



POCONO TOWNSHIP COMMISSIONERS
AGENDA

September 20, 2021 | 7:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 811 8467 7293

Passcode: 588423

Zoom Link:

<https://us06web.zoom.us/j/81184677293?pwd=YUJQOEhhcHBZa0hyMzF1R0FCMWFyUT09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

We ask that any resident making public comment, including those who may have dialed in by phone, please identify yourselves, provide your street address and state the spelling of your name when addressing the Commissioners.

Comments are for any issue. Please limit individual comments to five (5) minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Announcements

- An executive session was held this evening prior to our regular meeting for the purpose of discussing personnel items pertaining to the Pocono Township FY 2022 budget.
- Pocono Township's Fall Cleanup will be held Friday, October 1 and Saturday, October 2 from 7:30 a.m. to 3 p.m. each day. Residents can visit www.poconopa.gov for more information.
- The Board of Commissioners will conduct a budget work session at 5 p.m. on Wednesday, September 29 for discussion of the Fiscal Year 2022 township budget. This in-person meeting is open to the public.

Hearings – None

Presentations – None

Resolutions

- Motion to authorize the submission of a Monroe County Local Share Account grant application to the PA Department of Community and Economic Development in the amount of \$1,521,795.60 for infrastructure improvements at the intersections of Learn Road/Fish Hill Road, Learn Road/SR 611 and Old Mill Road/SR 611. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the September 7, 2021 regular meeting of the Board of Commissioners.
 - Financial transactions including:
 - Ratification of vouchers payable received through September 16, 2021 in the amount of \$8,731.75 and sewer operating expenditures in the amount of \$126.76.
 - Ratification of gross payroll for the pay period ending September 5, 2021 in the amount of \$122,692.31.
 - Vouchers payable received through September 16, 2021 in the amount of \$184,303.93.
 - Sewer operating fund expenditures through September 16, 2021 in the amount of \$25,631.18.
 - Sewer construction fund expenditures through September 16, 2021 in the amount of \$13,635.57.
 - Capital reserve fund expenditures through September 16, 2021 in the amount of \$2,759.52.
 - A Fire Tax disbursement of \$1,284.76 to the Pocono Township Volunteer Fire Company. **(Action Items)**

NEW BUSINESS

1. **Personnel** – None
2. **Travel/Training Authorizations** – None

Report of the President

Richard Wielebinski

- Motion to waive Mountain View Park pavilion rental fees on September 25, 2021 for non-profit Pocono Services for Families & Children to host their Project Success program. **(Action Item)**
- Motion to approve Escrow Release No. 8 for the Trap Enterprises Route 0611 Project, per the Township Engineer's recommendation letter dated September 16, 2021, reducing the Applicant's construction escrow by \$16,701.81 and leaving a balance of \$572,695.05. **(Action Item)**
- Motion to approve a monthly \$60.00 cell phone stipend to Township Manager, Taylor Munoz. **(Action Item)**
- Update regarding the installation of the basketball court at TLC Park and other projects at the site.

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update
- Monroe County Hazard Mitigation Plan Update

Ellen Gmandt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects and storm damage report
- TLC Park Project Update
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant

Administration – Manager's Report

- Updates on current Township action items
 - Phillips & Donovan feasibility study beginning
 - Rollout of new Traisr platform in progress
 - Investigating possibility of park usage fees for non-Monroe County residents
- Discussion and possible action regarding Township cleanup fees charged for large panel trucks and trailers. **(Possible Action Item)**
- Discussion regarding proposal by Tom Lovito to purchase two-acre Learn Road parcel and provide easement access to Pocono Township for developing a parking area for the adjoining public access open space parcel.
- BCRA representatives to attend second Commissioners meeting in October to discuss water line capacity in Pocono Township.
- Update – Regional HSPS Comprehensive Plan.

Township Engineer Report

- Discussion and update regarding the Northridge/Serenite Holly Court project.
- Stormwater and infrastructure issues identified following recent storm events.
- St. Paul's Lutheran drainage basin repairs.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue.
- Intersection improvements to Learn Road, Fish Hill, Old Mill Road and SR 611.
- Preliminary plan and cost estimates to address drainage issues at Sunlite Lane & Tara Hill Drive.

Township Solicitor Report

- HJP Park Agreement between Pocono and Jackson Townships.
- Zoning Hearing Board updates.
- Update – Johnson Appeal
- 150 Gravatts Way – Court Appearance on October 21 at 1:30 p.m.
- Upcoming local agency hearings in front of the Board of Commissioners.

Public Comment

Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Adjournment

Township of Pocono, Monroe County, Pennsylvania
Resolution 2021-22

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A MONROE COUNTY
LOCAL SHARE ACCOUNT APPLICATION TO THE PENNSYLVANIA
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

BE IT HEREBY RESOLVED, that the Board of Commissioners of the Township of Pocono, located in Monroe County, Pennsylvania, approves the submission of a Monroe County Local Share Account Application in the amount of \$1,521,795.60 to the Pennsylvania Department of Community and Economic Development.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate the President of the Board of Commissioners to execute all documents and agreements between the Township of Pocono and the Pennsylvania Department of Community and Economic Development to facilitate and assist in obtaining the requested grant.

SO RESOLVED, this 20th day of September, 2021.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

**Pocono Township Board of Commissioners
Regular Meeting Minutes
September 7, 2021 7:00 p.m.**

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

Roll Call: Jerrod Belvin, present via Zoom; E. Gndt, present; J. Lastowski, present; Keith Meeker, present; and Rich Wielebinski, present.

In Attendance: Leo DeVito, Township Solicitor; J. Tresslar, Township Engineer; Taylor Muñoz, Township Manager; Paola Razzaq, Finance Administrator; Robert Sargent, Roadmaster; Judy Acosta, Zoning Administrator; Shawn Goucher, Acting Chief of Police; Eric Rath, Police Corporal; and Krisann MacDougall, Administrative Assistant.

Public Comment

- Claire Learn, 5312 Birchwood Drive, Oakwood Acres – Inquired about maintenance of the grass and storm drains along her road and asked that attention be given to addressing stormwater concerns.

Announcements

- Emergency meetings of the Board of Commissioners were held on August 23rd and September 1st for the purpose of declaring a Disaster Emergency in response to Hurricanes Henri and Ida.
- Pocono Township's Fall Cleanup will be held Friday, October 1 and Saturday, October 2 from 7:30 a.m. to 3 p.m. each day. Residents can visit www.poconopa.gov for more information as the Cleanup Days draw near.
- The Board of Commissioners has scheduled dates for two budget work sessions at 5 p.m. on Monday, September 13 and Wednesday, September 29. These in-person meetings are open to the public.

Hearings – No hearings.

Presentations

- Presentation by Traisr, LLC regarding a proposal to provide software to Pocono Township for public works management and tracking of Township assets; online permit applications, payments, and licensing; zoning and building codes inspections; and a portal for citizen complaints. Dan Reavy, General Manager of Business Development at Traisr, LLC, spoke on behalf of Traisr, and T. Muñoz summarized the Township's needs for online permit applications, and tracking of Township's assets. E. Gndt asked about history of projects being stored in Traisr, how frequent the information is updated and storage limits. J. Acosta discussed Traisr's ability to track inventory of permits issued. L. DeVito asked where the Township's information goes if Traisr is no longer in business. D. Reavy indicated the Township will always have access to their data, even if Traisr goes out of business.
- Presentation and discussion regarding adoption of a 12-hour shift pilot program for the Pocono Township Police Department corporals. T. Muñoz gave summary of research collected for 12-hour shifts with various police departments in other townships. Corporal E. Rath discussed unsupervised shifts and the benefit of 12-hour shifts with supervision. S. Goucher, Acting Chief of Police, indicated potential new hires inquire about 12-hour shifts and feels better candidates will come forward if the Township has 12-hour shifts. E. Gndt requested clarification of who would be doing the pilot 12-hour shift, the number of hours in a work week, and time-off scheduling. J. Lastowski asked how the pilot program would be evaluated, and what determines its success. T. Muñoz suggested creating a rubric and send it to the Board for feedback.

Resolutions – No resolutions.

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the August 16, 2021 regular meeting of the Board of Commissioners.
 - A budget transfer of \$20,500.00 for the purpose of supplementing the Public Works overtime budget and covering increases to the cost of fuel for park maintenance equipment.
 - Financial transactions including:
 - Ratification of vouchers payable received through September 2, 2021 in the amount of \$9,889.07; sewer operating expenditures in the amount of \$3,444.95; and capital reserve expenditures of \$54,417.38.
 - Ratification of gross payroll for the pay period ending August 22, 2021 in the amount of \$122,428.25.
 - Vouchers payable received through September 2, 2021 in the amount of \$85,407.69.
 - Sewer operating fund expenditures through September 2, 2021 in the amount of \$46,238.87.
 - Sewer construction fund expenditures through September 2, 2021 in the amount of \$13,546.35.
 - Capital reserve fund expenditures through September 2, 2021 in the amount of \$10,795.56.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the consent agenda. E. Gndt asked for clarification on the budget transfer. All in favor. Motion carried.

NEW BUSINESS

1. **Personnel** – No personnel new business.
2. **Travel/Training Authorizations** – No travel/training authorizations.
3. **Financial Transactions**

R. Wielebinski made a motion, seconded by J. Lastowski, to open a new checking account with ESSA Bank and Trust for the purpose of depositing the federal funds received from the American Rescue Plan and to add the Board of Commissioners, Township Manager, and Treasurer as authorized signatories on that account. E. Gndt suggested it should be an interest-bearing account. P. Razzaq inquired and is waiting for bank response. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve American Rescue Plan expenditures for the following, after October 1, 2021:

- \$500 COVID-19 hazard pay per each full-time Township employee employed between March 1 and December 31, 2020.
- \$1,000 per full-time Township employee who provides evidence of COVID-19 vaccination.
- \$20,160.88 to the Pocono Township Volunteer Fire Company for 2020 fundraising losses and lost rental income.
- \$101,522.58 for the purchase of a Bobcat E88 R2-Series Compact Excavator for completion of Township stormwater projects.

E. Gndt inquired about the calculation of the fire company fundraising losses. R. Wielebinski amended his motion to reflect approval of a \$21,000.00 grant to the Pocono Township Volunteer Fire Company. E. Gndt also inquired about the \$1,000 for full-time employees who provide evidence of COVID-19 vaccination and requested a vote for the items separately. R. Wielebinski rescinded his original motion, and K. Meeker rescinded his second. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve an American Rescue Plan expenditure after October 1, 2021 for a \$500 COVID-19 hazard pay per each full-time Township employee employed between March 1 and December 31, 2020. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve an American Rescue Plan expenditure after October 1, 2021 to pay \$1,000 per full-time Township employee who provides evidence of COVID-19 vaccination. Roll call vote: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve an American Rescue Plan expenditure after October 1, 2021 to provide a \$21,000 grant to the Pocono Township Volunteer Fire Company to offset 2020 fundraising losses. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve an American Rescue Plan expenditure after October 1, 2021 in the amount of \$101,522.58 for the purchase of a Bobcat E88 R2-Series Compact Excavator for completion of Township stormwater projects. All in favor. Motion carried.

T. Muñoz gave explanation for the approval of the American Rescue Plan expenditures after the date of October 1, 2021.

Report of the President

R. Wielebinski made a motion, seconded by K. Meeker, to ratify the Disaster Emergency Declarations issued at emergency meetings of the Board of Commissioners on August 23rd and September 1st. All in favor. Motion carried.

- Discussion and possible action to authorize revisions to the Township's grading ordinance and to advertise for public hearing. T. Muñoz explained that there is a perception that the Township's grading ordinance is too onerous, particularly on individual homeowners, and that some reputable builders claim Pocono Township is not friendly to new home construction. Township Zoning officials and J. Tresslar reviewed the ordinance. J. Tresslar feels the issue is not with the Township's grading ordinance, rather that they must comply with the stormwater management ordinance. J. Tresslar feels the percentage of grades could be eliminated and reminded the Board that the Township adopted this grading ordinance to try and solve specific problems in the Township and to remove the requirements could result in more of the same problems.

R. Wielebinski made a motion, seconded by K. Meeker, to waive the Pavilion fees for Pocono Pride Softball's 3rd Annual Hit-A-Thon at Mountain View Park. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to waive Mountain View Park pavilion fees for the meeting of the Northeast Chapter Assessor Association of PA on September 10, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to terminate the agreement for e-permitting services with Cloudpermit. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve a contract with Traisr, LLC to provide an Asset Management Application for the Township and to authorize an American Rescue Plan expenditure in the amount of \$27,300 for the implementation and one-year subscription to the Traisr Asset Management Application subject to Solicitor review. E. Gndt asked if payment would come from the American Rescue Act funds. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the advertisement of three (3) Ford Explorer police interceptors and one (1) Ford Expedition police vehicle on Municibid. E. Gndt asked for clarification. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, authorizing the Township Manager and Solicitor to develop a Memorandum of Understanding establishing a pilot 12-hour shift schedule for two Pocono Township Police Department corporals. T. Muñoz discussed a draft MOU that was distributed. J. Lastowski suggested a rubric be developed by the Township to evaluate the success of the 12-hour shift trial. E. Gndt asked question regarding overtime. L. DeVito spoke to J. Harrison for clarification of overtime. R. Wielebinski indicated the proposal would include 80-hours per two-week period and anything over that would be considered overtime. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to accept the bid from Thomas Levito of Pocono Farmstand LLC to purchase the Township-owned I-80 parcel. All in favor. Motion carried.

- Update regarding the installation of the basketball court at TLC Park and other projects at the site – Work has begun on drainage, lighting, and walkway. Aesthetics of the park were discussed.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – Hurricanes Henri & Ida – Reviewed storm damage from Hurricanes Henri and Ida. Review underway of drainage issues throughout the Township. Thanked Township Public Works and the fire department for their help. The Township did not hit the threshold for FEMA or individual public assistance. Monroe County Office of Emergency Management went to the federal SBA seeking 1% interest loans, and information for residents and business owners affected by the storms will be submitted next week.
- Monroe County Hazard Mitigation Plan Update – During hurricane Henri, there was a diesel oil spill in the creek on Lower Swiftwater Road. The pipe was traced to an effluent discharge pipe that came from PMSD's old sewer plant that discharged into the creek on Sanofi's property. The pipe was purportedly abandoned. DEP was contacted and multiple agencies have used supplies to combat the spill. During hurricane Ida, there was another spill on the same stretch of pipe. Pocono Mountain School District is heading up this issue and was contacted multiple times with no response.

J. Belvin made a motion, seconded by K. Meeker, to open the agenda for discussion and possible action regarding sending an invoice to Pocono Mountain School District to recuperate the supplies lost. All in favor. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to send Pocono Mountain School District an invoice for reimbursement of emergency supplies used. No public comment. All in favor. Motion carried.

- Discussion and possible action regarding the appointment of a new Zoning Hearing Board member following the resignation of Angela Tullo – Requested T. Muñoz write a thank you letter on behalf of the BOC for Ms. Tullo's service.

J. Belvin made a motion, seconded by J. Lastowski, to follow seniority and appoint Bill Sayre, Zoning Board Alternate, as a full-time Zoning Hearing Board member. E. Gndt asked for clarification on Bill's position. All in favor. Motion carried.

Ellen Gndt – Commissioner – Asked for update regarding an inquiry a resident had with a pothole at corner of Cherry Lane and Sebring Drive and asked about the Township-owned Alger Avenue property being demolished.

Jerry Lastowski – Commissioner – No comment.

Keith Meeker – Commissioner – No comment.

Reports

Zoning and Emergency Services reports were emailed to the Board.

Public Works Report

- Current Public Works projects and storm damage report – Currently completing storm mitigation.
- Upcoming fall projects – Working on current unfinished projects.
- TLC Park Project Update – Waiting on completion of the basketball court.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Have DEP permit. Working on getting structure price, build time and construction timeline estimates. R. Wielebinski asked to put a priority on this project this spring.

Administration – Manager's Report

- Discussion and possible action regarding a quote for professional services received from Phillips & Donovan Architects to update and complete a feasibility study for the Township municipal complex – T. Muñoz contacted Phillips & Donovan Architects and received a quote of \$9,860.00 to update a previously prepared feasibility study for the Pocono Township municipal complex. Quote includes conceptual site and floor plan designs. If the Board approves the quote, a motion is needed to transfer funds. E. Gnadtt asked to see the prior feasibility plan.

R. Wielebinski made a motion, seconded by K. Meeker, to amend the agenda to do a budget transfer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to transfer \$10,000 from the legal services line item to the professional services budget. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, for a quote for professional services received by Phillips & Donovan Architects to update and complete a feasibility study for the Township municipal complex. All in favor. Motion carried.

- Renewed PennDOT permit for temporary speed signs located throughout Township and added a portion of Sullivan Trail in response to speeding concerns raised by area residents – Complaints from Cobble Creek area residents resulted in renewing temporary speed sign permit early to include a section of Sullivan Trail.
- Update – County Tax exemption hearing held on Wednesday, 9/1 for 114 Alger Avenue – The County has granted the Township a tax exemption for the 114 Alger Avenue property.

Township Engineer Report

- Stormwater and infrastructure issues identified following recent storm events – Observed areas identified by members of the Board and feels the Stadden Road bridge erosion needs further review. Laurel Lake was evaluated, and a plan will be put together for review by the Board. Archer Lane and Learn Road have ongoing issues requiring continued evaluation. Ski Haven bridge is part of a private HOA and is a challenge because it is in Paradise Township but is an access point for Paradise and Pocono Township residents. Discussion on Ski Haven continued. Pursuing grant funding for Wilkie Road. Drainage on Buck Valley Circle, the Woodlands, and Birchwood was evaluated and an assessment will be presented to the Board for review.
- St. Paul's Lutheran drainage basin repairs – Waiting for better weather.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Waiting for PennDOT feedback on their comments.
- Preliminary plan and cost estimates to address drainage issues at Sunlite Lane & Tara Hill Drive – Plans were given to R. Sargent for review.

Township Solicitor Report

- HJP Park Agreement between Pocono and Jackson Townships – Working with T. Muñoz on agreement.
- Zoning Hearing Board updates – Will combine with land use updates. Finishing Kopelson brief and scheduled for hearing at end of September. Taveras STR hearing is scheduled for October 18, 2021.
- 150 Gravatts Way – Court Appearance on October 21 at 1:30 p.m. – Will contact people to attend and testify in the contempt hearing.
- E. Gnadtt asked if a brief executive session was going to be held on an existing union grievance.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gnadtt, to adjourn the meeting at 10:05 p.m. and go into Executive Session and not return. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, September 20, 2021

SUMMARY

Ratify

General Fund	\$	8,731.75
Payroll	\$	122,692.31
Sewer Operating	\$	126.76
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	184,303.93
TOTAL Sewer <u>OPERATING</u> Fund	\$	25,631.18
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	13,635.57
TOTAL Capital Reserve Fund	\$	2,759.52
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	357,881.02
--------------------	----	------------

Fire Tax Disbursement	\$	1,284.67
-----------------------	----	----------

<u>Budget Adjustments</u>	\$	-
---------------------------	----	---

<u>Budget Appropriations</u>	\$	-
------------------------------	----	---

Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, September 20, 2021

General Fund

Date	Check	Vendor	Memo	Amount
09/10/2021			PAYROLL ENDING 9/5/2021	\$ 122,692.31
			TOTAL PAYROLL	\$ 122,692.31

General Expenditures

Date	Check	Vendor	Memo	Amount
9/8/2021	61302	INTERNAL REVENUE SERVICE	4TH Q 2020 ADJUSTMENT	\$ 7,841.72
9/8/2021	61303	INTERNAL REVENUE SERVICE	Q1 2021 ADJUSTMENT	\$ 270.27
9/16/2021	61306	BLUE RIDGE	PHONE SERVICE	\$ 397.89
9/16/2021	61307	ATT MOBILITY	POLICE COMMUNICATIONS	\$ 221.87

TOTAL General Fund Bills \$ 8,731.75

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
9/16/2021	1992	BLUE RIDGE	PHONE SERVICE	\$ 63.38
9/16/2021	1993	BLUE RIDGE	PHONE SERVICE	\$ 63.38
			\$ 126.76	

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
------	-------	--------	------	--------

TOTAL Sewer Construction Fund \$ -

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
------	-------	--------	------	--------

TOTAL Capital Reserve Fund \$ -

TOTAL General Fund
TOTAL Sewer Operating
TOTAL Sewer Construction
Total Capital Reserve

\$	131,424.06	
\$	126.76	Authorized by:
\$	-	
\$	-	Transferred by:
\$	131,550.82	

POCONO TOWNSHIP CHECK LISTING

Monday, September 20, 2021

General Fund

Date	Check	Vendor	Memo	Amount
9/17/2021	61305	Nationwide - 457	EE & ER Contribution	\$ 8,034.73
9/16/2021	61306	Blue Ridge Communications	Police & TWP phone service	\$ 397.89
9/16/2021	61307	FIRSTNET	Police GPS	\$ 221.87
9/17/2021	61308	Access Office Technologies	Sept 2021 TWP & Police Phone Support	\$ 98.00
9/17/2021	61309	ADP, LLC	Payroll services	\$ 829.39
9/17/2021	61310	Advanced Collision	Police vehicle maintenance	\$ 1,042.04
9/17/2021	61311	AFLAC	Supplemental Insurance	\$ 1,099.00
9/17/2021	61312	Anglemeyer, Austin	Uniform Allowance	\$ 327.00
9/17/2021	61313	Bartholomew, Mitchell O	2021 Workboot Allowance	\$ 150.00
9/17/2021	61315	Broughal & DeVito, L.L.P.	Legal services	\$ 5,751.25
9/17/2021	61316	Canfield's Pet & Farm	PW supplies	\$ 131.96
9/17/2021	61317	Cardmember Service	PW supplies	\$ 848.39
9/17/2021	61319	Boucher & James, Inc.	Engineering services	\$ 3,294.97
9/17/2021	61320	Cardmember Service	Twp supplies & subscriptions	\$ 1,631.29
9/17/2021	61321	Cardmember Service	Police supplies	\$ 116.03
9/17/2021	61322	Cramer's Home Building Center	PW supplies	\$ 647.68
9/17/2021	61323	Cyphers Truck Parts	EMS supplies	\$ 49.90
9/17/2021	61324	DES	Aug 2021 TWP Recycling	\$ 37.50
9/17/2021	61325	Eureka Stone Quarry, Inc.	Road materials	\$ 704.54
9/17/2021	61326	H. M. Beers, Inc.	Aug 2021 SEO Services	\$ 2,425.00
9/17/2021	61327	HealthWorks	Poc TWP Police Dept Aug 2021 POC	\$ 338.00
9/17/2021	61328	Highway Equipment & Supply Co.	PW heavy equipment supplies	\$ 2,400.00
9/17/2021	61329	Iannazzo, Marc	Travel & training	\$ 65.11
9/17/2021	61330	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 375.67
9/17/2021	61331	JDM Consultants, LLC	Sept 2021 Grant Consulting & Advocacy	\$ 2,000.00
9/17/2021	61332	Kimball Midwest	PW heavy equipment supplies	\$ 231.17
9/17/2021	61333	Locust Ridge Quarry	Road materials	\$ 2,211.54
9/17/2021	61334	Medico Construction Equipment Inc.	PW heavy equipment supplies	\$ 520.00
9/17/2021	61335	Melley, Ryan	NRA Training Reimb	\$ 50.00

9/17/2021	61336	MetLife - Non Uni. Pen. Plan	Non-Uniform Pension Aug 2021	\$	6,985.25
9/17/2021	61337	Michael J. McKeown, Inc.	Parcel B Rt 611 & Bartonsville Ave Appraisal	\$	700.00
9/17/2021	61338	Michael, Patricia	12.8.2.47 PMSD 2021 Taxes	\$	193.31
9/17/2021	61339	MRM Worker's Compensation Pooled Trust	Oct 2021 Workers Comp Ins Premium	\$	14,274.82
9/17/2021	61340	Nauman Companies	TWP HVAC Service	\$	628.86
9/17/2021	61341	Nivert Metal Supply	PW heavy equipment supplies	\$	262.30
9/17/2021	61342	Patriot Workwear	Police New Hire Uniforms	\$	5,613.00
9/17/2021	61343	PMHC	Oct 2021 Health Ins Premium	\$	73,678.21
9/17/2021	61344	Pocono Mountain Firearms	Sight Change for New Hire	\$	25.00
9/17/2021	61345	Pocono Record	TWP advertisement	\$	240.52
9/17/2021	61346	Portland Contractors, Inc.	Aug 2021 Monthly Fee	\$	300.00
9/17/2021	61347	PPL Electric Utilities	Electric service area lights	\$	103.58
9/17/2021	61348	PPL Electric Utilities	Electric service twp	\$	1,396.45
9/17/2021	61349	Royal Security Services, Inc	Alarm Monitoring Services 10/1/21 - 9/30/22	\$	384.00
9/17/2021	61350	SFM Consulting LLC	Aug 2021 Building & services Services	\$	26,711.94
9/17/2021	61351	Shinetime Auto Wash & Lube	Aug 2021 Police Car Washes	\$	48.00
9/17/2021	61352	State Workers Insurance Fund	Employer Pd Worker's Comp Fire Co.	\$	1,693.00
9/17/2021	61353	Steele's Hardware	Twp supplies	\$	388.23
9/17/2021	61354	Stephenson Equipment, Inc.	PW supplies	\$	680.16
9/17/2021	61355	Stroudsburg Electric Motor Service	PW equipment supplies	\$	1,129.95
9/17/2021	61356	Suburban Propane	Vehicle fuel	\$	4,399.27
9/17/2021	61357	Suburban Testing Labs	SDWA Monthly	\$	100.00
9/17/2021	61358	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	77.59
9/17/2021	61359	UNIFIRST Corporation	PW Uniforms & Twp carpets	\$	177.46
9/17/2021	61360	US BANK - Lockbox CM9722	Aug 2021 Police Pension	\$	6,958.85
9/17/2021	61361	Waste Management of Pennsylvania, Inc.	Waste removal	\$	185.00
9/17/2021	61362	Wilson Products Compressed Gas Co.	PW supplies	\$	15.50
9/17/2021	61363	Witmer Public Safety Group	Police supplies	\$	443.26
9/17/2021	61364	Broughal & DeVito, L.L.P.	Legal services	\$	480.50
TOTAL General Fund				\$	184,303.93

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
9/16/2021	1994	BLUE RIDGE COMMUNICATIONS	Pump Station #5 Phone	\$ 63.38
9/16/2021	1996	BRODHEAD CREEK REGIONAL AUTHORITY	Sewage treatment	\$ 69,744.12
9/16/2021	1997	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 790.50
9/16/2021	1998	EEMA O&M Services Group, Inc.	O&M services	\$ 6,546.45
9/16/2021	1999	Emergency Systems Service Co.	Professional services	\$ 523.17
9/16/2021	2000	KEYSTONE ENGINEERING GROUP	Engineering services	\$ 4,622.85
9/16/2021	2001	PA One Call System, Inc	Sewer Mapping Services	\$ 38.70
9/16/2021	2002	Pocono Record	Deferred Lateral Bid Ad	\$ 266.28
9/16/2021	2003	PPL Electric Utilities	Electric service	\$ 1,613.64
9/16/2021	2004	SUBURBAN TESTING LABS	Monthly NPDES	\$ 533.20
9/16/2021	2005	Verizon	Sewer SCADA System	\$ 34.44
9/16/2021	2006	Boucher & James, Inc.	Engineering services	\$ 24,332.54
9/17/2021	2007	Boucher & James, Inc.	Engineering services	\$ 731.00
TOTAL Sewer Operating				\$ 25,631.18

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
9/16/2021	686	ARGS	PUMP STATION CAMERAS	\$ 8,918.79
9/16/2021	687	BOUCHER & JAMES	ENGINEERING SERVICES	\$ 4,716.78
TOTAL Sewer Construction Fund				\$ 13,635.57

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
9/16/2021	1237	CARDMEMBER SERVICES	2021 OFFICE CHAIRS	\$ 1,402.89
9/16/2021	1238	INTEGRA ONE	POLICE LAPTOP HP PROBOOK	\$ 737.55
9/16/2021	1239	STEELE'S HARDWARE	TLC PROJECT SUPPLIES	\$ 244.08
9/16/2021	1240	BOUCHER & JAMES INC	TLC PARK BASKETBALL COURT ENGINEERING SERVICES	\$ 375.00
TOTAL Capital Reserve Fund				\$ 2,759.52

LIQUID FUELS

Date	Check	Payee	Memo	Amount
				\$ -

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
9/17/2021	1012	PTW Fire Department	September RE tax	\$ 1,284.67
TOTAL Fire Tax				\$ 1,284.67

ESSA

General Fund	\$	184,303.93
Sewer Operating	\$	25,631.18
Sewer Construction Fund	\$	13,635.57
Capital Reserve	\$	2,759.52
Fire Tax Disbursement	\$	1,284.67
Liquid Fuels	\$	-
TOTAL ESSA TRANSFER	\$	227,614.87

Authorized by: _____

Transferred by: _____

Dee Ackerman

From: Damarys Zambrano <dzambrano@psfc.org>
Sent: Monday, September 13, 2021 10:54 AM
To: Dee Ackerman
Subject: Non-profit Trying to Reserve a Pavilion
Attachments: Exempt Cert.pdf; 501c3.pdf

Good Morning,

I am trying to reserve Pavilion 1 at Mountain View Park for Saturday September 25th. My name is Damarys Zambrano and I work for a non-profit called Pocono Services for Families and Children. I want to reserve Pavilion 1 on just September 25th for one of our programs, called Project Success, that we are currently running during the school year. I have attached both the 501 c3 form and the certification for exception. Our address is

Pocono Services for Families and Children
212 West 4th Street
East Stroudsburg, PA 18301-1419 USA

Please let me know if you need any more information from me. Thank you so much and have a great day.

Sincerely,

Damarys Zambrano

Damarys Zambrano
Y.E.S Recruitment/Program Coordinator, Monroe County PSFC, MS-I/O Psych.
570-620-2850 EXT. 305
2937 Route 611, P. O. Box 81
Tannersville, PA 18372
www.PSFC.org
Facebook: <https://m.facebook.com/MonroeCountyYES/>
Instagram: https://www.instagram.com/yes_monroecounty/

Internal Revenue Service

Department of the Treasury

District
Director

10 MetroTech Center
625 Fulton St., Brooklyn, NY 11201

▷ **RECEIVED JUN 29 1998**

Date: **JUN 25 1998**

Pocono Services for Families
and Children, Inc.
212 West 4th Street
East Stroudsburg, PA 18301-1419

Person to Contact:
Patricia Holub
Contact Telephone Number:
(718) 488-2333
EIN: 23-1672294

Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of Pocono Services for Families and Children, Inc.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,

Patricia Holub

Patricia Holub
Manager, Customer
Service Unit

Name of Organization: Pocono Services for Families and Children, Inc.

Date of Exemption Letter: April 1976

Exemption granted pursuant to section 501(c)(3) of the Internal Revenue Code.

Foundation Classification (if applicable): Not a private foundation as you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY
INNOVATIVE ENGINEERING

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

2756 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0306
Mailing:
P.O. Box 699
Bartonsville, PA 18321

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

www.bjengineers.com

September 16, 2021

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

**SUBJECT: TRAP ENTERPRISES ROUTE 0611 PROJECT
CONSTRUCTION ESCROW RELEASE NO. 8
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. 1330275R**

Dear Commissioners:

Based upon our review of this request and construction inspections to date, we recommend that the Applicant be allowed to reduce its construction escrow by **SIXTEEN THOUSAND SEVEN HUNDRED ONE DOLLARS AND EIGHTY-ONE CENTS (\$16,701.81)**, which represents the amount of this release (\$942,210.89 work constructed and retainage in the amount of \$94,221.09, less previous payments of \$831,287.99) leaving a balance of \$572,695.05. A line-item tabulation for this release is attached for your files. Please note, authorization of this release should not be construed as Final Approval or Acceptance of the improvements installed to date.

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

Sincerely,

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

JST/mep/cg

Enclosure

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

S:\2013\1330275R\Documents\Correspondence\Escrow\Release No. 8\Escrow Release #8 Cover Letter.docx

