



POCONO TOWNSHIP COMMISSIONERS  
AGENDA

May 3, 2021 | 7:00 p.m.

**ZOOM Dial-In #: 646-558-8656**

**Meeting ID: 991 5977 1528**

**Passcode: 442342**

**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.
- 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).

**Hearings – None**

**Presentations – None**

**Resolutions**

- Resolution 2021-09 – Motion to approve the expenditure of \$51,844.95 for a 2021 Ford Explorer Interceptor 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)**

**OLD BUSINESS**

- Motion to approve the minutes of the April 5, 2021 regular meeting of the Board of Commissioners. **(Action Item)**

**NEW BUSINESS****1. Personnel****2. Financial Transactions**

- a. Motion to ratify vouchers payable received through April 29, 2021 in the amount of \$118,805.81. **(Action Item)**
- b. Ratify gross payroll for pay period ending April 18, 2021 in the amount of \$109,495.00. **(Action Item)**
- c. Motion to approve vouchers payable received through April 29, 2021 in the amount of \$53,399.91. **(Action Item)**
- d. Motion to approve sewer operating fund expenditures through April 29, 2021 in the amount of \$20,838.63. **(Action Item)**
- e. Motion to approve sewer construction fund expenditures through April 29, 2021 in the amount of \$3,409.93. **(Action Item)**
- f. Motion to approve capital reserve fund expenditures through April 29, 2021 in the amount of \$2,345.97. **(Action Item)**
- g. Motion to approve Fire Tax disbursement of \$66,368.34 to the Pocono Township Volunteer Fire Company. **(Action Item)**

**3. Travel/Training Authorizations – None****Report of the President**

Richard Wielebinski

- Motion to retroactively waive Mountain View Park pavilion fees for Girl Scout Troop 51060 for their meeting held on Sunday, May 2, 2021. **(Action Item)**
- Motion to waive Mountain View Park pavilion fees for the Tannersville Lions Club for their event on August 10, 2021. **(Action Item)**
- Motion 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. **(Action Item)**
- Motion to award the 2021 Road Paving bid to the lowest bidder, per the bid opening of April 30, 2021. **(Action Item)**

**Commissioner Comments**

Jerrold Belvin – Vice President

- Discussion and possible action regarding sponsorship of the Monroe County Stream Gage. **(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 – UGI gas line concerns

Keith Meeker – Commissioner

### **Reports**

**Zoning** – Report provided to the Commissioners

### **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**

- Proposal for BOC work session on Monday, May 10, 2021 to discuss ordinance changes and Township park enhancements.
- Grant funds awarded by the Commonwealth Financing Authority on April 21, 2021.
  - DCED Multimodal Grant for Rimrock Turning Lanes – \$142,650.00
  - Greenways, Trails & Recreation Grant for TLC Park – \$127,330.00
- Research ongoing regarding electronic payments for and submissions of Township permits.
- Update regarding lease-purchase of new police cars.
- Discussion regarding updates to BOC Bylaws.
- 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**

## **RESOLUTION NO. 2021-09**

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA 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**

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: 2021 Ford Explorer Interceptor (the “Leased Property”); and

WHEREAS, the Governing Body of the Lessee has determined that the costs of the Leased Property to be \$51,844.95; 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 \$51,844.95 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  
April 19, 2021 7:01 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held remotely on April 19, 2021 via video and teleconference and was opened by President Rich Wielebinski at 7:01 p.m. followed by the Pledge of Allegiance.

**Roll Call:** Jerrod Belvin, present; E. Gmandt, 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 Comments** – No public comment.

**Announcements**

- The Pocono Township Board of Commissioners held an executive session on Thursday, April 8, 2021 for the purpose of discussing the potential purchase of 114 Alger Avenue and personnel issues.
- Pocono Township will hold its annual Spring Cleanup from Thursday, April 29 through Saturday, May 1, 2021. Proof of Township residency is required. Residents can bring their difficult-to-dispose-of items to the Township building between 7:30 a.m. and 3:00 p.m. each day. Disposal fees begin at \$5.00 for a carload and \$10.00 for a pick-up truck load, with higher fees depending on size of vehicle or trailer load. Electronics are collected at no charge. Please note that this public service is offered for residential users only. If you have any questions, please call the Township office directly at 570-629-1922.
- 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](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).

**Hearings** – No hearings.

**Presentations** – No presentations.

**Resolutions**

R. Wielebinski made a motion, seconded by J. Belvin, to pass Resolution 2021-08 authorizing Pocono Township to execute the necessary documentation for the Pennsylvania Department of Environmental Protection to extend the NPDES permit for the Quaker Ridge Estates Major Subdivision Plan. L. DeVito spoke with developer's attorney and the DEP has already extended the NPDES permit, and they will require the Township to sign some municipal documents. T. Muñoz clarified that the 24-acre property is owned by Pocono Manor and located off Back Mountain Road. 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. All in favor. Motion carried.

**NEW BUSINESS**

## **Financial Transactions**

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable received through April 15, 2021 in the amount of \$186,024.71. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to ratify gross payroll for pay periods ending April 4, 2021 in the amount of \$100,983.45 All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through April 15, 2021 in the amount of \$149,579.70. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve sewer operating fund expenditures through April 15, 2021 in the amount of \$131,482.24. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve capital reserve fund expenditures through April 15, 2021 in the amount of \$1,050.00. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Fire Tax disbursement of \$26,167.95 to the Pocono Township Volunteer Fire Company. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to transfer an amount not to exceed \$40,000.00 from the Public Works Capital Comprehensive line item to the Principal Leases and Interest on Leases line items. This transfer is for the purpose of the lease and equipment upfit for a 2021 Ford Explorer Interceptor to replace the Department's 2015 Ford Taurus Interceptor. J. Belvin asked clarifying question regarding why public works budget was used. All in favor. Motion carried.

## **Report of the President**

Richard Wielebinski

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the lease purchase of a 2021 Ford Explorer Interceptor "corporal car" to replace the 2015 Ford Taurus Interceptor that was deemed a total loss by the Township insurance company. E. Gndt asked for the interest rate on the lease. All in favor. Motion carried.

- Motion to award the 2021 Materials bids to the lowest bidder(s), per the bid opening of April 16, 2021. A graph of the material awards is included with the minutes.

R. Wielebinski made a motion, seconded by K. Meeker, to award Hanson Aggregates the 2021 materials bid per the bid opening of April 16, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to award Eureka Stone Quarry the 2021 materials bid per the bid opening of April 16, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, stating the category for which each bidder is not the lowest bidder, they will be the secondary awardee should the TWP not be able to get materials from the lowest bidder in that category. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to reduce the required construction escrow for the Trap Enterprises Route 611 Project, per the recommendation of the Township Engineer dated April 9, 2021, leaving a balance of \$1,163,570.43. T. Muñoz asked clarifying question. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to waive Mountain View Park pavilion fees for Cub Scout Pack 85 for their annual family picnic on Sunday, June 6, 2021. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the Township to remit union dues to Teamsters Local 773 via electronic ACH transfer, rather than via check payments. E. Gndt asked why



they would request a digital transfer. Discussion regarding whether a physical check is preferable. Roll call vote: J. Belvin, yes; E. Gndt, no; K. Meeker, yes; J. Lastowski, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize L. DeVito to work with Jeff Durney to prepare a sales agreement for 114 Alger Avenue for the Board's review. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize L. DeVito to prepare a resolution to return sewer tapping fees. R. Wielebinski withdrew his motion, and J. Lastowski withdrew his second.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize L. DeVito to prepare a resolution that would return sewer tapping fees township-wide to owners of parcels that were mandated to hook up to the sewer line that are acquired by Pocono Township. All in favor. Motion carried.

- Recognition of the retirement of Pocono Township Police Patrolman Scott Kresge effective April 30, 2021, after 31 years of service to Pocono Township – R. Wielebinski stated well-wishes for Patrolman Kresge.

J. Lastowski made a motion, seconded by J. Belvin, to honor Scott Kresge's 31 years of service and to award him his service pistol as a token of appreciation. All in favor. Motion carried.

J. Lastowski would like to invite Scott personally to the Township to present his service firearm to him in person. T. Muñoz would also send a letter of thanks appreciation and congratulations. J. Lastowski suggested framing the letter for presentation.

### **Commissioner Comments**

Jerrold Belvin – Vice President

- COVID-19/Emergency Management Update – No update.
- FEMA Flood Mitigation grant application – Waiting to hear from FEMA.
- Monroe County Hazard Mitigation Plan Update - Progress continues. Had a meeting last Friday.

Completed recalibration of traffic light optics with R. Sargent. Warner Road emitter was found to have failed, so Signal Services will come to diagnose.

Ellen Gndt – Commissioner

Suggested we consider accepting credit cards at the front desk for the Township. T. Muñoz will investigate.

Jerry Lastowski – Commissioner

- Discussion regarding UGI gas line concerns and update regarding timeline for resurfacing of S.R. 314 – J. Lastowski shared concerns regarding integrity of UGI's natural gas line.

J. Lastowski made a motion, seconded by E. Gndt, approving T. Muñoz writing to UGI and PUC outlining concerns of the Township regarding the UGI pipeline. Motion amended to add for UGI and PUC to send the Township a copy of their emergency management plan to the Township. Amendment accepted. All in favor. Motion carried.

Keith Meeker – Commissioner – No comment.

### **Reports**

#### **Zoning**



- Discussion and possible action regarding the need for regulation of food trucks and temporary sales in Pocono Township. J. Acosta stated the first consideration is whether the Township wants to allow food trucks at all. In looking through our ordinances, historically, the Township has issued food truck permits using provisions that do not truly apply to food trucks. Other municipalities have further regulations including distance from other restaurants or districts, hours of operations, etc. E. Gmandt asked how many food trucks exist. Discussion continued on the proper permitting of food trucks for temporary and permanent soliciting, effects on brick-and-mortar businesses, and impacts to non-profit fundraising events. T. Muñoz will speak to J. Acosta and work with L. DeVito to get draft verbiage together to discuss food truck regulations at the next work session.

J. Belvin noted the Township has made many ordinance changes and created new ones while other items fall through the cracks. He noted the authorization of additional zoning hours last year which has not occurred and sign ordinance changes that have not yet been enforced. Township needs to consider whether adequate manpower exists to handle issues before creating any more regulations.

### **Emergency Services**

- Police – Chief Werkheiser submitted his monthly report to the Board.
- EMS – No report.
- Fire – No report.

### **Public Works Report**

- Current Public Works projects report – Moving forward with spring projects and spring cleanup.
- Active bid advertisement for Pocono Township's 2021 Paving Projects – Bids for paving will be received by 2:00 pm, April 30, 2021. Bids will be read at 2:30 pm and voted on first meeting of the month.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Waiting on DEP permit.

### **Administration – Manager's Report**

- Open Items Update
  - Migration of Township file servers to Egnyte platform – In process of migrating all files and finalizing outstanding items.
- Update – TLC Park master site plan and work session – Visited park with J. Tresslar and R. Sargent to get a master site plan together to be the basis for any grant proposals moving forward and a work session with the Board.
- Update – Public access to the Old Learn Farm property – Site was visited by J. Tresslar and R. Sargent. Three access points to the property were discussed. Daystar Bible Holiness Church was contacted and expressed interest in selling the Township their 2-acre property which would provide an additional access point for review.
- Update – Pending grant applications for the Township's LSA, Multimodal & Recreation Grant submissions – Grant programs being considered at a meeting in Harrisburg tomorrow and next month and when more information is received, will report back to the Board.
- Discussion regarding the Wine Press Inn owner's interest in the purchase of the adjoining Township parcel on Bartonville Avenue – Owner provided copy of sketch plan for his hotel and how much property he would need from the Township. J. Tresslar will report back to the Board with further information.

### **Agenda Addition**

A land development plan was submitted for Zitro & Roni Investments who decided to not proceed with the project and would like the escrow funds returned.

R. Wielebinski made a motion, seconded by J. Lastowski, to return escrow funds and deny the land development plan for Zitro & Roni Investments LLC. All in favor. Motion carried.

### **Township Engineer Report**

- St. Paul's Lutheran Drainage Basin - Supposed to apply for a permit following their plans that were deemed approved and appropriate.
- Archer Lane Drainage Issues - Improvements were made to swale on opposite side of Archer Lane. Observed that water is flowing out onto Learn Road as a result of some activity that occurred on Archer Lane. J. Tresslar feels the issue could be fixed.. Not sure if the property owner should be notified to do the work or whether it could/should be done by the Township. It is in Township ROW but is the result of work done by Archer. J. Lastowski stated it should be the responsibility of the property owner, not using the Township's resources. R. Wielebinski asked if L. DeVito could contact Archer's attorney to see if Archer can clean up the issue. T. Muñoz will reach out to Shawn McGlynn and ask him to reach out directly to the property owner.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Virtual meeting with PennDOT scheduled for later this week.

### **Township Solicitor Report**

- Discussion regarding I-80 parcel easement request – Jonathan Weber – J. Tresslar completed his review of the title work and it is his opinion that they do not have any title easement across Pocono Township's property. When the property was originally subdivided, it was split off of a property that had frontage on Route 611. It is recorded in the deed that if they want to get access to the property, they must build a bridge across the stream. Access was provided for in the beginning and it was not across the Township's property. L. DeVito said it is advisable that the Township complete everything up with Weber before moving forward with the sale of the property.
- Update – Kelly Family Trust – Hearing is scheduled for early August.
- Zoning Hearing Board Update
  - Appeal of Ryan Possinger – Hearing is completed and briefs will be submitted. Zoning hearing board will decide in approximately 45 days.
  - Butz Lane STR – Scheduled for April 27, 2021 at 5 PM.

### **Agenda Addition**

Received a request for a local agency hearing from Jeff Cemelli, who owns a property where he cannot get adequate well separation distance on the property he owns. Will have to advertise hearing and will be included in an upcoming agenda.

E. Gnandt inquired whether a Zoning Hearing Board member has moved out of Pocono Township which would not qualify them for being on the Zoning Hearing Board. L. DeVito noted board members must be Township residents.

**Public Comment** – No public comment.

### **Adjournment**

R. Wielebinski made a motion, seconded by E. Gnandt, to adjourn the meeting at 8:40 PM. All in favor. Motion carried.

## 2021 MATERIALS BIDS POCONO TOWNSHIP

Bids were received by the Pocono Township Board of Commissioners for the Township's 2021 Materials purchases. The results are as follows:

Item #	Material	Delivery	QUANTITY	Hanson Aggregates	Eureka Stone Quarry
1	2A, DGA, Crushed Stone	FOB	3,000	7.85	8.00
1	2A, DGA, Crushed Stone	Delivered	3,000	No Bid	12.16
2	Cold Patch QPR High Performance	FOB	200	No Bid	115.00
3	#57, 2B, ¾" Crushed Stone	FOB	200	15.50	14.00
3	#57, 2B, ¾" Crushed Stone	Delivered	200	No Bid	18.16
4	SP Surge	FOB	500	No Bid	11.38
4	SP Surge	Delivered	500	No Bid	15.54
5	#1, Ballast, 2-4" Crushed Stone	FOB	500	15.50	14.25
5	#1, Ballast, 2-4" Crushed Stone	Delivered	500	No Bid	18.41
6	2RC Crushed Stone	FOB	500	7.65	8.00
6	2RC Crushed Stone	Delivered	500	No Bid	12.16
7	#3 Crushed stone	FOB	500	15.50	14.20
7	#3 Crushed stone	Delivered	500	No Bid	18.36
8	R-3 Crushed stone - Gabion	FOB	300	19.00	12.00
8	R-3 Crushed stone - Gabion	Delivered	300	No Bid	16.16
9	R-4 Crushed stone	FOB	300	19.00	12.50
9	R-4 Crushed stone	Delivered	300	No Bid	17.41
10	R-5 Crushed stone	FOB	300	20.00	No Bid
10	R-5 Crushed stone	Delivered	300	No Bid	No Bid
11	R-6 Crushed stone	FOB	300	22.00	No Bid
11	R-6 Crushed stone	Delivered	300	No Bid	No Bid
12	R-7 Crushed stone	FOB	300	23.00	No Bid
12	R-7 Crushed stone	Delivered	300	No Bid	No Bid
13	Asphalt 9.5mm pg64s-22 0.0<0.3 (SRL-L)	FOB	2,500	57.05	56.75
13	Asphalt 9.5mm pg64s-22 0.0<0.3 (SRL-L)	Delivered	2,500	No Bid	56.75+\$85/hr.
14	Asphalt 19mm pg64s-22 0.0<0.3 (SRL-L)	FOB	1,000	52.45	50.75
14	Asphalt 19mm pg64s-22 0.0<0.3 (SRL-L)	Delivered	1,000	No Bid	50.75+\$85/hr.
15	Asphalt 25mm pg64s-22 0.0<0.3 (SRL-L)	FOB	500	49.20	46.45
15	Asphalt 25mm pg64s-22 0.0<0.3 (SRL-L)	Delivered	500	No Bid	46.45+\$85/hr.
16	Tack Oil	FOB	1,000	5.50	No Bid

# POCONO TOWNSHIP

Monday, May 3, 2021

## SUMMARY

### Ratify

General Fund	\$	118,365.82
Sewer Operating	\$	439.99
Sewer Construction	\$	-
Capital Reserve	\$	-

### Bill List

TOTAL General Fund	\$	53,399.91
TOTAL Sewer <u>OPERATING</u> Fund	\$	20,838.63
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	3,409.93
TOTAL Capital Reserve Fund	\$	2,345.97
Liquid Fuels	\$	-

Fire Tax Disbursement	\$	66,368.34
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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 3, 2021

General Fund		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Payroll		04/23/2021			PAYROLL ENDING 4/18/21	\$ 109,495.00
General Expenditures					TOTAL PAYROLL	\$ 109,495.00
		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
		4/16/2021	60845	ROYAL SECURITY	HERITAGE CENTER SERVICE	\$ 124.00
		4/19/2021	60846	CARDMEMBER SERVICES	TOWNSHIP SUPPLIES	\$ 4,661.96
		4/19/2021	60847	CARDMEMBER SERVICES	POLICE SUPPLIES	\$ 3,023.45
		4/19/2021	60848	VERIZON	POLICE CELL PHONES	\$ 914.47
		4/27/2021	60850	STAPLES BUSINESS CREDIT	POLICE SUPPLIES	\$ 146.94
					TOTAL General Fund Bills	\$ 8,870.82
Sewer Operating Fund		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
		4/21/2021	1878	VERIZON	SEWER STATION MODEMS	\$ 120.23
		4/26/2021	1879	BLUE RIDGE	PHONE SERVICE PUMP STATION	\$ 127.58
		4/26/2021	1880	MET ED	ELECTRIC SERVICE PUMP STATION	\$ 192.18
						\$ 439.99
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						\$ 118,365.82
TOTAL Sewer Operating					Authorized by:	\$ 439.99
TOTAL Sewer Construction						\$ -
Total Capital Reserve					Transferred by:	\$ -
						\$ 118,805.81

# POCONO TOWNSHIP CHECK LISTING

## Monday, May 3, 2021

### General Fund

Date	Check	Vendor	Memo	Amount
4/28/2021	60851	Access Office Technologies	Copier and phone support	\$ 588.97
4/28/2021	60852	AMERICAN UNITED LIFE INSURANCE CO.	GTL Insurance	\$ 2,913.06
4/28/2021	60853	Boucher & James, Inc.	Engineering services	\$ 6,010.93
4/28/2021	60854	Brodhead Creek Regional Authority	Q1 2021 TWP Water Utility	\$ 216.09
4/28/2021	60855	Cramer's Home Building Center	PW supplies	\$ 448.34
4/28/2021	60856	Cyphers Truck Parts	PW equipment supplies	\$ 122.15
4/28/2021	60857	D. G. Nicholas Co.	PW Supplies	\$ 576.55
4/28/2021	60858	Double M Productions	Park Staff Uniforms	\$ 419.50
4/28/2021	60859	Eric A. Moses Co.	PW Supplies	\$ 83.50
4/28/2021	60860	Eureka Stone Quarry, Inc.	Road materials	\$ 8,180.91
4/28/2021	60861	Foster & Foster, Inc.	Prep of 12/31/20 GASB 68 Report	\$ 850.00
4/28/2021	60862	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 200.41
4/28/2021	60863	HUNTER KEYSTONE PETERBILT	Heavy Equip Maint	\$ 201.80
4/28/2021	60864	J. P. Mascaro & Sons	MVP Waste Removal Apr 2021	\$ 198.64
4/28/2021	60865	J. P. Mascaro & Sons	Poc TWP Apr 2021 Waste Removal	\$ 298.15
4/28/2021	60866	McCann Associates	Police New Hires	\$ 7,709.56
4/28/2021	60867	Nauman Companies	HVAC Building Maintenance	\$ 325.00
4/28/2021	60868	P & D Emergency Services	Police Equipment Maintenance	\$ 72.00
4/28/2021	60869	Pocono Lake Supply Company	Safety Ropes & Lanyard for Loose Equip	\$ 357.50
4/28/2021	60870	Reserve Account	Postage Replenishment	\$ 2,000.00
4/28/2021	60871	SFM Consulting LLC	April 2021 Building & zoning Services	\$ 15,096.02
4/28/2021	60872	SiteOne Landscape Supply	Vegetation Control	\$ 111.11
4/28/2021	60873	Steele's Hardware	PW Supplies	\$ 86.26
4/28/2021	60874	Steele's Hardware	Park Supplies	\$ 497.68
4/28/2021	60875	STTC Service Tire Truck Centers, INC.	Heavy Equip Maint	\$ 1,054.60
4/28/2021	60876	Suburban Propane	Police Vehicle Fuel	\$ 2,164.81
4/28/2021	60877	Suburban Testing Labs	SDWA Monthly	\$ 100.00

4/28/2021	60878	Tulpehocken Mountain Spring Water Inc	TWP Water	\$	77.59
4/28/2021	60879	UNIFIRST Corporation	PW Uniforms & TWP Mats	\$	177.46
4/28/2021	60880	Versalift East	PW Heavy Equip Maint	\$	2,096.32
4/28/2021	60881	Wittel, Jason	Door Lettering for New Truck	\$	165.00
TOTAL General Fund				\$	53,399.91

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
4/28/2021	1881	Boucher & James, Inc.	Engineering services	\$ 13,667.37
4/28/2021	1882	BRODHEAD CREEK REGIONAL AUTHORITY	Q1 2021 Pump Stations Water	\$ 219.81
4/28/2021	1883	J P Mascaro & Sons	4/2021 PS #5 Waste Removal	\$ 203.70
4/28/2021	1884	Pocono Management Associates LLC	3/29 - 4/18/21 Sewer Services	\$ 5,246.48
4/28/2021	1885	Pocono Township	Pay 8 2021 Admin & PW Reimb	\$ 958.90
4/28/2021	1886	Steele's Hardware	Sewer Supplies	\$ 9.17
4/28/2021	1887	SUBURBAN TESTING LABS	Monthly NPDES	\$ 533.20
TOTAL Sewer Operating				\$ 20,838.63

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
4/28/2021	675	BOUCHER & JAMES	SEWER CONSTRUCTION ENGINEERING SERVICES	\$ 3,409.93
TOTAL Sewer Construction Fund				\$ 3,409.93

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
4/28/2021	1209	BOUCHER & JAMES	CAPITAL PROJECTS ENGINEERING SERVICES	\$ 2,345.97
TOTAL Capital Reserve Fund				\$ 2,345.97

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
4/28/2021	1003	Pocono Township Volunteer Fire Dep.	April Disbursement Fire Tax	\$ 66,368.34
TOTAL Fire Tax				\$ 66,368.34



ESSA

General Fund	\$	53,399.91	Authorized by: _____
Sewer Operating	\$	20,838.63	
Sewer Construction Fund	\$	3,409.93	
Capital Reserve	\$	2,345.97	
Fire Tax Disbursement	\$	66,368.34	
Liquid Fuels	\$	-	Transferred by: _____
TOTAL ESSA TRANSFER	\$	146,362.78	

4/28/21

Requesting Fee be waived  
for Tannersville Lions Club  
Pavillion 3 on Aug 10 2021

Thank you

Randy [Signature]  
570-656-3289

RECEIVED  
APR 28 2021  
POCONO TOWNSHIP

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](http://poconopa.gov) • [parksandrec@poconopa.gov](mailto:parksandrec@poconopa.gov)

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

Facility Assigned: 43

Payment Received: Amount:

☐ Cash \$                      ☐ Check #

Randy Johnson      1/18/57      Lions Club Tannersville  
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.*

Tannersville Lions Club

Physical Address (Street, City, State, Zip)	Municipality/Township
---	-----------------------

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

Aug 10 2021      5:30 - 8 (Park Hours 10am-8pm)      30  
 Event Date      Event start & end time      Expected guests (#)

Event Date	Event start & end time	Expected guests (#)
Randy Johnson	570-656-3289	
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:**

Signature Randy S. Olsen Position with org/group \_\_\_\_\_ Today's Date 4/28/21

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

## Private Party or Non-Profit (In Twsp)

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

Private Party, Corporations, Business, Non-Profit

**Monday - Sunday**

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

4/26/21

To the Commissioner,

My Girl Scout troop 51060 has been meeting virtually for over a year. We want to try to get the girls together to have some social interaction. A lot of my girls have left for virtual school and are losing a lot of their interpersonal interactions. We thought it may be good to get the girls together in an outdoor setting where they feel safe.

Please waive the fee for a pavilion for my troop.  
Pavilion #2 for 5/2/2021

Thank you

Jamie Lewis

570-269-2793

Leader

# 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: #2  
Payment Received: Amount: NC waiting for money  
☐ Cash \$ \_\_\_\_\_ ☐ Check # \_\_\_\_\_

LORNA Lewis

Name (person responsible)

12-8-1963

Date of Birth

JUNIOR/Brownie  
TROOP 51060

Event Name on Sign

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

Girl Scouts in the heart of PA

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

18 Hickory Drive East Stroudsburg PA 18301

Physical Address (Street, City, State, Zip)

MONROE

Municipality/Township

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

5-2-2021

Event Date

3-6pm

Event start & end time

(Park Hours 10am-8pm)

10

Expected guests (#)

LORNA Lewis

Contact Name

570-269-2793

Contact Phone

LRMUNCHIE@aol.com

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: \_\_\_\_\_

Lorna Lewis

Signature

Troop Leader 51060

Position with org/group

4/26/2021

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

## Taylor Munoz

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**From:** Meg Satterthwaite <megsatterthwaite@gmail.com>  
**Sent:** Tuesday, April 27, 2021 8:32 AM  
**To:** Taylor Munoz  
**Subject:** Requesting the Township's consideration

Dear Mr. Muñoz,

I am reaching out as a coach of the local youth ski racing program, the Pocono Alpine Ski Education Foundation (PASEF), hosted by Camelback Mountain. We are thinking of ways to keep the kids engaged and connected during the off-season, especially during these challenging times, and would like to offer an off-season dry-land training series to help hone their skiing skills as well as build our team dynamic.

During our camp, we will be providing the kids with ski-specific exercises and fitness training including running drills, plyometrics, balance techniques, and more. While we do not yet have a total headcount, we are estimating somewhere between 10-40 kids at no charge, provided they are enrolled in the PASEF program for the 2021-2022 season. Would it be possible for us to host this event at Mountain View Park given these parameters?

We are aware that if we are approved to host our camp at Mountain View Park there is a daily field rental fee. As we are in essence a 503c non-profit organization with the sole purpose of getting more local kids involved in our program we are kindly requesting the consideration of the Pocono Township Board of Commissioners in waiving the daily rental fee.

We greatly appreciate your consideration. Please let me know if you have any questions.

Best,  
Meg Satterthwaite  
PASEF Coach

--

Meg Satterthwaite  
(570) 242-9383



MONROE COUNTY  
CONSERVATION DISTRICT

*Conserving Natural Resources for the Future*

April 22, 2021

Pocono Township Commissioners  
c/o Jarrod Belvin  
112 Township Drive  
Tannersville, PA 18372

RE: Support for Pocono Creek Stream Gage

Dear Mr. Belvin:

Please accept this request for financial support of the United States Geological Survey stream gage on Pocono Creek in Stroud Township. Monroe County Conservation District is the local sponsor for this invaluable watershed monitoring tool that provides instantaneous flow measurements accessible via the internet for public use, planning and emergency response. Attached is a brief description of the gage, its importance, and the valuable data it provides.

If you have not already, we strongly encourage you to consider allocating a contribution for operation and maintenance (O & M) of the Pocono Creek stream gage in 2021.

The long-term availability of the Pocono Creek stream gage requires the continued support of the watershed community. The cost for operation and maintenance of the stream gage on Pocono Creek is **\$18,000** for the period from **October 1, 2020 - September 30, 2021**. We hope that you will consider allocating a contribution in your 2021 budget for the stream gage on Pocono Creek. To make a contribution to the Pocono Creek Stream gage, please send a check made out to the Monroe County Conservation District and write Stream Gage in the memo section. Or, contact to discuss submitting a prepared invoice for your records, and we will be happy to provide one.

If you would like more information about stream gages in Monroe County, Pocono Creek stream gage, or watershed issues please contact Annie Polkowski, Watershed Specialist in our office at 570-629-3060.

For the Board of Directors,

Kristina Heaney  
District Manager

KH/cs  
Enclosure



## POCONO CREEK STREAM GAGE

The Monroe County Conservation District annual funds the continued operation and maintenance of the Pocono Creek Stream Gage. The gage, located in Bartonsville, PA, was constructed in 2001 as a component of the Pocono Creek Watershed Study and began providing data for stream baseflow investigations in June, 2002. It records both the stage, or height of the stream, as well as discharge, or the flow of the stream. The measurements are taken at fifteen minute intervals and instantaneously transferred to the USGS National Water Information System web interface available for public use.

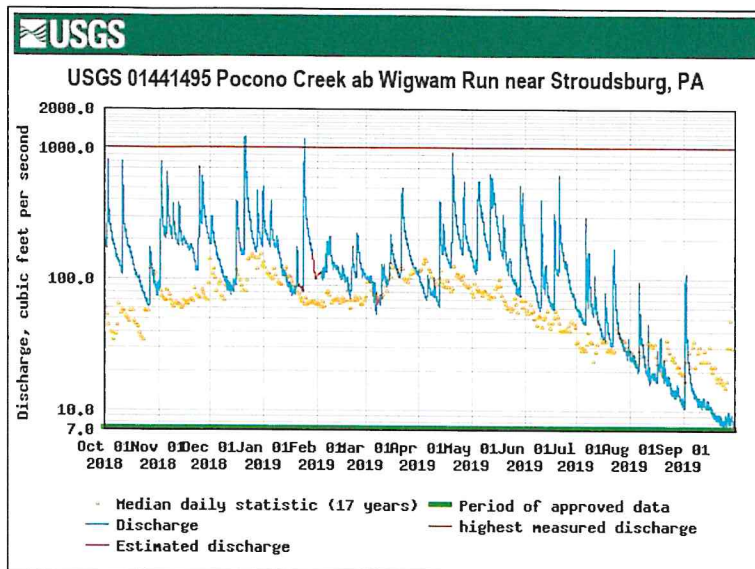
### WHAT IS A STREAM GAGE?

A stream gage is device used to measure and monitor streams. Typically it measures and records the water height and flow at a particular point in a stream, but can also measure other things such as water quality like temperature or conductivity. Why *gage* instead of *gauge*? In the 1890s the US Geological Survey (USGS) began to develop the nation's stream gage monitoring network to investigate the potential for dams and canals for irrigation. Head of the irrigation survey, Frederick Newell, is credited with the spelling "gage" at that time, though other spellings are currently used outside of the US.

### WHY ARE STREAM GAGES IMPORTANT?

Stream gages measure and collect critical data used every day. Long term records help water resource managers better understand both flood and drought conditions of the stream, map critical floodways and floodplains, and understand how those conditions are changing over time. They also help engineers and planners manage and mitigate risk to life and property. For example we often hear about the 100 year storm, or the 500 year storm, but what that means in terms of flooding varies from place to place and having real long-term data is critical in understanding the stream's flood response. In turn that data helps engineers design our critical infrastructure appropriately, such as roads and bridges, manage water withdrawals for drinking water, and protect water quality of the stream. Stream gage data is also important to the Pocono's recreation based economy. Many recreational users such as paddlers, anglers and hikers rely on the data for planning safe and rewarding trips on the river.

## HOW DO I ACCESS AND UNDERSTAND THE DATA?



Stream gage data across the United States can be accessed through USGS at <https://waterdata.usgs.gov/nwis/rt> using the interactive map to find and locate the stream gage of your interest. Additionally the Monroe County Conservation District Website, <http://mcconservation.org>, has links to each of the county's streamgages under its watershed pages.

Graphical or tabular data can be downloaded from the website for a range of dates selected by the user, allowing the user to look at all the data over the life of the gage. To the left I have provided a graph of data over the previous

"water year" which runs from October 1<sup>st</sup> of the previous year to September 31<sup>st</sup> of the following year. The graph shows discharge or flow of the stream in cubic feet per second on the vertical axis over time on the horizontal axis as represented by the blue line. Each peak of the graph represents the rise of the stream during a storm event while the valleys represent the fall of the stream back to its baseflow between storm events. The graph also shows the average daily flow (represented by the orange markers) over the past 16 years allowing the user to compare the data from the current year to that of the long term trends in stream flow.

## FUNDING FOR THE POCONO CREEK STREAM AND WHY WE NEED YOUR SUPPORT

The annual cost for the operation and maintenance of the Pocono Creek Stream Gage is \$17,800. While USGS funds a portion of the nation's gages, currently over 47% of cost for the USGS Stream Gage Network is funded by state and local organizations through the Cooperative Water Program. Therefore local support for this gage is critical for its continued operation and access to real time flow data at the local level. Please consider supporting the operation and maintenance of the Pocono Creek Stream Gage by donating today.



## **SECTION 1 – PURPOSE AND AUTHORIZATION**

The name of the board shall be the "Board of Commissioners of Pocono Township" (the Board). The Board shall have all the rights, powers and duties respectively conferred upon Board of Commissioners pursuant to the Pennsylvania statutes, as amended, that govern townships of the first class.

## **SECTION 2 – OFFICE OF THE BOARD**

The office of the Board shall be the Municipal Building where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Township Manager, 112 Township Drive, Tannersville, PA 18372. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Secretary.

## **SECTION 3 – OFFICERS**

- A. At the organizational meeting, the Board shall elect one commissioner as President and one commissioner as Vice-President. The Board shall promptly fill any officer vacancies.
- B. The President shall:
  - i. Preside over all Board meetings
  - ii. Vote on all motions
  - iii. Sign and execute documents as authorized by the Board
  - iv. Serve as the ceremonial representative of the Township for various functions which may be delegated as deemed appropriate

## **SECTION 4 – BOARD MEETINGS**

- A. The Board shall hold regular meetings at 7:00pm on the first and third Monday of every month, except when the Municipal Building is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public, as required by the Pennsylvania General Statutes, unless otherwise specified.
- B. The Township Secretary will provide the board with draft meeting minutes within five (5) business days of the meeting. The draft minutes will be clearly marked as "DRAFT" and will not become official until the Board votes to approve them at a subsequent meeting. If the Board makes any changes in the draft minutes prior to the vote, the meeting minutes will be corrected to reflect the changes without strike through or redline before being marked final and placed in the meeting minute's book as the official minutes for that meeting.
- C. From time to time, at the Board's discretion, public workshops will be held to provide the Board the opportunity to discuss major events or projects in order to prepare for a vote at a regular or special meeting. Workshops are open to the public and will not include

voting or ruling on any matters. The public may comment as provided for in Section 6.A below.

- D. The Board may hold special meetings which will be advertised and follow all procedures as outlined for Board Meetings.
- E. At the request of the Board, the Township Manager, Solicitor, Engineer, and Secretary shall participate in discussions at meetings.
- F. Commissioners may participate and vote via speakerphone, however technology may limit the total number per meeting. The Commissioners must be able to hear the meeting discussions and the audience must be able to hear the Commissioner(s) participating by phone.
- G. The Board shall fill appointments and vacancies in appointed boards and Commissions as they occur. Individuals interested in appointment or reappointment shall submit a letter of interest to the Township Manager, listing qualifications for appointment and any other pertinent information. The Board shall review all letters of interest and may conduct interviews and appoint individuals by a majority vote.
- H. The Board of Commissioners may remove an appointed member of a board for the following reasons –
  - Failure to attend meetings – Any member who fails to attend three (3) consecutive meetings or fifty percent (50%) of the board's meetings in a twelve (12) month period, without reasonable cause or excuse, may be removed by majority vote of the Board of Commissioners.
  - Termination of residency – Any appointed member of a board who ceases to be a full-time resident of Pocono Township may be removed.

## **SECTION 5 – ORDER OF BUSINESS**

- A. The agenda for all regular meetings of the Board shall include, but is not limited to, the regular items listed as follows:
  1. Open Meeting
  2. Pledge of Allegiance
  3. Roll Call
  4. Public Comment – agenda and non-agenda matters
  5. Announcements
  6. Hearings
  7. Presentations
  8. Resolutions
  9. Old Business – such as approval of minutes
  10. New Business – such as personnel, financial transactions, travel
  11. Report of the President
  12. Commissioners comments
  13. Reports



- 14. Public Comment
- 15. Executive Session (if necessary)
- 16. Adjournment

- B. All Commissioners and staff members shall submit their requested agenda items to the Township Manager no later than the Thursday preceding the scheduled meeting at noon. A draft agenda and supporting materials for regular meetings shall be prepared by the Township Manager and forwarded to the Board for review and comment no later than 4:30pm on Thursday. The draft agenda will reflect changes requested by the Board members. The draft agenda, clearly notating action items of the board, will be posted to the website with the assistance of township staff by the close of business on Friday prior to each meeting. Any change(s) to the agenda from the draft agenda posted on the township website to the final agenda presented at the meeting, will be clearly marked as added to agenda since the draft was posted.

## **SECTION 6 – PUBLIC PARTICIPATION**

- A. The Public comment section of the order of business shall be that portion of the board meeting during which the public may address the board for no more than five (5) minutes per individual. The Board shall accept all public comment at beginning and end of meeting as noted on agenda. All questions or comments shall be directed to the Board President and shall not be directed to staff or invited guests. Further remarks or questions by the public may be allowed at the discretion of the President. The President reserves the right to end public participation at any meeting if it becomes clear that the Board will not be able to conduct its business in a timely manner.
- B. If the Board entertains a motion, not noted on the draft agenda posted to the website, the Public will have the opportunity to comment or ask a question after the motion has been made and seconded, but prior to the Board taking a vote.

## **SECTION 7 – COMMITTEES**

- A. The Board shall appoint Commissioners to committees.
- B. There shall be a standing Finance committee consisting of the Board of Commissioners as a whole, who shall meet from time to time to review and make recommendations on all matters relating to the budget, financing, annual audit, and processing of payments.
- C. The Board may appoint other such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment.
- D. Committees may have non-voting members of the public as part of the committee.

- E. No Commissioner shall be excluded from attending any Township meeting convened for the purpose of discussion of Township matters.

## **SECTION 8 – AMENDMENTS**

These bylaws may be amended from time to time as deemed necessary or desirable by the Board by majority vote.

## **SECTION 9 – QUORUM**

A quorum shall consist of three (3) members of the Board.

## **SECTION 10 – ROBERT’S RULES OF ORDER**

The most recent version of the Robert’s Rules of Order shall be the authority in all matters of parliamentary procedure not otherwise stated in these bylaws. The Board shall elect a parliamentarian to enforce these rules.