

POCONO TOWNSHIP COMMISSIONERS
REGULAR MEETING AGENDA
September 19, 2016
7:00 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements:
 - a. Executive Session was held on 9/12/2016 to discuss personnel matters.
 - b. Conditional Use Summit Heights Conditional Use Hearing is scheduled for September 29, 2016 at 6:00pm.
 - c. A Petition has been received from the prospective purchasers of the Brookdale property for an amendment to the zoning ordinance which we are referring to the Planning Commission. No action is planned at this time.
- 4) Public Comments on matters not on the agenda

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)

- 5) Approval of Minutes:
 - a. Regular meeting of 9/6/2016
 - b. Work Session meeting of 9/16/2016
- 6) Approval of Bills and Transfers
 - a. Check listing dated September 19, 2016
- 7) Report of the President
- 8) Commissioners Comments

Bob DeYoung, Vice President

Ellen Gmandt, Commissioner
2015 Audit Draft

Judi Coover, Commissioner
Amendment to Manager's Contract

Jerry Lastowski, Commissioner

- 9) Reports:
 - a. Chief Werkheiser
 - i. Report for August

- ii. Extension of Agreement with North Central Highway Safety Network, Inc. from 10/1/2016 to 9/30/2017. Originally entered into by Resolution 2015-07
- b. Pocono Township Volunteer Fire Company
- c. Suburban Ambulance
- d. Administration – Manager’s Report
 - i. New Server for Administration Building.
 - ii. PA Municipal League Voting Delegate and Resolutions Committee Member Designation.
 - iii. PSATS Right to Know and Sunshine Act Training September 30, 2016 Pocono Manor
- e. Public Works Report
 - i. Paving Project and Line Painting update
 - ii. Maintenance Building Boiler Status.
- f. Finance Committee
- g. Township Solicitor Report
- h. Township Engineer Report
 - i. Escrow release #22 for Northridge
 - ii. Township MS4 requirements
 - iii. SALDO Proposed Amendments

10) Presentations:

- a. St. Luke’s Health Network

11) Resolutions:

- a. Resolution 2016-45 Adopting Monroe County 2016 Hazard Mitigation Plan.

12) Executive Session (If Necessary)

13) Adjournment

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

SEPTEMBER 6th, 2016 7:00P.M.

The Regular meeting of the Pocono Township Commissioners was held on 09/06/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Ellen Gndt, present; Bob DeYoung, present; Harold Werkheiser, present; Jerry Lastowski, present; and Judi Coover, present.

Leo DeVito, Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, present; Charles Vogt, Township Manager; and Pamela Finkbeiner, Township Secretary, were present.

ANNOUNCEMENT:

Executive Sessions were held on 08/18/2016, 08/22/2016 and 9/1/2016 to discuss personnel matters, discussions with the solicitor regarding litigations issues and negotiations regarding collective bargaining.

Summit Health Campus Conditional Use Hearing scheduled for August 24th, 2016 was cancelled and has been rescheduled to 09/29/2016 at 6:00 p.m.

PUBLIC COMMENT:

H. Werkheiser addressed the audience and informed them that the Brookdale on the Lake treatment center would not be discussed.

Terry Brown and Janet Miller, Gus Psisto, Twp. residents, questioned if the resident's concerns would be considered with any action taken on the Brookdale property.

J. Coover noted residents should check the agendas for when the Brookdale Project comes before the board.

G. Psisto requested resident be allowed additional time to speak at the next Brookdale presentation.

Allen Gothard, Old Orchard Farms, requested the Board research other areas that have been impacted by Treatment Centers.

J. Lastowski noted he takes everyone's opinion into consideration when making a decision.

APPROVAL OF MINUTES:

J. Coover made a motion, seconded by J. Lastowski, to approve the work session minutes of 08/11/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes.
Motion carried.

E. Gndt noted the first paragraph was duplicated on page 3.

J. Lastowski made a motion, seconded by E. Gndt, to approve the Regular meeting minutes of 08/15/2016 with correction. Roll call vote: E. Gndt, yes; B. DeYoung, abstained; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

MINUTES CONT:

J. Lastowski made a motion, seconded by E. Gndt, to approve the 08/18/2016 Special meeting minutes for the Brookdale Presentation. Roll call vote: E. Gndt, yes; B. DeYoung, abstained; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Coover made a motion, seconded by J. Lastowski, to approve the Work session minutes of 09/01/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

BILLS AND TRANSFERS:

E. Gndt questioned the Donna Kenderdine Transcript cost, Jane Cilurso name still on Staple Advantage invoice, Steele Hardware - Keys for Pump stations, James Wagner's gasoline charge for attending police training, DEFE charge for Unifirst, Pocono Spray Patching cost, Wayne Bank interest charge, T&M invoice for Pump Station #2 analysis, and CTS/Brodsky payment for damage during construction. Discussion followed. J. Coover suggested the CTS Properties/Brodsky damage be sent to the insurance company. J. Lastowski noted the damage occurred several years ago and Mr. Brodsky had agreed to wait until all work was completed. The previous Board had approved reimbursement of the cost to repair the damage. The Board concurred upon E. Gndt's recommendation to withhold the Wayne Bank interest payment and T&M Invoice.

E. Gndt a motion, seconded by J. Coover, to approve the Bill's list dated 09/06/2016 excluding check #1651-Wayne Bank for \$224.70 and check#178 - T&M Associates in the amount of \$11,413.20. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Discussion followed on the PACT TWO payment request. L. DeVito requested direction from the Board to resolve the issue. J. Coover and E. Gndt questioned the payment request. C. Vogt noted he has been working with Mark Ambrose to review the payment requests. L. DeVito requested the Board determination on whether the \$140,000 should be by agreement or Change Order. Discussion followed. B. DeYoung suggested E. Gndt work with L. DeVito to resolve the differences and bring the payment request back to the Board for approval. No action taken.

J. Coover made a motion, seconded by E. Gndt, to approve the Inter-fund transfer of 09/06/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

REPORT OF THE PRESIDENT: None

Bob DeYoung, Vice President - No

Ellen Gndt, Commissioner, noted she attended the Capital Improvement Committee and the Finance Committee will meet on the 13th.

REPORTS CONT:

Judi Coover, Commissioner, noted she spoke to the Monroe County Commissioners, Monroe County Planning Commission and Twp. Manager concerning abandoned properties. She noted the County maybe able to help.

Jerry Lastowski, Commissioner,

- 1) State law requirement for Leaf recycling. He spoke St. Representative Jack Rader and his bill which will give Township relief from the requirement had passed the house and is at the Senate.
- 2) TLC Tank - L. DeVito noted he is working with the school district to remove the tank. Discussion followed.

ADMINISTRATION - MANAGER'S REPORT

- a) Appointment of Pocono Director to BCRA Board for Term Expiring January 1st, 2018. C. Vogt noted with his appointment as Twp. Manager, he was required to resign from the BCRA Board. J. Coover a motion, seconded by E. Ghandt, to appoint Tom Wise as the Pocono Director to BCRA Board for a term expiring January 1st, 2018. Roll call vote: E. Ghandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
Tom Wise noted he has talked to Ken Brown, BCRA and thanked the Board for the appointment.
- b) Recreation Committee Vacancy - Jim Olizarowicz resignation. J. Coover made a motion, seconded by J. Lastowski, to appoint Nathan Laubach to the Recreation Committee to fill the vacancy. Dean Hartzhorn questioned if he was a resident. J. Coover noted it is not a requirement. H. Werkheiser questioned if additional applications were received. C. Vogt noted Mr. Laubach was recommended by several people. Roll call vote: E. Ghandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
- c) 457 Pension Plan - E. Ghandt explained the plan needed to be restated. Several changes were made to match the Contracts. J. Lastowski requested the Police Department be allowed to review. J. Coover made a motion, seconded by J. Lastowski, to approve the restatement of 457 Pension Plan subject to the Police department approval. Roll call vote: E. Ghandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
- d) Administrative Assistant - additional time - C. Vogt noted with Jeff Clapper's departure, he requested Christine Brodsky be moved to 34 hours per week for 10 weeks to help until a Public Works director is hired. J. Lastowski made a motion, seconded by H. Werkheiser, to increase Christine Brodsky's hours to 34 hours per week for 10 weeks. E. Ghandt questioned if she will be trained for additional job duties. J. Coover requested she answer to C. Vogt, only. Roll call vote: E. Ghandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

MANAGER'S REPORT CONT:

- e) Sundance Invoice #118281 - authorization to approve payment - C. Vogt noted the Police servers were specialized items and only two quotes were received. He noted they are still researching prices to confirm there was not a loss to the Township. C. Vogt recommended it be paid. J. Lastowski made a motion, seconded by H. Werkheiser, to approve the payment of Sundance Invoice #118281 in the amount of 18,859.48. E. Gnanadt requested the motion be amended to state if it found a loss to the Township, the Board will pay the loss. J. Coover noted it was not in the budget and the three quotes were not received. J. Lastowski stated it was a needed purchase to replace old equipment. Discussion followed. Roll call vote: E. Gnanadt, no; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, no. Motion carried.
- f) Facilities Study Status - C. Vogt, Twp. Manager, explained the study should be completed soon.
- g) Authorization to advertise for a new Public Works Director. J. Lastowski made a motion, seconded by H. Werkheiser, to authorize the Twp. Manager to create a job description, subject to Board review and advertise the position of Public Works Director. Roll call vote: E. Gnanadt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.
- h) Operations planning and budgeting for Heritage Center following completion. - C. Vogt, Twp. Manager, noted there is a request to open the building year round and explain the budget considerations needed. B. DeYoung questioned the cost for year round - staffing, utilities, maintenance of parking lot, etc. J. Coover noted the remodeling has been donated by the Heritage Foundation and there is no cost to tax payers. Ramona Shupp noted project was not to cost the Taxpayers but the new shed, sidewalks, bathrooms, paving and future maintenance are tax payer cost and she is not in favor keeping it open year round. Maxine Turbolski, Twp. resident, recommended closing the building during the winter. Discussion followed. No action taken.

PUBLIC WORKS REPORT:

- a) Paving Project update - C. Vogt explained the paving is started and a concern over the material temperature was raised. Jim Loyson, Public Works Employee is monitoring the temperature. C. Vogt noted if the temperature requirements are not met, paving will not be done. Discussion followed.
- b) Basketball Court quotes - C. Vogt explained J. Clapper had the three quotes revised and Pocono Spray Patching remained the lowest. Discussion followed on who will monitor the work. B. DeYoung offered to assist. J. Coover made a motion, seconded by E. Gnanadt to award the contract to Pocono Spray Patching, Inc. dated 08/16/2016 in the amount of \$2,130.00. Roll call vote: E. Gnanadt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

PUBLIC WORKS REPORT CONT:

- c) Playscape Climbing Structures - C. Vogt explained he contacted Playscape and they will install the equipment. Quotes were received for installation. J. Coover questioned the cost with installation since it will exceed the bidding requirements. Discussion followed. The Board concurred to wait until additional information is received.
- d) Maintenance Building Boiler Status - C. Vogt explained a new boiler was not ordered and Leon Clapper has inspected the boiler and can repair it and maintain it. Discussion followed. No action taken.

TOWNSHIP SOLICITOR

Camelback Mountain Slide Maintenance Declaration for Stormwater Facilities - L. DeVito, Twp. Solicitor, explained the agreement is for the stormwater facilities. - J. Lastowski made a motion, seconded by B. DeYoung, to authorize the execution of the Camelback Mountain Slide Maintenance Declaration of Covenant, Agreement and Easement for Stormwater Facilities and authorize the Township Official to sign. E. Gnanadt questioned the ownership of the property. C. Vogt noted the agreement binds to the property no matter who is the owner. H. Werkheiser questioned who will monitor the stormwater improvements. C. Vogt noted M CCD will notify the Township if there is a problem and the Twp. Engineer would be requested to inspect. E. Gnanadt stated she did not have enough information to vote on the agreement. - Roll call vote: E. Gnanadt, no; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Adam's Outdoor ZHB - L. DeVito explained Adam's has two ZHB hearings and requested direction from the Board to attend. J. Tresslar, Twp. Engineer, noted the application was received. B. DeYoung request to wait. No action taken.

TOWNSHIP ENGINEER REPORT:

Northridge at Camelback Escrow Release #22 - J. Tresslar explained T&M in their letter of 08/16/2016 recommended the escrow release. H. Werkheiser made a motion, seconded by J. Lastowski, to approve Northridge at Camelback Escrow Release #22 in the amount of \$95,612.15. Roll call vote: E. Gnanadt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Kinsley Minor Subdivision RFM - J. Tresslar explained due to the Topography of the property the grades cannot be met. H. Werkheiser made a motion, seconded by B. DeYoung, to approve the RFM for SALDO SEC. 3.208.M - Maximum grade on local access street. Roll call vote: E. Gnanadt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Kalahari EDU Status - J. Tresslar, Twp. Engineer, explained the Kalahari project is requesting additional EDUs for their new addition and He will review the contract. Discussion followed. No action taken.

TOWNSHIP ENGINEER REPORT CONT:

MS4 update - J. Tresslar noted he attended the MS4 roundtable and met with Monroe County Planning Commission to discuss. MCPC is in the process of doing the mapping. He is working with MCPC to develop what will need to be done.

RESOLUTIONS:

Resolution 2016-43 - Banner - C. Vogt noted the Resolution was approved at the Brookdale Presentation meeting and the meeting may not have been advertised correctly. J. Lastowski made a motion, seconded by E. Gndt, to ratify Resolution 2016-43 - Bicentennial Banner. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Resolution 2016-44 - Bank Signatories- J. Lastowski made a motion, seconded by J. Coover, to adopt Resolution 2016-44 - designating Judi Coover, Robert DeYoung, Gerald Lastowski, Harold Werkheiser, Ellen Gndt, and Regina Zuvich as authorized signers. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Resolution 2016-45 - Monroe County 2016 Hazard Mitigation Plan - C. Vogt explained this is the County plan. J. Coover questioned if the plan had been reviewed. H. Werkheiser requested it be reviewed. J. Lastowski requested the Twp. Manager review the plan and reports to the board his recommendation. Discussion followed.

PUBLIC COMMENT: Marie Guidry questioned when fall cleanup will be and if it will be advertised in the Pocono Record.

P. Finkbeiner noted the dates are September 22, 23, and 24th.

ADJOURNMENT INTO EXECUTIVE SESSION: J. Coover made a motion, seconded by E. Gndt, to adjourn the meeting into executive session to discuss a personnel matter, at 9:25 P.M. until 09/19/2016 at 7:00 p.m., at the Pocono Township Municipal Building. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

POCONO TOWNSHIP BOARD OF COMMISSIONERS
WORK SESSION MINUTES

DATE: September 16, 2016

TIME: 9:00am

PLACE: Township Building

PRESIDING COMMISSIONER: Bob DeYoung, Vice President

ROLL CALL: Ellen Gndt, Present
Bob DeYoung, Present
Harold Werkheiser, Absent
Jerry Lastowski, Present
Judi Coover, Present
Charlie Vogt, Manager, Present

NO CITIZENS APPEARED OFFICIALLY AND TESTIFIED.

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN.

THE WORK SESSION WAS ADJOURNED AT: 12:40pm

**Pocono Township Check Listing
September 19, 2016**

General Fund	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	09/14/2016	54890	Teamster Local 773 - Non-Uniform	Non uniform union dues	438.00
	09/14/2016	54891	Teamster Local 773 - Police	Police union dues	1,139.00
	09/14/2016	54892	AFLAC	Voluntary supplemental insurance	396.08
	09/14/2016	54893	Anglemyer, Aaron	Gasoline/Pumps out	28.26
	09/14/2016	54894	Balnhouer, Frederick	Constable services - Weichand matter	305.00
	09/14/2016	54895	Bartonsville Printing	ZO/Pavillion/Citations/Letterhead	500.00
	09/14/2016	54896	BIU of PA, Inc.	ZO/SEO services	2,797.50
	09/14/2016	54897	Brodhead Creek Regional Authority	Sewer bill	210.07
	09/14/2016	54898	Broughal & DeVito, L.L.P.	General/PC Legal	10,082.00
	09/14/2016	54899	Cramer's Home Building Center	Parts/Oil	445.43
	09/14/2016	54900	D'Huy Engineering , Inc.	CIP Plan	8,212.50
	09/14/2016	54901	D.G. Nicholas Co.	Parts/Oil	83.87
	09/14/2016	54902	BIU of PA, Inc.	BIU Permits (Includes Sanofi Flu BLDG)	219,197.08
	09/14/2016	54903	Element Environmental Solutions	Hazardous Material Testing	560.00
	09/14/2016	54904	Fry's Plastic	Road Pipe	586.65
	09/14/2016	54905	Intoximeters	Intoximeter Unit (Paid by Donation by Barley	532.50
	09/14/2016	54906	J. P. Mascaro & Sons	Garbage - Mt. View	50.00
	09/14/2016	54907	Jack Williams Tire Company, Inc.	Unit #94 - Tires	175.22
	09/14/2016	54908	JDM Materials Company	Blocks - Stone storage	945.00
	09/14/2016	54909	Kost Tire & Auto Service	Police Cars tires	1,199.52
	09/14/2016	54910	May Equipment	Pressure washer repair	683.85
	09/14/2016	54911	Metropolitan Telecommunications	Phones - Police	168.80
	09/14/2016	54912	Network Fleet	GPS Service	355.40
	09/14/2016	54913	Otto, Carol	Cleaning	550.00
	09/14/2016	54914	PAPCO, Inc.	Gasoline	956.81
	09/14/2016	54915	PMHIC	Health Insurance - October	59,416.08
	09/14/2016	54916	PNC Bank, N.A.	Loader - October	1,014.30
	09/14/2016	54917	Pocono Arts Council	Municipal Support 2016	400.00
	09/14/2016	54918	PPL Electric Utilities	Twp/Traffic/Park electric	1,422.17
	09/14/2016	54919	Praxair Dist Mid-Atlantic	Supplies	25.14
	09/14/2016	54920	Prosser Laboratories, Inc.	Water testing park	145.00
	09/14/2016	54921	Robert B. Turnbull, Jr.	Tree removal - Summit Drive	450.00
	09/14/2016	54922	Schwaab, INC.	Date/Time stampers	82.00
	09/14/2016	54923	SHIV 9 LLC	Refund - Taxes	642.80
	09/14/2016	54924	Signal Service, Inc.	Pole repair Sullivan/715	3,357.34
	09/14/2016	54925	Sparkle Car Wash	Police Car washes	50.00
	09/14/2016	54926	Staples Advantage	Park Supplies	146.94
	09/14/2016	54927	Sundance Networks, Inc.	IT Service/Twp/Police	2,530.32
	09/14/2016	54928	UNIFIRST Corporation	Carpets/Uniforms	156.91
	09/14/2016	54929	Unum Life Insurance	Life Insurance	2,006.00
	09/14/2016	54930	Verizon Wireless	Phones - Police	574.68
	09/14/2016	54931	Wallace, Emily	Pavillion Refund	100.00
	09/14/2016	54932	Williamson Law Book Co.	Minute/Resolution/Ordinance Books	333.27
	09/14/2016	54933	Metropolitan Telecommunications	Phones - Twp./Park	636.64
	09/16/2016	54935	Tulpehocken	Water	113.40
	09/16/2016	54936	Bartonsville Printing	Business Cards	60.00
	09/16/2016	54937	DES	Recycling	25.00
	09/16/2016	54938	Gotta Go Pottles	Mt View Park	150.00
	09/16/2016	54939	Pocono Record	Advertising-Park, ZHB & General	1,760.20
	09/16/2016	54940	Shane Reimer	Thursday on the Green entertainment	150.00
	09/16/2016	54941	Signal Service, Inc.	Traffic light fix	150.00
	09/16/2016	54942	Stiff Oil	Diesel	5,489.95
	09/16/2016	54943	Stroudsburg Electric Motor Service	Public works tool	179.99
				TOTAL General Fund	<u>\$332,166.67</u>

Pocono Township Check Listing
September 19, 2016

Sewer Operating Fund

09/14/2016 1651	Wayne Bank	Interest for 2 days	224.70
09/14/2016 1658	Metropolitan Telecommunications	Pump station phone	28.60
09/14/2016 1659	Pennsylvania One Call System	One call markings	100.45
09/14/2016 1660	Pocono Management Associates	Sewer manager	1,990.00
09/14/2016 1661	Brodhead Creek Regional Authority	October treatment charges	78,172.00
09/14/2016 1662	EEM O&M Services Group	Operation and Maintenance for October	6,103.50
09/14/2016 1663	PPL	Electric for pump stations	1,902.83
09/14/2016 1664	Evoqua	Bioxide	5,148.00
09/14/2016 1665	Blue Ridge Communications	Cable for pump stations	184.07
09/16/2016 1666	T&M Associates	Engineering for operations	1,047.28
TOTAL Sewer Operating Fund			<u>\$94,901.43</u>

Sewer Construction Fund

09/01/2016 178	T&M Associates	PS 2 hydraulic analysis	11,413.20
9/16/2016 180	T&M Associates	Engineering for construction	6,842.45
TOTAL Sewer Construction Fund			<u>\$18,255.65</u>

Payroll

PAY 19 **\$81,825.99**

TOTAL General Fund

\$332,166.67

Transferred by:

TOTAL Sewer

\$18,255.65

Construction Fund

TOTAL ESSA Transfer

\$350,422.32

TOTAL Sewer

Wayne Bank

\$94,901.43

Authorized by:

General Fund					
September 2018 Transfers					
	Actual	Budget	\$ Over Budget	Adjusted Budget	Transfer
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 • Legislatve -Meetings & Training	0.00	1,000.00	-1,000.00		
400.540 • Legislative - Donations	967.79	3,000.00	-2,032.21		
401.110 • Admin Salaries & Wages	63,028.45	104,734.00	-41,705.55		
401.192 • Admin SSI Taxes	4,821.68	8,415.00	-3,593.32		
401.198 • Admin Health Insurance	13,594.05	25,259.00	-11,664.95		
401.198 • Non-Uniformed Pension Plan	5,690.34	9,900.00	-4,209.66		
401.199 • Admin Life and Disability Ins	532.38	756.00	-223.62		
401.200 • Administration Allowances	1,010.04	1,250.00	-239.96		
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	500.00	-500.00		
402.110 • Fin Admin Salaries & Wages	36,691.20	53,202.00	-16,510.80		
402.120 • Financial Admin OVT	2,713.63	4,500.00	-1,786.37		
402.192 • Fin Admin SSI Taxes	3,014.48	4,261.00	-1,246.52		
402.196 • Fin Admin Health Insurance	18,295.46	26,274.00	-7,978.54		
402.198 • Fin Admin Non-Uni Pension Plan	3,366.89	4,788.00	-1,421.11		
402.199 • Fin Admin Life & Disability Ins	603.00	804.00	-201.00		
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	14,444.22	14,700.00	-255.78		
402.420 • Fin Admin Dues, Subscriptions	760.00	770.00	-10.00		
402.460 • Fin Admin Meetings & Training	721.54	1,000.00	-278.46		
403.110 • Tax Collection Salaries & Wages	6,923.16	10,000.00	-3,076.84		
403.192 • Tax Collection SSI Taxes	529.74	765.00	-235.26		
403.215 • Tax Collection Postage	1,603.53	2,000.00	-396.47		
403.220 • Tax Collection Operating Supply	1,268.02	2,000.00	-733.98		
403.310 • Tax Collection Professional Srv	18,576.34	27,600.00	-9,023.66		
403.460 • Tax Collection Meetings & Conf	0.00	625.00	-625.00		
404.310 • Township Solicitor	35,695.22	90,000.00	-54,304.78		
405.110 • Secretary Salaries & Wages	58,652.40	101,903.00	-43,250.60		
405.120 • Secretary OT	2,264.23	6,000.00	-3,735.77		
405.192 • Secretary SSI Taxes	4,638.23	8,255.00	-3,616.77		
405.196 • Secretary Insurance	25,957.53	38,414.00	-12,456.47		
405.198 • Secretary Non-Uni Pension Plan	4,222.19	7,821.00	-3,598.81		
405.199 • Secretary Life & Disability Ins	938.00	1,600.00	-662.00		
405.220 • Secretary Operating Supplies	415.27	500.00	-84.73		
405.260 • Secretary Minor Equipment	0.00	1,000.00	-1,000.00		
405.420 • Secretary Dues, Subscriptions	40.00	500.00	-460.00		
405.460 • Secretary Meetings & Training	0.00	1,000.00	-1,000.00		
406.215 • Gen Govt Postage	2,282.38	6,500.00	-4,217.62		
406.220 • Gen Govt Operatlon Supplies	4,089.05	7,000.00	-2,910.95		
406.310 • Gen Govt Professional Svcs	4,649.35	10,000.00	-5,350.65		
406.320 • Gen Govt Communications	5,111.63	9,000.00	-3,888.37		
406.340 • Gen Govt Advertising & Printing	1,821.38	8,000.00	-6,178.62		
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	373.19	500.00	-126.81		
407.260 • Technology Minor Equipment	19,578.48	19,900.00	-321.52		
407.450 • Contracted Services	8,737.72	13,000.00	-4,262.28		
408.310 • Township Engineer	14,689.74	70,000.00	-55,310.26		
409.220 • Building Operating Supplies	0.00	1,000.00	-1,000.00		
409.360 • Building Utilities	20,776.94	47,000.00	-26,223.06		
409.373 • Building Maint & Repairs	6,323.33	17,000.00	-10,676.67		
409.450 • Building Contracted Services	4,150.99	7,000.00	-2,849.01		
410.120 • Police Salaries & Wages-Admin	59,630.40	86,464.00	-26,833.60		
410.130 • Police Salaries & Wages-Officer	710,271.00	1,114,911.00	-404,640.00		
410.140 • Police Salaries & Wages-Civilian	32,688.17	47,594.00	-14,905.83		
410.179 • Police Longevity Pay	0.00	42,824.00	-42,824.00		
410.180 • Police Overtime Wages	84,019.30	125,000.00	-40,980.70		
410.187 • Police Overtime Civ Support	15.80	500.00	-484.20		
410.191 • Uniform Allowance	8,391.67	14,400.00	-6,008.33		
410.192 • Police SSI Taxes	66,513.81	108,423.00	-41,909.19		
410.196 • Police Health Insurance	319,287.40	435,076.00	-115,788.60		
410.197 • Police Pension Plan	0.00	145,320.00	-145,320.00		
410.198 • Police Life & Disability Ins	10,921.00	16,470.00	-5,549.00		

General Fund						
September 2016 Transfers						
410.199 • Police Non-Uniform Pension	2,582.57	3,959.00	-1,376.43			
410.200 • Police 457 Contribution	0.00	5,000.00	-5,000.00			
410.220 • Police Operating Supplies	3,733.65	5,000.00	-1,266.35			
410.221 • Crime Scene Supplies	412.30	1,000.00	-587.70			
410.222 • Ammunition	2,846.04	5,000.00	-2,153.96			
410.223 • K-9 Expenses	143.26	144.00	-0.74			
410.231 • Vehicle Fuel	22,306.78	45,000.00	-22,693.22			
410.260 • Police Minor Equipment	3,446.37	5,000.00	-1,553.63			
410.310 • Police Professional Services	860.00	2,500.00	-1,640.00			
410.314 • Civil Service Comm Solicitor	9,948.91	16,000.00	-6,051.09			
410.320 • Police Communications	11,736.28	15,000.00	-3,263.72			
410.341 • Police Advertising & Printing	1,347.00	4,500.00	-3,153.00			
410.373 • Police Maint & Repair Bldg	6,312.83	9,000.00	-2,687.17			
410.374 • Police Equipment Maint	3,009.88	3,500.00	-490.12			
410.420 • Police Dues, Subscriptions	427.10	1,500.00	-1,072.90			
410.450 • Police Contracted Services	67,838.71	99,163.00	-31,524.29			
410.451 • Police Vehicle Maintenance	15,750.27	25,000.00	-9,249.73			
410.460 • Police Meetings & Training	1,741.40	8,500.00	-6,758.60			
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	84,959.77	280,000.00	-185,040.23	400,000.00		120,000.00
413.311 • Prof Services - SEO	8,652.04	15,000.00	-6,347.96			
413.319 • Code Enforcement UCC Fees	584.00	1,000.00	-436.00			
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	20,354.00	-5,208.00	15,146.00		-5,208.00
414.120 • Planning & Zoning OT	68.25	1,000.00	-931.75	69.00		-931.00
414.192 • Planning & Zoning SSI Taxes	1,163.90	3,230.00	-2,066.10	1,164.00		-2,066.00
414.196 • Planning & Zoning Health Ins	5,813.90	17,000.00	-11,186.10	5,814.00		-11,186.00
414.198 • Planning & Zoning N-U Pension	0.00	0.00	0.00			
414.199 • Zoning Life & Disability	189.00	850.00	-661.00	189.00		-661.00
414.220 • Planning & Zoning Supplies	126.78	500.00	-373.22	127.00		-373.00
414.310 • Planning & Zoning Prof Svcs	16,388.90	31,000.00	-14,611.10			
414.313 • Planning & Zoning Engineering	4,176.39	10,000.00	-5,823.61			
414.314 • Planning & Zoning Legal	14,766.32	25,000.00	-10,233.68			
414.324 • Zoning Cell Phone	70.62	71.00	-0.38			
414.331 • Zoning Officer Mileage	0.00	0.00	0.00			
414.341 • Planning & Zoning Advertising	2,140.80	3,200.00	-1,059.20			
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	1,605.00	3,000.00	-1,395.00			
427.221 • Equip Rental - Grinder	0.00	0.00	0.00			
427.450 • Contracted Svcs - Clean-Up Days	9,684.54	20,700.00	-11,015.46			
430.110 • Public Works Salaries	281,795.76	398,845.00	-116,849.24			
430.120 • Public Works OT Wages	13,072.93	25,000.00	-11,927.07			
430.192 • Public Works SSI Taxes	22,429.80	32,409.00	-9,979.20			
430.196 • Public Works Insurance	169,424.66	223,374.00	-53,949.34			
430.198 • Public Works N-U Pension	24,057.10	34,258.00	-10,200.90			
430.199 • Public Works Life & Disab Ins	5,525.00	7,322.00	-1,797.00			
430.200 • Public Works Director Allowance	444.15	600.00	-155.85			
430.220 • Public Works Oper Supplies	4,849.76	13,300.00	-8,450.24			
430.232 • Public Works Diesel	14,476.33	55,000.00	-40,523.67			
430.234 • Public Works Vehicle Supplies	0.00	6,000.00	-6,000.00			
430.238 • Public Works Uniforms	5,065.34	7,800.00	-2,734.66			
430.260 • Public Works Minor Equip Purch	533.82	2,000.00	-1,466.18			
430.331 • Mileage Reimbursement	259.71	1,000.00	-740.29			
430.341 • Public Works Advertising	1,290.80	1,500.00	-209.20			
430.373 • Public Works Maint & Rep Bldg	4,378.27	9,000.00	-4,621.73			
430.375 • Public Works Heavy Equip Maint	36,693.24	77,000.00	-40,306.76			
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	7,860.08	8,000.00	-19.92			
432.450 • Snow & Ice Rem Subcontractors	0.00	7,500.00	-7,500.00			
433.220 • Traffic Signals & Signs Supply	0.00	3,000.00	-3,000.00			

General Fund					
September 2016 Transfers					
433.360 • Traffic Signals & Signs Utiliti	2,459.03	4,000.00	-1,540.97		
433.450 • Traffic Signals Contracted Svcs	9,851.00	11,859.00	-2,008.00	15,250.00	3,391.00
438.220 • Road Maint Supplies	14,109.61	75,000.00	-60,890.39		
438.611 • Line Painting	0.00	40,000.00	-40,000.00		
438.612 • Crack Sealling	29,997.68	30,000.00	-2.32		
438.613 • Vegetation Control	1,100.00	20,000.00	-18,900.00		
452.390 • Recreation fees	126.05	300.00	-173.95		
454.110 • Park Salary & Wage	42,945.36	65,729.00	-22,783.64		
454.120 • Park OT	131.22	1,500.00	-1,368.78		
454.192 • Park SSI	3,284.83	5,142.00	-1,857.17		
454.198 • Park N-U Pension Plan	1,308.43	2,343.00	-1,034.57		
454.220 • Park Operating Supplies	2,424.46	3,000.00	-575.54		
454.231 • Park Vehicle Fuel	442.52	1,500.00	-1,057.48		
454.260 • Park Minor Equipment	743.38	1,500.00	-756.64		
454.310 • Park Professional Services	0.00	1,700.00	-1,700.00		
454.320 • Park Communications	687.76	800.00	-112.24		
454.340 • Park Advertising & Printing	319.63	500.00	-180.37		
454.360 • Park Utilities	1,590.66	2,700.00	-1,109.34		
454.373 • Park Repairs & Maintenance	8,389.74	13,850.00	-5,460.26		
454.374 • Park Equipment Maintenance	2,277.39	5,000.00	-2,722.61		
454.450 • Park Contracted Services	7,163.94	20,000.00	-12,836.06		
454.460 • Park Meetings & Training	85.00	500.00	-415.00		
454.700 • Park Capital Purchases	22,075.00	29,400.00	-7,325.00		
457.640 • Community Day Celebration	427.50	3,000.00	-2,572.50		
457.641 • Bicentennial Committee Expenses	1,253.36	7,500.00	-6,246.64		
463.640 • TIF	158,068.62	159,000.00	-931.38		
471.200 • Series 2006 GON (school)	24,438.94	24,523.00	-84.06		
471.350 • 2011 Case Loader	7,932.84	11,960.00	-4,027.16		
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	181.56	211.00	-29.44		
472.351 • Rogers Trailer Interest	104.63	105.00	-0.37		
483.194 • Employer Pd Unemployment Comp	26,088.45	27,500.00	-1,411.55		
483.195 • Employer Pd Worker's Comp	103,467.51	121,000.00	-17,532.49		
483.200 • Federal Healthcare Tax	138.88	139.00	-0.12		
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	5,650.00	6,425.00	-775.00		
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	1,937.51	3,155.00	-1,217.49		
279.999 • General Fund Balance	3,729,335.00	0.00	3,729,335.00	3,626,369.00	-102,966.00
					0

KENT J. WERKHEISER
Chief of Police



570-629-7200
Office

9-1-1
Emergency Number

570-629-1601
Fax Number

570-992-9911
Dispatch

POCONO TOWNSHIP POLICE

110 TOWNSHIP DRIVE
TANNERSVILLE, PA 18372

POLICE REPORT FOR AUGUST, 2016

The following are the recorded activities of the Pocono Township Police Department for the month of August 2016. Also listed are the available recorded activities for August 2015.

	AUG 2016	Y-T-D 2016	AUG 2015	Y-T-D 2015
Incidents Investigated	446	3275	450	2835
Burglary Alarms Answered	81	622	78	568
Reportable Accidents Investigated	35	172	25	170
Non-Reportable Accidents	33	235	30	280
Criminal Investigations	32	265	46	249
Criminal Arrests	31	288	29	248
Juvenile Detentions	2	4	0	5
Property Receipts	23	232	26	202
Notification of Faulty Equipment	97	855	87	821
Vehicle Reports	0	7	5	19
Death Investigations	2	15	1	13
Written Warnings	150	1134	107	835
Missing Persons	0	7	1	5
Traffic Citations Issued	73	896	129	574
Non-Traffic Citations Issued	27	208	20	148
Ski Thefts	0	0	0	0
911 Hang-up Calls	71	563	68	189

Mileage all Vehicles: 14,868

Income from Report Fees: \$715.00

ATTACHMENT A

**NORTH CENTRAL REGIONAL DUI ENFORCEMENT PROJECT
CONDITIONS OF AGREEMENT DEPARTMENT EXTENSION**

The agreement between the North Central Highway Safety Network, Inc and the Pocono Township Police Department
Police Department , dated September / 30 /20 16 will be extended upon mutual agreement for a period
from 10 / 01 /20 17 to 09 / 30 /20 17. The DEPARTMENT will continue to carry out enforcement, public awareness
and education within their jurisdiction; as part of the "North Central Regional DUI Enforcement Project".
The NETWORK will then execute a Department extension with the DEPARTMENT from 10 / 01 /20 16 to 09 / 30 /20 17

Any modification to the original Conditions of Agreement will be added as an Amendment to this Condition of
Agreement Department Extension.

IN WITNESS WHEREOF, the North Central Highway Safety Network Inc, and the Pocono Twp Police Dept
Police Department as evidence of their assent to the Cooperation Agreement dated / /20
have caused this document to be extended, be signed and executed by their duly authorized officials this
_____ day of _____, 20 _____.

_____ ELECTED OFFICIAL OR DESIGNEE Signature & Title	_____ North Central Highway Safety Network Inc. Signature & Title
Printed Name	Printed Name
<u>Kent J. Werkheiser</u> POLICE CHIEF OR DEPARTMENT DESIGNEE Signature & Title	
<u>Kent J. Werkheiser</u> Printed Name	

TOWNSHIP OF POCONO, MONROE COUNTY,
PENNSYLVANIA

RESOLUTION NO. 2015-07

A RESOLUTION APPROVING AN AGREEMENT WITH THE NORTH
CENTRAL HIGHWAY SAFETY NETWORK, INC.

WHEREAS, Pocono Township is eligible to receive grant funding for the PA Aggressive Driving Enforcement & Education Project; and

WHEREAS, the project shall assist in funding targeted enforcement to curb aggressive driving; and

WHEREAS, the Board desires to execute the agreement to receive said funds;
and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the agreement with North Central Highway Safety Network, Inc. be accepted and approved.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 20th day of January, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: Patricia Finkbeiner
Print Name: Patricia Finkbeiner
Title: Secretary

By: Richard Wielebinski
Print Name: Richard Wielebinski
Title: President

ATTACHMENT G
BUCKLE UP PA ENFORCEMENT AND EDUCATION PROJECT
CONDITIONS OF AGREEMENT SIGNATURE AND CONTACT FORM

CONTACT INFORMATION:

DATE: 12/28/2014

Department Name: Pocono Township PD

Address: 110 Township Drive

City: Tannersville

Zip Code: 18372

Phone: 570-629-7323

Fax: 570-629-1501

Email: _____

Number of Officers: 15

County: Monroe

CHIEF/OIC or Department Designee: Chief Kent Werkheiser

(Title — First Name — Last Name)

PLEASE SIGN same as above:

Phone: 570-629-7323 ext. 235

Fax: 570-629-1501

Email: Kwerkheiser@poconopd.org

**DEPARTMENT PROJECT
COORDINATOR:**

(contact person) Cpl. Douglas Smith

(Title — First Name — Last Name)

PLEASE SIGN same as above:

Phone: 570-629-7323 ext. 237

Fax: 570-629-1501

Email: dsmith@poconopd.org

ELECTED OFFICIAL or Designee: such as Grants Administrator for Municipality (must be able to legally sign grants, contracts, etc.)

Name & Title: President, Richard Wielebinski

(Title — First Name — Last Name)

PLEASE SIGN same as above:

Phone: _____

Fax: 570-629-7325

Email: RWielebinski@PoconoPA.Gov

FISCAL OFFICER — Treasurer, Municipal Executive, Payroll Administrator, or whoever prepares payroll for your department — cannot be Police Officer (checks will be sent directly to their attention)

Name & Title: REGINA ZUVICH, Township Treasurer

(Title — First Name — Last Name)

PLEASE SIGN same as above:

Phone: 570-629-1922 ext 219

Fax: 570-629-7325

Email: RZUVICH@PoconoPA.Gov

Reimbursement can ONLY be made to the municipality. Please list the correct name and address of the Municipality where the check is to be mailed. The check will be sent to the attention of Fiscal Officer, unless otherwise specified:

Pocono Township

(Municipality Name where check will be mailed — CANNOT BE A POLICE DEPT)

112 Township Drive, Tannersville, PA 18372

(Municipality Address where check will be mailed)

ATTACHMENT G
PA AGGRESSIVE DRIVING ENFORCEMENT AND EDUCATION PROJECT
CONDITIONS OF AGREEMENT SIGNATURE AND CONTACT FORM

CONTACT INFORMATION:

DATE: December 29, 2014

Department Name: Pocono Township Police Department

Address: 110 Township Drive

City: Tannersville

Zip Code: 18372

Phone: 570-629-7200

Fax: 570-629-1501

Email: poconopd@ptd.net

Number of Officers: 15

County: Monroe

CHIEF/OIC or Department Designee: Chief Kent J. Werkheiser

(Title — First Name — Last Name)

PLEASE SIGN same as above:

Phone: 570-629-7200 ext 235

Fax: 570-629-1501

Email: kwerkheiser@poconopd.org

**DEPARTMENT PROJECT
COORDINATOR:**

(contact person) Cpl. Douglas N. Smith

(Title — First Name — Last Name)

PLEASE SIGN same as above:

Phone: 570-629-7200 ext 237

Fax: 570-629-1501

Email: dsmith@poconopd.org

ELECTED OFFICIAL or Designee; such as Grants Administrator for Municipality (must be able to legally sign grants, contracts, etc.)

Name & Title: Commissioner Richard Wielebinski

(Title — First Name — Last Name)

PLEASE SIGN same as above:

Phone: 570-629-1922

Fax: 570-629-7325

Email: rwielebinski@poconopa.gov

FISCAL OFFICER — Treasurer, Municipal Executive, Payroll Administrator, or whoever prepares payroll for your department — cannot be Police Officer (checks will be sent directly to their attention)

Name & Title: Township Manager Gregg Schuster

(Title — First Name — Last Name)

PLEASE SIGN same as above:

Phone: 570-629-1922 ext 212

Fax: 570-629-7325

Email: gschuster@poconopa.gov

Reimbursement can ONLY be made to the municipality. Please list the correct name and address of the Municipality where the check is to be mailed. The check will be sent to the attention of Fiscal Officer, unless otherwise specified:

Pocono Township

(Municipality Name where check will be mailed — CANNOT BE A POLICE DEPT)

112 Township Dr. Tannersville, PA 18372



CONDITIONS OF AGREEMENT

BETWEEN

Pocono Township POLICE DEPARTMENT

AND

NORTH CENTRAL HIGHWAY SAFETY NETWORK, INC.

PA AGGRESSIVE DRIVING ENFORCEMENT & EDUCATION PROJECT (PAADEEP)

THIS CONDITIONS OF AGREEMENT made the 29th day of December, 2014, by and between the Pocono Township Police Department, 110 Township Dr Dannersville, PA 18372 (Department Address) hereinafter referred to as DEPARTMENT and the North Central Highway Safety Network, Inc., 405 West Norwegian Street, Pottsville, Pennsylvania 17901-2934, hereinafter referred to as the NETWORK.

The NETWORK has received funds from the Pennsylvania Department of Transportation, Bureau of Maintenance and Operations, to implement the "PA Aggressive Driving Enforcement & Education Project", The NETWORK will then execute an agreement with the DEPARTMENT to carry out enforcement, public awareness and education within their jurisdiction;

WHEREAS, this agreement will be effective from October 1, 2014 to September 30, 2015. This agreement may be extended, upon mutual agreement, for an additional grant or Wave period. A *CONDITIONS OF AGREEMENT GRANT EXTENSION FORM* (ATTACHMENT B) must be signed and dated by both parties prior to beginning any grant extension. Any amendment to this Conditions of Agreement for the extension period will be added to *CONDITIONS OF AGREEMENT GRANT EXTENSION FORM*.

NOW THEREFORE, the parties hereto, in consideration of the mutual covenants herein contained and of the benefits conferred by this Agreement and the NETWORK as a result of the DEPARTMENT'S undertaking of the "PA Aggressive Driving Enforcement & Education Project", and intending to be legally bound hereby, agree that:

1. Grantee Compliance

The DEPARTMENT hereby assures the NETWORK that all activities relating to the above referenced project will be undertaken by the DEPARTMENT to fulfill the goals and objectives based on the proposed plan described in the **PROJECT DESCRIPTION** (ATTACHMENT A), and complete other activities to meet the goals and objectives as required by the Pennsylvania Aggressive Driving Enforcement and Education Project (PA ADEEP). This grant is made to grantee subject to grantee's compliance with 2 CFR Part 225 and 49 CFR Part 18.

- a. Administration of the grant is also subject to Grantee laws and procedures governing the award of contracts, bids, purchases, and payments. Any contracts executed under this grant must be awarded in compliance with the requirements of 49 CFR Part 18. It is the responsibility of the grantee to ensure such compliance.

- b. This is a cost reimbursement grant. The DEPARTMENT must pay 100% of all costs associated with the grant. Documentation supporting the costs must then be submitted to the NETWORK for processing.
- c. No profits may be gained under this grant.

2. Discrimination

The DEPARTMENT ensures that recipients of services, employees and contractors will not be discriminated against on the basis of race, color, religious creed, ancestry, national origin, age, handicap or gender.

3. Equal Opportunity for the Handicapped

The DEPARTMENT agrees to abide by Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112, 29 U.C.S. 793 and 794, as amended) and implementing federal regulations. The DEPARTMENT assures that any benefits, service, or employment available through the DEPARTMENT to the public by way of this Agreement's funds shall not be denied handicapped persons who are otherwise qualified or eligible for benefits, services or employment available as a result of this contract.

The DEPARTMENT further agrees to comply with all provisions of the Americans with Disabilities Act of July 26, 1990, as amended, and, to the extent applicable, the Pennsylvania Human Relations Act, as amended.

4. Responsibility

The DEPARTMENT certifies that it is not currently under suspension or debarment by the Commonwealth, any other State, or the Federal Government, as per Single Audit Bulletin SAB-96-01, Contractor Responsibility Provisions Debarment and Suspension, of August 19, 1996

5. Signatures

A "Conditions of Agreement", "Contact Form", "Conditions Agreement Grant Extension Form" and "Seat Belt Policy" must be on file with the NETWORK and must be updated by the DEPARTMENT if there are any changes to elected officials, department chief, fiscal officer or project coordinator.

The DEPARTMENT must identify a Department Project Coordinator to serve as the liaison between the Network and his or her Agency.

6. In-kind

The DEPARTMENT agrees to contribute at least 10% of funded hours as in-kind resources to the PA Aggressive Driving Enforcement & Education Project. These resources must be provided as enforcement activities conducted during a Wave period or any outside the Wave as directed by the NETWORK. In-kind does not need to be overtime, but regular duty hours can be included.

7. Crash Reports

The DEPARTMENT agrees to complete and submit crash reports to PennDOT as per, Vehicle Code 3751. Compliance to this condition is mandatory to apply, receive, and continue existing funding. (See ATTACHMENT D)

8. Establish and Enforce an Agency Seat Belt Policy

The DEPARTMENT must have an approved and enforceable Seat Belt policy. The DEPARTMENT must provide the NETWORK with a copy of its seat belt use policy. Departments who do not enforce seat belt policies or the Pennsylvania seat belt law will not be considered for funding.

9. Reimbursements

- a. Requests for reimbursement must be submitted upon the completion of each enforcement Wave. The DEPARTMENT will have 7 days to submit all forms for reimbursement, unless otherwise directed. No reimbursements will be accepted after 7 days.
- b. A fiscal officer must be identified by the DEPARTMENT and cannot be a police officer. Reimbursements can only be made to the municipality, there can be no exceptions.
- c. Personnel cost: Enforcement cost eligible for reimbursement include:
 - 1) Those costs incurred within the enforcement Wave, unless prior approval was given in writing.
 - 2) Only personnel time will be reimbursed (no employer cost i.e., benefits, FICA, health care, etc).
 - 3) The DEPARTMENT cannot use grant funds to supplant existing officer time. Supplanting includes: replacing routine and/or existing department officers time with grant funds.
 - 4) Reimbursement CANNOT exceed hourly rates paid directly to the employee.
 - 5) Payment must be made to the officers before NETWORK can reimburse the DEPARTMENT (unless prior approval is granted in writing.)
 - 6) Any rate over the regular overtime rate, of time and a half, must receive prior approval before enforcement begins.
 - 7) The officer must receive payment for the amount appearing on the reimbursement form.
 - 8) Comp Time will only be considered for reimbursement if ALL of the following conditions are met; (1) prior written approval by NETWORK, (2) the DEPARTMENT must have a written and approved comp time policy (a copy of the policy must be submitted to the NETWORK) and (3) the officer's reimbursed comp time hours must be recorded and traceable through payroll records. All cost relating to comp time hours found not to be in compliance and all comp time hours not used or reimbursed to the officer will be returned to the NETWORK.
 - 9) Payroll documentation must be kept for 5 years, from the date the DEPARTMENT was reimbursed, and made available upon request. (See item 14 for audit information)
 - 10) The DEPARTMENT will be responsible for the payment of all project expenditures deemed, by the NETWORK, to be ineligible.
 - 11) The DEPARTMENT is responsible for implementing strategies for enforcing the Pennsylvania Vehicle Code's. The amount of funding provided to each department depends upon the efforts put forth by both the DEPARTMENT and its personnel. The PA Aggressive Driving Enforcement & Education Project will not provide funding or reimbursement to those departments who schedule operations, but complete or document little or no activity associated with those tasks. You should discuss these project expectations with your Law Enforcement Liaisons (LELs) prior to beginning enforcement operations.
 - 12) It is the DEPARTMENT'S responsibility to utilize its personnel in a manner that reflects commitment to the goals of the PA Aggressive Driving Enforcement & Education Project; to save lives and reduce injuries through Aggressive Driving enforcement and education. (See ATTACHMENT A)

10. Enforcement Initiative

- a. Enforcement Reports and reimbursement are required to be submitted for each enforcement Wave. The forms and instructions for completing these reports are available on the PA Aggressive Driving Enforcement & Education Project website www.stopaggressivedriving.org. The DEPARTMENT will be provided a user name and password to log on. A report of activities and statistics including: all funded officer time, details by type, contact/citation data, and in-kind contributions must be submitted immediately following the completed Wave.
- b. The DEPARTMENT must participate in each scheduled enforcement Wave. Not completing a Wave without prior approval could eliminate the DEPARTMENT from the Project. Approval must be received in writing by your LEL prior to the Wave.
- c. The DEPARTMENT must use the approved Aggressive Driving equipment and signage for each enforcement detail. If this condition conflicts with the DEPARTMENT'S policy, the conflict will be reviewed by the NETWORK and an exemption could be issued in writing.
- d. The DEPARTMENT agrees to use equipment purchased under this agreement only for the specific intended enforcement and awareness activities as described in the proposal.
- e. A "0" Tolerance must be adhered to for all violations of PA's Safety Belt Laws during funded Aggressive Driving Enforcement Wave.
- f. The DEPARTMENT'S Aggressive Driving Coordinator or representative must attend any Regional Aggressive Driving meetings scheduled during the grant period.
- g. It is strongly recommended that the DEPARTMENT focus their activities based on PennDOT Aggressive Driving crash data, information and Regional Planning.
- h. Enforcement activities can take place 24 hours a day. You may receive a crash data profile for your jurisdiction that will identify aggressive driving fatalities or crashes. Your enforcement hours can be then utilized at those times and on those roadways.

11. Liability Insurance

The Department shall purchase and maintain, at its expense, during the term of this grant and any renewals or extensions thereof, the following types of insurance issued by companies acceptable to the Commonwealth:

- a. Workmen's compensation insurance sufficient to cover all of the employees of the grantee working to fulfill this grant, as required by the laws of the Commonwealth.
- b. Comprehensive general liability insurance, property damage insurance, and, where appropriate, automobile liability insurance. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage.
- c. The DEPARTMENT shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania or the NETWORK from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth of Pennsylvania or NETWORK as a result of the DEPARTMENT failure to comply with the provisions of paragraph (a) above.

12. Evaluation/Termination

- a. The DEPARTMENT will be evaluated at the completion of each enforcement Wave to determine compliance with project enforcement, education, and evaluation implementation plan. If it is determined that the DEPARTMENT has not met that condition, future budgets may be reduced or this agreement terminated. The DEPARTMENT will be notified of this decision in writing prior to the termination of the grant. This

grant agreement is funded completely by Federal funds. It may be terminated by the NETWORK if Federal funds are not provided to the NETWORK for the purpose of the grant agreement.

The NETWORK shall also have the right to terminate this grant immediately upon written notice to the NETWORK and the DEPARTMENT for any or all of the following reasons:

- 1) Commonwealth of PA abandonment or postponement of the grant;
- 2) Default (inadequate performance or non-performance by the grantee as determined by the NETWORK);
- 3) Non-availability of funds;
- 4) Convenience of the NETWORK

Any such termination shall be effected by delivery to the DEPARTMENT of a Notice of Termination specifying the reason for termination and the date such termination is to be effective. The DEPARTMENT shall be compensated for satisfactory work performed or for services that were provided in compliance with the grant agreement prior to the date of Notice of Termination, or as stated therein. In addition, grant termination could result in the return of Federally-funded items.

- b. The NETWORK shall have the right to review, inspect and approve all work performed under this grant.

13. Cost Overruns

If it becomes apparent that the DEPARTMENT may exceed estimated project costs in one or more budget categories, the DEPARTMENT must advise the AD LEL of this fact immediately. Notification should be made in writing and provide sufficient justification. Expenses which exceed budgeted amounts cannot be reimbursed unless written prior approval, to incur these expenses, has been given. Modifications to enforcement budget items can be made upon the approval of your LEL.

14. Audit Documentation

- a. The NETWORK is subject to audit by Federal and State Agencies. If verification or questions of grant expenditures are needed, they must be provided upon request. The NETWORK is also required to conduct routine and random audits. The DEPARTMENT must keep on file all salary and enforcement documentation needed to verify the information recorded on the reimbursement form for five (5) years. Examples: wage logs, pay stubs, time cards, work schedules, officer patrol log/activity reports, listing of citation numbers issued and any other information necessary to corroborate the entries on the grant reimbursement form.
- b. All citations/arrests that are issued, during funded events, must be documented on the "Citation by Funded Event" summary sheet. (ATTACHMENT E)
- c. You will be provided an Audit Guideline and samples of acceptable reporting formats to assist with the collection of required documentation. (ATTACHMENT F)
- d. The DEPARTMENT will be subject to audits throughout the grant period by NETWORK and State and Federal Agencies. You will be contacted in writing if the DEPARTMENT is subject to an audit. The DEPARTMENT will be required to provide payroll documentation, time sheets and activity/citation logs for officers reimbursed through the grant. The DEPARTMENT will have 30 days to provide the NETWORK the requested information and supporting documentation. The NETWORK will request from the DEPARTMENT the return of any non documented or inappropriate reimbursed funds. The DEPARTMENT will make payment within 30 days. (Over or under payments may be adjusted on future reimbursements within the same FFY.)
- e. The DEPARTMENT agrees that the NETWORK, if directed by the Commonwealth of PA, can withhold payments due the DEPARTMENT under other contracts or grants executed between the NETWORK and the

DEPARTMENT in the event that a net audit receivable due to the Commonwealth is not satisfied within thirty (30) days after the request of payment.

14. Budgets, Budget Changes/Amendments

- a. The NETWORK will issue the DEPARTMENT'S budget prior to each Wave.
- b. Grants budgets or the number of enforcement Waves per grant period may be increased or decreased based on available funds. The DEPARTMENT will be contacted by email when their budget for the Wave is posted on DEPARTMENT'S homepage.

15. Education

The DEPARTMENT is encouraged to present the AD School Programs: 16 Minutes and Survival 101, within their jurisdictions.

- a. The DEPARTMENT must contact their Law Enforcement Liaison and/or County Community Traffic Safety Project Coordinator for training, support materials and displays prior to presenting the programs.

16. Lobbying

Federal laws prohibiting lobbying are applicable to this project.

17. Right to Know

The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101—3104, applies to this Grant Agreement. Therefore, it is subject to, and the DEPARTMENT shall comply with, the clause entitled Grant Provisions – Right to Know Law 8-K-1580, attached as Exhibit "1" and made a part of this Grant Agreement.

18. Indemnification

All enforcement, educational, and media activities scheduled or completed shall be based on your DEPARTMENT'S Standard Operating Procedures. All enforcement, public awareness and educational activities must, at all times, be planned and implemented to assure the safety of the public, department staff, volunteers and support personnel. The DEPARTMENT agrees to indemnify, defend and save harmless the NETWORK, The Pennsylvania Department of Transportation, its officers, agents and employees from any and all claims, losses and any liabilities whatsoever occurring or resulting to any person, firm, corporation or State or Federal agency or department that is injured or damaged in any form or manner by the DEPARTMENT or its agents, employees, subcontractors, officers or assigns.

IN WITNESS WHEREOF, the North Central Highway Safety Network Inc, and the Pocono Township Police Department as evidence of their assent to this Cooperation Agreement have caused this document to be signed and executed by their duly authorized officials this 29th day of December, 2014.

x Richard Wiebicki
ELECTED OFFICIAL OR DESIGNEE
Signature & Title

North Central Highway Safety Network Inc.
Signature & Title

Richard Wiebicki
Printed Name

Printed Name

x Kent J. Werkheiser chief
POLICE CHIEF OR DEPARTMENT DESIGNEE
Signature & Title

Kent J. Werkheiser
Printed Name



'We Care, Every Hour, Every Day'
Serving Northampton and Monroe County PA

September 15, 2016

Dear President Werkheiser, Vice President DeYoung, Commissioner Coover, Commissioner Gndant, Commissioner Lastowski, and Mr. Vogt:

Please accept the following report for the Month of August:

Pocono Township Responses	Mutual Aid Responses Outside of Township	Total Responses	Average Dispatch to En route Time	Average En route to On Scene Time
156	46	202	1.88	9.4 minutes

If you should have any questions or concerns, please do not hesitate to contact us directly. Thank you for giving us the opportunity to serve you and all of your residents.

Sincerely,

Nick DeWitt
Director of Operations
Suburban EMS
E-mail: ndewitt@suburbanems.org
Office: 610-923-7500
Cell: 570-460-9392

"We Care, Every Hour, Every Day"



The Pennsylvania Municipal League

A Century of Commitment

J. Richard Gray, Mayor, City of Lancaster, *President*
Richard J. Schuettler, *Executive Director*

TO: PML Chief Elected and Chief Appointed Officials
FROM: J. Richard Gray, Mayor, Lancaster, PML President
SUBJ: Appointment of Your Municipality's Voting Delegate and Resolutions Committee Member
DATE: August 3, 2016

As a member of PML, your municipality is entitled to appoint a delegate and alternate to the 2016 Resolutions Committee Meeting and Annual Business Meeting. Both meetings will be held during our 2016 Summit, October 4-6, at the Lancaster County Convention Center and Penn Square Marriott Hotel in Lancaster, PA.

These important meetings serve as an opportunity for the PML membership to vote on policy, future officers and any proposed changes to PML's bylaws. This year is especially important, as we are updating our Policy Statement; new, as well as revised policy, will be before the membership for consideration.

Per Article VIII, Section 4 of the PML bylaws:

Each member shall be entitled to one vote by its delegate appointed by its legislative body, except in a mayor/council form of government where the delegate shall be appointed by the Mayor.

PML member municipalities are required to be in good standing to receive voting credentials. This means 2016 dues must not be delinquent.

The attached appointment form requires a certification signature by your municipality's chief executive official. The voting delegate and Resolutions Committee member should be the same official. The same holds true for the alternate voting delegate and Resolutions Committee appointment.

Please return this form to the PML office no later than Tuesday, September 6 in order for your delegate's name to appear in the Summit's Program Book and to receive a resolutions packet prior to the meeting.

Each voting delegate and Resolutions Committee member should be sure to pick up his or her badge ribbons when checking in at the PML Registration Desk at the Summit.

The Resolutions Committee will meet Wednesday, October 5, 11:00 a.m. – 12:00 p.m.
The Annual Business Meeting will convene Thursday, October 6, 12:30 p.m. – 2:30 p.m.

Any questions regarding the proper credentials of a member will be decided by the Credentials Committee.

RG:lkd
Enclosure

Serving participating cities, townships, town, boroughs and home rule municipalities
414 North Second Street, Harrisburg, PA 17101 • Phone: (717) 236-9469
Fax: (717) 236-6716 • Website: www.pamunicipalleague.org
Est. 1900 • Member, National League of Cities
Official Publication – *Municipal Reporter*

PENNSYLVANIA MUNICIPAL LEAGUE
117TH ANNUAL SUMMIT
LANCASTER COUNTY CONVENTION CENTER AND
MARRIOTT HOTEL
OCTOBER 4 - 6, 2016
VOTING DELEGATE / RESOLUTION COMMITTEE APPOINTMENT
Certification signature of the Chief Executive Official is required

This certifies that the officials listed below has been selected to represent:

(Name of Municipality)

at the PML Annual Business Meeting and Resolutions Committee Meeting of the 117th Annual Summit.

Voting Delegate/Resolutions Committee Appointment:

Name: _____
(Please print)

Title: _____

Signature: _____

Alternate Voting Delegate/Resolution Committee Appointment:

(Please print)
Title: _____

Signature: _____

Certification signature of the Chief Executive Official

Delegates Appointed By: _____
(Please print)

Title: _____

Signature: _____

Return to the attention of Lisa Longenecker at the League office by Tuesday,
September 6, 2016:

Pennsylvania Municipal League
414 North Second Street • Harrisburg, PA 17101
Phone: (717) 236-9469 ext. 229 • Fax: (717) 236-6716
Or via Email:
llongenecker@pamunicipalleague.org

Charles Vogt

From: Gerald Lastowski
Sent: Monday, August 29, 2016 2:46 PM
To: Charles Vogt
Subject: Fwd: Best Practices for Right-to-Know Law and Sunshine Act Compliance

I hope the township is sending someone or you to this event.

Sent from my iPad

Begin forwarded message:

From: PSATS Municipal Training <kkronicz@psats.org>
Date: August 29, 2016 at 2:25:24 PM EDT
To: glastowski@poconopa.gov
Subject: Best Practices for Right-to-Know Law and Sunshine Act Compliance

[Click here if you are having trouble viewing this message.](#)



Join PSATS' solicitor and representatives of the Pennsylvania Office of Open Records for an interactive training on the Sunshine Act and the Right to Know Law. This class will review municipalities' obligations under the Sunshine Act and Right-to-Know Law, discuss recent case law and trends, and provide best practices to help make municipal officials' jobs more efficient and cost effective. This seminar has been developed for open records officers, managers, secretaries, supervisors and solicitors. This course is eligible for two secondary credits for enrollees of the PSATS Municipal Government Academy. 2.5 hours of CLE credits for solicitors will be available at an additional charge.

LOCATIONS:

September 12, 2016 – Bucks County
Morning course (9:00 – 11:30 a.m.)
Sheraton Bucks County
400 Oxford Valley Road
Langhorne, PA 19047
215-269-3408

September 13, 2016 – Lehigh County
Evening course (6:00 – 8:30 p.m.)
Holiday Inn Breinigsville
7736 Adrienne Drive
Breinigsville, PA 18031
610-391-1000

September 30, 2016 – Monroe County

Afternoon course (2:00 – 4:30 p.m.)

Inn at Pocono Manor

One Manor Drive

Pocono Manor, PA 18439

570-839-7111

October 4, 2016 – Chester County

Morning course (9:00 – 11:30 a.m.)

Holiday Inn Morgantown

6170 Morgantown Road

Morgantown, PA 19543

610-286-3000

REGISTRATION:

To register for one of the following locations, click on the following link: [Register for Best Practices for Right-to-Know Law and Sunshine Act Compliance](#)

REGISTRATION FEE:

PSATS Member* - \$35

PSATS Non-Member - \$45

CLE Credit - \$15

**PSATS Member (registrant has paid current annual membership dues to PSATS or its affiliates (solicitors, engineers, planners and emergency management associations).*

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