



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

December 21, 2020 7:00 p.m.

Teleconference Dial-In #: 408-418-9388

Access code: 132 628 4282

Password: 762666

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

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 on Monday, December 14 and Tuesday, December 15 for the purpose of discussing litigation pertaining to a short term rental injunction hearing.
- On behalf of Pocono Township, we would like to wish you and your families a Merry Christmas and Happy Holidays. We wish our residents all the best for a healthy New Year.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Presentations – None

Resolutions

Ordinance 2020-09 – Motion to adopt a budget and appropriate funds estimated to be required for the purposes of the government of the Township of Pocono, fixing the real estate millage rate for the 2021 Fiscal Year at a rate of 2.16 mills per dollar of assessed valuation and a proposed fire tax at 0.201 special purpose mills.

OLD BUSINESS

- Motion to approve the minutes of the December 7, 2020 regular meeting of the Board of Commissioners. **(Action Item)**

NEW BUSINESS

1. Personnel

2. Financial Transactions

- a. Motion to ratify vouchers payable received through December 17, 2020 in the amount of \$228,392.48. **(Action Item)**
- b. Ratify gross payroll for pay periods ending December 13, 2020 in the amount of \$185,894.03. **(Action Item)**
- c. Motion to approve vouchers payable received through December 17, 2020, 2020 in the amount of \$130,368.62. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through December 17, 2020, 2020 in the amount of \$109,733.46. **(Action Item)**
- e. Motion to budget adjustments through December 17, 2020 in the amount of \$62,887.61. **(Action Item)**

3. Travel/Training Authorizations

Report of the President

Richard Wielebinski

- Discussion regarding Pocono Township hours of operation for Christmas Eve (12/24) and New Year's Eve (December 31). **(Possible Action Item)**
- Discussion regarding ongoing maintenance issues with the Township Police Department's 2015 Ford Taurus Interceptor and need for a new or refurbished engine. **(Action Item)**

Commissioner Comments

Jerrold Belvin – Vice President

- COVID-19/Emergency Management Update
- FEMA Flood Mitigation grant application
- Township Ice Skating Rink – Advertising to residents and upkeep.

Ellen Gmandt – Commissioner

Jerry Lastowski – Commissioner

- Traffic light timing issues at intersection of S.R. 314 & S.R. 611

Keith Meeker – Commissioner

- PMCCI Health & Safety Issues – Zoning Inspection(s)

Reports

Zoning – No report.

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current and remaining Public Works projects for 2020
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP

Administration – Manager’s Report

- Update – Leasing of Township Vehicles
- Update – Receipt of COVID Grant Funds from County
- Update – Stolen electronic radar sign
- Discussion and possible action regarding request of Kaeli Waldstein, Scout with Troop 85G in Tannersville, to install book/library boxes at Mountain View Park for her Eagle Scout project. **(Action Item)**
- Evaluation of Township's Wireless Carrier – Verizon vs. FirstNet (ATT)
- Monroe County Land Bank – Potential acquisition of 17 Summit Drive, Pocono Manor
- Amended Sign Ordinance Update
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications
- Wine Press Inn – Interest in Township-owned property
- Update – Regional HSPS Comprehensive Plan – Wednesday, January 20, 2021 at 6:00 p.m.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin
- Archer Lane Drainage Issues
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue

Township Solicitor Report

- Update – Gravatt's Way Short-Term Rental 12/15 Injunction Hearing. **(Possible Action Item)**
- Discussion regarding I-80 parcel easement request – Jonathan Weber. **(Possible Action Item)**
- Discussion regarding HJP Park
- Update – Kelly Family Trust
- Zoning Hearing Board Update
 - Sheetz, Inc. variance request for sign construction – December 15, 2020
 - Ryan Possinger Appeal Zoning Hearing – December 22, 2020

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

ORDINANCE 2020-09

AN ORDINANCE OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE, PENNSYLVANIA, ADOPTING A BUDGET AND APPROPRIATING FUNDS ESTIMATED TO BE REQUIRED FOR THE PURPOSES OF THE GOVERNMENT OF THE TOWNSHIP OF POCONO, AND FIXING THE REAL ESTATE MILLAGE RATE FOR THE 2021 FISCAL YEAR

WHEREAS, Article XVII, Section 1701, et seq., of the First-Class Township Code, 53 P.S. 56701 et seq., requires, inter alia, that the Pocono Township Board of Commissioners prepare and adopt a budget which shall reflect as nearly as possible the estimated revenues and expenditures of the Township for the year for which the budget is prepared; and

WHEREAS, the total appropriation shall not exceed revenues available for the fiscal year; and

WHEREAS, the tax levied by the Pocono Township Board of Commissioners shall be fixed at such figure within the limit allowed by law as with all other sources of revenue shall meet and cover such appropriations.

NOW THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Commissioners of the Township of Pocono, County of Monroe, and Commonwealth of Pennsylvania, as follows:

Section I:

That for the expenses of the Township of Pocono for the fiscal year 2021 the following amounts are hereby approved and appropriated from the receipts estimated to be available for said fiscal year for the specific purposes set forth below, which amounts are more fully itemized in the Budget Form on file in the Office of the Township Manager, as follows:

GENERAL FUND

ESTIMATED RECEIPTS

| | | |
|---------------------------------|---------------------|-------------------------|
| Taxes | \$ 5,543,402 | |
| Licenses and Permits | 200,100 | |
| Fines & Forfeits | 70,000 | |
| Interest, Rentals and Royalties | 15,000 | |
| Intergovernmental Revenues | 301,900 | |
| Charges for Services | 381,150 | |
| Special Assessments | 0 | |
| Other Financing Sources | 178,993 | |
| Opening Balance | <u>\$ 3,885,266</u> | |
| TOTAL FUNDS AVAILABLE | | <u>\$10,575,811</u> |

ESTIMATED EXPENDITURES

| | | |
|-----------------------------|-------------------|---------------------|
| General Government | \$ 941,000 | |
| Public Safety | 3,672,289 | |
| Public Works | 1,480,276 | |
| Cultural-Recreation | 143,047 | |
| Debt Service | 0 | |
| Employer Paid Benefits | 189,904 | |
| Insurance | 123,929 | |
| Transfer to Capital Reserve | 843,366 | |
| TIF & Other Expenses | <u>\$ 140,100</u> | |
| TOTAL EXPENDITURES | | <u>\$ 7,533,911</u> |
| PROJECTED FUND BALANCE | | <u>\$ 3,041,900</u> |

CAPITAL RESERVE FUND

| | | |
|------------------------|------------------|-------------|
| Estimated Revenues | \$ 1,911,080* | |
| Opening Balance | <u>534,000</u> | |
| Total Funds Available | \$ 2,445,080 | |
| Estimated Expenditures | <u>2,445,080</u> | |
| PROJECTED FUND BALANCE | | <u>\$ 0</u> |

*Source is general fund transfer and grant revenue

STATE LIQUID FUELS TAX FUND

| | | |
|------------------------|----------------|---------------|
| Opening Balance | \$ 361 | |
| Estimated Receipts | <u>425,709</u> | |
| Total Fund Balance | 426,070 | |
| Estimated Expenditures | <u>425,709</u> | |
| PROJECTED FUND BALANCE | | <u>\$ 361</u> |

SEWER OPERATING FUND

| | |
|------------------------|------------------|
| Opening Balance | \$ 3,364,546 |
| Estimated Revenue | <u>3,811,500</u> |
| Total Fund Balance | 7,176,046 |
| Estimated Expenditures | <u>3,716,514</u> |

| | |
|------------------------|---------------------|
| PROJECTED FUND BALANCE | <u>\$ 3,459,532</u> |
|------------------------|---------------------|

SEWER CONSTRUCTION FUND

| | |
|------------------------|-----------------|
| Opening Balance | \$ 400,000 |
| Estimated Revenue | <u>355,338*</u> |
| Total Fund Balance | 755,338 |
| Estimated Expenditures | <u>755,338</u> |

| | |
|------------------------|-------------------|
| PROJECTED FUND BALANCE | <u>\$ _____ 0</u> |
|------------------------|-------------------|

*Transfer from operations and interest

SPECIAL FUND – FIRE TAX FUND

| | |
|------------------------|---------|
| Opening Balance | \$ 0 |
| Estimated Revenue | 280,000 |
| Total Fund Balance | 280,000 |
| Estimated Expenditures | 280,000 |

Section II:

That real estate taxes are hereby levied for the 2021 Township of Pocono fiscal year at a rate of 2.16 mills per dollar of assessed valuation, and a proposed fire tax at 0.201 special purpose mills.

ENACTED AND ADOPTED by the Board of Commissioners this ____ day of _____, 2020.

ATTEST:

**POCONO TOWNSHIP BOARD OF
COMMISSIONERS**

TAYLOR MUÑOZ
Township Secretary

RICHARD WIELEBINSKI
President, Board of Commissioners

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

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

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

In Attendance: L. DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; Taylor Muñoz, Township Manager; and Krisann Wean, Administrative Assistant.

Public Comments – No public comments.

Announcements

- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Presentations – No presentations.

Resolutions

R. Wielebinski made a motion, seconded by J. Belvin, to approve Resolution 2020-26 for the submission of a Greenway Trails and Recreation Program grant application to the Commonwealth Financing Authority. T. Muñoz explained the purpose of the grant. E. Gndt asked about whether there is a matching requirement. All in favor. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker to approve the minutes of the November 16, 2020 regular meeting of the Board of Commissioners. All in favor. Motion carried.

NEW BUSINESS

1. Personnel – No new business.

2. Financial Transactions

R. Wielebinski made a motion, seconded by J. Belvin, to ratify vouchers payable received through December 3, 2020 in the amount of \$1,057,497.06. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify gross payroll for pay periods ending November 15 & 29, 2020 in the amount of \$216,797.68. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve vouchers payable received through December 3, 2020 in the amount of \$97,222.91. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve sewer operating fund expenditures through December 3, 2020, in the amount of \$20,258.88. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer construction fund expenditures through December 3, 2020 in the amount of \$8,884.00. E. Gndt asked for clarification regarding the amount. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital fund expenditures through December 3, 2020 in the amount of \$57,703.40. All in favor. Motion carried.

3. Travel/Training Authorizations – None.

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by J. Belvin, to engage Zelenkofske Axelrod LLC to audit the financial statements of Pocono Township as of and for the year ended December 31, 2020 and to authorize the Township Manager to sign the engagement letter on behalf of the Township. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to renew/reengage Penn Strategies for grant writing services and authorize the Township Manager to sign the contract with JDM Consultants LLC for grant writing services. J. Lastowski asked if enough funds were brought in to justify this expense. E. Gndt inquired about need for the service and expressed concerns with the confidentiality provision, as the Township is subject to the Right to Know Law. The motion was amended to include that the payment frequency should be clarified in the contract to reflect payments once per month and the confidentiality clause removed. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

- COVID-19/Emergency Management Update. Stated COVID numbers continue to rise. Governor Wolf had press conference this afternoon where he stated citizens are not following guidelines and he may announce additional mitigation efforts. Temperature scanning and masks have been reinstituted.
- Tropical Storm Isaias Update – Denial. FEMA denied PEMA for receipt of Isaias funds.
- FEMA Flood Mitigation grant application – Working to obtain funds for Wilkie Road.
- Will complete end-of-year maintenance on Township traffic signals.

Ellen Gndt – Commissioner

- Discussion regarding timing and traffic patterns at the new Brookdale Road & S.R. 611 Intersection. Sated that Initially a four-way stop was located off 611 and the wait time was long at the traffic light. Stop signs were removed, and some timing issues may be resolved. T. Munoz is in discussion with PennDOT.
- Had talked about training for employees and asked what opportunities were being offered to staff.

Jerry Lastowski – Commissioner

- Traffic light timing issues at intersection of S.R. 314 & S.R. 611 – Problem with the synchronization, where it took three cycles to get six cars through the light. Light changed almost immediately after changing to green and appears to be a timing issue. J. Belvin will take a look at the system tonight after meeting and report back indicating it could be an issue between the camera and loop detector.

Keith Meeker – Commissioner

- PMCCI Health & Safety Issues – Zoning Inspection(s). Zoning officials are putting together an action plan following two drive-by inspections.

Reports

Zoning

- November 2020 Report was submitted to Commissioners.

Emergency Services

- Police – Chief Werkheiser submitted report to Commissioners.
- EMS – No report.
- Fire – No report.

Public Works Report

- Current and remaining Public Works projects for 2020. All trucks are in “snow mode.” Leaf collection continuing weather-permitting.
- Update – Dump truck body replacement. Stripped off old body and will be taking it to the body company this week so that installation can occur as soon as the body is delivered. Checked with a half dozen companies and was given the same tentative time period. Also checked with two rental companies, but they do not rent out snowplows or cinder spreaders. E. Gndt asked about timeline of getting the dump truck body. Clarification was provided.

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify the ordering of the truck body. All in favor. Motion carried.

- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – No update.
- Update – Well Work at MVP – Well work complete.

Administration – Manager’s Report

- Update – Leasing of Township Vehicles.

J. Lastowski made a motion, seconded by R. Wielebinski, to rescind the motion to enter into an agreement with Enterprise Fleet Management for leasing Township police vehicles. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve leasing three Ford Explorer police vehicles through F.N.B. Finance, subject to L. DeVito’s review of lease documents. E. Gndt asked that L. DeVito review and ensure that the vehicles are also in line with the Steel Procurement Act. T. Munoz will check with the dealership. All in favor. Motion carried.

- Update – Receipt of COVID Grant Funds from County. Half of the COVID-19 grant funds have been received from the County. Also received \$18,000 which covered earlier expenses. Will received a check of \$23,000 this week which will cover all new COVID-19 expenses incurred by the Township, including a new audio/visual system and PPE. An additional \$7,000 was received for police expenses related to COVID, specifically relating to the police computer system. In total, \$50,000 was received through Cares Act funding with the County.

- Evaluation of Township's Wireless Carrier – Verizon vs. FirstNet (ATT). Verizon contract is ending, so Township is evaluating cost comparison between Verizon and ATT FirstNet. FirstNet is a network that gives priority status and data to all first responders. Undergoing evaluation of cost differences, coverage and quality differences between the two.
- Discussion regarding installation of dry hydrant at Laurel Lake.

J. Lastowski made a motion, seconded by J. Belvin, to allow Township Manager and L. DeVito to work with the fire department for the installation of a dry hydrant at Laurel Lake. All in favor. Motion carried.

- Discussion regarding donation to the Brodhead Creek Watershed Association –

E. Gnadtt made a motion, seconded by R. Wielebinski, to donate \$500 to BWA (Brodhead Creek Watershed Association). Discussion regarding what the BWA does in relation to Pocono Creek. E. Gnadtt explained they are active in the community and critical to preserving high quality streams. They provide educational opportunities and will talk to Township about MS-4 and creek preservation. All in favor. Motion carried.

- Monroe County Land Bank – Potential acquisition of 17 Summit Drive, Pocono Manor. Working on getting 17 Summit Drive property submitted to the land bank for consideration.
- Amended Sign Ordinance Update. L. DeVito indicated the Township has the option to reject comments from Monroe County Planning Commission (MCPC), or to refer the comments back to the Planning Commission for evaluation. If they are incorporated, it goes back to MCPC. When returned, it comes back to the Township for adoption. E. Gnadtt would like to see the comments provided by the MCPC.
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications. Township has two active LSA grant applications, one for Rimrock Road intersection improvements and one for the fire department; and two active Multimodal grants, one through DCED and one through PennDOT. Also have an active application through the DCED Greenways, Trails & Recreation program. All grants, with the exception of the PennDOT grant, will be considered at the same meeting in January, or March at the latest.
- Wine Press Inn – Interest in Township-owned property – Owner is still interested in purchasing Township-owned property.
- Update – Regional HSPS Comprehensive Plan – Wednesday, December 16, 2020 at 6:00 p.m. at the Stroud Township building and is open to all Commissioners to attend.
- Tom McKeown is in the process of completing an appraisal of the Township-owned 10-acre property off I-80. Information was sent for verification to J. Tresslar regarding access and buildability.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin – Received email from their engineer informing the Township that a plan is in the works and will be submitted for review as early as tomorrow morning. Will follow up with the Board after receiving additional information.
- Archer Lane Drainage Issues – No update.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue. Project is ongoing. Survey crew is finishing topography.

Township Solicitor Report

- Gravatt's Way Short-Term Rental – Default judgment date and potential injunction. Complaints for the injunction and petition for preliminary injunction are all drafted. Looking to file with the court tomorrow and anticipating a hearing scheduled within the next couple weeks. Will follow up once we have a date, time and courtroom. E. Gndt asked a question regarding a default judgment and J. Lastowski asked if the \$12,000 kicks in today. L DeVito said it should, but we will not know until we check with the MDJ.
- Discussion regarding HJP Park. Now that Hamilton is out of the partnership, Todd Weitzmann is suggesting an informal meeting to sit down and talk about future plans for the Jackson-Pocono joint park. Will coordinate a joint work session regarding park and PJJWA. Also include B. Sargent for maintenance questions. Get dates from Jackson and then talk with Pocono. Get dates for beginning to mid-January.
- Update – Kelly Family Trust. Served on November 20, 2020 and they have 20 plus 10 days to respond. Trustee of the trust was served.
- Update – Ryan Possinger Appeal Zoning Hearing – November 24, 2020. Met on November 24, 2020 but was missing a ZHB member. Hearing rescheduled for 5 p.m. on December 22, 2020. Was advertised for in-person.
- Township received a zoning hearing board application for the proposed Sheetz project and their sign package. Does not believe there is a need for the Township to object and feels it is best to allow ZHB to make their decision without the Commissioners opposing. Hearing scheduled for December 15, 2020.
- The Johnsons appealed the STR decision by the ZHB to the Court of Common Pleas. Would like BOC authorization to file on behalf of Township to intervene.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize L. DeVito to file papers necessary to have the Township intervene in the Johnson appeal. No public comment. All in favor. Motion carried.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 8:24 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, December 21, 2020

SUMMARY

Ratify

| | | |
|--------------------|----|------------|
| General Fund | \$ | 186,287.30 |
| Sewer Operating | \$ | 86.25 |
| Sewer Construction | \$ | - |
| Capital Reserve | \$ | 42,018.93 |

Bill List

| | | |
|--------------------------------------|----|------------|
| TOTAL General Fund | \$ | 130,368.62 |
| TOTAL Sewer <u>OPERATING</u> Fund | \$ | 109,733.46 |
| TOTAL Sewer <u>CONSTRUCTION</u> Fund | \$ | - |
| TOTAL Capital Reserve Fund | \$ | - |
| Liquid Fuels | \$ | - |

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

| | | |
|------------------------------|----|-----------|
| <u>Budget Appropriations</u> | \$ | 62,887.61 |
|------------------------------|----|-----------|

Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, December 21, 2020

| General Fund | | <u>Date</u> | <u>Check</u> | <u>Vendor</u> | <u>Memo</u> | <u>Amount</u> |
|---------------------------------|--|-------------|--------------|-------------------------|---------------------------|--|
| Payroll | | 12/18/2020 | | | | |
| | | | | | PAYROLL ENDING 12/14/2019 | \$ 185,894.03 |
| General Expenditures | | | | | | TOTAL PAYROLL \$ 185,894.03 |
| | | <u>Date</u> | <u>Check</u> | <u>Vendor</u> | <u>Memo</u> | <u>Amount</u> |
| | | 12/07/2020 | 60348 | PRAXAIR | PW supplies | \$ 29.22 |
| | | 12/07/2020 | 60395 | STAPLES BUSINESS CREDIT | TWP OFFICE SUPPLIES | \$ 364.05 |
| Sewer Operating Fund | | | | | | TOTAL General Fund Bills \$ 393.27 |
| | | <u>Date</u> | <u>Check</u> | <u>Vendor</u> | <u>Memo</u> | <u>Amount</u> |
| | | 12/07/2020 | 1770 | METTEL | PHONE SERVICE PUMPSTATION | \$ 86.25 |
| Sewer Construction Fund | | | | | | \$ 86.25 |
| | | <u>Date</u> | <u>Check</u> | <u>Vendor</u> | <u>Memo</u> | <u>Amount</u> |
| Capital Reserve Fund | | | | | | TOTAL Sewer Construction Fund \$ - |
| | | <u>Date</u> | <u>Check</u> | <u>Vendor</u> | <u>Memo</u> | <u>Amount</u> |
| | | 11/23/2020 | 1186 | CARDMEMBER SERVICES | POLICE COMPUTERS | \$ 4,169.58 |
| | | 12/02/2020 | 1187 | FNB EQUIPMENT FINANCE | 2021 PETERBILT | \$ 37,849.35 |
| TOTAL General Fund | | | | | | TOTAL Capital Reserve Fund \$ 42,018.93 |
| TOTAL Sewer Operating | | | | | | 186,287.30 |
| TOTAL Sewer Construction | | | | | | 86.25 |
| Total Capital Reserve | | | | | | 42,018.93 |
| Transferred by: | | | | | | 228,392.48 |

POCONO TOWNSHIP CHECK LISTING

Monday, December 21, 2020

General Fund

| Date | Check | Vendor | Memo | Amount |
|------------|-------|--|--|--------------|
| 12/15/2020 | 60396 | Access Office Technologies | Phone service | \$ 98.00 |
| 12/15/2020 | 60397 | AFLAC | Supplemental insurance | \$ 488.42 |
| 12/15/2020 | 60398 | AMERICAN UNITED LIFE INSURANCE CO. | ST and GLT premium | \$ 2,819.99 |
| 12/15/2020 | 60399 | Anglemyer, Aaron | Uniform Allowance | \$ 95.39 |
| 12/15/2020 | 60400 | ARGS Technology, LLC | Nov 2020 IT Services | \$ 3,375.00 |
| 12/15/2020 | 60401 | Blue Ridge Communications | Phone service | \$ 392.34 |
| 12/15/2020 | 60402 | Brodhead Creek Regional Authority | Sewer | \$ 177.08 |
| 12/15/2020 | 60403 | Brodhead Watershed Association | Stream Steward Partnership Donation | \$ 500.00 |
| 12/15/2020 | 60404 | Broughal & DeVito, L.L.P. | Legal services | \$ 11,319.02 |
| 12/15/2020 | 60405 | C. S. Davidson, Inc. | Prof Serv thru 12/5/2020 - 100% complete | \$ 1,850.00 |
| 12/15/2020 | 60406 | Cefali and Associates PC | October 2020 Treasury Services | \$ 580.00 |
| 12/15/2020 | 60407 | Commonwealth of PA | USTIF fee | \$ 825.00 |
| 12/15/2020 | 60408 | Cyphers Truck Parts | PW heavy equipment parts | \$ 792.40 |
| 12/15/2020 | 60409 | E.M.Kutz, Inc. | PW truck parts | \$ 75.00 |
| 12/15/2020 | 60410 | General Code | Contracted services | \$ 2,721.00 |
| 12/15/2020 | 60411 | Goucher, Shawn | Uniform allowance | \$ 263.19 |
| 12/15/2020 | 60412 | H. M. Beers, Inc. | November 2020 SEO Services | \$ 1,875.00 |
| 12/15/2020 | 60413 | HAWK ANALYTICS INC | CellHawk Sub 1 Yr 3/3/21 to 3/2/22 | \$ 2,495.00 |
| 12/15/2020 | 60414 | Iannazzo, Marc | Uniform allowance | \$ 124.80 |
| 12/15/2020 | 60415 | Jack Williams Tire Company, Inc. | Police vehicle repair | \$ 590.88 |
| 12/15/2020 | 60416 | JDM Consultants, LLC | Dec 2020 Grant Consulting/Advocacy | \$ 2,000.00 |
| 12/15/2020 | 60417 | Kimball Midwest | PW operation supplies | \$ 102.50 |
| 12/15/2020 | 60418 | Kuehner, Raymond | Uniform allowance | \$ 379.90 |
| 12/15/2020 | 60419 | Kyocera Document Solutions America, Inc. | Equipment rental | \$ 366.56 |
| 12/15/2020 | 60420 | Loyson, Jim | Workboot Allowance | \$ 140.24 |
| 12/15/2020 | 60421 | Mountain Road Feed Store | Ice Skate Rink Straw | \$ 147.00 |
| 12/15/2020 | 60422 | MRM Worker's Compensation Pooled Trust | Workers comp | \$ 11,382.30 |

| | | | | | |
|---------------------------|-------|---------------------------------------|---------------------------------------|-----------|-------------------|
| 12/15/2020 | 60423 | PAPCO, Inc. | Vehicle fuel | \$ | 5,553.76 |
| 12/15/2020 | 60424 | PMHIC | January 2021 Premium | \$ | 63,627.78 |
| 12/15/2020 | 60425 | Pocono Record | Advertisement | \$ | 376.68 |
| 12/15/2020 | 60426 | PPL Electric Utilities | Electric Service | \$ | 49.05 |
| 12/15/2020 | 60427 | PPL Electric Utilities | Electric Service | \$ | 1,629.36 |
| 12/15/2020 | 60428 | PSATS | Membership | \$ | 689.00 |
| 12/15/2020 | 60429 | RecDesk LLC | 12/2/20 - 12/1/21 Annual Subscription | \$ | 1,800.00 |
| 12/15/2020 | 60430 | Samridh 1 LLC | RE tax refund | \$ | 86.19 |
| 12/15/2020 | 60431 | Scicutella, Michael | Uniform allowance | \$ | 500.00 |
| 12/15/2020 | 60432 | Smith, Doug | Uniform allowance | \$ | 598.81 |
| 12/15/2020 | 60433 | State Workers Insurance Fund | Fired Dep. Worker's Comp | \$ | 5,642.00 |
| 12/15/2020 | 60434 | Tulpehocken Mountain Spring Water Inc | Water | \$ | 77.59 |
| 12/15/2020 | 60435 | UNIFIRST Corporation | Uniforms and mats | \$ | 174.12 |
| 12/15/2020 | 60436 | Verizon Connect | GPS service | \$ | 325.45 |
| 12/15/2020 | 60437 | Wilson Products Compressed Gas Co. | PW supplies | \$ | 7.50 |
| 12/15/2020 | 60438 | Wittel, Jason | Truck #17 Lettering | \$ | 160.00 |
| 12/15/2020 | 60439 | DES | November 2020 TWP Recycling | \$ | 24.00 |
| 12/15/2020 | 60440 | E.M.Kutz, Inc. | Truck supplies | \$ | 178.76 |
| 12/15/2020 | 60441 | Verizon Wireless | Police iPad | \$ | 70.06 |
| 12/15/2020 | 60442 | Nauman Companies | TWP service | \$ | 910.00 |
| 12/15/2020 | 60443 | Law Offices of Lawrence B. Fox | Civil Service | \$ | 1,912.50 |
| TOTAL General Fund | | | | \$ | 130,368.62 |

Sewer Operating Fund

| Date | Check | Vendor | Memo | Amount |
|------------|-------|-----------------------------------|----------------------------------|--------------|
| 12/15/2020 | 1771 | ARGS Technology, LLC | IT services | \$ 125.00 |
| 12/15/2020 | 1772 | BLUE RIDGE COMMUNICATIONS | Phone service | \$ 124.96 |
| 12/15/2020 | 1773 | BRODHEAD CREEK REGIONAL AUTHORITY | Sewer treatment | \$ 89,596.00 |
| 12/15/2020 | 1774 | BROUGHAL & DEVITO, L.L.P. | Legal services | \$ 1,523.00 |
| 12/15/2020 | 1775 | EEMA O&M Services Group, Inc. | Dec 2020 O&M/Add'l Serv Nov 2020 | \$ 5,939.00 |
| 12/15/2020 | 1776 | Emergency Systems Service Co. | Contracted services | \$ 4,154.16 |
| 12/15/2020 | 1777 | PA One Call System, Inc | Sewer mapping | \$ 22.66 |
| 12/15/2020 | 1778 | Pocono Management Associates LLC | Contracted services 11/16 -12/13 | \$ 6,054.06 |

| | | | | | |
|-----------------------|------|------------------------|------------------|----|------------|
| 12/15/2020 | 1779 | PPL Electric Utilities | Electric service | \$ | 2,160.48 |
| 12/15/2020 | 1780 | Verizon | Scada line | \$ | 34.14 |
| TOTAL Sewer Operating | | | | \$ | 109,733.46 |

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

Sewer Construction Fund

TOTAL Sewer Construction Fund \$ -

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

Capital Reserve Fund

ESSA

| | | | |
|-------------------------------|----|------------|-----------------------|
| TOTAL General Fund | \$ | 130,368.62 | |
| Sewer Operating | \$ | 109,733.46 | |
| TOTAL Sewer Construction Fund | \$ | - | Authorized by: _____ |
| Capital Reserve | \$ | - | |
| Liquid Fuels | \$ | - | |
| TOTAL ESSA TRANSFER | \$ | 240,102.08 | Transferred by: _____ |

2020 BUDGET ADJUSTMENTS

TO: Board of Commissioners
 FROM: Taylor Munoz
 DATE: 12/21/2020
 RE: Budget Adjustment

Please review the following line item transfer(s) for Commissioners approval.

| Fund | FROM | Fund | TRANSFER OUT | TO | TRANSFER IN |
|------------------|---|------------------|--------------|---|-------------|
| General Fund '01 | 406.215 · Gen Govt Postage | General Fund '01 | 758.26 | 405.192 · Secretary SSI Taxes | 758.26 |
| | 406.215 · Gen Govt Postage | General Fund '01 | 312.24 | 405.196 · Secretary Insurance | 312.24 |
| General Fund '01 | 404.310 · Township Solicitor | General Fund '01 | 1,000.00 | 405.198 · Secretary Non-Uni Pension Plan | 1,000.00 |
| | 404.310 · Township Solicitor | General Fund '01 | 1,119.33 | 407.450 · Contracted Services | 1,119.33 |
| General Fund '01 | 410.130 · Police Salaries & Wages-Officer | General Fund '01 | 20,622.27 | 410.185 · Sick & Vacation Buy Back | 20,622.27 |
| | 410.196 · Police Health Insurance | General Fund '01 | 4,085.21 | 410.222 · Ammunition/Field Materials | 4,085.21 |
| | 410.196 · Police Health Insurance | General Fund '01 | 3,000.00 | 410.260 · Police Minor Equipment | 3,000.00 |
| General Fund '01 | 410.196 · Police Health Insurance | General Fund '01 | 2,617.61 | 410.270 · Police IT | 2,617.61 |
| | 410.196 · Police Health Insurance | General Fund '01 | 3,000.00 | 413.311 · Prof Services - SEO | 3,000.00 |
| | 410.196 · Police Health Insurance | General Fund '01 | 2,897.10 | 414.314 · Planning & Zoning Legal | 2,897.10 |
| General Fund '01 | 432.220 · Snow & Ice Rem Oper Supplies | General Fund '01 | 4,000.00 | 430.198 · Public Works N-U Pension | 4,000.00 |
| General Fund '01 | 430.234 · Public Works Vehicle Supplies | General Fund '01 | 1,745.53 | 430.220 · Public Works Oper Supplies | 1,745.53 |
| | 432.220 · Snow & Ice Rem Oper Supplies | General Fund '01 | 114.65 | 430.238 · Public Works Uniforms | 114.65 |
| General Fund '01 | 432.375 · Snow & Ice Rem Equipment Maint | General Fund '01 | 35.00 | 430.420 · Public Works Dues, Subscription | 35.00 |
| | 432.220 · Snow & Ice Rem Oper Supplies | General Fund '01 | 3,081.97 | 432.375 · Snow & Ice Rem Equipment Maint | 3,081.97 |
| General Fund '01 | 432.220 · Snow & Ice Rem Oper Supplies | General Fund '01 | 3,173.98 | 433.220 · Traffic Signals & Signs Supply | 3,173.98 |
| | 432.220 · Snow & Ice Rem Oper Supplies | General Fund '01 | 2,000.00 | 438.220 · Road Maint Supplies | 2,000.00 |
| General Fund '01 | 457.540 · Community Day Celebration | General Fund '01 | 1,317.70 | 454.450 · Park Contracted Services | 1,317.70 |
| General Fund '01 | 483.194 · Employer Pd Unemployment Comp | General Fund '01 | 8,006.76 | 483.195 · Employer Pd Worker's Comp | 8,006.76 |

62,887.61

62,887.61