

POCONO TOWNSHIP COMMISSIONERS
REGULAR MEETING AGENDA
07/05/2016
7:00 p.m.

- 1) Pledge of Allegiance
 - 2) Roll Call
 - 3) Announcements:
 - a) Sanofi Rezoning hearing is scheduled 8/1/2016
 - b) ZHB hearing for Adam's Outdoor/Covello has been continued to 08/23/2016 at 4:00 p.m.
 - 4) Approval of Minutes:
 - a) Special Vacancy Board/Commissioners Meeting of 06/18/2016
 - b) Regular meeting of 06/20/2016
 - 5) Treasurer's Report
 - a) Financial Report through 05/2016
 - b) Annual Audit Status
 - 6) Supplemental Appropriation
 - 7) Approval of Bills and Transfers
 - a) Check listing dated July 5th, 2016
 - 8) Public Comment
- Comments are for any item NOT on the agenda. Comments on agenda items will be taken after each item is discussed by the Board of Commissioners, but before formal action is taken. (Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President)
- 9) Report of the President
 - 10) Commissioners Comments

Bob DeYoung, Vice President
Judi Coover, Commissioner
Ellen Gndt, Commissioner
Jerry Lastowski, Commissioner
 - 11) Right-to-Know officer
 - a) Acceptance of resignation
 - b) Right-to-Know Officer appointment
 - 12) Finance Committee Appointment
 - 13) Reports:
 - a) Emergency Services (Second monthly meeting)
 - b) Administration
 - 1) Interim Manager/Twp. Secretary Pamela Finkbeiner
 - i. Trespass Waiver

- ii. Manager's Bond
- iii. PFM – Authorization for Financing Team to proceed
- iv. MOU – Monroe Career & Technical Institute for Police Services
- v. ZHB Secretary
- vi. Policy for Agenda Items
- vii. Scheduling of Work Sessions

14) Manager's Appointment

15) Finance Committee

- a) Quickbooks

16) Township Solicitor Report

- a) ZHB Kleyman scheduled for 08/23/2016 at 5:30 p.m. authorization for Twp. Solicitor to attend.
- b) Sanitary Sewer Engineer Contract – T&M Associates for work required and approved by the Township.
- c) Summit Heights Conditional Use Hearing – setting of hearing date – 08/24/2016 or 8/25/2016
- d) PACT TWO Contract 11

17) Township Engineer Report

- a) Marona Change Order #1 and #5
- b) Marona Payment Request #5
- c) Authorization of Township Officials to sign the DCNR Agreement
- d) Camelback Release of Letter of Credit

18) Resolutions

- a) Berkheimer's Liaison
- b) Circus Banner

19) Ordinances

20) Public Comment

Comments are for any item Not on the agenda. Comments on agenda items will be taken after each item is discussed by the Board of Commissioners, but before formal action is taken. (Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all question and comments to the President)

21) Executive Session –

22) Adjournment

**POCONO TOWNSHIP VACANCY BOARD AND
THE BOARD OF COMMISSIONERS
SPECIAL MEETING
JUNE 18th 2016 9:00 A.M.**

The Special meeting of the Pocono Township Commissioners was held on 06/18/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by John Shupp, Vacancy Board Chairman, at 9:00 a.m., followed by the Pledge of Allegiance.

ROLL CALL: John Shupp, present; Judi Coover, present; Bob DeYoung, present; Harold Werkheiser, present; and Jerry Lastowski, present. Pamela Finkbeiner, Interim Manager/Secretary, were present.

ANNOUNCEMENTS:

PUBLIC COMMENT:

COMMISSIONER VACANCY:

J. Shupp interviewed each candidate in the following order:

Kathy Lambert
Jerrod Belvin
Robert Wright
Bernie Devine
Ellen Gndt

Each candidate was asked the same questions.

B. DeYoung made a motion, seconded by J. Lastowski, to appoint Bernard Devine as Pocono Township Commissioner. Roll call vote: B. DeYoung, yes; H. Werkheiser, no; J. Shupp, no, J. Lastowski, yes; and J. Coover, no. Motion failed.

J. Lastowski made a motion, seconded by B. DeYoung, to appoint Jerrod Belvin as Pocono Township Commissioner. Roll call vote: B. DeYoung, yes; H. Werkheiser, no; J. Shupp, no; J. Lastowski, yes; and J. Coover, no. Motion failed.

H. Werkheiser made a motion, seconded by J. Coover, to appoint Ellen Gndt as Pocono Township Commissioner. Roll call vote: B. DeYoung, no; H. Werkheiser, yes; J. Shupp, yes, J. Lastowski, no; and J. Coover, yes. Motion carried.

The Board thanked the candidates and welcomed Commissioner Gndt.

PUBLIC COMMENT:

Jake Singer, Twp. resident, thanked the Board.
Robert Demarest, Twp. resident, spoke concerning Pocono Township.

ADJOURNMENT:

J. Coover made a motion, seconded by B. DeYoung, to adjourn the meeting at 9:45 a.m. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; J. Shupp, yes, J. Lastowski, yes; J. Coover, yes. Motion carried.

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JUNE 20th, 2016 7:00 P.M.

The Regular meeting of the Pocono Township Commissioners was held on 06/20/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 7:15 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Ellen Gnandt, present; Judi Coover, present; Bob DeYoung, present; Harold Werkheiser, present; and Jerry Lastowski, present. Leo DeVito, Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Jeffry Clapper, Public Works Director; and Pamela Finkbeiner, Interim Manager/Secretary, present.

ANNOUNCEMENTS:

H. Werkheiser announced Ellen Gnandt has been chosen as the new Commissioner.

An executive session was held 06/15/2016 at 4:30 p.m. to discuss Police Negotiations.

An executive session will be held directly after the meeting to discuss the Stock litigation.

MINUTES:

Commissioner's regular meeting of 06/06/2016 - P. Finkbeiner noted a comment by Ellen Gnandt was missed concerning the PACT Two contract. J. Lastowski made a motion, seconded by J. Coover, to approve the Commissioner's Regular meeting minutes of 06/06/2016 as amended. Roll call vote: E. Gnandt, abstained; B. DeYoung, abstained; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Commissioner's special meeting of 06/15/2016 - J. Lastowski made a motion, seconded by J. Coover, to approve the Commissioner's Special meeting minutes of 06/15/2016 as amended. Roll call vote: E. Gnandt, abstained; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

BILLS AND TRANSFERS:

J. Lastowski made a motion, seconded by E. Gnandt, to approve the Check Listing and Transfer of 06/20/2016 - E. Gnandt questioned the F&F payment of \$20,370.00. J. Clapper, Public Works Director, explained it was part of the restoration from construction during the sewer line repair. L. DeVito, Twp. Solicitor, noted the payment should be considered a Change Order. J. Lastowski made a motion, seconded by E. Gnandt, to amend the Motion to approve the 06/20/2016 minus the F&F payment of \$20,370.00. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, abstained. Motion carried.

BILLS AND TRANSFERS CONT'D:

E. Gnadtt questioned why payroll is not shown. The Board concurred to request the Treasurer to add payroll. H. Werkheiser requested the Bills be at the meeting.

PUBLIC COMMENT:

Jane Cilurso, Twp. resident, questioned the new manager position.

1) Report of the President - H. Werkheiser welcomed Ellen Gnadtt.

2) Commissioners Comments

Bob DeYoung, Vice President, welcomed the new Commissioner.

Judi Coover, Commissioner, welcomed Ellen Gnadtt. J. Coover explained she is filling out sign applications for the Bicentennial since the variance request may not be approved. The sign applications will be submitted Zoning Officer. Discussion on the sign locations and designs. J. Coover noted Charlie Trapasso is supplying the information.

Jerry Lastowski, Commissioner, welcomed Ellen Gnadtt. He requested Jon Tresslar, Twp. Engineer, to investigate if the LSA Grant for interrupters can include three Jackson Twp. emergency vehicles.

3) Reports:

a) Emergency Services (Second meeting of the month)

- i. Pocono Township Police Chief Kent Werkheiser gave his report. He noted the new servers have been delivered. J. Coover questioned the increase in 911 hang ups. K. Werkheiser explained the hang ups now include wireless service.
- ii. Pocono Township Volunteer Fire Co. - J. Lastowski reported 82 calls were handled in the past two months for a total of 499 for 2016. Joe Folsom, PTVF member, noted the Golf Tournament fundraiser is scheduled for 08/06/2016 and a fund raiser for Patrick Henry is scheduled for 08/13/2016.
- iii. Suburban Ambulance EMS, Nick DeWitt, noted 134 dispatches for the month. He noted Suburban has supplied NarCan kits to the Police department at no charge. J. Coover questioned when the ambulances will be moved back to the Weis Market location.

b) Administration

Interim Township/Twp. Secretary Pam Finkbeiner reviewed her report.

- i. Road cut soil - Liability - P. Finkbeiner noted the possible liability of giving residents soil from the road work due to environmental issues. L. DeVito advised the Board of the liabilities the Township could be responsible for by delivering road cut soils to property owners. H. Werkheiser noted past problems. Discussion. No action taken.

- ii. CPR Training - Office, Public Works, and Park employees - P. Finkbeiner explained Nick DeWitt of Suburban will offer free training for the office, Park and Public Works employees that are not certified in CPR or AED training. It will be scheduled for two afternoons to allow all staff to participate. Joe Shupp, Twp. resident, questioned if it could be held after hours. Maxine Turbolski, questioned the need since the Township has AED units. J. Coover made a motion, seconded by H. Werkheiser, to authorize the Office, Public Works and Park Employees to receive CPR and AED training. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
- iii. Audio for Meeting Room - Leddy Telecommunications - Mikes and amplifier only. P. Finkbeiner reviewed the quote from Leddy Telecommunication for audio equipment for the meeting room. She noted Leddy has been the company repairing the system and felt it met the needs of the Township. Two additional microphones could be added if needed. J. Coover requested Jeremy Sawicki review the quote. Teresa Purcell, Twp. resident, noted she could not hear everyone on the Board. J. Lastowski suggested the audience move to the front. H. Werkheiser made a motion, seconded by E. Gndt, to approve the Leddy Telecommunication Services Quote of \$1,603.95 conditioned upon a favorable review by J. Sawicki. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
- iv. LSA Audit Report Stadden Road Bridge Repair - J. Lastowski explained the audit was required for the LSA Grant funds, and all Township records and the records kept by T&M Associates were in good order. J. Lastowski made a motion, seconded by H. Werkheiser, to accept the Auditor's report for the LSA grant - Stadden Road Bridge Repair. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
- v. T&M Proposal for Professional Service - Pump Station 2 Hydraulic Analysis - Authorization to sign the contract - J. Lastowski made a motion, seconded by R. DeYoung, to authorize the Twp. Manager to sign the T&M Proposal for Professional Services for Hydraulic Analysis of Pump Station 2 in the amount of \$12,000. Roll call vote: E. Gndt, abstained; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, abstained. Motion carried.

- vi. McLaughlin - Pension Benefits - J. Lastowski made a motion, seconded by R. DeYoung, to approve Pension Benefits. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
- vii. TLC Fuel Tank Removal - J. Clapper explained an underground fuel tank was discovered on the TLC site. The Property was purchased from Pocono Mountain School District. L. DeVito noted the sale agreement states "no tanks" on the property. Discussion followed. J. Coover made a motion, seconded by J. Lastowski, to authorize the Twp. Solicitor to contact Pocono Mountain School District and authorize J. Clapper to proceed with the required DEP guidelines. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
- viii. Frailey Forestry permit - P. Finkbeiner noted the plan was approved by the Planning Commission and reviewed by the Township engineer. No action was required by the Board.
- ix. Little Discovery Day Care - P. Finkbeiner acknowledged the generous offer by Little Discovery Day Care to provide child care for the Pocono Township Police during emergency situation. She thanked them for providing a valuable service to the Officers.
- x. Repair Ballfield fence at Mt. View Park - J. Clapper explained the fence poles have pulled out of the ground in the ball field. The cost to repair the fence is estimated at \$3,900. The cost will require a park fund transfer.

TOWNSHIP SOLICITOR: L. DeVito, Twp. Solicitor, welcome new Commissioner Gndt.

TOWNSHIP ENGINEER:

J. Tresslar, Twp. Engineer, noted he is working with Lisa Pereira, Solicitor, to complete the SALDO Draft.

He is in the process of reviewing the Summit Health Campus's Conditional Use application.

J. Clapper explained the approved MOU for DCNR was contingent upon the Twp. Engineer's review.

ORDINANCE

Sanofi Rezoning Ordinance - J. Lastowski made a motion, seconded by J. Coover, to authorize the Twp. Solicitor to advertise the Ordinance for August 1st, 2016. Roll call vote: E. Gandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

PUBLIC COMMENT:

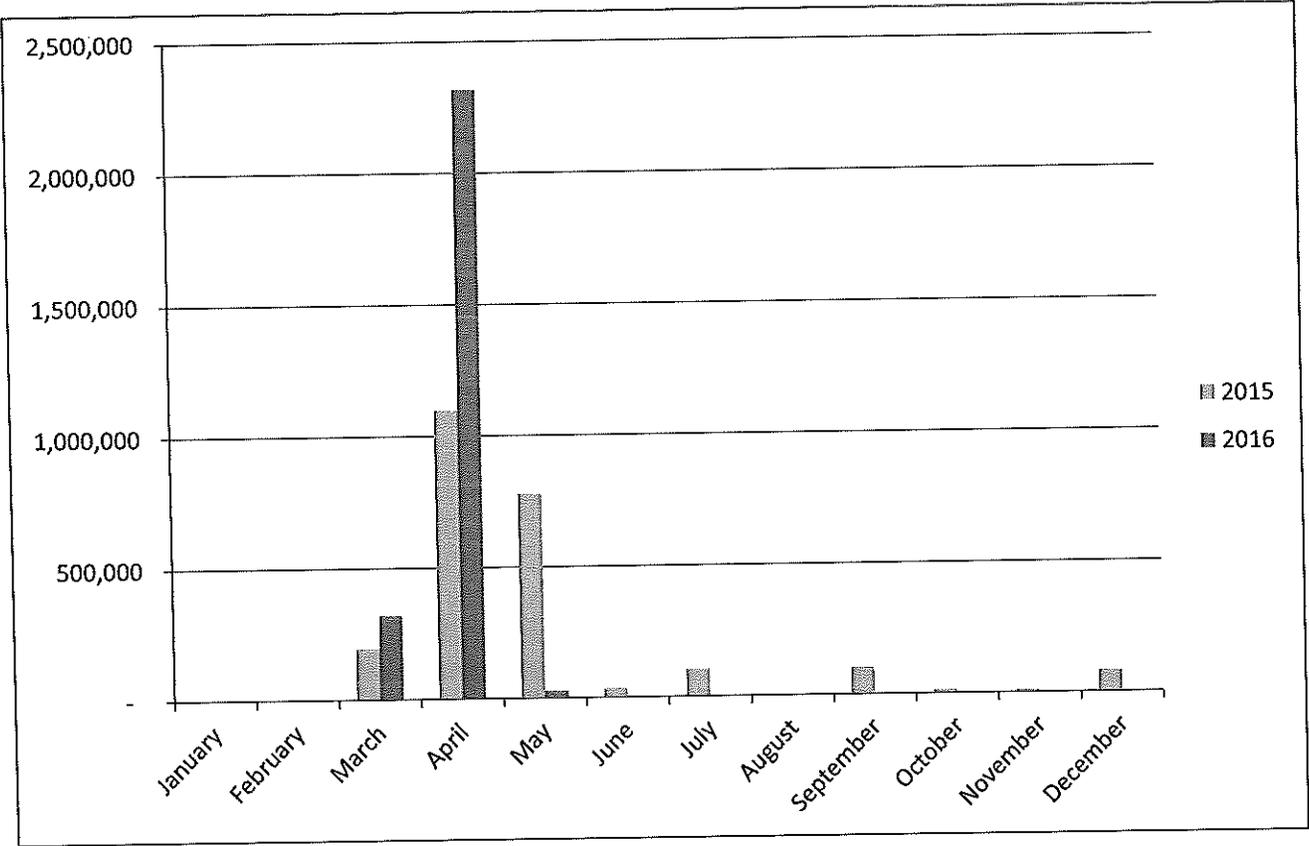
ADJOURNMENT:

J. Coover made a motion, seconded by H. Werkheiser, to adjourn the meeting at 8:30 p.m. until 07/05/2016 at 7:00 p.m., at the Pocono Township Municipal Building, Tannersville, PA. Roll call vote: E. Gandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Treasurer's Report - Current Real Estate Tax Collection

Monthly Collections

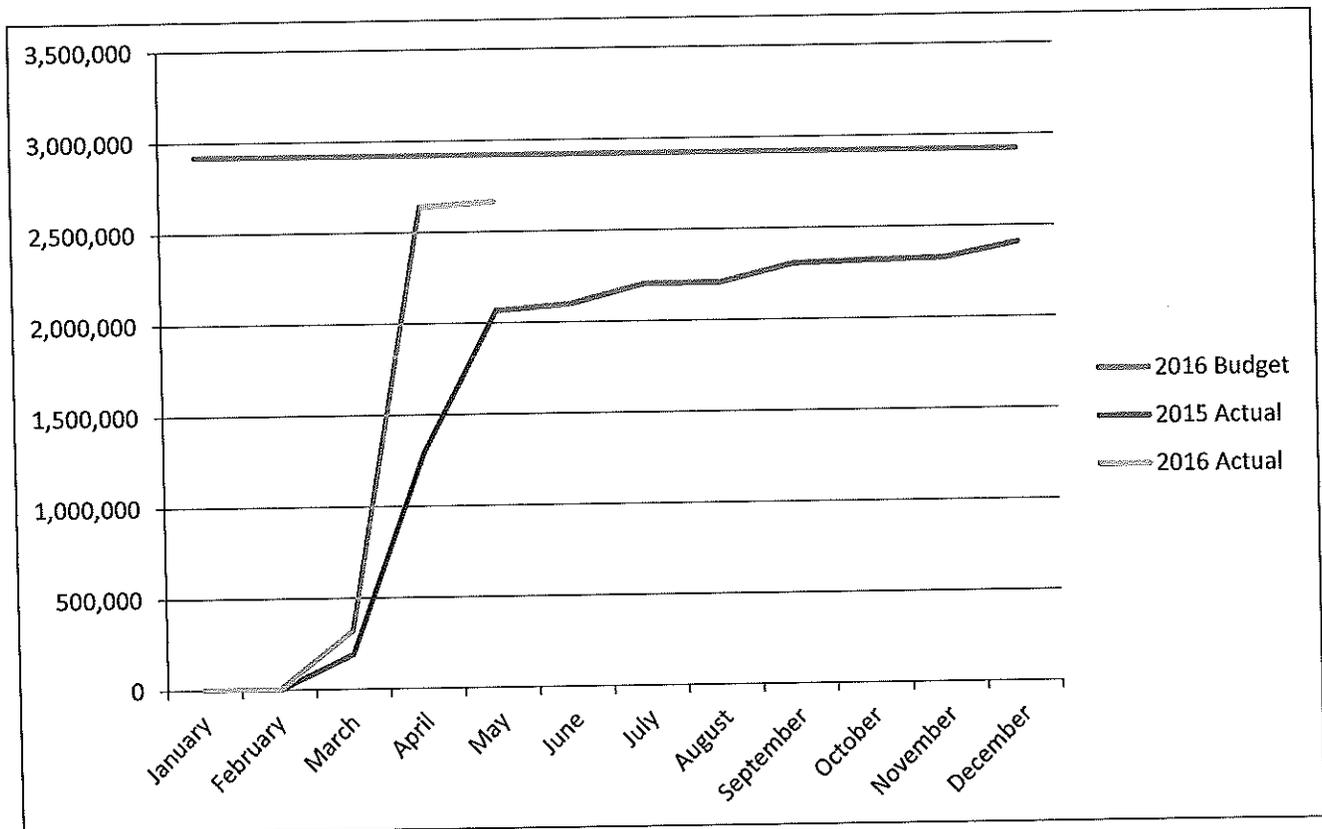
Month	2015	2016
January	-	-
February	-	91
March	192,156	318,414
April	1,096,966	2,318,174
May	777,274	27,588
June	32,514	
July	104,103	
August	2,365	
September	99,846	
October	12,032	
November	8,767	
December	81,902	



Treasurer's Report - Current Real Estate Tax Collection

Cumulative Collections

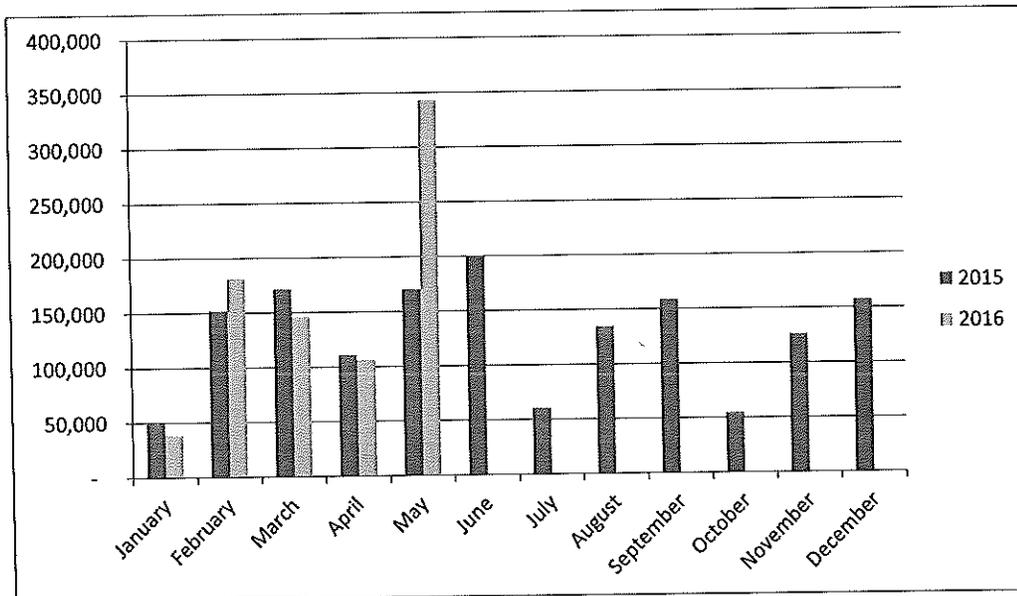
	2015 Budget	2016 Budget	2015 Actual	2016 Actual	2016 Collection %
January	2,315,391	2,920,285	0	0	0.00%
February	2,315,391	2,920,285	0	91	0.00%
March	2,315,391	2,920,285	192,156	318,506	10.91%
April	2,315,391	2,920,285	1,289,122	2,636,680	90.29%
May	2,315,391	2,920,285	2,066,396	2,664,268	91.23%
June	2,315,391	2,920,285	2,098,911		0.00%
July	2,315,391	2,920,285	2,203,014		0.00%
August	2,315,391	2,920,285	2,205,379		0.00%
September	2,315,391	2,920,285	2,305,225		0.00%
October	2,315,391	2,920,285	2,317,257		0.00%
November	2,315,391	2,920,285	2,326,024		0.00%
December	2,315,391	2,920,285	2,407,926		0.00%



Treasurer's Report - Earned Income Tax Collection

Monthly Collections

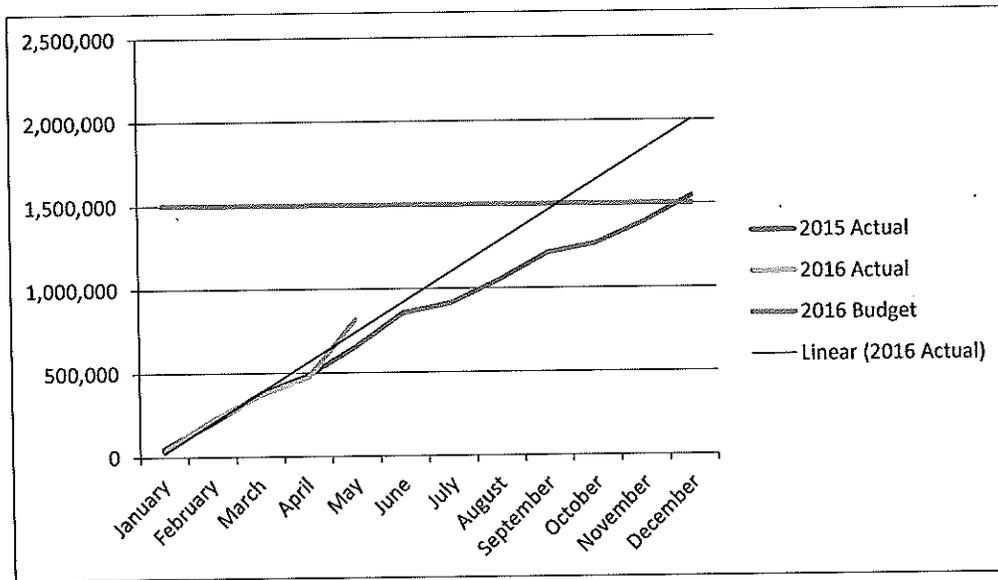
	2015	2016
January	50,016	38,188
February	151,956	180,735
March	171,698	145,598
April	110,568	105,931
May	170,046	342,852
June	200,432	
July	60,488	
August	134,675	
September	159,064	
October	54,651	
November	126,313	
December	157,218	



Treasurer's Report - Earned Income Tax Collection

Cumulative Collections

	2015 Budget	2016 Budget	2015 Actual	2016 Actual	2015 Collection %	2016 Collection %
January	1,325,000	1,500,000	50,016	38,188	3.8%	2.5%
February	1,325,000	1,500,000	201,972	218,923	15.2%	14.6%
March	1,325,000	1,500,000	373,670	364,521	28.2%	24.3%
April	1,325,000	1,500,000	484,238	470,452	36.5%	31.4%
May	1,325,000	1,500,000	654,283	813,304	49.4%	54.2%
June	1,325,000	1,500,000	854,715		64.5%	0.0%
July	1,325,000	1,500,000	915,203		69.1%	0.0%
August	1,325,000	1,500,000	1,049,878		79.2%	0.0%
September	1,325,000	1,500,000	1,208,942		91.2%	0.0%
October	1,325,000	1,500,000	1,263,594		95.4%	0.0%
November	1,325,000	1,500,000	1,389,906		104.9%	0.0%
December	1,325,000	1,500,000	1,547,124		116.8%	0.0%



Treasurer's Report
General Fund
May 2016

Income	2016			2015				
	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - May 31, 2015	Budget	\$ Over Budget	% of Budget
301.100 - Real Estate Taxes - Current	2,664,267.62	2,920,285.00	-256,017.38	91.25%	2,066,995.96	2,315,391.00	-248,395.04	89.25%
Park					161,124.78	178,017.00	-16,892.22	90.51%
Debt					162,889.43	179,505.00	-16,615.57	90.74%
Emergency Services					270,863.81	299,921.00	-29,057.19	90.31%
310.200 - Earned Income Taxes	813,303.97	1,500,000.00	-686,696.03	54.22%	654,284.21	1,325,000.00	-670,715.79	49.38%
Taxes Other								
301.101 - Judicial Sales - Tax Claim	0.00	0.00	0.00	0.0%	0.00	1,800.00	-1,800.00	0.0%
301.200 - Real Estate Taxes - Delinquent	39,095.45	190,000.00	-150,904.55	20.58%	40,620.52	190,000.00	-109,379.48	21.38%
301.201 - Real Estate Court Settlement	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
301.300 - Returned Taxes - Upset Sale	0.00	5,000.00	-5,000.00	0.0%	5,670.67	4,000.00	1,670.67	141.77%
301.400 - Returned Taxes - Repository Sale	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
310.100 - Real Estate Transfer Taxes	71,662.15	170,000.00	-98,337.85	42.1%	57,193.19	150,000.00	-92,806.81	38.13%
310.500 - Local Services Taxes	171,573.62	390,000.00	-218,426.38	43.98%	153,696.23	340,000.00	-186,303.77	45.21%
Total Taxes Other	282,231.22	755,000.00	-472,768.78	37.38%	257,180.61	645,800.00	-388,619.39	39.82%
Licenses, permits and fees								
321.630 - Plumper-Hauler Licenses	0.00	0.00	0.00	0.0%	0.00	100.00	-100.00	0.0%
321.800 - Cable TV Franchise Fees*	54,665.47	200,000.00	-145,334.53	27.33%	54,377.85	190,000.00	-135,622.15	28.62%
322.100 - Application fees	0.00	0.00	0.00	0.0%	1,100.00	0.00	1,100.00	100.0%
Total Licenses, permits and fees	54,665.47	200,000.00	-145,334.53	27.33%	55,477.85	190,100.00	-134,622.15	29.19%
Fines and Forfeits								
331.100 - Court Fines - District Magistra	24,259.73	40,000.00	-15,740.27	60.65%	10,598.08	30,000.00	-19,401.92	35.33%
331.110 - Motor Vehicle Code Violations	4,228.51	20,000.00	-15,771.49	21.14%	4,548.68	30,000.00	-25,451.32	15.16%
331.200 - Ordinance Violations	913.50	500.00	413.50	182.7%	0.00	500.00	-500.00	0.0%
332.100 - Restitution	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Fines and Forfeits	29,401.74	60,500.00	-31,098.26	48.6%	15,146.76	60,500.00	-45,353.24	25.04%
341.010 - Interest on Investments	6,373.57	14,000.00	-7,626.43	45.53%	5,047.09	4,000.00	1,047.09	126.18%
Park					124.90	300.00	-175.10	41.63%
Debt					27.49	180.00	-152.51	15.27%
Emergency Services					34.86	150.00	-115.14	23.24%
354.129 - Staddon Road Bridge Grant	1,000.00	0.00	1,000.00	100.0%	0.00	130,000.00	-130,000.00	0.0%
354.150 - Recycling Performance Grant	0.00	0.00	0.00	0.0%	109,216.77	5,000.00	104,216.77	2,184.34%
Other State Grants								
354.100 - Police Grants	456.74	10,000.00	-9,543.26	4.57%	0.00	0.00	0.00	0.0%
355.010 - Public Utility Realty Tax	0.00	7,000.00	-7,000.00	0.0%	0.00	0.00	0.00	0.0%
355.040 - Alcoholic Beverage Licenses	2,000.00	2,000.00	0.00	100.0%	1,200.00	2,750.00	-1,550.00	43.64%
355.050 - Pension System State Aid	0.00	204,385.00	-204,385.00	0.0%	0.00	184,892.00	-184,892.00	0.0%
355.070 - Foreign Fire Insurance	0.00	104,000.00	-104,000.00	0.0%	0.00	104,000.00	-104,000.00	0.0%
356.100 - State Payments in Lieu of Taxes	0.00	500.00	-500.00	0.0%	0.00	500.00	-500.00	0.0%
Total Other State Grants	2,456.74	327,895.00	-325,438.26	0.75%	1,200.00	292,242.00	-291,042.00	0.41%
357.030 - County Grant	22,320.00	40,000.00	-17,680.00	55.8%	0.00	0.00	0.00	0.0%
362.100 - Police Services					10,835.52	40,000.00	-29,164.48	27.05%
Building Permits								
362.411 - Connect & Tank Abandonment Fees	1,750.00	3,000.00	-1,250.00	58.33%	2,119.00	0.00	2,119.00	100.0%
362.410 - Building Permits - BIU - Other	50,106.20	400,000.00	-349,893.80	12.53%	383,235.67	160,000.00	223,235.67	239.52%

Treasurer's Report
General Fund
May 2016

	2016				2015			
	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - May 31, 2015	Budget	\$ Over Budget	% of Budget
Total Building Permits	51,896.20	403,000.00	-351,143.80	12.87%	385,354.67	160,000.00	225,354.67	240.85%
Charges for Services								
361.310 - Subdivision, Land Develop Fees	8,000.00	5,000.00	3,000.00	172.0%	2,730.00	4,000.00	-1,270.00	68.25%
361.330 - Zoning Hearing Board Fees	1,900.00	2,000.00	-200.00	90.0%	900.00	2,000.00	-1,100.00	45.0%
361.340 - Cond Use, Curative PRD Fees	0.00	500.00	-500.00	0.0%	0.00	500.00	-500.00	0.0%
361.341 - UCC Appeal Board Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
361.400 - Plan Review Fees	0.00	500.00	-500.00	0.0%	200.00	500.00	-300.00	40.0%
361.500 - Sale of Maps and Publications	30.50	100.00	-69.50	30.5%	2.50	100.00	-97.50	2.5%
361.700 - Reproduction of Records	157.00	100.00	57.00	157.0%	113.25	100.00	13.25	113.25%
362.110 - Sale of Police Reports	2,635.00	6,000.00	-3,465.00	42.25%	2,190.00	5,000.00	-2,810.00	43.8%
362.130 - Security Alarm Fees	80.00	150.00	-70.00	53.33%	80.00	150.00	-70.00	53.33%
362.300 - Zoning Permits	10,912.52	75,000.00	-64,087.48	14.55%	59,098.70	33,400.00	19,698.70	158.98%
362.440 - Sewer System Permits	5,075.00	12,000.00	-6,925.00	42.29%	4,200.00	12,000.00	-7,800.00	35.0%
362.450 - Use & Occupancy Permits	725.00	2,500.00	-1,775.00	29.0%	1,175.00	2,500.00	-1,325.00	47.0%
362.475 - Well Permits	0.00	1,000.00	-1,000.00	0.0%	700.00	0.00	700.00	100.0%
362.480 - Pool Permits	0.00	200.00	-200.00	0.0%	100.00	0.00	100.00	100.0%
362.485 - Sign Permits	4,600.00	8,000.00	-3,400.00	57.5%	3,850.00	0.00	3,850.00	100.0%
362.491 - Fireworks Permits	100.00	200.00	-100.00	50.0%	0.00	0.00	0.00	0.0%
362.495 - UCC Fees	376.00	500.00	-124.00	75.2%	340.00	500.00	-160.00	68.0%
362.500 - Building Code Appeals Board Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
362.600 - Miscellaneous Permits	25.00	500.00	-475.00	5.0%	100.00	0.00	100.00	100.0%
363.500 - Public Works Services	2,262.00	4,500.00	-2,238.00	50.27%	3,169.05	11,000.00	-7,830.95	28.81%
Total Charges for Services	37,278.02	118,750.00	-81,471.98	31.39%	72,948.50	71,750.00	1,198.50	101.67%
367.140 - Pavilion Rental Fees	8,550.00	15,000.00	-6,450.00	57.0%	9,850.00	13,000.00	-3,150.00	75.77%
Other Operating Revenue								
380.100 - Miscellaneous Revenue	1.00	100.00	-99.00	1.0%	1.00	100.00	-99.00	1.0%
387.100 - Contributions and Donations	3.00	500.00	-497.00	0.6%	425.00	1,000.00	-575.00	42.5%
387.200 - Fees in Lieu of Improvements	4,200.00	4,000.00	200.00	105.0%	4,200.00	2,500.00	1,700.00	168.0%
389.500 - Miscellaneous Reimbursements	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
Total Other Operating Revenue	4,204.00	4,600.00	-396.00	91.39%	4,626.00	4,600.00	26.00	100.57%
Other Financing Sources								
391.100 - Sale of Surplus Property	0.00	5,000.00	-5,000.00	0.0%	26,154.00	3,000.00	23,154.00	871.8%
392.300 - Interfund Transfers	284,192.52	0.00	284,192.52	100.0%	0.00	0.00	0.00	0.0%
395.000 - Refunds of Prior Year Expenses	169,808.34	195,170.00	-25,361.66	87.0%	13,265.20	0.00	13,265.20	100.0%
Total Other Financing Sources	454,000.86	200,170.00	253,830.86	226.81%	39,419.20	3,000.00	36,419.20	1,313.97%
392.900 - Transfer from Fund Balance	0.00	310,499.00	-310,499.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	4,431,909.41	6,869,639.00	-2,437,729.59	64.51%	4,272,198.41	5,905,456.00	-1,633,257.59	72.34%

Treasurer's Report
General Fund
May 2016

	Jan 1 - May 31, 2016			Jan 1 - May 31, 2015		
	Budget	\$ Over Budget	% of Budget	Budget	\$ Over Budget	% of Budget
Expenses						
General Government						
400.110 · Salary & Wages - Legislative	2,660.71	-13,589.29	16.37%	4,062.50	-12,187.50	25.0%
400.192 · Legislative SSI Tax	203.53	-1,039.47	16.37%	310.75	-932.25	25.0%
400.260 · Minor Equipment	408.99	-1,591.01	20.45%	1,314.00	-1,686.00	43.8%
400.420 · Dues, Subscriptions & Membershi	3,688.55	-1,027.45	78.21%	0.00	-1,516.00	0.0%
400.460 · Legislative -Meetings & Training	0.00	-1,000.00	0.0%	0.00	-1,000.00	0.0%
400.540 · Legislative - Donations	567.79	-2,492.21	18.93%	0.00	-1,300.00	0.0%
401.110 · Admin Salaries & Wages	44,286.72	-60,447.28	42.29%	43,996.16	-66,003.84	40.0%
401.192 · Admin SSI Taxes	3,387.90	-8,415.00	40.26%	3,365.66	-5,049.34	40.0%
401.196 · Admin Health Insurance	12,883.42	-12,375.58	51.01%	12,256.40	-13,001.60	48.53%
401.199 · Admin Life and Disability Ins	3,426.62	-6,473.38	34.61%	5,130.41	-4,769.59	51.82%
401.200 · Administration Allowances	264.38	-491.62	34.97%	315.00	-445.00	41.45%
401.220 · Admin Operating Supplies	997.40	-252.60	79.79%	1,296.10	-1,903.90	40.5%
401.260 · Admin Minor Equipment	0.00	-430.00	0.0%	0.00	-500.00	0.0%
401.420 · Admin Dues, Subscriptions & Mem	0.00	-1,000.00	0.0%	0.00	-3,000.00	0.0%
401.460 · Admin Meetings & Training	0.00	-2,565.00	0.0%	249.66	-2,315.34	9.73%
402.110 · Financial Admin OVT	22,422.40	-30,779.60	42.15%	149.00	-3,101.00	4.59%
402.192 · Fin Admin SSI Taxes	1,939.67	-560.33	77.59%			
402.196 · Fin Admin Health Insurance	1,863.71	-2,397.29	43.74%			
402.198 · Fin Admin Non-Uni Pension Plan	12,384.46	-13,889.54	47.14%			
402.199 · Fin Admin Life & Disability Ins	1,805.58	-2,982.42	16.67%			
402.220 · Fin Admin Operating Supplies	134.00	-670.00	11.79%			
402.260 · Fin Admin Minor Equipment	58.97	-441.03	0.0%			
402.310 · Fin Admin Professional Svcs	2,230.24	-9,769.76	18.59%	2,168.00	-12,832.00	14.45%
402.420 · Fin Admin Dues, Subscriptions	495.00	-75.00	86.84%			
402.460 · Fin Admin Meetings & Training	661.54	-338.46	66.15%			
403.110 · Tax Collection Salaries & Wages	4,230.82	-5,769.18	42.31%			
403.192 · Tax Collection SSI Taxes	323.73	-441.27	42.32%			
403.215 · Tax Collection Postage	1,603.53	-396.47	80.18%	4,000.05	-5,999.95	40.0%
403.220 · Tax Collection Operating Supply	1,266.02	-733.98	63.3%	306.08	-458.92	40.01%
403.310 · Tax Collection Professional Sv	16,283.48	-6,966.52	70.04%	1,606.71	-393.29	80.34%
403.460 · Tax Collection Meetings & Conf	0.00	-625.00	0.0%	1,465.23	-534.77	73.26%
404.310 · Township Solicitor	22,549.68	-67,450.32	25.06%	13,081.32	-12,918.68	50.31%
405.110 · Secretary Salaries & Wages	36,474.70	-65,428.30	35.79%	0.00	-625.00	0.0%
405.120 · Secretary OT	2,218.37	-3,781.63	36.97%	0.00	-625.00	0.0%
405.192 · Secretary SSI Taxes	2,945.94	-5,309.06	35.69%	35,143.53	-54,856.47	39.05%
405.196 · Secretary Insurance	19,265.82	-38,414.00	50.15%	52,858.99	-82,670.01	39.0%
405.199 · Secretary Non-Uni Pension Plan	2,922.29	-4,898.71	37.37%	3,679.74	-320.26	91.99%
405.199 · Secretary Life & Disability Ins	670.00	-930.00	41.88%	4,309.69	-6,058.31	41.57%
405.220 · Secretary Operating Supplies	0.00	-500.00	0.0%	31,260.12	-17,567.88	64.02%
405.260 · Secretary Minor Equipment	0.00	-1,000.00	0.0%	6,156.78	-5,141.22	54.49%
405.310 · Secretary Professional Svcs	0.00	-500.00	0.0%	980.95	-1,419.05	40.87%
405.420 · Secretary Dues, Subscriptions	0.00	-500.00	0.0%	332.85	-1,167.15	22.19%
405.460 · Secretary Meetings & Training	2,293.38	-1,706.62	57.34%	0.00	-3,000.00	0.0%
406.215 · Gen Govt Postage				0.00	-500.00	0.0%
				0.00	-500.00	0.0%
				198.00	-2,302.00	7.92%
				1,263.15	-2,736.85	31.58%

Treasurer's Report
General Fund
May 2016

406.220 · Gen Govt Operation Supplies	2,186.06	7,000.00	-4,813.94	31.23%	3,572.48	7,000.00	-3,427.52	51.04%
406.310 · Gen Govt Professional Svcs	3,299.40	8,600.00	-5,300.60	38.37%	841.50	2,000.00	-1,158.50	42.08%
406.320 · Gen Govt Communications	3,130.14	9,000.00	-5,869.86	34.78%	3,107.50	15,000.00	-11,892.50	20.72%
406.340 · Gen Govt Advertising & Printing	735.98	8,000.00	-7,264.02	9.2%	3,230.54	5,000.00	-1,769.46	64.61%
406.374 · Gen Govt Office Equipment Maint	0.00	1,000.00	-1,000.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
406.384 · Gen Govt Equipment Leases	2,000.05	6,396.00	-4,395.95	31.27%	618.40	6,396.00	-5,777.60	9.67%
406.430 · Gen Govt Real Estate Taxes	0.00	500.00	-500.00	0.0%	1,411.34	6,500.00	-5,088.66	21.71%
407.252 · Computer Parts & Supplies	0.00	1,000.00	-1,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
407.260 · Technology Minor Equipment	0.00	8,500.00	-2,712.50	68.09%	10,890.86	14,000.00	-3,109.14	77.79%
407.450 · Contracted Services	5,787.50	70,000.00	-62,867.40	10.19%	25,008.54	85,000.00	-59,991.46	29.42%
408.310 · Township Engineer	7,132.60	1,000.00	-1,000.00	0.0%	2.99	1,000.00	-997.01	0.3%
409.220 · Building Operating Supplies	0.00	1,000.00	-1,000.00	0.0%	13,078.59	48,000.00	-34,921.41	27.25%
409.360 · Building Utilities	14,091.70	47,000.00	-32,908.30	29.98%	8,706.60	20,000.00	-11,293.40	43.53%
409.373 · Building Maint & Repairs	3,596.60	17,000.00	-13,403.40	21.16%	2,332.18	15,000.00	-12,667.82	15.55%
409.450 · Building Contracted Services	2,561.57	7,000.00	-4,438.43	36.59%				
Total General Government	274,340.94	780,546.00	-506,205.06	35.15%	304,058.35	789,866.00	-485,807.65	38.5%
Public Safety								
410.120 · Police Salaries & Wages-Admin	36,440.80	86,464.00	-50,023.20	42.15%	34,720.32	83,306.00	-48,585.68	41.68%
410.130 · Police Salaries & Wages-Officer	438,689.81	1,114,911.00	-676,221.19	39.35%	393,475.66	1,086,326.00	-692,850.34	36.22%
410.140 · Police Salaries & Wages-Civilia	19,448.97	47,594.00	-28,145.03	40.86%	17,438.16	42,192.00	-24,753.84	41.33%
410.179 · Police Longevity Pay	0.00	42,824.00	-42,824.00	0.0%	0.00	40,794.00	-40,794.00	0.0%
410.180 · Police Overtime Wages	44,969.95	125,000.00	-80,030.05	35.98%	44,945.00	110,000.00	-65,055.00	40.86%
410.187 · Police Overtime Civ Support	15.80	500.00	-484.20	3.16%	0.00	500.00	-500.00	0.0%
410.191 · Uniform Allowance	7,447.00	14,400.00	-6,953.00	51.72%	1,392.39	13,600.00	-12,207.61	10.24%
410.192 · Police SSI Taxes	42,372.17	108,423.00	-66,050.83	39.08%	37,337.03	94,747.00	-57,409.97	39.41%
410.196 · Police Health Insurance	213,838.68	435,076.00	-221,237.32	49.15%	205,378.88	397,284.00	-191,905.12	51.7%
410.197 · Police Pension Plan	0.00	145,320.00	-145,320.00	0.0%	0.00	150,577.00	-150,577.00	0.0%
410.198 · Police Life & Disability Ins	6,298.00	16,470.00	-10,172.00	38.24%	5,621.85	16,100.00	-10,478.15	34.92%
410.199 · Police Non-Uniform Pension	1,368.93	3,959.00	-2,590.07	34.58%	1,887.49	3,797.00	-1,909.51	49.71%
410.200 · Police 457 Contribution	0.00	5,000.00	-5,000.00	0.0%	5,259.45	10,600.00	-5,340.55	49.62%
410.220 · Police Operating Supplies	5,716.99	5,000.00	716.99	114.34%	3,064.66	5,000.00	-1,935.34	61.29%
410.221 · Crime Scene Supplies	306.83	1,000.00	-693.17	30.68%	333.58	1,600.00	-1,266.42	20.85%
410.222 · Ammunition	141.60	5,000.00	-4,858.40	2.83%	4,210.60	5,000.00	-789.40	84.21%
410.223 · K-9 Expenses	143.26	1,500.00	-1,356.74	9.55%	1,070.16	2,000.00	-929.84	53.51%
410.231 · Vehicle Fuel	13,668.44	45,000.00	-31,331.56	30.37%	14,089.60	72,500.00	-58,410.40	19.43%
410.260 · Police Minor Equipment	2,462.87	5,000.00	-2,537.13	49.26%	7,480.81	15,000.00	-7,519.19	49.87%
410.310 · Police Professional Services	0.00	2,500.00	-2,500.00	0.0%	1,345.62	5,000.00	-3,654.38	26.91%
410.314 · Civil Service Comm Solicitor	1,288.91	10,000.00	-8,711.09	12.89%	3,756.70	13,000.00	-9,243.30	28.9%
410.320 · Police Communications	6,396.00	15,000.00	-8,604.00	42.64%	6,298.40	10,000.00	-3,701.60	62.98%
410.374 · Police Advertising & Printing	112.00	400.00	-288.00	28.0%	3,050.00	3,500.00	-450.00	87.14%
410.373 · Police Maint & Repair Bldg	3,641.05	5,000.00	-1,358.95	72.82%	6,154.88	7,500.00	-1,345.12	82.07%
410.374 · Police Equipment Maint	2,187.65	3,500.00	-1,312.35	62.5%	1,260.33	4,750.00	-3,489.67	26.53%
410.420 · Police Dues, Subscriptions	285.00	1,500.00	-1,245.00	17.0%	432.00	1,500.00	-1,068.00	28.8%
410.450 · Police Contracted Services	41,620.55	99,163.00	-57,542.45	41.97%	58,121.23	99,164.00	-41,042.77	58.61%
410.451 · Police Vehicle Maintenance	8,748.02	25,000.00	-16,251.98	34.99%	12,295.42	25,000.00	-12,704.58	49.18%
410.460 · Police Meetings & Training	1,654.00	8,500.00	-6,846.00	19.46%	5,373.63	10,000.00	-4,626.37	53.74%
410.740 · Police Capital Purch, Minor					0.00	5,000.00	-5,000.00	0.0%
410.741 · Police Capital Purch, Autos					0.00	53,000.00	-53,000.00	0.0%

Treasurer's Report
General Fund
May 2016

457.541 - Bicentennial Committee Expenses	918.99	7,500.00	-6,581.02	12.25%						
463.540 - TIF	158,068.62	178,577.00	-20,508.38	88.52%						
Total Culture and Recreation	181,892.85	327,191.00	-145,298.15	55.59%			45,180.24	208,067.00	-162,886.76	21.71%
Debt Services										
471.100 - Series 2008 GON (cranberry bridge)							9,779.65	9,777.00	2.65	100.03%
471.200 - Series 2006 GON (school)	24,438.94	24,523.00	-84.06	99.66%			47,122.06	93,688.00	-46,565.94	50.3%
471.350 - 2011 Case Loader	4,936.21	11,960.00	-7,023.79	41.27%			5,739.48	11,578.00	-5,838.52	49.57%
471.351 - Rogers Trailer	1,803.04	3,641.00	-1,837.96	49.52%			1,736.08	3,505.00	-1,768.92	49.53%
471.352 - 2010 Skid Loader							2,946.86	11,822.00	-8,875.14	24.93%
471.356 - 2012 Case Loader							45,249.52	45,249.00	0.52	100.0%
472.100 - Series 2008 GON Interest							77.75	74.00	3.75	105.07%
472.200 - Series 2006 GON Interest	222.06	226.00	-3.94	98.26%			1,863.38	2,804.00	-940.62	66.45%
472.350 - 2011 Case Loader Interest	135.29	211.00	-75.71	64.12%			346.32	594.00	-247.68	58.3%
472.351 - Rogers Trailer Interest	69.53	105.00	-35.47	66.22%			136.49	240.00	-103.51	56.87%
472.352 - 2010 Skid Loader Interest							106.82	354.00	-247.18	30.18%
Total Debt Services	31,605.07	40,666.00	-9,060.93	77.72%			115,104.41	179,685.00	-64,580.59	64.06%
Benefits and Withholding										
483.194 - Employer Pd Unemployment Comp	23,125.35	25,000.00	-1,874.65	92.5%			24,834.81	28,000.00	-3,165.19	88.7%
483.195 - Employer Pd Worker's Comp	73,784.04	121,000.00	-47,215.96	60.98%			64,404.48	115,394.00	-50,989.52	55.81%
483.200 - Federal Healthcare Tax	0.00	130.00	-130.00	0.0%			0.00	180.00	-180.00	0.0%
483.201 - Transitional Reinsurance Fee	0.00	2,874.00	-2,874.00	0.0%			0.00	3,741.00	-3,741.00	0.0%
Total Benefits and Withholding	96,909.39	149,004.00	-52,094.61	65.04%			364,628.35	714,752.00	-350,123.65	51.02%
Insurance										
486.350 - Property & Liability Insurance	92,177.00	92,177.00	0.00	100.0%			87,339.00	87,400.00	-61.00	99.93%
486.355 - Professional Bonds	5,550.00	6,425.00	-875.00	86.38%			6,425.01	6,800.00	-374.99	94.49%
Total Insurance	97,727.00	98,602.00	-875.00	99.11%			93,764.01	94,200.00	-435.99	99.54%
Miscellaneous Expenses										
489.100 - Miscellaneous Expenses	15.00	50.00	-35.00	30.0%						
Total Miscellaneous Expenses	15.00	50.00	-35.00	30.0%						
Interfund Transfers										
492.300 - Interfund Transfer to Cap Resv	1,128,094.04	1,128,094.00	0.04	100.0%			24,000.00	54,141.00	-30,141.00	44.33%
492.350 - Interfund Transfer to Liq Fuels							2,160.92	2,161.00	-0.08	100.0%
Total Interfund Transfers	1,128,094.04	1,128,094.00	0.04	100.0%			26,160.92	56,302.00	-30,141.08	46.47%
Other Expenses										
491.000 - Refund of Prior Year Revenues	1,154.26	1,155.00	-0.74	99.94%			26,482.69	26,483.00	-0.31	100.0%
Total Other Expenses	1,154.26	1,155.00	-0.74	99.94%			26,482.69	26,483.00	-0.31	100.0%
Total Expenses	3,186,398.77	6,855,933.00	-3,669,534.23	46.48%			2,540,774.71	6,054,368.00	-3,513,593.29	41.97%

**General Fund
 Balance Sheet
 As of May 31, 2016**

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100.000 · General Fund Cash	5,314,053.08
100.001 · Petty Cash	250.00
103.001 · Developer\Recreation Cash	<u>110,316.91</u>
Total Checking/Savings	5,424,619.99
Other Current Assets	
130.100 · Due from Sewer Operating	8,748.77
140.300 · Taxes Receivable	45,144.19
145.100 · Accounts Receivable Adjustments	<u>71,593.36</u>
Total Other Current Assets	125,486.32
Total Current Assets	5,550,106.31
Other Assets	
155.100 · Prepaid Insurance	<u>1,168.74</u>
Total Other Assets	1,168.74
TOTAL ASSETS	<u><u>5,551,275.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200.000 · General Fund A/P	<u>65,265.35</u>
Total Accounts Payable	65,265.35
Other Current Liabilities	
215.200 · POLICE PENSION US BANK	4,752.56
201.100 · Accrued Wages Payable	57,798.01
201.200 · Accrued Taxes Payable	4,465.04
214.000 · Nationwide Supplemental 457	5,241.31
214.100 · Lincoln Life Supplemental Pensi	300.00
218.100 · Non Uniform Union Dues	562.00
218.200 · Dues - Police Union	1,139.00
222.000 · Aflac Supplemental Insurance	396.08
279.999 · Prior period adjustment	<u>-16,472.61</u>
Total Other Current Liabilities	58,181.39
Total Current Liabilities	123,446.74
Total Liabilities	123,446.74
Equity	
271.300 · Restricted Emergency Servic	31,360.65
271.100 · Restricted for Park Fund	229,348.55
271.000 · Restricted for Debt Service	41,819.20
279.000 · Fund Balance	3,911,394.34
Net Income	<u>1,213,905.57</u>
Total Equity	5,427,828.31
TOTAL LIABILITIES & EQUITY	<u><u>5,551,275.05</u></u>

Treasurer's Report
Sewer Operating Fund
May 2016

	2016				2015			
	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - May 31, 2015	Budget	\$ Over Budget	% of Budget
	Income							
341.010 · Interest on Investments	7,397.76	15,000.00	-7,602.24	49.32%	6,916.31	0.00	6,916.31	100.0%
354.030 · Reimburse from State 611 Proj	0.00	122,261.00	-122,261.00	0.0%	0.00	0.00	0.00	0.0%
364.110 · Connection/Tapping Fees	62,500.00	930,000.00	-867,500.00	6.72%	112,500.00	4,463,750.00	-4,351,250.00	2.52%
364.120 · Sewer Use Fees	1,278,734.56	3,375,840.00	-2,097,105.44	37.88%	874,810.63	3,946,667.00	-3,071,856.37	22.17%
392.900 · Use of Fund Balance	0.00	5,614,071.00	-5,614,071.00	0.0%	0.00	0.00	0.00	0.0%
392.900 · Refund of Prior Year Expenditures	65.00	0.00	65.00	100.0%	0.00	0.00	0.00	0.0%
Total Income	1,348,697.32	10,057,172.00	-8,708,474.68	13.41%	994,226.94	8,410,417.00	-7,416,190.06	11.82%

Treasurer's Report
Sewer Operations Fund
May 2016

	2016			2015				
	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - May 31, 2015	Budget	\$ Over Budget	% of Budget
Expense								
429.100 - Utilities	13,485.75	79,600.00	-66,114.25	16.94%	20,860.01	77,600.00	-56,739.99	26.88%
429.110 - Public Works Dir Salary	9,000.00	39,000.00	-30,000.00	23.08%	7,650.00	42,500.00	-34,850.00	18.0%
429.192 - Social Security	688.50	2,984.00	-2,295.50	23.07%	585.23	2,678.00	-2,092.77	21.85%
429.197 - Non Uniform Pension Plan	810.00	3,510.00	-2,700.00	23.08%	0.00	3,150.00	-3,150.00	0.0%
429.200 - BCRA Sewage Treatment	426,765.26	1,022,220.00	-595,454.74	41.75%	384,939.66	1,104,756.00	-719,816.34	34.84%
429.231 - Collection System Costs	0.00	0.00	0.00	0.0%	419.33	2,000.00	-1,580.67	20.97%
429.244 - Operating Supplies	16,505.81	50,000.00	-33,494.19	33.01%	15,288.70	43,000.00	-27,711.30	35.56%
429.300 - Professional Services	68,894.83	193,000.00	-124,105.17	35.7%	99,616.22	277,000.00	-177,383.78	35.96%
429.374 - Equipment Repair & Maintenance	16,874.70	60,000.00	-43,125.30	28.13%	11,149.80	62,500.00	-51,350.20	17.84%
429.375 - Reimbursements - P Traps	1,000.00	0.00	1,000.00	100.0%	0.00	0.00	0.00	0.0%
429.610 - Improvements - 611 Project	0.00	163,015.00	-163,015.00	0.0%	0.00	163,015.00	-163,015.00	0.0%
471.000 - Debt Principal - Long and Short	159,138.41	4,941,983.00	-4,782,844.59	3.22%	157,555.61	1,814,039.00	-1,656,483.39	8.69%
472.000 - Debt Interest - Long and Short	230,884.10	721,859.00	-490,974.90	31.99%	131,250.01	960,771.00	-829,520.99	13.66%
491.000 - Transfer to Sewer Construction	0.00	0.00	0.00	0.0%	35,000.00	0.00	35,000.00	100.0%
492.100 - Transfer to Sewer Construction	2,780,001.00	2,780,001.00	0.00	100.0%	0.00	3,857,408.00	-3,857,408.00	0.0%
Total Expense	3,724,048.36	10,057,172.00	-6,333,123.64	37.03%	864,314.57	8,410,417.00	-7,546,102.43	10.28%

Sewer_Operating_Fund
Balance Sheet
As of May 31, 2016

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100.000 · Sewer Disbursement Operating	5,441,215.57
100.001 · Wayne Bank Checking	<u>10,029.15</u>
Total Checking/Savings	5,451,244.72
Other Current Assets	
120.100 · A/R Sewer Usage Charges	<u>292,516.57</u>
Total Other Current Assets	<u>292,516.57</u>
Total Current Assets	5,743,761.29
Other Assets	
155.100 · Prepaid Expenses	<u>85,185.00</u>
Total Other Assets	<u>85,185.00</u>
TOTAL ASSETS	<u>5,828,946.29</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>282,224.88</u>
Total Accounts Payable	282,224.88
Other Current Liabilities	
201.100 · Accrued Wages Payable	1,050.00
201.200 · Accrued Taxes Payable	<u>80.33</u>
Total Other Current Liabilities	<u>1,130.33</u>
Total Current Liabilities	<u>283,355.21</u>
Total Liabilities	283,355.21
Equity	
299.000 · Fund Balance	7,905,370.91
299.999 · Prior Period Adjustment	15,571.21
Net Income	<u>-2,375,351.04</u>
Total Equity	<u>5,545,591.08</u>
TOTAL LIABILITIES & EQUITY	<u>5,828,946.29</u>

Treasurer's Report
Sewer Construction Fund

May 2016

	2016			2015				
	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - May 31, 2015	Budget	\$ Over Budget	% of Budget
Income								
341.010 · Interest on Investments	2,592.07	2,000.00	592.07	129.6%	1,776.44	2,000.00	-223.56	88.82%
354.161 · Pennvest Grant	45,086.66	1,343,947.00	-1,298,860.34	3.36%	0.00	1,549,340.00	-1,549,340.00	0.0%
354.163 · H2O Grant	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
392.000 · Transfer from Operations	2,780,001.00	2,780,001.00	0.00	100.0%	0.00	0.00	0.00	0.0%
392.900 · Use of Fund Balance	0.00	0.00	0.00	0.0%	0.00	262,479.00	-262,479.00	0.0%
393.100 · ERZB GSRB - ESSA	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
393.130 · Pennvest Loans	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
393.140 · LT Debt - First Keystone	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
393.143 · Proceeds of Refinance 7.5M	0.00	0.00	0.00	0.0%	0.00	4,500,000.00	-4,500,000.00	0.0%
393.142 · LOC - Wayne	0.00	0.00	0.00	0.0%	0.00	1,091,181.00	-1,091,181.00	0.0%
393.145 · Proceeds of ESSA 4.5	0.00	0.00	0.00	0.0%	4,350,000.00	0.00	4,350,000.00	100.0%
394.100 · Short Term Loans	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
395.000 · Refund of Prior Year Expenses	0.00	0.00	0.00	0.0%	267.50	0.00	267.50	100.0%
Total Income	2,827,679.73	4,125,948.00	-1,298,268.27	68.53%	4,352,043.94	7,405,000.00	-3,052,956.06	58.77%

Treasurer's Report
Sewer Construction Fund
May 2016

	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - May 31, 2015	Budget	\$ Over Budget	% of Budget
Expense								
404.310 · Professional Services	615.00	5,000.00	-4,385.00	12.3%	35,019.54	5,000.00	30,019.54	700.39%
408.315 · Engineering - Collection System	68,377.04	158,448.00	-90,070.96	43.15%	46,618.80	25,000.00	21,618.80	186.48%
429.341 · Advertising	0.00	0.00	0.00	0.0%	164.60	0.00	164.60	100.0%
429.602 · Collection System Construction	2,155,256.66	3,962,500.00	-1,807,243.34	54.39%	5,534.84	2,875,000.00	-2,869,465.16	0.19%
429.620 · Engineering Fees Phs II	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
429.643 · Contractor Fee Phs III	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
471.000 · Debt Principal	0.00	0.00	0.00	0.0%	4,297,036.03	4,500,000.00	-202,963.97	95.49%
475.000 · Fiscal Agent Fees	0.00	0.00	0.00	0.0%	52,738.49	0.00	52,738.49	100.0%
489.000 · Bank Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	2,224,248.70	4,125,948.00	-1,901,699.30	53.91%	4,437,112.30	7,405,000.00	-2,967,887.70	59.92%

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06/30/16
Accrual Basis

Sewer_Construction_Fund
Balance Sheet
As of May 31, 2016

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100.106 · ESSA 3M Checking	141,145.96
100.107 · Penn Vest Grant	5.86
100.112 · ESSA 3M Money Market	<u>1,348,549.52</u>
Total Checking/Savings	1,489,701.34
Other Current Assets	
130.100 · Prepaid Insurance	1,719.75
145.100 · Grants Receivable	<u>45,086.66</u>
Total Other Current Assets	<u>46,806.41</u>
Total Current Assets	<u>1,536,507.75</u>
TOTAL ASSETS	<u>1,536,507.75</u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	933,076.72
Net Income	<u>603,431.03</u>
Total Equity	<u>1,536,507.75</u>
TOTAL LIABILITIES & EQUITY	<u>1,536,507.75</u>

Treasurer's Report
 Capital Reserve Fund
 May 2016

		2016		
	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget
Income				
341.010 - Interest on Investments	849.49	0.00	849.49	100.0%
392.100 - Transfer from General Fund	1,128,094.04	1,128,094.00	0.04	100.0%
Total Income	1,128,943.53	1,128,094.00	849.53	100.08%

Treasurer's Report
 Capital Reserve Fund
 May 2016

	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget
Expense				
409.373 · Municipal Building Facilities	15,078.84	170,000.00	-154,921.16	8.87%
410.373 · Police Facilities	20,425.00	25,000.00	-4,575.00	81.7%
410.740 · Police - Vehicles	0.00	51,948.00	-51,948.00	0.0%
430.373 · Public Works Facilities	6,350.00	80,000.00	-73,650.00	7.94%
430.740 · Public Works - Vehicles	0.00	192,000.00	-192,000.00	0.0%
438.610 · Maintenance and Repairs of Roads	0.00	573,646.00	-573,646.00	0.0%
454.373 · Park Facilities	0.00	35,500.00	-35,500.00	0.0%
Total Expense	41,853.84	1,128,094.00	-1,086,240.16	3.71%

Operating_Reserve_Fund
Balance Sheet
As of May 31, 2016

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100.000 · Capital Reserve Cash	1,087,089.69
Total Checking/Savings	<u>1,087,089.69</u>
Total Current Assets	<u>1,087,089.69</u>
TOTAL ASSETS	<u><u>1,087,089.69</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,920.69
Total Accounts Payable	<u>1,920.69</u>
Total Current Liabilities	<u>1,920.69</u>
Total Liabilities	1,920.69
Equity	
Net Income	1,085,169.00
Total Equity	<u>1,085,169.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,087,089.69</u></u>

Treasurer's Report
Liquid Fuels Fund

May 2016

	2016				2015			
	Jan 1 - May 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - May 31, 2015	Budget	\$ Over Budget	% of Budget
Income								
341.010 · Interest on Investments	256.17	350.00	-93.83	73.19%	44.97	350.00	-305.03	12.85%
355.020 · Pennvest Grant	432,770.60	422,818.00	9,952.60	102.35%	370,832.94	337,526.00	33,306.94	109.87%
395.000 · Refund of Prior Year Expenses	0.00	0.00	0.00	0.0%	2,160.92	0.00	2,160.92	100.0%
Total Income	433,026.77	423,168.00	9,858.77	102.33%	373,038.83	337,876.00	35,162.83	110.41%

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Accrual Basis

Liquid_Fuels_Fund
Balance Sheet
As of May 31, 2016

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100.000 · Liquid Fuels Cash	433,070.04
Total Checking/Savings	<u>433,070.04</u>
Total Current Assets	<u>433,070.04</u>
TOTAL ASSETS	<u>433,070.04</u>
LIABILITIES & EQUITY	
Equity	
299.000 · Fund Balance	43.27
Net Income	433,026.77
Total Equity	<u>433,070.04</u>
TOTAL LIABILITIES & EQUITY	<u>433,070.04</u>

General Fund	Actual	Budget	\$ Over Budget	Adjusted Budget	Appropriation
July 2016 Appropriations					
400.110 · Salary & Wages - Legislative	5,617.16	16,250.00	-10,632.84		
400.192 · Legislative SSI Tax	429.71	1,243.00	-813.29		
400.260 · Minor Equipment	408.99	2,000.00	-1,591.01		
400.420 · Dues, Subscriptions & Membershi	3,938.55	4,716.00	-777.45		
400.460 · Legislaive -Meetings & Training	0.00	1,000.00	-1,000.00		
400.540 · Legislative - Donations	567.79	3,000.00	-2,432.21		
401.110 · Admin Salaries & Wages	49,944.32	104,734.00	-54,789.68		
401.192 · Admin SSI Taxes	3,820.72	8,415.00	-4,594.28		
401.196 · Admin Health Insurance	11,633.25	25,259.00	-13,625.75		
401.198 · Non-Uniformed Pension Plan	4,671.98	9,900.00	-5,228.02		
401.199 · Admin Life and Disability Ins	331.38	756.00	-424.62		
401.200 · Administration Allowances	997.40	1,250.00	-252.60		
401.220 · Admin Operating Supplies	0.00	430.00	-430.00		
401.260 · Admin Minor Equipment	0.00	1,000.00	-1,000.00		
401.420 · Admin Dues, Subscriptions & Mem	0.00	2,565.00	-2,565.00		
401.460 · Admin Meetings & Training	0.00	0.00	0.00		
402.110 · Fin Admin Salaries & Wages	26,499.20	53,202.00	-26,702.80		
402.120 · Financial Admin OVT	1,939.67	2,500.00	-560.33		
402.192 · Fin Admin SSI Taxes	2,175.59	4,261.00	-2,085.41		
402.196 · Fin Admin Health Insurance	14,391.97	26,274.00	-11,882.03		
402.198 · Fin Admin Non-Uni Pension Plan	2,563.41	4,788.00	-2,224.59		
402.199 · Fin Admin Life & Disability Ins	201.00	804.00	-603.00		
402.220 · Fin Admin Operating Supplies	58.97	500.00	-441.03		
402.260 · Fin Admin Minor Equipment	0.00	500.00	-500.00		
402.310 · Fin Admin Professional Svcs	4,337.22	12,000.00	-7,662.78		
402.420 · Fin Admin Dues, Subscriptions	495.00	570.00	-75.00		
402.460 · Fin Admin Meetings & Training	661.54	1,000.00	-338.46		
403.110 · Tax Collection Salaries & Wages	4,615.44	10,000.00	-5,384.56		
403.192 · Tax Collection SSI Taxes	353.16	765.00	-411.84		
403.215 · Tax Collection Postage	1,603.53	2,000.00	-396.47		
403.220 · Tax Collection Operating Supply	1,266.02	2,000.00	-733.98		
403.310 · Tax Collection Professional Sv	16,283.48	23,250.00	-6,966.52		
403.460 · Tax Collection Meetings & Conf	0.00	625.00	-625.00		

General Fund						
July 2016 Appropriations						
404.310 · Township Solicitor	26,473.07	90,000.00				-63,526.93
405.110 · Secretary Salaries & Wages	41,959.20	101,903.00				-59,943.80
405.120 · Secretary OT	2,218.37	6,000.00				-3,781.63
405.192 · Secretary SSI Taxes	3,362.71	8,255.00				-4,892.29
405.196 · Secretary Insurance	21,496.39	38,414.00				-16,917.61
405.198 · Secretary Non-Uni Pension Plan	3,610.47	7,821.00				-4,210.53
405.199 · Secretary Life & Disability Ins	737.00	1,600.00				-863.00
405.220 · Secretary Operating Supplies	0.00	500.00				-500.00
405.260 · Secretary Minor Equipment	0.00	1,000.00				-1,000.00
405.420 · Secretary Dues, Subscriptions	0.00	500.00				-500.00
405.460 · Secretary Meetings & Training	0.00	1,000.00				-1,000.00
406.215 · Gen Govt Postage	3,293.38	4,000.00				-706.62
406.220 · Gen Govt Operation Supplies	2,982.96	7,000.00				-4,017.04
406.310 · Gen Govt Professional Svcs	3,299.40	8,600.00				-5,300.60
406.320 · Gen Govt Communications	3,751.78	9,000.00				-5,248.22
406.340 · Gen Govt Advertising & Printing	1,610.18	8,000.00				-6,389.82
406.374 · Gen Govt Office Equipment Maint	0.00	1,000.00				-1,000.00
406.384 · Gen Govt Equipment Leases	2,000.05	6,396.00				-4,395.95
407.252 · Computer Parts & Supplies	74.19	500.00				-425.81
407.260 · Technology Minor Equipment	0.00	1,000.00				-1,000.00
407.450 · Contracted Services	5,846.86	8,500.00				-2,653.14
408.310 · Township Engineer	8,955.07	70,000.00				-61,044.93
409.220 · Building Operating Supplies	0.00	1,000.00				-1,000.00
409.360 · Building Utilities	16,840.52	47,000.00				-30,159.48
409.373 · Building Maint & Repairs	4,544.38	17,000.00				-12,455.62
409.450 · Building Contracted Services	3,049.71	7,000.00				-3,950.29
410.120 · Police Salaries & Wages-Admin	43,066.40	86,464.00				-43,397.60
410.130 · Police Salaries & Wages-Officer	514,074.64	1,114,911.00				-600,836.36
410.140 · Police Salaries & Wages-Civilia	22,820.17	47,594.00				-24,773.83
410.179 · Police Longevity Pay	0.00	42,824.00				-42,824.00
410.180 · Police Overtime Wages	59,494.72	125,000.00				-65,505.28
410.187 · Police Overtime Civ Support	15.80	500.00				-484.20
410.191 · Uniform Allowance	7,518.00	14,400.00				-6,882.00
410.192 · Police SSI Taxes	50,029.61	108,423.00				-58,393.39
410.196 · Police Health Insurance	248,988.26	435,076.00				-186,087.74
410.197 · Police Pension Plan	0.00	145,320.00				-145,320.00

General Fund								
July 2016 Appropriations								
410.198 · Police Life & Disability Ins	7,504.00	16,470.00					-8,966.00	
410.199 · Police Non-Uniform Pension	1,975.75	3,959.00					-1,983.25	
410.200 · Police 457 Contribution	0.00	5,000.00					-5,000.00	
410.220 · Police Operating Supplies	3,345.08	5,000.00					-1,654.92	
410.221 · Crime Scene Supplies	306.83	1,000.00					-693.17	
410.222 · Ammunition	323.84	5,000.00					-4,676.16	
410.223 · K-9 Expenses	143.26	1,500.00			144.00		-1,356.74	-1,356.00
410.231 · Vehicle Fuel	15,098.26	45,000.00					-29,901.74	
410.260 · Police Minor Equipment	1,263.87	5,000.00					-3,736.13	
410.310 · Police Professional Services	0.00	2,500.00					-2,500.00	
410.314 · Civil Service Comm Solicitor	6,456.41	10,000.00					-3,543.59	
410.320 · Police Communications	7,660.14	15,000.00					-7,339.86	
410.341 · Police Advertising & Printing	112.00	400.00					-288.00	
410.373 · Police Maint & Repair Bldg	4,293.83	5,000.00			6,356.00		-706.17	1,356.00
410.374 · Police Equipment Maint	2,299.65	3,500.00					-1,200.35	
410.420 · Police Dues, Subscriptions	337.00	1,500.00					-1,163.00	
410.450 · Police Contracted Services	64,304.51	99,163.00					-34,858.49	
410.451 · Police Vehicle Maintenance	9,476.41	25,000.00					-15,523.59	
410.460 · Police Meetings & Training	769.00	8,500.00					-7,731.00	
411.232 · Fire Department Fuel	0.00	6,150.00					-6,150.00	
411.540 · Foreign Fire Payments	0.00	104,000.00					-104,000.00	
411.541 · Disbursement to Fire Company	0.00	215,000.00					-215,000.00	
413.220 · Code Enforcement Supplies	0.00	500.00					-500.00	
413.260 · Code Enforcement Minor Equip	0.00	500.00					-500.00	
413.310 · Prof Services - BIU Building	34,348.00	280,000.00					-245,652.00	
413.311 · Prof Services - SEO	4,662.04	15,000.00					-10,337.96	
413.319 · Code Enforcement UCC Fees	192.00	1,000.00					-808.00	
413.420 · Code Enforcement Dues & Subs	0.00	250.00					-250.00	
413.460 · Code Enforcement Meetings	0.00	500.00					-500.00	
414.110 · Planning & Zoning Salaries	15,146.00	50,288.00			39,771.00		-35,142.00	-10,517.00
414.120 · Planning & Zoning OT	68.25	2,500.00					-2,431.75	1,000.00
414.192 · Planning & Zoning SSI Taxes	1,163.90	4,230.00					-3,066.10	3,230.00
414.196 · Planning & Zoning Health Ins	5,813.90	23,975.00					-18,161.10	17,000.00
414.198 · Planning & Zoning N-U Pension	0.00	4,479.00					-4,479.00	0.00
414.199 · Zoning Life & Disability	189.00	850.00					-661.00	
414.220 · Planning & Zoning Supplies	95.00	500.00					-405.00	

General Fund									
July 2016 Appropriations									
414.310	Planning & Zoning Prof Svcs	5,632.40	6,000.00	-367.60	31,000.00				25,000.00
414.313	Planning & Zoning Engineering	3,974.39	10,000.00	-6,025.61					
414.314	Planning & Zoning Legal	11,067.15	20,000.00	-8,932.85					
414.324	Zoning Cell Phone	70.62	600.00	-529.38	71.00				-529.00
414.331	Zoning Officer Mileage	0.00	1,000.00	-1,000.00	0.00				-1,000.00
414.341	Planning & Zoning Advertising	1,232.40	1,500.00	-267.60	2,500.00				1,000.00
414.460	Planning & Zoning Meetings	0.00	500.00	-500.00					
415.220	Emer Mgmt Operating Supplies	0.00	500.00	-500.00					
415.460	Emer Mgmt Meetings & Training	0.00	200.00	-200.00					
427.220	Solid Waste Coll Supplies	110.00	1,500.00	-1,390.00					
427.221	Equip Rental - Grinder	0.00	4,700.00	-4,700.00					
427.450	Contracted Svcs - Clean-Up Days	9,684.54	16,000.00	-6,315.46					
430.110	Public Works Salaries	207,068.89	398,645.00	-191,576.11					
430.120	Public Works OT Wages	12,801.19	25,000.00	-12,198.81					
430.192	Public Works SSI Taxes	16,727.77	32,409.00	-15,681.23					
430.196	Public Works Insurance	131,774.72	223,374.00	-91,599.28					
430.198	Public Works N-U Pension	20,005.59	34,258.00	-14,252.41					
430.199	Public Works Life & Disab Ins	3,728.00	5,570.00	-1,842.00					
430.200	Public Works Director Allowance	296.10	600.00	-303.90					
430.220	Public Works Oper Supplies	4,275.28	13,300.00	-9,024.72					
430.232	Public Works Diesel	12,523.16	55,000.00	-42,476.84					
430.234	Public Works Vehicle Supplies	0.00	6,000.00	-6,000.00					
430.238	Public Works Uniforms	4,118.99	7,800.00	-3,681.01					
430.260	Public Works Minor Equip Purch	533.82	2,000.00	-1,466.18					
430.331	Mileage Reimbursement	255.93	1,000.00	-744.07					
430.341	Public Works Advertising	1,290.80	1,500.00	-209.20					
430.373	Public Works Maint & Rep Bldg	2,585.52	9,000.00	-6,414.48					
430.375	Public Works Heavy Equip Maint	25,642.55	77,000.00	-51,357.45					
430.384	Public Works Equip Rental	0.00	500.00	-500.00					
430.420	Public Works Dues, Subscription	200.00	500.00	-300.00					
430.450	Public Works Contracted Svcs	180.00	1,000.00	-820.00					
430.460	Public Works Meetings & Trainin	132.50	750.00	-617.50					
430.650	Public Works Hand Tool Purch	274.90	500.00	-225.10					
432.220	Snow & Ice Rem Oper Supplies	45,082.51	125,000.00	-79,917.49					
432.375	Snow & Ice Rem Equipment Maint	7,980.08	8,000.00	-19.92					
432.450	Snow & Ice Rem Subcontractors	0.00	7,500.00	-7,500.00					

General Fund								
July 2016 Appropriations								
433.220 · Traffic Signals & Signs Supply	0.00	3,000.00					-3,000.00	
433.360 · Traffic Signals & Signs Utiliti	1,699.67	4,000.00					-2,300.33	
433.450 · Traffic Signals Contracted Svcs	9,431.00	11,859.00					-2,428.00	
438.220 · Road Maint Supplies	10,676.15	75,000.00					-64,323.85	
438.611 · Line Painting	0.00	40,000.00					-40,000.00	
438.612 · Crack Sealing	0.00	30,000.00					-30,000.00	
438.613 · Vegetation Control	650.00	20,000.00					-19,350.00	
452.390 · Recreation fees	123.45	0.00				300.00	123.45	300.00
454.110 · Park Salary & Wage	19,606.17	65,729.00					-46,122.83	
454.120 · Park OT	82.01	1,500.00					-1,417.99	
454.192 · Park SSI	1,500.90	5,142.00					-3,641.10	
454.198 · Park N-U Pension Plan	0.00	2,343.00					-2,343.00	
454.220 · Park Operating Supplies	1,323.85	3,000.00					-1,676.15	
454.231 · Park Vehicle Fuel	0.00	1,500.00					-1,500.00	
454.260 · Park Minor Equipment	743.36	1,500.00					-756.64	
454.310 · Park Professional Services	0.00	2,000.00				1,700.00	-2,000.00	-300.00
454.320 · Park Communications	424.85	800.00					-375.15	
454.340 · Park Advertising & Printing	0.00	500.00					-500.00	
454.360 · Park Utilities	1,513.25	2,700.00					-1,186.75	
454.373 · Park Repairs & Maintenance	4,030.32	10,000.00					-5,969.68	
454.374 · Park Equipment Maintenance	672.80	1,500.00					-827.20	
454.450 · Park Contracted Services	5,829.02	20,000.00					-14,170.98	
454.460 · Park Meetings & Training	0.00	500.00					-500.00	
454.700 · Park Capital Purchases	0.00	19,400.00					-19,400.00	
457.540 · Community Day Celebration	-325.00	3,000.00					-3,325.00	
457.541 · Bicentennial Committee Expenses	918.98	7,500.00					-6,581.02	
463.540 · TIF	158,068.62	178,577.00					-20,508.38	
471.200 · Series 2006 GON (school)	24,438.94	24,523.00					-84.06	
471.350 · 2011 Case Loader	5,931.49	11,960.00					-6,028.51	
471.351 · Rogers Trailer	3,640.51	3,641.00					-0.49	
472.200 · Series 2006 GON Interest	222.06	226.00					-3.94	
472.350 · 2011 Case Loader Interest	154.31	211.00					-56.69	
472.351 · Rogers Trailer Interest	104.63	105.00					-0.37	
483.194 · Employer Pd Unemployment Comp	24,149.94	25,000.00					-850.06	
483.195 · Employer Pd Worker's Comp	83,678.53	121,000.00					-37,321.47	
483.200 · Federal Healthcare Tax	0.00	130.00					-130.00	

General Fund						
July 2016 Appropriations						
483.201 · Transitional Reinsurance Fee	0.00	2,874.00			-2,874.00	
486.350 · Property & Liability Insurance	92,177.00	92,177.00			0.00	
486.355 · Professional Bonds	5,550.00	6,425.00			-875.00	
489.100 · Miscellaneous Expenses	15.00	50.00			-35.00	
492.300 · Interfund Transfer to Cap Resv	1,128,094.04	1,128,094.00			0.04	
491.000 · Refund of Prior Year Revenues	1,154.26	1,155.00			-0.74	
	1,154.26	1,155.00			-0.74	

Pocono Township Check Listing
July 5, 2016

General Fund	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	06/28/2016	54639	Lincoln Life	Voluntary supplemental pension	300.00
	07/05/2016	54640	Teamsters Local Union 773	Non uniform union dues	544.00
	07/05/2016	54641	Teamsters Local Union 773	Police union dues	1,139.00
	06/29/2016	54642	AFLAC	Voluntary supplemental insurance	396.08
	06/29/2016	54643	US Bank	Police pensio	5,101.77
	06/29/2016	54644	Nationwide	Voluntary supplemental pension	5,234.76
	06/29/2016	54645	MetLife	Non uniform pension	4,676.36
	06/30/2016	54646	Steele's Hardware	Supplies	524.61
	06/30/2016	54647	Steele's Hardware	Supplies	58.86
	06/30/2016	54648	D.G. Nicholas Co.	Parts/Supplies	372.10
	06/30/2016	54649	Advanced Collision	#88 repair	816.00
	06/30/2016	54650	Amerihealth Casualty Services	Workman Comp - July	9,894.49
	06/30/2016	54651	Bartonsville Printing	ZO - business cards	60.00
	06/30/2016	54652	BIU of PA, Inc.	4 Weeks ZO service	3,280.00
	06/30/2016	54653	CCP Industries	Insect Spray	49.84
	06/30/2016	54654	Coover, Judi	Ad - Manager	40.00
	06/30/2016	54655	Cramer, Swetz, McManus, & Jordan P.C.	Griffin Settlement	273.00
	06/30/2016	54656	Cyphers Truck Parts	VOID: Cable	0.00
	06/30/2016	54657	Double M Productions	Public Works - Uniforms	336.00
	06/30/2016	54658	Eureka Stone Quarry, Inc.	2A stone	701.07
	06/30/2016	54659	HUNTER KEYSTONE PETERBILT	Connector	15.47
	06/30/2016	54660	J & B Auto	Police Auto repair	894.38
	06/30/2016	54661	J. P. Mascaro & Sons	Garbage Park/Twp	532.78
	06/30/2016	54662	Lawson Products	Parts	551.46
	06/30/2016	54663	Leddy Telecom Services	Phone service	70.00
	06/30/2016	54664	Otto, Carol	Cleaning	550.00
	06/30/2016	54665	P & D Emergency Services	#96 - reletter	45.00
	06/30/2016	54666	PNC Equipment Finance, LLC	Final - Roger's Trailer	1,872.57
	06/30/2016	54667	Prosser Laboratories, Inc.	Water Testing - Mt. View	26.00
	06/30/2016	54668	Rath, Eric	Expenses - DUI Training	148.36
	06/30/2016	54669	Reserve Account	Postage	1,000.00
	06/30/2016	54670	Royal Security Services, Inc	Install reader - Police	267.00
	06/30/2016	54671	Stadium International Trucks	Truck Repair	1,718.98
	06/30/2016	54672	Staples	Police Office Supplies	187.06
	06/30/2016	54673	Stiff Oil Company	Diesel	4,533.25
	06/30/2016	54674	STTC Service Tire Truck Centers, INC.	Tire	918.88
	06/30/2016	54675	T&M Associates	Planning Commission	74.37
	06/30/2016	54676	UNIFIRST Corporation	Carpet/Uniform	316.07
	06/30/2016	54677	Verizon Wireless	Phones - Twp.	194.99
	06/30/2016	54678	Weitzmann, Weitzmann & Huffman, LLC	ZHB Hearing	2,621.73
	06/30/2016	54679	Werkheiser Farm	Flower - Offices	164.96
	06/30/2016	54680	Cyphers Truck Parts	Cable	25.69
				TOTAL General Fund	<u>\$50,526.94</u>

Pocono Township Check Listing
July 5, 2016

Sewer Operating Fund

06/30/2016 1602	Pocono Township	Reimburse GF for Directors salary	12,518.27
06/30/2016 1603	Brodhead Creek Regional Authority	Reimburse of legal fees for ICA	819.00
06/30/2016 1604	Blue Ridge Communication	Cable for pump stations	112.20
06/30/2016 1605	Dynalene	Pump station supplies	700.00
06/30/2016 1606	JP Mascaro	Garbage pickup for pump stations	52.50
06/30/2016 1607	Met Ed	Electric for pump station	327.48
06/30/2016 1608	PenTeleData	Internet for pump stations	359.70
		TOTAL Sewer Operating Fund	<u><u>\$14,889.15</u></u>

Sewer Construction Fund

6/30/2016 1015	Pocono Township	Transfer PennVest money into ESSA	45,086.66
		TOTAL Sewer Construction Fund	<u><u>\$45,086.66</u></u>

TOTAL General Fund

\$50,526.94

Transferred by:

TOTAL ESSA Transfer

\$50,526.94

TOTAL Sewer Operating Wayne Bank

\$14,889.15

Authorized by: _____

TOTAL Sewer Construction
Fund

Citizens Bank

\$45,086.66

MEMORANDUM

TO: Board of Commissioners

From: Pamela Finkbeiner, Interim Twp. Manager/Secretary

Interim Manager's Report Period of 006/21/2016 to 06/30/2016

Meetings:

- On June 23rd, met with Dean Wehr, Sanofi, to review projects, permits, Land Development Plans and escrow accounts.
- On June 23rd, attended the Bicentennial Committee
- On June 27th, attended the Planning Commission Meeting
- On June 28th, attended the ZHB for the Adams Outdoor/Covello Hearing. The application was submitted as a Special Exception/Variance and was referred back to the Planning Commission for a recommendation. The hearing has been continued to 08/23/2016 at 4:00 p.m.
- On June 30th held a conference call with PFM, Leo DeVito, and Jens Damgaard to discuss the upcoming 3.9 Line of Credit and the option to take for future financing. This will be on the 07/05/2016 for determination.

Updates:

- I have asked Sundance IT to give a quote on a new server for the Township.
- SALDO Ordinance is in the process of being reviewed by the Twp. Engineer, once completed it will be sent to the MCPC and Planning commission for final recommendation before approval by the BOC.
- Dan Leddy is ordering the amplifier and microphones to be installed in the Meeting room.
- Dee Ackerman will be on vacation for two weeks. Christine Brodsky will assist with the front desk while she is gone.
- D'Huy has started inspections of the buildings. Preliminary inspections were completed this past week.
- Spa Castle has requested the Township Engineer start review of their Land Development Plans. A meeting will be set up with Jon Tresslar and Spa Castle representatives to discuss the plan.
- Trespass Waiver – Mike Tripus, Zoning Officer/SEO, recommended a Trespass waiver be required for Zoning permits and sewer connection applications. Legal reviewed the waiver. It will protect the Township when and if inspections of personal property are required for compliance with Township regulations.

**POCONO TOWNSHIP, MONROE COUNTY, PA
TRESPASS WAIVER**

TO: POCONO TOWNSHIP BOARD OF COMMISSIONERS

The undersigned is/are the owner(s) of a parcel of land in Pocono Township, Monroe County, Pennsylvania, at the following location:

LOT NO. _____ **TAX PIN #** _____

The undersigned authorize(s) and allow(s) any agents, employees, public officials or representatives of Pocono Township to enter upon the above land for the purpose of performing any inspection, site visit or testing necessary to determine if there is compliance with the Pocono Township Ordinances, Department of Environmental Protection, and/or for Township Officials to review plans, documentation or any other application pending before the Township.

The Undersigned has/have signed this Waiver this _____ day of _____, 20___, intending thereby to be legally bound.

SIGNATURES

Agent Acting on Behalf of Owner

Owner

Date

Pam Finkbeiner

From: Zach Williard <WILLIARDZ@pfm.com>
Sent: Thursday, June 30, 2016 3:56 PM
To: Pam Finkbeiner; Regina Zuvich; Jeffry Clapper; Leo Devito (leodevito@broughal-devito.com)
Cc: Zach Williard; Scott Shearer; Wesley Hall; 'JDamgaard@Rhoads-Sinon.com'
Subject: Pocono Township - July 5th Direction to Financing Team
Attachments: 2014 LOC Takeout Options 6-30-16.pdf

The financing team wanted to check in with you all regarding our meeting on June 20th with the Township to see if the Commissioners have decided what direction they will take at the July 5th meeting.

As a refresher, the Township has coming due its outstanding \$2.825 million line of credit payable on September 1, 2016. As discussed on June 20th, the financing team must have direction at the July 5th meeting on which option it wishes to pursue. The remaining 2 options are as follows:

- 1) It can use existing funds from its tap fee savings account(s) to pay off the \$2.825m
- 2) It can "term out" the \$2.825 million over a number of years – as presented on the attached summary page

Cash Payoff Option

Using cash to pay off the remaining line of credit will save the Township the issuance costs of doing a term out loan (Approx \$55k), but will require the Township to use a significant amount of its tap fee (savings account) of about \$2.825 million. This is cause for concern because since the inception of the project, the annual revenues being generated by user fees have never been sufficient to cover the costs of the system. The Township has needed to use this tap fee savings account over the past few years to subsidize the operation of the system. Until the Township has enough EDU's connected and paying to fully fund the system, it may continue to pull from the tap fee savings to maintain operations.

Term Out Loan Option

Extending the existing \$2.825m line of credit will allow the Township to preserve its tap fee savings account cash (for either future operating expenses or other capital expenses such as new connections or repairs), but will require it to pay issuance costs and interest on the loan (see attached). This option is the most flexible option for the Township, as it provides time to continue to connect future EDU's which will generate additional user fees. The goal being that annual user fee revenue is enough to pay for the entire annual cost of the system. Once this has been accomplished, either 12 months from now or 4 years from now, it may pay off the term out loan without any penalty.

Summary

In summary, by using cash to pay off the \$2.825m, the Township must be extremely comfortable that the system will be self-funding in the near term. By terming out the \$2.825m, the Township will buy itself additional time to get the system and all its needed connections in place. Once this has occurred the Township can pay off the remaining loan at anytime without penalty. It would appear that a 10 or 15 year term out would provide the most flexibility, safety and remain affordable for the Township as it continues connecting EDU's (as shown in option 3 & 4 on the attached).

Timeline

If the direction is to term out the loan, the financing team will issue a competitive bank loan rfp (similar to past issuances) later in the week of July 4th, and return to the Township's August 1st meeting with a formal borrowing Ordinance to lock in the interest rate and settle the transaction ahead of the September 1 due date. That is why the timing is of utmost importance, the deadline is looming.

The financing team is not currently available to attend the meeting in person, but would be happy to dial in on the night of July 5th if requested.

As a reminder, the Township is legally unable to borrow tax exempt money in the future to fund operations, but may borrow for future capital projects.

Zachary Williard | Senior Managing Consultant
Public Financial Management, Inc. | www.pfm.com
(717)-232-2723 p (717)-232-8610 f

POCONO TOWNSHIP		<i>Settle</i>	9/1/2016
SERIES OF 2016		<i>Dated</i>	9/1/2016
REFUNDS THE SERIES OF 2014 (WAYNE BANK LOC)			
\$2,885,000 Borrowing - 10-Year Amortization			

1	2	3	4	5	6	7	8
<u>Date</u>	<u>Principal</u>	<u>Rate [1]</u>	<u>Interest</u>	<u>Semi-Annual Debt Service</u>	<u>Fiscal Year Debt Service</u>	<u>Existing Debt Service</u>	<u>Total Debt Service</u>
3/1/2017		2.500	36,062.50	36,062.50			
9/1/2017		2.500	36,062.50	36,062.50	72,125.00	1,918,064.00	1,990,189.00
3/1/2018		2.500	36,062.50	36,062.50			
9/1/2018	290,000	2.500	36,062.50	326,062.50	362,125.00	1,910,069.40	2,272,194.40
3/1/2019		2.500	32,437.50	32,437.50			
9/1/2019	300,000	2.500	32,437.50	332,437.50	364,875.00	1,903,933.90	2,268,808.90
3/1/2020		2.500	28,687.50	28,687.50			
9/1/2020	305,000	2.500	28,687.50	333,687.50	362,375.00	1,950,346.60	2,312,721.60
3/1/2021		2.500	24,875.00	24,875.00			
9/1/2021	315,000	2.500	24,875.00	339,875.00	364,750.00	1,951,049.20	2,315,799.20
3/1/2022		2.500	20,937.50	20,937.50			
9/1/2022	320,000	2.500	20,937.50	340,937.50	361,875.00	2,017,950.40	2,379,825.40
3/1/2023		2.500	16,937.50	16,937.50			
9/1/2023	325,000	2.500	16,937.50	341,937.50	358,875.00	2,018,127.20	2,377,002.20
3/1/2024		2.500	12,875.00	12,875.00			
9/1/2024	335,000	2.500	12,875.00	347,875.00	360,750.00	2,017,036.40	2,377,786.40
3/1/2025		2.500	8,687.50	8,687.50			
9/1/2025	345,000	2.500	8,687.50	353,687.50	362,375.00	2,016,678.00	2,379,053.00
3/1/2026		2.500	4,375.00	4,375.00			
9/1/2026	350,000	2.500	4,375.00	354,375.00	358,750.00	2,034,679.50	2,393,429.50
3/1/2027							
9/1/2027						2,028,291.70	2,028,291.70
3/1/2028							
9/1/2028						2,025,498.80	2,025,498.80
3/1/2029							
9/1/2029						2,021,070.80	2,021,070.80
3/1/2030							
9/1/2030						2,009,996.00	2,009,996.00
3/1/2031							
9/1/2031						1,925,579.60	1,925,579.60
3/1/2032							
9/1/2032						1,917,989.60	1,917,989.60
3/1/2033							
9/1/2033						2,033,263.60	2,033,263.60
3/1/2034							
9/1/2034						1,617,463.70	1,617,463.70
3/1/2035							
9/1/2035						1,457,145.00	1,457,145.00
TOTALS	2,885,000		443,875.00	3,328,875.00	3,328,875.00	36,774,233.40	40,103,108.40

[1] Assumes a 2.500% fixed rate

POCONO TOWNSHIP		<i>Settle</i>	9/1/2016
SERIES OF 2016		<i>Dated</i>	9/1/2016
REFUNDS THE SERIES OF 2014 (WAYNE BANK LOC)			
\$2,885,000 Borrowing - 15-Year Amortization			

1	2	3	4	5	6	7	8
<u>Date</u>	<u>Principal</u>	<u>Rate [1]</u>	<u>Interest</u>	<u>Semi-Annual Debt Service</u>	<u>Fiscal Year Debt Service</u>	<u>Existing Debt Service</u>	<u>Total Debt Service</u>
3/1/2017		2.500	36,062.50	36,062.50			
9/1/2017		2.500	36,062.50	36,062.50	72,125.00	1,918,064.00	1,990,189.00
3/1/2018		2.500	36,062.50	36,062.50			
9/1/2018	180,000	2.500	36,062.50	216,062.50	252,125.00	1,910,069.40	2,162,194.40
3/1/2019		2.500	33,812.50	33,812.50			
9/1/2019	185,000	2.500	33,812.50	218,812.50	252,625.00	1,903,933.90	2,156,558.90
3/1/2020		2.500	31,500.00	31,500.00			
9/1/2020	190,000	2.500	31,500.00	221,500.00	253,000.00	1,950,346.60	2,203,346.60
3/1/2021		2.500	29,125.00	29,125.00			
9/1/2021	190,000	2.500	29,125.00	219,125.00	248,250.00	1,951,049.20	2,199,299.20
3/1/2022		2.500	26,750.00	26,750.00			
9/1/2022	195,000	2.500	26,750.00	221,750.00	248,500.00	2,017,950.40	2,266,450.40
3/1/2023		2.500	24,312.50	24,312.50			
9/1/2023	200,000	2.500	24,312.50	224,312.50	248,625.00	2,018,127.20	2,266,752.20
3/1/2024		2.500	21,812.50	21,812.50			
9/1/2024	205,000	2.500	21,812.50	226,812.50	248,625.00	2,017,036.40	2,265,661.40
3/1/2025		2.500	19,250.00	19,250.00			
9/1/2025	210,000	2.500	19,250.00	229,250.00	248,500.00	2,016,678.00	2,265,178.00
3/1/2026		2.500	16,625.00	16,625.00			
9/1/2026	215,000	2.500	16,625.00	231,625.00	248,250.00	2,034,679.50	2,282,929.50
3/1/2027		4.000	22,300.00	22,300.00			
9/1/2027	205,000	4.000	22,300.00	227,300.00	249,600.00	2,028,291.70	2,277,891.70
3/1/2028		4.000	18,200.00	18,200.00			
9/1/2028	215,000	4.000	18,200.00	233,200.00	251,400.00	2,025,498.80	2,276,898.80
3/1/2029		4.000	13,900.00	13,900.00			
9/1/2029	225,000	4.000	13,900.00	238,900.00	252,800.00	2,021,070.80	2,273,870.80
3/1/2030		4.000	9,400.00	9,400.00			
9/1/2030	230,000	4.000	9,400.00	239,400.00	248,800.00	2,009,996.00	2,258,796.00
3/1/2031		4.000	4,800.00	4,800.00			
9/1/2031	240,000	4.000	4,800.00	244,800.00	249,600.00	1,925,579.60	2,175,179.60
3/1/2032							
9/1/2032						1,917,989.60	1,917,989.60
3/1/2033							
9/1/2033						2,033,263.60	2,033,263.60
3/1/2034							
9/1/2034						1,617,463.70	1,617,463.70
3/1/2035							
9/1/2035						1,457,145.00	1,457,145.00
TOTALS	2,885,000		687,825.00	3,572,825.00	3,572,825.00	36,774,233.40	40,347,058.40

[1] Assumes a 2.500% fixed rate through September 1, 2026 and variable thereafter at 4.00%

**ANNUAL MEMORANDUM OF UNDERSTANDING
2016-2017 SCHOOL YEAR
BETWEEN THE
MONROE CAREER & TECHNICAL INSTITUTE
AND THE TOWNSHIP OF POCONO**

The following Memorandum of Understanding is being developed as required by Act 26, of 1995.

I. The Monroe Career & Technical Institute (MCTI) agrees to the following:

- A. The local law enforcement agency will be notified, as soon as possible, following any act that, in the opinion of the administrator, constitutes a violation of Act 26 of 1995. The School administrator will not ask the law enforcement officer to enter into any discussion with the accused student relating to the disposition of the incident as it applies to consequences relating to violations of school policies/procedures.
- B. The Pocono Township Police Department (PTPD) will have access to the following:
 - A student's disciplinary record, as well as records maintained under Section 1307-A, shall be available for inspection by the student and his parent, guardian or other person having control or charge of the student, to school officials, and to state and local law enforcement officials as provided by law. Permission of the parent, guardian, or other person having control or charge of the student shall not be required for transfer of the student's record to another school entity within this commonwealth or in another state in which the student seeks enrollment or is enrolled.
- C. The student information as identified on the school student information card will be made available to the law enforcement agency.
- D. ~~The weapon and/or any other item or substance which, in the opinion of the law enforcement official, is considered to violate the laws of the Commonwealth of Pennsylvania or and Federal law/regulation, will be turned over to the law enforcement official.~~

II. The Pocono Township Police Department agrees to the following:

- A. The law enforcement agency official will give the school administrator a receipt for the evidence taken or the official will sign a school developed receipt for evidence slip.
 - 1. The law enforcement agency will forward a copy of the police property record to the Director of the school within two weeks following the report of the incident.
- B. The law enforcement agency agrees to allow their investigating officer to appear and testify before a duly called school district Expulsion Hearing. The School administrator will send a written request to the law enforcement agency police chief requesting the presence of the investigating officer at the expulsion hearing in order to give sworn testimony.

III. Further description of these procedures can be found in the attached Appendix A.

IV. MCTI and PTPD have determined that it is in the best interest of the students and staff MCTI for the PTPD to perform certain safety and security services at the school on a regular basis.

- A. The PTPD shall provide services at MCTI shall be during the regularly scheduled school day beginning at 10:00 A.M. and ending at 12:00 P.M., except for periods of time as hereinafter set forth. Such times may also be in addition to those stated depending upon the incident rate, the complexity of incident investigation, or students/staff educational program schedule.

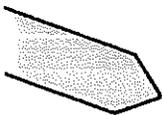
- B. Exceptions to the days and times are as follows: when police officers are not available in the event they are burdened by an extraordinary volume of police work within the township; during times when police department personnel are not available for any reason whatsoever; when MCTI is closed due to inclement weather or other emergencies.

In addition thereto, PTPD shall not be responsible for any incidents arising at MCTI during times when police officers are not available to be present on the MCTI campus.

- C. PTPD hereby agree to perform the following services:
1. monitor school activity at MCTI which may include both within the school buildings and adjacent land areas;
 2. participation in educating MCTI students and staff in law enforcement career opportunities, gang prevention, drug and alcohol awareness/prevention and community awareness which shall be solely dependent upon the expertise of the police officer present at the school during each individual time period.

In addition thereto, PTPD shall assist MCTI staff members in identifying suspected criminal activity which may be occurring within the school buildings or school grounds.

- D. MCTI agrees to pay PTPD an hourly rate to be determined annually as reflected in Appendix B.



Mr. Kent Werkheiser, Chief of Police
Pocono Township Police Department

Dr. Carolyn Shegelski, Director
Monroe Career & Technical Institute

Date

Date



Pocono Township Board of Commissioners

Date

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN

Township of Pocono
(Pocono Township Police Department)

and

Monroe Career and Technical Institute
(School Entity)

_____, 2016
(Date)

I. **Joint Statement of Concern**

A. Parties

The following Law Enforcement Authority or Authorities enter into and agree to adhere to the policies and procedures contained in this Memorandum of Understanding:

Pocono Township Police Department: (hereinafter referred to as "PTPD")

The following School Entity or Entities enter into and agree to adhere to the policies and procedures contained in this Memorandum of Understanding:

Monroe Career and Technical Institute: (hereinafter referred to as "MCTI")

B. The purpose of this Memorandum is to establish an understanding as to the procedures to be followed by the PTPD and MCTI when reporting an incident in which criminal activity has occurred on school property; at any school sponsored activity; or on any school conveyance providing transportation to or from a school or a school sponsored activity, including but not limited to a school bus:

1. Possession of a weapon;
2. Act of violence;
3. Possession, use or sale of a controlled substance or drug paraphernalia;
4. Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a minor under the age of 21 years and/or presence of a minor under the age of 21 years under the influence of alcohol and/or malt or brewed beverages;
5. Gang-related criminal activity;
6. Ethnic intimidation;
7. Harassment and stalking;
8. Any other inappropriate or disorderly action deemed appropriate by MCTI administration.

C. It is further the purpose of this Memorandum to foster a relationship of cooperation, mutual support and the sharing of information and resources between the parties hereto as they work together to maintain the physical security and safety of schools in the district. In furtherance of the parties' intent to foster this working relationship, the following officer(s) is/are hereby designated as the district's law enforcement liaison: Director or designee. In so making this designation, it is the understanding of the parties that the school is thereby enabled to disclose directory information from a student's education records.

In furtherance of the parties' intent to foster this working relationship, PTPD will continue to utilize the Supervisor of Career and Technical Education as its designated liaison with MCTI, so long as mutually agreeable contract for services is in effect. In the absence of the Supervisor of Career and Technical Education, an officer dispatched to the scene to handle a response will be the individual designated by MCTI to handle that incident.

D. Law Enforcement Functions

1. Investigate all incidents reported to have occurred on school property, at any school sponsored activity, or on any public conveyance providing transportation to or from a school or school sponsored activity. The PTPD investigation of all reported incidents shall follow the policies, procedures and protocols established by the PTPD in the investigation of criminal offenses, and shall involve as little disruption of the school environment as is practicable.
2. Identify those responsible for the commission of the reported incident(s) and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall follow the policies, procedures and protocols established by the PTPD in the investigation of criminal offenses, and shall involve as little disruption of the school environment as is practicable.
3. Investigate incidents reported, which may include *inter alia*, acts of violence, possession of weapons, the possession, use or sale of controlled substances and drug paraphernalia, the purchase, consumption, possession or transportation of liquor or malt or brewed beverages, gang-related criminal activities, ethnic intimidation, harassment and stalking.

E. School Priorities

1. Create safe learning environments that support each student's wellbeing and opportunities to reach their full potential while balancing and protecting the rights of all students within their authority.
2. Establish and maintain cooperative relationships with law enforcement authorities in the reporting and resolution of all acts of school violence, weapons possessions, the possession, use or sale of controlled substances and drug paraphernalia, the purchase, consumption, possession or transportation of liquor or malt or brewed beverages, gang-related activities, ethnic intimidation, harassment and stalking.
3. Foster partnerships with law enforcement authorities for the education and guidance of students to create a school climate and knowledge base conducive to learning and personal growth.
4. Provide Law Enforcement authorities with floor plans of school buildings.

II. Incidents Requiring Law Enforcement Notifications and Responses

A. Notification

MCTI shall immediately report by the most expeditious means possible to the Law Enforcement Authority of primary jurisdiction the occurrence of any of the following incidents occurring on school property, at any school sponsored activity, or on any school conveyance, including but not limited to a school bus, providing transportation to or from a school or school sponsored activity:

1. Possession of a Weapon: As used in this Memorandum "weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, metal knuckles, billy club, blackjack, grenade, incendiary device; and any other tool, instrument or implement capable of inflicting serious bodily injury where the intent to use such tool, instrument or implement as a weapon is present.

This reporting requirement does not apply to a weapon that is used as part of a school-approved program, by an individual who is participating in the program. MCTI shall notify PTPD of the existence of and membership in any sanctioned clubs or activities including but

MEMORANDUM OF UNDERSTANDING
BETWEEN
MONROE CAREER AND TECHNICAL INSTITUTE
AND
THE TOWNSHIP OF POCONO TOWNSHIP

- I. Monroe Career & Technical Institute (MCTI) hereby agrees to pay to the Pocono Township Police Department (PTPD) the sum of \$72 per hour for a maximum of 362 hours beginning the first date when services are rendered through the end of the 2016 - 2017 school year.
- II. Billing for services rendered by PTPD shall be monthly including the number of hours billed and the hourly rate, and shall indicate "police services". Any and all police officers who will be performing services at MCTI shall register each day on a sheet provided at the Reception Area of MCTI in order to verify their presence and rendered assistance as set forth in this Agreement.

MONROE CAREER AND TECHNICAL INSTITUTE

Chairperson, Joint Operating Committee

Secretary
Joint Operating Committee.

JOC Meeting Date

POCONO TOWNSHIP POLICE DEPARTMENT

Chief of Police

ATTEST:

POCONO TOWNSHIP BOARD OF COMMISSIONERS

John P. Brown Date
MCTI Supervisor of Career & Tech Ed

Township Meeting Date

and 13-1317.2.

d. Complete reports as required by the Public School Code of 1949, 24 P.S. §13-1303-A(b).

4. All school entities are required to submit an annual report, which will include violence statistics and reports to the Department of Education's Office of Safe Schools. Prior to submitting the required annual report, MCTI and PTPD will review the report and compare data. PTPD will notify MCTI in writing whether the report accurately reflects police incident data.

V. General Provisions

- A. This Memorandum is not intended to and does not create any contractual rights or obligations with respect to the signatory agencies or any other persons or entities.
- B. This Memorandum may be amended, expanded or modified at any time. The parties agree that they shall review the Agreement every two years from the date of its original execution.
- C. In the event of changes in state or federal law that necessitate changes to this Memorandum, the parties shall collaborate to amend this Memorandum to assure compliance by the parties with state and federal requirements.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.
- E. The parties agree that no agency, partnership or joint venture is created hereunder and neither party shall hold itself out as the agent of the other party.
- F. The PTPD, Pocono Township and its and their officers, agents, representatives, supervisors, and employees assume no liability or responsibility whatsoever with respect to the conduct and operation of the School District's business nor for any loss, injury, or damage of whatever kind to persons or property however or by whomever caused whether due in whole or in part to acts of negligence on the part of MCTI, its board members, agents, representatives, employees and students and others, and MCTI agrees to hold the PTPD, Pocono Township and its and their supervisors, officers, agents, representatives, employees harmless and indemnify against any claim including the costs and attorney fees which arise from the conduct of its business and/or this Memorandum of Understanding.
- G. MCTI, its Joint Operating Committee (JOC), agents, representatives, and employees, assumes no liability or responsibility whatsoever with respect to the conduct and operation of the PTPD activities pursuant to this Memorandum nor for any loss, injury or damage of whatever kind to persons or property, however or by whomever caused whether due in whole or in part to the acts or negligence on the part of the PTPD, its commission, member municipalities, agents, representatives, employees and others. The PTPD agrees to hold MCTI, its JOC members, agents, representatives and employees harmless and indemnify against any claim including costs and attorney fees that may arise out of PTPD's activities pursuant to this Memorandum of Understanding.

AND NOW, this _____ day of _____, 2016, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

Dr. Carolyn Shegelski, Director
Monroe Career and Technical Institute

Mr. Kent Werkheiser, Chief of Police
Pocono Township Police Department

Pocono Township Board of Commissioners

C. Scope of School Entity's Involvement

1. Interviews of Students

- a. Unless the school entity has received previous written instruction from the parent or guardian to the contrary, the Law Enforcement Agency does not need to secure parental permission to interview a student who is not a suspect/ focus of an investigation by law enforcement officials.
- b. The school entity shall notify the parent or guardian of a student when law enforcement authorities interview that student. Law enforcement shall follow department policies and procedures when interviewing a student.
- c. In the event a student is interviewed by law enforcement authorities on school property, the school principal or similar designated school official shall be present during the interview.
- d. In the event an interested adult cannot be contacted when PTPD desires to interview a student, the school entity shall defer to the policies, procedures and direction of the investigating law enforcement authority, who shall follow department policies and procedures when interviewing a student.
- e. The legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the law enforcement authority. The school entity shall defer to the expertise of the law enforcement authority on matters of criminal and juvenile law procedure.

2. Conflicts of Interest

- a. The parties to this Memorandum recognize that in the event that a school entity employee, contractor, or other person acting on behalf of the school district or entity is the subject of an investigation, a conflict of interest may exist between the school entity and the adult suspect.
- b. Where the possibility of such a conflict exists, neither the individual that is the subject of the investigation nor any person acting as his/her subordinate or direct supervisor shall be present during law enforcement authority's interviews of student co-suspects, victims or witnesses.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s) shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of law enforcement authorities or as otherwise required by law.

D. Reporting Requirements and Exchange of Information

1. Law enforcement authorities shall be governed by applicable statutory and case law regarding reporting and information exchange.
2. The chief law enforcement officer of the police department of the municipality where a sexually violent predator lives shall be responsible for providing written notice as required under 42 Pa.C.S. §§ 9791, 9798(b)(3), (3.1) (commonly known as "Megan's Law") as may be amended from time to time.
3. School entities shall be governed by and cooperate with the following reporting and information exchange guidelines:
 - a. Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g and its implementing regulations at 34 C.F.R. Section 99.1 et seq., and 22 Pa. Code §§ 12.31-12.33.
 - b. Share information and evidence as required for police to complete investigation of the incident.
 - c. Comply with the requirements of the Public School code of 1949, 24 P.S. §§ 13-1303-A

B. Upon notification of the incident to PTPD, MCTI shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification.

1. Whether the incident is in-progress or has been concluded.
2. Nature of the incident.
3. Exact location of the incident.
4. Number of persons involved in the incident.
5. Names and ages of the individuals involved.
6. Weapons, if any, involved in the incident.
7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
8. Injuries involved.
9. Whether EMS was notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. All other such information as is known to the school authority that may reasonably be deemed relevant to the incident under investigation.

III. Law Enforcement Authority Response

The initial response by PTPD shall be consistent with the following:

1. This Memorandum and its amendments.
2. PTPD policies, procedures and protocols regarding responses to reported incidences.

IV. Assistance of School Entities

A. In Loco Parentis

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or person in parental relation to such pupils may exercise over them.
2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on any public conveyance providing transportation to or from school or school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of students involved in acts of violence, possession of weapons, sexual assault, or the possession, use or sale of a controlled substance or the underage possession of alcohol or intoxications from alcohol shall be notified of the involvement as soon as possible.
2. In the event that a parent or guardian of a student may be a co-suspect or in the event of a situation in which immediate notification of the incident may result in the destruction of or tampering with evidence or witnesses, the school entity may decide to delay notification of parents or guardians.
3. School entities shall document attempts made to reach the parents or guardians of all victims, witnesses and suspects of incidents reportable to law enforcement authorities pursuant to the terms of this agreement.

not limited to a school gun club.

2. Act of Violence: As used in this Memorandum "act of violence" shall mean an offense, including the attempt, solicitation or conspiracy to commit the offense, under the provisions of the Pennsylvania Crimes Code, including but not limited to:
 - a. Prohibited offensive weapons 18 Pa.C.S. § 908;
 - b. Possession of weapon on school property, 18 Pa.C.S. § 912;
 - c. Criminal homicide, 18 Pa.C.S. § 2501;
 - d. Simple assault, 18 Pa.C.S. § 2701;
 - e. Aggravated assault, 18 Pa.C.S. § 2702;
 - f. Terroristic threats, 18 Pa.C.S. § 2706;
 - g. Kidnapping, 18 Pa.C.S. § 2901;
 - h. Unlawful restraint, 18 Pa.C.S. § 2902;
 - i. Rape, 18 Pa.C.S. § 3121;
 - j. Statutory sexual assault, 18 Pa.C.S. § 3122.1;
 - k. Involuntary deviate sexual intercourse, 18 Pa.C.S. § 3123;
 - l. Sexual assault, 18 Pa.C.S. § 3124.1;
 - m. Institutional sexual assault, 18 Pa.C.S. § 3124.2;
 - n. Aggravated indecent assault, 18 Pa.C.S. § 3125;
 - o. Indecent assault, 18 Pa.C.S. § 3126;
 - p. Indecent exposure, 18 Pa.C.S. § 3127;
 - q. Arson and related offenses, 18 Pa.C.S. § 3301;
 - r. Institutional vandalism, 18 Pa.C.S. § 3307;
 - s. Burglary, 18 Pa.C.S. § 3502;
 - t. Criminal trespass, 18 Pa.C.S. § 3503;
 - u. Robbery, 18 Pa.C.S. § 3701;
 - v. Robbery of motor vehicle, 18 Pa.C.S. § 3702;
 - w. Riot, 18 Pa.C.S. § 5501;
 - x. Possession of firearm by minor, 18 Pa.C.S. § 6110.1.
3. Possession, Use or Sale of a Controlled Substance or Drug Paraphernalia
 - a. As used in this Memorandum, "controlled substance" shall include the possession, use or sale of controlled substances as defined in the Act of April 14, 1972 (P.L. No. 64) known as "The Controlled Substance, Drug, Device and Cosmetic Act" (hereinafter "Drug Act") as amended from time to time including, but not limited to, inhalants, marijuana, cocaine, crack, heroin, LSD, PCP, amphetamines, all steroids, look-a-likes, and other substances commonly known as "designer drugs".
 - b. Included in this reporting provision shall be the possession, use or sale of drug paraphernalia, as defined in the Drug Act, including, but not limited to, hypodermic needles, syringes, wrapping papers, and all other implements utilized for the purpose of ingesting or otherwise introducing controlled substances into the body.
4. Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a minor under the age of 21 years and/or presence of a minor under the age of 21 years under the influence of alcohol and/or malt or brewed beverages.
5. Gang-related criminal activity.
6. Harassment and Stalking as defined at 18 Pa.C.S. § 2709 and 2709.1.
7. Ethnic Intimidation as defined at 18 Pa.C.S. § 2710.

Pocono Township – Monroe County

Job Description

Position: (Part Time) Zoning Hearing Board Secretary

Position Requirements:

The Zoning Hearing Board Secretary provides clerical support for the board

Position reports to: Township Manager, but takes direction from the Zoning Hearing Board Chairperson

Supervision Exercised: None

Position Responsibilities:

- Pay strict attention to all filing date deadlines ie. public hearing notices, postings of all required notices, etc. Initially work closely with ZHB solicitor to prepare notices - once template is created, prepare future notices and have checked by Solicitor before submitting/ mailing
- Prepare and distribute all materials for meetings and hearings
- Advise and remind board members, staff, and applicants of hearing times
- Appropriately file materials in the Township records
- Perform related tasks as required by the Township Manager and Zoning Hearing Board Chairman

Required Knowledge, Skills and Abilities:

- Maintain accurate and complete files

This job description is not all inclusive and is subject to change.

Education & Experience:

- High school diploma or equivalent
- One to three years of clerical/administrative support experience

Memo

To: Commissioner
From: Pamela Finkbeiner
cc:
Date: June 30, 2016
Re: Agenda Items

Suggestions for Policy - Agenda Items –

- a) Appointments of professional services/employees – Three Commissioners to approve placement on the agenda.
- b) Discussion items – may or may not require a vote – One Commissioner with supporting information by Thursday at noon. All commissioners should receive supporting documentation the Wednesday before the meeting.
- c) Special Meetings/Workshops – All Commissioners notified with a total of three to confirm with a response time after notification of 3 days.

Hello Gina,

Here's the revised quote, we are still running the promo until Friday, please let me know if you have additional questions or ready to purchase, please let me know.

Shelia Kennon

520-848-5940



Prepared for: Pocono Township Tannersville, PA * Gina Zuvich

Prepared by: Shelia Kennon * shelia_kennon@intuit.com

Quote Number: 2-CP13FL2 * Date: 6/30/2016 * Expires: 7/01/2016

Products and Options

Quantity	List Price	Discount	Net Price
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Intuit Quickbooks

Version: 2016

Users: 5

Edition: Premier

Fulfillment Method: Download

Promotion:

QuickBooks Desktop Pro, Premier, Mac Save up to \$80- \$120 per user promo

1.00	1949.95	600.00	1349.95
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Total Discount USD 600.00

Subtotal USD 1,349.95

Total Tax	USD 81.00
Total Shipping	USD 0.00
Total Amount	USD 1,430.95

Terms

- This quote is not a binding contract.
 - Pricing and terms are subject to change at any time.
-

CONTRACT FOR
PROFESSIONAL ENGINEERING SERVICES
AS MUNICIPAL SANITARY SEWER ENGINEER

THIS AGREEMENT is made as of this day ____ of _____, 2016

BETWEEN: **POCONO TOWNSHIP BOARD OF COMMISSIONERS**
hereinafter referred to as **CLIENT**
AND: **T & M ASSOCIATES**
hereinafter referred to as **ENGINEER.**

WHEREAS, the **CLIENT** desires to engage the **ENGINEER** to serve as the **MUNICIPAL SANITARY SEWER ENGINEER** for the purpose of rendering Engineering services when the need arises and upon the request of the **CLIENT**; and **NOW, THEREFORE,** the **CLIENT** and **ENGINEER,** in consideration of their mutual covenants and promises, agree as follows:

SECTION I -- PROFESSIONAL SERVICES OF THE ENGINEER

- A. Wastewater Sewer System General Engineering Consulting (Work to be computed on time and material basis)
1. Serve as a Sanitary Sewer Engineering consultant to the Board of Commissioners and other Municipal officials, boards, commissions and bodies of the **CLIENT.** As specific projects and initiatives are identified and evaluated on a more specific basis, work will proceed under a detailed scope of work proposal and associated lump sum fee.
 2. Attend monthly Commissioner's Sewer Meeting as requested.
 3. When directed by the **CLIENT,** the **ENGINEER** shall provide the Sanitary Sewer Engineering Services necessary to review, assess conformity to requirements and take necessary action with respect to issuance of certificates, permits, licenses and similar regulatory documents. When requested, the **ENGINEER** shall provide technical advice to other municipal employees, officials and agents concerning their review of such documents.
- B. Capital Improvement Contracts for the Public Sanitary Sewer System (work to be completed under specific proposal/contract between Client and Engineer):
1. Prepare, review, and approve construction plans and specifications for all Sanitary Sewer System capital improvement contracts as requested; provide construction observation during the construction phase of such contracts; and verify work completed to authorize progress payments for contracts.
 2. Provide maps, plans, specifications, surveys and other records as may be needed for Sanitary Sewer facilities owned and operated by the **CLIENT.**
 3. When the Engineer assists the **CLIENT** with respect to the design and/or inspection of Capital improvements, construction, repair, alterations or demolition Projects, the **ENGINEER** will inspect as a design professional the progress and quality of the executed work of Contractor(s) and determine in general if such work is proceeding in accordance with the Contract Documents for the project. **ENGINEER** shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by contractors or the safety precautions and programs incident to the work of contractors. Contractor shall be solely responsible for site safety and the safety of all of Contractor's employees or subcontractors. **ENGINEER'S** efforts will be directed toward advising the **CLIENT** that the completed work of contractors will conform to the contract documents. During such visits and on the basis of on-site inspections, the **ENGINEER** shall keep the **CLIENT** informed of the progress of the work, shall guard the **CLIENT** against defects and deficiencies in such work and shall disapprove or reject work failing to conform to the Contract Documents.

C. Miscellaneous Services (work to be completed under specific proposal/contract between Client and Engineer):

The ENGINEER may provide professional Engineering services not otherwise classified herein when such services are requested by the CLIENT, including but not limited to surveys in connection with property acquisition; Engineering surveys; additional inspection or observation of projects; environmental assessments; review of outside technical consultants; or any other services requested by CLIENT. If there is additional work, there shall be a negotiated fee that shall be memorialized in the resolution authorizing the Additional Services.

D. Judicial and Quasi-Judicial Proceedings (work to be completed on time and material basis):

When directed by the CLIENT or when subpoenaed in connection with Municipal business to appear and testify at a deposition in judicial or quasi-judicial hearings, the ENGINEER shall provide the services necessary to prepare for the deposition or hearing and shall provide testimony as required

SECTION II-- ENGINEERS RESPONSIBILITIES

The ENGINEER agrees:

- A. The standard of care for all professional services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality and based on facts and information available at the time services are provided. ENGINEER makes no warranties, expressed or implied in connection with ENGINEER's services.
- B. To stand ready to explain and defend the terms and compensation hereinafter mentioned for all services provided.
- C. To obtain the services of sub-contractors or sub professionals as required and/or ordered by the CLIENT for the compensation provided herein.

SECTION III -- CLIENT'S RESPONSIBILITIES

The CLIENT agrees to:

- A. Make such records and information available to the ENGINEER as may be required to assist him in the performance of his duties.
- B. Authorize and direct committees, employees, and agents of the CLIENT to consult with the ENGINEER at all reasonable times upon the request of the ENGINEER regarding:
 - 1. The work and services to be done or rendered by the ENGINEER and/or others in the employ of the CLIENT;
 - 2. The applications, plans, and reports to be reviewed by the ENGINEER, submitted by others to the CLIENT;
 - 3. The coordination of ENGINEER'S professional services for any project or application;
 - 4. Any and all other matters, as requested by the CLIENT, relating to the work and services of the ENGINEER.
 - 5. Submit to the ENGINEER all relevant applications, plans, and reports prepared by others within such time to allow ENGINEER ample opportunity to properly review same, consult with respect thereto and to make any necessary reports to the CLIENT, without the ENGINEER causing a delay in the progress of the work.
- C. Authorize the ENGINEER to undertake additional services related to special projects ("Additional Services") if deemed necessary. Such authorization shall be by resolution of the CLIENT and memorialized in writing between the parties prior to commencement of said services. The ENGINEER shall be compensated for Additional Services in accordance with the negotiated fee agreed to between CLIENT and ENGINEER, which shall be memorialized in the resolution authorizing the Additional Services.

SECTION III -- COMPENSATION OF THE ENGINEER

- A. The services rendered by the ENGINEER under this Agreement shall be pursuant to Exhibit "A" attached hereto.
- B. Vouchers or invoices shall be issued monthly for services performed during the preceding billing period. Such billings shall be due within thirty (30) days of when rendered.

SECTION IV -- INSURANCE AND INDEMNIFICATION

- A. ENGINEER shall secure and maintain Workman's Compensation Insurance (as required by Law) and General Liability Insurance (as required by contract) to protect the ENGINEER and/or Its Employees and agents from claims for bodily injury, death or property damage, which may arise from the performance of services pursuant to this proposal. The limits of said Liability Insurance shall not be less than \$1,000,000 with \$10,000,000 Umbrella liability coverage. The ENGINEER shall provide Certificates of Insurance to the CLIENT prior to the performance of any services.
- B. ENGINEER shall also provide and maintain Professional Liability (Errors and Omissions) Insurance for claims, which arise from any negligent performance of the ENGINEER pursuant to this agreement. The limits of ENGINEER'S Professional Liability insurance is currently \$7,500,000 per claim.
- C. The CLIENT acknowledges that although the ENGINEER is to cooperate with and make recommendations to the CLIENT with respect to Engineering matters related to the services provided by ENGINEER, the final decisions are within the CLIENT's discretion and are to be made by the CLIENT.
- D. All certificates of insurance shall name the Township and its elected and appointed officials, employees and agents, as additional insured and loss payee. All such certificates shall be subject to approval by the Township Solicitor.

The ENGINEER shall not be liable in any way for any decision of the CLIENT (or consequences thereof) which (i) are not in accordance with the recommendations of the ENGINEER, or (ii) are based on or related to any failure on the part of the CLIENT to accept or follow any recommendations of the ENGINEER. The CLIENT hereby releases the ENGINEER from any and all liability and waives any and all claims against the ENGINEER arising out of or relating to any such decisions or the consequences thereof, and agrees to indemnify, defend, and save harmless the ENGINEER against loss, liability, claim, damage, and expense, including reasonable counsel fees, arising out of or relating to any such decisions or the consequences thereof.

- E. The ENGINEER agrees subject to the provisions herein, to indemnify and hold CLIENT harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the ENGINEER'S negligent acts, errors or omissions during the performance of this Agreement.

The CLIENT agrees subject to the provisions herein, to indemnify and hold ENGINEER harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the CLIENT's negligent acts, errors or omissions during the performance of this agreement.

- F. In no event shall ENGINEER be liable in contract or tort or otherwise for any incidental, special, indirect or consequential damages, including loss caused by delay, commercial loss, or lost profits or revenues or opportunities resulting from any service furnished by ENGINEER under this Agreement.

SECTION V - OWNERSHIP AND REUSE OF DOCUMENTS

- A. All final plans and specifications, ordered by the CLIENT and prepared by the ENGINEER shall become the joint property of the CLIENT and the ENGINEER. At the completion of work or in the event of termination, all work sheets and internal office communications of the ENGINEER, including drawings, sketches, calculations, field notes and memoranda are and shall remain the property of the ENGINEER, as instruments of service. The CLIENT, at its expense, may obtain extra prints of final drawings and specifications.
- B. All documents including drawings and specifications prepared by the ENGINEER pursuant to this Agreement are instruments of service with respect to a specific project. They are not intended or represented to be suitable for reuse of the CLIENT or others on extensions of the project or on any other project. Any reuse without written

verification or adaptation by the ENGINEER for the specific purpose intended will be at the CLIENT'S sole risk, with no liability or exposure to ENGINEER; and the CLIENT shall indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses including reasonable attorney's fees arising out of or resulting from such unauthorized use. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by the CLIENT and ENGINEER.

SECTION VI -- ENTIRE AGREEMENT

This Agreement represents the entire agreement between the CLIENT and the ENGINEER relating to the subject matter hereof and no representations or agreements made by either party or by any representative of either party in the negotiations leading to this Agreement or otherwise which are not expressed in this Agreement shall be binding on either party.

No change in, addition to, or modification of any provision of this Agreement shall be effective unless made by written agreement signed by the party to be charged with such change, addition, or modification.

IN WITNESS WHEREOF, the CLIENT and ENGINEER have caused this Instrument to be executed in its respective name and behalf as of the day and year herein written.

WITNESS:

Pocono Township

BY: _____

BY: _____

DATE:

WITNESS:

T&M Associates

BY: _____

BY: _____

DATE:

EXHIBIT A

POCONO TOWNSHIP - 2016 FEE SCHEDULE

BILLING TITLE	BILLING RATE/HR	TYPICAL FUNCTIONAL TITLES
TECHNICAL AND FIELD STAFF ENTRY LEVEL	\$43.00	Junior Technician; Junior Inspector
FIELD STAFF - GRADE 1	\$43.00	Technician-1 (Survey); Inspector-1
TECHNICAL STAFF - GRADE 1; ADMINISTRATIVE SUPPORT STAFF	\$55.00	Technician-1, Graphics Operator; All Clerical/Secretarial/Administrative Support Titles not otherwise classified
FIELD STAFF - GRADE 2	\$55.00	Technician-2 (Survey); Inspector-2
TECHNICAL STAFF - GRADE 2; PROFESSIONAL ENTRY LEVEL	\$55.00	Technician-2; Professional Intern
FIELD STAFF - GRADE 3	\$55.00	Technician-3 (Survey); Inspector-3
TECHNICAL STAFF - GRADE 3	\$55.00	Technician-3; Senior CADD Technician
FIELD STAFF - GRADE 4	\$55.00	Senior Technician (Survey); Senior Inspector
TECHNICAL STAFF - GRADE 4; PROFESSIONAL I	\$76.00	Designer; Senior Engineering Technician; Assistant Engineer; Staff Designer; Planner; Landscape Architect or Environmental Scientist; Graphics Coordinator
FIELD STAFF - GRADE 5	\$76.00	Principal Technician (Survey); Principal Inspector; Party Chief (Survey)
TECHNICAL STAFF - GRADE 5; PROFESSIONAL II	\$97.00	Senior Designer; Principal Technician; Staff-1 (Designer, Engineer, Planner, Landscape Architect or Environmental Scientist); Information System Support Specialist
PROFESSIONAL III; SUPERVISING FIELD STAFF	\$97.00	Staff-2 (Designer, Engineer, Planner, Landscape Architect or Environmental Scientist); Senior Party Chief; Chief Inspector; Supervising Technician
PROFESSIONAL IV; SUPERVISING TECHNICAL STAFF	\$98.00	Senior Staff Engineer; Planner; Environmental Planner; Landscape Architect or Scientist; Principal Designer
PROFESSIONAL V (Field and Support)	\$98.00	Principal Surveyor; Supervising Inspector; Accounting Manager; Information System Manager; Computer Design Supervisor
PROFESSIONAL V	\$107.00	Principal (Engineer, Planner, Environmental Planner, Landscape Architect, Staff Designer, Environmental Scientist, Hydrogeologist); Robotic Station Surveyor (including equipment)
SUPERVISING PROFESSIONAL; UNIT SUPERVISOR; PROFESSIONAL VI	\$107.00	Supervising (Engineer, Planner, Landscape Architect, Surveyor or Environmental Scientist, Unit Supervisor)
GROUP MANAGER; PROFESSIONAL VII	\$107.00	Group Manager; Assistant Division Manager; Regional Office Manger
PRINCIPAL; MANAGER;	\$108.00	Principal Division Manager; Corporate Level Manager; Regional Client Service Manager; Senior Consultant; Chief Engineer
GROUP MANAGER, PROFESSIONAL VIII	\$285.00	Sr. Technical Environmental Engineer, Company Practice Leader, Electrical and Automation



CONTRACT CHANGE ORDER

PROJECT: Route 611 Sanitary Sewer Replacement Project

CHANGE ORDER NUMBER: POCO# 005

DATE: June 23, 2016

CONTRACTOR: Marona Construction Company

ENGINEER'S PROJECT NUMBER: POCO-00040

CONTRACT DATE: October 6, 2015

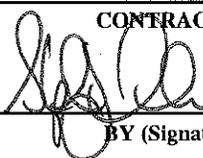
The Contract is changed as follows:

The Contract is changed as follows: The primary costs associated with this Project Change Order are attributed to the expanded traffic control measures identified in the PennDOT Highway Occupancy Permit (HOP) that were not made available until after the project was publically bid. The cost associated with the additional traffic signs requested by the Township to identify businesses directly impacted by construction are also included. This Change Order includes costs associated with the restoration of Chester's Barber Shop property affected by construction and the cost to address the washout of seeded and stabilized topsoil in the area of Benninger's Insurance Company. An itemized list of costs associated with this Project Change Order is attached.

The Original Contract Amount was	\$	<u>2,625,000.00</u>
The net change by previously authorized Change Orders	\$	<u>-12,363.64</u>
The Contract Amount prior to this Change Order was	\$	<u>2,612,636.36</u>
The Contract Amount will be increased by this Change Order in the amount of	\$	<u>107,425.00</u>
The new Contract Amount, including this Change Order, will be	\$	<u>2,720,061.36</u>
The Contract Time will be increased by		(0) days
The date of Substantial Completion as of the date of this Change Order, therefore, is		May 2, 2016
The date of Final Completion as of the date of this Change Order, therefore, is		June 2, 2016

NOTE: This Change Order does not include changes in the Contract Amount or Contract Time that have not been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ENGINEER, CONTRACTOR AND OWNER

<u>T&M Associates</u>	<u>Marona Construction Company</u>	<u>Pocono Township</u>
ENGINEER	CONTRACTOR	OWNER
		
BY (Signature)	BY (Signature)	BY (Signature)
<u>MARK Ambrose</u>	<u>STEPHAN SALOMA</u>	
(Printed Name)	(Printed Name)	(Printed Name)
<u>7/1/2016</u>	<u>6/23/16</u>	
DATE	DATE	DATE

INTERGOVERNMENTAL AGREEMENT

SEWER LINE CONNECTION AND TRANSFER OF SERVICE

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF FORESTRY**

AND

The TOWNSHIP OF POCONO

This Intergovernmental Agreement is made and entered into this _____ day of _____, 2015, by and between the Department of Conservation and Natural Resources, Bureau of Forestry (hereinafter "DCNR"), an Executive Agency of the Commonwealth, and the Township of Pocono (hereinafter "Township" or "Pocono Township"), 112 Township Drive, Tannersville, PA 18372.

WHEREAS, DCNR administers the Delaware State Forest under the authority of the Conservation and Natural Resources Act, Act 18, June 28, 1995, P. L. 89, No. 18, 71 P. S. § 1340.101 et seq.; and

WHEREAS, the Township administers the Sewage Treatment Facilities for Pocono Township residents within the limits of its municipal jurisdiction; and

WHEREAS, Township Ordinance Number 2013-01 requires connection to the Township Sewer System by the Owner of any improved property at Owner's expense, as well as abandonment of any previously used private sewage systems; and

WHEREAS, the DCNR is a residential landowner within the Pocono Township, which operates its own currently-used Sewage Treatment Plant that services the DCNR Swiftwater Office Complex. No activities by Pocono Township or its agents shall cause DCNR to be in violation of the current NPDES Discharge Permit including bypass, overflow, or other; and

WHEREAS, the DCNR Bureau of Forestry intends to abandon and transfer to Pocono Township the sewer line servicing the Delaware State Forest Swiftwater Office Complex, after Township rehabilitation efforts bring the line up to current Pocono Township Sewer Line Specifications; and

WHEREAS, Pocono Township agrees to complete the necessary upgrades to the DCNR sewer line so as to meet Pocono Township Sewer Line Specifications. It will obtain an independent Contractor through appropriate municipal contracting procedures and will provide the Swiftwater Office Complex direct connection via gravity sewer lateral to the Township's central sewer system; and

WHEREAS, the DCNR will reimburse Pocono Township for the costs associated with this work, by Township invoice, as specified below.

NOW, THEREFORE, the parties, intending to be legally bound hereby, agree to the following terms and conditions.

1. Pursuant to Township Ordinance Number 2013-01, the DCNR Bureau of Forestry will abandon and transfer to Pocono Township the sewer line servicing the Delaware State Forest Swiftwater Office Complex. See Exhibit A, Sewer Plan Diagram, attached hereto and incorporated herein.
2. As depicted on Exhibit A, this sewer line is located along the western side of SR611 and extends from the Swiftwater Office Complex (proposed service lateral terminus and point of connection) to a manhole, labeled as M.H. 1, then follows a southerly direction along SR611 for a distance of approximately 635 feet to a Pocono Township manhole, labeled MH#B2-1-02, located just north of where the line previously discharged into a tributary to Scot Run.
3. Prior to transfer of ownership of the sewer line and manholes, Pocono Township agrees to complete necessary upgrades so as to meet Pocono Township Sewer Line Specifications. It will obtain an independent Contractor through appropriate municipal contracting procedures and will provide the Swiftwater Office Complex direct connection via gravity sewer lateral to the Township's central sewer system. Once the new Township system is in place and operating, the DCNR treatment system now in use will be decommissioned.
4. Through this authorization, Pocono Township and its agents agree to conduct minimal earth disturbance activities on the site and will notify the Delaware State Forest District Manager at the Swiftwater Office Complex prior to project construction commencing. This Agreement does not authorize Pocono Township or any of its Agents/Contractors to unduly interfere with access to any road or site on State Forest Land and the Township will make all reasonable efforts not to obstruct traffic into and out of the DCNR facility. Access to the Swiftwater Office Complex must remain available for Departmental staff use, public use of State Forest facilities, and for emergency personnel, if needed at any time.
5. The Commonwealth of Pennsylvania does not assume any responsibility or liability for consequences of the activities performed by Pocono Township or its Agents/Contractors. Any claims of liability will be subject Pennsylvania law. Nothing herein restricts either party's right to assert Sovereign Immunity as an affirmative defense.
6. The DCNR will reimburse Pocono Township for a mutually agreeable portion of the costs associated with this work, not to exceed \$15,000. The estimated costs for the Township's construction/installation work is contained in Exhibit B, Budget Summary, attached hereto and incorporated herein. Pocono Township will invoice DCNR on a cost reimbursement basis, providing detailed information in its invoices, specifying the exact work intended to be covered by the invoice. DCNR will reimburse the Township on a timely basis, as quickly as the Budget Office is able to reasonably process requests for payment.

7. This Agreement shall be effective beginning on the effective date noted above and ending upon the completed connection of the line to the Township's central sewer system and final reimbursement payment by DCNR to the Township, unless terminated sooner by either party, upon thirty (30) days written notice to the other.

IN WITNESS WHEREOF, the parties have caused this Intergovernmental Agreement to be duly executed effective the day and year first written above.

The Township of Pocono

BY: _____

Commissioner

BY: _____

Commissioner

BY: _____

Commissioner

Department of Conservation and Natural Resources

BY: _____

Secretary

Comptroller

DCNR Bureau of Forestry Account Code: Maximum Reimbursement: \$15,000

APPROVED AS TO LEGALITY AND FORM:

Office of General Counsel

Chief Counsel

Office of Attorney General



Boucher & James, Inc.

AN EMPLOYEE OWNED COMPANY

INNOVATIVE ENGINEERING

June 29, 2016

Ms. Pamela Finkbeiner
Interim Manager/Township Secretary
Pocono Township Municipal Building
P.O. Box 197
Tannersville, PA 18372

**SUBJECT: BOND REDUCTION REQUEST
CAMELBACK LOT 12 AND HELIPAD LAND DEVELOPMENT
POCONO TOWNSHIP, MONROE COUNTY, PA
B&J PROJECT NO. 146374C**

Dear Ms. Finkbeiner:

On behalf of CBH20, LP,, we are submitting a request for Bond Reduction for the Camelback Lot 12 and Helipad Land Development project. Based on our latest observation, all stormwater systems have been installed, all ESPC Measures were installed, the site has been graded and most areas have final top soil and seed, the pavement subbase has been placed, half of the curbing has been installed and the site has been partially paved.

The following work needs to be completed:

- Minor areas of final stabilization need to be completed and the woodlands restoration area needs planting.
- Infiltration Basin 4 has been remediated and has been tested for infiltration capabilities. Preliminary results indicate that it will be usable as an infiltration facility. The basin needs to be fully stabilized and the berm and spillway need to be stabilized. The basin is 50% complete.
- General site improvements such as signage, gates, line striping, etc. need to be completed.

We have updated our Engineers Opinion of Cost and have attached it to this letter for your review. Based on the work left to complete, the bond should be able to be reduced to \$81,652.52, including the required 10% contingency.

Ms. Pamela Finkbeiner
Interim Manager/Township Secretary
June 29, 2016
Page 2 of 2

If you should have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael E. Gable", with a long horizontal flourish extending to the right.

Michael E. Gable, P.E.
Director of Engineering Services

MEG/clg

cc: Dan Finn, CB H2O, LP
Lisa A. Pereira, Esquire, Broughal & DeVito, LLP
Ralph W. Bandel, Counsel, ADG
Russell G. Benner Jr., P.E., T&M Associates

S:\2014\146374\146374C\Documents\Correspondence\Mr Pocono Bond Reduction.2016.06.29.doc



Boucher & James, Inc.

Consulting Engineers
2738 Rim Rock Road
Stroudsburg, PA 18360

Telephone: 570-629-0300 Fax: 570-629-0306

Engineer's Opinion of Costs

Camelback Lot 12/Helipad - 6/29/16

Item	Description	Work to Complete		Unit Cost	Extended Cost
		Quantity	Unit		
Erosion Control BMPs/General Site Preparation					
1	Clear and Grub Site Woodlands	0.00	Acre	\$ 4,500.00	\$ -
2	Removal of refuse and spoils	0	LS	\$ 8,500.00	\$ -
3	Concrete Washout Pit	0	LS	\$ 950.00	\$ -
4	Inlet Protection	0	EA	\$ 325.00	\$ -
5	Establish Stock Pile	0	LS	\$ 850.00	\$ -
6	12" Silt Sock	0	LF	\$ 8.00	\$ -
7	18" Silt Sock	0	LF	\$ 10.00	\$ -
8	24" Silt Sock	0	LF	\$ 14.00	\$ -
9	32" Silt Sock	0	LF	\$ 20.00	\$ -
10	Construction Entrance	0	LS	\$ 3,500.00	\$ -
11	18" Sediment Control Fence	0	LF	\$ 4.25	\$ -
12	Rock Filter	0	EA	\$ 750.00	\$ -
13	Maintain Temporary Access to Helipad	0	LS	\$ 2,500.00	\$ -
14	Sediment Trap 1	0	LS	\$ 8,500.00	\$ -
15	Construction Fence for IB 4	0	LS	\$ 450.00	\$ -
16	Bulk Site Grading	0	LS	\$ 25,000.00	\$ -
17	Top Soil Site	500	SY	\$ 2.25	\$ 1,125.00
18	Lawn Area Seeding/Restoration	5185	SF	\$ 0.50	\$ 2,592.59
19	Meadow Area Seeding/Restoration	4543	SF	\$ 0.35	\$ 1,589.95
20	Woodlands Area Seeding/Restoration	9587	SF	\$ 0.75	\$ 7,190.25
21	Steep Slope Stabilization	0	SF	\$ 0.50	\$ -
Erosion Control BMPs/General Site Preparation Total Costs					\$ 12,497.78
Drainage Improvements					
22	Type M Inlets	0	EA	\$ 1,750.00	\$ -
23	Inlet Snouts	0	EA	\$ 2,200.00	\$ -
24	CDS Water Quality Unit	0	LS	\$ 18,500.00	\$ -
25	Under Ground Basin 1	0	LS	\$ 22,000.00	\$ -
26	Rain Garden 2	0	LS	\$ 12,500.00	\$ -

Engineer's Opinion of Costs

Camelback Lot 12/Helipad - 6/29/16

Item	Description	Work to Complete Quantity	Unit	Unit Cost	Extended Cost
27	Infiltration Bed 3	0	LS	\$ 65,000.00	\$ -
28	Infiltration Basin 4	50%	LS	\$ 9,500.00	\$ 4,750.00
29	Headwalls	0	EA	\$ 1,800.00	\$ -
30	Rock Outfall Aprons	0	EA	\$ 1,850.00	\$ -
31	Stormwater Manholes	0	EA	\$ 2,500.00	\$ -
32	4" PVC two barrel Pipe	0	LF	\$ 25.00	\$ -
33	Swale 1	0	LF	\$ 18.00	\$ -
34	Swale 2	0	LF	\$ 25.00	\$ -
35	Swale 3	0	LF	\$ 29.00	\$ -
36	15" HDPE	0	LS	\$ 31.00	\$ -
37	18" HDPE	0	LS	\$ 42.00	\$ -
38	24" HDPE	0	EA	\$ 100.00	\$ -
Drainage Improvements Total Costs					\$ 4,750.00
General Site Improvements					
39	Signs	6	EA	\$ 275.00	\$ 1,650.00
40	Access Gate to Helipad	1	LS	\$ 1,500.00	\$ 1,500.00
41	Site Line Striping	1	LS	\$ 1,850.00	\$ 1,850.00
42	Road Pavement Restoration Along Resort Dr	0	SY	\$ 35.00	\$ -
43	Pavement Area Stone 6" Penn DOT 2A Subbase	0	SY	\$ 10.00	\$ -
44	Shoulder Reconstruction along Resort Drive	237	SY	\$ 40.00	\$ 9,481.78
45	Concrete Pad For Helipad	2500	SF	\$ 14.00	\$ 35,000.00
46	Rolled Asphalt Curbing	225	LF	\$ 14.00	\$ 3,150.00
47	Week Post Guide Rail	290	LF	\$ 15.00	\$ 4,350.00
General Site Improvements Total Costs					\$ 56,981.78
Total Estimated Construction Costs					\$ 74,229.56
Contingency(10%)					\$ 7,422.96
Total Estimated Site Development Costs					\$ 81,652.52

EXHIBIT A-1 - Category 1 Improvements
Project: Camelback Lot 12 & Helipad - POCONO TOWNSHIP ESTIMATE FOR IMPROVEMENTS GUARANTEE

Location: Pocono Township, Monroe County, PA
Date: June 29, 2016

Item #	Description	Quantity	UM	Unit Price	Total Price	PREVIOUS		Current Reduction Request		Total to Date	
						Percentage	Amount	Percentage	Amount	Percentage	Amount
E&S Control BMPs/General Site Preparation											
1	Clear and Grub Site Woodlands	2	AC	\$ 4,500.00	\$ 8,325.00	0%	\$ -	100%	\$ 8,325.00	100%	\$ 8,325.00
2	Removal of refuse and spalls	1	LS	\$ 8,500.00	\$ 8,500.00	0%	\$ -	100%	\$ 8,500.00	100%	\$ 8,500.00
3	Concrete Washout Pit	1	LS	\$ 950.00	\$ 950.00	0%	\$ -	100%	\$ 950.00	100%	\$ 950.00
4	Inlet Protection	7	EACH	\$ 325.00	\$ 2,275.00	0%	\$ -	90%	\$ 2,047.50	90%	\$ 2,047.50
5	Establish Stock Pile	3	LS	\$ 850.00	\$ 2,550.00	0%	\$ -	100%	\$ 2,550.00	100%	\$ 2,550.00
6	12" Silt Sock	890	LF	\$ 8.00	\$ 7,120.00	0%	\$ -	100%	\$ 7,120.00	100%	\$ 7,120.00
7	18" Silt Sock	357	LF	\$ 10.00	\$ 3,570.00	0%	\$ -	100%	\$ 3,570.00	100%	\$ 3,570.00
8	24" Silt Sock	322	LF	\$ 14.00	\$ 4,508.00	0%	\$ -	100%	\$ 4,508.00	100%	\$ 4,508.00
9	32" Silt Sock	299	LF	\$ 20.00	\$ 5,980.00	0%	\$ -	100%	\$ 5,980.00	100%	\$ 5,980.00
10	Construction Entrance	2	LS	\$ 3,500.00	\$ 7,000.00	0%	\$ -	100%	\$ 7,000.00	100%	\$ 7,000.00
11	18" Sediment Control Fence	274	LF	\$ 4.25	\$ 1,164.50	0%	\$ -	100%	\$ 1,164.50	100%	\$ 1,164.50
12	Rock Filter	2	EACH	\$ 750.00	\$ 1,500.00	0%	\$ -	100%	\$ 1,500.00	100%	\$ 1,500.00
13	Maintain Temporary Access to Helipad	1	LS	\$ 2,500.00	\$ 2,500.00	0%	\$ -	100%	\$ 2,500.00	100%	\$ 2,500.00
14	Sediment Trap 1	1	LS	\$ 8,500.00	\$ 8,500.00	0%	\$ -	100%	\$ 8,500.00	100%	\$ 8,500.00
15	Construction Fence for IB 4	1	LS	\$ 450.00	\$ 450.00	0%	\$ -	100%	\$ 450.00	100%	\$ 450.00
16	Bulk Site Grading	1	LS	\$ 25,000.00	\$ 25,000.00	0%	\$ -	100%	\$ 25,000.00	100%	\$ 25,000.00
17	Top Soil Site	9,731	SY	\$ 2.25	\$ 21,894.75	0%	\$ -	100%	\$ 21,894.75	100%	\$ 21,894.75
18	Lawn Area Seeding/Restoration	20,741	SF	\$ 0.50	\$ 10,370.50	0%	\$ -	75%	\$ 7,777.88	75%	\$ 7,777.88
19	Meadow Area Seeding/Restoration	22,714	SF	\$ 0.35	\$ 7,949.90	0%	\$ -	75%	\$ 5,962.43	75%	\$ 5,962.43
20	Woodlands Area Seeding/Restoration	9,587	SF	\$ 0.75	\$ 7,190.25	0%	\$ -	75%	\$ 5,392.69	75%	\$ 5,392.69
21	Slope Stabilization	33,563	SF	\$ 0.50	\$ 16,781.50	0%	\$ -	50%	\$ 8,390.75	50%	\$ 8,390.75
					\$ 154,079.40	0%	\$ -		\$ 139,083.49		\$ 139,083.49
Erosion Control BMPs/General Site Preparation Total Costs											
Drainage Improvements											
22	Type M Inlets	10	EACH	\$ 1,750.00	\$ 17,500.00	0%	\$ -	100%	\$ 17,500.00	100%	\$ 17,500.00
23	Inlet Snouts	6	EACH	\$ 2,200.00	\$ 13,200.00	0%	\$ -	90%	\$ 11,880.00	90%	\$ 11,880.00
24	CDS Water Quantity Unit	1	LS	\$ 18,500.00	\$ 18,500.00	0%	\$ -	100%	\$ 18,500.00	100%	\$ 18,500.00
25	Under Ground Basin 1	1	LS	\$ 22,000.00	\$ 22,000.00	0%	\$ -	100%	\$ 22,000.00	100%	\$ 22,000.00
26	Rain Garden 2	1	LS	\$ 12,500.00	\$ 12,500.00	0%	\$ -	75%	\$ 9,375.00	75%	\$ 9,375.00
27	Infiltration Bed 3	1	LS	\$ 65,000.00	\$ 65,000.00	0%	\$ -	100%	\$ 65,000.00	100%	\$ 65,000.00
28	Infiltration Bed 4	1	LS	\$ 9,500.00	\$ 9,500.00	0%	\$ -	0%	\$ -	0%	\$ -
29	Headwalls	6	EACH	\$ 1,800.00	\$ 10,800.00	0%	\$ -	100%	\$ 10,800.00	100%	\$ 10,800.00
30	Rock Outfall Aprons	5	EACH	\$ 1,850.00	\$ 9,250.00	0%	\$ -	100%	\$ 9,250.00	100%	\$ 9,250.00
31	Stormwater Manholes	2	EACH	\$ 2,500.00	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00	100%	\$ 5,000.00
32	4" PVC two barrel Pipe	59	LF	\$ 25.00	\$ 1,475.00	0%	\$ -	100%	\$ 1,475.00	100%	\$ 1,475.00
33	Swale 1	183	LF	\$ 18.00	\$ 3,294.00	0%	\$ -	100%	\$ 3,294.00	100%	\$ 3,294.00
34	Swale 2	128	LF	\$ 25.00	\$ 3,200.00	0%	\$ -	100%	\$ 3,200.00	100%	\$ 3,200.00
35	Swale 3	164	LF	\$ 29.00	\$ 4,756.00	0%	\$ -	100%	\$ 4,756.00	100%	\$ 4,756.00

Project: Camelback Lot 12 & Helipad - POCONO TOWNSHIP ESTIMATE FOR IMPROVEMENTS GUARANTEE

Location: Pocono Township, Monroe County, PA

Date: June 23, 2015

Item #	Description	Quantity	UM	Unit Price	Total Price	PREVIOUS		Current Reduction Request		Total to Date	
						Percentage	Amount	Percentage	Amount	Percentage	Amount
36	15" HDPE	615	LF	\$ 31.00	\$ 19,065.00	0%	\$ -	100%	\$ 19,065.00	100%	\$ 19,065.00
37	18" HDPE	170	LF	\$ 42.00	\$ 7,140.00	0%	\$ -	100%	\$ 7,140.00	100%	\$ 7,140.00
38	24" HDPE	6	LF	\$ 100.00	\$ 600.00	0%	\$ -	100%	\$ 600.00	100%	\$ 600.00
Drainage Improvements Total Cost					\$ 222,780.00				\$ 208,835.00		\$ 208,835.00
General Site Improvements											
39	Signs	6	EACH	\$ 275.00	\$ 1,650.00	0%	\$ -	0%	\$ -	0%	\$ -
40	Access Gate to Helipad	1	LS	\$ 1,500.00	\$ 1,500.00	0%	\$ -	0%	\$ -	0%	\$ -
41	Site Line Striping	1	LS	\$ 1,850.00	\$ 1,850.00	0%	\$ -	0%	\$ -	0%	\$ -
42	Road Pavement Restoration Along Resort Dr.	245	SY	\$ 35.00	\$ 8,575.00	0%	\$ -	100%	\$ 8,575.00	100%	\$ 8,575.00
43	Pavement Area Stone 6" Penn DOT 2A Subbase	8,417	SY	\$ 10.00	\$ 84,170.00	0%	\$ -	100%	\$ 84,170.00	100%	\$ 84,170.00
44	Shoulder Reconstruction along Resort Drive	237	SY	\$ 40.00	\$ 9,480.00	0%	\$ -	100%	\$ 9,480.00	100%	\$ 9,480.00
45	Concrete Pad for Helipad	2,500	SF	\$ 14.00	\$ 35,000.00	0%	\$ -	0%	\$ -	0%	\$ -
46	Gate to Helipad	1	LS	\$ 2,500.00	\$ 2,500.00	0%	\$ -	0%	\$ -	0%	\$ -
47	Retaining Wall below Helipad	1	LS	\$ 9,500.00	\$ 9,500.00	0%	\$ -	0%	\$ -	0%	\$ -
48	Rolled Asphalt Curbing	535	LF	\$ 14.00	\$ 7,490.00	0%	\$ -	0%	\$ -	#REF!	\$ -
49	Week Post Guide Rail	290	LF	\$ 15.00	\$ 4,350.00	0%	\$ -	0%	\$ -	0%	\$ -
General Site Improvements Total Cost					\$ 166,065.00				\$ 102,225.00		\$ 102,225.00
Total Estimated Construction Costs					\$ 542,924.40				\$ 450,143.49		\$ 450,143.49
Contingency (10%)					\$ 54,292.44						
TOTAL ESTIMATED SITE DEVELOPMENT COSTS - this spreadsheet					\$ 597,216.84				\$ 147,073.35		\$ 147,073.35
TOTAL COST ESTIMATE PER B&J, dated 11/25/15					** \$597,216.66						

NOTE: (discrepancy between B&J estimate and this spreadsheet is due to math errors for \$\$ amounts on items 18, 19, and 44 originally calculated on the B&J cost estimate spreadsheet)

Note: Unit Costs per Muschilitz Excavating as approved by Boucher & James

**TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA
RESOLUTION 2016-**

A RESOLUTION OF THE GOVERNING BOARD OF POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA, AUTHORIZING, EMPOWERING AND DIRECTING THE PROPER OFFICERS OF THE GOVERNING BOARD TO APPOINT A LIAISON BETWEEN IT AND BERKHEIMER, THE DULY APPOINTED COLLECTOR OF LOCAL TAXES FOR THE DISTRICT, FOR THE EXPRESS PURPOSE OF SHARING CONFIDENTIAL TAX INFORMATION WITH THE DISTRICT FOR OFFICIAL PURPOSES

WHEREAS, the Local Tax Enabling (“LTEA”), authorizes certain political subdivisions, including, POCONO TOWNSHIP, MONROE COUNTY to provide for the creation of such bureaus or the appointment and compensation of such officers, clerks, collectors and other assistants and employees as may be deemed necessary for the assessment and collection of taxes imposed under the authority of that Act, and

WHEREAS, POCONO TOWNSHIP, MONROE COUNTY, has entered into contractual agreement with BERKHEIMER of Bangor, Pennsylvania, whereby and whereunder CLIENT appointed Berkheimer to collect certain local taxes, and

WHEREAS, the LTEA specifically mandates that any information gained by the appointed tax officer, his agents or by any other official or agent of the taxing district, as a result of any declarations, returns, investigations, hearing or verifications required or authorized by the taxing municipality’s ordinance or resolution, be kept confidential, except for official purposes, and

WHEREAS, any person who divulges any information which is confidential under the provisions of any ordinance or resolution, upon conviction may be subject to fines and/or imprisonment, upon conviction, and dismissal from office or discharge from employment, and

WHEREAS, Berkheimer requires passage of a resolution by the governing body of POCONO TOWNSHIP, MONROE COUNTY specifying that said confidential information is needed for official purposes and absolving Berkheimer from any liability in connection with the release of said confidential information,

NOW, THEREFORE, BE IT RESOLVED that

1. POCONO TOWNSHIP, MONROE COUNTY hereby appoints the Township Manager and Township Treasurer its authorized representative to make requests upon and receive any and all tax information and records from Berkheimer, relative to the collection of taxes for CLIENT, as desired and deemed necessary by CLIENT, to be used for official purposes only and
2. Berkheimer is hereby directed to provide and/or transmit any and all tax information and records, or any portion thereof, relating to the collection of taxes for the CLIENT, upon request, to the Township Manager as the authorized contact representative for it
3. POCONO TOWNSHIP, MONROE COUNTY hereby saves harmless, indemnifies and/or absolves Berkheimer from and against any and all liability in connection with the release of said confidential information

RESOLVED, ENACTED AND ADOPTED at a meeting held on 5th day of July, 2016

ATTEST

Township of Pocono
Board of Commissioners

By _____
Pamela Finkbeiner
Interim Manager/Twp. Secretary

By _____
Harold Werkheiser
President

POCONO TOWNSHIP



www.pocconopa.gov

RESOLUTION NO. 2016 –

A RESOLUTION OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE, PENNSYLVANIA, AUTHORIZING THE PLACEMENT OF BANNERS ACROSS A STATE HIGHWAY OR WITHIN THE RIGHT OF WAY.

WHEREAS, The Department of Transportation Publication 46, Section 2.10.12 states the requirement for displaying an overhead sign or banner, and

WHEREAS, the Township of Pocono has a single event, recurring events, and multiple events that occur throughout the year, and

WHEREAS, the Township of Pocono desires to erect an overhead banner across State Route 0611 in the Township of Pocono, and

WHEREAS, State Route 0611 is not considered a limited access highway in the Township of Pocono.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Pocono authorize the Pocono Township Police and Pocono Township Fire Company to place an overhead banner advertising the Cole Bros. Circus on September 12th and 13th, across State Route 0611 under the following conditions:

1. The location for 12' X 3' banner placement is at State Route 0611, Segment 0230, Offset 0010:
And
2. The minimum vertical clearance will be seventeen feet and six inches (17' 6") above the roadway;
3. Banner will be erected not earlier than fifteen (15) days prior to the event on August 29th, 2016 and will be removed within two (2) days after the event on September 15th, 2016.
4. The Township of Pocono assumes full responsibility for erecting, maintaining and removing the device and all liability for damages occurring to any persons or property arising from any act of omission associated with the sign or banner.
5. No more than 20% of the message on the banner will relate to naming or advertising a commercial product, enterprise, business or company.
6. While erecting, maintaining and removing the banner, traffic control will be performed in accordance with the most current PennDOT Publication 213, Temporary Traffic Control Guidelines.
7. The Township of Pocono may charge a fee for services associated with the erection of the banner.

RESOLVED AND ADOPTED this the 5th of July, 2016.

ATTESTED:

POCONO TOWNSHIP COMMISSIONERS

By: _____
Pamela Finkbeiner
Interim Manager/Twp. Secretary

By: _____
Harold Werkheiser
President