



POCONO TOWNSHIP COMMISSIONERS  
AGENDA

January 19, 2021 | 7:00 p.m.

**ZOOM Dial-In #: 646-558-8656**  
**Meeting ID: 951 0750 7475**  
**Password: 536339**

**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**

- We encourage residents to avail themselves of our Township ice skating rink located at TLC Park at the corner of Route 715 and Route 611 in Tannersville. The rink is open weather-dependent. While we do our best to update our Facebook page with its availability, we ask residents to always exercise caution and use common sense before using the rink. When the weather allows
- If you have not already, we would encourage you to sign up for the Township newsletter at [www.poconopa.gov](http://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](http://www.savvycitizenapp.com).

**Presentations** – None

**Resolutions** – None

**OLD BUSINESS**

- Motion to approve the minutes of the January 4, 2020 regular meeting of the Board of Commissioners. **(Action Item)**

**NEW BUSINESS**

**1. Personnel** – None

## 2. Financial Transactions

- a. Motion to ratify vouchers payable received through January 14, 2021 in the amount of \$102,608.83. **(Action Item)**
- b. Ratify gross payroll for pay periods ending January 10, 2021 in the amount of \$101,262.70. **(Action Item)**
- c. Motion to approve vouchers payable received through January 14, 2021 in the amount of \$232,951.07. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through January 14, 2021 in the amount of \$155,150.57. **(Action Item)**
- e. Motion to approve capital reserve fund expenditures through January 14, 2021 in the amount of \$11,321.63. **(Action Item)**

## 3. Travel/Training Authorizations – None

### Report of the President

Richard Wielebinski

- Motion to adopt amended Civil Service Rules as recommended and approved by the Pocono Township Civil Service Commission **(Action Item)**
- Motion to have zoning officer inspect the property located at 1079 Sullivan Trail due to resident concerns expressed regarding junk vehicles and/or trailers on the premises **(Action Item)**
- Request of the Pocono Garden Club for a waiver of seven (7) monthly pavilion rentals for April through October **(Action Item)**

### Commissioner Comments

Jerrod Belvin – Vice President

- COVID-19/Emergency Management Update
- FEMA Flood Mitigation grant application

Ellen Grandt – Commissioner

- Amusement Tax receipts for Q4 of 2020 – January 31, 2021 payment deadline
  - Notices were sent to all amusement producers in the Township

Jerry Lastowski – Commissioner

- Follow-up regarding Christmas Eve UGI incident on S.R. 314
  - Meeting being organized with the Township, UGI and Senator Scavello

Keith Meeker – Commissioner

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

### Reports

**Zoning – None**

### **Emergency Services**

- Police
- EMS
- Fire

### **Public Works Report**

- Current Public Works projects report
- Replacement of basketball court fence at Mountain View Park
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant
  
- Update – Well Work at MVP

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

- Monroe County Land Bank – Site visit and potential acquisition of 17 Summit Drive, Pocono Manor
- Evaluation of Township’s Wireless Carrier – Verizon vs. FirstNet (ATT)
- Township Administrative Building Improvements
  - Internet bandwidth upgrades
  - Video intercom installation
  - Updated filing and improved document organization
  - Walkthrough with D’Huy Engineering to update cost estimates for Township Complex infrastructure improvements
- Appraisal of Township-owned property along I-80 by Tom McKeown
- Update – Amended Sign Ordinance
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications
- Wine Press Inn – Interest in Township-owned property
- Update – Regional HSPS Comprehensive Plan – Wednesday, January 20, 2021 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 I-80 parcel easement request – Jonathan Weber. **(Possible Action Item)**
- Discussion regarding HJP Park
- Update – Kelly Family Trust
- Zoning Hearing Board Update
  - Sheetz, Inc. variance request for sign construction
  - Appeal of Ryan Possinger

### **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  
January 4, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held remotely on January 4, 2021 via video and teleconference and was opened by President Rich Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

**Roll Call:** Jerrod Belvin, present; Ellen Gnadtt, 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.; Taylor Muñoz, Township Manager; and Krisann Wean, Administrative Assistant.

**Public Comments** – No public comment.

**Announcements**

- If you have not already, we would encourage you to sign up for the Township newsletter at [www.poconopa.gov](http://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](http://www.savvycitizenapp.com).

**Presentations** – No presentations.

**Resolutions** – No resolutions.

**OLD BUSINESS**

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the December 21, 2020 regular meeting of the Board of Commissioners. Minutes were approved with changes. All in favor. Motion carried.

**NEW BUSINESS**

**1. Advertisement of 2021 Township Meetings**

R. Wielebinski made a motion, seconded by J. Belvin, to set the Board of Commissioners meetings for the first and third Mondays of each month at 7:00 p.m. When a meeting date falls on a Township holiday, the meeting will be held the following day. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to set the Board of Commissioners Sewer Committee meetings for the first Monday of each month at 6:00 p.m. When a meeting date falls on a Township holiday, the meeting will be held the following day. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to set Planning Commission meetings for the second and fourth Mondays of each month. When a meeting date falls on a Township holiday, the meeting will be held the following day. All in favor. Motion carried.

**2. 2021 Board, Committee & Other Appointments**

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Tom Felver to the Pocono Township Vacancy Board with a term to expire December 31, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to re-appoint Angela Tullo, to serve as a member of the Zoning Hearing Board with a term to expire December 31, 2023. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Taylor Muñoz to the Monroe County Tax Committee with a term to expire December 31, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to re-appoint Randy Peechatka to the PJJWA Board with a term to expire December 31, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to re-appoint Marie Guidry to the PJJWA Board with a term to expire December 31, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to re-appoint Jeremy Sawicki, Marie Guidry, and Christina Kauffman to the Planning Commission with a term to expire December 31, 2024. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Berkheimer as EIT Tax Collector for Pocono Township. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint the following Pocono Township Volunteer Fire Department members as 2021 Fire Police as requested by Chief Tom Kresge. All in favor. Motion carried.

Kevin Kresge	34-9-7	Peter Gallagher	34-9-17
Chris Kinsley Sr.	34-9-8	William Ward	34-9-18
Don Simpson	34-9-11	Robert Gupko	34-9-19
Gerald Lastowski	34-9-12	Corey Sayer	34-9-20
Steve Jacobs	34-9-13	Robert Kinsley	34-9-21
Thomas Kresge	34-9-14	Al Kresge	34-9-10
Chris Kinsley Jr.	34-9-15	Rich Shay	34-9-9
Angela Tullo	34-9-16		

R. Wielebinski made a motion, seconded by J. Lastowski, to set the mileage reimbursement rate at the 2021 IRS rate of 56.0 cents per mile. All in favor. Motion carried.

### **3. Personnel**

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Kent Werkheiser as Pocono Township Chief of Police through December 31, 2021. All in favor. Motion carried.

### **4. Financial Transactions**

R. Wielebinski made a motion, seconded by J. Belvin, to ratify vouchers payable received through December 31, 2020 in the amount of \$113,601.14. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to ratify gross payroll for pay periods ending December 27, 2020 in the amount of \$106,044.94. E. Gndt asked for confirmation as to when buyouts were included in payroll for police. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve vouchers payable received through December 31, 2020, in the amount of \$74,972.36. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to approve sewer operating fund expenditures through December 31, 2020 in the amount of \$3,380.51. All in favor. Motion carried.

### **5. Travel/Training Authorizations**

R. Wielebinski made a motion, seconded by K. Meeker, to approve the attendance of Taylor Muñoz, Township Manager, Jerrod Belvin, Commissioner, and Robert Sargent, Road Supervisor, at the PSATS

2021 Annual Conference, April 18-21, 2021 in Hershey, PA. Registration, travel and hotel costs will be covered by the Township. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gnandt, to appoint Jerrod Belvin as voting delegate at the 2021 PSATS Annual Conference. All in favor. Motion carried.

### **Report of the President**

Richard Wielebinski

- Shared that Scantek is offering their customers a 5% discount on document digitization services until January 15, 2021.

R. Wielebinski made a motion, seconded by K. Meeker, authorizing T. Muñoz to sign a contract with Scantek reflecting a five percent discount for an amount not to exceed \$18,000 to complete document digitization of police files. E. Gnandt expressed concern with the quoted price being an estimate. T. Muñoz gave clarification. All in favor. Motion carried.

### **Commissioner Comments**

Jerrod Belvin – Vice President

- COVID-19/Emergency Management Update – No update.
- FEMA Flood Mitigation grant application – No update.
- Township Ice Skating Rink – TV 13 and WNEP gave positive coverage on the skating rink. There has been a spectacular public response. R. Wielebinski asked whether shovels are provided for grooming the ice. Shovels are not provided because they have been stolen in the past.

Ellen Gnandt – Commissioner

- Inquired about timing of when first quarter amusement taxes were due. T. Muñoz indicated the first quarter is due January 31, 2021 and the application packet stated the producers are to provide a tax return to the Township regardless of whether they have tax revenue to report or not. Notices will be sent out this month as a reminder of the due date.

Jerry Lastowski – Commissioner

- Expressed concerns about the gas explosion in Swiftwater over the Christmas holiday and its proximity to school traffic. Suggested the Township express concerns to UGI about preventing issues like this from happening in the future. J. Belvin indicated the Public Utility Commission (PUC) and Pennsylvania State Police are investigating since a death was involved. UGI had not updated Township maps with locations of shutoff valves for the gas lines. A request was sent to update maps and shut-off valve locations. J. Lastowski asked if UGI was working on testing the lines. He suggested the Township Manager contact appropriate parties for a sit-down to discuss the UGI issues.

J. Lastowski made a motion, seconded by R. Wielebinski, to have the Township write a letter to UGI expressing concern and ask what they are doing with the gas lines to ensure all residents and guests in Pocono Township are safe. Motion amended to include Township Manager contact appropriate parties for a sit-down to discuss the issues at hand pertaining to UGI. All in favor. Motion carried.

Keith Meeker – Commissioner – No comment.

### **Reports**

**Zoning** – No report.

**Emergency Services**

- Police – Included on website.
- EMS – No report.
- Fire – No report.

### **Public Works Report**

- Current and remaining Public Works projects for 2020 – Focusing on keeping roads clear and replenishing supplies for snow/ice.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – No report.
- Update – Well Work at MVP – No report.

R. Wielebinski asked when the well pump will be pulled for Mountain View Park. R. Sargent will stop by the park with Leon Clapper to check the amperage with the pump.

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

- Monroe County Land Bank – Potential acquisition of 17 Summit Drive, Pocono Manor – Submitted all information to the County, got confirmation information was received and waiting to hear back from Land Bank.
- Evaluation of Township’s Wireless Carrier – Verizon vs. FirstNet (ATT) – Evaluation is on-going and devices are being tested around the Township.
- Update – Amended Sign Ordinance – Zoning officials are reviewing comments and will report back to the Planning Commission at next meeting.
- Update – Pending grant applications – LSA, Multimodal & Recreation Grant Applications – Action expected on grants in January.
- Wine Press Inn – Interest in Township-owned property – No report.
- Update – Regional HSPS Comprehensive Plan – Next meeting is Wednesday, January 20, 2021 via Zoom at 6:00 p.m.

### **Township Engineer Report**

- St. Paul’s Lutheran Drainage Basin - Received plan from the church’s consultant. Under review this week.
- Archer Lane Drainage Issues – No report.
- Update – Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – No report.

### **Township Solicitor Report**

- Discussion regarding I-80 parcel easement request from Jonathan Weber – Currently working with J. Tresslar and hope to have a report by the next meeting as to whether this parcel qualifies as landlocked.
- Discussion regarding HJP Park – A virtual joint work session with Jackson Township will be advertised for Tuesday, January 12, 2021. There will be a conversation about what Jackson would like to see happen with the former HJP park property versus Pocono Township’s interest.
- Update – Kelly Family Trust - Received word last week that the trustee has retained an attorney and will hopefully receive a response by the end of this week. T. Muñoz to find out whether there are any fines on the property. Also check with the Prothonotary to see what further outstanding fines are on the property.
- Zoning Hearing Board Update
  - Sheetz, Inc. variance request for sign construction – There was a disparity between what was testified to as to their square footage vs what the plans showed. Coming in next week to amend their testimony to conform to the plans.
  - Ryan Possinger Appeal Zoning Hearing - Hearing was held December 22, 2020. Issue being addressed was whether the ZHB has jurisdiction to hear the appeal. If the ZHB finds the Township has jurisdiction, will move into the merits of the case.

- Johnson Appeal – Certified record was received by the Court filed by T. Weitzmann. Will be filing briefs with the Court and will have opportunity to respond and argue.

**Public Comment** – No public comment.

**Adjournment**

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 7:56 p.m. All in favor. Motion carried.

DRAFT



# POCONO TOWNSHIP

## Tuesday, January 19, 2021

### SUMMARY

#### Ratify

General Fund	\$	102,608.83
Sewer Operating	\$	579.95
Sewer Construction	\$	-
Capital Reserve	\$	-

#### Bill List

TOTAL General Fund	\$	232,951.07
TOTAL Sewer <u>OPERATING</u> Fund	\$	155,150.57
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	11,321.63
Liquid Fuels	\$	-

#### Budget Adjustments

\$ -

#### Budget Appropriations

\$ -

#### Interfund Transfer

#### Notes:

**POCONO TOWNSHIP CHECK LISTING**  
**RATIFY**

Tuesday, January 19, 2021

<b>General Fund</b>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Payroll	01/15/2021			PAYROLL ENDING 1/10/2021	\$ 101,262.70
<b>TOTAL PAYROLL</b>					<b>\$ 101,262.70</b>

<b>General Expenditures</b>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	01/04/2021	60470	BCRA	FIRE HYDRANTS ( 2021)	\$ 116.00
	01/04/2021	60471	STAPLES BUSINESS CREDIT	TWP OPS SUPPLIES (2020)	\$ 598.15
	01/05/2021	60472	BCRA	FIRE HYDRANTS ( 2021)	\$ 150.00
	01/05/2021	60473	PENTELEDATA	TWP INTERNET SERVICE	\$ 164.90
	01/05/2021	60474	PENTELEDATA	POLICE INTERNET SERVICE	317.08
<b>TOTAL General Fund Bills</b>					<b>\$ 1,346.13</b>

<b>Sewer Operating Fund</b>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	01/04/2021	1787	NJ EZ PASS	TOLLS	\$ 2.60
	01/05/2021	1788	PENTELEDATA	SEWER INTERNET SERVICE	\$ 299.75
	01/05/2021	1789	MET-ED	ELECTRIC SERVICE	\$ 190.72
	01/05/2021	1790	METTEL	TELEPHONE SERVICE	\$ 86.88
					<b>\$ 579.95</b>

<b>Sewer Construction Fund</b>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
					<b>TOTAL Sewer Construction Fund</b>
					<b>\$ -</b>

<b>Capital Reserve Fund</b>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
					<b>TOTAL Capital Reserve Fund</b>
					<b>\$ -</b>

<b>TOTAL General Fund</b>	\$	102,608.83	_____
<b>TOTAL Sewer Operating</b>	\$	579.95	Authorized by: _____
<b>TOTAL Sewer Construction</b>	\$	-	
<b>Total Capital Reserve</b>	\$	-	Transferred by: _____
	<b>\$</b>	<b>103,188.78</b>	

# POCONO TOWNSHIP CHECK LISTING

## Tuesday, January 19, 2021

### General Fund

Date	Check	Vendor	Memo	Amount
1/14/2021	60490	Cyphers Truck Parts	PW truck parts	\$ 190.07
1/14/2021	60492	Davidheiser's Inc.	Police equipment maintenance	\$ 136.00
1/14/2021	60493	DES	December 2020 TWP Recycling	\$ 30.00
1/14/2021	60494	Donna Kenderdine Reporting	Professional services	\$ 441.10
1/14/2021	60495	Engle-Hambright & Davies, Inc.	P. Razzaq Bond	\$ 500.00
1/14/2021	60496	Engle-Hambright & Davies, Inc.	Property & liability insurance	\$ 69,973.50
1/14/2021	60497	Eric A. Moses Co.	PW safety gear	\$ 105.43
1/14/2021	60498	H. M. Beers, Inc.	Dec 2020 SEO Services	\$ 1,150.00
1/14/2021	60499	HUNTER KEYSTONE PETERBILT	PW truck parts	\$ 284.78
1/14/2021	60500	Iannazzo, Marc	Uniform Replacement	\$ 123.00
1/14/2021	60501	Integra Business Center	POCO-TW equipment	\$ 981.09
1/14/2021	60502	J & B Auto	Police vehicle maintenance	\$ 80.50
1/14/2021	60503	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 295.44
1/14/2021	60504	Kimball Midwest	PW suppli	\$ 558.03
1/14/2021	60505	Kranendonk, Mary Jane	Permit refund	\$ 650.00
1/14/2021	60506	Locust Ridge Quarry	Road materials	\$ 1,146.16
1/14/2021	60507	Medico Construction Equipment Inc.	PW equipment maintenance	\$ 125.00
1/14/2021	60508	Mignosi, Timothy	Uniform Replacement	\$ 74.44
1/14/2021	60509	Monroe County Control Center	Dispatch Services	\$ 14,882.43
1/14/2021	60510	MRM Property & Liability Trust	Property & liability insurance 2021	\$ 49,373.00
1/14/2021	60511	MRM Worker's Compensation Pooled Trust	Workers Comp Insurance Prem.	\$ 11,382.30
1/14/2021	60512	P & D Emergency Services	Unit 98 Re-lettering	\$ 150.00
1/14/2021	60513	PMHIC	February 2021 Health insurance premium	\$ 69,044.42
1/14/2021	60514	PPL Electric Utilities	Electric service	\$ 2,215.01
1/14/2021	60515	PPL Electric Utilities	Electric service	\$ 107.37
1/14/2021	60516	Praxair Dist Mid-Atlantic	PW supplies	\$ 30.64

1/14/2021	60517	Ray Price Ford	Police vehicle repair	\$	397.95
1/14/2021	60518	Road Runner Food Mart	Police Vehicle Fuel	\$	440.44
1/14/2021	60519	Royal Security Services, Inc	2021 Monitoring	\$	259.00
1/14/2021	60520	Scicutella, Michael	Uniform allowance reimbursement	\$	184.70
1/14/2021	60521	Site2	IT backup	\$	1,156.00
1/14/2021	60522	State Workers Insurance Fund	Fire Department workers comp.	\$	1,693.00
1/14/2021	60523	Steele's Hardware	PW supplies	\$	392.51
1/14/2021	60524	Stroudsburg Electric Motor Service	PW equipment maintenance	\$	50.00
1/14/2021	60525	STTC Service Tire Truck Centers, INC.	PW equipment maintenance	\$	837.40
1/14/2021	60526	Tulpehocken Mountain Spring Water Inc	TWP water	\$	58.69
1/14/2021	60527	UNIFIRST Corporation	Uniforms & mats	\$	174.12
1/14/2021	60528	Verizon Connect	GPS service police	\$	325.45
1/14/2021	60529	Wilson Products Compressed Gas Co.	PW operation supplies	\$	121.52
1/14/2021	60530	Zoom Video Communications, Inc.	Standard Pro Annual 2021	\$	149.90
1/14/2021	60532	D.G. Nicholas Co.	PW supplies	\$	610.62
1/14/2021	60533	JDM Consultants	Jan 2021 Grant consultant	\$	2,000.00
1/14/2021	60534	Verizon Wireless	Police Ipads	\$	70.06
				<b>TOTAL General Fund</b>	<b>\$ 232,951.07</b>

### Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
1/14/2021	1791	A.C. Schultes, Inc.	Equipment Repair	\$ 11,450.00
1/14/2021	1792	ARGS Technology, LLC	Dec 2020 IT Services	\$ 62.50
1/14/2021	1793	BLUE RIDGE COMMUNICATIONS	Phone servcie	\$ 127.08
1/14/2021	1794	Boucher & James, Inc.	Engineering services	\$ 3,963.71
1/14/2021	1795	BRODHEAD CREEK REGIONAL AUTHORITY	Sewar treatment	\$ 108,361.75
1/14/2021	1796	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 815.00
1/14/2021	1797	Cardmember Services	Toll	\$ 31.00
1/14/2021	1798	EEMA O&M Services Group, Inc.	January 2021 contracted services	\$ 5,964.00
1/14/2021	1799	Engle-Hambright & Davies, Inc.	Polution insurance	\$ 14,998.50
1/14/2021	1800	PA One Call System, Inc	Sewer maping	\$ 62.26
1/14/2021	1801	Pocono Management Associates LLC	CONTRACTED SERVICES 12/21 - 01/10/2021	\$ 3,712.79
1/14/2021	1802	Pocono Township	Sewer admin services	\$ 711.81
1/14/2021	1803	PPL Electric Utilities	Electric services	\$ 2,213.21

1/14/2021	1804	Steele's Hardware	Operation supplies	\$	51.96
1/14/2021	1805	Utility Locator LLC	Sewer marking	\$	2,625.00
<b>TOTAL Sewer Operating</b>				<b>\$</b>	<b>155,150.57</b>

**Sewer Construction Fund**

Date	Check	Vendor	Memo	Amount
				<b>TOTAL Sewer Construction Fund</b>
				<b>\$ -</b>

**Capital Reserve Fund**

Date	Check	Vendor	Memo	Amount
01/14/2021	1192	BOUCHER & JAMES INC	PW ROOF ENGINEERING	\$ 546.63
01/14/2021	1193	ELAN CITY INC.	RADAR SIGN REPLACEMENT	\$ 2,910.00
01/14/2021	1194	SCANTEK	POLICE DOCUMENT SCANNING PMNT 1	\$ 7,865.00
<b>TOTAL Capital Reserve Fund</b>				<b>\$ 11,321.63</b>

**ESSA**

<b>TOTAL General Fund</b>	\$	232,951.07	
<b>Sewer Operating</b>	\$	155,150.57	
<b>TOTAL Sewer Construction Fund</b>	\$	-	Authorized by: _____
<b>Capital Reserve</b>	\$	11,321.63	
<b>Liquid Fuels</b>	\$	-	
<b>TOTAL ESSA TRANSFER</b>	<u>\$</u>	<u>399,423.27</u>	Transferred by: _____

2<sup>ND</sup> Tuesday each month

RECEIVED

JAN 8 - 2021

POCONO TOWNSHIP

To: Pocono Township Commissioners

From: Linda Berkensmeyer  
Pocono Garden Club.

Date: 1/1/21

Re: Mountainview Park Reservations

We are requesting reservations monthly due to the Covid pandemic restrictions on our regular meeting location.

Should those restrictions be lifted we will likely cancel some of the reservations.

We have provided the Township with free gardening maintenance in the past and expect to continue that in the coming year. We would appreciate a waiver of some of the monthly fees.

Thank you for your consideration

Linda Berkensmeyer

# POCONO TOWNSHIP PARKS & RECREATION

## Pavilion Rental Request

Mailing Address: 112 Township Dr., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville  
Pocono Township: (570)-629-1922 • Park: (570) 629-7324 • poconopa.gov • parksandrec@poconopa.gov

### REQUEST TO UTILIZE:

- Pavilion #1 (max. 150 ppl)
- Pavilion #2 (max. 75 ppl)
- Pavilion #3 (max. 200 ppl, includes stage)
- Pavilion #4 (max. 100 ppl)

### For Office Use Only

Facility Assigned: \_\_\_\_\_

Payment Received: Amount: \_\_\_\_\_

Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Linda Gerkensmeyer 10/25/47 Pocono Garden Club  
Name (person responsible) Date of Birth Event Name on Sign

*Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.*

Pocono Garden Club - Nonprofit  
Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)

c/o Linda Gerkensmeyer  
104 Dove Ln, Tannersville, PA 18372 Pocono  
Physical Address (Street, City, State, Zip) Municipality/Township

N/A  
Mailing Address (if different from above) (PO Box, City, State, Zip)

4/13/21 11-4 (Park Hours 10am-8pm) 50+  
Event Date Event start & end time Expected guests (#)

Linda Gerkensmeyer 570-242-3391 gerk1@ptd.net  
Contact Name Contact Phone Contact Email

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM.  
I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: \_\_\_\_\_

Linda Gerkensmeyer - Program Committee Member 1/7/21  
Signature Position with org/group Today's Date

*Applications will be accepted after January 1st of the rental year*

**Pocono Township Resident Fees:**  
Private Party or Non-Profit (In Twsp)  
 Mon, Tues, Wed, Thurs -\$50/day (any pavilion)  
 Fri, Sat, Sun - \$100/day (any pavilion)

**Non-Resident Fees:**  
Private Party, Corporations, Business, Non-Profit  
**Monday - Sunday**  
 Pavilion 2/4 - \$200/day  
 Pavilion 1/3 - \$300/day

Pocono Township Representative, Official Signature and Title

Date

# POCONO TOWNSHIP PARKS & RECREATION

## Pavilion Rental Request

Mailing Address: 112 Township Dr., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville  
 Pocono Township: (570)-629-1922 • Park: (570) 629-7324 • poconopa.gov • parksandrec@poconopa.gov

### REQUEST TO UTILIZE:

- Pavilion #1 (max. 150 ppl)
- Pavilion #2 (max. 75 ppl)
- Pavilion #3 (max. 200 ppl, includes stage)
- Pavilion #4 (max. 100 ppl)

**For Office Use Only**

Facility Assigned: \_\_\_\_\_

Payment Received: Amount: \_\_\_\_\_

Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Linda Gerkenmeyer 10/25/47 Pocono Garden Club  
 Name (person responsible) Date of Birth Event Name on Sign

*Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.*

Pocono Garden Club - non profit  
 Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)

c/o Linda Gerkenmeyer  
104 Dove La, Tannersville PA 18372 Pocono  
 Physical Address (Street, City, State, Zip) Municipality/Township

N/A  
 Mailing Address (if different from above) (PO Box, City, State, Zip)

5/11/21 (Park Hours 10am-8pm)  
 Event Date Event start & end time Expected guests (#)

Linda Gerkenmeyer 570-242-3391 gerk1@ptd.net  
 Contact Name Contact Phone Contact Email

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM.  
 I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: \_\_\_\_\_

Linda Gerkenmeyer - Program Committee 11/7/21  
 Signature Position with org/group Today's Date

*Applications will be accepted after January 1st of the rental year*

**Pocono Township Resident Fees:**

Private Party or Non-Profit (In Twsp)

- Mon, Tues, Wed, Thurs -\$50/day (any pavilion)
- Fri, Sat, Sun - \$100/day (any pavilion)

**Non-Resident Fees:**

Private Party, Corporations, Business, Non-Profit

**Monday - Sunday**

- Pavilion 2/4 - \$200/day
- Pavilion 1/3 - \$300/day

\_\_\_\_\_ Date

**Pocono Township Representative, Official Signature and Title**



# POCONO TOWNSHIP PARKS & RECREATION

## Pavilion Rental Request

Mailing Address: 112 Township Dr., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville  
 Pocono Township: (570)-629-1922 • Park: (570) 629-7324 • poconopa.gov • parksandrec@poconopa.gov

### REQUEST TO UTILIZE:

- Pavilion #1 (max. 150 ppl)
- Pavilion #2 (max. 75 ppl)
- Pavilion #3 (max. 200 ppl, includes stage)
- Pavilion #4 (max. 100 ppl)

#### For Office Use Only

Facility Assigned: \_\_\_\_\_

Payment Received: Amount: \_\_\_\_\_

Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Linda Gerkenmeyer 10/25/47 Pocono Garden Club  
 Name (person responsible) Date of Birth Event Name on Sign

*Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.*

Pocono Garden Club - non-profit  
 Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)

cp Linda Gerkenmeyer  
104 Dove Ln, Tannersville PA 18372 Pocono  
 Physical Address (Street, City, State, Zip) Municipality/Township

NA

Mailing Address (if different from above) (PO Box, City, State, Zip)

10/8/21 11-4 (Park Hours 10am-8pm) 507  
 Event Date Event start & end time (Park Hours 10am-8pm) Expected guests (#)

Linda Gerkenmeyer 570-242-3391 gerk1@ptd.net  
 Contact Name Contact Phone Contact Email

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM.  
 I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: \_\_\_\_\_

Linda Gerkenmeyer Program Committee 1/7/21  
 Signature Position with org/group Today's Date

*Applications will be accepted after January 1st of the rental year*

#### Pocono Township Resident Fees:

Private Party or Non-Profit (In Twsp)

- Mon, Tues, Wed, Thurs -\$50/day (any pavilion)
- Fri, Sat, Sun - \$100/day (any pavilion)

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Private Party, Corporations, Business, Non-Profit

**Monday - Sunday**

- Pavilion 2/4 - \$200/day
- Pavilion 1/3 - \$300/day

\_\_\_\_\_  
 Pocono Township Representative, Official Signature and Title Date

# POCONO TOWNSHIP PARKS & RECREATION

## Pavilion Rental Request

Mailing Address: 112 Township Dr., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville  
 Pocono Township: (570)-629-1922 • Park: (570) 629-7324 • poconopa.gov • parksandrec@poconopa.gov

### REQUEST TO UTILIZE:

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- Pavilion #2 (max. 75 ppl)
- Pavilion #3 (max. 200 ppl, includes stage)
- Pavilion #4 (max. 100 ppl)

**For Office Use Only**

Facility Assigned: \_\_\_\_\_

Payment Received: Amount: \_\_\_\_\_

Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Linda Berkensmeyer      10/29/47      Pocono Garden Club  
 Name (person responsible)      Date of Birth      Event Name on Sign

*Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.*

Pocono Garden Club - nonprofit  
 Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)

104 Dove La Tannersville PA 18372      Pocono  
 Physical Address (Street, City, State, Zip)      Municipality/Township

N/A  
 Mailing Address (if different from above) (PO Box, City, State, Zip)

7/20/21      11-4      (Park Hours 10am-8pm)      50+  
 Event Date      Event start & end time      Expected guests (#)

Linda Berkensmeyer      570-212-3891      geek1@ptd.net  
 Contact Name      Contact Phone      Contact Email

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM.  
 I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: \_\_\_\_\_

Linda D. Sukmeyer      Program Committee      1/7/21  
 Signature      Position with org/group      Today's Date

*Applications will be accepted after January 1st of the rental year*

**Pocono Township Resident Fees:**

Private Party or Non-Profit (In Twsp)

- Mon, Tues, Wed, Thurs -\$50/day (any pavilion)
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**Non-Resident Fees:**

Private Party, Corporations, Business, Non-Profit

**Monday - Sunday**

- Pavilion 2/4 - \$200/day
- Pavilion 1/3 - \$300/day

\_\_\_\_\_      \_\_\_\_\_  
 Pocono Township Representative, Official Signature and Title      Date

# POCONO TOWNSHIP PARKS & RECREATION

## Pavilion Rental Request

Mailing Address: 112 Township Dr., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville  
 Pocono Township: (570)-629-1922 • Park: (570) 629-7324 • poconopa.gov • parksandrec@poconopa.gov

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- Pavilion #2 (max. 75 ppl)
- Pavilion #3 (max. 200 ppl, includes stage)
- Pavilion #4 (max. 100 ppl)

**For Office Use Only**

Facility Assigned: \_\_\_\_\_

Payment Received: Amount: \_\_\_\_\_

Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Linda Gerken Meyer 10/25/47 Pocono Garden Club  
 Name (person responsible) Date of Birth Event Name on Sign

*Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.*

Pocono Garden Club - non profit  
 Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)

104 Dove Lane Tannersville PA 18372 Pocono  
 Physical Address (Street, City, State, Zip) Municipality/Township

N/A

Mailing Address (if different from above) (PO Box, City, State, Zip) \_\_\_\_\_

8/10/21 11-4 (Park Hours 10am-8pm) 50+  
 Event Date Event start & end time Expected guests (#)

Linda Gerken Meyer 570-242-3391 gerk1@ptd.net  
 Contact Name Contact Phone Contact Email

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM.  
 I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: \_\_\_\_\_

Linda D. Gerken Meyer Program Committee 1/7/21  
 Signature Position with org/group Today's Date

*Applications will be accepted after January 1st of the rental year*

**Pocono Township Resident Fees:**

Private Party or Non-Profit (In Twsp)

Mon, Tues, Wed, Thurs -\$50/day (any pavilion)

Fri, Sat, Sun - \$100/day (any pavilion)

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Private Party, Corporations, Business, Non-Profit

**Monday - Sunday**

Pavilion 2/4 - \$200/day

Pavilion 1/3 - \$300/day

\_\_\_\_\_ \_\_\_\_\_  
 Pocono Township Representative, Official Signature and Title Date

# POCONO TOWNSHIP PARKS & RECREATION Pavilion Rental Request

Mailing Address: 112 Township Dr., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville  
Pocono Township: (570)-629-1922 • Park: (570) 629-7324 • poconopa.gov • parksandrec@poconopa.gov

## REQUEST TO UTILIZE:

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### For Office Use Only

Facility Assigned: \_\_\_\_\_

Payment Received: Amount: \_\_\_\_\_

Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Linda Gerkenmeyer 10/25/47 Pocono Garden Club  
 Name (person responsible) Date of Birth Event Name on Sign

*Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.*

Pocono Garden Club - Nonprofit  
 Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)

Linda Gerkenmeyer  
104 Dove La Tannersville PA 18372 Pocono  
 Physical Address (Street, City, State, Zip) Municipality/Township

N/A  
 Mailing Address (if different from above) (PO Box, City, State, Zip)

9/14/21 (Park Hours 10am-8pm)  
 Event Date Event start & end time

Linda Gerkenmeyer 570-242-3391 genk1@ptd.net  
 Contact Name Contact Phone Contact Email

Expected guests (#)

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM.  
 I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: \_\_\_\_\_

Linda D. Gerkenmeyer Program Council 11/7/21  
 Signature Position with org/group Today's Date

*Applications will be accepted after January 1st of the rental year*

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 Pocono Township Representative, Official Signature and Title Date

# POCONO TOWNSHIP PARKS & RECREATION

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Facility Assigned: \_\_\_\_\_  
 Payment Received: Amount: \_\_\_\_\_  
 Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

Linda Gerkenmeyer 10/25/47 Pocono Garden Club  
 Name (person responsible) Date of Birth Event Name on Sign

*Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.*

Pocono Garden Club - non-profit  
 Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)  
104 Linda Gerkenmeyer  
104 Dove La, Tannersville PA 18372 Pocono  
 Physical Address (Street, City, State, Zip) Municipality/Township

NA  
 Mailing Address (if different from above) (PO Box, City, State, Zip)

10/12/21 11-4 (Park Hours 10am-8pm) 50+  
 Event Date Event start & end time Expected guests (#)

Linda Gerkenmeyer 570-242-3391 gerk.l@ptd.n  
 Contact Name Contact Phone Contact Email

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM  
 I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: \_\_\_\_\_

Linda D. Gerkenmeyer Program Committee 1/7/21  
 Signature Position with org/group Today's Date

*Applications will be accepted after January 1st of the rental year*

**Pocono Township Resident Fees:**  
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 Fri, Sat, Sun - \$100/day (any pavilion)

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 Private Party, Corporations, Business, Non-Profit  
**Monday - Sunday**  
 Pavilion 2/4 - \$200/day  
 Pavilion 1/3 - \$300/day

\_\_\_\_\_  
 Pocono Township Representative, Official Signature and Title Date