



POCONO TOWNSHIP COMMISSIONERS
AGENDA

May 17, 2021 | 7:00 p.m.

112 Township Drive, Tannersville, PA

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

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

- Mark your calendars for Pocono Township's annual Community Day on Saturday, August 14 (with an August 15 rain date). We will have a variety of activities, exhibitors and food for the whole family, with fundraising opportunities to support our Fire Company and Library.

Hearings – None

Presentations

- Q1 2021 Treasurer's Report – Frank Cefali, CPA & Township Treasurer

Resolutions

- Resolution 2021-10 – Motion to approve the expenditure of \$155,963.85 for three (3) 2021 Ford Explorer Interceptors and authorize the execution of a certain lease purchase agreement with Bank Capital Services LLC, D/B/A F.N.B. Equipment Finance. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda that includes the following items:
 - Old Business comprised of the minutes of the May 3, 2021 regular meeting of the Board of Commissioners.
 - New business comprised of approval of the following financial transactions:
 - Ratification of vouchers payable received through May 13, 2021 in the amount of \$1,131,801.52.

- Ratification of gross payroll for pay period ending May 2, 2021 in the amount of \$130,086.83.
- Vouchers payable received through May 13, 2021 in the amount of \$175,193.02.
- Sewer operating fund expenditures through May 13, 2021 in the amount of \$117,778.20.
- Capital reserve fund expenditures through May 13, 2021 in the amount of \$61,145.94.
- Approval of a Fire Tax disbursement of \$96,877.17 to the Pocono Township Volunteer Fire Company. **(Action Items)**

NEW BUSINESS

1. Personnel – None

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

- Motion to make conditional offers of employment to three applicants for open Patrol Officer positions with the Pocono Township Police Department. **(Action Item)**
- Motion to authorize the reduction of the construction escrow for the Trap Enterprises Route 611 Project by \$170,022.86 based on the recommendation letter of Jon Tresslar, Township Engineer, dated May 13, 2021. **(Action Item)**
- Motion to approve a lot line adjustment for Trap Enterprises, LLC for properties located on the western side of State Route 611 at its intersection with the existing private driveway of the former Brookdale Resort consisting of the following:
 - 1) Subdivision of existing Lot 4 (Tax ID 12-6364-00-64-8660), a 84.90 acre parcel, into two parcels of 0.81 acres and 84.09 acres respectively; and
 - 2) Consolidating the new 0.81-acre parcel with existing Lot 6 (Tax ID 12-6364-04-73-3287), a 0.66-acre property, for a new proposed Lot A of 1.47 acres. **(Action item)**
- Motion to authorize the disposition of the following records pursuant to the Commonwealth's Records Retention and Disposition Schedule. **(Action Item)**
 - Right to Know requests prior to 1/2019
 - Bank Statements prior to 1/2015
 - Deposit Slips prior to 1/2015
 - Invoices prior to 1/2015
 - Payroll Records prior to 1/2015
 - Escrow Account information prior to 1/2015
- Motion to approve the opening of a money market account with First Keystone Community Bank, per the refinancing of the Township public sewer debts, and authorize Commissioners Richard Wielebinski, Jerrod Belvin, Ellen Gmandt, Jerry Lastowski, and Keith Meeker; Township Treasurer Frank Cefali; and Township Manager/Secretary Taylor Munoz as signatories for the account. **(Action Item)**

Commissioner Comments

Jerrod Belvin – Vice President

- Discussion and possible action regarding authorization to have the Township Engineer prepare and advertise bid specifications for a basketball court at TLC Park. **(Possible Action Item)**
- Discussion and possible action regarding the purchase of street lights and a new fountain pump for the lower pond at TLC Park. **(Possible Action Item)**
- COVID-19/Emergency Management Update
- FEMA Flood Mitigation grant application
- Monroe County Hazard Mitigation Plan Update

Ellen Gndt – Commissioner

Jerry Lastowski – Commissioner

- Update – Joint letter to UGI outlining gas line infrastructure concerns.

Keith Meeker – Commissioner

Reports

Zoning – None

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects report
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant

Administration – Manager’s Report

- Walkthrough of Old Learn Farm with Pocono Heritage Land Trust on 5/13 and park visits planned with DCNR on 5/21.
- Research ongoing regarding electronic payments for and submissions of Township permits.
- Update – Public access to the Old Learn Farm property.
- Discussion regarding the Wine Press Inn owner’s interest in the purchase of the adjoining Township parcel on Bartonsville Avenue
- Evaluation of Township’s Wireless Carrier – Verizon vs. FirstNet (ATT)
- Regional HSPS Comprehensive Plan – No update.

Township Engineer Report

- St. Paul’s Lutheran Drainage Basin
- Archer Lane Drainage Issues
- 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**)
- Update – Kelly Family Trust
- Zoning Hearing Board Update
 - Appeal of Ryan Possinger
 - Butz Lane STR

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



2021 Q1

Financial Report

May 17, 2021

Q1 Revenue

General Fund

18% of total revenue collected

17% Real estate

51.35% Transfer taxes

29.6% EIT

8.8% Amusement tax

Sewer Operations

25% user fees collected

Liquid Fuels

State aid 2.8% higher than expected.



Q1 Expenditures

General Fund

25.96% of budgeted aggregate expenses

Each governmental unit is still within budget for the quarter

Individual lines monitored for future performance issues

Sewer Operations

15% total expenses for the year

Capital Reserve

Digitization of police records

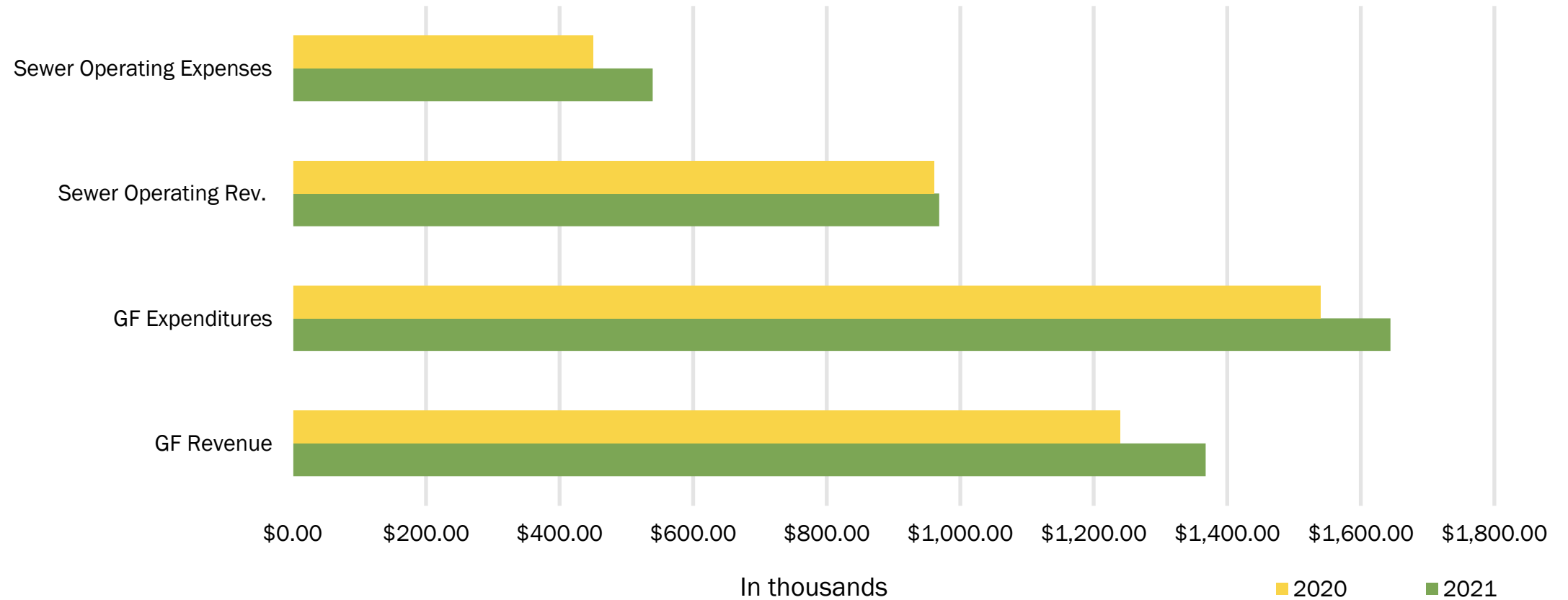


Capital Expenditures

	Q1	Q2	Q3	Q4
Projects	Document Digitization			
PW & Park	Gator			
Police	Rhino Tabs			



2021 v. 2020



TREASURER'S REPORT SUMMARY

Q1 2021 REVENUE

	2021				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,367,573	\$ 298	\$ 437,521	\$ 968,619	\$ 183
Q2					
Q3					
Q4					
Total	<u>\$ 1,367,573</u>	<u>\$ 298</u>	<u>\$ 437,521</u>	<u>\$ 968,619</u>	<u>\$ 183</u>
2021 BUDGET	\$ 7,533,911	\$ 2,445,080	\$ 426,209	\$ 3,811,500	\$ 755,338
% OF BUDGET	18.15%	0.01%	102.65%	25.41%	0.02%

	2020 REVENUE				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,239,381	\$ 214,311	\$ 472,174	\$ 960,832	\$ 566
Q2	\$ 2,574,429	\$ 174,974	\$ 544	\$ 982,810	\$ 25,184
Q3	\$ 1,837,586	\$ 170,853	\$ -	\$ 955,418	\$ 228
Q4	\$ 1,020,866	\$ 218,842	\$ -	\$ 963,151	\$ 204
Total	<u>\$ 6,672,262</u>	<u>\$ 778,981</u>	<u>\$ 472,718</u>	<u>\$ 3,862,211</u>	<u>\$ 26,183</u>
2020 BUDGET	\$ 6,880,828	\$ 2,936,026	\$ 463,487	\$ 3,869,802	\$ 504,000
% OF BUDGET	96.97%	26.53%	101.99%	99.80%	5.20%

	2019 REVENUE				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,176,848	\$ 5,261	\$ 484,583	\$ 945,206	\$ 190,546
Q2	\$ 3,287,496	\$ 15,790	\$ 609	\$ 1,955,225	\$ 49,145
Q3	\$ 1,612,553	\$ 62,824	\$ 255	\$ 1,043,860	\$ 674
Q4	\$ 855,128	\$ 122,302	\$ -	\$ 863,802	\$ 613
Total	<u>\$ 6,932,025</u>	<u>\$ 206,178</u>	<u>\$ 485,447</u>	<u>\$ 4,808,094</u>	<u>\$ 240,978</u>
2019 BUDGET	\$ 6,792,759	\$ 2,181,035	\$ 473,119	\$ 3,958,000	\$ 200,000
% OF BUDGET	101.76%	3.89%	102.61%	123.75%	120.49%

	2018 REVENUE				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,078,653	\$ 1,999	\$ 474,168	\$ 989,205	\$ 1,098
Q2	\$ 3,626,971	\$ 106,825	\$ 595	\$ 2,217,235	\$ 823
Q3	\$ 1,265,392	\$ 7,799	\$ 524	\$ 918,495	\$ 581
Q4	\$ 980,099	\$ 332,455	\$ 1	\$ 5,670,474	\$ 575
Total	<u>\$ 6,951,114</u>	<u>\$ 449,077</u>	<u>\$ 475,287</u>	<u>\$ 9,795,409</u>	<u>\$ 3,077</u>
2018 BUDGET	\$ 6,927,688	\$ 4,104,764	\$ 466,734	\$ 4,929,694	\$ 10,000
% OF BUDGET	100.34%	10.94%	101.83%	107.77%	30.77%

Q1 2021 EXPENDITURES

	2021 EXPENDITURES				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,644,337	\$ 88,129	\$ -	\$ 539,556	\$ 389
Q2					
Q3					
Q4					
Total	\$ 1,644,337	\$ 88,129	\$ -	\$ 539,556	\$ 389
2021 BUDGET	\$ 6,880,828	\$ 2,245,080	\$ 425,709	\$ 3,584,762	\$ 755,338
% OF BUDGET	23.90%	3.93%	0.00%	15.05%	0.05%

	2020 EXPENDITURES				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,539,718	\$ 169,554	\$ -	\$ 449,083	\$ 34,228
Q2	\$ 1,489,086	\$ 479,483	\$ -	\$ 596,803	\$ 21,427
Q3	\$ 1,878,192	\$ 792,464	\$ 473,000	\$ 472,664	\$ 5,287
Q4	\$ 1,476,375	\$ 384,423	\$ -	\$ 1,274,294	\$ 355
Total	\$ 6,383,371	\$ 1,825,925	\$ 473,000	\$ 2,792,844	\$ 61,296
2020 BUDGET	\$ 6,880,828	\$ 2,936,026	\$ 462,987	\$ 3,584,762	\$ 504,000
% OF BUDGET	92.77%	62.19%	102.16%	77.91%	12.16%

	2019 EXPENDITURES				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,602,605	\$ 50,139	\$ -	\$ 726,836	\$ 40,881
Q2	\$ 1,288,593	\$ 322,626	\$ -	\$ 1,691,186	\$ 1,041,499
Q3	\$ 1,726,018	\$ 822,323	\$ 489,000	\$ 550,407	\$ 26,362
Q4	\$ 1,643,569	\$ 351,489	\$ -	\$ 1,368,290	\$ 27,695
Total	\$ 6,260,786	\$ 1,546,578	\$ 489,000	\$ 4,336,718	\$ 1,136,437
2019 BUDGET	\$ 6,792,759	\$ 2,181,035	\$ 472,619	\$ 3,430,254	\$ 200,000
% OF BUDGET	92.17%	70.91%	103.47%	126.43%	568.22%

	2018 EXPENDITURES				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,396,588	\$ 169,043	\$ -	\$ 479,642	\$ 232,686
Q2	\$ 1,327,243	\$ 345,987	\$ -	\$ 583,963	\$ 172,639
Q3	\$ 1,835,286	\$ 586,576	\$ 474,000	\$ 527,253	\$ 22,205
Q4	\$ 1,273,031	\$ 319,859	\$ -	\$ 7,958,793	\$ 67,605
Total	\$ 5,832,148	\$ 1,421,465	\$ 474,000	\$ 9,549,650	\$ 495,135
2018 BUDGET	\$ 6,033,443	\$ 1,718,142	\$ 465,611	\$ 2,833,265	\$ 620,000
% OF BUDGET	96.66%	82.73%	101.80%	337.05%	79.86%

General Fund Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCES*

	Q1 2021	Q2 2021	Q3 2021	Q4 2021
GENERAL CASH	3,983,459.81			
Payroll	1,000.00			
Petty Cash	159.16			
FEES IN LIEU	1,028.60			
Kollar Restricted	5,319.27			
*From balance sheet	3,990,966.84	0.00	0.00	0.00

	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 - Q4 2021	TOTAL		% of Budget
						Annual Budget	\$ Over/Under Budget	
Income								
301.100 · Real Estate Taxes - Current	488,693.00				488,693.00	2,802,726.09	-2,314,033.09	17.44%
301.102 · Specialty Taxes	49,270.21				49,270.21	562,175.91	-512,905.70	8.76%
310.200 · Earned Income Taxes	443,778.60				443,778.60	1,500,000.00	-1,056,221.40	29.59%
Taxes Other								
301.200 · Real Estate Taxes - Delinquent	21,814.84				21,814.84	50,000.00	-28,185.16	43.63%
301.300 · Returned Taxes - Upset Sale	0.00				0.00	3,500.00	-3,500.00	0.0%
310.100 · Real Estate Transfer Taxes	89,857.23				89,857.23	175,000.00	-85,142.77	51.35%
310.500 · Local Services Taxes	107,316.71				107,316.71	450,000.00	-342,683.29	23.85%
Total Taxes Other	218,988.78	0.00	0.00	0.00	218,988.78	678,500.00	-459,511.22	32.28%
Licenses, permits and fees								
321.800 · Cable TV Franchise Fees	46,884.14				46,884.14	200,000.00	-153,115.86	23.44%
322.100 · Application fees	1,500.00				1,500.00	100.00	1,400.00	1,500.0%
Total Licenses, permits and fees	48,384.14	0.00	0.00	0.00	48,384.14	200,100.00	-151,715.86	24.18%
Fines and Forfeits								
331.100 · Court Fines - District Magisterial	14,069.95				14,069.95	50,000.00	-35,930.05	28.14%
331.110 · Motor Vehicle Code Violations	4,450.33				4,450.33	20,000.00	-15,549.67	22.25%
331.200 · Ordinance Violations	1,000.00				1,000.00	0.00		0.0%
Total Fines and Forfeits	19,520.28	0.00	0.00	0.00	19,520.28	70,000.00	-50,479.72	27.89%
341.010 · Interest on Investments	1,784.46	0.00	0.00	0.00	1,784.46	15,000.00	-13,215.54	11.9%
Other State Grants								
354.100 · Police Grants	0.00				0.00	5,000.00	-5,000.00	0.0%
355.010 · Public Utility Realty Tax	0.00				0.00	5,500.00	-5,500.00	0.0%
355.040 · Alcoholic Beverage Licenses	2,550.00				2,550.00	4,000.00	-1,450.00	63.75%
355.050 · Pension System State Aid	0.00				0.00	214,000.00	-214,000.00	0.0%
355.070 · Foreign Fire Insurance	0.00				0.00	73,000.00	-73,000.00	0.0%
356.100 · State Payments in Lieu of Taxes	0.00				0.00	400.00	-400.00	0.0%
Total Other State Grants	2,550.00	0.00	0.00	0.00	2,550.00	301,900.00	-299,350.00	0.84%
Police Services & OT Reim.								
362.101 · Reimbursement Police overtime	5,537.68				5,537.68	5,000.00	537.68	110.75%
362.100 · Police Services	3,012.64				3,012.64	10,000.00	-6,987.36	30.13%
Total Police Services & OT Reim.	8,550.32	0.00	0.00	0.00	8,550.32	15,000.00	-6,449.68	57.0%

General Fund Treasurer's Report: Q4 2020

	TOTAL							
Building Permits								
362.410 - Building Permits - BIU	30,358.35				30,358.35	250,000.00	-219,641.65	12.14%
Total Building Permits	30,358.35	0.00	0.00	0.00	30,358.35	250,000.00	-219,641.65	12.14%
Charges for Services								
361.101 - Sewer Admin. Services	2,777.78				2,777.78	25,000.00	-22,222.22	11.11%
361.310 - Subdivision, Land Develop Fees	200.00				200.00	5,000.00	-4,800.00	4.0%
361.330 - Zoning Hearing Board Fees	850.00				850.00	3,750.00	-2,900.00	22.67%
361.340 - Cond Use, Curative PRD Fees	0.00				0.00	750.00	-750.00	0.0%
361.700 - Reproduction of Records	90.00				90.00	250.00	-160.00	36.0%
362.110 - Sale of Police Reports	1,866.25				1,866.25	4,000.00	-2,133.75	46.66%
362.130 - Security Alarm Fees	0.00				0.00	100.00	-100.00	0.0%
362.300 - Zoning Permits	8,841.35				8,841.35	25,000.00	-16,158.65	35.37%
362.440 - Sewer System Permits	10,650.00				10,650.00	15,000.00	-4,350.00	71.0%
362.450 - Use & Occupancy Permits	400.00				400.00	2,500.00	-2,100.00	16.0%
362.475 - Well Permits	400.00				400.00	1,500.00	-1,100.00	26.67%
362.480 - Pool Permits	0.00				0.00	100.00	-100.00	0.0%
362.485 - Sign Permits	900.00				900.00	5,000.00	-4,100.00	18.0%
362.491 - Fireworks Permits	0.00				0.00	200.00	-200.00	0.0%
362.493 - TRANSIENT DWELLING	2,050.00				2,050.00	4,500.00	-2,450.00	45.56%
362.495 - UCC Fees	185.00				185.00	500.00	-315.00	37.0%
362.600 - Miscellaneous Permits	500.00				500.00	500.00	0.00	100.0%
363.500 - Public Works Services	0.00				0.00	7,500.00	-7,500.00	0.0%
Total Charges for Services	29,710.38	0.00	0.00	0.00	29,710.38	101,150.00	-71,439.62	29.37%
367.140 - Pavilion Rental Fees	6,556.10				6,556.10	15,000.00	-8,443.90	43.71%
Other Operating Revenue								
387.100 - Contributions and Donations	1.00				1.00			
387.200 - Fees in Lieu of Improvements	8,260.00				8,260.00	500.00	7,760.00	1,652.0%
Total Other Operating Revenue	8,261.00	0.00	0.00	0.00	8,261.00	500.00	7,761.00	1,652.2%
Other Financing Sources								
391.100 - Sale of Surplus Property	0.00				0.00	5,000.00	-5,000.00	0.0%
395.000 - Refunds of Prior Year Expenses	6,000.70				6,000.70	150,000.00	-143,999.30	4.0%
395.001 - EE Portion Health Ins.	5,166.71				5,166.71	23,493.36	-18,326.65	21.99%
Total Other Financing Sources	11,167.41	0.00	0.00	0.00	11,167.41	178,493.36	-167,325.95	6.26%
392.900 - Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00	843,365.74	-843,365.74	0.0%
Total Revenues	1,367,573.03	0.00	0.00	0.00	1,367,573.03	7,533,911.10	-4,268,691.90	18.15%
Expense								
General Government								
400.110 - Salary & Wages - Legislative	4,062.50				4,062.50	16,250.00	-12,187.50	25.0%

General Fund Treasurer's Report: Q4 2020

				TOTAL	
400.260 · Minor Equipment	0.00	0.00	2,000.00	-2,000.00	0.0%
400.420 · Dues, Subscriptions & Memberships	889.00	889.00	3,500.00	-2,611.00	25.4%
400.460 · Legislative -Meetings & Training	0.00	0.00	2,500.00	-2,500.00	0.0%
400.540 · Legislative - Donations	100.00	100.00	1,000.00	-900.00	10.0%
401.110 · Admin Salaries & Wages	21,710.68	29,464.52	100,800.00	-71,335.48	29.23%
401.192 · Admin SSI Taxes	1,758.61	2,341.01	7,560.00	-5,218.99	30.97%
401.196 · Admin Health Insurance	9,382.68	11,728.35	29,575.60	-17,847.25	39.66%
401.198 · Non-Uniformed Pension Plan	2,086.88	2,086.88	9,072.00	-6,985.12	23.0%
401.199 · Admin Life and Disability Ins	435.40	523.10	1,052.40	-529.30	49.71%
401.200 · Administration Allowances	58.57	58.57	1,000.00	-941.43	5.86%
401.220 · Admin Operating Supplies	169.00	169.00	2,000.00	-1,831.00	8.45%
401.260 · Admin Minor Equipment	119.97	119.97	1,500.00	-1,380.03	8.0%
401.420 · Admin Dues, Subscriptions & Mem	1,398.80	1,766.80	4,890.32	-3,123.52	36.13%
401.460 · Admin Meetings & Training	111.22	550.22	2,500.00	-1,949.78	22.01%
402.110 · Fin Admin Salaries & Wages	12,923.25	25,538.63	60,569.60	-35,030.97	42.16%
402.192 · Fin Admin SSI Taxes	1,037.83	1,992.13	4,633.57	-2,641.44	42.99%
402.196 · Fin Admin Health Insurance	9,382.68	11,728.35	29,575.60	-17,847.25	39.66%
402.198 · Fin Admin Non-Uni Pension Plan	1,246.96	1,246.96	5,451.26	-4,204.30	22.87%
402.199 · Fin Admin Life & Disability Ins	397.56	474.70	1,052.40	-577.70	45.11%
402.310 · Fin Admin Professional Srvs	510.00	872.50	25,500.00	-24,627.50	3.42%
403.110 · Tax Collection Salaries & Wages	2,307.72	3,076.96	10,000.00	-6,923.04	30.77%
403.192 · Tax Collection SSI Taxes	176.52	235.36	765.00	-529.64	30.77%
403.199 · Tax Collection Bond Ins	0.00	0.00	2,000.00	-2,000.00	0.0%
403.215 · Tax Collection Postage	0.00	0.00	2,000.00	-2,000.00	0.0%
403.220 · Tax Collection Operating Supply	2,923.48	2,923.48	1,500.00	1,423.48	194.9%
403.310 · Tax Collection Professional Srv	1,791.92	2,873.06	35,000.00	-32,126.94	8.21%
404.310 · Township Solicitor	12,925.43	12,925.43	65,000.00	-52,074.57	19.89%
404.314 · Legal Services Special Counsel	0.00	0.00	15,000.00	-15,000.00	0.0%
405.110 · Secretary Salaries & Wages	31,030.94	42,304.69	149,240.00	-106,935.31	28.35%
405.120 · Secretary OT	678.72	1,407.46	5,000.00	-3,592.54	28.15%
405.192 · Secretary SSI Taxes	2,579.01	3,465.67	11,799.36	-8,333.69	29.37%
405.196 · Secretary Insurance	25,784.60	32,821.61	88,726.68	-55,905.07	36.99%
405.198 · Secretary Non-Uni Pension Plan	2,131.29	2,131.29	13,881.60	-11,750.31	15.35%
405.199 · Secretary Life & Disability Ins	1,109.24	1,315.91	3,157.20	-1,841.29	41.68%
406.215 · Gen Govt Postage	170.66	2,197.01	9,500.00	-7,302.99	23.13%
406.220 · Gen Govt Operation Supplies	1,491.94	2,971.51	7,000.00	-4,028.49	42.45%
406.310 · Gen Govt Professional Srvs	1,436.00	1,436.00	12,000.00	-10,564.00	11.97%
406.320 · Gen Govt Communications	1,403.91	2,233.13	8,000.00	-5,766.87	27.91%
406.340 · Gen Govt Advertising & Printing	1,557.62	5,083.10	6,000.00	-916.90	84.72%
406.374 · Gen Govt Office Equipment Maint	0.00	0.00	1,000.00	-1,000.00	0.0%
406.384 · Gen Govt Equipment Leases	833.11	1,077.48	4,000.00	-2,922.52	26.94%
407.252 · Computer Parts & Supplies	0.00	127.68	1,000.00	-872.32	12.77%
407.260 · Technology Minor Equipment	0.00	2,000.00	2,000.00	0.00	100.0%

General Fund Treasurer's Report: Q4 2020

					TOTAL			
407.450 · Contracted Services	18,502.75				26,908.19	60,704.00	-33,795.81	44.33%
408.310 · Township Engineer	5,528.66				10,237.09	45,000.00	-34,762.91	22.75%
409.220 · Building Operating Supplies	616.76				778.24	3,500.00	-2,721.76	22.24%
409.360 · Building Utilities	10,039.04				12,974.60	40,000.00	-27,025.40	32.44%
409.373 · Building Maint & Repairs	2,132.61				2,760.68	20,000.00	-17,239.32	13.8%
409.450 · Building Contracted Services	1,322.37				1,763.88	5,000.00	-3,236.12	35.28%
Total General Government	196,566.67	0.00	0.00	0.00	274,053.48	940,999.72	-666,946.24	29.12%
Public Safety								
Police								
410.120 · Police Salaries & Wages-Admin	21,319.04				26,673.12	98,983.00	-72,309.88	26.95%
410.130 · Police Salaries & Wages-Officer	289,793.92				388,790.11	1,521,761.08	-1,132,970.97	25.55%
410.140 · Police Salaries & Wages-Civilian	11,424.00				15,504.00	53,040.00	-37,536.00	29.23%
410.179 · Police Longevity Pay	6,967.06				13,223.23	50,689.49	-37,466.26	26.09%
410.180 · Police Overtime Wages	23,359.14				39,500.33	155,000.00	-115,499.67	25.48%
410.185 · Sick & Vacation Buy Back	0.00				7,141.04	70,000.00	-62,858.96	10.2%
410.187 · Police Overtime Civ Support	0.00				0.00	500.00	-500.00	0.0%
410.191 · Uniform Allowance	2,372.08				2,778.43	16,800.00	-14,021.57	16.54%
410.192 · Police SSI Taxes	29,820.11				40,144.35	150,458.18	-110,313.83	26.68%
410.196 · Police Health Insurance	153,116.64				192,069.11	520,000.00	-327,930.89	36.94%
410.197 · Police Pension Plan	1,607.39				1,607.39	264,000.00	-262,392.61	0.61%
410.198 · Police Life & Disability Ins	6,927.43				8,647.11	21,048.00	-12,400.89	41.08%
410.199 · Police Non-Uniform Pension	1,099.50				1,099.50	4,607.05	-3,507.55	23.87%
410.200 · Police 457 Contribution	1,788.60				2,056.45	11,400.00	-9,343.55	18.04%
410.216 · Police Community Outreach	0.00				0.00	2,000.00	-2,000.00	0.0%
410.220 · Police Operating Supplies	2,055.17				2,129.77	7,500.00	-5,370.23	28.4%
410.221 · Crime Scene Supplies	225.82				225.82	1,200.00	-974.18	18.82%
410.222 · Ammunition/Field Materials	508.04				901.10	6,000.00	-5,098.90	15.02%
410.231 · Vehicle Fuel	12,047.52				15,183.60	45,000.00	-29,816.40	33.74%
410.238 · Uniform Expense	74.44				1,040.44	2,000.00	-959.56	52.02%
410.260 · Police Minor Equipment	7,746.70				7,957.60	15,000.00	-7,042.40	53.05%
410.270 · Police IT	17,593.56				19,383.66	28,000.00	-8,616.34	69.23%
410.310 · Police Professional Services	10,416.00				12,566.00	25,000.00	-12,434.00	50.26%
410.314 · Civil Service Comm Solicitor	1,083.46				1,083.46	3,000.00	-1,916.54	36.12%
410.317 · POLICE NEW HIRES EXP	2,498.09				10,207.65	50,000.00	-39,792.35	20.42%
410.320 · Police Communications	3,248.10				4,325.77	17,306.00	-12,980.23	25.0%
410.331 · Travel/Lodging	0.00				0.00	3,500.00	-3,500.00	0.0%
410.341 · Police Advertising & Printing	0.00				361.81	2,500.00	-2,138.19	14.47%
410.373 · Police Maint & Repair Bldg	1,975.00				2,370.00	10,000.00	-7,630.00	23.7%
410.374 · Police Equipment Maint	565.75				637.75	5,500.00	-4,862.25	11.6%
410.420 · Police Dues, Subscriptions	350.00				489.95	1,000.00	-510.05	49.0%
410.450 · Police Contracted Services	37,622.93				38,970.12	63,776.28	-24,806.16	61.1%
410.451 · Police Vehicle Maintenance	13,526.02				3,430.72	30,000.00	-26,569.28	11.44%
410.460 · Police Meetings & Training	2,083.00				4,681.00	12,000.00	-7,319.00	39.01%

General Fund Treasurer's Report: Q4 2020

					TOTAL			
Total Police	663,214.51	0.00	0.00	0.00	865,180.39	3,268,569.08	-2,403,388.69	26.47%
Public Safety Other								
411.232 - Fire Department Fuel	0.00				778.52	0.00	778.52	0.0%
411.540 - Foreign Fire Payments	0.00				0.00	73,000.00	-73,000.00	0.0%
413.220 - Code Enforcement Supplies	0.00				0.00	100.00	-100.00	0.0%
413.310 - Prof Services - BIU Building	26,824.07				35,988.84	175,000.00	-139,011.16	20.57%
413.311 - Prof Services - SEO	3,575.00				3,575.00	20,000.00	-16,425.00	17.88%
413.319 - Code Enforcement UCC Fees	0.00				0.00	1,000.00	-1,000.00	0.0%
414.110 - Planning & Zoning Salaries	0.00				0.00	1,000.00	-1,000.00	0.0%
414.220 - Planning & Zoning Supplies	19.90				64.94	500.00	-435.06	12.99%
414.310 - Planning & Zoning Prof Srvs	16,082.50				23,622.00	81,120.00	-57,498.00	29.12%
414.313 - Planning & Zoning Engineering	296.50				1,599.00	2,500.00	-901.00	63.96%
414.314 - Planning & Zoning Legal	5,709.34				5,709.34	15,000.00	-9,290.66	38.06%
414.319 - MS4 Fees	0.00				0.00	30,000.00	-30,000.00	0.0%
414.341 - Planning & Zoning Advertising	1,114.28				1,114.28	1,500.00	-385.72	74.29%
415.220 - Emer Mgmt Operating Supplies	9.99				9.99	500.00	-490.01	2.0%
415.364 - Emergency Management Operations	0.00				0.00	1,500.00	-1,500.00	0.0%
415.460 - Emer Mgmt Meetings & Training	95.00				95.00	1,000.00	-905.00	9.5%
Total Public Safety Other	53,726.58	0.00	0.00	0.00	72,556.91	403,720.00	-331,163.09	17.97%
Total Public Safety	716,941.09	0.00	0.00	0.00	937,737.30	3,672,289.08	-2,734,551.78	25.54%
Public Works - Other								
427.220 - Solid Waste Coll Supplies	78.00				78.00	1,500.00	-1,422.00	5.2%
427.450 - Contracted Srvs - Clean-Up Days	0.00				0.00	50,000.00	-50,000.00	0.0%
Total Public Works - Other	78.00	0.00	0.00	0.00	78.00	51,500.00	-51,422.00	0.15%
PW-Hwys, Roads & Streets								
430.110 - Public Works Salaries	132,454.62				132,454.62	628,024.78	-495,570.16	21.09%
430.120 - Public Works OT Wages	21,601.35				21,601.35	30,000.00	-8,398.65	72.0%
430.192 - Public Works SSI Taxes	12,358.98				12,358.98	50,338.89	-37,979.91	24.55%
430.196 - Public Works Insurance	81,655.56				81,655.56	257,763.92	-176,108.36	31.68%
430.198 - Public Works N-U Pension	14,502.74				14,502.74	59,222.23	-44,719.49	24.49%
430.199 - Public Works Life & Disab Ins	4,135.94				4,135.94	11,576.40	-7,440.46	35.73%
430.220 - Public Works Oper Supplies	4,264.28				4,264.28	12,500.00	-8,235.72	34.11%
430.232 - Public Works Diesel	9,874.98				9,874.98	40,000.00	-30,125.02	24.69%
430.234 - Public Works Vehicle Supplies	2,970.62				2,970.62	10,000.00	-7,029.38	29.71%
430.238 - Public Works Uniforms	1,338.74				1,338.74	7,000.00	-5,661.26	19.12%
430.242 - Public Works Safety Gear	49.78				49.78	7,500.00	-7,450.22	0.66%
430.260 - Public Works Minor Equip Purch	599.95				599.95	4,000.00	-3,400.05	15.0%
430.341 - Public Works Advertising	0.00				0.00	750.00	-750.00	0.0%

General Fund Treasurer's Report: Q4 2020

	TOTAL							
430.373 · Public Works Maint & Rep Bldg	1,849.38				1,849.38	5,000.00	-3,150.62	36.99%
430.384 · Public Works Equip Rental	0.00				0.00	3,500.00	-3,500.00	0.0%
430.420 · Public Works Dues, Subscription	100.00				100.00	100.00	0.00	100.0%
430.450 · Public Works Contracted Srvs	2,419.00				2,419.00	20,000.00	-17,581.00	12.1%
430.460 · Public Works Meetings & Trainin	0.00				0.00	1,000.00	-1,000.00	0.0%
430.650 · Public Works Hand Tool Purch	91.99				91.99	1,000.00	-908.01	9.2%
432.220 · Snow & Ice Rem Oper Supplies	72,762.22				72,762.22	125,000.00	-52,237.78	58.21%
432.375 · Snow & Ice Rem Equipment Maint	4,167.60				4,167.60	10,000.00	-5,832.40	41.68%
433.220 · Traffic Signals & Signs Supply	1,585.98				1,585.98	7,500.00	-5,914.02	21.15%
433.360 · Traffic Signals & Signs Utiliti	839.73				839.73	4,000.00	-3,160.27	20.99%
433.450 · Traffic Signals Contracted Srvs	1,000.00				1,000.00	6,000.00	-5,000.00	16.67%
438.220 · Road Maint Supplies	51.60				51.60	80,000.00	-79,948.40	0.06%
438.613 · Vegetation Control	0.00				0.00	2,000.00	-2,000.00	0.0%
Total PW-Hwys, Roads & Streets	390,516.35	0.00	0.00	0.00	390,516.35	1,428,776.22	-1,038,259.87	27.33%
Culture and Recreation								
452.390 · Recreation fees	175.20				325.75	500.00	-174.25	65.15%
454.110 · Park Salary & Wage	1,116.00				8,119.50	84,577.28	-76,457.78	9.6%
454.192 · Park SSI	85.37				621.14	6,470.16	-5,849.02	9.6%
454.220 · Park Operating Supplies	618.29				1,447.43	3,000.00	-1,552.57	48.25%
454.231 · Park Vehicle Fuel	456.71				456.71	1,500.00	-1,043.29	30.45%
454.260 · Park Minor Equipment	209.99				254.97	1,000.00	-745.03	25.5%
454.320 · Park Communications	72.42				144.99	2,000.00	-1,855.01	7.25%
454.340 · Park Advertising & Printing	42.60				842.10	1,500.00	-657.90	56.14%
454.360 · Park Utilities	1,061.46				1,693.14	5,000.00	-3,306.86	33.86%
454.373 · Park Repairs & Maintenance	1,813.52				1,813.52	10,000.00	-8,186.48	18.14%
454.374 · Park Equipment Maintenance	500.40				626.89	2,500.00	-1,873.11	25.08%
454.450 · Park Contracted Services	2,922.16				3,496.80	10,000.00	-6,503.20	34.97%
454.700 · Park Recreation Board	1,599.00				1,599.00	10,000.00	-8,401.00	15.99%
457.540 · Community Day Celebration	0.00				940.00	5,000.00	-4,060.00	18.8%
Total Culture and Recreation	10,673.12	0.00	0.00	0.00	22,381.94	143,047.44	-120,665.50	15.65%
Benefits and Withholding								
483.194 · Employer Pd Unemployment Comp	13,560.34				13,560.34	17,250.00	-3,689.66	78.61%
483.195 · Employer Pd Worker's Comp	44,867.90				46,560.90	172,453.93	-125,893.03	27.0%
483.200 · Federal Healthcare Tax	0.00				0.00	200.00	-200.00	0.0%
Total Benefits and Withholding	58,428.24	0.00	0.00	0.00	60,121.24	189,903.93	-129,782.69	31.66%
Insurance								
486.350 · Property & Liability Insurance	119,346.50				119,346.50	113,928.97	5,417.53	104.76%
486.355 · Professional Bonds	500.00				500.00	10,000.00	-9,500.00	5.0%
Total Insurance	119,846.50	0.00	0.00	0.00	119,846.50	123,928.97	-4,082.47	96.71%
Other Expenses								
463.540 · TIF	135,630.46				135,630.46	140,000.00	-4,369.54	96.88%
491.000 · Refund of Prior Year Revenues	15,430.65				15,430.65	100.00	15,330.65	15,430.65%
Total Other Expenses	151,061.11	0.00	0.00	0.00	151,061.11	140,100.00	10,961.11	107.82%

General Fund Treasurer's Report: Q4 2020

	TOTAL							
Misc Expenses								
489.100 - Miscellaneous Expenses	225.49				125.49			
Total Misc Expenses	225.49	0.00	0.00	0.00	125.49			
Interfund Transfers Out								
492.300 - Interfund Transfer to Cap Fund	0.00	0.00	0.00	0.00	0.00	843,365.74	-843,365.74	0.0%
Total Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	843,365.74	-843,365.74	0.0%
Total Expenditures	1,644,336.57	0.00	0.00	0.00	1,955,921.41	7,533,911.10	-5,577,989.69	25.96%
Change in Fund Balance	-276,763.54	0.00	0.00	0.00	-588,348.38	0.00	-588,348.38	0.0%
Fund Balance Beginning of Period	4,318,743.25							
Fund Balance End of Period	4,041,979.71							
CASH ACCOUNTS ENDING BALANCES*	Q1 2020	Q2 2020	Q3 2020	Q4 2020				
GENERAL CASH	4,002,159.67							
Payroll	1,000.00							
Petty Cash	58.83							
FEES IN LIEU	9,288.60							
KOLLAR RESTRICTED	5,319.27							
*From balance sheet	4,017,826.37	0.00	0.00	0.00				

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Capital Reserve Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCES

	Q1 2021	Q2 2021	Q3 2021	Q4 2021
MC Const Dist. Grant Park Lane	42,414.59			
Capital Reserve Cash	619,297.44			
Total	661,712.03	0.00	0.00	0.00

*From balance sheet

	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 - Q4 2021	Annual Budget	\$ Over Budget	% Budget
Income								
341.010 · Interest on Investments	298.15				298.15	0.00	298.15	0.00%
355.010 · LSA GRANT RH TURN LANES	0.00				0.00	450,000.00	-450,000.00	0.00%
355.011 · MULTIMODAL GRANT RH TURN LANES	0.00				0.00	500,000.00	-500,000.00	0.00%
392.010 · Transfer from General Fund	0.00				0.00	843,365.74	-843,365.74	0.00%
392.900 · Use of Fund Balance	0.00				0.00	534,000.00	-534,000.00	0.00%
393.000 · Capital Lease Proceeds	0.00				0.00	117,714.00	-117,714.00	0.00%
Total Revenue	298.15	0.00	0.00	0.00	298.15	2,445,079.74	-2,444,781.59	0.01%
Expenditures								
401.000 · Municipal Capital Comprehensive								
Right Hand Turn Lanes (Rimrock)	19,115.60				19,115.60	950,000.00	-930,884.40	2.01%
401.000 · Municipal Capital Comprehensive - Other	85.65				85.65	0.00	85.65	100.00%
Total 401.000 · Municipal Capital Comprehensive	19,201.25	0.00	0.00	0.00	19,201.25	950,000.00	-930,798.75	2.02%
401.001 · ADMINISTRATION COMPREHENSIVE	942.25				942.25	100,000.00	-99,057.75	0.94%
410.000 · POLICE CAPITAL COMPREHENSIVE								
BP VESTS 2021	0.00				0.00	3,450.00	-3,450.00	0.00%
Document Digitization	7,865.00				7,865.00	18,000.00	-10,135.00	43.69%
Police roof	0.00				0.00	25,000.00	-25,000.00	0.00%
COMPUTERS 2021	0.00				0.00	10,500.00	-10,500.00	0.00%
PATROL VEHICLES 2021	0.00				0.00	175,974.60	-175,974.60	0.00%
Police Capital Other	17,486.00				17,486.00	0.00	17,486.00	0.00%
Total 410.000 · POLICE CAPITAL COMPREHENSIVE	25,351.00	0.00	0.00	0.00	25,351.00	232,924.60	-207,573.60	10.88%
430.000 · PW CAPITAL COMPREHENSIVE	0.00	0.00	0.00	0.00	0.00	233,000.00	-233,000.00	0.00%
Total 430.000 · PW CAPITAL COMPREHENSIVE	0.00	0.00	0.00	0.00	0.00	233,000.00	-233,000.00	0.00%
438.610 · Maintenance & Repairs of Roads								
Paving Overlay	0.00				0.00		0.00	0.00%
Road Marking	0.00				0.00		0.00	0.00%
Tar and Chip	0.00				0.00		0.00	0.00%
Total 438.610 · Maintenance & Repairs of Roads	0.00	0.00	0.00	0.00	0.00	414,424.45	-414,424.45	0.00%
454.000 · PARK CAPITAL COMPREHENSIVE	11,506.94	0.00	0.00	0.00	11,506.94	80,000.00	-68,493.06	0.00%
Deere & Company 2021 Gator	10,742.69							
MVP Well Boucher & James	764.25							
471.000 · PRINCIPAL LEASES	29,558.45				29,558.45	209,457.24	-179,898.79	0%
472.000 · INTEREST ON LEASES	1,569.05				1,569.05	25,273.45	-23,704.40	0%
Total Expenditures	88,128.94	0.00	0.00	0.00	88,128.94	2,245,079.74	-2,156,950.80	3.93%
Change in Fund Balance	-87,830.79	0.00	0.00	0.00	-87,830.79	200,000.00	-287,830.79	100.00%
Fund Balance Beginning of Period	\$590,200.40							

Capital Reserve Treasurer's Report: Q4 2020

Fund Balance End of Period

\$502,369.61

CASH ACCOUNTS ENDING BALANCES

MC Const Dist. Grant Park Lane

Capital Reserve Cash

Total

*From balance sheet

Q1 2021	Q2 2021	Q3 2021	Q4 2021
42,414.59			
459,955.02			
502,369.61	0.00	0.00	0.00

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Liquid Fuels Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCE	Q1 2021	Q2 2021	Q3 2021	Q4 2021				
Liquid Fuels Cash	361.10	472,604.46	473,148.49	361.10				
Total	361.10	472,604.46	473,148.49	361.10				
*From balance sheet								
	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 - Q4 2021	Annual Budget	\$ Over/Under Budget	% of Budget
Revenue								
341.010 · Interest on Investments	40.79	0.00	0.00	0.00	40.79	500.00	-459.21	8.2%
355.020 · State Liquid Fuels Funds	437,480.00	0.00	0.00	0.00	437,480.00	425,709.00	11,771.00	102.8%
Total Income	437,520.79	0.00	0.00	0.00	437,520.79	426,209.00	11,311.79	102.7%
Expenditures								
439.600 · Capital Construction	0.00	0.00	0.00	0.00	0.00	425,709.00	-425,709.00	0.0%
Total Expense	0.00	0.00	0.00	0.00	0.00	425,709.00	-425,709.00	0.0%
Change in Fund Balance	437,520.79	0.00	0.00	0.00	437,520.79	500.00	437,020.79	87,504.2%
CASH ACCOUNTS ENDING BALANCE	Q1 2020	Q2 2020	Q3 2020	Q4 2020				
Liquid Fuels Cash	437,881.89	473,148.49	361.10	361.10				
Total	437,881.89	473,148.49	361.10	361.10				
*From balance sheet								

Sewer Operating Fund Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCES

	Q1 2021	Q2 2021	Q3 2021	Q4 2021
Sewer money market	3,342,493.21			
ESSA Bank Checking*	51,471.08			
People's Security CD	50,659.73			
Wayne Bank Funding & Checking Accounts	3,444,624.02	0.00	0.00	0.00

* From balance sheet

*Balance sheet balance

	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1- Q4 2021	Annual Budget	\$ Over/Under Budget	% of Budget
Revenue								
341.010 · Interest on Investments	2,130.87				2,130.87	7,500.00	-5,369.13	28.41%
362.400 · Connect & Tank Abandonment Fee	0.00				0.00	0.00	0.00	0.00%
364.110 · Connection/Tapping Fees	26,250.00				26,250.00	0.00	26,250.00	100.00%
364.120 · Sewer Use Fees	940,238.30				940,238.30	3,804,000.00	-2,863,761.70	24.72%
364.130 · Reserve Capacity Fee					0.00	0.00	0.00	0.00%
392.100 · Transfer from Construction Fund					0.00	0.00	0.00	0.00%
Total Revenue	968,619.17	0.00	0.00	0.00	968,619.17	3,811,500.00	-2,842,880.83	25.41%
Total Income	968,619.17	0.00	0.00	0.00	968,619.17	3,811,500.00	-2,842,880.83	25.41%
Expense								
429.100 · Utilities								
429.101 · PPL	4,589.05				4,589.05	26,500.00	-21,910.95	17.32%
429.102 · MetTel	261.52				261.52	900.00	-638.48	29.06%
429.105 · MetEd	690.21				690.21	3,450.00	-2,759.79	20.01%
429.106 · Blue Ridge Communications	953.10				953.10	4,600.00	-3,646.90	20.72%
429.107 · BCRA Water					0.00	1,800.00	-1,800.00	0.00%
429.108 · PenTeleData	599.50				599.50	4,200.00	-3,600.50	14.27%
429.109 · Verizon	453.96				453.96	2,100.00	-1,646.04	21.62%
429.111 · JP Mascaro	601.40				601.40	2,400.00	-1,798.60	25.06%
429.112 · FUEL & HEATING OIL	1,483.51				1,483.51	5,000.00	-3,516.49	0.00%
429.100 · Utilities - Other					0.00	0.00	0.00	0.00%
Total 429.100 · Utilities	9,632.25	0.00	0.00	0.00	9,632.25	50,950.00	-41,317.75	18.91%
429.200 · BCRA Sewage Treatment	307,760.37				307,760.37	1,303,440.00	-995,679.63	23.61%
429.244 · Operating Supplies	13,329.96				13,329.96	40,000.00	-26,670.04	33.33%
429.300 · Professional Services								
429.400 · Engineering	13,734.74				13,734.74	60,000.00	-46,265.26	22.89%
429.401 · Sewer Legal	2,430.38				2,430.38	20,000.00	-17,569.62	12.15%
429.402 · PMA	20,386.38				20,386.38	110,000.00	-89,613.62	18.53%
429.405 · O & M	17,742.00				17,742.00	90,000.00	-72,258.00	19.71%
429.406 · KEYSTONE ENGINEERING	5,202.25				5,202.25	30,000.00	-24,797.75	17.34%
429.300 · Professional Services - Other	2,845.92				2,845.92	30,000.00	-27,154.08	9.49%
Total 429.300 · Professional Services	62,341.67	0.00	0.00	0.00	62,341.67	340,000.00	-277,658.33	18.34%

Sewer Operating Fund Treasurer's Report: Q4 2020

429.374 · Equipment Repair & Maintenance	5,905.96				5,905.96	85,000.00	-79,094.04	6.95%
429.376 · CONTRACTED SERVICES	6,749.40				6,749.40	50,000.00	-43,250.60	13.50%
471.000 · Debt Principal - Long and Short								
471.100 · ESSA 4.5M	0.00				0.00	0.00	0.00	0.00%
471.400 · Wayne Bank 4.5M	0.00				0.00	0.00	0.00	0.00%
471.500 · PennVest Loan	97,301.57				97,301.57	0.00	0.00	0.00%
471.800 · Peoples Note 4.5M	0.00				0.00	0.00	0.00	0.00%
471.000 · Debt Principal - Long and Short - Other	0.00				0.00	1,133,105.00	-1,133,105.00	0.00%
Total 471.000 · Debt Principal - Long and Short	97,301.57	0.00	0.00	0.00	97,301.57	1,133,105.00	-1,035,803.43	8.59%
472.000 · Debt Interest - Long and Short								
472.500 · PennVest Loan Interest	21,536.74				21,536.74	0.00	0.00	0.00%
472.100 · ESSA 4.5M interest	0.00				0.00	0.00	0.00	0.00%
472.400 · Wayne Bank Loan Interest	0.00				0.00	0.00	0.00	0.00%
472.800 · Peoples Note 4.5M	0.00				0.00	0.00	0.00	0.00%
472.000 · Debt Interest - Long and Short - Other	0.00				0.00	368,681.00	-368,681.00	0.00%
Total 472.000 · Debt Interest - Long and Short	21,536.74	0.00	0.00	0.00	21,536.74	368,681.00	-347,144.26	5.84%
486.352 · Insurance Expense (Liability)	14,998.50				14,998.50	0.00	14,998.50	100%
491.000 · Refund of Prior Year Revenues	0.00				0.00	0.00	0.00	0%
492.100 · Transfer to Sewer Construction	0.00				0.00	345,338.00	-345,338.00	0%
Total Expense	539,556.42	0.00	0.00	0.00	539,556.42	3,716,514.00	-3,176,957.58	15%
Change in Fund Balance	429,062.75	0.00	0.00	0.00	429,062.75	94,986.00	-3,176,957.58	452%
Fund balance beginning of period	3,739,820.64							
Fund balance end of period	4,168,883.39							
CASH ACCOUNTS ENDING BALANCES	Q1 2021	Q2 2021	Q3 2021	Q4 2021				
Sewer money market	3,723,207.91							
ESSA Bank Checking*	27,724.49							
People's Security CD	50,659.73							
Wayne Bank Funding & Checking Accounts	3,801,592.13	0.00	0.00	0.00				

* From balance sheet

Sewer Construction Treasurer's Report: Q4 2020

CASH ACCOUNTS BEGINNING BALANCES				Q1 2021	Q2 2021	Q3 2021	Q4 2021				
PEOPLE'S BANK CD				1,048,849.83							
ESSA Funding				1,290.52							
ESSA Checking				399,149.31							
Total Cash				1,449,289.66	0.00	0.00	0.00				
* From balance sheet											
				Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 - Q4 2020	Annual Budget	\$ Over Budget	% of Budget
Revenue											
341.010 · Interest on Investments				183.38				183.38	10,000.00	-9,816.62	1.83%
392.000 · Transfer from Operations				0.00				0.00	345,338.00	-345,338.00	0.00%
392.900 · Use of Fund Balance				0.00				0.00	400,000.00	-400,000.00	0.00%
Total Revenue				183.38	0.00	0.00	0.00	183.38	755,338.00	-755,154.62	0.02%
Expense											
404.310 · Professional Services				0.00				0.00	20,000.00	-20,000.00	0.00%
429.200 · General Project				0.00				0.00	580,338.00	-580,338.00	0.00%
Total 429.200 · General Project				0.00	0.00	0.00	0.00	0.00	580,338.00	-580,338.00	0.00%
429.313 · Engineering - Collection System				388.75				388.75	105,000.00	-104,611.25	0.37%
429.602 · Collection System Construction				0.00				0.00	50,000.00	-50,000.00	0.00%
492.000 · Transfer to Operations				0.00				0.00	0.00	0.00	0.00%
Total Expenses				388.75	0.00	0.00	0.00	388.75	755,338.00	-754,949.25	0.05%
Change in fund balance				-205.37	0.00	0.00	0.00	-205.37	0.00	-205.37	100.00%
Fund balance beginning of period				1,458,173.66							
Fund balance end of period				1,457,968.29							
CASH ACCOUNTS ENDING BALANCES				Q1 2021	Q2 2021	Q3 2021	Q4 2021				
PEOPLE'S BANK CD				1,048,849.83							
ESSA Checking				1,290.52							
ESSA Funding Account				407,827.94							
				1,457,968.29	0.00	0.00	0.00				
* From balance sheet											

RESOLUTION NO. 2021-10

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF
POCONO, MONROE COUNTY, PENNSYLVANIA APPROVING THE EXPENDITURE
OF \$155,963.85 FOR THREE (3) 2021 FORD EXPLORER INTERCEPTORS AND
AUTHORIZING THE EXECUTION OF A CERTAIN LEASE PURCHASE
AGREEMENT WITH BANK CAPITAL SERVICES LLC, D/B/A F.N.B. EQUIPMENT
FINANCE**

WHEREAS, Township of Pocono (the “Lessee”) is a political subdivision of the Commonwealth of Pennsylvania (the “Commonwealth”) and is duly organized and existing under the laws of the Commonwealth; and

WHEREAS, pursuant to applicable law, the governing body of the Lessee (the “Board of Commissioners”) is authorized to acquire, dispose of and encumber real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee; and

WHEREAS, the Governing Body of the Lessee has determined that it is necessary and advisable to lease the following property: Three (3) 2021 Ford Explorer Interceptors (the “Leased Property”); and

WHEREAS, the Governing Body of the Lessee has determined that the costs of the Leased Property to be \$155,963.85; and

WHEREAS, the Lessee desires to enter into a tax- exempt Lease Purchase Agreement (the “Lease Agreement”) with Bank Capital Services LLC, d/b/a F.N.B. Equipment Finance, as lessor (the “Lessor”) to finance the costs of the Leased Property.

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

1. The Leased Property. The Lessee hereby authorizes and approves the acquisition of the Leased Property and does hereby ratify and confirm all action heretofore taken by officers and officials of the Lessee and others pursuant to direction of the Lessee in proceeding with the acquisition of the Leased Property. The Lessee shall proceed with the acquisition of the Leased Property and the necessary financing to fund the Leased Property and related costs and expenses.

2. Authorization and Approval of the Lease Agreement. The Lease Agreement, hereafter, including in such defined term all related documents therewith, each document substantially in the form presented at this meeting, are approved together with such changes as may be approved by the officers and officials of the Lessee executing the same, their execution to be deemed conclusive evidence of such approval.

Proper officers of the Lessee are authorized and directed, as applicable, to execute and acknowledge the Lease Agreement and to deliver the same to the Lessor for execution, in the form approved by this Section.

3. Annual Appropriations. The Lessee's payment obligations under the Lease Agreement shall constitute a current expense of Lessee subject to annual appropriation or renewal by the Board of Commissioners and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional, statutory or charter limitation or requirement concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the full faith and credit of Lessee.

4. Designation as "Qualified Tax-Exempt Obligations". The Lessee hereby designates the principal component of its payment obligations under the Lease Agreement in the amount of \$155,963.85 as Qualified Tax-Exempt Obligations pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and the applicable regulations and rulings thereunder. The Lessee represents and expects that the total amount of its obligations so designated and to be designated during the current calendar year does not and will not exceed \$10,000,000.

5. General Authorization. Proper officers and officials of the Lessee are authorized and directed to execute and deliver such documents (in addition to documents hereinbefore mentioned) and do such things as are required in connection with undertaking of the acquisition of the Leased Property, including payment of costs and expenses incurred in connection therewith, and as otherwise may be required to carry out the intent and purpose of this Resolution.

6. Effective Date. This Resolution shall become effective immediately.

7. Severability. In the event any provisions, 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, clause or part of this Resolution, it being the intent of the Board of Commissioners that such remainder shall be and shall remain in force and effect.

8. Repealer. All resolutions or parts of resolutions inconsistent herewith are expressly repealed to the extent of such inconsistencies.

DULY ADOPTED, by the Board of Commissioners of Township of Pocono, this ____ day of _____, 2021.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____

Print Name: Taylor Munoz

Title: Township Manager

By: _____

Print Name: Richard Wielebinski

Title: President

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 3, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held remotely on May 3, 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; E. Gnandt, present; Jerry Lastowski, present; Keith Meeker, present; and Rich Wielebinski, present.

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; Jon Tresslar, Township Engineer, Boucher & James, Inc.; Taylor Muñoz, Township Manager; Judy Acosta, Township Zoning Officer; Bob Sargent, Roadmaster; and Krisann Wean, Administrative Assistant.

Public Comment – No public comment.

Announcements

- An executive session was held prior to today's meeting for personnel issues regarding a tuition assistance agreement and real estate issues regarding the acquisition of 114 Alger Avenue and the I-80 parcel easement request.
- Mark your calendars for Pocono Township's annual Community Day on Saturday, August 14 (with an August 15 rain date). We will have a variety of activities, exhibitors, and food for the whole family, with fundraising opportunities to support our Fire Company and Library.
- 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 – No hearings.

Presentations – No presentations.

Resolutions

- Resolution 2021-09

R. Wielebinski made a motion, seconded by J. Lastowski, to pass Resolution 2021-09 approving the expenditure of \$51,844.95 for a 2021 Ford Explorer Interceptor and authorizing the execution of a certain lease purchase agreement with Bank Capital Services LLC, D/B/A F.N.B. Equipment Finance. All in favor. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the April 5, 2021 regular meeting of the Board of Commissioners. R. Wielebinski amended his motion, accepted by K. Meeker, to read "to approve the minutes of the April 19, 2021 regular meeting of the Board of Commissioners." All in favor. Motion carried.

NEW BUSINESS

1. Financial Transactions

R. Wielebinski made a motion, seconded by J. Belvin, to ratify vouchers payable received through April 29, 2021 in the amount of \$118,805.81. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify gross payroll for pay period ending April 18, 2021 in the amount of \$109,495.00. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve vouchers payable received through April 29, 2021 in the amount of \$53,399.91. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer operating fund expenditures through April 29, 2021 in the amount of \$20,838.63. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer construction fund expenditures through April 29, 2021 in the amount of \$3,409.93. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve capital reserve fund expenditures through April 29, 2021 in the amount of \$2,345.97. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve a Fire Tax disbursement of \$66,368.34 to the Pocono Township Volunteer Fire Company. All in favor. Motion carried.

Report of the President

R. Wielebinski made a motion, seconded by E. Gndt, to retroactively waive Mountain View Park pavilion fees for Girl Scout Troop 51060 for their meeting held on Sunday, May 2, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to waive Mountain View Park pavilion fees for the Tannersville Lions Club for their event on August 10, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to waive Mountain View Park field rental fees for the Pocono Alpine Ski Education Foundation (PASEF), a local 501(c)(3) organization, for training camp dates in September and October. The PASEF will conduct four off-season, free-of-charge clinics for youth at the park's multipurpose field. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to award the 2021 Road Paving bid to the lowest bidder, per the bid opening of April 30, 2021, to H&K Group for \$1,131,415.78. J. Lastowski asked about the reliability of H&K Group. R. Wielebinski amended his motion, seconded by J. Lastowski, for J. Tresslar to review bid to make sure done appropriately. All in favor. Motion carried.

Agenda Addition

R. Wielebinski made a motion, seconded by J. Belvin, to approve a tuition assistance agreement with Paola Razzaq, Pocono Township Fiscal Administrator, for \$8,000.00 to cover the cost of six remaining credits in her Master of Accounting Program through Penn State University subject to specific repayment guidelines as outlined in the Tuition Agreement. No public comment. All in favor. Motion carried.

R. Wielebinski asked about returning to in-person meetings and polled the Commissioners. R. Wielebinski and J. Lastowski visited the Pocono Mountain school board meeting room to evaluate their COVID mitigation procedures. Wearing masks at future meetings was discussed.

E. Gndt made a motion, seconded by J. Belvin, to meet in person starting with the next meeting. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President

J. Belvin made a motion, seconded by R. Wielebinski, to donate \$300 to the Monroe County Stream Gage. E. Gndt clarified it the Brodhead Watershed Association is the coordinating entity for the donations. All in favor. Motion carried.

- COVID-19/Emergency Management Update – A county-wide vaccination clinic will be run at the Northampton Community College campus in partnership with the County and Wind Gap Pharmacy. The Township Police Department will provide some police presence for directing traffic. PEMA may provide overtime reimbursement for emergency protective measures. L. DeVito indicated the County is not willing to indemnify any individual party.
- A public survey was distributed for the Monroe County Hazard Mitigation Plan update.

Ellen Gndt asked for an update regarding acceptance of online credit card payments. Various payment platforms were discussed.

Jerry Lastowski – Commissioner

- Update – UGI Gas Line Concerns – Stated the Township should go on record requesting that UGI include the branch extensions of their natural gas line in their leak surveys. Requested that T. Muñoz send a letter to the PUC going on record that the Township has additional concerns with the integrity of the lines that branch off Route 611. Line starts at Woodland Road and goes through the School campus. J. Belvin asked for clarification. R. Wielebinski asked whether the school district would to partner in the letter. E. Gndt asked whether Paradise Township should be included. J. Belvin stated the Township should request a copy of the emergency operations plan.

Keith Meeker – Commissioner – No comment.

Reports

Zoning – Report provided to the Commissioners. R. Wielebinski commended Zoning for the report.

Emergency Services – Report provided to the Commissioners.

Public Works Report

- Current Public Works projects report – Working on repair work and finishing work from the fall. Completing tree work in the parks with the new Township bucket truck. Will also use the truck to put up new banners along the 611 corridor.
- Stated the Township cleanup went well overall. Experienced issues with the contractor regarding responsiveness for cleanup day.

Administration – Manager’s Report

- Requested a BOC virtual work session on Monday, May 10, 2021 at 5:30 p.m. to discuss ordinance changes and Township park enhancements.
- Grant funds were awarded by the Commonwealth Financing Authority on April 21, 2021.
 - DCED Multimodal Grant for Rimrock Turning Lanes – Received \$142,650.00 for Rimrock Turning Lanes.
 - Greenways, Trails & Recreation Grant for TLC Park – Received \$127,330.00 for TLC Park.
- Research is ongoing regarding electronic payments for and submissions of Township permits. In process of evaluating different payment platforms.
- Update regarding lease-purchase of new police cars – Finalizing the lease purchase of new police cars. Working with Ray Price Ford to rectify their mistake in ordering the wrong color cars.
- Discussion regarding updates to BOC Bylaws – Referenced BOC Bylaws and time constraints included in the provisions. Suggested timelines established be amended to reflect current staff processes under Section 4 Board Meetings and under the Order of Business, Item B. J. Lastowski suggested adding ‘if practical’ to the wording. E. Gndt expressed concerns about last minute changes to agendas. R. Wielebinski commended T. Muñoz in getting things out in an efficient manner and agreed with adding ‘if practical’ to the Bylaws.

J. Lastowski made a motion, seconded by R. Wielebinski, to add “if practical” under the Board meetings portion Section B for the deadline of minutes submissions. All in favor. Motion carried.

- T. Muñoz suggested implementing a consent agenda as part of the formal agenda, which would allow for one vote on all routine items. The single motion would include the minutes and the financial transactions instead of eight different motions. Board members approved and the change will be implemented.
- Update – Public access to the Old Learn Farm property – J. Tresslar researched the deed and easement on on the two-acre property adjoining the Township’s parcel on Learn Road. Confirmed PPL does not own it in fee. The only restrictions on the Deed are that no structure or building can be erected. No restrictions exist for the public traveling across the PPL power line easement to get to the furthest side of the property. T. Muñoz will do further research and keep the Board apprised.
- Discussion regarding the Wine Press Inn owner’s interest in the purchase of the adjoining Township parcel on Bartonville Avenue. J. Tresslar recommended subdividing the property and putting an acre of the property out to bid.

J. Belvin made a motion, seconded by J. Lastowski, authorizing the subdivision of the property with the pump station to remain on a .84-acre parcel, splitting off a one-acre parcel for appraisal and public bid. No public comment. All in favor. Motion carried.

- J. Lastowski asked about the status of the proposed hospital for the Farda property along Route 715.

Township Engineer Report

- Park Lane – Review received from DEP asking questions regarding recommendations made by Trout Unlimited and the Conservation District.
- St. Paul’s Lutheran Drainage Basin – Will follow up with S. McGlynn to see if they have applied for any permits.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonville Avenue – Had virtual meeting with PennDOT. Revised plans are almost complete and will be resubmitted to PennDOT within two weeks.
- Fish Hill Road & Intersection of Tara Hill Road/Sunlite Lane – Survey work complete.

Township Solicitor Report

- Discussion regarding I-80 parcel easement request – Jonathan Weber – J. Tresslar’s review indicated no requirement that the Township provide an easement to the adjoining property owner.

J. Belvin made a motion, seconded by E. Gndt, to proceed with advertising the property for bid subject to the other party’s attorney agreeing that there is no right to an easement across the Township property. R. Wielebinski asked if we have an appraisal on the property. All in favor. Motion carried.

- Update – Kelly Family Trust – Hearing is set for August 2, 2021. Will keep Board apprised.
- Zoning Hearing Board Update
 - Appeal of Ryan Possinger – Submissions due by June 21, 2021 for the Board to deliberate and vote on application.
 - Butz Lane STR – Hearing went well and submissions will be sent to the Zoning Hearing Board within two weeks for a vote.
 - Johnson Appeal – Arguments will be heard in June and will keep the Board apprised.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 8:36 pm. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, May 17, 2021

SUMMARY

Ratify

General Fund	\$	131,374.19
Sewer Operating	\$	1,000,427.33
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	175,193.02
TOTAL Sewer <u>OPERATING</u> Fund	\$	117,778.20
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	61,145.94
Liquid Fuels	\$	-

Fire Tax Disbursement	\$	96,877.17
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<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, May 17, 2021

General Fund	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Payroll	05/07/2021			PAYROLL ENDING 8/2/21	\$ 130,086.83
				TOTAL PAYROLL	\$ 130,086.83

General Expenditures	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	4/24/2021	60882	PENTELEDATA	INTERNET SERVICE	\$ 126.13
	4/24/2021	60883	PENTELEDATA	INTERNET SERVICE	\$ 150.90
	4/25/2021	60884	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$ 249.50
	5/11/2021	60887	BLUE RIDGE	PHONE SERVICE	\$ 400.25
	5/11/2021	60888	KIMBALL	PW SUPPLIES	\$ 360.58
				TOTAL General Fund Bills	\$ 1,287.36

Sewer Operating Fund	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	4/24/2021	1888	PENTELEDATA	INTERNET SERVICE	299.75
	5/7/2021	1889	ESSA BANK	PRINCIPAL PAYMENT	\$ 1,000,000.00
	5/11/2021	1890	BLUE RIDGE	INTERNET SERVICE	\$ 127.58
					\$ 1,000,427.33

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

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

TOTAL General Fund	\$	131,374.19		
TOTAL Sewer Operating	\$	1,000,427.33	Authorized by:	
TOTAL Sewer Construction	\$	-		
Total Capital Reserve	\$	-	Transferred by:	
	\$	1,131,801.52		

POCONO TOWNSHIP CHECK LISTING

Monday, May 17, 2021

General Fund

Date	Check	Vendor	Memo	Amount
5/13/2021	60889	Nationwide - 457	EE & ER Cont	\$ 7,078.59
5/13/2021	60890	Access Office Technologies	TWP & Police Telephone Support	\$ 98.00
5/13/2021	60891	ADP, LLC	Payroll Services	\$ 587.38
5/13/2021	60892	Anglemyer, Aaron	Pay P/E 4/18/2021 Heart & Lung Refund	\$ 568.76
5/13/2021	60893	ARGS Technology, LLC	April 2021 TWP & Sewer IT Services	\$ 3,232.84
5/13/2021	60894	Best Auto Service Center	Police Auto Service	\$ 2,010.52
5/13/2021	60895	Brodhead Creek Regional Authority	TWP Sewer - 2 EDU's	\$ 177.08
5/13/2021	60896	Broughal & DeVito, L.L.P.	Legal services	\$ 6,029.50
5/13/2021	60897	CLEAN TEAM, INC.	May 2021 Cleaning Services	\$ 815.00
5/13/2021	60898	County Waste	Township Cleanup 2021	\$ 37,400.00
5/13/2021	60899	Cyphers Truck Parts	PW Heavy Equip Maint	\$ 412.99
5/13/2021	60900	Dailey Resources, LTD	PW Supplies	\$ 30.00
5/13/2021	60901	DES	TWP Recycling April 2021	\$ 24.00
5/13/2021	60902	Engle-Hambricht & Davies, Inc.	T. Muñoz Bond	\$ 1,985.00
5/13/2021	60903	Fry's Plastic	Park Supplies	\$ 7.74
5/13/2021	60904	H. M. Beers, Inc.	SEO Services April 2021	\$ 1,325.00
5/13/2021	60905	J & B Auto	Police vehicle servcies	\$ 88.00
5/13/2021	60906	Koch 33 Auto	Police Vehicle Maint	\$ 2,635.71
5/13/2021	60907	Medico Construction Equipment Inc.	PW equipment repair	\$ 1,395.00
5/13/2021	60908	MetLife - Non Uni. Pen. Plan	ER Repair	\$ 6,474.96
5/13/2021	60909	Minuteman Press	Light Pole Banners & Brackets	\$ 2,785.56
5/13/2021	60910	Monroe County Conservation District	Support for Pocono Creek Stream Gage	\$ 300.00
5/13/2021	60911	MRM Worker's Compensation Pooled Trust	Workers comp. premium	\$ 11,382.30
5/13/2021	60912	Nauman Companies	TWP HVAC Service 4/28/2021	\$ 475.12
5/13/2021	60913	PMHIC	June 2021 Health Insurance Premium	\$ 66,989.77
5/13/2021	60914	PPL Electric Utilities	Traffic and area lights	\$ 105.03
5/13/2021	60915	PPL Electric Utilities	TWP; Traffic Lights; Park Lighting	\$ 1,720.21

5/13/2021	60916	Praxair Dist Mid-Atlantic	PW supplies	\$	31.21
5/13/2021	60917	Rasely, Robert	Boot allowance	\$	139.00
5/13/2021	60918	Sayre, Cory	Reimbursment	\$	519.35
5/13/2021	60919	Site2	Terminate Contract	\$	1,616.00
5/13/2021	60920	SiteOne Landscape Supply	Dry Herbicide	\$	260.18
5/13/2021	60921	State Workers Insurance Fund	Fire Dept Worker's Comp	\$	1,693.00
5/13/2021	60922	Stephenson Equipment, Inc.	Vegetation Control Knives	\$	638.50
5/13/2021	60923	Suburban Propane	Vehicle fuel	\$	4,083.74
5/13/2021	60924	Suburban Testing Labs	MVP Water Testing	\$	276.00
5/13/2021	60925	Teamster Local 773 - Non-Uniform	Union dues	\$	838.00
5/13/2021	60926	Teamster Local 773 - Police	Police Union Dues	\$	1,378.00
5/13/2021	60927	Tulpehocken Mountain Spring Water Inc	Township Drinking Water	\$	102.79
5/13/2021	60928	Tyrex Resources LLC	Scrap Tires	\$	458.00
5/13/2021	60929	US BANK - Lockbox CM9722	Police Pension April 2021	\$	5,869.24
5/13/2021	60930	Vector Security, Inc	Alarm services	\$	150.00
5/13/2021	60931	Verizon Connect	Police GPS	\$	325.45
5/13/2021	60932	Waste Management of Pennsylvania, Inc.	TWP 30 YD Rolloff	\$	665.00
5/13/2021	60933	Wilson Products Compressed Gas Co.	Industrial Oxygen	\$	15.50
				TOTAL General Fund	\$ 175,193.02

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount	
5/13/2021	1891	ARGS Technology, LLC	4/6/21 Sewer IT Services	\$ 91.66	
5/13/2021	1892	BRODHEAD CREEK REGIONAL AUTHORITY	May 2021 Sewer O&M	\$ 108,361.75	
5/13/2021	1893	BROUGHAL & DEVITO, L.L.P.	File 14PT0012 Poc TWP Sewer Matters	\$ 511.50	
5/13/2021	1894	LRM, Inc	Bi-Annual Pump Stations Flow Meter Calibrations	\$ 913.80	
5/13/2021	1895	METROPOLITAN TELECOMMUNICATIONS	Pump Station #5 Phone	\$ 87.52	
5/13/2021	1896	PA One Call System, Inc	Sewer Mapping Services	\$ 83.85	
5/13/2021	1897	Pocono Management Associates LLC	4/19 - 8/2/2021 Sewer Services	\$ 4,123.12	
5/13/2021	1898	PPL Electric Utilities	Sewer Pump Stations Lighting	\$ 1,992.50	
5/13/2021	1899	Utility Locator LLC	May 2021 Base Fee; April 2021 ER Tickets	\$ 1,612.50	
				TOTAL Sewer Operating	\$ 117,778.20

Sewer Construction Fund

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

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
5/13/2021	1210	CLEVELAND BROTHERS	ASPHALT ROLLER	\$ 57,200.00
5/13/2021	1211	NAUMAN	POLICE BUILDING AIR CONDITIONING	\$ 3,945.94
TOTAL Capital Reserve Fund				\$ 61,145.94

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
5/13/2021	1004	PTW Volunteer Fire Department	May disbursement	\$ 96,877.17
TOTAL Fire Tax				\$ 96,877.17

ESSA

General Fund	\$	175,193.02	
Sewer Operating	\$	117,778.20	
Sewer Construction Fund	\$	-	Authorized by: _____
Capital Reserve	\$	61,145.94	
Fire Tax Disbursement	\$	96,877.17	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	<u>450,994.33</u>	Transferred by: _____



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY
INNOVATIVE ENGINEERING

Fountainville Professional Building
1456 Ferry Road, Building 500
Doylestown, PA 18901
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Bartonsville, PA 18321

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Bethlehem, PA 18018
610-419-9407
Fax 610-419-9408

www.bjengineers.com

May 13, 2021

Pocono Township Board of Commissioners
112 Township Drive
Tannersville, PA 18372

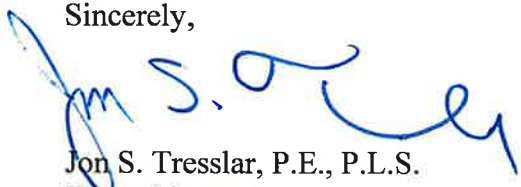
**SUBJECT: TRAP ENTERPRISES ROUTE 0611 PROJECT
CONSTRUCTION ESCROW RELEASE NO. 4
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. 1330275R**

Dear Commissioners:

Based upon our review of this request and construction inspections to date, we recommend that the Applicant be allowed to reduce its construction escrow by **ONE HUNDRED SEVENTY THOUSAND TWENTY-TWO DOLLARS AND EIGHTY-SIX CENTS (\$170,022.86)**, which represents the amount of this release (\$474,596.98 work constructed and retainage in the amount of \$47,459.70 less previous payments of \$257,114.42) leaving a balance of \$993,547.56. A line-item tabulation for this release is attached for your files. Please note, authorization of this release should not be construed as Final Approval or Acceptance of the improvements installed to date.

If you have any questions regarding the attached and/or recommendation, please do not hesitate to call.

Sincerely,

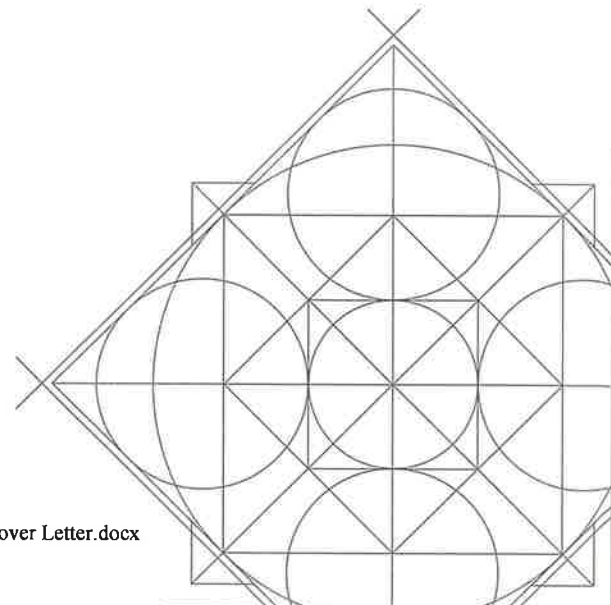


Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/mep/cg

Enclosure

cc: Taylor Munoz – Township Manager
Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Broughal & DeVito, LLP
Brian K. Winot, Trapasso & Winot Enterprises, LLC
Trapasso Enterprises, LLC – Property Owner
Chad Lello, P.E. – Pennoni Associates, Inc.
Melissa E. Prugar, P.E., Boucher & James, Inc.





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April 30, 2021

Board of Commissioners
Pocono Township
112 Township Drive
Tannersville, PA 18372

**SUBJECT: LANDS OF TRAPASSO, LLC – LOT LINE ADJUSTMENT PLAN
COMPLETENESS REVIEW AND REVIEW NO. 1
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. 2130139R**

Dear Commissioners:

Pursuant to the Township's request, we have completed a completeness review of the Lot Line Adjustment Plan Application. The submitted information consists of the following items.

- Pocono Township Land Development Application.
- Property Deed, Deed Book 2568, Page 3281.
- Proposed Lot 6 Lot Closure Report prepared by RKR Hess.
- Minor Subdivision Plan for Lands of Brookdale Enterprises, LLC, and Lands of Vincent J. & Charlie Lynn Trapasso, prepared by RKR Hess, dated October 13, 2017 and last revised January 22, 2018.
- Lot Line Adjustment Plan for Lands of Trap Enterprises, LLC, dated April 1, 2021.

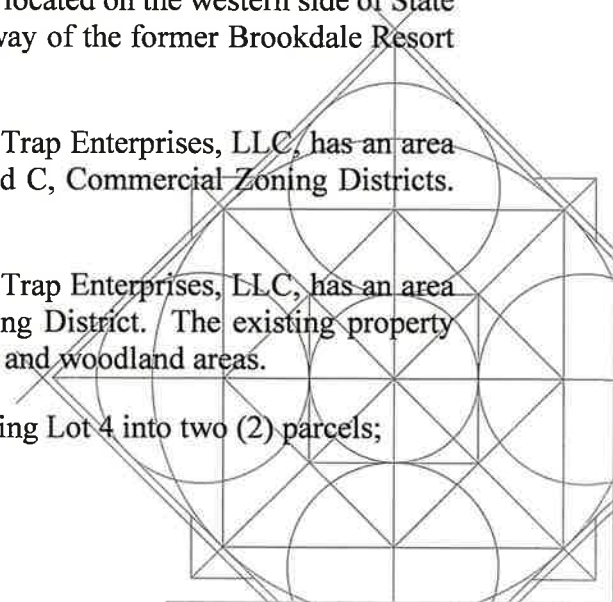
BACKGROUND INFORMATION

The Applicant is proposing a lot line adjustment on properties located on the western side of State Route 0611 at its intersection with the existing private driveway of the former Brookdale Resort (Tax ID Nos. 12-6364-00-64-8660 and 12-6364-04-73-3287).

Existing Lot 4 (Tax ID No. 12-6364-00-64-8660), owned by Trap Enterprises, LLC, has an area of 84.90 acres and is located within the RD, Recreational and C, Commercial Zoning Districts. The existing property is the former Brookdale Resort.

Existing Lot 6 (Tax ID No. 12-6364-04-73-3287), owned by Trap Enterprises, LLC, has an area of 0.66 acres and is located within the C, Commercial Zoning District. The existing property consists of a retail business with associated parking, and lawn and woodland areas.

The submitted lot line adjustment proposes to subdivide Existing Lot 4 into two (2) parcels;



1. Proposed Lot A having an area of 0.81 acres and located at the corner of State Route 0611 and the existing private driveway of the former Brookdale Resort, and
2. The Remaining Lands of Lot 4 having an area of 84.09 acres.

Proposed Lot A will be consolidated with Existing Lot 6 creating Proposed Lot 6 having an area of 1.47 acres.

No development is proposed.

Based upon our review, we recommend the Board of Commissioners accept the Lot Line Adjustment Plan for review.

Due to the minimal project scope, we have also completed our first review of the Lot Line Adjustment Plan. We offer the following comments and/or recommendations for your consideration.

ZONING ORDINANCE COMMENTS

1. In accordance with Section 470-20.C.(1)(a), the minimum lot area in the C, Commercial Zoning District is one (1) acre. *Existing Lot 6 has an area of 0.66 acres. This is an existing non-conformity. The proposed lot line adjustment creates Proposed Lot 6 which will have an area of 1.47 acres. The proposed lot line adjustment eliminates the existing non-conformity.*
2. In accordance with Section 470-20.C.(2)(a), the required front yard depth in the C, Commercial Zoning District is 75-feet. *The existing building on Lot 6 is located within the front yard setback and is an existing non-conformity. The proposed lot line adjustment does not affect the existing non-conformity. No action is required.*

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE COMMENTS

3. In accordance with Section 390-28.A.(3), “the survey shall not have an error of closure greater than one in 10,000 feet and shall include a boundary closure report”. *A lot closure report for the Remaining Portion of Lot 4 shall be provided. In addition, there is a slight discrepancy of bearing S68°56’40”E between the plan and Lot 4 lot closure report. This shall be addressed.* Will address bearing discrepancy. Lot closure provided for Remaining Portion of Lot 4
4. In accordance with Section 390-28.B.(4), “the Deed Book Volume and Page number reference of the latest source(s) of title to the land being subdivided” shall be provided. *The Deed Book for Existing Lot 4 was submitted, and the Deed Book for Existing Lot 6 shall also be provided.* Deed Provided
5. In accordance with Section 390-28.B.(5), the plan shall include a “north arrow (true or magnetic)”. *A north arrow shall be provided on the plan.*

Will address

6. In accordance with Section 390-28.B.(14), the plan shall include “the name and number and pavement width and right-of-way lines of all existing public roads and the name, location and pavement width and right-of-way lines of all other roads within or abutting the property”. *The existing pavement width of State Route 0611 shall be provided on the plan.*

Will address

There is only one adjoining owner across State Route 611. The property is owned by Robert R. Miller, Etal and is shown on the overall Existing Boundary Plan

In accordance with Section 390-28.B.(15), the plan shall include “names of adjoining property owners including those across adjacent roads, and the names of all adjoining subdivisions including those across adjacent roads with the book and page where each property and/or subdivision is recorded; along with the Tax Map number for each property shown”. *Existing property information shall also be provided across State Route 0611.*

8. In accordance with Section 390-28.B.(21), the plan shall include a “certificate of ownership and acknowledgment of the plan, in the form provided by the Township, which shall be accurately completed, signed by the owner of the property, dated and notarized”. *The Certificate of Ownership and Acknowledgement of Plan references a Minor Subdivision and shall be revised to reference a Lot Line Adjustment.*

Will address

Sincerely,



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

JST/mep/tms

cc: Taylor Munoz, Manager – Pocono Township
Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Broughal & DeVito, LLP
Charles P. Gmitter, P.L.S., RKR Hess – Applicant’s Surveyor
Trap Enterprises, LLC, ETAL – Owner/Applicant
Melissa E. Prugar, P.E. – Boucher & James, Inc.

Compare - Wave Lighting

wavelighting.com/products/compare



Product Info	<u>Park Place Acorn</u>	<u>Park Place Acorn Post Top</u>	<u>Park Place Flame Tip</u>
Item Number	C77T	C83T	C76T
Application	Post/Bollard Mount, Commercial, Made in USA	Post/Bollard Mount, Commercial, Made in USA	Post/Bollard Mount, Commercial, Made in USA
Light Source	Incandescent, Multi-Volt LED, Metal Halide, High Pressure Sodium	Multi-Volt LED, Metal Halide, High Pressure Sodium	Incandescent, Multi-Volt LED, Metal Halide, High Pressure Sodium
Colors	Black, White, Bronze	Black, White, Bronze	Black, White, Bronze
Lens Colors	Opal Textured Acrylic, Clear Textured Polycarbonate, Clear Textured Acrylic	Opal Textured Acrylic, Clear Textured Polycarbonate, Clear Textured Acrylic	Opal Textured Acrylic, Clear Textured Polycarbonate, Clear Textured Acrylic
Dimensions (Inches)	H: 30.75 W: 15.5	H: 30 W: 14.25	H: 31.25 W: 15.25