



POCONO TOWNSHIP COMMISSIONERS  
AGENDA

September 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].*

**Announcements**

Executive session has held 9/3/24 for personnel reasons

**Hearings**

**Presentations –**

PPL land acquisition to obtain 2 acres from Old Learn Farm Property (Mark Dryden)  
Motion to have President of the board sign & execute agreement of sale with PPL for a sale amount of \$16,500.00. **(Possible Action Item)**

Park Board Interviews:

Brandee Starner (Zoom)  
Matt Lentz (Zoom)  
Maura Maula  
Romane Robb  
Lauren Stracey

Motion to add the following: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, to the Pocono Township Park Board. **(Possible Action Item)**

### **Resolutions -**

Resolution 2024-22 Granting Conditional Approval of the Lot Consolidation Plan of Dean D. Wehr & Patricia A. Wehr. **(Action Item)**

Resolution 2024-23 Granting Conditional Approval of the Lot Consolidation Plan of Amazing Pocono Properties, LLC. **(Action Item)**

### **Consent Agenda**

- Motion to approve a consent agenda of the following items:
  - Old business consisting of the minutes of the August 14, 2024 special meeting and the August 19, 2024 regular meeting.
  - Financial transactions through August 27, 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 \$359,363.08. **(Action Items)**

### **NEW BUSINESS**

#### **1. Personnel**

#### **2. Travel/Training Authorizations**

### **Commissioner Comments**

Richard Wielebinski – President

- Motion to waive event fee for Best Auto Police Car Wash on September 14<sup>th</sup> **(Possible Action Item)**
- Motion to appoint Frank Cefali as the Township Treasurer at a rate of \$160.00/hr. **(Possible Action Item)**
- Motion to hire a new Fiscal Administrator **(Possible Action Item)**

Natasha Leap – Vice President

- Discussion – 175 Laurel Lake Rd.
- Motion to remove Deed Restriction question from the ZHB application. **(Discussion & Possible Action Item)**

Ellen Gndt – Commissioner

- Update – SBA Cell Tower
- Update – Solar Field
- Update - Kennel
- Motion to have the Township Solicitor create an addition to the Nuisance Ordinance originally capturing the intent of noises & other nuisances. **(Possible Action Item)**
- Motion to accept the PTPD drone program as presented utilizing funds from PMVB, donations from Sanofi and police budget. **(Possible Action Item)**

Mike Velardi – Commissioner

Brian Winot – Commissioner

### **Reports**

**Zoning Report – (See Attached)**

**Police Report –**

**Ambulance Report**

**Fire Report**

**Township Manager's Report**

- Update Emergency Management
- Update Green Light Go
- Pension Plan MMO 2025 for both Uniformed & Non-Uniformed Employees.
- NCC Update
- Kenny's Way Update
- Park Board Update
- Regional Zoning Update – Regional Comprehensive Plan
- Update – Old Learn Farm parking access
- Energy Update
- Resignation of Marie Guidry, Planning Commission, Vice Chair
- Motion to promote Kyle VanFleet from Alternate Member to Planning Member. **(Possible Action Item)**
- Motion to contract with Tactical Data Group services at a cost of \$3000.00 per month (2024) and \$3,300.00 per month (2025) for grant writing, & grant administration services. **(Possible Action Item)**

**Public Works Report /Sewer Report**

- Sewer Business Update
- MCTI Sewer Connect Request Letter
- Update – Cobble Creek Drainage Project
- Current Public Works Projects
- Motion to approve tennis court renovation with Keystone Sealcoating of PA (Co-Stars Vendor) for an amount of \$159,800.00 as planned in Capital Budget 2024. **(Possible Action Item)**
- Mountain View Park Updates
- TLC Park Updates
- Paving/Tar & Chip Update

**Events Coordinator– (Jennifer Gambino)**

- September 7-Stargazing at Mountain View Park
- September 14-Movie at the park-NEWLY ADDED
- September 20-22 Food Truck Festival
- Veterans Memorial Highway Flag currently accepting applications
- Pickleball Update

**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
- Volunteer tax abatement Discussion.
- Nuisance Ordinance Update
- General legal update
- Update – Archer Lane
- Learn Road Easement Process
- Zoning Hearing Board updates.

- Continuance of Pocono Places LLC
- Dimensional Variance TBD

**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**

\*Plan Status Spreadsheet Attached\*



## AGREEMENT OF SALE

**THIS AGREEMENT OF SALE** ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2024 (the "Execution Date"), by and between PPL Electric Utilities Corporation, a Pennsylvania corporation having an address of 645 Hamilton Street, Suite 601, Allentown, Pennsylvania 18101 ("**Buyer**") and Pocono Township, having an address of 112 Township Drive, Tannersville, Pennsylvania 18372 ("**Seller**").

### **RECITALS:**

**WHEREAS**, Seller owns a certain parcel of land located in Monroe County, Pennsylvania, having an address of SR 1001/Cherry Lane Road, and being more fully described in the deeds recorded in the Recorder of Deeds Office in and for Monroe County at Instrument Number 200831549, and additionally identified as Tax PIN 12638200046850 (collectively, the "**Property**"); and

**WHEREAS**, Buyer is desirous of purchasing a portion of the Property, as shown in "Exhibit A", from the Seller, and Seller is desirous of selling the portion of the Property to Buyer, under the terms and conditions set forth herein.

**NOW THEREFORE**, in consideration of the promises, covenants and agreements hereinafter contained, and intending to be legally bound hereby, the parties hereto agree as follows:

1. The above recitals are hereby incorporated by reference.
2. Seller hereby agrees to sell and convey to Buyer, and Buyer hereby agrees to purchase from Seller, the Property described in the above recitals.
3. The total purchase price for the Property shall be Sixteen Thousand Five Hundred Dollars and 00/100 (\$16,500.00) ("**Purchase Price**"), which shall be paid to the Seller by the Buyer at the time of Closing (hereinafter defined).
4. Buyer agrees to cover all closing costs and fees associated with the sale of the Property, at the time of closing.
5. The Property is to be conveyed free and clear of all liens, encumbrances, and easements, except easements and restrictions of record or visible on the Property, and the title to the Property shall be good and marketable and such as will be insured by a reputable title insurance company at regular rates. In the event the Seller is unable to give a good and marketable title and such as will be insured by any reputable title insurance company at regular rates as above set forth, Buyer shall have the option of taking such title as the Seller can give without abatement of Purchase Price, or terminating this Agreement; and in the latter event there shall be no further liability or obligation by either of the parties hereunder and this Agreement shall become null and void. Notwithstanding the forgoing, Seller is obligated to satisfy all monetary liens from the proceeds of the Purchase Price at Closing.

6. Buyer shall have 120 days (the “**Due Diligence Period**”) from the execution date to investigate and inspect the Property and to cause such studies, tests, investigations and evaluations, including but not limited to surveys and environmental testing, to be made which in the sole opinion of Buyer are necessary or advisable to determine whether Buyer will proceed to Closing. In the event that Buyer determines, in its sole discretion, during the Due Diligence Period to terminate this Agreement because of the results of any testing, studies or evaluations, or for no reason at all, Buyer shall, not later than the expiration of the Due Diligence Period, notify Seller, in writing, of such determination, whereupon this Agreement shall be at an end, with no further rights or obligations in either party. In connection with the above testing, it is understood and agreed that Buyer and Buyer’s agents, representatives, engineers, contractors and subcontractors shall have the right from time to time from after the full execution of this Agreement to enter upon the Property for the purposes of inspection, survey, taking of measurements, marking of test borings, preparation of plans or other tests of surface and subsurface conditions or other environmental and other studies or appraisals, and generally for the ascertainment of the condition of the Property and the obtaining of such information and data as Buyer may deem necessary or advisable.

If Buyer exercises its right of entry under the provisions of this paragraph, Buyer shall, (a) defend and save harmless Seller from, and indemnify Seller against, any liability or expense for injuries to or death of persons or damage to property arising from the exercise of rights hereunder by Buyer or its employees, agents or contractors. More specifically, Buyer shall indemnify, protect, defend and hold Seller harmless from any and all liens, losses, liabilities, claims, demands, damages, costs and expenses arising out of or relating to Buyer’s exercising its rights hereunder; and (b) restore the Property substantially to its condition as existed immediately prior to the execution of this Agreement.

7. Closing shall be made on or before 60 days from the expiration of the Due Diligence Period (“**Closing**”).

8. Possession is to be given at the time of Closing by delivery of a special warranty deed conveying the Property pursuant to a survey drawing and metes and bounds description that will be recorded at or prior to Closing.

9. Risk of loss shall remain on Seller until Closing hereunder to Buyer.

10. The parties hereby represent that they have not utilized the services of any broker in connection with the sale and purchase of the Property.

11. Seller agrees to execute and/or deliver to Buyer at Closing any and all affidavits and documentation required by Buyer’s title insurance company or required by law.

12. Deed preparation and acknowledgement are to be paid by Buyer.

13. Closing shall be held at a time and location agreed upon by the parties or by an escrow Closing.

14. Miscellaneous Provisions:



a. Buyer may assign its rights and obligations under this Agreement to another party, including but not limited to an affiliated entity, without obtaining the consent of Seller, so long as the assignee accepts all terms and conditions set forth herein.

b. All exhibits attached to this Agreement are part of this Agreement and the material contained in such exhibits shall be construed and interpreted as if contained within the text of the Agreement. In the event of any inconsistency, the provisions of this Agreement shall control.

c. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, exclusive of its choice of law rules.

d. This Agreement constitutes the entire agreement between the parties with respect to Buyer purchasing the Property from Seller. This Agreement may not be modified, amended or discharged except by an instrument in writing signed by Buyer and Seller. No waiver or consent may be enforced unless such waiver or consent shall be in writing and signed by the party against whom enforcement thereof is sought.

e. In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court or regulatory authority of competent jurisdiction, the parties shall, to the extent possible, negotiate an equitable adjustment to the provisions of this Agreement, with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provision hereof shall not be affected by such holding.

f. All notices, requests, claims, demands, invoices, and other communications hereunder shall be in writing and shall be given (and except as otherwise expressly provided herein, will be deemed to have been duly given if so given) by hand delivery, by telecopy (confirmed in writing), by mail (registered or certified, postage prepaid), or by reputable overnight delivery service (prepaid or billed to sender), effective upon receipt, to the receiving party's address first written above.

g. Time is of the essence in the performance of this Agreement.

h. The Agreement shall be binding upon the parties hereto and each of their respective heirs, executors, administrators, successors and assigns.

i. This Agreement is between a public utility and a municipal corporation and is therefore subject to Pennsylvania Public Utility Commission ("PUC") review pursuant to 66 Pa.C.S.A. § 507. The Effective Date of this Agreement shall be the later of i) thirty (30) days from the date that PPL submits the Agreement to the PUC; or ii) if the PUC opens an investigation of the Agreement, on the date the PUC approves the Agreement.

**[SIGNATURES TO FOLLOW]**

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have hereunto set their hand and seals to the day and year first above written.

**WITNESS:**

**BUYER:**

PPL Electric Utilities Corporation

\_\_\_\_\_

\_\_\_\_\_  
Austin Weseloh  
Transmission ROW & Real Estate Supervisor

**WITNESS:**

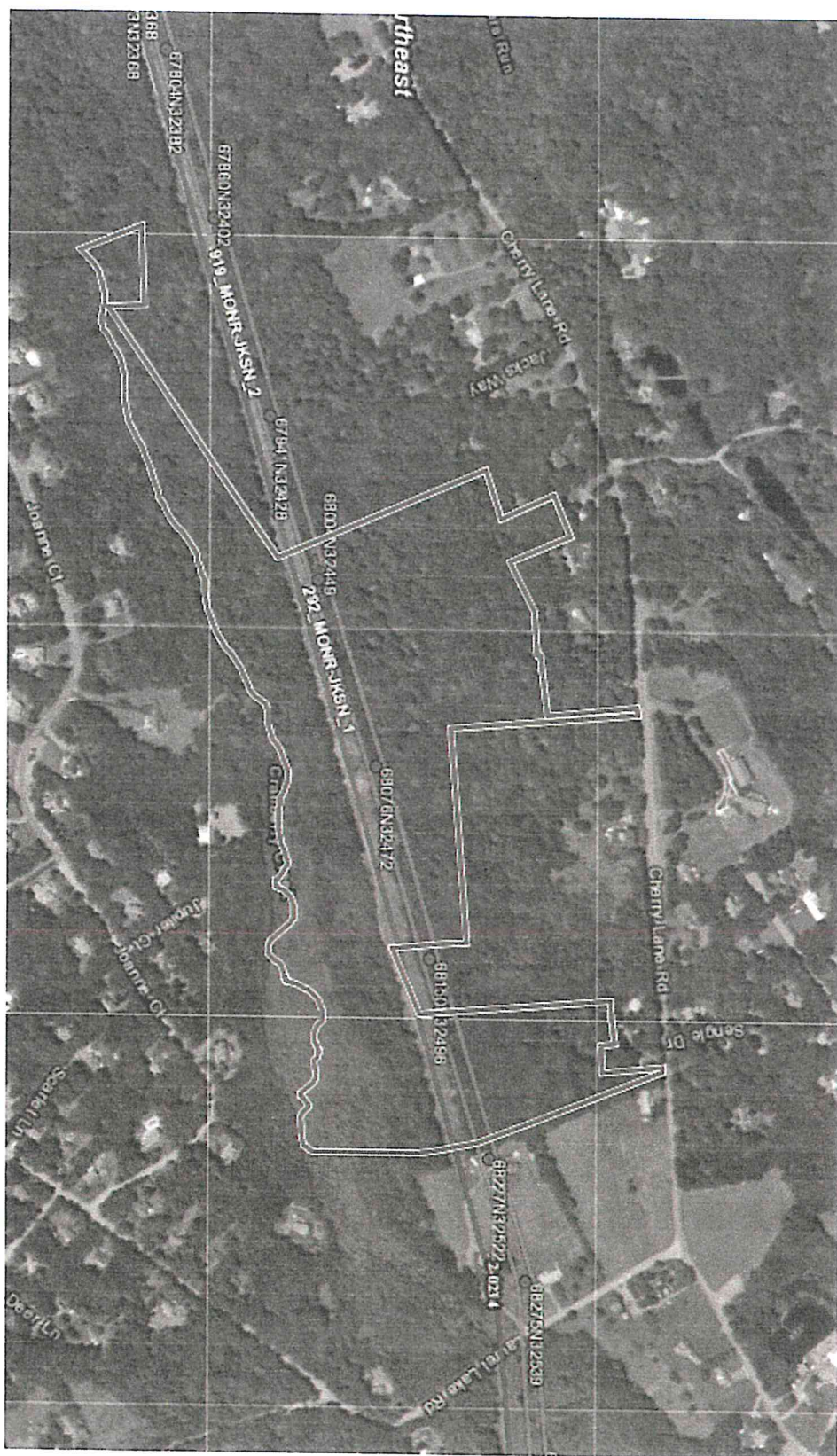
**SELLER:**

**POCONO TOWNSHIP**

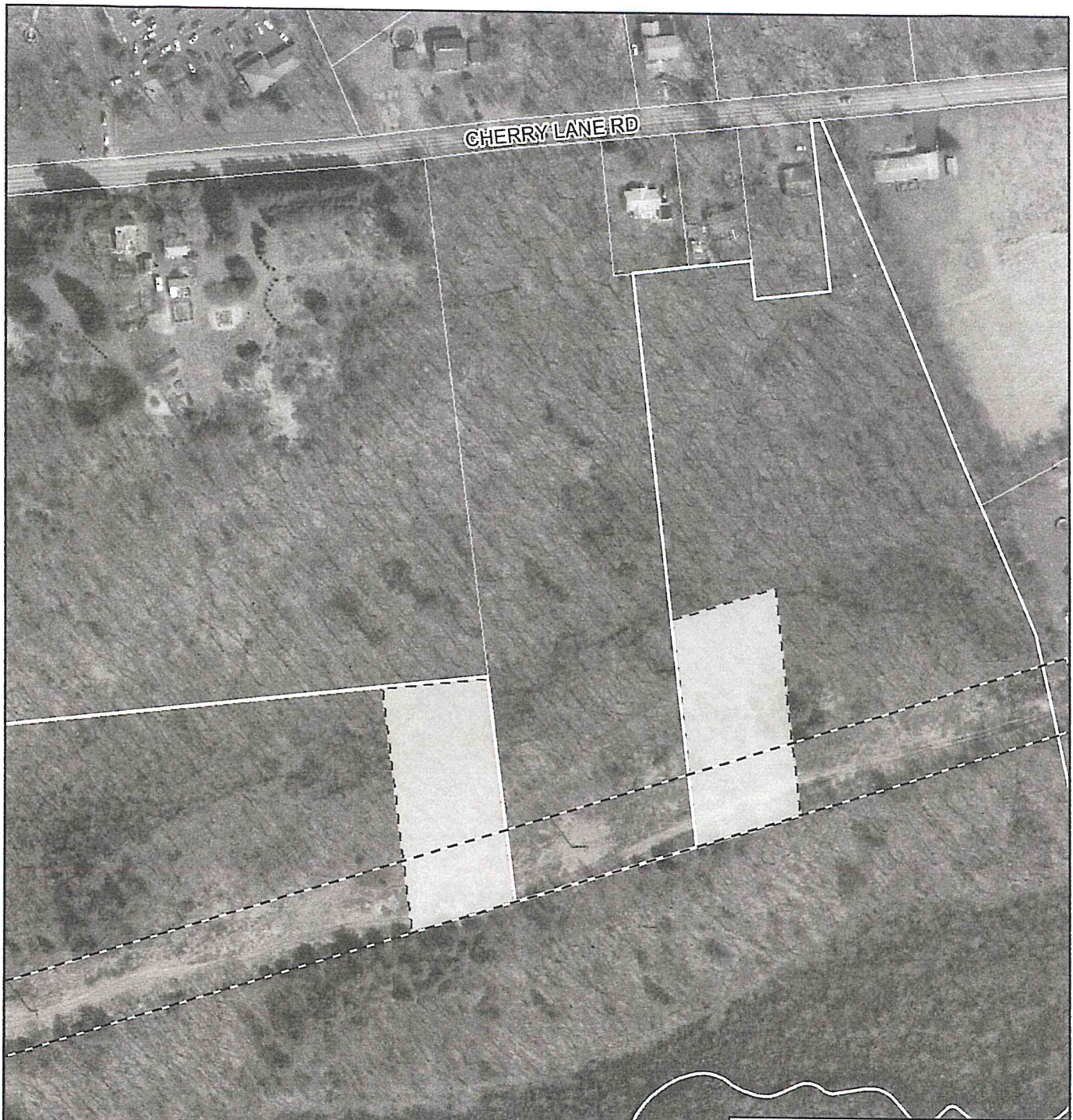
\_\_\_\_\_

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:







This figure was prepared using publicly available tax parcel data to show the general location of facilities and easements. The location of all easements and facilities were based on a visual review of the aerial imagery. This Figure was not prepared by a site specific survey and all locations are approximate.

**Landowner: Pocono Township**  
**Tax ID Number: 12.7.1.33**  
**New Easement Acreage: 2.25 acres**

**Legend**

Existing ROW

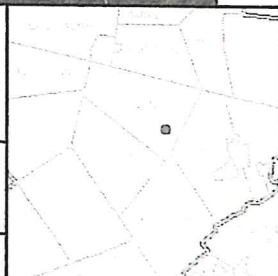
Proposed Purchase Area

Parcel boundaries shown with white outline

N

Coordinate System:  
PA State Plane North Feet  
NAD 83

July 19, 2024



**Monroe - Jackson Switchyard**

0 100 200

Feet

**TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024- 22**

**A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE LOT  
CONSOLIDATION PLAN OF  
DEAN D. WEHR & PATRICIA A. WEHR**

**WHEREAS**, the applicants, Dean D. Wehr and Patricia A. Wehr, submitted a lot consolidation plan application titled “Lot Joinder of Lands of Dean D. Wehr & Patricia A. Wehr” (the “Plan”); and

**WHEREAS**, the Township Engineer has reviewed the Plan and offered comments in his letters dated July 2, 2024, July 22, 2024 and August 19, 2024; and

**WHEREAS**, the Pocono Township Board of Commissioners desire to grant the conditional approval of the Plan, subject to the following.

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

That the “Lot Joinder of Lands of Dean D. Wehr & Patricia A. Wehr” as shown on the plan prepared by Jonathan Shupp, P.L.S., dated April 19, 2024, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicants shall comply with all of the conditions and requirements identified in the Township Engineer’s letters dated July 2, 2024, July 22, 2024 and August 19, 2024.
2. The applicants shall provide the Township with a copy of the proposed deed of merger, which deed shall be recorded concurrently with the Plan.
3. The applicants shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
4. The applicants shall obtain all required permits and approvals from other governmental agencies prior to presenting the Plan for signatures.
5. The applicants shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
6. The applicants shall meet all conditions of the final plan approval, and Plan shall be recorded within twelve (12) months of Conditional final plan approval, and agrees that if such conditions are not met, the Conditional final plan approval will be considered void.

7. The applicants shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the application is denied.

**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





YOUR GOALS. OUR MISSION.

August 19, 2024

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

**SUBJECT: WEHR LOT JOINDER – 144 PAWEDA HILL  
LOT COMBINATION PLAN REVIEW NO. 3  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
POCONO TOWNSHIP LDP NO. 1427, T&M PROJECT NO. POCO-R0760**

Dear Commissioners:

Pursuant to the Township's request, we have performed our third review of the above referenced project. The submitted information consists of the following items.

- Legal Description for Lot 4A, 12.12.1.20-5 & 12.12.1.20-4, prepared by Jonathan Shupp, P.L.S., S.E.O.;
- Plan entitled "Lot Joinder of Lands of Dean D. Wehr & Patricia A. Wehr", prepared by Jonathan Shupp, P.L.S., S.E.O., dated April 19, 2024, last revised July 23, 2024.

### **BACKGROUND INFORMATION**

The Applicant is proposing to combine two (2) existing properties located on the northern side of Paweda Hill (Private Lane).

Existing Lot 3 (Parcel ID No. 12.12.1.20-5), owned by the applicants, has an area of 0.6890 acres and is located within the R-1, Low Density Residential Zoning District.

Existing Lot 4 (Parcel ID No. 12.12.1.20-4), owned by the applicants, has an area of 0.7258 acres and is located within the R-1, Low Density Residential Zoning District.

The minimum lot area required within the R-1; Low Density Residential Zoning District is two (2) acres. Existing Lots 3 and 4 are existing non-conformities as their lot areas are less than two (2) acres. The proposed lot combination will create a new lot having an area of 1.41489 acres which reduces the existing non-conformity. No development is proposed.

Based upon our review of the above information and our previous review letter dated July 22, 2024, we have the following comments and/or recommendations for your consideration.

### **ZONING ORDINANCE COMMENTS**

1. In accordance with Section 470-17.C.(1), the minimum side yard setback is 25-feet and the minimum front yard setback is 50 feet; however, per Section 470-24.C. for an existing non-conforming lot of record containing 0.75 acres or less, the minimum side yard setback is 15 feet and the minimum front yard setback is 40 feet. *It is noted that the existing dwelling and existing shed are located 15 feet and 20 feet respectively*



*from the westerly side lot line and the shed is located 45 feet from the front lot line. Existing Lot 4 is less than 0.75 acres; therefore, these existing setbacks are in conformance with the non-conforming lot of record requirements. The existing setbacks are not being impacted by the proposed lot combination and the new conforming setback requirements have been listed and depicted on the plan. No action is required.*  
**(New Comment)**

All previous engineering related comments have been satisfactorily addressed.

If you should have any questions, please call me.

Sincerely,

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

JST/arm

cc: Jerrod Belvin – Township Manager  
Lindsay Scerbo – Township Zoning Officer  
Leo DeVito, Esq. – Township Solicitor  
Lisa Pereira, Esq. – Broughal & DeVito, LLP  
Jonathan Shupp, P.L.S., S.E.O. – Applicant's Surveyor  
Dean & Patricia Wehr – Owner/Applicant  
Amy R. Montgomery, P.E. – T&M Associates  
Melissa E. Hutchison, P.E. – T&M Associates

**TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-23**

**A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE LOT  
CONSOLIDATION PLAN OF  
AMAZING POCONO PROPERTIES, LLC**

**WHEREAS**, the applicant, Amazing Pocono Properties, LLC, submitted a lot consolidation plan application titled “Lot Consolidation Plan for Lands of Amazing Pocono Properties LLC” (the “Plan”); and

**WHEREAS**, the Township Engineer has reviewed the Plan and offered comments in his letters dated July 2, 2024, July 22, 2024 and August 19, 2024; and

**WHEREAS**, the Pocono Township Board of Commissioners desire to grant the conditional approval of the Plan, subject to the following.

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

That the “Lot Consolidation Plan for Lands of Amazing Pocono Properties LLC” as shown on the plan prepared by Jonathan Shupp, P.L.S., dated June 17, 2024, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer’s letters dated July 2, 2024, July 22, 2024 and August 19, 2024.
2. The applicant shall provide the Township with a copy of the proposed deed of merger, which deed shall be recorded concurrently with the Plan.
3. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
4. The applicant shall obtain all required permits and approvals from other governmental agencies prior to presenting the Plan for signatures.
5. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
6. The applicant shall meet all conditions of the final plan approval, and Plan shall be recorded within twelve (12) months of Conditional final plan approval, and agrees that if such conditions are not met, the Conditional final plan approval will be considered void.

7. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the application is denied.

**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





YOUR GOALS. OUR MISSION.

August 19, 2024

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

**SUBJECT: AMAZING POCONO PROPERTIES, LLC – SULLIVAN TRAIL  
LOT COMBINATION PLAN REVIEW NO. 3  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
POCONO TOWNSHIP LDP NO. 1428, T&M PROJECT NO. POCO-R0770**

Dear Commissioners:

Pursuant to the Township's request, we have performed our third review of the above referenced project. The submitted information consists of the following items.

- Lot Closure for Lot 1A;
- Legal Description for Lot 4A, 12.10.1.20 & 12.10.1.16-8, prepared by Jonathan Shupp, P.L.S., S.E.O.;
- Plan entitled "Lot Consolidation Plan for Lands of Amazing Pocono Properties LLC", prepared by Jonathan Shupp, P.L.S., S.E.O., dated June 17, 2024, last revised July 23, 2024.

### **BACKGROUND INFORMATION**

The Applicant is proposing to combine two (2) existing properties located on the southern side Sullivan Trail.

Existing Lot 1 (Parcel ID No. 12.10.1.20), owned by the applicant, has an area of 0.7189 acres and is located within the R-1, Low Density Residential Zoning District.

Existing Lot 2 (Parcel ID No. 12.12.1.16-8), owned by the applicant, has an area of 0.2551 acres and is located within the R-1, Low Density Residential Zoning District.

The proposed lot combination will create a new lot having an area of 0.9740 acres. No development is proposed.

Based upon our review of the above information and our previous review letter dated July 22, 2024, we have the following comments and/or recommendations for your consideration.

### **ZONING ORDINANCE COMMENTS**

1. In accordance with Section 470-19.C.(1)(a), the minimum lot area is two (2) acres. *Existing Lots 1 and 2 both have lot areas of less than 2 acres and are existing non-conformities. The proposed lot*



*combination will create one (1) lot having an area of 0.9740 acres thereby reducing the existing non-conformity. No action is required. (Previous Comment 2)*

2. In accordance with Section 470-17.C.(1)(b), the minimum required lot width is 200-feet. *Existing Lots 1 and 2 each have a lot width of less than 200-feet and are existing non-conformities. The proposed lot combination will create a lot having a width of 173.04 feet thereby reducing the existing non-conformity. No action is required. (Previous Comment 3)*

All other previous engineering related comments have been satisfactorily addressed.

If you should have any questions, please call me.

Sincerely,

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

JST/arm

cc: Jerrod Belvin – Township Manager  
Lindsay Scerbo – Township Zoning Officer  
Leo DeVito, Esq. – Township Solicitor  
Lisa Pereira, Esq. – Broughal & DeVito, LLP  
Jonathan Shupp, P.L.S., S.E.O. – Applicant's Surveyor  
Amazing Pocono Properties LLC – Owner/Applicant  
Amy R. Montgomery, P.E. – T&M Associates  
Melissa E. Hutchison, P.E. – T&M Associates

**Pocono Township Board of Commissioners  
Special Meeting Minutes  
August 14, 2024 | 6:00 p.m.**

The Special meeting of the Pocono Township Board of Commissioners was held on August 14, 2024 and was opened by President Richard Wielebinski at 6:00 p.m. followed by the Pledge of Allegiance.

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

**In Attendance:** Leo DeVito, Township Solicitor; Linday Scerbo and Amber Salazar, SFM Consulting; James Wagner, Chief of Police; Jennifer Gambino, Admin Assistant; Jerrod Belvin, Township Manager.

**Announcements –** None

**Public Comment**

Sam Jackson (Resident) – Emphasized the importance of the Ordinance, particularly regarding short term rentals, he mentioned the need for clear violation codes within the Ordinance to assist the police.

Tom (Last name inaudible) (Resident) – Asked that any violations be attached to the properties and not the owners as the properties change hands often when dealing with Transient Dwellings.

Cheryl Parks (Resident) – Expressed concerns regarding the kennel, traffic, deliveries, noise, and barking.

**Presentations -None**

**Resolutions -None**

**Consent Agenda -None**

**NEW BUSINESS**

**Commissioner Comments**

**Rich Wielebinski – President**

**Natasha Leap – Vice President**

**Ellen Gndt – Commissioner**

**Mike Velardi – Commissioner**

**Brian Winot – Commissioner**

**Reports – None**

**Solicitor –**

Richard Wielebinski made a motion, seconded by M. Velardi, to consider discharge of firearms shall only occur on lots that are two acres or greater in size, if proper safety measures can be maintained. The discharging of firearms shall only occur during the period set forth by the Pennsylvania Game Commission in the hunting hours table. A proper backstop, as recommended by the Pennsylvania Game Commission, shall be utilized at all times, the use of binary explosive targets, including but not limited to tenorite, shall be prohibited, and upon complaints, police officers may inspect property to ensure proper safety measures exist on property and issue citations per the ordinance. Discussion – E. Gndt stressed her issues with the motion and items that need to be addressed within a nuisance ordinance to include

noise, owner vs renter, duration on TDU's, hours. She feels that the nuisance ordinance should be completed since it was started and addressing enforcement. R. Wielebinski stated most of the items E. Gndt mentioned are covered under existing Ordinances. B. Winot stated the draft nuisance Ordinance is too cumbersome as it is written. An in-depth discussion was had between the commissioners, Chief of Police and Township Solicitor regarding potential parameters for the motion put forth. Roll Call Vote: M. Velardi, aye; B. Winot, aye; R. Wielebinski, aye; E. Gndt, nay

### **Public Comment**

Karen Doleiden (Resident) Commented regarding the Kennel.

Sam Jackson (Resident) – Asked the board to utilize common sense practices while working on the nuisance ordinance.

Tracy Jackson (Resident) – Speaking to your neighbors is not possible when they are transient.

Roger Perkowski (Resident) – Outlined the Amendment in the Constitution and the rights of the people.

Dawn Eilber (Resident) – Commented regarding the Cell Tower noise and a board member's comments. Backstop questions were also discussed.

Cheryl Parks (Resident) – Commented that the advertisement for the meeting should have been clearer. She expressed her feelings on the way issues are managed within the Township.

Jim Pellengrini (Resident) - Look up the laws already in place.

\*Spelling of Names are based on what is heard on the recording\*

### **Adjournment**

R. Wielebinski made a motion, seconded by B. Winot, to adjourn the meeting at:7:47 p.m. All in favor. Motion carried.



**Pocono Township Board of Commissioners  
Regular Meeting Minutes  
August 19, 2024 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on August 19, 2024 and was opened by President Richard Wielebinski at 6:01 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; Shawn McGlynn, Building Officer; James Wagner, Chief of Police; Jennifer Gambino, Admin. Asst.; Jerrod Belvin, Township Manager.

**Public Comment**

Steve Larson (Resident) Commented on the Sewer Extension Project.

Jim Stoker (Non-Resident) Spoke regarding legality of the potential Nuisance Ordinance hearing regarding firearms.

**Announcements**

An Executive session was held on August 19th for personnel and litigation matters.

**Hearings**

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

- R. Wielebinski made a motion, seconded by N. Leap, to open the hearing for appeal of the township code enforcement officers, enforcement notice for not complying with the Townships grading ordinance requirements for Pocono Places LLC. All in favor. Motion Carried.
- R. Wielebinski made a motion, seconded by B. Winot, to continue the hearing from 8/19/24 to 9/16/24 at 6 p.m. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by E. Gndt, to close the hearing. All in favor. Motion carried.

**Presentations**

- Brookdale Sewage Planning Module – Nate Oiler w/ RKR Hess. – R. Wielebinski made a motion, seconded by B. Winot, to approve the submission of the planning module for the Brookdale Spa project and approve the Resolution 2024-21. Roll Call; R. Wielebinski, aye; B. Winot, aye; M. Velardi, aye; N. Leap, aye; E. Gndt, abstain. Motion carried.
- The Ridge at Swiftwater PRD Sewage Planning Module – Sal Caiazza w/ Hanover Engineering – R. Wielebinski made a motion, seconded by M. Velardi, to approve the submission of the planning module for the Ridge PRD and approve the Resolution 2024-15. Roll Call: R. Wielebinski, aye; B. Winot, abstain; M. Velardi, aye; N. Leap, aye; E. Gndt, aye. Motion carried.
- PTPD Drone Program – Detective Sargent, Earl Ackerman gave an in-depth presentation on the benefits to Law Enforcement of creating a Drone Program within Pocono Township. Grants have been secured along with some donations of units from Sanofi.

**Resolutions**

- Resolution 2024-20 Granting an Extension of Time to satisfy conditions of the plan approval of the Poconos Hospitality Land Development Plan.

- R. Wielebinski made a motion, seconded by B. Winot, to approve to grant an extension of time to satisfy conditions of the approval of the Pocono Hospitality Land Development Plan. All in favor. Motion carried.

### **Consent Agenda**

- 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

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 N. Leap, to sponsor one team to attend the PMCOG Charity Golf Outing at \$500.00. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by B. Winot, to rescind the hiring process for Pocono Township Police Department. All in favor. Motion carried.

##### **Natasha Leap – Vice President**

- N. Leap made a motion, seconded by R. Wielebinski, to adopt Park Board Bylaws & direct Township Manager to advertise for the open positions, interviews to be held Sept 16th. All in favor. Motion carried.

##### **Ellen Gandt – Commissioner**

- Update – SBA Cell Tower – Review letter was sent out from Engineering.
- Update – Solar Field – New issues found by Engineering who notified the township via a letter. Zoning has issued a cease and desist. Further review must be done.
- Update – Kennel – Looking for remedy for trucks turning around in other residents driveways.

##### **Mike Velardi – Commissioner**

##### **Brian Winot – Commissioner**

- Discussion regarding signs on utility poles, ROW's was had.
- B. Winot made a motion, seconded by M. Velardi, to amend the BCRA Water Service Map Attachment to Resolution 2024-16. All in favor. Motion carried.

### **Reports**

#### **Zoning**

L. Scerbo reviewed her report with the board.

## **Police Report**

J. Wagner read his report for the board.

## **Ambulance Report – None**

## **Fire Report – None**

## **Manager Report –**

- Update Green Light Go – Modems still have not arrived.
- R. Wielebinski made a motion, seconded by M. Velardi, 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. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, for FMS and Dispenser Upgrade in the amount of \$34,808.00 (COSTAR Vendor), using ARPA Funds. All in favor. Motion carried.
- NCC Update – Trees are being cut and lighting is being updated.
- Kenny's Way Update – Internet has been installed and cameras are going up.
- Update – Old Learn Farm – tables, benches and garbage cans have been ordered thanks to the Jane Cilurso Memorial Fund.
- Jennifer Gambino was sworn in for her Notary License.

## **Public Works**

- Sewer Business – Valve station 1 & two have been serviced
- MCTI Sewer Connect Request has been formally received via a letter from them.
- Current Public Works Projects –The Wilke Road project was completed last week. Half the costs were covered by a grant.
- NCC sewer pumps were installed and working properly, and the well pump was installed today.
- Mountain View Park Pickleball courts should be completed within the next two weeks.
- TLC Park Pickleball is nearing completion.
- Paving is complete other than the shoulder work that will be done by the Township Public Works Department.
- Tar/Chip project will start next Wednesday, weather permitting. (Fish Hill Rd. & Barton Glen area)
- The Speed Table quote came in under the \$10,000.00 limit set by the board. Installations being scheduled.
- An in-depth conversation took place regarding the parks, charging for Pickleball Courts and general upkeep and access.

## **Events**

Upcoming events:

- 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
- Spooky walk at MVP
- Trunk or Treat
- Tree Lighting at TLC Park

## **Township Engineer Report**

- Learn Road Roundabout is on hold at the present time.
- TASA project final design plans have been uploaded to PennDOT website for review.
- Sewer Business – Updating estimates on sewer expansion area and looking for Grant Funds.

- Archer Lane property is for sale and the potential new buyer would like discuss what is needed to repair the gravel driveway water issues to come into compliance with the Township. A discussion was had by the board.

### **Township Solicitor Report**

- R. Wielebinski made a motion, seconded by N. Leap, to advertise the Nuisance Ordinance for a hearing to be held on Tuesday, September 3, 2024. Rollcall: R. Wielebinski, aye; B. Winot, aye; N. Leap, aye; M. Velardi, aye; E. Gndt, nay. Motion carried.
- Volunteer tax abatement information will be distributed to the board. E. Gndt asked about the criteria.
- Learn Road Easement Process is moving along.
- Zoning Hearing Board updates.
  - Continuance of Pocono Places LLC findings and facts are due on Friday.
  - 519 Post Hill Rd. Dimensional Variance involving minimum lot size has been received.

### **Public Comment**

Cheryl Parks (Resident) – Commented on cars turning around in her driveway along with the handling of matters within the Township boards to the posting of the website.

Paul Braccini (Resident) – Commented on the Right of Way on Robin Lane vs Fish Hill and why they differ.

John DeVenter (Resident) Commented on the Right of Way on Robin Lane for planting shrubs. Mr. DeVenter also asked about the Learn Rd. round-about status.

Allison Braccini (Resident) recommended an option to utilize senior citizens to monitor the pickleball courts as volunteers.

Jim Stoker (Non-Resident) w/ the FOAC Institute on gun rights in Pennsylvania. Stressed that the Ordinance will be in violation.

**Adjournment** – R. Wielebinski made a motion, seconded by M. Velardi, to adjourn the meeting at 8:51 p.m. All in favor. Motion carried.

# POCONO TOWNSHIP

## Tuesday, September 3, 2024

### SUMMARY

**Ratify**

General Fund	\$	368.15
Payroll	\$	142,687.99
Sewer Operating	\$	634.84
Sewer Construction	\$	-
Capital Reserve	\$	23,190.00

**Bill List**

TOTAL General Fund	\$	155,941.12
TOTAL Sewer <u>OPERATING</u> Fund	\$	31,430.46
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	5,110.52
Liquid Fuels	\$	-

<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>359,363.08</b>
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<b>Fire Tax Disbursement</b>	<b>\$</b>	<b>-</b>
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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

<b>TOTAL CAP. RESERVE</b>	<b>\$</b>	<b>-</b>
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**ARPA FUNDS TO GENERAL FUND**

TRAISR	\$	733.33
TRAINING (ICMA, GFOA, PSATS)		
Sarcinello Planning & GIS Services		
<b>TOTAL GEN FUND</b>	<b>\$</b>	<b>733.33</b>

<b>Total ARPA Transfers</b>	<b>\$</b>	<b>733.33</b>
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**Notes:**

POCONO TOWNSHIP CHECK LISTING

RATIFY

Tuesday, September 3, 2024

General Fund		Date	TYPE	Vendor	Memo	Amount
Payroll		08/23/2024	ACH		PAYROLL ENDING 08/18/2024	\$ 142,687.99

TOTAL PAYROLL \$ 142,687.99

General Expenditures		Date	Check	Vendor	Memo	Amount
		08/19/2024	1504	Blue Ridge Communications	Kenny's Way Internet	\$ 168.15
		08/22/2024	1505	Fun & Fancy Faces	8/22/24 Concert In The Park	\$ 200.00

TOTAL General Fund Bills \$ 368.15

Sewer Operating Fund						
Date	Check	Vendor	Memo	Amount		
08/19/2024	1128	BLUE RIDGE COMMUNICATIONS	PS 3 & 4Phone	\$	131.38	
08/19/2024	1129	Verizon Wireless	Sewer Modems	\$	120.03	
08/23/2024	1130	MET-ED	Pump Station 4 Electric	\$	383.43	
				\$	634.84	

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

Capital Reserve Fund		Date	Check	Vendor	Memo	Amount
		08/20/2024	1041	Keystone Sealcoating	TLC Pickleball Court Conversion	\$ 23,190.00

TOTAL Capital Reserve Fund \$ 23,190.00

TOTAL General Fund	\$	143,056.14
TOTAL Sewer Operating	\$	634.84
TOTAL Sewer Construction	\$	-
Total Capital Reserve	\$	23,190.00
		Transferred by:
		<u>166,880.98</u>



# POCONO TOWNSHIP CHECK LISTING

## Tuesday, September 3, 2024

### General Fund

Date	Check	Vendor	Memo	Amount
8/27/2024	1506	Access Office Technologies	Q2 2024 Police Copier	\$ 611.00
8/27/2024	1507	AFLAC	Supplemental Insurance	\$ 349.56
8/27/2024	1508	AMERICAN UNITED LIFE INSURANCE CO.	TWP GTL/ STD	\$ 2,771.64
8/27/2024	1509	Axon Enterprise, Inc.	Police Tasers & Cartridges	\$ 5,871.15
8/27/2024	1510	Best Auto Service Center	Police vehicle repairs	\$ 536.83
8/27/2024	1511	Brand, Andrew	Pesticide License test reim. 2024	\$ 60.00
8/27/2024	1512	Brodhead Creek Regional Authority	TWP Water	\$ 205.52
8/27/2024	1513	Cooper Electric	NCC Lighting	\$ 518.11
8/27/2024	1514	Cyphers Truck Parts	PW truck parts	\$ 85.79
8/27/2024	1515	GAMBINO, JENNIFER	Notary Package Reimb	\$ 510.50
8/27/2024	1516	Gotta Go Potties, Inc	7/20 - 8/16/24 Rentals	\$ 890.00
8/27/2024	1517	Higgins, Jennifer RPR	8/13/24 ZHB Appearance Fee	\$ 125.00
8/27/2024	1518	Iannazzo, Marc	8/6/24 Range Fee Reimb	\$ 50.00
8/27/2024	1519	J. P. Mascaro & Sons	TWP Waste Removal Aug 2024	\$ 399.50
8/27/2024	1520	J. P. Mascaro & Sons	MVP Waste Removal Aug 2024	\$ 235.65
8/27/2024	1521	KENNETH PREHART	8/6, 15 & 16/2024 Services	\$ 357.00
8/27/2024	1522	Locust Ridge Quarry	338920	\$ 312.72
8/27/2024	1523	MAULA, MAURA	MVP Yoga in the Park	\$ 55.00
8/27/2024	1524	Melley, Ryan	8/6/24 Range Fee Reimb	\$ 50.00
8/27/2024	1525	MetLife - Non Uni. Pen. Plan	Non uniform pension	\$ 6,688.76
8/27/2024	1526	MetLife - Non Uni. Pen. Plan	Non uniform pension	\$ 7,227.74
8/27/2024	1527	MGL Printing Solutions	Green Stock Blank Checks	\$ 537.00
8/27/2024	1528	Nationwide - 457	EE & ER CONTRIBUTION	\$ 4,494.62
8/27/2024	1529	Nationwide - 457	EE & ER CONTRIBUTION	\$ 4,473.52
8/27/2024	1530	Nationwide - 457	EE & ER CONTRIBUTION	\$ 4,455.70
8/27/2024	1531	Pocono Mountain COG	2024 Golf Sponsor	\$ 500.00
8/27/2024	1532	Pocono Township Volunteer Fire Company	Tricky Tray 2024	\$ 461.00
8/27/2024	1533	PPL Electric Utilities	TLC Lighting	\$ 671.82

8/27/2024	1534	SFM Consulting LLC	July 2024 Zoning & Building Codes	\$	86,387.02
8/27/2024	1535	Shield's Welding & Fabrication LLC	Repair Barn Door Latch Bushings	\$	600.00
8/27/2024	1536	Staples	Office Supplies	\$	346.19
8/27/2024	1537	Steele's Hardware	Operating supplies	\$	228.11
8/27/2024	1538	Steele's Hardware	Operating supplies	\$	410.45
8/27/2024	1539	Steele's Hardware	Operating supplies	\$	26.99
8/27/2024	1540	Suburban Testing Labs	SDWA Monthly 701	\$	601.00
8/27/2024	1541	The Benecon Group	COBRA Fees Mignosi	\$	50.64
8/27/2024	1542	The Benecon Group	COBRA Fees Mignosi	\$	50.64
8/27/2024	1543	The Benecon Group	COBRA Fees Mignosi	\$	49.25
8/27/2024	1544	The Benecon Group	COBRA Fees Mignosi	\$	49.25
8/27/2024	1545	TRAISR, LLC	July 2024 Monthly SaaS	\$	733.33
8/27/2024	1546	UNIFIRST Corporation	TWP Mats	\$	123.18
8/27/2024	1547	US BANK - Lockbox CM9722	EE Contribution	\$	8,191.85
8/27/2024	1548	US BANK - Lockbox CM9722	EE Contribution	\$	8,179.48
8/27/2024	1549	World Fuel Services, Inc.	Vehicle fuel	\$	5,755.61
8/27/2024	1550	Zindle Construction LLC	NCC Lighting	\$	653.00
TOTAL GENERAL FUND					\$155,941.12

Sewer Operating

Date	Check	Vendor	Memo	Amount
8/27/2024	1131	BRODHEAD CREEK REGIONAL AUTHORITY	Pump Stations Water	\$ 106.20
8/27/2024	1132	Evoqua Water Technologies LLC	PS 5 & BCRA Water Tower Vaporlink Serv 7/12-8/11/24	\$ 1,100.00
8/27/2024	1133	J P Mascaro & Sons	PS 5 Waste Removal Aug 2024	\$ 272.95
8/27/2024	1134	Pocono Township	June / July 2024 Sewer Admin & Overhead	\$ 29,506.50
8/27/2024	1135	Steele's Hardware	Operating supplies	\$ 78.14
8/27/2024	1136	TRAISR	July 2024 Monthly SaaS	\$ 366.67
TOTAL Sewer Operating				\$31,430.46

Sewer Construction Fund

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

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
8/27/2024	1042	BARRETT SIGNS	2 Pickleball & 2 Park Signs	\$ 370.00
8/27/2024	1043	KIRBYBUILT	Old Learn Road Picnic Area	\$ 4,141.44
8/27/2024	1044	Marshalls Creek Quarry	Surge 15.15 tn for Wilke Rd GRANT	\$ 212.10
8/27/2024	1045	MOUNTAIN ROAD FEED STORE	Wilkie Rd. material	\$ 346.00
8/27/2024	1046	STEELE'S HARDWARE	Wilkie Rd. material	\$ 40.98
TOTAL Capital Reserve Fund				\$5,110.52

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	\$	155,941.12	
Sewer Operating	\$	31,430.46	
Sewer Construction Fund	\$	-	Authorized by: _____
Capital Reserve	\$	5,110.52	
Fire Tax Disbursement	\$	-	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	192,482.10	Transferred by: _____

# GENERAL FUND BUDGET vs. ACTUAL

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
301.100 · Real Estate Taxes - Current	4,506,001.77	4,599,009.34	-93,007.57	97.98%
301.102 · Specialty Taxes	306,352.07	800,000.00	-493,647.93	38.29%
310.200 · Earned Income Taxes	1,193,506.54	1,600,000.00	-406,493.46	74.59%
<b>Taxes Other</b>				
301.200 · Real Estate Taxes - Delinquent	90,129.12	100,000.00	-9,870.88	90.13%
301.300 · Returned Taxes - Upset Sale	0.00	2,000.00	-2,000.00	0.0%
301.400 · Returned Tax - Repository Sale	69.42			
310.100 · Real Estate Transfer Taxes	229,278.40	275,000.00	-45,721.60	83.37%
310.500 · Local Services Taxes	313,644.12	370,000.00	-56,355.88	84.77%
<b>Total Taxes Other</b>	633,121.06	747,000.00	-113,878.94	84.76%
<b>Licenses, permits and fees</b>				
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%
<b>Total Licenses, permits and fees</b>	35,068.30	200,100.00	-165,031.70	17.53%
<b>Fines and Forfeits</b>				
331.100 · Court Fines - District Magistra	38,322.66	50,000.00	-11,677.34	76.65%
331.110 · Motor Vehicle Code Violations	4,639.01	15,000.00	-10,360.99	30.93%
331.200 · Ordinance Violations	8,734.25			
<b>Total Fines and Forfeits</b>	51,695.92	65,000.00	-13,304.08	79.53%
341.010 · Interest on Investments	190,560.52	30,000.00	160,560.52	635.2%
<b>Other State Grants</b>				
354.100 · Police Grants	3,136.45	4,000.00	-863.55	78.41%
354.101 · PCCD GRANT POLICE	11,535.10	11,535.00	0.10	100.0%
354.102 · COP GRANT	68,485.29	83,333.33	-14,848.04	82.18%
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%
<b>Total Other State Grants</b>	85,106.84	446,768.33	-361,661.49	19.05%
351.140 · ARP FEDERAL FUND	23,129.73	82,750.00	-59,620.27	27.95%
<b>Police Services &amp; OT Reim.</b>				
362.101 · Reimbursement Police overtime	13,899.41	15,000.00	-1,100.59	92.66%
362.100 · Police Services	15,010.38	10,000.00	5,010.38	150.1%
<b>Total Police Services &amp; OT Reim.</b>	28,909.79	25,000.00	3,909.79	115.64%
<b>Building Permits</b>				
362.410 · Building Permits	1,088,755.97	1,068,973.00	19,782.97	101.85%
<b>Total Building Permits</b>	1,088,755.97	1,068,973.00	19,782.97	101.85%
<b>Charges for Services</b>				
361.100 · Escrow Administration Fees	0.00	0.00	0.00	0.0%
361.101 · Sewer Admin. Services	132,674.00	212,194.18	-79,520.18	62.53%
361.310 · Subdivision, Land Develop Fees	8,850.00	5,000.00	3,850.00	177.0%
361.330 · Zoning Hearing Board Fees	12,300.00	4,000.00	8,300.00	307.5%
361.340 · Cond Use, Curative PRD Fees	0.00	750.00	-750.00	0.0%
361.341 · UCC Appeal Board Fees	4.50			
361.700 · Reproduction of Records	781.00	50.00	731.00	1,562.0%
362.110 · Sale of Police Reports	2,686.70	4,000.00	-1,313.30	67.17%
362.130 · Security Alarm Fees	60.00	100.00	-40.00	60.0%

# GENERAL FUND BUDGET vs. ACTUAL

362.300 · Zoning Permits	546,840.82	50,000.00	496,840.82	1,093.68%
362.301 · GRADING PERMITS	3,500.00	4,000.00	-500.00	87.5%
362.440 · Sewer System Permits	13,050.00	20,000.00	-6,950.00	65.25%
362.450 · Use & Occupancy Permits	875.00	2,500.00	-1,625.00	35.0%
362.475 · Well Permits	600.00	1,500.00	-900.00	40.0%
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	12,000.00	20,000.00	-8,000.00	60.0%
362.495 · UCC Fees	553.50	800.00	-246.50	69.19%
362.600 · Miscellaneous Permits	1,500.00	500.00	1,000.00	300.0%
363.500 · Public Works Services	6,052.00	12,500.00	-6,448.00	48.42%
<b>Total Charges for Services</b>	<b>742,327.52</b>	<b>341,194.18</b>	<b>401,133.34</b>	<b>217.57%</b>
367.140 · Pavilion Rental Fees	21,991.55	20,000.00	1,991.55	109.96%
367.180 · Heritage Center Rental Fees	20.00	100.00	-80.00	20.0%
367.200 · Recreation Prog. Services	2,155.88	2,400.00	-244.12	89.83%
<b>Other Operating Revenue</b>				
387.100 · Contributions and Donations	46,511.00	45,000.00	1,511.00	103.36%
387.200 · Fees in Lieu of Improvements	1,218.00	2,000.00	-782.00	60.9%
<b>Total Other Operating Revenue</b>	<b>47,729.00</b>	<b>47,000.00</b>	<b>729.00</b>	<b>101.55%</b>
<b>Other Financing Sources</b>				
391.100 · Sale of Surplus Property	8,127.53	5,000.00	3,127.53	162.55%
395.000 · Refunds of Prior Year Expenses	130,624.52	150,000.00	-19,375.48	87.08%
395.001 · EE Portion Health Ins.	17,725.55	22,000.00	-4,274.45	80.57%
<b>Total Other Financing Sources</b>	<b>156,477.60</b>	<b>177,000.00</b>	<b>-20,522.40</b>	<b>88.41%</b>
392.900 · Transfer from Fund Balance	0.00	707,636.25	-707,636.25	0.0%
<b>Total Income</b>	<b>9,112,910.06</b>	<b>10,959,931.10</b>	<b>-1,847,021.04</b>	<b>83.15%</b>
<b>Gross Profit</b>	<b>9,112,910.06</b>	<b>10,959,931.10</b>	<b>-1,847,021.04</b>	<b>83.15%</b>
<b>Expense</b>				
<b>General Government</b>				
400.110 · Salary & Wages - Legislative	13,397.92	27,250.00	-13,852.08	49.17%
400.192 · Legislative SSI Tax	1,024.94	2,084.63	-1,059.69	49.17%
400.260 · Minor Equipment	523.09	1,000.00	-476.91	52.31%
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	100.00	1,000.00	-900.00	10.0%
401.110 · Admin Salaries & Wages	85,012.50	130,000.00	-44,987.50	65.39%
401.192 · Admin SSI Taxes	6,477.83	9,945.00	-3,467.17	65.14%
401.196 · Admin Health Insurance	27,133.73	29,700.00	-2,566.27	91.36%
401.198 · Non-Uniformed Pension Plan	3,382.67	11,700.00	-8,317.33	28.91%
401.199 · Admin Life and Disability Ins	273.29	1,044.00	-770.71	26.18%
401.200 · Administration Allowances	2,299.96	2,500.00	-200.04	92.0%
401.220 · Admin Operating Supplies	0.00	500.00	-500.00	0.0%
401.231 · ADMIN VEHICLE GASOLINE	163.02	1,160.00	-996.98	14.05%
401.235 · ADMIN VEHICLE REPAIRS & MAINT.	90.00	1,000.00	-910.00	9.0%
401.260 · Admin Minor Equipment	1,277.75	1,500.00	-222.25	85.18%
401.420 · Admin Dues, Subscriptions & Mem	3,321.33	4,000.00	-678.67	83.03%
401.460 · Admin Meetings & Training	8,597.39	20,000.00	-11,402.61	42.99%
402.110 · Fin Admin Salaries & Wages	54,094.34	85,000.00	-30,905.66	63.64%
402.192 · Fin Admin SSI Taxes	4,066.55	6,502.50	-2,435.95	62.54%
402.196 · Fin Admin Health Insurance	22,186.35	29,700.00	-7,513.65	74.7%

# GENERAL FUND BUDGET vs. ACTUAL

402.198 · Fin Admin Non-Uni Pension Plan	4,984.60	7,650.00	-2,665.40	65.16%
402.199 · Fin Admin Life & Disability Ins	776.70	1,044.00	-267.30	74.4%
402.310 · Fin Admin Professional Svcs	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	6,538.54	10,000.00	-3,461.46	65.39%
403.192 · Tax Collection SSI Taxes	500.14	765.00	-264.86	65.38%
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	20,772.70	35,000.00	-14,227.30	59.35%
404.310 · Township Solicitor	35,422.64	56,925.00	-21,502.36	62.23%
404.314 · Legal Services Special Counsel	0.00	5,000.00	-5,000.00	0.0%
405.110 · Secretary Salaries & Wages	110,041.55	174,824.00	-64,782.45	62.94%
405.120 · Secretary OT	3,691.30	7,000.00	-3,308.70	52.73%
405.179 · Secretary Longevity	600.00	600.00	0.00	100.0%
405.192 · Secretary SSI Taxes	8,879.92	13,955.44	-5,075.52	63.63%
405.196 · Secretary Insurance	40,852.17	54,500.00	-13,647.83	74.96%
405.198 · Secretary Non-Uni Pension Plan	10,825.86	16,418.16	-5,592.30	65.94%
405.199 · Secretary Life & Disability Ins	1,928.70	3,132.00	-1,203.30	61.58%
406.215 · Gen Govt Postage	2,933.12	3,700.00	-766.88	79.27%
406.220 · Gen Govt Operation Supplies	2,932.28	7,000.00	-4,067.72	41.89%
406.310 · Gen Govt Professional Svcs	6,281.18	34,800.00	-28,518.82	18.05%
406.320 · Gen Govt Communications	6,935.30	11,000.00	-4,064.70	63.05%
406.340 · Gen Govt Advertising & Printing	4,349.27	11,500.00	-7,150.73	37.82%
406.374 · Gen Govt Office Equipment Maint	0.00	500.00	-500.00	0.0%
406.384 · Gen Govt Equipment Leases	445.00	4,000.00	-3,555.00	11.13%
407.252 · Computer Parts & Supplies	124.99	1,000.00	-875.01	12.5%
407.260 · Technology Minor Equipment	2,000.00	2,000.00	0.00	100.0%
407.421 · Gen Gov. SAS Subscriptions	7,550.62	54,809.21	-47,258.59	13.78%
407.450 · Contracted Services	50,348.72	76,361.84	-26,013.12	65.93%
407.451 · GEN GOV IT CONTRACTED SERVICES	11,844.00	24,000.00	-12,156.00	49.35%
408.310 · Township Engineer	31,726.61	80,000.00	-48,273.39	39.66%
409.220 · Building Operating Supplies	3,708.63	6,000.00	-2,291.37	61.81%
409.260 · New Building Maint Minor Equip.	0.00	4,000.00	-4,000.00	0.0%
409.360 · Building Utilities	20,204.01	35,000.00	-14,795.99	57.73%
409.361 · New Building Utilities & Maint.	17,219.39	96,000.00	-78,780.61	17.94%
409.373 · Building Maint & Repairs	9,736.36	17,000.00	-7,263.64	57.27%
409.374 · New Bld. Cntrct. Janitor Serv.	2,880.45	95,000.00	-92,119.55	3.03%
409.450 · Building Contracted Services	5,423.55	6,000.00	-576.45	90.39%
<b>Total General Government</b>	<b>672,760.27</b>	<b>1,358,570.78</b>	<b>-685,810.51</b>	<b>49.52%</b>
<b>Public Safety</b>				
410.384 · POLICE EQUIPMENT LEASES	345.00	850.00	-505.00	40.59%
410.120 · Police Salaries & Wages-Admin	63,538.58	120,000.00	-56,461.42	52.95%
410.130 · Police Salaries & Wages-Officer	1,046,629.35	1,780,412.61	-733,783.26	58.79%
410.140 · Police Salaries & Wages-Civilian	69,154.23	112,143.20	-42,988.97	61.67%
410.179 · Police Longevity Pay	25,486.14	50,699.77	-25,213.63	50.27%
410.180 · Police Overtime Wages	133,929.14	191,100.00	-57,170.86	70.08%
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	3,593.33	16,800.00	-13,206.67	21.39%
410.192 · Police SSI Taxes	103,000.49	179,136.65	-76,136.16	57.5%
410.196 · Police Health Insurance	379,332.48	575,000.00	-195,667.52	65.97%

# GENERAL FUND BUDGET vs. ACTUAL

410.197 · Police Pension Plan	0.00	304,787.00	-304,787.00	0.0%
410.198 · Police Life & Disability Ins	15,880.58	25,056.00	-9,175.42	63.38%
410.199 · Police Non-Uniform Pension	5,150.09	10,272.89	-5,122.80	50.13%
410.200 · Police 457 Contribution	6,260.50	8,400.00	-2,139.50	74.53%
410.216 · Police Community Outreach	1,415.78	2,000.00	-584.22	70.79%
410.220 · Police Operating Supplies	3,861.44	7,500.00	-3,638.56	51.49%
410.221 · Crime Scene Supplies	284.95	1,200.00	-915.05	23.75%
410.222 · Ammunition/Field Materials	7,180.14	13,960.00	-6,779.86	51.43%
410.231 · Vehicle Fuel	49,692.44	65,000.00	-15,307.56	76.45%
410.238 · Uniform Expense	3,926.03	4,500.00	-573.97	87.25%
410.260 · Police Minor Equipment	8,339.81	15,000.00	-6,660.19	55.6%
410.270 · Police IT	23,313.38	35,000.00	-11,686.62	66.61%
410.310 · Police Professional Services	13,931.50	20,500.00	-6,568.50	67.96%
410.314 · Civil Service Comm Solicitor	600.00	3,000.00	-2,400.00	20.0%
410.317 · POLICE NEW HIRES EXP	7,957.89	30,000.00	-22,042.11	26.53%
410.320 · Police Communications	10,941.38	18,000.00	-7,058.62	60.79%
410.331 · Travel/Lodging	4,960.41	12,500.00	-7,539.59	39.68%
410.341 · Police Advertising & Printing	1,545.31	2,500.00	-954.69	61.81%
410.373 · Police Maint & Repair Bldg	6,802.58	9,150.00	-2,347.42	74.35%
410.374 · Police Equipment Maint	783.45	5,500.00	-4,716.55	14.25%
410.420 · Police Dues, Subscriptions	283.00	1,800.00	-1,517.00	15.72%
410.421 · POLICE SaaS SUBSCRIPTIONS	32,871.28	63,100.00	-30,228.72	52.09%
410.450 · Police Contracted Services	81,736.59	108,962.10	-27,225.51	75.01%
410.451 · Police Vehicle Maintenance	28,204.48	48,000.00	-19,795.52	58.76%
410.460 · Police Meetings & Training	12,634.00	30,000.00	-17,366.00	42.11%
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	836,051.43	948,973.00	-112,921.57	88.1%
413.311 · Prof Services - SEO	14,225.00	24,000.00	-9,775.00	59.27%
413.319 · Code Enforcement UCC Fees	189.00	1,000.00	-811.00	18.9%
414.220 · Planning & Zoning Supplies	136.47	500.00	-363.53	27.29%
414.310 · Planning & Zoning Prof Srvs	56,171.15	84,500.00	-28,328.85	66.48%
414.313 · Planning & Zoning Engineering	0.00	2,500.00	-2,500.00	0.0%
414.314 · Planning & Zoning Legal	44,495.19	55,000.00	-10,504.81	80.9%
414.319 · MS4 Fees	3,728.52	15,000.00	-11,271.48	24.86%
414.341 · Planning & Zoning Advertising	2,139.94	2,500.00	-360.06	85.6%
414.421 · Planning & Zoning SaaS subs.	3,020.19	9,150.00	-6,129.81	33.01%
415.220 · Emer Mgmt Operating Supplies	258.68	1,000.00	-741.32	25.87%
415.364 · Emergency Management Operations	1,499.00	13,500.00	-12,001.00	11.1%
415.431 · EMA GASOLINE	174.46	500.00	-325.54	34.89%
415.434 · EMA VEHICLE MAINT.	416.61	3,000.00	-2,583.39	13.89%
415.460 · Emer Mgmt Meetings & Training	0.00	500.00	-500.00	0.0%
<b>Total Public Safety</b>	<b>3,119,108.38</b>	<b>5,204,953.22</b>	<b>-2,085,844.84</b>	<b>59.93%</b>
<b>Public Works - Other</b>				
427.220 · Solid Waste Coll Supplies	345.00	1,500.00	-1,155.00	23.0%
427.450 · Contracted Srvs - Clean-Up Days	15,442.00	35,000.00	-19,558.00	44.12%
<b>Total Public Works - Other</b>	<b>15,787.00</b>	<b>36,500.00</b>	<b>-20,713.00</b>	<b>43.25%</b>
<b>PW-Hwys, Roads &amp; Streets</b>				
430.110 · Public Works Salaries	383,816.78	678,549.70	-294,732.92	56.56%
430.120 · Public Works OT Wages	19,797.11	30,000.00	-10,202.89	65.99%
430.179 · PW Longevity	9,795.68	7,700.00	2,095.68	127.22%
430.192 · Public Works SSI Taxes	34,673.82	64,462.47	-29,788.65	53.79%



## GENERAL FUND BUDGET vs. ACTUAL

430.196 · Public Works Insurance	145,152.42	220,000.00	-74,847.58	65.98%
430.198 · Public Works N-U Pension	35,652.96	64,462.47	-28,809.51	55.31%
430.199 · Public Works Life & Disab Ins	6,199.72	12,672.00	-6,472.28	48.93%
430.220 · Public Works Oper Supplies	6,523.29	15,000.00	-8,476.71	43.49%
430.231 · Public Works Gasoline	1,329.57	10,000.00	-8,670.43	13.3%
430.232 · Public Works Diesel	29,953.92	50,000.00	-20,046.08	59.91%
430.238 · Public Works Uniforms	999.78	9,000.00	-8,000.22	11.11%
430.242 · PW Safety Gear & Equip	1,397.27	5,000.00	-3,602.73	27.95%
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 Srvs	44.00	2,500.00	-2,456.00	1.76%
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	4,616.34	13,000.00	-8,383.66	35.51%
430.376 · PW Equip. Maint. & Supp.	24,020.63	65,000.00	-40,979.37	36.96%
430.384 · Public Works Equip Rental	4,035.00	15,000.00	-10,965.00	26.9%
430.420 · Public Works Dues, Subscription	440.00	450.00	-10.00	97.78%
430.421 · PW SaaS SUBSCRIPTIONS	10,441.62	12,200.00	-1,758.38	85.59%
430.450 · Public Works Contracted Srvs	2,829.36	7,500.00	-4,670.64	37.73%
430.460 · Public Works Meetings & Trainin	1,252.11	10,000.00	-8,747.89	12.52%
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	1,008.03	7,500.00	-6,491.97	13.44%
433.360 · Traffic Signals & Signs Utiliti	3,236.11	5,000.00	-1,763.89	64.72%
433.450 · Traffic Signals Contracted Srvs	680.00	20,475.00	-19,795.00	3.32%
438.220 · Road Maint Supplies	52,362.98	80,000.00	-27,637.02	65.45%
438.613 · Vegetation Control	905.52	2,500.00	-1,594.48	36.22%
<b>Total PW-Hwys, Roads &amp; Streets</b>	<b>853,753.17</b>	<b>1,576,771.64</b>	<b>-723,018.47</b>	<b>54.15%</b>
<b>Culture and Recreation</b>				
452.390 · Recreation fees	735.26	1,000.00	-264.74	73.53%
454.110 · Park Salary & Wage	97,510.00	145,780.00	-48,270.00	66.89%
454.192 · Park SSI	7,459.50	11,152.17	-3,692.67	66.89%
454.220 · Park Operating Supplies	3,587.76	7,000.00	-3,412.24	51.25%
454.231 · Park Vehicle Fuel	2,007.62	6,000.00	-3,992.38	33.46%
454.238 · Park Uniforms	0.00	2,000.00	-2,000.00	0.0%
454.260 · Park Minor Equipment	438.72	5,000.00	-4,561.28	8.77%
454.320 · Park Communications	628.25	1,000.00	-371.75	62.83%
454.340 · Park Advertising & Printing	0.00	1,500.00	-1,500.00	0.0%
454.360 · Park Utilities	6,457.68	9,000.00	-2,542.32	71.75%
454.373 · Park Repairs & Maintenance	8,756.66	20,000.00	-11,243.34	43.78%
454.374 · Park Equipment Maintenance	1,118.49	4,000.00	-2,881.51	27.96%
454.450 · Park Contracted Services	18,965.83	30,000.00	-11,034.17	63.22%
454.452 · Park Program Expenditures	305.00	2,500.00	-2,195.00	12.2%
454.460 · Park Meetings & Training	0.00	450.00	-450.00	0.0%
457.450 · Community Events	26,492.84	62,000.00	-35,507.16	42.73%
<b>Total Culture and Recreation</b>	<b>174,463.61</b>	<b>308,382.17</b>	<b>-133,918.56</b>	<b>56.57%</b>
<b>Debt Service</b>				
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%
<b>Total Debt Service</b>	<b>30,000.00</b>	<b>835,000.00</b>	<b>-805,000.00</b>	<b>3.59%</b>
<b>Benefits and Withholding</b>				

# GENERAL FUND BUDGET vs. ACTUAL

483.194 · Employer Pd Unemployment Comp	17,269.33	22,000.00	-4,730.67	78.5%
483.195 · Employer Pd Worker's Comp	172,759.04	250,000.00	-77,240.96	69.1%
483.200 · Federal Healthcare Tax	222.18	200.00	22.18	111.09%
<b>Total Benefits and Withholding</b>	<b>190,250.55</b>	<b>272,200.00</b>	<b>-81,949.45</b>	<b>69.89%</b>
<b>Insurance</b>				
486.350 · Property & Liability Insurance	141,361.25	155,000.00	-13,638.75	91.2%
486.355 · Professional Bonds	7,280.00	15,000.00	-7,720.00	48.53%
<b>Total Insurance</b>	<b>148,641.25</b>	<b>170,000.00</b>	<b>-21,358.75</b>	<b>87.44%</b>
<b>Other Expenses</b>				
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%
66900 · Reconciliation Discrepancies	-96.80			
<b>Total Other Expenses</b>	<b>215,716.55</b>	<b>217,000.00</b>	<b>-1,283.45</b>	<b>99.41%</b>
<b>Misc Expenses</b>				
489.100 · Miscellaneous Expenses	0.00			
<b>Total Misc Expenses</b>	<b>0.00</b>			
<b>Interfund Transfers Out</b>				
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%
<b>Total 492.300 · Interfund Transfer to Cap Fund</b>	<b>980,553.29</b>	<b>980,553.29</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Interfund Transfers Out</b>	<b>980,553.29</b>	<b>980,553.29</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>6,401,034.07</b>	<b>10,959,931.10</b>	<b>-4,558,897.03</b>	<b>58.4%</b>
<b>Net Income</b>	<b>2,711,875.99</b>	<b>0.00</b>	<b>2,711,875.99</b>	<b>100.0%</b>

# CAPITAL RESERVE

## Budget vs. Actual

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
341.010 · Interest on Investments	47,157.95			
354.020 · POLICE PCCD GRANT	21,488.25	21,488.25	0.00	100.0%
354.030 · ROUNABOUT 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	51,998.98	359,658.00	-307,659.02	14.46%
355.015 · MULTIMODAL RIMROCK 2021 C000076	0.00	142,000.00	-142,000.00	0.0%
355.016 · ARP FEDERAL FUNDS	72,285.94	432,937.34	-360,651.40	16.7%
355.017 · DCED C000083397 ROUNABOUT (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%
391.100 · SALE OF GENERAL FIXED ASSETS	16,550.00			
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	4,979,586.82	5,175,000.00	-195,413.18	96.22%
Total Income	6,364,934.46	11,120,431.48	-4,755,497.02	57.24%
<b>Expense</b>				
401.000 · Municipal Capital Comprehensive	5,450,099.97	8,873,005.34	-3,422,905.37	61.42%
401.001 · ADMINISTRATION COMPREHENSIVE	0.00	67,192.00	-67,192.00	0.0%
410.000 · POLICE CAPITAL COMPREHENSIVE	257,744.57	260,313.98	-2,569.41	99.01%
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	155,862.52	759,199.00	-603,336.48	20.53%
471.000 · PRINCIPAL LEASES	197,444.32	321,602.69	-124,158.37	61.39%
472.000 · INTEREST ON LEASES	13,950.73	23,547.61	-9,596.88	59.25%
Total Expense	6,080,702.11	11,120,431.48	-5,039,729.37	54.68%
Net Income	284,232.35	0.00	284,232.35	100.0%



# SEWER OPERATIONS BUDGET vs. ACTUAL

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
341.010 · Interest on Investments	120,241.09	10,000.00	110,241.09	1,202.41%
364.110 · Connection/Tapping Fees	165,000.00	10,000.00	155,000.00	1,650.0%
364.120 · Sewer Use Fees	2,296,464.87	3,954,060.00	-1,657,595.13	58.08%
364.130 · Reserve Capacity Fee	20,264.64	7,000.00	13,264.64	289.5%
<b>Total Income</b>	<b>2,601,970.60</b>	<b>3,981,060.00</b>	<b>-1,379,089.40</b>	<b>65.36%</b>
<b>Gross Profit</b>	<b>2,601,970.60</b>	<b>3,981,060.00</b>	<b>-1,379,089.40</b>	<b>65.36%</b>
<b>Expense</b>				
429.100 · Utilities				
429.101 · PPL	26,774.71	26,500.00	274.71	101.04%
429.102 · MetTel	656.42	1,000.00	-343.58	65.64%
429.105 · MetEd	3,041.88	3,600.00	-558.12	84.5%
429.106 · Blue Ridge Communications	2,621.45	4,500.00	-1,878.55	58.25%
429.107 · BCRA Water	1,162.79	1,500.00	-337.21	77.52%
429.108 · PenTeleData	2,588.25	4,500.00	-1,911.75	57.52%
429.109 · Verizon	1,244.81	2,100.00	-855.19	59.28%
429.111 · JP Mascaro	2,163.49	2,800.00	-636.51	77.27%
429.112 · FUEL & HEATING OIL	0.00	5,000.00	-5,000.00	0.0%
429.100 · Utilities - Other	1,289.44			
<b>Total 429.100 · Utilities</b>	<b>41,543.24</b>	<b>51,500.00</b>	<b>-9,956.76</b>	<b>80.67%</b>
429.200 · BCRA Sewage Treatment	947,374.33	1,418,808.00	-471,433.67	66.77%
429.205 · Bank charges	10.47			
429.244 · Operating Supplies	6,813.87	25,000.00	-18,186.13	27.26%
429.300 · Professional Services				
429.400 · Engineering	40,108.77	63,000.00	-22,891.23	63.67%
429.401 · Sewer Legal	11,073.77	20,000.00	-8,926.23	55.37%
429.404 · SEWER ADMIN SERVICES	132,674.00	212,194.18	-79,520.18	62.53%
429.405 · O & M	66,137.79	93,000.00	-26,862.21	71.12%
429.406 · KEYSTONE ENGINEERING	0.00	20,000.00	-20,000.00	0.0%
429.300 · Professional Services - Other	44,009.96	40,000.00	4,009.96	110.03%
<b>Total 429.300 · Professional Services</b>	<b>294,004.29</b>	<b>448,194.18</b>	<b>-154,189.89</b>	<b>65.6%</b>
429.374 · Equipment Repair & Maintenance	135,291.39	182,238.00	-46,946.61	74.24%
429.376 · CONTRACTED SERVICES	9,392.59	50,000.00	-40,607.41	18.79%
471.000 · Debt Principal - Long and Short				
471.200 · 1st Keystone 7.5M	0.00	1,041,762.00	-1,041,762.00	0.0%
471.500 · PennVest Loan	272,343.29	409,545.84	-137,202.55	66.5%
<b>Total 471.000 · Debt Principal - Long and Short</b>	<b>272,343.29</b>	<b>1,451,307.84</b>	<b>-1,178,964.55</b>	<b>18.77%</b>
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	44,558.87	65,807.40	-21,248.53	67.71%
<b>Total 472.000 · Debt Interest - Long and Short</b>	<b>77,554.11</b>	<b>140,777.40</b>	<b>-63,223.29</b>	<b>55.09%</b>
486.352 · Insurance Expense (Liability)	20,492.75	25,000.00	-4,507.25	81.97%
<b>Total Expense</b>	<b>1,804,820.33</b>	<b>3,792,825.42</b>	<b>-1,988,005.09</b>	<b>47.59%</b>
<b>Net Income</b>	<b>797,150.27</b>	<b>188,234.58</b>	<b>608,915.69</b>	<b>423.49%</b>

8/27/2024

## SEWER CONSTRUCTION BUDGET vs. ACTUAL

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>341.010 · Interest on Investments</b>	72,084.25	10,000.00	62,084.25	720.84%
<b>392.900 · Use of Fund Balance</b>	0.00	2,362,000.00	-2,362,000.00	0.0%
<b>Total Income</b>	72,084.25	2,372,000.00	-2,299,915.75	3.04%
<b>Expense</b>				
<b>429.200 · General Project</b>	12,701.01	1,719,000.00	-1,706,298.99	0.74%
<b>429.313 · Engineering - Collection System</b>	7,237.54	566,000.00	-558,762.46	1.28%
<b>429.740 · CAPITAL PURCHASES MACHINERY</b>	57,898.00	87,000.00	-29,102.00	66.55%
<b>Total Expense</b>	77,836.55	2,372,000.00	-2,294,163.45	3.28%
<b>Net Income</b>	<b>-5,752.30</b>	<b>0.00</b>	<b>-5,752.30</b>	<b>100.0%</b>

# **ARPA FUND** **BUDGET vs. Actual**

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
341.001 · INTEREST ON INVESTMENTS	18,792.26	500.00	18,292.26	3,758.45%
392.000 · Use of Fund Balance	0.00	515,187.34	-515,187.34	0.0%
<b>Total Income</b>	<u>18,792.26</u>	<u>515,687.34</u>	<u>-496,895.08</u>	<u>3.64%</u>
<b>Expense</b>				
492.010 · TRANSFER TO GENERAL FUND				
GOV SERV. IMPROV.	23,129.73	82,750.00	-59,620.27	27.95%
<b>Total 492.010 · TRANSFER TO GENERAL FUND</b>	<u>23,129.73</u>	<u>82,750.00</u>	<u>-59,620.27</u>	<u>27.95%</u>
492.300 · TRANSFER TO CAPITAL FUND	72,285.94	432,937.34	-360,651.40	16.7%
<b>Total Expense</b>	<u>95,415.67</u>	<u>515,687.34</u>	<u>-420,271.67</u>	<u>18.5%</u>
<b>Net Ordinary Income</b>	<u>-76,623.41</u>	<u>0.00</u>	<u>-76,623.41</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>-76,623.41</u></u>	<u><u>0.00</u></u>	<u><u>-76,623.41</u></u>	<u><u>100.0%</u></u>

# General Fund Balance Sheet

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100.005 · 1NORTHERN BANK GF DISB	-132,270.64
100.004 · GENERAL FUND DISBURSEMENT	12,067.49
100.000 · General Fund Cash	11,415.31
100.006 · PLGIT GENERAL FUND	8,689,337.08
100.108 · PLGIT P-CARD PAYMENT ACCOUNT	50.60
100.001 · Petty Cash	189.25
100.109 · Police Petty Cash	100.00
100.002 · ESSA Payroll account	1,320.34
100.003 · KOLLAR COMMITTED	5,402.63
100.007 · PLGIT OPEN SPACE	67,066.21
<b>Total Checking/Savings</b>	<u>8,654,678.27</u>
<b>Other Current Assets</b>	
130.100 · Due from Sewer Operating	44,259.75
140.300 · Taxes Receivable	6,863.37
145.100 · Accounts Receivable Adjustments	23,794.24
<b>Total Other Current Assets</b>	<u>74,917.36</u>
<b>Total Current Assets</b>	<u>8,729,595.63</u>
<b>Other Assets</b>	
155.000 · Prepaid Expenses	3,322.13
155.100 · Prepaid Insurance	13,261.00
<b>Total Other Assets</b>	<u>16,583.13</u>
<b>TOTAL ASSETS</b>	<u><u>8,746,178.76</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	11,276.43
<b>Equity</b>	
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
<b>Net Income</b>	<u>2,711,875.99</u>
<b>Total Equity</b>	<u>8,734,902.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>8,746,178.76</u></u>



8/27/2024

# Operating Reserve Fund Balance Sheet

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100.001 · ESSA Capital Reserve Account	24,311.82
100.006 · PLGIT CAPITAL RESERVE	1,342,727.30
100.103 · MC CONS. DIST. GRANT LOW VOLUME	24,579.92
100.105 · WAYNE LOAN PROCEEDS 20242	1,201.99
<b>Total Checking/Savings</b>	<u>1,392,821.03</u>
<b>Total Current Assets</b>	<u>1,392,821.03</u>
<b>TOTAL ASSETS</b>	<u><u>1,392,821.03</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
252.001 · UNEARNED GRANT REVENUE	524,019.84
<b>Total Other Current Liabilities</b>	<u>524,019.84</u>
<b>Total Current Liabilities</b>	<u>524,019.84</u>
<b>Total Liabilities</b>	524,019.84
<b>Equity</b>	
279.000 · Fund Balance	
<b>COMMITTED FUND BALANCE</b>	397,338.42
<b>Total 279.000 · Fund Balance</b>	<u>397,338.42</u>
299.000 · Retained Earnings	187,230.42
<b>Net Income</b>	<u>284,232.35</u>
<b>Total Equity</b>	<u>868,801.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,392,821.03</u></u>

# SEWER OPERATING BALANCE SHEET

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100.005 · 1NORTHERN BANK	380,428.48
100.006 · PLGIT SEWER OPERATIONS	<u>4,582,213.64</u>
<b>Total Checking/Savings</b>	<u>4,962,642.12</u>
<b>Other Current Assets</b>	
120.100 · A/R Sewer Usage Charges	<u>-71,726.69</u>
<b>Total Other Current Assets</b>	<u>-71,726.69</u>
<b>Total Current Assets</b>	<u>4,890,915.43</u>
<b>TOTAL ASSETS</b>	<u><u>4,890,915.43</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
230.010 · Due to General Fund	<u>14,753.25</u>
<b>Total Other Current Liabilities</b>	<u>14,753.25</u>
<b>Total Current Liabilities</b>	<u>14,753.25</u>
<b>Total Liabilities</b>	<u>14,753.25</u>
<b>Equity</b>	
299.000 · Fund Balance	4,079,011.91
Net Income	<u>797,150.27</u>
<b>Total Equity</b>	<u>4,876,162.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,890,915.43</u></u>

**SEWER CONSTRUCTION  
BALANCE SHEET**

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100.109 · FKB MM 2021	404,268.20
100.116 · 1NORTHERN BANK CHECKING	3,239.94
100.117 · PLGIT SEWER CONSTRUCTION	2,320,024.50
<b>Total Checking/Savings</b>	<u>2,727,532.64</u>
<b>Total Current Assets</b>	<u>2,727,532.64</u>
<b>TOTAL ASSETS</b>	<u><u>2,727,532.64</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
299.000 · Fund Balance	2,733,284.94
Net Income	-5,752.30
<b>Total Equity</b>	<u>2,727,532.64</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,727,532.64</u></u>

8/27/2024

**ARPA FUND  
Balance Sheet**

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100.002 · PLGIT ARPA	710,691.92
Total Checking/Savings	<u>710,691.92</u>
Total Current Assets	<u>710,691.92</u>
<b>TOTAL ASSETS</b>	<u><u>710,691.92</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · Retained Earnings	787,315.33
Net Income	<u>-76,623.41</u>
Total Equity	<u>710,691.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>710,691.92</u></u>



# Cefali and Associates, PC

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 550, 290 Learn Road, Tannersville, Pennsylvania 18372. TEL: (570) 629-2525. FAX: (570) 629-2602

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Frank Cefali, CPA

August 14, 2024

To the Board of Commissioners  
Pocono Township  
Tannersville, Pennsylvania

This letter is to confirm our understanding of the terms and objectives of my engagement and the nature and limitations of the services I will provide.

I will perform the following services:

1. I will assume the position of Pocono Township Treasurer and provide all required services under that position.
2. I will advise you and your staff in matters of improving internal control and bookkeeping policies.

You are responsible for:

- a. preventing and detecting fraud.
- b. identifying and ensuring that the township complies with the laws and regulations applicable to its activities.
- c. making all financial records and related information available to me and for the accuracy and completeness of that information.

My engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, I will inform the appropriate level of management of any material errors, and of any evidence or information that comes to my attention during the performance of my engagement that fraud may have occurred. In addition, I will inform you of any evidence or information that comes to my attention during the performance of my engagement regarding illegal acts that may have occurred, unless they are clearly inconsequential. I have no responsibility to identify deficiencies in your internal control as part of this engagement. However, I will inform you of any material deficiencies that come to my attention.

You are responsible for making all management decisions and performing all management functions and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services we provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

My fees for this engagement would be at our standard rates, together with any out-of-pocket costs, and will be billed as the work progresses. Invoices are payable within 30 days. My fee will be based on the number of hours spent. My current hourly rate is \$160.00 per hour.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign both copies and return one to me.

Sincerely,

A handwritten signature in black ink, appearing to read 'FC' followed by a stylized surname.

Frank Cefali, CPA  
Cefali and Associates, PC

Acknowledged: Pocono Township

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Date

## CEFALI EXPENDITURE ANNUAL

Row Labels	Sum of Amount	
2020	\$	5,963.75
2021	\$	4,751.25
2022	\$	4,732.50
2023	\$	4,390.00
<b>Grand Total</b>	<b>\$</b>	<b>19,837.50</b>



# Pocono Township Monthly Zoning Report

**TO:** Pocono Township Board of Commissioners  
**FROM:** Lindsay Scerbo, Zoning Administrator  
**CC:** Shawn McGlynn, Zoning Officer  
**DATE:** August 28, 2024

\*\*\*\*\*

Following is a report of the Zoning Office's activity from August 14<sup>th</sup> to August 28<sup>th</sup>:

## Permits Issued: 15

### Zoning Permits: 1

Commercial – 0

Residential – 1

### New Construction: 0

Commercial – 0

Residential – 0

### Building Permits: 14

Commercial – 2

Residential – 12

**Certificate of Occupancy – 8**

**Driveway – 3**

**Well – 1**

## Enforcement Actions:

- August 14, 2024 – 609 Sunlite Lane – Letter – Property Maintenance notice for allowing grass and vegetation height in excess of 10".
- August 16, 2024 – 6437 Crestview Road – Enforcement Notice – Establishing a TDU in the R-1 Zoning District.
- August 16, 2024 – 2193 Back Mountain Road – Enforcement Notice – Performed site work on the subject property that was not compliant with the approved Land Development Plan and the SALDO Ordinance. **The property owner has received approval to move forward with construction in Phase A during the time that they are filing a revised Land Development Plan for the remainder of the site.**
- August 19, 2024 – 296 Wilke Road – Enforcement Notice – Construction of a residential accessory structure, electronic privacy gate, across Wilke Road without first obtaining zoning and building permits. **The property owners have since reached out to the Zoning Office and expressed their willingness to obtain the required permits. However, it is first necessary to determine the exact location of the end of Wilke Road in relation to the existing gate.**
- August 19, 2024 – 2555 Brookdale Road – TDU Enforcement Notice – A noise disturbance was reported to and responded to by the Pocono Township Police Department.
- August 21, 2024 – 621 Post Hill Road – TDU Enforcement Notice – A noise disturbance was reported to and responded to by the Pocono Township Police Department and evidence was provided that yard parking was permitted by residents in violation of Section 302-6(A)(11) of the Township TDU Ordinance. **The property owner has since contacted our office and stated that they will take additional measures to ensure that there are no future similar instances.**

**Previously Discussed Properties:**

- 440 Cherry Lane Road – The property owner has since brought the property into compliance and the civil complaint has been withdrawn.
- 145 Marcelle Terrace – Construction of various accessory structures, interior alterations, and operating a TDU in a Zoning District in which it is not permitted. The property owner has since obtained building and zoning permits for the alterations and deck additions. An inspection has yet to be scheduled.

**Closed Violations:**

- 6123 Lake View Lane – Interior alterations to the existing single-family detached dwelling include the addition of two bathrooms and a bedroom. A building permit was issued and a certificate of occupancy was obtained following an inspection of the dwelling.
- 1476 Pocono Lane –A TDU Notice of Violation for the advertised occupancy exceeding the maximum occupancy permitted by the TDU license issued. The property owner has since amended the listing to advertise occupancy in accordance with the license issued.

**Upcoming Civil Hearings:**

- 233 Buck Fever Trail – Constructing a second-story addition on top of an existing manufactured home. **The default date for this hearing is September 9, 2024, at 10:00 AM.**
- 135 Buck Fever Trail – Occupying a manufactured home on the subject property without first obtaining permits from the Township. **The default date for this hearing is September 23, 2024, at 10:00 AM.**

**Upcoming Public Hearings:**

- 519 Post Hill Road – A variance request seeking relief from the minimum lot size requirements of the Township Zoning Ordinance. **A hearing date has yet to be determined.**



**POCONO TOWNSHIP  
NON-UNIFORMED EMPLOYEES'  
MONEY PURCHASE PENSION PLAN  
WORKSHEET FOR 2025 MMO**

- |  |                 |
|--|-----------------|
| 1. TOTAL ANNUAL PAYROLL<br>(Estimated W-2 payroll for 2025)          | \$ 1,220,986.42 |
| 2. NORMAL COST PERCENTAGE  | 9%              |
| 3. TOTAL NORMAL COST<br>(Item 1 x Item 2)                            | \$ 109,888.78   |
| 4. ADMINISTRATIVE EXPENSE  | \$ 0            |
| 5. TOTAL FINANCIAL REQUIREMENTS<br>(Item 3 + Item 4)                 | \$ 109,888.78   |
| 6. TOTAL MEMBER CONTRIBUTIONS<br>(Member Contribution Rate x Item 1) | \$ 0            |
| 7. MINIMUM MUNICIPAL OBLIGATION<br>(Item 5 - Item 6)                 | \$ 109,888.78   |

  
\_\_\_\_\_  
Signature of Chief Administrative Officer

  
\_\_\_\_\_  
Date Certified to Governing Body



**MEMO TO NOTIFY GOVERNING BOARD**

Date: 8-15-2024

SUBJECT: 2025 Minimum Municipal Obligation

For the Pocono Township Police Pension Plan

TO: Pocono Township Board of Commissioners  
GOVERNING BOARD

FROM: Jerrold Belvin, Chief Administrative Officer  
NAME

Act 205 of 1984 requires that the "chief administrative officer" of the pension plan inform the "governing board" of the municipality of the Minimum Municipal Obligation for the following year by the last business day in September. This memo, provided under the guidance of Foster & Foster (our plan's actuary), is intended to satisfy this legal requirement. Questions on our pension costs can either be addressed to me or Foster & Foster at 610-435-9577.

The calculation of the 2025 Minimum Municipal Obligation requires several assumptions relating to projected payroll. The attached 2025 Minimum Municipal Obligation certification details this determination.

**POCONO TOWNSHIP  
POLICE PENSION PLAN  
WORKSHEET FOR 2025 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2024)	\$ \$2,042,045
2. TOTAL NORMAL COST PERCENTAGE	15.95%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ \$325,706
4. TOTAL AMORTIZATION REQUIREMENT	\$ 91,031
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 0
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ \$416,737
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ \$102,102
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ \$314,635



\_\_\_\_\_  
Signature of Chief Administrative Officer

8-15-2024

\_\_\_\_\_  
Date Certified to Governing Body

**Note: The 2025 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2023.**



## **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.