



POCONO TOWNSHIP COMMISSIONERS
AGENDA

May 4, 2020 7:00 p.m.

TELECONFERENCE DIAL-IN #: 408-418-9388

ACCESS CODE: 797 980 339

PASSWORD: 762666

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

Since we are hosting a virtual meeting tonight, we ask that any residents making public comments please identify yourselves, provide your street address and state the spelling of your name when addressing the Commissioners.

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

Announcements

- An executive session was held on April 27, 2020 to discuss the police contract and personnel issues.

Hearings

- Discussion regarding re-advertising and re-scheduling of hearings (**Possible Action Item**)

Presentations

- Bid letting – Discussion and action on bids received. Actions to award bids in whole or in part, or reject bids, in the following categories. (**Action Item**)
 - Spring and Fall Clean-up
 - Seal Coat

Resolutions

- Resolution 2020-11 – Ratification of motion passed on April 27, 2020 to extend the timeframe for payment of 2020 real property taxes, changing the end date for the discount period for the payment of Township Real Property Taxes from April 30, 2020 to August 31, 2020 and waiving penalties on Township Real Property Taxes provided the entire amount is paid by December 31, 2020. (**Action Item**)
- Resolution 2020-12 – Motion to approve the submission of a Main Street Grant application to the Pocono Chamber of Commerce for costs associated with enhancements at TLC Park in an amount not to exceed \$2,000. (**Action Item**)

OLD BUSINESS

- Motion to approve the minutes of the April 20, 2020 regular meeting of the Board of Commissioners **(Action Item)**

NEW BUSINESS

1. Personnel

- a. Motion to appoint James Loysen, per the recommendation of Roadmaster Robert Sargent, as Assistant Foreman on the Township road crew at an additional \$1.00 per hour. **(Action Item)**
- b. Motion to hire seasonal park employees at the following wages/hours. **(Action Item)**
 - Ann-Marie DiMarco at 32 hours/week with an hourly rate of \$12.00/hr
 - Jake Starner at 32 hours/week with an hourly rate of \$12.00/hr
 - Anthony Loverdi at 20 hours/week with an hourly rate of \$12.00/hr

2. Ratification of COVID-19 Related Decisions & Expenditures per Declaration of Disaster Emergency (Action Items)

- a. Extension of local Declaration of Disaster Emergency (4/27/20)
- b. Purchase of protective masks and gloves for employees (4/27/20)

3. Financial Transactions

- a. Motion to ratify vouchers payable received through April 30, 2020 in the amount of \$100,994.63 **(Action Item)**
- b. Ratify gross payroll for pay period ending April 5, 2020 in the amount of \$100,072.59 **(Action Item)**
- c. Motion to approve vouchers payable received through April 19, 2020 in the amount of \$88,132.86 **(Action Item)**
- d. Motion to approve capital purchases through April 30, 2020 in the amount of \$1,623.55 **(Action Item)**
- e. Motion to approve sewer construction fund purchases through 5/1/2020 in the amount of \$11,470 **(Action Item)**

4. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- Discussion regarding Township Manager contract **(Possible Action Item)**
- Update – PJJWA Small Water & Sewer grant application
- Update - LED Speed Signs

Commissioner Comments

Jerrod Belvin – Vice President

- COVID-19 Update
- Motion to extend Declaration of Disaster Emergency **(Action Item)**

Ellen Gndt – Commissioner

- Families First Coronavirus Response Act **(Possible Action Item)**
- Tentative date for opening of Township parks **(Possible Action Item)**

Jerry Lastowski – Commissioner

- Brookdale potential lighting & sewer issues

- Update – Special allocation to fire company for costs incurred at Pocono Manor fire

Keith Meeker – Commissioner

Reports

Zoning – Zoning Report for April 2020

Emergency Services

- Police – Police Report for April 2020
- EMS
- Fire

Public Works Report

- Update – Road Crew Projects
- Update – LED Lighting for Township Complex
- Update – Lighting at Park at Heritage Center
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Roof Replacement on Maintenance Building
- Update – Quotes for Well Work at MVP
- PennDOT request for Township to assume responsibility for flashing light on Sullivan Trail as part of bridge rehabilitation project

Administration – Manager’s Report

- Update – Regional Comprehensive Plan – meeting rescheduled for May 14 at 6:00 p.m.
- Update – 2017 Green Light Go Project
- Update – MS4 requirements – Continued mapping of stormwater facilities to proceed

Township Engineer Report

- Update – Alger Avenue Drainage Issues
- Update – White Oak Culvert replacement project
- Update – Well at MVP
- Adaptive Signaling Project and bidding process
- Update – Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- Update – TLC Bridge & TLC Dam
- Update – Master sidewalk plan Multimodal grant

Township Solicitor Report

- Camp Lindenmere – Special Exception
- Pocono Jackson Joint Water Authority (PJJWA)
- Update – ZHB – Johnson Appeal for Transient Dwelling Unit postponed from March 24, 2020
- Update – Electric contract discussion – further research needed regarding limitation of liability

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.

Adjournment

**Pocono Township Board of Commissioners
Regular Meeting Minutes
April 20, 2020 7:00 p.m.**

The regular meeting of the Pocono Township Commissioners was held remotely on Monday, April 20, 2020 via video and teleconference, and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Jerrod Belvin, present; Ellen Gndt, present; Jerry Lastowski, present; Keith Meeker, present; Rich Wielebinski, present.

IN ATTENDANCE

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Taylor Munoz, Township Manager; and Dee Ackerman, Administrative Assistant.

PUBLIC COMMENT

- Wayne Mazur (3315 Birch Hill Drive, Tannersville) – Discussed trash along road in the area of Sullivan Trail and Gravatt's Way. Asked what the Township can do to enforce this.
- Yolanda Price (3266 Birch Hill Drive, Tannersville) Requested that the Township respond to complaints about a short term rental in Cobble Creek Estates at 3262 Birch Hill Dr. Issues with trash, animals eating trash and potential failing septic system.

ANNOUNCEMENTS

R. Wielebinski announced the following:

- Residents making public comments were asked to identify themselves and provide the spelling of their name when addressing the Commissioners.
- All PennDOT construction projects in Monroe County are currently suspended. Updates regarding existing projects, including the Route 611 Reconstruction Project between Scotrun and Swiftwater, will be restarted in the next couple days
- An executive session will follow the regular meeting.

HEARINGS – None

PRESENTATIONS

1st Quarter Financial Report

- Frank Cefali provided the Township Treasurer's First Quarter Financial Report. Stated that revenues and expenses for the first quarter tracked with Township's expectations and are consistent with prior years. He expressed growing concerns moving forward and the impact of COVID-19 on municipal revenues. Stated we should expect a downward trend in EIT and LST, which are not yet in Q1 figures. Further discussion was had regarding specific budget line items.

Special Sewer Report

- Board discussed potential COVID-19 relief measures for users on the Pocono Township sewer system. Discussion included proposals for deferrals, a credit to users and use of monies available in the reserve fund. Solicitor will contact bond counsel to confirm whether potential relief measures would impact the Township's outstanding loans. Further discussion regarding relief measures across the board versus demonstration of hardship. P. Briegel shared data as to what portion of the sewer expense is impacted by actual usage and what cost remains when a user has diminished flows. He stated that Operations and Maintenance; capital reserves and replacement reserves; and debt services comprise approximately 94% of the cost of an EDU, regardless of usage volume. The Township is still responsible for various costs on as annual basic regardless of whether users have reduced flow. Concerns were expressed about the Township's cash flow and future obligations, particularly in the aftermath

of COVID-19. It was indicated that the BCRA solicitor is opposed to any relief measures and will be issuing no deferments or forgiveness of fees. A work session was requested to further discuss.

RESOLUTIONS

R. Wielebinski made a motion, seconded by J. Belvin to adopt Resolution 2020-9 authorizing the transfer of funds from the budget amount allocated to the intern salary to the budget amount allocated to the township manager's salary. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, no; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker to adopt Resolution 2020-10 amending the Pocono Township fee schedule for Building, Subdivision Land Development, Zoning, and Zoning Hearing Board fees, and other miscellaneous applications and permitting fees, repealing and replacing all prior fee resolutions. Approved with corrections to grammatical issues, changing escrow language and clarifying a portion regarding sign fees. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker to approve the minutes of the April 6, 2020 regular meeting of the Board of Commissioners. Corrections were requested to change error with E. Gndt's vote regarding the PennDOT drainage basin letter. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

NEW BUSINESS

Personnel

R. Wielebinski made a motion, seconded by J. Belvin to approve MOU with Teamsters 773 to create the position of Assistant Foreman on road crew at \$1.00/hour and other items as agreed to in MOU and authorize the position to be posted for one week. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin to ratify Board of Commissioners COVID-19 related decisions and expenditures made under the Township's Declaration of Disaster Emergency approved on March 16, 2020, for the period of April 6, 2020 through April 17, 2020. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Financial Transactions

Ratify Vouchers Payable

R. Wielebinski made a motion, seconded by E. Gndt to ratify vouchers payable for the period ending April 16, 2020 in the amount of \$2,092.36. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Ratify Gross Payroll

R. Wielebinski made a motion, seconded by E. Gndt, to ratify the gross payroll for the pay period ending April 5, 2020 in the amount of \$93,511.10 Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Approve Vouchers Payable

R. Wielebinski made a motion, seconded by E. Gndt, to approve vouchers payable received through April 16, 2020 in the amount of \$375,040.19. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Capital Expenditures

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital expenditures made through April 16, 2020 in the amount of \$868.10. Roll Call Vote: Jerrod Belvin, yes; Ellen Ghandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Travel/Training Authorizations – None

REPORT OF THE PRESIDENT

- Richard Wielebinski Commended J. Belvin for the work he has done as Emergency Management Coordinator and responding to the needs of employees, including purchases of personal protection equipment (PPE) and air filtration devices.
- Township Manager contract to be discussed further in future executive session.
- Reported on conference call with Rep. Rader and Sen. Scavello regarding a Small Water & Sewer grant application for the Pocono Jackson Joint Water Authority (PJJWA). The call was very favorable and there was mutual support for the grant application.

J. Belvin made a motion, seconded by R. Wielebinski, to extend Declaration of Disaster Emergency for Pocono Township effective immediately. Roll Call Vote: Jerrod Belvin, yes; Ellen Ghandt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

COMMISSIONERS COMMENTS

Jerrod Belvin – Vice President

- Thermometers were delivered and a temperature scanning policy was put in place. Ecolab installed a system for a peroxide based cleaner in the Public Works garage. Respirators for the Fire Department were ordered.
- Transformer explosion at SR 314 & SR 611. Traffic light did not function properly, nor did backup. The company who installed the emitters bypassed the Township's backup system. Emergency generator was used to charge the batteries, and a check will be performed on all batteries in the system.

Ellen Ghandt – Commissioner

- Expressed need for the Township to formalize a policy adopting the provisions of the Families First Coronavirus Response Act.
- Discussion regarding opening of Township parks. Determined that the Township will continue to follow the Governor's plan and look to the middle of May as a potential opening date.

Jerry Lastowski – Commissioner – No Report

Keith Meeker – Commissioner – No report

REPORTS

.Public Works Report

- R. Sargent reported that Public Works Crew completing work at park, cleaning out ditches, and leaf removal from culverts.
- LED lighting will be completed soon at Township building.
- Heritage Center and MVP bath house lighting upgrades to LED lights is estimated at \$14,711.68.
- Parts have been acquired for the MVP well work and working to secure bids.
- Discussion regarding drainage issues on Sunlite Ln and remediating homeowner concerns. Board requested that R. Sargent check back later in the year if funds are available in budget to complete work.

- Requested approval for 440 tons of clay material to resurface 5 ball fields @ \$26.50 per ton from Martin's Quarries in Boyertown.

R. Wielebinski made a motion, seconded by Keith Meeker, to replace lighting at Heritage Center and MVP not to exceed \$16,000, subject to manager review of budget to find funds available. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by Keith Meeker, to buy up to 440 tons @ \$12,100.00 of clay material, with manager asking if price per ton would be reduced by buying larger quantity. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Administration – Manager's Report

R. Wielebinski made a motion, seconded by Keith Meeker, to release Camelback escrow monies in place for CBH20 and CBK Lodge to the previous owners and establish new escrow fund for new Camelback owners. J. Tresslar confirmed that these projects are completed and inspected. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

Township Engineer Report

R. Wielebinski made a motion, seconded by Keith Meeker, to begin construction on White Oak culvert since the contractor was given approval as an essential business. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Adaptive signaling project is still ongoing, with further discussions as to bidding out traffic light upgrades in the respective municipalities.

Township Solicitor Report

- A conference call was held regarding Turtle Walk and remaining issues regarding encroachment on sewer easement. Progress was made with the applicant resolving the issues and a way forward has been reached, benefitting both parties.
- John Dunn, Solicitor for Hamilton Twp, is preparing documents to convey their Township's portion of HJP Park to Pocono and Jackson Township.
- Report that Senate Bill 841 passed the PA Legislature, which officially allows for virtual meetings during a pandemic.
- Announced that an executive session was held on April 8th to discuss personnel issues.

NO PUBLIC COMMENT

ADJOURNMENT

R. Wielebinski, made a motion, seconded by J. Belvin, to adjourn the meeting at 9:27 p.m. Roll Call Vote: Jerrod Belvin, yes; Ellen Gndt, yes; Jerry Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

POCONO TOWNSHIP
Monday, May 4, 2020

SUMMARY

Ratify

General Fund	\$	100,531.81
Sewer Operating	\$	462.82
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	75,214.88
TOTAL Sewer <u>OPERATING</u> Fund	\$	12,331.48
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	586.50
TOTAL Capital Reserve Fund	\$	1,623.55
Liquid Fuels	\$	-

Budget Adjustments \$ -

Budget Appropriations \$ -

Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, May 4, 2020

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	04/24/2020			PAYROLL ENDING 4/19/2020	\$ 100,072.59
General Expenditures				TOTAL PAYROLL	\$100,072.59
	04/20/2020	59633	VERIZON	TOWNSHIP PHONES & IPADS	\$ 459.22
Sewer Operating Fund				TOTAL General Fund Bills	\$ 459.22
	04/20/2020	1581	VERIZON	MODEM RENTALS	\$ 120.05
	04/20/2020	1582	VERIZON	SCADA LINE SERVICE	\$ 33.85
	04/20/2020	1583	BLUE RIDGE	SEWER PHONE SERVICE PUMP STATION	\$ 121.98
	04/20/2020	1584	METTEL	ELECTRIC SERVICE PUMP STATION	\$ 186.94
Sewer Construction Fund					\$ 462.82
Capital Reserve Fund					\$ -
TOTAL General Fund				TOTAL Capital Reserve Fund	\$ -

TOTAL General Fund	\$ 100,531.81
TOTAL Sewer Operating	\$ 462.82
TOTAL Sewer Construction	\$ -
Total Capital Reserve	\$ -
TOTAL	\$ 100,994.63

Authorized by: _____

Transferred by: _____

POCONO TOWNSHIP CHECK LISTING
Monday, May 4, 2020

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/01/2020	59634	ADP, LLC	Payroll services	\$ 539.56
05/01/2020	59635	Advanced Collision	PW equipment repair	\$ 5,600.68
05/01/2020	59636	AMERICAN UNITED LIFE INSURANCE CO.	GLT & STD premium	\$ 4,031.74
05/01/2020	59637	Anglemyer, Aaron	Uniform Allowance	\$ 90.60
05/01/2020	59638	Automotive Technicians Alliance	Traffic light repair	\$ 674.00
05/01/2020	59639	Belvin, Jerrod	SUI reimbursement	\$ 2.44
05/01/2020	59640	Best Auto Service Center	Police vehicle repairs	\$ 708.87
05/01/2020	59641	Boucher & James, Inc.	Engineering services	\$ 2,368.48
05/01/2020	59642	Brodhead Creek Regional Authority	Q1 water usage	\$ 190.36
05/01/2020	59643	Cyphers Truck Parts	Emergency op supplies	\$ 2,235.00
05/01/2020	59644	D.G. Nicholas Co.	Operation supplies	\$ 687.80
05/01/2020	59645	Delaware Valley Retirement, Inc.	Amendment Fee - Trustee Change	\$ 250.00
05/01/2020	59646	Doerflein, Barbara	5/30/2020 Park Pavilion Refund	\$ 100.00
05/01/2020	59647	Ecolab, Inc.	Emergency op supplies	\$ 305.06
05/01/2020	59648	Eureka Stone Quarry, Inc.	Road materials	\$ 913.51
05/01/2020	59649	Francis Smith & Sons Inc	Acct POCT1 - PA A/B UST Operator Fee	\$ 250.00
05/01/2020	59650	Gnandt, Ellen	SUI reimbursement	\$ 0.49
05/01/2020	59651	Highmark Inc.	HRA fees	\$ 1,687.32
05/01/2020	59652	Highway Equipment & Supply Co.	Operation supplies	\$ 281.64
05/01/2020	59653	HUNTER KEYSTONE PETERBILT	PW Operation supplies	\$ 36.33
05/01/2020	59654	J. P. Mascaro & Sons	Waste removal	\$ 482.61
05/01/2020	59655	Kilby, Chad	SUI reimbursement	\$ 2.26
05/01/2020	59656	Medico Industries, Inc.	PW supplies	\$ 947.36
05/01/2020	59657	MetLife - Non Uni. Pen. Plan	Pension ER contribution	\$ 4,905.30
05/01/2020	59658	MRM Worker's Compensation Pooled Trust	Workers comp insurance	\$ 11,724.32

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/01/2020	59659	ODB Company	PW Operation supplies	\$ 71.14
05/01/2020	59660	P & D Emergency Services	#15 Dodge Ram 5500	\$ 517.90
05/01/2020	59661	Powerco, Inc	Operation supplies	\$ 1,172.54
05/01/2020	59662	PPL Electric Utilities	Traffic light electric service	\$ 38.63
05/01/2020	59663	Rasely, Robert	Training	\$ 99.98
05/01/2020	59664	Reliable Sign and Striping	Road signs supplies	\$ 668.25
05/01/2020	59665	Sirchie Fingerprint Laboratories	Police Operation supplies	\$ 241.13
05/01/2020	59666	Staples Credit Plan	Operation supplies	\$ 74.27
05/01/2020	59667	Steele's Hardware	Operation supplies	\$ 350.18
05/01/2020	59668	Steele's Hardware	Operation supplies	\$ 1,584.53
05/01/2020	59669	Suburban Testing Labs	SDWA Monthly	\$ 100.00
05/01/2020	59670	Tulpehocken Mountain Spring Water Inc	Water	\$ 83.89
05/01/2020	59671	UNIFIRST Corporation	Uniforms & mats	\$ 168.02
05/01/2020	59672	US BANK - Lockbox CM9722	4/30/2020 Employee Contribution	\$ 5,970.82
05/01/2020	59673	Wielebinski, Richard	SUI reimbursement	\$ 2.93
05/01/2020	59674	ESI EQUIPMENT INC	DISINFECTANT & PUMP	\$ 2,400.00
05/01/2020	59675	MEEKER, KEITH	REIMBRUSE SUI TAX WITHHELD	\$ 1.22
05/01/2020	59676	Melley, Ryan	TO REIMBURSE OFFICER FOR UNIFORM	\$ 114.99
05/01/2020	59677	SFM Consulting LLC	Zoning & Building professional services	\$ 22,538.73
				\$ 75,214.88

Sewer Operating Fund

04/30/2020	1585	Boucher & James, Inc.	SEWER ENGINEERING	\$ 3,306.43
04/30/2020	1586	BRODHEAD CREEK REGIONAL AUTHORITY	Q1 WATER	\$ 444.92
04/30/2020	1587	J P Mascaro & Sons	WASTE REMOVAL	\$ 194.00
04/30/2020	1588	LRM, Inc	PROFESSIONAL SERVICES	\$ 912.50
04/30/2020	1589	Pocono Management Associates LLC	CONTRACTED SERVICES 4/6/2020 -4/26/2020	\$ 6,124.15
04/30/2020	1591	SUBURBAN TESTING LABS	MONTHLY NPDES	\$ 480.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/01/2020	1592	Pocono Township	SEWER ADMIN SERVICES	\$ 804.98
05/01/2020	1593	Pocono Township	TO REIMBURSE PTW FOR BUILDING PERMIT FEE 34	\$ 64.50
TOTAL Sewer Operating				\$ 12,331.48

Sewer Construction Fund

05/01/2020	662	BOUCHER & JAMES	PS 5 PERMIT PROCESSING	\$ 586.50
TOTAL Sewer Construction Fund				\$ 586.50

Capital Reserve Fund

05/01/2020	1122	BOUCHER & JAMES	ENGINEERING SERVICES CAPITAL PROJECTS	\$ 1,623.55
TOTAL Capital Reserve Fund				\$ 1,623.55

LIQUID FUELS

ESSA

TOTAL General Fund	\$ 75,214.88	
TOTAL Sewer Construction Fund	\$ 586.50	Authorized by: _____
Sewer Operating	\$ 12,331.48	
Capital Reserve	\$ 1,623.55	
Liquid Fuels	\$ -	
TOTAL ESSA TRANSFER	\$ 89,756.41	Transferred by: _____

**POCONO TOWNSHIP
SEWER PROJECT INVOICES TO BE APPROVED
Monday, May 4, 2020**

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
05/01/2020	663	MLK ASSOCIATES	SINGER RELIEF VALVE VS 1	\$ 11,470.00
TOTAL Sewer Construction Fund \$				11,470.00

ESSA Transfer \$ 11,470.00 Transferred by: _____

Authorized by: _____

ZONING REPORT

TO: POCONO TOWNSHIP BOARD OF COMMISSIONERS
FROM: JUDITH ACOSTA, ZONING ADMINISTRATOR
SUBJECT: ZONING OFFICE REPORT
DATE: MAY 1, 2020
CC: TAYLOR MUNOZ, TOWNSHIP MANAGER
SHAWN MCGLYNN, TOWNSHIP ZONING OFFICER

Following is a report of the Zoning Office monthly activity for the month of April.

Permits issued:

Building Code: 5	Zoning: 5
Commercial: 2	Commercial: 2
Residential: 3	Addition: 2
Driveway: 2	Forestry: 1
Road openings: 2	

Enforcement Actions:

New actions: 33	
Construction without permit: 1	TDU without permit in permitted zone: 12
Solid waste/litter: 1	TDU in non-permitted zone: 16
Burning: 3	

News & Updates:

Construction & Construction inspections were halted due to COVID-19 during the month of April, 2020. Only construction for emergency repairs, construction for essential services or construction done by companies granted a waiver from the Commonwealth was allowed and therefore those were the only projects where inspections took place. The Zoning & Building Office, however, continued to accept and review permits during this time. With the opening of all residential and commercial construction on May 1, 2020, we expect the office to pick up with both inquiries and submissions for both residential and commercial projects.

Short-term rentals, or Transient Dwelling Units (TDU) as they are called in Pocono Township, were also halted by the Governor's order as of April 1, 2020, until further notice. Any rental for less than 30 days OR through a home share site is NOT permitted, even if you have a TDU license/permit from Pocono Township. The township decided to take a pro-active approach by contacting all currently licensed property owners to advise them of the Governor's order and by sending an Enforcement Notice to all property owners who obtained an excise tax certificate from Monroe County for the purpose of reporting but did not obtain a license from the Township. A number of recipients of the notice have already contacted the Zoning Office to discuss the notice and determine what they can do to bring their property into compliance.

Police Report for April 2020

The following are the recorded activities of the Pocono Township Police Department for the month of April 2020. Also listed are the available recorded activities for 2020 year to date, previous month, and Year-end total 2019.

	April 2020	Y-T-D 2020	March 2020	Y-T-D 2019	April 2019
Incidents Investigated	385	2891	620	10756	939
Burglary / Fire Alarms Answered	42	227	50	803	61
Motor Vehicle ACC	16	133	26	552	41
Assaults	3	19	5	77	6
Narcotics	3	51	16	120	8
Criminal Arrests	10	96	30	280	24
Theft	7	47	16	164	18
DUI alcohol/drug impaired	4	37	6	116	8
Mental Health	2	15	4	75	6
Drug Overdose	2	8	3	21	0
Death Investigations	1	5	2	15	1
Assisting other agencies	10	101	30	370	28
Disorderly Conduct/Harassment	15	91	24	294	n/a
Traffic Citations Issued	4	418	63	1745	192
Written Warnings	9	427	75	2281	158
Traffic & Parking issues	15	77	16	384	40
911 Hang-up Calls	44	420	99	1016	90
Nuisance short Term Rental (ordinance viol) 2536	1	2	0	8	n/a

Mileage all Vehicles: 14,672

Income from Report Fees: \$150.00