



## POCONO TOWNSHIP COMMISSIONERS

### AGENDA

July 16, 2018 7:00 p.m.

#### Open Meeting

#### Pledge of Allegiance

#### Roll Call

#### Public Comments

*Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

#### Announcements –

Post Office Box closed as of July 1, 2018

Executive Session held July 9, 2018 – personnel

Executive Session held July 16, 2018 – personnel and litigation

#### Hearings –

Hearing on sign ordinance – Motion to adopt Ordinance 2018-05 amending Ordinance No. 110, the Zoning Ordinance (action item\*)

Hearing on SALDO – master sign ordinance – Motion to adopt Ordinance 2018-06 amending Ordinance 77, the Subdivision and Land Development Ordinance (action item\*)

Hearing on medical marijuana facilities – Motion to adopt Ordinance 2018-07 amending Ordinance 110, the Zoning Ordinance, to provide for the establishment and regulation of medical marijuana facilities and repealing all ordinances inconsistent herewith (action item\*)

#### Presentations –

Spirit of Swiftwater – Motion to approve request by Spirit of Swiftwater that the property meets the definition of a flag lot (action item\*)

#### OLD BUSINESS

1. Motion to approve minutes of the July 2, 2018 Meeting of Board of Commissioners (action item\*)

(Action Item\*)

\*A matter listed as an "Action Item" on the Agenda is a matter that the Board of Commissioners will discuss and may deliberate or take official action on. A matter listed on the Agenda as an "Action Item" does not require the Board of Commissioners to deliberate or take official action on that matter.

\*\* Change to agenda versus draft posted on website

2. Motion to approve minutes of July 9, 2018 work session of the Board of Commissioners (action item\*)

## **NEW BUSINESS**

1. Personnel
  - a. Public Works hiring
2. Financial Transactions
  - a. 2<sup>nd</sup> Quarter fiscal report
  - b. Motion to ratify vouchers payable received through July 13, 2018 in the amount of \$ 1,820.15 (action item\*)
  - c. Ratify gross payroll for pay period ending July 1, 2018 in the amount of \$ 80,445.44 (action item\*)
  - d. Motion to approve vouchers payable received through July 13, 2018 in the amount of \$ 173,933.37 (action item\*)
  - e. Motion to approve capital expenditure received through July 13, 2018 in the amount of \$ 36,192.27 (action item\*)
3. Travel/Training Authorizations (Approve/Ratify)

## **Report of the President**

- a. Fire Incident – 7/11/18 – Rt. 611 and Warner Road
- b. Green-Light-Go Grant -Pocono Township — \$359,658 to install an adaptive traffic signal system at seven intersections along State Routes 611 and 715.

## **Commissioners Comments**

Bob De Young – Vice President

Harold Werkheiser – Commissioner

Rich Wielebinski – Commissioner

- a. Motion to authorize the township solicitor to create a contract between Pocono Township and PMA (Patrick Briegel) for sewer consulting services (action item\*)

Jerrold Belvin – Commissioner

- a. Motion to approve the purchase of four cameras to be installed at Mountain View Park (action item\*)
- b. Motion to Authorize Solicitor & Zoning officer to investigate the UCC & State requirements for fire suppression systems in firework stores and should no UCC fire suppression requirement exist authorize the solicitor and zoning officer to craft an ordinance requiring fire suppression systems in firework stores. (action item\*)

(Action Item\*)

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\*\* Change to agenda versus draft posted on website

- c. Motion to authorize zoning officer to conduct an investigate at 1540 Sullivan Trail for possible violations due to complaints (action item\*)
- d. Motion to authorize the township solicitor to develop a draft electronic device ordinance for review and discussion by the Board (action item\*)

## **Reports**

### **1. Emergency Service**

- a. Police
- b. EMS
- c. Fire

### **2. Park Board**

### **3. Finance Committee**

### **4. Administration – Manager’s Report**

- a. Motion to revise the motion made at April 30, 2018 Board of Commissioners meeting, awarding the quote for rubberized flooring at Mountain View Park to Playground Pros from \$12,375.00 to \$14,275.00 (action item\*)
- b. Motion to approve request by Chief Werkheiser to purchase three additional MetroAlert licenses at a cost of \$5,006.85 which will increase the annual maintenance cost contract

### **5. Public Works Report**

- a. Paving project update

### **6. Township Engineer Report**

- a. Update Status Report on Sewer Redesign
- b. Update on Route 611 Sewer Line Relocation Work Update
- c. Update on Sanofi Sanitary Sewer Easement
- d. Update on enclosure for Valve Station #5
- e. Update on White Oak Culvert replacement project
- f. Update on Fish Hill Road Storm System Notice of violation from MCCD
- g. Update on grant for right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue

### **7. Township Solicitor Report**

- a. Update on Exxon Monitoring wells
- b. 2990 Route 611 – Dangerous structure – (action item\*)

(Action Item\*)

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\*\* Change to agenda versus draft posted on website

## **Resolutions**

### **Public Comment**

*Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

Executive Session – if necessary

### **Adjournment**

DRAFT

(Action Item\*)

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\*\* Change to agenda versus draft posted on website



**POCONO TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2018 - 05**

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE  
COUNTY, PENNSYLVANIA, AMENDING ORDINANCE NO. 110, THE  
ZONING ORDINANCE**

**WHEREAS**, the Board of Commissioners of the Township of Pocono has deemed it necessary to amend Ordinance No. 110, the Zoning Ordinance.

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

**SECTION I.**

A. Article VII of Ordinance No. 110, Section 701.A.6 is hereby amended by deleting the last sentence.

B. Article VII of Ordinance No. 110, Section 704.C.2 is hereby deleted and replaced as follows:

“Billboards shall have a maximum height of 30 feet measured from the roadway surface.”

C. Article VII of Ordinance No. 110, Section 704.C.3 is hereby deleted and replaced as follows:

“The minimum spacing between Billboards shall be 300 feet.”

D. Article VII of Ordinance No. 110, Section 704.E.1 is hereby deleted and replaced as follows:

“One (1) Monument Sign identifying each main entrance location, displayed toward a street to which it has permitted access.”

E. Article VII of Ordinance No. 110, Section 704.I of hereby amended to include the following:

“Temporary signs located on properties within the C, RD and I Zoning Districts must be removed from the property after a period of one (1) week, and shall only be placed on the property once every twenty-one (21) days.”

F. Ordinance No. 110, “Use Schedule” is hereby amended to add “Billboards” as a conditional use in the R-D, C, and I zoning districts.

G. Article IX of Ordinance No. 110, Section 902.C is hereby deleted in its entirety and the subsequent subsections shall be renumbered accordingly.

**SECTION II.        REPEALER**

Any existing ordinances or parts of ordinances in conflict with this Ordinance, to the extent of such conflict and no further, are hereby repealed.

**SECTION III.       SEVERABILITY**

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this Ordinance is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of the Ordinance.

**SECTION IV.       ENACTMENT**

This Ordinance shall be effective within five (5) days and shall remain in force until modified, amended or rescinded by Pocono Township, Monroe County, Pennsylvania.

**ENACTED AND ADOPTED** by the Board of Commissioners this 16<sup>th</sup> day of July, 2018.

**ATTEST:**

**POCONO TOWNSHIP BOARD OF  
COMMISSIONERS**

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**PAMELA TRIPUS**  
Township Secretary

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**GERALD J. LASTOWSKI**  
President, Board of Commissioners

**POCONO TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2018 - 06**

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE  
COUNTY, PENNSYLVANIA, AMENDING ORDINANCE NO. 77, THE  
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE**

**WHEREAS**, the Board of Commissioners of the Township of Pocono has deemed it necessary to amend Ordinance No. 77, the Subdivision and Land Development Ordinance.

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

**SECTION I.** Article IV of Ordinance No. 77, Section 408.9 is hereby added and shall read as follows:

“408.9 Master Sign Plan.

All commercial and industrial developments shall comply with the Master Sign Plan Requirements set forth in the Pocono Township Zoning Ordinance, Article VII, Section 707.”

**SECTION II.**        **REPEALER**

Any existing ordinances or parts of ordinances in conflict with this Ordinance, to the extent of such conflict and no further, are hereby repealed.

**SECTION III.**        **SEVERABILITY**

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this Ordinance is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of the Ordinance.

**SECTION IV.        ENACTMENT**

This Ordinance shall be effective within five (5) days and shall remain in force until modified, amended or rescinded by Pocono Township, Monroe County, Pennsylvania.

**ENACTED AND ADOPTED** by the Board of Commissioners this 16<sup>th</sup> day of July, 2018.

**ATTEST:**

**POCONO TOWNSHIP BOARD OF  
COMMISSIONERS**

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**PAMELA TRIPUS**  
Township Secretary

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**GERALD J. LASTOWSKI**  
President, Board of Commissioners

**POCONO TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2018 - 07**

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE  
TOWNSHIP OF POCONO, COUNTY OF MONROE, COMMONWEALTH  
OF PENNSYLVANIA AMENDING ORDINANCE NO. 110, THE ZONING  
ORDINANCE, TO PROVIDE FOR THE ESTABLISHMENT AND  
REGULATION OF MEDICAL MARIJUANA FACILITIES AND  
REPEALING ALL ORDINANCES INCONSISTENT HEREWITH**

**WHEREAS**, the Commissioners of Pocono Township, Monroe County, Pennsylvania, under the powers vested in them by the “First Class Township Code” of Pennsylvania and the authority and procedures of the “Pennsylvania Municipalities Planning Code”, as amended, as well as other laws of the Commonwealth of Pennsylvania including the Pennsylvania Medical Marijuana Act (Act 16 of 2016), do hereby enact and ordain the following amendment to the text of the Pocono Township Zoning Ordinance; and

**WHEREAS**, the Board of Commissioners of Pocono Township desire to amend its Zoning Ordinance by providing for the establishment of Medical Marijuana Facility uses in certain Zoning Districts of the Township of Pocono and providing for the regulation of same.

**NOW, THEREFORE**, be it enacted and ordained by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, and the same is hereby ordained and enacted as follows, to wit:

**SECTION 1:** The Commissioners of Pocono Township, Monroe County, Pennsylvania, under the powers vested in them by the “First Class Township Code” and the “Pennsylvania Municipalities Planning Code”, as amended, as well as other laws of the Commonwealth of Pennsylvania, including the Pennsylvania Medical Marijuana Act (Act 16 of 2016) do hereby

ordain and enact the following amendment to the text of Ordinance No. 110, the Pocono Township Zoning Ordinance, as amended.

**SECTION 2: PURPOSE.** The Purpose of this Zoning Ordinance amendment is to establish a process and standards for the establishment, construction, and operations of medical marijuana facilities, pursuant to the Pennsylvania “Medical Marijuana Act” (Act 16 of 2016) (the “Act”) and to allow for the integration of an allowed industry while providing for the protection for the public’s health, safety, morals, and general welfare.

**SECTION 3:** Article II, DEFINITIONS; Section 202, Definitions is hereby amended by adding the following definitions to read as follows:

- “A. ACADEMIC CLINICAL RESEARCH CENTER – An accredited medical school within this Commonwealth that operates or partners with an acute care hospital licensed within this Commonwealth pursuant to the Act.
- B. CAREGIVER – The individual designated by a patient to deliver Medical Marijuana.
- C. CERTIFIED MEDICAL USE – The acquisition, possession, use or transportation of Medical Marijuana by a patient, or the acquisition, possession, delivery, transportation or administration of Medical Marijuana by a caregiver, for use as part of the treatment of the patient’s serious medical condition, as authorized by certification by the Commonwealth pursuant to the Act.
- D. CLINICAL REGISTRANT – An entity that:
  - 1. Holds a permit both as a Grower/Processor and a Dispensary pursuant to the Act; and
  - 2. Has a contractual relationship with an Academic Clinical Research Center under which the Academic Clinical Research Center or its affiliate provides advice to the entity, regarding, among other areas, patient health and safety, medical applications and dispensing and management of controlled substances.

- E. COMMONWEALTH – shall mean the Commonwealth of Pennsylvania.
- F. DISPENSARY – A person, including a natural person, corporation, partnership, association, trust or other entity, or any combination thereof, which holds a current and valid permit issued by the Department of Health (“DOH”) of the Commonwealth to dispense Medical Marijuana pursuant to the provisions of the Act.
- G. DISPENSARY FACILITY – any building or structure used to dispense Medical Marijuana by a licensed Dispensary.
- H. FORM OF MEDICAL MARIJUANA – The characteristics of the Medical Marijuana recommended or limited for a particular patient, including the method of consumption and any particular dosage, strain, variant and quantity or percentage of Medical Marijuana or particular active ingredient.
- I. GROWER/PROCESSOR – A person, including a natural person, corporation, partnership, association, trust or other entity, or any combination thereof, which holds a current and valid permit from the DOH to grow and process Medical Marijuana in the Commonwealth, pursuant to the provisions of the Act.
- J. GROWER/PROCESSOR FACILITY – Any building or structure used to grow Medical Marijuana by a licensed Grower/Processor that has a current and valid license from the DOH pursuant to the Act.
- K. MEDICAL MARIJUANA – Marijuana for certified medical use as legally permitted by the Commonwealth and the provisions of the Act.
- L. MEDICAL MARIJUANA FACILITY – A Dispensary Facility or a Grower/Processor Facility.
- M. MEDICAL MARIJUANA DELIVERY VEHICLE OFFICE – Any facility used to house delivery vehicles for supplying marijuana plants or seeds to one or more Grower/Processor Facilities and/or Dispensary Facilities.

- N. REGISTRY – The registry established by the DOH for all Medical Marijuana organizations and practitioners in the Commonwealth pursuant to the provisions of the Act.”

**SECTION 4:** Article IV, BASIC DISTRICT REGULATIONS; Section 405, C

Commercial District Regulations, Subsection B.3 Conditional Uses is hereby amended to add the following additional Conditional Uses and to renumber the subsequent uses:

- “j. Dispensary Facility.  
k. Medical Marijuana Delivery Vehicle Office.”

**SECTION 5:** Article IV, BASIC DISTRICT REGULATIONS; Section 406, I Industrial

District Regulations; Subsection B.3 Conditional Uses is hereby amended to add the following additional Conditional Uses and to renumber the subsequent uses:

- “c. Grower/Processor Facility.  
d. Medical Marijuana Delivery Vehicle Office.  
e. Academic Clinical Research Center.  
f. Dispensary Facility.”

**SECTION 6:** Article V, SUPPLEMENTARY REGULATIONS is hereby amended by

adding Section 566, Section 567, Section 568 and Section 569 as follows:

“ Section 566. Academic Clinical Research Centers.

- A. Parking requirements will follow the parking regulations found in Section 512 of the Township of Pocono Zoning Ordinance. Off-Street Parking Regulations shall utilize those listed for Educational institutions (colleges, universities, technical schools, and trade schools), as appropriate.
- B. An Academic Clinical Research Center may only grow Medical Marijuana in an indoor, enclosed, and secure building which includes electronic locking systems, electronic surveillance and other features required by the DOH. The portions of the Academic Clinical Research Center where the Medical Marijuana is grown or processed shall not be located in a trailer, cargo container, mobile or modular unit, mobile home, recreational vehicle or other motor vehicle.



- C. All external lighting serving an Academic Clinical Research Center must be shielded in such a manner not to allow light to be emitted skyward or onto adjoining properties.
- D. A buffer planting is required where an Academic Clinical Research Center adjoins a residential use or district, pursuant to the Township of Pocono Subdivision and Land Development Ordinance.
- E. Any and all other provisions contained in the Act affecting the construction, use and operation of an Academic Clinical Research Center.
- F. The Academic Clinical Research Center shall require a site plan review and approval if it is utilizing an existing facility and land development review and approval if a new facility is being built and utilized.

Section 567. Grower/Processor Facility.

- A. Grower Processor Facility which grows Medical Marijuana must be owned or leased and operated by a Grower/Processor legally registered with the Commonwealth and possess a current and valid Medical Marijuana Permit from DOH pursuant to the Act.
- B. Grower/Processor Facility which grows Medical Marijuana can only do so in an indoor, enclosed, and secure building which includes electronic locking systems, electronic surveillance and other features required by the DOH. The Grower/Processor Facility shall not be located in a trailer, cargo container, mobile or modular unit, mobile home, recreational vehicle or other motor vehicle.
- C. The maximum floor area of Grower/Processor Facility shall be limited to 20,000 square feet, of which sufficient space must be set aside for secure storage of marijuana seeds, related finished product, and marijuana related materials used in production or for required laboratory testing.
- D. There shall be no emission of dust, fumes, vapors, odors, or waste into the environment from any Grower/Processor Facility where Medical Marijuana growing, processing or testing occurs.

- E. Marijuana remnants and byproducts shall be secured and properly disposed of in accordance with the DOH policy or policies and shall not be placed within any unsecured exterior refuse containers.
- F. The Grower/Processor Facility shall provide only wholesale products to other Medical Marijuana Facilities. Retail sales and dispensing of Medical Marijuana and related products is specifically prohibited at Grower/Processor Facility.
- G. Grower/Processor Facility may not be located within 1,000 feet of the property line of a public, private, or parochial school or day-care center. This distance shall be measured in a straight line from the closest exterior wall of the building or portion thereof in which the business is conducted or proposed to be conducted, to the closest property line of the protected use, regardless of the municipality in which it is located.
- H. All external lighting serving a Grower/Processor Facility must be shielded in such a manner to not allow light to be emitted skyward or onto adjoining properties.
- I. Parking requirements will follow the parking regulations found in Section 512 of the Township of Pocono Zoning Ordinance.
- J. A buffer planting is required where Grower/Processor Facility adjoins a residential use or district in accordance with the Township of Pocono Subdivision and Land Development Ordinance.
- K. Entrances and driveways to a Grower/Processor Facility must be designed to accommodate the anticipated vehicles used to service the facility.
- L. The Grower/Processor Facility shall require a site plan review and approval if it is utilizing an existing facility and land development review and approval if a new facility is being built and utilized pursuant to the provisions of the Township of Pocono Ordinances.
- M. Any and all other provisions contained in the Act affecting the construction, use and operation of a Grower/processor Facility.

- N. Any Medical Marijuana Facility lawfully operating pursuant to the Act shall not be considered in violation of these provisions by the subsequent location of a public, private or parochial school or day care center.

Section 568. Medical Marijuana Delivery Vehicle Office

- A. A traffic impact study is required where the office is to be located and operated.
- B. Parking requirements will follow the parking schedule found in Section 512 of the Township of Pocono Zoning Ordinance.
- C. All external lighting serving a Medical Marijuana Delivery Vehicle Office must be shielded in such a manner to not allow light to be emitted skyward or onto adjoining properties.
- D. A buffer planting is required where Medical Marijuana Delivery Vehicle Office adjoins a residential use or district pursuant to the Township of Pocono Subdivision and Land Development Ordinance.
- E. Entrances and driveways to a Medical Marijuana Delivery Vehicle Office must be designed to accommodate the anticipated vehicles used to enter and exit the premises.
- F. The Medical Marijuana Delivery Vehicle Office shall require a site plan review and approval if it is utilizing an existing facility and land development review and approval if a new facility is being built and utilized pursuant to the Township of Pocono Ordinances.
- G. If for some reason a Medical Marijuana product is to be temporarily stored at a Medical Marijuana Delivery Vehicle Office, the office must be secured to the same level as a Grower/Producer Facility and Dispensary Facility.
- H. Any and all other provisions contained in the Act affecting the construction, use and operation of a Medical Marijuana Delivery Vehicle Office.

Section 569. Dispensary Facility.

- A. A Dispensary Facility must be owned or leased and operated by a legally registered Dispensary in the Commonwealth and possess a current and valid Medical Marijuana permit from the DOH pursuant to the Act.
- B. A Dispensary Facility may only dispense Medical Marijuana in an indoor, enclosed, permanent, and secure building and shall not be located in a trailer, cargo container, mobile or modular unit, mobile home, recreational vehicle or other motor vehicle.
- C. Dispensary Facility may not operate on the same site that a Grower/Processor Facility is located.
- D. Dispensary Facility shall have a single secure public entrance and shall implement appropriate security measures to deter and prevent the theft of Medical Marijuana and unauthorized entrance into areas containing Medical Marijuana, all of which shall be in accordance with the Act.
- E. Permitted hours of operation of a Dispensary Facility shall be 8AM to 8PM [of the same calendar day].
- F. A Dispensary Facility shall be a maximum of 5,000 gross square feet, of which no more than 500 square feet shall be used for secure storage of Medical Marijuana, and shall have an interior customer waiting area equal to a minimum of twenty-five (25) percent of the gross floor area of the Dispensary Facility.
- G. Dispensary Facility shall:
  - (1) Not have a drive-through service;
  - (2) Not have outdoor seating areas;
  - (3) Not have outdoor vending machines;
  - (4) Prohibit the administering of, or the consumption of Medical Marijuana on the premises; and
  - (5) Not offer direct or home delivery service.
- H. A Dispensary Facility may dispense only Medical Marijuana to certified patients and caregivers as set forth in the Act and shall comply with all lawful, applicable health regulations, including those of DOH.

- I. A Dispensary Facility may not be located within 1,000 feet of a property line of a public, private or parochial school or a day-care center. This distance shall be measured in a straight line from the closest exterior wall of the building or portion thereof in which the business is conducted or proposed to be conducted, to the closest property line of the protected use, regardless of municipality in which it is located.
- J. Dispensary Facility shall be a minimum distance of 1,000 feet from the next nearest Medical Marijuana Facility. This does not include complimenting or supporting businesses covered by different definitions. This distance shall be measured in a straight line from the closest exterior walls of the buildings or portions thereof in which the businesses are conducted or proposed to be conducted, regardless of municipality in which it is located. This separation distance does not apply to the distance between the Grower/Processor Facility or Academic Clinical Research Centers and the specific Dispensary Facility they serve, or with which they partner.
- K. Any Medical Marijuana Facility lawfully operating pursuant to the Act shall not be rendered in violation of these provisions by the subsequent location of a public, private or parochial school or day-care center.
- L. All external lighting serving Dispensary Facility must be shielded in such a manner to not allow light to be emitted skyward or onto adjoining properties.
- M. Parking requirements will follow the parking schedule found in Section 512 of the Township of Pocono Zoning Ordinance. Off-Street Parking Regulations shall utilize those listed for medical and dental offices including outpatient clinics.
- N. A buffer planting is required where a Dispensary Facility adjoins a residential use or district pursuant to the Township of Pocono Subdivision and Land Development Ordinance.
- O. Entrances and driveways to a Dispensary Facility must be designed to accommodate the anticipated vehicles used to service the facility.

- P. The Dispensary Facility shall require a site plan review and approval if it is utilizing an existing facility and a land development review and approval if a new facility is being built and utilized pursuant to the Township of Pocono Ordinances.
- Q. Any and all other provisions contained in the Act affecting the construction, use and operation of a Dispensary Facility.”

**SECTION 7:** Ordinance No. 110, “Use Schedule” is hereby amended to add the following uses:

- “Academic Clinical Research Center” as a conditional use in the I zoning district;
- “Dispensary Facility” as a conditional use in the C and I zoning districts;
- “Grower/Processor Facility” as a conditional use in the I zoning district; and
- “Medical Marijuana Delivery Vehicle Office” as conditional use in the C and I zoning districts.”

**SECTION 8: SEVERABILITY.** If a court of competent jurisdiction declares any provisions of this Ordinance to be invalid in whole or in part, the effect of such decision shall be limited to those provisions expressly stated in the decision to be invalid, and all other provisions of the Zoning Ordinance shall continue to be separately and fully effective.

**SECTION 9: REPEALER.** All provisions of Township ordinances and resolutions or parts thereof that are in conflict with the provisions of this Ordinance, are hereby repealed.

**SECTION 10: ENACTMENT.** This Ordinance shall be effective five (5) days after the date of passage.

**ENACTED AND ADOPTED** by the Board of Commissioners this 16<sup>th</sup> day of July, 2018.

**ATTEST:**

**POCONO TOWNSHIP BOARD OF  
COMMISSIONERS**

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**PAMELA TRIPUS**  
Township Secretary

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**GERALD J. LASTOWSKI**  
President, Board of Commissioners



**Boucher & James, Inc.**  
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

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570-629-0300  
Fax 570-629-0306

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Bethlehem, PA 18018  
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Fax 610-419-9408

[www.bjengineers.com](http://www.bjengineers.com)

July 3, 2018

***Revised July 10, 2018***

Pocono Township Planning Commission  
112 Township Drive  
P.O. Box 197  
Tannersville, PA 18372

**SUBJECT: SPIRIT OF SWIFTWATER FINAL MINOR SUBDIVISION PLAN REVIEW NO. 1  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
PROJECT NO. 1830070R**

Dear Planning Commission Members:

Pursuant to the Township's request, we have completed our first review of the Minor Subdivision Plan Application for the Spirit of Swiftwater. The submitted information consists of the following items.

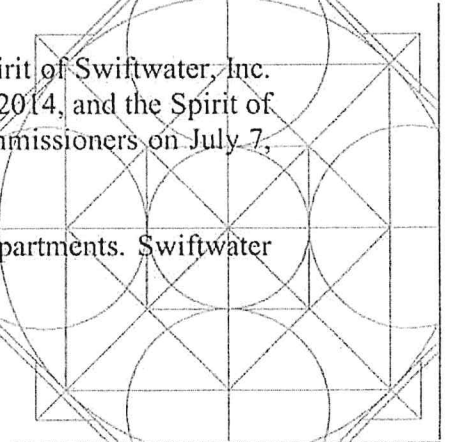
- Pocono Township Land Development Application.
- Pocono Township Plan Receipt Checklist.
- Highway Occupancy Permit No. 05049834, issued April 20, 2015, expired April 20, 2016.
- Property Deed, Deed Book 2049, Page 2420.
- Final Minor Subdivision Plan (1 sheet) prepared by Keystone Consulting Engineers, dated May 9, 2018.

**BACKGROUND INFORMATION**

The Applicant, Spirit of Swiftwater, Inc., is proposing a two (2) lot minor subdivision of its property located on the western side of State Route 0611, across from State Route 0314. (Parcel No. 12/12/2/8). The existing property has a net area of 24.97 acres and is located within the C, Commercial Zoning District. The property consists of 66 apartment units with associated parking, public water and sewer services, and access from State Route 0611. Swiftwater Creek and an unnamed tributary traverse the site and run parallel to State Route 0611. The remainder of the property consists of woodlands.

This property was the subject of land development plans in 2014. The Spirit of Swiftwater, Inc. Phase II – Hotel was approved by the Board of Commissioners on June 2, 2014, and the Spirit of Swiftwater, Inc. Phase I - Apartments was approved by the Board of Commissioners on July 7, 2014. Phase I has been constructed while Phase II remains unconstructed.

Proposed Lot 1 will have an area of 17.792 acres and consist of the existing apartments. Swiftwater





Creek and an unnamed tributary will traverse Proposed Lot 1. The remainder of Proposed Lot 1 will be woodlands. Access from State Route 0611 and to Proposed Lot 1 will be through Proposed Lot 2.

Proposed Lot 2 will have an area of 9.066 acres and consist of woodlands. Proposed Lot 2 will consist of existing woodlands. The proposed hotel in the Spirit of Swiftwater Phase II development will be located on Proposed Lot 2 once it is constructed.

In accordance with Article II, Definitions, of the Subdivision and Land Development Ordinance, the proposed two (2) lot subdivision is considered a Minor Subdivision.

Based on our review of the above information, we offer the following comments and/or recommendations for your consideration.

### **ZONING ORDINANCE COMMENTS**

1. The zoning data for each proposed lot must be listed in the Zoning Data chart to confirm compliance with the requirements listed in Section 405.C.
2. In accordance with Section 405.C.(1)(a), the required minimum lot area is 1 acre. *The plan shall clarify the gross and net lot areas of Proposed Lots 1 and 2. In addition, if Proposed Lot 2 continues as a flag/panhandle lot, the access corridor (staff) shall be removed when computing the net lot area per Section 606.5.J. of the Subdivision and Land Development Ordinance.*
3. In accordance with Section 405.C.(1)(b), the required minimum lot width is 100-feet. *As proposed Lot 2 does not meet the minimum lot width at the building setback line per the definition of Lot Width in Section 202 of the Zoning Ordinance. The Subdivision and Land Development Ordinance does permit flag/panhandle lots per Sections 204 and 606.5. Flag/panhandle lots are permitted at the sole discretion of the Board of Commissioners. It appears Proposed Lot 2 may qualify as a flag/panhandle lot should it be permitted by the Board of Commissioners.*

### **SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUIREMENTS**

4. In accordance with Section 404.1(C), "the survey shall not have an error of closure greater than one in 10,000 feet and shall include boundary closure report." *Boundary closure reports must be provided for Proposed Lots 1 and 2 and the Lot 1 Access Easement. The following are comments based upon our review of the proposed lots and access easement as shown on the plan.*
  - a. *Distances along the property line with bearing N 53°43'53"W must be provided on Proposed Lots 1 and 2.*
  - b. *The proposed Lot 1 Access Easement does not appear to close and should be revised accordingly.*

5. In accordance with Section 404.1(E), “plans shall be legible in every detail.” *What appears to be a stream buffer and associated dimensions, and the soil boundary lines are difficult to read. The plans must be revised for clarity.*
6. In accordance with Section 404.2(M), “reference monuments and/or lot markers shall be shown on the plan and shall be placed as required by §608 of this Ordinance.” *Existing pins along the existing property boundary are shown as found on the plans. Monuments and markers must be placed along the existing and proposed property boundaries in accordance with Sections 608.A.(4) and 608.B.(4).*
7. In accordance with Section 404.2 (P), “the name and number and pavement width and right-of-way lines of all existing public roads and the name, location and pavement width and right-of-way lines of all other roads within or abutting the property” must be shown on the plan. *The pavement and right-of-way widths must be dimensioned on the plan.*
8. In accordance with Section 404.2(W), the “location of all flood hazard areas as shown on the most recent FIA/FEMA mapping” must be shown on the plan. *The FEMA maps have been updated since 1986, and the plan view and Site Data note 10 must be revised accordingly.*
9. In accordance with Section 404.2(AA), “a location map at a scale of one inch equals 800 feet for the purpose of locating the property being subdivided” must be provided on the plan. *State Route 0611 must be labeled on the Location Map to aid in locating the project site.*
10. In accordance with Section 404.2(CC), “signature blocks for the Township Engineer and Monroe County Planning Commission” must be provided on the plan. *Signatures blocks for the Township Engineer and Monroe County Planning Commission must be provided on the plan. The Township Engineer signature block shall read as follows:*

\_\_\_\_\_  
Township Engineer

\_\_\_\_\_  
Date

11. In accordance with Section 404.2(GG), “the following items and notes shall be on all final plans when applicable, in the form of protective and/or restrictive covenants.” *The notes in Sections 404.2(GG)(8) and 404.2(GG)(9) must be placed on the plan.*

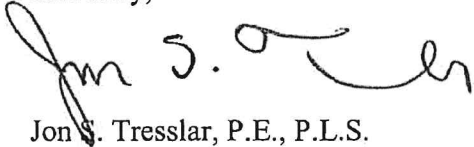
The above comments represent a thorough and comprehensive review of the information submitted with the intent of giving the Township the best direction possible. However, due to the nature of the comments, the receipt of a revised plan submission may generate new comments.

In order to facilitate an efficient re-review of revised plans, the Surveyor should provide a letter, addressing item by item, their action in response to each of our comments.

We recommend the above comments be addressed to the satisfaction of Pocono Township prior to approval of the proposed subdivision.

If you should have any questions regarding the above comments, please call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon S. Tresslar". The signature is fluid and cursive, with the first name "Jon" being more prominent.

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

JST/mep/cg

cc: Donna Asure – Township Manager  
Pam Tripus – Township Secretary  
Michael Tripus – Township Zoning Officer  
Leo DeVito, Esquire – Township Solicitor  
Lisa Pereira, Broughal & DeVito, LLP  
Anthony P. Maula, Spirit of Swiftwater, Inc. – Property Owner/Applicant  
Gary Fitch, Empire Professional Management  
Rudolf M. Wolff, Jr., P.L.S., Keystone Consulting Engineers – Applicant's Surveyor  
Melissa E. Prugar, P.E. – Boucher & James, Inc.



**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**JULY 2<sup>nd</sup>, 2018 7:00 P.M.**

**DRAFT**  
Revised 7/12/2018

The regular meeting of the Pocono Township Commissioners was held on Tuesday, 07/02/2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Gerald Lastowski, present; Bob M. DeYoung, present; Harold Werkheiser, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

**IN ATTENDANCE:**

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna Asure, Township Manager; and Pamela Tripus, Township Secretary, were present.

**PUBLIC COMMENT:**

Maxine Turbolski, Twp. resident, commented on the need of road patching on Brookdale Road, Dyson Road, Sunset Drive, and Pippin Way. She asked about the renovation plans. J. Lastowski explained the Township is working with a realtor to look at various alternatives.

Ellen Gndt, Twp. resident, questioned the settlement for Christopher Staples. J. Lastowski read the motion to be approved. Discussion followed. L. DeVito, Twp. Solicitor, explained it was to resolve the last two remaining issues.

**ANNOUNCEMENTS:**

A) An executive session was held on June 27<sup>th</sup> 2018 to discuss personnel.

B. DeYoung made a motion, seconded by R. Wielebinski to suspend the agenda to hire the new Pocono Township Police Officers. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Hiring of Pocono Township Police Officers - J. Lastowski made a motion, seconded by J. Belvin, to hire Ryan Melley, James Scott, Joseph Bianchi and Kristen Long effective 07/02/2018 as Police Officers to the Pocono Township Police Department. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**SWEARING IN OF NEW POLICE OFFICERS:**

District Magistrate Daniel Kresge swore in:

Ryan Melley

James Scott

Joseph Bianchi

Kristen Long

J. Lastowski welcomed the new Pocono Township Police Officers and noted how proud the Township is of the Police Department. The Board congratulated the new officers.

**MINUTES:**

R. Wielebinski made a motion, seconded by J. Belvin, to ratify the corrected minutes of the 05/21/2018 regular meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by B. DeYoung, to approve the minutes of the 06/18/2018 meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**NEW BUSINESS:**

Personnel

B. DeYoung made a motion, seconded by J. Belvin, to ratify the hiring of Michael Halsell as seasonal park employee, beginning 06/29/2018 at a rate of \$12.00 per hour for approximately 39 hours per week. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Seasonal Park Employees:

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify the hiring of Joshua Hartman as seasonal park employee, beginning 06/23/2018 at a rate of \$12.00 per hour for approximately 39 hours per week. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

FMLA Leave

J. Belvin made a motion, seconded by J. Lastowski, to approve intermittent FMLA for Laura Fluegel from 05/24/2018 to 05/24/2019. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Merit increases -

J. Belvin made a motion, seconded by J. Lastowski, to approve a merit increase for Pamela Tripus from \$21.09 to \$23.27 per hour effective 07/02/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

B. DeYoung made a motion, seconded by R. Wielebinski, to approve a merit increase for Robert Sargent from \$26.00 to \$28.00 per hour effective 07/02/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve a merit increase for Paola Razzaq from \$18.00 to \$21.15 per hour effective 07/02/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.



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Financial Transactions-

Ratify Vouchers Payable

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable for the period ending 06/29/2018 in the amount of \$2,975.21. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll

R. Wielebinski made a motion, seconded by B. DeYoung, to ratify gross payroll for pay period ending 06/17/2018 in the amount of \$88,850.48. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by R. Wielebinski, to approve voucher payables received through 06/29/2018 in the amount of \$76,787.40. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

R. Wielebinski made a motion, seconded by J. Belvin, to approve Capital expenditures received through 06/29/2018 in the amount of \$230,588.34. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

D. Asure noted it included the Seal Coat contract payment.

**REPORT OF THE PRESIDENT**

Gerald Lastowski, President spoke on the issues of the Fish Hill Culvert project and the development of a plan to inspect the roads and culverts on a yearly basis. Discussion followed on preventable maintenance of Twp. roads.

**COMMISSIONERS COMMENTS**

Robert M. DeYoung, Vice-President - no report.

Harold Werkheiser, Commissioner - absent.

Richard Wielebinski, Commissioner, commented on the line striping on less traveled roads.

Jerrod Belvin, Commissioner - no report.

**REPORTS:**

FINANCE COMMITTEE - No report.

ZONING OFFICER - Michael Tripus, Zoning Officer, gave his report for June and a year to date report. He noted 11 Short term rental application were received, 7 certificate issues, 2 withdrawn, and 2 in process.

ADMINISTRATION - MANAGER'S REPORT

PenTelaData -

R. Wielebinski made a motion, seconded by J. Belvin, to ratify the PenTeleData agreement, increasing the Township internet speed from 08/2 to 50/5 for a term of one year for a cost of \$149.95 per month as recommended by ARGS Technology. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Taser Purchase - K. Werkheiser explained the Taser is manufactured and serviced by one company. Discussion followed.

J. Belvin made a motion, seconded by J. Lastowski, to authorize the purchase of seven Tasers from Axxom at a cost of \$8,134.00 as budgeted in the 2018 budget pending review of sole source by the Twp. Solicitor. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

MCTI Agreement

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify the agreement with MCTI for Police services at \$78.00 per hour for the 2018-2019 School year. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Update on TLC Field and ESSA Grant - D.ASURE, Twp. Manager, noted she spoke to ESSA foundation and a the next grant is available in September to apply for funding for repairs to TLC ballfield.

Police Pension

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the advertisement of a public hearing for the Police Pension Ordinance for 08/06/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Pocono Logistics ZHB

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Solicitor to represent the Township at the Zoning Hearing for Pocono Logistics scheduled for 07/31/2018 at 5:00 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

PA House Finance Committee - Resolution 291

D. ASURE, Twp. Manager reported that on 03/14/2018, HR291 directs the PA Department of Revenue, along with the DCED to conduct a study to see if they should replace the current Local Tax Collection system and roll up the Local Earned Income Tax to be collected by the Department of Revenue at the State level. The study is required to be completed by 12/31/2018. PA State Representative Jack Rader spoke concerning the bill.

Representative Rader noted he is continuing to work on the bill for leaf collection.



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Met-ED Meeting - D. Asure noted a meeting will be held 07/17/2018 at 7:00 p.m. at Stroudsburg High School for Met-ED customers who experienced power failures and delay in restoration of power.

Intersection of Route 611 and Rimrock Road cost analysis-

D. Asure, Twp. Manager, explained she has spoken to State Senator Mario Scavello who is considering a grant for right hand turn lanes at Rimrock Road and Bartonsville Ave. As part of the grant, he is requesting the Twp. Engineer's prepare a cost estimate for the project. PA State Representative Jack Rader noted he spoke to PA Senator Mario Scavello and the cost estimate is necessary for the grant. Discussion followed. J. Lastowski made a motion, seconded by J. Belvin, to authorize the Township Engineer to conduct a cost analysis study for the intersections of Route 611, Rimrock Road and Bartonsville Avenue for submittal with a grant request for right hand turning lanes in both directions as requested by PA State Senator Mario Scavello. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

PUBLIC WORKS REPORT:

Paving Project Update - D. Asure, Twp. Manager, explained the Seal Coat project is completed. The paving project has started with Scotrun Drive, Meadow Court completed. The Public Works Department has installed pipes on Babbling Brook Road with four additional pipes remaining to be installed.

Hiring of Public Works employees - D. Asure, Twp. Manager, explained approximately 15 qualified applications were received and Bob Sargent Road Supervisor and herself will conduct interviews. She expects the recommendations will be ready by the 07/16/2018 BOC meeting.

Township Engineer Report:

Status Report on Sewer Redesign - J. Tresslar, Twp. Engineer, reported the work complete. A few punch list items remain.

Route 611 Sewer Line Relocation Work Update - J. Tresslar, Twp. Engineer, reported a meeting with UGI will be scheduled, soon. Discussion followed on UGI's work planned near the sewerline. J. Tresslar noted a problem with Prosser Labs not marking out the sewerlines for construction work (PA One Call). D. Asure, Twp. Manager explained she spoke to Patrick Briegel and they are reviewing the Prosser Labs contract. Discussion followed. No action taken.

Sanofi Sanitary Sewer Easement - J. Tresslar, Twp. Engineer, explained the portion of the Sewer Easement is in the PennDOT right-of-way.

Update on White Oak Culvert replacement project - No report.

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**TWP. ENGINEER REPORT CONT:**

Update on Fish Hill Road Storm System Notice of Violation from MCCD -  
Discussed under the President's report.

Infrastructure meeting with Monroe County Planning Commission - J.  
Tresslar, Twp. Engineer, reported the meeting was to discuss the MCPC's  
plan to update the County infrastructure plan. MCPC is offering  
assistance to Township with data collection and other projects.

Township Solicitor Report

Exxon Monitoring Wells Agreement - L. DeVito, Twp. Solicitor, explained  
he is waiting for a response. Discussion followed.

Amusement Tax Ordinance - L. DeVito, Twp. Solicitor, explained at the  
Board's request he investigated the issue to exempt the Volunteer Fire  
Company from the Amusement Tax.

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the  
Township Solicitor to advertise for a Public hearing on 08/06/2018. D.  
Asure, Twp. Manager, reported she reached out to Camelback and Great  
Wolf to request information on their ticket sales and informed them the  
Township is moving forward with the Ordinance. Discussion followed. Roll  
call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and  
J. Belvin, yes. Motion carried.

Manager's Ordinance - L. DeVito, Twp. Solicitor, explained discussion  
has occurred on the Twp. Manager's ordinances and the Ordinance has been  
revised.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the  
Township Solicitor to advertise for a public hearing on 08/06/2018  
concerning Manager's Ordinance. Roll call vote: R. Wielebinski, yes; J.  
Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Staple's Settlement Agreement - L. DeVito, Twp. Solicitor, explained it  
is for resolution of all existing claims with Mr. Staples.

J. Lastowski made a motion, seconded R. Wielebinski, to approve the  
settlement agreement with Christopher Staples which consists of a  
payment of \$7,723.52, less standard withholdings, representing payment  
for 120 hours of accrued and unused vacation and 104 hours of accrued  
and unused holidays for which he will receive a W-2 and a payment of  
\$7,599.80 representing a tax reimbursement and to authorize the  
President of the Board of Commissioners to execute the document. D.  
Asure, Twp. Manager, asked for the clarification as to the timing of the  
payment of the settlement. Roll call vote: R. Wielebinski, yes; J.  
Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

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**PUBLIC COMMENT:**

Michael Velardi, Twp. Resident, Pocono Circle, spoke concerning drainage in front of his home. J. Lastowski requested he contact the Road Supervisor.

Christopher Ortolan, Twp. Resident, Tara Drive, questioned the tar and chip on his road and others. R. Wielebinski noted the seal coat should extend the life of the roadways for an additional 3 years. Discussion followed.

Christopher Ortolan, Twp. Resident, spoke concerning the amusement tax ordinance.

Keith Meeker, Twp. Resident, congratulated Jerrod Belvin for his emergency management training and being accepted on the County Emergency Planning Commission (LEPC).

Ellen Gndt, Twp. Resident, commented on the 06/04/2018 minutes concerning pension motion. Discussion followed. J. Lastowski requested D. Asure contact the actuary to discuss.

Ellen Gndt, Twp. Resident, requested Public comment after each reports and commented on the 611 & Rimrock Road grant.

**ADJOURNMENT:**

J. Belvin made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:45 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**Work Session Minutes**

**DATE:** July 9, 2018  
**TIME:** 1:00 pm  
**PLACE:** Township Building  
**PRESIDING COMMISSIONER:** Jerry Lastowski  
**ROLL CALL:**

Harold Werkheiser - Absent  
Richard Wielebinski – Present  
Robert DeYoung – Absent  
Jerrod Belvin – Present

Also present were members of PFM – Wes Hall, Scott Shearer and Ben Kapenstein, Bond Council Jens Damgaard, Township Solicitor Leo DeVito and Donna Asure-Township Manager

The work session was called to order at 1:05 pm by President Lastowski.  
The work session was to discuss the financial condition of the Pocono Township sewer system and the user fee options the township may have going forward.

Discussion took place concerning the following issues –

- The current billing policy and the need for everyone to pay something
- The amount of fixed costs for the system
- The need to look at the current resolutions in place that define the type of use and the EDU's assigned
- Reserving of EDU's for future developments by developers
- The need for a sewer system valuation study
- The need to study the costs of Phase II
- The reimbursement from the sewer fund to the general fund for acceptable expenses
- Possibility of getting a credit rating for the township and the refinancing of current debt

Commissioner Wielebinski left the work session at 2pm but continued in the discussion on the phone.

PFM was asked to provide the township with a proposal to do a sewer system valuation study.

Discussion will need to continue on the best way to lower user rates and to accomplish the goals of the board.

There was no public comment received.

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.

The work session ended at 3:00pm.

Submitted by:

Donna M. Asure  
Township Manager

# TREASURER'S REPORT SUMMARY

## Q2 2018

### REVENUE

	<b>2018</b>				
	<b>GENERAL FUND</b>	<b>CAPITAL RESERVE</b>	<b>LIQUID FUELS</b>	<b>SEWER OPERATING</b>	<b>SEWER CONSTRUCTION</b>
Q1	\$ 1,078,653	\$ 1,999	\$ 474,168	\$ 989,205	\$ 1,098
<b>Q2</b>	<b>\$ 3,540,639</b>	<b>\$ 106,825</b>	<b>\$ 595</b>	<b>\$ 2,025,322</b>	<b>\$ 823</b>
Total	<u>\$ 4,619,292</u>	<u>\$ 108,824</u>	<u>\$ 474,762</u>	<u>\$ 3,014,527</u>	<u>\$ 1,921</u>
2018 BUDGET	\$ 6,927,688	\$ 4,104,764	\$ 466,734	\$ 4,929,694	\$ 10,000
% OF BUDGET	66.68%	2.65%	101.72%	61.15%	19.21%

	<b>2017</b>				
	<b>GENERAL FUND</b>	<b>CAPITAL RESERVE</b>	<b>LIQUID FUELS</b>	<b>SEWER OPERATING</b>	<b>SEWER CONSTRUCTION</b>
Q1	\$ 1,326,191	\$ 1,076,726	\$ 450,579	\$ 2,218,867	\$ 3,643,780
<b>Q2</b>	<b>\$ 3,500,004</b>	<b>\$ 1,095</b>	<b>\$ 563</b>	<b>\$ 1,098,060</b>	<b>\$ 6,414</b>
Total	<u>\$ 4,826,195</u>	<u>\$ 1,077,821</u>	<u>\$ 451,142</u>	<u>\$ 3,316,927</u>	<u>\$ 3,650,194</u>
2017 BUDGET	\$ 8,507,298	\$ 1,057,942	\$ 444,567	\$ 5,857,061	\$ 2,807,017
% OF BUDGET	56.73%	101.88%	101.48%	56.63%	130.04%

### EXPENSES

	<b>2018</b>				
	<b>GENERAL FUND</b>	<b>CAPITAL RESERVE</b>	<b>LIQUID FUELS</b>	<b>SEWER OPERATING</b>	<b>SEWER CONSTRUCTION</b>
Q1	\$ 1,396,588	\$ 169,043	\$ -	\$ 479,642	\$ 232,686
<b>Q2</b>	<b>\$ 1,326,711</b>	<b>\$ 345,987</b>	<b>\$ -</b>	<b>\$ 583,963</b>	<b>\$ 172,639</b>
Total	<u>\$ 2,723,299</u>	<u>\$ 515,030</u>	<u>\$ -</u>	<u>\$ 1,063,605</u>	<u>\$ 405,325</u>
2018 BUDGET	\$ 6,033,443	\$ 1,718,142	\$ 465,611	\$ 2,833,265	\$ 620,000
% OF BUDGET	45.14%	29.98%	0.00%	37.54%	65.37%

	<b>2017</b>				
	<b>GENERAL FUND</b>	<b>CAPITAL RESERVE</b>	<b>LIQUID FUELS</b>	<b>SEWER OPERATING</b>	<b>SEWER CONSTRUCTION</b>
Q1	\$ 2,484,026	\$ -	\$ -	\$ 3,652,230	\$ 10,858
<b>Q2</b>	<b>\$ 1,286,380</b>	<b>\$ 101,880</b>	<b>\$ -</b>	<b>\$ 590,429</b>	<b>\$ 47,258</b>
Total	<u>\$ 3,770,406</u>	<u>\$ 101,880</u>	<u>\$ -</u>	<u>\$ 4,242,659</u>	<u>\$ 58,116</u>
2017 BUDGET	\$ 8,627,723	\$ 1,045,942	\$ 444,567	\$ 6,151,469	\$ 702,129
% OF BUDGET	43.70%	9.74%	0.00%	68.97%	8.28%

General Fund  
Treasurer's Report: Q2 2018

CASH ACCOUNTS BEGINNING BALANCES\*

	Q1 2018	Q2 2018
ESSA CD	1,010,500.92	1,014,019.19
GENERAL CASH	971,155.44	706,609.14
Payroll	1,000.00	1,000.00
Petty Cash	170.98	112.91
FEES IN LIEU	108,696.00	108,750.22
*From balance sheet	2,091,523.34	1,830,491.46

Income

	Q1 2018	Q2 2018	Q1 & Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
301.100 · Real Estate Taxes - Current	292,895.06	2,401,340.98	2,694,236.04	2,884,347.00	-190,110.96	93.41%
310.200 · Earned Income Taxes	375,263.67	528,951.85	904,215.52	1,500,000.00	-595,784.48	60.28%
Taxes Other						
301.200 · Real Estate Taxes - Delinquent	31,338.98	0.00	31,338.98	130,000.00	-98,661.02	24.11%
301.300 · Returned Taxes - Upset Sale		22.08				
310.100 · Real Estate Transfer Taxes	101,241.49	129,264.66	230,506.15	190,000.00	40,506.15	121.32%
310.500 · Local Services Taxes	95,176.28	104,941.65	200,117.93	480,000.00	-279,882.07	41.69%
Total Taxes Other	227,756.75	234,228.39	461,985.14	800,000.00	-338,014.86	57.75%
Licenses, permits and fees						
321.800 · Cable TV Franchise Fees	49,838.57	0.00	49,838.57	200,000.00	-150,161.43	24.92%
322.100 · Application fees	2,550.00	0.00	2,550.00	0.00	2,550.00	100.00%
Total Licenses, permits and fees	52,388.57	0.00	52,388.57	200,000.00	-147,611.43	26.19%
Fines and Forfeits						
331.100 · Court Fines - District Magistra	17,083.85	14,001.88	31,085.73	50,000.00	-18,914.27	62.17%
331.110 · Motor Vehicle Code Violations	3,155.34	5,976.53	9,131.87	20,000.00	-10,868.13	45.66%
331.200 · Ordinance Violations	0.00	0.00	0.00	0.00	0.00	0.0%
Total Fines and Forfeits	20,239.19	19,978.41	40,217.60	70,000.00	-29,782.40	57.45%
341.010 · Interest on Investments	4,588.14	7,400.64	11,988.78	28,000.00	-16,011.22	42.82%
Other State Grants						
354.100 · Police Grants	206.88	3,045.00	3,251.88	10,000.00	-6,748.12	32.52%
355.010 · Public Utility Realty Tax	0.00	0.00	0.00	5,600.00	-5,600.00	0.0%
355.040 · Alcoholic Beverage Licenses	3,000.00	0.00	3,000.00	4,000.00	-1,000.00	75.0%
355.050 · Pension System State Aid	0.00	0.00	0.00	214,141.00	-214,141.00	0.0%
355.070 · Foreign Fire Insurance	0.00	0.00	0.00	84,000.00	-84,000.00	0.0%
355.100 · State Payments in Lieu of Taxes	0.00	0.00	0.00	400.00	-400.00	0.0%
Total Other State Grants	3,206.88	3,045.00	6,251.88	318,141.00	-311,889.12	1.97%
357.030 · County Grants	1,571.67					
362.100 · Police Services						

General Fund  
Treasurer's Report: Q2 2018

	Q1 2018	Q2 2018	Q1 & Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
362.101 · Reimbursement Police overtime	0.00	770.62	770.62	5,000.00	-4,229.38	15.41%
362.100 · Police Services - Other	9,652.50	10,705.50	20,358.00	40,000.00	-19,642.00	50.9%
Total 362.100 · Police Services	9,652.50	11,476.12	21,128.62	45,000.00	-23,871.38	46.95%
Building Permits						
362.410 · Building Permits - BIU	35,438.92	100,871.00	136,309.92	400,000.00	-263,690.08	34.08%
Total Building Permits	35,438.92	100,871.00	136,309.92	400,000.00	-263,690.08	34.08%
Charges for Services						
362.492 · Short Term Rental Permit	2,192.00	1,807.50	3,999.50	2,500.00	1,499.50	159.98%
361.310 · Subdivision, Land Develop Fees	1,450.00	500.00	1,950.00	10,000.00	-8,050.00	19.5%
361.330 · Zoning Hearing Board Fees	250.00	100.00	350.00	7,500.00	-7,150.00	4.67%
361.340 · Cond Use, Curative PRD Fees	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
361.400 · Plan Review Fees	1,000.00	0.00	1,000.00	0.00	1,000.00	100.0%
361.500 · Sale of Maps and Publications	0.00	0.00	0.00	100.00	-100.00	0.0%
361.700 · Reproduction of Records	16.95	80.70	97.65	500.00	-402.35	19.53%
362.110 · Sale of Police Reports	1,470.50	1,596.60	3,067.10	6,000.00	-2,932.90	51.12%
362.130 · Security Alarm Fees	0.00	0.00	0.00	200.00	-200.00	0.0%
362.300 · Zoning Permits	19,608.90	11,471.35	31,080.25	115,000.00	-83,919.75	27.03%
362.440 · Sewer System Permits	7,057.00	7,325.00	14,382.00	15,000.00	-618.00	95.88%
362.450 · Use & Occupancy Permits	975.00	850.00	1,825.00	2,500.00	-675.00	73.0%
362.475 · Well Permits	700.00	1,326.10	2,026.10	1,500.00	526.10	135.07%
362.480 · Pool Permits	50.00	293.00	343.00	100.00	243.00	343.0%
362.485 · Sign Permits	4,375.00	2,925.00	7,300.00	5,000.00	2,300.00	146.0%
362.491 · Fireworks Permits	0.00	100.00	100.00	300.00	-200.00	33.33%
362.495 · UCC Fees	243.00	301.50	544.50	500.00	44.50	108.9%
362.600 · Miscellaneous Permits	100.00	800.00	900.00	500.00	400.00	180.0%
363.500 · Public Works Services	0.00	8,842.40	8,842.40	5,000.00	3,842.40	176.85%
Total Charges for Services	39,488.35	38,319.15	77,807.50	175,200.00	-97,392.50	44.41%
367.140 · Pavilion Rental Fees	5,109.60	7,821.50	12,931.10	15,500.00	-2,568.90	83.43%
367.180 · Heritage Center Rental Fees	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Other Operating Revenue						
389.101 · Other Unclassified Revenue	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%
387.100 · Contributions and Donations	1.00	0.00	1.00	500.00	-499.00	0.2%
Total Other Operating Revenue	1.00	0.00	1.00	200,500.00	-200,499.00	0.0%
Other Financing Sources						
391.200 · Distribution of PJJWA Account	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
391.100 · Sale of Surplus Property	1,975.00	7,831.00	9,806.00	10,000.00	-194.00	98.06%
395.000 · Refunds of Prior Year Expenses	9,077.46	179,374.70	188,452.16	180,000.00	8,452.16	104.70%

General Fund  
Treasurer's Report: Q2 2018

	Q1 2018	Q2 2018	Q1 & Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
<b>Total Other Financing Sources</b>						
Total Income	11,052.46	187,205.70	198,258.16	290,000.00	-91,741.84	68.37%
Expense	1,078,652.76	3,540,638.74	4,619,291.50	6,927,688.00	-2,308,396.50	66.68%
<b>General Government</b>						
400.110 · Salary & Wages - Legislative	4,062.50	4,062.50	8,125.00	16,250.00	-8,125.00	50.0%
400.192 · Legislative SSI Tax	310.75	310.80	621.55	1,243.00	-621.45	50.0%
400.260 · Minor Equipment	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
400.420 · Dues, Subscriptions & Membershi	4,019.50	125.00	4,144.50	7,500.00	-3,355.50	55.26%
400.460 · Legislative -Meetings & Training	1,203.23	452.71	1,655.94	1,000.00	655.94	165.59%
400.540 · Legislative - Donations	62.42	0.00	62.42	1,000.00	-937.58	6.24%
401.110 · Admin Salaries & Wages	19,615.38	36,282.05	55,897.43	90,000.00	-34,102.57	62.11%
401.192 · Admin SSI Taxes	1,500.54	2,775.54	4,276.08	6,885.00	-2,608.92	62.11%
401.196 · Admin Health Insurance	4,077.40	3,058.05	7,135.45	12,480.00	-5,344.55	57.18%
401.197 · Admin HRA Fees	14.85	14.85	29.70	1,364.00	-1,334.30	2.18%
401.198 · Non-Uniformed Pension Plan	882.69	1,176.92	2,059.61	7,650.00	-5,590.39	26.92%
401.199 · Admin Life and Disability Ins	63.00	197.00	260.00	756.00	-496.00	34.39%
401.200 · Administration Allowances	0.00	334.18	334.18	1,000.00	-665.82	33.42%
401.220 · Admin Operating Supplies	0.00	0.00	0.00	8,500.00	-8,500.00	0.0%
401.260 · Admin Minor Equipment	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
401.420 · Admin Dues, Subscriptions & Mem	642.99	86.01	729.00	2,000.00	-1,271.00	36.45%
401.460 · Admin Meetings & Training	518.32	427.25	945.57	2,500.00	-1,554.43	37.82%
402.110 · Fin Admin Salaries & Wages	7,411.50	8,451.00	15,862.50	50,000.00	-34,137.50	31.73%
402.120 · Financial Admin OVT		67.50	67.50		67.50	0.0%
402.192 · Fin Admin SSI Taxes	566.99	651.66	1,218.65	3,825.00	-2,606.35	31.86%
402.196 · Fin Admin Health Insurance	0.00	0.00	0.00	12,480.00	-12,480.00	0.0%
402.197 · Fin Admin HRA Fees	0.00	0.00	0.00	1,364.00	-1,364.00	0.0%
402.198 · Fin Admin Non-Uni Pension Plan	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
402.199 · Fin Admin Life & Disability Ins	0.00	0.00	0.00	804.00	-804.00	0.0%
402.310 · Fin Admin Professional Srws	11,146.88	6,085.80	17,232.68	20,000.00	-2,767.32	86.16%
403.110 · Tax Collection Salaries & Wages	2,307.72	2,307.72	4,615.44	10,000.00	-5,384.56	46.15%
403.192 · Tax Collection SSI Taxes	176.58	176.58	353.16	765.00	-411.84	46.17%
403.199 · Tax Collection Bond Ins	1,544.00	0.00	1,544.00	2,000.00	-456.00	77.2%
403.215 · Tax Collection Postage	1,534.08	0.00	1,534.08	2,000.00	-465.92	76.7%
403.220 · Tax Collection Operating Supply	1,258.46	0.00	1,258.46	2,000.00	-741.54	62.92%
403.310 · Tax Collection Professional Srvc	7,404.89	10,163.01	17,567.90	30,000.00	-12,432.10	58.56%
404.310 · Township Solicitor	22,810.83	20,521.54	43,332.37	55,000.00	-11,667.63	78.79%
404.314 · Legal Services Special Counsel	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%



General Fund  
Treasurer's Report: Q2 2018

	Q1 2018	Q2 2018	Q1 & Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
405.110 · Secretary Salaries & Wages	27,650.41	30,875.62	58,526.03	114,945.00	-56,418.97	50.92%
405.120 · Secretary OT	875.08	886.18	1,761.26	5,000.00	-3,238.74	35.23%
405.192 · Secretary SSI Taxes	2,173.76	2,421.41	4,595.17	8,898.00	-4,302.83	51.64%
405.196 · Secretary Insurance	13,559.76	10,169.82	23,729.58	40,776.00	-17,046.42	58.2%
405.197 · Secretary HRA Fees	14.85	14.85	29.70	4,500.00	-4,470.30	0.66%
405.198 · Secretary Non-Uni Pension Plan	2,251.92	1,296.07	3,547.99	10,919.00	-7,371.01	32.49%
405.199 · Secretary Life & Disability Ins	485.00	484.83	969.83	1,608.00	-658.17	59.07%
406.215 · Gen Govt Postage	2,131.69	117.00	2,248.69	4,200.00	-1,951.31	53.54%
406.220 · Gen Govt Operation Supplies	1,856.16	1,711.86	3,568.02	7,000.00	-3,431.98	50.97%
406.310 · Gen Govt Professional Svcs	4,449.61	515.00	4,964.61	8,500.00	-3,535.39	58.41%
406.320 · Gen Govt Communications	2,745.95	2,213.65	4,959.60	8,000.00	-3,040.40	62.0%
406.340 · Gen Govt Advertising & Printing	1,147.02	1,246.64	2,393.66	6,500.00	-4,106.34	36.83%
406.374 · Gen Govt Office Equipment Maint	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
406.384 · Gen Govt Equipment Leases	725.91	4,033.89	4,759.80	6,500.00	-1,740.20	73.23%
407.252 · Computer Parts & Supplies	0.00	138.79	138.79	1,000.00	-861.21	13.88%
407.260 · Technology Minor Equipment	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
407.450 · Contracted Services	6,045.50	6,777.83	12,823.33	12,000.00	823.33	106.86%
408.310 · Township Engineer	6,859.53	22,354.46	29,213.99	40,000.00	-10,786.01	73.04%
409.220 · Building Operating Supplies	6,166.48	375.21	6,541.69	10,000.00	-3,458.31	65.42%
409.360 · Building Utilities	15,110.52	8,367.12	23,477.64	36,000.00	-12,522.36	65.22%
409.373 · Building Maint & Repairs	4,553.04	5,425.65	9,978.69	17,000.00	-7,021.31	58.7%
409.450 · Building Contracted Services	1,133.80	1,147.57	2,281.37	7,000.00	-4,718.63	32.59%
Total General Government	193,051.49	198,301.12	391,352.61	733,712.00	-342,359.39	53.34%
Public Safety						
POLICE						
410.140 · Police Salaries & Wages-Civilia	10,560.00	11,779.20	22,339.20	45,936.00	-23,596.80	48.63%
410.179 · Police Longevity Pay	0.00	27,863.58	27,863.58	45,211.00	-17,347.42	61.63%
410.180 · Police Overtime Wages	20,282.17	38,061.11	58,343.28	125,000.00	-66,656.72	46.68%
410.130 · Police Salaries & Wages-Officer	253,504.49	245,832.69	499,337.18	1,271,960.00	-772,622.82	39.26%
410.120 · Police Salaries & Wages-Admin	20,932.80	20,932.80	41,865.60	102,700.00	-60,834.40	40.77%
410.185 · Sick & Vacation Buy Back	27,358.68	0.00	27,358.68	60,000.00	-32,641.32	45.6%
410.187 · Police Overtime Civ Support	0.00	0.00	0.00	500.00	-500.00	0.0%
410.190 · Police HRA Fees	4,754.77	6,100.84	10,855.61	49,288.00	-38,432.39	22.03%
410.191 · Uniform Allowance	937.91	1,536.24	2,474.15	15,200.00	-12,725.85	16.28%
410.192 · Police SSI Taxes	25,357.34	26,381.55	51,738.89	106,868.00	-55,129.11	48.41%
410.196 · Police Health Insurance	157,935.67	116,673.81	274,609.48	499,200.00	-224,590.52	55.01%
410.197 · Police Pension Plan	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%

General Fund  
Treasurer's Report: Q2 2018

	Q1 2018	Q2 2018	Q1 & Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
410.198 - Police Life & Disability Ins	3,428.01	3,417.00	6,845.01	16,080.00	-9,234.99	42.57%
410.199 - Police Non-Uniform Pension	1,108.80	633.60	1,742.40	4,257.96	-2,515.56	40.92%
410.200 - Police 457 Contribution	0.00	2,607.00	2,607.00	6,000.00	-3,393.00	43.45%
410.220 - Police Operating Supplies	196.74	2,568.06	2,764.80	7,500.00	-4,735.20	38.86%
410.221 - Crime Scene Supplies	309.40	302.31	611.71	1,000.00	-388.29	61.17%
410.222 - Ammunition	0.00	3,391.94	3,391.94	6,000.00	-2,608.06	56.53%
410.231 - Vehicle Fuel	11,237.60	11,738.07	22,975.67	42,000.00	-19,024.33	54.7%
410.260 - Police Minor Equipment	4,539.15	10,181.82	14,720.97	38,500.00	-23,779.03	38.24%
410.310 - Police Professional Services	2,175.00	6,527.54	8,702.54	3,500.00	5,202.54	248.64%
410.314 - Civil Service Comm Solicitor	995.00	625.40	1,620.40	12,000.00	-10,379.60	13.5%
410.320 - Police Communications	4,514.75	4,269.45	8,784.20	15,000.00	-6,215.80	58.56%
410.341 - Police Advertising & Printing	4,082.34	0.00	4,082.34	3,500.00	582.34	116.64%
410.373 - Police Maint & Repair Bldg	1,342.15	7,051.75	8,393.90	7,500.00	893.90	111.92%
410.374 - Police Equipment Maint	1,213.34	187.00	1,400.34	3,500.00	-2,099.66	40.01%
410.420 - Police Dues, Subscriptions	175.00	262.00	437.00	1,000.00	-563.00	43.7%
410.450 - Police Contracted Services	42,765.85	41,343.24	84,109.09	70,000.00	14,109.09	120.16%
410.451 - Police Vehicle Maintenance	5,212.41	2,544.24	7,756.65	25,000.00	-17,243.35	31.03%
410.460 - Police Meetings & Training	3,722.97	5,278.78	9,001.75	5,000.00	4,001.75	180%
<b>Total Police</b>	<b>608,642.34</b>	<b>598,091.02</b>	<b>1,206,733.36</b>	<b>2,789,200.96</b>	<b>-1,582,467.60</b>	<b>43.26%</b>
<b>OTHER PUBLIC SAFETY</b>						
411.232 - Fire Department Fuel	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
411.540 - Foreign Fire Payments	0.00	0.00	0.00	84,000.00	-84,000.00	0.0%
411.541 - Disbursement to Fire Company	0.00	0.00	0.00	218,000.00	-218,000.00	0.0%
413.220 - Code Enforcement Supplies	0.00	0.00	0.00	100.00	-100.00	0.0%
413.260 - Code Enforcement Minor Equip	0.00	0.00	0.00	100.00	-100.00	0.0%
413.310 - Prof Services - BIU Building	15,696.81	63,982.45	79,679.26	200,000.00	-120,320.74	39.84%
413.311 - Prof Services - SEO	3,857.50	6,002.50	9,860.00	15,000.00	-5,140.00	65.73%
413.319 - Code Enforcement UCC Fees	0.00	238.50	238.50	1,000.00	-761.50	23.85%
413.420 - Code Enforcement Dues & Subs	0.00	0.00	0.00	250.00	-250.00	0.0%
413.460 - Code Enforcement Meetings	0.00	0.00	0.00	500.00	-500.00	0.0%
414.110 - Planning & Zoning Salaries	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
414.192 - Planning & Zoning SSI Taxes	0.00	0.00	0.00	77.00	-77.00	0.0%
414.220 - Planning & Zoning Supplies	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
414.310 - Planning & Zoning Prof Svcs	10,795.00	11,020.00	21,815.00	42,000.00	-20,185.00	51.94%
414.313 - Planning & Zoning Engineering	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
414.314 - Planning & Zoning Legal	2,925.00	4,792.50	7,717.50	20,000.00	-12,282.50	38.59%
414.341 - Planning & Zoning Advertising	59.39	307.82	367.21	2,500.00	-2,132.79	14.69%

General Fund  
Treasurer's Report: Q2 2018

	Q1 2018	Q2 2018	Q1 & Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
415.220 · Emer Mgmt Operating Supplies	0.00	0.00	0.00	500.00	-500.00	0.0%
414.319 · MS4 Fees	499.00	760.00	1,259.00	5,000.00	-3,741.00	25.18%
415.364 · Emergency Management Operations	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
415.460 · Emer Mgmt Meetings & Training	0.00	249.39	249.39	500.00	-250.61	0.0%
Total Public Safety Other	33,832.70	87,353.16	121,185.86	609,527.00	-488,341.14	19.88%
Total Public Safety	642,475.04	685,444.18	1,327,919.22	3,398,727.96	-2,070,808.74	39.07%
Public Works - Other						
427.220 · Solid Waste Coll Supplies	54.00	683.82	737.82	1,500.00	-1,446.00	49.19%
427.450 · Contracted Svcs - Clean-Up Days	0.00	13,025.75	13,025.75	16,000.00	-16,000.00	81.41%
Total Public Works - Other	54.00	13,709.57	13,763.57	17,500.00	-17,446.00	78.65%
PW-Hwys, Roads & Streets						
430.110 · Public Works Salaries	80,197.56	86,497.09	166,694.65	457,842.00	-291,147.35	36.41%
430.120 · Public Works OT Wages	15,495.14	5,616.26	21,111.40	20,000.00	1,111.40	105.56%
430.192 · Public Works SSI Taxes	7,264.75	7,016.99	14,281.74	36,197.00	-21,915.26	39.46%
430.196 · Public Works Insurance	60,971.56	43,713.65	104,685.21	207,633.00	-102,947.79	50.42%
430.197 · PW HRA Fees	0.00	0.00	0.00	20,035.00	-20,035.00	0.0%
430.198 · Public Works N-U Pension	8,949.43	4,093.46	13,042.89	42,585.00	-29,542.11	30.63%
430.199 · Public Works Life & Disab Ins	1,470.00	1,355.83	2,825.83	7,236.00	-4,410.17	39.05%
430.220 · Public Works Oper Supplies	3,127.84	2,707.84	5,835.68	7,500.00	-1,664.32	77.81%
430.232 · Public Works Diesel	17,463.31	7,297.94	24,761.25	30,000.00	-5,238.75	82.54%
430.234 · Public Works Vehicle Supplies	433.71	5,079.77	5,513.48	10,000.00	-4,486.52	55.14%
430.238 · Public Works Uniforms	678.70	1,370.69	2,049.39	6,000.00	-3,950.61	34.16%
430.260 · Public Works Minor Equip Purch	38.58	2,253.73	2,292.31	2,000.00	292.31	114.62%
430.341 · Public Works Advertising	0.00	0.00	0.00	500.00	-500.00	0.0%
430.373 · Public Works Maint & Rep Bldg	597.79	2,136.80	2,734.59	5,000.00	-2,265.41	54.69%
430.374 · Public Works Small Equip Maint	99.99	0.00	99.99	0.00	99.99	100.0%
430.375 · Public Works Heavy Equip Maint	12,077.90	324.36	12,402.26	50,000.00	-37,597.74	24.81%
430.384 · Public Works Equip Rental	1,175.00	0.00	1,175.00	500.00	675.00	235.0%
430.420 · Public Works Dues, Subscription	35.00	0.00	35.00	200.00	-165.00	17.5%
430.450 · Public Works Contracted Svcs	9,202.38	1,058.86	10,261.24	25,000.00	-14,738.76	41.05%
430.460 · Public Works Meetings & Trainin	0.00	350.00	350.00	500.00	-150.00	70.0%
430.650 · Public Works Hand Tool Purch	88.27	0.00	88.27	500.00	-411.73	17.65%
432.220 · Snow & Ice Rem Oper Supplies	74,746.72	846.84	75,593.56	125,000.00	-49,406.44	60.48%
432.375 · Snow & Ice Rem Equipment Maint	2,186.69	0.00	2,186.69	8,000.00	-5,813.31	27.33%
432.450 · Snow & Ice Rem Subcontractors	0.00	250.00	250.00	7,500.00	-7,250.00	3.33%
433.220 · Traffic Signals & Signs Supply	1,109.39	165.00	1,274.39	3,000.00	-1,725.61	42.48%
433.360 · Traffic Signals & Signs Utiliti	978.16	1,323.91	2,302.07	4,000.00	-1,697.93	57.55%

General Fund  
Treasurer's Report: Q2 2018

	Q1 2018	Q2 2018	Q1 & Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
433.450 · Traffic Signals Contracted Svcs	4,613.00	0.00	4,613.00	8,000.00	-3,387.00	57.66%
438.220 · Road Maint Supplies	2,416.15	48,902.97	51,319.12	70,000.00	-18,680.88	73.31%
438.611 · Line Painting	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
438.612 · Crack Sealing	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
438.613 · Vegetation Control	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total PW-Hwys, Roads & Streets	305,417.02	222,361.99	527,779.01	1,184,728.00	-656,948.99	44.55%
Culture and Recreation						
452.390 · Recreation fees	141.20	144.32	285.52	500.00	-214.48	57.1%
454.110 · Park Salary & Wage	0.00	14,190.38	14,190.38	69,216.00	-55,025.62	20.5%
454.120 · Park OT	0.00	145.88	145.88	0.00	145.88	0.0%
454.192 · Park SSI	0.00	1,096.70	1,096.70	5,327.00	-4,230.30	20.59%
454.220 · Park Operating Supplies	0.00	540.49	540.49	3,250.00	-2,709.51	16.63%
454.231 · Park Vehicle Fuel	471.02	515.52	986.54	1,500.00	-513.46	65.77%
454.260 · Park Minor Equipment	0.00	50.26	50.26	2,000.00	-1,949.74	2.51%
454.320 · Park Communications	254.85	278.85	533.70	1,860.00	-1,326.30	28.69%
454.340 · Park Advertising & Printing	0.00	625.00	625.00	1,500.00	-875.00	41.67%
454.360 · Park Utilities	1,352.50	1,231.34	2,583.84	3,000.00	-416.16	86.13%
454.373 · Park Repairs & Maintenance	185.43	866.96	1,052.39	20,000.00	-18,947.61	5.26%
454.374 · Park Equipment Maintenance	121.14	754.64	875.78	1,500.00	-624.22	58.39%
454.450 · Park Contracted Services	1,907.00	2,379.62	4,286.62	12,000.00	-7,713.38	35.72%
454.700 · Park Recreation Board	1,406.75	1,839.00	3,245.75	20,000.00	-16,754.25	16.23%
457.540 · Community Day Celebration	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
Total Culture and Recreation	5,839.89	24,658.96	30,498.85	144,653.00	-138,813.11	21.08%
Benefits and Withholding						
483.194 · Employer Pd Unemployment Comp	8,948.36	1,358.23	10,306.59	30,000.00	-19,693.41	34.36%
483.195 · Employer Pd Worker's Comp	116,939.85	15,688.00	132,627.85	173,000.00	-40,372.15	76.66%
Total Benefits and Withholding	125,888.21	17,046.23	142,934.44	203,000.00	-60,065.56	70.41%
Insurance						
486.350 · Property & Liability Insurance	118,901.00	20.00	118,921.00	136,500.00	-17,579.00	87.12%
486.355 · Professional Bonds	0.00	1,152.00	1,152.00	9,300.00	-8,148.00	12.39%
Total Insurance	118,901.00	1,172.00	120,073.00	145,800.00	-25,727.00	82.36%
Misc Expenses						
489.100 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.0%
Total Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.0%
Interfund Transfers Out						
492.310 · Transfer to Capital Fund Reserv	0.00	0.00	0.00	44,322.00	-44,322.00	0.0%
Total Interfund Transfers Out	0.00	0.00	0.00	44,322.00	-44,322.00	0.0%

General Fund  
Treasurer's Report: Q2 2018

	Q1 2018	Q2 2018	Q1 & Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
Other Expenses						
463,540 - TIF	0.00	163,124.82	163,124.82	161,000.00	2,124.82	101.32%
66900 - Reconciliation Discrepancies	4,906.40	-0.31	4,906.09	0.00	4,906.09	100.0%
491,000 - Refund of Prior Year Revenues	55.24	892.11	947.35	0.00	947.35	100.0%
Total Other Expenses	4,961.64	164,016.62	168,978.26	161,000.00	7,978.26	104.96%
Total Expense	1,396,588.29	1,326,710.67	2,723,298.96	6,033,442.96	-3,310,144.00	45.14%
Net Income	-317,935.53	2,213,928.07	1,895,992.54	894,245.04	1,001,747.50	-35.55%
CASH ACCOUNTS ENDING BALANCES*						
ESSA CD	Q1 2018	Q2 2018				
GENERAL CASH	1,014,019.19	1,018,013.59				
Payroll	706,609.14	2,984,382.68				
Petty Cash	1,000.00	1,000.00				
FEEES IN LIEU	112.91	173.31				
	108,750.22	108,837.85				
*From balance sheet	1,830,491.46	4,112,407.43				

# Treasurer's Report: Q2 2018

## CASH ACCOUNTS BEGINNING BALANCES

	Q1 2018	Q2 2018
Keystone CD	1,500,000.00	1,500,000.00
Capital Reserve Cash	2,718,922.50	2,551,878.22
Total	4,218,922.50	4,051,878.22
*From balance sheet		

## Income

341.010 · Interest on Investments	1,998.72	2,610.94
355.008 · LSA Grant	0.00	104,214.00

392.010 · Transfer from General Fund (balance forward from previous years+ \$44,322 fees in lieu transfer)

## Total Income

## Expense

409.373 · Municipal Building Facilities

410.373 · Police Facilities

410.740 · Police - Vehicles

430.373 · Public Works Facilities

430.740 · Public Works - Vehicles

438.610 · Maintenance & Repairs of Roads

454.373 · Park Facilities

## Total Expense

## Net Income

	Q1 2018	Q2 2018	Q1 & Q2	Annual Budget	\$ Over/Under Budget	% Budget
392.010 · Transfer from General Fund (balance forward from previous years+ \$44,322 fees in lieu transfer)	0.00	0.00	0.00	4,102,264.00	-4,102,264.00	0.00%
Total Income	1,998.72	106,824.94	108,823.66	4,104,764.00	-3,995,940.34	2.65%
Expense						
409.373 · Municipal Building Facilities	1,221.00	1,703.52	2,924.52	329,513.00	-326,588.48	0.89%
410.373 · Police Facilities	4,232.00	0.00	4,232.00	43,600.00	-39,368.00	9.71%
410.740 · Police - Vehicles	163,590.00	101,346.27	264,936.27	171,000.00	93,936.27	154.93%
430.373 · Public Works Facilities	0.00	0.00	0.00	30,000.00	-30,000.00	0.00%
430.740 · Public Works - Vehicles	0.00	0.00	0.00	483,000.00	-483,000.00	0.00%
438.610 · Maintenance & Repairs of Roads	0.00	230,588.34	230,588.34	598,707.00	-368,118.66	38.51%
454.373 · Park Facilities	0.00	12,349.00	12,349.00	62,322.00	-49,973.00	19.81%
Total Expense	169,043.00	345,987.13	515,030.13	1,718,142.00	-1,203,111.87	9.84%
Net Income	-167,044.28	-239,162.19	-406,206.47	2,386,622.00	-2,792,828.47	-17.02%

## CASH ACCOUNTS ENDING BALANCES

	Q1 2018	Q2 2018
Keystone CD	1,500,000.00	1,500,000.00
Capital Reserve Cash	2,551,878.22	2,312,716.03
Total	4,051,878.22	3,812,716.03
*From balance sheet		

## Treasurer's Report: Q2 2018

	Q1 2018	Q2 2018	Q1 - Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
<b>CASH ACCOUNTS BEGINNING BALANCE</b>						
Liquid Fuels Cash	2,696.56	476,864.30				
Total	2,696.56	476,864.30				
*From balance sheet						
<b>Income</b>						
341.010 - Interest on Investments	170.26	594.69	764.95	500.00	264.95	34.05%
355.020 - State Liquid Fuels Funds	473,997.48	0.00	473,997.48	466,234.00	7,763.48	101.67%
Total Income	474,167.74	594.69	474,762.43	466,734.00	8,028.43	101.59%
<b>Expense</b>						
439.600 - Capital Construction	0.00	0.00	0.00	465,611.00	-465,611.00	0.0%
Total Expense	0.00	0.00	0.00	465,611.00	-465,611.00	0.0%
Net Income	474,167.74	594.69	474,762.43	1,123.00	473,639.43	42,223.31%
<b>CASH ACCOUNTS ENDING BALANCE</b>						
Liquid Fuels Cash	476,864.30	477,458.99				
Total	476,864.30	477,458.99				
*From balance sheet						

Sewer Operating Fund  
**Treasurer's Report: Q2 2018**

**CASH ACCOUNTS BEGINNING BALANCES**  
Wayne Bank Funding & Checking Accounts

\* From balance sheet

\*Balance sheet balance

	Q1 2018	Q2 2018	Q1- Q2 2018	Annual Budget	\$ Over/Under Budget	% of Budget
<b>Income</b>						
341.010 • Interest on Investments	1,192.79	3,296.05	4,488.84	7,500.00	-3,011.16	59.85%
362.400 • Connect & Tank Abandonment Fee	125.00	125.00	250.00	1,250.00	-1,000.00	20.0%
364.110 • Connection/Tapping Fees	2,500.00	1,435,000.61	1,437,500.61	1,500,000.00	-62,499.39	95.83%
364.115 • Tapping Fees to Working Capital	0.00	0.00	0.00	0.00	0.00	0.0%
364.120 • Sewer Use Fees	985,386.94	586,900.39	1,572,287.33	3,420,944.10	-1,848,656.77	46%
<b>Total Income</b>	989,204.73	2,025,322.05	3,014,526.78	4,929,694.10	-1,915,167.32	61%
<b>Gross Profit</b>	989,204.73	2,025,322.05	3,014,526.78	4,929,694.10	-1,915,167.32	61%
<b>Expense</b>						
429.100 • Utilities						
429.109 • Verizon	305.76	429.46	735.22		735.22	100%
429.100 • Utilities - Other	9,987.72	10,697.12	20,684.84	40,000.00	-19,315.16	52%
<b>Total 429.100 • Utilities</b>	10,293.48	11,126.58	21,420.06	40,000.00	-18,579.94	54%
429.200 • BCRA Sewage Treatment	253,209.14	253,305.57	506,514.71	936,000.00	-429,485.29	54%
429.244 • Operating Supplies	6,205.49	9,227.64	15,433.13	30,000.00	-14,566.87	51%
429.300 • Professional Services	66,086.45	58,666.02	124,752.47	200,000.00	-75,247.53	62%
429.374 • Equipment Repair & Maintenance	10,248.45	9,825.99	20,074.44	60,000.00	-39,925.56	33%
<b>471.000 • Debt Principal - Long and Short</b>						
471.500 • PennVest Loan	97,329.96	97,573.49	194,903.45		0.00	0.0%
<b>471.000 • Debt Principal - Long and Short - Other</b>	0.00	0.00	0.00	0.00	-982,811.55	16.55%
<b>Total 471.000 • Debt Principal - Long and Short</b>	97,329.96	97,573.49	194,903.45	1,177,715.00	-982,811.55	16.55%
<b>472.000 • Debt Interest - Long and Short</b>						
472.100 • ESSA 4.5M Interest		27,136.73	27,136.73			
472.200 • 1st Keystone 7.5M Interest		60,218.73	60,218.73			
472.400 • Wayne Bank Interest		38,917.83	38,917.83			
472.500 • PennVest Loan Interest	17,165.94	16,922.41	34,088.35			
<b>472.000 • Debt Interest - Long and Short - Other</b>	0.00	0.00	0.00	389,550.00	-389,550.00	0.0%
<b>Total 472.000 • Debt Interest - Long and Short</b>	17,165.94	143,195.70	160,361.64	389,550.00	-229,188.36	41.17%
<b>489.000 • Uncategorized Expenses</b>	0.00	0.00	0.00			
491.000 • Refund of Prior Year Revenues	19,102.95	1,041.70	20,144.65			
<b>Total Expense</b>	479,641.86	583,962.69	1,063,604.55	2,833,265.00	-2,353,623.14	37.54%
<b>Net Income</b>	<b>509,562.87</b>	<b>1,441,359.36</b>	<b>1,950,922.23</b>	<b>2,096,429.10</b>	<b>-1,586,866.23</b>	<b>93.06%</b>
<b>CASH ACCOUNTS ENDING BALANCES</b>						
Wayne Bank Funding & Checking Accounts	Q1 2018	Q2 2018				
	1,603,182.93	3,715,023.30				
* From balance sheet						



## Sewer Construction Treasurer's Report: Q2 2018

### CASH ACCOUNTS BEGINNING BALANCES

	Q1 2018	Q2 2018
Wayne CD's	2,000,000.00	2,000,000.00
ESSA Funding & Checking*	887,241.76	655,802.23
Penn Vest Grant	148.22	0.00
Total Cash	2,887,389.98	2,655,802.23

\* From balance sheet

### Income

341.010 · Interest on Investments	1,098.30	822.51	1,920.81	10,000.00	-8,603.13	19.21%
Total Income	1,098.30	822.51	1,920.81	10,000.00	-8,603.13	19.21%
Expense						
404.310 · Professional Services	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
429.200 · General Project	0.00	0.00	0.00			
429.313 · Engineering - Collection System	17,020.60	8,266.40	25,287.00	65,000.00	-43,139.95	38.9%
429.602 · Collection System Construction	215,665.45	164,372.38	380,037.83	550,000.00	-169,962.17	69.1%
Total Expense	232,686.05	172,638.78	405,324.83	620,000.00	-214,675.17	44.93%
Net Income	-231,587.75	-171,816.27	-403,404.02	-610,000.00	206,595.98	66.13%

### CASH ACCOUNTS ENDING BALANCES

	Q1 2018	Q2 2018
Wayne CD's	2,000,000.00	2,000,000.00
ESSA Funding & Checking*	655,802.23	483,985.96
Penn Vest Grant**	0.00	0.00
	2,655,802.23	2,483,985.96

\* From balance sheet

\*\*Account closed on 2/2018 and balance moved to the sewer construction funding account

**POCONO TOWNSHIP**  
**Monday, July 16, 2018**

## **SUMMARY**

**Ratify**

General Fund	\$	81,965.84
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	-

**Bill List**

TOTAL General Fund	\$	136,359.07
TOTAL Sewer <u>OPERATING</u> Fund	\$	17,833.50
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	19,740.80
TOTAL Capital Reserve Fund	\$	36,192.27

<b><u>Budget Adjustments</u></b>	\$	-
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<b><u>Budget Appropriations</u></b>	\$	-
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**Notes:**

Check # 2205 \$3,700,000 was issued to open ESSA accounts for sewer operating money market  
Check # 2206 \$2,000 was issued to open ESSA sewer operating checking  
Check # 211 \$2,270,000 was issued to open ESSA capital reserve account  
Cashier's check # 13107 for \$108,837.85 was issued to close out The Township's Fees In lieu of account with Wayne Bank and open a Fees in Lieu of account with ESSA.

# POCONO TOWNSHIP CHECK LISTING

## RATIFY

Monday, July 16, 2018

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	07/06/2018			Pay 13 ending 7/1/2018	80,445.44
General Expenditures					<u>\$80,445.44</u>
	7/10/2018	57266	PENTELEDATA	Internet connection	254.97
	7/10/2018	57267	Staples Business Credit	Office Supplies	773.22
	07/10/2018	57268	Francis Smith & Sons	UST Operator Services	250.00
	07/10/2018	57269	Broadhead Regional Authority	Hydrant Fees	242.21
Sewer Operating Fund					<u>\$ 1,520.40</u>
	07/10/2018	2207	PENTELEDATA	Internet connection pump stations	299.75
Sewer Construction Fund					<u>\$ 299.75</u>
Capital Reserve					<u>\$ -</u>
TOTAL General Fund					<u>\$ 81,965.84</u>
TOTAL Sewer Operating				Transferred by:	<u>299.75</u>
TOTAL Sewer Construction					<u>-</u>
Total Capital Reserve					<u>-</u>
				Authorized by:	<u>\$ 82,265.59</u>
TOTAL Capital Reserve Fund					<u>\$ -</u>

# POCONO TOWNSHIP CHECK LISTING

## Monday, July 16, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>General Fund</b>				
07/12/2018	57270	Access Office Technologies	Printing cost	\$ 390.33
07/12/2018	57271	Acroprint Time Recorder Co.	Time clock - June	\$ 50.00
07/12/2018	57272	ARGS Technology, LLC	IT Services - Twp/Police/Park	\$ 2,000.00
07/12/2018	57273	BIU of PA, Inc.	ZO/SEO/Permit fees	\$ 9,502.90
07/12/2018	57274	Boucher & James, Inc.	Engineering	\$ 5,069.11
07/12/2018	57275	Brodhead Creek Regional Authority	Sewer	\$ 177.08
07/12/2018	57276	Broughal & DeVito, L.L.P.	Legal	\$ 7,860.04
07/12/2018	57277	Canfield's Pet & Farm	Supplies	\$ 235.96
07/12/2018	57278	Cardmember Service	Eye Wash supplies	\$ 145.81
07/12/2018	57279	Cramer's Home Building Center	Weed Wacker parts	\$ 27.05
07/12/2018	57280	Cardmember Service	MSlicenses/Worksession	\$ 398.88
07/12/2018	57281	D.G. Nicholas Co.	Parts/Supplies	\$ 66.71
07/12/2018	57282	Dailey Resources, LTD	Welding Supplies	\$ 167.00
07/12/2018	57283	DCED	Code Official Training Account - 2nd Quarter	\$ 297.00
07/12/2018	57284	Donna Kenderdine Reporting	Ertle ZHB Hearing	\$ 125.00
07/12/2018	57285	Double M Productions	Sweat Shirts/T-Shirts	\$ 248.50
07/12/2018	57286	E.M.Kutz, Inc.	Spreader repair	\$ 289.28
07/12/2018	57287	Eureka Stone Quarry, Inc.	9.5	\$ 4,684.07
07/12/2018	57288	Family Care Centers, Inc.	New hires - Drug testing	\$ 1,352.00
07/12/2018	57289	Flamm, Walton Heimback & Lamm, PC	CBA Document review	\$ 171.50
07/12/2018	57290	Highmark Inc.	Spending Account	\$ 90.24
07/12/2018	57291	HUNTER KEYSTONE PETERBILT	Truck repair	\$ 1,605.22
07/12/2018	57292	J & B Auto	Police Vehicles	\$ 775.73
07/12/2018	57293	Keystone Business Products	Final payment - Police Copier	\$ 262.81
07/12/2018	57294	Kost Tire & Auto Service	Police - Tire repair	\$ 151.44
07/12/2018	57295	Kramer's Sheds	Signage Mt. View Park	\$ 436.00
07/12/2018	57296	Kyocera Document Solutions America, Inc.	Copier leases	\$ 366.56
07/12/2018	57297	Lawrence B. Fox P.C.	Civil Service Legal	\$ 701.80

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
07/12/2018	57298	Medico Industries, Inc.	24" Bucket - Case	\$ 1,300.00
07/12/2018	57299	Metropolitan Telecommunications	Phones - Twp/Park	\$ 582.70
07/12/2018	57300	Monroe County Conservation District	Pocono Wildlife Program - Mt. View	\$ 100.00
07/12/2018	57301	Metropolitan Telecommunications	Phones - Police	\$ 307.39
07/12/2018	57302	Nauman Mechanical Inc.	HVAC service	\$ 142.08
07/12/2018	57303	Network Fleet	GPS Service	\$ 325.45
07/12/2018	57304	PA DUI Association	Renewal	\$ 35.00
07/12/2018	57305	PAPCO, Inc.	Mt. View Park - Gasoline	\$ 515.52
07/12/2018	57306	PMHIC	Health Insurance August	\$ 57,192.21
07/12/2018	57307	PPL Electric Utilities	Twp/Traffic Signals/Park	\$ 1,420.82
07/12/2018	57308	Praxair Dist Mid-Atlantic	Supplies	\$ 25.64
07/12/2018	57309	Prosser Laboratories, Inc.	Water Testing - Mt. View	\$ 60.00
07/12/2018	57310	Site2	Computer Services	\$ 310.00
07/12/2018	57311	Sparkle Car Wash	Car washes	\$ 22.00
07/12/2018	57312	Starr Uniform Center	New hires - equipment	\$ 214.95
07/12/2018	57313	Stout's Mower Service	Mower Equipment	\$ 129.60
07/12/2018	57314	Telesky, Dottie	Internet Advertising - Park	\$ 234.17
07/12/2018	57315	Tulpehocken Mountain Spring Water Inc	Water	\$ 88.20
07/12/2018	57316	UNIFIRST Corporation	Carpets/Uniforms	\$ 118.93
07/12/2018	57317	Unum Life Insurance	Life Insurance	\$ 1,797.22
07/12/2018	57318	Waste Management of Pennsylvania, Inc.	Spring Cleanup	\$ 1,042.00
07/12/2018	57319	Wilson Products Compressed Gas Co.	Supplies	\$ 7.00
07/12/2018	57320	Eureka Stone Quarry, Inc.	9.5	\$ 705.75
07/12/2018	57321	Nationwide 457	Pay 12 & 13 contributions	\$ 5,491.06
07/12/2018	57322	EHD	Asure Public Official Bond 8/2018-8/2019	\$ 1,786.00
07/12/2018	57323	METLIFE	June contribution	\$ 4,534.67
07/12/2018	57324	US Bank	June employee contribution	\$ 5,338.43
07/12/2018	57325	Beyer Barber Company	Police pension and plan document meeting	\$ 3,275.00
07/13/2018	57326	Axon Enterprise Inc.	Tasers X-29p	\$ 8,134.00
07/13/2018	57327	Cardmember Service	Police supplies and equipment	\$ 3,475.26
TOTAL General Fund \$				<u>136,359.07</u>

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>Sewer Operating Fund</b>				
07/12/2018	2208	BLUE RIDGE COMMUNICATIONS	Internet pump stations	\$ 120.72
07/12/2018	2209	Boucher & James, Inc.	Engineering services	\$ 9,308.22
07/12/2018	2210	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 150.00
07/12/2018	2211	METROPOLITAN TELECOMMUNICATIONS	Phone pump stations	\$ 60.99
07/12/2018	2212	Pocono Management Associates LLC	Contracted services	\$ 2,566.91
07/12/2018	2213	Pocono Township	Sewer administrative services	\$ 530.41
07/12/2018	2214	PPL Electric Utilities	Electric services	\$ 2,031.43
07/12/2018	2215	T & M ASSOCIATES	Engineering services	\$ 2,684.24
07/12/2018	2216	PA One Call System, Inc	Sewer mapping	\$ 170.58
07/12/2018	2217	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 210.00
<b>TOTAL Sewer Operating</b>				<b>\$ 17,833.50</b>

**Sewer Construction Fund**

07/13/2018	267	T&M	Engineering sewer project	\$ 9,790.80
07/13/2018	268	Boucher & James	Engineering sewer construction projects	\$ 9,950.00
<b>TOTAL Sewer Construction Fund</b>				<b>\$ 19,740.80</b>

**Capital Reserve Fund**

07/13/2018	212	P&D Emergency Services	Upfit Unit 93	\$ 14,966.27
07/13/2018	213	Pocono Spray Patching	Line painting	\$ 21,226.00
<b>TOTAL Capital Reserve Fund</b>				<b>\$ 36,192.27</b>

**ESSA**

TOTAL General Fund	\$ 136,359.07
TOTAL Sewer Construction Fund	\$ 19,740.80
TOTAL ESSA TRANSFER	\$ 156,099.87

Transferred by: \_\_\_\_\_

**Wayne Bank**

Sewer Operating	\$ 17,833.50
Capital Reserve	\$ 36,192.27
TOTAL WAYNE TRANSFER	\$ 54,025.77

Authorized by: \_\_\_\_\_



info@argstech.com

7/12/2018	1214

Tobyhanna Township  
105 Government Center Way  
Pocono Pines, PA 18350

[illegible]

**POLICE REPORT FOR June 2018**

The following are the recorded activities of the Pocono Township Police Department for the month of June 2018. Also listed are the available recorded activities for 2018 year to date.

	June 2018	Y-T-D 2018	May 2018		
Incidents Investigated	910	3356	964		
Burglary / Fire Alarms Answered	100	312	84		
Motor Vehicle ACC	39	192	41		
Assaults	6	18	6		
Narcotics	5	29	9		
Criminal Arrests	21	99	31		
Theft	18	76	24		
DUI alcohol/drug impaired	10	40	11		
Mental Health	5	18	4		
Vehicle Reports	0	8	3		
Death Investigations	4	7	0		
Assisting other agencies	36	135	29		
Missing Persons	1	5	1		
Traffic Citations Issued	122	351	118		
Written Warnings	210	761	253		
Traffic & Parking issues	29	126	43		
911 Hang-up Calls	72	296	64		

Mileage all Vehicles: 15245

Income from Report Fees: \$474.50



## Revenue By Period - Detail

Start Date: 1/1/2018 12:00 AM End Date: 12/31/2018 11:59 PM

## Facilities

[illegible]

## FACILITY UTILIZATION 2018 YTD

Facility Name	Facility Type	Available Days	Available Hours	Used Days	Used Hours	Used Days (%)	Used Hours (%)	Reservations
ESSA (TLC) Field	Sport facility	365	4,380.00	76	1,822.73	20.82%	41.61%	76
Northampton Community College	General	0	0	0	0	0.00%	0.00%	0
<b>Pavilions</b>	General	365	4,380.00	0	0	0.00%	0.00%	0
Pavilion #1 150 Guests	General	365	4,380.00	45	418.25	12.33%	9.55%	46
Pavilion #2 75 Guests	General	365	4,380.00	55	553.48	15.07%	12.64%	55
Pavilion #3 200 Guests, including a stage	General	365	4,380.00	58	582.57	15.89%	13.30%	58
Pavilion #4 100 Guests	General	365	4,380.00	32	282.25	8.77%	6.44%	32
<b>Sports fields - Mountain View Park</b>	Sport facility	365	4,380.00	0	0	0.00%	0.00%	0
Basketball Courts	Sport facility	365	4,380.00	0	0	0.00%	0.00%	0
Lower Little League Field	Sport facility	365	4,380.00	76	1,822.73	20.82%	41.61%	76
Men's Baseball	Sport facility	365	4,380.00	97	465.7	26.58%	10.63%	101
Sand Volleyball Court	Sport facility	365	4,380.00	0	0	0.00%	0.00%	0
Soccer Field	Sport facility	365	4,380.00	0	0	0.00%	0.00%	0
Softball	Sport facility	365	4,380.00	12	36	3.29%	0.82%	12
Upper Little League Field	Sport facility	365	4,380.00	76	1,822.73	20.82%	41.61%	76

**The Playground Pros**  
**154 North Sheridan Road**  
**Newmanstown, PA, 17073**  
**610-589-1763, 610-589-1817 fax, 610-413-9832 cell**  
[bill@theplaygroundpros.com](mailto:bill@theplaygroundpros.com)

June 11, 2018

Pocono Township  
Attn: Donna Asure  
112 Township Drive  
Tannersville, PA 18372  
570-629-1922 ex 212  
570-982-0104 cell  
[dasure@poconopa.gov](mailto:dasure@poconopa.gov)

**Project: Poured in Place**

Proposal for the following services;

Excavate approx. 900 sq ft up to 7" deep leaving spoils on site within 75'.  
Supply, install and compact approx. 900 sq ft of 2A Modified stone 3"-4" thick as a base for poured in place surfacing.  
Supply and install approx. 900 sq ft of 2 ½" thick poured in place surfacing over compacted stone base using a 50/50 mix of black and 1 standard color (blue, green, beige and terra cotta). \$12,375

Additional Charge

Excavate up to 12" deep leaving spoils on site.  
Supply, install and compact approx. 900 sq ft of 2A Modified stone up to 12" thick as a base for poured in place surfacing.  
Sawcut sloped asphalt edge as necessary to allow installation of poured in place surfacing. \$1,900

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Installation employees have following clearances;

1. PA Criminal Background Check Act 34
2. PA Child Abuse Clearance Act 151
3. FBI Criminal Background Check Fingerprinting Act 114

-Installation price is based on play area being accessible to 1. Small construction vehicles such as a pick up truck, skidloader (Bobcat), etc for installation. 2. Tri-axle dump trucks for excavation and stone. 3. Tractor trailer for mulch. Additional charges will apply if vehicular access is unavailable.

-The area should be level and free of any obvious obstructions

Unless otherwise noted above prices do not include;

-Site preparation and removal or disposal of existing equipment, surfacing, fencing or border materials.

-Any required permits are the responsibility of the owner.

-The supply of material.

-Unloading or storage of the equipment once on site.

-Security of equipment after it is unloaded at the site or overnight security during installation.

-Any additional expenses caused by hidden rock, underground utilities, or other unforeseen obstructions

-Third party inspections

July 5, 2018

The Playground Pros shall not be responsible for damages to unmarked and private underground items. Hard digging costs are not included in this quote. Should a hand dig be required additional costs of \$250 per hour shall apply.

Finished height of all equipment is based on manufacturers' recommendations.

Safety zone requirements shall be provided. It is the customers' responsibility to maintain this perimeter.

The Playground Pros is not responsible for customers' choice of safety surfacing. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above this proposal. All agreements are contingent upon accidents or delays beyond our control. This proposal is valid for 90 days from date above. Contractor will leave site clean and ready for owner supplied and installed landscaping.

-Installation employees will be paid **non-prevailing wage rates**.

**TO SCHEDULE THIS INSTALLATION PROJECT:** Please sign and return/fax one copy of this statement to The Playground Pros. You will be invoiced by The Playground Pros upon completion.

X\_\_\_\_\_.

Prices valid 90 days.

**MetroAlert**

Phone: 800-658-5716  
Fax: 610-648-0346  
435 Devon Park Dr, Suite 510  
Wayne, PA 19087

**Quote**No.: **3214**Date: **5/18/2018**

Prepared for:  
Shawn Goucher  
Pocono Township Police Department  
110 Township Drive  
Tannersville, PA 18372 USA

Prepared by: Terry Grogan  
Account No.: 1747  
Phone: (570) 629-7323

Quantity	Item ID	Description	UOM	Sell	Total
3	8000602	GOV MS SQL CAL 2016 ENG U-CAL - 1 CAL	EA	\$168.95	\$506.85
		GOV MS SQL CAL 2016 ENG U-CAL - 1 CAL			
3	2000105	RMS Additional User for Existing License Account (v2)	EA	\$1,500.00	\$4,500.00
		RMS Additional User for Existing License Account (v2)			

**The purchase of additional Visual Alert licenses will increase your yearly A-Care bill by approximately \$270 per license which will equal out to about a \$810 increase. This will apply on your next A-Care invoice which will be due on 8/14/2018.**

Your Price: **\$5,006.85**

Total: **\$5,006.85**

Prices are firm until 8/16/2018

Terms: Net 30

**Prepared by:** Terry Grogan, tgrogan@metroalert.com

**Date:** 5/18/2018

1. Additional Visual Alert licenses are available at additional charge plus applicable annual maintenance & licensing.
2. This Quote assumes adherence to Metro's Version 2 Hardware & Network Guide. Please refer to the Visual Alert Equipment and Network guide for all computer and related requirements. Software will operate only with qualified systems.
3. Visual ALERT Version 2 Software requires the appropriate version of MS SQL. Government pricing for MS SQL is subject to change by providers without notice. Acquisition and Installation by Metro Technology is available for additional charge.

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_