



POCONO TOWNSHIP COMMISSIONERS
AGENDA

December 4, 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=Q1VtaFVhVEpRWtUvdIFrSHJ1cE1Td09>

PLEASE NOTE: THE POCONO TOWNSHIP COMMISSIONERS MEETING OCCURS IMMEDIATELY AFTER THE SEWER COMMITTEE MEETING ON THE FIRST MEETING DATE OF EACH MONTH.

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

- An executive session was held on Tuesday, 11/28 for discussion of personnel matters.
- The draft Fiscal Year 2024 Township budget is posted on our website (www.pocconopa.gov) for public review in advance of the adoption hearing scheduled for the December 18th Board of Commissioners meeting. The draft budget proposes no tax increase for 2024.

Hearings – None

Presentations

- Q3 2023 Township Treasurer Quarterly Report – Frank Cefali, CPA & Township Treasurer

Resolutions

Resolution 2023-32 – Motion to pass Resolution 2023-32 approving an agreement authorizing electronic access to PennDOT systems, including the ECMS system necessary for administration of the Township's TASA grant, and authorizing the (Vice) Chairman of the Board of Commissioners to execute the agreement on behalf of the Township. **(Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the November 20, 2023 meeting of the Board of Commissioners.
 - Financial transactions through November 30, 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

- Motion to approve the Agreement for Construction with Telco, Inc. for the 2023 Monroe County Green Light Go Adaptive Signal Control Project, authorize the (Vice) Chairman as signatory, and insert today's date of passage in the performance/payment bond provided by Telco, Inc. **(Action Item)**
- Recognition and congratulations to Patrol Officer Kylie Tausendfreundt upon the completion of her one-year probationary period with the Pocono Township Police Department. **(Action Item)**

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update
- Laurel Lake Dam

Ellen Grandt – Commissioner

Jerry Lastowski – Commissioner

Reports**Zoning****Police Report****Ambulance Report****Public Works Report**

- Current Public Works Projects.
- Mountain View Park Updates.
- TLC Park Updates.
- Old Learn Farm parking access.

Administration – Manager’s Report

Township Engineer Report

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

Township Solicitor Report

- General legal update.
- FYI – Conditional Use Hearing for The Ridge on December 13, 2023 at 5:00 p.m.
- Zoning Hearing Board updates.
- 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.

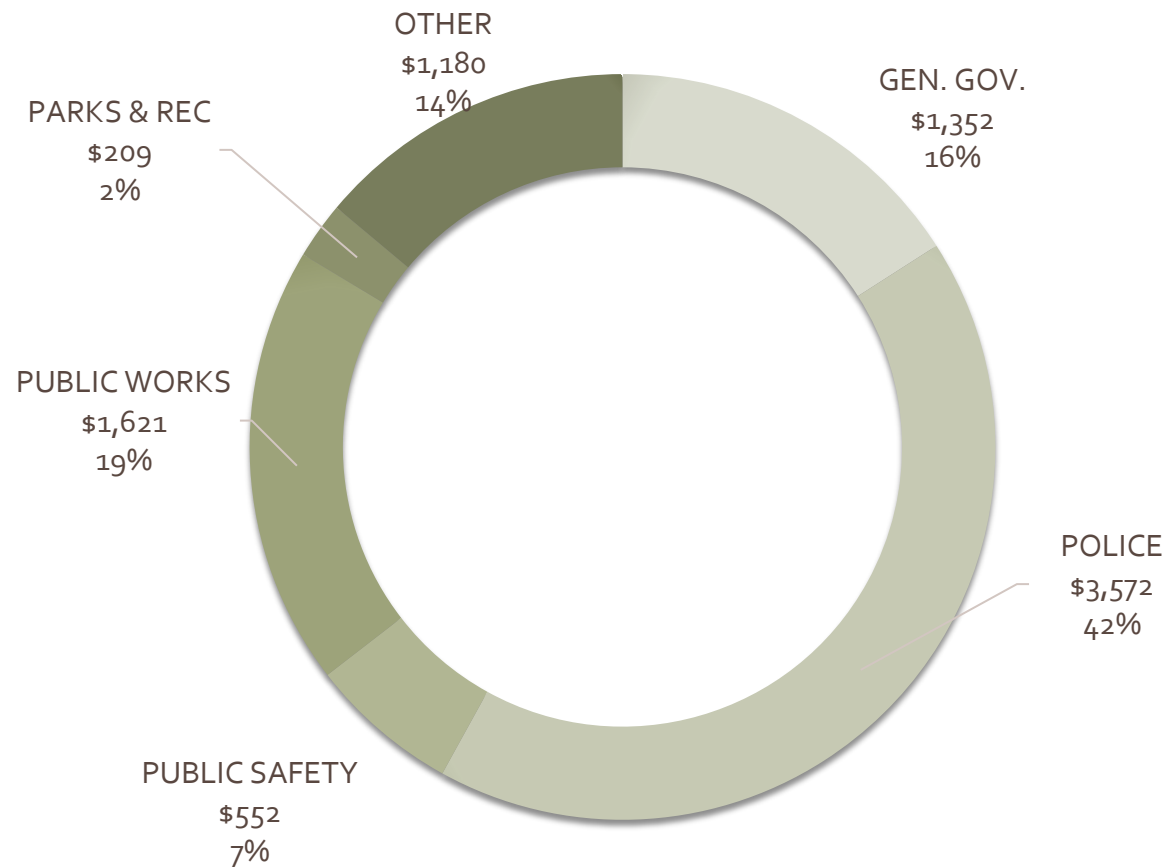


Connecting Priority & Budget

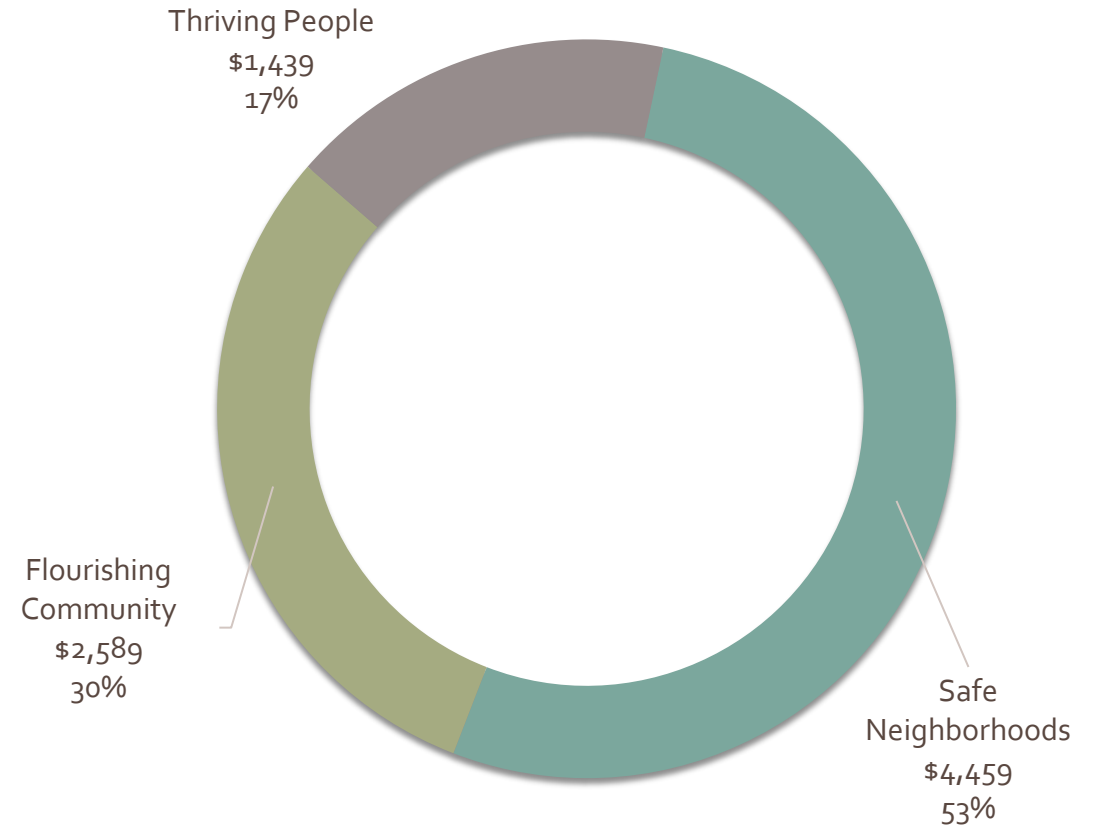


General Fund Budget \$8.48 M*

Expenditures
Expressed by Department



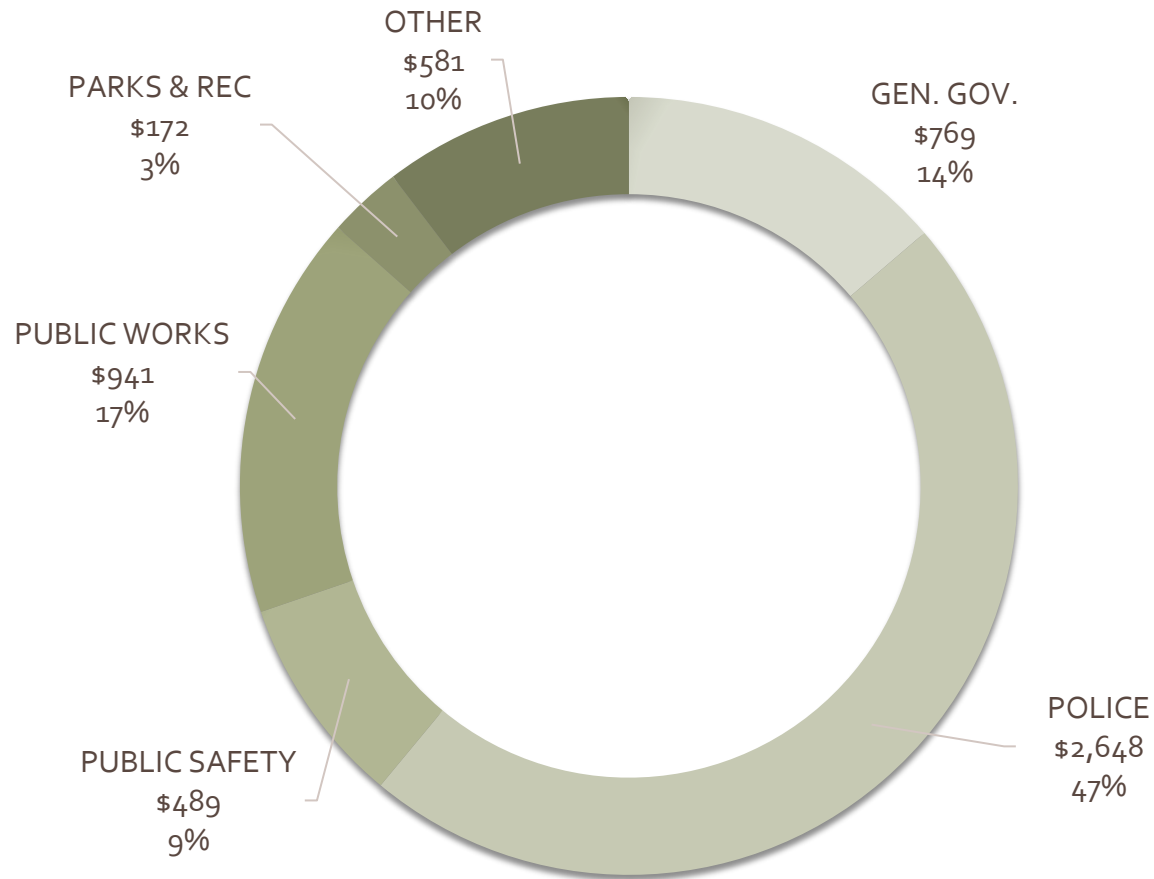
Expenditures
Expressed by Priority Areas



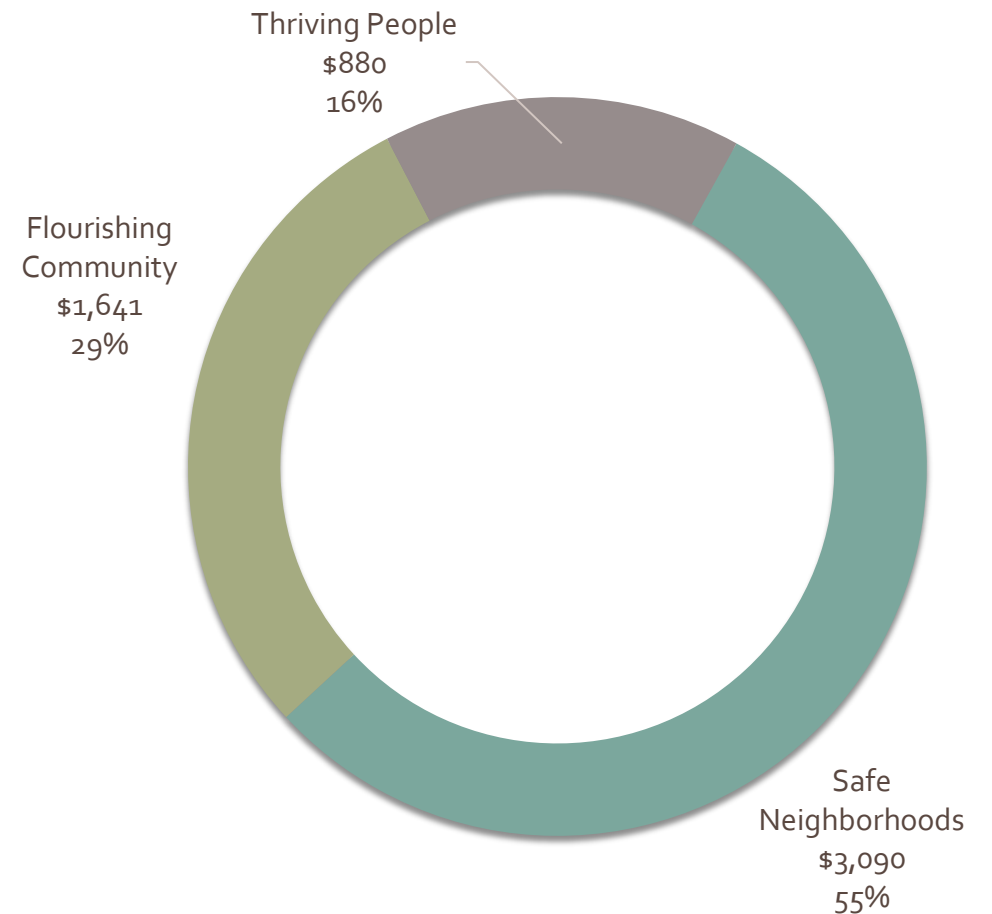
*Excludes \$1.2 m transfer to Capital Reserve Fund

General Fund Actuals YTD \$5.6 M

Expenditures
Expressed by Department
(in thousands)



Expenditures
Expressed by Priority Areas
(in thousands)



Q₃ FINANCIALS





General Fund Q3 2023

REVENUE

\$2,247,252

• Amusement Tax	\$ 456,925	20%
• Grants	\$ 443,102	20%
• Earned Income Tax	\$ 419,330	19%
• Other Taxes	\$ 283,312	13%
• Real Estate Taxes	\$ 192,729	9%
• Other	\$ 451,854	19%

EXPENDITURES

\$2,011,152

• Police	\$968,509	48%
• Public Works	\$279,655	14%
• General Government	\$326,371	16%
• Parks & Rec	\$ 76,537	4%
• Other	\$360,080	18%

*Excludes transfer to Capital Reserve Fund

COMPARATIVE INFORMATION

REVENUE COLLECTED Q3 2023 vs. Q3 2022

	Q3 2023	Q3 2022
Total Revenue	2,247,252	1,768,165



Increased
2023

Real Estate
Taxes
Amusement
Taxes

Revenue Line	Q3 2023	Q3 2022
RE Taxes	192,729	108,816
Amusement Tax	456,925	433,106



Decreased
2023

Transfer
Taxes
Court Fines

Revenue Line	Q3 2023	Q3 2022
Transfer Taxes	85,234	98,143
Court Fines	13,650	14,697

COMPARATIVE INFORMATION

EXPENDITURES Q3 2023 vs. Q3 2022

	2023 Q3	2023 Q2
Total Operations	2,011,152	1,870,403



Increased
2023

General
Gov.
Parks

Expenditure	2023 Q2	2023 Q2
General Gov.	326,371	227,443
Parks	76,537	53,013



Decreased
2023

Police
Public
Works

Expenditure	2023 Q2	2023 Q2
Police	968,509	989,192
Public Works	279,655	343,269

Capital Reserve Q3 2023

REVENUE

\$381,227*

- DCNR Splash Pad \$226,300
- DCED Splash Pad \$125,000
- Other \$ 24,967

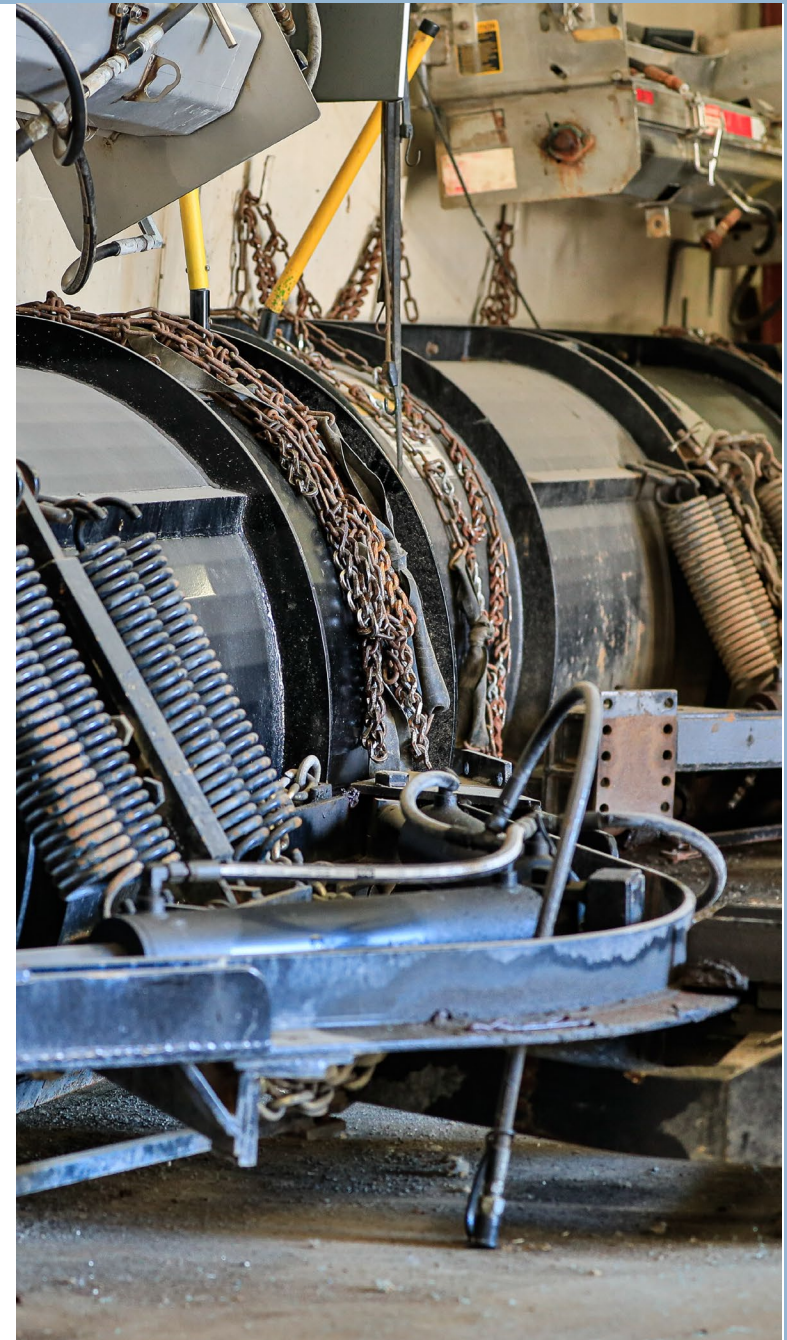
EXPENDITURES

\$1,308,031

- Park Projects \$359,015
 - MVP Zip Line & Challenge Course
 - TLC Splash Pad
 - TLC Sound Garden
 - TLC Dog park
- Road Paving \$ 638,851
- PW Equipment \$ 177,410
- Other \$ 132,755



*Net of lease proceeds





Sewer Operations Q3 2023

REVENUE

\$1,091,833

- User Fees \$ 1,015,662
- Tapping Fees \$ 55,000
- Interest \$ 18,612
- Reserve Fees \$ 2,310

EXPENDITURES

\$568,320

- BCRA O & M \$313,160
- Debt (Principal & Int.) \$118,838
- Other \$136,322

*Excludes transfer to Sewer Construction Fund

Other Funds Q3 2023

Sewer Construction

- Project expenses \$5,740
 - Jockey Pump Project
 - Lateral Service Extension

ARPA

- Government Improvements & Capital Projects \$37,095
 - 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. 2023-32

BE IT RESOLVED by authority of the Board of Commissioners
(Borough Council, Board of Supervisors, etc.)

of the Township of Pocono, Monroe County, and it is
(Municipality) (County)

hereby resolved by authority of the same, that the (Vice) Chairman of
(Chairman or Designated Title)

said Municipality/Authority be authorized and directed to sign the attached Agreement

on its behalf and the Secretary be authorized
(Secretary or Designated Title)

and directed to attest the same.

ATTEST: Pocono Township
(Name of Municipality)

(Signature and Title) BY (Signature and Title)

I, Taylor W. Muñoz, of the Township of Pocono,

do hereby certify that the forgoing is a true and correct copy of the Resolution adopted

December 4, 2023 at a regular meeting of the

Pocono Township Board of Commissioners held the 4th day

of December 2023 .

Date: (Signature and Title)

(SEAL)

Department Use Only

pennsylvania
DEPARTMENT OF TRANSPORTATION

Agreement No: _____
User ID Code: _____

AGREEMENT TO AUTHORIZE
ELECTRONIC ACCESS TO PENNDOT SYSTEMS
(POLITICALSUBDIVISIONS)

THIS INTERGOVERNMENTAL AGREEMENT, made and entered into this _____ day of _____, by and between the Commonwealth of Pennsylvania, acting through the Bureau of Project Delivery of the Department of Transportation, hereinafter referred to as DEPARTMENT,

AND

(NAME OF APPLICANT)

(REGISTERED OR PRINCIPAL OFFICE LEGAL ADDRESS OF APPLICANT)

(FEDERAL ID NUMBER)

(PRINCIPAL OFFICE PHONE NUMBER)

hereinafter referred to as APPLICANT, a political subdivision of the Commonwealth of Pennsylvania, acting through its proper officials.

WHEREAS, the APPLICANT desires to register as a DEPARTMENT business partner to be permitted electronic access to the **Engineering and Construction Management System** (hereinafter referred to as "System" whether singular or plural) for the purposes of entering information into and exchanging data with the System; and

WHEREAS, the DEPARTMENT, in furtherance of the powers and duties conferred on it by Section 2002 of the Administrative Code of 1929, as amended, 71 P.S. Section 512, to design and construct state highways and other transportation facilities and to enter into contracts for this purpose, is willing to permit the APPLICANT to electronically submit technical proposals, invoices, engineering plans, designs and other documents necessary to design and construct transportation projects as part of the DEPARTMENT'S program to use the System; and

WHEREAS, Sections 2001.1 of the Administrative Code of 1929, as amended (71 P.S. §§ 511.1) authorizes the DEPARTMENT, through the Secretary of transportation, to enter into all necessary contracts and agreements with the proper agencies of any governmental, federal, state or political subdivision, "for any purpose connected in any way with the Department of Transportation of the Commonwealth of Pennsylvania."

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises expressed in this document, and intending to be legally bound, the parties agree as follows:

1. The APPLICANT is responsible for furnishing and assuming the total costs of all software and hardware necessary to connect to the System. Such software shall include an operating system, an Internet browser and any software needed to operate a modem. The APPLICANT is responsible for the procurement and cost of any data communications lines required to connect to the System. The APPLICANT is responsible for the cost of telephone lines and usage.
2. The APPLICANT will permit access to the System as the DEPARTMENT shall direct.

3. The APPLICANT will implement appropriate security measures to insure that only authorized employees of the APPLICANT will have access to and enter data into the System. The APPLICANT agrees to assign only its current employees User Identification Internet System access codes ("User ID codes") provided to the APPLICANT by the DEPARTMENT. The APPLICANT agrees to assign a separate and distinct User ID code to each current employee who will concur in awards, sign contracts and approve payments. The APPLICANT agrees to accept full responsibility for controlling the User ID codes that the APPLICANT assigns to the employees of the APPLICANT. The APPLICANT agrees to deactivate an employee's User ID code immediately upon the employee's separation and/or dismissal from the employ of or association with the APPLICANT. The APPLICANT agrees that the APPLICANT'S employees may not share User ID codes. The APPLICANT agrees to be liable for the items negligently submitted under one of its assigned User ID codes and for the negligent submissions, actions or omissions of anyone using a User ID code of the APPLICANT or the APPLICANT'S employee.
4. The DEPARTMENT shall make provisions for the APPLICANT to obtain initial training for the System. This training may not include any non-System program topics, nor may it include training on any other computer hardware or software, including, but not limited to, operation of a personal computer.
5. The DEPARTMENT will make reasonable attempts (barring unforeseen interruptions due to calamity, natural disaster or technical impossibility) to make the System available for on-line access 24 hours per day, seven days per week. The DEPARTMENT will provide support only during normal business hours of the DEPARTMENT offices (7:30 AM until 4:30 PM.)
6. This Agreement shall continue until terminated by either Party, at any time, without cause, within fifteen (15) days upon receipt of written notice thereof. Any material breach of this Agreement by either Party shall entitle the other Party to terminate this Agreement without prejudice to its rights or remedies available at law or in equity. Upon termination or expiration of this Agreement, the APPLICANT shall cease and shall cause its users to cease attempts to access the System.
7. The APPLICANT shall comply with the current versions of the following:
- Right to Know Law, attached as Exhibit A
 - Contractor Integrity Provisions, attached as Exhibit B
 - Americans with Disabilities Act, attached as Exhibit C
 - Contractor Responsibility Provisions, attached as Exhibit D
 - Nondiscrimination/Sexual Harassment Clause, attached as Exhibit E
 - Offset Provision, attached as Exhibit F
8. This Agreement embodies the entire understanding between the DEPARTMENT and APPLICANT and there are no contracts, agreements, or understanding with reference to the subject matter hereof which are not merged herein.

ATTEST:

(Print APPLICANT'S Name)

(Signature)

(Date)

Print Name

(Title)

BY:

(Signature)

(Date)

Print Name

(Title)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION

BY:

(DEPARTMENT Signatory and Date)

APPROVED AS TO LEGALITY AND FORM

BY:

Chief Counsel

DATE

Preapproved form:

OGC No. 18-FA-28.0

Approved OAG 02/11/2022

eMAIL COMPLETED AGREEMENT TO:

RA-PD-BPREISTRATION@pa.gov

For questions call 855-783-8330 and
reference BP Registration / ECMS Help
Desk.

**Pocono Township Board of Commissioners
Regular Meeting Minutes
November 20, 2023 | 6:10 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on November 20, 2023 and was opened by President Rich Wielebinski at 6:10 p.m. followed by the Pledge of Allegiance.

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

In Attendance: Taylor Munoz, Township Manager via Zoom; Leo DeVito, Township Solicitor; John Tresslar, Engineer; Patrick Briegel, Public Works Director via Zoom; Lindsay Scerbo, Zoning Officer via Zoom, and Jennifer Gambino, Administrative Assistant.

Public Comment

Christopher Staples (Former Police Officer, Pocono Twp) – Asked whether there is a current investigation ongoing regarding past police chief, Shawn Goucher. Asked series of questions pertaining to personnel matters regarding Shawn Goucher. Question about what documents may be requested via right to know.

Announcements

- The Pocono Township Annual Tree Lighting will take place at TLC Park on Friday, December 1 at 7:00 p.m. Join us as we welcome the Christmas season with hot chocolate, s'mores, carols and more. Please park in the Township parking lot and take the provided Santa's Sleigh shuttle to TLC Park!
- An executive session was held on Monday, 11/6 for discussion of personnel matters. An executive session was also held prior to this meeting for personnel matters.

Hearings – None

Presentations

- Camelback East/West Macrolite Telecommunication Facilities Special Exception – Discussion and possible action regarding the Camelback East/West Macrolite Telecommunication Facilities application for special exception to the Zoning Hearing Board.

Christopher Schubert presented on behalf of Camelback, as the applicant's legal counsel, pertaining to a special exception hearing in front of the Zoning Hearing Board. E. Gndt asked why this is not considered "land development." Attorney Schubert reviewed the special exception application, included highlighting issues with the ATT network at Camelback, and the emergency services implications. Stated this project is not a large monopole installation covering a large footprint – it is equivalent to a standard utility pole mounted in the ground and an antenna mounted on top. One facility is a swap-out of an existing utility pole and the other is a new utility pole. Act 50 of PA regulates small-cell facilities, specifying that these facilities mounted on utility poles within ROW are permitted by right. Outlined requirements that applicant believes are not applicable to these small facilities. E. Gndt asked whether disturbance of ground for electric service would trigger land development; whether the project would require removal of any trees or vegetation; and whether it is near any streams or wetlands. J. Lastowski asked about the size of the box on the pole and whether the pole(s) would be in line of sight of any homes. L. DeVito asked whether written waiver requests will be submitted to the Township. R. Wielebinski stated the Township does not require land development for various utility companies that do work within the Township and stated he believes the scope of the work is limited. L. DeVito stated if the BOC is comfortable with the application as is, they can act with the information already given.

R. Wielebinski made a motion, seconded by J. Lastowski, to waive land development requirements for the project. Discussion – L. DeVito asked that the applicant follow up by submitting a general written

request for record keeping purposes. No public comment. Roll call: J. Belvin, yea; E. Gndt, nay; J. Lastowski, yea; R. Wielebinski, yea. Motion carried.

Resolutions

J. Belvin made a motion, seconded by J. Lastowski. to pass Resolution 2023-31 Granting an Extension of Conditional Approval for the Minor Subdivision & Lot Consolidation Plan of the Estate of Charles L. Vassallo to January 31, 2024. 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 November 6, 2023 meeting of the Board of Commissioners.
 - Financial transactions through November 16, 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.

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

NEW BUSINESS

1. Personnel

J. Belvin made a motion, seconded by E. Gndt, to authorize the execution of the Voluntary Retirement Agreement and General Release between Pocono Township and Shawn Goucher. The motion was amended by J. Belvin to withdraw the word "voluntary." All in favor. Motion carried as amended.

L. DeVito acknowledged that S. Goucher has signed and returned the agreement.

2. Travel/Training Authorizations – None

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by E. Gndt, to approve an easement and accompanying easement agreement letter with the Brodhead Creek Regional Authority for the re-location of a public water line along the property line of TLC Park, as required by the PennDOT SR 715 project and reviewed by the Township engineer and professional staff, and to authorize the (Vice) Chair of the Board of Commissioners as signatory. All in favor. Motion carried.

Commissioner Comments

Jerrod Belvin – Vice President – No update.

Ellen Gndt – Commissioner – None

Jerry Lastowski – Commissioner – Wished a happy birthday to Leo DeVito.

Reports

Zoning – T. Muñoz gave update. No Police or ambulance reports.

Public Works Report

- Current Public Works Projects – Three dump trucks have been listed on Municibid and interest has already been received. Continuing to prepare for winter. Road Crew has firmed up plow routes. Completed handicapped striping and signage for TLC Park.
- Mountain View Park Updates – Installation of challenge course will be started after Thanksgiving holiday.
- TLC Park Update – Completed handicapped striping and signage.
- Old Learn Farm parking access – Starting work after holiday.

Administration – Manager's Report

J. Belvin made a motion, seconded by J. Lastowski, to advertise and set a public hearing for December 18, 2023 for adoption of the 2024 Township Budget. All in favor. Motion carried.

Discussion regarding PennDOT ownership of bank at corner of SR 611 & SR 715. Re-striping of TLC Park ADA parking spaces has been completed and was the last item needed to close out the DCNR splash pad grant.

Township Engineer Report

- Learn Road safety enhancement project and roundabout survey work – Area has been staked out and ROW identified. The appraiser requested more detailed plans than those provided with the Board. Those plans are being completed with metes and bounds included for the Appraiser's use.
- Update – TASA SR 611 sidewalk project – Final approval given by PennDOT for all the handicapped ramps. Can now provide a project board at the Township for public review.
- 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.

Township Solicitor Report

- General legal update – Oral argument in the Kalahari litigation has been continued to December 20, 2023.
- Authorization to attend upcoming zoning hearing(s) – Discussed below.
- Zoning Hearing Board updates.
 - 585 Railroad Drive Appeal – Scheduled for 11/28. L. DeVito will attend.
 - Grossi Appeal – Scheduled for 11/28. L. DeVito will attend.
 - Camelback Small Cell Telecommunications Facilities – Hearing scheduled for 11/30. E. Gndt asked for follow-up to ensure what was asked for of the applicant is in fact provided, particularly if L. DeVito is not attending the hearing. Consensus for L. DeVito not to attend the hearing.
 - Bartonville Wawa (Ertle) – 11/29 for sign variances. E. Gndt asked that the Township verify whether the sign variances requested are the same as the last Wawa. L. DeVito is not required to attend if the variances requested are the same as the last Wawa project, but to attend if there is a discrepancy.
- Update – Johnson Appeal Commonwealth Court argument – No update.

Public Comment

Mary Riley Frantz – Asked if the general release signed by Shawn Goucher is typical of a retirement. Asked if there are ethics clauses to which township staff are subject.

Lisa Buccholz (Jackson Resident) – Expressed concerns about circumstances surrounding departure of former police chief Shawn Goucher.

Adjournment

J. Belvin made a motion, seconded by E. Gndt, to adjourn the meeting at 7:07 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday, December 4, 2023

SUMMARY

Ratify

General Fund	\$	-
Payroll	\$	286,377.23
Sewer Operating	\$	648,871.39
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	57,357.90
TOTAL Sewer <u>OPERATING</u> Fund	\$	33,105.03
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	127.00
TOTAL Capital Reserve Fund	\$	47,874.79
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	1,073,713.34
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Fire Tax Disbursement	\$	-
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<u>Budget Adjustments</u>	\$	181,968.50
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Budget Appropriations**Budgetary Interfund Transfer**

IN LIEU OPEN SPACE TO CAPITAL
RESERVE

\$	-
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Use of Grant Funds**ARPA FUNDS TO CAPITAL RESERVE**

Proj 2130153L Learn Rd Roundabout	\$	201.00
Proj 2130153T TASA SR 611/Learn Rd	\$	490.00

TOTAL CAP. RESERVE	\$	691.00
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ARPA FUNDS TO GENERAL FUND

TRAISR	\$	733.33
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TOTAL GEN FUND	\$	733.33
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Total ARPA Transfers	\$	1,424.33
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, December 4, 2023

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	11/17/2023			PAYROLL ENDING 11/12/2023	\$ 124,434.48
	12/01/2023			PAYROLL ENDING 11/26/2023	\$ 161,942.75
TOTAL PAYROLL					\$ 286,377.23

General Expenditures

	Date	Check	Vendor	Memo	Amount
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TOTAL General Fund Bills \$ -**Sewer Operating Fund**

	Date	Check	Vendor	Memo	Amount
	11/28/2023	2645	MET-ED	Pump Station 4 Electric	\$ 327.94
	11/28/2023	2646	First Keystone Community Bank	PRINCIPAL & INTEREST LOAN 5001146580	\$ 648,296.00
	11/28/2023	2647	BLUE RIDGE COMMUNICATIONS	Pump Station 3 & 4 Phones	\$ 127.42
	11/28/2023	2648	Verizon Wireless	Sewer Modems	\$ 120.03
					\$ 648,871.39

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	\$	286,377.23	
TOTAL Sewer Operating	\$	648,871.39	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	Transferred by:
	\$	935,248.62	

POCONO TOWNSHIP CHECK LISTING

Monday, December 4, 2023

General Fund

Date	Check	Vendor	Memo	Amount
11/30/2023	63995	AFLAC	Supp Ins	\$ 301.08
11/30/2023	63996	Bagley, Alex	Uniform allowance	\$ 300.00
11/30/2023	63997	Barley Creek Brewing Company	Werkheiser Retirement	\$ 586.71
11/30/2023	63998	Bartholomew, Mitchell O	11/15/23 Workboots	\$ 250.00
11/30/2023	63999	Brand, Andrew	11/27/23 Workboots	\$ 204.99
11/30/2023	64000	Cyphers Truck Parts	PW Truck Parts	\$ 476.87
11/30/2023	64001	E.M.Kutz, Inc.	PW operation supplies	\$ 3,416.43
11/30/2023	64002	Gotta Go Potties, Inc	TLC/MVP Park Basketball 10/12 - 11/14/23 Rental	\$ 470.00
11/30/2023	64003	IAEM	IAEM-USA Memb 2024	\$ 199.00
11/30/2023	64004	J. P. Mascaro & Sons	TWP Waste Removal Nov 23	\$ 370.08
11/30/2023	64005	J. P. Mascaro & Sons	MVP Waste Removal Nov 23	\$ 218.30
11/30/2023	64006	Loyson, Jim	11/16/23 Workboots	\$ 250.00
11/30/2023	64007	LVL Engineering Group	Engineering services	\$ 4,210.98
11/30/2023	64008	Magpul Industries Corp.	Police field materials	\$ 816.30
11/30/2023	64009	MetLife - Non Uni. Pen. Plan	Pension ER contribution	\$ 6,022.37
11/30/2023	64010	Northeastern Pennsylvania Alliance	2024 Membership	\$ 295.00
11/30/2023	64011	Patriot Workwear	Police Class A Uniforms (21) DONATION	\$ 13,692.00
11/30/2023	64012	Pennsylvania Municipal League	PELRAS Dues 2024	\$ 450.00
11/30/2023	64013	Pitney Bowes	9/15/23 - 12/14/23 Postage Meter	\$ 142.35
11/30/2023	64014	Pocono 4 Wheel Drive Center	Western Deflector for Truck 1	\$ 280.00
11/30/2023	64015	Reliable Sign and Striping	8 Reserved Parking & Violators Signs	\$ 240.00
11/30/2023	64016	Sayre, Cory	11/27/23 Workboots	\$ 199.99
11/30/2023	64017	SCOTT, JAMES	11/27/23 Uniform	\$ 351.18
11/30/2023	64018	Staples	Office Supplies	\$ 142.44
11/30/2023	64019	Steele's Hardware	Operation supplies	\$ 734.30
11/30/2023	64020	Steele's Hardware	Operation supplies	\$ 967.14
11/30/2023	64021	Steele's Hardware	Operation supplies	\$ 70.34
11/30/2023	64022	Stroudsburg Electric Motor Service	PW tools	\$ 627.97
11/30/2023	64023	Suburban Propane	Vehile fuel	\$ 9,043.50

11/30/2023	64024	Tausendfreundt, Kylie	11/8/23 Uniform Shirt	\$	69.00
11/30/2023	64025	TRAISR, LLC	Monthly SaaS Oct 2023	\$	733.33
11/30/2023	64026	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	80.59
11/30/2023	64027	US BANK - Lockbox CM9722	Police Pension EE Cont	\$	11,013.90
11/30/2023	64028	Wilson Products Compressed Gas Co.	Oxygen & Acetylene	\$	131.76
TOTAL GENERAL FUND					\$57,357.90

Sewer Operating

Date	Check	Vendor	Memo	Amount
11/30/2023	2649	Aspen Pest Control	PS Swiftwater & Bartonsville Pest Control	\$ 115.00
11/30/2023	2650	BRODHEAD CREEK REGIONAL AUTHORITY	Valve Station 2 SSO Service	\$ 6,698.03
11/30/2023	2651	EEMA O&M Services Group, Inc.	Nov 2023 O&M	\$ 8,906.32
11/30/2023	2652	Evoqua Water Technologies LLC	Pump Station 5 Vaporlink	\$ 1,100.00
11/30/2023	2653	J P Mascaro & Sons	Sewer Station 5 Waste Removal Nov 23	\$ 252.84
11/30/2023	2654	Lakeside Equipment Corp.	Scraper Comb Assembly & PS 5 Service	\$ 5,380.00
11/30/2023	2655	LVL Engineering Group	Engineering services	\$ 8,852.07
11/30/2023	2656	Steele's Hardware	Operation supplies	\$ 65.94
11/30/2023	2657	Steele's Hardware	Operation supplies	\$ 593.16
11/30/2023	2658	TRAISR	Monthly SaaS Oct 2023 & Traisr Sewer Updates	\$ 1,141.67
TOTAL Sewer Operating				\$33,105.03

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
11/15/2023	759	LVL ENGINEERING	ENGINEERING SERVICES	\$ 127.00
TOTAL Sewer Construction Fund				\$127.00

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
12/1/2023	1499	FNB EQUIPMENT FINANCE	Lease 8896-013 Western Star 2023 47X Truck w/Plow & Spread Upfit	\$ 46,683.79
12/1/2023	1500	Linex Striping Co.	TLC Park Handicap Spaces	\$ 500.00
12/1/2023	1501	LVL ENGINEERING GROUP	Engineering services	\$ 691.00
TOTAL Capital Reserve Fund				\$47,874.79

Liquid Fuels

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

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
			TOTAL Fire Tax	\$0.00

ESSA

General Fund	\$	57,357.90	
Sewer Operating	\$	33,105.03	
Sewer Construction Fund	\$	127.00	Authorized by: _____
Capital Reserve	\$	47,874.79	
Fire Tax Disbursement	\$	-	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	138,464.72	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 move surplus funding to the lines indicated below.

FROM	Amount	TO	Amount	Explanation
401.231 · ADMIN VEHICLE GASOLINE	2,000.00	401.200 · Administration Allowances	2,000.00	Adjustment necessary to cover current overage and future estimated expenditures.
409.260 · New Building Maint Minor Equip.	1,000.00	409.220 · Building Operating Supplies	1,000.00	Adjustment necessary to cover estimated expenditures to the end of the year.
409.361 · New Building Utilities & Maint.	10,000.00	410.180 · Police Overtime Wages	10,000.00	Adjustment necessary to cover estimated expenditures to the end of the year.
	5,000.00	410.270 · Police IT	5,000.00	Adjustment necessary to cover estimated expenditures to the end of the year.
	10,000.00	410.451 · Police Vehicle Maintenance	10,000.00	Adjustment necessary to cover current overage and future estimated expenditures.
	5,500.00	454.450 · Park Contracted Services	5,500.00	Adjustment necessary to cover current overage and future estimated expenditures.
410.196 · Police Health Insurance	20,000.00	410.180 · Police Overtime Wages	20,000.00	Adjustment necessary to cover estimated expenditures to the end of the year.
414.319 · MS4 Fees	500.00	414.341 · Planning & Zoning Advertising	500.00	Adjustment necessary to cover current overage and future estimated expenditures.
427.450 · Contracted Svcs - Clean-Up Days	18,000.00	413.310 · Prof Services -BC Officer	18,000.00	Adjustment necessary to cover current overage and future estimated expenditures.
430.196 · Public Works Insurance	60,000.00	413.310 · Prof Services -BC Officer	60,000.00	Adjustment necessary to cover current overage and future estimated expenditures.
430.421 · PW SaaS SUBSCRIPTIONS	1,352.50	430.238 · Public Works Uniforms	1,352.50	Adjustment necessary to cover current overage.
432.220 · Snow & Ice Rem Oper Supplies	35,000.00	483.195 · Employer Pd Worker's Comp	35,000.00	Adjustment necessary to cover estimated expenditures to the end of the year.
438.220 · Road Maint Supplies	10,000.00	414.314 · Planning & Zoning Legal	10,000.00	Adjustment necessary to cover current overage and future estimated expenditures.
454.231 · Park Vehicle Fuel	2,416.00	454.110 · Park Salary & Wage	2,416.00	Adjustment necessary to cover current overage.
454.238 · Park Uniforms	1,200.00	454.360 · Park Utilities	1,200.00	Adjustment necessary to cover estimated expenditures to the end of the year.
TOTAL ADJUSTMENTS	181,968.50		181,968.50	

General Fund
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.004 · GENERAL FUND DISBURSEMENT	-236,835.37
100.000 · General Fund Cash	5,675,624.99
100.001 · Petty Cash	210.75
100.002 · ESSA Payroll account	1,167.56
100.003 · KOLLAR COMMITTED	5,362.24
103.002 · ESSA Fees In Lieu COMMITTED	533,823.95
Total Checking/Savings	5,979,354.12
Other Current Assets	56,647.32
Total Current Assets	6,036,001.44
Other Assets	
155.000 · Prepaid Expenses	12,404.98
155.100 · Prepaid Insurance	13,261.00
155.420 · Prepaid Dues	450.00
Total Other Assets	26,115.98
TOTAL ASSETS	<u>6,062,117.42</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	34,631.70
Total Liabilities	34,631.70
Equity	
279.000 · Fund Balance	3,495,013.98
279.001 · Committed Open Spaces	531,046.23
Net Income	2,001,425.51
Total Equity	6,027,485.72
TOTAL LIABILITIES & EQUITY	<u>6,062,117.42</u>

12/1/2023

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	1,027,156.85
100.103 · MC CONS. DIST. GRANT/ PARK LANE	418.40
100.104 · DCNR GRANT BRC-PRD-28-100	976.37
Total Checking/Savings	<u>1,028,551.62</u>
Other Current Assets	
145.000 · GRANT RECEIVABLES	22,630.00
Total Other Current Assets	<u>22,630.00</u>
Total Current Assets	<u>1,051,181.62</u>
TOTAL ASSETS	<u><u>1,051,181.62</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
252.001 · UNEARNED GRANT REVENUE	500,000.00
Total Other Current Liabilities	<u>500,000.00</u>
Total Current Liabilities	<u>500,000.00</u>
Total Liabilities	500,000.00
Equity	
299.000 · Retained Earnings	520,080.41
Net Income	31,101.21
Total Equity	<u>551,181.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,051,181.62</u></u>

12/1/2023

**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	4,137,304.75
100.003 · ESSA SEWER CHECKING	-797,966.44
100.004 · PEOPLE'S SECURITY CD	<u>51,347.00</u>
Total Checking/Savings	<u>3,390,685.31</u>
Other Current Assets	
120.100 · A/R Sewer Usage Charges	<u>97,898.35</u>
Total Other Current Assets	<u>97,898.35</u>
Total Current Assets	<u>3,488,583.66</u>
TOTAL ASSETS	<u><u>3,488,583.66</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
200.100 · Accounts Payable Adjustments	<u>6,537.56</u>
Total Other Current Liabilities	<u>6,537.56</u>
Total Current Liabilities	<u>6,537.56</u>
Total Liabilities	<u>6,537.56</u>
Equity	
299.000 · Fund Balance	4,164,122.96
299.999 · Prior Period Adjustment	-106,046.88
Net Income	<u>-576,029.98</u>
Total Equity	<u>3,482,046.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,488,583.66</u></u>

12/1/2023

SEWER CONSTRUCTION
BALANCE SHEET
as of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.106 · ESSA 3M Checking	24,447.81
100.109 · FKB MM 2021	1,088,871.01
100.112 · ESSA 3M Money Market	1,737,302.74
Total Checking/Savings	<u>2,850,621.55</u>
Total Current Assets	<u>2,850,621.55</u>
TOTAL ASSETS	<u><u>2,850,621.55</u></u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	1,495,840.57
Net Income	1,354,780.98
Total Equity	<u>2,850,621.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,850,621.55</u></u>

12/1/2023

ARPA FUND
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100.001 - ARP FUNDS	<u>789,843.77</u>
Total Checking/Savings	<u>789,843.77</u>
Total Current Assets	<u>789,843.77</u>
TOTAL ASSETS	<u>789,843.77</u>
LIABILITIES & EQUITY	0.00



Pocono Township Police Department

110 Township Drive Tannersville, PA 18372

Date: November 30th, 2023

To: Officer Kylie Tausendfreundt

Reference: Probationary Period

As of today, you have successfully completed your 12-month probationary period. I have received satisfactory reports from your supervisors regarding your performance during this time.

I am proud to welcome you to our team as a full-time police officer.

I look forward to seeing you improve your skills and law enforcement knowledge to better serve our department and community.

Congratulations,

Detective-Sergeant, Department, Officer-in-charge

James Wagner Jr.