



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

March 19, 2024 | 6:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 892 102 5946

Passcode: 18372

Zoom Link:

<https://us06web.zoom.us/j/8921025946?pwd=Q1VtaFVkVEpRWtUvdIFrSHJ1cE1TdZ09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

For any individuals wishing to make public comment tonight, including those dialed in by phone, please state the spelling of your name and identify whether you are a taxpayer of Pocono Township.

Please limit individual comments to five (5) minutes and direct all comments to the President. Public comment is not for debate or answering questions, rather it is for "comment on matters of concern, official action or deliberation...prior to taking official action" [PA Sunshine Act, Section 710.1].

Announcements

- Mark your calendars for the annual Pocono Township Fishing Derby on April 13, 2024 at TLC Park. Registration instructions will be included on the Township Facebook and website. Any questions or concerns can be forwarded to Jennifer Gambino via the main Township phone number or email.
- The Pocono Township Spring Cleanup will take place from April 25 through April 27, 2024. For more information, please contact the Township office.

Presentations

- Pocono Twp Officer Swearing-In Ceremony – Hon. Phillip Riley
 - Chief James Wagner
 - Detective Sergeant Earl Ackerman
 - Sergeant Eric Rath (*will recognize at future meeting*)

Hearings – None

Resolutions

Resolution 2024-03 – Motion to approve Resolution 2024-03 granting conditional approval for the Monroe Career & Technical Institute (MCTI) expansion project. **(Action Item)**

Resolution 2024-04 – Motion to approve Resolution 2024-04 granting certain requests for modification of the Pocono Township Subdivision & Land Development Ordinance for the Lindenmere Sports Arts Center, LLC Preliminary/Final Land Development Plan. **(Action Item)**

Resolution 2024-05 – Motion to approve Resolution 2024-05 granting an extension of time for the conditional approval of the Running Lane, LLC Preliminary/Final Land Development Plan to February 6, 2024 to satisfy the conditions set forth in Resolution 2020-08. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the March 4, 2024 regular meeting and reorganizational meeting of the Board of Commissioners.
 - Financial transactions through March 13, 2024 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll; vouchers payable, sewer operating expenditures, construction fund expenditures, capital reserve expenditures and transfers. **(Action Items)**

NEW BUSINESS

1. Personnel

2. Travel/Training Authorizations

Commissioner Comments

Richard Wielebinski – President

- Motion to award the Pocono Township Spring & Fall Cleanup bids.
- Motion to close the following ESSA bank accounts:
 - ESSA Fees in Lieu Account ending 2436.
 - ESSA Liquid Fuels ending 2232.
 - ESSA Capital Reserve ending 2444.
- Motion to engage Zelenkofske Axelrod LLC for completion of the Pocono Township 2023 Audit in the amount of \$18,025 and to authorize the (Vice) President of the Board of Commissioners to execute the provided engagement letter. **(Action Item)**
- Discussion and possible action regarding filling the vacancy of Township Manager. **(Possible Action Item)**

Jerrod Belvin – Vice President

- Emergency Management Update
- Update – Archer Lane.
- Update – Laurel Lake Dam

Ellen Gndt – Commissioner

- Update – SBA Cell Tower

Natasha Leap – Commissioner

Mike Velardi – Commissioner

- Discussion and possible action regarding preparation of an amendment to the Pocono Township Manager Ordinance. **(Action Item)**

Reports

Zoning

Police Report

- Department updates.

Ambulance Report

Public Works Report

- Cobble Creek Drainage Project.
- Current Public Works Projects.
- Mountain View Park Updates.
- TLC Park Updates.
- Old Learn Farm parking access.

Administration – Manager’s Report

Township Engineer Report

- Learn Road safety enhancement project and roundabout survey work.
- Update – TASA SR 611 sidewalk project.
- In Progress – Discussion and possible action regarding the Township’s revised Act 167 stormwater ordinance, incorporating changes to the ordinance as prepared by the Township engineer and as required by PA DEP.

Township Solicitor Report

- General legal update.
- Zoning Hearing Board updates.
 - March 28, 2024 – 154 Ruby Lane.
- Update – Johnson Appeal Supreme Court petition.

Public Comment

For any individuals wishing to make public comment tonight, including those dialed in by phone, please state the spelling of your name and identify whether you are a taxpayer of Pocono Township. Please limit individual comments to five (5) minutes and direct all comments to the President.

Adjournment

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-03

**A RESOLUTION GRANTING CONDITIONAL
APPROVAL OF THE MONROE CAREER AND TECHNICAL INSTITUTE
CONFERENCE CENTER ADDITION PRELIMINARY/FINAL LAND DEVELOPMENT
PLAN AND LOT CONSOLIDATION PLAN**

WHEREAS, the applicant, Monroe County Area Vocation Technical School Authority, submitted a plan application titled “Preliminary/Final Land Development Plan and Lot Consolidation Plan for Monroe Career and Technical Institute Conference Center Addition” (the “Plan”). The applicant proposes to construct 16,780 square foot building addition, with associated stormwater management and utility improvements. The property is owned by the Monroe County Area Vocation Technical School Authority, and is known as Monroe County Tax ID No. 12.9.1.28; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated November 2, 2023, January 2, 2024 and March 8, 2024; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional plan approval of the Plan at a meeting held on January 23, 2023; 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 from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Section 390-29.F: Site Context Map. *The applicant shall be granted a partial waiver once all, streets, street names, and utility easements are shown within 1,000 feet of the site.*
2. SALDO Section 390-29.G: Existing Resources and Site Analysis. *The applicant shall be granted a partial waiver once all, streets, street names, and utility easements are shown within 1,000 feet of the site.*
3. SALDO Section 390-29.H: Resource Impact and Conservation Analysis. *The applicant shall be granted a partial waiver to permit it to use a chart to identify the required information..*
4. SALDO Section 390-50.D.(4): Water Depth. *The applicant shall be permitted to provide a basin with a 7.11 foot water depth.*

5. SALDO Section 390-55.E.(4): Stormwater Basin Buffering. *The applicant shall be permitted to utilize the existing vegetation for buffering.*
6. SALDO Section 390-55.F.(3)(a): Property Lien Buffering. *The applicant shall be permitted to utilize the existing vegetation for buffering.*
7. SALDO Section 390-55.F.(4)(a): Vehicular Access Drive Buffering. *The applicant shall be permitted to utilize the existing vegetation for buffering.*

That the “Preliminary/Final Land Development Plan and Lot Consolidation Plan for Monroe Career and Technical Institute Conference Center Addition” as shown on the plan prepared by K&W, LLC, dated September 22, 2023, 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 November 2, 2023, January 2, 2024 and March 8, 2024.
2. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
3. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
4. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township, if deemed necessary by the Township.
5. The applicant shall pay all necessary fees associated with the Plan, including but not limited to a fee in lieu of dedicating open space in the amount of \$1,218.00, any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
6. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
7. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
8. The applicant shall meet all conditions of the plan approval, and Plan shall be recorded within twelve (12) months of Conditional Plan approval, and agrees that if such conditions are not met, the Conditional Plan approval will be considered void.
9. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the

Township of Pocono the 19th day of March, 2024.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-04

**A RESOLUTION GRANTING OF CERTAIN REQUESTS FOR
MODIFICATION OF THE POCONO TOWNSHIP SUBDIVISION AND
LAND DEVELOPMENT ORDINANCE FOR THE
LINDENMERE SPORTS ARTS CENTER, LLC
PRELIMINARY/FINAL LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Lindenmere Sports Arts Center, LLC, submitted a plan application titled “Lindenmere Sports Arts Center, LLC Preliminary/Final Land Development Plans” (the “Plan”). The applicant is proposing to expand its existing facilities at Camp Lindenmere. Camp Lindenmere is located in the R-1, Low Density Residential Zoning District and is split between the northern and southern sides of State Route 715, approximately one (1) mile east of its intersection with State Route 0611. The existing property has an area of approximately 159 acres and consists of an existing overnight camp with sleeping, activity, and food facilities. The remainder of the site is woodland areas. The existing campground is located outside of the Township’s designated central sewage service area and is defined by the Township’s official Act 537 Plan for on-lot sewage disposal. The parcel also utilizes onsite water supply wells. The project proposes to update all non-compliant sewage disposal facilities with what appears to be new traditional sewage disposal beds; and

WHEREAS, the Plan received conditional preliminary/final plan approval from the Pocono Township Board of Commissioners on October 18, 2021; and

WHEREAS, the applicant has requested additional modifications of the Township’s Subdivision and Land Development Ordinance; and

WHEREAS, the Pocono Township Planning Commission recommended the approval of the requested modifications at a meeting held on March 11, 2024; and

WHEREAS, the Pocono Township Board of Commissioners desires to take final action on the requested modifications.

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

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

1. SALDO Section 390-52.E(3)(c) – Documented well capacity of 110 GPD. *Applicant is permitted to use historical use data instead of the 110 gpd per capita design criteria.*

2. SALDO Section 390-52.E(4)(g)[3] – Adequate well pump test data for existing Well #1 and Well #2. *Well #1 and Well #2 are pre-existing wells, installed prior to applicant's ownership of the property.*
3. SALDO Section 390-52.E(4)(i)[20][a] – Smaller than 6” water mains justified by analysis. *Applicant is permitted to install 4” mains.*
4. SALDO Section 390-52.A(1). – Evidence of adequate water supply. *Applicant has provided information reviewed and accepted by the Township Engineer.*

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 19th day of March, 2024.

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-05

**A RESOLUTION GRANTING CONDITIONAL APPROVAL
OF THE RUNNING LANE, LLC PRELIMINARY/FINAL LAND DEVELOPMENT
PLAN**

WHEREAS, the applicant, Running Lane, LLC, has submitted a preliminary/final land development plan (the “Plan”). The applicant proposes a land development on property located along State Route 0611, approximately 0.7 miles south of the intersection with Lower Swiftwater Road (SR 0314). The existing property (Tract 1) is located with the C Commercial Zoning District and consists of the Pocono Brewing Company with associated parking, stormwater management and on-lot water and sewer services. The existing property is split by SR 0611 and has a total gross area of 5.47 acres, with 0.507 acres located on the eastern side of SR 0611. The proposed land development will occur on Tract 1 and will consist of a 4-story, 90 room hotel with a pool; and

WHEREAS, on April 6, 2020, the Pocono Township Board of Commissioners enacted Resolution No. 2020-08 which granted conditional preliminary/final plan approval of the Plan; and

WHEREAS, Resolution No. 2020-08 required that the applicant meet all conditions of the plan approval and record the Plan within twelve (12) months of the Conditional Plan approval, and if such conditions were not met, the Conditional Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of plan approval and record the Plan within twelve (12) months of the Conditional Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2020-08; and

WHEREAS, by Resolution No. 2022-05, the Board of Commissioners granted the applicant an extension of twelve (12) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2020-08; and

WHEREAS, by Resolution No. 2023-05, the Board of Commissioners granted the applicant an extension of three (3) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2020-08; and

WHEREAS, by Resolution No. 2023-09, the Board of Commissioners granted the applicant an extension of nine (9) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2020-08; and

WHEREAS, the Board of Commissioners has agreed to grant the applicant an additional twelve (12) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2020-08; and

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, Running Lane, LLC, shall have a period of twelve (12) months from February 6, 2024 to satisfy the conditions plan approval and record the Plan as set forth in Resolution No. 2020-08.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 19th day of March, 2024.

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
March 4, 2024 | 6:29 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on February 20, 2024 and was opened by President Rich Wielebinski at 6:00 p.m. followed by the Pledge of Allegiance.

Roll Call: Jerrod Belvin, present; Ellen Gndt, present; Natasha Leap, present; Mike Velardi, present; and Rich Wielebinski, present.

In Attendance: Taylor Munoz, Township Manager; Leo DeVito, Township Solicitor; Jon Tresslar, Engineer; Pat Briegel, Public Works Director; Lindsay Scerbo, Zoning Officer; and Jennifer Gambino, Administrative Assistant.

Public Comment – None

Announcements

- Mark your calendars for the annual Pocono Township Fishing Derby on April 13, 2024 at TLC Park. Registration instructions will be included on the Township Facebook and website. Any questions or concerns can be forwarded to Jennifer Gambino via the main Township phone number or email.
- The Board of Commissioners held an executive session on Monday 2/26 and prior to this meeting for the purpose of discussing personnel matters and the possible acquisition of real estate.

Presentations

- Special Fire Company Presentation – Township and State recognition.

Chief Michael McMan spoke regarding the honoring of member Donald Simpson with the title of Honorary Fire Chief for his many years of committed service. He is only the second member to receive the honorary title for his many roles, positions held and exemplary response record. Senator Rosemary Brown presented a State Senate citation and Chairman Wielebinski presented a certificate on behalf of the Board of Commissioners.

Hearings

Ordinance 2024-01 – Wawa Inc. (2977 PA Route 611, Tannersville) – Public hearing for consideration of Ordinance 2024-01 authorizing the transfer of Restaurant Liquor License No. R-19903 to a new Wawa facility located in Tannersville.

R. Wielebinski made a motion, seconded by N. Leap, to open the public hearing. All in favor. Motion carried.

L. DeVito provided a summary of the proceedings. Attorney Ellen Freeman presented on behalf of the applicant regarding a license transfer to the Tannersville Wawa. Reviewed Wawa's policies and procedures for how they operate their 27 PA stores with liquor licenses. Provided floor plan for review. Questions were discussed pertaining to sales of wine, drinking on the premises, and clarification that no liquor is being sold.

R. Wielebinski made a motion, seconded by E. Gndt, to close the public hearing. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Ordinance 2024-01 approving the transfer of Restaurant Liquor License No. R-19903 from Middle Smithfield Township to the Wawa facility located at 2977 PA Route 611, Tannersville. All in favor. Motion carried.

Resolutions – None

Consent Agenda

Motion to approve a consent agenda of the following items:

- Old business consisting of the minutes of the February 5, 2024 regular meeting.
- Financial transactions through February 15, 2024 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll; vouchers payable, sewer operating expenditures, construction fund expenditures, capital reserve expenditures and transfers.

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

NEW BUSINESS

1. Personnel

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the hiring, including re-hiring, of seven (7) seasonal park employees. The lead and assistant lead are to receive \$19.50 and \$18.00 per hour respectively, with five additional crew members to receive \$17.00/hour. E. Gmandt asked for clarification. All in favor. Motion carried.

- Discussion and possible action regarding the advertising of the Pocono Township Manager position. No action was taken.

2. Travel/Training Authorizations - None

Commissioner Comments

Richard Wielebinski – President

R. Wielebinski made a motion, seconded by E. Gmandt, to approve Payment Application No. 2 payable to PIM Corporation in the amount of \$3,679.50 for completion of the 2023 Sanitary Sewer Manhole Rehabilitation Contract, as recommended for approval by the Township engineer's review later dated February 28, 2024. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by N. Leap, to advertise the 2024 Material Bids with a bid opening date of April 1, 2024. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to ratify the advertisement of the Pocono Township Spring & Fall Cleanup bid with a bid opening date of March 18, 2024. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to pass a Memorandum of Understanding (MOU) with Teamsters Local 773 to establish a second notary among the clerical administrative staff at an additional rate of \$.50 per hour. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by N. Leap, to pass a Memorandum of Understanding (MOU) with Teamsters Local 773 to establish a second JNET certification among the police administrative staff at an additional rate of \$.50 per hour. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to execute a sale agreement for the purchase of 103 Kenny's Way in Tannersville. J. Belvin, yes; E. Gmandt, no; N. Leap, yes; M. Velardi, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to authorize PFM to put out an RFP for bank financing sufficient for the purchase of 205 Old Mill Road (the old NCC campus) and 103 Kenny's Way. E. Gmandt asked for clarification. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by N. Leap, to advertise for public hearing an ordinance consolidating the Township's police pension ordinance amendments and adding language to incorporate provisions establishing a Deferred Retirement Option Plan (DROP). All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Jon Tresslar of T&M Associates as the Pocono Township Engineer. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to authorize the destruction of Township accounts receivable, accounts payable, payroll and banking files for the year 2016. All in favor. Motion carried.

Jerrod Belvin – Vice President

- Emergency Management Update – Took a recent tour of the new Old Dominion facilities.
- Update – Archer Lane. No response has been received from the property owner to-date. Township will file a civil complaint.
- Update – Laurel Lake Dam – HOA Board representatives will attend an upcoming Board meeting.

Ellen Gndt – Commissioner

- Update – SBA Cell Tower – T. Munoz stated a request came through asking for clarification on the process for setting up a land development review escrow.
- Stated there is a DEP Warehouse Hearing this evening pertaining to the Core5 Warner Road project.

Natasha Leap – Commissioner

N. Leap made a motion, seconded by J. Velvin, to advertise a vacant Planning Commission Alternate position. All in favor. Motion carried.

Mike Velardi – Commissioner

M. Velardi made a motion, seconded by J. Belvin, to formally authorize the Township Zoning Officer to investigate and generate a report regarding 229 Hemlock Drive, as required by the Township's Dangerous Structure Ordinance. All in favor. Motion carried.

Reports

Zoning

Update was given regarding current violations and actions. Discussion regarding 197 Camelback Road violations and contractor equipment along Cherry Lane Road in violation of residential zoning.

Police Report

- Department updates. Provided January call report and training update.
- Discussion and possible action regarding setting a policy where the Township will accept police officer applications from candidates without their Act 120 certification and, should a conditional offer be offered, the Township cover the cost of the Police Academy subject to specific parameters and state agency cost offsets. No action at this time. Township will proceed hiring an Act 120 certified patrol officer.

Ambulance Report – None

Public Works Report

- Sewer Updates. Road crew had 811 training for the “call before you dig” program. Will conduct tour of sewer pump station in three weeks. Cellular backup installation almost complete for pump stations.

- Discussion regarding Cobble Creek Drainage Project. Will continue to firm up details for completing drainage work.
- Current Public Works Projects. Andrew Brand completed his inspection mechanic licensure. Road Crew will coordinate with Police to begin conducting inspections and basic maintenance of police vehicles, saving Township dollars. Looking at options for new furnace in Road Crew building.
- Mountain View Park Updates. Challenge course installation is complete. Mulch will be added soon.
- TLC Park Updates. Ice rink has been removed for the season and basketball standards installed.
- Old Learn Farm parking access.

Administration – Manager’s Report

R. Wielebinski made a motion, seconded by J. Belvin, to approve a Storage Agreement with Northampton Community College for the purpose of storing donated office furniture at the 205 Old Mill Road property. All in favor. Motion carried.

- T. Munoz gave a thank you message to the Board of Commissioners for his time spent as Township Manager over the last four years. Thanked them for their faith and confidence in him and recapped the many projects and initiatives completed.

Township Engineer Report

- Sewer Updates. None at this time.
- Learn Road safety enhancement project and roundabout survey work. Received a design back from PPL for pole relocation.
- Update – TASA SR 611 sidewalk project. Ongoing.
- In Progress – Discussion and possible action regarding the Township’s revised Act 167 stormwater ordinance, incorporating changes to the ordinance as prepared by the Township engineer and as required by PA DEP. No update.

E. Gndt asked for update regarding Swiftwater Solar inspections. Engineer has been conducting twice weekly inspections.

Township Solicitor Report

- Sewer Legal Update. Had recent meeting with legal counsel regarding outstanding items and submissions to DEP for Act 537 and EQ tank requirements.
- General legal update.
- Zoning Hearing Board updates.
 - February 22 – PoconoPlaces, LLC. Continued to March 26 at 5:00 p.m.
 - February 27 – MCTI Variance Hearing. Concluded and decision issued granting variances.
 - March 6, 2024 – 154 Ruby Lane. Continued to March 28 at 5:00 p.m. Will go to Planning Commission first.
- Update – Johnson Appeal Commonwealth Court argument. Petition being filed and submitted to the Supreme Court this week.

Public Comment

Tom Rowan (Resident) – Always felt safe in Pocono Township due to the Township Police presence. Commended the Board for their work and doing what is best for Township residents. Complimented Board for the professional conduct of Township meetings.

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 8:45 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Tuesday, March 19, 2024

SUMMARY

Ratify

General Fund	\$	15,246.11
Payroll	\$	118,114.16
Sewer Operating	\$	501.39
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	223,773.65
TOTAL Sewer <u>OPERATING</u> Fund	\$	147,818.76
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	15,848.51
TOTAL Capital Reserve Fund	\$	188,181.75
Liquid Fuels	\$	-
TOTAL EXPENDITURES	\$	709,484.33

Fire Tax Disbursement	\$	-
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Budget Adjustments

- General Fund
- Capital Reserve
- Liquid Fuels
- Sewer Operating

Budget Appropriations

Budgetary Interfund Transfer

	\$	-
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Use of Grant Funds

ARPA FUNDS TO CAPITAL RESERVE

Proj 2130153T TASA SR 611 Learn Rd Safety Enhance Proj & Roundabout		
TOTAL CAP. RESERVE	\$	-

ARPA FUNDS TO GENERAL FUND

TRAISR		
Sarcinello Planning & GIS Services	\$	2,462.09
TOTAL GEN FUND	\$	2,462.09

Total ARPA Transfers	\$	2,462.09
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Tuesday, March 19, 2024

General Fund

Date	Check	Vendor	Memo	Amount
03/08/2024			PAYROLL ENDING 03/03/2024	\$ 118,114.16
TOTAL PAYROLL				\$ 118,114.16

General Expenditures

Date	Check	Vendor	Memo	Amount
03/04/2024	64349	PENTELEDATA	TWP Internet	\$ 142.90
03/04/2024	64350	PENTELEDATA	Police & Heritage Bldg. Internet	\$ 356.86
03/04/2024	64351	Pocono Record	TWP Advertisement	\$ 692.10
03/05/2024	64352	Pocono Township	Sanofi B87 Escrow Deposit	\$ 7,498.09
03/07/2024	64353	JENNIFER A. WISE, ESQUIRE IOLTA	Kenny's Way Purchase Escrow 2024	\$ 5,000.00
03/08/2024	64354	District Court 43-3-03	Cherry Lane Rd SR 1001 Civil	\$ 212.75
03/08/2024	64355	District Court 43-3-03	Archer Lane Civil	\$ 212.75
03/08/2024	64356	District Court 43-3-03	Birchwood Rd Civil	\$ 212.75
03/11/2024	64357	Blue Ridge Communications	TWP Phones	\$ 414.09
03/11/2024	64358	FIRSTNET	MVP Wifi Hotspot	\$ 37.73
03/11/2024	64359	Staples	Office supplies	\$ 466.09
TOTAL General Fund Bills				\$ 15,246.11

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
03/04/2024	2738	PENTELEDATA	Pump Stations 1 - 5 Internet	\$ 369.75
03/11/2024	2739	BLUE RIDGE COMMUNICATIONS	Pump Station 1/2 Phones	\$ 131.64
TOTAL Sewer Operating Fund				\$ 501.39

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	\$	133,360.27	
TOTAL Sewer Operating	\$	501.39	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by:
TOTAL	\$	133,861.66	

POCONO TOWNSHIP CHECK LISTING

Tuesday, March 19, 2024

General Fund

Date	Check	Vendor	Memo	Amount
3/12/2024	64360	Access Office Technologies	Mar 2024 Phone Sys Support	\$ 98.00
3/12/2024	64361	ADP, LLC	Payroll Time & Attendance 1/31, 2/4, 2/18 & 3/3/24	\$ 910.57
3/12/2024	64362	ARGS Technology, LLC	Feb 2024 Remote IT Services	\$ 3,081.50
3/12/2024	64363	Auto Parts of Tannersville, Inc.	PW vehicle repairs	\$ 1,110.02
3/12/2024	64364	Best Auto Service Center	Police vehicle repairs	\$ 2,044.14
3/12/2024	64365	Big Brown Fish Hatchery, Inc.	Fishing Derby	\$ 3,497.50
3/12/2024	64366	Blue Ridge Lumber	Repair Supplies Phippen Way Plow Damage	\$ 35.87
3/12/2024	64367	Brodhead Creek Regional Authority	TWP Sewer 2 EDUs	\$ 165.00
3/12/2024	64368	Broughal & DeVito, L.L.P.	Legal services	\$ 8,953.50
3/12/2024	64369	Cefali and Associates PC	Jan 2024 Services for 1099's	\$ 310.00
3/12/2024	64370	Gotta Go Potties, Inc	MVP/TLC Park 2/3-3/1/24 Rentals	\$ 385.00
3/12/2024	64371	H. M. Beers, Inc.	Jan & Feb 2024 SEO Services	\$ 1,950.00
3/12/2024	64372	Higgins, Jennifer RPR	2/13/24 MCTI Variance Hearing	\$ 75.00
3/12/2024	64373	Iannazzo, Marc	2/26-3/1/24 travel exepnese	\$ 95.76
3/12/2024	64374	Kimball Midwest	PW SUPPLIES	\$ 150.71
3/12/2024	64375	Lawson Products	PW SUPPLIES	\$ 1,894.66
3/12/2024	64376	Locust Ridge Quarry	Anti-Skid	\$ 2,289.43
3/12/2024	64378	McMaster, Robert E.	Permit Overpymt	\$ 50.00
3/12/2024	64379	Medico Construction Equipment Inc.	PW SUPPLIES	\$ 212.83
3/12/2024	64380	MetLife - Non Uni. Pen. Plan	Non police pension	\$ 6,677.11
3/12/2024	64381	Monroe County Control Center	Q2 2024 Dispatch Fees	\$ 27,245.53
3/12/2024	64382	MRM Worker's Compensation Pooled Trust	Workers compensation	\$ 18,724.63
3/12/2024	64383	Nationwide - 457	EE Cont / ER Match	\$ 4,425.30
3/12/2024	64384	LVL Engineering Group	Engineering services	\$ 783.50
3/12/2024	64385	Olsen Christmas Wish	2023 DONATION	\$ 1,000.00
3/12/2024	64386	PA DEP	Diesel & Gas Tank #681591 10,000 Gal 4/2024 - 4/2025	\$ 100.00
3/12/2024	64387	PMHIC	TWP health insurance premium	\$ 74,083.68
3/12/2024	64388	PoliceApp.com	Yearly Maint Fee incl marketing/storage/on-going training & support	\$ 1,000.00
3/12/2024	64389	Portland Contractors, Inc.	Feb 2024 Provide certified operations & process directions	\$ 320.00

3/12/2024	64390	PowerDMS, Inc.	PowerTime Sub 5/1/2024 thru 4/30/2025	\$	2,625.00
3/12/2024	64391	PPL Electric Utilities	Electric service	\$	112.32
3/12/2024	64392	PSATS	PW Drug & Alcohol Testing	\$	120.00
3/12/2024	64393	Sarcinello Planning & GIS Services	Zoning Ord Amendments Feb 2024 Services	\$	2,462.09
3/12/2024	64394	SFM Consulting LLC	Feb 2024 Building & Zoning Services	\$	34,027.30
3/12/2024	64395	Shick, Tom	3/2/24 Workbooks	\$	194.99
3/12/2024	64396	Sparkle Car Wash	Feb 2024 Washes	\$	13.17
3/12/2024	64397	State Workers Insurance Fund	Install 4 of 11 2024	\$	2,026.00
3/12/2024	64398	Teamster Local 773 - Non-Uniform	Feb & Mar 2024 Dues	\$	1,542.00
3/12/2024	64399	Teamster Local 773 - Police	Feb & Mar 2024 Dues	\$	3,510.00
3/12/2024	64400	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	185.98
3/12/2024	64401	US BANK - Lockbox CM9722	EE Contribution Police Penision	\$	11,237.05
3/12/2024	64402	Weitzmann, Weitzmann & Huffman, LLC	Pocono Places LLC Appeal	\$	2,257.00
3/12/2024	64403	Wilson Products Compressed Gas Co.	PW SUPPLIES	\$	207.95
3/12/2024	64404	World Fuel Services, Inc.	Vehicle fuel	\$	1,583.56
				TOTAL GENERAL FUND	\$223,773.65

Sewer Operating

Date	Check	Vendor	Memo	Amount	
3/12/2024	2740	BRODHEAD CREEK REGIONAL AUTHORITY	Mar 2024 O&M	\$ 118,234.08	
3/12/2024	2741	BRODHEAD CREEK REGIONAL AUTHORITY	Mar 2024 PA One Call Serv (14 responses for Feb 2024)	\$ 1,500.00	
3/12/2024	2742	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 1,242.25	
3/12/2024	2743	EEMA O&M Services Group, Inc.	Mar 2024 O&M & Add'l Serv for Feb	\$ 8,346.86	
3/12/2024	2744	Keystone Printing Group, inc.	1st Northern Laser Checks	\$ 93.97	
3/12/2024	2745	METROPOLITAN TELECOMMUNICATIONS	Pump Station 5 Phone	\$ 91.75	
3/12/2024	2747	Pocono Township	Feb 2024 Sewer Admin & Overhead	\$ 17,682.85	
3/12/2024	2748	SUBURBAN TESTING LABS	Monthly NPDES	\$ 627.00	
				TOTAL Sewer Operating	\$147,818.76

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount	
3/12/2024	765	AC SCHULTES INC	Pinch Valve Install Dec 2023	\$ 12,075.00	
3/12/2024	766	Keystone Printing Group, Inc.	Sewer Construct Disb Laser Checks	\$ 94.01	
3/12/2024	767	PIM Corporation	Pay App 2 2023 Proj 2331073 Sewer Manhole Rehab	\$ 3,679.50	
				TOTAL Sewer Construction Fund	\$15,848.51

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
3/12/2024	1001	Doosan Bobcat North America, Inc.	48" MX6 PIN-ON TILT (E85R) 1ea	\$ 7,176.08
3/12/2024	1002	FNB EQUIPMENT FINANCE	2022 F-350 Utility Truck w/Plow FINAL PYMT	\$ 21,646.07
3/12/2024	1003	Heritage Lawn & Landscaping, LLC	Learn Rd Parking Area Tree Service	\$ 600.00
3/12/2024	1004	MOTOROLA SOLUTIONS INC	APX 900 UHFR2 MODEL 2 PORTABLE 31ea & Service GRANT	\$ 158,759.60
TOTAL Capital Reserve Fund				<u>\$188,181.75</u>

Liquid Fuels

Date	Check	Payee	Memo	Amount
				<u>\$0.00</u>

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
TOTAL Fire Tax				<u>\$0.00</u>

ESSA

General Fund	\$	223,773.65	Authorized by: _____
Sewer Operating	\$	147,818.76	
Sewer Construction Fund	\$	15,848.51	Transferred by: _____
Capital Reserve	\$	188,181.75	
Fire Tax Disbursement	\$	-	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	<u>575,622.67</u>	

General Fund
Balance Sheet
As of December 31, 2023

Dec 31, 24

ASSETS

Current Assets

Checking/Savings

100.005 · 1NORTHERN BANK GF DISB	60,714.57
100.004 · GENERAL FUND DISBURSEMENT	-231,327.56
100.000 · General Fund Cash	828,667.90
100.006 · PLGIT GENERAL FUND	3,570,443.69
100.001 · Petty Cash	236.25
100.109 · Police Petty Cash	100.00
100.002 · ESSA Payroll account	1,235.97
100.003 · KOLLAR COMMITTED	5,380.04
100.007 · PLGIT OPEN SPACE	63,158.81
103.002 · ESSA Fees In Lieu COMMITTED	2,415.05

Total Checking/Savings 4,301,024.72

Other Current Assets

140.300 · Taxes Receivable	32,696.05
142.100 · Delinquent Taxes Receivable	15,684.16
145.100 · Accounts Receivable Adjustments	25,718.32

Total Other Current Assets 74,098.53

Total Current Assets 4,375,123.25

Other Assets

155.000 · Prepaid Expenses	30,355.48
155.100 · Prepaid Insurance	13,261.00

Total Other Assets 43,616.48

TOTAL ASSETS **4,418,739.73**

LIABILITIES & EQUITY

Liabilities 6,047.61

Equity

279.000 · Fund Balance	5,412,930.51
279.001 · Committed Open Spaces	65,573.86
279.002 · COMMITTED NEW BUILDING	535,000.00
279.999 · Prior period adjustment	10,116.97
Net Income	-1,610,929.22

Total Equity 4,412,692.12

TOTAL LIABILITIES & EQUITY **4,418,739.73**

Operating Reserve Fund Balance Sheet

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.001 · ESSA Capital Reserve Account	51,453.98
100.006 · PLGIT CAPITAL RESERVE	1,716,882.42
100.103 · MC CONS. DIST. GRANT LOW VOLUME	24,477.15
Total Checking/Savings	<u>1,792,813.55</u>
Other Current Assets	
145.000 · GRANT RECEIVABLES	99,231.75
Total Other Current Assets	<u>99,231.75</u>
Total Current Assets	<u>1,892,045.30</u>
TOTAL ASSETS	<u><u>1,892,045.30</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
252.001 · UNEARNED GRANT REVENUE	524,019.84
Total Other Current Liabilities	<u>524,019.84</u>
Total Current Liabilities	<u>524,019.84</u>
Total Liabilities	524,019.84
Equity	
279.000 · Fund Balance	
COMMITTED FUND BALANCE	470,800.00
Total 279.000 · Fund Balance	<u>470,800.00</u>
299.000 · Retained Earnings	113,768.84
Net Income	783,456.62
Total Equity	<u>1,368,025.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,892,045.30</u></u>

**SEWER OPERATING
BALANCE SHEET**

Dec 31, 24

ASSETS

Current Assets

Checking/Savings

100.002 · ESSA SEWER OPERATING MM	321,590.22
100.003 · ESSA SEWER CHECKING	-138,225.25
100.005 · 1NORTHERN BANK	192,353.40
100.006 · PLGIT SEWER OPERATIONS	3,745,000.00

Total Checking/Savings 4,120,718.37

Other Current Assets

120.100 · A/R Sewer Usage Charges	49,872.20
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Total Other Current Assets 49,872.20

Total Current Assets 4,170,590.57

TOTAL ASSETS 4,170,590.57

LIABILITIES & EQUITY

Equity

299.000 · Fund Balance	4,079,011.91
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Net Income	91,578.66
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Total Equity 4,170,590.57

TOTAL LIABILITIES & EQUITY 4,170,590.57

SEWER CONSTRUCTION
BALANCE SHEET
as of December 31, 2023

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
100.106 · ESSA 3M Checking	-2,023.85
100.109 · FKB MM 2021	396,741.69
100.112 · ESSA 3M Money Market	125,123.73
100.116 · 1NORTHERN BANK CHECKING	10,054.48
100.117 · PLGIT SEWER CONSTRUCTION	2,200,000.00
Total Checking/Savings	2,729,896.05
Total Current Assets	2,729,896.05
TOTAL ASSETS	2,729,896.05
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	2,736,964.44
Net Income	-7,068.39
Total Equity	2,729,896.05
TOTAL LIABILITIES & EQUITY	2,729,896.05

**ARPA FUND
Balance Sheet**

Dec 31, 24

ASSETS

Current Assets

Checking/Savings

100.001 · ARP FUNDS 757,838.50

100.002 · PLGIT ARPA 0.00

Total Checking/Savings 757,838.50

Total Current Assets 757,838.50

TOTAL ASSETS 757,838.50

LIABILITIES & EQUITY

Equity

32000 · Retained Earnings 787,315.33

Net Income -29,476.83

Total Equity 757,838.50

TOTAL LIABILITIES & EQUITY 757,838.50