

POCONO TOWNSHIP COMMISSIONERS
MEETING AGENDA
August 7, 2017 6:00 p.m.

1) Pledge of Allegiance

2) Roll Call

3) Announcements:

- August 8, 2017 Informational Meetings –De Mini 9am & 6:30pm
- August 15, 2017 – Brookdale Conditional Use Hearing – 6pm – St. Luke's
- Executive Session held – August 3, 2017 – litigation and personnel
- MS-4 Hearing – August 21, 2017

4) Public Comments on matters not on the agenda.

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

5) Approval of Minutes

- a. Meeting July 17, 2017
- b. Special Meeting July 20, 2017
- c. Work Session of July 20, 2017

6) Approval of Bills and Transfers

- a. Check ratification list for prior period dated August 7, 2017
- b. Check and Transfer Listing dated August 7, 2017
- c. Appropriations dated August 7, 2017

7) Report of the President

8) Commissioners Comments

Bob De Young – Vice President
Truck Purchase

Jerry Lastowski – Commissioner
Go Green Grant
Interrupters

Judi Coover – Commissioner –
Appoints of Township Secretary and Assistant Secretary

Ellen Gndt - Commissioner

9) Reports

- a. Finance Committee Report
PFM – August 3, 2017 – 1pm
- b. Sewer Committee
- c. Administration – Manager's Report
 - Barley Creek Fundraiser
 - MCTI MOU
 - Benecon – deductible
 - Bond – Township Manager
 - Christine Brodsky – Extend part time employment
 - Patrick Briegel – Extend Agreement for DPW Consultant
 - Operations/Maintenance/Emergency Action Plan manual for sewer
 - Procurement Training
 - File System for Township records
- d. Public Works Report
 - Open Road Materials Bids
 - Anti-skid material bid
- e. Township Engineer Report
 - Status Report on Sewer Redesign .
 - Route 611 Sewer Line Relocation Work Update.
 - Carriage House at Pocono Manor Request for Release of Letter of Credit. (Attachment Omitted)
 - Road Paving Bid
 - Wilke Road GP – Stream Stabilization
 - MS4 Plan
 - Sanofi Sanitary Sewer Easement
- f. Township Solicitor Report
 - PMSD EDU'S
 - Schlier's Letter of Credit

10) Presentations –

11) Resolutions and Ordinances

- Ordinance 2017- 04, BCRA – 2nd Amendment to ICA
- Record Retention – Resolution 2017- 30
- Record Destruction – Resolution 2017-31
- Job Description – Administrative Assistant– Resolution 2017 – 32
- Job Description-Assistant Secretary/Accounts Payable-Resolution 2017-33
- Job Description-Treasurer-Resolution 2017-34

- Job Description-Receptionist/Administrative Assistant-Zoning and Permits-Resolution 2017-35

12) Further Public Comment

Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

13) Executive Session – if necessary

Adjournment

DRAFT

Pocono Township Board of Commissioners
Meeting Minutes
July 17, 2017 6:00 pm

President Werkheiser called the meeting to order at 6:00pm with the Pledge of Allegiance.

Roll call conducted by Township Manager –
President Werkheiser – Present
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Gndt – Present

Professional Staff –
Attorney Leo Devito – present
Jon Tressler – Engineer - present

Announcements –

Eagle Scout Zachary Thomas was presented with Resolution 2017-27 honoring his attaining the rank of Eagle Scout.

Staff was recognized for their years of service to Pocono Township –
Ed Getz – 30 years
Phillip Starner – 28 years
Dee Ackerman – 27 years
Laura Flugel – 27 years

Public Comment –

Diane Zwiffel asked if the Board planned on voting on the STR Ordinance tonight.
Ramona Shupp questioned the speed limit on Gravatt Way.

MOTION by Commissioner Coover, seconded by Commissioner Lastowski to suspend the regular agenda at 6:07pm and convene the public hearing on the Short-Term Rental Ordinance.

All in favor
Motion Carried

The regular meeting resumed at 6:54pm following the conclusion of the public hearing.

MOTION by Commissioner Gndt, seconded by Commissioner Lastowski to accept the June 28, 2017 special meeting minutes.

All in favor
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner Gndt to accept the July 3rd, 2017 special meeting minutes.

EG YES, RD YES, HW ABSTAIN, JL YES, JC YES
Motion Carried

MOTION by Commissioner DeYoung, seconded by Commissioner Coover to accept the July 3, 2017 meeting minutes.

EG YES, RD YES, HW ABSTAIN, JL YES, JC YES
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner Gndt to accept the July 13, 2017 special meeting minutes.

EG YES, RD YES, HW ABSTAIN, JL YES, JC YES
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner DeYoung to accept the July 13, 2017 work session minutes.

EG YES, RD YES, HW ABSTAIN, JL YES, JC YES
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Lastowski to ratify the check list for the period dated July 17, 2017

All in favor
Motion Carried

MOTION by Commissioner Gndt, seconded by Commissioner Coover to approve the bills and transfers dated July 17, 2017.

All in favor
Motion Carried

Emergency Services reports were provided by chief Werkheiser, Pocono Township Police Department and Rodney Wolfe, St. Luke's Ambulance

MOTION by Commissioner Coover, seconded by Commissioner Gndt to amend the Benecon Plan to have healthcare for the township manager commence effective the first day of employment.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Lastowski to authorize the township manager to send a letter to the Chairman of PJJWA (Jack Rader) to inform BCRA that Pocono Township will withdraw its consent to sell PJJWA to BCRA unless the pending sale is completed in 45 days.

All in favor
Motion Carried

MOTION by Commissioner Gndt, seconded by Commissioner Coover to authorize the township manager to advertise for subcontractors for winter maintenance.

All in favor
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner Coover to authorize the township manager to order a new truck based on the review and recommendation of Commissioners Werkheiser and DeYoung.

All in favor
Motion Carried

MOTION by Commissioner Gndt, seconded by Commissioner Lastowski to reject all Pennbids previously received and all sealed bids and authorize township manager to advertise for Road Materials.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Lastowski to release the remaining letter of credit for NCC Monroe Campus land Improvements as recommended by Engineer.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Gndt to approve the reduction in the Trap Enterprises professional services agreement from \$10,000 to \$5,000 as recommended by the Engineer.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Gndt to approve the Short-Term Rental Ordinance 2017- 3.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Lastowski to approve the BCRA Agreement 2nd Amendment.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Ghandt to approve Resolution 2017-28, approving the confidentiality agreement with Donna Asure and Regina Zuvich.

All in favor
Motion Carried

There was no additional public comment.

There was no need for an executive session.

MOTION by Commissioner Coover, seconded by Commissioner Ghandt to adjourn the meeting at 8:21pm.

All in favor
Motion Carried

Pocono Township Board of Commissioners
Special Meeting Minutes
July 20, 2017 9:00 am

Vice-President DeYoung called the meeting to order at 9:00am with the Pledge of Allegiance.

Roll call conducted by Township Manager –
President Werkheiser – Absent
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Gndt – Present

Announcements – There will be an information meeting concerning the Township De Minimus use policy on August 8, 2017 at 9:00am and 6:30pm at the Township building.

There was no public comment at this time.

MOTION by Commissioner Lastowski, seconded by Commissioner Coover to repeal Resolution 2017-22.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Gndt to adopt Resolution 2017-29 dealing with De Minimus use rates.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Lastowski to appoint Donna M. Asure as Assistant Township Secretary.

All in favor
Motion Carried

MOTION by Commissioner Coover, seconded by Commissioner Gndt to amend the Township Group Health Plan Eligibility requirements for compliance with the ACA, to state – “All Other Employees – 90 days from date of hire”.

All in favor
Motion Carried

Public Comment – No public comment was received

MOTION by Commissioner Coover, seconded by Commissioner Gndt to adjourn the meeting at 8:45am.

POCONO TOWNSHIP BOARD OF COMMISSIONERS

WORK SESSION MINUTES

DATE: July 20, 2017

TIME: 9:50am

PLACE: Township Building

PRESIDING COMMISSIONER: Bob DeYoung

ROLL CALL:

Ellen Gndt – Present
Jerry Lastowski – Present
Judi Coover – Present
Donna Asure – Present

An executive session was held at 9:50am concerning personnel.

The regular work session reconvened at 10:12am.

Public Present –
No public present

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN

THE WORK SESSION ENDED AT 1:00pm

Pocono Township Check Listing
 Ratify
 August 7, 2017

		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund Payroll		07/21/2017		Pay 15 2017		94,822.76
		08/04/2017		Pay 16 2017		84,693.66
						<u>TOTAL PAYROLL \$179,516.42</u>
General Fund Payroll		07/13/2017 55981		Ed Getz	Bonus	150.00
		07/13/2017 55982		Phil Stamer	Bonus	100.00
		07/13/2017 55983		Denise Ackerman	Bonus	100.00
		07/13/2017 55984		Laura Fluegel	Bonus	100.00
		07/13/2017 55985		Law Offices of Charles Vogt	Refund for copies	2.25
		07/14/2017 55986		Monroe County Conservation District	Wilkie Rd Permit	50.00
		07/14/2017 55986		Verizon	Township	389.38
		07/27/2017 55991		Verizon	Police	642.52
		07/27/2017 55992		Verizon	iPads	60.86
		07/27/2017 55993		Verizon	Diesel	679.67
		07/27/2017 55994		PAPCO	Township	1,409.47
		07/27/2017 55995		PPL	Gasoline	1,409.02
		07/27/2017 55996		PAPCO		<u>\$5,093.17</u>
					<u>TOTAL General Fund</u>	
Sewer Operating Fund		07/27/2017 1865		Blue Ridge Communication	Cable for pump stations	181.32
		07/27/2017 1868		Met Ed	Electric for pump stations	222.28
		07/31/2017 1869		PPL	Electric for pump stations	1,914.33
						<u>TOTAL Sewer Operating \$2,317.93</u>
TOTAL General Fund				\$184,609.59	Transferred by:	
TOTAL Sewer Operating				\$2,317.93	Authorized by:	

POCONO TOWNSHIP CHECK LISTING

August 7, 2017

General Fund	Date	Check	Vendor	Memo	Amount
	08/02/2017	55987	Nationwide	457 plan	5,679.10
	08/02/2017	55988	Lincoln Life	Voluntary supplemental pension	300.00
	08/02/2017	55989	US Bank	Police Pension	5,947.05
	08/02/2017	55990	MetLife	Non uniform Pension	3,828.92
	08/02/2017	55997	209 Enterprises	2A	111.92
	08/02/2017	55998	AG-Industrial	Tractor part	123.85
	08/02/2017	55999	Asure, Donna	Mileage	43.07
	08/02/2017	56000	Barrett Township Fire Company	Donation	100.00
	08/02/2017	56001	Bartonsville Printing	Business cards/Placards	225.00
	08/02/2017	56002	BIU of PA, Inc.	SEO/ZO/Permit fees	3,035.00
	08/02/2017	56003	Boucher & James, Inc.	Engineering	4,741.51
	08/02/2017	56004	Brodhead Creek Regional Authority	Water	175.26
	08/02/2017	56005	Cramer's Home Building Center	Wood for ZO sign postings	104.97
	08/02/2017	56006	D.G. Nicholas Co.	Parts	121.94
	08/02/2017	56007	DELL Marketing, L.P.	Computer	977.94
	08/02/2017	56008	Dr. William Martin	Record Retrieval	89.85
	08/02/2017	56009	Eureka Stone Quarry, Inc.	Stone	3,141.63
	08/02/2017	56010	Fisher, Bella	Distribution of flyers	100.00
	08/02/2017	56011	Flamm, Walton Heimback & Lamm, PC	Legal	12,274.50
	08/02/2017	56012	Friedman Electric	Park Maintenance	122.85
	08/02/2017	56013	Gotta Go Potties, Inc	Carnival Toilets	1,250.00
	08/02/2017	56014	J & B Auto	Police Vehicle Repairs	603.14
	08/02/2017	56015	J. P. Mascaro & Sons	Garbage Twp/Park	443.92
	08/02/2017	56016	Johanna Distributions	Coffee/Supplies	88.00
	08/02/2017	56017	Jones, Desiree	Pavilion Refund	48.25
	08/02/2017	56018	Kelly, Shelly	Records Retrieval	60.06
	08/02/2017	56019	Otto, Carol	Cleaning	550.00
	08/02/2017	56020	Panko Reporting	STR Ord - Court Reporter	161.25
	08/02/2017	56021	PAPCO, Inc.	Diesel/Gasoline	2,516.76
	08/02/2017	56022	PENTELEDATA	Internet Twp.	59.95
	08/02/2017	56023	PLM Enterprises	Wildlife Encounters - Park	300.00
	08/02/2017	56024	Pocono Management Associates LLC	Consultant Services	1,894.23
	08/02/2017	56025	PPL Electric Utilities	Signal/Parking Lot	69.44
	08/02/2017	56026	Praxair Dist Mid-Atlantic	Supplies	24.65
	08/02/2017	56027	Satterthwaite, Ted	Entertainment for Ice Cream Social	200.00
	08/02/2017	56028	Staples Advantage	Office Supplies Twp/Park	721.09
	08/02/2017	56029	Starr Uniform Center	Safety Vest	133.35
	08/02/2017	56030	Steele's Hardware	Supplies Twp/Park	213.57

POCONO TOWNSHIP CHECK LISTING

August 7, 2017

08/02/2017 56031	Stephenson Equipment, Inc.	Fuel line - Roller	111.55
08/02/2017 56032	STTC Service Tire Truck Centers, INC.	Tire repair	60.70
08/02/2017 56033	Sundance Networks, Inc.	IT Services	476.50
08/02/2017 56034	Tulpehocken Mountain Spring Water Inc	Water	144.90
08/02/2017 56035	ULINE	Soap - Park	110.00
08/02/2017 56036	UNIFIRST Corporation	Carpets/Uniforms	489.30
08/02/2017 56037	Verdon, Penelope	Pavilion Refund	48.25
08/02/2017 56038	Wagner, James	Uniform Allowance	187.00
08/02/2017 56039	Want to Inc.	Repair damage at Park	1,760.00
08/02/2017 56040	Weitzmann, Weitzmann & Huffman, LLC	ZHB Legal	1,017.67
08/02/2017 56041	Bartonsville Printing	Reports/envelopes	230.00
08/02/2017 56042	Best Auto Service Center	Police Vehicle Repairs	960.58
08/02/2017 56043	PENTELEDATA	Internet - Police	124.95
08/02/2017 56044	Pocono Management Associates LLC	Consultant Services	400.00
08/02/2017 56045	SPW Cleaning Services	Floor maintenance	100.00
08/02/2017 56046	Thompson, Meredith	Pavilion refund	193.90
08/02/2017 56047	Unum Life Insurance	Life Insurance - August	2,140.00
08/02/2017 56048	Aflac	Voluntary supplemental insurance	459.32
		TOTAL General Fund	\$59,596.64

Sewer Operating Fund

07/27/2017 1866	Grainger	Sewer supplies	104.80
08/02/2017 1870	Cramer, Swetz, McManus & Jordan	Legal	296.86
08/02/2017 1871	LRM, Inc	Calibration	840.00
08/02/2017 1872	EEMA O&M Services Group, Inc.	July Maintenance	6,216.09
08/02/2017 1873	J P Mascaro & Sons	Garbage pick up	90.00
08/02/2017 1874	Boucher & James, Inc.	Engineering	693.30
08/02/2017 1875	BRODHEAD CREEK REGIONAL AUTHORITY	Water charges	216.34
08/02/2017 1876	Want To Inc.	June 2017 repairs	3,640.00
08/02/2017 1877	Emergency Systems Service Co.	Repairs	98.93
08/02/2017 1878	Steele's Hardware	Parts for sewer	58.41
08/02/2017 1879	PENTELEDATA	Internet for pump stations	299.75
08/02/2017 1880	Pocono Management Associates LLC	Pat Briegel	2,492.85
08/02/2017 1881	Boucher & James, Inc.	Engineering	5,036.78
		TOTAL Sewer Operating Fund	\$20,084.11

Sewer Construction Fund

08/02/2017 218	Boucher & James	Engineering	12,813.60
		TOTAL Sewer Construction Fund	\$12,813.60

POCONO TOWNSHIP CHECK LISTING

August 7, 2017

Capital Reserve Fund	Pocono Spray Patching	Crack sealing	1,630.00
08/02/2017 175		TOTAL Capital Reserve Fund	<u>\$1,630.00</u>

<u>ESSA</u>		Transferred by:	
TOTAL General Fund	\$59,596.64		
TOTAL Sewer Construction Fund	\$12,813.60		
TOTAL ESSA Transfer	<u>\$72,410.24</u>		

<u>Wayne Bank</u>		Authorized by:	
TOTAL Sewer Operating Fund	<u>\$20,084.11</u>		

General Fund									
July Appropriations									
	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Adjusted Budget</u>	<u>Appropriation</u>				
400.110 · Salary & Wages - Legislative	6,500.00		16,250.00						
400.192 · Legislative SSI Tax	497.24		1,243.00						
400.260 · Minor Equipment	0.00		1,000.00						
400.420 · Dues, Subscriptions & Membershi	6,472.11		7,234.00						
400.460 · Legislative -Meetings & Training	401.25		1,000.00						
400.540 · Legislative - Donations	737.50		1,000.00						
401.110 · Admin Salaries & Wages	55,926.43		104,167.00						
401.192 · Admin SSI Taxes	4,055.96		7,969.00						
401.199 · Admin Life and Disability Ins	378.00		756.00						
401.200 · Administration Allowances	734.55		1,000.00						
401.220 · Admin Operating Supplies	4.00		500.00						
401.260 · Admin Minor Equipment	0.00		1,500.00						
401.420 · Admin Dues, Subscriptions & Mem	0.00		1,665.00						
401.460 · Admin Meetings & Training	942.62		1,750.00						
402.110 · Fin Admin Salaries & Wages	28,527.92		53,000.00						
402.120 · Financial Admin OVT	191.10		2,000.00						
402.192 · Fin Admin SSI Taxes	2,197.78		4,208.00						
402.196 · Fin Admin Health Insurance	7,484.22		12,447.00						
402.198 · Fin Admin Non-Uni Pension Plan	2,365.43		4,770.00						
402.199 · Fin Admin Life & Disability Ins	469.00		804.00						
402.220 · Fin Admin Operating Supplies	272.17		500.00						
402.260 · Fin Admin Minor Equipment	0.00		500.00						
402.310 · Fin Admin Professional Svcs	31,839.16		35,000.00						
402.420 · Fin Admin Dues, Subscriptions	75.00		750.00						
402.460 · Fin Admin Meetings & Training	483.98		750.00						
403.110 · Tax Collection Salaries & Wages	5,467.09		10,000.00						
403.192 · Tax Collection SSI Taxes	417.91		765.00						
403.199 · Tax Collection Bond Ins	0.00		2,000.00						
403.215 · Tax Collection Postage	1,602.06		2,000.00						
403.220 · Tax Collection Operating Supply	1,246.40		2,000.00						
403.310 · Tax Collection Professional Srv	18,355.62		23,250.00						
404.310 · Township Solicitor	30,682.82		75,000.00						
404.314 · Legal Services Special Counsel	0.00		10,000.00						

405.110 · Secretary Salaries & Wages	59,565.37	118,461.00		
405.120 · Secretary OT	811.34	5,000.00		
405.192 · Secretary SSI Taxes	4,591.28	9,445.00		
405.196 · Secretary Insurance	27,143.36	37,341.00		
405.198 · Secretary Non-Uni Pension Plan	3,970.54	10,661.00		
405.199 · Secretary Life & Disability Ins	938.00	2,400.00		
405.220 · Secretary Operating Supplies	209.98	500.00		
405.260 · Secretary Minor Equipment	0.00	1,000.00		
405.420 · Secretary Dues, Subscriptions	0.00	500.00		
405.460 · Secretary Meetings & Training	0.00	1,000.00		
406.215 · Gen Govt Postage	1,602.70	5,000.00		
406.220 · Gen Govt Operation Supplies	4,050.99	7,000.00		
406.310 · Gen Govt Professional Svcs	0.00	5,000.00		
406.320 · Gen Govt Communications	4,252.40	8,000.00		
406.340 · Gen Govt Advertising & Printing	1,515.06	8,000.00		
406.374 · Gen Govt Office Equipment Maint	358.00	1,000.00		
406.384 · Gen Govt Equipment Leases	1,776.14	6,396.00		
407.252 · Computer Parts & Supplies	369.99	1,000.00		
407.260 · Technology Minor Equipment	206.80	4,000.00		
407.450 · Contracted Services	7,695.67	8,200.00		
408.310 · Township Engineer	9,936.20	50,000.00		
409.220 · Building Operating Supplies	0.00	1,000.00		
409.360 · Building Utilities	17,639.36	35,000.00		
409.373 · Building Maint & Repairs	9,786.04	17,000.00		
409.450 · Building Contracted Services	3,875.52	7,000.00		
410.120 · Police Salaries & Wages-Admin	51,136.29	88,626.00		
410.130 · Police Salaries & Wages-Officer	630,833.37	1,292,497.00		
410.140 · Police Salaries & Wages-Civilian	26,348.59	45,936.00		
410.179 · Police Longevity Pay	963.40	42,824.00		
410.180 · Police Overtime Wages	84,900.71	125,000.00		
410.185 · Sick & Vacation Buy Back	0.00	60,000.00		
410.187 · Police Overtime Civ Support	0.00	500.00		
410.191 · Uniform Allowance	2,974.13	14,400.00		
410.192 · Police SSI Taxes	59,433.33	122,047.00		
410.196 · Police Health Insurance	316,529.43	467,707.00		
410.197 · Police Pension Plan	13,789.00	145,320.00		
410.198 · Police Life & Disability Ins	8,710.00	16,470.00		

410.199 · Police Non-Uniform Pension	2,022.16	4,134.00		
410.200 · Police 457 Contribution	0.00	6,000.00		
410.220 · Police Operating Supplies	5,464.96	5,000.00		
410.221 · Crime Scene Supplies	450.62	1,000.00		
410.222 · Ammunition	2,753.88	5,000.00		
410.231 · Vehicle Fuel	19,359.61	42,500.00		
410.260 · Police Minor Equipment	12,195.64	91,145.00		
410.310 · Police Professional Services	11,506.36	2,500.00		
410.314 · Civil Service Comm Solicitor	14,183.51	15,000.00		
410.320 · Police Communications	9,073.55	15,000.00		
410.341 · Police Advertising & Printing	348.19	400.00		
410.373 · Police Maint & Repair Bldg	4,842.29	5,000.00		
410.374 · Police Equipment Maint	1,535.60	3,500.00		
410.420 · Police Dues, Subscriptions	152.00	1,500.00		
410.450 · Police Contracted Services	57,215.09	89,026.00		
410.451 · Police Vehicle Maintenance	20,477.66	25,000.00		
410.460 · Police Meetings & Training	3,096.75	8,500.00		
411.232 · Fire Department Fuel	0.00	7,500.00		
411.540 · Foreign Fire Payments	0.00	104,000.00		
411.541 · Disbursement to Fire Company	22,768.12	237,768.12		
413.220 · Code Enforcement Supplies	0.00	100.00		
413.260 · Code Enforcement Minor Equip	0.00	100.00		
413.310 · Prof Services - BIU Building	105,699.44	200,000.00		
413.311 · Prof Services - SEO	7,507.50	15,000.00		
413.319 · Code Enforcement UCC Fees	352.00	1,000.00		
413.420 · Code Enforcement Dues & Subs	0.00	250.00		
413.460 · Code Enforcement Meetings	0.00	500.00		
414.110 · Planning & Zoning Salaries	0.00	1,020.00		
414.192 · Planning & Zoning SSL Taxes	0.00	78.00		
414.220 · Planning & Zoning Supplies	56.98	500.00		
414.310 · Planning & Zoning Prof Svcs	19,801.26	42,000.00		
414.313 · Planning & Zoning Engineering	683.75	10,000.00		
414.314 · Planning & Zoning Legal	10,371.06	25,000.00		
414.341 · Planning & Zoning Advertising	421.60	3,200.00		
415.220 · Emer Mgmt Operating Supplies	0.00	500.00		
415.364 · Emergency Management Operations	0.00	1,500.00		
415.460 · Emer Mgmt Meetings & Training	0.00	200.00		

427.220 · Solid Waste Coll Supplies	125.00	1,500.00		
427.450 · Contracted Svcs - Clean-Up Days	8,205.33	16,000.00		
430.110 · Public Works Salaries	196,412.85	369,986.00		
430.120 · Public Works OT Wages	7,893.10	25,000.00		
430.192 · Public Works SSI Taxes	15,508.98	30,216.00		
430.196 · Public Works Insurance	140,767.40	213,560.00		
430.198 · Public Works N-U Pension	17,318.66	31,679.00		
430.199 · Public Works Life & Disab Ins	3,752.00	5,570.00		
430.200 · Public Works Director Allowance	0.00	600.00		
430.220 · Public Works Oper Supplies	6,923.64	13,000.00		
430.232 · Public Works Diesel	13,908.76	55,000.00		
430.234 · Public Works Vehicle Supplies	3,778.24	6,000.00		
430.238 · Public Works Uniforms	3,211.11	7,800.00		
430.260 · Public Works Minor Equip Purch	487.96	2,000.00		
430.310 · Public Works Professional Svcs	9,277.29	45,000.00		
430.331 · Mileage Reimbursement	0.00	1,000.00		
430.341 · Public Works Advertising	180.00	1,500.00		
430.373 · Public Works Maint & Rep Bldg	1,155.00	5,000.00		
430.375 · Public Works Heavy Equip Maint	22,068.66	60,000.00		
430.384 · Public Works Equip Rental	0.00	500.00		
430.420 · Public Works Dues, Subscription	200.00	200.00		
430.450 · Public Works Contracted Svcs	125.00	500.00		
430.460 · Public Works Meetings & Trainin	200.00	500.00		
430.650 · Public Works Hand Tool Purch	0.00	500.00		
432.220 · Snow & Ice Rem Oper Supplies	52,240.02	125,000.00		
432.375 · Snow & Ice Rem Equipment Maint	2,799.77	8,000.00		
432.450 · Snow & Ice Rem Subcontractors	0.00	7,500.00		
433.220 · Traffic Signals & Signs Supply	0.00	3,000.00		
433.360 · Traffic Signals & Signs Utiliti	1,587.49	4,000.00		
433.450 · Traffic Signals Contracted Svcs	5,637.47	8,000.00	15,000.00	7,000.00
438.220 · Road Maint Supplies	13,024.48	50,000.00		
438.611 · Line Painting	0.00	20,000.00		
438.612 · Crack Sealing	0.00	30,000.00		
438.613 · Vegetation Control	0.00	5,000.00		
452.390 · Recreation fees	278.85	500.00		
454.110 · Park Salary & Wage	30,910.90	74,796.00		
454.120 · Park OT	987.20	500.00		

454.192 · Park SSI	2,431.73	5,800.00			
454.198 · Park N-J Pension Plan	361.97	2,412.00			
454.220 · Park Operating Supplies	1,424.34	3,000.00			
454.231 · Park Vehicle Fuel	0.00	1,500.00			
454.260 · Park Minor Equipment	666.32	1,500.00			
454.310 · Park Professional Services	0.00	1,000.00			
454.320 · Park Communications	509.70	800.00			
454.340 · Park Advertising & Printing	1,190.31	500.00			
454.360 · Park Utilities	1,511.84	2,700.00			
454.373 · Park Repairs & Maintenance	6,070.53	10,000.00	16,170.00	6,170.00	
454.374 · Park Equipment Maintenance	1,301.58	1,500.00			
454.450 · Park Contracted Services	6,203.67	20,000.00			
454.460 · Park Meetings & Training	0.00	500.00			
454.700 · Park Recreation Board	1,937.26	17,500.00			
457.540 · Community Day Celebration	0.00	6,000.00			
463.540 · TIF	160,936.02	160,937.00			
483.194 · Employer Pd Unemployment Comp	22,928.37	30,000.00			
483.195 · Employer Pd Worker's Comp	220,247.00	285,000.00			
483.200 · Federal Healthcare Tax	144.64	200.00			
483.201 · Transitional Reinsurance Fee	0.00	2,000.00			
486.350 · Property & Liability Insurance	127,844.00	130,000.00			
486.355 · Professional Bonds	5,992.00	6,425.00			
492.300 · Interfund Transfer to Cap Fund	1,057,942.00	1,057,942.00			
492.310 · Transfer to Capital Fund Reserv	0.00	1,500,000.00			
491.000 · Refund of Prior Year Revenues	46.21	3,000.00			
	<u>Original Fund Balance</u>	<u>Previously Appropriated</u>	<u>Fund Balance</u>	<u>Adjusted Fund Balance</u>	<u>Appropriation</u>
279.999 · Use of Fund Balance	4,935,518.41	80,595.00	4,854,923.41	4,841,753.41	-13,170.00



Trip Ruvane
President - Publican
1774 Sullivan Trail
Tannersville, PA 18372
570-629-9399
trip@barleycreek.com

July 18, 2017

Harold Werkheiser
President - Commissioner
Pocono Township
Pocono Township Municipal Building
112 Township Drive
P.O. Box 197
Tannersville, PA 18372

Dear Harold,

RE: Barley Creek's Day of Giving Summerfest Donations

Each year we host our "Summerfest" and have raised money for the Pocono Township Volunteer Fire Company, the Library and the Police Department - for them to purchase needed equipment. This year, the weather cooperated again, and we are pleased to enclosed three checks totaling \$3,250.00, up slightly from the \$2,700.00 we were able to raise last year.

On behalf of Eileen and I, and the Barley Creek team, we appreciate all that you and the entire Township team does to make this a great place to live and work.

Respectfully,

Joseph J. Ruvane III (aka Trip)

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that Brodhead Creek Regional Authority (the "Authority") intends to file with the Secretary of the Commonwealth of Pennsylvania an Amendment to its Articles of Incorporation to change the registered office of the Authority, extend the term of the existence of the Authority from January 1, 2060 to January 1, 2067, and update the listing of current members and their terms, as follows:

A. The registered office of the Authority is hereby changed to: 410 Mill Creek Road, East Stroudsburg, Pennsylvania 18301-0237.

B. Paragraph (e) of the Articles of Incorporation of the Authority, dated November 27, 1953, as previously amended, shall be amended and restated in its entirety to read as follows:

"(e) The Board of the Authority shall consist of five members appointed by the governing bodies of the municipalities listed below (the "Municipalities"). Each present Board member, whose name and term of office are set forth below, is appointed by the Municipality set forth opposite their respective name. Upon the expiration of their present terms, each member shall be reappointed, or his or her successor shall be appointed, in either case by the Municipality designated; *provided*, however, that in accordance with Section 5610(b)(1) of the Municipality Authorities Act, each member shall be a taxpayer in, maintain a business in or be a citizen of a municipality into which one or more of the projects of the Authority extends or is to extend or to which one or more projects has been or is to be leased."

<u>Municipality</u>	<u>Person</u>	<u>Term (ending on January 1st)</u>
Borough of Stroudsburg	Eric Scelza	2021
Hamilton Township	John H. Parker, Jr.	2022
Pocono Township	Thomas Wise	2018
Smithfield Township	Charles A. Garris	2019
Stroud Township	Wm. Taylor Wenck	2020

Paragraph (g) of the Existing Articles shall be amended and restated in its entirety to read as follows:

"(g) The term of the existence of the Authority shall extend to January 1, 2067."

Said Articles of Amendment will be filed on _____, 2017 with the Secretary of the Commonwealth.

BRODHEAD CREEK REGIONAL AUTHORITY
410 Mill Creek Road
East Stroudsburg, Pennsylvania 18301-0237
Monroe County, Pennsylvania

BOARD OF COMMISSIONERS
OF THE TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA

ORDINANCE NO. _____

AN ORDINANCE SIGNIFYING THE INTENTION OF THE TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA, TO (I) ENACT AND ORDAIN AN AMENDMENT TO THE ARTICLES OF INCORPORATION OF THE BRODHEAD CREEK REGIONAL AUTHORITY (THE "AUTHORITY") TO CHANGE ITS REGISTERED OFFICE, EXTEND THE TERM OF EXISTENCE OF THE AUTHORITY AND TO UPDATE THE LISTING OF CURRENT MEMBERS AND THEIR TERMS; (II) APPROVE THE EXECUTION OF A SECOND SUPPLEMENT TO THE AMENDED AND RESTATED INTERMUNICIPAL COOPERATION AGREEMENT, DATED MAY 1, 2010 AMONG THE MEMBER MUNICIPALITIES OF THE BRODHEAD CREEK REGIONAL AUTHORITY, THE AUTHORITY AND THE STROUD TOWNSHIP SEWER AUTHORITY, AND ESTABLISH THE EFFECTIVE DATE OF SUCH SECOND SUPPLEMENT; (III) AUTHORIZE THE DOING OF ALL THINGS NECESSARY AND APPROPRIATE TO EFFECT AND ESTABLISH SAID AMENDMENT; (IV) PROVIDE FOR THE SEVERABILITY OF THE PROVISIONS OF SAID ORDINANCE; (V) REPEAL OR RESCIND ALL ORDINANCES OR RESOLUTIONS OR PARTS THEREOF WHICH ARE INCONSISTENT HEREWITH; AND (VI) ESTABLISH THE EFFECTIVE DATE OF SAID ORDINANCE.

WHEREAS, the Brodhead Creek Regional Authority (the "Authority") is a municipal authority organized and existing under the Municipality Authorities Act (the Act of the General Assembly of the Commonwealth of Pennsylvania approved May 2, 1945, P.L. 382, as continued by an Act of the General Assembly of the Commonwealth of Pennsylvania approved June 19, 2001, P.L. 22 (53 Pa. Cons. Stat. §§5601 *et seq.*) (the "Act") for the purpose, *inter alia*, of (i) construction, ownership and operation of water systems, serving the Borough of Stroudsburg and the Townships of Hamilton, Pocono, Smithfield and Stroud (collectively, the "Member Municipalities") as well as certain other non-member municipalities and users agreeing to be served thereby, (collectively with Member Municipalities the "Water Service Area Municipalities") and (ii) the acquisition, transfer, ownership, lease (as lessor or lessee), expansion, financing, permitting, construction, improvement, administration, maintenance, operation and management of one or more sewage and wastewater collection systems and treatment facilities for the benefit of certain Member Municipalities and any other municipalities and users agreeing to be served similarly; and

WHEREAS, the Intergovernmental Cooperation Act of December 19, 1976, P.L. 1158, No. 177, as amended, codified at 53 Pa. Cons. Stat. §§2301, *et seq.*, provides that two or more local governments in the Commonwealth of Pennsylvania may jointly cooperate in the exercise or performance of their respective governmental functions, powers or responsibilities; and

WHEREAS, Section 1502 of the First Class Township Code, found at 53 P.S. §56552 entitled "General Powers", authorizes the Board of Commissioners to make and adopt ordinances as may be deemed expedient or necessary for the proper management, care and control of the Township and its finances, and the maintenance of good government and welfare of the Township; and

WHEREAS, Section 1502 of the First Class Township Code, found at 53 P.S. §56553, entitled "Joint municipal agreements", authorizes the Board of Commissioners to enter into agreements with other political subdivisions in performing governmental powers, duties and functions, and in carrying into effect provisions of law relating to the same which are common to such political subdivisions; and

WHEREAS, Section 2440 of the First Class Township Code, found at 53 P.S. §57440, entitled "Building Joint Sewers", authorizes townships, jointly with other cities, boroughs or townships, to build and construct sewers, and connect into such system, any portion of the cost of which not assessed or not assessable upon properties benefited shall be paid by the respective townships, cities and boroughs as may be agreed upon; and

WHEREAS, the governing boards of the Authority, the Member Municipalities and the Stroud Township Sewer Authority (solely in its capacity as owner and operator of the Stroud Collection System with no right, title, or interest in the governance or assets of the Authority), previously entered into an Amended and Restated Intermunicipal Cooperation Agreement dated as of May 1, 2010 (the "**Amended and Restated Agreement**"); and

WHEREAS, the governing boards of the Authority, the Member Municipalities and the Stroud Township Sewer Authority (solely in its capacity as owner and operator of the Stroud Collection System with no right, title, or interest in the governance or assets of the Authority) also previously entered into a First Supplement to the Amended and Restated Intermunicipal Cooperation Agreement dated as of November 1, 2010 (the "**First Supplement**") (the Amended and Restated Agreement and the First Supplement are collectively referred to as the "**Cooperation Agreement**"); and

WHEREAS, the first tri-annual meeting was held on April 7, 2014 between the Member Municipalities and the Collection System Owners, wherein amendments to the Cooperation Agreement were proposed and agreed upon to be codified in a Second Supplement; and

WHEREAS, the **Board of Commissioners**, pursuant to all of said authority, desires to approve and enter into the Second Supplement; and

WHEREAS, the Authority was first incorporated as the Stroudsburg Municipal Authority, on November 30, 1953, which Articles of Incorporation were amended in 1968 and 1984, both of which to extend the term of the Authority; and

WHEREAS, the Authority's Articles of Incorporation were further amended in 2005 by the Member Municipalities in order to convert the Authority from a single municipal authority owned by the Borough of Stroudsburg to a joint authority adding Hamilton, Pocono, Stroud, and Smithfield Townships; and

WHEREAS, the Authority's Articles of Incorporation were amended again by the Member Municipalities effective May 18, 2010 ("**Existing Articles**"), which expanded the powers and purposes of the Authority, authorized the owning, maintaining, and operation of sewer and sewer systems, including collection and treatment plants, extended the term of existence, and set forth terms and conditions for appointment of the Authority's Board of Directors; and

WHEREAS, the Member Municipalities desire to change the registered office of the Authority, extend the term of the Authority to a full fifty (50) years as authorized by the Act, as well as update the listing of current members and their terms, thereby necessitating an amendment to the Existing Articles; and

WHEREAS, the Authority adopted a Resolution on _____, 2017, proposing an amendment of its Articles of Amendment in the form attached hereto as **Exhibit A** in order to change the registered office of the Authority, extend the term of the existence of the Authority from January 1, 2060 to January 1, 2067 and update the listing of current members and their terms; and

WHEREAS, the **Board of Commissioners** deems it to be in the best interests, and for the general welfare and safety, of the citizens and residents of **Pocono Township** to amend the Existing Articles as proposed, and to enter into the Second Supplement to the Amended and Restated Intermunicipal Cooperation Agreement with the Authority, the other Member Municipalities, and the Stroud Township Sewer Authority (solely in its capacity as owner and operator of the Stroud Collection System with no right, title, or interest in the governance or assets of the Authority) (the "**Second Supplement**"); and

WHEREAS, the **Board of Commissioners** has the legal authority to enact ordinances for **Pocono Township**.

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

Section 1. The recitals set forth in this Ordinance are hereby incorporated and approved as part hereof.

Section 2. The **Board of Commissioners of the Township of Pocono**, constituting a Member Municipality, hereby signifies its intention to adopt the proposed 2017

Articles of Amendment of the Existing Articles of the Authority under and in accordance with the provisions of said Act.

Section 3. The **Board of Commissions of the Township of Pocono** hereby approves the proposal of the Authority that the Existing Articles of the Authority be amended as follows:

A. The registered office of the Authority is hereby changed to:
410 Mill Creek Road, East Stroudsburg, Pennsylvania 18301-0237.

B. Paragraph (e) of the Articles of Incorporation of the Authority, dated November 27, 1953, as previously amended, shall be amended and restated in its entirety to read as follows:

“(e) The Board of the Authority shall consist of five members appointed by the governing bodies of the municipalities listed below (the “Municipalities”). Each present Board member, whose name and term of office are set forth below, is appointed by the Municipality set forth opposite their respective name. Upon the expiration of their present terms, each member shall be reappointed, or his or her successor shall be appointed, in either case by the Municipality designated; *provided*, however, that in accordance with Section 5610(b)(1) of the Municipality Authorities Act, each member shall be a taxpayer in, maintain a business in or be a citizen of a municipality into which one or more of the projects of the Authority extends or is to extend or to which one or more projects has been or is to be leased.”

<u>Municipality</u>	<u>Person</u>	<u>Term (ending on January 1st)</u>
Borough of Stroudsburg	Eric Scelza	2021
Hamilton Township	John H. Parker, Jr.	2022
Pocono Township	Thomas Wise	2018
Smithfield Township	Charles A. Garris	2019
Stroud Township	Wm. Taylor Wenck	2020

C. Paragraph (g) of the Existing Articles shall be amended and restated in its entirety to read as follows:

“(g) The term of the existence of the Authority shall extend to January 1, 2067.”

Section 4. The Second Supplement, in substantially the form attached to this Ordinance as **Exhibit B**, and incorporated herein by reference with such changes, insertions, and variations therein as the officers of the **Board of Commissioners of the Township of Pocono**, upon advice of the Solicitor of Pocono Township, shall approve, such approval to be conclusively evidenced by the execution thereof, is hereby approved and adopted, but shall only become binding and effective in accordance with its terms if and when the Authority, the other Member Municipalities and the Stroud Township Sewer Authority, by appropriate official action, all approve, adopt, authorize, execute and deliver the same. The Chair or Vice Chair and the Secretary or Assistant Secretary of the **Board of Commissioners of the Township of Pocono** are hereby authorized to execute duplicate, counterpart originals of said Second Supplement and deliver the same to the other parties to the Second Supplement.

Section 5. The proper officers of the **Board of Commissioners of the Township of Pocono** are hereby authorized and directed to join with the proper officers of the other Member Municipalities to execute the proposed Articles of Amendment to the Existing Articles, and to file said Articles of Amendment, together with a certified copy of this Ordinance and required proof of publication with the Secretary of the Commonwealth of Pennsylvania, and to do, execute, and perform any and all acts and things necessary or appropriate to effect said Articles of Amendment.

Section 6. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby declared as the intent of the **Board of Commissioners of the Township of Pocono** that such remainder shall be and shall remain in full force and effect.

Section 7. All ordinances and resolutions, and parts thereof, inconsistent herewith are hereby repealed or rescinded, but only insofar as the same are in direct conflict or directly inconsistent with this Ordinance.

Section 8. This Ordinance shall take effect five (5) days after enactment.

ORDAINED AND ENACTED into an Ordinance at a meeting of the **Board of Commissioners of the Township of Pocono**, Monroe County, Pennsylvania, this ____ day of _____, 2017.

ATTEST:

POCONO TOWNSHIP

(Assistant) Secretary

By: _____
(Vice) Chair

(TOWNSHIP SEAL)

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. ____ in respect to authorizing the Second Supplement to the Amended and Restated Intermunicipal Cooperation Agreement with the Brodhead Creek Regional Authority, the Township of Pocono, duly enacted by the majority vote of all the members of the **Board of Commissioners of the Township of Pocono**, Monroe County, Pennsylvania, at a meeting of said Board of Commissioners duly held _____, 2017, at which time the following members of the Board of Commissioners were present:

and the voting on said Ordinance was as follows:

and that said Ordinance has been duly advertised and recorded in the Ordinance book of Pocono Township and that the minutes of said meeting showing how each member of said Board of Commissioners voted have been duly recorded in the official minutes of the Board of Commissioners of the Township of Pocono.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Township of Pocono has been affixed this ____ day of _____, 2017.

Secretary

EXHIBIT A

**RESOLUTION OF THE BRODHEAD CREEK REGIONAL AUTHORITY
NO. 2017-___ PROPOSING TO AMEND ITS ARTICLES OF INCORPORATION
TO CHANGE THE REGISTERED OFFICE OF THE AUTHORITY, EXTEND THE
EXISTENCE OF THE AUTHORITY UNTIL DECEMBER 31, 2067
AND UPDATE THE LISTING OF CURRENT MEMBERS AND THEIR TERMS**

[To Be Attached]

EXHIBIT B

FORM OF

SECOND SUPPLEMENT TO
AMENDED AND RESTATED
INTERMUNICIPAL COOPERATION AGREEMENT

[To Be Attached]

BRODHEAD CREEK REGIONAL AUTHORITY

RESOLUTION NO. 2017-7

A RESOLUTION SIGNIFYING THE INTENTION OF THE BRODHEAD CREEK REGIONAL AUTHORITY TO (I) APPROVE PROPOSED ARTICLES OF AMENDMENT TO THE ARTICLES OF INCORPORATION OF SAID AUTHORITY UNDER THE PROVISIONS OF THE MUNICIPALITY AUTHORITIES ACT (THE ACT OF THE GENERAL ASSEMBLY OF THE COMMONWEALTH OF PENNSYLVANIA APPROVED MAY 2, 1945, P.L. 382, AS CONTINUED BY AN ACT OF THE GENERAL ASSEMBLY OF THE COMMONWEALTH OF PENNSYLVANIA APPROVED JUNE 19, 2001, P.L. 22 (53 PA. CONS. STAT §§ 5601 *ET SEQ.*)) TO (A) CHANGE ITS REGISTERED OFFICE; (B) EXTEND THE TERM OF EXISTENCE OF THE AUTHORITY; (C) UPDATE THE LISTING OF CURRENT MEMBERS AND THEIR TERMS IDENTIFY CURRENT BOARD MEMBERS AND TERMS; (II) THE DOING OF ALL THINGS NECESSARY AND APPROPRIATE TO EFFECT AND ESTABLISH SAID AMENDMENTS; (III) APPROVE THE EXECUTION OF THE SECOND SUPPLEMENT TO THE AMENDED AND RESTATED INTERMUNICIPAL COOPERATION AGREEMENT, DATED MAY 1, 2010, AND THE FIRST SUPPLEMENT THERETO, DATED NOVEMBER 1, 2010, AMONG THE MUNICIPALITIES, THE AUTHORITY, AND AS A SEWER COLLECTION SYSTEM OWNER AND NOT A MEMBER MUNICIPALITY, THE STROUD TOWNSHIP SEWER AUTHORITY, AND ESTABLISH THE EFFECTIVE DATE OF SUCH AGREEMENT; (IV) AUTHORIZE THE NEGOTIATION AND EXECUTION OF AGREEMENTS FOR ADOPTION OF THE AUTHORITY'S RULES AND REGULATIONS BY THE MEMBER MUNICIPALITIES; (V) PROVIDE FOR THE SEVERABILITY OF THE PROVISIONS OF SAID RESOLUTION; AND (VI) REPEAL OR RESCIND ALL RESOLUTIONS OR PARTS THEREOF WHICH ARE INCONSISTENT HERewith.

BE IT RESOLVED BY THE BOARD OF THE BRODHEAD CREEK REGIONAL AUTHORITY, AS FOLLOWS:

WHEREAS, the Brodhead Creek Regional Authority (formerly the Stroudsburg Municipal Authority) (the "Authority") was created and exists under the Municipality Authorities Act (the Act of the General Assembly of the Commonwealth of Pennsylvania approved May 2, 1945, P.L. 382, as continued by an Act of the General Assembly of the Commonwealth of Pennsylvania approved June 19, 2001, P.L. 22 (53 Pa. Cons. Stat. §§ 5601, *et*

seq.)) (the "Act") for the purpose, *inter alia*, of construction, ownership, and operation of water systems serving the Borough of Stroudsburg ("Stroudsburg") and the Townships of Hamilton ("Hamilton"), Pocono ("Pocono"), Smithfield ("Smithfield") and Stroud ("Stroud" and, together with Stroudsburg, Hamilton, Pocono and Smithfield, the "Member Municipalities") as well as Paradise and Tobyhanna Townships, and owning, operating, and maintaining a wastewater treatment system providing treatment services to all or portions of Stroudsburg, Hamilton, Pocono, Stroud (through the Stroud Township Sewer Authority); and

WHEREAS, the Intergovernmental Cooperation Act of December 19, 1976, P.L. 1158, No. 177, as amended, codified at 53 Pa. Cons. Stat. §§2301, *et seq.*, provides that two or more local governments in the Commonwealth of Pennsylvania may jointly cooperate in the exercise or performance of their respective governmental functions, powers or responsibilities; and

WHEREAS, the governing boards of the BCRA and the Borough of Stroudsburg the Townships of Hamilton, Pocono, Smithfield, and Stroud and the Stroudsburg Municipal Authority entered into an Intermunicipal Cooperation Agreement dated as of July 1, 2005 (the "**Original Cooperation Agreement**") in order to memorialize the terms of the reimbursement and certain additional terms and conditions for converting the BCRA to make it a joint authority and its operation as a joint authority; and

WHEREAS, the governing boards of the BCRA, the Member Municipalities, and the Stroud Township Sewer Authority (solely in its capacity as owner and operator of the Stroud Collection System with no right, title, or interest in the governance or assets of the BCRA) also previously entered into an Amended and Restated Intermunicipal Cooperation Agreement dated as of May 1, 2010 (the "**Amended and Restated Cooperation Agreement**") in order to amend and restate the Original Cooperation Agreement in order to agree to additional terms and conditions for ownership, development, and operation of the wastewater system and the execution and delivery of individual treatment agreement to better define the relationships among the parties thereto; and

WHEREAS, the governing boards of the BCRA, the Member Municipalities, and the Stroud Township Sewer Authority (solely in its capacity as owner and operator of the Stroud Collection System with no right, title, or interest in the governance or assets of the BCRA) also previously entered into a First Supplement to the Amended and Restated Intermunicipal Cooperation Agreement dated as of November 1, 2010 (the "**First Supplement**") (the Original Cooperation Agreement, the Amended and Restated Agreement, and the First Supplement are collectively referred to as the "**Cooperation Agreement**"); and

WHEREAS, the first tri-annual meeting was held on April 7, 2014 between the Member Municipalities and the Collection System Owners, wherein amendments to the Cooperation Agreement were proposed and agreed upon to be codified in a Second Supplement; and

WHEREAS, the Authority was first incorporated as the Stroudsburg Municipal Authority, on November 30, 1953, which its Articles of Incorporation were amended in 1968 and 1984, both of which to extend the term of the Authority; and

WHEREAS, the Authority's Articles of Incorporation were further amended in 2005 by the Member Municipalities in order to convert the Authority from a single municipal authority owned by the Borough of Stroudsburg to a joint authority adding Hamilton, Pocono, Stroud, and Smithfield Townships; and

WHEREAS, the Authority's Articles of Incorporation were amended again by the Member Municipalities effective May 18, 2010 ("**Existing Articles**"), which expanded the powers and purposes of the Authority, authorized the owning, maintaining, and operation of sewer and sewer systems, including collection and treatment plants, extended the term of existence, and set forth terms and conditions for appointment of the Authority's Board of Directors; and

WHEREAS, the Member Municipalities desire to extend the term of the Authority to a full fifty (50) years as authorized by the Act as well as update the listing of current members and their terms thereby necessitating an amendment to the Existing Articles as amended by the 2017 Articles of Amendment; and

WHEREAS, the Authority proposes to amend its Articles of Incorporation to extend its existence until January 1, 2067, update the listing of existing Board Members and their terms, amend its registered address, and thereafter restate the remaining Articles as approved in the 2017 Articles of Amendment;

WHEREAS, the Authority proposes to enter into a Second Supplement to the Amended and Restated Intermunicipal Cooperation Agreement with the Member Municipalities (the "Second Supplement") in order to: (1) establish amendments to the Authority's Articles and update Board structure; (2) clarify the Rules and Regulations regarding prohibited discharges; (3) reserving Section 5.9; (4) modify the definition of "Water Service Area"; (5) modify the definition of "Wastewater Service Area"; (6) clarify obligation of Collection System Owners to adopt Authority Wastewater Rules and Regulations; (7) update Section 6.10.1(i)-(v), to wit: i) establish obligation to maintain Municipal Act 167 Plans to DRBC's NPSPCP requirements; ii) establish procedures to be followed for new connections in Wastewater Municipalities; (8) delete condition 2N of existing Section 6.10.2(i) and (ii) and re-referencing clauses (i)-(v) in Section 6.10.2(ii) to clauses (i)-(iv); (9) delete Section 6.10.3 of Original Cooperation Agreement which section was added by Section 1.10 of the First Supplement; (10) establish Tobyhanna Township as part of the Pocono Collection System and identifying the sewer treatment district; (11) add a new Section 6.11 to clarify and define requests to expand and extend wastewater service areas; (12) change address and contact information for Pocono Township; (13) identify new Ordinances and Resolutions to establish change of Articles and execution of Second Supplement; (14) establish a new revised set of standard Definitions to be utilized in the Cooperation Agreement and wastewater treatment agreements as set forth in new Exhibit J; (15) provide for standard abbreviations of words in Exhibit K; (16) clarify that all terms in Second Supplement shall carry the same meanings as the Original Cooperation Agreement and the First Supplement unless modified therein; (17) ratify all other terms of the Original Cooperation Agreement and the First Supplement which were not modified by the Second Supplement; (18) authorize counterpart signatures; (19) interpret the use of sections and subsections throughout the Cooperation Agreement.

NOW, THEREFORE, it is hereby resolved by the Board of Brodhead Creek Regional Authority (the "Board") as follows:

Section 1. The recitals set forth in this Resolution are hereby incorporated and approved as part hereof.

Section 2. The Board hereby approves the 2017 Articles of Amendment substantially in the following form:

In compliance with the Act of Assembly of the Commonwealth of Pennsylvania entitled the Municipality Authorities Act (the Act of the General Assembly of the Commonwealth of Pennsylvania approved May 2, 1945, P.L. 382, as continued by an Act of General Assembly of the Commonwealth of Pennsylvania approved June 19, 2001, P.L. 22 (53 Pa. Cons. Stat. §§ 5601, *et seq.* (the "Act")), Brodhead Creek Regional Authority (the "Authority"), desiring to amend its Articles of Incorporation, hereby certifies under its corporate seal that:

1. The registered office of the Authority is hereby changed to: 410 Mill Creek Road, East Stroudsburg, Pennsylvania 18301-0237.
2. The Authority was formed under the Act, as shown by its Articles of Incorporation duly approved by the Department under date of November 30, 1953, as amended August 30, 1968, March 28, 1984, July 21, 2005, and May 18, 2010 ("Existing Articles").
3. Attached hereto is a copy of the Resolution duly adopted by the Authority and the Ordinances duly enacted by the Borough of Stroudsburg and the Townships of Hamilton, Pocono, Smithfield, and Stroud, all of Monroe County, Pennsylvania, being the entities approving the proposed Amendment to the Articles of Incorporation.
4. The Amendment to the Articles of Incorporation of the Authority, which was proposed by the Board of the said Authority and approved by the member municipalities, are as follows:

A. Paragraph (e) of the Articles of Incorporation of the Authority, dated November 27, 1953, as previously amended, shall be amended and restated in its entirety to read as follows:

- "(e) The Board of the Authority shall consist of five members appointed by the governing bodies of the municipalities listed below (the "Municipalities"). Each present Board member, whose name and term of office are set forth below, is appointed by the Municipality set forth opposite their respective name. Upon the expiration of their present terms, each member shall be reappointed, or his or her successor shall be appointed, in either case by the Municipality designated; *provided*, however, that in accordance with Section 5610(b)(1) of the Municipality Authorities Act, each member shall

be a taxpayer in, maintain a business in or be a citizen of a municipality into which one or more of the projects of the Authority extends or is to extend or to which one or more projects has been or is to be leased.”

<u>Municipality</u>	<u>Person</u>	<u>Term (ending on January 1st)</u>
Borough of Stroudsburg	Eric Scelza	2021
Hamilton Township	John H. Parker, Jr.	2022
Pocono Township	Thomas Wise	2018
Smithfield Township	Charles A. Garris	2019
Stroud Township	Wm. Taylor Wenck	2020

B. Paragraph (g) of the Existing Articles shall be amended and restated in its entirety to read as follows:

“(g) The term of the existence of the Authority shall extend to January 1, 2067.”

Section 3. The Authority reaffirms and adopts the provisions of the Authority’s Existing Articles not otherwise modified by the 2017 Articles of Amendment as if fully set forth at length herein.

Section 4. The Articles of Amendment proposed by this Resolution shall be submitted to the governing authorities of the Member Municipalities for adoption (by enactment of an ordinance or resolution of each governing authority) or rejection.

Section 5. The proper officers of the Authority are hereby authorized and directed to join with the governing authorities of the Member Municipalities to execute the proposed Articles of Amendment and to file said Articles of Amendment, together with a certified copy of this Resolution and the Ordinances enacted by the Member Municipalities and required proof of publication with the Secretary of the Commonwealth of Pennsylvania, and to do, execute and perform any and all acts and things necessary or appropriate to effect said Articles of Amendment.

Section 6. The Second Supplement substantially in the form attached hereto as **Exhibit A**, and incorporated herein by reference with such changes, insertions, and variations therein as the proper officers of the Authority shall approve, such approval to be conclusively evidenced by the execution thereof, is hereby approved and adopted, but shall only become binding and effective in accordance with its terms if and when the Member Municipalities and the Stroud Township Sewer Authority, by appropriate official action, all approve, adopt, authorize, execute, and deliver the same. The Chair or Vice Chair and the Secretary or Assistant Secretary of the Board are hereby authorized to execute duplicate originals of said Second Supplement and deliver the same to the other parties to the parties to the Second Supplement.

Section 7. Pursuant to the foregoing amended purposes and powers, the Authority shall enter into agreements with each Member Municipality who wishes to be served by the Authority's sewage collection and treatment facilities and may enter into agreements with other municipalities or users who wish to be served similarly through existing systems and systems yet to be developed.

Section 8. If any sentence, clause, section or part of this Resolution is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any remaining provisions, sentences, clauses, sections, or parts of this Resolution. It is hereby declared as the intent of the Board that such remainder shall be and shall remain in full force and effect.

Section 9. All resolutions, and parts thereof, inconsistent herewith are hereby repealed or rescinded, but only insofar as the same are in direct conflict or directly inconsistent with this Resolution.

RESOLVED by the Board of Brodhead Creek Regional Authority, this _____ day of _____, 2017.

ATTEST:

BRODHEAD CREEK REGIONAL AUTHORITY

Wm. Taylor Wenck, Secretary

By: _____
John H. Parker, Jr., Chair

(AUTHORITY SEAL)

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by a majority vote of the Board of the Brodhead Creek Regional Authority at a meeting of said Board duly held on _____, 2017. Present at the meeting and a record of their vote were as follows:

	Present	Absent	Aye	Nay
John H. Parker, Jr.	_____	_____	_____	_____
Thomas Wise	_____	_____	_____	_____
Wm. Taylor Wenck	_____	_____	_____	_____
Charles A. Garris	_____	_____	_____	_____
Eric Scelza	_____	_____	_____	_____

Further be it certified that public notice of said meeting was given in the manner provided by law; that said Resolution shall be duly recorded upon the Minutes of the Board, has not been amended or rescinded, and is in full force and effect this _____ day of _____, 2017.

(Authority Seal)

(Asst.) Secretary

EXHIBIT A

FORM OF

SECOND SUPPLEMENT TO
AMENDED AND RESTATED
INTERMUNICIPAL COOPERATION AGREEMENT

BRODHEAD CREEK REGIONAL AUTHORITY

ARTICLES OF AMENDMENT

TO THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA

In compliance with the Act of Assembly of the Commonwealth of Pennsylvania entitled the Municipality Authorities Act (the Act of the General Assembly of the Commonwealth of Pennsylvania approved May 2, 1945, P.L. 382, as continued by an Act of General Assembly of the Commonwealth of Pennsylvania approved June 19, 2001, P.L. 22 (53 Pa. Cons. Stat. §§ 5601, *et seq.*, (the "Act")), Brodhead Creek Regional Authority (the "Authority"), desiring to amend its Articles of Incorporation, hereby certifies under its corporate seal that:

1. The registered office of the Authority is hereby changed to: 410 Mill Creek Road, East Stroudsburg, Pennsylvania 18301-0237.
2. The Authority was formed under the Act, as shown by its Articles of Incorporation duly approved by the Department under date of November 30, 1953, as amended August 30, 1968, March 28, 1984, July 21, 2005, and May 18, 2010 ("Existing Articles").
3. Attached hereto is a copy of the Resolution duly adopted by the Authority and the Ordinances duly enacted by the Borough of Stroudsburg and the Townships of Hamilton, Pocono, Smithfield, and Stroud, all of Monroe County, Pennsylvania, being the entities approving the proposed Amendment to the Articles of Incorporation.
4. The Amendment to the Articles of Incorporation of the Authority, which was proposed by the Board of the said Authority and approved by the member municipalities, are as follows:
 - a. Paragraph (e) of the Articles of Incorporation of the Authority, dated November 27, 1953, as previously amended, shall be amended and restated in its entirety to read as follows:

“(e) The Board of the Authority shall consist of five members appointed by the governing bodies of the municipalities listed below (the "Municipalities"). Each present Board member, whose name and term of office are set forth below, is appointed by the Municipality set forth opposite their respective name. Upon the expiration of their present terms, each member shall be reappointed, or his or her successor shall be appointed, in either case by the Municipality designated; *provided*, however, that in accordance with Section 5610(b)(1) of the Municipality Authorities Act, each member shall be a taxpayer in, maintain a business in or be a citizen of the municipality by which he or she is appointed, or be a taxpayer in, maintain a business in or be a citizen of a municipality into which one or more of the projects of

the Authority extends or is to extend or to which one or more projects has been or is to be leased.”

<u>Municipality</u>	<u>Person</u>	<u>Term (ending on January 1st)</u>
Borough of Stroudsburg	Eric Scelza	2021
Hamilton Township	John H. Parker, Jr.	2022
Pocono Township	Thomas Wise	2018
Smithfield Township	Charles A. Garris	2019
Stroud Township	Wm. Taylor Wenck	2020

- b. Paragraph (g) of the Existing Articles shall be amended and restated in its entirety to read as follows:

“(g) The term of the existence of the Authority shall extend to January 1, 2067.”

IN WITNESS WHEREOF, Brodhead Creek Regional Authority has caused these Articles of Amendment to be executed under the seal of the Authority and verified by two duly authorized officers of the Authority on the _____ day of _____, 2017.

ATTEST:

BRODHEAD CREEK REGIONAL AUTHORITY

Secretary

By: _____
Chair

RESOLUTION NO. 2017-30

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PORCEDUREDS FOR DISPOSITION OF RECORDS AS SET FORTH IN THE PENNSYLVANIA MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16th, 2008 AND AMENDED JULY 23rd, 2009.

WHEREAS, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records dispositions; and,

WHEREAS, the Municipal Records Manual was approved by said committee on December 16th, 2008 and amended July 23rd, 2009; and,

WHEREAS, THE TOWNSHIP OF POCONO desires to dispose of records according to Statutory requirements;

NOW, THEREFORE, BE IT RESOLVD BY THE BOARD OF COMMISSIONERS OF POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16th, 2008 and amended July 23rd, 2009.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 7th day of August, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Township Secretary

By: _____
Harold Werkheiser
President

RESOLUTION 2017-31

**A RESOLUTION AUTHORIZING THE
DISPOSITION OF CERTAIN MUNICIPAL PUBLIC RECORDS
PURSUANT TO THE SCHEDULES AND PROCEDURES APPROVED
BY LOCAL GOVERNMENT RECORDS COMMITTEE IN
ACCORDANCE WITH THE PENNSYLVANIA MUNICIPAL RECORDS ACT**

WHEREAS, by its Resolution No. 2017-30, duly adopted at a regular public meeting on August 7th, 2017, the Board of Commissioners of the Township of Pocono, County of Monroe, and Commonwealth of Pennsylvania, declared its intention to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16th, 2008 and amended July 23rd, 2009;

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that Pocono Township, Monroe County, Pennsylvania, in accordance with the above cited Municipal Records Manual hereby authorizes the disposition of the following public records, as per attached.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 7th day of August, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Township Secretary

By: _____
Harold Werkheiser
President

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Pocono Township</i>		11. QUANTITY <u>3</u> Total Cubic Feet No. of cartons <u>2</u> length <u>17"</u> width <u>12"</u> height <u>10"</u> Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <i>FN-9 Bank Statements</i>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records)	
3. ADDRESS <i>P.O. Box 197 112 Township Dr Tannersville, PA</i>			
4. CONTACT PERSON	5. PHONE		
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____	
7. RECORD TITLE AND INCLUSIVE DATES (One series per form) <i>BANK Statements - 2007-2008</i>			
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____			
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____		LOCATION OF SECURITY COPY _____ _____ _____	
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.	
SIGNATURE OF MUNICIPAL OFFICER _____			

SIGNATURE OF MUNICIPAL OFFICER

TITLE

DATE

FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR: ☐ Destruction ☐ Destruction as Amended ☐ Transfer to PHMC
☐ Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE

TITLE

DATE

PREPARE IN TRIPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION,
 BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
 (717) 787-3913 or 783-9874 or RA-LocalGovernment @state.pa.us

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Pocono Township</i>		11. QUANTITY <u>9</u> Total Cubic Feet No. of cartons <u>6</u> length <u>17"</u> width <u>12"</u> height <u>10"</u> Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <i>FN-13-Deposit Slips</i>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records)	
3. ADDRESS <i>P.O. Box 197 112 Township Dr. Tannersville, PA 18372</i>			
4. CONTACT PERSON	5. PHONE		
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC			
7. RECORD TITLE AND INCLUSIVE DATES (One series per form) <i>Deposits - 2008-2009-2007</i>		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____	
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____			
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____			
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			

14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.

SIGNATURE OF MUNICIPAL OFFICER	TITLE	DATE
FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY		
APPROVAL IS GIVEN FOR: <input type="checkbox"/> Destruction <input type="checkbox"/> Destruction as Amended <input type="checkbox"/> Transfer to PHMC <input type="checkbox"/> Disapproved		

COMMENTS/AMENDMENTS:

SIGNATURE	TITLE	DATE
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PREPARE IN TRIPPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION, BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
 (717) 787-3913 or 783-9874 or RA-LocalGovernment @state.pa.us

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Gocono Township</i>		11. QUANTITY <i>12</i> Total Cubic Feet No. of cartons <i>8</i> length <i>17"</i> width <i>12"</i> height <i>10"</i> Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____
2. OFFICE OF ORIGIN <i>FN-2 - Accounts Payable</i>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records)
3. ADDRESS <i>P.O. Box 197 112 Township Dr. Tannersville, PA 18372</i>		
4. CONTACT PERSON	5. PHONE	
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____
7. RECORD TITLE AND INCLUSIVE DATES (One series per form) <i>2007, 2008, 2009 - accounts payable</i>		
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____		
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____		
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		LOCATION OF SECURITY COPY _____ _____ _____

14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.

SIGNATURE OF MUNICIPAL OFFICER _____

TITLE _____

DATE _____

FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR: ☐ Destruction ☐ Destruction as Amended ☐ Transfer to PHMC
☐ Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE _____

TITLE _____

DATE _____

PREPARE IN TRIPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION, BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
 (717) 787-3913 or 783-9874 or RA-LocalGovernment @state.pa.us

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <u>Pocono Township</u>		11. QUANTITY <u>4.5</u> Total Cubic Feet No. of cartons <u>3</u> length <u>17"</u> width <u>12"</u> height <u>10"</u> Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <u>FN-2 Accounts Payable</u>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records)	
3. ADDRESS <u>P.O. Box 197</u> <u>112 Township Dr.</u> <u>Tannersville, PA 18372</u>			
4. CONTACT PERSON	5. PHONE		
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____	
7. RECORD TITLE AND INCLUSIVE DATES (One series per form)			
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____			
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____			
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			

14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.

SIGNATURE OF MUNICIPAL OFFICER _____

TITLE _____

DATE _____

FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR: ☐ Destruction ☐ Destruction as Amended ☐ Transfer to PHMC
☐ Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE _____

TITLE _____

DATE _____

PREPARE IN TRIPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION, BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
 (717) 787-3913 or 783-9874 or RA-LocalGovernment @state.pa.us

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Rocono Township</i>		11. QUANTITY <i>1.5</i> Total Cubic Feet No. of cartons <i>1</i> length <i>17"</i> width <i>12"</i> height <i>10"</i> Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <i>PL-14</i>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <i>Payroll Vouchers - 2008</i>	
3. ADDRESS <i>P.O. Box 197 112 Township Dr. Tannersville PA 18372</i>			
4. CONTACT PERSON	5. PHONE		
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____	
7. RECORD TITLE AND INCLUSIVE DATES (One series per form) <i>PL-14 - Time Sheets</i>			
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____			
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____			
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			

14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.

SIGNATURE OF MUNICIPAL OFFICER

TITLE

DATE

FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR: ☐ Destruction ☐ Destruction as Amended ☐ Transfer to PHMC
☐ Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE

TITLE

DATE

PREPARE IN TRIPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION, BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
 (717) 787-3913 or 783-9874 or RA-LocalGovernment @state.pa.us

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Becono Township</i>		11. QUANTITY <u>1.5</u> Total Cubic Feet No. of cartons <u>1</u> length <u>17"</u> width <u>12"</u> height <u>10"</u> Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <i>FN-7</i>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <i>2009 General Fund & State Fund Reimbursements Audit Work paper</i>	
3. ADDRESS <i>P.O. Box 197 112 Township Dr Tannersville, PA. 18372</i>			
4. CONTACT PERSON	5. PHONE	13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____	
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC			
7. RECORD TITLE AND INCLUSIVE DATES (One series per form) <i>FN-7-Audit Workpaper</i>		LOCATION OF SECURITY COPY _____ _____ _____	
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____			
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____			
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.	
SIGNATURE OF MUNICIPAL OFFICER _____			
TITLE _____		DATE _____	

FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR: ☐ Destruction ☐ Destruction as Amended ☐ Transfer to PHMC
☐ Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE

TITLE

DATE

PREPARE IN TRIPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION,
 BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
 (717) 787-3913 or 783-9874 or RA-LocalGovernment @state.pa.us

**TOWNSHIP OF POCONO, MONROE COUNTY
PENNSYLVANIA**

RESOLUTION 2017- 32

**A RESOLUTION APPROVING THE ADMINISTRATIVE ASSISTANT JOB
DESCRIPTION**

WHEREAS, Pocono Township desires to establish a job description for the position of Administrative Assistant; and

WHEREAS, the Board of Commissioners, with input from the Township Manager, has reviewed the proposed job description and determined that it represents the duties expected of the position; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Township adopt the Administrative Assistant Job Description.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 7th day of August, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Township Secretary

By: _____
Harold Werkheiser
President

**TOWNSHIP OF POCONO, MONROE COUNTY
PENNSYLVANIA**

RESOLUTION 2017- 33

**A RESOLUTION APPROVING THE ASSISTANT SECRETARY/ACCOUNTS
PAYABLE JOB DESCRIPTION**

WHEREAS, Pocono Township desires to establish a job description for the position of Assistant Secretary/Accounts Payable; and

WHEREAS, the Board of Commissioners, with input from the Township Manager, has reviewed the proposed job description and determined that it represents the duties expected of the position; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Township adopt the Assistant Secretary/Account Payable Job Description.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 7th day of August, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Township Secretary

By: _____
Harold Werkheiser
President

**TOWNSHIP OF POCONO, MONROE COUNTY
PENNSYLVANIA**

RESOLUTION 2017- 34

A RESOLUTION APPROVING THE TREASURER JOB DESCRIPTION

WHEREAS, Pocono Township desires to establish a job description for the position of Treasurer; and

WHEREAS, the Board of Commissioners, with input from the Township Manager, has reviewed the proposed job description and determined that it represents the duties expected of the position; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Township adopt the Treasurer Job Description.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 7th day of August, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Township Secretary

By: _____
Harold Werkheiser
President

**TOWNSHIP OF POCONO, MONROE COUNTY
PENNSYLVANIA**

RESOLUTION 2017- 35

**A RESOLUTION APPROVING THE RECEPTIONIST/ADMINISTRATIVE
ASSISTANT – ZONING AND PERMITS JOB DESCRIPTION**

WHEREAS, Pocono Township desires to establish a job description for the position of Receptionist/Administrative Assistant – Zoning and Permits; and

WHEREAS, the Board of Commissioners, with input from the Township Manager, has reviewed the proposed job description and determined that it represents the duties expected of the position; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Township adopt the Receptionist/Administrative Assistant – Zoning and Permits Job Description.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 7th day of August, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Township Secretary

By: _____
Harold Werkheiser
President