



POCONO TOWNSHIP COMMISSIONERS
AGENDA

August 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=Q1VtaFVkVEpRWtUvdIFrSHJ1cE1Td09>

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

An Executive Session was held for personnel & litigation matters prior to the August 19th meeting.

Hearings –

PoconoPlaces LLC - Appealing the Township Code Enforcement Officer's enforcement notices for not complying with the townships grading ordinance requirements.

Presentations –

- Brookdale Sewage Planning Module – Nate Oiler w/ RKR Hess. – **(Possible Action Item)**
- The Ridge at Swiftwater PRD Sewage Planning Module – Sal Caiazza w/ Hanover Engineering **(Possible Action Item)**
- PTPD Drone Program – Detective Sargent, Earl Ackerman

Resolutions -

- Resolution 2024-20 Granting an Extension of Time to satisfy conditions of the plan approval of the Poconos Hospitality Land Development Plan **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the August 5, 2024 regular meeting.
 - Financial transactions through August 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 totaling \$508,629.24. (**Action Items**)

NEW BUSINESS

1. Personnel

2. Travel/Training Authorizations

Commissioner Comments

Richard Wielebinski – President

- PMCOG Annual Charity Golf Outing – September 5th, Township sponsor 1-2 teams in the amount of \$500/per foursome or a Tee Sponsor \$150.00. (**Possible Action Item**)
- Motion to rescind the hiring process for Pocono Township Police Department (**Possible Action Item**)

Natasha Leap – Vice President

- Discussion – 175 Laurel Lake Rd.
- Motion to adopt Park Board Bylaws & direct Township Manager to advertise for the open positions, interviews to be held Sept 16th. (**Possible Action Item**)

Ellen Gndt – Commissioner

- Update – SBA Cell Tower
- Update – Solar Field
- Update - Kennel
- Nuisance Ordinance
- Advertising for upcoming admin vacancy (**Possible Action Item**)

Mike Velardi – Commissioner

Brian Winot – Commissioner

- Signs on utility poles, ROW's
- Motion to Amend the BCRA Water Service Map Attachment to Resolution 2024-16 (**Action Item**)

Reports

Zoning Report – (Lindsay Scerbo)

Police Report – Chief – (James Wagner)

Ambulance Report

Fire Report - Asst Chief (Corey Sayre)

Township Manager's Report (Jerrod Belvin)

- Update Emergency Management
- Update Green Light Go

- Motion to hire Kenneth Prehart as Part Time Public Works employee & Transfer \$15K from 432.450 Snow and Ice Subcontractor to 430.110 Public Works Salaries **(Possible Action Item)**
- Motion to contract with Tactical Data Group services at a cost of 3000 per month (2024) & 3300 per month (2025) for grant writing, & grants administration services. **(Possible Action Item)**
- FMS and Dispenser Upgrade in the amount of \$34,808.00 (COSTAR Vendor), using ARPA Funds. **(Possible Action Item)**
- NCC Update
- Kenny's Way Update
- Park Board Update
- Regional Zoning Update – Regional Comprehensive Plan
- Update – Old Learn Farm parking access

Public Works Report /Sewer Report (Patric Briegel)

- Sewer Business Update
- MCTI Sewer Connect Request Letter
- Update – Cobble Creek Drainage Project
- Current Public Works Projects
- Mountain View Park Updates
- TLC Park Updates
- Paving/Tar & Chip Update

Events Coordinator– (Jennifer Gambino)

- August 15-at Mountain View Park working with Kettle Creek-Natures Scavenger Hunt
- September 7-Stargazing at Mountain View Park
- September 14-Movie at the park-NEWLY ADDED
- September 20-22 Food Truck Festival

Township Engineer Report (Jon Tresslar)

- Sewer Business Update
- Learn Road safety enhancement project and roundabout survey work
- TASA Project

Township Solicitor Report (Leo DeVito)

- Sewer Business Update
- Motion to advertise the Nuisance Ordinance Hearing to be held on Tuesday, September 3, 2024. **(Action Item)**
- Volunteer tax abatement Discussion.
- General legal update
- Update – Archer Lane
- Learn Road Easement Process
- Zoning Hearing Board updates.
 - Continuance of Pocono Places LLC
 - ZHB Application - Dimensional Variance

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

RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

RESOLUTION OF THE (SUPERVISORS) COMMISSIONERS of Pocono
TOWNSHIP, Monroe COUNTY, PENNSYLVANIA (hereinafter "the municipality").

WHEREAS Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the *Pennsylvania Sewage Facilities Act*, as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (DEP) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS Brookdale Enterprises LLC has proposed the development of a parcel of land identified as
land developer

Brookdale Spa, and described in the attached Sewage Facilities Planning Module, and
name of subdivision

proposes that such subdivision be served by: (check all that apply), ☐ sewer tap-ins, ☒ sewer extension, ☐ new treatment facility, ☐ individual onlot systems, ☐ community onlot systems, ☐ spray irrigation, ☐ retaining tanks, ☐ other, (please specify). _____

WHEREAS, Pocono Township finds that the subdivision described in the attached
municipality
Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

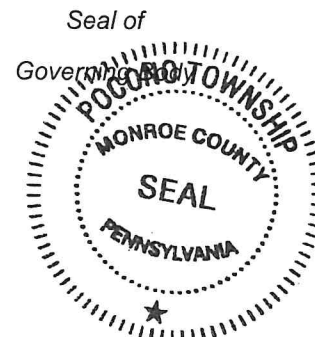
NOW, THEREFORE, BE IT RESOLVED that the _____ Commissioners _____ of the Township
of Pocono hereby adopt and submit to DEP for its approval as a revision to the
"Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

I _____, Secretary, Pocono Township
(Signature)

Township Board of Commissioners _____, hereby certify that the foregoing is a true copy of
the Township Resolution # 2024-21, adopted, _____, 20____.

Municipal Address:

Pocono Township
112 Township Drive
Tannersville, PA 18372
Telephone 570-629-1922



RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

RESOLUTION OF THE (SUPERVISORS) (COMMISSIONERS) (COUNCILMEN) of Pocono
(TOWNSHIP) (BOROUGH) (CITY), Monroe COUNTY, PENNSYLVANIA (hereinafter "the municipality").

WHEREAS Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the *Pennsylvania Sewage Facilities Act*, as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (DEP) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS Trap Enterprises, LLC has proposed the development of a parcel of land identified as
land developer

The Ridge at Swiftwater PRD, and described in the attached Sewage Facilities Planning Module, and
name of subdivision

proposes that such subdivision be served by: (check all that apply), ☐ sewer tap-ins, ☒ sewer extension, ☐ new treatment facility, ☐ individual onlot systems, ☐ community onlot systems, ☐ spray irrigation, ☐ retaining tanks, ☐ other, (please specify). _____

WHEREAS, Pocono Township finds that the subdivision described in the attached
municipality

Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the (Supervisors) (Commissioners) (Councilmen) of the (Township) (Borough) (City) of Pocono hereby adopt and submit to DEP for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

I _____, Secretary, Pocono Township
(Signature)

Township Board of Supervisors (Borough Council) (City Councilmen), hereby certify that the foregoing is a true copy of the Township (Borough) (City) Resolution # 2024-15, adopted, _____, 20____.

Municipal Address:

Pocono Township
112 Township Drive
Tannersville PA 18372
Telephone 570-629-1922





HanoverEngineering

3355 Route 611 • Suite 1 • Bartonsville, PA 18321-7822
Phone: 570.688.9550 • Fax: 570.688.9768 • HanoverEng.com

July 15, 2024

Michael E. Gable, Sanitary Sewer Engineer
T&M Associates
74 W Broad Street Suite 300
Bethlehem, PA 18018

RE: The Ridge at Swiftwater
Sewage Planning Module Review Letter #1
Pocono Township, Monroe County
Hanover Project PA-1226

Dear Mr. Gable:

Hanover Engineering is in receipt of T&M Associates review letter dated July 1, 2024, for the above referenced project. Please see the following responses to the comments:

1. *An application fee in the amount of \$150.00 is required for the review of Act 537 Sewage Planning documents for projects connecting to the public system.*

Response: The application fee is included in the submission.

2. *A "Will Serve" letter from BCRA for capacity in the BCRA WWTP and public water must be obtained.*

Response: The Will serve letter from BCRA is included, and the Component 3 has been signed buy BCRA for the treatment section of the component 3. A will serve for the wastewater treatment plant capacity is also included

3. *A "Will Serve" letter must be prepared by Pocono Township.*

Response: The township has not provided a will serve, but the reservation agreement signed by the township is included in this submission.

4. *Prior to the package being forward to the PA DEP to the Township, the applicant will need to provide signed and sealed site plans for the project. It is noted that we have not reviewed the technical components of the sewer plans and profiles provided. This review will be provided under separate cover.*

Response: The signed and sealed site plans are included in this submission. Technical comments will be addressed in the submission of the Final plans.

5. *Component 4B must be provide, completed by the County Planning Commission*

Response: The Component 4B was submitted to Monroe County Planning Commission for signature.

6. *The project should be placed on the agenda of the Township's Planning Commission for consideration and Component 4A should be completed once discussed by the Planning Commission. The Township should send a signed copy to the Applicant.*

Response: The Planning Commission has recommended signing Component 4A. A copy of the signed 4A module has been included in the digital submission.

7. *Component 3, Section F -The required project narrative must be provided.*

Response: The project narrative is included with this submission under Section I with the Component 3 documentation. .

8. *Component 3, Section G.2 must be completed and signed by BCRA.*

Response: Section G.2 has been signed by BCRA.

9. *Component 3, Section G.6 -The required PHMC submission must be provided.*

Response: The clearance letter from PHMC has been included in this submission.

10. *Component 3, Section G.7 -The required PNDI submission must be provided.*

Response: The PNDI clearance has been included in this submission.

11. *Component 3, Section H -The required Alternative's Analysis must be provided.*

Response: The alternative's Analysis has been included in this submission with the Component 3 documentation.

12. *Component 3, Section J.2 table must be completed consistent with the Water Quality Permit being prepared by the applicant.*

Response: Table J2 is to be completed by representatives of the treatment plant and the sewer collection system.

13. *Component 3, Section J.3 must be signed by Pocono Township in two places. Capacity is available for this project.*

Response: Acknowledged.

14. *Component 3, Section J.4 must be signed by BCRA.*

Response: Section J.4 has been signed by BCRA.

15. *Component 3, Section K.4 must be unchecked, this section does not apply to this project.*

Response: Section k4 has been unchecked.

16. *Component 3, Section P.2 requires public notice. Documentation for the Public Notice must be added to the Planning Package.*

Response: Proof of public notification for July 14, 2024 has been included in this submission, along with a copy of the notification to be advertised.

17. *Component 3, Section Q false swearing statement must be signed.*

Response: Section Q has been signed.

18. *The calculated review fee must be provided as outlined in Component 3, Section R. Also note, the review fee is based on DEP EDU rating at 400 gpd/EDU. Thus, the review fee should be based on 220 DEP EDUs on a DEP fee of \$1,000.00.*

Response: Section R has been revised to reflect the 220 EDU's and the fee adjusted.

19. *The PADEP Checklist must be provided by the applicant, then signed by the Township.*

Response: The checklist has been completed and is ready for signature by the Township.

20. *The following items will need to be completed on the Transmittal Letter:*
a. The date of transmission of the SPM must be added.
b. The check boxes must be completed for the project.
c. The transmittal must be signed by the Township.

Response: The transmittal letter is to be signed and dated by the Township. All other information and checkboxes have been completed

21. *The Resolution for Plan Revisions must be approved by the Board of Commissioners following the review by the Planning Commission. Once the Resolution is approved and signed, it should be sent to the Applicant.*

Response: Comment Noted.

If you have any questions or need additional information, please contact the undersigned.

Michael E. Gable, PE
Sanitary Sewer Engineer

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July 15, 2024

Respectfully,

HANOVER ENGINEERING

A handwritten signature in dark ink, appearing to read "S. Caiazzo", is written over a light gray dotted signature line.

Salvatore J. Caiazzo, PE

sjc:tmg2

S:\Projects\Private\Pocono-Priv\PA-1226 The Ridge Land Development\Docs\2024-07-11 T&M Associates Sewer Review 1-Response .docx

Enclosure(s)

cc: Amy Montgomery, P.E., T&M Associates
Jerrod Belvin, Pocono Township Manager

Krisann MacDougall

From: zoning
Sent: Tuesday, June 25, 2024 3:56 PM
To: Krisann MacDougall
Subject: FW: Pocono Places LLC Public Hearing Application
Attachments: Karasek Correspondence of 6.25.2024 .pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Krisann,

Please see the attached correspondence in relation to the Pocono Places LLC appeal to the Board of Commissioners.

Thank you,

Lindsay Scerbo, CZO
Zoning Administrator
SFM Consulting LLC

Pocono Township
112 Township Drive
Tannersville, PA 18372
(T) 570-629-1922 ext. 1215
(F) 570-629-7325
www.poconopa.gov

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From: Ronold Karasek <ron@karaseklawoffices.com>
Sent: Tuesday, June 25, 2024 3:25 PM
To: zoning <zoning@poconopa.gov>
Cc: Leo DeVito <leodevito@broughal-devito.com>; GEORGE KUZNI <georgekuzni@comcast.net>
Subject: RE: Pocono Places LLC Public Hearing Application

Dear Ms. Scerbo:

Please see attached letter.

Thank you.

Ronold J. Karasek, Esquire

From:

Ronold J. Karasek, Esquire
The Karasek Law Offices, LLC
641 Market Street, Bangor, Pennsylvania 18013
E-mail: ron@karaseklawoffices.com
telephone: 610-588-0224
telefax: 610-588-2088

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the federal tax advice (if any) contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transactions or matter addressed herein.

THE INFORMATION CONTAINED IN THIS COMMUNICATION IS A TRANSMISSION FROM THE KARASEK LAW OFFICES, L.L.C. AND IS INFORMATION PROTECTED BY THE ATTORNEY/CLIENT AND/OR ATTORNEY/WORK PRODUCT PRIVILEGE. IT IS INTENDED ONLY FOR THE PERSONAL AND CONFIDENTIAL USE OF THE RECIPIENT(S) NAMED ABOVE, AND THE PRIVILEGES ARE NOT WAIVED BY VIRTUE OF THIS HAVING BEEN SENT BY ELECTRONIC MAIL. IF THE PERSON ACTUALLY RECEIVING THIS COMMUNICATION, OR ANY OTHER READER OF THIS COMMUNICATION, IS NOT THE NAMED RECIPIENT, ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THE COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND DELETE THE ORIGINAL MESSAGE FROM YOUR SYSTEM. THANK YOU.

From: zoning <zoning@poconopa.gov>
Sent: Thursday, June 6, 2024 2:47 PM
To: Ronold Karasek <ron@karaseklawoffices.com>
Cc: Leo DeVito <leodevito@broughal-devito.com>
Subject: RE: Pocono Places LLC Public Hearing Application

Mr. Karasek,

A follow-up letter should suffice.

Kind regards,

Lindsay Scerbo, CZO
Zoning Administrator
SFM Consulting LLC

Pocono Township
112 Township Drive
Tannersville, PA 18372
(T) 570-629-1922 ext. 1215
(F) 570-629-7325
www.poconopa.gov

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From: Ronold Karasek <ron@karaseklawoffices.com>
Sent: Tuesday, June 4, 2024 12:33 PM
To: zoning <zoning@poconopa.gov>
Cc: Leo DeVito <leodevito@broughal-devito.com>
Subject: RE: Pocono Places LLC Public Hearing Application

Dear Ms. Scerbo:

Thank you for your e-mail.

Do you need sixteen (16) copies of the Amended Application or will a follow-up letter suffice?

By copy of this e-mail, I am advising the Township Solicitor (Leo V. DeVito, Jr., Esquire) of this communication in the event he suggests another procedure to be followed.

Ronold J. Karasek, Esquire

From:

Ronold J. Karasek, Esquire

The Karasek Law Offices, LLC

641 Market Street, Bangor, Pennsylvania 18013

E-mail: ron@karaseklawoffices.com

telephone: 610-588-0224

telefax: 610-588-2088

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From: zoning <zoning@poconopa.gov>

Sent: Monday, June 3, 2024 5:01 PM

To: Ronold Karasek <ron@karaseklawoffices.com>

Cc: Shawn McGlynn <smcglynn@sfmconsultingllc.org>; Leo DeVito <leodevito@broughal-devito.com>

Subject: Pocono Places LLC Public Hearing Application

Good afternoon,

The Pocono Township Zoning Office has completed a review of the Public Hearing Application submitted to our office on May 30, 2024. It's important to note that the appeal of the Grading Notice received will be presented before the Pocono Township Board of Commissioners, not the Zoning Hearing Board as indicated on the application. Therefore, the application will need to be amended to reflect that the appeal will be heard by the Board of Commissioners.

Please feel free to reach out if you have any questions or concerns.

Thank you,

Lindsay Scerbo, CZO
Zoning Administrator
SFM Consulting LLC

Pocono Township
112 Township Drive
Tannersville, PA 18372
(T) 570-629-1922 ext. 1215



Pocono Township
112 Township Drive
Tannersville, PA 18372
P: 570-629-1922 F: 570-629-7325

Must submit original plus
16 copies of Application, Plans, &
Supporting Documentation

APPLICATION FOR PUBLIC HEARING

APPLICANT NAME: PoconoPlaces, LLC

Mailing Address: c/o 442 Somerset Drive, East Stroudsburg, PA 18301

Phone Number: 570-982-9036

Email: N/A

PROPERTY OWNER NAME: PoconoPlaces, LLC

Mailing Address: c/o 442 Somerset Drive, East Stroudsburg, PA 18301

Phone Number: 570-982-9036

ATTORNEY (if represented): Ronold J. Karasek, Esquire

Mailing Address: 641 Market Street, Bangor, PA 18013

Phone Number: 610-588-0224

Email: ron@karaseklawoffices.com



If Applicant is not the Property Owner, state Applicant's authority to submit this application: N/A

ADDRESS OF SUBJECT PROPERTY: Route 611, Pocono Township, Monroe County, PA

PARCEL ID NO. PIN #s 12636402685194, 12636402687334, 12636402685296, 12636402685335, 12636402684435, Property File #s 12.12.2.25, .27, .28, .29 and .30.

ZONING CLASSIFICATION: C Zoning District

PRESENT USE OF PROPERTY: Pre-Existing Residential Use

APPLICATION MUST INCLUDE: Deed to Property attached as Exhibit "B"

PROOF OF OWNERSHIP or PROOF OF AUTHORITY FROM OWNER TO SUBMIT APPLICATION

SITE PLAN OF PROPERTY - SITE PLAN MUST BE DRAWN TO SCALE, INDICATING LOCATION AND SIZE OF IMPROVEMENTS, BOTH PROPOSED AND EXISTING, RELATION TO EXISTING STREETS OR ROADS, BUILDINGS, ETC.

DOCUMENTATION IN SUPPORT OF THE APPLICATION
REQUIRED FEE (see Township fee schedule)

THE APPLICANT HEREBY REQUESTS A PUBLIC HEARING BEFORE:

The Zoning Hearing Board (check all that apply):

- ☒ Appeal from a determination of a Municipal Official (complete section 1 only)
- ☐ Request for a Special Exception (complete section 2 only)
- ☐ Request for a Variance (complete section 3 only)
- ☐ Validity challenge to a land use ordinance (complete section 4 only)

The Board of Commissioners (choose one): N/A

- ☐ Request for a Conditional Use (complete section 5 only)
- ☐ Appeal involving TDU Licensing Ordinance (complete section 6 only)

The UCC Board of Appeals: N/A

- ☐ Appeal to UCC Board of Appeals (complete section 7 only)

1. Appeal of a determination of a Municipal Official:

- a. The Municipal Official who made the determination from which this appeal is taken is:

☒ Zoning Officer ☐ Municipal Engineer

- b. Type of determination:

☒ Zoning Ordinance ☐ Preliminary Opinion

☐ Floodplain Ordinance ☐ Transfer of Development Rights

☐ Stormwater Management ☒ Other (explain): Grading

- c. Attach a complete copy of the determination in question. Enforcement Notice attached as Exhibit "C"

- d. Describe why you believe the determination is erroneous: Applicant appeals the Zoning Officer's May 1, 2024 Enforcement Notices alleging that the Applicant modified, disturbed, blocked, diverted or otherwise adversely affected the natural overland or subsurface flow of water on the subject property without first obtaining a grading permit in violation of Township Zoning - Grading Ordinance § 220-5A(1) and disturbed the natural ground surface, soil or vegetation in excess of the limits outlined in Pocono Township Zoning - Grading Ordinance § 220-5(A)(4)(a). See attached statement in support of Application as Exhibit "A". The five (5) Enforcement Notices are collectively attached hereto as Exhibit "C".

2. Request for a Special Exception: N/A

- a. Type of use for which a Special Exception is requested:

b. The requested Special Exception is authorized by Chapter(s) _____

Section(s) _____ of the Pocono Township Code of Ordinances.

3. Request for a Variance: N/A

- a. Type of Variance sought: _____ dimensional variance _____ use variance
 - b. List the Section(s) of the Pocono Township Zoning Ordinance from which the Variance(s) is/are requested:
 - c. Describe the unnecessary hardship created by unique conditions of the property that justify the Variance:
 - d. Extent of Variance requested (e.g., Ordinance requires X, Applicant requests Y):
-

4. Validity challenge to a land use ordinance: N/A

- a. Ordinance(s) challenged: _____
 - b. Describe in detail the nature of the challenge (attach additional pages if necessary):
-
-

5. Request for a Conditional Use: N/A

- a. Type of use for which a Conditional Use is requested: _____
- b. The requested Conditional Use is authorized by Chapter(s) _____
Section(s) _____ of the Pocono Township Code of Ordinances.

6. Appeal involving TDU Licensing Ordinance: N/A

- a. This appeal is from the Zoning Officer's or Code Officer's determination: _____ to deny an application for a new TDU License
_____ to deny an application to renew a TDU License. Prior TDU License No. _____
_____ to revoke a TDU License. Prior License No. _____
_____ appeal from violation of TDU Ordinance/License
- b. Attach a complete copy of the determination in question.
- c. Detailed reason or basis for the appeal: _____

- d. Relief sought: _____

7. UCC Board of Appeals: N/A

a. What type of relief are you requesting?

_____ a variance

_____ an extension of time

_____ appeal of BCO's
decision (attach a copy)

b. For an appeal of BCO's decision, which factor below best describes your contention:

_____ the true intent of the Act or Code was incorrectly interpreted

_____ the provisions of the Act do not apply

_____ an equivalent form of construction is to be used

c. For an appeal of BCO's decision, attach a complete copy of the decision in question.

d. State the specific section(s) of the Act or Code from which relief is being sought.

Acknowledgement and Certification

The Applicant acknowledges that all material and information submitted with this application will become the property of Pocono Township and will not be returned except as provided by the Pocono Township Code of Ordinances or by applicable law. The Applicant further agrees to reimburse Pocono Township for all costs incurred by the Township in processing this Application (including, but not limited to, filing fees and hearing costs) to the extent that the costs exceed the filing fee.

The Applicant hereby certifies that all information, data, and statements submitted on or with this Application are true and correct to the best of the Applicant's knowledge and belief.


SIGNATURE OF APPLICANT

Ronold J. Karasek, Esquire as Attorney for
PoconoPlaces, LLC

05-29-2024
DATE

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2024 -20

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY
CONDITIONS OF THE PLAN APPROVAL OF THE POCONOS HOSPITALITY
LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, SAPA Pocono Holding, LLC, successor-in-interest to Poconos Hospitality, LLC, submitted a preliminary/final land development plan application titled “Land Development Plan for Poconos Hospitality” (the “Plan”). The applicant proposes to construct a three (3) story, ninety-nine (99) bed hotel with associated parking, stormwater management facilities, and public water and sewer services. The property is located on the eastern side of Route 611, approximately 1,500 feet north of the intersection with Brookdale Road, on a 3.3 acre site located in the C Commercial Zoning District; and

WHEREAS, on December 18, 2017, the Pocono Township Board of Commissioners enacted Resolution No. 2017-53 which granted conditional preliminary/final plan approval of the Plan; and

WHEREAS, Resolution No. 2017-53 required that the applicant meet all conditions of the preliminary/final plan approval and record the Plan within twelve (12) months of the Conditional Preliminary/Final Plan approval, and if such conditions were not met, the Conditional Preliminary/Final Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of preliminary/final plan approval and record the Plan within twelve (12) months of the Conditional Preliminary/Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2017-53; and

WHEREAS, by Resolution No. 2018-65, the Board of Commissioners granted Poconos Hospitality, LLC 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. 2017-53; and

WHEREAS, by Resolution No. 2020-03, the Board of Commissioners granted Poconos Hospitality, LLC 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. 2017-53; and

WHEREAS, by Resolution No. 2022-15, the Board of Commissioners granted Poconos Hospitality, LLC 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. 2017-53; and

WHEREAS, by Resolution No. 2023-12, the Board of Commissioners granted Poconos Hospitality, LLC an extension of six (6) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2017-53; and

WHEREAS, by Resolution No. 2023-22, the Board of Commissioners granted Poconos Hospitality, LLC an extension of six (6) months to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2017-53; and

WHEREAS, the applicant is unable to satisfy the conditions of preliminary/final plan approval and record the Plan within the six (6) month extension granted by the Board of Commissioners and hereby seeks an additional extension of time to satisfy the conditions of approval.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, SAPA Pocono Holding, LLC, shall have until April 17, 2025 to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2017-53. In the event the conditions are not met by April 17, 2025, the Conditional Preliminary/Final Plan approval shall be null and void.

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

ATTEST:

Township of Pocono
Board of Commissioners

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

By: _____
Print Name: Richard Wielebinski
Title: President

Krisann MacDougall

From: Krisann MacDougall
Sent: Monday, June 24, 2024 3:45 PM
To: Amy R. Montgomery
Cc: Lisa Pereira
Subject: FW: SAPA Poconos Hospitality Hotel Approvals

Keeping you in the loop...

Krisann MacDougall, Notary
Asst. Secretary, Alt. RTK Officer
PMCOG Secretary
POCONO TOWNSHIP
112 Township Dr.
Tannersville, PA. 18372
(570)629-1922x1216

From: Matthew Fisher <mrf@rjfisherengineering.com>
Sent: Friday, June 21, 2024 3:08 PM
To: Krisann MacDougall <kmacdougall@poconopa.gov>
Cc: sonny patel <saumikpatel@gmail.com>
Subject: SAPA Poconos Hospitality Hotel Approvals

Krisann,

We are working with Sonny on moving the Poconos Hospitality Hotel forward and wanted to see what was needed in order to keep our approvals current? Please let me know if we need to submit a new time extension or attend the next board meeting to re-affirm our approvals.

Thanks,

Matthew R. Fisher, P.E., P.L.S.
President
R.J. Fisher & Associates, Inc.
Civil Engineering. Planning. Surveying.
1546 Bridge Street, New Cumberland, PA 17070
O: (717) 774-7534
D: (717) 596-0862

**Pocono Township Board of Commissioners
Regular Meeting Minutes
August 5, 2024 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on August 5, 2024 and was opened by President Richard Wielebinski at 6:04 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Patrick Briegel, Public Works Director; Leo DeVito, Township Solicitor; Jon Tressler, Engineer; Lindsay Scerbo, Zoning Admin; James Wagner, Chief of Police; Jennifer Gambino, Admin. Asst.; Jerrod Belvin, Township Manager.

Public Comment

Julianna Farrell – (Resident) Requested speed bumps on Bog Road and explained concerns.

Cheryl Parks (Resident) Expressed her concern about the Kennel on Ruby Lane.

Karen Doleiden (Resident) Thanked Chief Wagner for the departments quick response to a Ruby Lane Issue.

Announcements – An Executive session was held on July 31st, August 1st and August 5th for personnel and litigation matters.

Presentations

Hive to Harvest – Krista Paolucci – Requested the boards consideration to donate Kitchen items from the acquisition of the Kenny's Way property. K. Paolucci outlined the purpose of Hive to Harvest and what they offer within the County. Hive to Harvest has requested the township donate 2 mixers, stainless steel tables and shelving, a convection oven, and a three-bay sink.

R. Wielebinski made a motion, seconded by B. Winot, to donate 2 mixers, a convection oven, stainless steel tables & shelving along with a three-bay sink. All in favor. Motion carried. E. Gndt asked if Pocono Township residents also would receive help from Hive to Harvest. K. Paolucci stated that it helps all of Monroe County.

Hearings – None

Resolutions –

R. Wielebinski made a motion, seconded by N. Leap, to approve Resolution 2024-17 Authorization to Sign DOT Drainage Facilities Maintenance Agreement. All in favor. Motion carried. E. Gndt asked for clarification on a few items.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Resolution 2024-18. Core5 Warner Road Warehouse Sewage Planning Module. All in Favor. Motion carried. E. Gndt mentioned that DEP and Core5 have not settled the hearing yet and asked how the resolution will affect this matter. B. Winot stated it has no effect on DEP's determination.

Consent Agenda

- Old business consisting of the minutes of the July 15, 2024 regular meeting.
- Financial transactions through July 31, 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 –

Commissioner Comments

Richard Wielebinski – President

R. Wielebinski made a motion, seconded by M. Velardi, to add one speed table on Abeel Road, not to exceed \$10,000. All in Favor. Motion carried.

A lengthy discussion was had about the pending Nuisance Ordinance along with a determination that a public meeting will be held on the matter on Wednesday, August 14th at the township building at 6:00 PM.

Natasha Leap – Vice President

N. Leap made a motion, seconded by R. Wielebinski, to add one additional employee under the park staff to the 2025 budget to staff MVP gate for Memorial Day thru Labor Day, allowing residents within the 183 zip code free access, and anyone outside that zip code a \$10.00 fee, M-Th, \$15.00 F- Sun. Lengthy discussion was had. All in favor. Motion carried.

Ellen Gndt – Commissioner

E. Gndt attended the police shooting range demo and found it highly informative.
SBA Cell Tower – We received a revised submission that hasn't been reviewed yet.
Solar Field – inspections are ongoing. Inspection report sent to BOC from the Township Manager.
Kennel – E. Gndt quested why the township doesn't rely on deed restrictions when issuing permits for properties. L. DeVito Clarified.
Property Files – E. Gndt asked zoning for clarification about information within the property/enforcement files.

Mike Velardi – Commissioner

Brian Winot – Commissioner

Reports

Zoning – (Lindsay Scerbo)
See attached report.

Police Report – (Chief J. Wagner)

The hiring process will be re-visited as they have not found any viable candidates in the most recent round of interviews.

Ambulance Report - None

Fire Report – None

Manager Report – (Jerrod Belvin)

- NCC Update- Public Works has been working above and beyond onsite.
- Kenny's Way Update – Park staff have been working diligently to clean the site up. Internet service has been installed and the cameras have arrived and will be installed as soon as possible. The historical Society will be going over the property to assess and get state markers to commemorate that that the Under Ground Railroad came through the property.

- Park Board Update- we should have the bylaw update ready to present to the Board at the August 19th meeting.
- Regional Zoning Update – we are still working with Hamilton Township to outline what we would like the regionalized zoning to look like. Copies of the HSPS Comprehensive Plan have been given to the board.
- Knox Box Ordinance - J. Belvin outlined what the township deals with regarding emergency situations. R. Wielebinski made a motion, seconded by M. Velardi, to have the township solicitor draw up a Knox Box ordinance. All in favor. Motion carried.
- Fire Company Tax Relief – documents are being reviewed by the fire company and should be ready for discussion and advertising next month.

Public Works

- Paving of the township roads has been successful to date.
- Ongoing work at NCC –. Moving along. Working on water and sewer service. The existing system is in great shape. We are waiting for new pumps.
- The crew has started the Wilkie Rd. project today.
- The gate apparatus has been installed at MVP and is functional
- The TLC pickleball sleeves have been installed and the color should be going on the courts and nets within the next couple of weeks.
- The tennis courts at MVP – a contractor will be coming to assess them for re-surfacing.
- Working on the speed tables with contractors and awaiting pricing on them. Discussion was had about where the speed tables will go.

Events

- July's concert was a success with pleasant weather.

Upcoming events:

- August 15th at MVP- Kettle Creek Nature Scavenger Hunt.
- August 22nd concert in the park
- September 7th Stargazing in the park
- September 14th Movie in the park
- September 20th – 22nd Food Truck Festival
- October date TBD – Spooky Trail at MVP

Township Engineer Report

- Learn Road Roundabout – We are at 90% regarding the plans and need to push the utility to get their work done. In depth discussion was had on the pole movement and PPL.
- TASA project is moving forward. The bid-let date is set for December. We are waiting for a few items back from PennDOT.

Township Solicitor Report

- Sewer business update – Meeting with BCRA about revisions to the sewer rules and regulations.
- Archer Lane – we received an extension of time from the archer family to file our complaint. They have appealed that decision. We will file our lawsuit as required.
- Township Fee Schedule – Further discussion was had on changes prior to voting on this matter. R. Wielebinski made a motion, seconded by B. Winot to approve Resolution 2024-19 amending the township Fee schedule and adding a fee for a Land Development Waiver application, together with the requirement for professional services agreement. All in favor. Motion carried.
- Zoning Hearings: We received the transcripts from the PoconoPlaces LLC hearing. We have briefs through August 15th. The ZHB will then reconvene and vote.

- B. Winot enquired about the indemnity agreement being signed by the developer for the Wawa in order to start the process for the crosswalks. The township is collaborating with the Attorney for the Developer.

Public Comment

Cheryl Parks (Resident) – commented on the applications for the Kennel on Ruby Lane along with the coming and goings of the residents of the home. Ms. Parks counts every time the owners leave and come back to their home along with each dog she sees.

Adjournment – R. Wielebinski made a motion, seconded by M. Velardi, to adjourn the meeting at 8:12 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, August 19, 2024

SUMMARY

Ratify

General Fund	\$	16,220.24
Payroll	\$	138,376.42
Sewer Operating	\$	4,652.59
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	153,075.69
TOTAL Sewer <u>OPERATING</u> Fund	\$	148,688.03
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	5,091.48
TOTAL Capital Reserve Fund	\$	42,524.79
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	508,629.24
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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	\$	20,765.74
TOTAL CAP. RESERVE	\$	20,765.74

ARPA FUNDS TO GENERAL FUND

TRAISR		
TRAINING (ICMA, GFOA, PSATS)		
Sarcinello Planning & GIS Services		
TOTAL GEN FUND	\$	-

Total ARPA Transfers	\$	20,765.74
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, August 19, 2024

General Fund		Date	TYPE	Vendor	Memo	Amount
Payroll		08/09/2024	ACH		PAYROLL ENDING 08/04/2024	\$ 138,376.42
TOTAL PAYROLL						\$ 138,376.42

General Expenditures						
Date	Check	Vendor	Memo	Amount		
08/01/2024	1450	PATRICIA J MICHAEL	REPLACEMENT CHK 3911	\$ 339.53		
08/01/2024	1451	Pocono Record	4 ZHB Ads	\$ 743.58		
08/05/2024	1452	Safer, Dean	Pig Roast 8/15/24	\$ 450.00		
08/05/2024	1453	Vector Security, Inc	8/6 - 11/5/24 Alarm Services	\$ 173.25		
08/09/2024	1454	Blue Ridge Communications	TWP & police phones	\$ 413.31		
08/09/2024	1455	District Court 43-3-03	Civil complaint fee	\$ 212.75		
08/09/2024	1456	PPL Electric Utilities	TWP lights	\$ 2,319.18		
08/12/2024	1457	PPL Electric Utilities	NCC Electric	\$ 3,616.47		
08/04/2024		BMO Financial Services	Operating supplies/ SAAS subscriptions	\$ 7,952.17		
TOTAL General Fund Bills				\$ 16,220.24		

Sewer Operating Fund						
	Date	Check	Vendor	Memo	Amount	
	08/09/2024	1117	BLUE RIDGE COMMUNICATIONS	Pump Station 1 & 2 Phone	\$	131.38
	08/09/2024	1118	PPL Electric Utilities	Pump Stations Electric	\$	3,557.18
	08/09/2024	1119	Cyphers Truck Parts	Worklamp 1ea for Truck 19 Sewer	\$	480.33
	08/04/2024		BMO Financial Services	First Net/Metel	\$	483.70
					\$	4,652.59

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	\$ 154,596.66
TOTAL Sewer Operating	4,652.59
TOTAL Sewer Construction	-
Total Capital Reserve	-
	Transferred by:
	159,249.25

POCONO TOWNSHIP CHECK LISTING

Monday, August 19, 2024

General Fund

Date	Check	Vendor	Memo	Amount
8/14/2024	1458	ADP, INC	Payroll Time & Attendance 6/30, 7/21 & 8/4/24	\$ 756.09
8/14/2024	1459	American Heritage Life Insurance Company	Supp Ins	\$ 673.16
8/14/2024	1460	ARGS Technology, LLC	Remote IT Services July 2024	\$ 5,822.00
8/14/2024	1461	Auto Parts of Tannersville, Inc.	PW / EMA equipment parts	\$ 111.89
8/14/2024	1462	Brodhead Creek Regional Authority	TWP sewer	\$ 247.50
8/14/2024	1463	Broughal & DeVito, L.L.P.	Legal services	\$ 4,996.50
8/14/2024	1464	Cooper Electric	NCC Lighting	\$ 9,732.25
8/14/2024	1465	Cyphers Truck Parts	PW equipment parts	\$ 691.05
8/14/2024	1466	DES	TWP Recycling	\$ 37.50
8/14/2024	1467	Elan Financial Services	AT&T FirstNet Inv 6416X07082024	\$ 1,072.46
8/14/2024	1468	EPSCO	NCC Air	\$ 866.38
8/14/2024	1469	Eureka Stone Quarry, Inc.	Road materials	\$ 3,054.01
8/14/2024	1470	Foster & Foster, Inc.	GASB 67/68 Prep	\$ 950.00
8/14/2024	1471	Gotta Go Potties, Inc	Park rentals	\$ 340.00
8/14/2024	1472	H. M. Beers, Inc.	July 2024 SEO Services	\$ 2,050.00
8/14/2024	1473	Iannazzo, Marc	7/30/24 Holster & Rifle Sling	\$ 142.24
8/14/2024	1474	Jan-Pro of NEPA	Aug 2024 Cleaning	\$ 1,718.56
8/14/2024	1475	JDM Consultants, LLC	Aug 2024 Grant Writing Services	\$ 3,500.00
8/14/2024	1476	Joey & The T-Birds	8/22/2024 Concert In The Park	\$ 1,400.00
8/14/2024	1477	KENNETH PREHART	7/23 & 26/2024 Glenwood Hall Lawn/Walkways Cleanup	\$ 187.00
8/14/2024	1478	Law Enforcement Seminars LLC	E. Rath 9/16-17/2024	\$ 425.00
8/14/2024	1479	Linex Striping Co.	TWP parking lot line stripping	\$ 875.00
8/14/2024	1480	Marshall Machinery	PW equipment parts	\$ 459.17
8/14/2024	1481	MAULA, MAURA	8/1/2024 MVP Yoga	\$ 20.00
8/14/2024	1482	Monroe County Recycling & Alternate Fuel	NCC Tires	\$ 138.00
8/14/2024	1483	Motorola Solutions	Video Manager Cloud, Software & Hosting 3/25/24 - 3/24/25	\$ 695.00
8/14/2024	1484	MRM Worker's Compensation Pooled Trust	Workers' Comp Installment 12 of 12 2024	\$ 18,724.63
8/14/2024	1485	Night and Day Diesel	Truck 9 Service	\$ 650.00

8/14/2024	1486	Patriot Workwear	Kuehner & Scott Nametape	\$	38.00
8/14/2024	1487	Pitney Bowes	Postage Machine Lease 6/15-9/14/24	\$	142.35
8/14/2024	1488	PMHIC	TWP Health Insurance	\$	75,511.84
8/14/2024	1489	PPL Electric Utilities	Traffic & Area Lights	\$	120.25
8/14/2024	1490	Ray Price Ford Mt. Pocono	EMA vehicle maintenance	\$	36.00
8/14/2024	1491	Riccobono, Tom	8/22/24 Concert in the Park DJ	\$	300.00
8/14/2024	1492	Scott's Signs and Printing	5 Nameplates	\$	225.00
8/14/2024	1493	Shiffer Bituminous Service Co.	200 Gal Tack for Chip & Seal Prep	\$	780.00
8/14/2024	1494	Sparkle Car Wash	July 2024 Police Car Washes	\$	7.52
8/14/2024	1495	Staples	Office Supplies	\$	93.64
8/14/2024	1496	State Workers Insurance Fund	Fire Dep. Workers Comp. Install 9 of 11 2024	\$	2,026.00
8/14/2024	1497	Strand Pool Supply LLP	Splash Pad Water Testing July 2024	\$	1,025.00
8/14/2024	1498	T&M Associates	Engineering	\$	4,530.10
8/14/2024	1499	UNIFIRST Corporation	TWP Mats	\$	82.12
8/14/2024	1500	Villani Rental Company	3 Bounce House Rentals for 8/22/24 Concert in the Park	\$	600.00
8/14/2024	1501	Wilson Products Compressed Gas Co.	PW supplies	\$	155.07
8/14/2024	1502	Witmer Public Safety Group	Field Ammo	\$	1,952.95
8/14/2024	1503	World Fuel Services, Inc.	Vehicle fuel	\$	5,114.46
TOTAL GENERAL FUND					\$153,075.69

Sewer Operating

Date	Check	Vendor	Memo	Amount
8/14/2024	1120	BLUE RIDGE COMMUNICATIONS	Pump Station 5 Phone	\$ 65.69
8/14/2024	1121	BRODHEAD CREEK REGIONAL AUTHORITY	Evoqua & PA One Call	\$ 17,721.95
8/14/2024	1122	BRODHEAD CREEK REGIONAL AUTHORITY	Aug 2024 O&M	\$ 113,724.83
8/14/2024	1123	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 3,962.90
8/14/2024	1124	EEMA O&M Services Group, Inc.	O&M Aug 2024	\$ 7,821.87
8/14/2024	1125	PA One Call System, Inc	Sewer Mapping	\$ 47.95
8/14/2024	1126	T & M ASSOCIATES	Engineering services	\$ 5,307.26
8/14/2024	1127	Verizon	Sewer SCADA System	\$ 35.58
TOTAL Sewer Operating				\$148,688.03

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
8/14/2024	1002	T & M ASSOCIATES	Engineering services	\$ 5,091.48
TOTAL Sewer Construction Fund				<u>\$5,091.48</u>

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
8/14/2024	1037	DEERE & COMPANY	2024 Gator #1M0615EAERM071741 Purchase	\$ 14,529.05
8/14/2024	1038	T&M Associates	Learn Rd Roundabout Safety Enhance /TASA SR 611/Learn Rd Safety Enhai	\$ 20,765.74
8/14/2024	1039	Zindle Construction LLC	Heritage Center Gate & Data Relocation (in lieu)	\$ 7,230.00
TOTAL Capital Reserve Fund				<u>\$42,524.79</u>

Liquid Fuels

Date	Check	Payee	Memo	Amount
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\$0.00

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
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TOTAL Fire Tax \$0.00

ESSA

General Fund	\$	153,075.69	
Sewer Operating	\$	148,688.03	
Sewer Construction Fund	\$	5,091.48	Authorized by: _____
Capital Reserve	\$	42,524.79	
Fire Tax Disbursement	\$	-	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	<u>349,379.99</u>	Transferred by: _____

General Fund Balance Sheet

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
100.005 · 1NORTHERN BANK GF DISB	-129,651.81
100.004 · GENERAL FUND DISBURSEMENT	12,031.38
100.000 · General Fund Cash	22,081.57
100.006 · PLGIT GENERAL FUND	8,744,779.43
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	1,320.34
100.003 · KOLLAR COMMITTED	5,397.75
100.007 · PLGIT OPEN SPACE	66,760.78
Total Checking/Savings	8,723,049.42
Other Current Assets	
140.300 · Taxes Receivable	6,863.37
145.100 · Accounts Receivable Adjustments	53,300.74
Total Other Current Assets	60,164.11
Total Current Assets	8,783,213.53
Other Assets	
155.000 · Prepaid Expenses	3,322.13
155.100 · Prepaid Insurance	13,261.00
Total Other Assets	16,583.13
TOTAL ASSETS	8,799,796.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Other Current Liabilities	31,615.54
Total Current Liabilities	31,615.54
Total Liabilities	31,615.54
Equity	
279.000 · Fund Balance	5,411,148.59
279.001 · Committed Open Spaces	66,760.78
279.002 · COMMITTED NEW BUILDING	535,000.00
279.999 · Prior period adjustment	10,116.97
Net Income	2,745,154.78
Total Equity	8,768,181.12
TOTAL LIABILITIES & EQUITY	8,799,796.66

8/15/2024

Operating Reserve Fund Balance Sheet

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.001 · ESSA Capital Reserve Account	3,542.88
100.006 · PLGIT CAPITAL RESERVE	1,372,779.57
100.103 · MC CONS. DIST. GRANT LOW VOLUME	24,557.72
100.105 · WAYNE LOAN PROCEEDS 20242	1,201.99
Total Checking/Savings	<u>1,402,082.16</u>
Total Current Assets	<u>1,402,082.16</u>
TOTAL ASSETS	<u><u>1,402,082.16</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	<u>524,019.84</u>
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	293,493.48
Total Equity	<u>878,062.32</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,402,082.16</u></u>

8/15/2024

SEWER OPERATING BALANCE SHEET

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.005 · 1NORTHERN BANK	256,423.27
100.006 · PLGIT SEWER OPERATIONS	<u>4,543,182.86</u>
Total Checking/Savings	<u>4,799,606.13</u>
Other Current Assets	
120.100 · A/R Sewer Usage Charges	<u>83,339.56</u>
Total Other Current Assets	<u>83,339.56</u>
Total Current Assets	<u>4,882,945.69</u>
TOTAL ASSETS	<u><u>4,882,945.69</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
200.100 · Accounts Payable Adjustments	<u>29,506.50</u>
Total Other Current Liabilities	<u>29,506.50</u>
Total Current Liabilities	<u>29,506.50</u>
Total Liabilities	<u>29,506.50</u>
Equity	
299.000 · Fund Balance	4,079,011.91
Net Income	<u>774,427.28</u>
Total Equity	<u>4,853,439.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,882,945.69</u></u>

8/15/2024

SEWER CONSTRUCTION BALANCE SHEET

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.109 · FKB MM 2021	402,383.07
100.116 · 1NORTHERN BANK CHECKING	3,194.59
100.117 · PLGIT SEWER CONSTRUCTION	2,309,458.48
Total Checking/Savings	<u>2,715,036.14</u>
Total Current Assets	<u>2,715,036.14</u>
TOTAL ASSETS	<u><u>2,715,036.14</u></u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	2,733,284.94
Net Income	-18,248.80
Total Equity	<u>2,715,036.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,715,036.14</u></u>

8/15/2024

**ARPA FUND
Balance Sheet**

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
100.002 · PLGIT ARPA	728,034.98
Total Checking/Savings	<u>728,034.98</u>
Total Current Assets	<u>728,034.98</u>
TOTAL ASSETS	<u><u>728,034.98</u></u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	787,315.33
Net Income	<u>-59,280.35</u>
Total Equity	<u>728,034.98</u>
TOTAL LIABILITIES & EQUITY	<u><u>728,034.98</u></u>

POCONO MOUNTAIN COUNCIL OF GOVERNMENTS

Charity Golf Tournament

\$85 PER GOLFER / \$300 FOURSOME
(CAN MIX & MINGLE IF YOU DON'T HAVE A TEAM!)

\$1,000 COUNTY SPONSOR

4 GOLFERS, PROVIDED BUSINESS CARD IN CART, PROVIDED BANNER IN DINING ROOM- TEE SPONSOR AD IN PROGRAM

\$750 MUNICIPAL SPONSOR

4 GOLFERS, PROVIDED BUSINESS CARD IN CART, PROVIDED BANNER FOR OUTSIDE PATIO- AD IN PROGRAM

\$500 BOARD SPONSOR

4 GOLFERS, PROVIDED BUSINESS CARD IN CART, LISTED ON PROGRAM

**RAFFLES
& PRIZES**
(CLOSEST TO PIN,
LONG DRIVE
& 1ST PLACE)

\$150 TEE SPONSOR & MENTION IN PROGRAM

\$35 DINNER ONLY

AT MULLALLY'S CLUBHOUSE
CAFE (PER PERSON)



THURSDAY

SEP 5

**GLEN BROOK
GOLF CLUB**

ARRIVE 9:30 AM | SHOTGUN START 10:00 AM
DEADLINE TO REGISTER IS MONDAY SEPT. 2

CONTACT: BUDDY BUZZARD AT 570-807-2595 OR JOHN SEESE AT 570-994-6551
PAYMENTS MADE DIRECTLY TO: POCONO MOUNTAIN COUNCIL OF GOVERNMENTS, 147 MUNICIPAL DRIVE, EAST STROUDSBURG, PA 18302

Pocono Township Park Advisory Board Bylaws

07/24/2024

I. Name and Purpose

A. Name

The name of this advisory body shall be the Pocono Township Park Advisory Board, hereafter referred to as the 'Board.'

B. Purpose

The Board is established to advise the Pocono Township Board of Commissioners and Township Manager on matters related to the improvement and enhancement of township parks, including but not limited to equipment selection, signage, trail enhancement, long-term planning, and event selection, planning & coordination, etc.

II. Membership

A. Composition

The Board shall consist of five (5) members who are full-time residents of Pocono Township. Members shall serve without compensation.

B. Terms of Office

Members shall serve a term of two (2) years.

C. Selection of Officers

1. The Event Coordinator shall serve as the Chair of the Board.
2. The Board shall elect a Vice-Chair and Secretary from among its members.
3. Reorganization shall occur after any changes to the Board, except in the case of a resignation. In such cases, the Board of Commissioners will appoint a replacement to fill the vacancy for the remainder of the term.

D. Removal of Members

1. Just Cause: Any member may be removed for just cause.
5. Failure to Attend Meetings: Any member who fails to attend three (3) consecutive meetings or fifty percent (50%) of the meetings in any twelve (12) month period without reasonable cause or excuse may be removed.
6. 3. Termination of Residency: Any member who ceases to be a full-time resident of Pocono Township shall be removed.

III. Responsibilities

A. Advisory Role

The Board shall function in an advisory capacity only, providing recommendations to the Board of Commissioners and the Township Manager on park-related projects and events. The Board has no spending authority.

B. Project Involvement

7. 1. Park improvements, such as equipment selection, signage, and trail enhancements.
8. 2. Long-term planning for the parks.
9. 3. Event coordination, including securing sponsors, food vendors, and selecting movies and entertainment.

C. Communication

The Board must communicate with Township staff through the Chair, who will act as the staff liaison to the Township Manager.

D. Limitations

The Board shall not make decisions regarding staffing, maintenance, or equipment purchases, as these matters are the responsibility of the Public Works Director and Township Manager.

IV. Meetings

A. Regular Meetings

The Board shall meet monthly or as determined by the Board. Meetings shall take place Monday through Friday between 8:00 AM and 3:00 PM.

B. Special Meetings

Special meetings may be called at the request of a quorum of the Board members.

C. Quorum

A quorum shall consist of three (3) members.

D. Compliance

All meetings shall be conducted in accordance with the Pennsylvania Sunshine Act.

V. Reporting

A. Annual Report

The Board shall submit an annual report of its activities to the Board of Commissioners no later than August 30th each year, allowing for recommendations to be considered in the next year's budget planning.

VI. Amendments

A. Amendments to Bylaws

These bylaws may be amended by a majority vote of the Board of Commissioners with or without recommendation from the Park Advisory Board.

EXHIBIT A
 BRODHEAD CREEK REGIONAL AUTHORITY WATER SERVICE AREA IN POCONO TOWNSHIP
 LIST OF PROPERTIES TO BE INCLUDED TO AMEND THE EXISTING WATER SERVICE AREA
 DATE: August 12 2024

Tax ID Number	Parcel ID Number	Location
12637100491516	12.93777	1668 GARDNER RD
12637102862851	12.98.1.18	128 BARTON CIR
12637102862795	12.98.1.6	130 BARTON CIR
12637102863740	12.98.1.6-1	132 BARTON CIR
12637102864604	12.98.1.19	134 BARTON CIR
12637102864673	12.98.1.3	136 BARTON CIR
12637102864499	12.98.1.45	RIDGEVIEW DR
12637102865594	12.98.1.44	RIDGEVIEW DR
12637102866598	12.98.1.43	RIDGEVIEW DR
12637102866388	12.98.1.42	533 RIDGEVIEW DR
12637102867475	12.98.1.10	529 RIDGEVIEW DR
12637102868582	12.98.1.41	RIDGEVIEW DR
12638100095137	12.9.1.28	195 LAUREL LAKE RD
12637100980027	12.9.1.40	2970 BARTONSVILLE AVE
12637100982057	12.93018	T 625 BARTONSVILLE AVE
12637100983080	12.9.1.41	2956 BARTONSVILLE AVE
12637100977828	12.9.1.41-1	2954 BARTONSVILLE AVE
12637100975682	12.9302	T 625 BARTONSVILLE AVE
12638100070581	12.9.1.50-3	T 625
12638100074078	12.9.1.51-2	T 625
12638100065724	12.9.1.60	2863 BARTONSVILLE AVE
12638100067278	12.9.1.60-1	2863 BARTONSVILLE AVE
12638100161224	12.9.1.59	2855 BARTONSVILLE AVE
12638100161099	12.9.1.58	T 625
12638100080059	12.9.1.46	70 BEEHLER RD
12638100071987	12.9.1.47-1	64 BEEHLER RD
12638100086240	12.9.1.47	194 BARTON CT
12638100073723	12.9.1.48	2914 BARTONSVILLE AVE
12638100077605	12.9.1.49	2906 BARTONSVILLE AVE
12638100078595	12.9.1.52	T 625
12638100170318	12.9.1.53	2886 BARTONSVILLE AVE
12638100171072	12.9.1.54	2880 BARTONSVILLE AVE
12638100163703	12.9.1.55	2864 BARTONSVILLE AVE
12638100164497	12.9.1.56	2854 BARTONSVILLE AVE
12638100073298	12.9.1.51-1	2863 BARTONSVILLE AVE
12638100151827	12.9.1.69	2843 BARTONSVILLE AVE
12638100147957	12.2.1.28	3472 ROUTE 611
12638100147830	12.2.1.29	2780 RIMROCK ROAD
12638100167188	12.9.1.57	2842 BARTONSVILLE AVE
12638100254574	12.2.1.26-2	3481 ROUTE 611
12638100157256	12.2.1.27	2812 BARTONSVILLE AVE
12637202564158	12.8.1.79-1	106 TALON DR
12637202556928	12.78.1.7	LEARN RD T 625
12637202556888	12.78.1.6	250 LEARN RD
12637202558899	12.8.1.78	246 LEARN RD
12637202557608	12.8.1.77	244 LEARN RD
12637202558647	12.8.1.76-1	T 625
12637202558511	12.8.1.76	236 LEARN RD
12637202557354	12.8.1.75	230 LEARN RD
12637200558108	12.7.1.37-2	224 LEARN RD
12637202557186	12.8.1.74	222 LEARN RD
12637202557180	12.8.1.73-1	220 LEARN RD
12637202557096	12.8.1.73	T 625
12637204548907	12.8.1.72	216 LEARN RD
12637202553890	12.8.1.42	253 LEARN RD
12637202554649	12.8.1.43	249 LEARN RD
12637202554691	12.8.1.44	245 LEARN RD
12637202555531	12.8.1.47	239 LEARN RD
12636303420681	12.10.1.10-23	256 CAMELBACK RD
12636303424608	12.10.1.35	238 CAMELBACK RD
12636303424502	12.10.1.35-1	248 CAMELBACK RD
12636303426658	12.10.1.10-3	234 CAMELBACK RD
12636303428517	12.10A.2.35	LR 45024 SPUR E
12636304526400	12.10A.2.39	198 CAMELBACK RD
12636304528156	12.10A.2.40	180 CAMELBACK RD
12636304611959	12.10A.2.41	170 CAMELBACK RD
12636304613943	12.10A.2.42	160 CAMELBACK RD
12636304615951	12.10A.2.43	150 CAMELBACK RD
12636304617964	12.10A.2.44-1	146 CAMELBACK RD
12636304628087	12.10A.2.44	140 CAMELBACK RD
12636303423049	12.10B.1.39	150 RIDGE DR
12636303425364	12.10A.2.33	249 CAMELBACK RD
12636303427248	12.10A.2.32	233 CAMELBACK RD
12636303428274	12.10A.2.31	227 CAMELBACK RD
12636303429185	12.10A.2.30	225 CAMELBACK RD
12636304520490	12.10A.2.29	217 CAMELBACK RD
12636304523208	12.10A.2.28	102 SNOW LN
12636304522127	12.10A.2.27	108 SNOW LN
12636304510966	12.10A.2.26	114 SNOW LN
12636304511844	12.10A.2.25	116 SNOW LN
12636304512741	12.10A.2.24	118 SNOW LN
12636304513644	12.10A.2.23	120 SNOW LN

Tax ID Number	Parcel ID Number	Location
12636304514661	12.10A.2.22	124 SNOW LN
12636304525005	12.10A.2.21	197 CAMELBACK RD
12636304517970	12.10A.2.20	181 CAMELBACK RD
12636304516698	12.10A.2.19	128 SNOW LN
12636304516425	12.10A.2.17	122 STONYCREEK LN
12636304610502	12.10A.2.6	1646 LR 45024 SPUR E
12636304611725	12.10A.2.5	173 CAMELBACK RD
12636304519370	12.10A.2.14	126 STONYCREEK LN
12636304611353	12.10A.2.13	S OF LR 45024 SPUR E
12636304612377	12.10A.2.12	S OF LR 45024 SPUR E
12636304614381	12.10A.2.11	114 CHEROKEE LN
12636304615432	12.10A.2.8	S OF LR 45024 SPUR E
12636304615211	12.10A.2.9	115 CHEROKEE LN
12636304618405	12.10A.2.2	141 CAMELBACK RD
12636304615625	12.10A.2.4	105 CHEROKEE LN
12636304713790	12.10A.2.3	145 CAMELBACK RD
12636304618008	12.10A.2.10	S OF LR 45024 SPUR E
12636300962129	12.6.1.55	115 MEADOWS EDGE LN
12636300968233	12.119090	111 MEADOWS EDGE LN
12637301152483	12.6.1.70-2	120 SHINE HILL RD
12637301154421	12.6.1.70-4	126 SHINE HILL RD
12637303146121	12.6.1.67-2	186 LOWER SCOTRUN AVE
12637303137305	12.6.1.67-1	176 LOWER SCOTRUN AVE
12637303137671	12.6.1.68	158 LOWER SCOTRUN AVE
12637303143123	12.6.1.66-5	T628
12637403144664	12.5.1.15	W OF SUNLIGHT DR
12637403249594	12.5B.5.38	SUNLIGHT DR
11636402899999	11.7.1.68-1	155 CAMPUS DR
12636402889260	12.12.2.15-1	221 UPPER SWIFTWATER RD
12636402882010	12.12.2.18	149 LOWER SWIFTWATER RD
12636402873820	12.12.2.17	143 LOWER SWIFTWATER RD
R12636402787251	12.12.2.21	133 LOWER SWIFTWATER RD
12636402783135	12.12.2.23-1	117 BELARDI RD
12636402687652	12.12.2.31	US RT 611
12637201388649	12.8.1.15	2797 ROUTE 611
12637201389684	12.8.1.16	2799 ROUTE 611
12637201482801	12.7A.1.19	FARBER CIR
12637201482914	12.7A.1.20	FARBER CIR
12637201480754	12.112073	REAR OF CHURCH LOT
12637304546372	12.6.2.56	163 LINDENMERE LN
12637303440287	12.6.2.51	192 MUNCH DR
12637304514234	12.7.1.6	RT 715

PROPERTIES IN YELLOW REPRESENT THE PROPOSED BRODHEAD CREEK REGIONAL AUTHORITY (BCRA) FUTURE WATER SERVICE AREA IN POCONO TOWNSHIP AS ADOPTED BY POCONO TOWNSHIP.
PROPERTIES IN PINK REPRESENT THE PRESENT BCRA WATER SERVICE AREA AS PREVIOUSLY APPROVED BY THE DELAWARE RIVER BASIN COMMISSION AND AS AFFIRMED BY POCONO TOWNSHIP.



Tactical Data Group Grant Development Services Agreement

This Services Agreement ("Agreement") is made effective as of [September 1, 2024], by and between Tactical Data Group, located at 148 Falling Creek Drive, Stafford, VA 22554 ("Contractor"), and Pocono Township, located at 112 Township Drive, Tannersville, PA 18372-7957 ("Client").

1. Term

This Agreement shall commence on the Effective Date and continue for an initial term of twelve (12) months ("Initial Term"). Upon expiration of the Initial Term, this Agreement shall automatically be renewed on a month-to-month basis unless either party provides written notice of termination at least thirty (30) days before the end of the current term.

2. Services

The Contractor agrees to provide the services outlined in Appendix A "Scope of Service." ("Services"):

- Grant research and identification
- Grant writing and application preparation
- Submission of grant applications
- Ongoing grant administration and reporting

3. Fees and Billing

3.1 Monthly Fees

Upon execution of this agreement, the Client agrees to pay the Contractor \$38,400, payable as a one-time fee or 4 monthly retainers of \$3,000 (September-December 2024) for an Initial Term and 8 monthly retainers of \$3,300 (January-August 2025). Monthly invoices will be issued and are payable within thirty (30) days of the invoice date.

3.2 Additional Fees for Additional Services

The total number of grants developed and submitted for the contract term shall not exceed eight, and the total number of grants under administration for the contract term shall not exceed 20. Tactical Data Group may provide services not included in the scope and fee herein upon your request with prior written authorization for an additional fee for additional services.

3.3 Reimbursable Expenses

The Client agrees to reimburse the Contractor for all filing and application fees that the Contractor prepays on the Client's behalf.

3.4 Late Payments

Invoices unpaid for more than thirty (30) days will result in a suspension of services until all outstanding invoices are settled. The Client acknowledges that such suspensions may lead to missed deadlines and increased project costs, including remobilization fees.

4. Client Responsibilities

The Client agrees to:

- Provide timely access to all relevant background information necessary for grant submissions.
- Ensure availability of representatives for necessary meetings.
- Respond promptly with reports, data, and other project assistance to enable the Contractor to meet deadlines.

5. Compliance with Laws

Both parties shall comply with all applicable federal, state, and local laws, regulations, and ordinances in the performance of their respective activities under this Agreement.

6. Confidentiality

6.1 Confidential Information

The Client shall own all intellectual property rights in the deliverables produced as a result of the Services.

The Contractor acknowledges that while providing the Services, it may have access to confidential information belonging to the Client. Provider agrees to maintain the confidentiality of such information and not to disclose it to any third party without Client's prior written consent.

The Contractor may retain a copy of the information for record-keeping purposes but shall not use or disclose such data for any other purpose without the Client's express written permission.

The Contractor's proprietary methodologies, processes, and tools used in discovering or compiling the Research Data shall remain the sole property of the Consultant.

Each party agrees not to disclose any confidential information obtained from the other party, except as required by law. Confidential information includes, but is not limited to, data, documents, concepts, drafts, strategies, and tactics.

6.2 Exceptions

This confidentiality obligation does not apply to information that:

- Is required to be disclosed by a court or governmental agency.
- Is disclosed to the parties' lawyers, accountants, or bankers.
- Is required during litigation or administrative proceedings.

6.3 Notification

The disclosing party must notify the non-disclosing party immediately upon learning of any potential or actual disclosure of confidential information.

7. Independent Contractor

The Contractor is an independent contractor and not an employee or agent of the Client. Nothing in this Agreement shall be interpreted to create an employment or agency relationship between the parties.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its conflict of law principles.

9. Additional Services

Any services beyond the scope described herein must be requested in writing by the Client and authorized by the Contractor. Additional services will be subject to additional fees and terms mutually agreed upon in writing.

10. Severability

If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect, provided that such invalidity does not materially affect the parties' rights under this Agreement.

11. Entire Agreement

This Agreement, including any exhibits or attachments, constitutes the entire agreement between the parties and supersedes all prior and contemporaneous agreements, representations, and understandings. Any amendments to this Agreement must be in writing and signed by both parties.

12. Signatures

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have caused their proper and duly authorized representatives to execute and deliver this Agreement as of the date written herein.

Sharon Wingert, Authorized Representative for Tactical Data Group LLC

Date

AGREED TO BY: Authorized Rep Name

Authorized Representative for Pocono Township

Date

Appendix A: Scope of Services

Our grant development and administration services are structured to provide Pocono Township with a robust support system for securing and managing grants effectively. The following services are included in our comprehensive offer:

1. Needs Assessment & Strategic Planning

- **Community Engagement:** Conduct surveys and focus groups with township residents, officials, and service departments to identify critical needs and priorities.
- **Data Analysis:** Analyze demographic, economic, and public safety data to underpin grant proposals.
- **Strategic Planning:** Develop a plan for grant-seeking activities that align with the township's long-term goals and immediate needs.

2. Grant Research & Identification

- **Funding Source Identification:** Identify federal, state, local, and private grant opportunities suitable for Pocono Township's needs.
- **Grant Calendar:** Create and maintain a calendar of grant cycles, deadlines, and submission dates.

3. Proposal Development

- **Narrative Writing:** Develop compelling grant narratives that clearly articulate funding needs, project goals, implementation strategies, and expected outcomes.
- **Budget Preparation:** Collaborate with township officials to create detailed, accurate, and justifiable budgets for grant applications.
- **Supporting Documentation:** Gather and prepare the necessary documentation, including letters of support, community impact statements, and organizational credentials.

4. Grant Submission

- **Application Coordination:** Ensure timely submission of grant applications, adhering to all guidelines and requirements.
- **Application Review:** Conduct rigorous review and quality assurance of all grant proposals before submission.

5. Post-Award Grant Management

- **Compliance Monitoring:** Monitor compliance with grant terms and conditions, ensuring all activities and expenditures align with funding requirements.
- **Reporting:** Prepare and submit required progress and financial reports to grantors.

- **Record Keeping:** Maintain comprehensive records of grant activities, communications, and financial transactions.

6. Capacity Building

- **Training Workshops:** Conduct workshops and training sessions for township staff on grant writing, management, and compliance.
- **Policy Development:** Assist in developing internal policies and procedures for efficient grant administration.



FRANCIS SMITH & SONS, INC.

26 SAM'S ROAD SCOTT TOWNSHIP, PA 18447

PHONE: 570-587-4775 FAX: 570-586-7867

PETROLEUM EQUIPMENT SPECIALISTS

7/30/2024

Pocono Township
PO Box 197
Tannersville, PA 18372

Subject: Dispenser and Fuel Management Upgrade
Revised 7/30/2024

Mr. Patrick Briegel,

As per your request and our recent site visit, we are pleased to offer the following estimate to upgrade the facilities two product / two hose fuel dispenser and fuel management system utilizing the Wayne Select and Petrovend PV200 platforms. Listed below is a basic scope of work and the associated cost breakdown.

Scope of Work:

- Complete and submit required PA DEP tank modification report
- Complete and submit required PA Labor & Industry permit
- Disconnect the AC wiring to existing dispenser and FMS
- Disconnect the existing product piping from the dispenser
- Remove both the existing K800 FMS and fuel dispenser
- Install a new Wayne Select electronic Two Product / Two Hose fuel dispenser
- Install a new OPW Petrovend PV200 fuel management console
- Interface the new Wayne Select to the new PV200 console
- Install wireless wifi communication equipment for the PV200
- Provide basic setup and training for new OPW SQL Lite fuel management software
- Be on site for required PA Labor & industry inspection

Cost Breakdown:

Two Product / Two Hose Wayne Select:
\$10,410.00

OPW PV200 Fuel Management System with SQL Lite software, external fuel site controller, wireless communication, & mag card activation w/ 50 cards:
\$14,686.00

Continued on Page 2

Installation:

Includes new hanging hardware for dispenser, required impact valve brackets previously quoted
and State of PA permitting
\$9,512.00

Dispenser Freight:
\$200.00

Project Estimate:

\$34,808.00

Note: Does not include any applicable tax. Any deficiencies found during the PA Labor & Industry inspection outside the scope of this project will be brought to the customers attention and can be repaired at standard time and material rates.

Respectfully Submitted,

Francis Smith & Sons, Inc.

Chuck Litwin
Estimator

Valid till 9/1/2024

Signed:

Date:



August 7, 2024

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

Dear Pocono Township Board of Commissioners,

The Monroe Career & Technical Institute (MCTI) is hereby requesting to be served by the Pocono/Hamilton Joint Sewer Collection System.

Please contact me with further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dennis Virga", is written over the printed name.

Dennis Virga
Director

das
cc: Correspondence/Sewer Collection System Request

