



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

August 21, 2023 | 6:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 892 102 5946

Passcode: 18372

Zoom Link:

<https://us06web.zoom.us/j/8921025946?pwd=Q1VtaFVkVEpRWtUvdIFrSHJ1cE1Td09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

For any individuals wishing to make public comment tonight, including those dialed in by phone, please state the spelling of your name and identify whether you are a taxpayer of Pocono Township.

Please limit individual comments to five (5) minutes and direct all comments to the President. Public comment is not for debate or answering questions, rather it is for "comment on matters of concern, official action or deliberation...prior to taking official action" [PA Sunshine Act, Section 710.1].

Announcements

- Please take note of Pocono Township's upcoming summer activities:
 - August 22 at 10:00 a.m. – The Wide World of Bugs at Mountain View Park.
 - August 24 at 6:00 p.m. – Final summer concert by The JoEs

Hearings – None

Presentations

- Q2 Township Treasurer Report – Frank Cefali, CPA & Township Treasurer
- Poconos Hospitality/SAPA Pocono Holding, LLC – Update regarding plans for proposed hotel in Swiftwater. Plan was granted a six-month extension of time on April 17, 2023.

Resolutions

Resolution 2023-19 – Motion to pass Resolution 2023-19 granting conditional approval for the Great Wolf Lodge Employee Housing Land Development Plan. **(Action Item)**

Resolution 2023-20 – Motion to pass Resolution 2023-20 to adopt and submit to the DEP for its approval as a revision to the “Official Sewage Facilities Plan” of the municipality the referenced Sewage Facilities Planning Module for the Great Wolf Lodge Employee Housing project. **(Action Item)**

Resolution 2023-21 – Motion to pass Resolution 2023-21 granting conditional approval for the Jimmy A. Schlier Lot Combination Plan. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the August 7, 2023 meeting of the Board of Commissioners.
 - Financial transactions through August 17, 2023 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll; vouchers payable, sewer operating expenditures, construction fund expenditures, capital reserve expenditures and transfers. **(Action Items)**

NEW BUSINESS

1. Personnel

- Motion to extend a conditional offer of employment to a candidate for the Pocono Township Road Crew and to authorize the Township Manager to proceed to the next candidate should the applicant not accept. **(Action Item)**

2. Travel/Training Authorizations

Report of the President

Richard Wielebinski

- Motion to approve Construction Escrow Release No. 9 in the amount of \$50,294.48 for the Trapasso Hotel Land Development project, as reviewed and recommended by the Township Engineer letter dated August 16, 2023. **(Action Item)**

Commissioner Comments

Jerrold Belvin – Vice President

- Discussion and possible action regarding the property owner along Archer Lane and costs incurred by the Township to mitigate storm cleanup from the property. **(Action Item)**
- Emergency Management Update
 - Laurel Lake Dam
- Update – PPL utility lines and possible drainage issues on Barton Court.

Ellen Grandt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Police Report

- General police updates.

Ambulance Report

Public Works Report

- Current Public Works projects.
- Mountain View Park updates.
- TLC Park updates.
 - Dog Park Status Update
- 2023 paving and microsurfacing projects.
- Bartonsville Avenue cross pipes replacement.
- Installation of speed tables on Learn Road for speed control.

Administration – Manager’s Report

- Completing vetting process of new government accounting software and will have recommendation for Board action soon.

Township Engineer Report

- Discussion and possible action regarding the Township’s revised Act 167 stormwater ordinance, incorporating changes to the ordinance as prepared by the Township engineer and as required by PA DEP. **(Possible Action Item)**
- Upper Mountain View Park master planning process.
- Learn Road safety enhancement project and roundabout survey work.
- Update – TASA SR 611 sidewalk project.

Township Solicitor Report

- General legal update.
- Update – Maintenance and operation escrow requirements for land development projects that require installation of new traffic lights.
- Zoning Hearing Board updates.
 - August 31, 2023 – Chelsea Pocono Finance (Poconos Premium Outlets).
 - SBA Towers Zoning Hearing continued until September.
 - Crawford Appeal.
- Update – Johnson Appeal Commonwealth Court argument.

Public Comment

For any individuals wishing to make public comment tonight, including those dialed in by phone, please state the spelling of your name and identify whether you are a taxpayer of Pocono Township. Please limit individual comments to five (5) minutes and direct all comments to the President.

Adjournment

Pocono Township Quarterly Report

2023



Pocono Township's Key Priority Areas



Safe
Neighborhoods



Flourishing
Community



Thriving
People

Communicating Pocono Township's budget priorities to our residents and other stakeholders is essential to ensure transparency and accountability in the decision-making process.

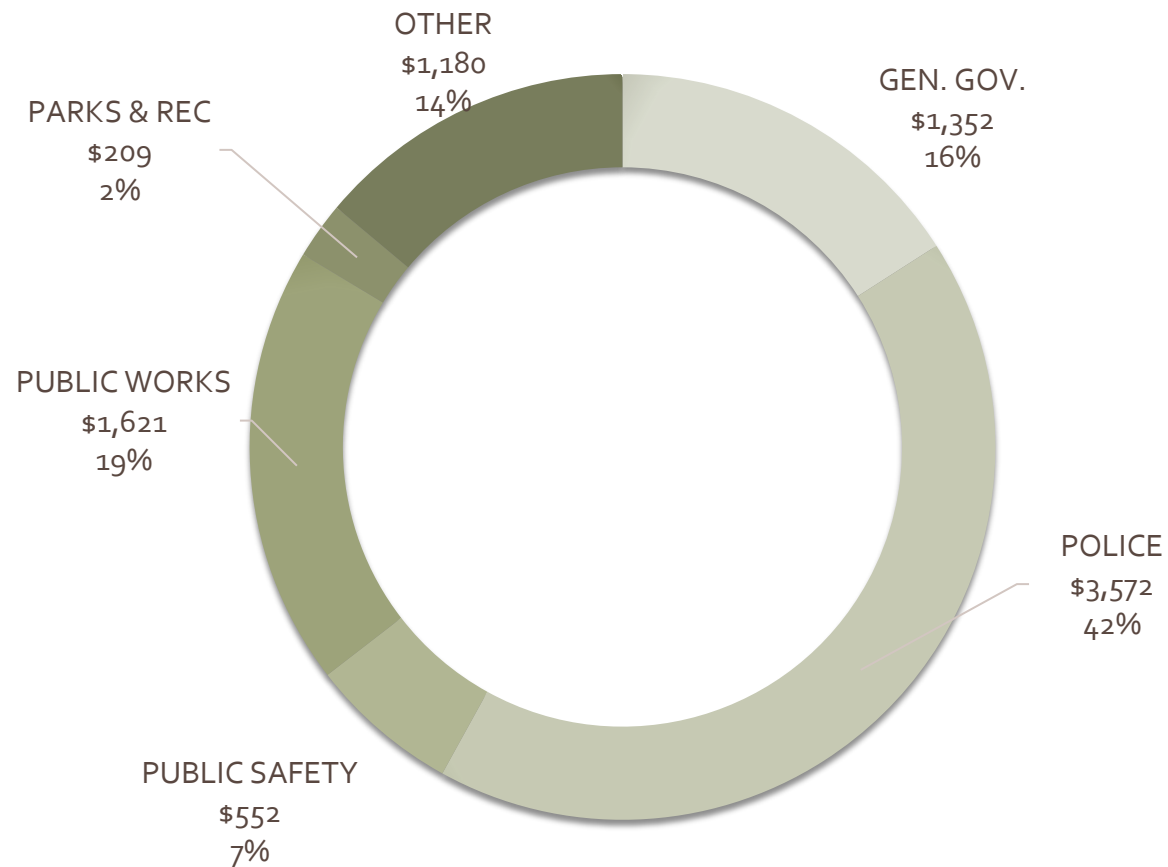


Connecting Priority & Budget

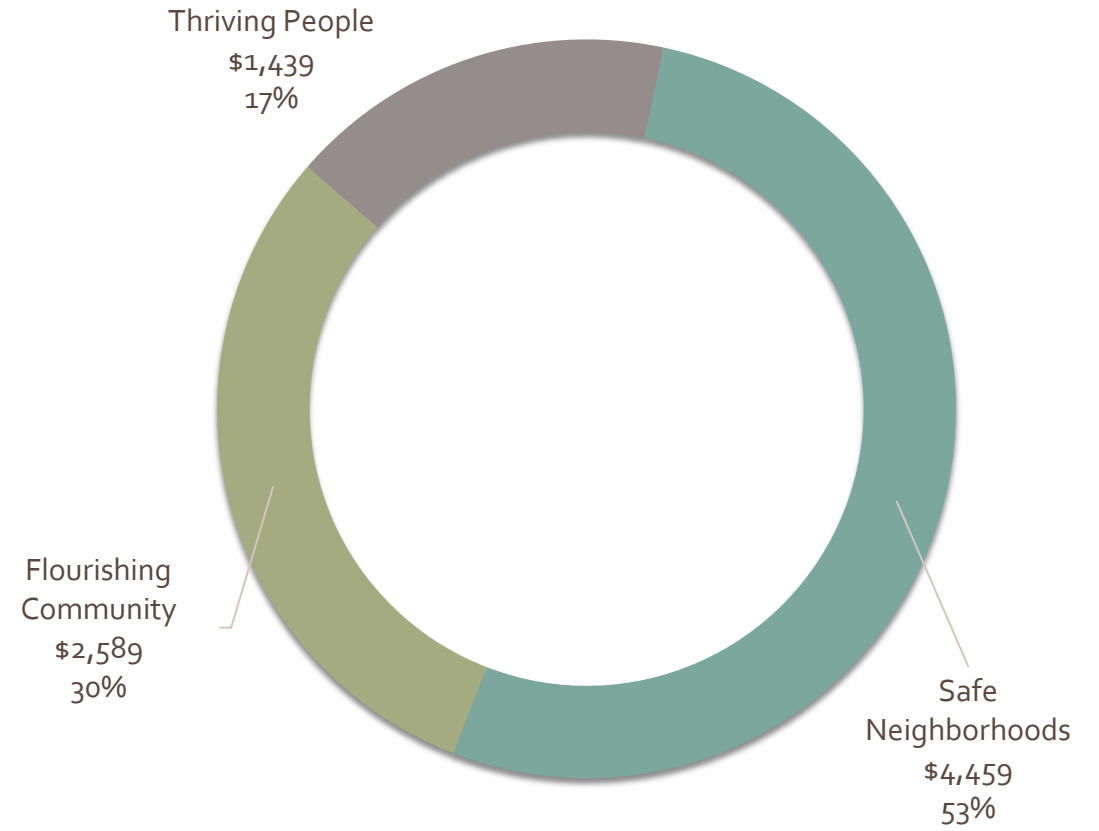


General Fund Budget \$8.48 M*

Expenditures
Expressed by Department



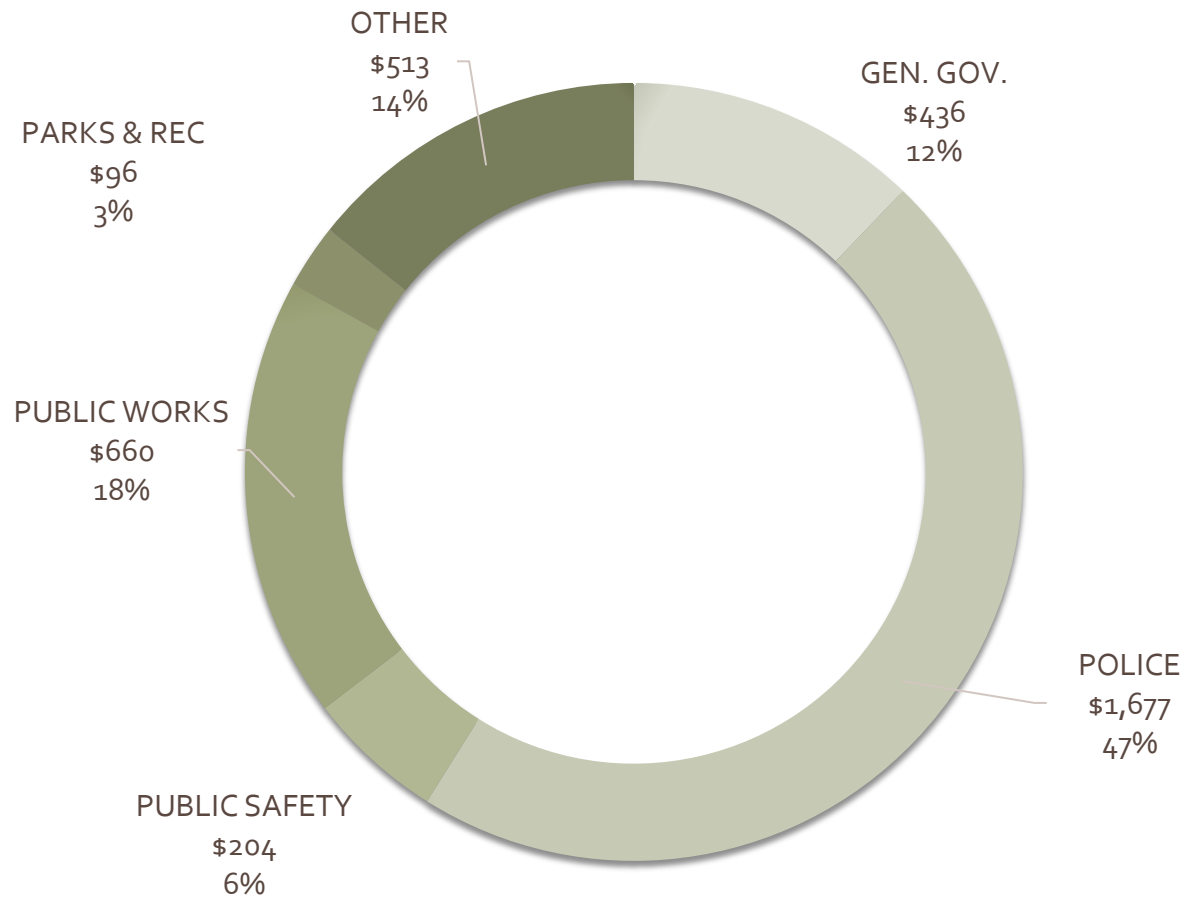
Expenditures
Expressed by Priority Areas



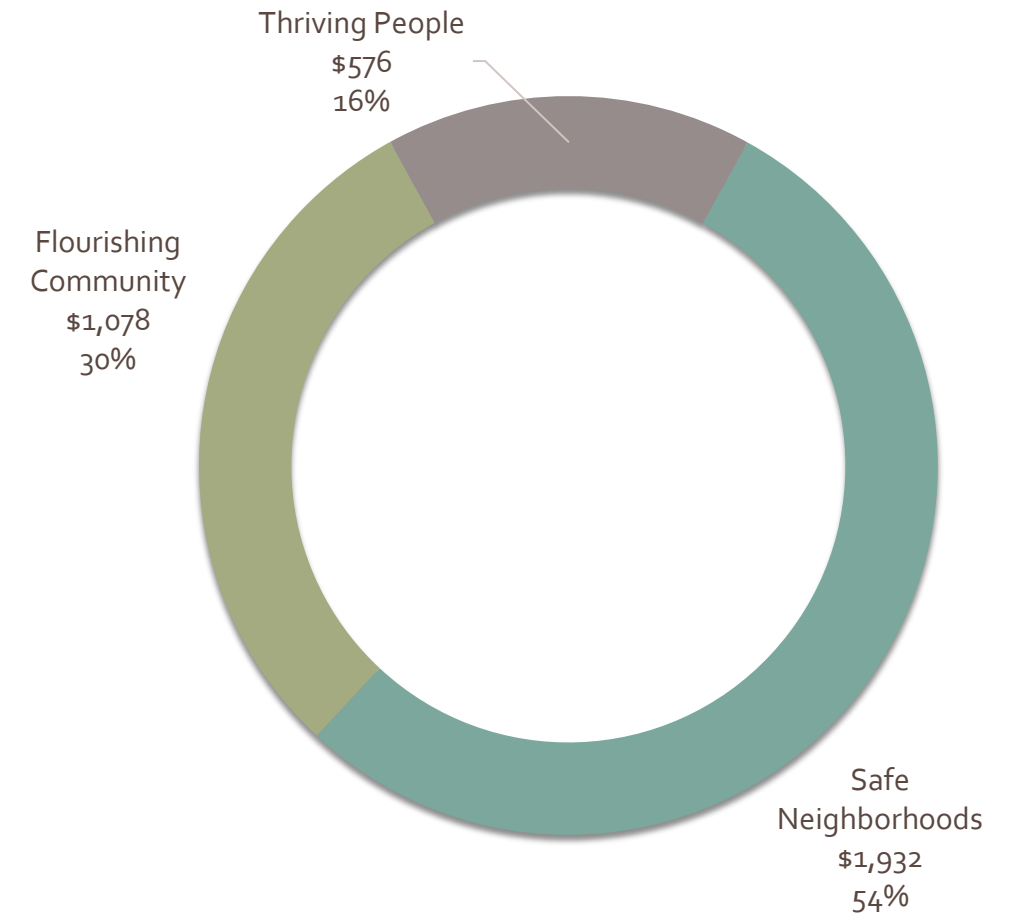
*Excludes \$1.2 m transfer to Capital Reserve Fund

General Fund Actuals YTD \$3.6 M

Expenditures
Expressed by Department
(in thousands)



Expenditures
Expressed by Priority Areas
(in thousands)



Q2 FINANCIALS





General Fund Q2 2023

REVENUE

\$5,179,268

• Real Estate Taxes	\$3,165,516	61%
• Fees in Lieu	\$ 689,822	13%
• Earned Income Tax	\$ 570,990	11%
• Other Taxes	\$ 312,457	6%
• Amusement Tax	\$ 124,096	3%
• Other	\$ 316,386	6%

EXPENDITURES

\$1,658,369*

• Police	\$865,629	52%
• Public Works	\$320,349	19%
• General Government	\$206,503	12%
• Parks & Rec	\$ 86,220	5%
• Other	\$179,668	11%

*Excludes transfer to Capital Reserve Fund

COMPARATIVE INFORMATION

REVENUE COLLECTED Q2 2023 vs. Q2 2022

	Q2 2023	Q2 2022
Total Revenue	5,179,268	3,700,035



Increased
2023

Real Estate
Taxes
Delinquent
Taxes

Revenue Line	Q2 2023	Q2 2022
RE Taxes	3,165,516	2,251,832
Delinquent Tax	55,643	26,283



Decreased
2023

Building
permits
Amusement
Taxes

Revenue Line	Q2 2023	Q2 2022
Building Permits	94,002	204,355
Amusement Tax	165,469	171,099

COMPARATIVE INFORMATION

EXPENDITURES Q2 2023 vs. Q2 2022

	2023 Q2*	2022 Q2
Total Operations	1,658,369	1,677,806



Increased
2023

Police
Parks

Expenditure	2023 Q2	2022 Q2
Police	865,629	739,280
Parks	86,220	62,734



Decreased
2023

Public
Safety

Expenditure	2023 Q2	2022 Q2
Public Safety (Zoning, building, EMA)	100,438	229,512

*Net of Capital Reserve Transfer

Capital Reserve Q2 2023

REVENUE

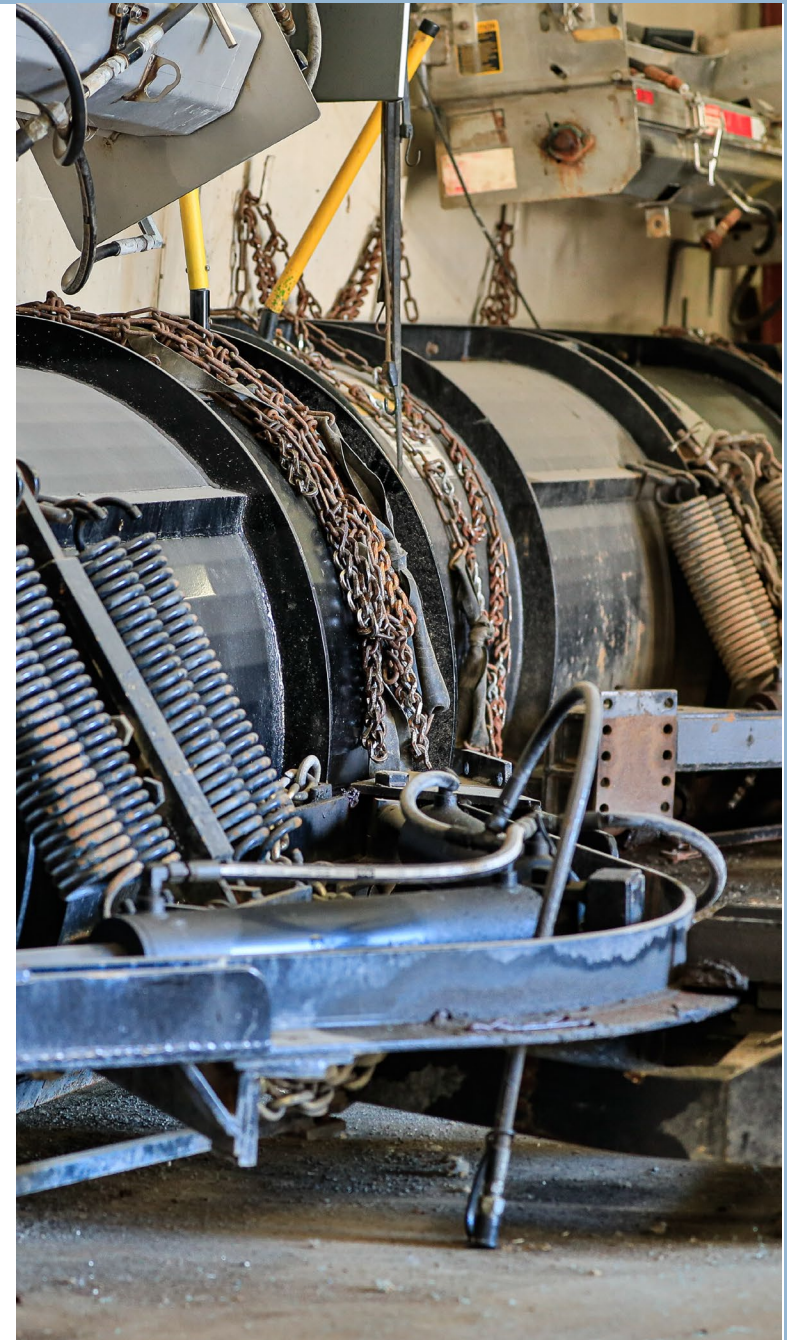
\$237,457

- DCED Sound Garden Grant \$102,000
- Monroe County Hotel Tax Grant \$101,435
- Other \$ 28,706

EXPENDITURES

\$332,725

- Park Projects \$168,513
 - MVP Fencing
 - MVP Equipment
 - TLC Splash Pad
 - TLC Sound Garden
 - TLC Dog park
- Lease Obligations \$ 123,109
- Other \$ 41,104





Sewer Operations Q2 2023

REVENUE

\$1,097,251

- User Fees \$ 974,888
- Tapping Fees \$ 93,750
- Interest \$ 16,422
- Reserve Fees \$ 12,190

EXPENDITURES

\$474,302*

- BCRA O & M \$187,921
- Debt (Principal & Int.) \$156,134
- Other \$130,250

*Excludes transfer to Sewer Construction Fund

Other Funds Q2 2023

Sewer Construction

- Project expenses \$39,589
 - Jockey Pump Project
 - Lateral Service Extension

ARPA

- Government Improvements & Capital Projects \$24,997
 - TRAISR e-permitting software
 - Revision to Township Zoning Ordinance
 - Training
 - Engineering costs roundabout and sidewalks capital projects



TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2023-19

**A RESOLUTION GRANTING CONDITIONAL
APPROVAL OF THE GREAT WOLF LODGE EMPLOYEE HOUSING LAND
DEVELOPMENT PLAN**

WHEREAS, the applicant, Great Wolf Lodge of the Poconos LLC, submitted a plan application titled “Land Development Plan for Great Wolf Lodge Employee Housing” (the “Plan”). The applicant proposes to construct a 9,500 square foot, 3-story, 53 room, 204 bed employee housing building with a 10-space parking lot. The property is located in the C – Commercial Zoning District, and is known as Monroe County Tax ID No. 12/10/1/14-1; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated May 3, 2023, June 23, 2023 and August 1, 2023; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional plan approval of the Plan at a meeting held on July 10, 2023; and

WHEREAS, the Pocono Township Board of Commissioners desires to take final action on this Plan.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the following requests for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Section 390-29.J.(1)(c): Truck Turning Diagrams.: *The applicant shall not be required to provide a turning movement diagram for a WB-50 truck since this type of truck is not utilized for the employee housing.*
2. SALDO Sections 390-48.S and 390-55.B.(6): Clear sight triangles: *The applicant shall be permitted to reduce the clear sight triangles to fifty (50) feet.*
3. SALDO Section 390-50.D.(4): Maximum Water Depth: *The applicant is proposing a depth of water greater than five (5) feet.*

That the following request for modification of the Brodhead and McMichael Creeks Stormwater Management Ordinance are hereby granted:

1. SMO Section 365-8.L.: “Roof drains should not be connected to streets, sanitary or storm sewers, or roadside ditches in order to promote overland flow and infiltration/percolation of stormwater.” *Applicant proposes to have all roof drains connect to the storm sewer.*

That the “Land Development Plan for Great Wolf Lodge Employee Housing” as shown on the plan prepared by RKR Hess, A Division of UTRS Inc., last revised July 21, 2023, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer’s letters dated May 3, 2023, June 23, 2023 and August 1, 2023.
2. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
3. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
4. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township, if deemed necessary by the Township.
5. The applicant shall pay all necessary fees associated with the Plan, including but not limited to a fee in lieu of dedicating open space in the amount of \$2,380.00, any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
6. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
7. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
8. The applicant shall meet all conditions of the plan approval, and Plan shall be recorded within twelve (12) months of Conditional Plan approval, and agrees that if such conditions are not met, the Conditional Plan approval will be considered void.
9. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of August, 2023.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Taylor Munoz
Title: Township Manager

By: _____
Print Name: Richard Wielebinski
Title: President



RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT

RESOLUTION OF THE _____ COMMISSIONERS _____ of _____ Pocono
TOWNSHIP _____, Monroe _____ COUNTY, PENNSYLVANIA (hereinafter "the municipality").

WHEREAS Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the *Pennsylvania Sewage Facilities Act*, as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (DEP) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS Great Wolf Lodge of the Poconos LLC has proposed the development of a parcel of land identified as
land developer

Great Wolf Lodge, and described in the attached Sewage Facilities Planning Module, and
name of subdivision

proposes that such subdivision be served by: (check all that apply), ☐ sewer tap-ins, ☐ sewer extension, ☐ new treatment facility, ☐ individual onlot systems, ☐ community onlot systems, ☐ spray irrigation, ☐ retaining tanks, ☒ other, (please specify). Great Wolf Employee Housing Project lateral connection to existing privately owned commercial sewer main connected to Pocono Township Sewer Collection System

WHEREAS, Pocono Township finds that the subdivision described in the attached
municipality

Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the _____ Commissioners _____ of the Township
of _____ Pocono hereby adopt and submit to DEP for its approval as a revision to the
"Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

I _____, Secretary, _____
(Signature)

Township Board of Commissioners _____, hereby certify that the foregoing is a true copy of
the Township Resolution # 2023-20, adopted, August 21, 2023.

Municipal Address:

Pocono Township
112 Township Drive
Tannersville, PA 18372
Telephone 570-629-1922

Seal of
Governing Body

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2023-21

A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE JIMMY A. SCHLIER LOT COMBINATION PLAN

WHEREAS, the applicant, Jimmy A. Schlier, submitted a lot combination plan application titled “Jimmy A. Schlier Lot Combination Plan” (the “Plan”). The Plan proposes to consolidate eight (8) parcels, the right-of-way of Schlier Court and additional right-of-way between Lots 7 and 8. The parcels are located in the R-1 Low Density Residential Zoning District, and identified as Monroe County Tax Parcel I.D.’s 12.98369, 12.98370, 12.98371, 12.98372, 12.98373, 12.98374, 12.98375, and 12.98376; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated June 15, 2023 and August 1, 2023; and

WHEREAS, the Pocono Township Board of Commissioners granted the conditional approval of the Plan at a meeting held on August 21, 2023, subject to the following.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the “Jimmy A. Schlier Lot Combination Plan” as shown on the lot combination plan prepared by Benchmark Civil Engineering Services, Inc., dated May 11, 2023, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer’s letters dated June 15, 2023 and August 1, 2023.
2. The applicant shall provide the Township with a copy of the proposed deed of merger, which deed shall be recorded concurrently with the Plan.
3. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
4. The applicant shall obtain all required permits and approvals from other governmental agencies prior to presenting the Plan for signatures.
5. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
6. The applicant shall meet all conditions of the final plan approval, and Plan shall be recorded within twelve (12) months of Conditional final plan approval, and agrees that if such

conditions are not met, the Conditional final plan approval will be considered void.

7. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the application is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of August, 2023.

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
August 7, 2023 | 7:03 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on August 7, 2023 and was opened by President Rich Wielebinski at 7:03 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Taylor Munoz, Township Manager; Leo DeVito, Township Solicitor; John Tresslar, Engineer; Shawn Goucher, Chief of Police; Patrick Briegel, Public Works Director; Lindsay Scerbo, Zoning; and Jennifer Gambino, Administrative Assistant.

Public Comment

Dawn Eilber (Township Resident) – Provided comment on the proposed SBA cell tower. Claimed there are inaccuracies in the application, including setbacks and design, and believes the plans should be re-done or corrected. Stated the identified road is incorrectly identified as a public road, when it is a road owned privately by the adjoining community.

L. DeVito stated the Planning Commission will be reviewing this proposal at their next meeting on August 14.

Cynthia Gregor (Township Resident) – Stated she has lived at her home for 23 years and lives approximately 350 feet from the proposed site. Expressed concern about the proposed tower and legal challenges to new FCC regulations. Shared details regarding health concerns and impact on wildlife.

Kevin Schlier (Township Resident) – Spoke regarding concerns regarding private shooting ranges shared at a previous meeting. Shared information about how firearm discharges work and stated the concerns previously expressed do not align with the reality of firearm usage. Expressed concern over impact of such statements to Second Amendment rights.

Announcements

- Please take note of Pocono Township's upcoming summer activities:
 - August 22 at 10:00 a.m. – The Wide World of Bugs at Mountain View Park.

Hearings – None

Presentations – None

Resolutions

Resolution 2023-16 – Motion to pass Resolution 2023-16 granting conditional approval for the Grossi Major Subdivision Plan.

The applicant stated the plan is to subdivide a 17-acre parcel into four parcels. The last of three reviews was completed on July 10. There are some outstanding minor comments. R. Wielebinski asked for clarification regarding the waiver requests. Discussion regarding proposed design.

The BOC expressed concerns with the SALDO waiver requests allowing encroachment into the wetland buffer and no action was taken.

R. Wielebinski made a motion, seconded by J. Belvin, to pass Resolution 2023-17 Authorizing the Submission of a DCED Multimodal Grant Application in an amount not to exceed \$300,000 for the purpose of completing infrastructure upgrades at the intersection of Learn Road and Fish Hill Road in Tannersville. E. Gndt asked for clarification. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to pass Resolution 2023-18 granting a time extension to August 30, 2023 for Swiftwater Solar LLC to satisfy the conditions of plan approval set

forth in Resolution No. 2022-24. E. Gndt asked for clarification. Roll call: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the July 17, 2023 meeting of the Board of Commissioners.
 - Financial transactions through August 3, 2023 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll; vouchers payable, sewer operating expenditures, construction fund expenditures, capital reserve expenditures and transfers.

R. Wielebinski made a motion, seconded by E. Gndt, to approve the consent agenda. All in favor. Motion carried.

NEW BUSINESS

1. Personnel

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Mitch Bartholomew as Assistant Foreman for the Pocono Township Road Crew. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to extend conditional offers of employment to John Schnatter, Michael Stettler, and Josh Angle for the Pocono Township Road Crew. All in favor. Motion carried.

2. Travel/Training Authorizations - None

Report of the President

R. Wielebinski made a motion, seconded by E. Gndt, to open the agenda for consideration of the Trapasso Hotel project escrow release. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Construction Escrow Release No. 8 in the amount of \$186,255.30 for the Trapasso Hotel Land Development project, as reviewed and recommended by the Township Engineer letter dated July 26, 2023. All in favor. Motion carried.

Commissioner Comments

Jerrold Belvin – Vice President – None

Ellen Gndt – Commissioner

E. Gndt made a motion, seconded by R. Wielebinski, to have L. DeVito attend ZHB for Tannersville Point. All in favor. Motion carried.

E. Gndt expressed concerns about the SBA towers zoning matter, particularly as it applies to the accuracy of the plans.

E. Gndt made a motion, seconded by J. Lastowski, to have Township Engineer review the SBA towers zoning application to verify lease information, accuracy of the mapping, ownership of the roadway and location of the tower within the lease area. All in favor. Motion carried.

Jerry Lastowski – Commissioner

Discussion regarding Sky View Drive short-term rental. Township has filed a civil complaint for \$12,000.

Asked for update on the trailers on the Butz property. L. DeVito stated, in the absence of a response from the property owner, that a notice of violation will be filed against the property.

Keith Meeker – Commissioner - None

Reports

Zoning

Reviewed July zoning report. Discussion regarding specific outstanding zoning violations, including cleanup of the Birchwood property.

Police Report

- General police updates – Bike4Chai charity bike ride taking part this Wednesday, 8/9.

Ambulance Report - None

Public Works Report

- Current Public Works projects – No update.
- Mountain View Park updates – No update.
- TLC Park updates
 - Splash Pad is now open.
 - Dog Park Status Update – No update.
- 2023 paving projects to commence – Paving projects have started.
- 2023 micro-surfacing projects to commence – Will begin stockpiling stone as of Wednesday of this week.
- Bartonsville Avenue cross pipes replacement – No update.
- Installation of speed tables on Learn Road for speed control – Preparing for microsurfacing.

Administration – Manager's Report – No update.

Township Engineer Report

- Discussion and possible action regarding the Township's revised Act 167 stormwater ordinance, incorporating changes to the ordinance as prepared by the Township engineer and as required by PA DEP – No update yet.
- Learn Road Safety Enhancement Project and roundabout survey work – Layout has been given to the Township and next step to have preliminary discussions with the property owners.
- Update – TASA SR 611 sidewalk project – Continuing the design. Completing design of 22 ADA ramps.

Township Solicitor Report

- General legal update – None
- Update – Maintenance and operation escrow requirements for land development projects that require installation of new traffic lights – Draft was sent out to Township engineer and manager. Will need Township and County Planning Commission approvals.
- Zoning Hearing Board updates
 - Discussion and possible action as to the Township solicitor's representation at the zoning hearing for Chelsea Pocono Finance (Poconos Premium Outlets) on August 31, 2023 – Board consensus to send solicitor to the hearing.
 - Crawford Appeal – Appeal was received, case will proceed.
- Update – Johnson Appeal Commonwealth Court argument – Court has indicated they want to hear oral arguments.

Public Comment – None

Adjournment

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 9:00 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, August 21, 2023

SUMMARY

Ratify

General Fund	\$	1,666.58
Payroll	\$	124,306.79
Sewer Operating	\$	599.38
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	205,659.85
TOTAL Sewer <u>OPERATING</u> Fund	\$	125,292.33
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	3,959.60
TOTAL Capital Reserve Fund	\$	218,421.95
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	679,906.48
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Fire Tax Disbursement	\$	11,921.38
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Budget Adjustments**Budget Appropriations****Budgetary Interfund Transfer****Use of Grant Funds****ARPA FUNDS TO CAPITAL RESERVE****LVL Engineering**

Proj 2130153T TASA SR 611/Learn Rd Safety Enhance Proj& Proj 2130153L Learn		
99847	\$	2,063.45
99846	\$	7,859.06
TOTAL CAP. RESERVE	\$	9,922.51

ARPA FUNDS TO GENERAL FUND

TOTAL GEN FUND	\$	-
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Total ARPA Transfers	\$	9,922.51
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, August 21, 2023

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	08/11/2023			PAYROLL ENDING 08/06/2023	\$ 124,306.79
TOTAL PAYROLL					\$ 124,306.79

General Expenditures

	Date	Check	Vendor	Memo	Amount
	08/03/2023	63645	Pocono Record	TWP advertising	\$ 221.64
	08/03/2023	63646	PPL Electric Utilities	Electric services	\$ 96.48
	08/03/2023	63647	Vector Security, Inc	8/6/23 - 11/5/23 Monitoring	\$ 165.00
	08/07/2023	63648	Brodhead Creek Regional Authority	TWP Sewer 2 EDUs	\$ 171.08
	08/07/2023	63649	Blue Ridge Communications	TWP Phones	\$ 393.18
	08/09/2023	63650	Steele's Hardware	Operation supplies	\$ 259.32
	08/09/2023	63651	District Court 43-3-03	Civil Complaint	\$ 212.25
	08/11/2023	63652	FIRSTNET	MVP Wifi Hotspot	\$ 37.73
	08/11/2023	63653	Blue Ridge Communications	TLC Park Internet	\$ 109.90
TOTAL General Fund Bills					\$ 1,666.58

Sewer Operating Fund

	Date	Check	Vendor	Memo	Amount
	08/03/2023	2545	METROPOLITAN TELECOMMUNICATIONS	Pump Station 5 Phone	\$ 84.48
	08/03/2023	2546	Pocono Record	Advertising	\$ 389.66
	08/07/2023	2547	BLUE RIDGE COMMUNICATIONS	Pump Station 1 & 2 Phone	\$ 125.24
					\$ 599.38

Sewer Construction Fund

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

Capital Reserve Fund

	Date	Check	Vendor	Memo	Amount
TOTAL Capital Reserve Fund					\$ -

TOTAL General Fund	\$	125,973.37	
TOTAL Sewer Operating	\$	599.38	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by:
	\$	126,572.75	

POCONO TOWNSHIP CHECK LISTING

Monday, August 21, 2023

General Fund

Date	Check	Vendor	Memo	Amount
8/15/2023	63654	Access Office Technologies	Aug 2023 Phone Support	\$ 98.00
8/15/2023	63655	ADP, LLC	Payroll Time & Attendance	\$ 691.42
8/15/2023	63656	American Heritage Life Insurance Company	Supplemental Ins	\$ 844.08
8/15/2023	63657	ARGS Technology, LLC	July 2023 IT Services	\$ 4,604.00
8/15/2023	63658	Auto Parts of Tannersville, Inc.	PW supplies	\$ 396.21
8/15/2023	63659	Best Auto Service Center	Police vehicle services	\$ 1,479.67
8/15/2023	63660	Breathe EZ Air Duct Cleaning	Air Duct Cleaning	\$ 4,800.00
8/15/2023	63661	Cash	Petty Cash Replenishment	\$ 201.67
8/15/2023	63662	Commonwealth of Pennsylvania - PWS	SDW Annual Fee 2023	\$ 100.00
8/15/2023	63663	Cooper Electric	HID Lamp 2ea for Light Tower	\$ 112.58
8/15/2023	63664	Dailey Resources, LTD	Electrode for Welding Supply	\$ 25.50
8/15/2023	63665	Davidheiser's Inc.	Tracker Testing	\$ 160.00
8/15/2023	63666	DeHart, Devin	7/3/23 Uniform	\$ 169.95
8/15/2023	63667	DES	TWP Recycling July 2023	\$ 30.00
8/15/2023	63668	Durney & Worthington, LLC	App Realty ZHB Hearing Partial Refund	\$ 759.50
8/15/2023	63669	E.F. Possinger & Sons, Inc.	Excavator 20 Hrs for Fountain Court Fire 6/25-6/26/23	\$ 5,840.00
8/15/2023	63670	Elan Financial Services	PW supplies	\$ 287.71
8/15/2023	63671	Elan Financial Services	TWP supplies, licenses, services	\$ 2,761.52
8/15/2023	63672	Elan Financial Services	Police supplies, licenses, services	\$ 1,645.27
8/15/2023	63673	Eureka Stone Quarry, Inc.	Road materials	\$ 1,233.86
8/15/2023	63674	High Swartz LLP	Poc WP Sewage Facilities Act Requirements for Sewage	\$ 450.00
8/15/2023	63675	Iannazzo, Marc	7/31/23 Uniform	\$ 98.99
8/15/2023	63676	J. P. Mascaro & Sons	MVP Waste Removal Aug 2023	\$ 218.30
8/15/2023	63677	J. P. Mascaro & Sons	TWP Waste Removal Aug 2023	\$ 370.08
8/15/2023	63678	Jan-Pro of NEPA	TWP Cleaning	\$ 1,668.50
8/15/2023	63679	JDM Consultants, LLC	Aug 2023 Grant Writing Services & Expenses	\$ 3,600.00
8/15/2023	63680	Kimball Midwest	PW supplies	\$ 135.84
8/15/2023	63681	Lawrence B. Fox P.C.	7/11/23 Service	\$ 150.00
8/15/2023	63682	LVL Engineering Group	Engineering services	\$ 4,644.13

8/15/2023	63683	MRM Worker's Compensation Pooled Trust	Installment 12 of 12 2023	\$	14,790.71
8/15/2023	63684	Nauman Companies	Remove/replace a/c unit with Mitsubishi 15,000 Ductless A/C	\$	4,800.00
8/15/2023	63685	Newman, Williams, Mishkin, Corveleyn, Wol	7/7/23 Opinion & Order Review	\$	155.00
8/15/2023	63686	PMHIC	Insurance Premium	\$	69,014.05
8/15/2023	63687	Pocono 4 Wheel Drive Center	PW equipment repair	\$	2,535.00
8/15/2023	63688	Portland Contractors, Inc.	July 2023 Monthly Fee	\$	320.00
8/15/2023	63689	PPL Electric Utilities	TWP Lighting	\$	1,543.70
8/15/2023	63690	Reliable Sign and Striping	Hearing Impaired Child 1sign for Sky High Rd	\$	94.00
8/15/2023	63691	Scott's Signs and Printing	6 Name Plates	\$	240.00
8/15/2023	63692	SFM Consulting LLC	July 2023 Building & Zoning Services	\$	58,723.90
8/15/2023	63693	Signal Service, Inc.	Bad Loop @ Rt 611 & I80 Great Wolf	\$	220.00
8/15/2023	63694	Sparkle Car Wash	Unit 87 7/23/23 Car Wash	\$	1.88
8/15/2023	63695	State Workers Insurance Fund	Installment 9 of 11 2023	\$	2,059.00
8/15/2023	63696	Suburban Propane	Vehicle fuel	\$	9,668.42
8/15/2023	63697	Suburban Testing Labs	SDWA Seasonal Apr-Oct Monthly 705	\$	240.00
8/15/2023	63698	Teamster Local 773 - Non-Uniform	PW Union Dues	\$	617.00
8/15/2023	63699	Teamster Local 773 - Police	Police Union Dues	\$	1,560.00
8/15/2023	63700	The Joes / Henry Callie	8/24/24 Concert in the Park	\$	400.00
8/15/2023	63701	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	167.73
8/15/2023	63702	UNIFIRST Corporation	TWP Mats	\$	76.18
8/15/2023	63703	Villani Rental Company	8/24/23 Concert in the Park Event	\$	600.00
8/15/2023	63704	Weitzmann, Weitzmann & Huffman, LLC	App Realty Appeal	\$	240.50
8/15/2023	63705	Wilson Products Compressed Gas Co.	Argon & Industrial Oxygen	\$	16.00

TOTAL GENERAL FUND **\$205,659.85**

Sewer Operating

Date	Check	Vendor	Memo	Amount
8/15/2023	2548	BLUE RIDGE COMMUNICATIONS	Pump Station 5 Phone	\$ 62.62
8/15/2023	2549	BRODHEAD CREEK REGIONAL AUTHORITY	Aug 2023 Service	\$ 1,875.00
8/15/2023	2550	BRODHEAD CREEK REGIONAL AUTHORITY	Aug 2023 O&M	\$ 109,050.59
8/15/2023	2551	ELAN FINANCIAL	Harbor Freight Generator	\$ 400.13
8/15/2023	2552	J P Mascaro & Sons	Pump Station 5 Waste Removal Aug 2023	\$ 252.84
8/15/2023	2553	LVL Engineering Group	Engineering services	\$ 10,692.81
8/15/2023	2554	PA One Call System, Inc	Sewer Mapping	\$ 79.86

8/15/2023	2555	PPL Electric Utilities	Pump Stations Electric	\$	2,221.97
8/15/2023	2556	SUBURBAN TESTING LABS	Monthly NPDES	\$	622.00
8/15/2023	2557	Verizon	Sewer SCADA System	\$	34.51

TOTAL Sewer Operating **\$125,292.33**

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
8/15/2023	754	LVL	ENGINEERING SERVICES SEWER CONST. PROJECTS	\$ 3,959.60
TOTAL Sewer Construction Fund				<u>\$3,959.60</u>

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
8/15/2023	1452	ARGS TECHNOLOGY	TLC Dog Park Gate	\$ 3,341.80
8/15/2023	1453	Exeter Supply Co., Inc.	TLC Park Splash Pad	\$ 2,004.26
8/15/2023	1454	FNB EQUIPMENT FINANCE	8896-CSL10 lease payment	\$ 53,917.38
8/15/2023	1455	LVL ENGINEERING GROUP	Engineering services	\$ 10,727.91
8/15/2023	1456	MOUNTAIN ROAD FEED STORE	Weed Fabric for TLC Splash Pad	\$ 519.00
8/15/2023	1457	Recreation Resource USA	TLC Park Splash Pad	\$ 147,500.00
8/15/2023	1458	Strand Pool Supply LLP	TLC Splash Pad supplies	\$ 411.60
TOTAL Capital Reserve Fund				<u>\$218,421.95</u>

Liquid Fuels

Date	Check	Payee	Memo	Amount
				<u>\$0.00</u>

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
8/15/2023	1039	PTW FIRE DEPARTMENT	FIRE TAX PAYMENT	\$ 11,921.38
TOTAL Fire Tax				<u>\$11,921.38</u>

ESSA

General Fund	\$	205,659.85	Authorized by: _____
Sewer Operating	\$	125,292.33	
Sewer Construction Fund	\$	3,959.60	
Capital Reserve	\$	218,421.95	
Fire Tax Disbursement	\$	11,921.38	Transferred by: _____
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	565,255.11	

General Fund
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.004 · GENERAL FUND DISBURSEMENT	-261,456.84
100.000 · General Fund Cash	5,878,126.78
100.001 · Petty Cash	250.00
100.002 · ESSA Payroll account	1,138.64
100.003 · KOLLAR COMMITTED	5,348.75
103.002 · ESSA Fees In Lieu COMMITTED	691,619.20
Total Checking/Savings	<u>6,315,026.53</u>
Other Current Assets	
140.300 · Taxes Receivable	10,054.05
145.100 · Accounts Receivable Adjustments	2,416.50
Total Other Current Assets	<u>12,470.55</u>
Total Current Assets	<u>6,327,497.08</u>
Other Assets	
155.000 · Prepaid Expenses	3,509.95
155.100 · Prepaid Insurance	13,261.00
Total Other Assets	<u>16,770.95</u>
TOTAL ASSETS	<u><u>6,344,268.03</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	766.09
Other Current Liabilities	26,227.21
Total Current Liabilities	<u>26,993.30</u>
Total Liabilities	26,993.30
Equity	
279.000 · Fund Balance	3,335,597.52
279.001 · Committed Open Spaces	690,462.69
Net Income	2,291,214.52
Total Equity	<u>6,317,274.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,344,268.03</u></u>

8/16/2023

Operating Reserve Fund
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.001 · ESSA Capital Reserve Account	1,700,757.87
100.103 · MC CONS. DIST. GRANT/ PARK LANE	417.35
100.104 · DCNR GRANT BRC-PRD-28-100	204,400.74
Total Checking/Savings	<u>1,905,575.96</u>
Total Current Assets	<u>1,905,575.96</u>
TOTAL ASSETS	<u><u>1,905,575.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
252.001 · UNEARNED GRANT REVENUE	703,670.00
Total Other Current Liabilities	<u>703,670.00</u>
Total Current Liabilities	<u>703,670.00</u>
Total Liabilities	703,670.00
Equity	
299.000 · Retained Earnings	520,080.41
Net Income	<u>681,825.55</u>
Total Equity	<u>1,201,905.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,905,575.96</u></u>

8/16/2023

**SEWER OPERATING
BALANCE SHEET**
as of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.002 · ESSA SEWER OPERATING MM	3,658,909.72
100.003 · ESSA SEWER CHECKING	-126,102.53
100.004 · PEOPLE'S SECURITY CD	51,347.00
Total Checking/Savings	<u>3,584,154.19</u>
Other Current Assets	
120.100 · A/R Sewer Usage Charges	-213,539.59
Total Other Current Assets	<u>-213,539.59</u>
Total Current Assets	<u>3,370,614.60</u>
TOTAL ASSETS	<u><u>3,370,614.60</u></u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	4,164,122.96
299.999 · Prior Period Adjustment	-106,046.88
Net Income	<u>-687,461.48</u>
Total Equity	<u>3,370,614.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,370,614.60</u></u>

8/16/2023

SEWER CONSTRUCTION

BALANCE SHEET

as of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.106 · ESSA 3M Checking	21,192.08
100.109 · FKB MM 2021	1,081,305.05
100.112 · ESSA 3M Money Market	1,749,738.79
Total Checking/Savings	<u>2,852,235.91</u>
Total Current Assets	<u>2,852,235.91</u>
TOTAL ASSETS	<u>2,852,235.91</u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	1,495,840.57
Net Income	1,356,395.34
Total Equity	<u>2,852,235.91</u>
TOTAL LIABILITIES & EQUITY	<u>2,852,235.91</u>

8/16/2023

ARPA FUND
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.001 - ARP FUNDS	<u>875,743.49</u>
Total Checking/Savings	<u>875,743.49</u>
Total Current Assets	<u>875,743.49</u>
TOTAL ASSETS	<u><u>875,743.49</u></u>
LIABILITIES & EQUITY	0.00



Corporate Office:

559 Main Street, Suite 230
Bethlehem PA 18018

Regional Offices:

1456 Ferry Road, Building 500
Doylestown, PA 18901

2756 Rimrock Drive
Stroudsburg, PA 18360

Mailing
P.O. Box 699
Bartonsville, PA 18321

August 16, 2023

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

**SUBJECT: TRAPASSO HOTEL LAND DEVELOPMENT
CONSTRUCTION ESCROW RELEASE NO. 9
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
POCONO TOWNSHIP LDP NO. 1277, LVL PROJECT NO. 1330276B**

Dear Commissioners:

Based upon our review of this request and construction inspections to date, we recommend that the Applicant be allowed to reduce their construction escrow by **FIFTY THOUSAND TWO HUNDRED NINETY-FOUR DOLLARS AND FORTY-EIGHT CENTS (\$50,294.48)**. 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/meh/tms

Enclosures

cc: Taylor Muñoz – Township Manager
Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Esquire, Broughal & DeVito, LLP
Brian K. Winot, Trapasso & Winot Enterprises, LLC
Vincent Trapasso, Trapasso Enterprises, LLC – Property Owner
Thomas Serpico, P.E. – Pennoni Associates, Inc.
Melissa E. Hutchison, P.E., LVL Engineering Group

S:\2013\1330276B\Construction\Payment Applications\No. 9\Escrow Release #9 Cover Letter.docx