



POCONO TOWNSHIP COMMISSIONERS
AGENDA

October 2, 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=Q1VtaFVhVEpRWUvdIFrSHJ1cE1Td09>

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

- The Board of Commissioners held an executive session on Monday, September 25 for the purpose of discussing potential real estate acquisition.
- Pocono Township Trunk or Treat will take place on Sunday, October 29 starting at 3:00 p.m. More information is available on the Township Facebook page.

Hearings – None

Presentations

- New Municipal Complex Borrowing Discussion & Update – Zach Williard, PFM Financial Advisors.
- Camp Lindenmere Expansion Land Development – Applicant request for extension of conditional approval originally granted October 18, 2021. **(Action Item)**
- 246 Resort Drive & 604 Camelback Road Small Cell Telecommunications Facilities – Presentation regarding proposal for two small cell telecommunications facilities proposed on the Camelback Resort property. **(Possible Action Item)**

Resolutions

Resolution 2023-26 – Motion to pass Resolution 2023-26 approving the waiver of a portion of Pocono Township sewer charges for certain real property destroyed by fire located at 122 Barton Circle and requiring that TL Realty Corp pay prior charges of \$839.70 including interest and attorney fees for the property. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the September 18, 2023 meeting of the Board of Commissioners.
 - Financial transactions through September 28, 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

2. Travel/Training Authorizations

Report of the President

Richard Wielebinski

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update
- Laurel Lake Dam
- Update – PPL utility lines and possible drainage issues on Barton Court.

Ellen Gndt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning

Police Report

- General police updates.

Ambulance Report

Public Works Report

- Township Fall Cleanup Recap.
- Current Public Works Projects.
- Mountain View Park Updates.
- TLC Park Updates.
- Bartonville Avenue cross pipes replacement.
- Old Learn Farm parking access.

Administration – Manager’s Report

- Motion to advertise for public hearing an amendment to the Pocono Township Subdivision & Land Development Ordinance requiring performance guarantees for PennDOT required traffic signalization improvements. **(Action Item)**
 - Review complete by Monroe County & Pocono Township Planning Commissions.
- LSA grant submitted for TLC Park Pedestrian Bridge in the amount of \$291,000.
- Discussion regarding potential expansion of public sewer/water up Sullivan Trail and grant possibilities.

Township Engineer Report

- Learn Road safety enhancement project and roundabout survey work.
- In Progress – 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.
- Update – TASA SR 611 sidewalk project.

Township Solicitor Report

- General legal update.
- Zoning Hearing Board updates.
 - Tannersville Point Luxury Apartments
 - Chelsea Pocono Finance
 - 585 Railroad Drive Appeal
 - Bogutskiy Parking Variance
 - Pangea Property Parking Variance
 - SBA Towers
- Update – 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

To: Pocono Township Board of Commissioners,

Camp Lindenmere formally requests to be placed on the October 2nd, 2023 agenda. The goal for Camp Lindenmere would be for the Board of Commissioners to grant an extension to our conditional approval. If successfully granted, Camp Lindenmere wishes to execute an Indemnification agreement with the township to begin building at their own risk. Camp Lindenmere fully understands that they will not be granted a Certificate of Occupancy until all items are satisfied with the township. Camp Lindenmere looks forward to successfully finalizing any remaining items with the township in time for the 2024 season.

01080418.001 Camp Lindenmere Expansion – Land Development

Project Summary and Progress:

Lindenmere Sports Arts Center LLC (Camp Lindenmere) is proposing expansion of their facilities serving their summer camp on a 159-acre tract located at 163 Lindenmere Lane, in Pocono Township, Monroe County, Pennsylvania. The proposed improvements include the construction of: ten (10) new bunkhouse buildings, a two-story 12,000 square foot assembly hall, a two-story 1,800 square foot health center, a 400 square foot music studio, a 3,200 square foot addition to the existing recreation hall and a 900 square foot addition to the existing health center. The existing on-site water system and the existing onlot sewage disposal systems, which includes elevated sand mounds and a cesspool, will also be upgraded with a new well and construction of new onlot disposal systems to accommodate the additional sewage flows and replace the existing cesspool.

The Land Development process began on October 30, 2020, with the submission of a Land Development Application, Preliminary/Final Land Development Plans, a Post Construction Stormwater Management Plan, and supporting documentation, to Pocono Township. The Township accepted the Application for review on November 9, 2020. On November 10, 2020, an Individual NPDES Permit Application, plans and supporting documentation was submitted to the Monroe County Conservation District for review and approval. The NPDES Permit was approved and became effective July 8, 2021, and shall expire at midnight on July 7, 2026.

The Township Engineer reviewed the Plan and offered comments in letters dated January 13, 2021, July 19, 2021, and September 28, 2021. The Pocono Township Planning Commission recommended conditional approval of the Plan at their meeting on July 26, 2021.

At a duly constituted meeting of the Board of Commissioners of the Township of Pocono, on the 18th day of October, 2021, the Board of Commissioners granted twelve (12) requests for modification of the Subdivision and Land Development Ordinance and one request for modification of the Stormwater Management Ordinance. They subsequently approved the "Lindenmere Sports Arts Center, LLC Preliminary/Final Land Development Plans, dated October 30, 2020, as revised, with ten conditions enumerated in Township of Pocono, Monroe County, Pennsylvania, Resolution No. 2021-27.

Condition number 1 specifies that "The applicant shall comply with all of the conditions and requirements identified in the Township Engineer's letter dated September 28, 2021, with the following conditions:" (Condition numbers 2 through 10).

On October 21, 2021, the Applicant submitted a letter to the Township accepting the terms of Township Resolution 2021-27, thereby resolving Condition #9, *"The applicant shall accept these conditions in writing within 5 days of receipt of the Board of Commissioners resolution otherwise the plan is denied."*

Since the Applicant accepted the conditions in the Resolution in writing, the Applicant's engineer, Barry Isett & Associates, has been working to resolve the remaining outstanding comments in the Township Engineer's September 28, 2021, review letter. Progress includes:

1. Approval to operate the non-community water system, which includes Well #1 and Well #2, and assignment of Public Water Supply Identification Number, PWSID# 2451220, on June 8, 2021.
2. Approval of the Public Water System Modification for Well #4 and consolidation of PWSID#2451220, which includes wells 1 and 2 under PWSID No. 2450591, on May 12, 2022.
3. Submission to and approval of the Construction Cost and Quantity Estimate, by the Township Engineer, for determination of the financial security for the required improvements. (LVL letter dated June 22, 2022).
4. Pocono Township approval of Resolution For Plan Revision For New Land Development, Resolution 2022-27, July 18, 2022. (Required for PaDEP approval of Sewage Facilities Planning Module).
5. Sewage Facilities Planning Module Approval (Revision Act 537 Planning, PaDEP Approval Letter, June 27, 2023). It should be noted that with this approval, PaDEP is requiring a Water Quality Management (Part II) permit for the construction and operation of the proposed sewage facilities. Issuance of a Part II permit will be based upon a technical evaluation of the permit application and supporting documentation.
6. The Water Quality Management Part II (WQM-02) permit Application, and supporting documentation, for the construction and operation of the proposed sewage facilities was submitted to PaDEP on August 8, 2023. PaDEP's review is currently ongoing.
7. Isett provided water system documentation to the Township Engineer on August 31, 2023.
8. Isett provided the submitted documentation for the WQM-02 to the Township on September 12, 2023.
9. The water and sewer documentation recently submitted to the Township Engineer is meant to address the remaining comments from the September 28, 2021 review letter. Isett will continue to work with the Township and Township Engineer to address any remaining concerns.

Thank you for your consideration. Please contact us if you have any additional questions that we can assist with.

Best,

Kyle Garfinkel

Owner/Director

RESOLUTION NO. 2023-26

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF
POCONO, MONROE COUNTY, PENNSYLVANIA APPROVING THE WAIVER OF
SEWER CHARGES BY THE TOWNSHIP OF POCONO FOR CERTAIN REAL
PROPERTY DESTROYED BY FIRE**

WHEREAS, the Township of Pocono (“Township”) is a First-Class Township of the Commonwealth of Pennsylvania (the “Commonwealth”) and is duly organized and existing under the laws of the Commonwealth; and

WHEREAS, Township implemented their sewer system in 2014 and whereby established user charges upon the owner of each improved property which is, or shall be, connected to the sewer system, for use of the sewer system, whether such use is direct or indirect, and for services rendered by, or on behalf of, the Township in connection therewith; and

WHEREAS, TL Realty Corp. is the current owner of real property located at 122 Barton Circle, Bartonville (Pocono Township), Pennsylvania 18321 and more fully identified as Monroe County Parcel Identification Number 12.9B.1.17 (the “Property”); and

WHEREAS, the Property accrued user charges given its connection status with the Township sewer system; and

WHEREAS, the Property was destroyed by fire in December 2016 rendering it uninhabitable (the “Fire”); and

WHEREAS, on August 25, 2022, the Township filed a Municipal Lien Claim against the Property with the Monroe County Court of Common Pleas at Docket 4913-CV-2022, with an amendment thereto on September 20, 2022, in the amount of Six Thousand Eight Hundred Fifty-Six and 00/100 (\$6,856.00) Dollars, plus attorney’s fees in the amount of Two Hundred Fifty and 00/100 (\$250.00) Dollars and Six (6%) interest (the “Lien”); and

WHEREAS, as a result of the unique and unusual circumstances concerning the Property and the Fire, Township desires to waive a portion of outstanding sewer charges due to the Fire; and

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

1. All “WHEREAS” clauses are hereby incorporated by reference.
2. TL Realty Corp. shall pay Eight Hundred Thirty-Nine and 70/100 (\$839.70) Dollars to the Township representing sewer charges through December 2016, inclusive of interest and attorney’s fees, for the Property (the “Prior Charges.”)

3. Upon receipt by the Township of the Prior Charges paid in full by TL Realty Corp., the Township shall waive the remainder of the outstanding balance and mark the Lien satisfied and stricken.

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

3. 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.

4. 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 2nd day of October, 2023.

ATTEST:

**TOWNSHIP OF POCONO
BOARD OF COMMISSIONERS**

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

By: _____
Print Name: Richard Wielebinski
Title: President

**Pocono Township Board of Commissioners
Regular Meeting Minutes
September 18, 2023 | 6:20 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on September 18, 2023 and was opened by President Rich Wielebinski at 6:20 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 via Zoom; Lindsay Scerbo, Zoning Officer; and Jennifer Gambino, Administrative Assistant.

Public Comment

Elizabeth Casciano (Township Resident) – Expressed concerns about the Stadden Road campground/tiny home project. Concerned because she lives adjacent to the proposed project.

Sammy Jackson & Tom Paff (Township Residents) – Concerned about Air BnB situation in Pocono Manor on Lake Road. Stated there have been twelve complaints lodged at a specific property in Pocono Manor. Discussion regarding recent citations issued.

Juliana Farrell (Township Resident) – Concerns about speeding on Bog Road and asked for consideration for speed bumps on Bog Road.

Joshua Knapp (Township Resident) – Stated our communities are experiencing more frequent major storm events and flooding. Asked that the Township consider the impacts of global warming as it plans for future development.

Announcements

- The Board of Commissioners held an executive session on Thursday, September 14 and tonight for the purpose of discussing personnel and police contract.
- Pocono Township Fall Cleanup will be held September 29th & 30th, from 7:30 AM to 3:00 PM each day. Township residents are encouraged to bring difficult-to-dispose-of items to the Township, including electronics which are collected free of charge. The Cleanup fee schedule is located on the Township's website and Facebook page.
- Pocono Township Trunk or Treat will take place on Sunday, October 29 starting at 3:00 p.m. More information will be posted soon!

Hearings – None

Presentations

- MS-4 Year 5 Presentation – Melissa Hutchison, LVL Engineering, to discuss and provide update regarding Township stormwater efforts.

Township required to abide by certain permitting standards through DEP. Discussion regarding minimum control measures for controlling stormwater, including impacts to township facilities. Year 5 report due by September 30, 2023.

Resolutions

Resolution 2023-23 – Motion to pass Resolution 2023-23 Granting Conditional Approval of the Stadden Group, LLC Preliminary Land Development Plan.

Applicant's engineer spoke on behalf of the plan. Erik Roslund present on behalf of the applicant. Asked for discussion of the fee in lieu of portion of the project. Out of 45.64 acres, setting aside over 37 acres. Applicant believes this should satisfy the requirements of the ordinance, without requiring payment of open space fees.

R. Wielebinski asked whether the outside public would be allowed to access the property. Applicant stated open access would not be permitted on the property. Designated open space would be for users of the property.

J. Belvin expressed concerns about how the project benefits the local community. The applicant pointed to the positive economic impact of the proposed project. Further discussion regarding open space requirements.

R. Wielebinski made a motion, seconded by K. Meeker, to pass Resolution 2023-23 Granting Conditional Approval of the Stadden Group, LLC Preliminary Land Development Plan. Discussion regarding typographical changes and requirement for applicant to accept the conditions. E. Gmandt stated her opposition to the developer providing an in lieu-of-fee as opposed to preserving open space. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin to pass Resolution 2023-24 Granting Conditional Approval of the Westhill Villas Preliminary Land Development Plan. Under discussion, the applicant's engineer stated the applicant sought preliminary/final approval. J. Tresslar stated preliminary plan approval was identified at the planning commission meeting because water and sewer details are still outstanding. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to pass Resolution 2023-25 Authorizing the Submission of a Monroe County Local Share Account (LSA) Grant Application in an amount not to exceed \$500,000 to complete the installation of a new pedestrian bridge over the two ponds at TLC Park, adjacent to the Veterans Memorial in Pocono Township. All in favor. Motion carried.

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the September 5, 2023 meeting of the Board of Commissioners.
 - Financial transactions through September 14, 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 J. Belvin, to approve the consent agenda. All in favor. Motion carried.

NEW BUSINESS

1. Personnel

R. Wielebinski made a motion, seconded by K. Meeker, to extend a conditional offer of employment to Jill Kozic as the new Police Department administrative assistant. All in favor. Motion carried.

2. Travel/Training Authorizations - None

Report of the President

Richard Wielebinski

Discussion regarding installation of speed bumps on Bog Road – R. Wielebinski asked P. Briegel to drive and survey Bog Road to evaluate whether speed tables are appropriate.

R. Wielebinski made a motion, seconded by K. Meeker, to award the 2023 Green Light Go Adaptive Signal Control Project to Telco, Inc. for a total of \$491,261.00 for installation of the Econolite Cobalt Controller and Edaptive Adaptive System. E. Gmandt asked for clarification. J. Tresslar clarified the bid package included four townships, but separate awards are required. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to include in Pocono Township's bid approval four (4) years of support for the Econolite system in the amount of \$6,975.00 per year. Discussion regarding what is included in the contract. All in favor. Motion carried.

Commissioner Comments

Jerrold Belvin – Vice President

- Provided emergency management update.
- Laurel Lake Dam – No update.
- Update – PPL utility lines and possible drainage issues on Barton Court – No update.

Ellen Gmandt – Commissioner – None

Jerry Lastowski – Commissioner

Asked for update regarding a case in front of the district magistrate.

Asked for update on Butz property cleanup.

Asked for update regarding the camera replacement at the SR 314 light.

Asked that the Township investigate whether DCNR is required to maintain long grass on a portion of their property.

Keith Meeker – Commissioner – None

Reports

Zoning – Lindsay Scerbo provided report. Discussion regarding status of Fountain Court remediation.

Police Report

- General police updates.

Letter from Acting Sergeant Eric Rath recognizing three officers for performing CPR and using an AED to save a gentleman's life.

J. Lastowski made a motion, seconded by R. Wielebinski, to prepare official recognition citations for the three officers. All in favor. Motion carried.

S. Goucher provided current police report detailing current call volume and categories of calls. Reviewed O/T report and where the extra hours are being generated.

J. Belvin asked about the status of the LSA grant for P25 radios.

R. Wielebinski asked about burglar alarm responses and whether repeat alarms incur charges to the owner.

Ambulance Report – None

Public Works Report

- Current Public Works projects – Line striping is complete in the Township. Completing installation of road shoulders. Three new employees are working very well and the Township has a great team, with everyone fitting in and learning quickly.
- Mountain View Park updates – Zip line was installed. Work is still to be completed on the grading and mulching of the installation.
- TLC Park updates – Remaining exposed area between the left property line and the splash pad has been graded with topsoil and seed. The Christmas tree has also been moved to a better location. Additional equipment is currently being installed.

- Bartonsville Avenue cross pipes replacement – No update.
- Old Learn Farm parking access – Has visited site with Jim Loysen. Working to complete the MVP and TLC projects before beginning Old Learn Farm.
- Complete – Installation of speed tables on Learn Road for speed control.

Administration – Manager’s Report

T. Muñoz discussed further park improvements underway.

Township Engineer Report

- Learn Road safety enhancement project and roundabout survey work – Geometry and ROW complete. Plans provided to the Township today for discussion with property owners.
- In Progress – 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 – Still in progress.
- Update – TASA SR 611 sidewalk project – ADA ramp designs have been submitted to PennDOT for review. Next step to identify whether permanent or construction easements will be required.

Received request from Verizon this morning to put an underground line through the field at TLC Park parallel to 715.

Township Solicitor Report

- General legal update – Violation notice sent to Tobyhanna Township regarding strength of effluent. Planning meeting on Thursday regarding the steps required to address the violation.
- Update – Maintenance and operation escrow requirements for land development projects that require installation of new traffic lights. Draft ordinance was sent to Monroe County Planning Commission.
- Zoning Hearing Board Updates
 - Chelsea Pocono Finance – Scheduled for 9/26.
 - Tannersville Point Luxury Apartments – Scheduled for 9/26.
 - SBA Towers – Scheduled for 10/24 and received word that they have changed attorneys.
 - Crawford Appeal – Briefs due next week.
- Update – Johnson Appeal Commonwealth Court argument – Rumored the Township will be attending in November to argue appeal.

New zoning hearing activity includes an applicant looking for a parking variance for proposed apartments; a variance for the Maula Pangea property; and appeal of an enforcement notice issued to Pocono Logistics.

R. Wielebinski made a motion, seconded by J. Belvin, to have L. DeVito attend the Pocono Logistics zoning hearing board meeting on October 19, 2023. All in favor. Motion carried.

E. Gndt asked if fines are associated with the Tobyhanna violations. L. DeVito stated there are no specific fines and the agreement provides that there would be fines if BCRA leveled fines against Pocono Township. Discussion regarding whether sewer provisions are sufficient to address Tobyhanna’s violations.

Public Comment

Joshua Knapp (Township Resident) – Asked that Stadden be looked at as well for possible speed table installations.

Adjournment

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 8:07 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, October 2, 2023

SUMMARY

Ratify

General Fund	\$	26,132.20
Payroll	\$	140,634.75
Sewer Operating	\$	684.36
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	312,185.50
TOTAL Sewer <u>OPERATING</u> Fund	\$	17,732.43
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	156,756.12
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	654,125.36
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Fire Tax Disbursement	\$	-
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<u>Budget Adjustments</u>	\$	341,602.78
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Budget Appropriations**Budgetary Interfund Transfer****IN LIEU OPEN SPACE TO CAPITAL RESERVE**

MVP ZIP LINE	\$	48,808.00
MVP CHALLENGE COURSE	\$	114,192.46
	\$	163,000.46

Use of Grant Funds**ARPA FUNDS TO CAPITAL RESERVE****LVL Engineering**

Proj 2130153T TASA SR 611/Learn Rd Safety Enhance Proj& Proj 2130153L Learn

TOTAL CAP. RESERVE	\$	-
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ARPA FUNDS TO GENERAL FUND

TRAISR, LLC	\$	733.33
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TOTAL GEN FUND	\$	733.33
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Total ARPA Transfers	\$	733.33
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, October 2, 2023

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	09/22/2023			PAYROLL ENDING 09/17/2023	\$ 140,634.75

TOTAL PAYROLL \$ 140,634.75**General Expenditures**

	Date	Check	Vendor	Memo	Amount
	09/18/2023	63805	PPL Electric Utilities	2778 Rt 611 TLC Lighting	\$ 345.43
	09/18/2023	63806	Reserve Account	Postage Replenishment	\$ 2,500.00
	09/27/2023	63807	Monroe County Control Center	Police Dispatch Fees	\$ 23,286.77

TOTAL General Fund Bills \$ 26,132.20**Sewer Operating Fund**

	Date	Check	Vendor	Memo	Amount
	09/18/2023	2579	BLUE RIDGE COMMUNICATIONS	Pump Station 5 Phone	\$ 62.62
	09/18/2023	2580	Verizon	Sewer SCADA System	\$ 34.51
	09/18/2023	2581	Verizon Wireless	Sewer Modems	\$ 120.11
	09/22/2023	2582	BLUE RIDGE COMMUNICATIONS	Pump Station 3 & 4Phone	\$ 125.24
	09/22/2023	2583	MET-ED	Pump Station 4 Electric	\$ 341.88

\$ 684.36**Sewer Construction Fund**

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

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

TOTAL General Fund	\$	166,766.95	
TOTAL Sewer Operating	\$	684.36	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by:
	\$	167,451.31	

POCONO TOWNSHIP CHECK LISTING

Monday, October 2, 2023

General Fund

Date	Check	Vendor	Memo	Amount
9/27/2023	63808	All It's Cracked Up To Be LLC	Hooded Fleece - 13	\$ 300.75
9/27/2023	63809	AMERICAN UNITED LIFE INSURANCE CO.	GTL STD PREMIUM	\$ 2,831.33
9/27/2023	63810	Bartonsville Printing	Clean Up Prices Banner	\$ 140.00
9/27/2023	63811	Best Auto Service Center	Unit 88 Service	\$ 129.95
9/27/2023	63812	Broughal & DeVito, L.L.P.	Legal services	\$ 5,186.00
9/27/2023	63813	Cyphers Truck Parts	PW Parts	\$ 429.70
9/27/2023	63814	DES	Aug 2023 TWP Recycling	\$ 37.50
9/27/2023	63815	E.M.Kutz, Inc.	Motor, Chain & Link for Truck 3	\$ 618.32
9/27/2023	63816	Eric A. Moses Co.	PW Jackets, Gloves & Pants	\$ 410.84
9/27/2023	63817	Eureka Stone Quarry, Inc.	Road materials	\$ 415.61
9/27/2023	63818	Gross Law Office, LLC	Investigative Services 8/30-9/8/23	\$ 5,050.00
9/27/2023	63819	Holiday Outdoor Decor	Hometown Heros Brackets & Supplies	\$ 1,125.70
9/27/2023	63820	J. P. Mascaro & Sons	TWP Waste Removal	\$ 370.08
9/27/2023	63821	J. P. Mascaro & Sons	MVP Waste Removal	\$ 218.30
9/27/2023	63822	Locust Ridge Quarry	Road materials	\$ 5,762.84
9/27/2023	63823	MetLife - Non Uni. Pen. Plan	Pension	\$ 6,402.17
9/27/2023	63824	Miller, Larry	9/13/23 Uniform	\$ 147.00
9/27/2023	63825	Monroe County Treasurers Office	County/Mun Interim A Billing 2023	\$ 3,326.85
9/27/2023	63826	Mount Pocono Fence	TLC Basketball Court Gate Repair	\$ 300.00
9/27/2023	63827	Nationwide - 457	EE & ERCont	\$ 4,232.59
9/27/2023	63828	Pocono Township Fire Relief Association	2023 Fire Relief	\$ 87,846.92
9/27/2023	63829	Reliable Sign and Striping	Gramercy Park Sign 1ea	\$ 69.00
9/27/2023	63830	Signal Service, Inc.	9/1/23 Install Video Detection Rt 611 & Sanofi	\$ 4,534.40
9/27/2023	63831	Staples	Office Supplies	\$ 69.83
9/27/2023	63832	Stephenson Equipment, Inc.	Rental Road Widener for 2023 Paving	\$ 3,400.00
9/27/2023	63833	Strand Pool Supply LLP	TLC Park Splash Pad Samples Aug 2023	\$ 288.00
9/27/2023	63834	Stroudsburg Electric Motor Service	PW supplies	\$ 1,049.97
9/27/2023	63835	Suburban Propane	Vehicle fuel	\$ 7,673.24
9/27/2023	63836	Suburban Testing Labs	SDWA Monthly - 701	\$ 601.00

9/27/2023	63837	TRAISR, LLC	Aug 2023 Monthly SaaS	\$	733.33
9/27/2023	63838	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	87.14
9/27/2023	63839	UNIFIRST Corporation	TWP Mats	\$	114.27
9/27/2023	63840	US BANK - Lockbox CM9722	Acct 10126653	\$	8,457.00
9/27/2023	63841	US BANK - Lockbox CM9722	Acct 10126653	\$	196,000.12
9/27/2023	63842	Weldon Tire	122934	\$	1,261.28

TOTAL GENERAL FUND **\$312,185.50**

Sewer Operating

Date	Check	Vendor	Memo	Amount
9/27/2023	2584	BROUGHAL & DEVITO, L.L.P.	Legal services	\$ 248.00
9/27/2023	2585	Curtis Power Solutions	Pump Station 5 Repair	\$ 2,757.00
9/27/2023	2586	Evoqua Water Technologies LLC	Pump Station 5 Vaporlink Recurring	\$ 1,100.00
9/27/2023	2587	J P Mascaro & Sons	Pump Station 5 Waste Removal	\$ 252.84
9/27/2023	2588	Pocono Township	8/21-9/3/23 Reimb	\$ 7,192.78
9/27/2023	2589	Riordan Materials, a DXP Company	Pump Station 5 Air Diffusers	\$ 5,193.14
9/27/2023	2590	SUBURBAN TESTING LABS	Monthly NPDES	\$ 622.00
9/27/2023	2591	TRAISR	Monthly SaaS Aug 2023	\$ 366.67

TOTAL Sewer Operating **\$17,732.43**

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
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TOTAL Sewer Construction Fund **\$0.00**

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
9/27/2023	1467	BARRETT SIGNS	18x24 Aluminum Sign for TLC Splash Pad	\$ 139.00
9/27/2023	1468	Blue Ridge Lumber	Materials for TLC Dog Park Water Fountain	\$ 164.93
9/27/2023	1469	DeAngelo Contracting Services	2023Line Painting	\$ 62,970.90
9/27/2023	1470	Dell Marketing	Police computer equipment	\$ 1,019.79
9/27/2023	1471	Green Pond Nursery, Inc.	Mountain View Park Zip Line Mulch	\$ 2,617.50
9/27/2023	1472	MOUNT POCONO FENCE	TLC Park Splash Pad Gate	\$ 8,675.00

9/27/2023	1473	MOUNTAIN ROAD FEED STORE	Landscape & Strater for TLC Splash Pad & Walkways	\$	1,000.00
9/27/2023	1474	Recreation Resource USA	TLC Sound Garden & MVP Zip line	\$	80,169.00

TOTAL Capital Reserve Fund \$156,756.12

Liquid Fuels

Date	Check	Payee	Memo	Amount
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\$0.00

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
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TOTAL Fire Tax \$0.00

ESSA

General Fund	\$	312,185.50
Sewer Operating	\$	17,732.43
Sewer Construction Fund	\$	-
Capital Reserve	\$	156,756.12
Fire Tax Disbursement	\$	-
Liquid Fuels	\$	-
TOTAL ESSA TRANSFER	\$	<u>486,674.05</u>

Authorized by: _____

Transferred by: _____

BUDGET ADJUSTMENT REQUEST

The following line items in the General Fund require additional funding to cover expenditures for the remainder of the year. Department heads request Board of Commissioners approval to

FROM	Amount	TO	Amount	Explanation
400.260 · Minor Equipment	800.00	401.200 · Administration Allowances	800.00	Additional funding is needed to cover expected expenditures to the end of the year.
409.361 · New Building Utilities & Maint.	5,846.92	411.540 · Foreign Fire Payments	5,846.92	Additional funding is needed to cover actual foreign fire funds received.
	18,000.00	414.314 · Planning & Zoning Legal	18,000.00	Additional funding is needed to cover expected expenditures to the end of the year.
	5,000.00	415.364 · Emergency Management Operations	5,000.00	Additional funding is needed to cover expenditures caused by the Fountain Court fire.
	8,000.00	430.373 · Public Works Maint & Rep Bldg	8,000.00	Additional funding is needed to cover shortfall created by building repairs.
	13,600.00	454.110 · Park Salary & Wage	13,600.00	Additional funding needed to cover additional park personnel hours.
	15,000.00	483.195 · Employer Pd Worker's Comp	15,000.00	Additional funding is needed to cover expenditures to the end of the year.
	15,000.00	486.350 · Property & Liability Insurance	15,000.00	Additional funding is needed to cover expenditures to the end of the year.
409.374 · New Bld. Cntrct. Janitor Serv.	22,000.00	408.310 · Township Engineer	22,000.00	Additional funding is needed to cover expenditures to the end of the year.
	2,550.00	409.220 · Building Operating Supplies	2,550.00	Additional funding is needed to cover expenditures to the end of the year.
	10,000.00	409.373 · Building Maint & Repairs	10,000.00	Additional funding is needed to cover shortfall created by building repairs.
	800.00	409.450 · Building Contracted Services	800.00	Additional funding is needed to cover expenditures to the end of the year.
	9,500.00	410.140 · Police Salaries & Wages-Civilia	9,500.00	Additional funding is needed to cover new hire.
	22,000.00	410.180 · Police Overtime Wages	22,000.00	Additional funding is needed to cover expenditures to the end of the year.
	7,300.00	410.192 · Police SSI Taxes	7,300.00	Additional funding is needed to cover new hire and additional overtime payroll taxes.
	5,000.00	410.421 · POLICE SaaS SUBSCRIPTIONS	5,000.00	Additional funding is needed to cover increases in subscription costs.
	12,000.00	410.450 · Police Contracted Services	12,000.00	Additional funding is needed to cover expenditures to the end of the year.
410.317 · POLICE NEW HIRES EXP	2,000.00	410.270 · Police IT	2,000.00	Additional funding is needed to cover expenditures to the end of the year.
	1,000.00	410.373 · Police Maint & Repair Bldg	1,000.00	Additional funding is needed to cover shortfall created by building repairs.
430.320 · Public Works Communications Exp	165.00	430.420 · Public Works Dues, Subscription	165.00	Additional funding to cover new subscriptions.
454.320 · Park Communications	1,600.00	454.360 · Park Utilities	1,600.00	Additional funding is needed to cover expenditures to the end of the year.
	400.00	454.452 · Park Program Expenditures	400.00	Additional funding needed to cover additional park program expenses.
	1,040.40	454.192 · Park SSI	1,040.40	Additional funding needed to cover additional park personnel hours.

TOTAL ADJUSTMENTS	178,602.32		178,602.32	
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	Original Budget	Additional use of Fund Balance	Adjusted	
392.900 · Transfer from Fund Balance	541,006.72	163,000.46	704,007.18	To reflect transfer of in lieu funds to the Capital Reserve fund.
492.300 · Interfund Transfer to Cap Fund	1,194,131.58	163,000.46	1,357,132.04	To reflect transfer of in lieu funds to the Capital Reserve fund.

General Fund
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.004 · GENERAL FUND DISBURSEMENT	-361,266.68
100.000 · General Fund Cash	5,976,405.99
100.001 · Petty Cash	249.50
100.002 · ESSA Payroll account	1,151.87
100.003 · KOLLAR COMMITTED	5,353.29
103.002 · ESSA Fees In Lieu COMMITTED	695,790.60
Total Checking/Savings	<u>6,317,684.57</u>
Other Current Assets	<u>15,492.54</u>
Total Current Assets	<u>6,333,177.11</u>
Other Assets	
155.000 · Prepaid Expenses	3,913.45
155.100 · Prepaid Insurance	13,261.00
Total Other Assets	<u>17,174.45</u>
TOTAL ASSETS	<u><u>6,350,351.56</u></u>
LIABILITIES & EQUITY	
Liabilities	19,866.28
Equity	
279.000 · Fund Balance	3,332,013.52
279.001 · Committed Open Spaces	694,046.69
Net Income	<u>2,304,425.07</u>
Total Equity	<u>6,330,485.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,350,351.56</u></u>

9/27/2023

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	1,344,992.36
100.103 · MC CONS. DIST. GRANT/ PARK LANE	417.70
100.104 · DCNR GRANT BRC-PRD-28-100	926.53
Total Checking/Savings	<u>1,346,336.59</u>
Other Current Assets	
145.000 · GRANT RECEIVABLES	147,630.00
Total Other Current Assets	<u>147,630.00</u>
Total Current Assets	<u>1,493,966.59</u>
TOTAL ASSETS	<u><u>1,493,966.59</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	78.91
Total Accounts Payable	<u>78.91</u>
Other Current Liabilities	
252.001 · UNEARNED GRANT REVENUE	500,000.00
Total Other Current Liabilities	<u>500,000.00</u>
Total Current Liabilities	<u>500,078.91</u>
Total Liabilities	500,078.91
Equity	
299.000 · Retained Earnings	520,080.41
Net Income	473,807.27
Total Equity	<u>993,887.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,493,966.59</u></u>

9/27/2023

**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	4,105,133.82
100.003 · ESSA SEWER CHECKING	-69,056.81
100.004 · PEOPLE'S SECURITY CD	51,347.00
Total Checking/Savings	<u>4,087,424.01</u>
Other Current Assets	
120.100 · A/R Sewer Usage Charges	106,162.91
Total Other Current Assets	<u>106,162.91</u>
Total Current Assets	<u>4,193,586.92</u>
Other Assets	
155.100 · Prepaid Expenses	8,500.00
Total Other Assets	<u>8,500.00</u>
TOTAL ASSETS	<u><u>4,202,086.92</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
200.100 · Accounts Payable Adjustments	1,080.07
Total Other Current Liabilities	<u>1,080.07</u>
Total Current Liabilities	<u>1,080.07</u>
Total Liabilities	1,080.07
Equity	
299.000 · Fund Balance	4,164,122.96
299.999 · Prior Period Adjustment	-106,046.88
Net Income	142,930.77
Total Equity	<u>4,201,006.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,202,086.92</u></u>

9/27/2023

SEWER CONSTRUCTION
BALANCE SHEET
as of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.106 · ESSA 3M Checking	23,687.14
100.109 · FKB MM 2021	1,083,959.43
100.112 · ESSA 3M Money Market	1,748,719.48
Total Checking/Savings	<u>2,856,366.04</u>
Total Current Assets	<u>2,856,366.04</u>
TOTAL ASSETS	<u><u>2,856,366.04</u></u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	1,495,840.57
Net Income	1,360,525.47
Total Equity	<u>2,856,366.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,856,366.04</u></u>

9/27/2023

ARPA FUND
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.001 - ARP FUNDS	851,422.10
Total Checking/Savings	851,422.10
Total Current Assets	851,422.10
TOTAL ASSETS	851,422.10
LIABILITIES & EQUITY	0.00

701 Main Street, Suite 405
Stroudsburg, PA 18360



Phone: 570-517-3100
Fax: 570-517-3858
mcpc@monroecountypa.gov
www.monroecountypa.gov

MONROE COUNTY PLANNING COMMISSION

September 18, 2023

Taylor Munoz, Township Manager
Pocono Township Municipal Building
112 Township Drive
PO Box 197
Tannersville, PA 18372

Re: Traffic Signalization
Subdivision and Land Development Ordinance Amendments
Pocono Township
MCPC Review #154-23

Dear Mr. Munoz:

The above cited amendments were reviewed by Eric Koopman, Lead Senior Planner, on behalf of the Monroe County Planning Commission. You will find his comments enclosed.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on October 10, 2023 at 5:00 p.m. at the Monroe County Administrative Center. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved as enclosed.

If you have any questions, or if we can be of further service to you, please feel free to contact me.

Sincerely yours,

A handwritten signature in blue ink that reads "Christ Meinhart-Fritz".

Christine Meinhart-Fritz
Director

701 Main Street, Suite 405
Stroudsburg, PA 18360



Phone: 570-517-3100
Fax: 570-517-3858
mcpc@monroecountypa.gov
www.monroecountypa.gov

MONROE COUNTY PLANNING COMMISSION

TO: Christine Meinhart-Fritz, Director

FROM: Eric Koopman, Lead Senior Planner 

DATE: September 18, 2023

SUBJECT: Traffic Signalization
Subdivision and Land Development Ordinance Amendments
Pocono Township
MCPC Review #154-23

The Township of Pocono is proposing amendments to its subdivision and land development ordinance concerning performance guarantees for traffic signalization. Any PennDOT required improvements concerning traffic signalization would be the full responsibility of the applicant and they shall be required to provide financial security with the Township via cash-deposit account for maintenance costs incurred by the Township.

The above mentioned ordinance amendments have been reviewed on the basis of generally accepted planning principles and the provisions set forth by the Pennsylvania Municipalities Planning Code (PMPC), as amended. The following comments are offered:

1. The proposed ordinance amendments are generally consistent with the PMPC, Act 247 of 1968, as amended, in terms of following required procedures.
2. It is recommended that the Township discuss the proposed amendments with PennDOT to ensure that such fiscal responsibility arrangements are permitted.
3. The proposed amendments would ensure that costs incurred by signalization that directly benefit the developer are not unfairly imposed open the Township. This is to be encouraged.
4. If any revisions are made to the proposed zoning amendments, they must be resubmitted to the MCPC for review prior to adoption. This requirement was affirmed by the Pennsylvania Commonwealth Court in *Hanover Healthcare Plus, Inc. v. Zoning Hearing Board of Penn Township* 875 A.2d 1255 (Pa. Cmwlth 2005).

The Staff has reviewed the proposed ordinance and zoning ordinance amendments and recommends that they be adopted.

In an attempt to maintain a library of municipal ordinances, we request that any adopted ordinance amendments (Zoning, Zoning Map and SALDO) be sent to the MCPC within 30 days of enactment as specified in the PMPC.

This review is subject to the approval of the Monroe County Planning Commission at its next regularly scheduled meeting.

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2023-

**AN ORDINANCE OF THE TOWNSHIP OF POCONO,
COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA
AMENDING THE CODE OF ORDINANCES OF POCONO TOWNSHIP, CHAPTER
390, SUBDIVISION AND LAND DEVELOPMENT; AMENDING ARTICLE V,
PERFORMANCE GUARANTEES AND OPEN LAND, SECTION 390-38 CONTINUED
OWNERSHIP AND MAINTENANCE OF IMPROVEMENTS; ESTABLISHING
TRAFFIC SIGNALIZATION RESPONSIBILITIES AND REPEALING ALL
ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT HERewith**

WHEREAS, §10501 of the Pennsylvania Municipalities Planning Code provides the governing bodies of municipalities may regulate subdivisions and land development within the municipality by enacting a subdivision and land development ordinance.

WHEREAS, the Board of Commissioners of Pocono Township (the “BOC”), have enacted from time to time, ordinances amending the Subdivision and Land Development Ordinance (“SALDO”) of the Township of Pocono; and

WHEREAS, the BOC desires to adopt SALDO provisions addressing traffic signalization; and,

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania and it is hereby **ENACTED AND ORDAINED** by virtue of the power vested in the Board of Commissioners by the First Class Township Code, as amended, and the Pennsylvania Municipalities Planning Code, as follows:

SECTION 1. Chapter 390, Subdivision and Land Development, Article V, Performance Guarantees and Open Land, §390-38 Continued ownership and maintenance of improvements, is hereby amended by adding the following:

“E. Traffic Signalization. Any PennDOT required traffic signalization improvements, will be the full and complete responsibility of Applicant. The Township will be the named permittee. Applicant agrees to assume full responsibility for the aforesaid improvements, including permitting, cost of easement acquisition, installation, construction, use, operation, maintenance, repair, replacement, and or location of said improvements and to release indemnify, and hold the Township harmless from any injury (including death) and/or any property damage resulting from the installation, construction, use operation, maintenance, repair, replacement, and/or location of aforesaid improvements, as memorialized in the Township’s subdivision or land development improvements agreement as set forth in §390-41. As Permittee, the Township will be required to enter into a Maintenance Agreement with PennDOT for the operation and maintenance of the signal(s). The Applicant shall be required to provide financial security with the Township via

segregated, cash-deposit account for the costs of any maintenance of PennDOT required traffic signalization improvements incurred by the Township.”

SECTION 2. REPEALER

All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed upon the effective date of this Ordinance.

SECTION 3. SEVERABILITY

If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance.

SECTION 4. EFFECTIVE DATE

This Ordinance shall take effect five (5) days after the date of its enactment.

ENACTED AND ORDAINED this _____ day of _____ 2023.

ATTEST:

**TOWNSHIP OF POCONO,
MONROE COUNTY**

Taylor Muñoz
Township Manager

Richard Wielebinski
President, Board of Commissioners