POCONO TOWNSHIP COMMISSIONERS
AGENDA
November 2, 2020 7:00 p.m.

TELECONFERENCE DIAL-IN #: 978-990-5000
ACCESS CODE: 358952

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

We ask that any resident making public comment, including those who may have dialed in by phone, 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

- Mountain View Park is now closed for the winter season. Thank you to all our residents who continue to frequent our park and to our committed staff
- The Board of Commissioners will convene a work session on Wednesday, November 4 at 6:00 p.m. to discuss the FY 2021 Township Budget.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Hearings

- Ordinance 2020-08 – Motion to adopt Ordinance 2020-08 amending the Pocono Township Code of Ordinances Chapter 200, Fireworks to require all facilities selling Consumer Fireworks to post, in a prominent location, a placard, provided by the Township, advising customers of those dates when fireworks are permitted to be discharged within the Township. **(Action Item)**

Presentations

- Recognition and plaque presentation for Scott Gilliland and Ronald Swink for their years of service to the Pocono Township Planning Commission.

- Pocono Township Q3 Treasurer's Report – Frank Cefali, CPA & Pocono Township Treasurer

- Discussion regarding potential access across a Township-owned property adjoining I-80 to a neighboring parcel – Jonathan Weber, Marathon Studios, Inc.

Resolutions

- Resolution 2020-22 – Motion to adopt Resolution 2020-22, authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of $170,589.00 to finance a 2021 Peterbilt Model 348 dump truck and related equipment; accepting a bank lease proposal; setting forth the terms and substantial form of the lease; and containing related provisions. This motion will also authorize the President of the Board of Commissioners to execute all documents related to this transaction. **(Action Item)**

OLD BUSINESS

- Motion to approve the minutes of the October 5, 2020 regular meeting of the Board of Commissioners. **(Action Item)**

NEW BUSINESS

1. Personnel

- Motion to hire new administrative assistant at a salary of $40,386, subject to a 90-day probationary period. After the 90-day probationary period, the employee shall begin receiving healthcare and retirement benefits. After one year of employment, employee shall receive a base salary of $50,481.60 to be received after one year of employment. **(Action Item)**

2. General Fund Budget Adjustments

- Motion to approve FY2020 general fund budget adjustments for the week of November 2, 2020 **(Action Item)**

3. Financial Transactions

a. Motion to ratify vouchers payable received through October 29, 2020 in the amount of $105,356.51. **(Action Item)**
b. Ratify gross payroll for pay period ending October 18, 2020 in the amount of $104,100.31. **(Action Item)**
c. Motion to approve vouchers payable received through October 29, 2020 in the amount of $111,791.02. **(Action Item)**
d. Motion to approve sewer operating fund expenditures through October 29, 2020 in the amount of $14,319.70. **(Action Item)**
e. Motion to approve capital fund expenditures through October 29, 2020 in the amount of $8,186.01. **(Action Item)**

4. Travel/Training Authorizations

Report of the President

Richard Wielebinski

- Motion to approve MOU with Teamsters Local 773 to document a change in the maximum weekly benefit of the disability plan from $500 per week to $1,000 per week for full-time employees. **(Action Item)**
- Discussion and possible action regarding remaining park capital projects for the year – chain link fence at Mountain View Park and new John Deere Gator **(Action Item)**
    - Quotes received for replacement of MVP Basketball Court fence

- Discussion regarding enforcement actions against 17 Summit Avenue and potential structural hazards **(Possible Action Item)**
- Discussion of amendment to Pocono Township Sign Ordinance and advertisement for public hearing **(Possible Action Item)**
- Discussion regarding Trap Enterprises request to extend time limit for the Developer to satisfy the conditions of approval for the 1) Trap Enterprises, LLC Hotel Project and 2) Abraham and Trapasso Enterprises, LLC Route 611 Project. An indefinite extension and five-year extension are requested for each project, respectively. **(Potential Action Item)**

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update
- Tropical Storm Isaias Update
- FEMA Flood Mitigation grant application

Ellen Gnandt – Commissioner

Jerry Lastowski – Commissioner

- Ongoing enforcement actions against Short Term Rentals, including 150 Gravatts Way
    - Discussion regarding whether Township should pursue further proactive enforcement against STRs conducting non-permitted activity **(Potential Action Item)**

Keith Meeker – Commissioner

Reports

Zoning – October 2020 Permits Issued Report

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Discussion regarding potential sale of dump truck to another municipality **(Possible Action Item)**
- Current and remaining Public Works projects for 2020
- Robin Lane Drainage Project
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP

Administration – Manager's Report

- Update – Library inquiry regarding new signage
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications
- Wine Press Inn – Interest in Township-owned property
- Update – Regional HSPS Comprehensive Plan – Wednesday, December 16 at 6:00 p.m.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin
- Archer Lane Drainage Issues
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue

Township Solicitor Report

- Discussion regarding amendment to the HJP Park cooperation agreement
- Update – Kelly Family Trust
- Update – Johnson Appeal Zoning Hearing

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
MONROE COUNTY, PENNSYLVANIA

ORDINANCE NO. 2020-08

AN ORDINANCE OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA TO AMEND THE CODE OF ORDINANCES OF POCONO TOWNSHIP, CHAPTER 200, FIREWORKS

NOW, THEREFORE, pursuant to the authority contained in the First Class Township Code, as amended, the Board of Commissioners of Pocono Township does hereby **ENACT AND ORDAIN** as follows:

SECTION 1. Chapter 200, Section 200-12 of the Pocono Township Code of Ordinances is hereby amended by adding the following Subsection B(4):

§200-12. Sales Facilities

B. Conditions for facilities. In addition to the requirements contained in Act 43 of 2017, the facility shall operate in accordance with the following additional rules:

(4) All facilities, including Temporary Sales Facilities as set forth in §200-12.C below, selling Consumer Fireworks shall post, in a prominent location, a placard, provided by Township, advising customers of those dates when fireworks are permitted to be discharged within the Township.

SECTION 2. Chapter 200, Section 200-13 of the Pocono Township Code of Ordinances is hereby amended as follows:

§200-13. Enforcement; Violations and Penalties

A. This Chapter shall be enforced by the Pocono Township Police Department or the Township Zoning Officer.

B. Any person, copartnership, association or corporation who violates §200-12.B(4) shall, for a first offense, be issued a warning. Any subsequent violation of §200-12.B(4) shall be subject to the penalty set forth in §200-13.C below.

C. Except as modified by Subsection B above, any person, copartnership, association or corporation who violates this Chapter shall, upon conviction thereof, be sentenced to pay a fine not exceeding $1,000, plus the costs of prosecution.

SECTION 3. SEVERABLITY.

If any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provisions or portion of this Ordinance.

SECTION 4. REPEALER.

All Ordinance and parts of Ordinances inconsistent herewith to be and the same are clearly repealed.

SECTION 5. EFFECTIVE.

This Ordinance shall become effective five (5) days from the date of its adoption.

ENACTED AND ADOPTED by the Board of Commissioners this ____ day of _____, 2020.

ATTEST:

POCONO TOWNSHIP BOARD OF COMMISSIONERS

_____
TAYLOR MUNOZ
Township Manager

_____
RICHARD WIELEBINSKI
President, Board of Commissioners

General Fund

Treasurer's Report: Q3 2020

CASH ACCOUNTS BEGINNING BALANCES*	Q1 2020	Q2 2020	Q3 2020	Q4 2020
ESSA CD	1,046,193.79	1,046,193.79	1,046,193.79	
GENERAL CASH	2,884,574.76	2,688,519.86	3,749,567.45	
Payroll	1,000.00	1,000.00	1,000.00	
Petty Cash	174.26	250.00	203.46	
FEES IN LIEU	20,998.19	1,007.51	1,026.58	
Kollar Restricted	5,319.27	5,319.27	5,319.27	
*From balance sheet	3,958,260.27	3,742,290.43	4,803,310.55	0.00

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	$ Over/Under Budget	% of Budget
Income								
301.100 · Real Estate Taxes - Current	451,256.66	1,617,360.72	614,523.33		2,683,140.71	2,910,542.00	-227,401.29	92.19%
310.200 · Earned Income Taxes	404,693.54	464,813.85	377,261.96		1,246,769.35	1,500,000.00	-253,230.65	83.12%
Taxes Other								
301.200 · Real Estate Taxes - Delinquent	39,048.64	0.00	0.00		39,048.64	130,000.00	-90,951.36	30.04%
301.300 · Returned Taxes - Upset Sale		0.00	0.00		0.00	5,000.00		
310.100 · Real Estate Transfer Taxes	61,018.86	45,948.49	103,030.41		209,997.76	175,000.00	34,997.76	120.00%
310.500 · Local Services Taxes	99,367.00	93,781.67	75,226.22		268,374.89	480,000.00	-211,625.11	55.91%
Total Taxes Other	199,434.50	139,730.16	178,256.63	0.00	517,421.29	790,000.00	-272,578.71	65.50%
Licenses, permits and fees								
321.800 · Cable TV Franchise Fees	48,568.05	47,101.75	45,198.72		140,868.52	200,000.00	-59,131.48	70.43%
322.100 · Application fees	175.00	0.00	0.00		175.00	100.00	75.00	175.00%
Total Licenses, permits and fees	48,743.05	47,101.75	45,198.72	0.00	141,043.52	200,100.00	-59,056.48	70.49%
Fines and Forfeits								
331.100 · Court Fines - District Magistra	17,472.82	8,651.80	19,336.64		45,461.26	40,000.00	5,461.26	113.65%
331.110 · Motor Vehicle Code Violations	2,537.76	7,131.78	2,590.35		12,259.89	20,000.00	-7,740.11	61.30%
332.100 · Restitution	5.34	0.00			5.34		0.00	100.00%
Total Fines and Forfeits	20,015.92	15,783.58	21,926.99	0.00	57,726.49	60,000.00	-2,273.51	96.21%
341.010 · Interest on Investments	3,494.35	3,683.25	2,685.05		9,862.65	28,000.00	-18,137.35	35.22%
Other State Grants								
354.100 · Police Grants	0.00	0.00	3,000.00		3,000.00	5,000.00	-2,000.00	60.00%
355.010 · Public Utility Realty Tax	0.00	0.00	0.00		0.00	5,500.00	-5,500.00	0.00%
355.040 · Alcoholic Beverage Licenses	1,150.00	0.00	1,200.00		2,350.00	4,000.00	-1,650.00	58.75%
355.050 · Pension System State Aid	0.00	8,984.00	265,886.99		274,870.99	214,141.00	60,729.99	128.36%
355.070 · Foreign Fire Insurance	0.00	0.00	77,606.39		77,606.39	73,000.00	4,606.39	106.31%
356.100 · State Payments in Lieu of Taxes	0.00	0.00	412.32		412.32	400.00	12.32	103.08%
Total Other State Grants	1,150.00	8,984.00	348,105.70	0.00	358,239.70	302,041.00	56,198.70	118.61%
357.030 · County Grants								
362.100 · Police Services								
362.101 · Reimbursement Police overtime			0.00		0.00	30,000.00	-30,000.00	0.00%
362.100 · Police Services - Other	6,240.00	100.00	2,002.72		8,342.72	17,000.00	-8,657.28	49.08%
Total 362.100 · Police Services	6,240.00	100.00	2,002.72	0.00	8,342.72	47,000.00	-38,657.28	17.75%

General Fund
Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	$ Over/Under Budget	% of Budget
Building Permits								
362.410 · Building Permits - BIU	38,658.03	61,788.67	116,430.07		216,876.77	100,000.00	116,876.77	216.88%
Total Building Permits	38,658.03	61,788.67	116,430.07	0.00	216,876.77	100,000.00	116,876.77	216.88%
Charges for Services								
361.101 · Sewer Admin Services	2,079.64	7,034.48	4,281.85		13,395.97	25,000.00	-11,604.03	53.58%
361.310 · Subdivision, Land Develop Fees	2,800.00	1,500.00			4,300.00	5,000.00	-700.00	86.00%
361.330 · Zoning Hearing Board Fees	1,650.00	750.00			2,400.00	3,750.00	-1,350.00	64.00%
361.341 · UCC Appeal Board Fees		0.00						
361.340 · Cond Use, Curative PRD Fees	0.00	800.00			800.00	750.00	50.00	106.67%
361.700 · Reproduction of Records	26.95	253.30	344.10		624.35	250.00	374.35	249.74%
362.110 · Sale of Police Reports	1,854.25	824.75	1,822.30		4,501.30	4,000.00	501.30	112.53%
362.130 · Security Alarm Fees	0.00	20.00			20.00	100.00	-80.00	20.00%
362.300 · Zoning Permits	12,344.00	3,206.65	12,161.60		27,712.25	25,000.00	2,712.25	110.85%
362.440 · Sewer System Permits	7,350.00	4,200.00	10,025.00		21,575.00	15,000.00	6,575.00	143.83%
362.450 · Use & Occupancy Permits	275.00	100.00	425.00		800.00	2,500.00	-1,700.00	32.00%
362.475 · Well Permits	300.00	100.00	700.00		1,100.00	1,500.00	-400.00	73.33%
362.480 · Pool Permits	0.00	0.00			0.00	100.00	-100.00	0.00%
362.485 · Sign Permits	904.50	100.00	1,150.00		2,154.50	5,000.00	-2,845.50	43.09%
362.491 · Fireworks Permits	0.00	0.00			0.00	200.00	-200.00	0.00%
362.493 · TRANSIENT DWELLING	1,000.00	2,190.00	2,860.00		6,050.00	3,000.00	3,050.00	201.67%
362.495 · UCC Fees	126.00	135.50	296.00		557.50	500.00	57.50	111.50%
362.600 · Miscellaneous Permits	1,225.00	50.00	1,125.00		2,400.00	500.00	1,900.00	480.00%
363.500 · Public Works Services	0.00	7,942.00	0.00		7,942.00	7,500.00	442.00	105.89%
Total Charges for Services	31,935.34	29,206.68	35,190.85	0.00	96,332.87	99,650.00	-3,317.13	96.67%
367.140 · Pavilion Rental Fees	6,003.20	437.20	5,050.00		11,490.40	16,000.00	-4,509.60	71.82%
367.180 · Heritage Center Rental Fees					0.00	0.00	0.00	0.00%
Other Operating Revenue								
389.101 · Other Unclassified Revenue	484.57	0.00	9.20		493.77	0.00	493.77	100.00%
387.100 · Contributions and Donations		1.00			1.00	0.00	1.00	100.00%
387.200 · Fees in Lieu of Improvements		0.00			0.00	500.00	-500.00	0.00%
Total Other Operating Revenue	484.57	1.00	9.20	0.00	494.77	500.00	-5.23	98.95%
Other Financing Sources								
391.100 · Sale of Surplus Property	0.00	140.25	900.00		1,040.25	5,000.00	-3,959.75	20.81%
395.000 · Refunds of Prior Year Expenses	25,788.14	154,134.61			179,922.75	150,000.00	29,922.75	119.95%
395.001 ·EE portion Health Ins.	1,483.52	2,377.08	2,347.43		6,208.03	6,946.00	-737.97	89.38%
Total Other Financing Sources	27,271.66	156,651.94	3,247.43	0.00	187,171.03	161,946.00	25,225.03	115.58%
392.900 · Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00	665,049.08	-665,049.08	0.00%
Total Income	1,239,380.82	2,545,642.80	1,749,888.65	0.00	5,534,912.27	6,880,828.08	-1,345,915.81	80.44%

General Fund
Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	$ Over/Under Budget	% of Budget
Expense								
General Government	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	$ Over/Under Budget	% of Budget
400.110 · Salary & Wages - Legislative	4,062.50	4,071.84	4,062.50		12,196.84	16,250.00	-4,053.16	75.06%
400.192 · Legislative SSI Tax	310.78	310.78	310.78		932.34	1,243.00	-310.66	75.01%
400.260 · Minor Equipment	0.00	0.00			0.00	1,013.55	-1,013.55	0.00%
400.420 · Dues, Subscriptions & Membershi	579.00	0.00			579.00	7,500.00	-6,921.00	7.72%
400.460 · Legislaive -Meetings & Training	965.00	0.00			965.00	3,000.00	-2,035.00	32.17%
400.540 · Legislative - Donations	0.00	300.00			300.00	1,000.00	-700.00	30.00%
401.110 · Admin Salaries & Wages	36,011.29	25,626.79	22,153.86		83,791.94	108,820.00	-25,028.06	77.00%
401.192 · Admin SSI Taxes	2,751.44	1,940.52	1,685.26		6,377.22	8,324.73	-1,947.51	76.61%
401.196 · Admin Health Insurance	3,902.76	7,098.35	7,012.02		18,013.13	22,752.81	-4,739.68	79.17%
401.197 · Admin HRA Fees	20.60	20.60	10.30		51.50	1,000.00	-948.50	5.15%
401.198 · Non-Uniformed Pension Plan	2,027.25	0.00	99.69		2,126.94	8,109.00	-5,982.06	26.23%
401.199 · Admin Life and Disability Ins	179.10	175.12	312.18		666.40	864.00	-197.60	77.13%
401.200 · Administration Allowances	65.72	262.92	697.81		1,026.45	1,526.45	-500.00	67.24%
401.220 · Admin Operating Supplies	554.70	0.00	0.00		554.70	2,500.00	-1,945.30	22.19%
401.260 · Admin Minor Equipment	0.00	0.00	63.96		63.96	1,500.00	-1,436.04	4.26%
401.420 · Admin Dues, Subscriptions & Mem	663.00	1,094.32	937.00		2,694.32	3,444.32	-750.00	78.23%
401.460 · Admin Meetings & Training	0.00	0.00	311.50		311.50	2,500.00	-2,188.50	12.46%
402.110 · Fin Admin Salaries & Wages	12,464.00	14,560.00	12,480.00		39,504.00	54,080.00	-14,576.00	73.05%
402.192 · Fin Admin SSI Taxes	939.55	1,094.67	946.00		2,980.22	4,137.12	-1,156.90	72.04%
402.196 · Fin Admin Health Insurance	9,089.36	6,817.02	7,012.02		22,918.40	28,436.16	-5,517.76	80.60%
402.197 · Fin Admin HRA Fees	15.45	15.45	10.30		41.20	2,000.00	-1,958.80	2.06%
402.198 · Fin Admin Non-Uni Pension Plan	1,301.76	1,123.20	1,421.55		3,846.51	6,101.20	-2,254.69	63.05%
402.199 · Fin Admin Life & Disability Ins	179.10	238.80	247.72		665.62	804.00	-138.38	82.79%
402.310 · Fin Admin Professional Srvs	12,388.75	1,015.00	5,978.75		19,382.50	25,500.00	-6,117.50	76.01%
403.110 · Tax Collection Salaries & Wages	2,307.72	2,692.34	2,307.72		7,307.78	10,000.00	-2,692.22	73.08%
403.192 · Tax Collection SSI Taxes	176.52	205.94	176.52		558.98	765.00	-206.02	73.07%
403.199 · Tax Collection Bond Ins	0.00	0.00	0.00		0.00	2,000.00	-2,000.00	0.00%
403.215 · Tax Collection Postage	0.00	0.00	0.00		0.00	2,000.00	-2,000.00	0.00%
403.220 · Tax Collection Operating Supply	0.00	0.00	0.00		0.00	1,500.00	-1,500.00	0.00%
403.310 · Tax Collection Professional Srv	8,185.26	8,783.87	7,094.80		24,063.93	35,000.00	-10,936.07	68.75%
404.310 · Township Solicitor	15,985.38	10,955.95	10,125.70		37,067.03	81,431.19	-44,364.16	45.52%
404.314 · Legal Services Special Counsel	1,689.50	4,011.00	8,832.50		14,533.00	15,000.00	-467.00	96.89%
405.110 · Secretary Salaries & Wages	23,514.88	27,431.46	23,612.63		74,558.97	109,067.20	-34,508.23	68.36%
405.120 · Secretary OT	975.33	884.25	780.27		2,639.85	5,000.00	-2,360.15	52.80%
405.192 · Secretary SSI Taxes	1,868.91	2,154.94	1,866.68		5,890.53	7,731.64	-1,841.11	76.19%
405.196 · Secretary Insurance	19,100.36	14,018.78	14,465.00		47,584.14	57,072.32	-9,488.18	83.38%
405.197 · Secretary HRA Fees	15.45	15.45	10.30		41.20	0.00	41.20	0.00%
405.198 · Secretary Non-Uni Pension Plan	2,561.67	2,188.92	2,554.85		7,305.44	9,096.05	-1,790.61	80.31%

General Fund
Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	$ Over/Under Budget	% of Budget
405.199 · Secretary Life & Disability Ins	358.20	477.60	479.37		1,315.17	1,632.80	-317.63	80.55%
406.215 · Gen Govt Postage	177.91	1,682.50	1,759.35		3,619.76	7,200.00	-3,580.24	50.27%
406.220 · Gen Govt Operation Supplies	1,650.01	946.99	1,777.27		4,374.27	7,000.00	-2,625.73	62.49%
406.310 · Gen Govt Professional Srvs	4,348.00	250.00	275.00		4,873.00	12,000.00	-7,127.00	40.61%
406.320 · Gen Govt Communications	1,727.59	1,863.17	2,071.13		5,661.89	10,000.00	-4,338.11	56.62%
406.340 · Gen Govt Advertising & Printing	2,273.39	2,136.21	1,028.59		5,438.19	6,000.00	-561.81	90.64%
406.374 · Gen Govt Office Equipment Maint	0.00	0.00			0.00	1,000.00	-1,000.00	0.00%
406.384 · Gen Govt Equipment Leases	833.11	733.11	733.11		2,299.33	4,000.00	-1,700.67	57.48%
407.252 · Computer Parts & Supplies	0.00	0.00	71.98		71.98	1,000.00	-928.02	7.20%
407.260 · Technology Minor Equipment	0.00	0.00			0.00	2,000.00	-2,000.00	0.00%
407.450 · Contracted Services	19,144.75	19,936.00	15,675.69		54,756.44	69,690.36	-14,933.92	78.57%
408.310 · Township Engineer	13,443.37	6,338.73	23,031.53		42,813.63	57,000.00	-14,186.37	75.11%
409.220 · Building Operating Supplies	803.78	552.44	659.72		2,015.94	3,500.00	-1,484.06	57.60%
409.360 · Building Utilities	8,208.42	3,564.43	4,058.86		15,831.71	22,309.64	-6,477.93	70.96%
409.373 · Building Maint & Repairs	3,208.60	2,684.37	1,647.87		7,540.84	12,321.68	-4,780.84	61.20%
409.450 · Building Contracted Services	1,160.49	1,224.33	1,216.83		3,601.65	5,000.00	-1,398.35	72.03%
Total General Government	222,189.71	181,498.16	192,066.47	0.00	595,754.34	869,724.22	-273,969.88	68.50%
Public Safety								
POLICE								
410.120 · Police Salaries & Wages-Admin	22,186.62	25,884.39	22,186.62		70,257.63	99,395.00	-29,137.37	70.69%
410.130 · Police Salaries & Wages-Officer	299,488.00	341,892.43	344,657.20		986,037.63	1,459,426.51	-473,388.88	67.56%
410.140 · Police Salaries & Wages-Civilia	11,877.44	13,871.20	11,889.60		37,638.24	50,585.60	-12,947.36	74.41%
410.178 · Leave -- Other	0.00	2,926.40	0.00		2,926.40			
410.179 · Police Longevity Pay	6,321.31	20,427.93	23,012.22		49,761.46	51,363.87	-1,602.41	96.88%
410.180 · Police Overtime Wages	24,949.08	21,023.28	28,563.61		74,535.97	142,000.00	-67,464.03	52.49%
410.185 · Sick & Vacation Buy Back	6,317.87	4,895.98	3,127.10		14,340.95	70,000.00	-55,659.05	20.49%
410.187 · Police Overtime Civ Support	0.00	0.00	0.00		0.00	500.00	-500.00	0.00%
410.190 · Police HRA Fees	1,742.22	359.60	984.06		3,085.88	49,288.00	-46,202.12	6.26%
410.191 · Uniform Allowance	827.17	667.17	1,191.02		2,685.36	16,800.00	-14,114.64	15.98%
410.192 · Police SSI Taxes	28,631.13	29,882.64	33,113.54		91,627.31	151,958.64	-60,331.33	60.30%
410.196 · Police Health Insurance	160,943.86	116,849.49	120,555.08		398,348.43	593,090.88	-194,742.45	67.16%
410.197 · Police Pension Plan	0.00	0.00	221,241.42		221,241.42	221,241.42	0.00	100.00%
410.198 · Police Life & Disability Ins	3,402.90	4,537.20	5,674.19		13,614.29	17,688.00	-4,073.71	76.97%
410.199 · Police Non-Uniform Pension	1,241.85	1,070.07	1,248.41		3,560.33	4,552.70	-992.37	78.20%
410.200 · Police 457 Contribution	1,942.55	2,144.45	2,117.95		6,204.95	12,600.00	-6,395.05	49.25%
410.216 · Police Community Outreach	0.00	0.00			0.00	2,000.00	-2,000.00	0.00%
410.220 · Police Operating Supplies	1,963.68	1,307.89	540.99		3,812.56	7,500.00	-3,687.44	50.83%
410.221 · Crime Scene Supplies	0.00	0.00			0.00	1,000.00	-1,000.00	0.00%
410.222 · Ammunition/Field Materials	2,495.00	0.00			2,495.00	6,000.00	-3,505.00	41.58%
410.231 · Vehicle Fuel	14,348.60	5,946.51	11,808.99		32,104.10	45,000.00	-12,895.90	71.34%
410.238 · Uniform Expense	0.00	114.99	0.00		114.99	2,000.00	-1,885.01	5.75%

General Fund
Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	$ Over/Under Budget	% of Budget
410.260 · Police Minor Equipment	1,978.54	1,865.63	2,586.60		6,430.77	15,600.00	-9,169.23	41.22%
410.270 · Police IT	9,002.07	8,191.97	7,824.62		25,018.66	33,000.00	-7,981.34	75.81%
410.310 · Police Professional Services	12,010.57	7,488.00	10,478.30		29,976.87	37,427.37	-7,450.50	80.09%
410.314 · Civil Service Comm Solicitor	0.00	0.00			0.00	3,000.00	-3,000.00	0.00%
410.317 · POLICE NEW HIRES EXP	0.00	0.00			0.00	27,372.63		
410.320 · Police Communications	3,974.96	3,026.84	2,974.98		9,976.78	17,306.40	-7,329.62	57.65%
410.331 · Travel/Lodging	79.46	0.00			79.46	3,000.00	-2,920.54	2.65%
410.341 · Police Advertising & Printing	847.07	398.45	227.93		1,473.45	2,500.00	-1,026.55	58.94%
410.373 · Police Maint & Repair Bldg	2,230.72	927.00	1,391.00		4,548.72	10,000.00	-5,451.28	45.49%
410.374 · Police Equipment Maint	1,098.29	224.00	1,792.96		3,115.25	5,000.00	-1,884.75	62.31%
410.420 · Police Dues, Subscriptions	0.00	322.40	119.00		441.40	1,000.00	-558.60	44.14%
410.450 · Police Contracted Services	12,720.25	13,707.75	34,418.93		60,846.93	61,846.93	-1,000.00	98.38%
410.451 · Police Vehicle Maintenance	11,213.13	4,800.79	9,385.19		25,399.11	33,000.00	-7,600.89	76.97%
410.460 · Police Meetings & Training	5,887.00	-1,137.00	1,250.00		6,000.00	10,000.00	-4,000.00	60.00%
Total Police	649,721.34	633,617.45	904,361.51	0.00	2,187,700.30	3,264,043.95	-1,051,897.42	67.02%
OTHER PUBLIC SAFETY								
411.540 · Foreign Fire Payments	0.00	0.00	77,606.39		77,606.39	77,606.39	0.00	100.00%
411.541 · Disbursement to Fire Company	0.00	0.00	218,000.00		218,000.00	218,000.00	0.00	100.00%
413.220 · Code Enforcement Supplies	0.00	0.00	0.00		0.00	100.00	-100.00	0.00%
413.310 · Prof Services - BIU Building	10,124.05	61,695.28	57,050.27		128,869.60	168,869.60	-40,000.00	76.31%
413.311 · Prof Services - SEO	6,900.00	3,020.00	11,945.00		21,865.00	27,000.00	-5,135.00	80.98%
413.319 · Code Enforcement UCC Fees	283.50	0.00	99.00		382.50	1,000.00	-617.50	38.25%
414.110 · Planning & Zoning Salaries	0.00	0.00	0.00		0.00	1,000.00	-1,000.00	0.00%
414.220 · Planning & Zoning Supplies	0.00	70.88	0.00		70.88	500.00	-429.12	14.18%
414.310 · Planning & Zoning Prof Srvs	9,732.00	20,957.50	12,676.80		43,366.30	67,893.61	-24,527.31	63.87%
414.313 · Planning & Zoning Engineering	60.40	0.00	0.00		60.40	2,500.00	-2,439.60	2.42%
414.314 · Planning & Zoning Legal	11,679.25	3,978.50	7,029.25		22,687.00	26,850.25	-4,163.25	84.49%
414.319 · MS4 Fees	1,159.55	660.00	7,550.67		9,370.22	16,564.61	-7,194.39	56.57%
414.341 · Planning & Zoning Advertising	947.46	435.84	701.84		2,085.14	3,085.14	-1,000.00	67.59%
415.220 · Emer Mgmt Operating Supplies	2,489.91	17,728.06	-16,552.57		3,665.40	500.00	3,165.40	733.08%
415.364 · Emergency Management Operations	0.00	0.00	290.00		290.00	1,500.00	-1,210.00	19.33%
415.460 · Emer Mgmt Meetings & Training	95.00	0.00	0.00		95.00	1,000.00	-905.00	9.50%
Total Public Safety Other	43,471.12	108,546.06	376,396.65	0.00	528,413.83	613,969.60	-85,555.77	86.07%
Total Public Safety	693,192.46	742,163.51	1,280,758.16	0.00	2,716,114.13	3,878,013.55	-1,137,453.19	70.04%
Public Works - Other								
427.220 · Solid Waste Coll Supplies	78.00	78.00	48.00		204.00	1,500.00	-1,422.00	13.60%
427.450 · Contracted Srvs - Clean-Up Days	0.00	24,733.50	0.00		24,733.50	50,000.00	-50,000.00	49.47%
Total Public Works - Other	78.00	24,811.50	48.00	0.00	24,937.50	51,500.00	-51,422.00	48.42%

General Fund
Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	$ Over/Under Budget	% of Budget
PW-Hwys, Roads & Streets								
430.110 · Public Works Salaries	130,600.12	164,159.28	132,368.97		427,128.37	593,451.68	-166,323.31	71.97%
430.120 · Public Works OT Wages	8,936.45	3,844.96	3,656.50		16,437.91	30,000.00	-13,562.09	54.79%
430.192 · Public Works SSI Taxes	10,593.18	12,722.36	10,742.02		34,057.56	47,694.05	-13,636.49	71.41%
430.196 · Public Works Insurance	82,484.59	61,378.80	61,117.46		204,980.85	247,788.48	-42,807.63	82.72%
430.198 · Public Works N-U Pension	12,591.00	12,347.59	14,001.85		38,940.44	47,694.06	-8,753.62	81.65%
430.199 · Public Works Life & Disab Ins	1,970.10	2,626.80	2,623.79		7,220.69	8,844.00	-1,623.31	81.65%
430.220 · Public Works Oper Supplies	2,054.50	3,693.84	3,884.49		9,632.83	12,500.00	-2,867.17	77.06%
430.232 · Public Works Diesel	13,606.54	4,632.73	11,929.03		30,168.30	40,000.00	-9,831.70	75.42%
430.234 · Public Works Vehicle Supplies	433.40	2,122.20	2.15		2,557.75	10,000.00	-7,442.25	25.58%
430.238 · Public Works Uniforms	1,490.54	752.86	1,251.85		3,495.25	6,500.00	-3,004.75	53.77%
430.238 · Public Works Safety Gear	0.00	0.00			0.00	7,500.00	-7,500.00	0.00%
430.260 · Public Works Minor Equip Purch	0.00	0.00			0.00	2,500.00	-2,500.00	0.00%
430.341 · Public Works Advertising	0.00	320.00			320.00	500.00	-180.00	64.00%
430.373 · Public Works Maint & Rep Bldg	1,515.28	511.83	441.50		2,468.61	5,000.00	-2,531.39	49.37%
430.375 · Public Works Heavy Equip Maint	9,961.17	35,649.13	12,862.54		58,472.84	68,170.55	-9,697.71	85.77%
430.384 · Public Works Equip Rental	550.00	0.00			550.00	1,013.91	-463.91	54.25%
430.420 · Public Works Dues, Subscription	100.00	0.00			100.00	100.00	0.00	100.00%
430.450 · Public Works Contracted Srvs	3,054.50	1,529.75	3,114.00		7,698.25	10,000.00	-2,301.75	76.98%
430.460 · Public Works Meetings & Trainin	60.00	99.98	207.50		367.48	1,000.00	-632.52	36.75%
430.650 · Public Works Hand Tool Purch	729.86	356.25	305.25		1,391.36	1,139.38	251.98	122.12%
432.220 · Snow & Ice Rem Oper Supplies	18,634.98	0.00			18,634.98	125,000.00	-106,365.02	14.91%
432.375 · Snow & Ice Rem Equipment Maint	1,148.97	0.00			1,148.97	7,500.00	-6,351.03	15.32%
433.220 · Traffic Signals & Signs Supply	1,456.26	3,639.24	375.50		5,471.00	2,000.00	3,471.00	273.55%
433.360 · Traffic Signals & Signs Utiliti	1,215.33	969.44	1,002.55		3,187.32	4,000.00	-812.68	79.68%
433.450 · Traffic Signals Contracted Srvs	0.00	3,574.00	350.00		3,924.00	6,000.00	-2,076.00	65.40%
438.220 · Road Maint Supplies	6,640.89	25,370.88	58,164.39		90,176.16	90,176.16	0.00	100.00%
438.611 · Line Painting	0.00	0.00			0.00	0.00	0.00	
438.612 · Crack Sealing	0.00	0.00			0.00	5,000.00	-5,000.00	0.00%
438.613 · Vegetation Control	0.00	0.00			0.00	2,000.00	-2,000.00	0.00%
Total PW-Hwys, Roads & Streets	309,827.66	340,301.92	318,401.34	0.00	968,530.92	1,383,072.27	-414,541.35	70.03%
Culture and Recreation								
452.390 · Recreation fees	146.50	67.15	141.30		354.95	500.00	-145.05	70.99%
454.110 · Park Salary & Wage	636.54	16,696.82	21,587.47		38,920.83	68,400.00	-29,479.17	56.90%
454.192 · Park SSI	48.70	1,277.33	1,651.47		2,977.50	5,232.60	-2,255.10	56.90%
454.220 · Park Operating Supplies	316.41	1,153.09	1,067.66		2,537.16	3,000.00	-462.84	84.57%
454.231 · Park Vehicle Fuel	0.00	0.00	453.28		453.28	1,500.00	-1,046.72	30.22%
454.260 · Park Minor Equipment	0.00	740.01	238.45		978.46	1,500.00	-521.54	65.23%
454.320 · Park Communications	105.11	104.69	106.85		316.65	2,000.00	-1,683.35	15.83%
454.340 · Park Advertising & Printing	0.00	0.00	0.00		0.00	1,500.00	-1,500.00	0.00%
454.360 · Park Utilities	1,602.54	1,208.67	1,076.33		3,887.54	5,000.00	-1,112.46	77.75%

General Fund
Treasurer's Report: Q3 2020

	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 - Q4 2020	Adjusted Annual Budget	$ Over/Under Budget	% of Budget
454.373 · Park Repairs & Maintenance	3,640.88	-790.60	909.54		3,759.82	10,000.00	-6,240.18	37.60%
454.374 · Park Equipment Maintenance	700.38	210.20	560.26		1,470.84	2,000.00	-529.16	73.54%
454.450 · Park Contracted Services	2,983.92	1,030.92	5,382.42		9,397.26	10,000.00	-602.74	93.97%
454.700 · Park Recreation Board	0.00	0.00	0.00		0.00	9,500.00	-9,500.00	0.00%
457.540 · Community Day Celebration	0.00	0.00	0.00		0.00	5,000.00	-5,000.00	0.00%
Total Culture and Recreation	10,180.98	21,698.28	33,175.03	0.00	65,054.29	125,132.60	-114,951.62	51.99%
Benefits and Withholding								
483.194 · Employer Pd Unemployment Comp	12,694.51	939.56	0.00		13,634.07	30,000.00	-16,365.93	45.45%
483.195 · Employer Pd Worker's Comp	57,594.28	41,190.96	40,506.92		139,292.16	167,431.00	-28,138.84	83.19%
483.200 · Federal Healthcare Tax	0.00	182.88	0.00		182.88	200.00	-17.12	91.44%
Total Benefits and Withholding	70,288.79	42,313.40	40,506.92	0.00	153,109.11	197,631.00	-44,521.89	77%
Insurance								
486.350 · Property & Liability Insurance	113,570.00	0.00			113,570.00	113,930.00	-360.00	99.68%
486.355 · Professional Bonds	0.00	1,786.00	6,845.00		8,631.00	10,000.00	-1,369.00	86.31%
Total Insurance	113,570.00	1,786.00	6,845.00	0.00	122,201.00	123,930.00	-1,729.00	98.61%
Misc Expenses								
489.100 · Miscellaneous Expenses	136.10	193.08	0.00		329.18	0.00	329.18	100.00%
Total Misc Expenses	0.00	0.00	0.00	0.00	329.18	0.00	329.18	0.00%
Interfund Transfers Out								
492.310 · Transfer to Capital Fund Reserv	118,724.44	0.00			118,724.44	118,724.44	0.00	100.00%
Total Interfund Transfers Out	118,724.44	0.00	0.00	0.00	118,724.44	118,724.44	0.00	0.00%
Other Expenses								
463.540 · TIF	0.00	132,791.56	0.00		132,791.56	133,000.00	-208.44	99.84%
999.999 · uncategorized expenses	0.00		0.00		0.00		0.00	
66900 · Reconciliation Discrepancies	0.00		-0.03		-0.03		-0.03	0.00%
491.000 · Refund of Prior Year Revenues	1,065.10	1,528.36	0.00		2,593.46	100.00	2,493.46	2,593.46%
Total Other Expenses	1,065.10	134,319.92	-0.03	0.00	135,384.99	133,100.00	2,284.99	101.72%
Total Expense	1,539,253.24	1,489,085.77	1,871,800.89	0.00	4,900,139.90	6,880,828.08	-1,980,688.18	71.21%
Net Income	-299,872.42	1,056,557.03	-121,912.24	0.00	634,772.37	0.00	634,772.37	100.00%

CASH ACCOUNTS ENDING BALANCES*	Q1 2020	Q2 2020	Q3 2020	Q4 2020
ESSA CD 9 Months	1,046,193.79	1,046,193.79	1,046,193.79	
GENERAL CASH	2,688,519.86	3,749,567.45	3,559,667.58	
Payroll	1,000.00	1,000.00	1,000.00	
Petty Cash	250.00	203.46	250.00	
FEES IN LIEU	1,007.51	1,026.58	1,027.80	
KOLLAR RESTRICTED	5,319.27	5,319.27	5,319.27	
*From balance sheet	3,742,290.43	4,803,310.55	4,613,458.44	0.00

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2020-22

A RESOLUTION OF THE TOWNSHIP OF POCONO AUTHORIZING AND SECURING THE ISSUANCE OF A DEBT OBLIGATION IN THE FORM OF A NON-APPROPRIATION LEASE IN THE MAXIMUM PRINCIPAL AMOUNT OF $170,589.00 TO FINANCE A 2021 PETERBILT MODEL 348 TANDEM AXLE DUMP TRUCK AND RELATED EQUIPMENT; ACCEPTING A BANK LEASE PROPOSAL; SETTING FORTH THE TERMS AND SUBSTANTIAL FORM OF THE LEASE; AND CONTAINING RELATED PROVISIONS.

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, has determined to enter into a debt obligation, in the form of a Lease, in the maximum principal amount of $170,589.00 (the "Lease") to finance a tandem axle dump truck and related equipment (the "Project"); and

WHEREAS, the Board of Commissioners hereby accepts the Retail Order provided by Hunter Keystone Peterbilt, L.P. for the lease of a 2021 Peterbilt Model 348 tandem axle dump truck and related equipment, Serial No. 2NP3HJ8X7MM709474, for a total price of $170,595.00.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Pocono Township as follows:

1. The Board of Commissioners of Pocono Township hereby authorizes a Lease with Bank Capital Services, LLC d/b/a F.N.B. Equipment Finance, a subsidiary of First National Bank of Pennsylvania (the "Lessor"), pursuant to this Resolution, to finance the Project.

2. The Board of Commissioners desires to accept the Lease proposal, to award the Lease to Lessor, without the requirement of pledging the full faith and credit of Pocono Township.

3. The Board of Commissioners expresses its finding that it is in the best interest of the Township to enter into this Lease.

4. The reasonable expected life of the Project is at least five (5) years.

5. The Board of Commissioners hereby authorizes a Lease at a total price of $170,595.00, representing the balance due and owing on the Project.

6. The Lease and Addendum shall be payable in three (5) consecutive annual payments.

7. The principal and interest on the Lease shall be payable at the principal office or at any branch of the Lessor, in lawful money of the United States of America.

8. The Lease and Addendum shall be executed in the name of and on behalf of Pocono Township by the manual signature of the President or Vice President of the Board of Commissioners and the official seal affixed thereto and the manual signature of the Secretary of the Township shall be affixed thereto in attestation thereof; and said officers are authorized to execute and attest, as applicable, the Lease.

9. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence or clause or part of this Resolution, it being the intent of the Township that this remainder shall be and shall remain in full force and effect.

10. All Resolutions or part of this Resolution, insofar as the same shall be inconsistent herewith, shall be and the same are expressly repealed.

DULY ADOPTED, by the Board of Commissioners of the Township of Pocono, in Monroe County, Pennsylvania in a lawful session duly assembled, this 2nd day of November, 2020.

ATTEST:

TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA

By:_____
Taylor W. Muñoz
Secretary

By:_____
Richard Wielebinski
President

(SEAL)

Pocono Township Board of Commissioners
Regular Meeting Minutes
October 19, 2020 7:00 p.m.

The regular meeting of the Pocono Township Board of Commissioners was held on October 19, 2020 at the Pocono Township Municipal Building and opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

Roll Call: Jerrod Belvin, present; Ellen Gnandt, present; Jerry Lastowski, present; Keith Meeker, present; and Rich Wielebinski, present.

In Attendance: L. DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; and Taylor Muñoz, Township Manager.

Public Comment – None

Announcements

- Pocono Township's Trick-or-Treat hours will be held this year on Saturday, October 31st from 5:00 p.m. to 8:00 p.m.
- If you have not already, we would encourage you to sign up for the Township newsletter at www.poconopa.gov, follow our Facebook page for frequent community updates and subscribe to our Township-wide Savvy Citizen notification system at www.savvycitizenapp.com.

Hearings

- Ordinance 2020-07 – Motion to adopt Ordinance 2020-07 amending the Pocono Township Code of Ordinances by adopting a new Chapter 150 related to maintenance of properties within the Township; providing for remedial action by the Township in specified situations; and prescribing penalties for violation of the regulations and repealing all ordinances inconsistent therewith.

R. Wielebinski made a motion, seconded by K. Meeker, to open a public hearing on Ordinance 2020-07. All in favor. Motion carried.

L. DeVito confirmed hearing has been properly advertised. No public comment.

R. Wielebinski made a motion, seconded by K. Meeker, to close the public hearing on Ordinance 2020-07. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to adopt Ordinance 2020-07 amending the Pocono Township Code of Ordinances by adopting a new Chapter 150 related to maintenance of properties within the Township; providing for remedial action by the Township in specified situations; and prescribing penalties for violation of the regulations and repealing all ordinances inconsistent therewith. Roll Call: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Presentations - None

Resolutions - None

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the October 5, 2020 regular meeting of the Board of Commissioners. All in favor. Motion carried.

NEW BUSINESS

1. **Personnel –** No new business.

2. **Financial Transactions**

R. Wielebinski made a motion, seconded by E. Gnandt, to ratify vouchers payable received through October 15, 2020 in the amount of $101,457.14. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify gross payroll for pay period ending October 4, 2020 in the amount of $99,409.60. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through October 15, 2020 in the amount of $203,762.66. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to approve sewer operating fund expenditures through October 15, 2020 in the amount of $105,397.28. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to approve capital fund expenditures through October 15, 2020 in the amount of $5,819.02. All in favor. Motion carried.

3. **2020 3rd Quarter Budget Adjustments**

R. Wielebinski made a motion, seconded by J. Lastowski, to approve 3rd Quarter General Fund budget adjustments for the 2020 Fiscal Year. Discussion followed. E. Gnandt commented that, according to First Class Township code, budget adjustments should be approved as expenditures are incurred and line items exceeded. All in favor. Motion carried.

4. **Travel/Training Authorizations** - None

Report of the President

Richard Wielebinski

- Proposed date for next FY 2021 Budget Work Session – Wednesday, November 4, 2020. E. Gnandt questioned timing of meeting and having sufficient time for review before official presentation of budget.

- Discussion regarding proposed amendment to Township Fireworks Ordinance and possible advertisement for public hearing. Recapped discussion regarding requiring store owners to display placard with specified information about Township fireworks regulations.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize solicitor to advertise the proposed amendment to Township Fireworks Ordinance. Discussion - E. Gnandt expressed concern that we are penalizing business owners. J. Lastowski said the placard is to notify individuals what the ordinance requires. R. Wielebinski feels people should know some of the regulations, helping with compliance. J. Belvin added that the Township has struggled with getting compliance from some fireworks store owners on other Township ordinances too. Roll Call Vote: J. Belvin, yes; E. Gnandt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Discussion regarding remaining park capital projects for the year – chain link fence at Mountain View Park and new John Deere Gator. R. Wielebinski indicated approximately $40,000 is left in the park capital budget. Fence around the basketball court is in disrepair.

R. Wielebinski made a motion, seconded by K. Meeker, to replace the basketball court fence and to purchase two gators at the park. Discussion - E. Gnandt does not feel the timing is correct with funds in the budget and expressed concerns about equipment sitting until spring. J. Lastowski feels reluctant to spend the monies this year. Motion rescinded by R. Wielebinski and K. Meeker.

- Update – Electronic radar speed signs permit received. Speed signs were installed. T. Muñoz will look into the speed signs not flashing speeds above 20mph.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – No update.
- Tropical Storm Isaias Update - Everything from FEMA has been turned over to PEMA.
- FEMA Flood Mitigation grant application. FEMA opened their 404 Flood Hazard Mitigation grants. Information was submitted last week. J. Belvin and J. Tresslar expressed concern about the washouts on Wilke Road and one side's vulnerability to future washouts.
- Motion to authorize the hiring of three new Pocono Township police officers.

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the hiring of three new Pocono Township police officers. All in favor. Motion carried.

Ellen Gnandt – Commissioner

- Township financial status update - Budget work session on November 4, 2020.
- Discussion regarding Township Road Crew paving roads versus hiring a contractor and whether any cost savings are realized. E. Gnandt inquired whether hiring an independent contractor to pave Township roads would be more cost efficient than having the Township road crew do the work, taking into consideration all the equipment needed.

Jerry Lastowski – Commissioner

- Commended T. Munoz for his response to concerns expressed about a short-term rental (STR) on Gravatts Way. J. Lastowski said to reach out to residents again and tell them why it is important that residents report it and that they be willing to testify. Will look into information to allow manager to run registration of plates.
- Expressed concerns about PennDOT activity at the corner of S.R. 314 and Upper Swiftwater Road. PennDOT cut out a square of asphalt on the eastbound side. It was repaved but repave is about 1.5 inches lower than the road surface. This has created an unsafe pavement condition. Asked that T. Muñoz or R. Sargent reach out to PennDOT to see if they can level out the road.
- Asked that temporary signs be removed from Township road right-of-way. Removal from Township right-of-way is appropriate because it is not private property.

Keith Meeker – Commissioner – No comment.

Reports

Zoning – No report.

Emergency Services

- Police – No report.
- EMS – No report.
- Fire – No report.

Public Works Report

- Current and remaining Public Works Projects for 2020. Work on TLC pond is ongoing. Base of pond has been sealed with clay. Waiting for rain to fill the basin. There is not enough water flow in the Pocono Creek to bring water into the ponds. The Road Crew is also working to change around the parking area in the rear area of the Municipal Complex to allow access to the antiskid and salt bins.

- Robin Lane Drainage Project – Project has been started. Trees were removed and digging is to begin Wednesday. Public works crew will get as far as they can based on weather. Trucks are being outfitted with winter gear.

- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant. On the back burner until Spring due to trout spawn. Received half of grant funds from Conservation District, which was placed in a dedicated account.

- Update – Well Work at MVP. Water test results received were very good. Mike Gable and Craig Labar are finalizing seasonal start-up procedures along with the paperwork that C. Labar must submit to DEP with the water test results. November 1 is the last day the park is open to the public. Park shutdown will begin November 2.

Administration – Manager's Report

- Discussion regarding proposed amendments to Pocono Township Sign Ordinance. A draft copy of the Sign Ordinance amendment completed by the Planning Commission was provided to Commissioners. Any questions should be submitted before the next Commissioner meeting, leaving sufficient time for answers or clarification. This ordinance amendment must go to Monroe County Planning Commission before a hearing, and back to the Township Planning Commission for final stamp of approval. Advertising must be done twice.

- Township properties for land bank consideration. The Monroe County Land Bank is interested in properties the Township identifies as blighted for potential acquisition. Land bank properties do not require that property owners be behind on their taxes. Properties would be rehabilitated and put back into productive use. E. Gnandt suggested a property at 3408 Route 715 with a vacant trailer, graffiti and garbage be considered.

- Update – Administrative Assistant hiring process. Received 130 job applicants which were whittled down to 18 applicants who will be interviewed later this week.

- Update – Amusement Tax Implementation & Applications Received. Four applications have been received, including the Pocono Candle Shoppe. Will follow-up with Great Wolf for application submission. Researching if Escape Room and hatchet throwing business are operational. J. Lastowski noted that Hatchet Throwing will be operational by the end of the month. Further discussion regarding potential collection of amusement taxes on parking fees in the Township. Eckert Seamans will provide further information and research.

- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications. Nothing new to report.

- Wine Press Inn – Interest in Township-owned property. Waiting to hear back from owner.

- Update – Regional HSPS Comprehensive Plan. A meeting will take place Wednesday, October 21, 2020 at 6:00 p.m.

- Update – MS4 Requirements. Received information from M. Prugar from Boucher & James, with a summary of all the Township's MS-4 compliance for this last year showing what the Township has done in order to comply with regulations.

- The Township received a call from MCTI. They have requested the Township approve an hourly rate for our police services for 2021. Rate was calculated reflecting cost increases in the contract.

R. Wielebinski made a motion, seconded by J. Belvin, to approve a MOU with Monroe Career Technical Institute for Township Police services at a rate of $79.42 per hour. E. Gnandt reviewed calculations under discussion. All in favor. Motion carried.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin – Waiting to hear back from St. Paul's Church or Deanna Schmoyer, the project engineer.

- Archer Lane Drainage Issues – No report.

- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue. No new report.

Township Solicitor Report

- Archer Lane. Have a citation prepared by Zoning and will give them approval tomorrow to cite Mr. Archer for ongoing environmental issues.

- Discussion regarding amendment to the HJP Park cooperation agreement. Solicitors spoke and corresponded. Hoping to have by next BOC meeting a resolution prepared by Todd Weitzmann on behalf of Jackson Township, indicating that Jackson and Pocono Townships will take over responsibility for the park.

- Update – Kelly Family Trust. L. DeVito stated he believes we have identified the trustee of the Trust, who lives in Pittston, and is hopeful this will move the case forward.

- Johnson Appeal Zoning Hearing. Zoning Hearing Board to reconvene on October 27, 2020 at 5:00 p.m. to render its decision.

Public Comment – No public comment.

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 8:18 p.m. All in favor. Motion carried.

10/30/2020

BUDGET ADJUSTMENTS

TO: **Board of Commissioners**
FROM: **Taylor Munoz**
DATE **11/2/2020**
RE: **Budget Adjustment**

Please review the following line item transfer(s) for Commissioners approval.

	FROM:		TO:	
FUND	**BUDGET LINE**	**ADJUSTMENT**	**BUDGET LINE**	**ADJUSTMENT**
GENERAL FUND '01	404.310 · Township Solicitor	$ 1,002.05	**406.340 · Gen Govt Advertising & Printing**	$ 1,002.05
GENERAL FUND '01	410.222 · Ammunition/Field Materials	$ 3,000.00	**410.260 · Police Minor Equipment**	$ 3,000.00
GENERAL FUND '01	410.190 · Police HRA Fees	$ 46,000.00	**413.310 · Prof Services - BIU Building**	$ 86,030.11
GENERAL FUND '01	410.130 · Police Salaries & Wages-Officer	$ 30,030.11		
GENERAL FUND '01	404.310 · Township Solicitor	$ 10,000.00		
GENERAL FUND '01	454.110 · Park Salary & Wage	$ 798.95	**430.650 · Public Works Hand Tool Purch**	$ 798.95
		$ 3,671.00	**433.220 · Traffic Signals & Signs Supply**	$ 3,671.00
		$ 1,666.80	**438.220 · Road Maint Supplies**	$ 1,666.80
		$ 96,168.91		$ 96,168.91

POCONO TOWNSHIP
Monday, October 19, 2020

SUMMARY

Ratify		
General Fund	$	105,139.76
Sewer Operating	$	216.75
Sewer Construction	$	-
Capital Reserve	$	-
Bill List		
TOTAL General Fund	$	111,791.02
TOTAL Sewer OPERATING Fund	$	14,319.70
TOTAL Sewer CONSTRUCTION Fund	$	-
TOTAL Capital Reserve Fund	$	8,186.01
Liquid Fuels	$	-
Budget Adjustments	$	-
Budget Appropriations	$	-
Interfund Transfer		

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, November 2, 2020

	Date	Check	Vendor	Memo	Amount

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	10/23/2020			PAYROLL ENDING 10/18/2020	$ 104,100.31
				TOTAL PAYROLL	$ 104,100.31

General Expenditures

Date	Check	Vendor	Memo	Amount
10/16/2020	60232	Verizon	Police Ipads	70.66
10/19/2020	60233	Kyocera	TWP copiers lease payment	366.56
10/20/2020	60234	Verizon	Township Phones	415.98
10/26/2020	60235	District Court 43-3-03	Civil Complaint	186.25
			TOTAL General Fund Bills	$ 1,039.45

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
10/19/2020	1729	Verizon	SCADA line	34.24
10/20/2020	1731	Verizon	Sewer Modems	120.03
10/26/2020	1732	Blue Ridge	Phone service pump station	62.48
				$ 216.75

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
			TOTAL Sewer Construction Fund	$ -

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
			TOTAL Capital Reserve Fund	$ -

TOTAL General Fund	$	105,139.76
TOTAL Sewer Operating	$	216.75
TOTAL Sewer Construction	$	-
Total Capital Reserve	$	-
	$	**105,356.51**

Authorized by: _____

Transferred by: _____

POCONO TOWNSHIP CHECK LISTING
Monday, October 19, 2020

General Fund

Date	Check	Vendor	Memo		Amount
10/28/2020	60236	Nationwide - 457	EE & ER Cont	$	4,057.44
10/28/2020	60237	ADP, LLC	Payroll services	$	587.38
10/28/2020	60238	AFLAC	Supplemental insurance	$	488.42
10/28/2020	60239	Bartonsville Printing	Property Receipts	$	100.00
10/28/2020	60240	Best Auto Service Center	Police vehicle repair	$	218.97
10/28/2020	60241	Boucher & James, Inc.	Township engineering services	$	4,047.32
10/28/2020	60242	Brodhead Creek Regional Authority	3rd Qtr 2020 Water Usage	$	60.08
10/28/2020	60243	Cyphers Truck Parts	PW vehicle supplies	$	154.21
10/28/2020	60244	D.G. Nicholas Co.	PW vehicle repairs	$	2,436.73
10/28/2020	60245	DES	Sept 2020 Recycling	$	30.00
10/28/2020	60246	Double M Productions	P. W. Uniforms	$	1,561.00
10/28/2020	60247	E.M.Kutz, Inc.	Onspot Auto Chain System	$	5,550.00
10/28/2020	60248	Eckert, Seamans, Cherin & Mellott, LLC	Legal services	$	2,628.00
10/28/2020	60249	Gotta Go Potties, Inc	MVP portable bathrooms rental	$	1,035.00
10/28/2020	60250	H. M. Beers, Inc.	Oct 2020 SEO Services	$	3,075.00
10/28/2020	60251	J. P. Mascaro & Sons	Waste removal	$	198.64
10/28/2020	60252	J. P. Mascaro & Sons	Waste removal	$	283.97
10/28/2020	60253	JNK Hydrotest & Extinguisher Supply Co.	PW parts	$	65.20
10/28/2020	60254	MetLife - Non Uni. Pen. Plan	Non police pension	$	7,100.38
10/28/2020	60255	My Store	P.W. Uniforms	$	135.96
10/28/2020	60256	P & D Emergency Services	Police equipment	$	5,795.00
10/28/2020	60257	Panko Reporting	Professional services	$	175.00
10/28/2020	60258	PAPCO, Inc.	Township fuel	$	2,691.29
10/28/2020	60259	Pocono Mountain COG	2020 Township Membership	$	300.00
10/28/2020	60260	Pocono Township	Petty Cash	$	187.08
10/28/2020	60261	Pocono Township	APEX ESCROW	$	2,500.00
10/28/2020	60262	PSATS	P. W. Testing	$	382.00

10/28/2020	60263	Rasely, Robert	Workboot Allowance	$	150.00
10/28/2020	60264	Sargent, Robert	2 - 250 Gal Storage Tanks	$	80.00
10/28/2020	60265	SCOTT JAMES	Uniform Reimbursement	$	267.00
10/28/2020	60266	SFM Consulting LLC	Oct 2020 Building & Zoning Services	$	56,276.35
10/28/2020	60267	Shick, Tom	Workboot Allowance	$	150.00
10/28/2020	60268	Shinetime Auto Wash & Lube	Sept 2020 Police Car Washes	$	40.00
10/28/2020	60269	Stadium International Trucks	PW equipment parts	$	86.03
10/28/2020	60270	Staples Credit Plan	Police office supplies	$	177.15
10/28/2020	60271	STTC Service Tire Truck Centers, INC.	PW equipment parts	$	50.00
10/28/2020	60272	Suburban Testing Labs	MVP water testing	$	100.00
10/28/2020	60273	Tulpehocken Mountain Spring Water Inc	TWP water	$	71.29
10/28/2020	60274	U.S. Municipal	Sweeper repair	$	448.42
10/28/2020	60275	UNIFIRST Corporation	Uniforms and mats	$	174.12
10/28/2020	60276	US BANK - Lockbox CM9722	Police pension	$	6,471.31
10/28/2020	60277	Boucher & James, Inc.	Engineering services	$	1,405.28
			TOTAL General Fund	**$**	**111,791.02**

Sewer Operating Fund

Date	Check	Vendor	Memo		Amount
10/28/2020	1733	Boucher & James, Inc.	Sewer engineering services	$	6,907.97
10/28/2020	1734	BRODHEAD CREEK REGIONAL AUTHORITY	Water service	$	289.67
10/28/2020	1735	Emergency Systems Service Co.	Equpment maintenance	$	2,297.00
10/28/2020	1736	J P Mascaro & Sons	Waste removal	$	194.00
10/28/2020	1737	Pocono Management Associates LLC	Contracted services 9/28 -10/18/2020	$	4,151.06
10/28/2020	1738	SUBURBAN TESTING LABS	Monthly NPDES	$	480.00
			TOTAL Sewer Operating	**$**	**14,319.70**

Sewer Construction Fund

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

Capital Reserve Fund

Date	Check	Vendor	Memo		Amount
10/29/2020	1174	BOUCHER & JAMES INC	Engineering capital projects	$	4,804.25
10/29/2020	1175	Hanson Aggregates Pennsylvania	TLC POND PROJECT	$	381.76

10/29/2020	1176	HIGHWAY EQUIPMENT & SUPPLY CO.	ROBIN LANE EQUIPMENT RENTAL	$	1,200.00
10/29/2020	1177	Robert Turnbull Jr	ROBIN LANE TREE REMOVAL	$	1,800.00
			TOTAL Capital Reserve Fund	**$**	**8,186.01**

ESSA

TOTAL General Fund	$	111,791.02
Sewer Operating	$	14,319.70
TOTAL Sewer Construction Fund	$	-
Capital Reserve	$	8,186.01
Liquid Fuels	$	-
TOTAL ESSA TRANSFER	$	134,296.73

Authorized by:_____

Transferred by:_____

Approve

ZONING REPORT

TO: POCONO TOWNSHIP BOARD OF COMMISSIONERS

FROM: JUDITH ACOSTA, ZONING ADMINISTRATOR

SUBJECT: ZONING OFFICE REPORT

DATE: NOVEMBER 2, 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 October.

Permits issued:

Building Code: 19
- Commercial: 12
- Residential: 7

Zoning:
- Commercial: 9
- Residential: 10

Driveway: 1
- New construction: 2
- Paving: 2

Well: 3

Grading: 0

Transient Dwelling Unit: 2

On-lot Sewage: 2

Enforcement Actions:
New actions: 2
- Transient Dwelling Unit: 1
- Construction without permit: 1

District Court Matters:

Two civil complaints filed with the District Court in July for a non-permitted use was scheduled was heard on October 22nd resulting in a judgment awarded to the township.

A civil complaint has been filed with the District Court for a non-permitted use along with two non-traffic citations for violation of Chapter 356, Solid Waste.

Zoning Hearing Board Matters:

A decision in the Johnson matter, an appeal of the denial of a certificate of non-conformity for a transient dwelling use at the subject property, has been decided upholding the denial. There is a 30-day window for appeal to the Court of Common Pleas.