

POCONO TOWNSHIP BOARD OF COMMISSIONERS

MEETING AGENDA

October 19, 2015

7:00 P.M.

*****Northampton Community College, Pocono Hall, Room 108*****

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements
 - a. There will be an executive session after tonight's meeting to discuss union negotiations
- 4) Approval of Minutes
 - a. Commissioners special meeting, October 5, 2015
 - b. Commissioners regular meeting, October 5, 2015
 - c. Commissioners special meeting, October 6, 2015
- 5) Approval of Bills and Transfers
 - a. Check Listing, dated October 19, 2015
- 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. Gerald Lastowski, Vice President
 - b. Mr. Thomas Felver, Commissioner
 - c. Mr. Peter Nish, Commissioner
 - d. Mr. Bradley Wise, 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. Linda Smith – Central Pocono Ambulance Association, Inc.
 - b. Administration
 - i. Mr. Schuster – Township Manager
 1. Generic TIF Explanation
 2. Open Enrollment
 3. 2016 Budget
 - ii. Mr. Edinger – Township Engineer
 - iii. Mr. DeVito – Solicitor
 1. PJJWA MOU
 - iv. Ms. Zuvich – Treasurer
- 11) Presentations
 - a. Spa Castle – Proposed vacation of a portion of Birchwood Road
- 12) Ordinances
 - a. Recycling and Municipal Solid Waste Ordinance
- 13) Resolutions
 - a. A resolution appointing members to the UCC Building Board of Appeals
 - b. A resolution approving a purchasing policy
- 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 – November 2, 2015 (7:00 p.m.)
Special meeting (Ambulance) – November 2, 2015 (4:00 p.m.)

Next Resolution Number: 2015-69
Next Ordinance Number: 2015-11

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
SPECIAL MEETING - SEWER REDESIGN
OCTOBER 5th, 2015 5:00 P.M.**

The Special meeting of the Pocono Township Commissioners was held on 10/05/2015 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Richard Wielebinski at 5:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Rich Wielebinski, present; Jerry Lastowski, present; Tom Felver, present; Peter Nish, present; and Brad Wise, present.

Mark Ambrose, T&M Associates, Twp. Engineer; Sammi Sarrouh, T&M Associates, Sr. Technical Engineer; David Reder, BRCA; Gregg Schuster, Twp. Manager; and Pamela Finkbeiner, Twp. Secretary, were present.

ANNOUNCEMENT:

G. Schuster explained the police presence outside the building was due to a resident's threat earlier in the day.

SEWER REDESIGN:

Sammi Sarrouh, T&M Associates, presented a summary of problems and steps needed to stabilize the forcemain and correct the issues with the valves and pump stations. He noted the line has been subject to frequent failures due to improperly sized pumps, undersized motors, pressure surges, wrong valves, and malfunctioning controls.

S. Sarrouh estimated the cost of the temporary repairs to protect the forcemain until the final repairs are completed will be under \$40,000.00.

B. Wise questioned the final cost to complete the redesign and repair of the line. S. Sarrouh noted the cost, minus replacements of pumps to be 1 million; with pumps 1.5 million to 2 million. Discussion followed on the time required to order and replace pumps.

S. Sarrouh reviewed the problems with the valve station. He proposed to eliminate the valve station located by Stroud Mall.

Discussion followed on the cleanout for the pipes. S. Sarrouh noted in some systems vaults are installed which allows scouring of pipes. J. Clapper noted the system does have cleanouts for flushing of the lines. A company would be hired to flush the lines normally every five to ten years.

B. Wise explained the problems of over-pressurization caused the release of 30,000 gallons of sewage, he recommended the board approve the work. S. Sarrouh noted the temporary repairs will help the system last until permanent repairs can be made next year.

J. Lastowski made a motion, seconded by B. Wise, to approve the recommended temporary improvements to the sewerline to stabilize the system with a cost not to exceed \$40,000.00. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

ADJOURNMENT:

J. Lastowski made a motion, seconded by B. Wise, to adjourn the meeting at 7:40 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING**

OCTOBER 5th, 2015 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on 10/05/2015 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Richard Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Rich Wielebinski, present; Jerry Lastowski, present; Tom Felver, present; Peter Nish, present; and Brad Wise, present.

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

ANNOUNCEMENTS:

R. Wielebinski apologized to the audience for the unadvertised update by Spa Castle at the 09/21/2015 meeting. He noted all future discussions with Spa Castle will be placed on the agenda.

There will be a special meeting at 5:00 p.m. tomorrow to hear presentations for ambulance proposals. Following the presentations, the 2016 budget will be discussed.

There will be an executive session after tonight's meeting to discuss personnel issues and sewer litigation.

MINUTES:

J. Lastowski made a motion, seconded by T. Felver, to approve the Commissioners regular meeting minutes of 09/21/2015. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

BILLS AND TRANSFERS:

R. Wielebinski questioned the T. Brennan check for \$41,355.00 for Stadden Road. G. Schuster noted the Stadden Road Bridge repair costs will be applied to the LSA Grant. J. Lastowski requested the total cost of the repair. G. Schuster will provide the total cost to the Board.

J. Lastowski questioned the RKR Hess invoice. T. Felver noted RKR Hess is assisting with the contract close outs and PennVEST audit.

J. Lastowski made a motion, seconded by T. Felver, to approve the Bill's listing dated 10/21/2015, Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

AMENDMENTS TO AGENDA: G. Schuster noted 11A the UCC Board of Appeals interviews will be moved to after Public comment.

PUBLIC COMMENT:

Linda Smith, Central Pocono Ambulance, noted the Community Day was successful and then presented their completed audit to the Board for their review.

PUBLIC COMMENT CONT:

Betty Cook read a letter to the Commissioners from the Analomink Rod and Gun Club, Inc., concerning their opposition to the Spa Castle Resort noting Act 537 and traffic concerns.

Tom Olson, resident Hallet Road, spoke concerning amending Act 537 and the Spa Castle presentation on 09/21/2015 without public notice. R.

Wielebinski stated the Twp. Engineer requested the update from Spa Castle representatives and noted the Board is still waiting on additional information before making any decision on the Act 537 plan. L. DeVito explained the process to amend the Act 537 plan. Discussion followed.

B. Wise stated he felt the Twp. Engineer did not request the presentation but instead it was part of the Engineer's report on the status of Spa Castle. Tom Felver, Commissioner stated he disagreed with Brad Wise's statement concerning the presentation by Spa Castle noting they spoke for about 25 minutes. He requested the Twp. Engineer not be present unless needed. Tom Olson, Twp. resident, questioned the time of the presentation. P. Finkbeiner will review the tape for the time.

Judi Coover, Twp. resident, and Tom Olson requested the Board consider a public meeting to inform the public of the status of the Spa Castle Plan. G. Schuster noted Spa Castle will be on the next agenda for the vacation of Birchwood Road. R. Wielebinski stated the venue maybe changed for the meeting to accommodate the public.

BOARD OF APPEALS INTERVIEWS:

G. Schuster explained the UUC Board of Appeals is to hear cases involving building code violations.

Scott Mango, Scotrun, introduced himself to the board and noted his knowledge of plumbing and electrical work. R. Wielebinski questioned if he was familiar with the UCC codes. He noted he was not but will familiarize himself with the codes.

Michael Wilk, Bartonsville, introduced himself and explained his background in engineering and current employment. R. Wielebinski asked if he was familiar with the UCC. M. Wilk stated he is familiar with UCC.

J. Lastowski noted the UCC Board can function with only two members.

R. Wielebinski made a motion, seconded by P. Nish, to appoint Scott Mango and Michael Wilk to the UCC Board of Appeals. Roll call vote: R.

Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

P. Nish noted the UCC Board of Appeals still has one opening.

REPORT OF THE PRESIDENT: None**REPORTS OF THE COMMISSIONERS:**

Jerry Lastowski, Commissioner, explained he attended the HJP meeting and the HJP Board voted that Pocono Township did not owe any money to HJP in 2016.

Pocono Mountain School Board East Campus Sewer hookup - He noted they have received conflicting information from the Township in the past and requested a meeting with the Township to go over costs and procedures. He requested permission from the board for the Twp. Manager, Twp. Engineer, B. Wise, and himself to set up a meeting with the School district.

REPORTS - LASTOWSKI CONT:

J. Lastowski complemented the Pocono Record and reporter Dave Pearce for the excellent article concerning funding opportunities available for sewer hookups.

T. Felver, Commissioner, requested that the Twp. Engineer not be included with the meeting with the School unless needed.

Peter Nish, Commissioner, commented on the school's hookup to the system.

Brad Wise, Commissioner, noted at the 5:00 p.m., Special meeting the Board of Commissioners approved the temporary repairs to the sewermain at a cost not to exceed \$40,000.00.

B. Wise voiced his concern on the cost of the UCC appeal process for residents and felt the decision of the Board to have BIU do the sewer connection inspections was a mistake. It has led to activating the UCC Board of appeals and will incur additional costs to residents if they appeal a violation. He stated in his opinion, he felt the inspections were working well with the Engineer in charge. R. Wielebinski stated having BIU was the right choice.

ADMINISTRATION:

Township Manager Gregg Schuster presented his report.

1) EDU Appeals:

R. Wielebinski made a motion, seconded by P. Nish, to approve the EDU appeals for:

a) 2092 Rt. 611 - Pocono Brewing Company/Running Lane
PIN:12636404744153- reduction of EDUs from eighteen (18) to eleven (11) EDUs

b) 2819 Rt. 611 - Linda Starner - 12637201389258 - reduction of EDUs from three (3) to one (1) EDUs.

c) 3414 Rt. 611 - American Candle - 12638100057255 & 12638100054467 - reduction of EDUs from three (3) to one (1)

Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

2) Castle Hill Roads - Nadine Matise, Twp. resident, addressed the board concerning the dedication of roadways in Phase I of Castle Hill Estates. G. Schuster explained if they bring the roadways up to specification the Township may take them over. He noted the next step would be to establish an escrow account with the Township. B. Wise questioned the presently blocked road into Oakwood Acres. L. DeVito, Twp. Solicitor, explained the Twp. Engineer would inspect the roads and a formal petition showing metes and bounds of the roadways would need to be submitted to the Township for accepting the roadways. Nadine Matise requested a confirmation from the board that the roads would be accepted. Discussion followed. L. DeVito noted that if they complete all the conditions, the Township would accept the roads. G. Schuster questioned the motion would be legally binding to future boards. L. DeVito stated the motion would be legally binding to the current and future boards if all conditions were met.

P. Nish made a motion, seconded by R. Wielebinski, to accept Jonathan Way & King's Court roads in Castle Hill Estates Phase I, for dedication conditioned upon:

1) Subject to the establishment of an escrow account with the Township.

2) Subject to the Township engineer's review.

3) Subject to the Home Owner's Association agreeing to the cost of bringing the roads to specification and dedication of roads.

4) Subject to Jonathan Way & King's Court being brought up to Twp. Specification.

5) Subject to meeting any statutory requirements for formal petition for dedication.

Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

Township Engineer Mark Ambrose

1) Pioneer Contract No. 8 & No. 9 Closeout: M. Ambrose explained the two Contracts with Pioneer have been approved for close out.

R. Wielebinski made a motion, seconded by T. Felver, to approve Contract #8 (Pumping Station #1), Payment application dated 08/05/2015 in the amount of \$24,620.67. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

R. Wielebinski made a motion, seconded by B. Wise, to approve Contract #9 (Pumping Station #2), Payment application dated 07/27/2015) in the amount of \$15,810.85. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

2) Stadden Road Repair - M. Ambrose, Twp. Engineer, noted he had inspected the repair after the recent storm and it appeared to be functioning. The contractor should complete the guardrail soon.

3) Learn Road closure - M. Ambrose noted he is preparing a memo on the traffic controls and roadway closures. The timeline for work is to start mid-October, drilling to be 2 to 4 months, with an anticipated completion by March 2016. The line is located approximately 28 feet deep.

4) Swiftwater Creek Stabilization and Wilke Road - M. Ambrose noted due to conflict in scheduling the work was not completed before the October 1st DEP deadline. B. Wise requested the engineer contact the Fish & Boat Commission for a waiver. P. Nish questioned why a contractor was used instead of the Township Public Works department. M. Ambrose felt it was a fair price by the contractor for both the Swiftwater and Wilkie Road projects.

Township Solicitor Leo DeVito - No report.

PRESENTATIONS:

Recreation Committee - RecDesk Proposal - Charlie Trapasso, President of the Recreation Committee introduced the members of her committee and intern Anthony Caprario. She reviewed the use of the electronic calendar for renting pavilions, explaining it will allow residents and visitors to see which pavilions are available and pay on-line. It will be linked to the Township's website. The cost of RecDesk is \$1,800.00 per year with a 2.9% charge for processing payments. C. Trapasso noted residents can still apply in person for pavilions. The calendar will allow the Recreation Committee to have available a database of rentals.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the Twp. Manager to work with RecDesk to formalize the agreement. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

Bicentennial Committee - Celebration Proposal - Charlie Trapasso, President of the Bicentennial Committee introduce the members. She read a statement to the Board. The Committee is requesting permission for the Board of Commissioners to move forward with the establishment of a museum at the present Community Center at Mt. View Park. She presented a concept drawing and plan of the renovations. C. Trapasso stated the cost of the renovation would be by donations. T. Felver questioned the liability of housing valuables. C. Trapasso noted the building would be locked and a callbox installed for tours. B. Wise questioned the septic system. R. Wielebinski made a motion, seconded by J. Lastowski, to approve the Bicentennial Committee's proposed plan for renovations to the Community Center. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

ORDINANCES: None

RESOLUTION

Resolution 2015-68 - Approving an agreement with Prosser Labs - G. Schuster explained it is for PA One Call services for the sewer line. P. Nish made a motion, seconded by R. Wielebinski, to adopt Resolution 2015-68 - Prosser Labs Agreement. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

PUBLIC COMMENTS: Annabella Lastowski, Twp. resident, commented on the meeting with the Pocono Mountain School District concerning the sewer hookup.

ADJOURNMENT INTO EXECUTIVE SESSION:

R. Wielebinski made a motion, seconded by P. Nish, to adjourn the meeting into executive session at 9:00 p.m., to discuss personnel issue and sewer litigation. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
SPECIAL MEETING TO REVIEW AMBULANCE SERVICES
REQUEST FOR PROPOSALS AND 2016 BUDGET PRESENTATION
OCTOBER 6th, 2015**

5:00 P.M.

The Special meeting of the Pocono Township Commissioners to review the Request for Proposals for Ambulance Services was held on 10/06/2015 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Richard Wielebinski at 5:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Rich Wielebinski, present; Jerry Lastowski, present; Tom Felver, present; Peter Nish, present; and Brad Wise, present.

Gregg Schuster, Township Manager; Regina Zuvich, Township Treasurer; and Pamela Finkbeiner, Township Secretary were present.

PUBLIC COMMENT: None

INTERVIEWS:

G. Schuster explained the Board had requested RFPs for Township ambulance service. Five RFP's were received and the Board decided to conduct the interviews at a public meeting. Each company was allowed 30 minutes for their presentations and interviews by alphabetical order.

Central Pocono Ambulance - Roy and Linda Smith introduced themselves and gave a brief history of Central Pocono Ambulance's service since 1960 to Pocono Township. They have 10 fulltime employees and 6 part-time. R. Smith noted two employees recently left. They provide 24/7 coverage with someone at the building at all times. He noted the service has been struggling financially as shown in their audit. He felt strongly that if legislation change to insurance reimbursement changes in 2016, the financial difficulties would be corrected. Discussion followed on funding and wheelchair transports. P. Nish questioned if a partnership with the other hospitals was considered. R. Smith noted Pocono Hospital had given them a proposal but CPA did not commit. R. Wielebinski and J. Lastowski noted CPA has served the community for 50 years and the Township would like to work with them.

Monroe County EMS - John Crockett, Executive Director, and Jeff Snyder, Pocono Health Systems, explained they are partnering with non-profit local Ambulance services to provide high quality care and service to the area. The new hospital will be located in Pocono Township. They will provide 24/7 service, two dedicated trucks, honor CPA subscriptions, consider hiring the staff of CPA if qualified. They are partnering with West End Ambulance and have reached out to Pocono Mountain Regional. They have contacted CPA but were unable to make it work. Nick DeWitt, Suburban EMS, noted they are a non-profit in business for 56 years and have done business in Monroe for the last 13 years. Dr. Nche Zama, Pocono Medical Center, spoke concerning the quality of care offered with regional Ambulance services.

Pocono Mountain Regional - Heidi Pickard, Chairwoman, explained their service covers Coolbaugh, Tobyhanna, Paradise and Barrett Townships. Their proposal included a partial coverage or full coverage for the Township. H. Pickard introduced the staff. She noted three stations presently and the trucks are able to transmit EKG's directly to the hospital. They would require funding from the Township and offer a subscription program and will honor current CPA subscriptions. They offer community support, cover school events, and volunteer for events.

St. Luke's - Kermit Gromley, Emergency Management, reviewed their proposal. They would locate within Pocono Township and required no funding from the Township. They will work with CPA and noted as they grow with the completion of the new hospital in Bartonsville, they will provide additional services. The new hospital will provide a level one trauma center. They will honor all existing subscriptions and try to partner with the local non-profit services. They will provide services as soon as permitted if chosen.

West End Ambulance - C. J. Dickson explained they have served the area for 60 years with a Gold Standard of excellence. They have 40 employees, 1 ALS, and provide 24/7 coverage. They will not require funding but may ask in the future for a ½ mil for capital improvement. John Crocket, Pocono Medical noted they are working with West End concerning a merger. C. J. Dickson noted he felt regionalization was good for the community. Discussion concerning coverage for Camelback ski area, attending community events, and service areas.

G. Schuster, Twp. manager, thanked the services for attending.

Gary Hoffman, Director of Communications, Monroe County Control Center, noted it is the first time a Township is in the position of two new hospitals being built in their area. He suggested the Board consider a performance bond. He stated Jackson Township will be impacted by Pocono's decision. John Klaus noted they are seeing the transition to regional ambulance services. He noted transports are no less meaningful than ambulance services.

Next steps - R. Wielebinski requested 20 days to review. Discussion followed concerning the rating process. R. Wielebinski made a motion, seconded by P. Nish, to interview the top three ambulance services on 11/2/2015 at 4:00 p.m. and to authorize the Township secretary to advertise the same. Roll call vote: T. Felver, no; P. Nish, yes; R. Wielebinski, yes; J. Lastowski, yes; and B. Wise, yes. Motion carried.

The Board took a short recess.

2016 Budget - G. Schuster, Twp. Manager, reviewed the draft budget for the board. He noted the proposed budget does not change the mileage rate and the Township mileage is still somewhat higher than other Townships.

Key points discussed:

- a) Change to fund structure - G. Schuster explained since the Township is 1st class, the Township does not need to separate the funds. He noted the proposed budget eliminates the Park Fund, Emergency service fund, and the Debt Service fund and rolls them into the general fund. A new Capital fund will be added. J. Lastowski raised concerns over the change to funding.
- b) Additional employees - fulltime Zoning Officer, hiring of a part-time clerk for filing and filling in, and Zoning Hearing Board secretary. Non-union salary increases are not in the budget at present.
- c) Public Works - vegetation control - if the Township does not acquire a new bucket truck, an outside contractor will need to be hired.
- d) Recreation - HJP Funding has been removed.
- e) Debt Service - all debt will be finished next year, excepting the Sewer funds.
- f) Liquid Fuels has been increased by \$50,000.00
- g) Sewer Operating Fund - Funding is included for the Rt. 611 safety project. Discussion on future expenses expected with the repairs to the system.
- h) Sewer Construction fund - Three remaining items to complete - repair of hump, service lateral installation, and the redesign of the line.
- i) Capital Fund - R. Wielebinski thanked the CIP committee for their work on the Capital Improvement Plan. G. Schuster reviewed the proposed truck purchases, roadway overlays, buildings and grounds improvements. The fund balance for Capital Improvements.

S. Gilliland spoke concerning the Capital Improvement Plan and recommended a professional service inspect the buildings to assist with the creation of a 10 year plan for buildings. He noted a professional evaluation can be used to develop a prioritized plan and give better idea what the Township is facing for future costs. Discussion followed on building maintenance. The Board concurred to place the proposed Budget on the October 19th, 2015 regular meeting for questions.

G. Schuster noted if the Board wishes to retain the former emergency services fund, he will adjust the budget. J. Lastowski requested the emergency services stay as before. G. Schuster stated in the future there should be an agreement with the Fire Company. J. Lastowski will speak to the Trustees of the Fire Company. Discussion followed on an agreement with the Fire Company.

P. Nish requested the Zoning Officer's report be placed on the website.

ADJOURNMENT:

R. Wielebinski made a motion, seconded by P. Nish, to adjourn the meeting at 9:31 p.m., Roll call vote: Roll call vote: T. Felver, yes; P. Nish, yes; R. Wielebinski, yes; J. Lastowski, yes; and B. Wise, yes. Motion carried.

Pocono Township Check Listing - October 19, 2015

General Fund	Date	Check	Vendor	Memo	Amount
	10/15/2015	53732	Pocono Township Volunteer Fire Relief Association	Foreign Fire insurance payment	94,606.89
	10/15/2015	53767	AFLAC	Voluntary supplemental insurance	396.08
	10/15/2015	53768	Teamster Local 773	Non uniform union dues	530.00
	10/15/2015	53769	Teamster Local 773	Police union dues	1,191.00
	10/15/2015	53775	Metropolitan Telecommunications	Phones	390.68
	10/15/2015	53776	Verizon Wireless	IPADs	60.86
	10/15/2015	53777	APMM	Dues - Twp. Manager	165.00
	10/15/2015	53778	BIU of PA, Inc.	BIU	4,624.97
	10/15/2015	53779	Broughal & DeVito, L.L.P.	Legal - General/Planning	7,703.38
	10/15/2015	53780	Cardmember Service	Conference - Schuster	1,577.34
	10/15/2015	53781	Chemung Supply Corporation	Truck Supplies - Chains	4,076.04
	10/15/2015	53782	DCED	UCC Fee	212.00
	10/15/2015	53783	Eureka Stone Quarry, Inc.	9.5	242.37
	10/15/2015	53784	Gupko, Christopher	Uniform Reimbursement	189.50
	10/15/2015	53785	Howarth, Carl	Coffee	89.00
	10/15/2015	53786	Keystone Business Products	Copier	396.95
	10/15/2015	53787	Keystone Printing Group, Inc	Checks	199.20
	10/15/2015	53788	Kimball Midwest	Truck Parts	140.09
	10/15/2015	53789	Kost Tire & Auto Service	Police Vehicles	111.00
	10/15/2015	53790	Lawrence B. Fox P.C.	Civil Service Legal	1,050.00
	10/15/2015	53791	Medico Industries, Inc.	Truck repair	2,077.39
	10/15/2015	53792	Metropolitan Telecommunications	Police Phones	194.64
	10/15/2015	53793	Monroe County Control Center	4th Quarter	20,165.96
	10/15/2015	53794	Network Fleet	GPS Service - October	355.40
	10/15/2015	53795	Otto, Carol	Cleaning	550.00
	10/15/2015	53796	P & D Emergency Services	Police Vehicles	17,192.50
	10/15/2015	53797	PAPCO, Inc.	Gas/Diesel	2,899.62
	10/15/2015	53798	Pitney Bowes	Postage Meter	126.50
	10/15/2015	53799	PMHIC	Health Insurance - November	52,352.16
	10/15/2015	53800	Pocono Peterbilt	Truck parts	223.37
	10/15/2015	53801	Pocono Record	Advertising	1,135.50
	10/15/2015	53802	PPL Electric Utilities	Rt. 611 & 12	30.02
	10/15/2015	53803	Praxair Dist Mid-Atlantic	Supplies	22.85
	10/15/2015	53804	Recyle Logistics and Transport LLC	Fall Cleanup - Tires	87.00
	10/15/2015	53805	Schwaab, INC.	Stampers - Date/Paid	212.70
	10/15/2015	53806	Shick, Tom	Workboots	144.00
	10/15/2015	53807	ShopRite of Brodheads ville	Community Days	503.94
	10/15/2015	53808	Signal Service, Inc.	Signal Repair/Accident	19,661.45
	10/15/2015	53809	Staples Advantage	Office supplies	334.15
	10/15/2015	53810	STTC Service Tire Truck Centers, INC.	Tire - Top Kick	512.95
	10/15/2015	53811	Sundance Networks, Inc.	IT Service	721.00
	10/15/2015	53812	T&M Associates	Twp. Engineering	6,671.95
	10/15/2015	53813	Tulpehocken Mountain Spring Water Inc	Water	138.60
	10/15/2015	53814	UNIFIRST Corporation	Carpets/Uniforms	313.82
	10/15/2015	53815	Unum Life Insurance	Life Insurance	2,199.00
	10/15/2015	53816	Verizon Wireless	Phones - Police	535.22
	10/15/2015	53817	Waste Management of Pennsylvania, Inc.	Fall Cleanup	3,946.34
	10/15/2015	53818	Weitzmann, Weitzmann & Huffman, LLC	ZHB Legal	999.00
	10/15/2015	53819	Wilson Products Compressed Gas Co.	Supplies	127.35
	10/15/2015	53820	Wrecker International Inc.	Police - Towing	352.50
				TOTAL General Fund	<u>\$252,739.23</u>
Park Service					
	10/19/2015	53771	Chad Bowker	Pavillion Refund	50.00
	10/19/2015	53772	Heather Heafield	Pavillion Refund	50.00
	10/19/2015	53773	Metropolitan Telecommunications	Phones	87.28
	10/19/2015	53774	Reliable Sign and Striping	Signage	34.75
				TOTAL Park Fund	<u>\$222.03</u>
Emergency Services Fund					
	10/15/2015	53770	Central Pocono Ambulance	2nd donation for 2015	50,000.00
				TOTAL Emergency Services Fund	<u>\$50,000.00</u>

Pocono Township Check Listing - October 19, 2015

Sewer Operating Fund

10/15/2015 1417	Brodhead Creek Regional Authority	November charges for sewer treatment	70,135.61
10/15/2015 1418	Metropolitan Telecommunication	Phone for pump station	42.91
10/15/2015 1419	Emergency Systems Service	Repiars of pump station 5	1,111.78
10/15/2015 1420	Evoqua	Pump station repairs	1,543.40
10/15/2015 1421	Brennan Electric	Maintenance of pumping stations	2,760.00
10/15/2015 1422	Met-Ed	Electric for pump station	193.51
10/15/2015 1423	T & M Associates	Engineering for operations	5,061.10
10/15/2015 1424	Blue Ridge Communication	Cable for pumping station	188.28
10/15/2015 1425	CS Graphx	One call mapping and training	1,200.00
10/15/2015 1426	PPL Electric Utilities	Electric for pump station	\$1,798.62
10/15/2015 1427	EEMA O&M Services Group	Operations & maintenance for Nov	\$6,325.00
		TOTAL Sewer Operating Fund	<u>\$90,360.21</u>

Sewer Construction Fund

ESSA Bank

10/19/2015 138	RKR Hess	Engineering for construction contracts	1,686.76
10/19/2015 139	Broughal & DeVito	Legal for construction	1,770.00
10/19/2015 140	T&M Associates	Engineering for construction	4,909.58
10/19/2015 141	Pioneer Construction	Contract 8&9 closeout	40,431.52
		TOTAL ESSA Bank	<u>\$48,797.86</u>

TOTAL General Fund	\$252,739.23
TOTAL Park Fund	\$222.03
TOTAL Emergency Services Fund	\$50,000.00
TOTAL ESSA Transfer	<u>\$302,961.26</u>

Total Sewer Operating Fund Wayne Bank \$90,360.21

TOTAL Sewer Construction Fund ESSA \$48,797.86

Transferred by:

Authorized by:

KENT J. WERKHEISER
Chief of Police



570-629-7200

Office

9-1-1

Emergency Number

570-629-1501

Fax Number

570-992-9911

Dispatch

POCONO TOWNSHIP POLICE

110 TOWNSHIP DRIVE
TANNERSVILLE, PA 18372

POLICE REPORT FOR SEPTEMBER, 2015

The following are the recorded activities of the Pocono Township Police Department for the month of September 2015. Also listed are the available recorded activities for September 2014.

	SEP 2015	Y-T-D 2015	SEP 2014	Y-T-D 2014
Incidents Investigated	423	3258	349	2932
Burglary Alarms Answered	80	648	67	619
Reportable Accidents Investigated	13	183	15	126
Non-Reportable Accidents	24	304	24	210
Criminal Investigations	40	289	38	274
Criminal Arrests	51	299	36	259
Juvenile Detentions	1	6	0	7
Property Receipts	39	241	30	293
Notification of Faulty Equipment	91	912	39	724
Vehicle Reports	1	20	0	12
Death Investigations	1	14	2	17
Written Warnings	159	994	106	768
Missing Persons	0	5	1	6
Traffic Citations Issued	102	676	29	587
Non-Traffic Citations Issued	24	172	6	83
Ski Thefts	0	0	0	1
911 Hang-up Calls	58	247	9	170

Mileage all Vehicles: 18,786

Income from Report Fees: \$685.00

MEMORANDUM

To: Board of Commissioners

cc:

From: Gregg Schuster, Township Manager

Date: 10/16/15

Re: Township Manager Report (10/2/15 – 10/15/15)

Personnel

1. Benecon is working on a revision to an open enrollment policy.

Meetings

1. On 10/2/15, I met with representatives from Stroud Township regarding possible sewer line conflicts with the relocation of Wigwam Road.
2. On 10/5/15, I attended a Civil Service Commission meeting. The bulk of the meeting was dedicated to revising the police rules and regulations.
3. On 10/6/15, I attended a Sewer Committee meeting. The sewer redesign, hump fix, and other items were discussed.
4. On 10/6/15, I met with representatives from Camelback regarding a possible land development issue.
5. On 10/7/15, I attended a meeting with Benecon to receive our health renewal information. The results were e-mailed to you previously.
6. On 10/7/15, I attended the county hazard mitigation planning team meeting.
7. On 10/8/15, I met, along with Chief Werkheiser, with representatives from The Crossings to discuss holiday traffic control.
8. On 10/9/15, I met with the developer for the Farda property to discuss signage issues and other land use matters.
9. On 10/13/15, I attended the Recreation Committee meeting. The 2016 budget and capital items were discussed.
10. On 10/13/15, I met, along with Chief Werkheiser, with Chief Allen Stiles of Salisbury Township to discuss the impact of a hospital in the community.

11. On 10/13/15, I attended the Planning Commission meeting. The Camelback projects were discussed along with Component 4A of the Spa Castle planning module.
12. On 10/14/15, I attended a negotiation session with the police union.
13. On 10/15/15, I attended a Bicentennial Celebration Committee meeting.

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. Supplemental responses have been received from ambulance RFP respondents and forwarded to you.

Finance

1. The 2016 budget is on the agenda for discussion.

Current Projects

1. Payment Requisition / Purchase Order System

Software continues to be demoed. A recommendation from Gina will be forthcoming.

2. Filing and Workflow System

Work continues on developing a documenting a process for the intake, processing, and filing of all work.

3. Agreement with Central Pocono

Agreement is on hold pending the outcome of the RFP process.

4. Codification

A final meeting was held. Pending one final update from the Solicitor, the manuscript shall be submitted to the vendor.

5. Website Redesign

Construction is complete. The website will be launched the week of 10/19/15.

6. 715/611 Corridor Planning

No update.

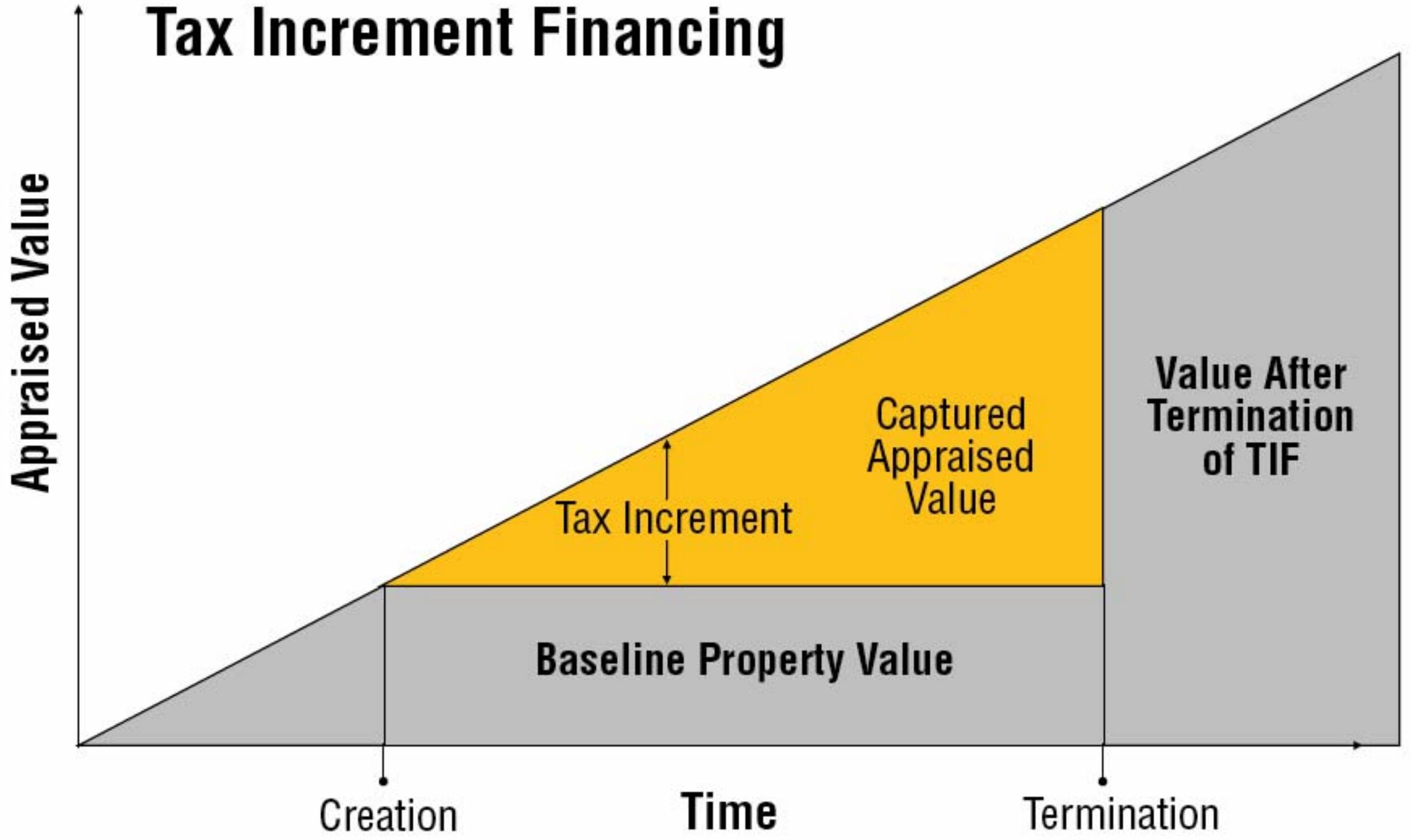
7. CIP

A plan has been distributed for your review.

8. Municipal Security

Options for security at the municipal building will be investigated as time allows.

Tax Increment Financing



**Cafeteria Plan Description and
Adoption Agreement**

The undersigned Employer hereby adopts the Section 125 Cafeteria Plan for those Employees who qualify as Participants hereunder. The Employer hereby selects the following Plan specifications:

EMPLOYER INFORMATION

Name of Employer: Pocono Township Commissioners
Address of Employer: 112 Township Drive
Tannersville, PA 18372

PLAN INFORMATION

Effective Date of Most Recent Amendment: January 1, 2016
Plan Year Start Date: January 1st
Plan Year End Date: December 31st
Open Enrollment Period: November

ELIGIBILITY REQUIREMENTS

Length of Service required for participation: Police Officers - None
All Other Employees – Ninety (90) days
Minimum Hours worked Per week required for participation: Supervisors – None
All Other Employees - Forty (40) hours
Age requirement for participation: None
Effective date of coverage: First day of month following date eligibility requirements are met

CASH OPTION

The following amount, if any, is allowed as a cash option under the Plan:

<u>Coverage Waived (for employee and dependents)</u>	<u>Cash Option Amount</u>
Medical (single or family)	25% of eligible premium

The cash option is reimbursed in equal amounts each pay period of the Plan Year. Employees hired mid-year will receive a pro-rated amount based on the remaining pay periods of the Plan Year. The cash option amount will cease upon the effective date of coverage in the medical plan.

PARTICIPATION IN PREMIUM PAYMENT PLAN

Are Employees required to participate in this Plan if they elect to participate in any of the Component Plans?

- Yes, Employee must participate in this Plan to make premium contributions. Participation will be automatic upon enrollment in any of the component plans.
- No, Employees will be permitted to make their premium contributions with after tax payroll deducted payments.
- No, Employees do not make premium contributions.

COMPONENT PLANS

Each of the following Component Plans are part of this Plan:

- Medical _____
- Dental _____
- Vision _____
- Long Term Disability _____
- Short Term Disability _____
- Group Term Life _____
- Other _____

This Plan shall be construed, enforced, administered and the validity determined in accordance with the applicable provisions of the Internal Revenue Code of 1986 (as amended) and the laws of the Commonwealth of Pennsylvania. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include any provision determined to be void.

This Plan is hereby amended and restated this first day of January, 2016.

Pocono Township Commissioners (the "Employer")

By: _____

Title: _____

The following Related Employers have also adopted this Plan: None

THIS DOCUMENT IS NOT COMPLETE WITHOUT THE ATTACHED CAFETERIA PLAN DOCUMENT.

Summary of the Pocono Township Commissioners Group Health Plan

Introduction

This Summary is dated January 1, 2016.

The purpose of this Summary is to explain the provisions of the Pocono Township Commissioners (the "Employer") Group Health Plan (the "Plan").

The terms and conditions under which an employee may be eligible for and receive the benefits are set forth in the terms of a certificate issued by First Priority Life (the "Certificate"), which administers the claims under the plan. A copy of this Certificate has been provided to each participating employee (referred to as a "Participant"). Additional copies are available upon request.

For any questions about the benefits under the Plan, please contact the Employer.

The Certificate for this Plan is incorporated into this Summary by reference. This Certificate, along with any amendments or attachments, contains the following information:

- Additional procedures for enrolling in the Plan;
- A summary of benefits, though this may be provided as a separate document;
- A description of any premiums, deductibles, coinsurance or copayment amounts. The schedule of contributions, if any, to the premium payment will be provided by the Employer as a separate document;
- A description of any annual or lifetime caps or other limits on benefits;
- Whether and under what circumstances coverage is provided for medical tests, devices and procedures;
- Provisions governing the use of network providers (if any). If there is a network, the Certificate will contain a general description of the provider network and Participants will receive a list of providers in the network from the claims administrator. A list of network providers can also be found on the claims administrator's website at www.bcnepa.com.
- Whether and under what circumstances coverage is provided for any out-of-network services;
- Any conditions or limits on the selection of primary care physicians or providers of specific specialty medical care;
- Any conditions or limits applicable to obtaining emergency medical care;
- Any services requiring preauthorization or utilization review as a condition to obtaining a benefit service;
- Provisions relating to termination of coverage;
- A summary of the claim procedures;
- Provisions describing the coordination of benefits under this Plan with the benefits provided under another similar plan in which the Participant or his/her spouse are enrolled;
- Any subrogation or reimbursement rights that prevent duplicate payments for health care; and
- Any other benefit limitations and exclusions.

Eligibility for and Termination of Coverage under the Plan

Eligible Employees	All full-time Employees actively working at least 40 hours per week and Supervisors regardless of the number of hours worked per week Coverage for eligible spouse and dependents will be continued for 3 months following death of employee while on duty
Eligible Retirees	Police officers age 55 or older with a minimum of 25 years of service until eligible for Medicare.
Spouses and Dependents of Eligible Retirees	Spouse and dependents of eligible retirees are covered until they no longer meet the definition of a dependent, become eligible for Medicare, or the retiree's coverage terminates, whichever occurs first
Waiting Period	Police Officers – None; All Other Employees - First of the month following 90 days
Plan Anniversary	Occurring annually on January 1 st
Dependent Coverage Limits	Age 26
Spousal Exclusion	None
Coverage for Domestic Partners (All Certificate provisions relating to domestic partners are applicable only if domestic partner coverage is included in this Plan).	Same Sex Domestic Partners – No Opposite Sex Domestic Partners – No
Open Enrollment Period	Annual
Subscriber Coverage Terminates	End of month following termination or loss of eligibility.

Eligibility for Coverage

Please read the Eligibility provisions of the Certificate for more information about eligibility for coverage. Dependents are eligible in accordance with the provisions in the Certificate.

Enrollment

Eligible employees must enroll for coverage by filling out, signing and returning an enrollment form and/or salary reduction agreement. New employees must enroll within 30 days of eligibility or they will not be permitted to enroll until an annual enrollment period that is held each year, except as otherwise provided in the "Election Change" section below, if applicable.

When Coverage Ends

In order to remain eligible for coverage under the Plan, a Participant must remain an eligible employee actively working for the Employer under the terms set forth above and in the Certificate, or in the Employer's employment policies, as applicable. In certain circumstances, after coverage terminates a Participant and/or his/her spouse or domestic partner (if applicable) and dependents may be eligible for continued coverage and/or a conversion policy, as explained in the following sections.

Continued Coverage under the FMLA and USERRA - The references in this provision to FMLA apply only for plan years during which the Employer is subject to FMLA. In addition, FMLA benefits are not available to all employees and are subject to other restrictions and conditions. See the Employer's FMLA Policy to determine eligibility for FMLA benefits.

Notwithstanding any other provision to the contrary, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 ("FMLA") or the Uniformed Services Employment and Re-employment Rights Act of 1994 ("USERRA"), medical benefits will continue to the extent required by the provisions of these laws. Participants will be required to continue to pay their portion of the premium for continued coverage as required by the FMLA and USERRA.

Except as otherwise provided in the FMLA, participation may be terminated by the Plan Administrator when notified that the Participant does not intend to return to work after the FMLA leave or at the end of the leave if the Participant does not return to work. However, coverage may be continued to comply with the Employer's leave of absence policies or if required by the American's with Disabilities Act.

Coverage will be reinstated following a military leave as required by USERRA.

COBRA Continuation – This section applies only for calendar years during which the Employer is subject to the provisions of COBRA.

If a Participant's medical coverage (and/or the coverage of any dependent) terminates because of a life event known as a "qualifying event," then the Participant and eligible family members may have the right to purchase continued coverage for a temporary period of time. Qualifying events include termination of employment (other than for gross misconduct), reduction in hours, divorce, death, a child ceasing to meet the definition of dependent, or the Participant's or spouse's eligibility for Medicare (Part A, Part B or both).

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has received timely notification that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee or enrollment of the Participant in Medicare, the Employer must notify the Plan Administrator of the qualifying event within 30 days after the qualifying event or the loss of coverage. For other qualifying events, such as divorce or legal separation, or the dependent child's loss of eligibility for coverage as a dependent, the Participant or dependent must notify the Plan Administrator in writing within 60 days after the later of the qualifying event or the loss of coverage. Notice must be provided as required by the initial COBRA notice which has been delivered by the Employer or the Employer's COBRA Administrator. If these procedures are not followed or if the notice is not provided within the 60-day notice period, any spouse or dependent child who loses coverage will NOT BE OFFERED THE OPTION TO ELECT CONTINUATION COVERAGE.

Once the Plan Administrator receives timely notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage by the specified deadline, coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the Participant, enrollment of the Participant in Medicare (Part A, Part B, or both), divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation lasts for up to 36 months. When the qualifying event is the end of employment or reduction in the Participant's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are three ways in which this 18-month period can be extended: (1) if the Participant or dependent covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and the Plan Administrator is notified in a timely fashion, the Participant and covered dependents can receive up to an additional 11 months of coverage for a total of 29 months. The Participant must notify the Plan Administrator within 60 days after the date of the determination, but before the end of the 18-month continuation period. (2) if any covered dependent experiences another qualifying event while receiving COBRA continuation coverage (such as death of the Participant or divorce), the spouse and dependent children can get additional months of COBRA continuation coverage, up to a maximum of 36 months. (3) If a qualifying event that is termination of employment or reduction of hours occurs within 18 months after the Participant becomes entitled to Medicare, then the maximum coverage period for the spouse and dependent children will end three years from the date the Participant became entitled to Medicare (but the Participant's maximum coverage period will be 18 months).

For additional information about COBRA continuation rights and for any questions about COBRA, please read the initial COBRA notice, a copy of which has been provided to each Participant and his/her covered spouse. Participants can contact the Plan Administrator for another copy.

Election Changes –

An Employee or Participant may change his/her election during a Plan Year only if one of the following events occurs and only to the extent that the election change is consistent with the event:

(1) the Employee/Participant experiences a Change in Status; Change in Status means (1) a change in the Employee's legal marital status, including marriage, divorce, death of spouse, legal separation or annulment; (2) change in the number of dependents, including birth, adoption, placement for adoption, and death; (3) change in employment status, including any employment status change affecting benefit eligibility of the employee, spouse or Dependent, such as termination or commencement of employment, change in hours, strike or lockout, and a change in worksite (but only if the benefit eligibility is lost or gained as a result of the event); (4) a dependent satisfies or ceases to satisfy any dependent eligibility requirements due to attainment of age, gain or loss of student status, marriage or any similar circumstances; and (5) residence change of employee, spouse or dependent affecting an employee's, spouse's or dependent's eligibility for coverage.

- (2) An event occurs that triggers one of the HIPAA Special Enrollment Rights including the employee or his or her Spouse or Dependent previously declining coverage and a new dependent is acquired as a result of marriage, birth, adoption, or placement for adoption; or because he or she had coverage and eligibility for such coverage is subsequently lost because it was exhausted (COBRA) or terminated due to loss of eligibility or loss of employer contributions;
- (3) The Employee, spouse or a Dependent becomes entitled to coverage under Medicare;
- (4) the Employee, spouse or a Dependent loses coverage under a Medicaid Plan under Title XIX of the Social Security Act;
- (5) the Employee, spouse or a Dependent loses coverage under State Children's Health Insurance Program (SCHIP) under Title XXI of the Social Security Act;
- (6) the Employee, spouse, or a Dependent is determined to be eligible for group health plan premium assistance under Medicaid or SCHIP plan;
- (7) the Employee takes an FMLA leave of absence;
- (8) the Employee receives a judgment, decree or order resulting from a divorce, legal separation, annulment or change in legal custody (including a Qualified Medical Child Support Order) requiring the Employee to provide coverage for a dependent or requiring another person to provide such coverage;
- (9) There is a significant change in cost (whether an increase or decrease) in one of the Component Benefits. The Employers, in their sole discretion and on a uniform and consistent basis will determine whether the cost increase or decrease is significant or insignificant. For an insignificant increase or decrease, the change in election will be made automatically on a prospective basis;
- (10) There is a significant curtailment of coverage or an addition or significant improvement in a Component Benefits. The Employers in their sole discretion and applied on a consistent basis will determine whether there has been a significant curtailment (with or without loss of coverage) or an addition or significant improvement in a Component Benefit that entitles a Participant to make a corresponding election change. In the case of curtailment that results in a loss of coverage under any Component Benefit, the Employers may permit the Participant to withdraw from the Plan;
- (11) There is a change made under another employer plan and the other plan allows an election change or the other employer plan has a different period of coverage.

An Employee/Participant may make a new election within 30 or 60 days of the occurrence of an event described in this section, as applicable (election changes for events listed under 4, 5, and 6 must be requested within 60 days and all others 30), but only if the election is made on account of and is consistent with the event and if the election is made within the specified time period.

Plan Notices

Special Enrollment Rights

If an Employee declines enrollment for him/herself or his/her dependents (including spouse) because of other health insurance coverage, the Employee may in the future be able to enroll and enroll his/her dependents in this plan, provided that enrollment is requested within 30 days after the other coverage ends. In addition, if a Participant has a new dependent as a result of marriage, birth, adoption, or placement for adoption, the Participant may be able to enroll and enroll his/her dependents, provided that enrollment is requested within 30 days after the marriage, birth, adoption, or placement for adoption.

Additional Information

ConnectCare3

Plan participants are encouraged to utilize the services of ConnectCare3. ConnectCare3 is a free, voluntary, confidential Patient Advocacy, Nurse Navigation and Claims Management program designed to help you and your family get the best medical care. ConnectCare3 can coordinate care between multiple physicians and medical treatment facilities, plus determine the interaction with your health insurance coverage. For more information go to www.ConnectCare3.com.

Claims Procedures

The claims administrator will decide claims and make claim payments in accordance with its reasonable claims procedures, as required by federal and any applicable state laws. A complete description of the claims administrator's claims procedures can be found in the Certificate or can be obtained from First Priority Life.

Amendment and Termination of the Plan

The Employer, as Plan Sponsor, has the right to amend or terminate the Plan at any time. The insurance companies that provide benefits under the Plan may make changes to the Plan either as required by law, as requested by the Employer, or in their own discretion. However, no amendment or termination can retroactively diminish a participant's right to obtain Plan benefits.

No Contract of Employment

Nothing in this Plan shall be construed as a contract of employment between the Employer and any Employee or Participant, or as a guarantee of any Employee or Participant to be continued in the employment of the Employer, nor as a limitation on the right of the Employer to discharge any of its employees with or without cause.

Privacy and Security

The Plan will use a Participant's or Dependent's PHI, in accordance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act (the "HITECH Act"), only to make required disclosures or for purposes related to treatment, Payment for healthcare, and the Healthcare Operations of the Plan or to make any other disclosures that are required by Law. However, if a Participant or Dependent requests to see the information or provides a signed authorization, the Plan may use and disclose PHI as permitted and directed by the request or the authorization.

With respect to PHI, the Employer will:

- Not use or further disclose PHI other than as permitted or required by this Plan Document or as required by law;
- Ensure that any agents, including a subcontractor, to whom the Employer provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to such PHI;
- Not use or disclose PHI for employment-related actions and decisions unless authorized by the individual that is the subject of the PHI;
- Not use or disclose PHI in connection with any other benefit or employee benefit plan of the Employer unless authorized by the individual that is the subject of the PHI;
- Make PHI available to an individual in accordance with HIPAA's access requirements;
- Make PHI available for amendment and incorporate any amendments to PHI in accordance with HIPAA;
- Make available upon request an accounting of disclosures;
- Make available to the Secretary of the Department of Health and Human Services internal practices, books and records relating to the use and disclosure of PHI received from the Plan, for purposes of determining the Plan's compliance with HIPAA;
- Provide written notice or a substitute notice (if the last known contact address is insufficient) for each individual within 60 days following discovery of any breach of Unsecured PHI. The notice will include:
 - A brief description of what happened including the date of the breach and the date of discovery, if known;
 - A description of the types of unsecured PHI that were involved in the breach;
 - Any steps the individual should take to protect him/herself from potential harm resulting from the breach;
 - A brief description of what the Employer is doing to investigate the breach in accordance with HIPAA breach notification requirements;
 - Contact procedures for individuals to ask questions or learn additional information
- If a breach of Unsecured PHI involves more than 500 residents of a state, provide notice to local media outlets serving the state within 60 days of discovering the breach;
- If a breach of unsecured PHI involves more than 500 covered persons, provide notice to the DHHS not later than 60 days after the end of the calendar year in which the breach occurred;
- If feasible, return or destroy all PHI received from the Plan when such PHI is no longer needed for the purpose for which disclosure was made; and
- Use DHHS approved methods to secure and destroy PHI.

With respect to Electronic PHI, the Employer will, if PHI is or has been stored on the Employer's computer system:

- Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI;
- Ensure that the firewall required by the HIPAA privacy rule is supported by reasonable and appropriate security measures;
- Ensure that any agent or business associate to whom the Plan Sponsor provides electronic PHI agrees to comply with the HIPAA Security Requirements and to provide notice to the Plan of any Breach of Unsecured PHI, once the Breach is known to the agent or business associate or should reasonably have been known to the agent or business associate;
- Report to the Plan any security incident of which the Employer becomes aware; and
- Use methods to encrypt ePHI that are approved by the Department of Health and Human Services.

Only specified employees of the Employer may be given access to PHI, and they may use and disclose PHI only for plan administration functions (which includes both Payment and Health Care Operations) that the Employer performs for the Plan. If any of these persons do not comply with the HIPAA provisions of this Plan Document, the Employer will provide a mechanism for resolving issues of noncompliance, including disciplinary sanctions.

Definitions.

“Breach” means the unauthorized acquisition, access, use, or disclosure of PHI in a manner not permitted by HIPAA privacy rules that compromises the security or privacy of the PHI.

“DHHS” means the federal Department of Health and Human Services.

“Electronic PHI” is health information about a plan participant that is in an electronic format. Health information includes information about the individual's past, present, or future physical or mental condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to the individual.

“Health Care Operations” means activities of the Plan related to its health care functions, including quality assessment, claims management, patient advocacy, nurse navigation, care coordination, reviewing competence of health care professionals, evaluating provider performance, health plan performance, cost management, resolution of grievances, or any other related activities.

“Payment” includes all activities regarding the provision of benefits under the Plan.

“Protected Health Information” or “PHI” shall mean any individually identifiable health information in electronic, oral or written form that pertains to the past, present or future mental or physical condition of an individual. Protected Health Information is limited to the information created or received by the Covered Entity or its business associate on behalf of the Health Plans. Protected Health Information also includes information for which there is a reasonable basis to believe that it can be used to identify an individual.

“Unsecured PHI” means PHI that is not secured through the use of a technology or methodology described in regulations to the HITECH Act or otherwise approved by the Secretary of the DHHS.

This Plan is hereby amended and restated as of January 1, 2016.

Pocono Township Commissioners (the “Employer”)

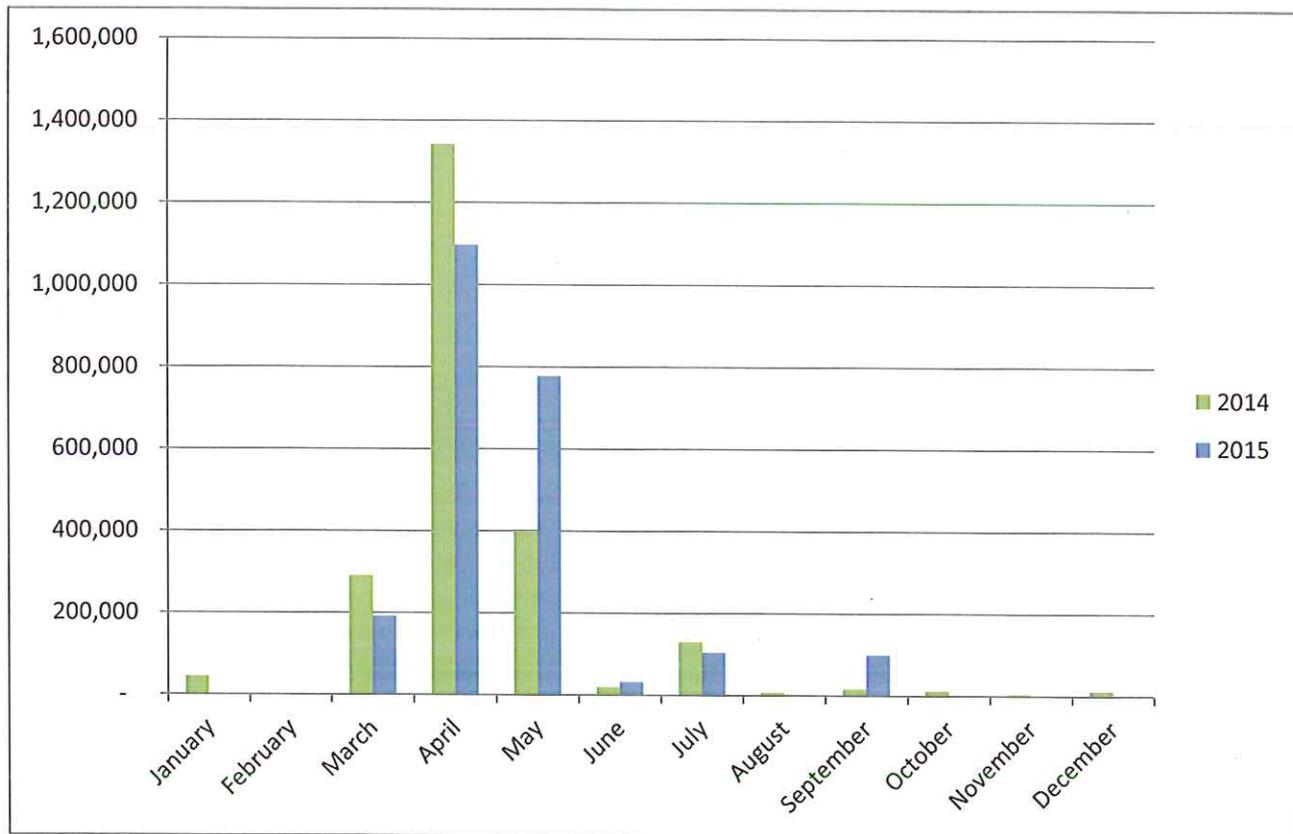
By (written name): _____

Title: _____

Treasurer's Report - Current Real Estate Tax Collection

Monthly Collections

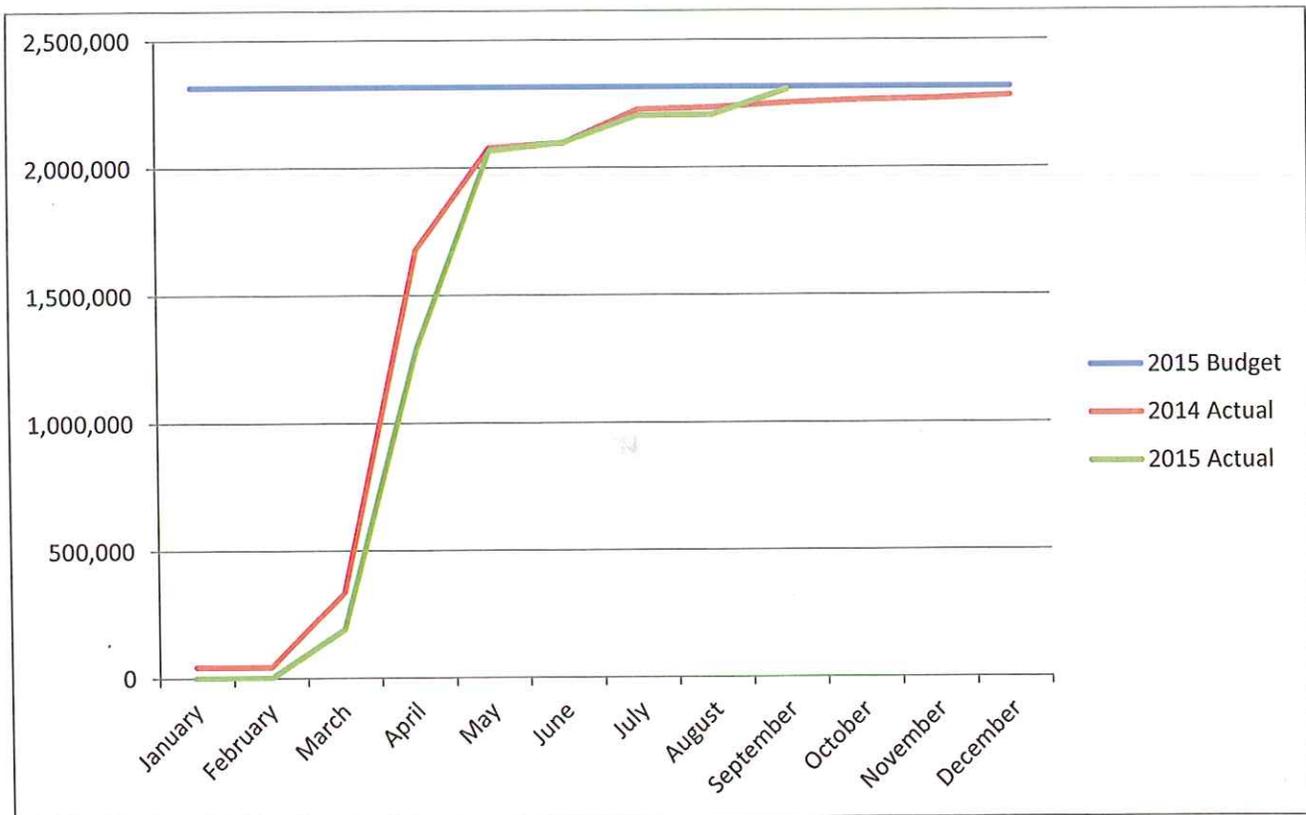
Month	2014	2015
January	43,799	-
February	-	-
March	291,046	192,156
April	1,342,423	1,096,966
May	400,804	777,274
June	19,545	32,514
July	129,668	104,103
August	7,587	2,365
September	16,849	99,846
October	12,288	
November	4,722	
December	11,180	



Treasurer's Report - Current Real Estate Tax Collection

Cumulative Collections

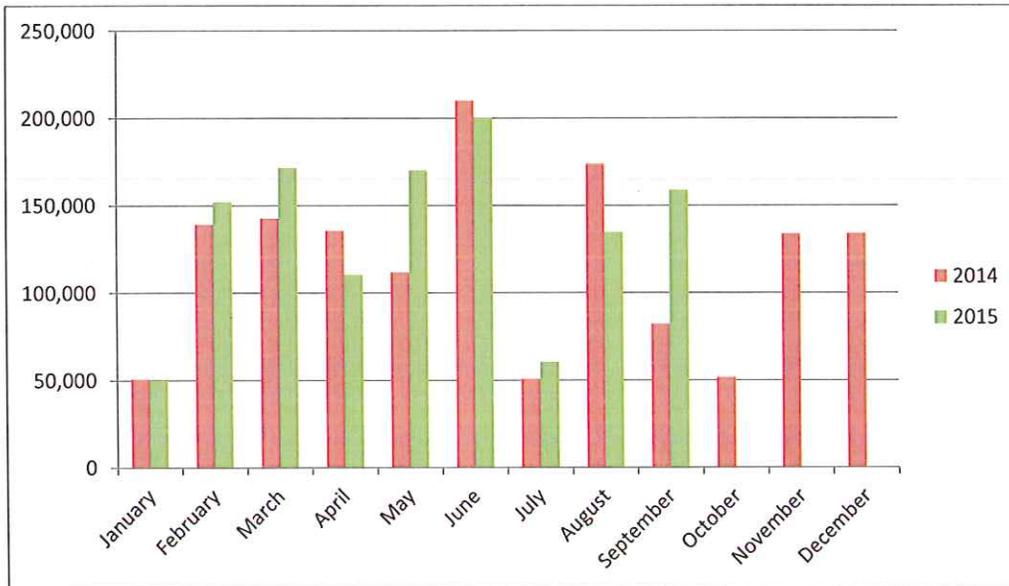
	2014 Budget	2015 Budget	2014 Actual	2015 Actual	2015 Collection %
January	2,254,200	2,315,391	43,799	0	0.00%
February	2,254,200	2,315,391	43,799	0	0.00%
March	2,254,200	2,315,391	334,845	192,156	8.30%
April	2,254,200	2,315,391	1,677,268	1,289,122	55.68%
May	2,254,200	2,315,391	2,078,072	2,066,396	89.25%
June	2,254,200	2,315,391	2,097,617	2,098,911	90.65%
July	2,254,200	2,315,391	2,227,285	2,203,014	95.15%
August	2,254,200	2,315,391	2,234,872	2,205,379	95.25%
September	2,254,200	2,315,391	2,251,722	2,305,225	99.56%
October	2,254,200	2,315,391	2,264,010		0.00%
November	2,254,200	2,315,391	2,268,732		0.00%
December	2,254,200	2,315,391	2,279,912		0.00%



Treasurer's Report - Earned Income Tax Collection

Monthly Collections

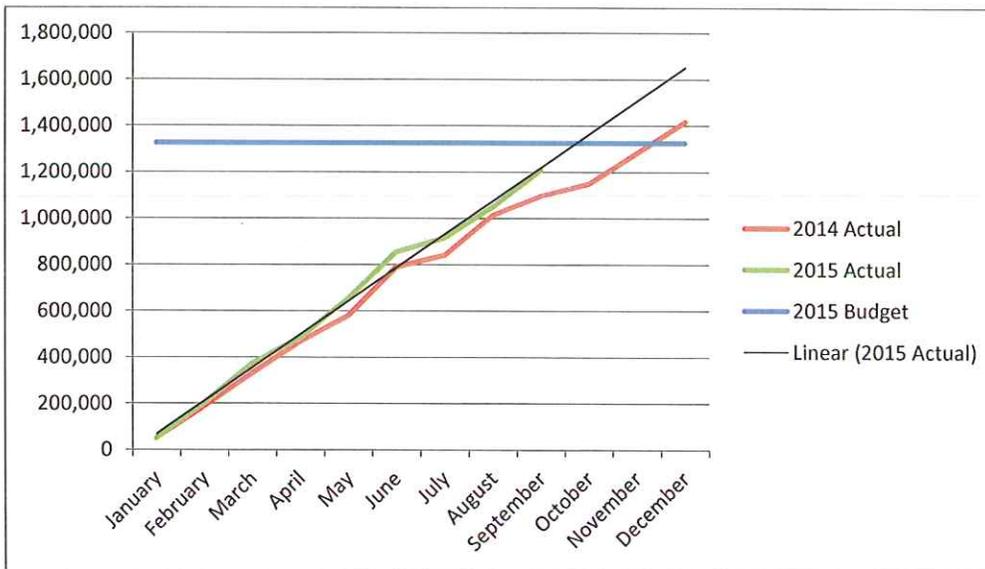
	2014	2015
January	50,730	50,016
February	139,308	151,956
March	142,843	171,698
April	135,699	110,568
May	111,832	170,046
June	209,971	200,432
July	50,698	60,488
August	173,849	134,675
September	82,322	159,064
October	51,578	
November	133,735	
December	134,095	



Treasurer's Report - Earned Income Tax Collection

Cumulative Collections

	2014 Budget	2015 Budget	2014 Actual	2015 Actual	2014 Collection %	2015 Collection %
January	1,280,000	1,325,000	50,730	50,016	4.0%	3.8%
February	1,280,000	1,325,000	190,038	201,972	14.8%	15.2%
March	1,280,000	1,325,000	332,881	373,670	26.0%	28.2%
April	1,280,000	1,325,000	468,580	484,238	36.6%	36.5%
May	1,280,000	1,325,000	580,412	654,283	45.3%	49.4%
June	1,280,000	1,325,000	790,383	854,715	61.7%	64.5%
July	1,280,000	1,325,000	841,082	915,203	65.7%	69.1%
August	1,280,000	1,325,000	1,014,930	1,049,878	79.3%	79.2%
September	1,280,000	1,325,000	1,097,252	1,208,942	85.7%	91.2%
October	1,280,000	1,325,000	1,148,831		89.8%	0.0%
November	1,280,000	1,325,000	1,282,566		100.2%	0.0%
December	1,280,000	1,325,000	1,416,661		110.7%	0.0%



General Fund
Treasurer's Report
September 2015

Income	2015				2014			
	September 30, 2015	Budget	\$ Over Budget	% of Budget	September 30, 2014	Budget	\$ Over Budget	% of Budget
	301.100 · Real Estate Taxes - Current	2,305,224.27	2,315,391.00	-10,166.73	99.56%	2,251,723.70	2,254,200.14	-2,476.44
310.200 · Earned Income Taxes	1,208,943.24	1,325,000.00	-116,056.76	91.24%	1,097,251.23	1,280,000.00	-182,748.77	85.72%
Taxes Other								
301.101 · Judicial Sales - Tax Claim	0.00	1,800.00	-1,800.00	0.0%	0.00	1,800.00	-1,800.00	0.0%
301.200 · Real Estate Taxes - Delinquent	73,549.25	150,000.00	-76,450.75	49.03%	103,079.02	125,000.00	-21,920.98	82.46%
301.300 · Returned Taxes - Upset Sale	7,102.29	4,000.00	3,102.29	177.56%	4,258.21	0.00	4,258.21	100.0%
301.400 · Returned Tax - Repository Sale	0.00	0.00	0.00	0.0%	-31.50	0.00	-31.50	100.0%
310.100 · Real Estate Transfer Taxes	112,139.18	150,000.00	-37,860.82	74.76%	116,462.75	115,000.00	1,462.75	101.27%
310.500 · Local Services Taxes	297,781.63	340,000.00	-42,218.37	87.58%	265,113.33	350,000.00	-84,886.67	75.75%
Total Taxes Other	490,572.35	645,800.00	-155,227.65	75.96%	488,881.81	591,800.00	-102,918.19	82.61%
Licenses, permits and fees								
321.630 · Pumper-Hauler Licenses	0.00	100.00	-100.00	0.0%	0.00	100.00	-100.00	0.0%
321.800 · Cable TV Franchise Fees	102,888.04	190,000.00	-87,111.96	54.15%	101,028.19	190,000.00	-88,971.81	53.17%
322.100 · Application fees	1,100.00	0.00	1,100.00	100.0%	200.00	0.00	200.00	100.0%
Total Licenses, permits and fees	103,988.04	190,100.00	-86,111.96	54.7%	101,228.19	190,100.00	-88,871.81	53.25%
Fines and Forfeits								
331.100 · Court Fines - District Magistra	24,457.98	30,000.00	-5,542.02	81.53%	22,080.54	30,000.00	-7,919.46	73.6%
331.110 · Motor Vehicle Code Violations	12,871.03	30,000.00	-17,128.97	42.9%	14,165.08	30,000.00	-15,834.92	47.22%
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%	12,000.00	0.00	12,000.00	100.0%
Total Fines and Forfeits	37,329.01	60,500.00	-23,170.99	61.7%	48,245.62	60,500.00	-12,254.38	79.75%
341.010 · Interest on Investments	11,155.27	4,000.00	7,155.27	278.88%	9,762.89	4,000.00	5,762.89	244.07%
354.129 · Stadden Road Bridge Grant	0.00	130,000.00	-130,000.00	0.0%	0.00	300,000.00	-300,000.00	0.0%
354.150 · Recycling Performance Grant	109,216.77	5,000.00	104,216.77	2,184.34%	0.00	185,015.00	-185,015.00	0.0%
Other State Grants								
355.010 · Public Utility Realty Tax	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
355.040 · Alcoholic Beverage Licenses	3,350.00	2,750.00	600.00	121.82%	2,150.00	2,750.00	-600.00	78.18%
355.050 · Pension System State Aid	0.00	184,992.00	-184,992.00	0.0%	193,634.00	180,000.00	13,634.00	107.57%
355.070 · Foreign Fire Insurance	94,606.89	104,000.00	-9,393.11	90.97%	100,593.49	100,000.00	593.49	100.59%
356.100 · State Payments in Lieu of Taxes	412.32	500.00	-87.68	82.46%	412.32	500.00	-87.68	82.46%
Total Other State Grants	98,369.21	292,242.00	-193,872.79	33.66%	296,789.81	283,250.00	13,539.81	104.78%
362.100 · Police Services								
362.101 · Reimbursement Police overtime	6,163.22	15,000.00	-8,836.78	41.09%	4,627.27	20,000.00	-15,372.73	23.14%
362.100 · Police Services - Other	25,179.00	25,000.00	179.00	100.72%	14,406.40	30,000.00	-15,593.60	48.02%
Total 362.100 · Police Services	31,342.22	40,000.00	-8,657.78	78.36%	19,033.67	50,000.00	-30,966.33	38.07%
Building Permits								
362.411 · Connect & Tank Abandonment Fees	2,993.00	0.00	2,993.00	100.0%	1,855.00	0.00	1,855.00	100.0%
362.410 · Building Permits - BIU - Other	450,673.66	160,000.00	290,673.66	281.67%	139,168.08	110,000.00	29,168.08	126.52%
Total Building Permits	453,666.66	160,000.00	293,666.66	285.54%	141,023.08	110,000.00	31,023.08	128.2%
Charges for Services								
361.310 · Subdivision, Land Develop Fees	6,128.00	4,000.00	2,128.00	153.2%	2,550.00	4,000.00	-1,450.00	63.75%

General Fund
Treasurer's Report
September 2015

	2015				2014			
	September 30, 2015	Budget	\$ Over Budget	% of Budget	September 30, 2014	Budget	\$ Over Budget	% of Budget
361.330 · Zoning Hearing Board Fees	1,800.00	2,000.00	-200.00	90.0%	2,000.00	2,000.00	0.00	100.0%
361.340 · Cond Use, Curative PRD Fees	500.00	500.00	0.00	100.0%	1,300.00	500.00	800.00	260.0%
361.341 · UCC Appeal Board Fees	800.00	0.00	800.00	100.0%	0.00	0.00	0.00	0.0%
361.400 · Plan Review Fees	700.00	500.00	200.00	140.0%	200.00	500.00	-300.00	40.0%
361.500 · Sale of Maps and Publications	32.50	100.00	-67.50	32.5%	75.00	100.00	-25.00	75.0%
361.700 · Reproductin of Records	168.25	100.00	68.25	168.25%	1,679.86	100.00	1,579.86	1,679.86%
362.110 · Sale of Police Reports	4,935.00	5,000.00	-65.00	98.7%	4,035.50	4,000.00	35.50	100.89%
362.130 · Security Alarm Fees	140.00	150.00	-10.00	93.33%	80.00	150.00	-70.00	53.33%
362.300 · Zoning Permits	63,632.15	33,400.00	30,232.15	190.52%	17,722.94	20,000.00	-2,277.06	88.62%
362.440 · Sewer System Permits	4,650.00	12,000.00	-7,350.00	38.75%	8,850.00	12,000.00	-3,150.00	73.75%
362.450 · Use & Occupancy Permits	2,129.00	2,500.00	-371.00	85.16%	1,950.00	2,500.00	-550.00	78.0%
362.475 · Well Permits	1,100.00	0.00	1,100.00	100.0%	500.00	300.00	200.00	166.67%
362.480 · Pool Permits	150.00	0.00	150.00	100.0%	100.00	100.00	0.00	100.0%
362.485 · Sign Permits	6,200.00	0.00	6,200.00	100.0%	6,427.20	5,000.00	1,427.20	128.54%
362.491 · Fireworks Permits	200.00	0.00	200.00	100.0%	0.00	0.00	0.00	0.0%
362.495 · UCC Fees	688.00	500.00	188.00	137.6%	524.00	500.00	24.00	104.8%
362.500 · Building Code Appeals Board Fee	0.00	0.00	0.00	0.0%	60.00	0.00	60.00	100.0%
362.600 · Miscellaneous Permits	575.00	0.00	575.00	100.0%	400.00	1,000.00	-600.00	40.0%
363.500 · Public Works Services	4,589.05	11,000.00	-6,410.95	41.72%	9,987.89	11,000.00	-1,012.11	90.8%
Total Charges for Services	99,116.95	71,750.00	27,366.95	138.14%	58,442.39	63,750.00	-5,307.61	91.67%
Other Operating Revenue								
380.100 · Miscellaneous Revenue	1.00	100.00	-99.00	1.0%	28.00	100.00	-72.00	28.0%
387.100 · Contributions and Donations	400.00	1,000.00	-600.00	40.0%	4,232.00	1,000.00	3,232.00	423.2%
387.200 · Fees in Lieu of Improvements	4,200.00	2,500.00	1,700.00	168.0%	4,200.00	2,500.00	1,700.00	168.0%
389.500 · Miscellaneous Reimbursements	0.00	1,000.00	-1,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
Total Other Operating Revenue	4,601.00	4,600.00	1.00	100.02%	8,460.00	4,600.00	3,860.00	183.91%
Other Financing Sources								
391.100 · Sale of Surplus Property	26,824.00	3,000.00	23,824.00	894.13%	25.60	3,000.00	-2,974.40	0.85%
395.000 · Refunds of Prior Year Expenses	14,420.61	0.00	14,420.61	100.0%	3,477.75	0.00	3,477.75	100.0%
Total Other Financing Sources	41,244.61	3,000.00	38,244.61	1,374.82%	3,503.35	3,000.00	503.35	116.78%
Total Income	4,994,769.60	5,247,383.00	-252,613.40	95.19%	4,524,345.74	5,380,215.14	-855,869.40	84.09%

General Fund
Treasurer's Report
September 2015

	Jan 1 -Sept 30, 2015	Budget As Amended	\$ Over Budget	% of Budget
General Government				
400.110 · Salary & Wages - Legislative	12,187.50	16,250.00	-4,062.50	75.0%
400.192 · Legislative SSI Tax	932.30	1,243.00	-310.70	75.0%
400.260 · Minor Equipment	1,314.00	3,000.00	-1,686.00	43.8%
400.420 · Dues, Subscriptions & Membershi	200.00	1,516.00	-1,316.00	13.19%
400.460 · Legislaive -Meetings & Training	0.00	1,000.00	-1,000.00	0.0%
400.540 · Legislative - Donations	350.00	1,300.00	-950.00	26.92%
401.110 · Admin Salaries & Wages	82,069.76	110,000.00	-27,930.24	74.61%
401.192 · Admin SSI Taxes	6,278.26	8,415.00	-2,136.74	74.61%
401.196 · Admin Health Insurance	20,344.00	25,258.00	-4,914.00	80.55%
401.198 · Non-Uniformed Pension Plan	8,016.97	9,900.00	-1,883.03	80.98%
401.199 · Admin Life and Disability Ins	567.00	760.00	-193.00	74.61%
401.200 · Administration Allowances	2,542.85	3,200.00	-657.15	79.46%
401.220 · Admin Operating Supplies	0.00	500.00	-500.00	0.0%
401.260 · Admin Minor Equipment	922.97	3,000.00	-2,077.03	30.77%
401.420 · Admin Dues, Subscriptions & Mem	1,129.66	2,565.00	-1,435.34	44.04%
401.460 · Admin Meetings & Training	1,308.20	3,250.00	-1,941.80	40.25%
402.310 · Fin Admin Professional Svcs	11,194.02	15,000.00	-3,805.98	74.63%
403.110 · Tax Collection Salaries & Wages	7,461.63	10,000.00	-2,538.37	74.62%
403.192 · Tax Collection SSI Taxes	570.95	765.00	-194.05	74.63%
403.215 · Tax Collection Postage	1,606.71	2,000.00	-393.29	80.34%
403.220 · Tax Collection Operating Supply	1,465.23	2,000.00	-534.77	73.26%
403.310 · Tax Collection Professional Srv	24,694.37	26,000.00	-1,305.63	94.98%
403.460 · Tax Collection Meetings & Conf	0.00	625.00	-625.00	0.0%
404.310 · Township Solicitor	70,699.46	90,000.00	-19,300.54	78.56%
405.110 · Secretary Salaries & Wages	100,569.99	135,529.00	-34,959.01	74.21%
405.120 · Secretary OT	6,820.40	8,000.00	-1,179.60	85.26%
405.192 · Secretary SSI Taxes	8,188.51	10,368.00	-2,179.49	78.98%
405.196 · Secretary Insurance	51,773.16	70,992.00	-19,218.84	72.93%
405.198 · Secretary Non-Uni Pension Plan	10,140.88	11,298.00	-1,157.12	89.76%
405.199 · Secretary Life & Disability Ins	1,765.71	2,400.00	-634.29	73.57%
405.220 · Secretary Operating Supplies	332.85	1,500.00	-1,167.15	22.19%
405.260 · Secretary Minor Equipment	0.00	3,000.00	-3,000.00	0.0%
405.420 · Secretary Dues, Subscriptions	190.00	500.00	-310.00	38.0%
405.460 · Secretary Meetings & Training	333.00	500.00	-167.00	66.6%
406.215 · Gen Govt Postage	3,453.10	4,000.00	-546.90	86.33%
406.220 · Gen Govt Operation Supplies	4,808.93	7,000.00	-2,191.07	68.7%
406.310 · Gen Govt Professional Svcs	5,558.90	5,500.00	58.90	101.07%
406.320 · Gen Govt Communications	5,658.95	10,000.00	-4,341.05	56.59%
406.340 · Gen Govt Advertising & Printing	5,468.56	6,500.00	-1,031.44	84.13%
406.374 · Gen Govt Office Equipment Maint	0.00	0.00	0.00	0.0%
406.384 · Gen Govt Equipment Leases	2,091.20	5,000.00	-2,908.80	41.82%
406.430 · Gen Govt Real Estate Taxes	1,411.34	6,500.00	-5,088.66	21.71%
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	15,875.72	14,000.00	1,875.72	113.4%
408.310 · Township Engineer	45,810.51	85,000.00	-39,189.49	53.9%
409.220 · Building Operating Supplies	942.12	1,000.00	-57.88	94.21%
409.360 · Building Utilities	19,567.27	48,000.00	-28,432.73	40.77%
409.373 · Building Maint & Repairs	12,952.30	20,000.00	-7,047.70	64.76%
409.450 · Building Contracted Services	4,405.21	6,000.00	-1,594.79	73.42%
Total General Government	563,974.45	801,634.00	-237,659.55	70.35%
Public Safety				
410.120 · Police Salaries & Wages-Admin	64,535.52	83,306.00	-18,770.48	77.47%
410.130 · Police Salaries & Wages-Officer	774,395.10	1,064,116.00	-289,720.90	72.77%
410.140 · Police Salaries & Wages-Civilia	33,251.76	42,192.00	-8,940.24	78.81%

General Fund
Treasurer's Report
September 2015

410.179 · Police Longevity Pay	0.00	40,794.00	-40,794.00	0.0%
410.180 · Police Overtime Wages	99,801.57	110,000.00	-10,198.43	90.73%
410.187 · Police Overtime Civ Support	0.00	500.00	-500.00	0.0%
410.191 · Uniform Allowance	2,854.85	13,600.00	-10,745.15	20.99%
410.192 · Police SSI Taxes	74,142.90	94,747.00	-20,604.10	78.25%
410.196 · Police Health Insurance	349,377.00	419,494.00	-70,117.00	83.29%
410.197 · Police Pension Plan	0.00	150,577.00	-150,577.00	0.0%
410.198 · Police Life & Disability Ins	10,306.93	16,100.00	-5,793.07	64.02%
410.199 · Police Non-Uniform Pension	2,968.57	3,797.00	-828.43	78.18%
410.200 · Police 457 Contribution	5,259.45	10,600.00	-5,340.55	49.62%
410.220 · Police Operating Supplies	5,178.42	5,000.00	178.42	103.57%
410.221 · Crime Scene Supplies	633.58	1,600.00	-966.42	39.6%
410.222 · Ammunition	4,210.60	5,000.00	-789.40	84.21%
410.223 · K-9 Expenses	1,163.42	2,000.00	-836.58	58.17%
410.231 · Vehicle Fuel	26,020.88	63,861.00	-37,840.12	40.75%
410.260 · Police Minor Equipment	15,889.39	17,000.00	-1,110.61	93.47%
410.310 · Police Professional Services	2,074.62	5,000.00	-2,925.38	41.49%
410.314 · Civil Service Comm Solicitor	6,318.70	13,000.00	-6,681.30	48.61%
410.320 · Police Communications	11,121.89	16,000.00	-4,878.11	69.51%
410.341 · Police Advertising & Printing	3,050.00	3,500.00	-450.00	87.14%
410.373 · Police Maint & Repair Bldg	8,539.75	10,000.00	-1,460.25	85.4%
410.374 · Police Equipment Maint	2,175.20	4,750.00	-2,574.80	45.79%
410.420 · Police Dues, Subscriptions	517.00	1,500.00	-983.00	34.47%
410.450 · Police Contracted Services	88,065.19	99,164.00	-11,098.81	88.81%
410.451 · Police Vehicle Maintenance	22,263.77	25,000.00	-2,736.23	89.06%
410.460 · Police Meetings & Training	6,507.75	10,000.00	-3,492.25	65.08%
410.740 · Police Capital Purch, Minor	0.00	14,600.00	-14,600.00	0.0%
410.741 · Police Capital Purch, Autos	25,037.08	41,500.00	-16,462.92	60.33%
411.540 · Foreign Fire Payments	0.00	100,000.00	-100,000.00	0.0%
413.260 · Code Enforcement Minor Equip	0.00	500.00	-500.00	0.0%
413.310 · Prof Services - BIU Building	258,180.78	248,333.00	9,847.78	103.97%
413.311 · Prof Services - SEO	11,537.50	12,200.00	-662.50	94.57%
413.312 · Professional Services - ZO	18,772.50	23,400.00	-4,627.50	80.22%
413.319 · Code Enforcement UCC Fees	464.00	750.00	-286.00	61.87%
413.341 · Code Enforcement Advertising	0.00	100.00	-100.00	0.0%
413.420 · Code Enforcement Dues & Subs	0.00	0.00	0.00	0.0%
413.450 · Code Enforcement Contracted Srv	0.00	0.00	0.00	0.0%
413.451 · Code Enforcement Vehicle Maint	0.00	0.00	0.00	0.0%
413.460 · Code Enforcement Meetings	0.00	0.00	0.00	0.0%
414.110 · Planning & Zoning Salaries	4,114.50	16,300.00	-12,185.50	25.24%
414.120 · Planning & Zoning OT	0.00	0.00	0.00	0.0%
414.192 · Planning & Zoning SSI Taxes	314.76	1,245.00	-930.24	25.28%
414.196 · Planning & Zoning Health Ins	0.00	5,685.00	-5,685.00	0.0%
414.198 · Planning & Zoning N-U Pension	0.00	0.00	0.00	0.0%
414.199 · Zoning Life & Disability	0.00	205.00	-205.00	0.0%
414.220 · Planning & Zoning Supplies	60.00	500.00	-440.00	12.0%
414.310 · Planning & Zoning Prof Svcs	995.25	1,000.00	-4.75	99.53%
414.313 · Planning & Zoning Engineering	10,015.99	11,000.00	-984.01	91.05%
414.314 · Planning & Zoning Legal	21,509.28	25,000.00	-3,490.72	86.04%
414.324 · Zoning Cell Phone	0.00	150.00	-150.00	0.0%
414.331 · Zoning Officer Mileage	69.11	400.00	-330.89	17.28%
414.341 · Planning & Zoning Advertising	1,225.00	1,000.00	225.00	122.5%
414.460 · Planning & Zoning Meetings	0.00	400.00	-400.00	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%
Total Public Safety	1,972,919.56	2,837,166.00	-864,246.44	69.54%
Public Works - Other				
426.227 · Recycling containers	1,125.50	1,126.00	-0.50	99.96%

General Fund
Treasurer's Report
September 2015

427.220 · Solid Waste Coll Supplies	1,370.00	1,500.00	-130.00	91.33%
427.221 · Equip Rental - Grinder	4,680.00	4,700.00	-20.00	99.57%
427.450 · Contracted Srvs - Clean-Up Days	7,806.91	20,000.00	-12,193.09	39.04%
429.317 · TIF	101,633.59	101,634.00	-0.41	100.0%
Total Public Works - Other	116,616.00	128,960.00	-12,344.00	90.43%
PW-Hwys, Roads & Streets				
430.110 · Public Works Salaries	295,297.47	394,987.00	-99,689.53	74.76%
430.120 · Public Works OT Wages	26,970.47	30,000.00	-3,029.53	89.9%
430.192 · Public Works SSI Taxes	24,511.58	30,713.00	-6,201.42	79.81%
430.196 · Public Works Insurance	171,626.60	213,252.00	-41,625.40	80.48%
430.198 · Public Works N-U Pension	28,744.23	34,513.00	-5,768.77	83.29%
430.199 · Public Works Life & Disab Ins	5,177.70	6,400.00	-1,222.30	80.9%
430.200 · Public Works Director Allowance	345.45	450.00	-104.55	76.77%
430.220 · Public Works Oper Supplies	5,673.02	15,000.00	-9,326.98	37.82%
430.232 · Public Works Diesel	33,946.27	49,250.00	-15,303.73	68.93%
430.234 · Public Works Vehicle Supplies	1,620.69	6,000.00	-4,379.31	27.01%
430.238 · Public Works Uniforms	5,523.09	7,800.00	-2,276.91	70.81%
430.260 · Public Works Minor Equip Purch	1,029.71	2,000.00	-970.29	51.49%
430.331 · Mileage Reimbursement	347.90	1,000.00	-652.10	34.79%
430.360 · Public Works Utilities	7,359.03	18,750.00	-11,390.97	39.25%
430.373 · Public Works Maint & Rep Bldg	8,071.85	10,000.00	-1,928.15	80.72%
430.374 · Public Works Small Equip Maint	3,090.13	5,000.00	-1,909.87	61.8%
430.375 · Public Works Heavy Equip Maint	31,759.48	35,000.00	-3,240.52	90.74%
430.384 · Public Works Equip Rental	500.00	500.00	0.00	100.0%
430.420 · Public Works Dues, Subscription	625.00	1,000.00	-375.00	62.5%
430.450 · Public Works Contracted Srvs	45,823.00	46,000.00	-177.00	99.62%
430.451 · Public Works Vehicle Maint	5,131.86	6,596.00	-1,464.14	77.8%
430.460 · Public Works Meetings & Trainin	643.58	1,000.00	-356.42	64.36%
430.650 · Public Works Hand Tool Purch	0.00	500.00	-500.00	0.0%
430.740 · Public Works Capital Purchases	0.00	0.00	0.00	0.0%
432.220 · Snow & Ice Rem Oper Supplies	103,997.78	125,000.00	-21,002.22	83.2%
432.375 · Snow & Ice Rem Equipment Maint	8,245.86	38,000.00	-29,754.14	21.7%
432.450 · Snow & Ice Rem Subcontractors	0.00	15,000.00	-15,000.00	0.0%
433.220 · Traffic Signals & Signs Supply	2,089.02	5,000.00	-2,910.98	41.78%
433.360 · Traffic Signals & Signs Utiliti	2,383.97	4,000.00	-1,616.03	59.6%
433.450 · Traffic Signals Contracted Srvs	26,706.13	9,050.00	17,656.13	295.1%
438.220 · Road Maint Supplies	61,506.24	66,250.00	-4,743.76	92.84%
438.610 · Road Maint Capital Construction	52,652.20	130,000.00	-77,347.80	40.5%
438.611 · Line Painting	39,860.47	39,861.00	-0.53	100.0%
439.610 · Rd Construct & Rebuild Cap Cons	244,879.73	244,880.00	-0.27	100.0%
Total PW-Hwys, Roads & Streets	1,246,139.51	1,592,752.00	-346,612.49	78.24%
Culture and Recreation				
457.540 · Community Day Celebration	1,468.49	3,000.00	-1,531.51	48.95%
Total Culture and Recreation	1,468.49	3,000.00	-1,531.51	48.95%
Benefits and Withholding				
483.194 · Employer Pd Unemployment Comp	29,284.46	30,000.00	-715.54	97.62%
483.195 · Employer Pd Worker's Comp	95,501.00	115,394.00	-19,893.00	82.76%
483.200 · Federal Healthcare Tax	131.04	180.00	-48.96	72.8%
483.201 · Transitional Reinsurance Fee	0.00	3,741.00	-3,741.00	0.0%
Total Benefits and Withholding	124,916.50	149,315.00	-24,398.50	83.66%
Insurance				
486.350 · Property & Liability Insurance	87,339.00	87,400.00	-61.00	99.93%
486.355 · Professional Bonds	6,425.01	6,800.00	-374.99	94.49%
Total Insurance	93,764.01	94,200.00	-435.99	99.54%
Interfund Transfers Out				

General Fund
Treasurer's Report
September 2015

492.320 · Interfund Transfer to Emer Srvs	24,000.00	54,141.00	-30,141.00	44.33%
492.350 · Interfund Transfer to Liq Fuels	2,160.92	2,161.00	-0.08	100.0%
Total Interfund Transfers Out	26,160.92	56,302.00	-30,141.08	46.47%
Other Expenses				
491.000 · Refund of Prior Year Revenues	26,482.69	26,483.00	-0.31	100.0%
Total Other Expenses	26,482.69	26,483.00	-0.31	100.0%
	4,172,442.13	5,689,812.00	-1,517,369.87	73.33%

Sewer Operating Fund
Treasurer's Report
September 2015

		2015				2014			
		Jan 1 - September 30, 2015	Budget	\$ Over Budget	% of Budget	Jan 1 - September 30, 2014	Budget	\$ Over Budget	% of Budget
Income		14,212.51	0.00	14,212.51	100.0%	9,173.15	9,500.00	-326.85	96.56%
	341.010 · Interest on Investments					455,000.00	1,456,990.00	-1,001,990.00	31.23%
	364.110 · Connection/Tapping Fees	1,445,000.00	4,463,750.00	-3,018,750.00	32.37%	1,652,940.88	2,032,664.00	-379,723.12	81.32%
	364.120 · Sewer Use Fees	1,863,141.78	3,946,667.00	-2,083,525.22	47.21%				
Total Income		3,322,354.29	8,410,417.00	-5,088,062.71	39.5%	2,117,114.03	3,499,154.00	-1,382,039.97	60.5%

Sewer Operating Fund
Treasurer's Report
September 2015

Expense

Total 429.100 · Utilities
429.110 · Public Works Dir Salary
429.192 · Social Security
429.197 · Non Uniform Pension Plan
Total 429.200 · BCRA Sewage Treatment
429.205 · Bank charges
429.231 · Collection System Costs
429.244 · Operating Supplies
Total 429.300 · Professional Services
429.374 · Equipment Repair & Maintenance
429.375 · Reimbursements - P Traps
Total 429.610 · Improvements
Total 471.000 · Debt Principal - Long and Short
Total 472.000 · Debt Interest - Long and Short
492.530 · Contributions to fund balance

	Jan 1 - September 30, 2015	Budget	\$ Over Budget	% of Budget
	35,293.96	77,600.00	-42,306.04	45.48%
	21,838.50	42,500.00	-20,661.50	51.39%
	929.48	2,678.00	-1,748.52	34.71%
	141.44	3,150.00	-3,008.56	4.49%
	653,524.10	1,104,756.00	-451,231.90	59.16%
	30.00	0.00	30.00	100.0%
	1,104.22	2,000.00	-895.78	55.21%
	33,442.86	43,000.00	-9,557.14	77.77%
	208,379.10	277,000.00	-68,620.90	75.23%
	28,307.98	62,500.00	-34,192.02	45.29%
	5,490.00	10,000.00	-4,510.00	54.9%
	0.00	163,015.00	-163,015.00	0.0%
	284,073.42	1,814,039.00	-1,529,965.58	15.66%
	178,066.31	960,771.00	-782,704.69	18.53%
	0.00	3,847,408.00	-3,847,408.00	0.0%
	1,450,621.37	8,410,417.00	-6,959,795.63	17.25%

Total

Sewer Construction Fund
Treasurer's Report
September 2015

	2015				2014			
	Jan 1 - September 30, 2015	Budget	\$ Over Budget	% of Budget	Jan 1 - September 30, 2014	Budget	\$ Over Budget	% of Budget
Income								
341.010 · Interest on Investments	3,015.35	2,000.00	1,015.35	150.77%	2,093.53	3,000.00	-906.47	69.78%
354.161 · Pennvest Grant	0.00	1,549,340.00	-1,549,340.00	0.0%	0.00	1,549,341.00	-1,549,341.00	0.0%
354.163 · H2O Grant	0.00	0.00	0.00	0.0%	0.00	127,425.63	-127,425.63	0.0%
392.000 · Transfer from Operatioins	0.00	0.00	0.00	0.0%	190,856.15	0.00	190,856.15	100.0%
392.900 · Use of Fund Balance	0.00	262,479.00	-262,479.00	0.0%	0.00	560,983.86	-560,983.86	0.0%
393.100 · ERZB GSRB - ESSA	58,266.81	0.00	58,266.81	100.0%	59,422.80	0.00	59,422.80	100.0%
393.130 · Pennvest Loans	0.00	0.00	0.00	0.0%	415,000.00	723,100.00	-308,100.00	57.39%
393.140 · LT Debt - First Keystone	0.00	0.00	0.00	0.0%	122,502.92	0.00	122,502.92	100.0%
393.141 · LT Debt - Wayne	0.00	0.00	0.00	0.0%	526,587.99	609,490.00	-82,902.01	86.4%
393.142 · LOC - Wayne	0.00	1,091,181.00	-1,091,181.00	0.0%	2,808,818.70	0.00	2,808,818.70	100.0%
393.143 · Proceeds of refinance 7.5M	4,350,000.00	4,500,000.00	-150,000.00	96.67%	0.00	0.00	0.00	0.0%
394.100 · Short Term Loans	0.00	0.00	0.00	0.0%	67,540.17	893,755.00	-826,214.83	7.56%
395.000 · Refund of Prior Year Expenses	250,267.50	0.00	250,267.50	100.0%	1,780.12	0.00	1,780.12	100.0%
Total Income	4,661,549.66	7,405,000.00	-2,743,450.34	62.95%	4,194,602.38	4,467,095.49	-272,493.11	93.9%

Sewer Construction Fund
Treasurer's Report
September 2015

	Jan 1 - September 30, 2015	Budget As Amended	\$ Over Budget	% of Budget
Expense				
404.310 · Professional Services	41,051.01	50,000.00	-8,948.99	82.1%
408.315 · Engineering - Collection System	178,608.25	415,000.00	-236,391.75	43.04%
429.341 · Advertising	164.60	165.00	-0.40	99.76%
429.602 · Collection System Construction	25,534.84	2,560,000.00	-2,534,465.16	1.0%
471.000 · Debt Principal	4,297,036.03	4,326,835.00	-29,798.97	99.31%
475.000 · Fiscal Agent Fees	52,738.49	53,000.00	-261.51	99.51%
489.000 · Bank Fees	1.00	0.00	1.00	100.0%
Total Expense	4,595,134.22	7,405,000.00	-2,809,865.78	62.05%

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2015 -

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY,
COMMONWEALTH OF PENNSYLVANIA AMENDING ORDINANCE NO. 61,
PROVIDING FOR THE KEEPING OF RECORDS OF WASTE SERVICES,
ELIMINATION OF ANNUAL LICENSE FEES FOR LICENSED HAULERS, AND
PROVISIONS FOR CURBSIDE COLLECTION OF LEAF WASTE IN THE TOWNSHIP
OF POCONO, MONROE COUNTY, PENNSYLVANIA.**

WHEREAS, by its Ordinance No. 61 duly ordained and enacted at a regular public meeting on January 18, 1993, the Pocono Township Board of Supervisors created the Pocono Township Mandatory Recycling and Municipal Solid Waste Program; and

WHEREAS, on September 30, 2014, the Pocono Township Board of Commissioners duly ordained and enacted at a regular public meeting Ordinance 2014-11 amending certain portions of Ordinance No. 61 by adding additional regulations with respect to additional recyclables.

WHEREAS, the Pocono Township Board of Commissioners now desire to further amend certain portions of Ordinance No. 61 by adding additional regulations to comply with Act 101 of 1988 known as the “Municipal Waste Planning, Recycling and Waste Reduction Act”, as amended by Act 140 of 2006.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED AND ENACTED by the Board of Commissioners of the Township of Pocono, County of Monroe and Commonwealth of Pennsylvania, as follows:

SECTION 1: Part II – Recycling, Section 10, “Recycling Reports”, of Ordinance No. 61 is hereby renamed “Recycling Reports for Commercial, Municipal and Institutional Establishments and Community Activities.”

SECTION 2: Part III – Municipal Waste, Section 14, “Required Collection and Hours of Collection”, of Ordinance No. 61 is hereby amended by adding a new subsection E to read as follows:

“E. Licensed Haulers shall maintain records of their collection, removal, transportation and hauling activities with the Township for each thirty (30) day period. Said records shall be provided to the Township upon request.”

SECTION 3: Part IV – Collector’s Duties, Section 17(C)(1)(e)(1) of Ordinance No. 61 requiring the payment of annual fees for Haulers Licenses is hereby deleted in its entirety.

SECTION 4: Part IV – Collector’s Duties, Section 17 of Ordinance No. 61 is hereby amended by adding a new subsection D to read as follows:

“D. Each Licensed Hauler shall provide leaf waste collection service at least once during the spring and at least once during the fall of each year, except with respect to leaf waste collection for which the Township has designated itself as the collector. The collection schedule dates shall be designated annually by the Township Manager. Each Licensed Hauler shall notify its customers of the date on which the collection of leaf waste shall take place. No customer shall place leaf waste at curbside for collection more than 24 hours prior to collection. The Licensed Hauler shall take the leaf waste to a composting facility operating in compliance with applicable Department of Environmental Protection guidelines and regulations.”

SECTION 5: Severability. The provisions of this Ordinance are severable, and if a court of competent jurisdiction declares any provision of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective.

SECTION 6: Repealer Clause. All Ordinances or parts of Ordinances or Resolutions conflicting with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 7: Effective Date. This Ordinance shall be effective immediately.

ORDAINED AND ENACTED this ____ day of _____, 2015, at a regular public meeting after public hearing thereon.

ATTEST:

**TOWNSHIP OF POCONO
MONROE COUNTY**

PAMELA FINKBEINER
Township Secretary

RICHARD WIELEBINSKI
President, Board of Commissioners

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

RESOLUTION NO. _____

**A RESOLUTION CONFIRMING THE APPOINTMENT OF TOWNSHIP
RESIDENTS AS MEMBERS OF THE POCONO TOWNSHIP BUILDING
BOARD OF APPEALS**

WHEREAS, the Board of Commissioners declares that all three positions are vacant on the Building Board of Appeals; and

WHEREAS, the Board of Commissioners, at their 10/5/15 meeting, appointed Mike Wilk and Scott Mango as members of said Board; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that Mike Wilk and Scott Mango are hereby appointed as members of the Pocono Township Building Board of Appeals and shall serve at the pleasure of the Board of Commissioners.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 19th day of October, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

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

RESOLUTION NO. _____

A RESOLUTION APPROVING A PURCHASING POLICY

WHEREAS, Pocono Township wishes to enact a policy governing purchasing;
and

WHEREAS, the Finance Committee has developed said policy for review; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the purchasing
policy be approved.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the
Township of Pocono the 19th day of October, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

Pocono Township
Purchasing Policy

I.Purpose

- a. The purpose of this policy is to provide purchasing guidelines to ensure Pocono Township complies with all legal standards while making the most effective use of taxpayer and rate payer funds in the procurement of supplies, materials, equipment, contracted services and construction projects for the Township.

II.Applicability

- a. This policy shall apply to all employees authorized to make purchases for the Township. This policy shall apply to all expenditures regardless of the source of funding.

III.Purchases

- a. The Township Manager, pursuant to Section 8, part N of Ordinance 2014-1, shall be the purchasing officer for the Township.
- b. The Township Manager may purchase goods and services without prior consent of the Board of Commissioners subject to the restrictions specified in this policy.
- c. Bills received shall be forwarded to the appropriate department head. Public Works and Sewer bills shall be sent to the Public Works Director. Police bills shall be sent to the Police Chief. All other bills shall be sent to the Township Manager.
- d. The department head will attach a check request form (see Attachment), which the requestor will sign and the Department Head will sign for approval. If packing slips are available, they should be signed by the receiver and attached as well. The document set, with the check request form on top, will be forwarded to the Treasurer.

IV.Purchases of Goods

- a. The purchase of goods including supplies, materials, and equipment may be made with authorization of the Township Manager provided that:
 - i. A certain number of verbal or written quotes are received if the threshold specified in the First Class Township code (between \$10,300 and \$19,100 as of 2014) for required quotes is exceeded.
 - ii. Formal bidding was conducted for purchases that exceed the threshold established in the First Class Township code (over \$19,100 as of 2014) for requiring quotes is exceeded.

V.Purchases of Services

- a. The purchase of services may be made with authorization of the Township Manager provided that:
 - i. No service, which can reasonably be expected to be greater than \$10,000 but not exceeding \$19,999 over the lifetime of the agreement, will be contracted for without first obtaining three quotes. The manager is not required to select the lowest cost provider, but must be able to justify his selection.
 - ii. No service, which can reasonably be expected to be greater than \$20,000 over the lifetime of the agreement, will be contracted for without first going through a bid process. The manager is not required to select the lowest cost provider, but must be able to justify his selection.

VI. Emergency Purchases

- a. In situations where jeopardy exists to life or property that requires immediate expenditures or when the regular operations of the Township are in danger of ceasing due to lack of funding, the Township Manager is authorized to make whatever purchases he deems necessary to address the matter. To the extent possible, the Township Manager shall consult with the President of the Board of Commissioners when taking such actions. This shall not be interpreted to give authority to purchase anything not previously budgeted for or not contemplated by the Board of Commissioners.

VII. Bidding Process

- a. Bid Specifications
 - i. Specifications shall be set up to enhance competition, give clear direction to all potential bidders, and be as transparent as possible. Specifications must include the following:
 1. Description of the goods or services being bid. The description should be as precise as possible, but not so narrow as to preclude competition. The use of specific brand names is not permitted unless it is used as a guideline for comparable items or if a specific brand must be utilized.
 2. A form for submission of pricing.
 3. Bid evaluation criteria.
 4. Bid security or bond requirements, if any.
 5. Insurance requirements, if any.
 6. Method and deadline of submissions.
 7. Anticipated award date.
 8. Reservation of rights to reject any and all bids submitted.
- b. Bid Distribution
 - i. All bids shall be placed on the Township website.
 - ii. Bids shall be officially distributed in one or more of the following methods:
 1. Advertisement in a newspaper of general circulation

2. Posting on PennBid

- iii. The Township may notify qualified vendors of the availability of the bid through other means. Such notification shall not be a substitute for the distribution requirements listed above.
 - iv. The Township must receive bids in a manner which precludes knowledge of the bid price until the bid deadline is met. For paper submissions, sealed envelopes shall be used. For PennBid, the system hides all bid amounts until the deadline is reached.
- c. Bidding Window
- i. Questions asked by bidders shall be answered provided they are relevant and would not harm the integrity of the bidding process. Questions and answers shall be in writing and shall be made available to all current and prospective bidders.
 - ii. If the bid specifications must be amended, it shall be done in writing through an addendum available to all current and prospective bidders.
 - iii. A bidder may withdraw their bid at any time prior to the bid submission deadline provided such withdrawal is received in writing prior to the deadline or is done electronically through PennBid.
 - iv. Bids received after the deadline shall not be accepted.
- d. Bid Opening
- i. Bids submitted via sealed envelope shall be opened publicly at a specified date, time, and location by at least two Township employees.
 - ii. Bids submitted through PennBid shall become public after the deadline has passed.
- e. Bid Award
- i. The Township Manager shall award all bids with a value less than \$50,000 if no contract is required.
 - ii. Any bid of \$50,000 or greater, or a bid that requires a contract, shall only be made by the Board of Commissioners.

VIII.Acceptable Bidding

- a. The following methods are recognized as satisfying the bidding requirements of the Township and First Class Township Code and may be utilized in lieu of a Township bidding process:
 - i. Pennsylvania Department of General Services CoStars Program
 - ii. Pocono Mountains Council of Governments group bids.
 - iii. Other organizations/cooperatives that satisfy the First Class Township Code provided it is approved by the Township Solicitor.

IX.Conflict of Interest

- a. No Township employee shall participate in a bidding process if a real, potential, or perceived conflict of interest exists. If the employee is unsure if a conflict may exist, they should request clarification from the Board of Commissioners.
- b. No member of a Township board, commission, or committee shall participate in a bidding process if a real, potential, or perceived conflict of interest exists. If the

member is unsure if a conflict may exist, they should request clarification from the Board of Commissioners.

- c. No Commissioner shall participate in a bidding process if a real, potential, or perceived conflict of interest exists. If the member is unsure if a conflict may exist, they should request clarification from the Board of Commissioners.

DRAFT

**Pocono Township
Check Request Form**

Function	
-----------------	--

Payee	
Address	
Address	
Address	

Description	Line Item	Amount
	Total	0

	Name	Signature	Date
Requestor			
Department Head			
Treasurer			