390, Subdivision and Land Development.” *Refer to Comments 59 and 62.*
5. Per Section 470-57.D., for essential services, “Unhoused equipment shall be enclosed with a chain-link fence six feet in height.” *The plan proposes an 8-foot high “game fence”. The Zoning Officer shall review the fence to determine if it meets the Ordinance requirements.*
6. In accordance with Section 470-121.B., “no building, structure, or sign shall be erected, constructed, moved, demolished, added to, or structurally altered, nor shall any use of any land, building structure, or sign be changed or expanded, without a zoning permit therefor issued by the Zoning Officer. No such permit shall be issued except in conformity with the provisions of this chapter; and: The applicant supplying, where applicable, stormwater management plans approved by the Pocono Township Board of Commissioners in accordance with the applicable Pocono Township stormwater management ordinances, and an erosion and sedimentation control plan approved by the applicable governmental body or agency charged with that responsibility, with respect to any proposed construction, excavation, or other earthmoving activity.” *The proposed earth disturbance exceeds one (1) acre, and an NPDES Permit is required from the Monroe County Conservation District. All correspondence with, submissions to, and NPDES Permit from the County Conservation District shall be provided to the Township.*
7. All proposed signs shall conform to the requirements of Article VII of the Zoning Ordinance and must receive approval by the Township Zoning Officer prior to erection. *All proposed signage must be submitted to and approved by the Township Zoning Officer.*

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE COMMENTS

8. In accordance with Section 390-29.E.(1), “The plan shall be clearly and legibly drawn at a scale of 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet, 100 feet or 200 feet to the inch.” *Many of the plans are neither clear nor legible.*
9. In accordance with Section 390-29.E.(2), “Dimensions shall be in feet and hundredths of feet; bearings shall be in degrees, minutes and seconds for the boundary of the entire tract, and dimensions in feet for lot lines.” *No boundary information has been provided.*
10. In accordance with Section 390-29.E.(3), “The survey shall not have an error of closure greater than one in 10,000 feet and shall include a boundary closure report.” *Boundary closure reports shall be submitted.*
11. In accordance with Section 390-29.E.(4), “....If the plan is prepared in two or more sections, a key map showing the location of the sections shall be placed on each sheet. If more than one sheet is necessary, each sheet shall be the same size and numbered to show the relationship to the total number of sheets in the plan (e.g., Sheet 1 of 5), and a key diagram showing the relative location of the several sections shall be drawn on each sheet.” *The plan has been prepared in two (2) sections; therefore, the required key map and numbering shall be added to each applicable plan sheet.*



12. Per Section 390-29.E(5), “Plans shall be legible in every detail.” The plans are not legible in every detail. *The grading plans and drainage area maps, specifically, contain overwrites, a lack of labeling, and scales that make the contours unable to be read. The plans shall be made legible.*
13. In accordance with Section 390-29.F, Site context map. “A map compiled from existing information showing the location of the proposed major subdivision within its neighborhood context shall be submitted. For sites under 100 acres in area, such maps shall show the relationship of the subject property to natural and man-made features existing within 1,000 feet of the site. For sites of 100 acres or more, the map shall show the above relationships within 2,000 feet of the site. The features that shall be shown on site context maps include topography (from USGS maps), stream valleys, wetland complexes (from maps published by the United States Fish and Wildlife Service or the USDA Natural Resources Conservation Service), woodlands over 1/2 acre in area (from aerial photographs), ridgelines, public roads and trails, utility easements and rights-of-way, public land, and land protected under conservation easements.” *A Site Context Map shall be prepared and submitted in accordance with the requirements of this Section.*
14. In accordance with Section 390-29.G, Existing resources and site analysis. “For all land developments, an existing resources and site analysis shall be prepared to provide the developer and the municipality with a comprehensive analysis of existing conditions, both on the proposed development site and within 500 feet of the site. Conditions beyond the parcel boundaries may be described on the basis of existing published data available from governmental agencies, and from aerial photographs. The Planning Commission shall review the plan to assess its accuracy, conformance with municipal ordinances, and likely impact upon the natural and cultural resources on the property.” The information required in Subsections (1) through (12) shall be included. *The Existing Resources and Site Analysis plan shall be revised to comply with the requirements of this Section including, but not limited to, an aerial photograph, identification of slopes between 15% and 25%, vegetative cover conditions, soil types, and viewshed analysis. Additionally, it shall cover the area of the proposed development site and within 500 feet of the site. Topography shall be coordinated with official USGS benchmarks and the location and datum shall be shown on the plan.*
15. In accordance with Section 390-29.H, a resource impact and conservation analysis are required. *A Resource Impact and Conservation Analysis shall be provided on the plan and shall include the existing resources in square feet, the proposed disturbance of the existing resources in square feet and percent, and the maximum permitted disturbance. Additionally, a resource assessment report must be provided.*
16. Per Section 390-29.I(1), the improvements plan shall include “Historic resources, trails and significant natural features, including topography, areas of steep slope, wetlands, one-hundred-year floodplains, swales, rock outcroppings, vegetation, existing utilities, and other site features, as indicated on the existing resources and site analysis.” *The plan shall note the presence or non-presence of the one-hundred-year floodplain with a reference to the applicable FEMA panel.*
17. Per Section 390-29.I(4), the improvements plan shall include “Information indicating available and safe sight stopping distances for all driveways, access drives, roads, etc., which must be in compliance with the most current PennDOT specifications.” *The required information for each proposed driveway shall be shown on the plans. (Also see Comment 57)*



18. Per Sections 390-29.I.(9), the improvements plan shall include the “limit-of-disturbance line (must be exact in relation to the retention of existing trees proposed to be saved).” *The Limit of Disturbance (LOD) as shown on the Erosion and Sediment Controls Plans is inaccurate. Areas of disturbance are shown outside of the LOD and the LOD exceeds the tree protection fencing locations. The LOD must be accurately depicted.*
19. Per Section 390-29.I.(20), the improvements plan shall include the “Name and address of the owner of record (if a corporation, give name of each officer) and current deed book and page where the deed of record is recorded.” *The deed book and page number shall be provided on the plan.*
20. Per Section 390-29.I.(29), the improvements plan shall include a “Certificate of ownership and acknowledgment of the plan, in the form provided by the Township, which shall be accurately completed, signed by the owner of the property, dated and notarized.” *The certificate on the plan must be corrected to reflect the property owner, Paradise Summit LLC.*
21. Per Section 390-29.I.(32)(h), the following shall be on all land development plans in the form of protective covenants and/or notes: “By approval of this plan the Township has neither confirmed nor denied the existence and/or extent of any wetland areas whether or not delineated on the plan and any encroachment thereon for any reason whatsoever shall be the sole responsibility of the subdivider and/or developer, his heirs, successors and assigns and shall be subject to the jurisdiction of the Army Corps of Engineers and/or the Pennsylvania Department of Environmental Protection and said encroachment shall conform to the rules and regulations of the jurisdictional agencies.” *The note shall be added to the Site Plan.*
22. Per Section 390-29.I.(32)(i), the following shall be on all land development plans in the form of protective covenants and/or notes: “This plan is under and subject to all of the rules, regulations, requirements and restrictions as set forth in the Pocono Township Subdivision and Land Development Ordinance and the Pocono Township Zoning Ordinance, as both are amended.” *The note shall be added to the Site Plan.*
23. Per Section 390-29.I.(32)(j), the following shall be on all land development plans in the form of protective covenants and/or notes: “The applicable highway occupancy note(s) shall appear on the plan: “A highway occupancy permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the ‘State Highway Law,’ before driveway access to a state highway is permitted; and/or “A highway occupancy permit is required pursuant to the Pocono Township Road Encroachment Ordinance before driveway access to a Township road is permitted.” The applicable note(s) shall also state: “Access to the public road shall be only as authorized by a highway occupancy permit.”” *The note shall be added to the Site Plan.*
24. Per Section 390-29.I.(32)(l), the following shall be on all land development plans in the form of protective covenants and/or notes: “The applicant, his heirs, successors or assigns will implement all requirements and obtain all permits and approvals as required by any and all local, state or federal agencies and authorities, and does hereby acknowledge and agree that if said permits and approvals are not obtained as required, then any and all approvals given by Pocono Township will become null and void with no further action on the part of the Township.” *The note shall be added to the Site Plan.*



25. Per Section 390-29.I.(32)(m), the improvements plan shall include “A listing of any subdivision/land development waivers or modifications, zoning variances, special exceptions and/or conditional uses that have been granted, including the date of the order of the Pocono Township Zoning Hearing Board or Board of Commissioners granting the same.” *The referenced information shall be listed on the plans, as applicable.*
26. Per Section 390-29.I.(32)(n), if the plans include any stormwater management planning, controls or devices, the following covenant shall appear on the plan: “The owners, their heirs, executors, administrators, successors and assigns, shall make provision and be responsible for the installation, maintenance, operation and repair of any and all stormwater management facilities and controls depicted on this plan and other plans and documents supporting the same, including, but not limited to, all infiltration devices, buffers, detention basins, inlets, swales, pipes, berms and spreaders. Pocono Township is hereby granted the right to inspect all permanent stormwater management facilities and controls at any reasonable time. If Pocono Township determines at any time that any of said stormwater management facilities or controls have been eliminated, altered or improperly maintained, the then owner shall be advised of the corrective measures required and be afforded a reasonable period of time to take the necessary corrective action. Pocono Township shall have the right, but not the obligation, of ingress, egress and regress to any and all of the stormwater management facilities and controls, as well as upon and within the utility and drainage easements as shown on this plan, for the purpose of installation, maintenance and/or repair due to the failure or neglect of the owner to perform the same within the time required, or for emergency remedies to the stormwater management facilities and controls if necessary, if Pocono Township elects to perform such installation, maintenance and/or repair. All costs and expenses incurred by Pocono Township in relation to any work performed by Pocono Township pursuant to the provisions of this covenant and/or the enforcement of the same, shall be the joint and several responsibility of the owner and any occupier of the property who violated the provisions of this covenant, payable by the owners and/or occupiers of the property, their heirs, administrators, executors, successors and assigns upon demand by Pocono Township, and shall constitute a lien against the property until paid in full. The remedies of Pocono Township pursuant to this covenant are in addition to all other rights and remedies available to Pocono Township, its successors and assigns, pursuant to any statute, ordinance, at law or in equity. All of the foregoing is more particularly and at large provided in that certain Stormwater Management Agreement and Declaration of Easement between the owner and the Township dated _____, 20____, the terms and provisions of which are incorporated herein by reference. This covenant shall run with the land.” *The note shall be added to the Site Plan.*
27. Per Section 390-29.J.(1)(c), the plans shall include “truck turning movement diagrams for at least a WB-50 truck.” *A turning movement diagram has been provided for a fire truck, but the WB-50 movement must still be shown.*
28. In accordance with Section 390-29.J.(4), submittals shall include “All proposed offers of dedication and/or reservation of rights-of-way and land areas with conditions attached.” *The additional right-of-way width for Summit Road shall be offered to the Township for dedication.*
29. Per Section 390-29.J.(5), the supporting documents shall include “Existing documents of dedication and/or reservation of rights-of-way and land areas with conditions attached.” *The plans*



reflect a 200' Transmission ROW and tree clearing within the right-of-way. Additional information on this right-of-way as well as permission for the encroachment shall be provided. (Also see Comment 34)

30. In accordance with Section 390-29.J.(6), the plan submission shall include “Proof of legal interest in the property, a copy of the latest deed of record and current title search report.” *The Applicant shall provide a current title search report.*
31. In accordance with Section 390-29.J.(9), supporting documents to be submitted include “A list of any public utility, environmental or other permits required and if none are required, a statement to that effect. The Township may require a professional engineer's certification of such list.” In addition, and in accordance with Section 390-29.J.(19), “All required state or federal environmental and other permits.” *The Design Engineer shall submit the required list of required permits/approvals to the Township. The following outside agency approvals are required:*
 - a. *Monroe County Planning Commission – Review letter dated June 27, 2025 has been received.*
 - b. *Monroe County Conservation District/Pennsylvania Department of Environmental Protection – NPDES Permit*
 - c. *Pocono Township Fire Department*
32. In accordance with Section 390-29.J.(10), the Applicant shall provide “Confirmation that the soil erosion and sedimentation control plan has been accepted for review by the Monroe County Conservation District. (See also §390-51.)” *Submissions to, correspondence with, and permit from the Monroe County Conservation District shall be provided.*
33. Per Section 390-29.J.(11), the Applicant shall provide “Drainage/stormwater management plan meeting the requirements of this chapter and any Stormwater Management Ordinance adopted by the Township.” *The submitted plan does not meet the requirements of Chapters 390 or 365. Comments on the stormwater management plan deficiencies are contained within this letter.*
34. In accordance with Section 390-29.J.(14), “Where the land included in the subject application has an electric transmission line, a gas pipeline, or a petroleum or petroleum products transmission line located within the tract, the preliminary plan shall be accompanied by a letter from the owner or lessee of such line stating any conditions on the use of the land and the minimum building setback and/or right-of-way-lines. This requirement may also be satisfied by submitting a copy of the recorded agreement.” *The plans reflect a 200' Transmission ROW and tree clearing within the right-of-way. Additional information on this right-of-way as well as permission for the encroachment shall be provided.*
35. In accordance with Section 390-29.J.(15), the Applicant shall provide “Confirmation that the highway occupancy permit application has been accepted for review by the Township or PennDOT as applicable.” *Submissions to, and the permit from the Township for the shall be provided.*
36. In accordance with Section 390-29.J.(16), the Applicant shall provide “A written plan for the ownership of and maintenance of all improvements, common areas and open space as required by §§390-38 and 390-39 of this chapter.” *A written plan shall be provided within the plan set.*



37. In accordance with Section 390-29.J.(17), the Applicant shall provide “Wetland studies as required by §390-57 of this chapter.” *The wetland study prepared by ECS Mid-Atlantic, LLC, as referenced on the Cover Sheet, shall be provided to the Township. (Also see Comment 92)*
38. In accordance with Section 390-29.K., the Applicant shall provide a “Community/financial impact analysis. A community impact analysis including the following information shall be required for... development of any kind impacting 30 acres of land or more in the aggregate.” *The required community/financial impact analysis shall be provided.*
39. In accordance with Section 390-30, “As-built plans shall include the information required by this §390-30 and additional information may be required on a case-by-case basis.” *As-built plans shall be submitted when construction is complete as outlined in this Section. A note requiring an as-built plan per Section 390-30 of the Subdivision and Land Development Ordinance shall be provided on the plans.*
40. In accordance with Section 390-31.E., “Four-step design. All land developments on sites of three acres or more and all commercial and industrial subdivisions shall be designed in accordance with the four-step design process in § 390-44 with respect to conservation areas and development sites.” *The four-step design process planning information shall be submitted to the Township. (Also see Comment 47)*
41. In accordance with Section 390-32.B and Section 390-41, “no final plan shall be signed by the Board of Commissioners for recording in the office of the Monroe County Recorder of Deeds until:

All improvements required by this chapter are installed to the specifications contained in Article VI of this chapter and other Township requirements and such improvements are certified by the applicant's engineer; or

Proposed developer's agreements and performance guarantee in accord with §390-35 and the Pennsylvania Municipalities Planning Code, Act 247 of 1968 as amended, have been accepted by the Board of Commissioners.”

The Applicant shall submit, with the final plan, a construction cost estimate for the proposed site improvements in order to determine the required escrow amount for the developer's agreement. A developer's agreement and performance guarantee will be required prior to plan recordation.

42. In accordance with Section 390-38.A and Section 390-38.B, “the developer shall provide to the satisfaction of the Board of Commissioners, and prior to final plan approval, evidence of the provision, including a plan, for the succession of ownership and responsibility for the operation and maintenance of development improvements.” *The required documentation, plan, and agreement(s) shall be provided to the Township prior to final plan approval.*
43. In accordance with Section 390-38.C.(3), “Any improvements which will remain private. In the case where roads, drainage facilities, a central sewage treatment system or central water supply, or any other improvements are to remain private, the developer shall provide for the establishment



of an escrow fund in accord with §390-35A to guarantee the operation and maintenance of the improvements. Said fund shall be established on a permanent basis with administrative provisions approved by the Board of Commissioners. The amount of said fund shall be 15% of the construction cost of the system as verified by the Township Engineer. The maintenance and operation of the improvements and the administration of any required maintenance fund account shall be clearly established as the joint responsibility of the owner(s) of each structure or dwelling unit served by such system. Such responsibility and the mechanism to accomplish same shall be established by deed covenants and restrictions which shall be subject to the approval of the Board of Commissioners." *An operation and maintenance agreement and guarantee shall be required for the stormwater management facilities.*

44. In accordance with Section 390-43.A.(6)(c), "Woodlands. Healthy woodlands exceeding one acre shall be preserved and designated as conservation open space areas, to the maximum extent possible. Proposed site improvements shall be located, designed, and constructed to minimize the loss or degradation of woodland areas." *The design engineer shall demonstrate how the project as proposed has minimized the loss and degradation of wooded areas.*
45. In accordance with Section 390-43.A.(6)(e), "Steep slopes. The purpose of steep slope regulations is to conserve and protect those areas having steep slopes from inappropriate development and excessive grading; to prevent potential dangers caused by erosion, stream siltation, and soil failure; and to promote uses in steep slope areas that are compatible with the preservation of existing natural features, including vegetative cover by restricting grading of steep slope areas." *Steep slopes are defined as being 20% or greater and shall be identified on the plan accordingly. Additionally, the restrictions and requirements of this section shall be addressed.*
46. In accordance with Section 390-43.A.(6)(f), "Significant natural areas and features. Natural areas containing rare or endangered plants and animals, as well as other features of natural significance exist throughout the Township. Some of these have been carefully documented (e.g., by the Statewide Natural Diversity Inventory), whereas for others, only the general locations are known. Subdivision applicants shall take all reasonable measures to protect significant natural areas and features either identified by the Township Map of Potential Conservation Lands or by the applicant's existing resources and site analysis plan by incorporating them into proposed conservation open space areas or avoiding their disturbance in areas proposed for development." *A copy of the required PNDI notification and response must be submitted.*
47. In accordance with Section 390-44., "All preliminary plans for all major subdivisions, all commercial and industrial subdivisions, and all land developments on sites of three acres or more shall include documentation of a four-step design process in determining the layout of proposed conservation open space, house and development sites, roads and lot lines, as described below." *The four-step design process planning information shall be provided to the Township.*
48. In accordance with Section 390-46.A., "Protection of vegetation from mechanical injury. Where earthwork, grading, or construction activities will take place in or adjacent to woodlands, old fields or other significant vegetation or site features, the Township may require that the limit of disturbance be delineated, and vegetation protected through installation of temporary fencing or other approved measures. Such fencing shall be installed prior to commencing of, and shall be maintained throughout, the period of construction activity." *The Erosion & Sedimentation Control*



Plans shows tree protection fence; however, there is also extensive grading shown within the limits of the trees to remain. The design engineer shall review the plan and adjust the tree protection fencing accordingly. Additionally, the tree protection installation shall be identified within the construction sequence.

49. In accordance with Section 390-46.B., “Protection of vegetation from grading change. Grade changes to occur at any location of the property shall not result in an alteration to soil or drainage conditions which would adversely affect existing vegetation to be retained following site disturbance, unless adequate provisions are made to protect such vegetation and its root systems.” *The plan shows areas of extensive grading proposed at or within the wooded areas to remain. The plans shall be revised to comply with the ordinance requirements and protect vegetation from grading changes.*
50. In accordance with Section 390-46.C., “Protection of vegetation from excavations. When digging trenches for utility lines or similar uses, disturbances to the root zones of all woody vegetation shall be minimized. If trenches must be excavated in the root zone, all disturbed roots shall be cut as cleanly as possible. The trench shall be backfilled as quickly as possible.” *This shall be noted on the Erosion & Sedimentation Control Plans.*
51. In accordance with Section 390-46.D., resource conservation standards include “Protection of topsoil.” *Protection of topsoil in accordance with this Section shall be addressed on the plans.*
52. Per Section 390-48.C., “Roads shall be graded, improved and surfaced to the grades and specifications shown on the plans, profiles, and cross sections as required by this chapter.” The Cartway width of a Local Road shall be 26 feet with shoulders. *The plans show Summit Road with an existing cartway width of 24 feet. The plan shall be revised to reflect the improvement of Summit Road along the site frontage to meet the ordinance requirements. Additionally, the design engineer shall demonstrate that the road has a structural capacity capable of supporting the heavy trucks and shipments necessary for construction of the improvements.*
53. Per Section 390-48.H.(1), “Wherever there exists a dedicated or platted portion of a road or alley along a boundary of the tract being subdivided or developed the remainder of said road or alley shall be platted to the width required by this chapter based on the classification of the road within the proposed development.” *The plans reflect an additional “Half-Width” ROW along the northwestern side of Summit Road. The portion of Summit Road that lies along the boundary of the southeastern portion of the project parcel must also reflect the additional “half-width” ROW to be offered to the Township.*
54. Per Section 390-48.O.2(a), “Utility easements shall be a minimum of 10 feet in width and shall be provided along all road rights-of-way in addition to the required road width.” *The required utility easement shall be shown along Summit and Dyson Roads.*
55. Per Section 390-48.S. Clear sight triangles. “At all road intersections and all land development driveways/accesses, a triangular area shall be graded and/or other sight obstructions removed in such a manner as not to obscure vision between a height of two to 10 feet above the center-line grades of the intersecting roads.” *Clear sight triangles for the proposed driveways shall be shown on the plans and restrictions noted. (Also see Comment 82)*



56. In accordance with Section 390-48.T.(1), “All driveway and access drive related improvements shall be located and constructed in such manner as to provide safe access to Township and state roads and not to impair the drainage or normal maintenance within road rights-of-way, or to alter the stability of any roadway, subgrade, or roadway embankment, or to change the drainage of adjacent areas, nor to interfere with the traveling public.” *The plans shall detail the design of the proposed driveways at Summit Road and demonstrate maintenance of the drainage patterns along the roadway. (Also see Comments 58 and 65)*
57. In accordance with Section 390-48.T.(2), “Sight distance requirements for all driveways and access drives intersecting a state, Township or private road shall be in accordance with the Pennsylvania Code, Title 57, Transportation, Chapter 441 “Access to and Occupancy of Highway by Driveways and Local Roads,” last edition. All sight distance obstructions, including, but not limited to, embankments and vegetation, shall be removed by the applicant to provide the required sight distance.” *The required and provided sight distances at the proposed driveways shall be added to the plans.*
58. In accordance with Section 390-48.T.(8), “Adequate provisions shall be made to maintain uninterrupted parallel drainage along a public street at the point of driveway or access drive entry.” *The plans shall detail the design of the driveways at Summit Road to demonstrate maintenance of the drainage patterns along the road.*
59. Per Section 390-48.T.(11), “All access driveways shall be paved in their entirety in accordance with design specifications of §390-59D.” *The plan currently proposed stone access driveways and shall be revised to show paved access driveways to meet the ordinance requirements. (Also see Comment 62)*
60. In accordance with Section 390-48.T.(13)(a), “The access drive within the legal right-of-way of the public road, or for a distance of at least 20 feet from the edge of the cartway, whichever is greater, shall not have a grade in excess of 4%. The grade of any access drive shall not exceed 10%.” *The plans must demonstrate compliance with these requirements.*
61. Per Section 390-48.T.(13)(b), “Access drive entrances into all nonresidential and nonagricultural use properties shall be no less than 24 feet in width, shall not exceed 36 feet in width at the road line, unless provided with a median divider, and shall be clearly defined by curbing. The curbs of these driveway entrances shall be rounded with a minimum radius of 20 feet from where they intersect a road.” *Radii dimensions and curbs must be added to the driveway entrances at Summit Road as required by the ordinance. Additionally, the “road line” is defined as being at the right-of-way line. The proposed driveways appear to meet the maximum width requirement, but the width must be labeled on the plan to verify conformance.*
62. Per Section 390-48.T.(13)(c), “Access drives shall be paved in their entirety. The specifications for such pavings shall be approved by the Township as applicable for the specific use proposed in accordance with § 390-59D. Alternate dust-free, all-weather surfaces for access may be permitted by the Township where appropriate.” *The plan shall be revised to show paved access driveways to meet the ordinance requirements.*



63. Per Section 390-48.T.(14), "Concrete aprons shall be provided for all access drives with concrete sidewalks." *Concrete aprons must be provided for the proposed driveways. (Also see Comment 64)*
64. In accordance with Section 390-48.AA, "sidewalks and road crosswalks may be required where necessary to provide proper pedestrian circulation or to provide access to community facilities and common areas. Sidewalks, where required or provided, shall be located within the road right-of-way immediately adjacent to the curbs, except as may be approved by the Township to accommodate road trees or other landscaping. Sidewalks and road crosswalks shall be constructed in accord with the most current PennDOT RC67M standard and Americans with Disabilities Act standards." *Sidewalk shall be provided along the entire Summit Road and Dyson Road frontages.*
65. In accordance with Section 390-48.CC, "Driveway and cross drainage. At each point where a road is intersected by a driveway that requires surface drainage water to be carried under the driveway at the intersection, a culvert pipe shall be installed across the width of the driveway to meet the drainage requirements determined in accord with § 390-50 of this chapter. Such cross drains as may be necessary shall also be installed under the road in accord with the drainage plan. Pipes shall be installed at such depth and in such manner as dictated by the site; and no pipe shall be installed that is less than 15 inches in diameter with a minimum 0.5% slope for cross drainage. (See § 390-50 for additional requirements.)" *A drainage analysis shall be provided and the plans revised to reflect cross pipes based on the calculations.*
66. In accordance with Section 390-49.A.(4), "Monuments shall be set at all outbound locations where permanent monuments did not exist at the time of the perimeter survey unless site conditions preclude the installation, and the missing monument shall be noted on the final plan. Existing monuments shall not be removed." *The plans do not show any existing monumentation; therefore, the plans shall be revised to provide the required monuments at each change of direction along the outbound of the entire property.*
67. Per Section 390-50.D.(3), "Side slopes. Whenever possible, the side slopes and basin shape shall conform to the natural topography. When such design is impracticable, the construction of the basin shall utilize slopes as flat as possible to blend the structure into the terrain." *The proposed contours are not legible.*
68. Per Section 390-50.D.(4), "Water depth. The maximum water depth, measured from the invert of the lowest outlet orifice to the peak one-hundred-year water surface elevation, shall not exceed five feet." *Proposed Berms 1-2 and 1-3 exceed the ordinance limitations for depth in the 100-year storm at 6.00 and 5.35 feet, respectively. The designs shall be revised.*
69. Per Section 390-50.D.(5), "Embankment slope. The maximum slope of the earthen detention basin embankments shall be four horizontal to one vertical." *The grading plans are illegible at the scale provided and the contours are not labeled.*
70. Per Section 390-50.D.(6), "Setback. The top or toe of any slope shall be located a minimum of five feet from any property line unless other ordinance provisions require a larger setback." *The toe of the slope for several basin berms are located less than 5 feet from the property lines and must be revised.*



71. Per Section 390-50.D.(7), "Top width. The minimum top width of the detention basin berm shall be 10 feet." *The top widths of the basin berms are not dimensioned and lack the required information to verify conformance.*
72. Per Section 390-50.D.(8), "Minimum. In order to ensure proper drainage on the basin bottom, a minimum grade of 2% shall be maintained for areas of sheet flow." *The basin contours are unlabeled and lack the required information to verify conformance.*
73. Per Section 390-50.D.(10), "Permanent ponds. If permanent ponds are used, the developer shall demonstrate that such ponds are designed to protect the public health and safety." *Due to the lack of information provided, it is unclear if there is any intent for permanent ponds.*
74. In accordance with Section 390-50.D.(11)(a) "Emergency overflow facilities shall be provided for detention facilities to handle runoff in excess of design flows." *It is unclear as to where the emergency overflows for the basin berms are located and no details have been provided. This must be addressed by the design engineer.*
75. In accordance with Section 390-50.D.(15), "Embankment placement. All detention/retention basin embankments shall be placed in a maximum of eight-inch lifts compacted to a minimum of 95% of modified proctor density, as established by ASTM D-1557. Prior to proceeding to the next lift, the compaction shall be checked by the Township Engineer or a certified soils engineer. Compaction tests shall be run on the leading and trailing edge of the berm along with the top of berm." *A note outlining these requirements shall be added to the plans.*
76. In accordance with Section 390-50.D.(17), "Cutoff trench. A cutoff trench (keyway) of impervious material shall be provided under all embankments that require fill material. The cutoff trench shall be a minimum of eight feet wide, two feet deep and have side slopes of one-to-one." *The required cutoff trench and embankment details shall be added to the plans.*
77. In accordance with Sections 390-51.A. and B., "All soil erosion and sedimentation control plans shall meet the specifications of the Monroe County Conservation District and PA DEP, and shall comply with Commonwealth of Pennsylvania, Title 25, Chapter 102, Department of Environmental Protection regulations for soil erosion and sedimentation control", and, "Preliminary plan approval shall be conditioned on all required approvals and permits from the Monroe County Conservation District and/or PA DEP." *The proposed site disturbance is greater than one (1) acre, therefore an NPDES Permit is required. A copy of the NPDES Permit and letter of determination of erosion and sediment control adequacy shall be provided to the Township, as well as any correspondence between the Applicant and Monroe County Conservation District and PADEP.*
78. In accordance with Section 390-53, "All utility lines required to service the subdivision shall be planned in cooperation with the respective utility companies. A letter shall accompany the subdivision or land development plan stating that the utility plan has been reviewed by the applicable utility company, such plan is approved, and service will be available. All cables, wires, conduits, pipes, and lines servicing the development shall be subject to the requirements set forth in this chapter." *Documentation shall be submitted to the Township as required by this Section.*



79. In accordance with Section 390-55.B., “Minimum number of trees; preservation of existing vegetation. Unless other provisions of this chapter require more trees or vegetation, each development site shall include a minimum of 12 deciduous or evergreen trees for each one acre.” *Sheet L-101 contains a Compliance Chart which states that the existing vegetation to remain meets this requirement; however, nothing has been provided to support this statement. Additional information on the existing trees to remain shall be provided to demonstrate compliance with this requirement.*
80. In accordance with Section 390-55.B.(1), “Preservation of existing vegetation. Each mature tree, tree mass, or woodland on the site shall be designated “TO REMAIN” or “TO BE REMOVED” and shall be shown on the plan” in accordance with the criteria in this section. Additionally, Section 390-55.B.(1)(a) states “All subdivisions and land developments shall be laid out in such a manner as to minimize the removal of healthy trees and shrubs on the site. Mature trees (six inches or greater dbh) shall be preserved insofar as possible; and special consideration shall be given to major specimen trees (12 inches or greater dbh). The plan shall show the location of major specimen trees in areas of the site proposed for development, and the edge of existing woodlands.” *The plans shall identify any specimen trees. This information should be provided on the existing features/demolition plan.*
81. Pursuant to Section 390-55.B.(2), “Protection of existing vegetation. Existing vegetation designated “TO REMAIN” in accord with Subsection B(1)(c), above, shall be identified in the field prior to any clearing and shall be physically protected throughout the construction process. A temporary physical barrier, such as a snow fence, shall be erected a minimum of one foot outside the dripline on all sides of individual trees, tree masses, or woodlands prior to major clearing or construction. The barrier shall be placed to prevent disturbance to, or compaction of, soil inside the barrier and shall remain until construction is complete. The barrier shall be shown on the landscape plan,” *Tree protection fencing shall be shown on the landscape plans.*
82. Per Section 390-55.B.(6), “Clear sight triangles. All landscaping shall comply with the sight distance requirements of this chapter, including intersections of public streets and access drives of commercial, industrial, and multifamily developments.” *The clear sight triangles shall be shown on the landscaping plan.*
83. Per Section 390-55.B.(7), “Topsoil protection. Topsoil shall not be permanently removed from a lot except from areas that will be covered by buildings or paving. This shall not prohibit the temporary movement and storage of topsoil during construction.” *A note to this effect shall be added to the plans.*
84. Per Section 390-55.D.(1)(a), “Street trees required. Street trees shall be required: Along all existing streets abutting or within the proposed subdivision or land development.” In addition, Per Section 390-55.D.(2), “Waiver for existing vegetation. The street tree requirement may be waived by the Township where existing vegetation is considered sufficient to provide effective screening and to maintain scenic views of open space, natural features, or other valued features.” Per Section 390-55.D.(3)(d), “Trees shall be planted at a ratio of at least one tree per 50 linear feet of frontage or fraction thereof. Trees shall be distributed along the entire frontage of the property, although they need not be evenly spaced.” *Sheet L-101 contains a Compliance Chart which states that the*



existing vegetation to remain meets this requirement; however, nothing has been provided to support this statement. Street tree requirements for Summit Road (and Dyson Road) shall be calculated based on the actual frontage of the property (both pieces) with no exclusions for the access drives. Additional information on the existing trees shall be provided to demonstrate that the existing vegetation is sufficient and/or additional trees shall be provided to meet the ordinance requirements.

85. Per Section 390-55.E.(1), "Stormwater basins and associated facilities. Landscaping shall be required in and around all stormwater management basins in accord with the most current PA DEP Best Management Practices Manual and the following:..." *The plans must be revised to provide the required basin landscaping and ground cover.*
86. Per Section 390-55.E.(3), "Basin grades. Minimum grades inside stormwater basins shall be 1% unless infiltration is an integral part of the design; and maximum side slopes of the basin shall be 33% (3:1 slope)." *The plans currently do not contain enough information nor are they legible to determine if the basins comply with these ordinance requirements. The plans shall be revised to demonstrate compliance.*
87. In accordance with Section 390-55.F.(3)(c) and Table 390-55-1, "The width and quantity and type of plants required shall be determined by the intensity of the proposed land use and the adjacent land use, vacant land, or zoning district, according to Table 390-55-1." *Sheet L-101 contains a Compliance Chart which states that the provided buffer "complies", but there are no planting calculations to support this statement. The buffer calculations/tabulation shall include the property line lengths for ALL property lines, the intensity of the buffer, and the required and provided number of plants for each buffer. Each buffer area location shall be clearly depicted and labeled on the plans with its length and provided plantings. The buffer lengths currently shown in the Chart are incorrect.*
88. In accordance with Section 390-55.F.(3)(f)[4], "A variety of tree species is required". *The plan shall demonstrate compliance with the required maximum percentage of any one species.*
89. In accordance with Section 390-55.F.(4)(c), "The type of site element screen required shall be determined by the site element and the adjacent existing land use or zoned use in the case of vacant land, according to Table 390-55-2." *Site element screens and calculations for the detention basins (berms) must be provided on the Landscaping Plan.*
90. In accordance with Section 390-55.I.(2)(k), "A detailed cost estimate shall be submitted, showing the value of all proposed landscaping, including all labor and materials." *The required cost estimate for the project shall include the proposed landscaping. This will be required with the final plan.*
91. Any site lighting shall comply with the requirements outlined in Section 390-56. *The submitted plans do not contain any information on whether or not lighting is proposed. Lighting plans conforming to the ordinance requirements shall be submitted or a note added to the plan stating that there is no lighting.*



92. Per Section 390-57.A., “Identification. If a proposed subdivision or land development includes any area that is suspected of being a wetland, then a professional wetland delineation may be required.” *Sheet C-101 references a wetland report prepared by ECS Mid-Atlantic, LLC. This report shall be provided to the Township.*
93. Per Section 390-57.E., “Protection. Where the study shows the existence of wetland areas, the delineated boundary shall be properly fenced to prevent encroachment. Snow fence or other acceptable material shall be used (the use of silt fence is not acceptable). The fence shall be properly installed, at a minimum distance of 20 feet outside the delineated boundary, prior to any construction or issuance of building permits. No land shall be disturbed within any required buffer area except in accord with Township requirements. The fence must be properly maintained until all occupancy permits have been issued and/or for the extent of all construction.” *The required snow fence shall be provided on the Erosion & Sedimentation Control Plans and its installation included in the construction sequence.*
94. In accordance with the Section 390-58 Common Open Space, Recreation Areas, and In-Lieu Fees:
- A. Section 390-58.3B.(1), “This §390-58 shall apply to any subdivision for which a preliminary plan or a combined preliminary/final plan and any land development for which a plan is submitted after the effective date of this §390-58.”
 - B. Section 390-58.C.(1), “The proposal for common open space, installation of recreation facilities and/or fees shall be offered for review by the Planning Commission and the Pocono Township Park and Recreation Committee.”
 - C. Section 390-59.F., “Fees. If the Board of Commissioners and the applicant agree that a proposed subdivision or land development will pay fees-in-lieu of dedicating open space, this fee shall be as established by the Township Fee Schedule, which may be updated by resolution of the Board of Commissioners.”
 - D. Section 390-58.K., “Timing of nonresidential fees. Fees required by this §390-58 for any nonresidential subdivision or land development shall be paid prior to the recording of the final plan of a subdivision or land development, as applicable.”

*The plans do not propose any open space to be dedicated to the Township, therefore, the Applicant shall pay the applicable in-lieu fees, as required by Section 390-58. Should it be determined that open space is required and a fee in-lieu-of will be provided, that fee will be \$44,478.00 (31.77 acres disturbed * \$1,400.00).*

95. In accordance with the Section 390-60, “Applicability. Traffic impact study shall be submitted to the Township, as part of a preliminary plan and final plan for any subdivision or land development application expected to generate more than 250 new trips per day; for residential subdivisions or land developments containing 15 or more dwelling units or residential lots in the aggregate; or all nonresidential developments (with the exception of agricultural development) with buildings containing in excess of 20,000 square feet of floor space in the aggregate; development of any kind impacting 30 acres of land or more in the aggregate.” *Since the development proposes impacting more than 30 acres of land, a Traffic Impact Study is required.*



STORMWATER MANAGEMENT ORDINANCE COMMENTS

96. Per Section 365-8.E., “The existing points of concentrated drainage that discharge onto adjacent property shall not be altered in any manner which could cause property damage without permission of the affected property owner(s) and shall be subject to any applicable discharge criteria specified in this chapter.” *It appears there is a point of concentrated drainage along the eastern property line at the Lehman property. The design engineer shall evaluate this point in the pre and post development conditions to verify that there is no increase in discharge.*
97. Per Section 365-8.G., “Where a development site is traversed by existing watercourses, drainage easements shall be provided conforming to the line of such watercourses. The terms of the easement shall conform to the stream buffer requirements contained in § 365-101(7) of this chapter.” *The required drainage easement shall be provided for the existing watercourse.*
98. Per Section 365-8.M., “All stormwater runoff, other than rooftop runoff discussed in Subsection L above, shall be treated for water quality prior to discharge to surface or groundwater.” *Water quality for stormwater runoff shall be addressed.*
99. Per Section 365-9.B.(4), Applicants shall “Identify site-specific predevelopment drainage areas, discharge points, recharge areas to be preserved and hydrologic soil groups A and B to be utilized for recharge.” *The pre and post drainage area plans show a POI001 and POI002; however, we are unable to confirm the drainage areas or the study points because the scale and lack of labeling makes the plan generally illegible.*
100. In accordance with Section 365-10.I.(6)(b), Wetland buffer delineation. “A fifty-foot buffer, measured perpendicular to and horizontally from the edge of the delineated wetland, shall be maintained for all wetlands, with the exception of the Cranberry Bog, where the buffer shall be 75 feet measured perpendicular to and horizontally from the edge of the Cranberry Bog. In addition, where the 300 feet of land adjacent to the edge of a delineated wetland has an average upland slope greater than 5%, the minimum buffer width shall be increased by four feet for each percent of slope at or above 5%, subject to a maximum cumulative buffer of 100 feet.” *The plans incorrectly show a 20-foot wetland buffer. The plans must be revised accordingly.*
101. In accordance with Section 365-11.A.(2)(b), “Infiltration BMPs intended to receive runoff from developed areas shall be selected based on suitability of soils and site conditions and shall be constructed on soils that have the following characteristics: (a) A minimum depth of 24 inches between the bottom of the BMP and the limiting zone. (b) An infiltration and/or percolation rate sufficient to accept the additional stormwater load and drain completely as determined by field tests conducted by the applicant's design professional, and (c) The recharge facility shall be capable of completely infiltrating the recharge volume within three days.” *The report indicates that testing has not been performed. Testing information must be provided for the proposed infiltration BMPs.*
102. In accordance with Section 365-11.A.(3), “The size of the recharge facility shall be based upon the following volume criteria:

(a) NRCS Curve Number Equation.



[1] The NRCS runoff shall be utilized to calculate infiltration requirements (P) in inches.

For zero runoff: $P = I \text{ (Infiltration) (in.)} = (200/CN) - 2$ Equation 365-11.1

Where: CN=SCS (NRCS) curve number of existing conditions contributing to the recharge facility.

[2] This equation is displayed graphically in, and the infiltration requirement can be determined from Figure 365-11.

[3] The recharge volume (Re_v) required would therefore be computed as:

$Re_v = I * \% \text{ impervious area} / 12$ Equation 365-11.2

Where: I = infiltration requirements (in.)"

Recharge calculations, meeting these Township requirements, shall be provided within the stormwater report.

103. In accordance with Section 365-11.B., "Soils. A detailed soils evaluation of the project site shall be required to determine the suitability of recharge facilities. The evaluation shall be performed by a qualified design professional, and, at a minimum, address soil permeability, depth to bedrock and subgrade stability." *The required soils evaluation shall be provided and the design professional under whose supervision the evaluation was performed shall be identified.*
104. In accordance with Section 365-12.E., "Off-site areas. Off-site areas that drain through a proposed development site are not subject to release rate criteria when determining allowable peak runoff rates. However, on-site drainage facilities shall be designed to safely convey off-site flows through the development site." *From the topography, it appears that significant off-site and upslope runoff reaches the proposed BMPs. The calculations shall be revised accordingly to consider this area.*
105. In accordance with Section 365-13.B, "All calculations consistent with this chapter using the Soil Cover Complex Method shall use the appropriate design rainfall depths for the various return period storms according to the region in which they are located as presented in Table B-1 in Appendix A^{III} of this chapter. If a hydrologic computer model such as PSRM or HEC-1 is used for stormwater runoff calculations, then the duration of rainfall shall be 24 hours. The NRCS "S" curve shown in Figure B-1, Appendix A of this chapter, shall be used for the rainfall distribution." *The Stormwater Management Report utilizes rainfall values from NOAA Atlas 14, Volume 2, Version 3, location Swiftwater, PA".*
106. Per Section 365-13.C, "For the purposes of existing conditions flow rate determination, undeveloped land shall be considered as "meadow" in good condition, unless the natural ground cover generates a lower curve number or Rational "C" value, as listed in Table B-2 or B-3 in Appendix A of this chapter." *Pre-development curve number calculations meeting this section must be provided.*
107. Per Section 365-14.A, "Any stormwater management facility (i.e., BMP, detention basin) designed to store runoff and requiring a berm or earthen embankment required or regulated by this chapter shall be designed to provide an emergency spillway to handle flow up to and including the 100-



year proposed conditions. The height of embankment must provide a minimum 1.0 foot of freeboard above the maximum pool elevation computed when the facility functions for the 100-year proposed conditions inflow. Should any stormwater management facility require a dam safety permit under PA DEP Chapter 105, the facility shall be designed in accordance with Chapter 105 and meet the regulations of Chapter 105 concerning dam safety which may be required to pass storms larger than the 100-year event.” *The design engineer shall demonstrate that the emergency spillways and berm embankments meet the requirements of this Section.*

108. Per Section 365-14.E, “Adequate erosion protection shall be provided along all open channels, and at all points of discharge.” *The plans show several channels which require erosion control protection.*
109. In accordance with Section 365-15.A, “Any earth disturbance must be conducted in conformance with Pennsylvania Title 25, Chapter 102, Erosion and Sediment Control.” *The proposed disturbance is greater than one acre, therefore, a NPDES Permit from the Monroe County Conservation District is required. All correspondence with, submissions to, and NPDES Permit from the County Conservation District, shall be provided to the Township.*
110. In accordance with Sections 365-17 and 365-19.A.(4), “For any of the activities regulated by this chapter, the preliminary or final approval of subdivision and/or land development plans, the issuance of any building or occupancy permit, or the commencement of any earth disturbance may not proceed until the applicant or his/her agent has received written approval of a stormwater management site plan from the municipality, an adequate erosion and sediment control plan review by the Conservation District and an NPDES permit from the DEP, if required.” *The proposed disturbed area is greater than one (1) acre, therefore an NPDES Permit is required. The Applicant shall provide a copy of the NPDES Permit and the Letter of Determination of Adequacy from the Monroe County Conservation District, as well as any correspondence pertaining to the review.*
111. Per Section 365-19., “The stormwater management site plan shall consist of a general description of the project, including sequencing items described in § 365-10, calculations, maps, plans and a consumptive use tracking report. A note on the maps shall refer to the associated computations and erosion and sediment control plan by title and date. The cover sheet of the computations and erosion and sediment control plan shall refer to the associated maps by title and date. All stormwater management site plan materials shall be submitted to the municipality in a format that is clear, concise, legible, neat, and well organized, in the opinion of the municipality; otherwise, the stormwater management site plan shall not be accepted for review and shall be returned to the applicant. The following items shall be included in the stormwater management site plan:” *A Stormwater Management Site Plan (PCSM) meeting the requirements of this section shall be provided. The plans shall contain a note referencing the Post-Construction Stormwater Management Report with date and subsequent revision dates.*
112. In accordance with Section 365-19.B.(7), “Soil names and boundaries; along with any limitations associated with the soil type and the proposed resolution of the listed limitations.” *PCSM Plans must be provided and the soil boundaries and resolutions included on those plans.*



113. Per Section 365-19.B.(8), the stormwater site plan shall contain “Limits of earth disturbance, including the type and amount of impervious area that would be added.” *PCSM Plans must be provided and the required impervious area information included on those plans. Additionally, the Limit of Earth Disturbance shall be shown.*
114. Per Section 365-19.B.(12), “A graphic and written scale of one inch equals no more than 50 feet; for tracts of 200 acres or more, the scale shall be one inch equals no more than 100 feet.” *Since this tract is less than 200 acres, the PCSM plans shall be provided at a scale of 1-inch equals no more than 50 feet.*
115. In accordance with Section 365-19.B.(14), “The total tract boundary and size with accurate distances to hundreds of a foot and bearings to the nearest second.” *PCSM Plans must be provided and this information must be provided on those plans.*
116. In accordance with Section 365-19.B.(19), the stormwater site plan shall contain “A fifteen-foot-wide access easement to and around all stormwater management facilities that would provide ingress to and egress from a public right-of-way.” *This easement shall be provided on the plan.*
117. In accordance with Section 365-19.B.(22), “A statement, signed by the applicant, acknowledging that any revision to the approved stormwater management site plan must be approved by the municipality and that a revised E&S plan must be submitted to the Conservation District for a determination of adequacy” shall be included. *This statement shall be added to the Cover Sheet with the other acknowledgements.*
118. In accordance with Sections 365-19.C.(1)(f) and 365-28.B, “An operation and maintenance plan in accordance with §365-28 of this chapter is required.” “The plan shall establish responsibilities for the continuing operation and maintenance of all proposed stormwater management facilities.” “Both the owner and developer of the development site shall be responsible for maintenance of the stormwater management facilities unless the Board of Commissioners shall otherwise agree.” *An Operation and Maintenance Plan for the Stormwater Management facilities must be provided.*
119. In accordance with Sections 365-19.D.(1), “All stormwater management facilities must be located on a plan and described in detail. Plan and profile drawings of all SWM BMPs, including drainage structures, pipes, open channels, and swales.” *Profile drawings for all drainage structures, pipes, channels, and swales must be provided.*
120. In accordance with Section 365-21.I., “The applicant shall be responsible for completing record drawings of all stormwater management facilities included in the approved stormwater management site plan. The record drawings and an explanation of any discrepancies with the design plans shall be submitted to the Municipal Engineer for final approval prior to the issuance of any occupancy permits. In no case shall the municipality approve the record drawings until the municipality receives a copy of an approved declaration of adequacy and/or highway occupancy permit from the PennDOT District Office (if required), NPDES Permit, consumptive use tracking report, and any other applicable permits or approvals from PA DEP or the Conservation District. The above permits and approvals must be based on the record drawings. This means that if there are changes during construction, the record drawings must be submitted to the PA DEP and the



Conservation District for an updated approval if this was not done previously.” *A copy of the NPDES Permit shall be provided to the Township and it shall be noted on the Plans, that if there are changes during construction, the record drawings must be submitted to the PADEP and the Conservation District for an updated approval, if this was not done previously.*

121. In accordance with Section 365-27.A., “For subdivisions and land developments, the applicant shall provide a performance guarantee to the municipality for the timely installation and proper construction of all stormwater management controls as required by the approved stormwater management site plan in the amount and method of payment provided for in Chapter 390, Subdivision and Land Development.” *A construction cost estimate for the stormwater management facilities shall be provided to the Township to determine the amount to be required for the performance guarantee. The performance guarantee shall be provided to the Township as part of the final plan submission.*
122. In accordance with Section 365-27.C., “At the completion of the project, and as a prerequisite for the release of the performance guarantee, the applicant or his representatives shall:
 - 1) Provide a certification of completion from a Pennsylvania-licensed professional engineer, verifying that all required stormwater management facilities have been constructed according to the plans and specifications and approved revisions thereto as follows:

“I (Design Engineer), on this date (date of signature) hereby certify that the stormwater management facilities have all been installed in accordance with the approved Stormwater Management Site Plan for (name of project) and in compliance with the design standards and requirements of the Ordinance.”
 - 2) Provide a set of record drawings with a certification from the contractor on the record drawings that states:

“I, (insert signer’s name), state that I am the (insert position) of (insert name of contractor) on this date (date of signature), hereby certify (1) that I am duly authorized to make this certification of behalf of (insert name of contractor), and (2) that all stormwater management facilities have been constructed according to the approved plans and specifications and approved revisions thereto.””

The certification and drawings shall be prepared and provided as required by this Section. A note shall be added to the plans to reference the requirements of this Section.

123. In accordance with Section 365-29., “Prior to approval of the site’s stormwater management site plan, the applicant shall sign and record a maintenance agreement in form and substance satisfactory to the Board of Commissioners, covering all stormwater control facilities that are to be privately owned.” *This shall be completed at the time of final plan approval and as required by this Section.*



OTHER ORDINANCE COMMENTS

124. Per Section 220-8.A.(3), “An as-built plan of the facility prepared by a registered professional land surveyor, engineer, or registered landscape architect, licensed in the Commonwealth of Pennsylvania, shall be submitted to the Township for review to verify adequate stage/storage capacity prior to commencement of other site activity.” *A note shall be added to the plans to reference the requirements of this Section.*
125. Per Section 220-8.B., “Slopes greater than 3:1 are allowed but require stabilization with vegetated E&S matting, appropriately sized stone, or other approved stabilization method. Design calculations prepared by a registered professional land surveyor, engineer, or registered landscape architect demonstrating the stability of the stabilization method should be provided along with all applicable details.” *Stabilization and design calculations shall be provided for all slopes greater than 3:1.*
126. Per Section 220-8.C., “Edges of newly created slopes shall be a minimum of five feet from property lines, ultimate/future right-of-way lines of streets, and easements to permit the normal rounding of the edge without encroachment on the abutting property, right-of-way, or easement.” *The submitted plans propose grading less than 5 feet from property lines and across property lines. The grading shall be revised accordingly.*

MISCELLANEOUS COMMENTS

127. The Township Land Development Plan (LDP) No. 1439 shall be placed in the lower right-hand corner of all plan sheets and provided on all subsequently submitted documents.
128. A topographic survey prepared by Control Point Associates, Inc. is referenced on the Cover Sheet and shall be provided to the Township for review.
129. The address of Pocono Township on the Cover Sheet shall be revised to reflect their new offices at “205 Old Mill Road”.
130. The Design Engineer’s Stormwater Management Certification on the Cover Sheet has two (2) different names associated with it. This shall be corrected to reflect the engineer certifying the plans.
131. A One Call serial number shall be provided.
132. All line types shall be included in the plan legend. Many of the line types in the plan set are not shown in the limited legend on Sheet C-102.
133. The construction material and purpose of the Laydown Areas shall be identified and clarified.
134. The type of equipment to be placed on the “equipment” pads shall be identified.
135. The edge of the existing pavement for Summit and Dyson Roads shall be shown on the Site and Grading plans.



136. The Emergency Vehicle Truck Turning Plan Sheet C-304 must show how the vehicle turns around at each driveway terminus. The truck shall not be required to back out onto Summit Road.
137. Existing and proposed contours on the grading plans must be labeled. The plans are poorly presented and are generally unreadable.
138. The grading plans must show spot elevations at critical grade points including, but not limited to, high points and low points.
139. The grading plans contain numerous proposed contours that do not appear to correctly tie into the existing contours. The design engineer shall review and revise the plans accordingly.
140. The grading plans contain numerous areas of conflicting proposed grading and overwrites that contribute to illegibility of the plans. The design engineer shall review and revise the plans accordingly.
141. The stormwater facility identification names shall be labeled on the plans.
142. It is unclear why the proposed equipment pads and laydown areas are proposed to be steeply graded at both arrays. It appears these areas should be flat. The design engineer should review the design.
143. The proposed fence on Sheet C-403 is shown to cross one of the unlabeled stormwater basins. The fence must be relocated out of the basin area.
144. There are two (2) heavy line types on the drainage area plans. The line types must be identified or labeled.
145. The drainage area maps contain several labels with leader lines that are not visible. The plans shall be made to be legible.
146. A portion of the drainage area at Array B is noted to "Bypass to POI 1". It is unclear, based on the submitted drainage plans as to how this runoff would reach POI 001. The plans shall clearly depict the contours and spot elevations to support this assertion.
147. The time of concentration (Tc) paths must be shown on the drainage area plans for review and verification.
148. On the Soil Erosion and Sediment Control Plans (Sheets C-802 and C-803), proposed grading is shown outside of the LOD/NPDES line. Additionally, the LOD/NPDES line is shown to cross outside of the subject property in several locations. The LOD/NPDES line must be corrected.
149. On Sheet C-803, the LOD/NPDES line extends along the northeasterly property line and along Paweda Hill with a width of 50 feet. There does not appear to be any proposed construction in this area so it is unclear as to why it is depicted in this manner as Paweda Hill is a private road. The LOD/NPDES line shall be corrected.



150. The notes on Sheets C-804 and C-805 are incomplete in many locations. The design engineer shall complete the notes.
151. A construction sequence shall be added to the Erosion and Sediment Control Notes and Details sheet.
152. The seeding specifications on Sheet C-804 must be consistent with those on Sheet L-104.
153. The overflow berm/spillway height on the Typical Infiltration Berm Detail on Sheet C-805 is incorrect and must be revised.
154. The solar panels on Sheet C-901 are shown with an angle of 60° while the Glare Study references a “30° fixed tilt racking system”. This shall be clarified and the references made to be consistent.

The above comments represent a thorough and comprehensive review of the information submitted, with the intent of giving the Township the best direction possible. However, due to the number and nature of the comments in this review, the receipt of new information may generate new comments.

We recommend the above comments be addressed to the satisfaction of Pocono Township, prior to approval of the Preliminary Land Development Plan.

In order to facilitate an efficient re-review of revised plans, the Design Engineer shall provide a letter, addressing item by item, their action in response to each of our comments.

If you should have any questions, please call me.

Sincerely,

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

JST/arm

cc: Jerrod Belvin – Pocono Township Manager
Lindsay Scerbo – Zoning Officer
Leo DeVito, Esq. – Township Solicitor
Lisa Pereira, Esq. – Broughal & DeVito, LLP
Swiftwater Pond, LLC – Applicant
Paradise Summit, LLC – Property Owner
Mary Bachert, RLA, LLA – Bohler Engineering mbachert@bohlereng.com
Kristina Heaney – Monroe County Conservation District
Amy R. Montgomery, P.E. – T&M Associates
Melissa E. Hutchison, P.E. – T&M Associates

TEMPORARY ACCESS AND CONSTRUCTION EASEMENT

THIS TEMPORARY ACCESS AND CONSTRUCTION EASEMENT (the “Agreement”) is made this ____ day of _____, 2025, by and between **POCONO HERITAGE LAND TRUST**, (the “GRANTOR”) and the **TOWNSHIP OF POCONO**, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania (the “TOWNSHIP”).

WITNESSETH

WHEREAS, GRANTOR is the owner in fee simple of a certain parcel of land situated in Pocono Township, Monroe County, Pennsylvania, known as Monroe County Tax Parcel No. 12.94360 (the “Premises”); and

WHEREAS, the TOWNSHIP is installing sanitary sewer lines on the Premises (the “Project”); and

WHEREAS, in order to perform the construction of the sanitary sewer lines, the TOWNSHIP requires a temporary access and construction easement on GRANTOR’s Premises as more fully set forth in Exhibit “A” and Exhibit “B”, attached hereto and made a part hereof (the “Easement”).

NOW, THEREFORE, for value received and intending to be legally bound, the GRANTOR consents and agrees as follows:

1. All “WHEREAS” clauses are hereby incorporated by reference.
2. The GRANTOR hereby consents to and grants to the TOWNSHIP, its agents, contractors, subcontractors and representatives a temporary access and construction easement described in Exhibit “A” and depicted in Exhibit “B”, subject to the terms and conditions set forth herein.

3. The TOWNSHIP shall:

a. restore any disturbed areas within the Easement upon completion of the construction to substantially the same condition in which it existed as of the commencement of the Project, including installation of replacement sod, but excluding the replacement of any trees removed, if those trees are removed with the written consent of GRANTOR; and

b. assume financial responsibility for any damages sustained to GRANTOR's Premises due to the Project; and

c. require any contractor who performs services on the Premises to name GRANTOR as an additional insured on that contractor's general liability and completed operations insurance policies.

4. The Easement shall remain in effect for a period of one hundred eighty (180) days after the completion of the initial construction of the Project.

5. This Agreement shall be binding upon the parties hereto, their personal representatives, successors and assigns, and shall not be altered, amended or vacated, except by the express written consent of all parties hereto.

6. This Agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement.

7. This Agreement may be executed in several counterparts and all so executed shall constitute one Agreement, binding on all the parties hereto even though all parties are not signatories to the original or the same counterpart.

8. Except as otherwise provided within this Agreement, neither party hereto may transfer or assign this Agreement without prior written consent of the other party.

9. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

[Remainder of page intentionally left blank. Signature page follows.]

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year
first above written.

WITNESS:

POCONO HERITAGE LAND TRUST

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

ATTEST:

TOWNSHIP OF POCONO

By: _____
Name: Jerrod Belvin
Title: Township Manager

By: _____
Name: Richard Wielebinski
Title: President, Board of Commissioners

EXHIBIT "A"



**LEGAL DESCRIPTION
PARCEL 12.94360
POCONO HERITAGE LAND TRUST
TEMPORARY EASEMENT
WINDING CREEK ROAD, POCONO TOWNSHIP, PA**

Together with a temporary construction easement, that shall remain in effect for a period of one hundred eighty (180) days after the completion of the initial construction on said parcel.

Beginning at the northeasterly corner of the permanent easement described above on the lands of the grantor herein,

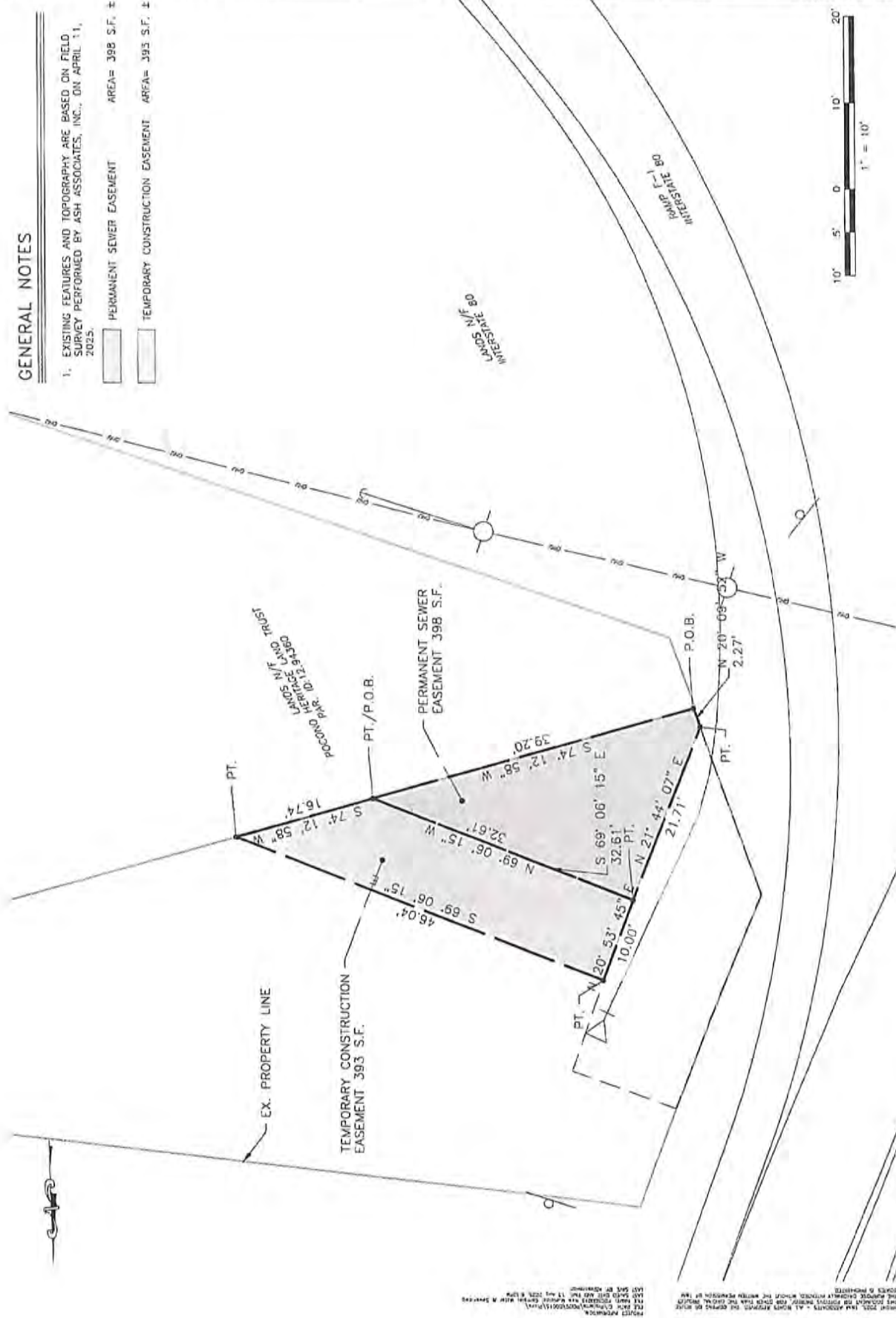
- 1) Thence through the land of the grantors herein, North 69 degrees, 6 minutes, and 15 seconds West (N 69°6'15" W) a distance of thirty-two and sixty-one hundredths (32.61) feet to a point;
- 2) Thence along the dividing line of the grantors herein and easement now or formerly of Brodhead Creek Regional Authority., North 20 degrees, 53 minutes, and 45 seconds East (N 20°53'45" E) a distance of ten feet (10.00) feet to a point;
- 3) Thence through the lands of the grantors herein, South 69 degrees, 6 minutes, and 15 seconds East (S 69°6'15" E) a distance of forty-six and four hundredths (46.04) feet to a point;
- 4) Thence along the dividing line of the grantors herein and lands now or formerly of Fitzmaurice Community Services, Inc., South 74 degrees, 12 minutes, and 58 seconds West (S 74°12'58" W) a distance of sixteen and seventy-four hundredths (16.74) feet back to the place of Beginning.

Containing 393 square feet, more or less.

Said temporary construction easements also being shown on "Pocono Heritage Land Trust Easement Plan" attached hereto and made a part of hereof.



EXHIBIT "B"



SEWER EASEMENT AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2025, by and between **POCONO HERITAGE LAND TRUST**, with an address of 1539 Cherry Lane Road, East Stroudsburg, PA 18301, party of the first part (hereinafter referred to as the “GRANTOR”); and the **TOWNSHIP OF POCONO**, a Pennsylvania township of the first class, having its principal office at 205 Old Mill Road, Tannersville, PA 18372, party of the second part (hereinafter referred to as the “GRANTEE”).

WITNESSETH:

THAT in consideration of the sum of ONE and 00/100 (\$1.00) DOLLAR, the receipt whereof is hereby acknowledged, the covenants and agreements hereinafter contained, and for other good and valuable consideration, the GRANTOR has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the GRANTEE, its successors and assigns;

ALL THAT CERTAIN permanent easement and right-of-way for the purpose of constructing, reconstructing, laying, relaying, installing, improving, extending, maintaining, operating, inspecting, repairing, replacing and/or removing sanitary sewer lines (including but not

limited to sewer mains, force mains, casings, laterals, ground stabilization improvements, valves, boxes, wires, manholes and vaults), and all appurtenances thereto (collectively the "Sewer Lines"), and for the transportation of sewage through said Sewer Lines and connections thereto, in, on, over, under, through and across the lands of the GRANTOR situate in the Township of Pocono, County of Monroe, and Commonwealth of Pennsylvania, bounded and described as set forth in the legal description and plan prepared by T & M Associates, both dated August 13, 2025, which are attached hereto as Exhibit "A" and Exhibit "B" respectively, and incorporated herein and made a part hereof by reference. The said Sewer Lines shall be maintained or reconstructed pursuant to plans and specifications, as they may be amended, on file in the office of the GRANTEE and shall be subject to resolution or resolutions now in effect, or hereinafter adopted, affecting and governing said Sewer Lines.

TOGETHER with the right of the GRANTEE, as well as GRANTEE'S successors, assigns, contractors, subcontractors, agents and employees, of free ingress, egress and regress with personnel, materials, machinery and equipment for the purpose of constructing, reconstructing, laying, relaying, installing, improving, extending, maintaining, operating, inspecting, repairing, replacing and removing said Sewer Lines.

ALSO TOGETHER with the permanent and unlimited right of ingress, egress, and regress in, on, over, along, through, upon and across all entrance roads, exit roads, parking areas and driving lanes, from the public rights-of-way to and from the above described permanent easement and right-of-way.

GRANTEE and its successors, assigns, contractors, subcontractors, agents and employees shall have full and free use of the said easements and rights-of-way for the purposes named and shall have all rights and privileges as reasonably necessary to the exercise of the said

easements and rights-of-way, including the right to use the adjoining land of GRANTOR, where necessary.

GRANTOR agrees not to erect, nor allow to be erected, any building or structure of any kind in, upon or over said easements and rights-of-way, but GRANTOR shall have the right to fully use and enjoy the said premises in any manner not inconsistent with the easements, rights-of-way and privileges hereby granted to GRANTEE.

GRANTOR reserves the right to use the above-described easement areas and to grant such other easements, rights or privileges to such other persons and for such purposes, as GRANTOR, in its discretion, may elect, so long as such purposes do not unreasonably interfere with the easements hereby granted to GRANTEE.

GRANTEE shall have the right to enter upon the lands of GRANTOR for the purpose of exercising the rights and privileges of GRANTEE contained in this Agreement, and the right to trim, cut, remove or control by any reasonable means, any and all trees, bushes and/or undergrowth which may interfere with, or endanger the safe and efficient operation and construction of, the Sewer Lines.

After constructing, reconstructing, laying, relaying, installing, improving, extending, maintaining, operating, inspecting, repairing, replacing and/or removing said Sewer Lines, GRANTEE shall be responsible for promptly restoring, at its sole cost and expense, GRANTOR'S property to as near to the condition as previously existed as may be practicable, if GRANTOR'S property is damaged or destroyed as a result of the construction, maintenance, repair, replacement, extension, removal or operation of the Sewer Lines.

GRANTEE agrees to indemnify and hold GRANTOR harmless against any and all loss, damage, costs and expenses which GRANTOR may hereafter suffer, incur, be put to or pay by

reason of the construction, maintenance, repair, replacement, extension, removal or operation of the said Sewer Lines within the described easements.

This Agreement shall be governed by, and construed in accordance with, the internal laws of the Commonwealth of Pennsylvania.

This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective heirs, executors, administrators, successors and assigns.

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.

WITNESS:

**GRANTOR
POCONO HERITAGE LAND TRUST**

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

ATTEST:

**GRANTEE
TOWNSHIP OF POCONO**

By: _____
Name: Jerrod Belvin
Title: Township Manager

By: _____
Name: Richard Wielebinski
Title: President, Board of Commissioners

COMMONWEALTH OF PENNSYLVANIA)
) ss:
COUNTY OF _____)

On this ____ day of _____, 2025, before me, the undersigned officer, personally appeared _____, acknowledged himself/herself to be the _____ of **POCONO HERITAGE LAND TRUST**, and acknowledged that he/she was authorized to execute the foregoing instrument on behalf of First National Bank of Pennsylvania for the purposes therein contained.

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

NOTARY PUBLIC

COMMONWEALTH OF PENNSYLVANIA)
) ss:
COUNTY OF MONROE)

On this ____ day of _____, 2025, before me, the undersigned officer, personally appeared **RICHARD WIELEBINSKI**, who acknowledged himself to be the President of the Board of Commissioners of the Township of Pocono, and that he as such President of the Board of Commissioners, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself as the President of the Board of Commissioners.

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

NOTARY PUBLIC

EXHIBIT "A"



YOUR GOALS. OUR MISSION.

August 13, 2025

Project No. POCS00015

**LEGAL DESCRIPTION
PARCEL 12.94360
POCONO HERITAGE LAND TRUST
PERMANENT EASEMENT
WINDING CREEK ROAD, POCONO TOWNSHIP, PA**

ALL THAT CERTAIN easement for the purpose of laying, relaying, improving, extending, operating and maintaining sewer mains, force mains, casings, laterals, ground stabilization improvements, valves, manholes, vaults, cleanouts, and appurtenances and the right of ingress, egress, and regress in, over, under, along and across the certain parcel of land situate in the Township of Pocono, County of Monroe, and Commonwealth of Pennsylvania, bounded and described as follows, to wit:

BEGINNING at the southwesterly corner of lands of the grantor herein, said corner lying along the northerly right-of-way line of Interstate 80, Ramp F-1.

- 1) Thence North 20 degrees, 9 minutes, and 52 seconds West (N 20°9'52" W) a distance of two and twenty-seven hundredths (2.27) feet along the dividing line between lands of the grantors herein and lands now or formerly of the Interstate 80 to a point;
- 2) Thence along the dividing line of the grantors herein and easement now or formerly of Brodhead Creek Regional Authority., North 21 degrees, 44 minutes, and 07 seconds East (N 21°44'07" E) a distance of twenty-one and seventy-one hundredths (21.71) to a point;
- 3) Thence through the lands of the grantors herein, South 69 degrees, 6 minutes, and 15 seconds East (S 69°6'15" E) a distance of thirty-two and sixty-one hundredths (32.61) feet to a point;
- 4) Thence along the dividing line of the grantors herein and lands now or formerly of Fitzmaurice Community Services, Inc., South 74 degrees, 12 minutes, and 58 seconds West (S 74°12'58" W) a distance of thirty-nine and twenty hundredths (39.20) feet back to the place of Beginning.

Containing 398 square feet, more or less.

Said easement being shown on "Pocono Heritage Land Trust Easement Plan" attached hereto and made a part of hereof.



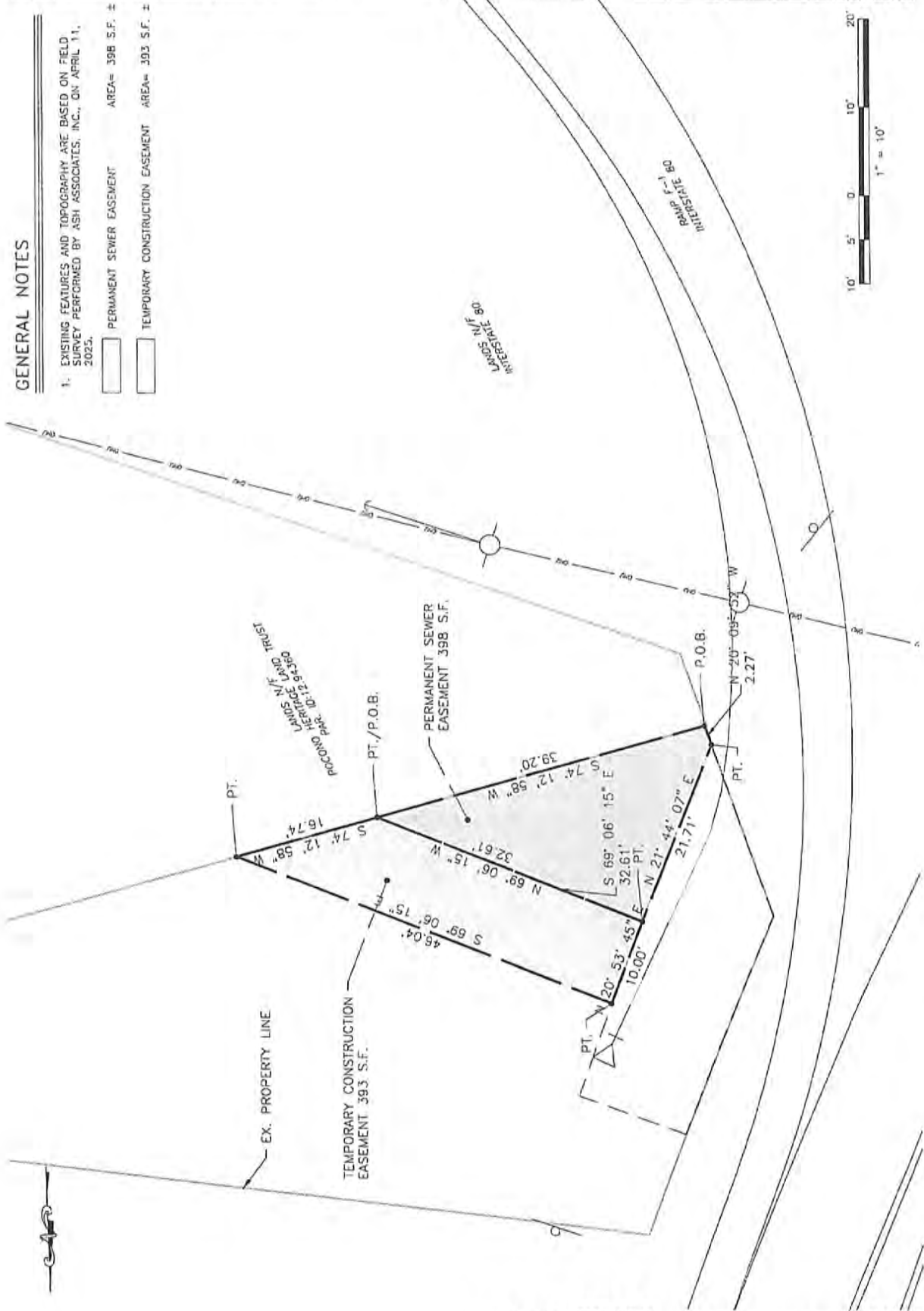
EXHIBIT "B"

GENERAL NOTES

- EXISTING FEATURES AND TOPOGRAPHY ARE BASED ON FIELD SURVEY PERFORMED BY ASH ASSOCIATES, INC., ON APRIL 11, 2023.

PERMANENT SEWER EASEMENT AREA= 398 S.F. ±
 TEMPORARY CONSTRUCTION EASEMENT AREA= 393 S.F. ±

PROJECT INFORMATION		DATE: 04/11/2023	
PROJECT NAME: POCONO TOWNSHIP		PROJECT LOCATION: POCONO TOWNSHIP, POCONO, PA	
PROJECT NUMBER: 23-001		PROJECT TYPE: SEWER EASEMENT	
PROJECT OWNER: POCONO TOWNSHIP		PROJECT ENGINEER: ASH ASSOCIATES, INC.	
PROJECT SURVEYOR: ASH ASSOCIATES, INC.		PROJECT DATE: 04/11/2023	
PROJECT SCALE: 1" = 10'		PROJECT SHEET: 1 OF 1	
PROJECT STATUS: IN PROGRESS		PROJECT COMMENTS: SEE ATTACHED DRAWINGS FOR DETAILS	



ASH ASSOCIATES, INC. is a professional engineering firm. The information contained herein is for informational purposes only and does not constitute an offer of insurance or any other financial product. Please consult your broker for more information.

POCONO TOWNSHIP PLAN STATUS

09/15/2025

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approve/Deny	Comments
Sketch Plans												
		1730040R	KenBAR Investment Group (Inactive)	Commercial Land Devt					6/5/2020			
1380		2030118R	2808 Rt 0611 Apartments Land Development	Land Devt					8/5/2021			
1402		2230188R	Iroquois Ridge	Major Sub, Land Devt					6/22/2022			
1403		2230189R	Lands of D E & S Properties (Classic Quality Homes)	Major Sub, Land Devt					7/19/2022			
1380		2330219R	Lands of Yuriy Boguskiy 2812 Rt 0611	Land Devt					5/3/2023			
1417		2330228R	Harmony Domes 310 Hallet Road	Land Devt					9/3/2025			Sketch Plan #2 rec'd 8/19/25
1422		2430243R	Exclusive Pocomo Properties Transient Hotel	Land Devt					1/7/2025			Sketch Plan #2 rec'd 12/10/24
1378		POCO-R0970	Incline Village Expansion	Land Devt					11/8/2024			
1436		POCO-R1010	437-439 Scotrun Avenue	Land Devt					11/25/2024			
1448		POCO-R1280	Pocohanne Point Apartments	Land Devt					8/28/2025			
Final Plans Under Consideration												
1449		POCO-R1290	Trapasso Route 611 Hotel - Rev. Final Plan (9/10/25)	Land Devt	Final	12/9/2025	11/10/2025	12/1/2025				
Preliminary Plans Under Consideration												
1439		POCO-R1090	Summit Road Solar Array (6/9/25)	Land Devt	Prelim	12/6/2025	11/10/2025	12/1/2025	7/10/2025	8/11/2025		Extension to 12/6 rec'd 7/10
1445		POCO-R1180	Mtn. Edge Village Comm. TH Units 57A-H (4/14/25)	Land Devt	Prelim/Final	12/31/2025	12/8/2025	12/15/2025	9/8/2025	8/11/2025		Extension to 12/31 rec'd 8/12
1414		POCO-R0612	2330220R 135 Warner Rd. (Schliers Towing) (2/12/24)	Land Devt	Prelim	3/9/2026	2/9/2026	3/2/2026	2/23/2024	8/11/2025		6 month extension rec'd 8/5/25

POCONO TOWNSHIP PLAN STATUS

09/15/2025

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expres	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approve/Deny	Comments
1369	POCO-R0617	2130150R	Cranberry Creek Apartments (7/25/22)	Land Devt	Prelim/Final	11/9/2025	10/13/2025	11/3/2025	1/25/2024	8/11/2025		90 day extension rec'd 6/24/25
1387	POCO-R1030	2130161R	Alaska Pete's - 173 Camelback Road (4/10/23)	Land Devt	Prelim/Final	12/31/2025	12/8/2025	12/15/2025	4/27/2023	8/11/2025		Extension rec'd 12/6/24
Land Development Waiver Applications Under Consideration												

POCONO TOWNSHIP PLAN STATUS

09/15/2025

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approval/Deny	Comments
Pending BOC Decision												
1358	POCO-R0730	1630006R1	Tannersville Point Apartments (2023) (6/10/24)	Land Dev/Lot Consolidation	Prelim/Final	10/31/2025	N/A	10/20/2025	6/9/2025		Approval Rec. 6/9/25	Extension to 10/31 rec'd 8/5
1441	POCO-R1110	-	Leisure Lake @ the Poconos - 1157 Wiscasset Dr. (2/3/25)	Lot Comb.	Final	11/30/2025	N/A	11/17/2025	3/11/2025		N/A	Extension to 11/30 rec'd 8/12
Special Exceptions, Conditional Use												
Pending Item List for Planning Commission												
Pending Item List for Board of Commissioners												

POCONO TOWNSHIP PLAN STATUS
09/15/2025

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approval Expiration (1 yr)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
CONDITIONAL PRELIMINARY APPROVAL													
1373	POCO-R0616	2130141R	CORE S-Warner Road Warehouse (Prelim. Plan) (4/26/21)	Commercial Land Dev't	Prelim	1/23/2025	Cond. <u>Preliminary</u> Approval 2/28/22	Cond. <u>Preliminary</u> Approval 3/7/22					
1368		2130146R	Stadden Group Pocomo Creek (9/27/21)(12/26/21)	Commercial Land Dev't	Prelim	9/20/2023	Cond. <u>Preliminary</u> Approval 9/11/23	Cond. <u>Preliminary</u> Approval 9/18/23					
1381		2230174R	Westhill Villas (1/24/22)	Land Dev't	Prelim/Final	9/7/2023	Cond. <u>Preliminary</u> Approval 9/11/23	Cond. <u>Preliminary</u> Approval 9/18/23					
1425	POCO-R0680		Brookdale Spa (9/9/24)	Land Dev't	Preliminary	7/2/2025	Approval Rec. 6/9/25	Cond. <u>Preliminary</u> Approval 7/7/25					

PRO TENTATIVE PLAN APPROVAL													
1388		2130154R	The Ridge PRD (Application Rec'd 10/23/23)	PRD	Tentative	Planning Rvw 11/17/23		Tentative Plan Approved 11/16/24					

CONDITIONAL FINAL OR PRELIM/FINAL APPROVAL - NOT RECORDED													
1331			Sanoff Pasteur Discovery Drive Turn Lane (10/24/16)	Commercial Land Dev't	Prelim/Final	3/10/2017	Recommended for Approval 3/13/2017	Approved 4/3/2017	6/9/2018				
1334		1130284R	Sanoff Pasteur Discovery Drive Turn Widening (12/12/16)	Commercial Land Dev't	Prelim/Final	5/5/2017	Recommended for Approval 5/9/2017	Approved 6/5/2017	Approval Extended to 4/17/25				
1341		1730043R	SAPA Pocomo Hospitality	Land Dev't	Prelim/Final	7/19/2022		Conditional Approval 12/16/17	Approval Extended to 4/17/25				Extension Requested 1/21/25
1313		1730051R	Running Lane Hotel Land Dev't (8/14/17)	Commercial Land Dev't	Prelim/Final	3/19/2020	Recommended for Approval 7/23/2018	Approved 4/16/2020	Approval Extended to 2/6/26	8/6/2025	11/6/2025		
1362		1930083R	Sanoff Pasteur Perimeter Protection Phase II (4/22/19)	Commercial Land Dev't	Prelim/Final	11/7/2019	Recommended for Approval 12/9/2019	Approved 7/20/2020	7/20/2021				
1371		1630068R	Tannersville Point Apartments (10/22/18)	Residential Land Dev't	Prelim/Final	2/21/2019	Recommended for Approval 2/25/19						Pending Withdrawal
1372A		POCO-R0621	Camp Lindemere Dining Hall LD (6/9/25)	Land Dev't	Prelim/Final	8/12/2025	Recommended for approval 6/23/25	Approved 7/7/25	7/7/2026	1/7/2026	4/7/2026		
1375A		POCO-R0624	Swiftwater Solar Amended LD (11/3/25)	Land Dev't	Prelim/Final	2/19/2025	Recommended for approval 3/10/25	Approved 4/7/25	4/7/2026	10/7/2025	1/7/2026		Phase A
1375A		POCO-R0624	Swiftwater Solar Amended LD (11/3/25)	Land Dev't	Prelim/Final	4/8/2025	Recommended for approval 4/14/25	Approved 4/21/25	4/21/2026	10/21/2025	1/21/2026		Phase B
1375A		POCO-R0624	Swiftwater Solar Amended LD (11/3/25)	Land Dev't	Prelim/Final	2/4/2025	Recommended for approval 2/10/25	Approved 2/18/25	2/18/2026	8/18/2025	11/18/2025		Phase C
1375A		POCO-R0624	Swiftwater Solar Amended LD (11/3/25)	Land Dev't	Prelim/Final	2/19/2025	Recommended for approval 3/10/25	Approved 4/7/25	4/7/2026	10/7/2025	1/7/2026		Phase D
1383		2130157R	Sanoff Pasteur B-55 VDL2 Loading Dock Addition (8/9/21)	Commercial Land Dev't	Prelim/Final	11/16/2021	Conditional Approval 11/22/21	Conditional Approval 12/6/21	12/6/22				
1392		N/A	2130168R 3101 Route 611 (Joe Ronco)	Minor Sub	Final	3/23/2022	Conditional Approval 4/11/2022	Conditional Approval 4/18/22	4/18/2025				

POCONO TOWNSHIP PLAN STATUS
09/15/2025

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approval/Deny	BOC Approval/Deny	Approval Expiration (1 yr)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
1398		2230179R	Grossi Major Subdivision (3/28/22)	Major Sub	Prelim/Final	7/10/2023	Conditional Approval 7/10/23	Conditional Approval 11/6/23	Approval Extended to 11/6/2025	5/6/2025	8/6/2025		Extension Received 10/7/24
1401	POCO-R0630	2330223R	611 Land Development - Dual Brand Hotel LD (4/8/24)	Land Dev	Final	6/12/2025	Conditional Approval 3/10/25	Conditional Approval 6/16/25	6/16/2026	12/16/2025	3/16/2026		
1412	POCO-R0620	2330209R	GWL Employee Housing (6/10/23)	Land Dev	Final	8/1/2023	Conditional Approval 7/10/23	Conditional Approval 8/21/23	8/21/2024	2/21/2024	5/21/2024		Project not moving forward per owner
1415	POCO-R0629	2230198R	Entle Development Waewa (10/10/23)	Land Dev	Prelim/Final	8/12/2025	Conditional Approval 4/8/24	Conditional Approval 5/6/24	Approval Extended to 5/6/2026	11/6/2025	2/6/2026		Extension Rec'd 6/16/25
1423	POCO-R0614	-	Brookstead Apartments (5/13/24)	Land Dev	Prelim/Final	10/1/2024	Recommended for approval 1/13/25	Approved 2/18/25	2/18/2026	8/18/2025	11/18/2025		
1430	POCO-R0820	-	Sanoft Building 57 Addition (7/8/24)	Land Dev	Prelim/Final	8/7/2024	Conditional Approval 8/12/24	Approved 9/16/24	3/16/2025	3/16/2025	6/16/2025		
1434	POCO-R0950	-	Gorski Lot Jinder	Lot Comb.	Final	11/22/2024	N/A	Approved 12/16/24	12/16/2025	6/16/2025	9/16/2025		
1437	POCO-R0990	-	MCTA Transit Facility Expansion (12/9/24)	Land Dev	Prelim/Final	6/5/2025	Conditional Approval 6/9/25	Conditional Approval 7/7/25	7/7/2026	1/7/2026	4/7/2026		
1438	POCO-R1040	-	Trap Hotel Event Center (1/13/25)	Land Dev	Prelim/Final	7/28/2025	Conditional Approval 5/12/25	Approved 6/2/25	6/2/2026	12/2/2025	3/2/2026		
1447	POCO-R1240	-	122 & 144 Pawada Hill (7/14/25)	Minor Sub/Consolid.	Final	8/13/2025	Approval 7/14/25	Approved 8/18/25	8/18/2026	2/18/2026	5/18/2026		
LAND DEVELOPMENT WAIVER APPROVAL													
	POCO-R0910	-	MTG Investment Properties (3199 Rte. 611)	Waiver		9/16/2024	PC Approval 10/15/24	Approved 10/21/24					
	POCO-R0940	-	Sanoft B53 Exterior Freezer Replacement	Waiver		10/9/2024	PC Approval 10/15/24	Approved 10/21/24					
	POCO-R1000	-	Swiftwater Inn/Trap Enl. Pool Equip. Enl.	Waiver		11/12/2024	PC Approval 11/12/24	Approved 11/18/24					
LAND DEVELOPMENT WAIVER DENIAL													
	POCO-R1020	-	Mountain Villa Resort	Waiver		12/5/2024	PC Denial 12/9/24	Denied 12/16/24					

POCONO TOWNSHIP PLAN STATUS
09/15/2025

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend Approve/Deny	BOC Approve/Deny	Approval Expiration (1 yr.)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
RECORDED													
1277	POCO-R0627	1330278R	Trapasso Hotel (1/24/22)	Land Devt	Prelim/Final	2/16/2022	Conditional Approval 3/14/22	Conditional Approval 3/21/22				9/2022	
1287	POCO-R0613	2230194R	Spirit of Switwater Ph. II (9/11/23)	Land Devt	Revised Final	6/7/2024	Conditional Approval 5/13/24	Conditional Approval 7/15/24				9/26/2024	
1364		1930090R	Sanofi B-78 Seed Lab (6/10/19)	Commercial Land Devt	Prelim/Final	10/15/2019	Recommended for Approval 9/23/2019	BOC Approved 10/21/2019				9/27/23	
1370		2030105R	Sanofi Pasteur B-85 Solid Waste & Recycling Bldg (06/08/2020)	Industrial Land Devt	Prelim/Final	6/19/2020	Recommended for Approval 6/22/2020	BOC Approved 7/20/2020				2/23/2021	
1372	POCO-R0621	2030104R	Camp Lindemere	Land Devt	Prelim/Final	9/28/2021	Conditional Approval 7/26/21	Conditional Approval 10/18/21				5/16/24	
1374		1930089R	Northridge at Camelback Ph. II (5/10/21)	Residential Land Devt	Prelim	12/13/2021	Conditional Approval Rec 12/13/21	Conditional Approval Rec 12/20/21				6/29/23	
1375	POCO-R0624	2030115R	Switwater Solar (06/14/21) (9/12/21)	Commercial Land Devt	Prelim/Final	4/20/2022	Conditional Approval 4/25/22	Conditional Approval 6/6/22				11/16/23	
1377	N/A	2130149R	Evidora Hillside Minor Subdivision (6/28/21)	Residential Land Devt	Prelim	7/21/2021	Recommended Approval 6/28/21	Conditional Approval 8/2/21				12/21/2022	
1384	N/A	2130152	Bartonsville Ave Pump Station 5 Lot Subdivision	Subdivision	Prelim/Final		Recommended approval 8/9/21	BOC Approved 8/16/21				10/2021	
1385	N/A	2130163R	Vassallo Est. Minor/Lot Consolidation (10/12/21)	Minor Sub	Final	3/23/2022	Conditional Approval 4/11/2022	Conditional Approval 5/2/22				2/6/24	
1390		2130168R	Sanofi Pasteur B83 Cold Storage (11/22/21)	Commercial Land Devt	Prelim/Final	8/16/2022	Conditional Approval 1/23/23	Conditional Approval 2/6/23				8/17/23	
1391		2030114R	Greaf Wolf Lodge Expansion (6/28/21)	Commercial Land Devt	Prelim	12/13/2021	Conditional Approval Rec 12/13/21	Conditional Approval Rec 12/20/21				3/2022	
1393	POCO-R0625	2230179R	Cherry Lane Devt Partners (Mawa-Tannersville Inn) (8/8/21) Land Devt	Commercial Land Devt	Prelim/Final	12/21/2022	Conditional Approval 1/19/23	Conditional Approval 2/6/23				10/17/23	
1394	N/A	2130173R	Steele's Warehouse Addition (1/10/22)	Commercial Land Devt	Final	3/24/2022	Conditional Approval 3/28/2022	Conditional Approval 4/4/22				8/2022	
1397	N/A	2230176R	Larson Resubdivision of Brookdale Road (2/28/22)	Minor Sub	Final	5/18/2022	Conditional Approval 5/23/2022	Conditional Approval 6/6/22				12/2022	
1399	N/A	2230184R	Coover Minor Subdiv./Lot Line Adjustment (5/9/22)	Minor Sub	Final	10/6/2022	Conditional Approval 10/11/22	Conditional Approval 10/17/22				12/2022	
1400	POCO-R0611	2230185R	Neighborhood Hospital Golden Slipper Rd (Emhree) (6/27/22)	Land Devt	Prelim/Final	4/8/2024	Conditional Approval 10/10/23	Conditional Approval 10/18/23				2/1/2025	
1401	N/A	2230205R	Tannersville Plaza Retail Space (1/21/22/22)	Minor Sub	Final	1/4/2023	Conditional Approval 2/7/23	Conditional Approval 3/20/23				11/30/23	
1404		2230191R	Sanofi Pasteur B87 Lane 10 Building (7/25/22)	Land Devt	Prelim/Final	1/17/2023	Conditional Approval 1/23/23	Conditional Approval 2/6/23				8/17/23	
1413	N/A	2330216R	BAD Properties/Fellins (5/8/23)	Minor Sub	Final	6/6/2023	Conditional Approval 6/7/23	Conditional Approval 6/19/23				8/30/23	
1418	N/A	2330231R	Farda Realty SR 0715 (9/11/23)	Minor Sub.	Final	9/18/2023	Conditional Approval 10/10/23	Conditional Approval 10/18/23				10/31/23	

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POCONO TOWNSHIP PLAN STATUS
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Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approval Expiration (1 yr)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
DENIED													
1272	N/A	1130256E	Kopelson Lot 3 Land Devt (08/13/13)	Commercial Land Devt	Prelim	unknown date	Recommended Denial 5/24/21.	BOC Rejected 06/21/21					Appealed
	N/A	2030121R	Ziro & Roni Investments	Comm/Res Land Devt	Prelim	1/8/2021	Recommended Denial 5/24/21	BOC Rejected 06/21/21					
1405	N/A	2230192R	Blessing (Munz) Subdivision (8/8/22)	Major Sub	Prelim	8/12/2022	Recommended Denial 10/11/22	BOC Rejected 10/17/22					

WITHDRAWN													
1386	N/A	2130160R	Dianora Minor Subdivision (9/27/21)(12/26/21)	Minor Sub	Final	9/16/2021							Notification to withdraw appl. rec'd 1/21/2022
1388	N/A	2130154R	The Ridge (8/8/22)	Land Devt	Prelim/Final	9/26/2022							LD Application Withdrawn 2/1/224
1406	N/A	2230193R	Cole 5 Stadden Road Warehouse (8/8/22)	Land Devt	Prelim	10/6/2022							Application Withdrawn 5/1/223
1411	N/A	2230185R2	1328 Golden Slipper Road Minor Sub (1/9/23)	Minor Sub	Final	11/02/2023							Application Withdrawn
1424	POCO-R0650	-	1124 Sky View Dr. Monopine Tower (4/8/24)	Land Devt	Prelim	8/15/2024							Application Withdrawn 4/30/25
1401	POCO-R0630	2330223R (4/8/24)	611 Land Development - Dual Brand Hotel Subdivision	Minor Sub	Final	3/6/2025							Application Withdrawn 6/13/25