

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**MEETING AGENDA**  
**March 7, 2016**  
**7:00 P.M.**

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements
  - a. There will be a special meeting on 3/16/16 at 6:00 p.m. to review the proposed sign ordinance and SALDO
- 4) Approval of Minutes
  - a. Commissioners regular meeting, February 16, 2016
- 5) Approval of Bills and Transfers
  - a. Check Listing, dated March 7, 2016
- 6) Amendments to Agenda
- 7) 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)

- 8) Report of the President
- 9) Commissioners Comments
  - a. Mr. Harold Werkheiser, Vice President
  - b. Ms. Judi Coover, Commissioner
  - c. Mr. Gerald Lastowski, Commissioner
- 10) Reports
  - a. Emergency Services (second meeting of month)
    - i. Chief Werkheiser – Pocono Township Police
    - ii. Chief Shay – Pocono Township Volunteer Fire Co.
    - iii. Mr. Albertson – Suburban EMS
  - b. Administration
    - i. Mr. Schuster – Township Manager
      1. Sewer Connections – Inspection Process
      2. Sewer Connections – Mandatory Connection Notices
      3. EDU Appeal – Pocono Township
      4. Board of Commissioners Bylaws
    - ii. Mr. Benner – Township Engineer
      1. Leeward Contract Closeout
      2. Marona Change Order Request
    - iii. Mr. DeVito – Solicitor
    - iv. Ms. Zuvich – Treasurer
- 11) Presentations
  - a. Bicentennial Celebration Committee – Dr. Nate Laubauch
- 12) Ordinances
- 13) Resolutions
  - a. A resolution approving a generator service agreement
- 14) 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)

15) Executive Session (If Necessary)

16) Adjournment

Next Regular meeting – March 21, 2016 (7:00 p.m.)

Special meeting (Sign ordinance/SALDO) – March 16, 2016 (6:00 p.m.)

Next Resolution Number: 2016-14

Next Ordinance Number: 2016-01

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING

FEBRUARY 16<sup>th</sup>, 2016 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on 02/08/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Commissioner Jerry Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Tom Felver, by phone; Harold Werkheiser, by phone; Jerry Lastowski, present; and Judi Coover, present.

Leo V. DeVito, Broughal & DeVito LLP, Solicitor; Tim Edinger, T&M Associates, Engineer; Gregg Schuster, Twp. Manager; Regina Zuvich, Treasurer; and Pamela Finkbeiner, Twp. Secretary; were present.

L. DeVito confirmed two Commissioners could attend by conference call.

**APPROVAL OF MINUTES:**

J. Lastowski made a motion, seconded by H. Werkheiser, to approve the minutes of the 02/08/2016. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Coover, to approve the minutes of the Special meeting 02/11/2016 with a correction to the next meeting date under adjournment. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**APPROVAL OF BILLS AND TRANSFERS:**

J. Lastowski made a motion, seconded by J. Coover, to approve the Bill's list of 02/16/2016. J. Coover noted a concern with the engineering invoices for T&M. G. Schuster will set up a meeting with T&M to discuss the issue. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**AMENDMENTS TO AGENDA: None**

**PUBLIC COMMENT:** Diane Zweifel, Twp. resident, questions concerning the search for a new attorney for the Township.

Annabella Lastowski, Twp. resident, commented process for public comment.

**APPOINTMENT OF VACANCY BOARD CHAIRMAN:**

J. Coover made a motion, seconded by J. Lastowski, to table the appointment of the Vacancy Board Chairman until after the Monroe County Courts opinion. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**REPORT OF THE PRESIDENT: None**

**COMMISSIONERS COMMENTS:**

Harold Werkheiser, Vice President, none.

Judi Coover, Commissioner, none.

Jerry Lastowski, Commissioner, none.

**APPOINTMENT OF OFFICIALS:**

## Township Manager

J. Lastowski made a motion, seconded by T. Felver, to appoint Gregg Schuster as Township Manager. J. Coover requested an executive session to discuss the appointment. H. Werkheiser requested to review the contract before voting. Discussion followed. Roll call vote: T. Felver, yes; H. Werkheiser, no; J. Lastowski, yes; and J. Coover, no. Motion failed.

Township Solicitor - T. Felver made a motion to retain Broughal & DeVito as Township Solicitor until a firm is selected. Discussion followed. No action taken

Township Engineer - No action taken.

## Township Treasurer

T. Felver made a motion, seconded by J. Lastowski, to appoint Regina Zuvich as Township Treasurer. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

## Township Secretary

J. Coover made a motion, seconded by J. Lastowski, to appoint Pamela Finkbeiner as Township Secretary. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

## Township Right-To-Know Officer

T. Felver a motion, seconded by J. Lastowski, to appoint G. Schuster as Township Right-to-Know Officer. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**APPOINTMENT OF COMMITTEES:**

Sewer Committee - T. Felver and H. Werkheiser requested time to review the need of a sewer committee. J. Lastowski and J. Coover recommended the full Board attend. No action taken.

## Finance Committee

J. Lastowski made a motion, seconded by J. Coover, to appoint T. Felver to the Finance Committee. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**REPORTS:**

## Emergency Services

Pocono Township Police Chief Kent Werkheiser and Pocono Township Volunteer Fire Company Chief Mike Shay, absent.

**ADMINISTRATION:**

Township Manager Gregg Schuster presented his report.

Sewer Connection - Mandatory Connection Notices - G. Schuster noted the the next phase of Mandatory Connection notices will be sent out for Phase II-Southern section. J. Clapper noted this area will be from the repair to Old Mill Road, followed by Phase II-Northern Section, and the final

**SEWER CONNECTIONS CONT:**

section by mid-summer. J. Lastowski requested information concerning the Low interest loans and grants to be included in the mailings. J. Lastowski made a motion, seconded by T. Felver, to authorize the Mandatory Connection Notices and information for Low-Interest grants and Loans, to be sent to the properties identified by Jeffry Clapper, Public Works Director, in his memo of 02/12/2016. T. Felver requested the Bank be contacted to assure the loans are still available. J. Coover commented on the inspection service for lateral hookups, at present T&M has been authorized to do the inspections. Discussion followed on the inspections. J. Lastowski requested to wait until there is more time to discuss the inspection process. J. Lastowski withdrew his motion.

Engineer Mark Ambrose

Sewer Repair Project Payment Request #2 - M. Ambrose explained the payment request and project updated. Discussion on the additional cost to move the waterline for the manhole placement. T. Felver questioned if the project was bid out. M. Ambrose noted it was not bid out. He will submit a cost breakdown for the moving of the waterline. Discussion followed. J. Lastowski made a motion, seconded by J. Coover, to approve Payment Request #2 to Marona Construction, in the amount of \$680,400.00 for the Rt. 611 Sanitary Sewer Replacement Project as recommended by T&M Engineer's letter dated 02/10/2016. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Solicitor Leo DeVito

Tobyhanna Sewer Agreement Amendment -

L. DeVito explained the Agreement's timeline to complete has been changed to 06/01/2016. J. Lastowski made a motion, seconded by J. Coover, approving the Tobyhanna Sewer Agreement Amendment and authorize the Township official to sign. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Authorizing the Solicitor to prepare a petition the Monroe County Court of Common Pleas for the fifth Commissioner - L. DeVito explained a petition will be prepared to present to the Court after the 02/22/2016 hearing. J. Coover noted there is a current petition before the court. Discussion followed. J. Lastowski made a motion, seconded by J. Lastowski, to authorize the Solicitor to petition the Monroe County Court of Common Pleas to appoint a Commissioner. Roll call vote: T. Felver, yes; H. Werkheiser, no; J. Lastowski, yes; and J. Coover, No. Motion failed.

Discussion followed to the wording of the petition and the number of signatures required. J. Coover made a motion, seconded by J. Lastowski, to authorize the L. DeVito to draft a petition for the fifth Commissioner, circulate, and solicit signatures to submit to the Monroe County Court of Common Pleas. Maxine Turbolski, Twp. resident, spoke concerning the applications. Roll call vote: T. Felver, yes; H. Werkheiser, no; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Township Treasurer Gina Zuvich gave the Treasurer's report for December 2015. She noted the 2015 final report was not complete at this time due to outstanding items.

**PRESENTATIONS:**

Tom Bowditch, American Legion - T. Bowditch explained the progress completed on the TLC War Memorial Park and the various projects and services the American Legion offer the Community. He noted concerns on the PennDOT improvements to 715 and possible realignment through the memorial. J. Lastowski made a motion, seconded by T. Felver, to reaffirm the Township's support to the TLC War Memorial and to request the Twp. Manager draft a letter from the Board of Commissioners noting their disapproval of the use the TLC War Memorial site for the Rt. 715 realignment. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

T. Bowditch thanked the Board. He noted the American Legion is interested in the portion of the TLC site from the Pocono Creek to Rt. 611, if the Township would consider selling/donating it to them.

Ken Brown BCRA Projects - K. Brown explained the waterline to PJJWA to Hospital and PJJWA customers. The waterline requires an easement across the TLC site to connect.

J. Lastowski made a motion, seconded by J. Coover, to approve the right-of-way as shown on the BCRA interconnection plan with PJJWA dated 2/4/2016, provided BCRA providing a waterline to Pump Station #2 and the TLC ballfield. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

MCTI Waterline - K. Brown, Brodhead Creek Regional Authority, explained the waterline service area to MCTI (Monroe County Technical Institute) property. Discussion followed on the easements, future areas, and Stormwater Management Ordinance. L. DeVito noted if the Township is to review the SMO, an escrow is required. Russell Scott III, RKR Hess Associates, stated they are requesting waivers from the SMO.

J. Lastowski made a motion, seconded by T. Felver, to approve the BCRA water service area for MCTI and request an escrow for the SMO waiver requests. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Resolution 2016-11 - Camelback Tubing Slope Conditional Approval and Planning Module Approval- Michael Gable, Boucher & James Engineering, Inc. represented the plan. The plan was recommended by the P.C. at their 02/08/2016 mtg. L. DeVito read the conditions of the Resolution. T. Felver questioned the recent MCCD violation letters. M. Gable noted they are working with the Contractors to address the violations.

J. Lastowski made a motion, seconded by J. Coover, to adopt Resolution 2016-11 - Camelback Tubing Slope Conditional Approval. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Resolution 2016-12 - Camelback Planning Modules - M. Ambrose recommended the Planning Modules be approved. J. Lastowski made a motion, seconded by J. Coover, to adopt Resolution 2016-12 - Camelback Planning Modules, authorize the Township Secretary to sign, and forward them to the developer. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**ORDINANCES:**

Sanofi Zoning Map Change - Referral to Planning Commission J. Lastowski made a motion, seconded by T. Felver, to send the Sanofi Zoning Map Change to the Planning Commission for review and recommendation. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Process for review and adoption of sign, SALDO, and Zoning Ordinances - G. Schuster explained the P.C. requested a special meeting to discuss the process for adoption of Ordinances. G. Schuster will coordinate a date for the meeting.

**RESOLUTIONS:**

Resolution 2016-13 - CS-Graphx - J. Lastowski made a motion, seconded by J. Coover, to adopt Resolution 2016-13 CS-Graphx for the 2016 Permit Manager Software Support and maintenance Agreement in the amount of \$1,850.00. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**PUBLIC COMMENT:**

Ellen Gandt, Stroudsburg, spoke concerning executive session procedure.

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

J. Lastowski made a motion, seconded by J. Coover, to adjourn the meeting into executive session at 9:25 p.m., until 03/07/2016 at 7:00 p.m. Roll call vote: T. Felver, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**Pocono Township Check Listing**  
**March 7, 2016**

General Fund	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	03/02/2016	54207	Lincoln Life	Supplemental voluntary pension	300.00
	03/02/2016	54208	AFLAC	Supplemental voluntary insurance	396.08
	03/02/2016	54209	Teamster Local 773 - Police	Police union dues	1,191.00
	03/02/2016	54210	Teamster Local 773 - Non-Uniform	Non uniform union dues	506.00
	03/03/2016	54211	MetLife - 457	Non uniform pension	6,391.12
	03/03/2016	54212	Nationwide - 457	Supplemental voluntary pension	4,960.76
	03/03/2016	54213	US BANK - Lockbox CM9722	Police pension	4,877.51
	03/03/2016	54214	Steele's Hardware	Supplies	89.81
	03/03/2016	54215	Steele's Hardware	Correction to Discount taken	18.99
	03/03/2016	54216	Verizon Wireless	Phones - Township	241.86
	03/03/2016	54217	American Arbitration Association	Arbitration Fee	275.00
	03/03/2016	54218	Amerihealth Casualty Services	Workmans Comp	9,894.49
	03/03/2016	54219	Best Auto Service Center	Police Vehicle repair	690.72
	03/03/2016	54220	Cramer, Swetz, McManus, & Jordan P.C.	Legal - Audit letter	210.00
	03/03/2016	54221	CS-Graphx	2016 Annual Support & Maintenance Agreement	1,850.00
	03/03/2016	54222	Cyphers Truck Parts	#3 & #6 Trucks	179.85
	03/03/2016	54223	D.G. Nicholas Co.	Supplies	45.75
	03/03/2016	54224	Davidheiser's Inc.	Tracker cables	180.00
	03/03/2016	54225	Department of Environmental Protection	Magazine Storage License	50.00
	03/03/2016	54226	DES	Recycling	45.00
	03/03/2016	54227	District Court 43-3-03	Constable Service - CV-6-16 & CV-3-16	80.00
	03/03/2016	54228	E.M.Kutz, Inc.	Tank	485.68
	03/03/2016	54229	J & B Auto	Ford Explorer service	32.08
	03/03/2016	54230	J. P. Mascaro & Sons	Garbage	238.14
	03/03/2016	54231	Keystone Business Products	Copier - Township -Three months	972.24
	03/03/2016	54232	Monroe County General Fund	Tax interest	49.04
	03/03/2016	54233	Otto, Carol	Cleaning - 03/05 - One week	275.00
	03/03/2016	54234	Panko Reporting	ZHB Transcripts - AAA & Top	547.40
	03/03/2016	54235	PAPCO, Inc.	Gasoline	1,058.40
	03/03/2016	54236	PENTELEDATA	Police Internet Service	155.17
	03/03/2016	54237	PMHIC	Health Insurance	64,857.62
	03/03/2016	54238	PNC Bank, N.A.	Final payment - School	8,164.24
	03/03/2016	54239	PNC Equipment Finance, LLC	2011 Loader	1,014.30
	03/03/2016	54240	Pocono Peterbilt	Truck repair	76.03
	03/03/2016	54241	PSATS	Drug Test	60.00
	03/03/2016	54242	Reserve Account	Prepay - Postage	1,000.00
	03/03/2016	54243	Signal Service, Inc.	Traffic Signal Repair	230.00
	03/03/2016	54244	Staples Advantage	Office supplies	242.89
	03/03/2016	54245	Staples Credit Plan	Office supplies Twp/Police	311.41
	03/03/2016	54246	Steve Shannon Tire & Auto	Police - Tires	59.80
	03/03/2016	54247	Stiff Oil Company	Heating Oil/Diesel	2,209.59
	03/03/2016	54248	T&M Associates	Engineer - Twp./Planning	2,677.60
	03/03/2016	54249	Tulpehocken Mountain Spring Water Inc	Water	119.70
	03/03/2016	54250	UNIFIRST Corporation	Carpets/Uniforms Public Works	313.82
	03/03/2016	54251	Verizon Wireless	Phones - Police	574.58
	03/03/2016	54252	YIS/Cowden Group Inc	Calibrations	240.00
	03/03/2016	54253	Verizon Wireless	IPADS	60.86
	03/03/2016	54254	Government Finance Officers Association	Conference for treasurer	350.00
				<b>TOTAL General Fund</b>	<b><u>\$118,849.53</u></b>
<b>Sewer Operating Fund</b>					
	03/03/2016	1519	Prosser Laboratories	One call information	4,299.50
	03/03/2016	1520	RKR Hess	Engineering for sewer operations	2,687.54
	03/03/2016	1521	Blue Ridge Communications	Cable for sewer pump stations	181.54
	03/03/2016	1522	JP Mascaro	Garbage pick up for pump stations	52.50
	03/03/2016	1523	Penteledata	Internet for pump stations	365.10
	03/03/2016	1524	Met Ed	Electric for pump station	292.35
	03/03/2016	1525	Evoqua	Bioxide	5,169.45
	03/03/2016	1526	Reserve Account	Postage for sewer mailings	750.00
	03/03/2016	1527	T&M Asc	Engineering for sewer operations	5,992.00
	03/03/2016	1528	EEMA O&M Services Group	Pump stations maintenance agreement	6,827.29
				<b>TOTAL Sewer Operating Fund</b>	<b><u>\$26,617.27</u></b>
<b>Sewer Construction</b>					
	3/3/2016	153	Marona Construction	2nd pay request for hump repair	680,400.00
	3/3/2016	154	T&M Asc	Engineering for sewer construction	8,174.75
				<b>TOTAL Sewer Construction Fund</b>	<b><u>\$688,574.75</u></b>

Pocono Township Check Listing  
March 7, 2016

TOTAL General Fund	\$118,849.53
TOTAL Sewer Construction Fund	<u>\$688,574.75</u>
TOTAL ESSA Transfer	<u><u>\$807,424.28</u></u>

Total Sewer Operating Fund	Wayne Bank	\$26,617.27
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Authorized by:

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# MEMORANDUM

**To:** Board of Commissioners

**cc:**

**From:** Gregg Schuster, Township Manager

**Date:** 3/4/16

**Re:** Township Manager Report (2/12/16 – 3/3/16)

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## Personnel

1. Two employees are currently out on workers comp.
2. There are three active grievances to be discussed in executive session.
3. Seasonal hiring will begin shortly.

## Meetings

1. On 2/18/16, I attended a Bicentennial Celebration Committee meeting. The committee discussed the Heritage Center, fundraising, and other activities.
2. On 2/19/16, the zoning officer and I met with representatives from Camelback to discuss additional development.
3. On 2/22/16, the Solicitor and I were in court on three zoning matters. The Township prevailed on all matters.
4. On 2/22/16, I attended the Planning Commission meeting. They reviewed the request by Quaker Ridge for an extension and recommended that no extension be granted.
5. On 2/25/16, I attended a meeting at BCRA to hear of their 2016 construction projects in their service area.
6. On 2/26/16, the zoning office and I met with developers looking to put a gas station in the Weis parking lot.
7. On 2/29/16, Commissioner Coover and I met with the Township Engineer to discuss the business terms between the parties.
8. On 3/2/16, I attended the Pocono Township Volunteer Fire Company monthly meeting to thank them for all of their efforts.

## **Administration**

1. The Civil Service Commission continues to review the SOP manual and will present a recommended revision.
2. The repair of the “hump” is proceeding. A public schedule has been posted.
3. I continue to work with the County on the updated Hazard Mitigation Plan.
4. The turn loop at the 715/Sullivan Trail intersection is not functioning properly due to road conditions. A camera system is being installed.
5. We have begun the process to connect the municipal buildings to the sewer system.

## **Finance**

1. Work on audits is ongoing.

## **Current Projects**

1. Filing and Workflow System

A 2016 budget item is the hiring of staff to assist in the filing efforts. This will be on a future agenda.

2. Codification

General Code expects to deliver the final document in March.

3. Road Management Plan

Jeff Clapper is beginning work to detail all roads and a plan for their maintenance.

4. Sewer Construction Contract Closeout

The Leeward contract will be on an upcoming agenda for final closeout. After this contract is closed, only one contract remains open.

5. Sewer System Maintenance Plan

As the system stabilizes, Jeff Clapper is developing a long term plan for the maintenance of the collection system.

6. Sewer “Hump” Repair

Project is proceeding well. Two payments have been authorized. A change order relating to additional work due to a water line conflict will be forthcoming.

7. Sewer Connections

An agenda item is authorization to resume sending mandatory connection notices in a staggered manner.

8. Pump Replacement

We have concerns that some of the pumps in our pump stations are not the appropriate pumps. The Board will be briefed on this at a future meeting to give direction.

9. Alger Avenue Property

Plans have been developed for the Alger Avenue property. The Board will be briefed at a future meeting in order to give direction.

10. Police IT

The police department has some unique and specific IT needs regarding their communications and video cameras. A plan is being developed to bring to the Board for comment.

11. Sewer Redesign

The Board will need to be briefed on the results of the project to examine certain pump and valve stations in order to give direction.

12. Heritage Center

The Bicentennial Celebration Committee is working towards the plans and fundraising for the Heritage Center. A 501c3 is in the process of being formed.

13. Township Buildings Sewer Connection

Plans have been developed to connect the Township buildings to municipal sewer.

14. Municipal Facility Evaluation

Quotes have been received to have a firm examine our facilities in order to provide input into the CIP plan to effectively plan out facility maintenance.

15. Municipal Building Security

Options for security at the municipal building will be investigated as time allows.  
Funding has been included in the 2016 proposed budget.

## **Gregg Schuster**

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**From:** Jeffrey Clapper  
**Sent:** Thursday, February 25, 2016 11:18 AM  
**To:** Gregg Schuster  
**Subject:** Sewer Inspection Process

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Gregg-

As you are aware, there have been ongoing discussions relating to sewer inspections. Currently the Township Engineer is charged with inspecting all sewer connections. As I understand, the charges for the inspections and the resulting Township liability, are the two major concerns.

I offer the following solutions which will resolve the cost and liability issues, while insuring that each lateral is installed correctly:

If the BOC votes to have BIU begin inspecting the sewer connections, I will interface very closely with BIU and the property owners/contractors connecting to the sewer system. I will meet as needed, with potential sewer customers to help inform them and answer questions, so their connection plan can be as accurate as possible prior to them submitting their sewer connection application. If any issues develop during the installation where BIU is forced to fail an inspection, I will work with the owner/contractor to develop solutions whereby the owner/contractor can resubmit their permit that incorporates the revisions, or the property owner can provide the Township with a waiver I had the solicitor develop recently, that indemnifies the township if some unresolvable issue is encountered on their property. If either of these options are not acceptable to the owner/contractor, then the final course of action is for the decision to be submitted to Building Board of Appeals for their action. Following this process would insure that the Township has minimized the sewer inspection costs and eliminated future potential liability. During the process, if I need to consult with the Township Engineer on any connection issue, we will be able to do that too.

The final C.O. would be issued by BIU based upon either their inspection, or the property owner's waiver, or the decision from the Building Board of Appeals. Any of these conditions would not shift any liability onto the Township.

There may be however, some unknown condition which may result in Township responsibility, but hopefully those situations will be very few.

I hope this helps.

***Jeffry D. Clapper***

Pocono Township  
Public Works Director  
484-553-3336 cell  
570-629-1922 x 217 office

**POCONO TOWNSHIP AND HAMILTON TOWNSHIP REGIONAL SEWER SYSTEM  
SEWER SERVICE INQUIRY**

The purpose of this form is to aid Pocono Township in addressing the questions and concerns of its sewer users. The form should be filled out with as much information as possible by the PROPERTY OWNER. Attach additional supporting information (such as water usage data or an existing NPDES Permit) to assist the Township to address your concerns. You may attach additional sheets if needed. Please print or type forms.

Once submitted, Pocono Township will review the information provided and place the inquiry on the agenda at the Township's Commissioners meeting, where a decision may be rendered. All Township Meetings are open to the public.

Completed Sewer Customer Inquiry forms can be hand delivered or mailed to: Pocono Township Commissioners, P.O. Box 197, Tannersville, PA 18372 RE: SEWER SERVICE INQUIRY.

PROPERTY TAX MAP ID: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY INFORMATION: POCONO TWP.  HAMILTON TWP. \_\_\_\_\_

PROPERTY OWNER NAME: Pocono Township

BUSINESS NAME: SAME

SEWER SERVICE ADDRESS: 112 Township Drive  
Tannersville, PA 18372

\*Provide a specific property name, if applicable (Example XYZ Plaza)

PROPERTY OWNER'S CONTACT INFORMATION

MAILING ADDRESS: SAME

PHONE NUMBER: 570-629-1922

PROPERTY OWNER'S REPRESENTATIVE'S CONTACT INFORMATION:

PERSON CALLING: Jeff Clappel

RELATIONSHIP TO OWNER: PW Director

PHONE NUMBER: 570 629 1922 x 217

MAILING ADDRESS: SAME

INQUIRY: Provide as much detail as to the nature of the inquiry as possible. (Attach supporting information)

REQUEST REDUCTION IN ASSIGNED EDU'S  
SEE supporting information attached

PROPERTY USE: Provide information regarding all the existing uses of the property in question. (for example, if the property in question as several business's, please provide the name and description of each business. If the existing use is a multifamily residence, provide number of apartments.)

WATER SUPPLIER: Is the property served by public water system: YES  NO \_\_\_\_\_ (Check one) IF PUBLIC: BCRA  PJJWA \_\_\_\_\_ (Check one)

TOWNSHIP USE ONLY	
ESTIMATED ASSIGNED FLOW:	TABLE NO.
ESTIMATED ASSIGNED EDU'S:	ESTIMATED USER RATE:
HOW WAS FLOW DETERMINED?	ESTIMATED TAPPING FEE:
COMMENTS:	

February 27, 2016

**TOWNSHIP PROPERTIES**

120 ALGER AVENUE (DEMOLISHED 2015) 1 EDU ASSIGNED  
PIN NO. 12637201461397

---

124 ALGER AVENUE (DEMOLISHED 2015) 1 EDU ASSIGNED  
PIN NO. 12637201460351

POLICE BUILDING 110 TOWNSHIP DRIVE 1 EDU ASSIGNED  
PIN NO. 12637201462545

ADMIN/MAINTENANCE BUILDINGS  
112 AND 114 TOWNSHIP DRIVE 2 EDUS ASSIGNED  
PIN NO. 12637201460641

**TOTAL TOWNSHIP ASSIGNED EDU's 5**

**TOTAL TOWNSHIP NEEDED EDU's 2**

**PROPOSED REDUCTION = 3 EDU's**

Based on current BCRA water consumption records the Police, Admin and Maintenance buildings use 353 gpd or 1.43 EDU's ( see attached water records)

Maintain Customer Master

File Edit Settings Help Tools

### Brookhead Creek Reg. Authority Customer File Maintenance

1. Acct #	07370-1	2. Cycle	A	Route	021	Sequence	0289
3. Service	POCONO TOWNSHIP			4. Bill to	POCONO TOWNSHIP		
Addr	110	ROUTE 611			PO Box 197		
	TANNERSVILLE	PA-18372			Tannersville	PA 18372-0197	
	POLICE DEPARTMENT						

Type	Trx Date	Amount	Usage	Reading
RDG	10/02/12		4710	94860
RDG	01/03/13		5990	100850
RDG	04/02/13		3840	104690
RDG	07/02/13		3820	108510
RDG	10/01/13		3210	111720
RDG	01/06/14		5100	116820
RDG	04/02/14		4470	121290
RDG	07/02/14		4650	125940
RDG	10/02/14		5040	130980
RDG	10/07/14		-5040	125940
RDG	10/02/14		5040	130980
RDG	01/07/15		7210	138190
RDG	04/06/15		4490	142680
RDG	07/06/15		4090	146770
RDG	10/02/15		4720	151490
RDG	01/03/16		4840	153880

$5990 \div 90 = 66 \text{ gpd}$

$5127.5 \text{ Avg/quarter} \div 90 = 57 \text{ gpd}$

$= 20510 \div 4 = 5127.5 / \text{quarter} \div 90 = 57 \text{ gpd}$

$$\frac{26980}{5040} \div 90 = 356 \text{ gpd or } 1.43 \text{ EDU}$$

This complies w/ requirements

Maintain Customer Master  
File Edit Settings Help Tools

**Brodhead Creek Reg. Authority customer File Maintenance**

1. Acct # 07370    2. Cycle A    Route 021    Sequence 0287

3. Service POCONO TWP MUNICIPAL BLDG    4. Bill to POCONO TWP MUNICIPAL BLDG

Addr 112 ROUTE 611    PO Box 197  
TANNERSVILLE PA 18372-8000    Tannersville PA 18372-0197

*Wm*

Type	Trx Date	Amount	Usage	Reading
RDG	10/02/12		20230	767840
RDG	01/03/13		20050	787890
RDG	04/02/13		39730	827620
RDG	07/02/13		19600	847220
RDG	10/01/13		19370	866590
RDG	01/06/14		25580	892170
RDG	04/02/14		24110	916280
RDG	07/02/14		24320	940600
RDG	10/02/14		20150	960750
RDG	10/07/14		-20150	940600
RDG	10/02/14		20150	960750
RDG	01/07/15		22300	983050
RDG	04/06/15		26880	1009930
RDG	07/06/15		979410	30520
RDG	10/02/15		26770	57290
RDG	01/06/16		21280	78570

Use arrows to scroll or ESC to exit

11:50 AM 2/1/2016

$39730 \div 90$

491 gpd Avg Moni  
66 gpd Avg Police

\$0.7 2.05 EDU

96100 Avg

Usage for 07/06/15 should be 20,590 gallons

$= 96100 \div 4 = 24025 / \text{quarter} \div 90 = 266 \text{ gpd}$

*Next page*

$266 \div 57 = 1.31 \text{ EDU Avg yearly}$

**BRODHEAD CREEK REGIONAL AUTHORITY  
 WATER USAGE RECORDS  
 POCONO TOWNSHIP MUNICIPAL OFFICE  
 112 ROUTE 611  
 TANNERSVILLE, PA18372  
 PIN 12637201460641**

Date	Days	Usage	Reading	Average Daily Use (gallons/day)	EDU
1/6/2014			892170		
4/2/2014	86	24110	916280	280	1.14
7/2/2014	91	24320	940600	267	1.08
10/2/2014	92	20150	960750	219	0.89
1/7/2015	97	22300	983050	230	0.93
4/6/2015	89	26880	1009930	302	1.22
7/6/2015	91	979410	30520	10763	
10/2/2015	88	26770	57290	304	1.23

TOTAL USAGE	144,530
AVG EDUS	1.08
MAX EDUS	1.23
MIN EDUS	0.89

Inaccurate reading on 7/6/2015

**BRODHEAD CREEK REGIONAL AUTHORITY**  
**WATER USAGE RECORDS**  
**POCONO TOWNSHIP POLICE DEPARTMENT**  
**110 ROUTE 611**  
**TANNERSVILLE, PA18372**  
**PIN 12637201462545**

Date	Days	Usage	Reading	Average Daily Use (gallons/day)	EDU
1/6/2014			116820		
4/2/2014	86	4470	121290	52	0.21
7/2/2014	91	4650	125940	51	0.21
10/2/2014	92	5040	130980	55	0.22
1/7/2015	97	7210	138190	74	0.30
4/6/2015	89	4490	142680	50	0.20
7/6/2015	91	4090	146770	45	0.18
10/2/2015	88	4720	151490	54	0.22

TOTAL USAGE	34,670
AVG EDUS	0.22
MAX EDUS	0.30
MIN EDUS	0.18

# Proposed Amendments

## Pocono Township

### Board of Commissioners

#### Bylaws & Rules of Procedure

Approved: Board of Commissioners, 1/04/2016~~8/4/14~~

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**Pocono Township**  
**Board of Commissioners – Bylaws**

**SECTION 1. PURPOSE AND AUTHORIZATION**

The name of the board shall be the “Board of Commissioners of Pocono Township” (the Board). The Board shall have all of the rights, powers and duties respectively conferred upon Board of Commissioners pursuant to the Pennsylvania statutes, as amended, that govern townships of the first class.

**SECTION 2. OFFICE OF THE BOARD**

The office of the Board shall be the Municipal Building where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Township Manager, P.O. Box 197, Tannersville, PA 18372. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Secretary.

**SECTION 3. OFFICERS**

- A. At the organizational meeting, the Board shall elect one commissioner as President and one commissioner as Vice President. The Board shall promptly fill any officer vacancies.
- B. The President shall:
- a. Preside over all Board meetings.
  - b. Vote on all motions.
  - c. Sign and execute documents as authorized by the Board.
  - d. Serve as the ceremonial representative of the Township for various functions which ~~he~~ may be delegated as ~~he~~ deems appropriate.
- C. The Vice President shall preside over meetings in the absence of the President.

**SECTION 4. BOARD MEETINGS**

- A. The Board shall hold regular meetings at 7:00 p.m. on the first and third Monday (or just the first Monday) of every month, except when the Municipal Building is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public, as required by Pennsylvania General Statutes, unless otherwise specified.

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~~A.B.~~ Workshops will be held at 6pm prior to each regular meeting (or the third Monday). Workshops are open to the public and will not include voting or ruling on any matters.

~~B.C.~~ All Commissioners, the Township Manager, Solicitor, Engineer, and Secretary shall have the right to participate in discussions at meetings. The president ~~will may~~ allow others to participate to the extent possible ~~at his discretion~~.

~~C.D.~~ Commissioners may participate and vote via speakerphone.

~~D.E.~~ The Board shall fill appointments as vacancies in appointed boards and commissions as they occur. ~~Citizen~~ Residents interested in appointment or reappointment shall fill out an application and submit it, along with any other ~~requested~~ ~~levant~~ information, to the Board. The Board shall conduct interviews ~~all applicants~~ and appoint individuals by a majority vote.

## **SECTION 5. ORDER OF BUSINESS**

A. The agenda for all regular meetings of the Board shall include the regular items listed as follows:

1. Pledge of Allegiance
2. Roll Call
3. Announcements
4. Approval of Minutes
5. Approval of Bills and Transfers
- ~~6. Amendments to Agenda~~
- ~~7-6.~~ Public Comment on matters not on the agenda.
- ~~8. Report of the President~~
- ~~9. Commissioners Comments~~
- ~~10. Reports~~ Manager Report
- ~~11-7.~~ Presentations
- ~~12-8.~~ Ordinances
- ~~13-9.~~ Resolutions
- ~~14-10.~~ Public Comment
- ~~15-11.~~ Executive Session (If Necessary)
- ~~16-12.~~ Adjournment

B. All staff members and commissioners shall submit their requested agenda items to the Township Manager no later than the Wednesday am ~~Thursday~~ preceding the scheduled meeting. The Agenda for regular meetings shall be prepared by the Township Manager and forwarded to the Board for review no later than EOD ~~the~~

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Wednesday Friday prior to a meeting. The final agenda shall be posted by the manager by EOD Friday prior to each meeting.

- C. Unless it would work a hardship for a resident, or is an emergency thThe Board will avoid reserves the right to adding agenda items during any meeting.

## **SECTION 6. PUBLIC PARTICIPATION**

A. The Public Comment section of the order of business shall be that portion of the regular Board meeting during which the public may address the Board for no more than five (5) minutes each. A residentcitizen will have anone opportunity to speak and shall make all their comments or questions during that opportunity. All questions or comments shall be directed tomade through the President and shall not be directed to staff or invited guests. Further remarks or questions by the public may be allowed at the discretion of the President. The President reserves the right to end public participation at any meeting if it becomes clear that the he feels the bBoard will not be able to conduct its business in a timely manner.

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A.B. The Public will have an opportunity to comment or ask a question after a motion has been made and seconded but prior to the Board taking a vote.

## **SECTION 7. COMMITTEES**

- A. The Board shall appoint commissioners to committees.
- B. If warranted ¶there mayshall be a standing Sewer Committee consisting of two commissioners who shall meet from time to time to review and make recommendations to the Board on all matters relating to the construction, operations, and maintenance of the sewer system.
- C. There shall be a standing Finance Committee consisting of two commissioners who shall meet from time to time to review and make recommendations on all matters relating to the budget, financing, annual audit, and processing of payments.
- D. The Board may appoint other such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment.

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## **SECTION 8. AMENDMENTS**

These bylaws may be amended from time to time as deemed necessary or desirable by the Board by majority vote.

**SECTION 9. QUORUM**

A quorum shall consist of three (3) members of the Board.

**SECTION 10. ROBERT'S RULES OF ORDER**

Robert's Rules of Order Revised newly revised shall be the authority in all matters of parliamentary procedure not otherwise stated in these bylaws. The Board shall elect one of their members as parliamentarian to enforce these rules.

**POCONO TOWNSHIP  
ENGINEER'S REPORT  
February 2016**

**SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS**

1. **Kopelson Lot 3 Land Development Application** – This project consists of a restaurant pad at Routes 715 and 611. Our most recent review letter is dated April 23, 2015. The applicant is seeking a number of deferrals. The Planning Commission tabled the plans for consideration at a future meeting. **A time extension has been granted to June 30, 2016.**
2. **Spa Castle Grand Pocono Resort** – At the December 17<sup>th</sup> special meeting of the Commissioners, the Act 537 Planning Module for Spa Castle was deemed incomplete. By correspondence dated December 16, 2015, the applicant withdrew their conditional use application.
3. **Sanofi Pasteur Inc. – B-79 (Flu Bldg) and B-80 (CUP Bldg)** – Plans were accepted at the 9/14/15 P.C. meeting. The proposals are to build two new buildings in areas currently used for parking lots and modular buildings. The modular buildings are to be relocated. The Flu Building is a new building and is 150,000 s.f. in size. We issued review comments on February 18, 2016.
4. **Schlier Motorcycle Dealership** – Jim Schlier submitted a sketch plan showing a 24,000 S.F. Motorcycle Dealership at the corner of Hill Motor Lodge Road and Pa Route 715. We issued sketch plan review comments on October 12, 2015. The plan was presented at the 10/26/15 P.C. meeting and informal comments were presented and discussed. It is anticipated a formal application will be submitted early next year for the Township's review and consideration.
5. **Camelback Tubing Slope Application** – There are no public improvements involved with this project. We reviewed Planning Module Component 3 and conveyed our recommendation that the Board of Commissioners approve the planning module by correspondence dated February 11, 2016. We reviewed construction cost estimate and forwarded it to the solicitor in February.
6. **Pocono Medical Center** – We reviewed the sketch plan and conveyed comments to the Township by correspondence dated January 20, 2016. We reviewed trip generation and conveyed comments to the Township by correspondence dated February 22, 2016.

7. **RKA Construction Land Development** – The applicant is proposing to convert an existing house into an office in the Commercial Zoning District including the addition of 6 parking spaces. We reviewed the package and determined it to be administratively complete per correspondence to the Township dated December 14, 2015. We conveyed land development plan review comments to the Township by correspondence dated December 29, 2015. This project was tabled at the February 8<sup>th</sup> PC meeting. The applicant granted to a time extension until April 19, 2016.

### **LAND DEVELOPMENT AND SUBDIVISION INSPECTIONS**

8. **Northridge Development** – T&M continues to provide periodic inspection during periods of construction. Currently work is proceeding with water main and sewer installation. We reviewed developers payment requests #14 and #15 and conveyed our recommendation of payment to the Township by correspondence dated December 30, 2015. We reviewed the erosion controls and discuss with the MCCD.
9. **Sanofi** – Two modular buildings (#17 &18) previously approved have been eliminated with the new Flu Bldg. proposal. Modular Building #19, Sanofi has decided not to construct. Modular bldg. #10 has been constructed. Revised plans reflecting these changes are to be recorded.
10. **Swiftwater Apartments** –T&M conducted the preconstruction meeting. We reviewed sanitary shop drawings via correspondence dated February 22, 2016. We discussed compliance in regards to erosion controls and construction sequence with the MCCD. Site activities halted per MCCD request. Sanitary sewer work to resume upon survey layouts.
11. **Camelback Hotel and Waterpark** – There are infiltration issues at Basin 3. We have requested further information regarding infiltration from the contractor, owner and geotechnical consultant.
12. **Camelback Parking Lot and Helipad** – This project consists of replace an existing Helipad and to install 187 parking spaces. Periodic site inspections continue for cut/fill operations, storm sewer installation, infiltration bed soils evaluations and Cultec pipe system installation. We continue to have discussions with the owner, contractor and the MCCD regarding the construction sequence and erosion control concerns. We completed retaining wall review and issued comments by e-mail dated February 22, 2016. We are in the process of reviewing revised plans showing new stormwater elevations, revised grading, revised drainage areas and other minor changes to the stormwater system. We anticipate issuing comments the first week of March.

13. **Wendy's** – During February we inspected the installation of the stormwater infiltration system. Weather delays are affecting the installation of proposed curb, paving and parking lot. They are currently working on the building.
14. **Castle Hill private road inspections** – Authorization is pending from the HOA to proceed with the inspection and report regarding the condition of the cartway, shoulders, and drainage features proposed to be dedicated to and accepted by the Township.

## **SANITARY FACILITIES AND CONNECTION OVERSIGHT PROGRAMS**

15. **Conveyance System Repairs**  
T&M has submitted 80% complete plans to the contractor for review. T & M will be finalizing the plans and submitting them to the contractor by March 11, 2016 for review and price determination.
16. **Hump Fix**  
T&M continues site inspections and meetings with BCRA, PA DEP on behalf of PennVest and PennDOT as required in the contract documents and permits. The contractor completed installation of the sanitary sewer main in the casing pipe on March 3, 2016 and would like to proceed with the relocation of the water main pending Township approval of a project Change Order.
17. **Sewer Inspections**  
T & M did not perform any sewer inspections in February.
18. **Contract Close-out**  
Contracts 3 and 11 are the only remaining contracts that are still open. T&M received final payment application from the contractor, Leeward Construction, which is required for project closeout in February. Review and approval of final payment application completed by T&M on March 3, 2016. T & M recommends final payment in the amount of \$45,086.66. Once the Township pays this final payment application, they can proceed with seeking reimbursement from PennVest.

## **TOWNSHIP ROAD AND BRIDGE PROJECTS**

19. **Swiftwater Creek Modifications and Wilkie Road Stream Improvements:**  
This work will be completed when weather conditions allow in 2016.

## **ORDINANCE(S) UPDATE PROGRAM**

20. **Signage Ordinance** See the Manager's report regarding the status of the revised ordinance.
21. **Subdivision and Land Development Ordinance** The Planning Commission recently recommended forwarding the SALDO Ordinance onto the Board for their review and consideration.
22. **Zoning Ordinance** – The Planning Commission continues to review the draft zoning document. It is anticipated that the revised draft may not be available until March 2016.

## **DRAINAGE INVESTIGATIONS**

23. **Investigation Policy** – The Township is in the process of formulating a policy on investigating complaints. The Board is evaluating a draft for consideration. Please refer to the Manager's Report.

## **PENNDOT PROJECTS**

24. **Route 611 Improvements** – As it stands the project is scheduled for a June 23, 2016 let date (the day they open the bids). The delay in the project is due to Act 162 which was enacted by the PA Legislature in Dec. 2014. Part of the Act requires that PennDOT replace riparian buffers that are impacted by the project. Since PennDOT was not previously planning for this, it has delayed the project.
25. **Route 715 Realignment** - T&M met with BCRA to discuss water line installation along Route 715 that will be impacted by the realignment. At present final plans have not been submitted for this project.

## **Upcoming Grant Program Windows**

26. **DCRN C2P2 – Funding for parks, recreation and open space projects**

**April 13, 2016**

The Department of Conservation and Resources [Community Conservation Partnerships Program](#), popularly known as “C2P2” local recreation and

conservation projects opens January 20, 2016, and closes April 13, 2016. Grants are funded through a variety of sources, including the Keystone Recreation, Park and Conservation Fund; Environmental Stewardship Fund; PA Recreational Trails Program; and the Land and Water Conservation Fund. C2P2 funds may be used for a variety of park, recreation and conservation projects including open space and parkland acquisition; park development; trails; open space and park master plans; as well as, projects recommended in Rivers Conservation Plans.

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March 4, 2016

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

SUBJECT: SR611 SANITARY SEWER CONTRACT #3  
LEEWARD CONSTRUCTION, INC.  
FINAL PAYMENT & PROJECT CLOSE-OUT

Dear Commissioners:

As part of contract close-out procedures T&M has reviewed the Application and Certificate for Payment associated with Sewer Contract #3 submitted by Leeward Construction, Inc. dated February 12, 2016. This Contract was for the installation of primarily 24-inch gravity sanitary sewer mains and related infrastructure and for the replacement of various sections of storm sewer impacted by sewer main installation along SR611 from Great Wolf Lodge to Stained Glass Creations near SR715 South.

T&M has verified through R.K.R Hess Associates (the engineering firm responsible for construction management of Contract #3) that the work associated with this payment request was completed in accordance with the Contract Documents previously prepared by R.K.R Hess Associates. Review of the Application indicates that the Original Contract Sum for the project was \$2,458,187.50. Change Orders associated with the project resulted in an addition to the Original Contract Sum in the amount of \$16,712.58 which revised the Contract Sum to \$2,474,900.08. The Total amount of the project Completed and Stored to Date (Less Retainage) is \$2,474,900.08 and the total amount of Previous Payments to the Contractor is \$2,429,813.42. Based on this information T&M recommends Current Payment Due to Leeward Construction, Inc. in the amount of **\$45,086.66** (\$2,474,900.08 - \$2,429,813.42).

This is the final payment associated with this Project. Once the final payment is made the Township can move forward with closing out the Project by applying to PennVest for the reimbursement of remaining funds associated with this Project.

If you have any questions about this correspondence or the accompanying documents, please contact me at (610) 301-6736, or the Township office at (570) 629-1922.

Very truly yours,

Mark Ambrose, P.E.  
Principal Engineer  
T&M Associates

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Pocono Township  
PO Box 197  
Tannersville, PA 18372

PROJECT: SR 611 Sewer  
Contract 3

APPLICATION NO.: 17 Final  
PERIOD TO: 08/03/15  
PROJECT NOS.: 392000

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM CONTRACTOR: LEEWARD CONSTRUCTION, INC.  
9 COLLAN PARK  
HONESDALE, PA 18431-9655

ENGINEER: T and M Assocaites  
74 West Broad St.  
Suite 530  
Bethlehem, PA 18018

CONTRACT DATE: 01/06/10

CONTRACT FOR:

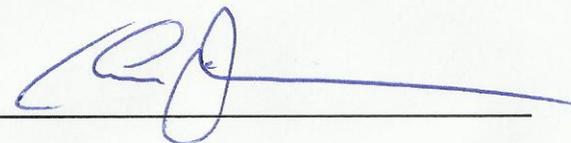
CONTRACTOR'S APPLICATION FOR PAYMENT

- 1. ORIGINAL CONTRACT SUM..... \$ 2,458,187.50
- 2. Net Change by Change Orders..... \$ 16,712.58
- 3. CONTRACT SUM TO DATE..... \$ 2,474,900.08
- 4. TOTAL COMPLETED & STORED TO DATE..... \$ 2,474,900.08  
(Column G on G703)
- 5. RETAINAGE:
  - a. 0.0% of Completed Work..... \$ -  
(Columns D + E on G703)
  - b. % of Stored Material..... \$ -  
(Column F on G703)
  - Total Retainage (Line 5a + 5b or  
Total in Column I of G703) \$ -
- 6. TOTAL EARNED LESS RETAINAGE..... \$ 2,474,900.08  
(Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 2,429,813.42  
(Line 6 from prior Certificate)
- 8. CURRENT PAYMENT DUE..... \$ 45,086.66
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) \$ -

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by owner	\$ 118,997.58	\$ (102,285.00)
Total approved this Month		
TOTALS	\$ 118,997.58	\$ (102,285.00)
NET CHANGES by Change Order	\$ 16,712.58	

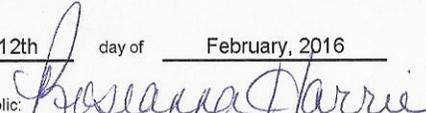
The undersigned Contractor certifies that to the best of the Contractor's knowledge information and belief of the Work covered by this Application for payment has been completed in accordance with the Contract Documents, and that current payment shown herein is now due

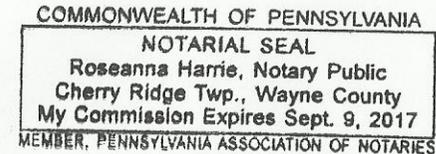
CONTRACTOR:

By:  Date: February 12, 2016

State of: PA  
County of: WAYNE

Subscribed and sworn to before me

this 12th day of February, 2016  
Notary Public:   
Roseanna Harrie  
My Commission expires: September 9, 2017



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

AMOUNT CERTIFIED..... \$ 45,086.66

(Attach explanation if amount certified differs from the amount applies for. Initial all figures on this Application and on the continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:  Date: 3/4/2016

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CC: Gary F. Linde  
Karl Harkenreader  
file

Project: SR 611 Sewer  
 Contract 3

Contractor: Leeward Construction, Inc.

ESTIMATE NO.	17 Final
PERIOD TO:	8/3/2015
ESTIMATE DATE:	2/12/2016

ITEM NO.	DESCRIPTION	BID QTY	UNIT PRICE	BID TOTAL	WORK DONE LAST MONTH		COMPLETED TO DATE		% COMP.
					QTY	AMOUNT	QTY.	AMOUNT	
301	CONTRACT COMPLIANCE AND CERTIFICATION WITH ARRA	1 LS	10,000.00	10,000.00		0.00	1.00	10,000.00	100%
302	2" PE LOW PRESSURE LINE WITHIN PENNDOT R.O.W.	40 LF	75.00	3,000.00		0.00	40.00	3,000.00	100%
303	2" PE LOW PRESSURE LINE WITHIN TWP R.O.W. / PRIVATE LANDS	250 LF	75.00	18,750.00		0.00	240.50	18,037.50	96%
304	6" PVC SEWER MAIN WITHIN PENNDOT R.O.W.	40 LF	85.00	3,400.00		0.00	0.00	0.00	0%
305	6" PVC SEWER MAIN WITHIN TWP R.O.W. / PRIVATE LANDS	40 LF	85.00	3,400.00		0.00	17.00	1,445.00	43%
306	8" PVC SEWER MAIN WITHIN PENNDOT R.O.W. - SEE BREAKDOWN	2350 LF	110.00	258,500.00		0.00	1,327.00	145,970.00	56%
307	8" PVC SEWER MAIN WITHIN TWP R.O.W. / PRIVATE LANDS	170 LF	110.00	18,700.00		0.00	353.70	38,907.00	208%
308	12" PVC SEWER MAIN WITHIN TWP R.O.W. / PRIVATE LANDS	20 LF	120.00	2,400.00		0.00	856.25	102,750.00	4281%
309	18" PVC SEWER MAIN WITHIN PENNDOT R.O.W.	20 LF	140.00	2,800.00		0.00	184.00	25,760.00	920%
310	18" PVC SEWER MAIN WITHIN TWP R.O.W. / PRIVATE LANDS	350 LF	140.00	49,000.00		0.00	411.27	57,577.80	118%
311	24" PVC SEWER MAIN WITHIN PENNDOT R.O.W. - SEE BREAKDOWN	3850 LF	150.00	577,500.00		0.00	3,604.90	540,735.00	94%
312	24" PVC SEWER MAIN WITHIN TWP R.O.W. / PRIVATE LANDS	900 LF	150.00	135,000.00		0.00	1,013.80	152,070.00	113%
313	ADD. PRICE PER LF FOR NIGHT-TIME work, COMPLETE IN PLACE, REGARDLESS OF SIZE	725 LF	50.00	36,250.00		0.00	318.00	15,900.00	44%
314	4" SEWER SERVICE LATERAL CONNECTIONS (SHORT OR LONG SIDE)	7 EA	2,000.00	14,000.00		0.00	0.00	0.00	0%

ITEM NO.	DESCRIPTION	BID QTY	UNIT PRICE	BID TOTAL	WORK DONE LAST MONTH		COMPLETED TO DATE		% COMP.
					QTY	AMOUNT	QTY.	AMOUNT	
315	6" SEWER SERVICE LATERAL CONNECTIONS (SHORT OF LONG SIDE)	5 EA	2,000.00	10,000.00		0.00	10.00	20,000.00	200%
316	24" STEEL CASING BY BORING / JACKING METHOD FOR BORING NO. 18	77 LF	950.00	73,150.00		0.00	78.60	74,670.00	102%
317	12" PVC PIPE, RESTRAINTS, FITTINGS, APPURTENANCES FOR 24" CASING - BORING NO. 18	104 LF	156.00	16,224.00		0.00	105.60	16,473.60	102%
318	48" STEEL CASING BY BORING / JACKING METHOD FOR BORING NO. 19	61 LF	950.00	57,950.00		0.00	63.30	60,135.00	104%
319	24" PVC PIPE, RESTRAINTS, FITTINGS APPURTENANCES FOR 48" CASING - BORING NO. 19	71 LF	160.00	11,360.00		0.00	78.00	12,480.00	110%
320	48" STEEL CASING BY BORING / JACKING METHOD FOR BORING NO. 19A	64 LF	950.00	60,800.00		0.00	64.00	60,800.00	100%
321	24" PVC PIPE, RESTRAINTS, FITTINGS, APPURTENANCES FOR 48" CASING - BORING NO. 19A	81 LF	156.00	12,636.00		0.00	80.40	12,542.40	99%
322	48" STEEL CASING BY BORING / JACKING METHOD FOR BORING NO. 20	78 LF	1,600.00	124,800.00		0.00	78.00	124,800.00	100%
323	24" PVC PIPE, RESTRAINTS, FITTINGS, APPURTENANCES FOR 48" CASING - BORING NO. 20	120 LF	332.00	39,840.00		0.00	120.00	39,840.00	100%
324	ENCROACHMENTS/STREAM CROSSING NO. 2	1 LS	2,500.00	2,500.00		0.00	1.00	2,500.00	100%
325	ENCROACHMENTS/STREAM CROSSING NO. 3	1 LS	30,000.00	30,000.00		0.00	1.00	30,000.00	100%
326	ENCROACHMENTS/STREAM CROSSING NO. 4	1 LS	11,215.00	11,215.00		0.00	1.00	11,215.00	100%
327	ENCROACHMENTS/STREAM CROSSING NO. 5	1 LS	32,500.00	32,500.00		0.00	1.00	32,500.00	100%
328	ENCROACHMENTS/STREAM CROSSING NO. 6	1 LS	2,500.00	2,500.00		0.00	1.00	2,500.00	100%
329	ENCROACHMENTS/STREAM CROSSING NO. 7	1 LS	2,500.00	2,500.00		0.00	1.00	2,500.00	100%
330	ENCROACHMENTS/STREAM CROSSING NO. 8	1 LS	25,000.00	25,000.00		0.00	1.00	25,000.00	100%
331	ENCROACHMENTS/STREAM CROSSING NO. 9	1 LS	7,500.00	7,500.00		0.00	1.00	7,500.00	100%
332	ENCROACHMENTS/STREAM CROSSING NO. 10	1 LS	2,500.00	2,500.00		0.00	1.00	2,500.00	100%
333	ENCROACHMENTS/STREAM CROSSING NO. 11	1 LS	17,500.00	17,500.00		0.00	1.00	17,500.00	100%
334	MISC. CLASS A CONCRETE ENCASEMENT	21 CY	250.00	5,250.00		0.00	11.00	2,750.00	52%
335	STANDARD 4' MANHOLE	17 EA	5,500.00	93,500.00		0.00	15.00	82,500.00	88%
336	DEEP 4' DROP MANHOLE	1 EA	15,000.00	15,000.00		0.00	2.00	30,000.00	200%

ITEM NO.	DESCRIPTION	BID QTY	UNIT PRICE	BID TOTAL	WORK DONE LAST MONTH		COMPLETED TO DATE		% COMP.
					QTY	AMOUNT	QTY.	AMOUNT	
337	DEEP 4' DIAMETER MANHOLE PLATFORM	1 EA	5,000.00	5,000.00		0.00	0.00	0.00	0%
338	STANDARD 5' MANHOLE	21 EA	9,500.00	199,500.00		0.00	21.00	199,500.00	100%
339	VACUUM TEST STANDARD 4' MANHOLE	17 EA	250.00	4,250.00		0.00	15.00	3,750.00	88%
340	VACUUM TEST DEEP DROP 4' MANHOLE	1 EA	500.00	500.00		0.00	2.00	1,000.00	200%
341	VACUUM TEST STANDARD 5' MANHOLE	21 EA	350.00	7,350.00		0.00	21.00	7,350.00	100%
342	SUPERPAVE MIX HMA TEMPORARY PAVEMENT	5000 SY	9.00	45,000.00		0.00	1,690.60	15,215.40	34%
343	PAVEMENT RESTORATION FOR DRIVEWAYS / PARKING LOTS	1650 SY	35.00	57,750.00		0.00	1,775.20	62,132.00	108%
344	2" SP WEARING COURSE AND 4 1/2" SP BINDER COURSE IN LOCAL / TWP R.O.W.	120 SY	40.00	4,800.00		0.00	177.00	7,080.00	148%
345	5" SP BASE , 2" MIN SP BINDER, 1 1/2" SP WEAR'G IN PENNDOT HIGHWAY CARTWAY	360 SY	50.00	18,000.00		0.00	87.80	4,390.00	24%
346	PENNDOT TYPE 1-SP SHOULDER RESTORATION	2930 SY	40.00	117,200.00		0.00	1,966.70	78,668.00	67%
347	MILLING ANY DEPTH	1050 SY	5.00	5,250.00		0.00	65.20	326.00	6%
348	SUPERPAVE MIX HMA WEARING COURSE OVERLAY	1,050 SY	7.25	7,612.50		0.00	316.80	2,296.80	30%
349	CONC CURB, INCLUDING TRAFFIC CONTROLS, SIGNS & TEMPORARY BARRIERS	100 LF	25.00	2,500.00		0.00	579.50	14,487.50	580%
350	PENNDOT GUIDERAIL, INCL. POSTS, FOOTINGS, END TREATMENTS, SIGNS, AND TEMPORARY BARRIERS	920 LF	100.00	92,000.00		0.00	1,566.20	156,620.00	170%
351	FLOWABLE FILL IN STATE HIGHWAY CARTWAY / PRIVATE LANDS	500 CY	100.00	50,000.00		0.00	7.00	700.00	1%
352	BENTOMAT OR APPROVED ENGINEER EQUIVALENT	2,000 SF	5.00	10,000.00		0.00	60.00	300.00	3%
353	6" CPP STORM SEWER REPLACEMENT IN PENNDOT R.O.W.	150 LF	15.00	2,250.00		0.00	476.30	7,144.50	318%
354	6" RCP STORM SEWER REPLACEMENT IN PENNDOT R.O.W.	20 LF	15.00	300.00		0.00	0.00	0.00	0%
355	6" PVC STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	20 LF	15.00	300.00		0.00	0.00	0.00	0%
356	6" CPP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	20 LF	15.00	300.00		0.00	159.60	2,394.00	798%

ITEM NO.	DESCRIPTION	BID QTY	UNIT PRICE	BID TOTAL	WORK DONE LAST MONTH		COMPLETED TO DATE		% COMP.
					QTY	AMOUNT	QTY.	AMOUNT	
357	12" RCP STORM SEWER REPLACEMENT IN PENNDOT R.O.W.	20 LF	45.00	900.00		0.00	0.00	0.00	0%
358	12" RCP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	180 LF	35.00	6,300.00		0.00	0.00	0.00	0%
359	12" CPP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	20 LF	30.00	600.00		0.00	0.00	0.00	0%
360	15" RCP STORM SEWER REPLACEMENT IN PENNDOT R.O.W.	20 LF	40.00	800.00		0.00	11.00	440.00	55%
361	15" RCP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	180 LF	40.00	7,200.00		0.00	0.00	0.00	0%
362	15" CPP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	20 LF	35.00	700.00		0.00	0.00	0.00	0%
363	18" RCP STORM SEWER REPLACEMENT IN PENNDOT R.O.W.	20 LF	55.00	1,100.00		0.00	14.00	770.00	70%
364	18" RCP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	180 LF	45.00	8,100.00		0.00	0.00	0.00	0%
365	18" CPP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	20 LF	40.00	800.00		0.00	12.00	480.00	60%
366	24" RCP STORM SEWER REPLACEMENT IN PENNDOT R.O.W.	20 LF	65.00	1,300.00		0.00	0.00	0.00	0%
367	24" CPP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	20 LF	50.00	1,000.00		0.00	0.00	0.00	0%
368	36" RCP STORM SEWER REPLACEMENT IN PENNDOT R.O.W.	20 LF	100.00	2,000.00		0.00	0.00	0.00	0%
369	36" CPP STORM SEWER REPLACEMENT IN TWP / PRIVATE LANDS	20 LF	80.00	1,600.00		0.00	0.00	0.00	0%
370	TYPE M INLETS FOR PENNDOT STORMWATER CONNECTION	2 EA	2,000.00	4,000.00		0.00	4.00	8,000.00	200%
371	JUNCTION-BOX FOR PENNDOT STORMWATER CONNECTION	2 EA	2,500.00	5,000.00		0.00	0.00	0.00	0%
372	CHANGE ORDER #1 - SITE INVESTIGATION PANGEA RESTAURANT	1 LS	1,241.55	1,241.55		0.00	1.00	1,241.55	100%
373	CHANGE ORDER #2 - 15" PERFORATED PLASTIC STORM SEWER ALONG SR 0611	250 LF	64.00	16,000.00		0.00	250.00	16,000.00	100%

ITEM NO.	DESCRIPTION	BID		UNIT PRICE	BID TOTAL	WORK DONE LAST MONTH		COMPLETED TO DATE		% COMP.
		QTY				QTY	AMOUNT	QTY.	AMOUNT	
374	CHANGE ORDER #3 - WELL ABANDONMENT AT SWITERLAND OLD WORLD GIFTS	1	LS	4,520.00	4,520.00		0.00	1.00	4,520.00	100%
375	CHANGE ORDER #4 - 15" PERFORATED STORM PIPE	153	LF	64.00	9,792.00		0.00	153.00	9,792.00	100%
	CHANGE ORDER #4 - DELETION OF PIPE WHICH 15" PERFORATED STORM PIPE REPLACED	1	LS	-12,200.00	-12,200.00		0.00			
	CHANGE ORDER #5 - REMOVAL OF TREES AND FIELD REALIGNMENT	1	LS	13,119.70	13,119.70		0.00	1.00	13,119.70	100%
	CHANGE ORDER #6 - SHOULDER RESOTRATION (NORTH OF CROSSINGS)	1	LS	6,265.98	6,265.98		0.00	1.00	6,265.98	100%
	CHANGE ORDER #6 - CONTRACT ADJUSTMENT	1	LS	-90,085.00	-90,085.00					
	BORE #16 CASING SPACER REPLACEMENT	1	LS	68,058.35	68,058.35	0.01	666.66	1.00	68,058.35	100%
					2,474,900.08	TOTAL	666.66	TOTAL	2,474,900.08	100%

STORED MATERIALS	0.00
TOTAL WORK AND STORED	2,474,900.08
RETAINAGE	0.00
TOTAL LESS RETAINAGE	2,474,900.08
LESS PREVIOUS CERTS FOR PAYMENT	2,429,813.42
GRAND TOTAL	45,086.66



# MARONA CONSTRUCTION COMPANY

SEWER AND WATER CONTRACTORS

3191 TREWIGTOWN ROAD, P O BOX 283

COLMAR, PA 18915-0283

TELEPHONE (215) 822-3396 FAX (215) 822-1092

50 Years Of Excellence

1965 - 2015

February 23, 2016

T & M Associates  
74 West Broad Street  
Suite 530  
Bethlehem, PA 18018

Attn: Mark Ambrose, P.E.  
Principal Engineer

Re: Route 611 Sanitary Sewer  
Replacement Project  
**PCO #002**

Dear Mr. Ambrose:

Marona Construction Company's lump sum price for **PCO #002 – Waterline Relocation** is **\$50,000.00** (see attached breakdown).

If you have any questions or need additional information, please contact me.

Very truly yours,  
MARONA CONSTRUCTION COMPANY

A handwritten signature in blue ink, appearing to read "Stephen J. Saloma". The signature is stylized and overlaps the printed name below it.

Stephen J. Saloma, P. E.  
Vice President

attachment

**PCO #002  
WATERLINE RELOCATION**

**FORCE ACCOUNT WORK**

**SUMMARY**

---

*BURDENED LABOR COST (SEE ATTACHMENT "B")=	\$508.94
*EQUIPMENT COST (SEE ATTACHMENT "C")=	\$336.25
*CREW COST PER HOUR=	\$845.19
*ADDITIONAL CREW HOURS (SEE ATTACHMENT "A")=	30
<b>*TOTAL CREW COST</b>	<b>\$25,355.70</b>
*ADDITIONAL MATERIAL COST(SEE ATTACHMENT "D")=	\$14,561.73
*ADDITIONAL SUBCONTRACTOR COST(SEE ATTACH "E")=	\$5,250.00
*INCIDENTALS (10%)	\$4,516.74
*ADDITIONAL BOND (1%)	\$ 496.84

<b>*PCO #002</b>
------------------

<b>\$50,000.00</b>
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**PCO #002  
WATERLINE RELOCATION**

**FORCE ACCOUNT WORK**

**ATTACHMENT "A"**

**ADDITIONAL CREW HOURS**

<b><u>CREW HOURS</u></b>	<b><u>DATE</u></b>	<b><u>DESCRIPTION</u></b>
<b>30</b>		<b>EXISTING WATERLINE RELOCATION (EXCLUDES PERMANENT HMA PAVING)</b>

**PCO #002  
WATERLINE RELOCATION**

**FORCE ACCOUNT WORK**

**ATTACHMENT "B"**

**LABOR**

<b>CLASSIFICATION</b>	<b>RATE</b>	<b>LABOR BURDEN(15%)</b>	<b>BURDENED RATE</b>
SUPERINTENDENT	50.63	7.59	58.22
FOREMAN	46.88	7.03	53.91
OPERATOR	57.55	8.63	66.18
OPERATOR	50.58	7.59	58.17
LABORER	41.17	6.18	47.35
LABORER	41.17	6.18	47.35
LABORER	41.17	6.18	47.35
LABORER	41.17	6.18	47.35
LABORER	41.17	6.18	47.35
TRUCK DRIVER	31.05	4.66	35.71
<b>TOTAL BURDENED LABOR PER CREW HOUR</b>			<b>\$508.94</b>

**PCO #002  
WATERLINE RELOCATION**

**FORCE ACCOUNT WORK**

**ATTACHMENT "C"**

**EQUIPMENT**

<b>DESCRIPTION</b>	<b>HOURLY RATE</b>	<b>EST.OP. COST/HR</b>	<b>REGION ADJ.</b>	<b>ADJ. HRLY RATE</b>
KOMATSU 320 LOADER	39.00	19.40	1.00	58.40
MACK DUMP TRUCK	38.00	25.75	1.00	63.75
F350 CREW TRUCK	7.00	5.90	1.00	12.90
F350 HVY DUTY TRUCK	6.00	5.75	1.00	11.75
F250 PICKUP TRUCK	5.00	5.60	1.00	10.60
26KW GENERATOR	7.00	6.85	1.00	13.85
3" ELECTRIC PUMP(2)	8.00	3.40	1.00	11.40
VOLVO 160C EXCAVATOR	51.00	22.35	1.00	73.35
NPK C-6C COMPACTOR	6.25	3.80	1.00	10.05
CAT 303 MINIEXCAVATOR	50.00	20.20	1.00	70.20
<b>TOTAL EQUIPMENT COST</b>				<b>\$336.25</b>

**PCO #002  
WATERLINE RELOCATION**

**FORCE ACCOUNT WORK**

**ATTACHMENT "D"**

**ADDITIONAL MATERIAL COSTS**

<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT \$</b>	<b>TOTAL \$</b>
L/B WATER SERVICE	1 LS	10,698.37	10,698.37
2A MODIFIED STONE	200 TON	9.82	1,964.00
<b>SUB-TOTAL</b>			<b>12,662.37</b>
GC.12.01.C.2.a	15%	12,662.37	1,899.36
<b>TOTAL</b>			<b>\$14,561.73</b>

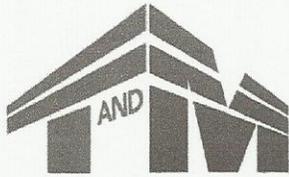
**PCO #002  
WATERLINE RELOCATION**

**FORCE ACCOUNT WORK**

**ATTACHMENT "E"**

**ADDITIONAL SUBCONTRACTOR COSTS**

<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT \$</b>	<b>TOTAL \$</b>
PERM HMA PAVING	25 TON	200.00	5,000.00
<b>SUB-TOTAL</b>			<b>5,000.00</b>
GC.12.01.C.2.b	5%	5,000.00	250.00
<b>TOTAL</b>			<b>\$5,250.00</b>



YOUR GOALS. OUR MISSION.

March 4, 2016

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

SUBJECT: SR611 SANITARY SEWER REPLACEMENT PROJECT  
MARONA CONSTRUCTION COMPANY  
CONTRACT CHANGE ORDER #002

Dear Commissioners:

At the previous Board of Commissioners meeting I informed you of a pending Change Order (CO) request from Marona Construction Company (Contractor); the Contractor completing the sanitary sewer repairs to eliminate the hydraulic bottleneck condition in the Township's collection system. This CO is necessary for the relocation of the Brodhead Creek Regional Authority (BCRA) 12-inch, ductile iron, high pressure water main that supplies potable water to customers in the Township north of the SR611/Stadden Road intersection. The reason for the relocation of the water main is due to its location relative to a proposed manhole that is required to be installed to connect the new sewer main (installed via micro-tunneling) to the existing 24-inch sanitary sewer main that is approximately 28 feet deep. Because of the proximity and depth of the proposed manhole in relation to the existing water main the Contractor is unable to safely excavate and expose the existing sanitary sewer main without jeopardizing the integrity of the existing water main. This work was not included in the original design plans because it was believed that the required manhole could be installed over the existing sewer main based on the provided location of the water main and the separation distance between the water and sewer utilities. However, the actual location of the water main deviates from what was provided on previous plans.

I met with representatives from BCRA and the Contractor on March 2 and all parties are in agreement with the scope of the work. As part of this construction, daily coordination between all parties will be required in order to assure that BCRA customers will be provided with uninterrupted water service and fire protection. In order to minimize the impact to businesses in the construction area the proposed work will be completed at night once the businesses close for the day. It is anticipated that this work will take approximately 2 weeks to complete including disinfection and testing requirements. The cost associated with this CO is a lump sum price of \$50,000. For your reference and review I have attached the Contractor's cost breakdown determination dated February 23, 2016 for the proposed work.



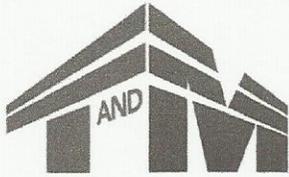
Your prompt consideration and approval of this CO is necessary in order to keep this project moving forward; without immediately relocating this water main the Contractor is unable to proceed with construction activities. Any potential delays in construction will impact the Township's ability to connect future sewer system users north of the SR611/ Stadden Road intersection. In addition, the potential exists for the Contractor to leave the project since they are unable to proceed with any additional construction activity.

If you have any questions regarding this CO, please contact me at (610) 301-6736.

Very truly yours,

Mark Ambrose, P.E.  
Principal Engineer  
T&M Associates

c: Pocono Township, Gregg Schuster, Township Manager  
Steven Puterbaugh, P.E., T&M Associates  
Leo V. DeVito, Jr., Esquire, Township Solicitor



YOUR GOALS. OUR MISSION.

March 4, 2016

Marona Construction Company  
3191 Trewigtown Road  
P.O. Box 283  
Colmar, PA 18915

Attention: Steven Saloma, P.E.

SUBJECT: ROUTE 611 SANITARY SEWER REPLACEMENT PROJECT  
PROJECT CHANGE ORDER #002 (PCO#002)  
T&M No. POCO-00040

Dear Mr. Saloma:

T&M is in receipt of your cost estimate breakdown for Project Change Order #002 (PCO#002) for the above referenced project. This work is for the required relocation of the Brodhead Creek Regional Authority's (BCRA) 12-inch, ductile iron, high pressure water main in order to complete the sanitary sewer system improvements. I have reviewed the information presented in the estimate and it is consistent with what has been discussed with your construction superintendent completing the site improvements.

Please be advised that that Township Board of Commissioners needs to approve the proposed work prior to beginning the construction associated with relocating the water main. I have made the Board aware of this work and provided them with a copy of your estimate for review and approval. I understand that the existing water main must be relocated in order for the construction of the sanitary sewer main to continue beyond its current status. Should you proceed with the construction associated with the relocation of the water main without prior approval from the Township Board of Commissioners, you do so at your risk concerning payment for this water line relocation work.

If you have any questions or would like to discuss in further detail please contact me at (610) 301.6736, or the Township office.

Very truly yours,

Mark Ambrose, P.E.  
Principal Engineer  
T&M Associates

c: Pocono Township, Gregg Schuster, Township Manager  
Steven Puterbaugh, P.E., T&M Associates  
Leo V. DeVito, Jr., Esquire, Township Solicitor

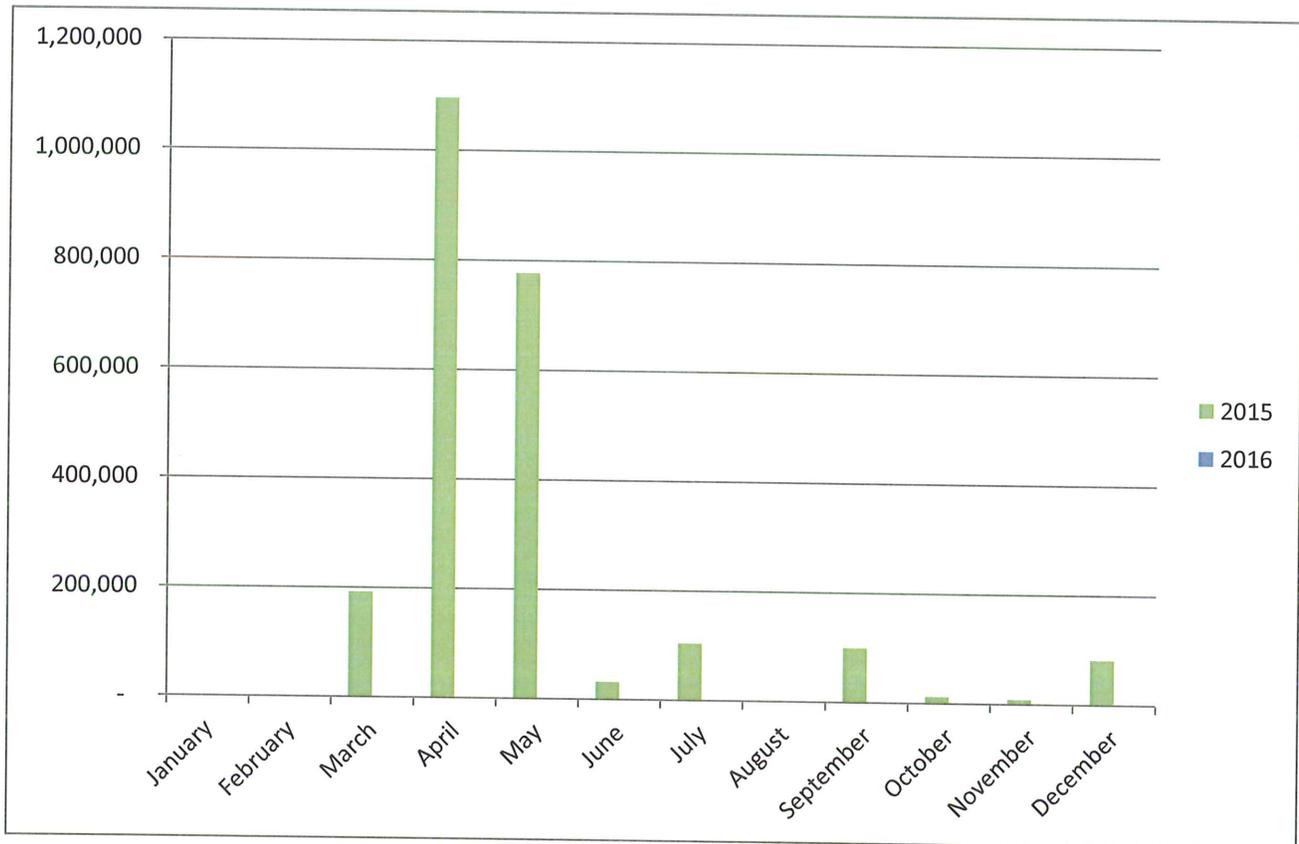




# Treasurer's Report - Current Real Estate Tax Collection

## Monthly Collections

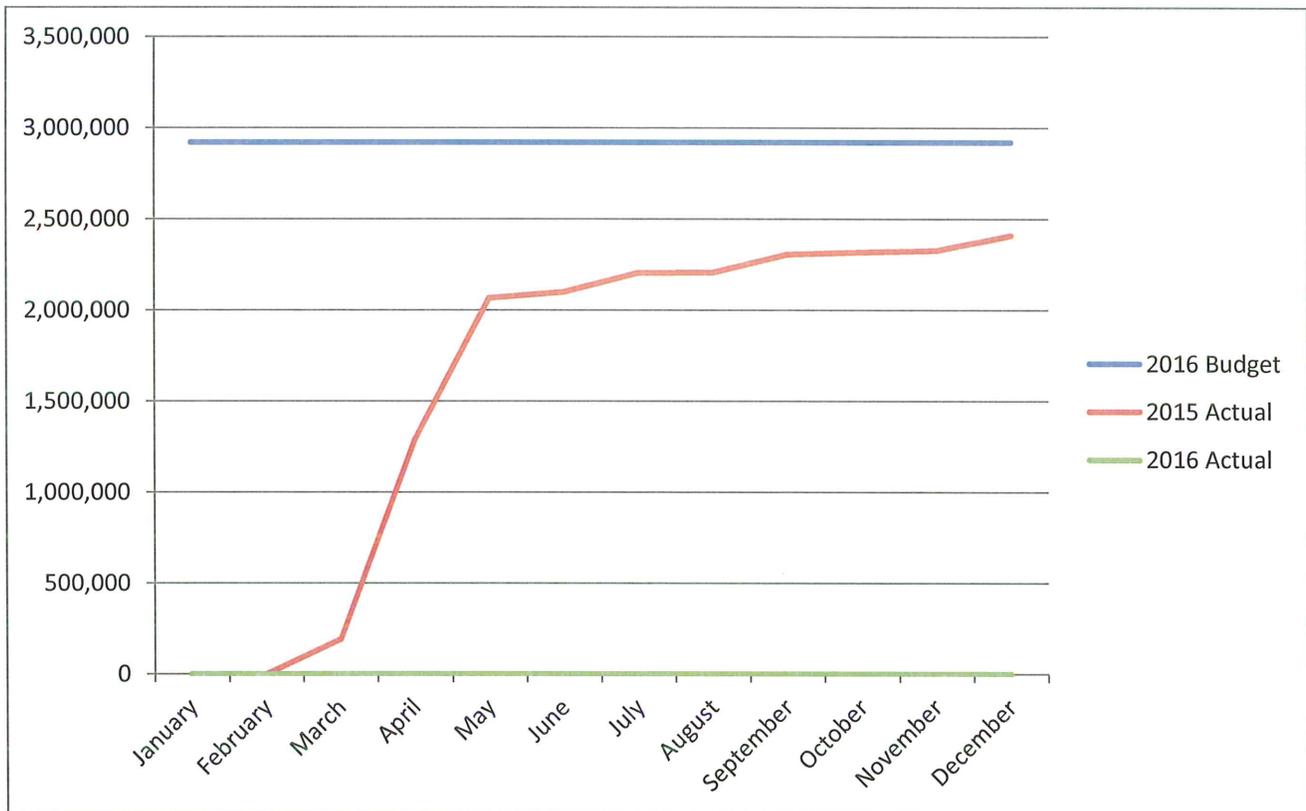
Month	2015	2016
January	-	-
February	-	-
March	192,156	
April	1,096,966	
May	777,274	
June	32,514	
July	104,103	
August	2,365	
September	99,846	
October	12,032	
November	8,767	
December	81,902	



# Treasurer's Report - Current Real Estate Tax Collection

## Cumulative Collections

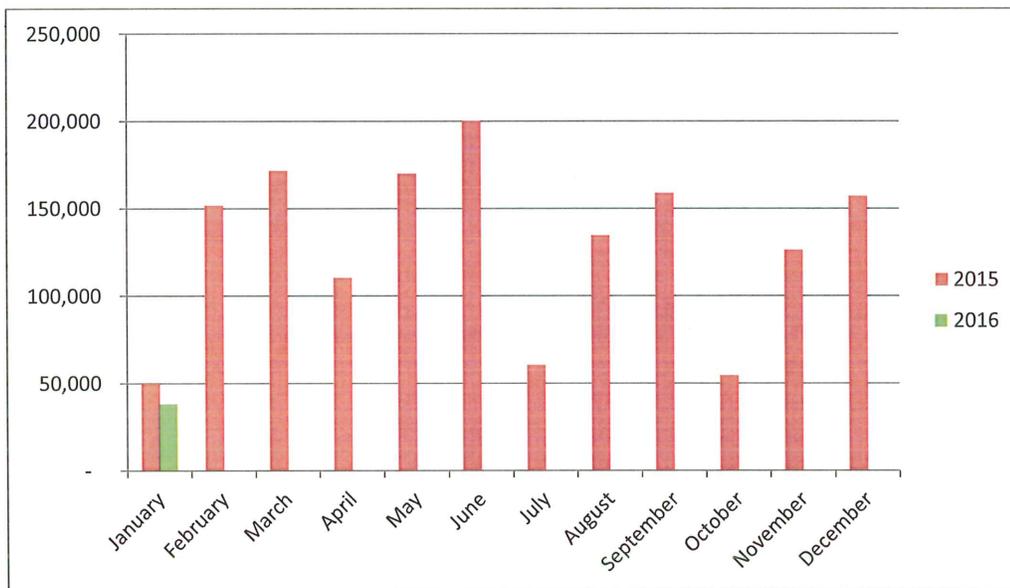
	2015 Budget	2016 Budget	2015 Actual	2016 Actual	2015 Collection %
January	2,315,391	2,920,285	0	0	0.00%
February	2,315,391	2,920,285	0	0	0.00%
March	2,315,391	2,920,285	192,156	0	0.00%
April	2,315,391	2,920,285	1,289,122	0	0.00%
May	2,315,391	2,920,285	2,066,396	0	0.00%
June	2,315,391	2,920,285	2,098,911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



# Treasurer's Report - Earned Income Tax Collection

## Monthly Collections

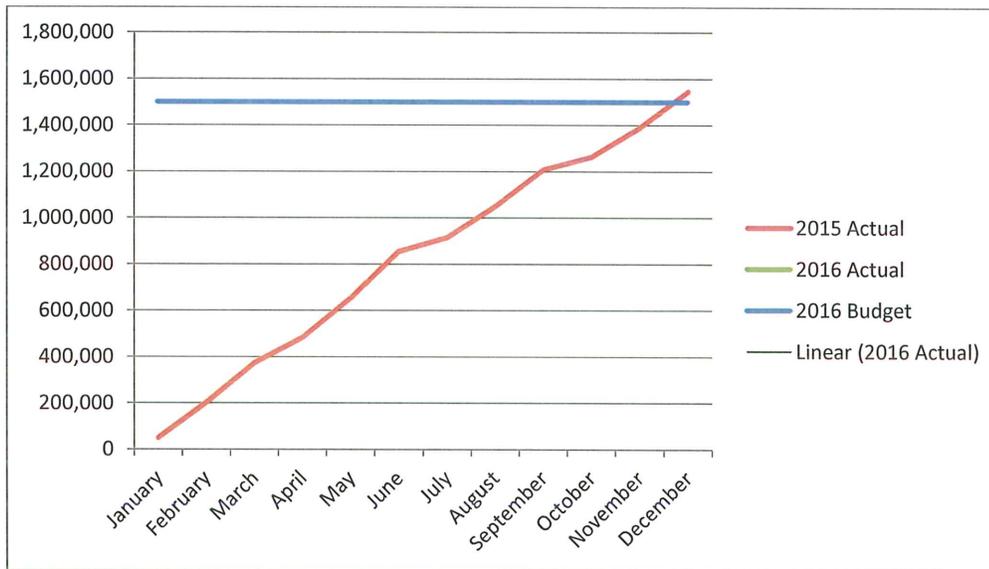
	2015	2016
January	50,016	38,188
February	151,956	
March	171,698	
April	110,568	
May	170,046	
June	200,432	
July	60,488	
August	134,675	
September	159,064	
October	54,651	
November	126,313	
December	157,218	



# 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		15.2%	0.0%
March	1,325,000	1,500,000	373,670		28.2%	0.0%
April	1,325,000	1,500,000	484,238		36.5%	0.0%
May	1,325,000	1,500,000	654,283		49.4%	0.0%
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%



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Income	2016				2015			
	Jan 1 - Jan 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - Jan 31, 2015	Budget	\$ Over Budget	% of Budget
301.100 · Real Estate Taxes - Current	0.00	2,920,285.00	-2,920,285.00	0.0%	0.00	2,315,391.00	-2,315,391.00	0.0%
310.200 · Earned Income Taxes	38,187.65	1,500,000.00	-1,461,812.35	2.55%	50,016.57	1,325,000.00	-1,274,983.43	3.78%
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	0.00	190,000.00	-190,000.00	0.0%	-72,952.97	150,000.00	-222,952.97	-48.64%
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%	0.00	4,000.00	-4,000.00	0.0%
301.400 · Returned Tax - Repository Sale	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
310.100 · Real Estate Transfer Taxes	0.00	170,000.00	-170,000.00	0.0%	0.00	150,000.00	-150,000.00	0.0%
310.500 · Local Services Taxes	10,785.79	390,000.00	-379,214.21	2.77%	3,764.43	340,000.00	-336,235.57	1.11%
<b>Total Taxes Other</b>	10,785.79	755,000.00	-744,214.21	1.43%	-69,188.54	645,800.00	-714,988.54	-10.71%
Licenses, permits and fees								
321.630 · Pumper-Hauler Licenses	0.00	0.00	0.00	0.0%	0.00	100.00	-100.00	0.0%
321.800 · Cable TV Franchise Fees*	0.00	200,000.00	-200,000.00	0.0%	-48,566.55	190,000.00	-238,566.55	-25.56%
322.100 · Application fees	0.00	0.00	0.00	0.0%	1,100.00	0.00	1,100.00	100.0%
<b>Total Licenses, permits and fees</b>	0.00	200,000.00	-200,000.00	0.0%	-47,466.55	190,100.00	-237,566.55	-24.97%
Fines and Forfeits								
331.100 · Court Fines - District Magistra	21.84	40,000.00	-39,978.16	0.06%	0.00	30,000.00	-30,000.00	0.0%
331.110 · Motor Vehicle Code Violations	0.00	20,000.00	-20,000.00	0.0%	-1,812.85	30,000.00	-31,812.85	-6.04%
331.200 · Ordinance Violations	0.00	500.00	-500.00	0.0%	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%
<b>Total Fines and Forfeits</b>	21.84	60,500.00	-60,478.16	0.04%	-1,812.85	60,500.00	-62,312.85	-3.0%
341.010 · Interest on Investments	1,137.44	14,000.00	-12,862.56	8.13%	931.11	4,000.00	-3,068.89	23.28%
354.129 · Stadden Road Bridge Grant	0.00	0.00	0.00	0.0%	0.00	130,000.00	-130,000.00	0.0%
354.150 · Recycling Performance Grant	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
Other State Grants								
354.100 · Police Grants	0.00	10,000.00	-10,000.00	0.0%	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	0.00	2,000.00	-2,000.00	0.0%	0.00	2,750.00	-2,750.00	0.0%
355.050 · Pension System State Aid	0.00	204,395.00	-204,395.00	0.0%	0.00	184,992.00	-184,992.00	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%
<b>Total Other State Grants</b>	0.00	327,895.00	-327,895.00	0.0%	0.00	292,242.00	-292,242.00	0.0%
357.030 · County Grant					0.00	0.00	0.00	0.0%
362.100 · Police Services	196.44	40,000.00	-39,803.56	0.49%	-129.60	40,000.00	-40,129.60	-0.32%
Building Permits								
362.411 · Connect & Tank Abandonment Fees	0.00	3,000.00	-3,000.00	0.0%	125.00	0.00	125.00	100.0%
362.410 · Building Permits - BIU - Other	4,143.00	400,000.00	-395,857.00	1.04%	4,034.00	160,000.00	-155,966.00	2.52%
<b>Total Building Permits</b>	4,143.00	403,000.00	-398,857.00	1.03%	4,159.00	160,000.00	-155,841.00	2.6%
Charges for Services								
361.310 · Subdivision, Land Develop Fees	200.00	5,000.00	-4,800.00	4.0%	0.00	4,000.00	-4,000.00	0.0%

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	2016				2015			
	Jan 1 - Jan 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - Jan 31, 2015	Budget	\$ Over Budget	% of Budget
361.330 · Zoning Hearing Board Fees	0.00	2,000.00	-2,000.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
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%	0.00	500.00	-500.00	0.0%
361.500 · Sale of Maps and Publications	0.00	100.00	-100.00	0.0%	0.00	100.00	-100.00	0.0%
361.700 · Reproduction of Records	30.50	100.00	-69.50	30.5%	0.00	100.00	-100.00	0.0%
362.110 · Sale of Police Reports	0.00	6,000.00	-6,000.00	0.0%	-30.00	5,000.00	-5,030.00	-0.6%
362.130 · Security Alarm Fees	0.00	150.00	-150.00	0.0%	0.00	150.00	-150.00	0.0%
362.300 · Zoning Permits	547.00	75,000.00	-74,453.00	0.73%	143.60	33,400.00	-33,256.40	0.43%
362.440 · Sewer System Permits	0.00	12,000.00	-12,000.00	0.0%	100.00	12,000.00	-11,900.00	0.83%
362.450 · Use & Occupancy Permits	50.00	2,500.00	-2,450.00	2.0%	0.00	2,500.00	-2,500.00	0.0%
362.475 · Well Permits	0.00	1,000.00	-1,000.00	0.0%	0.00	0.00	0.00	0.0%
362.480 · Pool Permits	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.0%
362.485 · Sign Permits	0.00	8,000.00	-8,000.00	0.0%	225.00	0.00	225.00	100.0%
362.491 · Fireworks Permits	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.0%
362.495 · UCC Fees	36.00	500.00	-464.00	7.2%	76.00	500.00	-424.00	15.2%
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	0.00	500.00	-500.00	0.0%	0.00	0.00	0.00	0.0%
363.500 · Public Works Services	0.00	4,500.00	-4,500.00	0.0%	0.00	11,000.00	-11,000.00	0.0%
<b>Total Charges for Services</b>	<b>863.50</b>	<b>118,750.00</b>	<b>-117,886.50</b>	<b>0.73%</b>	<b>514.60</b>	<b>71,750.00</b>	<b>-71,235.40</b>	<b>0.72%</b>
367.140 · Pavilion Rental Fees	750.00	15,000.00	-14,250.00	5.0%				
<b>Other Operating Revenue</b>								
380.100 · Miscellaneous Revenue	0.00	100.00	-100.00	0.0%	1.00	100.00	-99.00	1.0%
387.100 · Contributions and Donations	10,000.00	500.00	9,500.00	2,000.0%	0.00	1,000.00	-1,000.00	0.0%
387.200 · Fees in Liew of Improvements	0.00	4,000.00	-4,000.00	0.0%	0.00	2,500.00	-2,500.00	0.0%
389.500 · Miscellaneous Reimbursements	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
<b>Total Other Operating Revenue</b>	<b>10,000.00</b>	<b>4,600.00</b>	<b>5,400.00</b>	<b>217.39%</b>	<b>1.00</b>	<b>4,600.00</b>	<b>-4,599.00</b>	<b>0.02%</b>
<b>Other Financing Sources</b>								
391.100 · Sale of Surplus Property	0.00	5,000.00	-5,000.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
392.300 · Interfund Transfers	36,712.09	0.00	36,712.09	100.0%				
395.000 · Refunds of Prior Year Expenses	0.00	195,170.00	-195,170.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Other Financing Sources</b>	<b>36,712.09</b>	<b>200,170.00</b>	<b>-163,457.91</b>	<b>18.34%</b>	<b>0.00</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.0%</b>
392.900 · Pavilion Rental Fees	0.00	310,499.00	-310,499.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>102,797.75</b>	<b>6,869,699.00</b>	<b>-6,766,901.25</b>	<b>1.5%</b>	<b>-62,975.26</b>	<b>5,247,383.00</b>	<b>-5,310,358.26</b>	<b>-1.2%</b>

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Expense	Jan 1 - Jan 31, 2016	Budget	\$ Over Budget	% of Budget
<b>General Government</b>				
400.110 · Salary & Wages - Legislative	0.00	16,250.00	-16,250.00	0.0%
400.192 · Legislative SSI Tax	0.00	1,243.00	-1,243.00	0.0%
400.260 · Minor Equipment	0.00	2,000.00	-2,000.00	0.0%
400.420 · Dues, Subscriptions & Membershi	500.00	1,516.00	-1,016.00	32.98%
400.460 · Legislaive -Meetings & Training	0.00	1,000.00	-1,000.00	0.0%
400.540 · Legislative - Donations	0.00	3,000.00	-3,000.00	0.0%
401.110 · Admin Salaries & Wages	8,460.80	110,000.00	-101,539.20	7.69%
401.192 · Admin SSI Taxes	647.25	8,415.00	-7,767.75	7.69%
401.196 · Admin Health Insurance	2,130.57	25,259.00	-23,128.43	8.44%
401.198 · Non-Uniformed Pension Plan	0.00	9,900.00	-9,900.00	0.0%
401.199 · Admin Life and Disability Ins	0.00	756.00	-756.00	0.0%
401.200 · Administration Allowances	249.35	3,200.00	-2,950.65	7.79%
401.220 · Admin Operating Supplies	0.00	500.00	-500.00	0.0%
401.260 · Admin Minor Equipment	0.00	1,000.00	-1,000.00	0.0%
401.420 · Admin Dues, Subscriptions & Mem	165.00	2,565.00	-2,400.00	6.43%
401.460 · Admin Meetings & Training	0.00	3,250.00	-3,250.00	0.0%
402.110 · Fin Admin Salaries & Wages	4,076.80	53,202.00	-49,125.20	7.66%
402.120 · Financial Admin OVT	267.54	2,500.00	-2,232.46	10.7%
402.192 · Fin Admin SSI Taxes	332.35	4,261.00	-3,928.65	7.8%
402.196 · Fin Admin Health Insurance	2,123.85	26,274.00	-24,150.15	8.08%
402.198 · Fin Admin Non-Uni Pension Plan	0.00	4,788.00	-4,788.00	0.0%
402.199 · Fin Admin Life & Disability Ins	0.00	804.00	-804.00	0.0%
402.220 · Fin Admin Operating Supplies	0.00	500.00	-500.00	0.0%
402.260 · Fin Admin Minor Equipment	0.00	500.00	-500.00	0.0%
402.310 · Fin Admin Professional Srvs	182.26	12,000.00	-11,817.74	1.52%
402.420 · Fin Admin Dues, Subscriptions	0.00	500.00	-500.00	0.0%
402.460 · Fin Admin Meetings & Training	0.00	500.00	-500.00	0.0%
403.110 · Tax Collection Salaries & Wages	769.24	10,000.00	-9,230.76	7.69%
403.192 · Tax Collection SSI Taxes	58.86	765.00	-706.14	7.69%
403.215 · Tax Collection Postage	0.00	2,000.00	-2,000.00	0.0%
403.220 · Tax Collection Operating Supply	0.00	2,000.00	-2,000.00	0.0%
403.310 · Tax Collection Professional Srv	772.39	23,250.00	-22,477.61	3.32%
403.460 · Tax Collection Meetings & Conf	0.00	625.00	-625.00	0.0%
404.310 · Township Solicitor	4,350.00	90,000.00	-85,650.00	4.83%
405.110 · Secretary Salaries & Wages	6,616.08	101,903.00	-95,286.92	6.49%
405.120 · Secretary OT	152.86	6,000.00	-5,847.14	2.55%
405.192 · Secretary SSI Taxes	515.00	8,255.00	-7,740.00	6.24%
405.196 · Secretary Insurance	3,210.97	38,414.00	-35,203.03	8.36%
405.198 · Secretary Non-Uni Pension Plan	0.00	7,821.00	-7,821.00	0.0%
405.199 · Secretary Life & Disability Ins	0.00	1,600.00	-1,600.00	0.0%
405.220 · Secretary Operating Supplies	0.00	500.00	-500.00	0.0%
405.260 · Secretary Minor Equipment	0.00	1,000.00	-1,000.00	0.0%
405.420 · Secretary Dues, Subscriptions	0.00	500.00	-500.00	0.0%
405.460 · Secretary Meetings & Training	0.00	1,000.00	-1,000.00	0.0%
406.215 · Gen Govt Postage	1,000.00	4,000.00	-3,000.00	25.0%
406.220 · Gen Govt Operation Supplies	351.64	7,000.00	-6,648.36	5.02%
406.310 · Gen Govt Professional Srvs	0.00	8,600.00	-8,600.00	0.0%
406.320 · Gen Govt Communications	627.90	9,000.00	-8,372.10	6.98%
406.340 · Gen Govt Advertising & Printing	104.60	8,000.00	-7,895.40	1.31%
406.374 · Gen Govt Office Equipment Maint	0.00	1,000.00	-1,000.00	0.0%
406.384 · Gen Govt Equipment Leases	0.00	6,396.00	-6,396.00	0.0%
407.252 · Computer Parts & Supplies	0.00	500.00	-500.00	0.0%
407.260 · Technology Minor Equipment	0.00	1,000.00	-1,000.00	0.0%
407.450 · Contracted Services	2,500.00	8,500.00	-6,000.00	29.41%
408.310 · Township Engineer	2,377.17	70,000.00	-67,622.83	3.4%
409.220 · Building Operating Supplies	0.00	1,000.00	-1,000.00	0.0%
409.360 · Building Utilities	1,000.78	47,000.00	-45,999.22	2.13%
409.373 · Building Maint & Repairs	642.65	17,000.00	-16,357.35	3.78%
409.450 · Building Contracted Services	476.80	7,000.00	-6,523.20	6.81%
<b>Total General Government</b>	<b>44,662.71</b>	<b>787,312.00</b>	<b>-742,649.29</b>	<b>5.67%</b>

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	Jan 1 - Jan 31, 2016	Budget	\$ Over Budget	% of Budget
<b>Public Safety</b>				
410.120 · Police Salaries & Wages-Admin	6,625.60	86,464.00	-79,838.40	7.66%
410.130 · Police Salaries & Wages-Officer	80,903.41	1,114,911.00	-1,034,007.59	7.26%
410.140 · Police Salaries & Wages-Civilia	4,046.06	47,594.00	-43,547.94	8.5%
410.179 · Police Longevity Pay	0.00	42,824.00	-42,824.00	0.0%
410.180 · Police Overtime Wages	12,865.32	125,000.00	-112,134.68	10.29%
410.187 · Police Overtime Civ Support	15.80	500.00	-484.20	3.16%
410.191 · Uniform Allowance	0.00	14,400.00	-14,400.00	0.0%
410.192 · Police SSI Taxes	7,985.83	108,423.00	-100,437.17	7.37%
410.196 · Police Health Insurance	36,129.98	435,076.00	-398,946.02	8.3%
410.197 · Police Pension Plan	0.00	145,320.00	-145,320.00	0.0%
410.198 · Police Life & Disability Ins	0.00	16,470.00	-16,470.00	0.0%
410.199 · Police Non-Uniform Pension	0.00	3,959.00	-3,959.00	0.0%
410.200 · Police 457 Contribution	0.00	5,000.00	-5,000.00	0.0%
410.220 · Police Operating Supplies	192.59	5,000.00	-4,807.41	3.85%
410.221 · Crime Scene Supplies	226.97	1,000.00	-773.03	22.7%
410.222 · Ammunition	0.00	5,000.00	-5,000.00	0.0%
410.223 · K-9 Expenses	46.63	1,500.00	-1,453.37	3.11%
410.231 · Vehicle Fuel	2,536.28	45,000.00	-42,463.72	5.64%
410.234 · Vehicle Operating Supplies	0.70			
410.260 · Police Minor Equipment	2,204.72	5,000.00	-2,795.28	44.09%
410.310 · Police Professional Services	0.00	2,500.00	-2,500.00	0.0%
410.314 · Civil Service Comm Solicitor	0.00	10,000.00	-10,000.00	0.0%
410.320 · Police Communications	830.66	15,000.00	-14,169.34	5.54%
410.341 · Police Advertising & Printing	112.00	400.00	-288.00	28.0%
410.373 · Police Maint & Repair Bldg	668.63	5,000.00	-4,331.37	13.37%
410.374 · Police Equipment Maint	39.95	3,500.00	-3,460.05	1.14%
410.420 · Police Dues, Subscriptions	175.00	1,500.00	-1,325.00	11.67%
410.450 · Police Contracted Services	20,925.29	99,163.00	-78,237.71	21.1%
410.451 · Police Vehicle Maintenance	2,841.86	25,000.00	-22,158.14	11.37%
410.460 · Police Meetings & Training	0.00	8,500.00	-8,500.00	0.0%
411.232 · Fire Department Fuel	0.00	6,150.00	-6,150.00	0.0%
411.540 · Foreign Fire Payments	0.00	104,000.00	-104,000.00	0.0%
411.541 · Disbursement to Fire Company	0.00	215,000.00	-215,000.00	0.0%
413.220 · Code Enforcement Supplies	0.00	500.00	-500.00	0.0%
413.260 · Code Enforcement Minor Equip	0.00	500.00	-500.00	0.0%
413.310 · Prof Services - BIU Building	3,316.96	280,000.00	-276,683.04	1.19%
413.311 · Prof Services - SEO	87.50	15,000.00	-14,912.50	0.58%
413.319 · Code Enforcement UCC Fees	0.00	1,000.00	-1,000.00	0.0%
413.420 · Code Enforcement Dues & Subs	0.00	250.00	-250.00	0.0%
413.460 · Code Enforcement Meetings	0.00	500.00	-500.00	0.0%
414.110 · Planning & Zoning Salaries	4,160.00	55,288.00	-51,128.00	7.52%
414.120 · Planning & Zoning OT	48.75	2,500.00	-2,451.25	1.95%
414.192 · Planning & Zoning SSI Taxes	321.97	4,230.00	-3,908.03	7.61%
414.196 · Planning & Zoning Health Ins	1,910.41	23,975.00	-22,064.59	7.97%
414.198 · Planning & Zoning N-U Pension	0.00	4,479.00	-4,479.00	0.0%
414.199 · Zoning Life & Disability	0.00	850.00	-850.00	0.0%
414.220 · Planning & Zoning Supplies	0.00	500.00	-500.00	0.0%
414.310 · Planning & Zoning Prof Svcs	125.00	1,000.00	-875.00	12.5%
414.313 · Planning & Zoning Engineering	300.43	10,000.00	-9,699.57	3.0%
414.314 · Planning & Zoning Legal	2,164.10	20,000.00	-17,835.90	10.82%
414.324 · Zoning Cell Phone	23.54	600.00	-576.46	3.92%
414.331 · Zoning Officer Mileage	0.00	1,000.00	-1,000.00	0.0%
414.341 · Planning & Zoning Advertising	461.00	1,500.00	-1,039.00	30.73%
414.460 · Planning & Zoning Meetings	0.00	500.00	-500.00	0.0%
415.220 · Emer Mgmt Operating Supplies	0.00	500.00	-500.00	0.0%
415.460 · Emer Mgmt Meetings & Training	0.00	200.00	-200.00	0.0%
<b>Total Public Safety</b>	<b>192,292.94</b>	<b>3,129,026.00</b>	<b>-2,936,733.06</b>	<b>6.15%</b>
<b>Public Works - Other</b>				
427.220 · Solid Waste Coll Supplies	0.00	1,500.00	-1,500.00	0.0%
427.221 · Equip Rental - Grinder	0.00	4,700.00	-4,700.00	0.0%

**General Fund**  
**Treasurer's Report**  
 January 2016

	Jan 1 - Jan 31, 2016	Budget	\$ Over Budget	% of Budget
427.450 · Contracted Svcs - Clean-Up Days	0.00	16,000.00	-16,000.00	0.0%
<b>Total Public Works - Other</b>	<b>0.00</b>	<b>22,200.00</b>	<b>-22,200.00</b>	<b>0.0%</b>
<b>PW-Hwys, Roads &amp; Streets</b>				
430.110 · Public Works Salaries	32,043.60	398,645.00	-366,601.40	8.04%
430.120 · Public Works OT Wages	2,249.61	25,000.00	-22,750.39	9.0%
430.192 · Public Works SSI Taxes	2,607.17	32,409.00	-29,801.83	8.05%
430.196 · Public Works Insurance	18,824.96	223,374.00	-204,549.04	8.43%
430.198 · Public Works N-U Pension	0.00	34,258.00	-34,258.00	0.0%
430.199 · Public Works Life & Disab Ins	0.00	5,570.00	-5,570.00	0.0%
430.200 · Public Works Director Allowance	49.35	600.00	-550.65	8.23%
430.220 · Public Works Oper Supplies	866.54	13,000.00	-12,133.46	6.67%
430.232 · Public Works Diesel	1,039.98	55,000.00	-53,960.02	1.89%
430.234 · Public Works Vehicle Supplies	0.00	6,000.00	-6,000.00	0.0%
430.238 · Public Works Uniforms	379.89	7,800.00	-7,420.11	4.87%
430.260 · Public Works Minor Equip Purch	0.00	2,000.00	-2,000.00	0.0%
430.331 · Mileage Reimbursement	0.00	1,000.00	-1,000.00	0.0%
430.341 · Public Works Advertising	0.00	1,500.00	-1,500.00	0.0%
430.373 · Public Works Maint & Rep Bldg	0.00	9,000.00	-9,000.00	0.0%
430.375 · Public Works Heavy Equip Maint	1,879.29	77,000.00	-75,120.71	2.44%
430.384 · Public Works Equip Rental	0.00	500.00	-500.00	0.0%
430.420 · Public Works Dues, Subscription	0.00	500.00	-500.00	0.0%
430.450 · Public Works Contracted Svcs	0.00	1,000.00	-1,000.00	0.0%
430.460 · Public Works Meetings & Trainin	0.00	750.00	-750.00	0.0%
430.650 · Public Works Hand Tool Purch	0.00	500.00	-500.00	0.0%
432.220 · Snow & Ice Rem Oper Supplies	17,371.96	125,000.00	-107,628.04	13.9%
432.375 · Snow & Ice Rem Heavy Equip Maint	1,244.47	8,000.00	-6,755.53	15.56%
432.450 · Snow & Ice Rem Subcontractors	0.00	7,500.00	-7,500.00	0.0%
433.220 · Traffic Signals & Signs Supply	0.00	3,000.00	-3,000.00	0.0%
433.360 · Traffic Signals & Signs Utiliti	62.12	4,000.00	-3,937.88	1.55%
433.450 · Traffic Signals Contracted Svcs	520.00	8,000.00	-7,480.00	6.5%
438.220 · Road Maint Supplies	0.00	75,000.00	-75,000.00	0.0%
438.611 · Line Painting	0.00	40,000.00	-40,000.00	0.0%
438.612 · Crack Sealing	0.00	30,000.00	-30,000.00	0.0%
438.613 · Vegetation Control	200.00	20,000.00	-19,800.00	1.0%
<b>Total PW-Hwys, Roads &amp; Streets</b>	<b>79,338.94</b>	<b>1,215,906.00</b>	<b>-1,136,567.06</b>	<b>6.53%</b>
<b>Culture and Recreation</b>				
454.110 · Park Salary & Wage	0.00	65,729.00	-65,729.00	0.0%
454.120 · Park OT	0.00	1,500.00	-1,500.00	0.0%
454.192 · Park SSI	0.00	5,142.00	-5,142.00	0.0%
454.198 · Park N-U Pension Plan	0.00	2,343.00	-2,343.00	0.0%
454.220 · Park Operating Supplies	0.00	3,000.00	-3,000.00	0.0%
454.231 · Park Vehicle Fuel	0.00	1,500.00	-1,500.00	0.0%
454.260 · Park Minor Equipment	0.00	1,500.00	-1,500.00	0.0%
454.310 · Park Professional Services	0.00	2,000.00	-2,000.00	0.0%
454.320 · Park Communications	0.00	800.00	-800.00	0.0%
454.340 · Park Advertising & Printing	0.00	500.00	-500.00	0.0%
454.360 · Park Utilities	0.00	2,700.00	-2,700.00	0.0%
454.373 · Park Repairs & Maintenance	619.67	10,000.00	-9,380.33	6.2%
454.374 · Park Equipment Maintenance	0.00	1,500.00	-1,500.00	0.0%
454.450 · Park Contracted Services	3,650.00	20,000.00	-16,350.00	18.25%
454.460 · Park Meetings & Training	0.00	500.00	-500.00	0.0%
457.540 · Community Day Celebration	0.00	3,000.00	-3,000.00	0.0%
463.540 · TIF	0.00	178,577.00	-178,577.00	0.0%
<b>Total Culture and Recreation</b>	<b>4,269.67</b>	<b>300,291.00</b>	<b>-296,021.33</b>	<b>1.42%</b>
<b>Debt Service</b>				
471.200 · Series 2006 GON (school)	8,064.89	24,123.00	-16,058.11	33.43%
471.350 · 2011 Case Loader	981.91	11,960.00	-10,978.09	8.21%
471.351 · Rogers Trailer	1,872.57	3,641.00	-1,768.43	51.43%
472.200 · Series 2006 GON Interest	99.35	151.00	-51.65	65.8%
472.350 · 2011 Case Loader Interest	32.39	211.00	-178.61	15.35%

**General Fund**  
**Treasurer's Report**  
 January 2016

	Jan 1 - Jan 31, 2016	Budget	\$ Over Budget	% of Budget
472.351 · Rogers Trailer Interest	0.00	105.00	-105.00	0.0%
<b>Total Debt Service</b>	<b>11,051.11</b>	<b>40,191.00</b>	<b>-29,139.89</b>	<b>27.5%</b>
<b>Benefits and Withholding</b>				
483.194 · Employer Pd Unemployment Comp	11,587.26	25,000.00	-13,412.74	46.35%
483.195 · Employer Pd Worker's Comp	34,206.08	121,000.00	-86,793.92	28.27%
483.200 · Federal Healthcare Tax	0.00	130.00	-130.00	0.0%
483.201 · Transitional Reinsurance Fee	0.00	2,874.00	-2,874.00	0.0%
<b>Total Benefits and Withholding</b>	<b>45,793.34</b>	<b>149,004.00</b>	<b>-103,210.66</b>	<b>30.73%</b>
<b>Insurance</b>				
486.350 · Property & Liability Insurance	89,677.00	91,250.00	-1,573.00	98.28%
486.355 · Professional Bonds	2,043.74	6,425.00	-4,381.26	31.81%
<b>Total Insurance</b>	<b>91,720.74</b>	<b>97,675.00</b>	<b>-5,954.26</b>	<b>93.9%</b>
<b>Misc Expenses</b>				
489.100 · Miscellaneous Expenses	15.00	0.00	15.00	100.0%
<b>Total Misc Expenses</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	<b>100.0%</b>
<b>Interfund Transfers Out</b>				
492.300 · Interfund Transfer to Cap Resv	0.00	1,128,094.00	-1,128,094.00	0.0%
<b>Total Interfund Transfers Out</b>	<b>0.00</b>	<b>1,128,094.00</b>	<b>-1,128,094.00</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>469,144.45</b>	<b>6,869,699.00</b>	<b>-6,400,554.55</b>	<b>6.83%</b>

Sewer Operating Fund  
Treasurer's Report  
January 2016

	2016				2015			
	Jan 1 - Jan 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - Jan 31, 2015	Budget	\$ Over Budget	% of Budget
	<b>Income</b>							
341.010 · Interest on Investments	1,832.68	15,000.00	-13,167.32	12.22%	1,334.22	0.00	1,334.22	100.0%
354.030 · Reimburse from State 611 Pro	0.00	122,261.00	-122,261.00	0.0%	0.00	0.00	0.00	0.0%
364.110 · Connection/Tapping Fees	15,000.00	930,000.00	-915,000.00	1.61%	7,500.00	4,463,750.00	-4,456,250.00	0.17%
364.120 · Sewer Use Fees	19,010.77	3,375,840.00	-3,356,829.23	0.56%	0.00	3,946,667.00	-3,946,667.00	0.0%
392.900 · Sewer Use Fees	0.00	5,614,071.00	-5,614,071.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>35,843.45</b>	<b>10,057,172.00</b>	<b>-10,021,328.55</b>	<b>0.36%</b>	<b>8,834.22</b>	<b>8,410,417.00</b>	<b>-8,401,582.78</b>	<b>0.11%</b>

**Sewer Operating Fund  
Treasurer's Report  
January 2016**

	<b>Jan 1 - Jan 31, 2016</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Expense</b>				
429.100 · Utilities	181.33	79,600.00	-79,418.67	0.23%
429.110 · Public Works Dir Salary	0.00	39,000.00	-39,000.00	0.0%
429.192 · Social Security	0.00	2,984.00	-2,984.00	0.0%
429.197 · Non Uniform Pension Plan	0.00	3,510.00	-3,510.00	0.0%
429.200 · BCRA Sewage Treatment	85,185.00	1,022,220.00	-937,035.00	8.33%
429.205 · Bank charges	0.00	0.00	0.00	0.0%
429.231 · Collection System Costs	137.09	0.00	137.09	100.0%
429.244 · Operating Supplies	0.00	50,000.00	-50,000.00	0.0%
429.300 · Professional Services	1,746.09	193,000.00	-191,253.91	0.91%
429.374 · Equipment Repair & Maintenance	11.39	60,000.00	-59,988.61	0.02%
429.375 · Reimbursements - P Traps	1,000.00	0.00	1,000.00	100.0%
429.610 · Improvements - 611 Project	0.00	163,015.00	-163,015.00	0.0%
471.000 · Debt Principal - Long and Short	31,774.68	4,941,983.00	-4,910,208.32	0.64%
472.000 · Debt Interest - Long and Short	6,390.62	721,859.00	-715,468.38	0.89%
492.100 · Transfer to Sewer Construction	0.00	2,780,001.00	-2,780,001.00	0.0%
<b>Total Expense</b>	<b>126,426.20</b>	<b>10,057,172.00</b>	<b>-9,930,745.80</b>	<b>1.26%</b>

Sewer Construction Fund  
Treasurer's Report  
January 2016

	2016				2015			
	Jan 1 - Dec 31, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - Jan 31, 2015	Budget	\$ Over Budget	% of Budget
<b>Income</b>								
341.010 · Interest on Investments	278.79	2,000.00	-1,721.21	13.94%	314.77	2,000.00	-1,685.23	15.74%
354.161 · Pennvest Grant	40,431.52	1,343,947.00	-1,303,515.48	3.01%	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	0.00	2,780,001.00	-2,780,001.00	0.0%	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	0.00	0.00	0.0%
393.142 · LOC - Wayne	0.00	0.00	0.00	0.0%	0.00	4,500,000.00	-4,500,000.00	0.0%
393.145 · Proceeds of ESSA 4.5	0.00	0.00	0.00	0.0%	0.00	1,091,181.00	-1,091,181.00	0.0%
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%	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>40,710.31</b>	<b>4,125,948.00</b>	<b>-4,085,237.69</b>	<b>0.99%</b>	<b>314.77</b>	<b>7,405,000.00</b>	<b>-7,404,685.23</b>	<b>0.0%</b>

Sewer Construction Fund  
Treasurer's Report  
January 2016

	Jan 1 - Jan 31, 2016	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
404.310 · Professional Services	0.00	5,000.00	-5,000.00	0.0%
408.315 · Engineering - Collection System	0.00	158,448.00	-158,448.00	0.0%
429.341 · Advertising	0.00	0.00	0.00	0.0%
429.602 · Collection System Construction	0.00	3,962,500.00	-3,962,500.00	0.0%
429.620 · Engineering Fees Phs II	0.00	0.00	0.00	0.0%
429.643 · Contractor Fee Phs III	0.00	0.00	0.00	0.0%
471.000 · Debt Principal	0.00	0.00	0.00	0.0%
475.000 · Fiscal Agent Fees	0.00	0.00	0.00	0.0%
489.000 · Bank Fees	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>0.00</b>	<b>4,125,948.00</b>	<b>-4,125,948.00</b>	<b>0.0%</b>

## Gregg Schuster

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**From:** vtsdmailer@vt-s.net on behalf of nlaubach@hotmail.com  
**Sent:** Friday, January 29, 2016 1:45 PM  
**To:** Gregg Schuster  
**Subject:** [Pocono Township Pennsylvania] Pocono Twp. Heritage Center

Hello gschuster,

Nathan Laubach (nlaubach@hotmail.com) has sent you a message via your contact form (<http://www.poconopa.gov/user/61/contact>) at Pocono Township Pennsylvania.

If you don't want to receive such e-mails, you can change your settings at <http://www.poconopa.gov/user/61/edit>.

Message:

Hello Mr. Schuster,  
I have been talking with Charlie Trapasso and I'd like to fill the vacant seat on the committee for the Pocono Twp. Heritage Center.

Respectfully,  
Dr. Nathan R Laubach

**TOWNSHIP OF POCONO, MONROE COUNTY,  
PENNSYLVANIA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AN AGREEMENT WITH EMERGENCY  
SYSTEMS SERVICE COMPANY**

**WHEREAS**, Pocono Township desires to enter into an agreement for generator service and maintenance; and

**WHEREAS**, Emergency Systems Service Company provides said services; and

**WHEREAS**, the Board desires to execute the agreement with Emergency Systems Service Company; and

**NOW, THEREFORE, BE IT ADOPTED AND RESOLVED** that the agreement with Emergency Systems Service Company be accepted and approved.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 7<sup>th</sup> day of March, 2016.

ATTEST:

Township of Pocono  
Board of Commissioners

By: \_\_\_\_\_  
Print Name: Pamela Finkbeiner  
Title: Secretary

By: \_\_\_\_\_  
Print Name: Tom Felver  
Title: President



# Emergency Systems Service Company

401 O'Neill Drive, Quakertown, PA 18951-4227  
PHONE: 215-536-4973 • FAX: 215-536-6676  
[www.emergencysystems-inc.com](http://www.emergencysystems-inc.com)

PROPOSAL

PAGE:1

ORDER NO: 9107167  
ORDER DATE: 11/30/2015  
TERMS: Net 30  
AGRMT NO:  
SALES PERSON: 0101  
CUSTOMER NO: POCONTO

BILL TO:

SITE/SHIP TO:

POCONO TOWNSHIP  
P.O. BOX 197  
TANNERSVILLE, PA 18372

POCONO TOWNSHIP  
PUMP STATIONS #1-#5  
PA

CONFIRM TO: JEFF CLAPPER

### Planned Maintenance Agreement per attached Maintenance Service Outline. Maintenance Agreement valid for dates specified below

Service Agreement KCON0802A POCONO TOWNSHIP - P\S #1-5

Agreement Renewal for 01/01/2016 to 01/01/2017 Contract Amt: \$4190.00

PLEASE BE ADVISED THAT YOUR PLANNED MAINTENANCE AGREEMENT IS UP FOR RENEWAL.

PLAN A - YEARLY SERVICE AGREEMENT - 1 MAINTENANCE SERVICE VISIT

For Service at the Following Location(s)

1. POCONO - HAMILTON TOWNSHIP PUMP STATION # 3, BARTONSVILLE, PA  
ID: GEN1 Item: \*DS00150D6SR Desc: 150KW MTU GENSET - AK0574 Serial #: 341471-1-2-0112
2. POCONO - HAMILTON TOWNSHIP PUMP STATION # 4, BARTONSVILLE, PA  
ID: GEN1 Item: \*DS00150D6S- Desc: 150KW MTU DIESEL GENSET Serial #: 341471-1-1-0112
3. POCONO - HAMILTON TOWNSHIP PUMP STATION # 5, BARTONSVILLE, PA  
ID: GEN1 Item: \*DS00550D6S- Desc: 550KW MTU GENSET Serial #: 341394-1-1-0112
4. POCONO TOWNSHIP PS #1 RT 611 & 314, SWIFTWATER, PA  
ID: GEN1 Item: \*100REZG Desc: 100KW KOHLER GENSET Serial #: VERIFY
5. POCONO TOWNSHIP PS #2 SULLIVAN TRAIL AND RT 715, TANNERSVILLE, PA  
ID: GEN1 Item: \*30REZG Desc: 30KW KOHLER GENSET Serial #: VERIFY

SCHEDULED SERVICE VISIT: JUNE 2016

Emergency Systems Service Company

*Gail Hark*  
Planned Maintenance Manager

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_ Purchase Order# \_\_\_\_\_

Quotation Valid for 30 days from Date of Quote

YOUR PARTNER FOR



TAXABLE TOTAL:	0.00
NON TAX TOTAL:	4,190.00
TAX SCHED:	NONTAX
SALES TAX:	0.00
<b>TOTAL</b>	<b>4,190.00</b>

**EMERGENCY SYSTEMS SERVICE COMPANY**

**401 O'Neill Drive**

**Quakertown, PA 18951**

**Ph. (215) 536-4973 \* Fax (215) 536-6676**

**PLANNED MAINTENANCE AGREEMENT**

- ITEM 1 -** Emergency Systems shall supply **One (1) Annual Service Visit** during the Service Year, to perform the specific Inspection/Maintenance Services, as listed on the attached Planned Maintenance Services form attached here to as **Exhibit A**, including any additional specific services, requested by the System/Unit Owner or Its Representative. The Service Visits shall be conducted during normal Emergency Systems operating hours, Monday through Friday 8:00 a.m. – 5:00 p.m. unless otherwise requested by the System/Unit Owner or Its Representative.
- ITEM 2 -** Following Emergency Systems' completion of each Planned Service Visit, a Maintenance Service Report, upon evaluation, shall be tendered to the System/Unit Owner or Its Representative. Any defects, visual or operational, detected during the course of the Planned Service Visit, which, in the opinion of the Emergency Systems, might cause the System/Unit to Malfunction at any time, or create a potential hazard for Maintenance/Personnel or other persons on the premises, shall be brought to the immediate attention of the System/Unit Owner or Its Representative, for its immediate resolution.
- ITEM 3 -** Emergency or Normal Service/Repairs, upon the System/Unit Owner or Its Representatives specific Request, shall be available Twenty-four (24) Hours per day, Seven (7) Days per week, including Sundays and Holidays, when possible, at the prevailing time rate.
- ITEM 4 -** It shall be the responsibility of the System/Owner or Its Representative, to provide/perform any shutdown of Normal and Emergency Power, when necessary and at System/Owners discretion, to perform those Planned Services or Normal/Emergency Repair Services which are impossible to be performed while the System/Unit is under Operational Power. Emergency Systems Personnel are prohibited from operating any disconnect switches or circuit breakers, or any other means to interrupt both Normal and Emergency Power, simultaneously, to the System/Unit to be Serviced or Repaired.
- ITEM 5 -** Normal or Emergency Service/Repairs requested and performed on the System/Unit under Agreement, shall be Invoiced at the discounted rate of Ten percent (-10%) off the Total Invoice Price. **Invoice Payment Terms are Net/30 Days**. In the event, that Invoice Payment Terms are not met by the System/Unit Owner, and or other Invoice Payment arrangements were made with Emergency Systems Account Receivable Department, prior to the Invoice Due Date, the Total Invoice Agreement Discount (-10%), shall be declared Null and Void, and payable on demand, on the Invoice in question. Emergency Systems Service Co., Inc. reserves the right to cancel the total Invoice Agreement Discount of Ten Percent (-10%), on any future requested/performed Service/Repairs, during the remaining Service Period. *Any additional work not included on Exhibit A, attached hereto, required to be performed by Emergency Systems shall be invoiced as above. Service visits are contingent on this account being in good standing with no balance owed over 60 days.*

**EMERGENCY SYSTEMS SERVICE COMPANY**

**401 O'Neill Drive**

**Quakertown, PA 18951**

**Ph. (215) 536-4973 \* Fax (215) 536-6676**

**PLANNED MAINTENANCE SERVICES:**

**Performed upon each Service Visit, during the Annual Service Period**

- \*\* - Check/Service all fluid levels (oil, water, etc.)
- \*\* - Service/Load Test starting batteries and cables
- \*\* - Check/Adjust battery charger system
- \*\* - Inspect/Adjust drive belts
- \*\* - Check air cleaner elements
- \*\* - Inspect main generator/rotor assemblies
- \*\* - Clean/Polish DC commutator & slip ring assembly if applicable
- \*\* - Inspect unit controller for visible defects
- \*\* - Check/Correct minor fuel, water, and oil leaks
- \*\* - Check/Tighten all hoses and lines
- \*\* - Test run unit (under No-Load conditions)
- \*\* - Check/Inspect exhaust system for leakage/deterioration
- \*\* - Check/Adjust generator output voltage and frequency
- \*\* - Check main generator and controller operation
- \*\* - Check all pressures, gauges, and instruments
- \*\* - Check engine ignition and battery charging systems
- \*\* - Check safety shut-down devices – if applicable
- \*\* - Inspect automatic transfer switch for visible defects
- \*\* - Service/Clean/Lubricate and adjust all unit components and assemblies where necessary for proper operation
- \*\* - Submit Service/Inspection and Operation Report for system owner's evaluation

**MAJOR SERVICES:**

**Performed once during the Annual Service Period, as applicable to each unit type**

- \*\* - Check antifreeze condition and protection level
- \*\* - Pressure test coolant system
- \*\* - Check automatic transfer switch operation
- \*\* - Complete system operation test – under simulated load conditions
- \*\* - **Includes annual oil and filter changes**

**ADDITIONAL MAJOR SERVICES:**

**Performed only when deemed necessary by the attending Service Technician and only with the systems owners consent. The total cost of the invoiced service including labor, parts, and materials shall be discounted at ten percent (-10%)**

- \*\* - Change air filter element
- \*\* - Gas/Gasoline engine tune-up (plugs, points, condenser, etc.)
- \*\* - Cooling System reconditioning ( hoses, clamps, antifreeze, etc.)

"THE EMERGENCY POWER SYSTEM SPECIALISTS"

# **Emergency Systems** *Service Company*

401 O'Neill Drive • Quakertown, PA 18951-4227  
Phone (215) 536-4973 • Fax (215) 536-6676

## **POSTED REGULAR LABOR RATES**

*Prices effective as of 2/1/2016*

<b>STRAIGHT TIME</b>	<b>\$ 110.00</b>	<b>Per Hour</b>
<b>OVERTIME</b>	<b>\$ 165.00</b>	<b>Per Hour</b>
<b>DOUBLE-TIME</b>	<b>\$ 220.00</b>	<b>Per Hour</b>
<b>MILEAGE</b>	<b>\$ 1.50</b>	<b>Per Mile</b>

**\*\*\*\*ALL CHARGES ARE PORTAL TO PORTAL\*\*\*\***

**\*\*Discount may apply with paid in full Service Agreement\*\***

YOUR PARTNER FOR

