



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

June 3, 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].

Interviews for Vacant Commissioners Seat (Possible Action Item)

Announcements

- Concerts in the Park will resume for the upcoming season beginning June 27, 2024.

Presentations – Cherry Lane Development Partners, John Cogan.

Hearings – None

Resolutions - (Possibility of 2 Resolutions)

- Resolution 2024- __ - MPMS 79473 – Agreement 05U414
- Resolution 2024- __ - MPMS 79473 – Agreement 05U461

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the May 20, 2024 regular meeting.
 - Capital Reserve Budget Adjustment to reflect General Obligation Debt in the amount of \$5,175,000.00 to fund line to record loan proceeds.
 - Financial transactions through May 29, 2024 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll, vouchers payable, sewer operating expenditures, construction fund expenditures, and capital reserve expenditures.
(Action Items)

NEW BUSINESS

- 1. Personnel**
- 2. Travel/Training Authorizations**

Commissioner Comments

Richard Wielebinski – President

- Land Development Waiver (Action Item)
- Gypsy Moths

Natasha Leap – Vice President

- Update Emergency Management
- Update – Archer Lane
- Update – Laurel Lake Dam
- Update Green Light Go

Ellen Gndt – Commissioner

- Update – SBA Cell Tower
- Update – Kennel on Ruby Lane
- Update – Solar Field
- Burning within the township

Mike Velardi – Commissioner

Reports

Zoning Report

Police Report

- Department updates

Ambulance Report

Fire Report

Public Works Report /Sewer Report/ Acting Manager Report

- Sewer Business Update
- Update – Cobble Creek Drainage Project
- Update – Old Learn Farm parking access
- Current Public Works Projects

- Our Lady of Victory Church – Banner across 611 – Township to put up and take down. **(Discussion & Possible Action Item)**
- TASA Sidewalk Appraiser

- Purchase a pickup truck for the Sewer Department in the amount of \$57,898.00 (COSTARS Pricing) **(Action Item)**
- Mountain View Park Updates
- TLC Park Updates

Township Engineer Report

- Sewer Business Update
- 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

- Sewer Business Update
- Paradise Water and Sewer service area update
- General legal update
- Review of the Township current Fee Schedule – (Discussion & Possible Action Item)
- Zoning Hearing Board updates. – Continuance of Pocono Places LLC (May 30, 2024)
- 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

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 20, 2024 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on May 6, 2024 and was opened by President Richard Wielebinski at 6:07 p.m. followed by the Pledge of Allegiance.

Roll Call: Ellen Grandt, present; Natasha Leap, present; Mike Velardi, present via zoom; and Rich Wielebinski, present.

In Attendance: Patrick Briegel, Acting Township Manager & Public Works Director; Leo DeVito, Township Solicitor; Jon Tresslar, Engineer; Lindsay Scerbo, Zoning Officer; Jennifer Gambino, Admin Assistant.

Public Comment

Karen Perkowski (Resident) Expressed her concerns for the way the Board of Commissioners handled the open manager position and the changing of the ordinance which resulted in the constituents feeling anger and hopelessness.

Teresa Purcell (Resident) Asked the Board to carefully consider the future ramifications of their actions regarding the handling of the Manager Ordinance. "Follow the rules as set forth and don't make changes to accommodate one of your own".

Teri VanBritsom (Non-Resident) Voiced her opinion in support of the Board of Commissioners plan to hire Jerrod Belvin to the manager position. She listed some of Mr. Belvin's accomplishments.

Joe Folsom (Resident) Congratulated Jerrod Belvin on moving up to this position. He feels Jerrod will do a great job.

Maryann Conahan (Resident) Feels Mr. Belvin served her no justice along with the rest of the board over the years.

Announcements

- The Pocono Township Touch-A-Truck Event is coming up June 1st. For more information, please contact the Township office.
- An executive session was held on Monday evening prior to the BOC meeting to discuss personnel matters.

Presentations

- L. Guzman – Paving 319 Tara Hill Dr – Request for approval of two driveway entrances on his property for consideration by the board. The builder put the garage on the wrong side of the house, creating a second driveway. Owner would like to get them both paved. After much consideration and discussion, the board rejected the request due to the policy within the township.
- J. Ross – the owner of Resort Beverage, a proposed water-wall barrier along an access easement at subject property due to high traffic volume going through from 611 to Learn Rd. becoming a safety hazard. The board advised Mr. Ross to apply for a zoning permit under the classification of a fence to move forward with the water-wall barrier.

Hearings – **Pocono Township Managers Ordinance** – Public hearing for consideration of amending the Pocono Township Managers Ordinance. An ordinance repealing Ordinance Nos. 2014-01, 2016-02, 2016-05, and 2018-10 and to provide for the creation of the Office of Township Manager and establish the powers and the duties of the Township Manager.

- R. Wielebinski made a motion, seconded by M. Velardi, to open the public hearing. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to close the public hearing. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to enact Township Ordinance No. 2024-04, repealing Ordinance Nos. 2014-01, 2016-02, 2016-05, and 2018-10 and to provide for the creation of the Office of Township Manager and establish the powers and the duties of the Township Manager. Roll call: R. Wielebinski, Yes; M. Velardi, Yes; N. Leap, Yes; E. Gndt, No. Motion carried.

Resolutions - Please see Solicitor Report

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the May 6, 2024 regular meeting.
 - General Fund budget adjustments in the amount of \$52,650.00 for the purpose of providing additional funding for the following line items. To cover current deficit and future expenditures.
 - Capital Fund budget adjustments in the amount of \$ 21,488.25 for the following: to fund revenue line and reflect grant revenue on police capital expenditures.
 - Financial transactions through May 14, 2024 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll, vouchers payable, sewer operating expenditures, construction fund expenditures, and capital reserve expenditures.

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

NEW BUSINESS – None

Commissioner Comments

Richard Wielebinski – President

- R. Wielebinski made a motion, seconded by N. Leap, to accept Commissioner Jerrod Belvin's resignation. E. Gndt requested a copy along with N. Leap, M. Velardi, and L. DeVito. R. Wielebinski forwarded a copy via email to all and read it to the board. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to appoint N. Leap as the new Vice President to the Board of Commissioners. E. Gndt asked if this should be delayed until the vacancy is filled. R. Wielebinski stated it was best not to wait should he be unable to attend a meeting. All in Favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to appoint Jerrod Belvin as the Pocono Township Manager effective 6/5/2024. E. Gndt stated she didn't feel comfortable with approving this due to the way it was handled. Rollcall; R. Wielebinski, Yes; N. Leap, Yes; M. Velardi, Yes; E. Gndt, No. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi to authorize Pocono Township Solicitor, Leo DeVito, to execute a new contract between Pocono Township and Jerrod Belvin at the current budgeted amount that the prior Manager would have received. E. Gndt questioned the starting amount being what the prior manager made after four years. N. Leap requested to review the draft of the contract prior to it being signed. Rollcall vote: R. Wielebinski, Yes; N. Leap, Yes; M. Velardi, Yes; E. Gndt, No. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to amend the agenda. All in Favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to advertise on social media and the township website for the vacancy on the board. L. DeVito explained that the interviews must take place at an open meeting due to the position being an elected one. R. Wielebinski explained that they have to

- select within 30 days of this meeting, or the vacancy board will convene, and after that, the court will appoint someone. Interviews will take place at the first meeting in June. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to advertise for a Road Department position. E. Gndt asked if the ad would be placed in the Pocono Record. P. Briegel stated the township will be utilizing Indeed as they had in the past. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by E. Gndt, to close ESSA Sewer Operating Accounts ending in 2428 and 0023. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to open a Wayne Bank account to hold loan proceeds to purchase NCC and Kenny's Way properties, and to approve as signatories Commissioners: Richard Wielebinski, Ellen Gndt, Natasha Leap, Michael Velardi and Treasurer, Paola Razzaq, Manager, Jerrod Belvin. Discussion was had to Remove Jerrod Belvin due to the settlement timeline on the NCC and Kenney's Way properties. Motion was amended to remove Jerrod Belvin. All in favor. Motion carried.
- Discussion and review of form for Waiver of Land Development on internal renovations within Commercial buildings. After extensive discussion, changes were recommended, and a new waiver will be provided for review and possible approval at the next meeting.
- R. Wielebinski made a motion, seconded by M. Velardi to establish an America250PA Resolution - America250PA was formed to celebrate the 250th birthday of the United States in 2026 and Pennsylvania's leading role in the birth of our nation. Pennsylvania is officially the first state to have 100% of counties pass resolutions to join in the celebration, and over 260 townships have also pledged to join in this momentous occasion. E. Gndt asked for clarification. All in favor. Motion carried.

Ellen Gndt – Commissioner

- SBA Cell Tower review – E. Gndt asked J. Tresslar, Township Engineer, for the status of this project. J. Tresslar responded - The Developer has given the township a 120-day extension after receiving the engineers review letter in order for them to address all comments. E. Gndt asked for further clarification on the review timeline. J. Tresslar stated if no further extensions are received and we are not given enough time to review, he would recommend that the township deny the plan based on his previous review letter. Further discussion was had on this matter.
- Ruby Lane - E. Gndt stated the owners have been issued their permit and she stated she believes it is now up to the residents to appeal the decision if the board isn't going to appeal. L. DeVito further clarified the process.
- Solar Field – J. Tresslar said they are approximately 1/3 done and are conforming with the plans. When asked the route they are taking to the site the contracted stated they aren't utilizing Back Mountain Rd very often. E. Gndt asked what road they are using if not Back Mountain. J. Tresslar will once again get clarification on this. N. Leap inquired about the solar field items being stored on the former Schlier property on Warner Road. The zoning office is addressing this.

Natasha Leap – Commissioner –

- N. Leap made a motion, seconded by R. Wielebinski, to sponsor a hole for the Lions Club Golf outing. E. Gndt commented that they each just pitch in. All in favor. Motion carried.
- Emergency Management - No new updates
- Update – Archer Lane –was scheduled with the District Magistrate for Noon on 5/23 but, got pushed back to June 13th. Mr. Archer Jr. has shown interest in resolving the flooding issues. Time will tell.
- Green Light Go - The new camera had a bad pin in the harness, not allowing the camera to recognize traffic coming out of Sanofi. They have reached out to manufacturer to get a new harness. In the meantime, we have connected one of our older cameras to aid until the parts come in. We may have to find another extension as we're still waiting for five modems to come in from manufacturer and no timelines have been given. J. Tresslar stated that we do have an extension in place until November 15, 2024.

- Update – Laurel Lake Dam – Based on a conversation with Chuck Givler, who is the engineer for Laurel lake, the dam was classified as a class three dam on potential damage to downstream property. If there's no potential damage, it could be classified as a class four dam. then it doesn't require the EPA annual inspection and fee, which would be of help to the Laurel Lake community.
- Turkey Hill sidewalks – No update

Mike Velardi – Commissioner - None

Reports

Zoning

- Working on compiling short term rental and violation spreadsheets to better monitor and manage these properties.
- L. DeVito stated that its time to take a look at the Transient Dwelling Accommodation Ordinance and beef up the nuisance component. L. DeVito asked for the boards consent to work up a draft for their review.
- Zoning withdrew the civil complaint after reaching a resolution with the property owner. A timeline has been established.
- The Butz property with the Cell Tower is being looked into further to establish the actual owner and if the lien was filed correctly. Can the township attach the rent that is being paid on this property in order to collect it?

Police Report –

Police had 1202 calls for service, 39 traffic arrests, the majority of which were disorderly conduct, 83 criminal arrests, 736 traffic contacts and investigated 26 motor vehicle accidents.

Ambulance Report - None

Fire Report –

R. Wielebinski made a motion, seconded by N. Leap to appoint the addition of Special Fire Police for Pocono Township Volunteer Fire Company for 2024 as follows: Ronald LaBar, Paul Layman, and Michael Sierra. All in favor. Motion Carried.

Public Works and Manager Reports

- Sewer Update: Interest from the carwash along 611 to connect to the sewer. They are in the process of upgrading their water service with BCRA.
- The splashpad at TLC park will be opening over the Memorial Day weekend.
- Eli Kresge, who is working on his Eagle project at the Old Learn Farm is making significant progress.
- Prep work has begun on Old Mill Rd in preparation for paving.
- Pipe replacements are ongoing in advance of road paving.
- R. Wielebinski made a motion, seconded by M. Velardi to purchase a 2024 John Deere Gator in the amount of \$14,529.05. Discussion was had as to how many the township owns, where they are and will be used along with how old they are. All in favor. Motion carried.
- P. Briegel commented that he is looking into purchasing a pickup truck for the sewer department and will update the board once he has secured more information and quotes. Further discussion was had. E. Gnant asked who's budget it will be coming out of and who will be using it.

Township Engineer Report

- J. Tresslar and P. Briegel attended a zoom meeting with the bank regarding the Learn Road Safety enhancement project and Right of Way.
- PPL – the township received a couple of signed appraisals back from property owners. Still waiting on others. Discussion was had on the progress of the project overall. Hopefully submitting to PennDOT next month for comment.
- 611 Project, waiting on environmental clearance, PennDOT, and Inspectors.
- Tannersville Wawa has been resistant to PennDOT's plan due to a supplement to the HOP. Safe transition must still be done with PennDOT roadways from existing sidewalks. A lengthy Discussion was had regarding the status of the sidewalk issues still outstanding.
- Erle Wawa – PennDOT is pushing for handicap access on all four corners of the intersection, along with the right-hand turn lane. Lengthy discussion was had regarding 611 and parking. Tractor trailers parking along 611 to patronize the Wawa is a concern by PennDOT and the township.

Township Solicitor Report

- General Sewer update: EQ tank schedule and amendments.
- Pocono Summit Holdings has withdrawn their appeal. The fines will be paid and there will be no renewal until the one-year suspension is up. Property is for sale.
- Our fee schedule needs to be reviewed and open for discussion at our next meeting.
- Pocono Places hearing continued to May 30th due to rubbish issues on all five properties.
- No response from the Supreme Court on the Johnson appeal as of yet.
- May 28th Funding of the general obligation loan of the 5.2 M. to dawn on for the acquisitions on May 31st on Kenny's Way. L. DeVito requested to open the agenda. R. Wielebinski made a motion seconded by E. Gndt to amend the agenda. All in Favor. Motion Carried. R. Wielebinski made a motion, seconded by E. Gndt, authorizing the board of commissioners president to sign the closing documents, and adding N. Leap as Vice President of the board to the authorization. All in favor. Motion carried.
- There has been a resolution between NCC and the county resulting in us being able to close on June 6, 2024. We will then move forward with the new municipal complex. E. Gndt asked about acquiring insurance on both properties. Further discussion was had regarding the details of the acquisition and utilities. The Board would like to do a preclosing walkthrough on both properties.
- R. Wielebinski asked about the thoughts on the private shooting ranges on private property. Further discussion was had on how quickly this could be addressed.

Public Comment

Cheryl Parks – (Resident) 150 Ruby Lane – unclear on state kennel license, zoning officer said not required. Questioning the validity of this. Strangers driving up the road and looking for the puppies. Smelling septic, old owner gutted the property. Request for transcript of hearing for an appeal. Feels that allowing the use has affected the rest of the neighbors. Questioned the zoning.

K. Doleiden - (Resident) Stated that her brothers were asked where the dogs were. She feels that the owners are not abiding by the terms of the special use.

D. Shepp – (Non-Resident) Reiterated what was discussed earlier on the kennel. E. Gndt stated that the permits were issued, and the neighborhood would need to appeal. She clarified further. Ms. Shepp further stated that she wouldn't be appealing but they called the dog warden. The letter was read from the department of agriculture/dog warden by E. Gndt. Ms. Shepp requested a copy. R. Wielebinski stated that they would need to fill out an RTK request. J. Gambino stated the form needs to be clear in what they are requesting. After further discussion, R. Wielebinski stated that E. Gndt should give Ms. Shepp a copy of the letter.

L. Gordon (Resident) Interested in the zoning ordinance amendment regarding poultry. L. DeVito advised her to approach the Planning Commission regarding this matter. M. Gordon also asked about the firearms ordinance.

D. Eilber – (Resident) The Solar farm is using Mountain Road primarily. She drives the road daily and stated they now have put-up signs regarding trucking. The road gets muddy. They now are restricting it to one lane. Ms. Eilber stated that the residents should be given a little more respect by the board.

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 8:59 p.m. All in favor. Motion carried.

DRAFT

POCONO TOWNSHIP

Monday, June 3, 2024

SUMMARY

<u>Ratify</u>		
General Fund	\$	4,803.79
Payroll	\$	128,553.14
Sewer Operating	\$	33,609.57
Sewer Construction	\$	-
Capital Reserve	\$	1,000.00

<u>Bill List</u>		
TOTAL General Fund	\$	45,710.38
TOTAL Sewer <u>OPERATING</u> Fund	\$	11,718.93
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	8,630.34
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	234,026.15
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Fire Tax Disbursement	\$	104,000.00
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<u>Budget Adjustments</u>		
General Fund		
Capital Reserve	\$	5,175,000.00
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	\$	1,136.50
TOTAL CAP. RESERVE	\$	1,136.50

ARPA FUNDS TO GENERAL FUND

TRAI SR	\$	733.33
TRAINING	\$	5,250.38
Sarcinello Planning & GIS Services		
TOTAL GEN FUND	\$	5,983.71

Total ARPA Transfers	\$	7,120.21
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Notes:

POCONO TOWNSHIP CHECK LISTING
RATIFY
 Monday, June 3, 2024

General Fund						
Payroll	Date	TYPE	Vendor	Memo	Amount	
	05/31/2024	ACH		PAYROLL ENDING 05/26/2024	\$ 128,553.14	
				TOTAL PAYROLL	\$ 128,553.14	

General Expenditures						
	Date	Check	Vendor	Memo	Amount	
	05/20/2024	1210	PPL Electric Utilities	TLC Park Lighting	\$ 192.54	
	05/20/2024	1211	Dale E Panzer MD Forensic Psychiatry Serv	Professional services	\$ 4,611.25	
				TOTAL General Fund Bills	\$ 4,803.79	

Sewer Operating Fund						
	Date	Check	Vendor	Memo	Amount	
	05/20/2024	1049	BLUE RIDGE COMMUNICATIONS	Pump Station 3 & 4 Phone	\$ 130.70	
	05/20/2024	1050	Verizon Wireless	Sewer Modems	\$ 120.03	
	05/23/2024	1051	MET-ED	Pump Station 4 Electric	\$ 363.60	
	05/28/2024	1052	First Keystone Community Bank	INTEREST 6/2024	\$ 32,995.24	
				TOTAL	\$ 33,609.57	

Sewer Construction Fund						
	Date	Check	Vendor	Memo	Amount	
				TOTAL Sewer Construction Fund	\$ -	

Capital Reserve Fund						
	Date	Check	Vendor	Memo	Amount	
	05/28/2024	1020	Pocono Township	TO OPEN WAYNE CAPITAL ACCOUNT	\$ 1,000.00	
				TOTAL Capital Reserve Fund	\$ 1,000.00	

TOTAL General Fund	\$	133,356.93	
TOTAL Sewer Operating	\$	33,609.57	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	1,000.00	Transferred by:
	\$	167,966.50	

POCONO TOWNSHIP CHECK LISTING

Monday, June 3, 2024

General Fund

Date	Check	Vendor	Memo	Amount
5/29/2024	1212	AFLAC	Supplemental Insurance	\$ 699.12
5/29/2024	1213	American Heritage Life Insurance Company	Supplemental Insurance	\$ 634.80
5/29/2024	1214	AMERICAN UNITED LIFE INSURANCE CO.	GTL & STD	\$ 2,682.63
5/29/2024	1215	ARGS Technology, LLC	TWP Remote IT Services Apr 2024	\$ 1,663.00
5/29/2024	1216	Best Auto Service Center	Police vehicle repairs	\$ 1,769.44
5/29/2024	1217	Brodhead Creek Regional Authority	TWP Water	\$ 101.18
5/29/2024	1218	Davidheiser's Inc.	Tracker & Enradd Testing	\$ 200.00
5/29/2024	1219	E.M.Kutz, Inc.	PW operation supplies	\$ 212.14
5/29/2024	1220	Eureka Stone Quarry, Inc.	Road materials	\$ 4,914.00
5/29/2024	1221	Foster & Foster, Inc.	GASB 75 Disclosure Report Y/E 12/31/23	\$ 1,250.00
5/29/2024	1222	Fry's Plastic	PW operation supplies	\$ 1,230.14
5/29/2024	1223	HUNTER KEYSTONE PETERBILT	PW heavy equipment parts	\$ 351.96
5/29/2024	1224	J. P. Mascaro & Sons	TWP Waste Removal May 2024	\$ 635.15
5/29/2024	1225	Locust Ridge Quarry	Road materials	\$ 1,612.20
5/29/2024	1226	MacDougall, Krisann	PSATS Meals	\$ 24.41
5/29/2024	1227	Marshall Machinery	B&S Bearing & Seal	\$ 39.08
5/29/2024	1228	MAULA, MAURA	5/23/24 MVP Yoga	\$ 30.00
5/29/2024	1229	Medico Construction Equipment Inc.	PW heavy equipment parts	\$ 18.25
5/29/2024	1230	Monroe County Recycling & Alternate Fuel	Scrap Tires Spring Clean up	\$ 1,092.00
5/29/2024	1231	Mountain Road Feed Store	TLC Park Fish Food	\$ 49.00
5/29/2024	1232	Night and Day Diesel	Labor for Truck Repair	\$ 600.00
5/29/2024	1233	Panko Reporting	5/20/24 Mtg TWP Manager Ordinance	\$ 210.00
5/29/2024	1234	Razzaq, Paola	GFOA Conf 2024 Reimb	\$ 160.80
5/29/2024	1235	Reliable Sign and Striping	Road sign	\$ 95.00
5/29/2024	1236	Staples	Office Supplies	\$ 189.95
5/29/2024	1237	Steele's Hardware	Operation supplies	\$ 839.63
5/29/2024	1238	Steele's Hardware	Operation supplies	\$ 229.00
5/29/2024	1239	Steele's Hardware	Operation supplies	\$ 26.98
5/29/2024	1240	Suburban Testing Labs	MVP Bath House	\$ 361.00

5/29/2024	1241	T&M Associates	Engineering services	\$	8,757.31
5/29/2024	1242	Teamster Local 773 - Non-Uniform	PW Union Dues	\$	869.00
5/29/2024	1243	Teamster Local 773 - Police	Police Union Dues	\$	1,826.00
5/29/2024	1244	TRAISR, LLC	Apr 2024 SaaS	\$	733.33
5/29/2024	1245	Weitzmann, Weitzmann & Huffman, LLC	ZHB legal services	\$	2,600.55
5/29/2024	1246	Witmer Public Safety Group	Police ammunition	\$	4,889.69
5/29/2024	1247	World Fuel Services, Inc.	Vehicle fuel	\$	4,113.64
TOTAL GENERAL FUND					\$45,710.38

Sewer Operating

Date	Check	Vendor	Memo	Amount
5/29/2024	1053	BRODHEAD CREEK REGIONAL AUTHORITY	Pump Station 2-5 Water	\$ 112.15
5/29/2024	1054	Evoqua Water Technologies LLC	Vaporlink Recurring 4/12-5/11/24	\$ 1,100.00
5/29/2024	1055	J P Mascaro & Sons	Pump Station 5 Waste Removal May 2024	\$ 272.95
5/29/2024	1056	Multi-Dimensional Integration Inc.	Valve Stations 1 & 2 ER Services Support	\$ 3,757.88
5/29/2024	1057	Steele's Hardware	Operation supplies	\$ 22.29
5/29/2024	1058	T & M ASSOCIATES	Engineering services	\$ 6,086.99
5/29/2024	1059	TRAISR	Monthly SaaS Apr 2024	\$ 366.67
TOTAL Sewer Operating				\$11,718.93

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
TOTAL Sewer Construction Fund				\$0.00

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
5/29/2024	1021	Dell Marketing	Police Computers 4ea & Dell 27" Monitors 4ea	\$ 7,493.84
5/29/2024	1022	T&M Associates	Proj POCO00152 Learn Rd Roundabout Safety Enhance ARPA FUNDS	\$ 1,136.50
TOTAL Capital Reserve Fund				\$8,630.34

Liquid Fuels

Date	Check	Payee	Memo	Amount
				\$0.00

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
5/29/2024	1048	POCONO TOWNSHIP FIRE DEP	PMNT # 4 Fire Tax	\$ 104,000.00
TOTAL Fire Tax				\$104,000.00

ESSA

General Fund	\$	45,710.38	
Sewer Operating	\$	11,718.93	
Sewer Construction Fund	\$	-	Authorized by: _____
Capital Reserve		\$8,630.34	
Fire Tax Disbursement		\$104,000.00	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	170,059.65	Transferred by: _____

BUDGET ADJUSTMENT REQUEST

The line items in the funds listed below require additional funding to cover expenditures for the remainder of the year. Department heads request Board of Commissioners' approval to move funding to the lines indicated below.

	ORIGINAL BUDGET	Increase/(Decrease)	ADJUSTED BUDGET	Explanation
CAPITAL RESERVE				
393.130 CAPITAL GEN OBLIGATION	0.00	5,175,000.00	5,175,000.00	TO FUND LINE TO RECORD LOAN PROCEEDS
401.000 MUNICIPAL CAP. COMPREHENSIVE	3,698,005.34	5,175,000.00	8,873,005.34	TO INCREASE LINE FOR PROPERTY ACQUISITIONS & CLOSING COSTS
NET EFFECT TO FUND BALANCE		-		No effect on fund balance. Revenue offsets expenditure.

GENERAL FUND BUDGET vs. ACTUAL

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
301.100 · Real Estate Taxes - Current	4,276,263.55	4,599,009.34	-322,745.79	92.98%
301.102 · Specialty Taxes	120,715.52	800,000.00	-679,284.48	15.09%
310.200 · Earned Income Taxes	915,617.59	1,600,000.00	-684,382.41	57.23%
Taxes Other				
301.200 · Real Estate Taxes - Delinquent	50,806.68	100,000.00	-49,193.32	50.81%
301.300 · Returned Taxes - Upset Sale	0.00	2,000.00	-2,000.00	0.0%
310.100 · Real Estate Transfer Taxes	101,737.89	275,000.00	-173,262.11	37.0%
310.500 · Local Services Taxes	141,402.47	370,000.00	-228,597.53	38.22%
Total Taxes Other	293,947.04	747,000.00	-453,052.96	39.35%
Licenses, permits and fees				
321.800 · Cable TV Franchise Fees	35,068.30	200,000.00	-164,931.70	17.53%
322.100 · Application fees	0.00	100.00	-100.00	0.0%
Total Licenses, permits and fees	35,068.30	200,100.00	-165,031.70	17.53%
Fines and Forfeits				
331.100 · Court Fines - District Magistra	11,710.51	50,000.00	-38,289.49	23.42%
331.110 · Motor Vehicle Code Violations	1,608.10	15,000.00	-13,391.90	10.72%
331.200 · Ordinance Violations	8,734.25			
Total Fines and Forfeits	22,052.86	65,000.00	-42,947.14	33.93%
341.010 · Interest on Investments	73,136.70	30,000.00	43,136.70	243.79%
Other State Grants				
354.100 · Police Grants	0.00	4,000.00	-4,000.00	0.0%
354.101 · PCCD GRANT POLICE	11,535.10	11,535.00	0.10	100.0%
354.102 · COP GRANT	31,433.88	83,333.33	-51,899.45	37.72%
355.010 · Public Utility Realty Tax	0.00	5,500.00	-5,500.00	0.0%
355.040 · Alcoholic Beverage Licenses	1,950.00	4,000.00	-2,050.00	48.75%
355.050 · Pension System State Aid	0.00	250,000.00	-250,000.00	0.0%
355.070 · Foreign Fire Insurance	0.00	88,000.00	-88,000.00	0.0%
356.100 · State Payments in Lieu of Taxes	0.00	400.00	-400.00	0.0%
Total Other State Grants	44,918.98	446,768.33	-401,849.35	10.05%
351.140 · ARP FEDERAL FUND	12,047.35	82,750.00	-70,702.65	14.56%
Police Services & OT Reim.				
362.101 · Reimbursement Police overtime	1,117.77	15,000.00	-13,882.23	7.45%
362.100 · Police Services	11,714.45	10,000.00	1,714.45	117.15%
Total Police Services & OT Reim.	12,832.22	25,000.00	-12,167.78	51.33%
Building Permits				
362.410 · Building Permits	1,034,655.48	1,068,973.00	-34,317.52	96.79%
Total Building Permits	1,034,655.48	1,068,973.00	-34,317.52	96.79%
Charges for Services				
361.100 · Escrow Administration Fees	0.00	0.00	0.00	0.0%
361.101 · Sewer Admin. Services	88,414.25	212,194.18	-123,779.93	41.67%
361.310 · Subdivision, Land Develop Fees	3,500.00	5,000.00	-1,500.00	70.0%
361.330 · Zoning Hearing Board Fees	8,300.00	4,000.00	4,300.00	207.5%
361.340 · Cond Use, Curative PRD Fees	0.00	750.00	-750.00	0.0%
361.700 · Reproduction of Records	781.00	50.00	731.00	1,562.0%
362.110 · Sale of Police Reports	1,620.00	4,000.00	-2,380.00	40.5%
362.130 · Security Alarm Fees	20.00	100.00	-80.00	20.0%
362.300 · Zoning Permits	532,174.70	50,000.00	482,174.70	1,064.35%
362.301 · GRADING PERMITS	2,000.00	4,000.00	-2,000.00	50.0%

GENERAL FUND BUDGET vs. ACTUAL

362.440 · Sewer System Permits	7,700.00	20,000.00	-12,300.00	38.5%
362.450 · Use & Occupancy Permits	650.00	2,500.00	-1,850.00	26.0%
362.475 · Well Permits	200.00	1,500.00	-1,300.00	13.33%
362.480 · Pool Permits	0.00	100.00	-100.00	0.0%
362.485 · Sign Permits	0.00	3,000.00	-3,000.00	0.0%
362.491 · Fireworks Permits	0.00	200.00	-200.00	0.0%
362.493 · TRANSIENT DWELLING	8,500.00	20,000.00	-11,500.00	42.5%
362.495 · UCC Fees	306.00	800.00	-494.00	38.25%
362.600 · Miscellaneous Permits	1,400.00	500.00	900.00	280.0%
363.500 · Public Works Services	6,052.00	12,500.00	-6,448.00	48.42%
Total Charges for Services	661,617.95	341,194.18	320,423.77	193.91%
367.140 · Pavilion Rental Fees	13,379.35	20,000.00	-6,620.65	66.9%
367.180 · Heritage Center Rental Fees	0.00	100.00	-100.00	0.0%
367.200 · Recreation Prog. Services	865.00	2,400.00	-1,535.00	36.04%
Other Operating Revenue				
387.100 · Contributions and Donations	45,811.00	45,000.00	811.00	101.8%
387.200 · Fees in Lieu of Improvements	1,218.00	2,000.00	-782.00	60.9%
Total Other Operating Revenue	47,029.00	47,000.00	29.00	100.06%
Other Financing Sources				
391.100 · Sale of Surplus Property	2,713.33	5,000.00	-2,286.67	54.27%
395.000 · Refunds of Prior Year Expenses	56,689.97	150,000.00	-93,310.03	37.79%
395.001 · EE Portion Health Ins.	11,230.19	22,000.00	-10,769.81	51.05%
Total Other Financing Sources	70,633.49	177,000.00	-106,366.51	39.91%
392.900 · Transfer from Fund Balance	0.00	707,636.25	-707,636.25	0.0%
Total Income	7,634,780.38	10,959,931.10	-3,325,150.72	69.66%
Gross Profit	7,634,780.38	10,959,931.10	-3,325,150.72	69.66%
Expense				
General Government				
400.110 · Salary & Wages - Legislative	6,812.50	27,250.00	-20,437.50	25.0%
400.192 · Legislative SSI Tax	521.16	2,084.63	-1,563.47	25.0%
400.260 · Minor Equipment	94.10	1,000.00	-905.90	9.41%
400.420 · Dues, Subscriptions & Membershi	549.00	1,500.00	-951.00	36.6%
400.460 · Legislaive -Meetings & Training	2,206.99	3,000.00	-793.01	73.57%
400.540 · Legislative - Donations	0.00	1,000.00	-1,000.00	0.0%
401.110 · Admin Salaries & Wages	55,112.50	130,000.00	-74,887.50	42.39%
401.192 · Admin SSI Taxes	4,189.72	9,945.00	-5,755.28	42.13%
401.196 · Admin Health Insurance	14,790.90	29,700.00	-14,909.10	49.8%
401.198 · Non-Uniformed Pension Plan	2,701.77	11,700.00	-8,998.23	23.09%
401.199 · Admin Life and Disability Ins	273.29	1,044.00	-770.71	26.18%
401.200 · Administration Allowances	1,225.89	2,000.00	-774.11	61.3%
401.220 · Admin Operating Supplies	0.00	500.00	-500.00	0.0%
401.231 · ADMIN VEHICLE GASOLINE	163.02	4,160.00	-3,996.98	3.92%
401.235 · ADMIN VEHICLE REPAIRS & MAINT.	90.00	1,000.00	-910.00	9.0%
401.260 · Admin Minor Equipment	309.88	1,500.00	-1,190.12	20.66%
401.420 · Admin Dues, Subscriptions & Mem	1,965.83	4,000.00	-2,034.17	49.15%
401.460 · Admin Meetings & Training	5,250.38	20,000.00	-14,749.62	26.25%
402.110 · Fin Admin Salaries & Wages	31,236.57	85,000.00	-53,763.43	36.75%
402.192 · Fin Admin SSI Taxes	2,330.19	6,502.50	-4,172.31	35.84%
402.196 · Fin Admin Health Insurance	14,790.90	29,700.00	-14,909.10	49.8%
402.198 · Fin Admin Non-Uni Pension Plan	1,748.07	7,650.00	-5,901.93	22.85%
402.199 · Fin Admin Life & Disability Ins	517.80	1,044.00	-526.20	49.6%

GENERAL FUND BUDGET vs. ACTUAL

402.310 · Fin Admin Professional Srvs	659.00	25,500.00	-24,841.00	2.58%
402.420 · Fin Admin Dues, Subscriptions	0.00	0.00	0.00	0.0%
403.110 · Tax Collection Salaries & Wages	3,846.20	10,000.00	-6,153.80	38.46%
403.192 · Tax Collection SSI Taxes	294.20	765.00	-470.80	38.46%
403.199 · Tax Collection Bond Ins	0.00	2,000.00	-2,000.00	0.0%
403.215 · Tax Collection Postage	2,139.72	2,900.00	-760.28	73.78%
403.220 · Tax Collection Operating Supply	1,324.60	1,600.00	-275.40	82.79%
403.310 · Tax Collection Professional Srv	12,063.19	35,000.00	-22,936.81	34.47%
404.310 · Township Solicitor	20,891.95	56,925.00	-36,033.05	36.7%
404.314 · Legal Services Special Counsel	0.00	15,000.00	-15,000.00	0.0%
405.110 · Secretary Salaries & Wages	63,153.91	174,824.00	-111,670.09	36.12%
405.120 · Secretary OT	2,250.73	7,000.00	-4,749.27	32.15%
405.179 · Secretary Longevity	600.00	600.00	0.00	100.0%
405.192 · Secretary SSI Taxes	5,058.07	13,955.44	-8,897.37	36.24%
405.196 · Secretary Insurance	27,234.78	54,500.00	-27,265.22	49.97%
405.198 · Secretary Non-Uni Pension Plan	3,711.23	16,418.16	-12,706.93	22.6%
405.199 · Secretary Life & Disability Ins	1,285.80	3,132.00	-1,846.20	41.05%
406.215 · Gen Govt Postage	172.72	3,700.00	-3,527.28	4.67%
406.220 · Gen Govt Operation Supplies	634.04	7,000.00	-6,365.96	9.06%
406.310 · Gen Govt Professional Srvs	5,781.18	54,800.00	-49,018.82	10.55%
406.320 · Gen Govt Communications	5,495.37	11,000.00	-5,504.63	49.96%
406.340 · Gen Govt Advertising & Printing	2,287.71	11,500.00	-9,212.29	19.89%
406.374 · Gen Govt Office Equipment Maint	0.00	500.00	-500.00	0.0%
406.384 · Gen Govt Equipment Leases	238.00	4,000.00	-3,762.00	5.95%
407.252 · Computer Parts & Supplies	0.00	1,000.00	-1,000.00	0.0%
407.260 · Technology Minor Equipment	0.00	2,000.00	-2,000.00	0.0%
407.421 · Gen Gov. SAS Subscriptions	4,586.04	54,809.21	-50,223.17	8.37%
407.450 · Contracted Services	33,130.67	76,361.84	-43,231.17	43.39%
407.451 · GEN GOV IT CONTRACTED SERVICES	6,820.00	24,000.00	-17,180.00	28.42%
408.310 · Township Engineer	20,714.77	80,000.00	-59,285.23	25.89%
409.220 · Building Operating Supplies	2,970.27	6,000.00	-3,029.73	49.51%
409.260 · New Building Maint Minor Equip.	0.00	4,000.00	-4,000.00	0.0%
409.360 · Building Utilities	15,253.22	35,000.00	-19,746.78	43.58%
409.361 · New Building Utilities & Maint.	0.00	96,000.00	-96,000.00	0.0%
409.373 · Building Maint & Repairs	3,451.37	17,000.00	-13,548.63	20.3%
409.374 · New Bld. Cntrct. Janitor Serv.	0.00	95,000.00	-95,000.00	0.0%
409.450 · Building Contracted Services	2,423.48	6,000.00	-3,576.52	40.39%
Total General Government	395,352.68	1,391,070.78	-995,718.10	28.42%
Public Safety				
410.384 · POLICE EQUIPMENT LEASES	138.00	850.00	-712.00	16.24%
410.120 · Police Salaries & Wages-Admin	31,769.29	120,000.00	-88,230.71	26.47%
410.130 · Police Salaries & Wages-Officer	600,241.07	1,780,412.61	-1,180,171.54	33.71%
410.140 · Police Salaries & Wages-Civillia	38,971.80	112,143.20	-73,171.40	34.75%
410.179 · Police Longevity Pay	17,074.09	50,699.77	-33,625.68	33.68%
410.180 · Police Overtime Wages	59,621.49	191,100.00	-131,478.51	31.2%
410.185 · Sick & Vacation Buy Back	0.00	70,000.00	-70,000.00	0.0%
410.187 · Police Overtime Civ Support	345.20	1,500.00	-1,154.80	23.01%
410.191 · Uniform Allowance	2,129.83	16,800.00	-14,670.17	12.68%
410.192 · Police SSI Taxes	57,362.29	179,136.65	-121,774.36	32.02%
410.196 · Police Health Insurance	251,383.97	575,000.00	-323,616.03	43.72%
410.197 · Police Pension Plan	0.00	304,787.00	-304,787.00	0.0%
410.198 · Police Life & Disability Ins	10,404.86	25,056.00	-14,651.14	41.53%

GENERAL FUND BUDGET vs. ACTUAL

410.199 · Police Non-Uniform Pension	1,400.87	10,272.89	-8,872.02	13.64%
410.200 · Police 457 Contribution	3,360.50	8,400.00	-5,039.50	40.01%
410.216 · Police Community Outreach	1,415.78	2,000.00	-584.22	70.79%
410.220 · Police Operating Supplies	2,131.57	7,500.00	-5,368.43	28.42%
410.221 · Crime Scene Supplies	160.92	1,200.00	-1,039.08	13.41%
410.222 · Ammunition/Field Materials	5,227.19	13,960.00	-8,732.81	37.44%
410.231 · Vehicle Fuel	31,305.80	65,000.00	-33,694.20	48.16%
410.238 · Uniform Expense	1,411.03	2,000.00	-588.97	70.55%
410.260 · Police Minor Equipment	1,144.91	15,000.00	-13,855.09	7.63%
410.270 · Police IT	9,653.00	20,000.00	-10,347.00	48.27%
410.310 · Police Professional Services	11,040.00	20,500.00	-9,460.00	53.85%
410.314 · Civil Service Comm Solicitor	600.00	3,000.00	-2,400.00	20.0%
410.317 · POLICE NEW HIRES EXP	1,000.00	30,000.00	-29,000.00	3.33%
410.320 · Police Communications	6,483.50	18,000.00	-11,516.50	36.02%
410.331 · Travel/Lodging	3,375.98	12,500.00	-9,124.02	27.01%
410.341 · Police Advertising & Printing	934.31	2,500.00	-1,565.69	37.37%
410.373 · Police Maint & Repair Bldg	5,577.26	9,150.00	-3,572.74	60.95%
410.374 · Police Equipment Maint	783.45	5,500.00	-4,716.55	14.25%
410.420 · Police Dues, Subscriptions	144.00	1,800.00	-1,656.00	8.0%
410.421 · POLICE SaaS SUBSCRIPTIONS	24,262.49	63,100.00	-38,837.51	38.45%
410.450 · Police Contracted Services	54,491.06	108,962.10	-54,471.04	50.01%
410.451 · Police Vehicle Maintenance	17,848.60	28,000.00	-10,151.40	63.75%
410.460 · Police Meetings & Training	8,805.00	30,000.00	-21,195.00	29.35%
411.232 · Fire Department Fuel	2,691.79	12,000.00	-9,308.21	22.43%
411.540 · Foreign Fire Payments	0.00	88,000.00	-88,000.00	0.0%
413.310 · Prof Services -BC Officer	721,863.04	948,973.00	-227,109.96	76.07%
413.311 · Prof Services - SEO	6,275.00	24,000.00	-17,725.00	26.15%
413.319 · Code Enforcement UCC Fees	189.00	1,000.00	-811.00	18.9%
414.220 · Planning & Zoning Supplies	118.98	500.00	-381.02	23.8%
414.310 · Planning & Zoning Prof Svcs	31,016.65	84,500.00	-53,483.35	36.71%
414.313 · Planning & Zoning Engineering	0.00	2,500.00	-2,500.00	0.0%
414.314 · Planning & Zoning Legal	26,147.80	45,000.00	-18,852.20	58.11%
414.319 · MS4 Fees	2,060.50	15,000.00	-12,939.50	13.74%
414.341 · Planning & Zoning Advertising	1,088.20	2,500.00	-1,411.80	43.53%
414.421 · Planning & Zoning SaaS subs.	1,920.18	9,150.00	-7,229.82	20.99%
415.220 · Emer Mgmt Operating Supplies	258.68	1,000.00	-741.32	25.87%
415.364 · Emergency Management Operations	0.00	13,500.00	-13,500.00	0.0%
415.431 · EMA GASOLINE	174.46	500.00	-325.54	34.89%
415.434 · EMA VEHICLE MAINT.	0.00	3,000.00	-3,000.00	0.0%
415.460 · Emer Mgmt Meetings & Training	0.00	500.00	-500.00	0.0%
Total Public Safety	2,055,803.39	5,157,453.22	-3,101,649.83	39.86%
Public Works - Other				
427.220 · Solid Waste Coll Supplies	127.50	1,500.00	-1,372.50	8.5%
427.450 · Contracted Svcs - Clean-Up Days	15,442.00	50,000.00	-34,558.00	30.88%
Total Public Works - Other	15,569.50	51,500.00	-35,930.50	30.23%
PW-Hwys, Roads & Streets				
430.110 · Public Works Salaries	220,879.26	678,549.70	-457,670.44	32.55%
430.120 · Public Works OT Wages	14,392.94	30,000.00	-15,607.06	47.98%
430.179 · PW Longevity	4,500.00	7,700.00	-3,200.00	58.44%
430.192 · Public Works SSI Taxes	21,296.82	64,462.47	-43,165.65	33.04%
430.196 · Public Works Insurance	98,842.26	220,000.00	-121,157.74	44.93%
430.198 · Public Works N-U Pension	11,162.91	64,462.47	-53,299.56	17.32%

GENERAL FUND BUDGET vs. ACTUAL

430.199 · Public Works Life & Disab Ins	4,290.00	12,672.00	-8,382.00	33.85%
430.220 · Public Works Oper Supplies	5,494.45	15,000.00	-9,505.55	36.63%
430.231 · Public Works Gasoline	1,329.57	10,000.00	-8,670.43	13.3%
430.232 · Public Works Diesel	20,752.57	50,000.00	-29,247.43	41.51%
430.238 · Public Works Uniforms	0.00	9,000.00	-9,000.00	0.0%
430.242 · PW Safety Gear & Equip	1,412.88	5,000.00	-3,587.12	28.26%
430.260 · Public Works Minor Equip Purch	965.45	12,000.00	-11,034.55	8.05%
430.261 · PW Shop Tools	175.24	6,000.00	-5,824.76	2.92%
430.310 · Public Works Professional Svcs	425.98	2,500.00	-2,074.02	17.04%
430.320 · Public Works Communications Exp	0.00	2,000.00	-2,000.00	0.0%
430.341 · Public Works Advertising	0.00	800.00	-800.00	0.0%
430.373 · Public Works Maint & Rep Bldg	1,940.54	13,000.00	-11,059.46	14.93%
430.376 · PW Equip. Maint. & Supp.	19,420.26	65,000.00	-45,579.74	29.88%
430.384 · Public Works Equip Rental	138.00	15,000.00	-14,862.00	0.92%
430.420 · Public Works Dues, Subscription	325.00	450.00	-125.00	72.22%
430.421 · PW SaaS SUBSCRIPTIONS	1,541.64	12,200.00	-10,658.36	12.64%
430.450 · Public Works Contracted Svcs	1,464.36	7,500.00	-6,035.64	19.53%
430.460 · Public Works Meetings & Trainin	1,192.11	10,000.00	-8,807.89	11.92%
432.220 · Snow & Ice Rem Oper Supplies	64,814.58	125,000.00	-60,185.42	51.85%
432.375 · Snow & Ice Rem Equipment Maint	6,633.88	8,000.00	-1,366.12	82.92%
432.450 · Snow & Ice Rem Subcontractors	0.00	15,000.00	-15,000.00	0.0%
433.220 · Traffic Signals & Signs Supply	939.73	7,500.00	-6,560.27	12.53%
433.360 · Traffic Signals & Signs Utiliti	1,758.06	5,000.00	-3,241.94	35.16%
433.450 · Traffic Signals Contracted Svcs	680.00	20,475.00	-19,795.00	3.32%
438.220 · Road Maint Supplies	16,760.39	80,000.00	-63,239.61	20.95%
438.613 · Vegetation Control	558.97	2,500.00	-1,941.03	22.36%
Total PW-Hwys, Roads & Streets	524,087.85	1,576,771.64	-1,052,683.79	33.24%
Culture and Recreation				
452.390 · Recreation fees	433.69	1,000.00	-566.31	43.37%
454.110 · Park Salary & Wage	35,755.75	145,780.00	-110,024.25	24.53%
454.192 · Park SSI	2,735.31	11,152.17	-8,416.86	24.53%
454.220 · Park Operating Supplies	2,377.99	7,000.00	-4,622.01	33.97%
454.231 · Park Vehicle Fuel	818.52	6,000.00	-5,181.48	13.64%
454.238 · Park Uniforms	0.00	2,000.00	-2,000.00	0.0%
454.260 · Park Minor Equipment	0.00	5,000.00	-5,000.00	0.0%
454.320 · Park Communications	387.94	1,000.00	-612.06	38.79%
454.340 · Park Advertising & Printing	0.00	1,500.00	-1,500.00	0.0%
454.360 · Park Utilities	3,137.69	9,000.00	-5,862.31	34.86%
454.373 · Park Repairs & Maintenance	6,452.16	20,000.00	-13,547.84	32.26%
454.374 · Park Equipment Maintenance	642.81	4,000.00	-3,357.19	16.07%
454.450 · Park Contracted Services	9,936.49	30,000.00	-20,063.51	33.12%
454.452 · Park Program Expenditures	185.00	2,500.00	-2,315.00	7.4%
454.460 · Park Meetings & Training	0.00	450.00	-450.00	0.0%
457.450 · Community Events	6,884.60	62,000.00	-55,115.40	11.1%
Total Culture and Recreation	69,747.95	308,382.17	-238,634.22	22.62%
Debt Service				
471.100 · New Twp Complex Principal	30,000.00	731,341.00	-701,341.00	4.1%
472.000 · NEW TWP COMPLEX LOAN INTEREST	0.00	103,659.00	-103,659.00	0.0%
Total Debt Service	30,000.00	835,000.00	-805,000.00	3.59%
Benefits and Withholding				
483.194 · Employer Pd Unemployment Comp	14,295.18	22,000.00	-7,704.82	64.98%
483.195 · Employer Pd Worker's Comp	110,507.15	250,000.00	-139,492.85	44.2%

**GENERAL FUND
BUDGET vs. ACTUAL**

483.200 · Federal Healthcare Tax	0.00	200.00	-200.00	0.0%
Total Benefits and Withholding	<u>124,802.33</u>	<u>272,200.00</u>	<u>-147,397.67</u>	<u>45.85%</u>
Insurance				
486.350 · Property & Liability Insurance	133,334.25	155,000.00	-21,665.75	86.02%
486.355 · Professional Bonds	7,280.00	15,000.00	-7,720.00	48.53%
Total Insurance	<u>140,614.25</u>	<u>170,000.00</u>	<u>-29,385.75</u>	<u>82.71%</u>
Other Expenses				
463.540 · TIF	215,313.35	216,000.00	-686.65	99.68%
491.000 · Refund of Prior Year Revenues	500.00	1,000.00	-500.00	50.0%
Total Other Expenses	<u>215,813.35</u>	<u>217,000.00</u>	<u>-1,186.65</u>	<u>99.45%</u>
Misc Expenses				
489.100 · Miscellaneous Expenses	0.00			
Total Misc Expenses	<u>0.00</u>			
Interfund Transfers Out				
492.300 · Interfund Transfer to Cap Fund				
COMMITTED FUND TRANSFER	470,800.00	470,800.00	0.00	100.0%
UNCOMMITTED FUNDS TRANSFER	509,753.29	509,753.29	0.00	100.0%
Total 492.300 · Interfund Transfer to Cap Fund	<u>980,553.29</u>	<u>980,553.29</u>	<u>0.00</u>	<u>100.0%</u>
Total Interfund Transfers Out	<u>980,553.29</u>	<u>980,553.29</u>	<u>0.00</u>	<u>100.0%</u>
Total Expense	<u>4,552,344.59</u>	<u>10,959,931.10</u>	<u>-6,407,586.51</u>	<u>41.54%</u>
Net Income	<u><u>3,082,435.79</u></u>	<u><u>0.00</u></u>	<u><u>3,082,435.79</u></u>	<u><u>100.0%</u></u>

CAPITAL RESERVE Budget vs. Actual

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
341.010 · Interest on Investments	23,825.24			
354.020 · POLICE PCCD GRANT	21,488.25	21,488.25	0.00	100.0%
354.030 · ROUNDABOUT LEARN TASA	0.00	900,000.00	-900,000.00	0.0%
355.006 · LSA Monroe Co 2021 (6/30/2025)	0.00	116,163.00	-116,163.00	0.0%
355.010 · LSA 2019 RH TRN LN C00072203	0.00	405,000.00	-405,000.00	0.0%
355.011 · MULTIMODAL RH TRN LN C000072896	0.00	500,000.00	-500,000.00	0.0%
355.012 · LSA RH TRN LN 2021 C000078523	0.00	187,500.00	-187,500.00	0.0%
355.014 · GREEN LIGHT GO	0.00	359,658.00	-359,658.00	0.0%
355.015 · MULTIMODAL RIMROCK 2021 C000076	0.00	142,000.00	-142,000.00	0.0%
355.016 · ARP FEDERAL FUNDS	31,195.08	432,937.34	-401,742.26	7.21%
355.017 · DCED C000083397 ROUNDABOUT (AWA)	0.00	500,000.00	-500,000.00	0.0%
355.018 · DCED MTF 2021 (6/30/2025) Award	0.00	46,000.00	-46,000.00	0.0%
355.019 · LSA GRANT TLC BRIDGE BTW PONDS	0.00	292,000.00	-292,000.00	0.0%
355.020 · DCED MTF 2022 Award	0.00	100,000.00	-100,000.00	0.0%
355.021 · LSA GRANT C000086133 POLICE	133,784.00	146,333.00	-12,549.00	91.42%
357.720 · County Grant	0.00	85,000.00	-85,000.00	0.0%
357.721 · PM VISITOR BUREAU GRANT	0.00	15,000.00	-15,000.00	0.0%
392.010 · Transfer from General Fund				
COMMITTED OPEN SPACE	470,800.00	470,800.00	0.00	100.0%
UNCOMMITTED TRANSFER	509,753.29	509,753.29	0.00	100.0%
Total 392.010 · Transfer from General Fund	980,553.29	980,553.29	0.00	100.0%
392.900 · Use of Fund Balance	0.00	273,855.87	-273,855.87	0.0%
393.000 · Capital Lease Proceeds	61,529.23	441,942.73	-380,413.50	13.92%
393.130 · CAPITAL GEN OBLIGATION PROCEEDS	66,642.19			
Total Income	1,319,017.28	5,945,431.48	-4,626,414.20	22.19%
Expense				
401.000 · Municipal Capital Comprehensive	157,476.32	3,698,005.34	-3,540,529.02	4.26%
401.001 · ADMINISTRATION COMPREHENSIVE	0.00	67,192.00	-67,192.00	0.0%
410.000 · POLICE CAPITAL COMPREHENSIVE	234,938.15	260,313.98	-25,375.83	90.25%
430.000 · PW CAPITAL COMPREHENSIVE	5,600.00	413,000.00	-407,400.00	1.36%
438.610 · Maintenance & Repairs of Roads				
Paving Overlay	0.00	165,560.94	-165,560.94	0.0%
Road Marking	0.00	60,000.00	-60,000.00	0.0%
Tar and Chip	0.00	167,009.92	-167,009.92	0.0%
438.610 · Maintenance & Repairs of Roads - Other	0.00	10,000.00	-10,000.00	0.0%
Total 438.610 · Maintenance & Repairs of Roads	0.00	402,570.86	-402,570.86	0.0%
454.000 · PARK CAPITAL COMPREHENSIVE	52,796.83	759,199.00	-706,402.17	6.95%
471.000 · PRINCIPAL LEASES	170,527.65	321,602.69	-151,075.04	53.02%
472.000 · INTEREST ON LEASES	7,026.48	23,547.61	-16,521.13	29.84%
Total Expense	628,365.43	5,945,431.48	-5,317,066.05	10.57%
Net Income	690,651.85	0.00	690,651.85	100.0%

SEWER OPERATIONS BUDGET vs. ACTUAL

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
341.010 · Interest on Investments	57,760.83	10,000.00	47,760.83	577.61%
364.110 · Connection/Tapping Fees	11,250.00	10,000.00	1,250.00	112.5%
364.120 · Sewer Use Fees	1,308,969.89	3,954,060.00	-2,645,090.11	33.1%
364.130 · Reserve Capacity Fee	17,955.06	7,000.00	10,955.06	256.5%
Total Income	1,395,935.78	3,981,060.00	-2,585,124.22	35.06%
Gross Profit	1,395,935.78	3,981,060.00	-2,585,124.22	35.06%
Expense				
429.100 · Utilities				
429.101 · PPL	15,490.62	26,500.00	-11,009.38	58.46%
429.102 · MetTel	366.12	1,000.00	-633.88	36.61%
429.105 · MetEd	1,880.30	3,600.00	-1,719.70	52.23%
429.106 · Blue Ridge Communications	1,637.80	4,500.00	-2,862.20	36.4%
429.107 · BCRA Water	843.55	1,500.00	-656.45	56.24%
429.108 · PenTeleData	1,479.00	4,500.00	-3,021.00	32.87%
429.109 · Verizon	778.01	2,100.00	-1,321.99	37.05%
429.111 · JP Mascaro	1,344.64	2,800.00	-1,455.36	48.02%
429.112 · FUEL & HEATING OIL	0.00	5,000.00	-5,000.00	0.0%
Total 429.100 · Utilities	23,820.04	51,500.00	-27,679.96	46.25%
429.200 · BCRA Sewage Treatment	594,929.10	1,418,808.00	-823,878.90	41.93%
429.205 · Bank charges	0.00			
429.244 · Operating Supplies	4,464.46	25,000.00	-20,535.54	17.86%
429.300 · Professional Services				
429.400 · Engineering	20,768.95	63,000.00	-42,231.05	32.97%
429.401 · Sewer Legal	5,590.87	20,000.00	-14,409.13	27.95%
429.404 · SEWER ADMIN SERVICES	70,731.40	212,194.18	-141,462.78	33.33%
429.405 · O & M	43,554.68	93,000.00	-49,445.32	46.83%
429.406 · KEYSTONE ENGINEERING	0.00	20,000.00	-20,000.00	0.0%
429.300 · Professional Services - Other	9,638.78	40,000.00	-30,361.22	24.1%
Total 429.300 · Professional Services	150,284.68	448,194.18	-297,909.50	33.53%
429.374 · Equipment Repair & Maintenance	31,368.32	105,000.00	-73,631.68	29.88%
429.376 · CONTRACTED SERVICES	7,511.59	50,000.00	-42,488.41	15.02%
471.000 · Debt Principal - Long and Short				
471.200 · 1st Keystone 7.5M	0.00	1,119,000.00	-1,119,000.00	0.0%
471.500 · PennVest Loan	169,893.34	409,545.84	-239,652.50	41.48%
Total 471.000 · Debt Principal - Long and Short	169,893.34	1,528,545.84	-1,358,652.50	11.12%
472.000 · Debt Interest - Long and Short				
472.200 · 1st Keystone 7.5M Interest	32,995.24	74,970.00	-41,974.76	44.01%
472.500 · PennVest Loan Interest	28,170.51	65,807.40	-37,636.89	42.81%
Total 472.000 · Debt Interest - Long and Short	61,165.75	140,777.40	-79,611.65	43.45%
486.352 · Insurance Expense (Liability)	20,492.75	25,000.00	-4,507.25	81.97%
Total Expense	1,063,930.03	3,792,825.42	-2,728,895.39	28.05%
Net Income	332,005.75	188,234.58	143,771.17	176.38%

5/29/2024

SEWER CONSTRUCTION BUDGET vs. ACTUAL

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
341.010 · Interest on Investments	37,551.65	10,000.00	27,551.65	375.52%
392.900 · Use of Fund Balance	0.00	2,362,000.00	-2,362,000.00	0.0%
Total Income	<u>37,551.65</u>	<u>2,372,000.00</u>	<u>-2,334,448.35</u>	<u>1.58%</u>
Expense				
429.200 · General Project	12,302.01	1,719,000.00	-1,706,697.99	0.72%
429.313 · Engineering - Collection System	582.56	566,000.00	-565,417.44	0.1%
429.740 · CAPITAL PURCHASES MACHINERY	0.00	87,000.00	-87,000.00	0.0%
Total Expense	<u>12,884.57</u>	<u>2,372,000.00</u>	<u>-2,359,115.43</u>	<u>0.54%</u>
Net Income	<u><u>24,667.08</u></u>	<u><u>0.00</u></u>	<u><u>24,667.08</u></u>	<u><u>100.0%</u></u>

ARPA FUND BUDGET vs. Actual

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
341.001 · INTEREST ON INVESTMENTS	8,597.12	500.00	8,097.12	1,719.42%
392.000 · Use of Fund Balance	0.00	515,187.34	-515,187.34	0.0%
Total Income	8,597.12	515,687.34	-507,090.22	1.67%
Expense				
492.010 · TRANSFER TO GENERAL FUND				
GOV SERV. IMPROV.	12,047.35	82,750.00	-70,702.65	14.56%
Total 492.010 · TRANSFER TO GENERAL FUND	12,047.35	82,750.00	-70,702.65	14.56%
492.300 · TRANSFER TO CAPITAL FUND	31,195.08	432,937.34	-401,742.26	7.21%
Total Expense	43,242.43	515,687.34	-472,444.91	8.39%
Net Ordinary Income	-34,645.31	0.00	-34,645.31	100.0%
Net Income	-34,645.31	0.00	-34,645.31	100.0%

General Fund
Balance Sheet
As of December 31, 2023

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
100.005 · 1NORTHERN BANK GF DISB	794,035.10
100.004 · GENERAL FUND DISBURSEMENT	12,018.06
100.000 · General Fund Cash	170,070.00
100.006 · PLGIT GENERAL FUND	8,028,335.22
100.108 · PLGIT P-CARD PAYMENT ACCOUNT	5.23
100.001 · Petty Cash	224.75
100.109 · Police Petty Cash	100.00
100.002 · ESSA Payroll account	1,300.92
100.003 · KOLLAR COMMITTED	5,384.31
100.007 · PLGIT OPEN SPACE	66,134.23
Total Checking/Savings	9,077,607.82
Other Current Assets	
140.300 · Taxes Receivable	8,195.11
142.100 · Delinquent Taxes Receivable	-0.18
145.100 · Accounts Receivable Adjustments	16,664.22
Total Other Current Assets	24,859.15
Total Current Assets	9,102,466.97
Other Assets	
155.000 · Prepaid Expenses	3,322.13
155.100 · Prepaid Insurance	13,261.00
Total Other Assets	16,583.13
TOTAL ASSETS	9,119,050.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	13,587.97
Total Liabilities	13,587.97
Equity	
279.000 · Fund Balance	5,411,775.14
279.001 · Committed Open Spaces	66,134.23
279.002 · COMMITTED NEW BUILDING	535,000.00
279.999 · Prior period adjustment	10,116.97
Net Income	3,082,435.79
Total Equity	9,105,462.13
TOTAL LIABILITIES & EQUITY	9,119,050.10

Operating Reserve Fund Balance Sheet

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.001 · ESSA Capital Reserve Account	3,503.57
100.006 · PLGIT CAPITAL RESERVE	1,770,240.36
100.103 · MC CONS. DIST. GRANT LOW VOLUME	24,496.60
100.105 · WAYNE LOAN PROCEEDS 20242	1,000.00
Total Checking/Savings	<u>1,799,240.53</u>
Total Current Assets	<u>1,799,240.53</u>
TOTAL ASSETS	<u><u>1,799,240.53</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	420,528.42
Total 279.000 · Fund Balance	<u>420,528.42</u>
299.000 · Retained Earnings	164,040.42
Net Income	<u>690,651.85</u>
Total Equity	<u>1,275,220.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,799,240.53</u></u>

5/29/2024

**SEWER OPERATING
BALANCE SHEET**

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.005 · 1NORTHERN BANK	108,602.88
100.006 · PLGIT SEWER OPERATIONS	4,365,623.57
100.107 · PLGIT P-CARD ACCOUNT	1,154.79
Total Checking/Savings	<u>4,475,381.24</u>
Other Current Assets	
120.100 · A/R Sewer Usage Charges	-64,363.58
Total Other Current Assets	<u>-64,363.58</u>
Total Current Assets	<u>4,411,017.66</u>
TOTAL ASSETS	<u><u>4,411,017.66</u></u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	4,079,011.91
Net Income	332,005.75
Total Equity	<u>4,411,017.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,411,017.66</u></u>

5/29/2024

**SEWER CONSTRUCTION
BALANCE SHEET**
as of December 31, 2023

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.109 · FKB MM 2021	401,367.01
100.116 · 1NORTHERN BANK CHECKING	10,142.75
100.117 · PLGIT SEWER CONSTRUCTION	2,346,442.26
Total Checking/Savings	<u>2,757,952.02</u>
Total Current Assets	<u>2,757,952.02</u>
TOTAL ASSETS	<u><u>2,757,952.02</u></u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	2,733,284.94
Net Income	<u>24,667.08</u>
Total Equity	<u>2,757,952.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,757,952.02</u></u>

5/29/2024

**ARPA FUND
Balance Sheet**

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.002 · PLGIT ARPA	752,670.02
Total Checking/Savings	<u>752,670.02</u>
Total Current Assets	<u>752,670.02</u>
TOTAL ASSETS	<u><u>752,670.02</u></u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	787,315.33
Net Income	<u>-34,645.31</u>
Total Equity	<u>752,670.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>752,670.02</u></u>

POCONO TOWNSHIP

WAIVER OF LAND DEVELOPMENT APPLICATION

Certain improvements to existing non-residential structures may be eligible for a Waiver of the requirements of Chapter 390 Subdivision and Land Development. To be eligible for consideration of a Waiver of Land Development, a proposed division of space or leasehold, building addition or site alteration shall not result in any of the following:

- a. A requirement for additional parking;
- b. Development within flood-prone or wetland areas;
- c. Activities that would require the submission of a stormwater management site plan per Chapter 365;
- d. Installation of new access drives providing vehicular access to/or from a public right-of-way;
- e. An increase in water consumption of sewage discharge exceeding 247 gallons per day;
- f. Changes to utility services including new service laterals to increase capacity or provide fire protection;
- g. An expansion involving additional occupied space.

Additionally, neither the Owner, the Applicant, nor the property shall have any open violations of any type.

The undersigned hereby applies for review by the Pocono Township Planning Commission and review and approval of the Board of Commissioners of Pocono Township for a Waiver of Land Development for the plans submitted herewith and described below:

1. Tax Parcel: _____ County Deed Book No.: _____
 Volume No.: _____ Page No.: _____
 Zoning District: _____ Area to be Developed or Subdivided, Gross: _____ Net: _____

2. Name of Property Owner(s) of Record: _____
 (If corporation, provide corporations' name and address and two officers of corporation)
 Address: _____
 Email Address: _____ Phone No.: _____

3. Name of Applicant, if different than Owner: _____
 Address: _____
 Email Address: _____ Phone No.: _____

4. Applicant's interest, if other than Owner: _____

5. Engineer, Architect, Land Surveyor, or Landscape Architect responsible for plan:

 Address: _____
 Email Address: _____ Phone No.: _____

6. Name of Attorney (optional): _____

Address: _____

Email Address: _____ Phone No.: _____

7. Brief project description describing the proposed intent of the project and all proposed improvements:

8. Type of water supply proposed: _____ Public (Municipal) _____ Private (Centralized) _____ Individual (On Site)

9. Type of sanitary sewage Disposal proposed: _____ Public (Municipal) _____ Private (Centralized) _____ Individual (On Site)

10. Have appropriate public utilities been consulted: _____ Yes _____ No

11. Material accompanying this Land Development Waiver Application:

- a) _____ Plan – 5 copies
- b) _____ Copy of Deed with any Restrictive Covenants– 2 copies
- c) _____ Written Description of Proposal – 5 copies
- d) _____ Application Fee
- e) _____ Professional Services Agreement and Escrow
- f) _____ Other

12. List basis for Request of Waiver of Land Development:

The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true and correct, and complete.

Date: _____

By: _____

Printed Name

Signature

For Office Use Only:

Date Received: _____ **By:** _____

- Distribution:**
- _____ Township Engineer
 - _____ Township Solicitor
 - _____ Zoning Officer
 - _____ Sewer Department or SEO
 - _____ Public Works
 - _____ Fire Company

PennDOT Engineering District 5-0
1002 Hamilton Street
Allentown, PA 18101
Attention: Studies / Signing Unit

The following excerpt from PennDOT Publication 46 provides an explanation of the review and approval process for the placement of banners in State highway right-of-way.

Publication 46 Section 2.10.12 Signs and Banners across State Highways

No person, municipality or corporate entity may place a sign or banner across a State highway or within the highway right of way, unless the local municipality has:

1. Passed a resolution designating their intention to erect such a sign or banner, and
2. Received confirmation from the Department that it has on file a copy of the resolution and all required issues have been adequately addressed.

Resolutions may be for a single event, an event that recurs on a regular basis, or multiple events throughout the year. Permanent cables across the right-of-way for erection of banners are permissible provided they are noted in the resolution. The Department will only consider resolutions that address the following:

- Installation location including SR, Segment/offset and vertical clearance above the roadway (minimum 17'-6").
- Size of the sign or banner, a description of the message, and the event(s) and/or organization(s) for which the banner is being erected. Events must relate to a national, state, regional or local function or charitable affair.
- Approximate date(s) of installation and removal. If the sign or banner is to be installed on a recurring basis, the occasions when it will be displayed and the approximate number of days before and after the occasion when the device will be installed and removed, respectively.
- That the municipality assumes full responsibility for erecting, maintaining and removing the device and all liability for damages occurring to any persons or property arising from any act of omission associated with the sign or banner.
- Acknowledgement that no more than 20-percent of the message will relate to naming or advertising a commercial product, enterprise, business or company regardless of whether they are sponsoring the event or banner installation.
- That traffic control will be performed in accordance with the current Publication 213.

RESOLUTION _____

A RESOLUTION OF THE _____ OF _____, COUNTY OF _____, PENNSYLVANIA, AUTHORIZING THE PLACEMENT OF BANNERS ACROSS A STATE HIGHWAY OR WITHIN THE HIGHWAY RIGHT OF WAY.

WHEREAS, the Department of Transportation Publication 46, Section 2.10.12 states the requirements for displaying an overhead sign or banner, and

WHEREAS, the Borough/Township of _____ has single event, recurring events, and multiple events that occur throughout the year, and

WHEREAS, the Borough/Township of _____ desires to erect such overhead banners across State Route _____ in the Borough/Township of _____, and

WHEREAS, State Route _____ is not considered a limited access highway in the Borough/Township of _____.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough/Township of _____ to authorize certain persons, municipalities and corporate entities to place overhead banners across State Route _____ under the following conditions:

1. The location for banner placement is at State Route _____, Segment _____, Offset _____ (_____ Street); and
2. The minimum vertical clearance will be seventeen feet and six inches (17'6") above the roadway;
3. Banners will be erected not earlier than fifteen (15) days prior to the event and will be removed within two (2) days after the event.
4. The Borough/Township of _____ assumes full responsibility for erecting, maintaining and removing the device and all liability for damages occurring to any persons or property arising from any act of omission associated with the sign or banner.
5. No more than 20% of the message on the banner will relate to naming or advertising a commercial product, enterprise, business or company.
6. While erecting, maintaining and removing the banner, traffic control will be performed in accordance with the most current PennDOT Publication 213, Temporary Traffic Control Guidelines.
7. The Borough/Township of _____ may charge a fee for services associated with the erection of the banner.

RESOLVED AND ADOPTED this ____ day of _____, 20 ____.

ATTEST:

BOROUGH/TOWNSHIP OF _____

Signature

Print Name
Borough Manager

By: _____

Signature

Print Name
President of Council

EXAMPLE

OUR LADY OF VICTORY CHURCH

ANNUAL HOMECOMING BAZAAR

FRIDAY, AUGUST 2 &
SATURDAY, AUGUST 3

5-9 PM

RAIN OR SHINE!

FOOD, FUN, AND
GAMES FOR THE
WHOLE FAMILY!

327 Cherry Lane Rd,
Tannersville, PA 18372

OUR FAMILY...YOUR FAMILY...ONE FAMILY

- ▶▶ Delicious Food
 - Pierogies
 - Halupki
 - Potato Pancakes
 - Sausage and Peppers
 - And so much more!

- ▶▶ Grand Raffle
- ▶▶ 75+ Basket Raffles
- ▶▶ Games for All Ages
- ▶▶ Used Book Tent
- ▶▶ Bingo