Pocono Township
PENNSYLVANIA

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

TELECONFERENCE DIAL-IN #: 408-418-9388
MEETING #: 132 446 0730
PASSWORD: 762666

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

- 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.

Presentations – None

Resolutions

OLD BUSINESS

- Motion to approve the minutes of the November 16, 2020 regular meeting of the Board of Commissioners. **(Action Item)**

NEW BUSINESS

1. **Personnel**

2. **Financial Transactions**

a. Motion to ratify vouchers payable received through December 3, 2020 in the amount of $1,057,497.06. **(Action Item)**
b. Ratify gross payroll for pay periods ending November 15 & 29, 2020 in the amount of $216,797.68. **(Action Item)**
c. Motion to approve vouchers payable received through December 3, 2020, 2020 in the amount of $97,222.91. **(Action Item)**
d. Motion to approve sewer operating fund expenditures through December 3, 2020, 2020 in the amount of $20,258.88. **(Action Item)**
e. Motion to approve sewer construction fund expenditures through December 3, 2020 in the amount of $8,884.00. **(Action Item)**
f. Motion to approve capital fund expenditures through December 3, 2020 in the amount of $57,703.40. **(Action Item)**

3. Travel/Training Authorizations

Report of the President

Richard Wielebinski

- Motion to engage Zelenkofske Axelrod LLC to audit the financial statements of Pocono Township as of and for the year ended December 31, 2020 and to authorize the Township Manager to sign the engagement letter on behalf of the Township. **(Action Item)**

Commissioner Comments

Jerrod Belvin – Vice President

- COVID-19/Emergency Management Update
- Tropical Storm Isaias Update – Denial
- FEMA Flood Mitigation grant application

Ellen Gnandt – Commissioner

- Discussion regarding timing and traffic patterns at the new Brookdale Road & S.R. 611 Intersection

Jerry Lastowski – Commissioner

- Traffic light timing issues at intersection of S.R. 314 & S.R. 611

Keith Meeker – Commissioner

- PMCCI Health & Safety Issues – Zoning Inspection(s)

Reports

Zoning

- November 2020 Report

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current and remaining Public Works projects for 2020
- Update – Dump truck body replacement
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
- Update – Well Work at MVP

Administration – Manager's Report

- Update – Leasing of Township Vehicles
- Update – Receipt of COVID Grant Funds from County
- Evaluation of Township's Wireless Carrier – Verizon vs. FirstNet (ATT)
- Discussion regarding installation of dry hydrant at Laurel Lake **(Potential Action Item)**
- Discussion regarding donation to the Brodhead Creek Watershed Association **(Potential Action Item)**
- Monroe County Land Bank – Potential acquisition of 17 Summit Drive, Pocono Manor
- Amended Sign Ordinance Update
- 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

- Gravatt's Way Short-Term Rental – Default judgment date and potential injunction
- Discussion regarding HJP Park
- Update – Kelly Family Trust
- Update – Ryan Possinger Appeal Zoning Hearing – November 24, 2020

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
November 16, 2020 7:00 p.m.

The regular meeting of the Pocono Township Board of Commissioners was held on November 16, 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 Comments

Todd Cannon (Serenite, 501 Upper Deer Valley Rd, Tannersville) – Provided perspective on Serenite shared ownership development and its economic impact. Asked for reconsideration to allow construction of second building to begin.

Tom Wise (108 Wise Lane, Scotrun) – Question about transient dwelling use. Property was a duplex on 9 acres when he and his wife purchased. House built included a mother-daughter structure. Mother-in-law passed and now they have an empty apartment that they would like to rent out via Airbnb. At some point, Pocono Township changed the zoning from RD to R1. Reviewed TDU ordinance and asked for further information as to whether the ordinance applies to his property. R. Wielebinski said T. Muñoz will research how the zoning change came about from RD to R1 and get back in touch with Wise family. Stated Township appreciated hearing from Mr. Wise.

Diane Zweifel (Post Hill Court, Henryville) – Stated she does not agree with increasing the township millage rate due to concerns over COVID-19. She feels the Board should look at other options to raise revenue, including further raising the amusement tax. T. Muñoz recommended resident read the full budget presentation packet posted on the Township website for public feedback for an understanding of where the Township has lost revenue and for an explanation of Township expenditures.

Theresa Purcell (215 Wilke Road, Tannersville) – Stated she shares concerns with the proposed millage increase and cited hardships like rising fuel prices. Expressed concerns about working to control costs.

R. Wielebinski highlighted several areas where the Township has saved taxpayer dollars and continued brought greater efficiency to Township operations.

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.
- 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.

Presentations

- FY 2021 Township Budget & Budget Narrative Presentation – Taylor Muñoz, Township Manager

The FY 2021 budget was presented by T. Muñoz. While 2020 revenues have remained relatively stable, Pocono Township experienced losses in its three primary revenue categories: Real Estate Tax, Earned Income Tax (EIT) and Local Services Tax (LST). T. Muñoz explained that the LST was hit hardest, likely due to reduced employment during COVID-19. The biggest financial hit to the Township's budget is due to the County granting successful property tax appeals following the county reassessment in 2019. Pocono Township received assessed values from the county to develop its tax rate, only to have the assessments further lowered as the county approved property tax appeals – resulting in a 6.4% revenue hit for the Township. Other items were discussed, including needed capital expenditures, personnel costs due to union contractual obligations and establishing a separate fire tax millage rate for the Volunteer Fire Company.

E. Gnandt commended T. Muñoz on the budget presentation. She is concerned about dipping into reserves of about $1.3 million and leaving roughly $3 million left in reserves at the end. She expressed the opinion that the Township should have a three-month reserve of expenses and feels that raising the amusement tax would allow the Township to have a surplus to put away for the capital reserve.

E. Gnandt made a motion to raise the amusement tax to 6% beginning July 1, 2021. Motion failed for lack of second.

J. Lastowski stated he is not opposed to raising the amusement tax, but that the tax is new to the resorts and the Township should establish themselves with the initial 3% first and see what revenues are received before raising the tax. He said if the amusement tax is raised too quickly, the resorts could take us to court and we could be tied up and receive nothing. F. Cefali, Township Treasurer, stated the Township is already borrowing from itself, which may have to be repaid down the road. He does not see the value in borrowing additional funds on top of borrowing from ourselves. R. Wielebinski pointed out over the last 6 to 8 years, taxes were maintained or reduced.

Resolutions

R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Resolution 2020-23 granting an additional 24-month extension of time to satisfy conditions of the plan approval of the Trap Enterprises Desaki Hotel Final Land Development Plan. Trap Enterprises, LLC shall have a period of 24 months from February 3, 2022 to satisfy the conditions of final plan approval and record the Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to adopt Resolution 2020-24 granting an extension of time to satisfy conditions of the plan approval of the Trap Enterprises Route 611 Final Land Development Plan. Abraham and Trapasso Enterprises, LLC, successor-in-interest to Trap Enterprises, LLC, shall have a period of twenty-four (24) months from August 3, 2021 to satisfy the conditions final plan approval and record the Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to adopt Resolution 2020-25 approving the withdrawal of Hamilton Township from the Hamilton-Jackson-Pocono Park and Recreation Commission, approving and accepting a deed conveying all of Hamilton Township's right, title and interest in the jointly-owned Park property to Pocono and Jackson Townships, acknowledging and agreeing that Pocono and Jackson Townships will continue to jointly maintain the Park property, and committing to enter into a new Intergovernmental Cooperation Agreement between Pocono and Jackson Townships for the future maintenance and operation of the Park property for public recreation and open space purposes. Discussion: J. Lastowski asked if this locks the Township into any monetary commitments. L. DeVito indicated it simply confirms that Hamilton will leave the partnership, and Pocono and Jackson Townships would be joint owners of the land. E. Gnandt inquired about whether any outstanding liabilities exist. L. DeVito indicated there were none. All in favor. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the November 2, 2020 regular meeting of the Board of Commissioners. E. Gnandt said under her report, Bob – not Rich - was the one that said antifreeze was in the traps. This change was accepted by Keith. All in favor. Motion carried.

NEW BUSINESS

1. **Personnel** – No new business.

2. **Financial Transactions**

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable received through November 12, 2020 in the amount of $96,738.90. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to ratify gross payroll for pay period ending November 1, 2020 in the amount of $95,755.55. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through November 12, 2020 in the amount of $133,384.52. E. Gnandt had some questions and would like answers to those questions at some point. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve sewer operating fund expenditures through November 12, 2020 in the amount of $101,492.20. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital fund expenditures through November 12, 2020 in the amount of $23,828.16. All in favor. Motion carried.

3. **Travel/Training Authorizations** – None.

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by J. Belvin, to engage Zelenkofske Axelrod LLC to audit the financial statements of Pocono Township as of and for the year ended December 31, 2020 and to authorize the Township Manager to sign the engagement letter on behalf of the Township. E. Gnandt stated the engagement letters need to be changed and that the Township receives an audited statement but does not need the accompanying report. The letters read that they want an engagement for a compilation. She believes we should have audited numbers with an auditor's opinion. Also mentioned changing the reference to GAAP statements, as the Township does not follow GAAP principles. Stated we do not want Township financial statements compiled, rather, they should be audited. R. Wielebinski suggested T. Muñoz, L. DeVito and F. Cefali find out what is needed and include E. Gnandt in conversation with auditors. Motion rescinded.

J. Lastowski made a motion, seconded by R. Wielebinski, to table the motion to engage Zelenkofske Axelrod LLC to audit the financial statements of Pocono Township as of and for the year ended December 31, 2020. All in favor. Motion carried.

- Discussion regarding enforcement actions against 17 Summit Avenue and potential structural hazards. R. Wielebinski and T. Muñoz visited the property and had difficulty going up driveway due to overgrown brush. Part of the house is falling apart and not secure. T. Muñoz will work with S. McGlynn and consult with Monroe County Landbank.

R. Wielebinski made a motion, seconded by J. Belvin, to have the Township Manager, Township Zoning & Code Enforcement Officer, and solicitor look into and discuss with the Monroe County Landbank

whether they would acquire property located at 17 Summit Avenue in Pocono Manor, Monroe County, Pennsylvania. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – No update.
- Tropical Storm Isaias Update – No update, still pending.
- FEMA Flood Mitigation grant application – No further update.
- MCTI Walkthrough – A walkthrough was done last Friday at MCTI reviewing emergency operations procedures and pandemic response plan.
- Traffic Light Update – The Discovery Drive and SR 611 light has been signed off by PennDOT. Retrieved old traffic lights that did not integrate the Township's adaptive system. Signal Service will attach them and redo the timing in December.

Ellen Gnandt – Commissioner

- Stated that the Township Emergency Management Plan is outdated. J. Belvin is working on a update and will present the updated plan to the BOC.

Jerry Lastowski – Commissioner

- Repurposing of Pocono Township's two electronic message signs. Jerry suggested the Township electronic message signs include positive holiday messages for the Christmas season. Also suggested the Township ask billboard owners to post positive holiday messages.

- Gravatts Way Short-Term Rental. L. DeVito indicated the Township has a default hearing on December 7, 2020 where Township is seeking a civil judgment of $12,000. December 7, 2020 is the deadline for defendant to enter a defense. The Township has received favorable results with past hearings, with three other problem properties either being sold or no longer used as short-term rentals. J. Lastowski suggested repeating to the concerned residents that we are doing everything possible to shut this location down. E. Gnandt inquired about the court process. L. DeVito said the judgment also gives the Township remedy to do an injunction. Officer L. Miller has visited the property each weekend to write a report and keep a record of violations.

J. Lastowski made a motion, seconded by E. Gnandt, to prepare an injunction for filing after December 7, 2020 hearing. Discussion followed regarding courts possibly closing due to COVID-19, short-term rentals being closed, having uniformed police officers identifying individuals on the property and violations being issued through the Township Zoning office. All in favor. Motion carried.

- Potential of limiting access due to COVID-19. Discussion regarding the Township hosting remote meetings, installing audio/visual system for live-streaming and remote staffing.

Keith Meeker – Commissioner

Inquired about PMCCI development. L. DeVito is coordinating a meeting with T. Muñoz, H. Beers, S. McGlynn and J. Acosta to formulate a plan to address numerous health and safety concerns in this development. Township zoning officials will begin drive-by inspections this week, without getting out of the vehicles, in preparation for a meeting the first week of December. Once the drive by inspections are complete, a meeting will be scheduled to discuss action plan moving forward.

Reports

Zoning

Emergency Services

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

Public Works Report

- Current and remaining Public Works projects for 2020. Completing leaf collection and working on getting TLC ice skating rink set up by next week.
- Robin Lane Drainage Project. Complete except for some touchup work in the Spring.
- Update – Park Lane Culvert Replacement Dirt and Gravel Grant. Placeholder until Spring.
- Update – Well Work at MVP. Park is closed. Water system torn down, drained, blown out, two gallons of antifreeze put in the traps and windows locked.

- Since last meeting, two trucks have had bodies fall off their frames. COSTARS price on aluminum body replacement would be $28,054 each installed. The trucks are 14 and 16 years old, respectively.

J. Belvin made a motion, seconded by K. Meeker, to purchase one truck body for $28,054 if the truck body can be complete by the end of January at the latest. All in favor. Motion carried.

- R. Sargent would like to put two items on Municibid – a Ford Escape with a rotted undercarriage and a 20-year-old mower.

R. Wielebinski made a motion, seconded by J. Lastowski, to put a Ford Escape and 20-year-old lawn mower on Municibid. All in favor. Motion carried.

Administration – Manager's Report

- First reading of the 2021 Proposed Budget as required by the First Class Township Code

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to make available for public inspection the proposed FY 2021 Pocono Township Budget, as required by the First Class Township Code, as of Thursday, November 18, 2020, with versions available in hard copy at the Township office and posted on the Township website. Discussion followed on the timeline of adding the truck body to the budget. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the Township Manager to advertise the FY 2021 proposed budget, as required by the First Class Township Code, at least twenty (20) days prior to the date for tentative adoption set for December 21, 2020. All in favor. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to authorize the order of three (3) 2021 Chevy Tahoe Police Pursuit Vehicles through Enterprise Fleet Management. Under discussion, the comparison of interest rates for Enterprise Fleet Management, which is part of a cooperative purchasing agreement through another coop called Sourcewell, was 3.69% versus F.N.B. at over 4%. After conversation with Zelenkofske Axelrod, Sourcewell is another valid cooperative purchasing entity that also meets the statutory bidding requirements in state law. All in favor. Motion carried.

- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications – No report.
- Wine Press Inn – Interest in Township-owned property – No update.
- Update – Regional HSPS Comprehensive Plan – Wednesday, December 16, 2020 at 6:00 p.m.

Township Engineer Report

- St. Paul's Lutheran Drainage Basin. Spoke to building committee representative and still waiting for proposal from engineer. L. DeVito suggested a letter from the solicitor's office.
- Archer Lane Drainage Issues – No report.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue. No update.

- R. Wielebinski asked for J. Tresslar's recommendation regarding the Serenite presentation earlier this evening and their request to begin construction on another building. Was asking to build one more building. L. DeVito indicated it has been made extremely clear what they need to do to move forward.

Township Solicitor Report

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Township Solicitor to prepare an ordinance establishing a Fire Services Tax and setting the rate at .201 mills. All in favor. Motion carried.

- Discussion regarding amendment to the HJP Park cooperation agreement. Next step is to coordinate with Township representatives from Jackson and Pocono to re-work the cooperation agreement.
- Update – Kelly Family Trust – No update.
- Update – Ryan Possinger Appeal Zoning Hearing – November 24, 2020. Zoning appeal regarding Possinger's desire to erect billboard on Rimrock Road near I-80. It is an appeal of the revocation of the zoning permit previously issued. Possinger increased the size of his billboard through a sign permit renewal application, rather than the required conditional use process.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize L. DeVito to attend the Ryan Possinger appeal zoning hearing on November 24, 2020. All in favor. Motion carried.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gnandt, to adjourn the meeting at 9:36 p.m. All in favor. Motion carried.

POCONO TOWNSHIP
Monday, December 7, 2020

SUMMARY

Ratify		
General Fund	$	225,875.29
Sewer Operating	$	789,602.84
Sewer Construction	$	-
Capital Reserve	$	42,018.93
Bill List		
TOTAL General Fund	$	97,222.91
TOTAL Sewer OPERATING Fund	$	20,258.88
TOTAL Sewer CONSTRUCTION Fund	$	8,884.00
TOTAL Capital Reserve Fund	$	57,703.40
Liquid Fuels	$	-
Budget Adjustments	$	-
Budget Appropriations	$	-
Interfund Transfer		

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, December 7, 2020

	Date	Check	Vendor	Memo		Amount

General Fund

	Date	Check	Vendor	Memo		Amount
Payroll	11/20/2020			PAYROLL ENDING 11/15/2019	$	110,540.38
	12/04/2020			PAYROLL ENDING 11/29/2020	$	106,257.30
				TOTAL PAYROLL	**$**	**216,797.68**

General Expenditures

Date	Check	Vendor	Memo		Amount
11/16/2020	60338	AFLAC	SUPPLEMENTAL INSURANCE	$	488.42
11/16/2020	60337	CARDMEMBER SERVICES	TOWSHIP OPERATION SUPPLIES	$	5,620.69
11/18/2020	60339	CARDMEMBER SERVICES	POLICE OPERATION SUPPLIES	$	866.01
11/19/2020	60340	VERIZON	POLICE CELLPHONES AND IPADS	$	485.83
11/23/2020	60341	VERIZON	TOWNSHIP CELLPHONES	$	604.62
11/23/2020	60342	NETWORK FLEET	POLICE GPS SERVICE	$	325.45
12/01/2020	60243	PENTELEDATA	INTERNET SERVICE	$	190.95
12/01/2020	60344	PENTELEDATA	INTERNET SERVICE	$	164.90
12/01/2020	60345	PPL	ELECTRIC SERVICE	$	22.45
12/01/2020	30646	ROYAL SECURITY SERVICES	2021 ALARM FEES	$	150.00
12/1/2020	60347	STAPLES CREDIT CARD	POLICE SUPPLIES		158.29
			TOTAL General Fund Bills	**$**	**9,077.61**

Sewer Operating Fund

Date	Check	Vendor	Memo		Amount
01/16/2020	1751	BLUE RIDGE	PHONE SERVICE PUMP STATION	$	62.48
11/16/2020	1752	VERIZON	SCADA LINE	$	34.14
11/23/2020	1753	METED	ELECTRIC SERVIE PUMP STATION	$	164.58
11/23/2020	1754	VERIZON	SEWER MODEMS	$	120.09
11/23/2020	1755	ESSA BANK	PRINCIPAL & INTEREST PAYMENT	$	186,187.48
11/23/2020	1756	PEOPLES BANK	PRINCIPAL & INTEREST PAYMENT	$	367,677.60
11/23/2020	1757	WAYNE BANK	PRINCIPAL & INTEREST PAYMENT	$	233,472.51
11/25/2020	1758	BLUE RIDGE	PHONE SERVICE PUMP STATION	$	124.96
12/01/2020	1759	PENTELEDATA	INTERNET SERVICE	$	1,759.00
				$	**789,602.84**

Sewer Construction Fund

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

Capital Reserve Fund

Date	Check	Vendor	Memo		Amount
11/23/2020	1186	CARDMEMBER SERVICES	POLICE COMPUTERS	$	4,169.58
12/02/2020	1187	FNB EQUIPMENT FINANCE	2021 PETERBILT	$	37,849.35
			TOTAL Capital Reserve Fund	**$**	**42,018.93**

TOTAL General Fund	$	225,875.29
TOTAL Sewer Operating	$	789,602.84
TOTAL Sewer Construction	$	-
Total Capital Reserve	$	42,018.93
	$	**1,057,497.06**

Authorized by: _____

Transferred by: _____

POCONO TOWNSHIP CHECK LISTING
Monday, December 7, 2020

General Fund

Date	Check	Vendor	Memo		Amount
12/3/2020	60349	APMM	2021 APMM Full Employed Managers Member Dues	$	165.00
12/3/2020	60350	Bianchi Joe	Uniform allowance	$	54.90
12/3/2020	60351	Boucher & James, Inc.	Engineering services	$	4,806.87
12/3/2020	60352	Business Radio Licensing	License renewal	$	120.00
12/3/2020	60353	CHELBUS CLEANING CO., INC.	December 2020 Cleaning Services	$	815.00
12/3/2020	60354	Chemung Supply Corporation	Road supplies	$	1,370.00
12/3/2020	60355	Cramer's Home Building Center	PW supplies	$	1,993.84
12/3/2020	60356	D.G. Nicholas Co.	PW supplies	$	279.09
12/3/2020	60357	Davidheiser's Inc.	Police equipment supplies	$	136.00
12/3/2020	60358	DES	October 2020 TWP Recycling	$	10.00
12/3/2020	60359	Eureka Stone Quarry, Inc.	Road supplies	$	584.54
12/3/2020	60360	Hartshorn, Dean	Boot Allowance	$	150.00
12/3/2020	60361	HUNTER KEYSTONE PETERBILT	Tuck supplies	$	68.06
12/3/2020	60362	J & B Auto	Police vehicle repairs	$	269.30
12/3/2020	60363	J. P. Mascaro & Sons	Waste removal	$	283.97
12/3/2020	60364	J. P. Mascaro & Sons	Waste removal	$	198.64
12/3/2020	60365	JDM Consultants, LLC	Nov 2020 Grant Consulting/Advocacy; DCED Grant Sub Fee	$	2,200.00
12/3/2020	60366	JNK Hydrotest & Extinguisher Supply Co.	Police equipment maintenance	$	59.95
12/3/2020	60367	Melley, Ryan	Uniform allowance	$	109.85
12/3/2020	60368	Mignosi, Timothy	Uniform allowance	$	472.99
12/3/2020	60369	MRM Worker's Compensation Pooled Trust	2019-20 Payroll Audit 10/1/19-9/30/20	$	11,379.00
12/3/2020	60370	P & D Emergency Services	Police equipment repair	$	237.00
12/3/2020	60371	PAPCO, Inc.	Vehicle fuel	$	3,196.35
12/3/2020	60372	PENTELEDATA	Internet service	$	126.13
12/3/2020	60373	Pitney Bowes	Equipment lease	$	142.35
12/3/2020	60374	Pocono Record	Advertisement	$	343.32
12/3/2020	60375	PPL Electric Utilities	Electric service	$	34.41

12/3/2020	60376	Rath, Eric	Uniform allowance	$	307.69
12/3/2020	60377	Ray Price Ford	Police vehicle maintenance	$	1,041.98
12/3/2020	60378	SFM Consulting LLC	Zoning and building professional services	$	31,688.77
12/3/2020	60379	Shinetime Auto Wash & Lube	Oct 2020 Police Car Washes	$	36.00
12/3/2020	60380	Sirchie Acquisition Company, LLC	Police equipment maintenance	$	102.52
12/3/2020	60381	Site2	Backup services	$	1,112.00
12/3/2020	60382	Steele's Hardware	PW operation supplies	$	786.30
12/3/2020	60383	Steele's Hardware	PW operation supplies	$	370.92
12/3/2020	60384	StopStick, LTD	Police operation supplies	$	615.00
12/3/2020	60385	Suburban Testing Labs	MVP water testing	$	100.00
12/3/2020	60386	Teamster Local 773 - Non-Uniform	Non uniform dues	$	847.00
12/3/2020	60387	Teamster Local 773 - Police	P0lice union dues	$	1,511.00
12/3/2020	60388	Tulpehocken Mountain Spring Water Inc	Water township	$	90.19
12/3/2020	60389	UNIFIRST Corporation	Uniforms and mats	$	256.18
12/3/2020	60390	Weitzmann, Weitzmann & Huffman, LLC	File Poc-ZHB-Johnson	$	3,465.85
12/3/2020	60391	YCG, Inc.	Police equipment maintenance	$	150.00
12/3/2020	60392	MetLife - 457	Non uniform pension	$	6,098.83
12/3/2020	60393	Nationwide - 457	EE & ER CONT	$	12,446.23
12/3/2020	60394	US BANK - Lockbox CM9722	Police pension	$	6,589.89
			TOTAL General Fund	**$**	**97,222.91**

Sewer Operating Fund

Date	Check	Vendor	Memo		Amount
12/3/2020	1760	Allstate Septic Systems, LLP	Services Pump stations	$	650.00
12/3/2020	1761	Boucher & James, Inc.	Engineering services	$	4,792.02
12/3/2020	1762	DeHaven's Excavating & Trucking	Sewer Hookup 345 & 347 Scotrun Ave	$	1,020.00
12/3/2020	1763	Emergency Systems Service Co.	Equipment maintenance	$	5,577.70
12/3/2020	1764	Excelsior Blower Systems, Inc.	Operation supplies	$	73.33
12/3/2020	1765	J P Mascaro & Sons	Waste removal	$	194.00
12/3/2020	1766	KEYSTONE ENGINEERING GROUP	Operation supplies	$	826.40
12/3/2020	1767	LRM, Inc	Equipment maintenance	$	880.00
12/3/2020	1768	Pocono Management Associates LLC	Contracted services 10/19-11/15	$	5,765.43
12/3/2020	1769	SUBURBAN TESTING LABS	Professional services	$	480.00

TOTAL Sewer Operating	**$**	**20,258.88**

Sewer Construction Fund

Date	Check	Vendor	Memo		Amount
12/4/2020	672	Gayle Construction	Pump replacement	$	8,884.00
			TOTAL Sewer Construction Fund	**$**	**8,884.00**

Capital Reserve Fund

Date	Check	Vendor	Memo		Amount
12/4/2020	1188	BOUCHER & JAMES INC	Engineering services	$	1,482.25
12/4/2020	1189	FNB EQUIPMENT FINANCE	2019 Peterbilt lease payment 2020	$	54,410.50
12/4/2020	1190	FRY PLASTIC LLC	Robin Lane Project supplies	$	1,775.65
12/4/2020	1191	MOUNTAIN ROAD FEED STORE	Robin Lane project	$	35.00
			TOTAL Capital Reserve Fund	**$**	**57,703.40**

ESSA

TOTAL General Fund	$	97,222.91	
Sewer Operating	$	20,258.88	
TOTAL Sewer Construction Fund	$	8,884.00	Authorized by:_____
Capital Reserve	$	57,703.40	
Liquid Fuels	$	-	
TOTAL ESSA TRANSFER	$	184,069.19	Transferred by:_____

Approve

ZONING REPORT

TO:	POCONO TOWNSHIP BOARD OF COMMISSIONERS
FROM:	JUDITH ACOSTA, ZONING ADMINISTRATOR
SUBJECT:	ZONING OFFICE REPORT
DATE:	DECEMBER 4, 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 November.

Permits issued:

Building Code: 28
- Commercial: 13
- Residential: 15

Zoning: 20
- Commercial: 11
- Residential: 12

Driveway: 4
- New construction: 3
- Paving: 1

Well: 3

Grading: 0

Transient Dwelling Unit: 3

On-lot Sewage: 0

Enforcement Actions:

New actions: 1
- Transient Dwelling Unit: 1
- Construction without permit: 1

District Court Matters:

A civil complaint was filed in October with the District Court for a non-permitted use along with two non-traffic citations for violation of Chapter 356, Solid Waste. We are still awaiting a hearing date for these matters.

Zoning Hearing Board Matters:

A hearing was scheduled for November 24th to hear the appeal of Ryan N. Possinger for the revocation of Permit #190030 issued on 3/25/19 to enlarge an existing sign on his property. A quorum of the Zoning Hearing Board was not reached, which is a requirement of the Township Code to hold a hearing, therefore this matter will be rescheduled to a future date.

Projects

A project identifying Short Term Rental Properties in violation of township code by either operating in a non-permitted district or operating in a permitted district without a license is underway. So far, several properties have been identified and action will be initiated.

A project within the community of PMCCI has begun. Our inspectors are tasked with identifying any possible violations including, but not limited to, junk, construction without a permit, junk vehicles, etc.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Pocono Township Zoning Hearing Board will hold a public hearing on **Tuesday, December 22, 2020, beginning at 5:00 P.M.** The purpose of the hearing is to consider the appeal of Ryan N. Possinger (Appellant) from the Zoning Officer's May 12, 2020 revocation of Permit No. 190030 issued on March 25, 2019 to enlarge an existing sign on property owned by Appellant. The sign in question was originally constructed pursuant to Permit No. 150444 issued on September 19, 2016. Appellant contends that (1) he has a vested right to Permit No. 190030 and the Township is equitably estopped from revoking it; (2) the revocation exceeded the authority of the Building Code Officer and is not within the jurisdiction of the Zoning Officer; and (3) proper notice of revocation was not provided. Appellant requests the following relief: (1) an interpretation of certain provisions of the Pocono Township Zoning Ordinance including Sections 470-121, 470-109.4.K, 470-107, 470-108.C, 470-38, 470-105, 470-109.1; (2) an interpretation of Section 403.43(f) of the Pennsylvania Uniform Construction Code; (3) reinstatement of Permit No. 190030; and (4) deemed approval of his building plan.

Appellant owns the property where the sign is located. That property is located off Rimrock Road in Pocono Township, Monroe County, Pennsylvania. The property is identified as Tax Code Number 12.112370 and PIN 12-6381-00-14-3700. It is located in the Commercial (C) zoning district.

Due to health considerations and for the safety of members of the public and township officials, the hearing will be conducted both in-person and by dial-in conference call. With social distancing protocols in place, there is seating capacity at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, Pennsylvania 18372, for eight (8) members of the public. Anyone desiring to observe or participate in the hearing remotely may contact the Township at 570-629-1922 for dial-in instructions. Party participation will be governed by the rules of standing contained in the Pennsylvania Municipalities Planning Code.

Any party desiring to submit documents or exhibits into the record must provide complete copies to the Township Manager by email at tmunoz@poconopa.gov at least three (3) business days prior to the hearing. All submitted exhibits will be posted to the Township's website prior to the hearing.

The complete application is on file for inspection and review without charge (or a copy may be obtained for a charge not greater than the cost thereof) at Pocono Township's offices at the address listed above during regular business hours. If any person with a disability wishes to request that special accommodations be made to allow his or her participation, he or she is asked to contact the Township by calling (570) 629-1922 at least one business day in advance to make arrangements.

WEITZMANN, WEITZMANN & HUFFMAN, LLC
By: Todd W. Weitzmann, Esquire
700 Monroe Street
Stroudsburg, PA 18360
Pocono Township Zoning Hearing Board Solicitors