

POCONO TOWNSHIP BOARD OF COMMISSIONERS
MEETING AGENDA
December 21, 2015
7:00 P.M.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements
- 4) Approval of Minutes
 - a. Commissioners regular meeting, December 7, 2015
 - b. Commissioners special meeting, December 17, 2015
- 5) Approval of Bills and Transfers
 - a. Check Listing, dated December 21, 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. Ambulance RFP
 2. Dangerous Structure – 2765 SR 611
 - ii. Mr. Edinger – Township Engineer
 1. Tanalo Estates
 2. Camelback Escrow Release
 - iii. Mr. DeVito – Solicitor
 - iv. Ms. Zuvich – Treasurer
- 11) Presentations
- 12) Ordinances
- 13) Resolutions
 - a. Rescission of resolutions 2015-72, 2015-73, 2015-78, 2015-79, 2015-80, and 2015-81
 - b. A resolution approving 2016 insurance renewals
 - c. A resolution approving MOUs with the Police Union and Public Works Union
 - d. A resolution approving supplemental appropriations
 - e. A resolution adopting a Capital Improvement Plan
 - f. A resolution creating a Capital Reserve Fund
 - g. A resolution eliminating the Debt Service Fund
 - h. A resolution eliminating the Emergency Services Fund
 - i. A resolution eliminating the Parks and Recreation Fund

- j. A resolution approving the 2016 Budgets
 - k. A resolution approving the 2016 Property Tax Rate
- 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

Reorganization meeting – January 4, 2015 (7:00 p.m.)

Next Resolution Number:	2015-86
Next Ordinance Number:	2015-12

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING
DECEMBER 7th 2015 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on 12/07/2015 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, absent; Peter Nish, present; and Brad Wise, arrived late.

Leo V. DeVito, Broughal & DeVito LLP, Twp. Solicitor; Gregg Schuster, Twp. Manager; Pamela Finkbeiner, Twp. Secretary; and Regina Zuvich, Twp. Treasure, were present.

ANNOUNCEMENTS: R. Wielebinski announced an executive session will be held after the meeting to discuss a union negotiation matter.

MINUTES:

J. Lastowski made a motion, seconded by P. Nish, to approve the Commissioners regular meeting minutes of 11/16/2015. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and P. Nish, yes. Motion carried.

BILLS AND TRANSFERS:

P. Finkbeiner noted Monroe County Assessment office has requested Check 53944 - Ferrara not be paid until the proper owner is identified.
J. Lastowski made a motion, seconded by P. Nish, to approve the Bill's listing dated 12/07/2015 excepting check 53944 - Ferrara. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and P. Nish, yes. Motion carried.

AMENDMENTS TO AGENDA: None

PUBLIC COMMENT: None

REPORT OF THE PRESIDENT: None

COMMISSIONER REPORTS:

Jerry Lastowski, Commissioner, reported:

1) A meeting was held with Pocono Mountain School District to discuss their potential sewer hookup.
2) Recycling ordinance - Leaf collection. He spoke to PA Senator Mario Scavello concerning the bill to amend the law requiring leaf collection. J. Lastowski recommended the Board send a letter of support to the Local Government Chairman Senator Scott E. Hutchinson.
J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to write a letter of support to the Pennsylvania Senate Local Government Committee chairman Senator Scott E. Hutchinson and Senator Robert Teplitz and other local official for House Bill 1533 amending the Municipal Waste Planning, Recycling and Waste Reduction Act. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; and P. Nish, yes. Motion carried.

COMMISSIONER LASTOWSKI REPORT CONT:

3) The sewer committee met with Jackson Township concerning the BCRA acquisition of the Pocono/Jackson Joint Water Authority.

4) The ISO rating for the Pocono Township Fire Company has improved. Residents may submit the new rating to their homeowner insurance companies for rate reductions. The letter is available on the Township's website.

Peter Nish, Commissioner, none.

REPORTS:**ADMINISTRATION**

Township Manager Gregg Schuster reviewed his report.

2016 Budget - G. Schuster noted the assessment was less than projected which has resulted in an approximately \$50,000.00 decrease in revenue. Discussion followed. The board concurred no action is needed.

B. Wise joined the meeting.

Engineering evaluation of facilities -G. Schuster explained the D' Huy proposal is an example of a quote for evaluation of the Township facilities. The Capital Improvement Committee has recommended obtaining quotes. Scott Gilliland, CIP member, explained the evaluation will provide the Township a breakdown of improvements needed for the existing buildings. R. Wielebinski thanked the Capital Improvement Committee for their work. The Board concurred to move forward with obtaining quotes.

Ambulance RFP -R. Wielebinski noted both St. Luke's and Monroe County Regional EMS (Suburban) offered excellent services.

R. Wielebinski made a motion, seconded by J. Lastowski, to select Monroe County Regional EMS (Suburban) as the Ambulance provider for Pocono Township. Discussion followed. P. Nish and B. Wise spoke in favor of St. Luke's noting their willingness to work with Central Pocono Ambulance. Tom Olsen, Twp. resident, questioned the status of the new Pocono Medical Center.

Joe Folsom, Twp. resident, questioned the selection of Suburban.

Jerry Belvin, Twp. resident, questioned the existing CPA subscriptions. P. Nish noted St. Lukes will honor the subscriptions for three years.

Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, no; and B. Wise, no. Motion failed.

REPORTS

Township engineer Tim Edinger reviewed his report.

PS1 and PS2 Proposal - B. Wise explained he requested the Twp. engineers to review the problems at PS1 and PS2. The cost of the proposal is \$36,100.00. G. Schuster noted concerns on the existing workload and the hump repair in progress. Discussion followed. J. Clapper noted the review can wait until next year.

R. Wielebinski made a motion, seconded by P. Nish, to table the T&M Associates proposal dated 10/20/2015 in the amount of \$36,100.00 to identify design deficiencies, troubleshoot station operational and program logic issues and recommend short and long term solutions for Pump Station 1 and Pump Station 2. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, no. Motion carried.

Correction to the 09/08/2015 motion for payment request 18 - Pact Two. G. Schuster noted the original motion incorrectly identified Pact Construction when PACT Two LLC was the contractor.

R. Wielebinski made a motion, seconded by B. Wise, to amend the 09/08/2015 motion to read: to approve Payment Request No. 18 - PACT Two LLC - Contract No. 11 - Final payment request in the amount of \$110,070.95. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Township Solicitor Leo DeVito

General Sewer Waiver - L. DeVito explained the waiver is to allow adjustments to be made during lateral connection construction and the Township to be held harmless for those adjustments. Discussion followed. J. Lastowski made a motion, seconded by R. Wielebinski, to approve the General Sewer Waiver as recommended by the Pocono Township Sewer Committee and to allow Jeff Clapper, Public Works Director to execute the waiver with board notification. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

PRESENTATIONS:

BCRA - Ken Brown, General Manager BCRA, represented the plan for the proposed waterline to the PJJWA area and future Pocono Medical site. Discussion followed on the realignment of Rt. 715 and future development of the ballfield. J. Clapper, Public Works Director noted the addition of water service to Pump station 2 and a water tap for the ball field will be included. The board concurred with the proposed location.

Munoz Lot Line Adjustment - Deanna Schmoyer and Jonathan Shupp represented the plan. The Lot line adjustment will correctly locate an existing sewer system and driveway onto the property. The property is located on Abeel Road. No new lots or construction will take place. Monroe County Planning Commission comments have not been received. T&M review letter of 12/07/2015 has been addressed. The Board concurred to approve the resolution at their 12/17/2015 special meeting, if all conditions of the Township engineer's letter are satisfied.

ORDINANCES:

Ordinance No. 2015-11 - Vacation of a portion of T-168 - L. DeVito explained the ordinance is to vacate an old portion of roadway. R. Wielebinski opened the hearing to public comment. Hearing no comments, R. Wielebinski closed the hearing.

R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Ordinance No. 2015-11- Vacation of a portion of T-168, which is located between the northerly and southerly line of a proposed/unopened street named Birch Street and extends to the former western line of T-168, which passes along property owned by Silverleaf Resorts. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

RESOLUTIONS:

Resolution 2015-78 - Reappointing Ron Swink to the Pocono Township Planning Commission. R. Wielebinski made a motion, seconded by P. Nish, to adopt Resolution 2015-78- reappointing Ron Swink to the Pocono Township Planning Commission for a four year term commencing on January 1, 2016 and terminating on December 31, 2019. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Resolution 2015-79 - Reappointing Steve Chaladoff as a member of the Pocono Township Zoning Hearing Board. P. Nish made a motion, seconded by J. Lastowski, to adopt Resolution 2015-79- reappointing Steve Chaladoff to the Pocono Township Zoning Hearing Board for a three year term commencing on January 1, 2016 and terminating on December 31, 2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Resolution 2015-80 - Reappointing Lew Ginsberg as an alternate member of the Pocono Township Zoning Hearing Board. R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Resolution 2015-79- reappointing Lew Ginsberg as an alternate member to the Pocono Township Zoning Hearing Board for a three year term commencing on January 1, 2016 and terminating on December 31, 2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Resolution 2015-81 - Reappointing Ronald Cheesman to the Pocono Township Civil Service Commission. R. Wielebinski made a motion, seconded by P. Nish, to adopt Resolution 2015-81- reappointing Ronald Cheesman as a member to the Pocono Township Civil Service Commission for a six (6) year term commencing on January 1, 2016 and terminating on December 31, 2021. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Resolution 2015-82 - Removing BNY Mellon as Trustee of the Pocono Township Police Pension Fund. R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Resolution 2015-82 - removing BNY Mellon as Trustee of the Pocono Township Police Pension Fund. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Resolution 2015-83 - Approving an investment policy statement. P. Nish made a motion, seconded by J. Lastowski, to adopt Resolution 2015-83 - approving an investment policy statement. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Resolution 2015-84 - Approving an agreement with Emergency Systems Service Company for generator maintenance and service. R. Wielebinski made a motion, seconded by B. Wise, to adopt Resolution 2015-84 -approving an agreement with Emergency Systems Services Company for Generator Maintenance and service for Pump Stations 1, 2, 3, 4, and 5 in the amount of \$4,190.00. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

RESOLUTIONS CONT:

Resolution 2015-85 - Approving an Auditor for the 2015 Audit. R. Wielebinski made a motion, seconded by P. Nish, to adopt Resolution 2015-85 - approving the engagement letter for Julian Kirk, C.P.A. LLC in an amount not to exceed \$9,500.00 for the 2015 financial records. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried. G. Schuster noted the price increase is due to the additional work on the pension plans and sewer funds.

PUBLIC COMMENT:

Jake Singer, Twp. resident, stated his disappointment with the ambulance choice and the hiring of a manager who does not live in the township.

ADJOURNMENT INTO EXECUTIVE SESSION:

R. Wielebinski made a motion, seconded by P. Nish, to adjourn the meeting into executive session to discuss union negotiations at 8:35 p.m., until 12/21/2015 at the Pocono Township Municipal Building, Tannersville, Pa. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Pocono Township Check Listing - December 21, 2015

General Fund	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	12/15/2015	53977	US Bank	Police pension MMO and Nov contrib	155,762.82
	12/15/2015	53980	MetLife	Non uniform pension	5,065.95
	12/16/2015	53981	Teamster Local 773	Non uniform union dues	1,060.00
	12/16/2015	53982	Teamster Local 773	Police union dues	2,382.00
	12/16/2015	53983	Nationwide 457	Volunteer supplemental pension	4,960.76
	12/17/2015	53985	Cardmember Service	Conference/meeting cost	171.05
	12/17/2015	53986	Verizon Wireless	IPADS	60.86
	12/17/2015	53987	Advanced Collision	Police car repairs	3,159.50
	12/17/2015	53988	Affordable Comfort Contracting, Inc.	Service call - heating	95.00
	12/17/2015	53989	Anglemyer, Aaron	Mileage for training	172.50
	12/17/2015	53990	Anglemyer, Austin	Uniform Allowance	119.79
	12/17/2015	53991	Best Auto Service Center	Police car repairs	330.85
	12/17/2015	53992	BIU of PA, Inc.	BIU	5,281.49
	12/17/2015	53993	Broughal & DeVito, L.L.P.	Legal - Twp/Planning Commission	5,315.70
	12/17/2015	53994	Cardmember Service	Training/Gun care	1,297.00
	12/17/2015	53995	Clapper, Jeffrey	Public Works Mileage	23.57
	12/17/2015	53996	Davidheiser's Inc.	Speed Test	112.00
	12/17/2015	53997	E.M.Kutz, Inc.	Tank	425.68
	12/17/2015	53998	Eureka Stone Quarry, Inc.	2A	108.16
	12/17/2015	53999	Ferrara, Enrico & Ferrara, Christina	Refund prior year taxes	642.50
	12/17/2015	54000	Friedman Electric	Lights - switches	163.86
	12/17/2015	54001	Furino, Robert	Uniform Allowance	629.76
	12/17/2015	54002	Hartshorn, Dean	Work boots	144.99
	12/17/2015	54003	J & B Auto	Police car repairs	154.23
	12/17/2015	54004	J. P. Mascaro & Sons	Garbage - Township	226.80
	12/17/2015	54005	Kimball Midwest	Parts - Trucks	254.12
	12/17/2015	54006	Lawrence B. Fox P.C.	Legal - Civil Service/UCC Board	2,950.70
	12/17/2015	54007	Network Fleet	GPS Service	379.36
	12/17/2015	54008	Otto, Carol	Cleaning	550.00
	12/17/2015	54009	P & D Emergency Services	Unit 95 - Computer and installation	1,156.00
	12/17/2015	54010	PAPCO, Inc.	Gasoline	979.97
	12/17/2015	54011	PENTELEDATA	Internet Service	59.95
	12/17/2015	54012	Pocono Peterbilt	Truck Parts	306.97
	12/17/2015	54013	Pocono Record	Advertising	308.40
	12/17/2015	54014	PPL Electric Utilities	Rt. 611 & 12	29.87
	12/17/2015	54015	Praxair Dist Mid-Atlantic	Supplies	22.85
	12/17/2015	54016	PSATS	CDL Program Membership	100.00
	12/17/2015	54017	Signal Service, Inc.	Traffic Signals - repairs	2,264.40
	12/17/2015	54018	Smith, Doug	Uniform Allowance	486.54
	12/17/2015	54019	Staples Advantage	Office Supplies	438.53
	12/17/2015	54020	Starnier, Phillip	Work Boots	123.75
	12/17/2015	54021	Starr Uniform Center	Armor Vest - Rath	1,040.00
	12/17/2015	54022	Stiff Oil Company	Diesel	5,374.34
	12/17/2015	54023	STTC Service Tire Truck Centers, INC.	Tires - Public Works	718.98
	12/17/2015	54024	Sundance Networks, Inc.	IT Service	70.00
	12/17/2015	54025	T&M Associates	Engineering - Twp/Planning	3,226.88
	12/17/2015	54026	Tulpehocken Mountain Spring Water Inc	Water	100.80
	12/17/2015	54027	UNIFIRST Corporation	Carpets/Uniforms	316.07
	12/17/2015	54028	Verizon Wireless	Phones - Police	573.48
	12/17/2015	54029	Wilson Products Compressed Gas Co.	Supplies	6.25
	12/17/2015	54030	Wrecker International Inc.	Police Tow	65.00
				TOTAL General Fund	<u>\$209,770.03</u>
Park Fund					
	12/21/2015	53984	Eric Bell Septic	Septic tank cleaning	500.00
				TOTAL Park Fund	<u>\$500.00</u>
Emergency Services Fund					
	12/18/2015	54031	Pocono Township Volunteer Fire Co	Yearly tax payout	206,856.01
				TOTAL Emergency Services Fund	<u>\$206,856.01</u>
Sewer Operating Fund					
	12/18/2015	1467	Stiff Oil	Diesel and additive for pump stations	901.11
	12/18/2015	1648	Brodhead Creek Regional Authority	January sewer treatment charges	85,185.00
	12/18/2015	1469	TRIJAY Systems	Pump Station Maintenance	1,070.00
	12/18/2015	1470	Metropolitan Telecommunication	Phone for pump station	43.26
	12/18/2015	1471	EEMA O&M Service Group	O&M for pump stations	8,569.60
	12/18/2015	1472	Penteledata	Internet for pump station	365.10
	12/18/2015	1473	Allstate Septic Systems	Pumping out of pump stations	510.00
	12/18/2015	1474	Pennsylvania One Call System	One call participation	63.40
	12/18/2015	1475	RKR Hess	Billing and pennvest assistance	2,961.00
	12/18/2015	1476	Blue Ridge Communication	Cable for pump station	189.04
	12/18/2015	1477	PPL Electric Utilities	Electricity for pump stations	1,915.70
	12/18/2015	1478	T&M Associates	Engineering for operations	7,470.45
	12/18/2015	1479	Broughal & DeVito	Legal for operations	886.00
	12/18/2015	1480	Pocono Township	To reimburse GF for directors salary	6,729.00
	12/18/2015	1481	JP Mascaro	Waste removal	61.07
				TOTAL Sewer Operating Fund	<u>\$116,919.73</u>

Pocono Township Check Listing - December 21, 2015

Sewer Construction					
Fund	ESSA Bank				
	12/18/2015	148	T&M Associates	Engineering for construction	11,406.05
	12/18/2015	149	Engle Hambright & Davies, Inc	Sewer Bond	2,293.00
				TOTAL ESSA Bank	<u>\$13,699.05</u>
TOTAL General Fund		\$209,770.03			
TOTAL Park Fund		\$500.00			
TOTAL Emergency Services Fund		<u>\$206,856.01</u>			
TOTAL ESSA Transfer		<u>\$417,126.04</u>			
Total Sewer				Transferred by:	
Operating Fund	Wayne Bank	\$116,919.73			
TOTAL Sewer				Authorized by:	
Construction Fund	ESSA	\$13,699.05			

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 NOVEMBER, 2015

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

	NOV 2015	Y-T-D 2015	NOV 2014	Y-T-D 2014
Incidents Investigated	395	4020	319	3619
Burglary Alarms Answered	60	768	87	794
Reportable Accidents Investigated	27	232	18	165
Non-Reportable Accidents	27	352	23	258
Criminal Investigations	38	361	22	321
Criminal Arrests	35	369	23	316
Juvenile Detentions	1	8	0	8
Property Receipts	19	289	25	365
Notification of Faulty Equipment	116	1174	43	790
Vehicle Reports	3	23	0	12
Death Investigations	4	19	3	22
Written Warnings	163	1381	122	932
Missing Persons	0	6	2	9
Traffic Citations Issued	69	842	74	686
Non-Traffic Citations Issued	8	198	13	109
Ski Thefts	0	0	0	1
911 Hang-up Calls	56	360	18	204

Mileage all Vehicles: 19,681

Income from Report Fees: \$795.00

MEMORANDUM

To: Board of Commissioners

cc:

From: Gregg Schuster, Township Manager

Date: 12/18/15

Re: Township Manager Report (12/4/15 – 12/17/15)

Personnel

1. One employee is currently out on workers comp.

Meetings

1. On 12/4/15, I attended a meeting of the CIP working group.
2. On 12/7/15, I met, along with Solicitor DeVito, with representatives from Jackson Township to discuss the agreement with BCRA for the acquisition of the PJJWA.
3. On 12/8/15, I attended a recreation committee meeting. The recreation plan and the proposed Heritage Center were discussed.
4. On 12/8/15, I attended the sewer committee meeting.
5. On 12/11/15, I met with the Township Solicitor and Engineer to prepare for the Spa Castle public hearing.
6. On 12/14/15, I attended the civil service commission meeting. The majority of the meeting was spent on the revised rules and the promotional process.
7. On 12/14/15, I, along with the Treasurer, met with EHD to review the 2016 insurance proposals.
8. On 12/16/15, I, along with the public works director, met with the engineer for BCRA on the installation of a water line in a Township right of way.
9. On 12/16/15, I, along with the public works director and Mark Ambrose, met with BCRA to discuss issues with our late fee charges. An updated resolution will be developed and offered for adoption.
10. On 12/16/15, I met with Commissioners-elect Coover and Werkheiser to brief them on a variety of Township items.

11. On 12/17/15, I met, along with members of the recreation committee, with Northampton Community College to discuss recreational programming.

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. E-mail accounts have been established for the Commissioners-elect

Finance

1. The 2016 budget is on the agenda for adoption.
2. We are in the process of completing the transactions to finalize the implementation of our new custodian and investment advisor for the police pension fund

Current Projects

1. Filing and Workflow System

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

2. Agreement with Ambulance Provider

On hold pending the outcome of the RFP process.

3. Codification

The final analysis and review has been sent to the vendor. Upon receipt of the final manuscript, it will be sent to you for review.

4. 715/611 Corridor Planning

No update.

5. CIP

The proposed plan is on your agenda for adoption.

6. Municipal Security

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

Gregg Schuster

From: Rick Fisher
Sent: Wednesday, December 16, 2015 9:11 AM
To: Gregg Schuster
Cc: Richard Wielebinski; Russell Piccotti
Subject: Unfit Structures - Kopelson Property

Gregg,

After receiving a complaint I inspected the Kopelson property at 2765 Route 611, Tannersville, PA (intersection of Route 611 and Route 715) in order to determine if the structures are unfit. There are two residential structures on the property and both are in serious disrepair with partially collapsed roofs on both structures.

I am requesting that our building inspector inspect the property and submit a written report to the Board of Commissioners confirming the buildings are unfit and providing recommendations on repair or demolition.

I am also requesting that this matter be placed on the Board of Commissioners agenda for review and action.

Owner : Kopelson , Seldon, Trustee
733 Pasture Street
The Villages, FL 32163-2923

Property: 2765 Route 611
Tannersville, PA 18372

PIN: 12637300307295
Tax No 12/7/1/6-4

Respectfully,
Rick Fisher
Zoning Officer



RECEIVED
DEC 11 2015
POCONO TOWNSHIP

December 7, 2015

Attn: Township Manager
Pocono Township Municipal Building
112 Township Drive
P.O. Box 197
Tannersville, PA 18372

RE: Camelback Tubing Slope Parking Lot Expansion
Releasing of Escrow Funds

Dear Sir:

The purpose of this letter is to request a release of the balance of the escrow funds as the construction of the Tubing Slope parking lot extension has been completed, as outlined in the documents enclosed in this package.

All items and quantities are 100% complete. If you should need any additional information at this time, in order to get the requested escrow funds released, please do not hesitate to contact my office at any time.

Sincerely

A handwritten signature in black ink, appearing to read "Chris Hewison".

Chris Hewison, PMP, LEED AP
Project Executive
Aquatic Development Group

Cc: Timothy Edinger P.E., P.L.S., MBA

GEO-TECHNOLOGY ASSOCIATES, INC.

GEOTECHNICAL AND
ENVIRONMENTAL CONSULTANTS

A Practicing ASFE Member Firm



February 3, 2015

Camelback Mountain Resort
P.O. Box 168
Tannersville, Pennsylvania 18372

Attn: Mr. William R. Toye:

Re: Observation of Stormwater Management Facilities
Camelback Tubing Slope Parking Lot Improvements
Pocono Township, Monroe County, Pennsylvania

Dear Mr. Toye,

In accordance with our agreement dated December 16, 2014, Geo-Technology Associates, Inc. (GTA) has provided construction observation and testing services for the referenced project. This letter summarizes the results of our observations and testing during the month of December 2014.

The scope of our services included observation and infiltration testing of the subgrade soils, measuring excavation dimensions, and observing the placement of stone, geotextile, and pipe for the underground facilities. Drawings used for our work consisted of the civil plan set for the project, prepared by RKR Hess last revised November 6, 2014. GTA also referenced the infiltration report prepared by GTA, dated August 8, 2014.

GTA observed the underground stormwater facilities were excavated with a large excavator from the side of the excavation. The dimensions of the excavations were observed to meet or exceed those required by the referenced plans. The subgrade soils primarily consisted of sandy gravel and/or gravelly sand. These soils were consistent with the soils encountered in our test pits and infiltration testing performed during the project design phase. GTA performed infiltration testing on the excavated subgrade prior to the stone placement. Infiltration rates were measured over approximately 4 hours and were at the high end of the allowable range of rates. GTA recommended static rolling of the subgrade and retesting. Retests of the subgrade soils after re-rolling averaged approximately 7 inches per hour. GTA also observed that the subgrade soils were not exposed to uncontrolled storm runoff during construction.

GTA observed the placement of the AASHTO #3 equivalent open-graded stone below, around, and above the subsurface stormwater pipes and observed that a geotextile was installed surrounding the stone and pipes. GTA also observed the installation of the outfall structures and outfall pipe. It is GTA's opinion that the stormwater facilities were constructed in general accordance with the referenced plans.

2405 John Fires Highway, Quakertown, Pennsylvania 18951

(215) 536-8363

Fax: (215) 529-9303

✦ Abingdon, MD ✦ Laurel, MD ✦ Frederick, MD ✦ Waldorf, MD ✦ Sterling, VA ✦ Somerset, NJ
✦ New Castle, DE ✦ Georgetown, DE ✦ York, PA ✦ Quakertown, PA ✦ Charlotte, NC

Camelback Mountain Resort
Re: *Camelback Tubing Slope Parking Lot Improvements*
February 3, 2014
Page 2

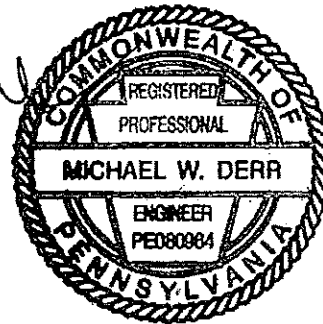
This report has been prepared for the exclusive use of the Camelback Mountain Resort pursuant to the agreement between GTA and Camelback Mountain Resort dated December 16, 2014 and in accordance with generally accepted engineering practices. All terms and conditions set forth in the agreement are incorporated herein. No warranty, express or implied is made herein.

Thank you for the opportunity to be of assistance on this project. Please contact our office at (215) 536-8363 if you have questions or require additional information.

Sincerely,
GEO-TECHNOLOGY ASSOCIATES, INC.



Michael W. Derr, P.E.
Project Engineer



BRA/MWD/mwd
141313

MEMO



To: Mr. Jack Muschlitz – Muschlitz Excavating
From: Michael W. Derr, P.E. *M. Derr*
Date: December 16, 2014
Re: Camelback Tubing Slope Parking Lot Improvements
Number #3 Stone Replacement
(GTA Job Number: 141313)

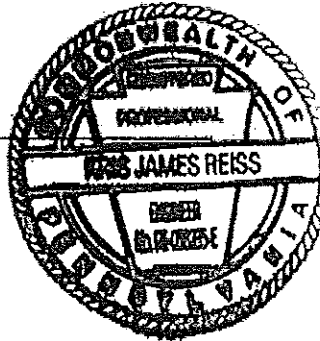
Per your request, a representative of GTA obtained three samples of crushed rock that had been processed at the West Street Quarry on December 1, 2014 for use as a substitute to the #3 clean stone specified for the infiltration facilities. The crushed materials were visually classified as clean poorly-graded gravel, with a maximum particle size of about 4 inches. RKR Hess informed GTA that the void space of the #3 stone is assumed to be 40% for design purposes.

GTA performed laboratory testing on the West Street Quarry samples and a sample of the #3 stone. The void space of the #3 clean stone in a rodded, vibrated, and compacted state had an average of 41.7% voids. The void space of the West Street Quarry sample in a rodded, vibrated, and compacted state had an average of 45.5% voids with a minimum of 44.2%. It is our opinion that the West Street Quarry stone meets the void space requirement as an equivalent to the #3 clean stone. Additionally, it should meet the structural durability requirements for this application. If the visual characteristics of the stone appear to change, additional testing may be performed to verify the void space requirements.

GTA's work was performed in accordance with generally accepted engineering practices. No warranty, express or implied is made herein. We appreciate the opportunity to be of assistance to you on this project. Should you have any questions or require additional information, please call the office at (215) 536-8363.

- Observation of Stormwater Management Facilities letter, provided by Geo-Technology Associates, Inc., dated February 3, 2015;
- Camelback Tubing Slop Parking Lot Improvements Number #3 Stone Replacement memo, provided by Geo-Technology Associates, Inc., dated December 16, 2014; and,
- The Contractor's Certification, dated February 5, 2015, and the Contractor's Record Drawings, received February 5, 2015, indicating construction modifications to the approved plan.

K. J. Li



I, Jack Muschlitz, state that I am the Vice President of Muschlitz Excavating, Inc., on this date 2/4/15, hereby certify (1) that I am duly authorized to make this certification of behalf of Muschlitz Excavating, Inc., and (2) that all stormwater management facilities have been constructed according to the approved plans and specifications and approved revisions thereto.

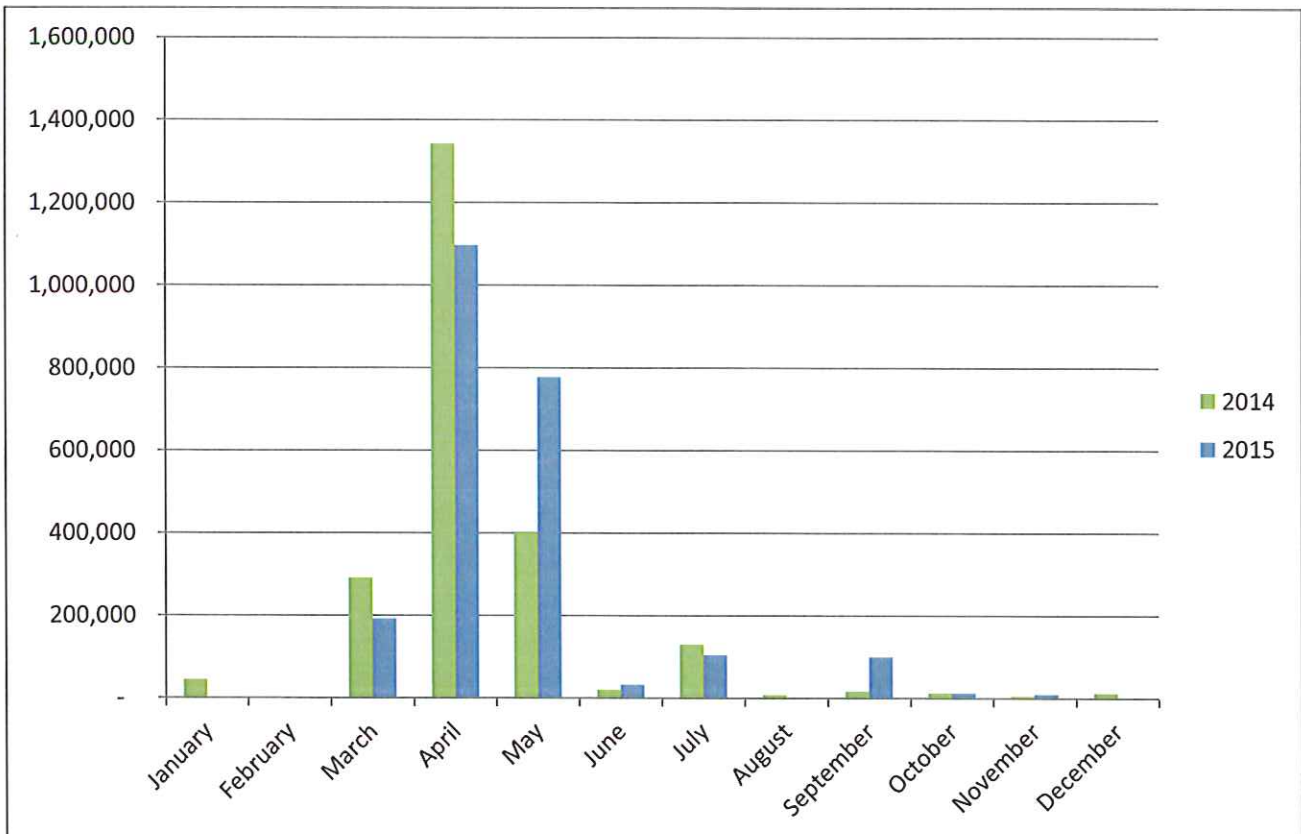


Jack Muschlitz, Vice President, Muschlitz Excavating, Inc.

Treasurer's Report - Current Real Estate Tax Collection

Monthly Collections

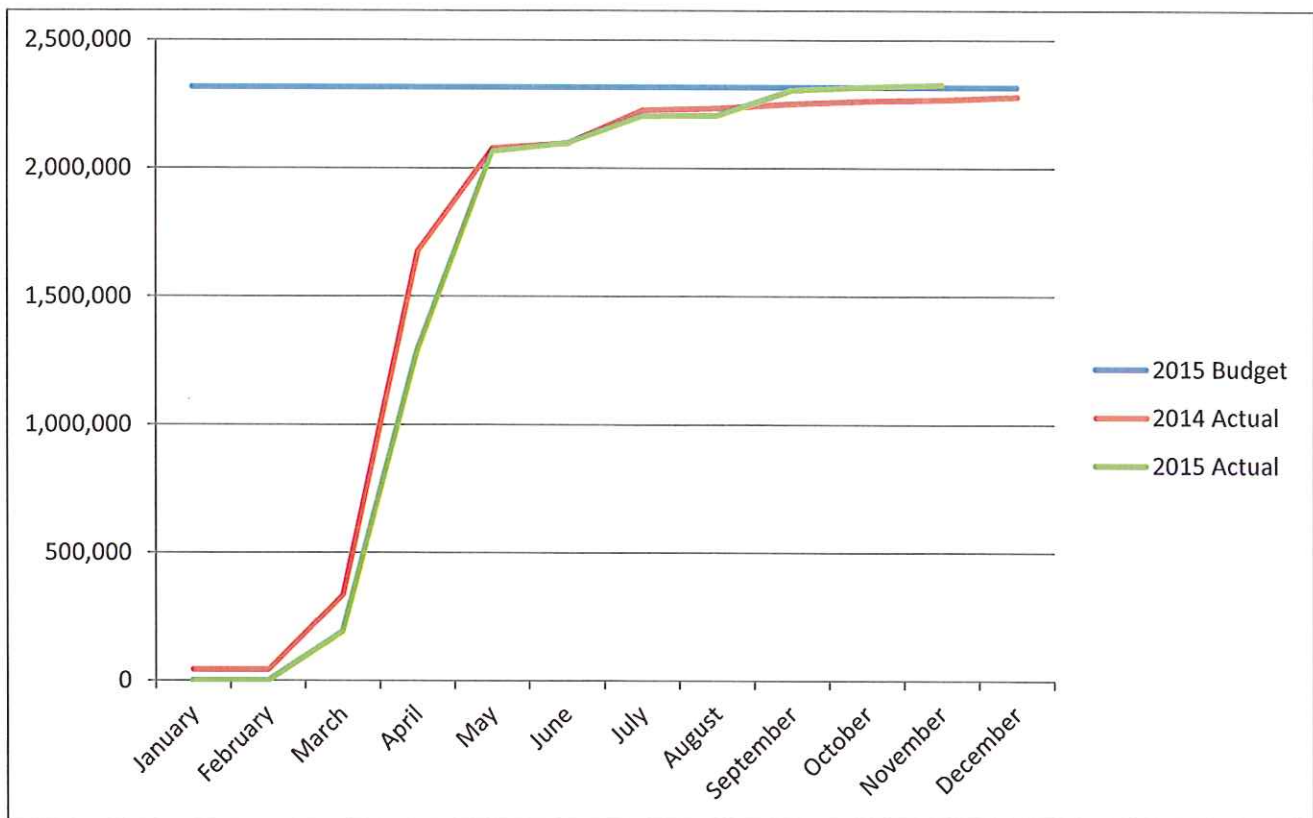
Month	2014	2015
January	43,799	-
February	-	-
March	291,046	192,156
April	1,342,423	1,096,966
May	400,804	777,274
June	19,545	32,514
July	129,668	104,103
August	7,587	2,365
September	16,849	99,846
October	12,288	12,032
November	4,722	8,767
December	11,180	



Treasurer's Report - Current Real Estate Tax Collection

Cumulative Collections

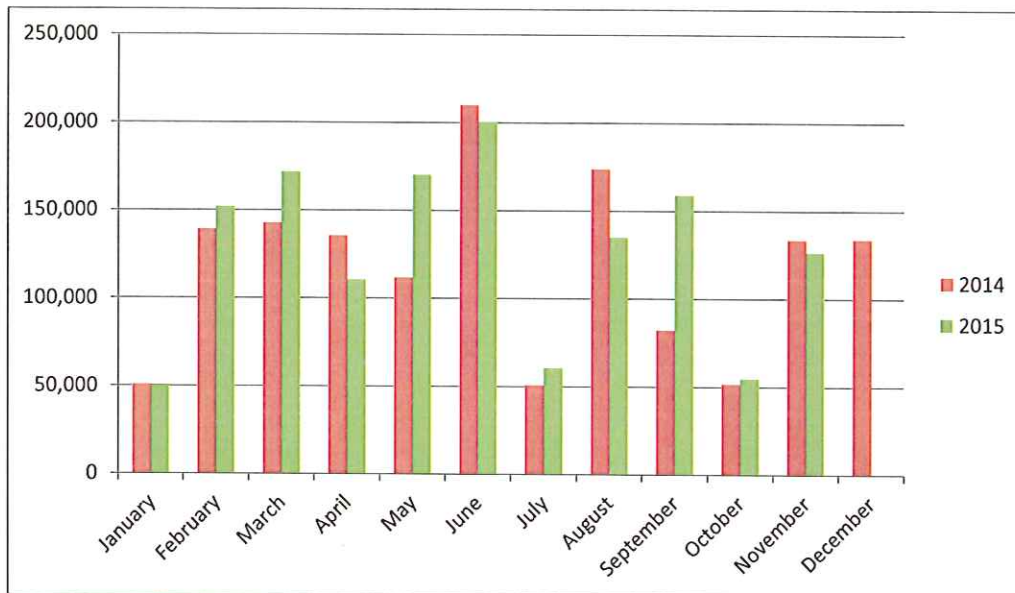
	2014 Budget	2015 Budget	2014 Actual	2015 Actual	2015 Collection %
January	2,254,200	2,315,391	43,799	0	0.00%
February	2,254,200	2,315,391	43,799	0	0.00%
March	2,254,200	2,315,391	334,845	192,156	8.30%
April	2,254,200	2,315,391	1,677,268	1,289,122	55.68%
May	2,254,200	2,315,391	2,078,072	2,066,396	89.25%
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	2,317,257	100.08%
November	2,254,200	2,315,391	2,268,732	2,326,024	100.46%
December	2,254,200	2,315,391	2,279,912		0.00%



Treasurer's Report - Earned Income Tax Collection

Monthly Collections

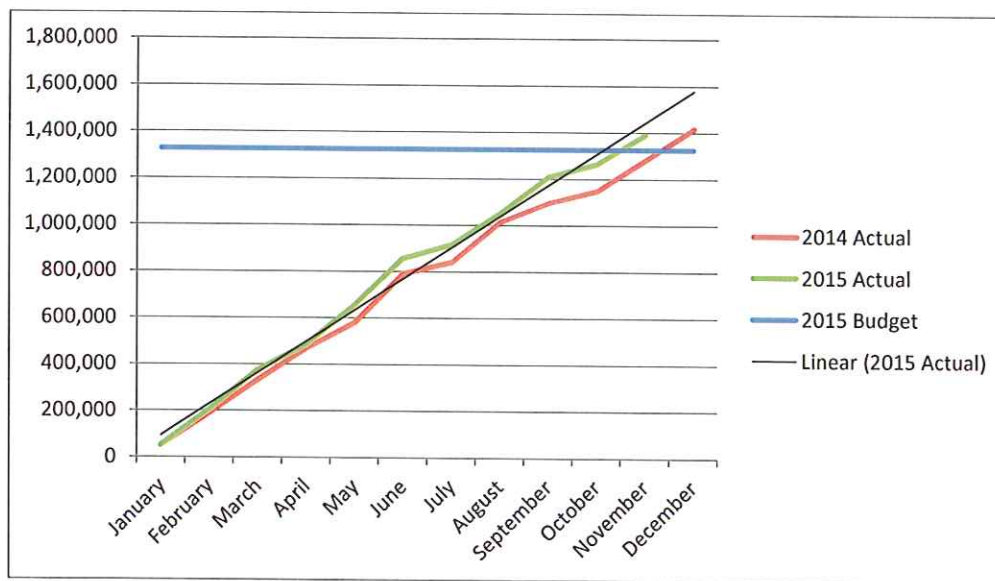
	2014	2015
January	50,730	50,016
February	139,308	151,956
March	142,843	171,698
April	135,699	110,568
May	111,832	170,046
June	209,971	200,432
July	50,698	60,488
August	173,849	134,675
September	82,322	159,064
October	51,578	54,651
November	133,735	126,313
December	134,095	



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	1,263,594	89.8%	95.4%
November	1,280,000	1,325,000	1,282,566	1,389,906	100.2%	104.9%
December	1,280,000	1,325,000	1,416,661		110.7%	0.0%



General Fund
Treasurer's Report
November 2015

Income		2015				2014			
		Jan 1 - Nov 30, 2015	Budget	\$ Over Budget	% of Budget	Jan 1 - Nov 30, 2014	Budget	\$ Over Budget	% of Budget
301.100 - Real Estate Taxes - Current		2,326,023.51	2,315,391.00	10,632.51	100.46%	2,268,732.24	2,254,200.14	14,532.10	100.66%
310.200 - Earned Income Taxes		1,389,907.18	1,325,000.00	64,907.18	104.9%	1,282,565.02	1,280,000.00	2,565.02	100.2%
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		125,810.74	150,000.00	-24,189.26	83.87%	173,829.07	125,000.00	48,829.07	139.06%
301.300 - Returned Taxes - Upset Sale		7,138.78	4,000.00	3,138.78	178.47%	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		147,230.01	150,000.00	-2,769.99	98.15%	143,146.63	115,000.00	28,146.63	124.48%
310.500 - Local Services Taxes		354,573.89	340,000.00	14,573.89	104.29%	372,826.49	350,000.00	22,826.49	106.52%
Total Taxes Other		634,753.42	645,800.00	-11,046.58	98.29%	694,028.90	591,800.00	102,228.90	117.27%
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%	149,228.58	190,000.00	-40,771.42	78.54%
322.100 - Application fees		1,100.00	0.00	1,100.00	100.0%	800.00	0.00	800.00	100.0%
Total Licenses, permits and fees		103,988.04	190,100.00	-86,111.96	54.7%	150,028.58	190,100.00	-40,071.42	78.92%
Fines and Forfeits									
331.100 - Court Fines - District Magistra		35,817.71	30,000.00	5,817.71	119.39%	27,826.66	30,000.00	-2,173.34	92.76%
331.110 - Motor Vehicle Code Violations		12,871.03	30,000.00	-17,128.97	42.9%	16,082.64	30,000.00	-13,917.36	53.61%
331.200 - Ordinance Violations		0.00	500.00	-500.00	0.0%	1,500.00	500.00	1,000.00	300.0%
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		48,688.74	60,500.00	-11,811.26	80.48%	57,409.30	60,500.00	-3,090.70	94.89%
341.010 - Interest on Investments									
354.129 - Stadden Road Bridge Grant		13,739.58	4,000.00	9,739.58	343.49%	11,937.60	4,000.00	7,937.60	298.44%
354.150 - Recycling Performance Grant		0.00	130,000.00	-130,000.00	0.0%	0.00	300,000.00	-300,000.00	0.0%
Other State Grants		109,216.77	5,000.00	104,216.77	2,184.34%	0.00	185,015.00	-185,015.00	0.0%
355.010 - Public Utility Realty Tax		5,977.84	0.00	5,977.84	100.0%	7,147.48	0.00	7,147.48	100.0%
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		168,595.90	184,992.00	-16,396.10	91.14%	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		420.32	500.00	-79.68	84.06%	412.32	500.00	-87.68	82.46%
Total Other State Grants		272,950.95	292,242.00	-19,291.05	93.4%	303,937.29	283,250.00	20,687.29	107.9%
362.100 - Police Services									
362.101 - Reimbursement Police overtime		15,006.74	15,000.00	6.74	100.05%	8,428.09	20,000.00	-11,571.91	42.14%
362.100 - Police Services - Other		25,164.00	25,000.00	164.00	100.66%	14,406.40	30,000.00	-15,593.60	48.02%
Total 362.100 - Police Services		40,170.74	40,000.00	170.74	100.43%	22,834.49	50,000.00	-27,165.51	45.67%
Building Permits									
362.411 - Connect & Tank Abandonment Fees		3,243.00	0.00	3,243.00	100.0%	2,855.00	0.00	2,855.00	100.0%
362.410 - Building Permits - BIU - Other		469,289.17	160,000.00	309,289.17	293.31%	152,226.87	110,000.00	42,226.87	138.39%
Total Building Permits		472,532.17	160,000.00	312,532.17	295.33%	155,081.87	110,000.00	45,081.87	140.98%
Charges for Services									
361.310 - Subdivision, Land Develop Fees		6,628.00	4,000.00	2,628.00	165.7%	3,450.00	4,000.00	-550.00	86.25%

General Fund
Treasurer's Report
November 2015

	2015				2014			
	Jan 1 - Nov 30, 2015	Budget	\$ Over Budget	% of Budget	Jan 1 - Nov 30, 2014	Budget	\$ Over Budget	% of Budget
361.330 - Zoning Hearing Board Fees	1,846.65	2,000.00	-153.35	92.33%	2,600.00	2,000.00	600.00	130.0%
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	35.50	100.00	-64.50	35.5%	125.00	100.00	25.00	125.0%
361.700 - Reproduction of Records	226.25	100.00	126.25	226.25%	1,773.86	100.00	1,673.86	1,773.86%
362.110 - Sale of Police Reports	6,195.00	5,000.00	1,195.00	123.9%	5,340.50	4,000.00	1,340.50	133.51%
362.130 - Security Alarm Fees	180.00	150.00	30.00	120.0%	120.00	150.00	-30.00	80.0%
362.300 - Zoning Permits	70,466.95	33,400.00	37,066.95	210.98%	23,099.39	20,000.00	3,099.39	115.5%
362.440 - Sewer System Permits	5,250.00	12,000.00	-6,750.00	43.75%	12,585.00	12,000.00	585.00	104.88%
362.450 - Use & Occupancy Permits	2,629.00	2,500.00	129.00	105.16%	2,200.00	2,500.00	-300.00	88.0%
362.475 - Well Permits	1,300.00	0.00	1,300.00	100.0%	800.00	300.00	500.00	266.67%
362.480 - Pool Permits	150.00	0.00	150.00	100.0%	100.00	100.00	0.00	100.0%
362.485 - Sign Permits	6,525.00	0.00	6,525.00	100.0%	7,402.20	5,000.00	2,402.20	148.04%
362.491 - Fireworks Permits	200.00	0.00	200.00	100.0%	0.00	0.00	0.00	0.0%
362.495 - UCC Fees	800.00	500.00	300.00	160.0%	704.00	500.00	204.00	140.8%
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	675.00	0.00	675.00	100.0%	400.00	1,000.00	-600.00	40.0%
363.500 - Public Works Services	4,599.05	11,000.00	-6,410.95	41.72%	11,400.89	11,000.00	400.89	103.64%
Total Charges for Services	109,696.40	71,750.00	37,946.40	152.89%	73,660.84	63,750.00	9,910.84	115.55%
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	1,900.00	1,000.00	900.00	190.0%	4,432.00	1,000.00	3,432.00	443.2%
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	6,101.00	4,600.00	1,501.00	132.63%	8,660.00	4,600.00	4,060.00	188.26%
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	25,174.61	0.00	25,174.61	100.0%	3,477.75	0.00	3,477.75	100.0%
Total Other Financing Sources	51,998.61	3,000.00	48,998.61	1,733.28%	3,503.35	3,000.00	503.35	116.78%
Total Income	5,579,767.11	5,247,383.00	332,384.11	106.33%	5,032,379.48	5,380,215.14	-347,835.66	93.54%

**General Fund
Treasurer's Report
November 2015**

	Jan 1 - Nov 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	725.00	1,516.00	-791.00	47.82%
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	98,991.36	110,000.00	-11,008.64	89.99%
401.192 · Admin SSI Taxes	7,572.74	8,415.00	-842.26	89.99%
401.196 · Admin Health Insurance	24,412.80	25,258.00	-845.20	96.65%
401.198 · Non-Uniformed Pension Plan	9,334.70	9,900.00	-565.30	94.29%
401.199 · Admin Life and Disability Ins	693.00	760.00	-67.00	91.18%
401.200 · Administration Allowances	2,792.20	3,200.00	-407.80	87.26%
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	3,110.54	3,250.00	-139.46	95.71%
402.198 · Fin Admin Non-Uni Pension Plan	0.00	0.00	0.00	0.0%
402.310 · Fin Admin Professional Svcs	11,583.26	15,000.00	-3,416.74	77.22%
403.110 · Tax Collection Salaries & Wages	9,000.11	10,000.00	-999.89	90.0%
403.192 · Tax Collection SSI Taxes	688.67	765.00	-76.33	90.02%
403.215 · Tax Collection Postage	1,606.71	2,000.00	-393.29	80.34%
403.220 · Tax Collection Operating Supply	1,823.75	2,000.00	-176.25	91.19%
403.310 · Tax Collection Professional Srv	28,502.19	26,000.00	2,502.19	109.62%
403.460 · Tax Collection Meetings & Conf	0.00	625.00	-625.00	0.0%
404.310 · Township Solicitor	76,500.71	90,000.00	-13,499.29	85.0%
405.110 · Secretary Salaries & Wages	121,795.60	135,529.00	-13,733.40	89.87%
405.120 · Secretary OT	8,797.64	11,000.00	-2,202.36	79.98%
405.192 · Secretary SSI Taxes	9,959.30	10,368.00	-408.70	96.06%
405.196 · Secretary Insurance	61,873.04	70,992.00	-9,118.96	87.16%
405.198 · Secretary Non-Uni Pension Plan	11,736.93	11,298.00	438.93	103.89%
405.199 · Secretary Life & Disability Ins	2,033.71	2,400.00	-366.29	84.74%
405.220 · Secretary Operating Supplies	511.05	1,500.00	-988.95	34.07%
405.260 · Secretary Minor Equipment	0.00	3,000.00	-3,000.00	0.0%
405.310 · Secretary Professional Svcs	0.00	0.00	0.00	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	3,809.07	4,000.00	-190.93	95.23%
406.220 · Gen Govt Operation Supplies	5,922.41	7,000.00	-1,077.59	84.61%
406.310 · Gen Govt Professional Svcs	5,558.90	6,000.00	-441.10	92.65%
406.320 · Gen Govt Communications	6,440.46	10,000.00	-3,559.54	64.41%
406.340 · Gen Govt Advertising & Printing	6,051.36	6,500.00	-448.64	93.1%
406.374 · Gen Govt Office Equipment Maint	0.00	0.00	0.00	0.0%
406.384 · Gen Govt Equipment Leases	2,840.80	5,000.00	-2,159.20	56.82%
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	17,055.64	17,000.00	55.64	100.33%
408.310 · Township Engineer	51,920.92	85,000.00	-33,079.08	61.08%
409.220 · Building Operating Supplies	942.12	1,000.00	-57.88	94.21%
409.360 · Building Utilities	20,973.47	48,000.00	-27,026.53	43.7%
409.373 · Building Maint & Repairs	15,257.86	20,000.00	-4,742.14	76.29%
409.450 · Building Contracted Services	5,421.31	6,000.00	-578.69	90.36%
Total General Government	655,010.10	808,134.00	-153,123.90	81.05%
Public Safety				
410.120 · Police Salaries & Wages-Admin	77,786.72	83,306.00	-5,519.28	93.38%
410.130 · Police Salaries & Wages-Officer	936,399.87	1,064,116.00	-127,716.13	88.0%
410.140 · Police Salaries & Wages-Civilian	39,933.36	42,192.00	-2,258.64	94.65%
410.179 · Police Longevity Pay	0.00	40,794.00	-40,794.00	0.0%
410.180 · Police Overtime Wages	130,803.93	135,000.00	-4,196.07	96.89%
410.187 · Police Overtime Civ Support	573.71	500.00	73.71	114.74%

**General Fund
Treasurer's Report
November 2015**

410.191 · Uniform Allowance	5,021.02	13,600.00	-8,578.98	36.92%
410.192 · Police SSI Taxes	90,929.42	94,747.00	-3,817.58	95.97%
410.196 · Police Health Insurance	409,762.84	419,494.00	-9,731.16	97.68%
410.197 · Police Pension Plan	0.00	150,577.00	-150,577.00	0.0%
410.198 · Police Life & Disability Ins	12,986.93	16,100.00	-3,113.07	80.66%
410.199 · Police Non-Uniform Pension	3,489.93	3,797.00	-307.07	91.91%
410.200 · Police 457 Contribution	5,259.45	10,600.00	-5,340.55	49.62%
410.220 · Police Operating Supplies	5,788.75	6,000.00	-211.25	96.48%
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	1,429.68	2,000.00	-570.32	71.48%
410.231 · Vehicle Fuel	32,358.69	38,861.00	-6,502.31	83.27%
410.260 · Police Minor Equipment	18,085.39	17,000.00	1,085.39	106.39%
410.310 · Police Professional Services	6,349.62	5,000.00	1,349.62	126.99%
410.314 · Civil Service Comm Solicitor	6,318.70	13,000.00	-6,681.30	48.61%
410.320 · Police Communications	14,174.50	16,000.00	-1,825.50	88.59%
410.341 · Police Advertising & Printing	3,225.00	3,500.00	-275.00	92.14%
410.373 · Police Maint & Repair Bldg	10,099.42	10,000.00	99.42	100.99%
410.374 · Police Equipment Maint	2,859.20	4,750.00	-1,890.80	60.19%
410.420 · Police Dues, Subscriptions	517.00	1,500.00	-983.00	34.47%
410.450 · Police Contracted Services	107,792.10	110,164.00	-2,371.90	97.85%
410.451 · Police Vehicle Maintenance	27,295.55	27,500.00	-204.45	99.26%
410.460 · Police Meetings & Training	9,500.07	10,000.00	-499.93	95.0%
410.740 · Police Capital Purch, Minor	14,600.00	14,600.00	0.00	100.0%
410.741 · Police Capital Purch, Autos	40,438.68	41,500.00	-1,061.32	97.44%
411.540 · Foreign Fire Payments	94,606.89	94,607.00	-0.11	100.0%
413.260 · Code Enforcement Minor Equip	0.00	500.00	-500.00	0.0%
413.310 · Prof Services - BIU Building	274,318.14	275,036.00	-717.86	99.74%
413.311 · Prof Services - SEO	13,475.00	15,000.00	-1,525.00	89.83%
413.312 · Professional Services - ZO	18,982.50	18,900.00	82.50	100.44%
413.314 · Building Code Appeals Board	1,931.75	2,000.00	-68.25	96.59%
413.319 · Code Enforcement UCC Fees	676.00	750.00	-74.00	90.13%
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	12,363.00	16,300.00	-3,937.00	75.85%
414.120 · Planning & Zoning OT	292.50	400.00	-107.50	73.13%
414.192 · Planning & Zoning SSI Taxes	968.14	1,245.00	-276.86	77.76%
414.196 · Planning & Zoning Health Ins	2,027.68	5,685.00	-3,657.32	35.67%
414.198 · Planning & Zoning N-U Pension	0.00	0.00	0.00	0.0%
414.199 · Zoning Life & Disability	126.00	205.00	-79.00	61.46%
414.220 · Planning & Zoning Supplies	125.65	500.00	-374.35	25.13%
414.310 · Planning & Zoning Prof Srvs	1,219.00	1,000.00	219.00	121.9%
414.313 · Planning & Zoning Engineering	12,663.36	11,000.00	1,663.36	115.12%
414.314 · Planning & Zoning Legal	24,236.28	25,000.00	-763.72	96.95%
414.324 · Zoning Cell Phone	75.10	150.00	-74.90	50.07%
414.331 · Zoning Officer Mileage	95.61	400.00	-304.39	23.9%
414.341 · Planning & Zoning Advertising	1,434.40	1,800.00	-365.60	79.69%
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	2,478,240.71	2,874,476.00	-396,235.29	86.22%
Public Works - Other				
426.227 · Recycling containers	1,125.50	1,126.00	-0.50	99.96%
427.220 · Solid Waste Coll Supplies	1,410.00	1,500.00	-90.00	94.0%
427.221 · Equip Rental - Grinder	4,680.00	4,700.00	-20.00	99.57%
427.450 · Contracted Srvs - Clean-Up Days	14,333.56	20,000.00	-5,666.44	71.67%
429.317 · TIF	101,633.59	101,634.00	-0.41	100.0%
Total Public Works - Other	123,182.65	128,960.00	-5,777.35	95.52%
PW-Hwys, Roads & Streets				
430.110 · Public Works Salaries	352,250.07	394,987.00	-42,736.93	89.18%

**General Fund
Treasurer's Report
November 2015**

430.120 · Public Works OT Wages	27,234.29	30,000.00	-2,765.71	90.78%
430.192 · Public Works SSI Taxes	28,867.44	30,713.00	-1,845.56	93.99%
430.196 · Public Works Insurance	207,659.44	213,252.00	-5,592.56	97.38%
430.198 · Public Works N-U Pension	32,978.67	34,513.00	-1,534.33	95.55%
430.199 · Public Works Life & Disab Ins	6,375.70	6,400.00	-24.30	99.62%
430.200 · Public Works Director Allowance	394.80	450.00	-55.20	87.73%
430.220 · Public Works Oper Supplies	6,232.29	15,000.00	-8,767.71	41.55%
430.232 · Public Works Diesel	26,064.44	49,250.00	-23,185.56	52.92%
430.234 · Public Works Vehicle Supplies	1,620.69	6,000.00	-4,379.31	27.01%
430.238 · Public Works Uniforms	7,139.28	7,800.00	-660.72	91.53%
430.260 · Public Works Minor Equip Purch	1,029.71	2,000.00	-970.29	51.49%
430.331 · Mileage Reimbursement	417.91	1,000.00	-582.09	41.79%
430.360 · Public Works Utilities	8,194.62	18,750.00	-10,555.38	43.71%
430.373 · Public Works Maint & Rep Bldg	8,271.85	10,000.00	-1,728.15	82.72%
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	33,948.52	35,000.00	-1,051.48	97.0%
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	7,403.76	6,596.00	807.76	112.25%
430.460 · Public Works Meetings & Trainin	843.58	1,000.00	-156.42	84.36%
430.650 · Public Works Hand Tool Purch	199.99	500.00	-300.01	40.0%
430.740 · Public Works Capital Purchases	0.00	0.00	0.00	0.0%
432.220 · Snow & Ice Rem Oper Supplies	121,722.92	125,000.00	-3,277.08	97.38%
432.375 · Snow & Ice Rem Equipment Maint	22,643.88	38,000.00	-15,356.12	59.59%
432.450 · Snow & Ice Rem Subcontractors	0.00	15,000.00	-15,000.00	0.0%
433.220 · Traffic Signals & Signs Supply	2,272.87	5,000.00	-2,727.13	45.46%
433.360 · Traffic Signals & Signs Utiliti	2,783.62	4,000.00	-1,216.38	69.59%
433.450 · Traffic Signals Contracted Srvs	31,504.53	29,706.00	1,798.53	106.05%
438.220 · Road Maint Supplies	70,388.59	71,250.00	-861.41	98.79%
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	1,395,873.99	1,618,408.00	-222,534.01	86.25%
Culture and Recreation				
457.541 · Bicentennial Committee Expenses	860.00	0.00	860.00	100.0%
457.540 · Community Day Celebration	1,763.99	3,000.00	-1,236.01	58.8%
Total Culture and Recreation	2,623.99	3,000.00	-376.01	87.47%
Benefits and Withholding				
483.194 · Employer Pd Unemployment Comp	29,834.13	30,000.00	-165.87	99.45%
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	2,873.20	3,741.00	-867.80	76.8%
Total Benefits and Withholding	128,339.37	149,315.00	-20,975.63	85.95%
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				
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	27,771.09	26,483.00	1,288.09	104.86%
Total Other Expenses	27,771.09	26,483.00	1,288.09	104.86%
<hr/>				
	4,930,966.83	5,759,278.00	-828,311.17	85.62%

Sewer Construction Fund
Treasurer's Report
November 2015

	2015			2014		
	Jan 1 - Nov 30, 2015	Budget	% of Budget	Jan 1 - Nov 30, 2014	Budget	% of Budget
Income						
341.010 · Interest on Investments	4,168.64	2,000.00	208.43%	2,755.60	3,000.00	91.85%
354.161 · Pennvest Grant	0.00	1,549,340.00	0.0%	0.00	1,549,341.00	0.0%
354.163 · H2O Grant	0.00	0.00	0.0%	0.00	127,425.63	0.0%
392.000 · Transfer from Operations	0.00	0.00	0.0%	190,856.15	0.00	100.0%
392.900 · Use of Fund Balance	0.00	262,479.00	0.0%	0.00	560,983.86	0.0%
393.100 · ERZB GSRB - ESSA	58,266.81	0.00	100.0%	59,422.80	0.00	100.0%
393.130 · Pennvest Loans	0.00	0.00	0.0%	415,000.00	723,100.00	57.39%
393.140 · LT Debt - First Keystone	0.00	0.00	0.0%	122,502.92	0.00	100.0%
393.141 · LT Debt - Wayne	0.00	0.00	0.0%	526,587.99	609,490.00	86.4%
393.142 · LOC - Wayne	0.00	1,091,181.00	0.0%	2,808,818.70	0.00	100.0%
393.143 · Proceeds of refinance 7.5M	4,350,000.00	4,500,000.00	96.67%	7,677,334.36	0.00	100.0%
394.100 · Short Term Loans	0.00	0.00	0.0%	67,540.17	893,755.00	7.56%
395.000 · Refund of Prior Year Expenses	250,267.50	0.00	100.0%	1,780.12	0.00	100.0%
Total Income	4,662,702.95	7,405,000.00	62.97%	11,872,598.81	4,467,095.49	265.78%
					7,405,503.32	

Sewer Construction Fund
Treasurer's Report
November 2015

	Jan 1 - Nov 30, 2015	Budget As Amended	\$ Over Budget	% of Budget
Expense				
404.310 · Professional Services	43,256.01	50,000.00	-6,743.99	86.51%
408.315 · Engineering - Collection System	182,788.11	415,000.00	-232,211.89	44.05%
429.341 · Advertising	164.60	165.00	-0.40	99.76%
429.602 · Collection System Construction	82,349.94	2,560,000.00	-2,477,650.06	3.22%
429.620 · Engineering Fees Phs II	0.00	0.00	0.00	0.0%
429.643 · Contractor Fee Phs III	0.00	0.00	0.00	0.0%
471.000 · Debt Principal	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	4,658,334.18	7,405,000.00	-2,746,665.82	62.91%

Sewer Operating Fund
Treasurer's Report
November 2015

	2015				2014			
	Jan 1 - Nov 30, 2015	Budget	\$ Over Budget	% of Budget	Jan 1 - Nov 30, 2014	Budget	\$ Over Budget	% of Budget
Income								
341.010 • Interest on Investments	18,084.29	0.00	18,084.29	100.0%	11,811.22	9,500.00	2,311.22	124.33%
364.110 • Connection/Tapping Fees	1,452,500.00	4,463,750.00	-3,011,250.00	32.54%	497,500.00	1,456,990.00	-959,490.00	34.15%
364.120 • Sewer Use Fees	2,353,396.35	3,946,667.00	-1,593,270.65	59.63%	1,863,660.33	2,032,664.00	-169,003.67	91.69%
Total Income	3,823,980.64	8,410,417.00	-4,586,436.36	45.47%	2,372,971.55	3,499,154.00	-1,126,182.45	67.82%

Sewer Operating Fund
Treasurer's Report
November 2015

Jan 1 - Nov 30,				
	2015	Budget	\$ Over Budget	% of Budget
Expense				
Total 429.100 · Utilities	41,376.75	77,600.00	-36,223.25	53.32%
429.110 · Public Works Dir Salary	27,838.50	42,500.00	-14,661.50	65.5%
429.192 · Social Security	1,388.48	2,678.00	-1,289.52	51.85%
429.197 · Non Uniform Pension Plan	816.44	3,150.00	-2,333.56	25.92%
Total 429.200 · BCRA Sewage Treatment	793,795.32	1,104,756.00	-310,960.68	71.85%
429.205 · Bank charges	30.00			
429.231 · Collection System Costs	1,418.04	2,000.00	-581.96	70.9%
429.244 · Operating Supplies	35,140.24	43,000.00	-7,859.76	81.72%
Total 429.300 · Professional Services	226,229.18	277,000.00	-50,770.82	81.67%
429.374 · Equipment Repair & Maintenance	41,616.61	62,500.00	-20,883.39	66.59%
429.375 · Reimbursements - P Traps	5,490.00	10,000.00	-4,510.00	54.9%
Total 429.610 · Improvements	0.00	163,015.00	-163,015.00	0.0%
Total 471.000 · Debt Principal - Long and Short	347,490.59	1,814,039.00	-1,466,548.41	19.16%
Total 472.000 · Debt Interest - Long and Short	190,979.74	960,771.00	-769,791.26	19.88%
492.530 · Contributions to fund balance	0.00	3,847,408.00	-3,847,408.00	0.0%
Total Expense	1,713,609.89	8,410,417.00	-6,696,807.11	20.38%

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

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING THE INSURANCE PROPOSALS FROM EHD
AND APPROVING ASSOCIATED AGREEMENTS**

WHEREAS, Pocono Township wishes to purchase various insurance coverage for 2016; and

WHEREAS, EHD has prepared a recommended package of insurance coverage; and

WHEREAS, Pocono Township wishes to enter into agreements for purchase of said insurance coverage for 2016; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Township accept the 2016 insurance proposal from EHD dated December 14, 2015 and execute all agreements associated with that proposal.

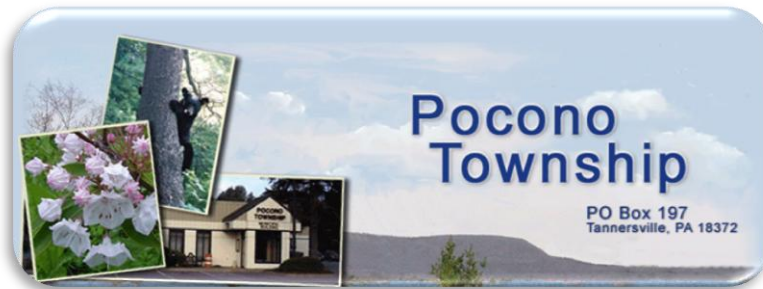
RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President



Commercial Insurance Proposal January 1, 2016 to January 1, 2017

Presented By:



Robert B. Thompson, ARM
Assistant Vice President
EHD
One Meridian Blvd., Suite 4A01
Wyomissing, PA 19610-3360
Branch Phone: 800-438-2525

December 14, 2015

EHD HISTORY

A proud past, a bright future

Established in 1896, Engle-Hambright & Davies, Inc. – now EHD – has its roots in the Lancaster, Pennsylvania law firm of William B. Given. It was here that Christian Engle began negotiating the preparation and sale of insurance contracts. Mr. Engle left the firm in 1906 to join the Lancaster Real Estate Company. In 1918, he and William T. Hambright changed the company's name to Engle and Hambright, incorporating that company in 1934.



After the addition of Robert F. McMurtrie (Mr. Engle's son-in-law) and Edward F. Jaeger in 1937, the main focus of the firm shifted from real estate to insurance. The company eventually became Engle-Hambright & Davies, Inc., known today simply as EHD.

Since the early 1970s, EHD has opened and/or acquired nine additional insurance agencies in strategic areas of Pennsylvania. These have evolved into EHD's four current branch offices located in Exton, Lancaster, Pittsburgh and Wyomissing.

At EHD, we're proud of our history and heritage, and equally proud of continuing to operate as a privately held and independent company, as we have since 1896. EHD is now one of the largest and most reputable full-service insurance brokers in the United States. By continuing to focus on and be committed to our two primary constituents – our clients and employees – EHD is poised for further dramatic growth well into the future.

EHD FACT SHEET

Founded:	1896, in Lancaster, PA.
Office Locations:	Exton, Lancaster, Pittsburgh, and Wyomissing.
Number of Employees:	Approximately 100 in management, sales and service.
Premiums Managed:	Approximately \$250,000,000.
Serving:	Clients typically headquartered in Pennsylvania, New Jersey, Delaware and Maryland.
Key Practice Groups:	<ul style="list-style-type: none"> • Agri and Food Industry • Auto Dealers • Construction • Manufacturing • Municipalities • Schools • Health and Social Services • Retail/Wholesale • Energy • Religious Institutions • Professional Services • Community Associations
Insurance Markets:	Affiliated with all major regional, national and international insurance companies.
Services:	Property & Casualty Insurance, Employee Benefits, Personal Insurance, Risk Management, Claims Management, Risk Control Services, Bonding and Surety, Captive and Self Insurance Program Management.
Trade Affiliations:	Assurex Global Partner Greater Reading PA Economic Partnership (GREP) Chambers of Commerce Cherrywood Captive Association Community Association Institute (CAI) Construction Financial Management Association (CFMA) Financial Executives International (FEI) Insurance Society of Philadelphia (ISOP) Keystone Chapter of ABC, Central PA & Delaware ABC Mechanical Contractors' Association of Eastern PA National Association of Surety Bond Producers (NASBP) National Tooling and Machining Association (NTMA) PA Builders' Association (PBA) PA Self-Insurers' Association (PSIA) Pennag Industries' Association Pennsylvania Automotive Association (PAA) Pennsylvania Surplus Lines Association (PASLA) RIMS
EHD Philosophy:	Provide expertise and resources to help our clients manage their total cost of risk and maximize their profitability.
EHD Website:	www.ehd-ins.com

Office Locations



Lancaster

1857 William Penn Way
PO Box 11600
Lancaster, PA 17605-1160
Phone: 717-394-5681
Toll Free 1-800-544-7292
Fax: 717-394-0842
E-mail: info@ehd-ins.com
www.ehd-ins.com

Exton

350 Eagleview Blvd., Suite 110
Exton, PA 19341
Phone: 610-280-0410
Toll Free: 1-800-627-3732
Fax: 610-280-0703
E-mail: delawarevalley@ehd-ins.com

Pittsburgh

800 Cranberry Woods Drive, Suite 280
Cranberry Township, PA 16066-5211
Phone: 724-779-7200
Toll Free: 1-855-860-0277
Fax: 724-779-7212
E-mail: pittsburgh@ehd-ins.com

Wyomissing

One Meridian Blvd., Suite 4A01
Wyomissing, PA 19610-3360
Phone: 610-374-4893
Toll Free: 1-800-438-2525
Fax: 610-374-5612
E-mail: wyomissing@ehd-ins.com

This proposal summarizes the coverages that we intend to provide. It does not provide details of policy contracts, but rather covers the general contents of your coverage. For the exact wording of the policies and answers to whether a specific claim is covered, you must refer to the specific insurance policy.

All changes in your exposure should be reported to us immediately so that proper coverage can be affected.

The property values used to form the basis of the proposal were those provided by you. These values should be carefully reviewed and/or appraised to ensure they are adequate to meet the coinsurance provision should a loss occur.

We make no representation that any limit of liability is adequate; therefore, higher limits for all coverages quoted may be available upon request. Other coverages and options are available and this proposal may not encompass all your coverage needs.

No coverage can be bound or altered via voice message or electronic mail.

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*Exhibits

Named Insureds

Pocono Township

The Named Insureds indicated above are the only entities covered by the policies
and only where there is an insurable interest.

Premium/Payment Terms

<i>Premium Summary</i>	<i>2015-2016</i>	<i>2016-2017</i>
Line of Coverage	Expiring Premium	Renewal Premium
Package- Property, General Liability, Crime, Inland Marine, Auto, Umbrella	\$50,301	\$48,472
Public Officials Liability	\$7,453 Incl. Fees	\$7,525 Incl. Fees
Law Enforcement Liability	\$8,845 Incl Taxes & Fees	\$10,164.59 Incl Taxes & Fees
Workers Compensation	\$108,965	\$113,362
Cyber Liability	\$1,797 Incl Taxes & Fees	\$3,347 Incl. Taxes & Fees
Pollution Liability	\$8,943 Incl Taxes & Fees	\$10,767.90 Incl Taxes & Fees
EHD Service Fee	\$10,000	\$10,000
Total Estimated Annual Premium	\$196,304	\$203,638.49

<i>Payment Terms:</i>			
Policy	Carrier	Agency or Direct Bill	Plan
Package, Auto, Umbrella	HDH / MRM Trust	Direct Bill	Annual Prepaid
Workers Compensation	Amerihealth Casualty	Direct Bill	20% Down + Surcharges & 9 Equal Installments
Public Officials / EPL	PGU / Ace	Agency Bill	Annual Prepaid
Law Enforcement Liability	PGU / QBE Specialty	Agency Bill	Annual Prepaid
Cyber Liability	PGU / Hiscox	Agency Bill	Annual Prepaid
Pollution Liability	Ace/Illinois Union	Agency Bill	Annual Prepaid

Commercial Property Coverage
Carrier: MRM Property & Liability Trust Program
A.M. Best's Rating: NR

<i>Coverage:</i>	<i>Limits:</i>
Blanket Building (Real Property)	\$9,222,892
Blanket Business Personal Property	\$222,505
Extra Expense	\$100,000

<i>Deductible:</i>	
Each Occurrence	\$1,000

<i>Coverage and Valuation:</i>
Property Enhancement Endorsement
Special Causes of Loss, subject to exclusions on policy form
Replacement Cost applies to Building & Personal Property
Co-insurance Waived
Agreed Value
Inflation Guard 4%
Real Property values include Outdoor Property, Pump Station Equipment, Fencing, Underground Piping
See Statement of Values

<i>Exclusions include, but are not limited to, the following:</i>
Flood
Earth Movement
Exclusion of Loss Due to Virus or Bacteria
Terrorism, unless coverage is purchased
Mold

Commercial Property Enhancement

<i>COVERAGE</i>	<i>LIMIT</i>
Accounts Receivable	\$100,000
Arson Reward	\$7,500
Building Ordinance or Law	
Loss to Undamaged Portion of Building	Building Limit
Demolition Cost	\$100,000
Increased Cost of Construction	\$100,000
Changes in Temperature or Humidity	\$50,000
Commandeered Property	\$100,000
Common Deductible Provision	Included
Communications Equipment (\$250 Deductible Applies)	\$100,000
Computer Equipment (\$250 Deductible Applies)	\$222,674
Crime Reward	
Per Person	\$1,000
Maximum	\$5,000
Detached Signs	\$5,000
Electrical Damage	\$50,000
Extra Expense & Business Income	\$100,000
Fairs, Exhibitions, Expositions, or Trade Shows	\$50,000
Fine Arts	\$50,000
Fire Department Service Charge	\$5,000
Fire Equipment Recharge	Included
Flagpoles	\$5,000
Foundations	Included
Glass	Included
Glass Display or Trophy Cases	\$5,000
Grounds Maintenance Equipment	\$50,000
Library Extension	Included
Lock Replacement	\$500
Money & Securities	
Inside Premises	\$25,000
Outside Premises	\$25,000
Newly-Acquired or Constructed Property	
Building	\$1,000,000
Business Personal Property	\$500,000
Off-Premises Utility Failure	\$50,000

Commercial Property Enhancement (continued)

<i>COVERAGE</i>	<i>LIMIT</i>
Outdoor Property	
Any One Tree, Shrub, or Plant	\$1,000
Total Limit	\$50,000
Personal Effects and Property of Others	
Any One Employee or Volunteer	\$1,500
Any One Occurrence	\$50,000
Personal Effects and Property of Others – Replacement Cost Valuation	Included
Premises Boundary Increased Limit	1,000 Feet
Property In-Transit	\$50,000
Property Off-Premises	\$50,000
Sewer Back-Up	Included
Spoilage	\$100,000
Valuable Papers	\$100,000

Equipment Breakdown Coverage
Carrier: MRM Property & Liability Trust Program
A.M. Best's Rating: NR

<i>COVERAGE:</i>	<i>LIMITS:</i>
Equipment Breakdown	Total Property Limit
Sub-Limits	
Business Income	Included
Spoilage Damage	\$100,000
Utility Services – Direct Damage	Included in Spoilage
Newly Acquired Locations	Included
Ordinance or Law	Included
Data or Media	\$100,000
Expediting Expense	\$100,000
Pollutant Clean-Up and Removal	\$100,000
Time Element from Dependent Properties	\$250,000
Water Damage	\$100,000

<i>Deductible:</i>	
Property Damage	\$1,000
Utility Services-only if interruption lasts	At least 8 Hours

<i>Exclusions include, but are not limited to, the following:</i>
Flood
Earth Movement
Mold

Commercial Inland Marine Coverage
Carrier: MRM Property & Liability Trust Program
A.M. Best's Rating: NR

<i>Contractor's Equipment:</i>	<i>Limit</i>	<i>Deductible/Per Occurrence</i>
Scheduled Equipment Limit	\$204,056	\$250
Miscellaneous Unscheduled Equipment	\$75,000	\$250
Leased, Rented or Borrowed Equipment	\$250,000	\$250
VFD Emergency Equipment	\$25,000	\$250

<i>Coverage and Valuation:</i>
Special Causes of Loss, subject to exclusions on policy form
Replacement Cost applies to Scheduled Items
Actual Cash Value applies to Blanket Items
All Licensed for Road Equipment has been moved to the Automobile coverage
See Schedule of Equipment

<i>Exclusions include, but are not limited to, the following:</i>
Flood
Earth Movement
Mold

Commercial Crime Coverage
Carrier: MRM Property & Liability Trust Program
A.M. Best's Rating: NR

<i>Coverage:</i>	<i>Limits:</i>
Public Employee Dishonesty	\$250,000
Forgery or Alteration	\$250,000
Robbery / Safe Burglary – Inside/Outside	\$25,000
Computer Fraud	\$250,000

<i>Deductible:</i>	
Per Loss	\$1,000

<i>Coverage includes, but is not limited to, the following:</i>
Faithful Performance of Duty Coverage

<i>Exclusions include, but are not limited to, the following:</i>
Acts committed by you, your partners or members
Concealment, misrepresentation or fraud by the insured
Governmental Action
War & Military Action / Nuclear hazard

Commercial General Liability Coverage
Carrier: MRM Property & Liability Trust Program
A.M. Best's Rating: NR

<i>Coverage:</i>	<i>Limits:</i>
General Aggregate	\$3,000,000
Products & Completed Operations Aggregate	\$3,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Premises Rented to You	\$100,000
Medical Expense (any one person)	Excluded
Employee Benefits Liability – Per Employee / Aggregate Claims Made Coverage: No Retro Date	\$1,000,000 / \$1,000,000

<i>Terms and Conditions include, but are not limited to, the following:</i>
Certificates of insurance do not alter the terms of your policy. Signing a Contract and providing a certificate of insurance does not extend your coverage to comply with all requirements presented in the contract. Your policy terms control the coverage provided, not the terms of the contract. You should have your attorney review any contract agreement or lease before signing.

<i>Deductible:</i>	
Employee Benefits Liability	\$1,000/employee

Commercial General Liability Coverage (continued)
Carrier: MRM Property & Liability Trust Program
A.M. Best's Rating: NR

Coverage includes, but is not limited to, the following:

General Liability Extension Endorsement

Exclusions include, but are not limited to, the following:

Discrimination

Asbestos

Mold

Silica or Silica-Related Dust

Employment-Related Practices

Designated Ongoing Operations

Fungi or Bacteria

Lead

Airports / Aviation Activities, Medical Facilities or Medical Professional Liability, Mechanically-Operated Amusement Devices, Injury to Volunteers, Lead Contamination, Pollution Liability.

Terrorism, unless coverage is purchased

Commercial General Liability Enhancement

<i>COVERAGE</i>	<i>LIMIT</i>
Pay on Behalf	Included
Additional Insured by Written Agreement, Contract, or Permit	Included
Blanket Collapse, Explosion, Underground Property Damage	Included
Broadened Definition of Who is an Insured	Included
Chartered Aircraft Liability	Included
Contractual Liability	Included
Defense Costs in Addition to Limit	Included
Extended Property Damage	Included
Host Liquor Liability	Included
Independent Contractors Liability	Included
Limited Pollution Liability	Included
Non Auditable Policy	Included
Premises/Operations	Included
Sewer Authority	Included
Special Events (subject to company approval)	Included
Watercraft Liability	Included
Worldwide Coverage Territory	Included
Supplementary Payments	
Bail Bonds	\$2,500
Daily Loss of Earnings	\$100

Commercial Automobile Liability Coverage
Carrier: MRM Property & Liability Trust Program
A.M. Best's Rating: NR

<i>Coverage:</i>	<i>Limits:</i>
Bodily Injury and Property Damage Combined	\$1,000,000
Hired & Non-Owned Auto Liability	\$1,000,000
Additional First Party Benefits: Medical Payments	\$10,000
Work Loss Benefit (max per month / total)	\$1,000 / \$5,000
Funeral Expense	\$1,500
Uninsured Motorists (Non-Stacked)	\$100,000
Underinsured Motorists (Non-Stacked)	\$100,000

<i>Deductible:</i>	
Comprehensive & Collision	\$500 applies to vehicles valued under \$100,000
Comprehensive & Collision	\$1,000 applies to vehicles valued \$100,000 or more

<i>Coverage includes, but is not limited to, the following:</i>
Commercial Automobile Enhancement Endorsement
Employees as Insureds Coverage included
Agreed Value for Fire Trucks
See Schedule of Vehicles- 52 Units

<i>Exclusions include, but are not limited to, the following:</i>
Nuclear Energy Liability
War Liability
Silica or Silica-Related Dust
Emergency Services – Volunteer Firefighters' & Workers' Injuries Exclusion
Certified Acts of Terrorism

Commercial Automobile Enhancement

<i>COVERAGE</i>	<i>LIMIT</i>
Airbag Coverage	\$1,000
Audio, Visual, or Electronic Equipment	Included
Broadened Definition of Who is an Insured	Included
Common Deductible Provision	Included
Glass Breakage	Included
Hired Car Physical Damage	\$50,000
Personal Effects Coverage	\$250
Reimbursement of Deductible – Volunteer or Employee	Included
Supplementary Payments	
Bail Bonds	\$2,500
Daily Loss of Earnings	\$1,000
Transportation Expense	\$50 / \$1,000
Employees As Insureds	Included

Workers' Compensation Coverage
Carrier: United Wisconsin Insurance Company
A.M. Best's Rating: A- XI

Coverage:			Limits:	
Workers' Compensation			Statutory	
Employer's Liability:			\$500,000	
Bodily Injury by Accident – Each Accident			\$500,000	
Bodily Injury by Disease – Policy Limit			\$500,000	
Bodily Injury by Disease – Each Employee			\$500,000	
Terms and Conditions include, but are not limited to, the following:				
This premium is subject to audit and may result in an additional or return premium depending on your actual exposures for the policy term. The audit could also result in additional classifications not shown in this proposal.				
PA Rating Data				
Class Code	Description	Payroll	Rate	Premium
951	Salesperson- Outside	\$115,360	\$0.50	\$577
953	Office- Clerical	\$387,589	\$0.23	\$891
980	City, Township, Borough	\$508,820	\$8.39	\$42,690
985	Police & Fire – Salaried	\$1,351,360	\$6.44	\$87,028
994	Volunteer Fire		N/A	\$23,758
Subtotal				\$154,944
Increased Employers Liability Limits				\$1,704
2016 Experience Modification Factor (0.932)				-\$10,652
Schedule Credit 11%				-\$16,060
Safety Credit 5%				-\$6,497
Premium Discount				-\$13,308
Expense Constant				\$220
PA Assessment / Surcharge				\$1,829
Terrorism Charge				\$709
CAT Charge				\$473
Total Estimated Annual Premium				\$113,362
Exclusions include, but are not limited to, the following:				
States with Operations at beginning of policy term that are not reported				
Intentional Bodily Injury				
Penalties / Employment Practices				
LLCs, sole proprietors and partners in a legal partnership				

Commercial Excess Coverage
Carrier: MRM Property & Liability Trust Program
A.M. Best's Rating: NR

COVERAGE:	LIMITS:
Bodily Injury and Property Damage Per Occurrence	\$4,000,000
General Aggregate	\$4,000,000

Schedule of Underlying Coverages:		
Commercial General Liability:	Per Occurrence limit	\$1,000,000
	Aggregate limit	\$3,000,000
Business Automobile Liability:	Per Occurrence limit	\$1,000,000
Employee Benefits Liability:	Per Employee limit	\$1,000,000
	Aggregate limit	\$1,000,000

Exclusions include, but are not limited to, the following:
Employer's Liability
Public Officials Liability / Employment Practices Liability
Law Enforcement Liability
Mold
Airports / Aviation Activities, Medical Facilities or Medical Professional Liability, Mechanically-Operated Amusement Devices, Injury to Volunteers, Lead Contamination, Pollution Liability.
Designated Ongoing Operations
Uninsured / Underinsured Motorists
Employment-Related Practices
Discrimination
Asbestos
Total Pollution
Silica or Silica-Related Dust
Terrorism, unless coverage is purchased

Public Officials Liability & Employment Practices Liability – Claims Made

*Carrier: ACE American Insurance Company
A.M. Best's Rating: A++ XV*

<i>Coverage:</i>	<i>Limits:</i>
Aggregate Limit	\$3,000,000
Each Claim	\$1,000,000
Prior & Pending Litigation Date	Full Prior Acts
Retention	\$5,000
Non Monetary Defense Costs- Aggregate	\$250,000

<i>Coverage:</i>
Crisis Management Fund \$25,000
Duty to Defend
Front & Back Pay Is Included
Consent To Settle
Extended Reporting Period: 12 months for 100% of last annual premium

<i>Exclusions include, but are not limited to, the following:</i>
Bodily Injury & Property Damage
Network Security or Privacy Liability
Contractual Liability
Bond Exclusion

Police Professional / Law Enforcement Liability - Occurrence
Carrier: QBE Specialty Insurance Company
A.M. Best's Rating: A XIV

<i>Coverage:</i>	<i>Limits:</i>
Each Occurrence	\$1,000,000
Annual Aggregate Limit	\$1,000,000
Deductible	\$5,000

<i>Terms and Conditions include, but are not limited to, the following:</i>
25% Minimum Earned Premium
Line of Duty Death- \$100,000 maximum limit per "policy period"

<i>Exclusions include, but are not limited to, the following:</i>
Specific Jail Operations
Workers Compensation
Criminal Activity Committed By Law Enforcement Personnel
Pollution
Property Damage
Transmission Of Communicable Disease
Nuclear Energy

Commercial Cyber Liability Coverage
Carrier: Hiscox
A.M. Best's Rating: A XI

<i>Data Breach and Privacy Security Liability-Claims Made/Breach Occurring & Discovered</i>	<i>LIMIT:</i>
Data Breach & Privacy Security Liability (DBPSL) Aggregate	\$1,000,000
DBPSL Each Claim and/or Breach Limit	\$1,000,000
Regulatory Action Aggregate Limit	\$1,000,000
Crisis Management and Data Forensics	\$1,000,000
Regulatory Compensatory Aggregate Limit	\$1,000,000
PCI Fine/Penalties Aggregate Limit	\$1,000,000
PCI Assessments Aggregate Limit	\$1,000,000
Notification Costs Aggregate Limit	\$1,000,000
Credit or Identity Protection Costs Aggregate Limit	\$1,000,000
Retention	\$1,000

<i>Media Liability Coverage Part- Claims Made and Reported</i>	<i>LIMIT:</i>
Media Liability Aggregate Limit	\$1,000,000
Each Claim Limit	\$1,000,000
Retention	\$1,000

<i>Cyber Enhancements Coverage Part: Loss Occurring and Discovered</i>	<i>LIMIT:</i>
Cyber Business Interruption Aggregate Limit	\$1,000,000
Cyber Business Interruption Consulting Costs Aggregate Limit	\$50,000
Cyber Business Interruption Hourly Loss Amount Limit	\$10,000
Retention	10 hours
Cyber Extortion Aggregate Limit	\$1,000,000
Cyber Extortion Retention	\$1,000
Hacker Damage Aggregate Limit	\$1,000,000
Hacker Damage Consulting Costs Aggregate Limit	\$50,000
Hacker Damage Retention	\$1,000

Pollution Liability-Claims Made
Carrier: Illinois Union Insurance Company
A.M. Best's Rating: A++ XV

<i>Limits of Liability</i>	<i>SIR Per Pollution Condition</i>	<i>Premium</i>
Option A: \$1,000,000/\$1,000,000	\$10,000	\$10,430
Option B: \$1,000,000/\$1,000,000 (w/ Sewerage Backup)	\$10,000	\$12,483
Option C: \$2,000,000/\$2,000,000	\$10,000	\$14,047
Option D: \$2,000,000/\$2,000,000 (w/ Sewerage Backup)	\$10,000	\$16,813
Option E: \$3,000,000/\$3,000,000	\$10,000	\$16,166
Option F: \$3,000,000/\$3,000,000 (w/ Sewerage Backup)	\$10,000	\$19,349
Option G: \$4,000,000/\$4,000,000	\$10,000	\$18,074
Option H: \$4,000,000/\$4,000,000 (w/ Sewerage Backup)	\$10,000	\$21,631
Option I: \$5,000,000/\$5,000,000	\$10,000	\$19,951
Option J: \$5,000,000/\$5,000,000 (w/ Sewerage Backup)	\$10,000	\$23,878

Terms and Conditions include, but are not limited to, the following:

100% Minimum Earned Premium

Coverage:

Emergency Response Costs

\$50,000 SIR will apply for Indoor Environmental Conditions

\$50,000 SIR will apply to Sewage Backup if selected *

Notice of Cancellation- 90 days

Exclusions include, but are not limited to, the following:

Tanks

Business Interruption

Quote Conditions

HDH/MRM Trust (Package):

- Signed and dated Statement of Values.
- Subject to signed & dated MRM Property & Liability Trust Pooling Agreements
- UM/UIM Limit Selection Forms and Rejection of stacked limits forms must be signed, dated & returned prior to binding
- PA Auto Selection Forms must be signed, dated and returned prior to binding
- The TRIA Selection/Rejection form must be signed, dated and returned prior to binding

Hiscox (Cyber):

- Confirm less than 100k total PII records
- Confirm PII not stored on mobile devices

ACE (Pollution):

- Completed, signed, and dated copy of the attached TRIA disclosure form.
- Confirm Option chosen.

ACE (Public Officials)

- Signed and dated application

United Wisconsin (Workers Compensation)

- VFD roster including birthdates needed prior to binding coverage.

Fee/Commissions Disclosure

Pocono Township

Commercial Insurance Program

January 1, 2016 to January 1, 2017

EHD Fee/Commissions

EHD's fee/commissions for the proposed policy period equals approximately 7% of your premium for those coverages outlined in this proposal. In addition, EHD may, from time to time, earn additional contingent income from some insurance companies, based on the volume and profitability of the total insurance premiums placed with that insurer. EHD clients are always placed with the insurance carriers that serve the best interest of our clients.

EHD commissions include, but are not limited to, the following:

- Marketing and negotiating premiums and payment terms, as well as claims-handling fees and collateral requirements, if applicable.
- Assistance in completing all applications and required paperwork.
- Ongoing exposure, coverage and risk-management analysis and recommendations.
- Claims advocacy, and an annual Claims Review of designated open claims. This includes negotiating open reserves, and making recommendations for appropriate settlements.
- Loss Control Services, which include supervision of insurance company services, and providing direct services, when applicable. (Certain specialized loss control services may require a separate service agreement and fee).
- Certificate management and processing, including an annual review of renewal certificates.
- Endorsement processing and checking, as required. Also, checking all policies, billings and audits for accuracy and compliance.
- Annual Stewardship meeting, which includes an analysis of current outside marketing conditions, and marketing recommendations for your next renewal project.

Non-Admitted Carriers Disclaimer

I am aware that the insurance carrier with whom this insurance is to be placed is not admitted to transact business in this Commonwealth and is subject to limited regulation by the Department; and in the event of insolvency of the insurer, losses will not be paid by the Pennsylvania Property and Casualty Insurance Guaranty Association.

Signature: _____

Insurance Company: QBE Specialty Insurance Co., Illinois Union Ins., Co.

Date: _____

A.M. Best's Financial Strength Ratings

GUIDE TO BEST'S FINANCIAL STRENGTH RATINGS			
A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.			
Financial Strength Ratings			
	Rating	Descriptor	Definition
Secure	A++, A+	Superior	Assigned to companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
	A, A-	Excellent	Assigned to companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
	B++, B+	Good	Assigned to companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Vulnerable	B, B-	Fair	Assigned to companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C++, C+	Marginal	Assigned to companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C, C-	Weak	Assigned to companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
	D	Poor	Assigned to companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.
	E	Under Regulatory Supervision	Assigned to companies (and possibly their subsidiaries/affiliates) placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal, ongoing insurance operations.
	F	In Liquidation	Assigned to companies placed in liquidation by a court of law or by a forced liquidation.
	S	Suspended	Assigned to rated companies when sudden and significant events affect their balance sheet strength or operating performance and rating implications cannot be evaluated due to a lack of timely or adequate information.
Rating Modifiers			
Modifier	Descriptor	Definition	
u	Under Review	Indicates the rating may change in the near term, typically within six months. Generally is event driven, with positive, negative or developing implications.	
pd	Public Data	Indicates rating assigned to insurer that chose not to participate in A.M. Best's interactive rating process. (Discontinued in 2010)	
s	Syndicate	Indicates rating assigned to a Lloyd's syndicate.	
Outlooks			
Indicates potential direction of a Financial Strength Rating over an intermediate term, generally defined as 12 to 36 months.			
Positive	Indicates possible rating upgrade due to favorable financial/market trends relative to the current rating level.		
Negative	Indicates possible rating downgrade due to unfavorable financial/market trends relative to the current rating level.		
Stable	Indicates low likelihood of a rating change due to stable financial/market trends.		
Not Rated Designation			
NR: Assigned to companies that are not rated by A.M. Best.			
Rating Disclosure			
A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In arriving at a rating decision, A.M. Best relies on third-party audited financial data and/or other information provided to it. While this information is believed to be reliable, A.M. Best does not independently verify the accuracy or reliability of the information. For additional details, see A.M. Best's <i>Terms of Use</i> at www.ambest.com .			
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Version 021712			





EHD Service Team Chart

<i>Branch Office</i>	<i>Home Office</i>
One Meridian Blvd. Suite 4A01 Wyomissing, PA 19610-3360 800-438-2525 610-374-5612 FAX	PO Box 11600 1857 William Penn Way Lancaster, PA 17605-1160 800-544-7292 717-394-0842 FAX

www.ehd-ins.com

Service Team

<i>Name</i>	<i>Responsibility</i>	<i>Contact Number</i>
Robert B. Thompson, ARM Assistant Vice President	Overall Account Management	Phone: 800-438-2525 Fax: 610-374-5612 Email: rbthompson@ehd-ins.com
Michael S. Dietrich, CLCS Commercial Account Manager	Day to Day Customer Service Questions, Policy Changes, Certificates	Phone: 800-438-2525 x 112 Fax: 610-374-5612 Email: msdietrich@ehd-ins.com
Cheri D. Gahring, AIC Claims Representative	Reporting Claims and ongoing claims management and communications	Phone: 800-544-7292 x 236 Fax: 717-390-4339 Email: cdgahring@ehd-ins.com

Other EHD Personnel

Jon K. Miles, CPCU	President	800-544-7292 X 330
James P. Lewis	Executive Vice President/P&C	800-544-7292 X 240
Scott K. Radcliffe	Executive Vice President/Benefits Svcs.	800-544-7292 X 329
Michael S. Malinowski	Vice President/Commercial	800-438-2525 X107
Christine I. Jensen, CPIW, AIS, API, CISR	Sr. Vice President / Personal Lines	800-544-7292 X 346
Thomas R. Getz, CPCU, AIC	Sr. Vice President / Claims Manager	800-544-7292 X 310

Statement of Values

Print Date: 12/09/15

Client Name and Address
Pocono Township Board of Commissioners P.O. Box 197 Tannersville, PA 18372

Company	
MRM Prop. & Liability Tru	
Policy Number	
PHPK1419994	
Effective Date	Expiration Date
01/01/16	01/01/17

Agency Name and Address
MRM PLT 15-16 210 Sixth Avenue Pittsburgh 15222

Loc. #	Bldg. #	Location Address / Building Description	Coverage	Value	Cause of Loss	Coins	Val
1		Rt 611 Tannersville, PA 18372					
	1	Supervisors Office, Meeting Room, Storage	Building	1,051,246	Special (Inc	100%	RC
			Business Personal Property	121,664	Special (Inc	100%	RC
	2	Maintenance Building	Building	684,284	Special (Inc	100%	RC
			Business Personal Property	15,552	Special (Inc	100%	RC
	3	Police Station	Building	685,000	Special (Inc	100%	RC
			Business Personal Property	48,787	Special (Inc	100%	RC
			Total Value:	2,606,533			
2		Mountain View Park, Sullivan Trail Tannersville, PA 18372					
	1	Administration Building	Building	190,581	Special (Inc	100%	RC
			Business Personal Property	19,634	Special (Inc	100%	RC
	2	Comfort Station	Building	106,880	Special (Inc	100%	RC
	3	Shelter Building	Building	46,057	Special (Inc	100%	RC
			Business Personal Property	1,184	Special (Inc	100%	RC
	4	Pavilion #1	Building	18,423	Special (Inc	100%	RC
			Business Personal Property	1,217	Special (Inc	100%	RC

Statement of Values

Print Date: 12/09/15

Client Name and Address Pocono Township Board of Commissioners P.O. Box 197 Tannersville, PA 18372	Company MRM Prop. & Liability Tru		Agency Name and Address MRM PLT 15-16 210 Sixth Avenue Pittsburgh 15222
	Policy Number PHPK1419994		
	Effective Date 01/01/16	Expiration Date 01/01/17	

Loc. #	Bldg. #	Location Address / Building Description	Coverage	Value	Cause of Loss	Coins	Val
	5	Pavilion #2	Building Business Personal Property	18,493 1,217	Special (Inc Special (Inc	100% 100%	RC RC
	6	Pavilion #3	Building Business Personal Property	19,469 1,217	Special (Inc Special (Inc	100% 100%	RC RC
	7	Pavilion #4	Building Business Personal Property	46,057 1,217	Special (Inc Special (Inc	100% 100%	RC RC
	8	Maintenance Building	Building Business Personal Property	115,000 10,816	Special (Inc Special (Inc	100% 100%	RC RC
	9	Dry Comfort Station	Building	42,264	Special (Inc	100%	RC
	10	Crossing Abilities Playground	Building	400,000	Special (Inc	100%	RC
3		Rt 611 & Bartonsville Ave Tannersville, PA 18372	Total Value:	1,039,726			
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
4		Rt 611 & Rt 715 S Tannersville, PA 18372	Total Value:	107,182			
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
			Total Value:	107,182			

Statement of Values

Print Date: 12/09/15

Client Name and Address Pocono Township Board of Commissioners P.O. Box 197 Tannersville, PA 18372	Company MRM Prop. & Liability Tru		Agency Name and Address MRM PLT 15-16 210 Sixth Avenue Pittsburgh 15222
	Policy Number PHPK1419994		
	Effective Date 01/01/16	Expiration Date 01/01/17	

Loc. #	Bldg. #	Location Address / Building Description	Coverage	Value	Cause of Loss	Coins	Val
5		Rt 611 & Rt 715 N Tannersville, PA 18372					
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
			Total Value:	107,182			
6		Rt 611 & Rt 314 Tannersville, PA 18372					
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
			Total Value:	107,182			
7		Rt 611 & Insalaco's & Steele's Hardware Tannersville, PA 18372					
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
			Total Value:	107,182			
8		Rt 715 & Sullivan Trail Tannersville, PA 18372					
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
			Total Value:	107,182			
9		Rt 611 & Warner Rd Tannersville, PA 18372					
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
			Total Value:	107,182			
10		Rt 611 & Salk Institute Tannersville, PA 18372					

Statement of Values

Print Date: 12/09/15

Client Name and Address Pocono Township Board of Commissioners P.O. Box 197 Tannersville, PA 18372	Company MRM Prop. & Liability Tru		Agency Name and Address MRM PLT 15-16 210 Sixth Avenue Pittsburgh 15222
	Policy Number PHPK1419994		
	Effective Date 01/01/16	Expiration Date 01/01/17	

Loc. #	Bldg. #	Location Address / Building Description	Coverage	Value	Cause of Loss	Coins	Val
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
11		Rt 611 & Great Wolf Dr Tannersville, PA 18372	Total Value:	107,182			
	1	Traffic Light	Building	107,182	Special (Inc	100%	RC
14		1920 Rt 611, Across from Sanofi Pasteur Swiftwater, PA 18370	Total Value:	107,182			
	1	Pump Station #1	Building	826,879	Special (Inc	100%	RC
15		2658 Rt 715 Tannersville, PA 18372	Total Value:	826,879			
	1	Pump Station #2	Building	412,326	Special (Inc	100%	RC
16		3418 Rt 611 Bartonsville, PA 18321	Total Value:	412,326			
	1	Pump Station #3	Building	597,500	Special (Inc	100%	RC
17		3524 Rt 611 Bartonsville, PA 18321	Total Value:	597,500			
	1	Pump Station #4	Building	546,500	Special (Inc	100%	RC
			Total Value:	546,500			

Statement of Values

Print Date: 12/09/15

Client Name and Address Pocono Township Board of Commissioners P.O. Box 197 Tannersville, PA 18372	Company MRM Prop. & Liability Tru		Agency Name and Address MRM PLT 15-16 210 Sixth Avenue Pittsburgh 15222
	Policy Number PHPK1419994		
	Effective Date 01/01/16	Expiration Date 01/01/17	

Loc. #	Bldg. #	Location Address / Building Description	Coverage	Value	Cause of Loss	Coins	Val
18		2995 Bartonsville Ave Bartonsville, PA 18321					
	1	Pump Station #5	Building	2,107,295	Special (Inc	100%	RC
			Total Value:	2,107,295			
19		344 Stroud Mall Rd Stroudsburg, PA 18360					
	1	Valve Station #1	Building	159,000	Special (Inc	100%	RC
			Total Value:	159,000			
20		161 Kitson St Stroudsburg, PA 18360					
	1	Valve Station #2	Building	185,000	Special (Inc	100%	RC
			Total Value:	185,000			
			Grand Total Value:	9,445,397			

Schedule of Property

Print Date: 12/03/15

Client Name and Address
Pocono Township Board of Commissioners P.O. Box 197 Tannersville, PA 18372

Company	
MRM Prop. & Liability Tru	
Policy Number	
PHPK1419994	
Effective Date	Expiration Date
01/01/16	01/01/17

Agency Name and Address
MRM PLT 15-16 210 Sixth Avenue Pittsburgh 15222

Sch.#	Item #	Schedule / Item Description	Value	Date Off
1		Contractor's Equipment - Scheduled		
	1	2000 Kubota Tractor Serial#:B7200HD54968 Settlement: Repair Replacement	6,900	
	2	2008 Kustom Signals Smart Sign Trailer Serial#:1K9BM1H58G118002 Settlement: Repair Replacement	24,198	
	3	2008 Kustom Signals Smart Sign Trailer Serial#:1K9BM11178G118003 Settlement: Repair Replacement	24,198	
	4	2008 Scag 61" Wheel Mower Serial#:D770733 Settlement: Repair Replacement	9,394	
	5	2008 Bandit Chipper - (DPW) Serial#:1290HXP Settlement: Repair Replacement	41,538	
	6	2007 Wanco Light Tower Serial#:5F13D141371005237 Settlement: Repair Replacement	8,414	
	7	2008 Wanco Light Tower Serial#:5F13D141581004074 Settlement: Repair Replacement	8,414	
	9	2006 John Deere Pipe Hunter - (DPW) Serial#:1T9P717247P394308 Settlement: Repair Replacement	36,000	
	11	Clark Forklift - (DPW) Serial#:35517372573 Settlement: Repair Replacement	2,000	
	12	2015 Kawasaki Mule Serial#:JKBAFSC1XFB502147 Settlement: Repair Replacement	15,000	
	13	John Deere Gator - (Park) Serial#:W004X2X085305 Settlement: Repair Replacement	1,000	
	14	John Deere Gator - (Park) Serial#:M04X2XD040407 Settlement: Repair Replacement	2,000	
	15	2013 Scag Mower - (Park) Serial#:4407104391 Settlement: Repair Replacement	8,000	
	16	2011 Ferris Mower - (Park) Serial#:2013556388 Settlement: Repair Replacement	9,000	
	17	2007 Smithco Superstar Groomer - (Park) Serial#:5566 Settlement: Repair Replacement	6,000	
	18	4' Brush Hog Mower - (Park) Serial#:TBD Settlement: Repair Replacement	1,000	
	19	4' DR Mower - (Park)	1,000	
CISGEM C110 (8/88) Page: 1				

Schedule of Property

Sch.#	Item #	Schedule / Item Description	Value	Date Off
		Serial#:TBD Settlement: Repair Replacement <div>Total value:</div>	204,056	

Schedule of Commercial Vehicles

Print Date: 12/03/15

Client Name and Address Pocono Township Board of Commissioners P.O. Box 197 Tannersville, PA 18372	<table><tr><td colspan="2">Company MRM Prop. & Liability Tru</td></tr><tr><td colspan="2">Policy Number PHPK1419994</td></tr><tr><td>Effective Date 01/01/16</td><td>Expiration Date 01/01/17</td></tr></table>	Company MRM Prop. & Liability Tru		Policy Number PHPK1419994		Effective Date 01/01/16	Expiration Date 01/01/17	Agency Name and Address MRM PLT 15-16 210 Sixth Avenue Pittsburgh 15222
Company MRM Prop. & Liability Tru								
Policy Number PHPK1419994								
Effective Date 01/01/16	Expiration Date 01/01/17							

Veh. #	Clt. #	Vehicle Description Garage Location	Body Type	GVW / GCW Cost New	Comp Ded	Vehicle I. D. Number Coll Ded	ST	Date On Class Code	Date Off Premium
1	DPW	1998 Athey Belt Loader	MOBEQ	\$100,800	\$1,000	740192	PA	01/01/16	
2	DPW	1998 Bomag Roller	MOBEQ	\$30,500	\$500	101170512642	PA	01/01/16	
3	DPW	2000 New Holland Tractor	MOBEQ	\$105,600	\$1,000	D203558	PA	01/01/16	
4	DPW	2007 John Deere Tractor w	MOBEQ	\$78,000	\$500	L06415D508290	PA	01/01/16	
5	DPW	2010 Case Skid Steer	MOBEQ	\$99,787	\$500	NAM420631	PA	01/01/16	
6	DPW	2003 Freightliner Street	MOBEQ	\$150,000	\$1,000	1FVAB6BV14DM70681	PA	01/01/16	
7	DPW	2011 Case Loader	MOBEQ	\$56,100	\$500	JJGN58NTCBC54203	PA	01/01/16	
8	LAW	2008 Delta Trailer	T	\$58,000	\$500	6911	PA	01/01/16	
9	LAW	2007 B&W Speed Sign	T	\$7,366	\$500	1B9BF09157H659043	PA	01/01/16	
10	DPW	2012 Old Dominion Leaf Va	MOBEQ	\$45,438	\$500	1Z9PS2022BR168027	PA	01/01/16	
11	DPW	2012 Case Wheel Load	MOBEQ	\$168,000	\$1,000	NCF216057	PA	01/01/16	
12	FIRE	1966 Dodge P/U	FDNP	\$100,000	\$1,000	24616443270	PA	01/01/16	
13	FIRE	1927 Dodge Fire Truck	FDNP	\$200,000	\$1,000	8700892	PA	01/01/16	
14	FIRE	1989 Hahn Fire Truck	FDNP	\$251,350	\$1,000	HCTC3102789	PA	01/01/16	
15	FIRE	1989 Mack Tanker Truc	FDNP	\$155,000	\$1,000	1M2H209C8KM001009	PA	01/01/16	
16	FIRE	1994 Mack Fire Truck	FDNP	\$67,650	\$500	RD688P20282	PA	01/01/16	
17		1996 GMC Truck	TK	\$49,406	\$500	1GDM7H1J7TJ502999	PA	01/01/16	01/01/16

Schedule of Commercial Vehicles

Veh. #	Clt #	Vehicle Description Garage Location	Body Type	GVW / GCW Cost New	Comp Ded	Vehicle I. D. Number Coll Ded	ST	Date On Class Code	Date Off Premium
17	LAW	2015 Ford Taurus Poli	LEAP	\$43,000	\$500	1FAHP2MKXFG189090	PA	01/01/16	
18	DPW	1997 GMC Topkick Dum	DMPTK	\$21,477	\$500	1GDM7H1J7VJ520003	PA	01/01/16	
19	DPW	1998 Hudson Trailer	T	\$2,606	\$500	10HHSE164W1001402	PA	01/01/16	
20		1996 Jeep Cherokee	SUV	\$25,000	\$500	1J4FJ78SXTL229370	PA	01/01/16	01/01/16
21	FIRE	1999 Pierce Dash Fire Tru	FDNP	\$412,000	\$1,000	4P1CT02S0XA001566	PA	01/01/16	
22		2001 Dodge Ram P/U	PU	\$28,755	\$500	3B6MF366X1M575173	PA	01/01/16	01/01/16
23	LAW	2001 Chevy Impala Poli	LEAP	\$19,600	\$500	2G1WF55K919365227	PA	01/01/16	01/01/16
24	DPW	2003 Peterbilt Dump Truck	DMPTK	\$103,908	\$1,000	2NPNLZ0X93M595509	PA	01/01/16	
25		2002 Chevy Impala	SEDAN	\$19,780	\$500	2G1WF55K829368329	PA	01/01/16	
26	DPW	2004 Peterbilt Dump Truck	DMPTK	\$99,038	\$500	2NPNHZ8X34M822295	PA	01/01/16	
27	DPW	2004 Peterbilt Dump Truck	DMPTK	\$99,000	\$500	2NPNHZ8X14M822294	PA	01/01/16	
28	DPW	2005 Peterbilt Dump Truck	DMPTK	\$104,264	\$1,000	2NPLHZ8X75M857110	PA	01/01/16	
29	DPW	2003 Harley Cargo Trail	T	\$1,700	\$500	4X4TCM4123N039964	PA	01/01/16	
30	DPW	2006 Peterbilt Dump Truck	DMPTK	\$112,192	\$1,000	2NPLHZ8X56M630550	PA	01/01/16	
31	FIRE	1986 Chevy Fire Truck	FDNP	\$10,000	\$500	1GCGD34J3HF303340	PA	01/01/16	
32	DPW	2006 Peterbilt Dump Truck	DMPTK	\$112,192	\$1,000	2NPLHZ8X76M630551	PA	01/01/16	
33	LAW	2006 Ford Escape Poli	LEAP	\$18,187	\$500	1FMYU93156KC22896	PA	01/01/16	
34	DPW	2006 Dodge Ram P/U	PU	\$32,150	\$500	3D7LX38C76G244800	PA	01/01/16	
35	DPW	2007 Peterbilt Dump Truck	DMPTK	\$113,889	\$1,000	2NPRHZ8X87M731335	PA	01/01/16	
36	LAW	2007 Dodge Durango Pol	LEAP	\$27,812	\$500	1D8HB38NX7F537403	PA	01/01/16	
37	DPW	2007 Pipehunter Trailer	T	\$10,000	\$500	1T9P717247P394301	PA	01/01/16	

Schedule of Commercial Vehicles

Veh. #	Clt #	Vehicle Description Garage Location	Body Type	GVW / GCW Cost New	Comp Ded	Vehicle I. D. Number Coll Ded	ST	Date On Class Code	Date Off Premium
38	RD	2007 Dodge Charger	SEDAN			2B36A43G27H769987	PA	01/01/16	
39	LAW	2008 Ford Crown Vic P	LEAP	\$25,000	\$500	\$500 2FAFP71VX8X132937	PA	01/01/16	01/01/16
40	LAW	2008 Car Mate Trailer	T	\$21,859	\$500	\$500 5A3C818D18L003185	PA	01/01/16	
41	LAW	2008 Chevy Impala Poli	LEAP	\$6,000	\$500	\$500 2G1WS553181337791	PA	01/01/16	01/01/16
42	LAW	2009 Chevy Impala Poli	LEAP	\$23,595	\$500	\$500 2G1WS57M091235292	PA	01/01/16	
43	FIRE	2009 Seagrave Fire Truck	FDNP	\$19,040	\$500	\$500 1F9FS38T18ST2074	PA	01/01/16	
44	LAW	2009 Chevy Impala Poli	LEAP	\$918,433	\$1,000	\$1,000 2G1WS57M291307321	PA	01/01/16	01/01/16
45	FIRE	2010 Ford Expedition	FDNP	\$23,000	\$500	\$500 1FMJU1G55AEA80881	PA	01/01/16	
46	DPW	2010 Peterbilt Dump Truck	DMPTK	\$24,186	\$500	\$500 1NPTX4EX2AD102845	PA	01/01/16	
47	LAW	2011 Ford Expedition	LEAP	\$178,000	\$1,000	\$1,000 1FMJU1G59BEF17315	PA	01/01/16	
48	DPW	2008 Rogers Trailer	T	\$35,413	\$500	\$500 8AR24986	PA	01/01/16	
49	FIRE	2006 GMC Savanna Fir	FDNP	\$16,900	\$500	\$500 1GDJG31U261264743	PA	01/01/16	
50	LAW	2011 Ford Expedition	LEAP	\$14,000	\$500	\$500 1FMJU1G5XBEF32759	PA	01/01/16	
51	LAW	2011 Ford Crown Vic P	LEAP	\$34,193	\$500	\$500 2FABP7BVXBX169877	PA	01/01/16	
52	DPW	2012 Internationa Dump Tr	DMPTK	\$24,057	\$500	\$500 1HTWBAAAL0CJ661970	PA	01/01/16	
53	LAW	2013 Ford Crown Vic P	LEAP	\$159,934	\$1,000	\$1,000 1FAHP2MTXDG199690	PA	01/01/16	
54	FIRE	2012 Seagrave Pumper Fire	FDNP	\$32,000	\$500	\$500 1F9E528T0CCST2038	PA	01/01/16	
55	LAW	2014 Ford Crown Vic P	LEAP	\$840,000	\$1,000	\$1,000 1FAHP2MT7EG105573	PA	01/01/16	
56	LAW	2014 Ford Crown Vic P	LEAP	\$30,487	\$500	\$500 1FM5K8AR0EGA50242	PA	01/01/16	
57	LAW	2014 Ford Explorer Po	LEAP	\$35,000	\$500	\$500 1FM5K8AR1EGB80076	PA	01/01/16	
58	LAW	2014 Ford Explorer Po	LEAP	\$26,502	\$500	\$500 1FM5K8AR3EGC38317	PA	01/01/16	
				\$26,523	\$500	\$500			

Schedule of Commercial Vehicles

Veh. #	Clt #	Vehicle Description Garage Location	Body Type	GVW / GCW Cost New	Comp Ded	Vehicle I. D. Number Coll Ded	ST	Date On Class Code	Date Off Premium
59	FIRE	2015 Chrysler 200 Sedan	FDNP	\$24,780	\$500	1C3CCCABXFN647401 \$500	PA	01/01/16	
60	LAW	2015 Ford Crown Vic P	LEAP	\$45,037	\$500	1FAHP2MKXEG189090 \$500	PA	01/01/16	01/01/16



ACE Municipal AdvantageSM

Public Entity Liability Renewal Application

NOTICE

The Policy for which you are applying is written on a claims-made and reported basis. Only Claims first made against the Insured and reported to the Insurer during the Policy Period are covered subject to the Policy provisions.

The Limits of Liability stated in the Policy are reduced, and may be exhausted, by Claims Expenses. Claims Expenses are also applied against your Retention, if any. If you have any questions about coverage, please discuss them with your insurance agent.

INSTRUCTIONS

Please type or print all answers clearly. Answer all questions completely, leaving no blanks. If there is insufficient space to complete an answer, please continue on a separate sheet indicating the question number. If any questions, or any part thereof, do not apply, print N/A in the space. Insert checks in Yes or No answer boxes, if any. This application must be completed, signed, and dated by an authorized officer of your firm. Underwriters will rely on all statements made in this application.

The information requested in this application is for underwriting purposes only and does not constitute notice to the Insurer under any Policy of a claim or potential claim. All such notices must be submitted to the Insurer pursuant to the terms of the Policy, if and when issued.

Please attach copies of the following:

- Audited Financial Statement or Budget for the most recent available fiscal year, if the applicant has more than \$500,000,000 in Annual Budget
- Minimum of last 3 years of liability claim loss runs (5 years desired)

1. Name of Public Entity: Pocahontas Township Board of Commissioners Year Established: _____

2. Principal Address: 112 Township Dr

City: Tennesseeville State: PA Zip: 18372

Public Entity's Website: www.pocahontastownship.org

3. Do you have a Full Time Risk Manager? ☐ Yes ☒ No Per

Name of Risk Manager: Gregg Schuster Phone Number: 570-629-1942

GENERAL INFORMATION:

4. Population Trends: Please provide Population information:

	CURRENT YEAR	PRIOR YEAR	2 ND PRIOR YEAR
Population of Municipality	<u>11060 +/-</u>	<u>same</u>	<u>same</u>

Seasonal increase in population?

☐ Yes ☒ No _____ %

6. Budget and Employment information for the Public Entity.
- a. Please provide the annual budget and employee count of the Public Entity.
Please do not include that portion of the Annual Budget that is allocated to any of the following entities:
 schools, hospitals, clinics, nursing homes or other health care operations, jails or detention facilities, law enforcement agencies or fire fighting authorities.

Public Entity	Current Annual Revenue/Budget	Number of Employees	
		Full Time	Part Time
6,143,000	9,211,000	37	3

- b. If coverage is desired for any of the operations listed below, please provide the Budget and Employment information as requested.

Please note: Coverage for any of these operations is subject to the review and acceptance by the underwriter and will be provided by endorsement only

Public Entity	Current Annual Revenue/Budget	Number of Employees	
		Full Time	Part Time
Schools	\$		
Health Care Operations (hospitals, clinics, nursing homes, etc.)	\$		
Jails or detention facilities	\$		
Law enforcement agencies	\$		
Fire fighting authorities.	\$		

7. Does the **Public Entity** employ any of the following professional staff:

Lawyers

Yes

No

Total Number _____

Accountants

Yes

No

Total Number _____

Architects/Engineers

Yes

No

Total Number _____

FINANCIAL INFORMATION:

Please provide the following information. If "Yes" to any question below, or if the applicant has budget deficits in the past three years, please explain on a separate attachment.

8. a) Indicate fiscal year end date: 12/31/15
- b) Please provide a budget figure for the current and prior two fiscal years:

	CURRENT YEAR	PRIOR YEAR	2 ND PRIOR YEAR
Revenues	See Website		
Expenditures			
Outstanding Bond Issues			
Budget Surplus (Deficit)			

- c) Has any State or Federal funding (aid) been eliminated in the past year? ☐ Yes ☒ No
- d) Does the Public Entity anticipate any special projects which will result in a substantial budget increase or decrease in the next 3 years? ☐ Yes ☒ No
- e) Has the Public Entity been in default on principal or interest on any bond? ☐ Yes ☒ No
9. Have there been any changes in the **Public Entity's** bond rating(s) over the past year? ☐ Yes ☒ No

PUBLIC ENTITY OPERATIONS

If the answer is "YES" to any question below, please attach details on a separate piece of paper

Over the past year have there been any changes to the **Public Entity's**:

Public Officials election or appointment process?

☐ Yes ☒ No

Zoning provisions, policies and processes?

☐ Yes ☒ No

Vendor contract bidding process and contract review process?

☐ Yes ☒ No

Disaster planning document in place for both natural disasters and terrorist acts?

☐ Yes ☒ No

Over the past year has the **Public Entity** begun to operate, license and/or regulate any child or elder care facilities, family child care or foster care homes, child adoption services, child welfare services, or public housing?

☐ Yes ☒ No

EMPLOYMENT PRACTICES

If the answer is "YES" to any question below, please attach details on a separate piece of paper

Over the past year have there been any changes to the **Public Entity's**:

10. Human Resources or Personnel Department?

☒ Yes ☐ No

11. **Employee** orientation program?

☒ Yes ☐ No

12. Sensitivity training or discrimination/harassment prevention education?

☐ Yes ☒ No

13. **Employee** Performance evaluations procedures/process?

☒ Yes ☐ No

14. Out-placement program for laid off or disassociated **Employees**?

☐ Yes ☒ No

15. **Employee** termination review process?

☒ Yes ☐ No

16. Employment handbook?

☒ Yes ☐ No

Regarding Third Party Liability exposure, does the **Public Entity**:

17. Over the past year has there been any changes to the **Public Entity's** policies or procedures:

a. Regarding **Employee** conduct when interacting with customers, clients, the general public or other third parties,

b. Dealing with complaints from customers, clients or third parties for issues involving harassment or discrimination, or

c. Regarding Diversity or cultural sensitivity training for employees who interact with customers, clients or the general public

☐ Yes ☒ No

If "Yes", please attach details on a separate piece of paper

CURRENT INSURANCE INFORMATION

18. Over the past year have there been any changes to the **Public Entity's** General Liability coverage or insurer?

☐ Yes ☒ No

19. Over the past year have there been any changes to the **Public Entity's** Law Enforcement Liability coverage or insurer?

☐ Yes ☒ No

FRAUD WARNING STATEMENTS

NOTICE TO ARKANSAS, LOUISIANA AND RHODE ISLAND APPLICANTS: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO COLORADO APPLICANTS: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

NOTICE TO NEW JERSEY APPLICANTS: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NOTICE TO MARYLAND APPLICANTS: Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NOTICE TO NEW MEXICO APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

NOTICE TO NEW YORK APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

NOTICE TO OHIO APPLICANTS: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

NOTICE TO TENNESSEE AND WASHINGTON APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO ALL OTHER APPLICANTS:

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON, FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS INFORMATION FOR THE PURPOSE OF MISLEADING, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND MAY SUBJECT SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO APPLICANTS. PLEASE READ CAREFULLY

BY SIGNING THIS APPLICATION, THE APPLICANT, ON BEHALF OF ALL PROPOSED INSURED, WARRANTS TO THE INSURER THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS HERETO ABOUT THE APPLICANT, ITS SUBSIDIARIES, AND THEIR OPERATIONS ARE TRUE AND COMPLETE, AND THAT NO MATERIAL FACTS HAVE BEEN MISSTATED, OMITTED, SUPPRESSED, CONCEALED, OR MISREPRESENTED IN THIS APPLICATION OR ITS ATTACHMENTS. THE APPLICANT UNDERSTANDS AND AGREES THAT IF, AFTER THE DATE OF THIS APPLICATION AND PRIOR TO THE EFFECTIVE DATE OF ANY POLICY BASED ON THIS APPLICATION AND ATTACHMENTS, ANY OCCURRENCE, EVENT OR OTHER CIRCUMSTANCE SHOULD RENDER ANY OF THE INFORMATION CONTAINED IN THIS APPLICATION INACCURATE OR INCOMPLETE, THEN THE APPLICANT SHALL NOTIFY THE INSURER OF SUCH OCCURRENCE, EVENT OR CIRCUMSTANCE AND SHALL PROVIDE THE INSURER WITH INFORMATION THAT WOULD COMPLETE, UPDATE OR CORRECT SUCH INFORMATION. ANY OUTSTANDING QUOTATIONS MAY BE MODIFIED OR WITHDRAWN AT THE SOLE DISCRETION OF THE INSURER.

COMPLETION OF THIS FORM DOES NOT BIND COVERAGE. THE APPLICANT'S ACCEPTANCE OF THE INSURER'S QUOTATION IS REQUIRED BEFORE THE INSURANCE MAY BE BOUND AND A POLICY ISSUED. THE APPLICANT UNDERSTANDS AND AGREES THAT THE INSURER, IN PROPOSING TO PROVIDE INSURANCE, HAS RELIED ON THIS APPLICATION AND ALL ATTACHMENTS, AND THAT THIS APPLICATION AND ALL ATTACHMENTS, ARE (1) MATERIAL AND THE BASIS OF THE CONTRACT WITH THE INSURER, AND (2) DEEMED TO BE A PART OF THE POLICY TO BE ISSUED AS IF PHYSICALLY ATTACHED THERETO. THE APPLICANT HEREBY AUTHORIZES THE RELEASE OF CLAIMS INFORMATION FROM ANY PRIOR INSURERS TO THE INSURER.

THE UNDERSIGNED OFFICER OF THE APPLICANT CERTIFIES AND WARRANTS THAT HE/SHE IS DULY AUTHORIZED TO EXECUTE THIS APPLICATION ON BEHALF OF THE APPLICANT AND ITS SUBSIDIARIES.

Applicant's Signature:

(Must be signed by an Officer of the Applicant)

Print Name and Title

____/____/_____
Date (Mo./Day/Yr.)

FOR IOWA APPLICANTS ONLY:

Broker: _____

Address: _____

FOR MISSOURI APPLICANTS ONLY:

PLEASE ACKNOWLEDGE AND SIGN THE FOLLOWING DISCLOSURE TO YOUR APPLICATION FOR INSURANCE:

THE APPLICANT UNDERSTANDS AND ACKNOWLEDGES THAT THE POLICY FOR WHICH IT IS APPLYING CONTAINS A DEFENSE WITHIN LIMITS PROVISION WHICH MEANS THAT CLAIMS EXPENSES WILL REDUCE THE POLICY'S LIMITS OF LIABILITY AND MAY EXHAUST THEM COMPLETELY. SHOULD THAT OCCUR, THE APPLICANT SHALL BE LIABLE FOR ANY FURTHER CLAIMS EXPENSES AND DAMAGES.

Applicant's Signature:

(Must be signed by an Officer of the Applicant)

Print Name and Title

____/____/____
Date (Mo./Day/Yr.)



**NOTICE REGARDING AMOUNT OF
UNDERINSURED MOTORIST COVERAGE AVAILABLE**

Underinsured Motorist Coverage provides protection for losses and damages suffered if injury is caused by the negligence of a driver who does not have enough insurance to pay for all losses and damages. This coverage can be included in your policy in amounts equal to or less than the limits of liability for bodily injury.

If you have elected not to reject Underinsured Motorist protection under this policy, the policy will include Underinsured Motorist Coverage in an amount equal to the limits of liability for bodily injury (not to exceed \$1,000,000) unless you request the issuance of Underinsured Motorist Coverage in a lesser amount. Please indicate your selection below:

**UNDERINSURED MOTORIST COVERAGE (CHOOSE ONE OF THE FOLLOWING
BY INITIALING THE LINE NEXT TO YOUR SELECTION).**

_____ I wish to purchase Underinsured Motorists Coverage in an amount equal to the
Limits of liability for bodily injury (not to exceed \$1,000,000).

 X I wish to purchase reduced Underinsured Motorist Coverage at a limit shown
below. The limit cannot exceed the limits of liability for bodily injury.

_____ \$35,000

_____ \$300,000

_____ \$50,000

_____ \$500,000

 X \$100,000

_____ Other

_____ I do not wish to purchase any Underinsured Motorist Coverage.

The undersigned signature constitutes evidence that the above selections represent the undersigned's request in writing for the issuance of Underinsured Motorist Coverages in the amount set forth. This selection represents the expressed agreement and acquiescence on the part of the undersigned to obtain the coverage selected. The undersigned further states that he/she has read this entire form and all options set forth in the form and has initialed the line to the left of the coverage limits selected.

Date

Signature of Named Insured

**THE OPTIONS EXPRESSED ON THE FORM SHALL CONTINUE IN FORCE AND EFFECT UNTIL
REPLACEMENT WRITTEN NOTICE IS RECEIVED BY THE COMPANY, OR ITS REPRESENTATIVE.**



REJECTION OF UNDERINSURED MOTORIST PROTECTION

- A. By signing this waiver, I am rejecting underinsured motorist coverage under this Policy, for myself and all relatives residing in my household. Underinsured motorist coverage protects me and all relatives living in my household for losses and damages suffered if injury is caused by the negligence of a driver who does not have enough Insurance to pay for all losses and damages. I knowingly and voluntarily reject this coverage.

First Named Insured

Signature of First Named Insured

Date

REJECTION OF STACKED UNDERINSURED COVERAGE LIMITS

- B. By signing this waiver, I am rejecting stacked limits of Underinsured motorist coverage under the policy for myself and members of my household under which the limits of coverage available would be the sum of limits for each motor vehicle insured under the policy. Instead, the limits of coverage that I am purchasing shall be reduced to the limits stated in the policy. I knowingly and voluntarily reject the stacked limits of coverage.

First Named Insured

X

Signature of First Named Insured

Date



**NOTICE REGARDING AMOUNT OF
UNINSURED MOTORIST COVERAGE AVAILABLE**

Uninsured Motorist Coverage provides protection for losses and damages suffered if injury is caused by the negligence of a driver who does not have any insurance to pay for losses and damages. This coverage can be included in your policy in amounts equal to or less than the limits of liability for bodily injury.

If you have elected not to reject Uninsured Motorist protection under this policy, the policy will include Uninsured Motorist Coverage in an amount equal to the limits of liability for bodily injury (not to exceed \$1,000,000) unless you request the issuance of Uninsured Motorist Coverage in a lesser amount. Please indicate your selection below:

**UNINSURED MOTORIST COVERAGE (CHOOSE ONE OF THE FOLLOWING BY
INITIALING THE LINE NEXT TO YOUR SELECTION).**

_____ I wish to purchase Uninsured Motorists Coverage in an amount equal to the limits of liability for bodily injury (not to exceed \$1,000,000).

 X I wish to purchase reduced Uninsured Motorist Coverage at a limit shown below.
The limit cannot exceed the limits of liability for bodily injury.

_____ \$35,000

_____ \$300,000

_____ \$50,000

_____ \$500,000

 X \$100,000

_____ Other

_____ I do not wish to purchase any Uninsured Motorist Coverage.

The undersigned signature constitutes evidence that the above selections represent the undersigned's request in writing for the issuance of Uninsured Motorist Coverages in the amount set forth. This selection represents the expressed agreement and acquiescence on the part of the undersigned to obtain the coverage selected. The undersigned further states that he/she has read this entire form and all options set forth in the form and has initialed the line to the left of the coverage limits selected.

Date

Signature of Named Insured

**THE OPTIONS EXPRESSED ON THE FORM SHALL CONTINUE IN FORCE AND EFFECT UNTIL
REPLACEMENT WRITTEN NOTICE IS RECEIVED BY THE COMPANY, OR ITS REPRESENTATIVE.**



REJECTION OF UNINSURED MOTORIST PROTECTION

- C. By signing this waiver, I am rejecting uninsured motorist coverage under this policy, for myself and all relatives residing in my household. Uninsured motorist coverage protects me and all relatives living in my household for losses and damages suffered if injury is caused by the negligence of a driver who does not have enough Insurance to pay for all losses and damages. I knowingly and voluntarily reject this coverage.

First Named Insured

Signature of First Named Insured

Date

REJECTION OF STACKED UNINSURED COVERAGE LIMITS

- D. By signing this waiver, I am rejecting stacked limits of Uninsured motorist coverage under the policy for myself and members of my household under which the limits of coverage available would be the sum of limits for each motor vehicle insured under the policy. Instead, the limits of coverage that I am purchasing shall be reduced to the limits stated in the policy. I knowingly and voluntarily reject the stacked limits of coverage.

First Named Insured

X

Signature of First Named Insured

Date



**Pennsylvania – Supplement to Commercial Vehicle Application
NOTICE**

Under the Automobile insurance laws of the Commonwealth of Pennsylvania, several coverage options are available to you as part of your policy. These coverages and the options available to you are called “First Party Benefits” (because they are paid to you) and are explained below.

First Party Benefits

- A. Medical Expense Benefit - Coverage to reimburse you for reasonable and necessary medical treatment and services incurred due to a covered auto accident. Basic limit is \$5,000.
- B. Income Loss Benefit - Coverage to replace a portion of lost income and reimburse you for expenses in securing replacement services due to a covered auto accident.
- C. Accidental Death Benefit - A death benefit paid in the event of the death of an insured Person due to a covered auto accident.
- D. Funeral Benefit - Coverage to pay for direct funeral, burial and other related expenses incurred as a result of the death of an insured person due to a covered auto accident.

You have limit options available to you for each of these First Party Benefits. To be certain that we issue your policy with the Benefits of your choosing, you must indicate your choice of the options shown below **for each coverage**. Then date and sign the form where indicated and return it to your Broker.

BENEFIT LEVEL OPTIONS: (X indicates your choice):

A. MEDICAL EXPENSES:

_____ \$5,000 (Basic) X \$10,000 _____ \$25,000 _____ \$50,000
_____ \$100,000

B. INCOME LOSS per person, per accident:

 X \$1,000 per month/\$5,000 total benefit _____ \$1,000 per month/\$15,000 total benefit
_____ \$1,500 per month/\$25,000 total benefit _____ \$2,500 per month/\$50,000 total benefit
_____ None

Pennsylvania First Party Benefits
Page Two

C. ACCIDENTAL DEATH per person, per accident:

 X None-Rejected \$1,000 \$1,500 \$5,000 \$10,000
 \$25,000

D. FUNERAL EXPENSE per person, per accident:

 X \$1,500 \$2,500 None

I have had the coverages, benefit levels and options as set out above fully explained to me and have indicated my choices (X indicates my choices) as shown. I understand that this is simply a summary of the coverages and benefits and that the forms and endorsements attached to my policy actually make up my coverage.

X

Signature of Named Insured

Date

Named Insured (Please type or print)

OFFER OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as extended on December 22, 2005, that you now have a right to purchase insurance coverage for losses resulting from acts of terrorism, as *defined in Section 102(1) of the Act*: The term "act" of terrorism means any act that is certified by the Secretary of the Treasury-in concurrence with the Secretary of State, and the Attorney General of the United States-to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States mission; and to have been committed by an individual or individuals acting on behalf of any foreign person or foreign interest, as part of an effort to coerce the civilian population of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. UNDER THIS FORMULA, THE UNITED STATES GOVERNMENT GENERALLY PAYS 90% (85% IN 2007) OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

SELECTION OR REJECTION OF TERRORISM INSURANCE COVERAGE

You may either:

- ☐ Elect to purchase this Terrorism coverage for a prospective premium of *Not Quoted.*
Terrorism Coverage Applies to all Lines of Business Except Automobile

Or

- ☒ Reject the purchase of this Terrorism coverage.

INSURER: MRM PROPERTY & LIABILITY TRUST

(X)

APPLICANT'S NAME

BY: _____
APPLICANT'S SIGNATURE

DATE: _____

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism. *As defined in Section 102(1) of the Act:* The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury---in consultation with the Secretary of Homeland Security, and the Attorney General of the United States---to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015, 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017, 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 and 80% BEGINNING ON JANUARY 1, 2020, OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

	I hereby elect to purchase terrorism coverage for a prospective premium of <u>5% AP</u>
X	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature

Print Name

Date

Illinois Union Insurance Company
Insurance Company

G27416755 002
Policy Number

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING MEMORANDUMS OF UNDERSTANDING
WITH THE UNIFORM AND NON-UNIFORM UNIONS FOR THE PROVISION
OF LONG TERM DISABILITY COVERAGE**

WHEREAS, Pocono Township wishes to enable members of the uniform and non-uniform unions to obtain group long term disability coverage; and

WHEREAS, both unions have agreed that their members shall be solely responsible for the entire cost of said coverage; and

WHEREAS, Pocono Township desires to enter into memorandums of understanding outlining the terms and conditions of this benefit; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Township approve and execute the memorandums of understanding with the uniform and non-uniform unions.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____

Print Name: Pamela Finkbeiner

Title: Secretary

By: _____

Print Name: Richard Wielebinski

Title: President

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding (“MOU”) are Pocono Township and Teamster Local 773 as the representative of all full-time and regular part-time Non-Uniformed employees, including but not limited to Road Crew and Clerical employees, and excluding management level employees, supervisors, first-level supervisors, confidential employees and guards. (In this MOU, “Non-Uniformed Employees” means full-time and regular part-time Non-Uniformed employees who are represented by Local 773). The date of this Memorandum of Understanding is November __, 2015. The purpose of the Memorandum of Understanding is to document the agreement that has been reached between Pocono Township and Teamster Local 773 regarding long-term disability for Non-Uniformed Employees.

1. Pocono Township will provide long-term disability coverage for Non-Uniformed Employees.

2. All costs for long-term disability coverage will be borne by participating Pocono Township Non-Uniformed Employees. Pocono Township will not pay any costs or make any contribution for long-term disability coverage.

3. Pocono Township, in its sole discretion, may cancel the long-term disability policies for the Non-Uniformed Employees, at any time, with 30-days written notice to Local 773 and any participating Non-Uniformed Employee.

4. The parties agree that the provision of long-term disability insurance under this Memorandum of Understanding shall not create precedent and shall not limit, in any way, Pocono Township’s ability to cancel disability insurance in its sole discretion without a requirement for bargaining.

TEAMSTER LOCAL 773

By: _____

Title: _____

Date: _____

POCONO TOWNSHIP

By: _____

Title: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding (“MOU”) are Pocono Township and Teamster Local 773 as the representative of all full-time and regular, part-time police officers. (In this MOU, “Officers” means full-time and regular part-time police officers who are represented by Local 773). The date of this Memorandum of Understanding is November __, 2015. The purpose of the Memorandum of Understanding is to document the agreement that has been reached between Pocono Township and Teamster Local 773 regarding long-term disability for police officers.

1. Pocono Township will provide long-term disability coverage for Officers.
2. All costs for long-term disability coverage will be borne by the participating Pocono Township Police Officers. Pocono Township will not pay any costs or make any contribution for long-term disability coverage.
3. Pocono Township, in its sole discretion, may cancel the long-term disability policies for the police officers, at any time, with 30-days written notice to Local 773 and any Officer that is participating in the Long Term Disability program.
4. The parties agree that the provision of long-term disability insurance under this Memorandum of Understanding shall not create precedent and shall not limit, in any way, Pocono Township’s ability to cancel disability insurance in its sole discretion without a requirement for bargaining.

TEAMSTER LOCAL 773

By: _____

Title: _____

Date: _____

POCONO TOWNSHIP

By: _____

Title: _____

Date: _____

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING SUPPLEMENTAL APPROPRIATIONS TO THE
2015 BUDGET**

WHEREAS, the Board has, upon mid-year examination and review of the existing 2015 budget, identified unencumbered funds in certain accounts which funds could be used to further the best interests of the Township if transferred to other existing accounts; and

WHEREAS, the Board is empowered pursuant to the First Class Township Code to make supplemental appropriations at any time and for any lawful purpose from funds not otherwise appropriated and for items not set forth in the adopted budget; and

WHEREAS, the Board is empowered pursuant to the First Class Township Code to transfer, during the last 9 months of each fiscal year, unencumbered funds from one account to another without amending the existing budget.

WHEREAS, the supplemental appropriations list for the General Fund and Park Fund is attached.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the supplemental appropriations be approved as listed.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

General Fund					
December 2015 Appropriations					
	Actual	Budget	\$ Over Budget	Adjusted Budget	Appropriation
General Government					
400.110 · Salary & Wages - Legislative	12,187.50	16,250.00	-4,062.50		
400.192 · Legislative SSI Tax	932.30	1,243.00	-310.70		
400.260 · Minor Equipment	1,314.00	3,000.00	-1,686.00		
400.310 · Legislative - Professional Srv	0.00	0.00	0.00		
400.420 · Dues, Subscriptions & Membershi	825.00	1,516.00	-691.00		
400.460 · Legislaive -Meetings & Training	0.00	1,000.00	-1,000.00		
400.540 · Legislative - Donations	350.00	1,300.00	-950.00		
401.110 · Admin Salaries & Wages	103,221.76	110,000.00	-6,778.24		
401.192 · Admin SSI Taxes	7,896.36	8,415.00	-518.64		
401.196 · Admin Health Insurance	24,362.80	25,258.00	-895.20		
401.198 · Non-Uniformed Pension Plan	10,096.17	9,900.00	196.17	11,000.00	1,100.00
401.199 · Admin Life and Disability Ins	756.00	760.00	-4.00		
401.200 · Administration Allowances	3,041.55	3,200.00	-158.45		
401.220 · Admin Operating Supplies	0.00	500.00	-500.00		
401.260 · Admin Minor Equipment	922.97	3,000.00	-2,077.03		
401.310 · Admin Professional Services	0.00	0.00	0.00		
401.312 · Admin Management Services	0.00	0.00	0.00		
401.420 · Admin Dues, Subscriptions & Mem	1,129.66	2,565.00	-1,435.34		
401.460 · Admin Meetings & Training	3,281.59	3,250.00	31.59	3,350.00	100.00
402.110 · Fin Admin Salaries & Wages	0.00	0.00	0.00		
402.120 · Financial Admin OVT	0.00	0.00	0.00		
402.192 · Fin Admin SSI Taxes	0.00	0.00	0.00		
402.196 · Fin Admin Health Insurance	0.00	0.00	0.00		
402.198 · Fin Admin Non-Uni Pension Plan	0.00	0.00	0.00		
402.199 · Fin Admin Life & Disability Ins	0.00	0.00	0.00		
402.220 · Fin Admin Operating Supplies	0.00	0.00	0.00		
402.260 · Fin Admin Minor Equipment	0.00	0.00	0.00		
402.310 · Fin Admin Professional Srvs	11,755.76	15,000.00	-3,244.24		
402.420 · Fin Admin Dues, Subscriptions	0.00	0.00	0.00		
402.460 · Fin Admin Meetings & Training	0.00	0.00	0.00		
403.110 · Tax Collection Salaries & Wages	9,384.73	10,000.00	-615.27		
403.192 · Tax Collection SSI Taxes	718.10	765.00	-46.90		
403.199 · Tax Collection Bond Ins	0.00	0.00	0.00		
403.215 · Tax Collection Postage	1,606.71	2,000.00	-393.29		
403.220 · Tax Collection Operating Supply	1,823.75	2,000.00	-176.25		
403.310 · Tax Collection Professional Srv	28,502.19	26,000.00	2,502.19	31,000.00	5,000.00
403.460 · Tax Collection Meetings & Conf	573.68	625.00	-51.32		
404.310 · Township Solicitor	80,861.54	90,000.00	-9,138.46		
404.314 · Legal Services Special Counsel	0.00	0.00	0.00		
405.110 · Secretary Salaries & Wages	127,767.28	135,529.00	-7,761.72		
405.120 · Secretary OT	9,055.62	11,000.00	-1,944.38		
405.192 · Secretary SSI Taxes	10,434.50	10,368.00	66.50	11,000.00	632.00
405.196 · Secretary Insurance	61,766.32	70,992.00	-9,225.68		
405.198 · Secretary Non-Uni Pension Plan	12,757.48	11,298.00	1,459.48	13,700.00	2,402.00
405.199 · Secretary Life & Disability Ins	2,167.71	2,400.00	-232.29		
405.220 · Secretary Operating Supplies	511.05	1,500.00	-988.95		
405.240 · Secretary Data Processing Srv	0.00	0.00	0.00		
405.260 · Secretary Minor Equipment	0.00	3,000.00	-3,000.00		
405.310 · Secretary Professional Srvs	0.00	0.00	0.00		
405.317 · Recording Secretary Services	0.00	0.00	0.00		
405.420 · Secretary Dues, Subscriptions	190.00	500.00	-310.00		
405.460 · Secretary Meetings & Training	333.00	500.00	-167.00		

406.215 · Gen Govt Postage	3,809.07	4,000.00	-190.93		
406.220 · Gen Govt Operation Supplies	6,360.94	7,000.00	-639.06		
406.310 · Gen Govt Professional Svcs	5,558.90	6,000.00	-441.10		
406.320 · Gen Govt Communications	6,823.58	10,000.00	-3,176.42		
406.340 · Gen Govt Advertising & Printing	6,051.36	6,500.00	-448.64		
406.374 · Gen Govt Office Equipment Maint	0.00	0.00	0.00		
406.384 · Gen Govt Equipment Leases	2,840.80	5,000.00	-2,159.20		
406.430 · Gen Govt Real Estate Taxes	1,411.34	6,500.00	-5,088.66		
407.252 · Computer Parts & Supplies	0.00	500.00	-500.00		
407.260 · Technology Minor Equipment	0.00	1,000.00	-1,000.00		
407.450 · Contracted Services	17,055.64	17,000.00	55.64	18,000.00	1,000.00
408.310 · Township Engineer	51,920.92	85,000.00	-33,079.08		
408.311 · TIF - Engineering	0.00	0.00	0.00		
409.220 · Building Operating Supplies	942.12	1,000.00	-57.88		
409.360 · Building Utilities	22,345.86	48,000.00	-25,654.14	27,210.00	-20,790.00
409.370 · Building Maintenance & Cleaning	0.00	0.00	0.00		
409.373 · Building Maint & Repairs	15,957.86	20,000.00	-4,042.14	16,822.00	-3,178.00
409.450 · Building Contracted Services	5,773.11	6,000.00	-226.89		
409.610 · Capital Costs & Construction	0.00	0.00	0.00		
Public Safety					
410.120 · Police Salaries & Wages-Admin	81,099.52	83,306.00	-2,206.48		
410.130 · Police Salaries & Wages-Officer	989,450.89	1,064,116.00	-74,665.11		
410.140 · Police Salaries & Wages-Civilian	41,663.76	42,192.00	-528.24		
410.179 · Police Longevity Pay	39,669.33	40,794.00	-1,124.67		
410.180 · Police Overtime Wages	143,721.22	135,000.00	8,721.22	150,000.00	15,000.00
410.183 · Reimbursable Overtime Wages	0.00	0.00	0.00		
410.187 · Police Overtime Civ Support	815.27	500.00	315.27	1,000.00	500.00
410.188 · Police 457 Plan Contribution	0.00	0.00	0.00		
410.191 · Uniform Allowance	12,800.00	13,600.00	-800.00		
410.192 · Police SSI Taxes	100,193.29	94,747.00	5,446.29	111,000.00	16,253.00
410.196 · Police Health Insurance	409,762.84	419,494.00	-9,731.16		
410.197 · Police Pension Plan	150,577.98	150,577.00	0.98		
410.198 · Police Life & Disability Ins	14,326.93	16,100.00	-1,773.07		
410.199 · Police Non-Uniform Pension	3,823.28	3,797.00	26.28	4,200.00	403.00
410.200 · Police 457 Contribution	5,259.45	10,600.00	-5,340.55		
410.215 · Police Postage	0.00	0.00	0.00		
410.220 · Police Operating Supplies	5,788.75	6,000.00	-211.25		
410.221 · Crime Scene Supplies	633.58	1,600.00	-966.42		
410.222 · Ammunition	4,582.60	5,000.00	-417.40		
410.223 · K-9 Expenses	1,429.68	2,000.00	-570.32		
410.231 · Vehicle Fuel	33,338.66	38,861.00	-5,522.34		
410.234 · Vehicle Operating Supplies	0.00	0.00	0.00		
410.260 · Police Minor Equipment	18,085.39	17,000.00	1,085.39	19,000.00	2,000.00
410.310 · Police Professional Services	2,144.62	5,000.00	-2,855.38		
410.314 · Civil Service Comm Solicitor	13,106.20	13,000.00	106.20	16,100.00	3,100.00
410.320 · Police Communications	15,378.08	16,000.00	-621.92		
410.341 · Police Advertising & Printing	3,225.00	3,500.00	-275.00		
410.373 · Police Maint & Repair Bldg	10,717.16	10,000.00	717.16	12,000.00	2,000.00
410.374 · Police Equipment Maint	2,971.20	4,750.00	-1,778.80		
410.410 · Judgment and Settlements	0.00	0.00	0.00		
410.420 · Police Dues, Subscriptions	517.00	1,500.00	-983.00		
410.450 · Police Contracted Services	107,792.10	110,164.00	-2,371.90		
410.451 · Police Vehicle Maintenance	30,455.05	27,500.00	2,955.05	32,000.00	4,500.00
410.460 · Police Meetings & Training	10,597.57	10,000.00	597.57	11,000.00	1,000.00
410.540 · Police Donations	0.00	0.00	0.00		
410.740 · Police Capital Purch, Minor	14,600.00	14,600.00	0.00		
410.741 · Police Capital Purch, Autos	40,438.68	41,500.00	-1,061.32		

411.232 · Fire Department Fuel	0.00	0.00	0.00		
411.540 · Foreign Fire Payments	94,606.89	94,607.00	-0.11		
411.541 · Disbursement to Fire Company	0.00	0.00	0.00		
412.231 · Ambulance Fuel	0.00	0.00	0.00		
412.540 · Contribs to Central Pocono Amb	0.00	0.00	0.00		
413.110 · Code Enforcement Wages	0.00	0.00	0.00		
413.192 · Code Enforcement SSI Taxes	0.00	0.00	0.00		
413.220 · Code Enforcement Supplies	0.00	0.00	0.00		
413.231 · Code Enforcement Fuel	0.00	0.00	0.00		
413.234 · Code Enforcement Vehicle Suppli	0.00	0.00	0.00		
413.260 · Code Enforcement Minor Equip	0.00	500.00	-500.00		
413.310 · Prof Services - BIU Building	274,318.14	275,036.00	-717.86	280,036.00	5,000.00
413.311 · Prof Services - SEO	13,475.00	15,000.00	-1,525.00		
413.312 · Professional Services - ZO	18,982.50	18,900.00	82.50	18,983.00	83.00
413.314 · Building Code Appeals Board	2,369.95	2,000.00	369.95	2,400.00	400.00
413.319 · Code Enforcement UCC Fees	676.00	750.00	-74.00		
413.331 · Code Enforcement Mileage Reimb	0.00	0.00	0.00		
413.341 · Code Enforcement Advertising	0.00	100.00	-100.00		
413.420 · Code Enforcement Dues & Subs	0.00	0.00	0.00		
413.450 · Code Enforcement Contracted Srv	0.00	0.00	0.00		
413.451 · Code Enforcement Vehicle Maint	0.00	0.00	0.00		
413.460 · Code Enforcement Meetings	0.00	0.00	0.00		
414.110 · Planning & Zoning Salaries	14,443.00	16,300.00	-1,857.00		
414.120 · Planning & Zoning OT	321.75	400.00	-78.25		
414.192 · Planning & Zoning SSI Taxes	1,129.49	1,245.00	-115.51		
414.196 · Planning & Zoning Health Ins	1,920.96	5,685.00	-3,764.04	1,921.00	-3,764.00
414.198 · Planning & Zoning N-U Pension	0.00	0.00	0.00		
414.199 · Zoning Life & Disability	189.00	205.00	-16.00		
414.220 · Planning & Zoning Supplies	125.65	500.00	-374.35		
414.310 · Planning & Zoning Prof Srvs	1,219.00	1,000.00	219.00	1,219.00	219.00
414.313 · Planning & Zoning Engineering	12,663.36	11,000.00	1,663.36	12,500.00	1,500.00
414.314 · Planning & Zoning Legal	24,236.28	25,000.00	-763.72	26,000.00	1,000.00
414.324 · Zoning Cell Phone	75.10	150.00	-74.90		
414.331 · Zoning Officer Mileage	95.61	400.00	-304.39		
414.341 · Planning & Zoning Advertising	1,434.40	1,800.00	-365.60		
414.460 · Planning & Zoning Meetings	0.00	400.00	-400.00		
415.220 · Emer Mgmt Operating Supplies	0.00	500.00	-500.00		
415.460 · Emer Mgmt Meetings & Training	0.00	200.00	-200.00		
Public Works Other					
426.227 · Recycling containers	1,125.50	1,126.00	-0.50		
427.220 · Solid Waste Coll Supplies	1,410.00	1,500.00	-90.00		
427.221 · Equip Rental - Grinder	4,680.00	4,700.00	-20.00		
427.450 · Contracted Srvs - Clean-Up Days	14,333.56	20,000.00	-5,666.44		
429.317 · TIF	101,633.59	101,634.00	-0.41		
Public Works					
430.110 · Public Works Salaries	366,494.35	394,987.00	-28,492.65		
430.120 · Public Works OT Wages	27,234.29	30,000.00	-2,765.71		
430.192 · Public Works SSI Taxes	30,088.80	30,713.00	-624.20	31,088.00	375.00
430.196 · Public Works Insurance	207,659.44	213,252.00	-5,592.56		
430.198 · Public Works N-U Pension	35,659.25	34,513.00	1,146.25	38,360.00	3,847.00
430.199 · Public Works Life & Disab Ins	6,974.70	6,400.00	574.70	6,975.00	575.00
430.200 · Public Works Director Allowance	444.15	450.00	-5.85		
430.220 · Public Works Oper Supplies	6,555.31	15,000.00	-8,444.69		
430.231 · Public Works Gasoline	0.00	0.00	0.00		
430.232 · Public Works Diesel	31,438.78	49,250.00	-17,811.22	40,000.00	-9,250.00
430.234 · Public Works Vehicle Supplies	1,620.69	6,000.00	-4,379.31		
430.238 · Public Works Uniforms	7,599.09	7,800.00	-200.91		

430.260 · Public Works Minor Equip Purch	1,029.71	2,000.00	-970.29		
430.320 · Public Works Communications Exp	0.00	0.00	0.00		
430.331 · Mileage Reimbursement	441.48	1,000.00	-558.52		
430.341 · Public Works Advertising	0.00	0.00	0.00		
430.360 · Public Works Utilities	8,194.62	18,750.00	-10,555.38		
430.373 · Public Works Maint & Rep Bldg	8,312.97	10,000.00	-1,687.03		
430.374 · Public Works Small Equip Maint	3,090.13	5,000.00	-1,909.87		
430.375 · Public Works Heavy Equip Maint	34,667.50	35,000.00	-332.50		
430.384 · Public Works Equip Rental	500.00	500.00	0.00		
430.420 · Public Works Dues, Subscription	625.00	1,000.00	-375.00		
430.450 · Public Works Contracted Srvs	45,823.00	46,000.00	-177.00		
430.451 · Public Works Vehicle Maint	7,403.76	6,596.00	807.76	9,000.00	2,404.00
430.460 · Public Works Meetings & Trainin	843.58	1,000.00	-156.42		
430.650 · Public Works Hand Tool Purch	199.99	500.00	-300.01		
430.740 · Public Works Capital Purchases	0.00	0.00	0.00		
432.220 · Snow & Ice Rem Oper Supplies	122,148.60	125,000.00	-2,851.40		
432.375 · Snow & Ice Rem Equipment Maint	22,643.88	38,000.00	-15,356.12	34,800.00	-3,200.00
432.450 · Snow & Ice Rem Subcontractors	0.00	15,000.00	-15,000.00	0.00	-15,000.00
433.220 · Traffic Signals & Signs Supply	2,272.87	5,000.00	-2,727.13		
433.360 · Traffic Signals & Signs Utiliti	3,084.13	4,000.00	-915.87		
433.450 · Traffic Signals Contracted Srvs	31,704.53	29,706.00	1,998.53	33,000.00	3,294.00
438.220 · Road Maint Supplies	70,296.75	71,250.00	-953.25		
438.384 · Road Maint Equip Rental	0.00	0.00	0.00		
438.600 · Road Maint Contracted Srvs	0.00	0.00	0.00		
438.610 · Road Maint Capital Construction	77,247.20	130,000.00	-52,752.80		
438.611 · Line Painting	39,860.47	39,861.00	-0.53		
438.612 · Crack Sealing	0.00	0.00	0.00		
438.613 · Vegetation Control	0.00	0.00	0.00		
439.220 · Rd Construct & Rebuild Supplies	0.00	0.00	0.00		
439.610 · Rd Construct & Rebuild Cap Cons	244,879.73	244,880.00	-0.27		
Culture and Recreation					
457.541 · Bicentennial Committee Expenses	860.00	0.00	860.00		
457.540 · Community Day Celebration	1,763.99	3,000.00	-1,236.01		
Benefits and Withholding					
483.188 · 457 Plan Contributions	0.00	0.00	0.00		
483.194 · Employer Pd Unemployment Comp	29,842.53	30,000.00	-157.47		
483.195 · Employer Pd Worker's Comp	95,501.00	115,394.00	-19,893.00	95,600.00	-19,794.00
483.196 · Employer Pd Health Ins Prem	0.00	0.00	0.00		
483.198 · Employer Pd N-U Pension Plan	0.00	0.00	0.00		
483.199 · Employer Pd Life & Disab Ins	0.00	0.00	0.00		
483.200 · Federal Healthcare Tax	131.04	180.00	-48.96		
483.201 · Transitional Reinsurance Fee	2,873.20	3,741.00	-867.80		
Insurance					
486.350 · Property & Liability Insurance	87,339.00	87,400.00	-61.00		
486.355 · Professional Bonds	6,425.01	6,800.00	-374.99		
Interfund Transfers					
492.300 · Interfund Transfer to Cap Resv	0.00	0.00	0.00		
492.320 · Interfund Transfer to Emer Srvs	24,000.00	54,141.00	-30,141.00		
492.350 · Interfund Transfer to Liq Fuels	2,160.92	2,161.00	-0.08		
492.370 · Interfund Transfer to Park	0.00	0.00	0.00		
492.901 · Interfund Transfer to Payroll	0.00	0.00	0.00		
Other Expenses					
999.999 · uncatagorized expenses	0.00	0.00	0.00		
66900 · Reconciliation Discrepancies	0.00	0.00	0.00		
491.000 · Refund of Prior Year Revenues	27,771.09	26,483.00	1,288.09	27,772.00	1,289.00

Park Fund					
December 2015 Appropriations					
	Actual	Budget	\$ Over Budget	Adjusted Budget	Appropriation
454.100 · Park Director Mileage Reimb	0.00	0.00	0.00		
454.110 · Salaries & Wages	51,861.13	65,828.00	-13,966.87		
454.120 · All Park Employees OVT	843.90	1,500.00	-656.10		
454.192 · SSI Taxes	4,016.20	5,036.00	-1,019.80		
454.198 · Non Uniform Pension Plan	0.00	2,352.00	-2,352.00		
454.220 · Operating Supplies	2,897.65	3,000.00	-102.35		
454.231 · Vehicle Fuel	956.62	2,500.00	-1,543.38	1,752.00	-748.00
454.260 · Minor Equipment	462.19	2,000.00	-1,537.81		
454.310 · Professional Services	0.00	2,000.00	-2,000.00		
454.320 · Communications	1,039.80	800.00	239.80	1,240.00	440.00
454.342 · Advertising & Printing	31.60	500.00	-468.40		
454.360 · Utilities	2,140.47	2,700.00	-559.53		
454.373 · Repairs & Maintenance	7,966.15	8,500.00	-533.85		
454.374 · Equipment Maintenance	1,330.90	1,500.00	-169.10		
454.384 · Equipment Rentals	0.00	0.00	0.00		
454.450 · Contracted Services	1,382.61	1,500.00	-117.39		
454.451 · Vehicle Maintenance	807.71	500.00	307.71	808.00	308.00
454.460 · Meetings & Training	185.00	500.00	-315.00		
454.530 · HJPPOSC & General Contrib	60,985.06	65,851.00	-4,865.94		
454.660 · Park Engineering Service	0.00	0.00	0.00		
454.700 · Capital Outlay	21,830.04	39,000.00	-17,169.96		
489.100 · Miscellaneous Expenditure	0.00	0.00	0.00		
492.010 · Transfer to General Fund	0.00	0.00	0.00		

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

RESOLUTION NO. _____

A RESOLUTION APPROVING A CAPITAL IMPROVEMENT PLAN

WHEREAS, a working group consisting of the Township Manager, Public Works Director, and members of the Planning Commission and Recreation Committee have reviewed a Capital Improvement Plan and recommend it be adopted by the Township; and

WHEREAS, a Capital Improvement Plan is required to establish a Capital Fund; and

WHEREAS, the Board of Commissioners desires to formally adopt a Capital Improvement Plan; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Capital Improvement Plan is approved.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

POCONO TOWNSHIP

10 YEAR CAPITAL IMPROVEMENT PLAN



POCONO TOWNSHIP - ROADWAY IMPROVEMENT PLAN

DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
CULVERT REPLACEMENT		12	12	12	12	12	12	12	12	12	12
ASPHALT PAVING (based upon 5 miles each year)	427.448	710	710	710	712	712	712	712	716	716	716
OIL & CHIP SEAL COATING (based on 7 miles ea year)		220	220	220	220	221	221	222	222	230	230
SHOULDER RESTORATION		25	25	25	25	25	25	25	25	25	25
PAGE SUBTOTAL IN THOUSANDS	427.448	967	967	967	967	969	970	971	975	983	983

PUBLIC WORKS DEPARTMENT - VEHICLE/ EQUIPMENT REPLACEMENT PLAN											
DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
1 USED PICK UPS WITH PLOWS	25					50					50
2012 CASE LOADER										120	
Side Dump Bucket											
2011 CASE BACKHOE										110	
Hammer Attachment		15									
2013 CASE SKID LOADER								95			
Sweeper with Bucket Attachment											
1997 GMC TOPKICK DUMP TRUCK NO 1 (Single Axle)	150										170
2003 PETERBILT DUMP TRUCK NO 10 (Tandem Axle)		170									
2004 PETERBILT DUMP TRUCK NO 4 (Single Axle)			150								
2004 PETERBILT DUMP TRUCK NO 6 (Single Axle)				150							
2006 PETERBILT DUMP TRUCK NO 5 (Single Axle)											
Refurbish Frame in 2015						150					
2005 PETERBILT DUMP TRUCK NO 3 (Single Axle)											
Refurbish frame in 2015					150						
2012 INTERNATIONAL FLAT BED TRUCK NO 2 (Replace with Single Axle)							160				
2006 PETERBILT DUMP TRUCK NO 8 (Single Axle)											
Refurbish frame in 2015							160				
2007 PETERBILT DUMP TRUCK NO 9 (Single Axle)								160			
Refurbish frame in 2015									160		
2010 PETERBILT DUMP TRUCK NO 11 (Tri Axle Replace with Single Axle)						160					
2006 DODGE PICK UP			60								
2003 FREIGHTLINER SWEEPER (One half expense shown)			120								
2007 JOHN DEERE TRACTOR MOWER											
Replace Mowing Deck											
2000 NEW HOLLAND TRACTOR MOWER											
Replace Mowing Deck				25							
1998 BOMAG ROLLER					60						
PAGE SUBTOTAL IN THOUSANDS	175	185	330	175	210	360	320	255	160	230	220

POCONO TOWNSHIP - FACILITIES IMPROVEMENTS AND REPLACEMENT PLAN											
DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
ADMINISTRATION BUILDING											
EMERGENCY GENERATOR	125										
HANDICAP IMPROVEMENTS / FOYER		15									
PAINT EXTERIOR BUILDING		20									20
SECURITY	20										
PAVING/ STRIPING PARKING LOTS		125			8			8			8
INTERIOR PAINTING			16						20		
INTERIOR FLOORING			30						35		
HEATING AND AIR CONDITIONING		30									
SEWER CONNECTION	25										
POLICE DEPARTMENT BUILDING											
HEATING AND AIR CONDITIONING				30							
PAINT EXTERIOR BUILDING		20									20
HANDICAP IMPROVEMENTS		10									
INTERIOR PAINTING								8			
INTERIOR FLOORING								10			
ALGER AVENUE SITE IMPROVEMENTS	25										
PUBLIC WORKS BUILDING											
SHOP DOORS	25										
FLOOR DRAINS											
SHOWER ROOM	5										
FURNACE		5									
REPAIR ROOF	50										
PAINT EXTERIOR BUILDING				25							
MOUNTAIN VIEW PARK											
PAVILION REPAIRS/ REPLACEMENT				20			20			20	
PLAY EQUIPMENT	24	30				30					30
SIGNAGE					5			5			
ROAD IMPROVEMENTS			75						75		
ATHLETIC FIELDS					35						
TENNIS COURTS	4				75						
BASKETBALL COURTS	7.5					10					10
PAGE SUBTOTAL IN THOUSANDS	310.5	255	121	75	123	40	20	31	130	20	88

POCONO TOWNSHIP - SEWER SYSTEM MAINTENANCE AND REPLACEMENT PLAN											
DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
PUMP STATION NO. 1											
Pump Repairs			20			20			20		
PUMP STATION NO. 2											
Pump Repairs			20			20			20		
PUMP STATION NO. 3											
Pump Repairs				25			25			25	
PUMP STATION NO. 4											
Pump Repairs				25			25			25	
PUMP STATION NO. 5											
Install Enclosure on Rag Removal Equipment	5										
Pump Repairs					100						100
PAGE TOTAL IN THOUSANDS	5	0	40	50	100	40	50	0	40	50	100

POCONO TOWNSHIP - SEWER SYSTEM MAINTENANCE AND REPLACEMENT PLAN											
DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
VALVE STATION NO. 1											
VALVE STATION NO. 2											
SEWER COLLECTION SYSTEM											
Flushing and Cleaning Sewer lines			100						100		
FORCE MAINS											
Repair or Replace Air Relief Valves		75						75			
PAGE SUBTOTAL IN THOUSANDS	0	75	100	0	0	0	0	75	100	0	0

POCONO TOWNSHIP - 10 YEAR CAPITAL IMPROVEMENT PLAN SUMMARY											
DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
ROADWAY IMPROVEMENTS	427.448	967	967	967	969	970	970	971	975	983	983
EQUIPMENT/ VEHICLES	243.948	246	398	281	316	421	388	316	175	290	355
ADMINISTRATION BUILDING	170	190	46	0	8	0	0	8	55	0	28
PUBLIC WORKS BUILDING	80	5	0	25	0	0	0	0	0	0	0
POLICE BUILDING	25	30	0	30	0	0	0	18	0	0	20
MT VIEW PARK IMPROVEMENTS	35.5	30	75	20	115	40	20	5	75	20	40
SEWER MAINTENANCE EXPENSES	5	75	140	50	100	40	50	75	140	50	100
GRAND TOTAL IN THOUSANDS	986.896	1543	1626	1373	1508	1471	1428	1393	1420	1343	1526

RATING	PARAMETERS								
	SAFETY	OPERATIONAL IMPACT	PHYSICAL CONDITIONS	EFFECT OF DELAYING EXPENDITURE	ECONOMIC IMPACT	LIFE EXPECTANCY	EFFICIENCY OF SERVICE	CONSISTANT WITH GOALS	FEASIBILITY OF PROJECT
5	UNSAFE NEEDS IMMEDIATE ATTENTION	CRITICAL DISRUPTION	CRITICAL NEEDS IMMEDIATE ATTENTION	GREATLY IMPACTS OTHER NEEDS	IMMEDIATE SAVES MUCH LATER	LESS THAN 5 YEARS	SIGNIFICANT IMPROVEMENT	VERY CONSISTANT	READY TO PROCEED
4	NOT UNSAFE BUT NEEDS IMMEDIATE	SERIOUS DISRUPTION	SERIOUS ADDRESS PROMPTLY	MODERATE IMPACT OTHER NEEDS	PROMPT WILL INCREASE SAVINGS	5-10 YEARS			
3	NEEDS PROMPT ATTENTION	MODERATE DISRUPTION	POOR SHOULD BE BUDGETED		PROMPT WILL SAVE MODERATELY	10-15 YEARS	MODERATE IMPROVEMENT	MODERATELY CONSISTANT	PROJECT IS NOT READY TO PROCEED
2	SAFE BUT SHOULD BE BUDGETED	SLIGHT DISRUPTION	ACCEPTABLE COULD BE IMPROVED	SLIGHT IMPACT TO OTHER NEEDS	ACTION IN 3 YEARS SAVES MUCH	15-20 YEARS			
1	SAFE BUT WILL NEED WORK IN FUTURE	MINOR DISRUPTION	GOOD WILL NEED FUTURE ATTENTION		LITTLE SAVINGS	20-30 YEARS	SLIGHT IMPROVEMENT	SLIGHTLY CONSISTANT	PROJECT HAS MINOR OBSTACLES
0	NO SAFETY HAZARD	NO DISRUPTION	EXCELLENT	NO IMPACT TO OTHER NEEDS	NO IMPACT	OVER 30 YEARS	NO IMPROVEMENT	NOT CONSISTANT	PROJECT HAS MAJOR OBSTACLES
PRIORITY FACTORS	5	5	3	3	2	1	3	2	2

RATING EXAMPLE:(Shown Shaded)

(5x4)
20 +

(5x3)
15 +

(3x4)
12 +

(3x3)
9 +

(2x1)
2 +

(1x0)
0 +

(3x2)
6 +

(2x1)
2 +

(2x4)
8 =

divided by 9 = a rating of

79

8.77

RATING	PRIORITY INDEXING
11 TO 13	CRITICAL SHOULD BE ADDRESSED IMMEDIATELY
9 TO 11	SERIOUS SHOULD BE ADDRESSED PROMPTLY
7 TO 9	NECESSARY SHOULD BE BUDGETED FOR
4 TO 7	NON - ESSENTIAL RE-EVALUATE IN THE FUTURE
0 TO 4	NOT INCLUDED ELIMINATE FROM LIST

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

RESOLUTION NO. _____

A RESOLUTION CREATING A CAPITAL RESERVE FUND

WHEREAS, the Township has approved a Capital Improvement Plan; and

WHEREAS, the Board of Commissioners wish to create a Capital Reserve Fund for the purpose of funding capital expenditures; and

WHEREAS, the proposed 2016 budget includes a budget for the Capital Reserve Fund; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that a Capital Reserve Fund shall be established effective January 1, 2016 and the Treasurer is authorized and directed to take all necessary actions to establish said fund.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 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 ELIMATING THE DEBT SERVICE FUND

WHEREAS, the Board of Commissioners desire to cease charging a separate mill rate for debt service; and

WHEREAS, the Board of Commissioners wishes to have all Township debt expenditures within the General Fund; and

WHEREAS, the proposed 2016 budget eliminates the Debt Service Fund; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Debt Service Fund shall be eliminated effective December 31, 2015 with any and all remaining monies in said fund to be transferred to the General Fund and restricted in its usage in a manner consistent with the tax levied for its collection and the Treasurer is authorized and directed to take all necessary actions to implement this decision.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 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 ELIMATING THE EMERGENCY SERVICES FUND

WHEREAS, the Board of Commissioners desire to cease charging a separate mill rate for Emergency Services expenditures; and

WHEREAS, the Board of Commissioners wishes to have all Emergency Services expenditures within the General Fund; and

WHEREAS, the proposed 2016 budget eliminates the Emergency Services Fund; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Emergency Services Fund shall be eliminated effective December 31, 2015 with any and all remaining monies in said fund to be transferred to the General Fund and restricted in its usage in a manner consistent with the tax levied for its collection and the Treasurer is authorized and directed to take all necessary actions to implement this decision.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 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 ELIMATING THE PARK AND RECREATION FUND

WHEREAS, the Board of Commissioners desire to cease charging a separate mill rate for Park and Recreation expenditures; and

WHEREAS, the Board of Commissioners wishes to have all Park and Recreation expenditures within the General Fund; and

WHEREAS, the proposed 2016 budget eliminates the Park and Recreation Fund; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the Park and Recreation Fund shall be eliminated effective December 31, 2015 with any and all remaining monies in said fund to be transferred to the General Fund and restricted in its usage in a manner consistent with the tax levied for its collection and the Treasurer is authorized and directed to take all necessary actions to implement this decision.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 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 THE 2016 BUDGETS

WHEREAS, the Board has received and examined the proposed budgets of the Township Manager; and

WHEREAS, the Board has amended the Township Manager proposed budgets on November 16, 2015 and has noticed the amended budgets as required by the First Class Township Code; and

WHEREAS, the Board is empowered pursuant to the First Class Township Code to approve annual budgets; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the 2016 budgets for the General Fund, Liquid Fuels Fund, Sewer Operating Fund, and Sewer Construction Fund be approved as attached.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

Pocono Township

FISCAL YEAR 2016 BUDGET

SUMMARY OF FUNDS

	PROJECTED Jan. 1, 2016 <u>Fund Balance</u>	FY 2016 <u>REVENUES</u>	FY 2016 <u>EXPENSES</u>	PROJECTED Use Of <u>Fund Balance</u>	PROJECTED Dec. 31, 2016 <u>Fund Balance</u>
OPERATING FUNDS					
General Fund	3,757,096	6,559,199	6,869,699	310,500	3,446,596
Liquid Fuels Fund	71	423,168	419,584	0	3,655
TOTALS	3,757,167	6,982,367	7,289,283		3,450,252
ENTERPRISE & SPECIAL REVENUE FUNDS					
Sewer Operating Fund	7,330,845	4,443,101	10,057,172	5,614,071	1,716,774
Sewer Design & Construction Fund	0	4,125,948	4,125,948	0	0
TOTALS	7,330,845	8,569,049	14,183,120		1,716,773

2016 Budget Pocono Township

The Value of One Mill

Total Assessed Value for Pocono Township (2015)	184,283,350
Full Value of One Mill	184,283
Value of One Mill After Discounts and Uncollectable (93%)	171,384

<u>Tax Levy by Fund</u>	<u>Millage Rate</u>	<u>Tax Collected</u>
General	16.10	2,759,275
Emergency Services - Fire	0.00	0
Emergency Services - Ambulance	0.00	0
Park & Recreation	0.00	0
Debt Service	0.00	0
 Total Tax Rate and Projected Collectibles	 <u>16.10</u>	 <u>\$2,759,274.60</u>
 2015 Millage Rate	 17.35	
Proposed Millage Decrease	-1.25	

The Earned Income Tax (EIT)

2016 Budget	1,500,000
2015 Estimated	1,500,000
2014 Actual	1,416,660
2014 Budget	1,340,000
2013 Actual	1,100,000
2012 Actual	1,230,237
2011 Actual	1,071,017
2010 Actual	1,002,787
2009 Actual	1,155,562
2008 Actual	1,375,017
2007 Actual	1,370,224
2006 Actual	1,661,411
2005 Actual	1,868,165

2016 Pocono Township Budget

GENERAL FUND - Revenue

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
REAL PROPERTY TAX								
01.301.100	Real Estate Taxes - Current	2,242,292	2,254,200	2,334,631	2,315,391	2,205,379	2,393,418	2,920,285
01.301.101	Judicial Sales - Tax claim	1,805	1,800	0	1,800	0	0	0
01.301.200	Real Estate Taxes - Delinquent	171,633	125,000	246,782	150,000	73,549	190,000	190,000
01.301.201	Real Estate Court Settlement	76,529	0	0	0	0	0	0
01.301.300	Returned Taxes - Upset Sale	4,126	0	4,258	4,000	7,102	7,102	5,000
01.301.400	Returned Taxes - Repository Sale	26	0	92	0	0	0	0
ACT 511 TAXES								
01.310.100	Real Estate Transfer Taxes	491,086	115,000	215,540	150,000	97,923	167,868	170,000
01.310.200	Earned Income Taxes	1,546,923	1,280,000	1,416,660	1,325,000	1,049,879	1,500,000	1,500,000
01.310.500	Local Services Taxes	424,994	350,000	395,691	340,000	248,948	387,948	390,000
BUSINESS LICENSES AND PERMITS								
01.321.630	Pumper-Hauler Licenses	0	0	0	100	0	0	0
01.321.800	Cable TV Franchise Fees	191,848	190,000	197,795	190,000	54,378	154,378	200,000
01.311.100	Application Fees	0	0	900	0	1,100	1,100	0
FINES								
01.331.100	Court Fines-District Magistrate	31,295	30,000	34,230	30,000	21,926	32,726	40,000
01.331.110	Motor Vehicle Code Violations	29,546	30,000	23,271	30,000	12,010	18,010	20,000
01.331.200	Ordinance Violations	0	500	1,500	500	0	0	500
01.332.100	Restitution	0	0	12,000	0	0	0	0
INTEREST EARNING								
01.341.010	Interest on Investments	5,219	4,000	13,073	4,000	8,241	13,241	14,000

2016 Pocono Township Budget

GENERAL FUND - Revenue

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
STATE CAPITAL AND OPERATING GRANTS								
01.354.000	State Grants	17,206	20,000	24,534	0	0	0	10,000
01.354.100	Police Grants	95,069	0	0	0	0	0	0
01.354.125	PEMA Hurricane Grant	26,825	0	0	0	0	0	0
01.354.126	Frantz Hill Bridge Grant	29,531	0	0	0	0	0	0
01.354.128	County Liquid Fuels Grant	38,000	0	0	0	0	0	0
01.354.129	Stadden Road Bridge Grant	0	300,000	0	130,000	0	130,000	0
01.354.130	Miscellaneous Grants	4,690	0	0	0	0	0	0
01.354.150	Recycling Performance Grant	0	185,015	0	5,000	109,217	109,217	0
01.354.000	State Grants- Other	0	0	25,000	0	0	0	0
STATE SHARED REVENUE & ENTITLEMENTS								
01.355.010	Public Utility Realty Tax	6,068	0	7,147	0	0	7,000	7,000
01.355.040	Alcoholic Beverage Licenses	2,750	2,750	2,150	2,750	1,200	3,350	2,000
01.355.050	Pension System State Aid	182,565	180,000	193,634	184,992	0	184,992	204,395
01.355.070	Foreign Fire Insurance	104,224	100,000	100,593	104,000	0	104,000	104,000
PAYMENT IN-LIEU OF TAXES								
01.356.100	State Payments in Lieu of Taxes	424	500	412	500	0	412	500

2016 Pocono Township Budget

GENERAL FUND - Revenue

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
CHARGES FOR SERVICES								
01.361.310	Subdivision, Land Development Fees	7,459	4,000	3,450	4,000	5,148	6,200	5,000
01.361.330	Zoning Hearing Board Fees	1,800	2,000	2,900	2,000	900	900	2,000
01.361.340	Cond Use, Curative, PRD Fees	2,500	500	1,800	500	500	500	500
01.361.341	UCC Appeal Fees	0	0	0	0	0	800	0
01.361.400	Plan Review Fees	770	500	200	500	700	700	500
01.361.500	Sale of Maps and Publications	30	100	125	100	33	50	100
01.361.700	Reproduction of Records	177	100	4,000	1,774	133	170	100
PUBLIC SAFETY								
01.362.100	Police Services	35,057	30,000	22,470	25,000	25,179	45,900	40,000
01.362.101	Reimbursement Police Overtime					5,967	36,000	0
01.362.110	Sale of Police Reports	6,625	4,000	6,376	5,000	4,170	7,400	6,000
01.362.130	Security Alarm Fees	240	150	120	150	140	180	150
01.362.300	Zoning Permits	104,710	20,000	25,313	33,400	61,152	80,000	75,000
01.362.410	Building Permits - BIU	581,896	110,000	163,108	160,000	441,953	466,953	400,000
01.362.411	Connect & Tank Abandonment	0	0	3,855		2,493	3,000	3,000
01.362.440	Sewer System Permits		12,000	13,610	12,000	4,800	10,800	12,000
01.362.450	Use & Occupancy Permits	2,167	2,500	2,300	2,500	1,829	2,300	2,500
01.362.475	Well Permits	500	300	800	0	1,000	1,000	1,000
01.362.480	Pool Permits	100	100	100	100	150	150	200
01.362.485	Sign Permits	5,526	5,000	8,827	0	5,050	7,000	8,000
01.362.491	Fireworks Permits					200	200	200
01.362.495	UCC Fees	656	500	500	792	592	800	500
01.362.500	Building Code Appeals Board Fees		0	60	0	0	0	0
01.362.600	Miscellaneous Permits	931	1,000	400	0	475	600	500
HIGHWAYS & STREETS								
01.363.500	Public Works Services	10,599	11,000	11,401	11,000	3,169	7,000	4,500
Culture & Recreation								
01.367.140	Pavilion Rental Fees	11,350	11,000	13,300	13,000	14,750	15,250	15,000

2016 Pocono Township Budget

GENERAL FUND - Revenue

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	FY 2015			FY 2016 Budget
					Budget	Thru 08-31-2015	Est. 12-31-2015	
OTHER OPERATING REVENUE								
01.380.100	Miscellaneous Revenue	41	100	28	100	1	1	100
01.387.100	Contributions and Donations	3,250	1,000	4,432	1,000	400	400	500
01.387.200	Fees in Lieu of Improvements	37,800	2,500	4,200	2,500	4,200	4,200	4,000
OTHER FINANCING SOURCES								
01.391.100	Sale of Surplus Property	11,594	3,000	60	3,000	26,824	26,824	5,000
01.395.000	Refunds of Prior Year Expenses	45,081	0	3,478	0	13,765	13,765	195,170
01.392.900	Use of General Fund Balance							310,500
TOTAL CURRENT REVENUE		6,595,533	5,390,115	5,547,106	5,246,449	4,516,524	6,143,805	6,869,699

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
General Government								
General Government - Legislative Body								
01.400.110	Salary & Wages	7,500	16,250	16,106	16,250	8,125	16,250	16,250
	Commissioners (5 @ \$3,250)						16,250	
01.400.192	Social Security Taxes	574	1,250	1,232	1,243	622	1,243	1,243
01.400.260	Minor Equipment				3,000	1,314	1,314	2,000
01.400.420	Dues, Subscriptions, & Memberships	3,347	3,500	2,199	1,516	200	200	1,516
	PSATS Associate Membership						644	
	PSATS CDL						100	
	NEPA						275	
	Central PA Assoc of Twp Commissioners						100	
	Monroe County Historical Association						250	
	Greater Pocono Chamber of Commerce						147	
01.400.460	Meetings & Training	1,334	2,500	551	1,000	0	0	1,000
01.400.540	Donations	890	1,225	1,225	1,300	50	50	3,000
	Pocono Arts						200	
	Brodhead Watershed Association						500	
	Other						800	
	Trout Unlimited						1,500	
General Government - Township Manager								
01.401.110	Salaries & Wages	71,550	105,540	107,066	110,000	69,379	107,452	110,000
	Township Manager						110,000	
01.401.192	Social Security		18,850	2,732	8,415	5,307	8,220	8,415
01.401.196	Health, Dental & Vision Insurance		13,000	11,987	25,258	18,360	24,313	25,259
01.401.198	Non-Uniformed Pension Plan		12,000	11,165	9,900	6,653	10,841	9,900
01.401.199	Life and Disability Insurance		400	709	760	504	756	756
01.401.200	Admin Allowances		2,000	1,489	3,200	2,044	3,041	3,200
01.401.220	Operating Supplies			0	500	0	0	500
01.401.260	Minor Equipment			1,048	3,000	190	1,200	1,000
01.401.310	Admin Prof Services		8,883	8,883	0	0	0	0
01.401.420	Dues, Subscriptions & Memberships		2,500	1,825	2,565	1,130	1,130	2,565
	ICMA Membership						900	
	PMMA Membership						165	

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
	Network Virus Protection / Software							1,500
01.401.460	Meetings & Training		1,437	1,318	3,250	1,308	2,500	3,250
	ICMA Annual Conference							2,000
	PMMA Annual Conference							750
	Other							500
General Government - Financial Administration								
01.402.110	Salaries & Wages	101,731	42,077	40,809	0	0	0	53,202
	Treasurer							
01.402.120	Financial Admin OVT		1,000	914	0	0	0	2,500
01.402.192	Social Security	7,872	5,757	3,251	0	0	0	4,261
01.402.196	Health, Dental & Vision Insurance	28,536	13,350	13,349	0	0	0	26,274
01.402.198	Non-Uniformed Pension Plan	5,358	6,700	4,662	0	0	0	4,788
01.402.199	Life and Disability Insurance	1,215	1,332	864	0	0	0	804
01.402.220	Operating Supplies	95	1,000	135	0	0	0	500
01.402.260	Minor Equipment	4,134	0	0	0	0	0	500
01.402.310	Accounting & Auditing Services/Professional S	24,888	15,000	11,588	15,000	10,878	11,800	12,000
	Audits							8,000
	Other							4,000
01.402.420	Dues, Subscriptions, & Membership	200	500	190	0	0	0	500
01.402.460	Meetings & Training		500	219	0	0	0	500
General Government - Tax Collection								
01.403.110	Salaries & Wages	32,165	10,001	10,039	10,000	6,308	9,800	10,000
01.403.192	Social Security Taxes	2,460	800	768	765	483	750	765
01.403.199	Tax Collection Bond Insurance		1,666	1,666	0	0	0	0
01.403.220	Operating Supplies	941	2,498	2,499	2,000	1,465	1,465	2,000
01.403.215	Postage	1,692	1,958	1,958	2,000	1,607	1,607	2,000
01.403.310	Professional Services	30,362	29,045	29,045	26,000	20,915	26,000	23,250
01.403.460	Meetings & Conferences	612	418	418	625	0	450	625

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	FY 2015			FY 2016 Budget
					Budget	Thru 08-31-2015	Est. 12-31-2015	
General Government - Solicitor								
01.404.310	Township Solicitor	95,919	106,000	94,068	90,000	60,496	90,740	90,000
General Government - Secretary/Clerk								
01.405.110	Salaries and Wages	78,316	85,800	84,984	135,529	84,651	133,157	101,903
	Executive Assistant / Secretary							42,553
	Zoning Assistant / Receptionist							44,349
	Part-time Clerk (NEW POSITION)							15,000
01.405.120	Overtime		7,000	5,596	8,000	5,920	8,000	6,000
01.405.192	Social Security Taxes	6,054	6,935	6,995	10,368	6,906	10,799	8,255
01.405.196	Health, Dental & Vision Insurance	41,622	43,700	35,789	70,992	52,531	70,100	38,414
01.405.198	Non-Uniformed Pension Plan	6,080	7,293	7,292	11,298	8,205	12,000	7,821
01.405.199	Life and Disability Insurance	1,357	1,557	1,556	2,400	1,570	2,400	1,600
01.405.220	Operating Supplies	405	1,000	199	1,500	333	500	500
01.405.260	Minor Equipment	170	0	0	3,000	0	1,000	1,000
01.405.310	Professional Services	157	0		500	0	0	0
01.405.317	Recording Secretary Services				0	0	0	0
01.405.420	Dues, Subscriptions & Memberships				500	190	190	500
01.405.460	Meetings and Training				2,500	333	500	1,000
General Government - Other								
01.406.215	Postage	3,092	3,535	3,456	4,000	2,453	3,500	4,000
01.406.220	Operating Supplies	6,270	9,000	8,853	7,000	4,134	6,500	7,000
01.406.310	Professional Services	24,229	1,000	670	2,000	5,459	5,459	8,600
01.406.320	Communications	8,558	10,000	7,502	15,000	5,032	8,600	9,000
01.406.340	Advertising & Printing	3,657	5,484	6,218	5,000	4,767	7,200	8,000
01.406.374	Office Equipment Maintenance		0	0	1,500	0	0	1,000
01.406.384	Equipment Leases	1,432	1,994	1,991	6,396	618	618	6,396
	Municipal Building Printers							3,600
	Plotter							2,796
01.406.430	Real Estate Taxes	6,445	6,306	6,306	6,500	1,411	1,411	0

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Thru 08-31-2015	FY 2015 Est. 12-31-2015	FY 2016 Budget
General Government - IT								
01.407.252	Computer Parts & Supplies	0	0	0	500	0	0	500
01.407.260	Minor Equipment				1,000	0	0	1,000
01.407.450	Contracted Services	2,416	2,500	2,165	14,000	11,524	14,000	8,500
	Website							2,500
	Other IT support							6,000
General Government - Engineering								
01.408.310	Township Engineer	28,700	94,950	100,172	85,000	41,255	65,000	70,000
General Government - Buildings and Plant								
01.409.220	Operating Supplies		0	0	1,000	942	1,000	1,000
01.409.360	Utilities	23,146	35,652	35,821	48,000	18,365	30,000	47,000
01.409.370	Maintenance, Repair, Cleaning		12,000	11,536	0	0	0	0
01.409.373	Maintenance and Repairs	30,009	12,600	12,536	20,000	11,257	16,000	17,000
01.409.450	Contracted Services	8,850	7,300	7,099	15,000	3,928	6,000	7,000
General Government Total								787,312

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	FY 2015			FY 2016 Budget
					Budget	Thru 08-31-2015	Est. 12-31-2015	
Public Safety								
Public Safety - Police								
01.410.120	Salaries and Wages - Administration Police Chief	188,502	90,033	90,883	83,306	54,597	86,464	86,464
01.410.130	Salaries and Wages - Officers (In Negotiations) Sergeant Corporal Corporal Corporal (Promotion) Corporal (Promotion) Detective / Patrolman Detective / Patrolman Patrolman (Step 5 - 100%) Patrolman (Step 5 - 100%) Patrolman (Step 5 - 100%) Patrolman (Step 5 - 100%) Patrolman (Step 5 - 100%) Patrolman (Step 5 - 100%) Patrolman (Step 5 - 100%) Patrolman (Step 3 - 95%) Patrolman (Step 1 - 70%) Patrolman (Step 1 - 70%) Patrolman (Step 1 - 70%) Shift Differential	1,009,465	959,197	960,098	1,064,116	647,974	1,050,000	1,114,911
01.410.140	Salaries and Wages - Civilian Secretary Temporary Clerk	38,273	44,527	45,318	42,192	28,301	42,100	47,594
01.410.179	Longevity Pay	44,470	38,500	36,122	40,794	0	39,602	42,824
01.410.180	Overtime Wage - Police	121,785	140,191	140,190	110,000	74,667	115,000	125,000
01.410.187	Overtime -Civ Support Staff	740	1,000	691	500	0	0	500
01.410.191	Uniform Allowance	14,400	13,600	12,000	13,600	2,555	13,600	14,400
01.410.192	Social Security Taxes	108,596	102,000	98,723	94,747	61,418	101,987	108,423
01.410.196	Health, Dental & Vision Insurance	336,567	368,000	340,284	419,494	308,201	412,000	435,076

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	FY 2015			FY 2016 Budget
					Budget	Thru 08-31-2015	Est. 12-31-2015	
01.410.197	Police Pension Plan	148,468	169,692	169,692	150,577	0	150,577	145,320
01.410.198	Life & Disability Insurance	12,636	13,807	13,806	16,100	9,102	13,052	16,470
01.410.199	Police Non-Uniform Pension	3,121	3,600	3,332	3,797	2,467	3,789	3,959
01.410.200	Police - 457 Contribution	4,260	4,000	0	10,600	5,259		5,000
01.410.215	Postage	14	0	0	0	0	0	0
01.410.220	Operating Supplies	5,219	5,270	5,713	5,000	4,753	5,000	5,000
01.410.221	Crime Scene Supplies	684	2,600	2,357	1,600	334	500	1,000
01.410.222	Ammunition	4,325	2,567	2,567	5,000	4,211	4,211	5,000
01.410.223	K-9 Expenses	1,282	2,000	1,693	2,000	1,163	1,350	1,500
01.410.231	Vehicle Fuel	68,754	51,925	52,928	72,500	24,827	40,000	45,000
01.410.234	Vehicle Operating Supplies	251	0	0	0	0	0	0
01.410.260	Minor Equipment	14,962	23,000	10,779	15,000	15,889	17,000	5,000
01.410.310	Professional Services	16,824	23,725	11,579	5,000	2,075	3,000	2,500
01.410.314	Civil Service Solicitor	0	0	0	13,000	6,319	11,000	10,000
01.410.320	Communications	9,550	11,100	10,777	10,000	10,457	15,700	15,000
01.410.341	Advertising & Printing	260	100	93	3,500	3,050	3,050	400
01.410.373	Maintenance & Repairs Building	7,385	46,143	46,237	7,500	8,040	10,000	5,000
01.410.374	Equipment Maintenance	2,226	4,750	3,357	4,750	2,175	3,000	3,500
01.410.420	Dues, Subscriptions & Membership	987	2,000	1,157	1,500	517	900	1,500
01.410.450	Contracted Services	71,345	100,000	89,558	99,164	88,065	91,565	99,164
	Control Center							80,664
	Equipment Inspection and Certification							10,000
	Tech (GPS, network, etc.)							5,000
	Pistol Range							3,500
01.410.451	Vehicle Maintenance	29,428	26,850	27,118	25,000	21,422	25,000	25,000
01.410.460	Meetings and Training	4,716	7,500	6,335	10,000	6,063	8,063	8,500
01.410.740	Capital Purchases, Minor Items	36,540	12,872	14,173	5,000	0	14,600	0
01.410.741	Capital Purchases, Automobiles	172,841	69,548	69,547	53,000	25,037	41,500	0

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	FY 2015			FY 2016 Budget
					Budget	Thru 08-31-2015	Est. 12-31-2015	
Public Safety - Fire								
01.411.540	Foreign Fire Payments	104,224	100,594	100,593	100,000	0	100,000	104,000
01.411.541	Disbursement to Fire Co.	0	0	0	213,062	0	215,000	215,000
01.411.232	Fire Department Fuel	0	8,139	7,746	6,150	5,705	10,000	6,150
Public Safety - Ambulance								
01.412.540	Contributions to Ambulance	23,000	14,775	14,775	100,000	50,000	50,000	0
01.412.231	Ambulance Fuel		31,508	30,138	35,000	8,877	18,000	0
Public Safety - UCC and Code Enforcement								
01.413.110	Salaries & Wages	16,545	20,440	17,130	0	0	0	0
01.413.192	Social Security Taxes				0	0	0	0
01.413.220	Operating Supplies		150	150	0	0	0	500
01.413.260	Minor Equipment	40	0		500	0	0	500
01.413.310	Professional Services - BIU (Building)	338,760	94,687	95,296	248,333	245,423	271,423	280,000
01.413.311	Professional Services - SEO	10,970	11,228	10,318	12,200	10,630	12,130	15,000
01.413.312	Professional Services - BIU (ZO)		0	5,603	23,400	16,253	22,553	0
01.413.319	UCC Fees	580	950	1,056	750	464	900	1,000
01.413.331	Mileage Reimbursement		0	0	0	0	0	0
01.413.341	Advertising and Printing		0	0	100	0	0	0
01.413.420	Dues, Subscriptions & Memberships		0	0	0	0	0	250
01.413.450	Contracted Services		0	0	0	0	0	0
01.413.451	Vehicle Maintenance		0	0	0	0	0	0
01.413.460	Meetings and Training		0	0	0	0	0	500
Public Safety - Planning and Zoning								
01.414.110	Salaries & Wages		0	0	0	0	16,224	55,288
	Zoning Officer				0	0		54,288
	ZHB Secretary (New Position)		0	0	0	0		1,000
01.414.120	Overtime				0	0	0	2,500

2016 Pocono Township Budget

GENERAL FUND

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2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
Public Works (Sanitation)								
Public Works (Sanitation) - Recycling								
01.426.227	Recycling containers				1,126	1,127	1,127	0
Public Works (Sanitation) - Recycling Total								0
Public Works (Sanitation) - Solid Waste								
01.427.220	Collection Supplies	1,300	2,000	2,030	1,500	1,350	1,500	1,500
01.427.221	Equipment Rental - Grinder	4,680	4,700	4,680	4,700	4,680	4,680	4,700
01.427.450	Contracted Services - Clean-Up Days	13,013	15,259	15,258	20,000	7,720	15,720	16,000
Public Works (Sanitation) - Solid Waste Total								22,200

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013	FY 2014	FY 2014	FY 2015			FY 2016
		Actual	Budget	Actual	Budget	Thru 08-31-2015	Est. 12-31-2015	Budget
Public Works (Highways, Roads, and Streets)								
Public Works (Highways, Roads, and Streets) - General Services/Administration								
01.430.110	Salaries and Wages	341,956	350,000	346,216	394,987	248,105	385,000	398,645
	Public Works Director (50% to be funded in sewer budget)							39,000
	Foreman							51,301
	Road Crew							48,816
	Road Crew							44,746
	Road Crew / Parks Director (5 months)							18,592
	Road Crew							44,286
	Road Crew							44,286
	Road Crew							44,286
	Road Crew							44,286
	Part time/Casual/Temporary							18,000
	Pesticide bonus							1,044
01.430.120	Overtime Wages	23,228	25,000	23,606	30,000	25,546	30,000	25,000
01.430.192	Social Security Taxes	28,441	28,024	28,760	30,713	20,813	31,748	32,409
01.430.196	Health, Dental & Vision Insurance	175,771	165,000	164,376	213,252	153,610	208,000	223,374
01.430.198	Non-Uniformed Pension Plan	28,348	33,500	30,449	34,513	23,394	34,650	34,258
01.430.199	Life and Disability Insurance	6,269	6,200	6,199	6,400	4,581	6,370	5,570
01.430.200	Public Works Director Allowance				450	247	395	600
01.430.220	Operating Supplies	10,395	15,500	11,000	15,000	5,498	15,000	13,000
01.430.232	Diesel Fuel	48,083	66,250	49,720	66,250	32,201	49,000	55,000
01.430.234	Vehicle Operating Supplies	7,081	6,000	5,184	6,000	1,206	6,000	6,000
01.430.238	Uniforms	6,839	7,800	7,399	7,800	4,886	7,000	7,800
01.430.260	Minor Equipment Purchases	4,006	2,000	382	2,000	804	2,000	2,000
01.430.320	Communications Expense	120	950	948	0	0	0	0
01.430.331	Mileage Reimbursement				1,000	292	600	1,000
01.430.341	Advertising & Printing		106	106	0	0	0	1,500
01.430.360	Utilities	14,575	14,297	12,248	18,750	7,359	13,000	0
01.430.373	Maintenance & Repairs-Building	6,705	7,300	7,225	10,000	8,072	10,000	9,000
01.430.374	Small Equipment Maintenance	5,677	5,000	2,267	5,000	3,050	4,300	0
01.430.375	Heavy Equipment Maintenance	41,908	55,615	57,669	35,000	22,082	65,000	77,000
01.430.384	Equipment Rental		0	0	500	500	500	500

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	FY 2015			FY 2016 Budget
					Budget	Thru 08-31-2015	Est. 12-31-2015	
01.430.420	Dues, Subscriptions & Membership	200	500	325	1,000	625	625	500
01.430.450	Contracted Services	4,379	812	967	46,000	45,823	45,823	1,000
01.430.451	Vehicle Maintenance	13,001	0	0	6,596	4,481	6,596	0
01.430.460	Meetings and Trainings	370	500	297	1,000	644	644	750
01.430.650	Purchase of Hand Tools	268	180	180	500	0	0	500
01.430.740	Capital Purchases	79,967	6,000	5,300	0	0	0	0

Public Works (Highways, Roads, and Streets) - Winter Maintenance/Snow Removal

01.432.220	Operating Supplies	143,069	127,556	103,962	125,000	103,998	125,000	125,000
01.432.375	Heavy Equipment Maintenance	1,694	17,157	18,235	8,000	6,469	8,000	8,000
01.432.450	Contracted Service Subcontractors	6,895	8,494	7,378	15,000	0	0	7,500

Public Works (Highways, Roads, and Streets) - Traffic Control Devices

01.433.220	Operating Supplies	37,246	3,930	2,215	5,000	1,937	3,000	3,000
01.433.360	Utilities (Traffic Lights)	2,597	3,500	3,854	4,000	2,125	3,500	4,000
01.433.450	Contracted Services	4,353	1,000	850	6,500	7,045	9,050	8,000

Public Works (Highways, Roads, and Streets) - Maintenance and Repairs of Roads and Bridges

01.438.220	Operating Supplies	74,613	69,107	67,037	56,250	46,932	66,250	75,000
01.438.384	Equipment Rental	7,623	0	0	0		0	0
01.438.610	Capital Construction	9,790	240,105	250,748	130,000	11,297	130,000	0
01.438.611	Line Painting				39,861	39,860	39,860	40,000
01.438.612	Crack Sealing							30,000
01.438.613	Vegetation Control							20,000

Public Works (Highways, Roads, and Streets) - Highway Construction and Building Projects

01.439.610	Capital Construction	316,668	316,668	146,998	0	244,880	0
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Public Works (Highways, Roads, and Streets) Total

1,215,906

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
Culture - Recreation								
Culture - Recreation (Parks)								
05.454.110	Salaries & Wages	59,643	66,500	64,933	65,828	32,728	53,000	65,729
	Road Crew / Parks Director (7 months)							26,029
	Seasonal Worker							4,250
	Seasonal Worker							4,250
	Seasonal Worker							4,250
	Senior Seasonal Worker							13,475
	Senior Seasonal Worker							13,475
01.454.120	All Park Employees OVT	913	1,550	1,499	1,500	462	1,000	1,500
01.454.192	Social Security	4,616	5,125	5,065	5,036	2,530	4,131	5,143
01.454.198	Non-Uniformed Pension Plan		0	0	2,352	0	0	2,343
01.454.220	Operating Supplies	1,201	3,000	2,088	2,000	2,388	3,200	3,000
01.454.231	Vehicle Fuel	1,966	3,000	1,471	2,500	591	1,000	1,500
01.454.260	Minor Equipment	2,348	2,000	1,480	2,000	380	500	1,500
01.454.310	Professional Services	1,800	6,000	0	2,000	0	0	2,000
01.454.320	Communications	762	975	971	800	692	1,100	800
01.454.340	Advertising & Printing	145	1,000	0	500	32	32	500
01.454.360	Utilities	2,113	2,700	2,189	2,700	1,172	2,100	2,700
01.454.373	Repairs & Maintenance	26,791	16,000	9,939	10,000	5,676	10,000	10,000
01.454.374	Equipment Maintenance	1,791	195	152	1,000	1,130	1,500	1,500
01.454.450	Contracted Services	1,078	1,705	1,702	1,500	737	1,500	20,000
01.454.451	Vehicle Maintenance	246	500	347	500	82	500	0
01.454.460	Meetings & Training	145	225	225	500	150	150	500
01.454.700	Capital Outlay	0	19,850	9,699	39,000	0	11,415	0
Culture - Recreation (Parks) Total								118,714
Culture - Recreation (Celebrations)								
01.457.540	Community Day Celebration	1,836	3,000	3,000	3,000	0	3,000	3,000
Culture - Recreation (Celebrations) Total								3,000

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
Community Development								
01.463.540	TIF	17566	17,566	17,566	17,566	17,566	102,566	178,577
Community Development Total								178,577
Debt Service								
Debt Principal								
23.471.100	Series 2008 Gen. Obligation Note (cranberry)		28,619	28,622	9,777	9,780	9,780	0
01.471.200	Series 2006 Gen. Obligation Note (school)		91,696	91,652	93,688	62,949	86,949	24,123
23.471.350	2007 John Deere / Tiger Mower		16,440	16,503	0	0	0	0
23.471.351	2010 Peterbuilt		38,099	38,101	0	0	0	0
23.471.352	2010 Skid Loader		11,311	11,446	11,822	5,929	10,822	0
01.471.350	2011 Case Loader		11,208	11,201	11,578	8,646	11,576	11,960
01.471.351	Rogers Trailer		3,375	3,314	3,505	3,505	3,505	3,641
23.471.356	2012 Case 621FXT Loader		45,249	45,250	45,249	45,250	45,250	0
Debt Interest								
23.472.100	Series 2008 Gen. Obligation Note (cranberry)		933	931	74	78	78	0
01.472.200	Series 2006 Gen. Obligation Note (school)		6,275	6,320	2,804	2,365	2,804	151
23.472.350	2007 John Deere / Tiger Mower		1,081	2,100	0	0	0	0
23.472.351	2010 Peterbuilt		777	778	0	0	0	0
23.472.352	2010 Skid Loader		901	767	354	177	354	0
01.472.350	2011 Case Loader		963	971	594	483	594	211
01.472.351	Rogers Trailer		370	433	240	240	240	105
Debt Service Total			257,297	258,389	179,685	139,401	171,952	40,191
Employer Paid Benefits								
01.483.194	Unemployment Compensation	15,563	29,000	28,612	30,000	28,387	30,138	25,000
01.483.195	Worker's Compensation	109,362	106,071	106,070	115,394	86,103	114,300	121,000
01.483.200	PCOR (Patient Centered Outcomes Research) F	90	132	132	180	131	131	130
01.483.201	Transitional Reinsurance Fee		3,528	3,528	3741	0	3,872	2,873
Employer Paid Benefits Total								149,003

2016 Pocono Township Budget

GENERAL FUND

Account Number	Description	FY 2013 Actual	FY 2014 Budget	FY 2014 Actual	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	FY 2016 Budget
Insurance and Bonds								
01.486.350	Property and Liability Insurance	66,183	79,472	79,472	87,400	87,339	87,339	91,250
	Property, Auto, GL, Crime, Inland Marine, Umbrella							50,000
	Service Fee							10,000
	Public Officials							8,500
	Law Enforcement							9,500
	Terrorism							1,950
	Pollution							11,300
01.486.355	Professional Bonds	1,150	6,425	4,381	6,800	6,425	6,425	6,425
Insurance and Bonds Total								97,675
OTHER UNCLASSIFIED EXPENSES								
01.489.100	Miscellaneous Expenditures	10	4	3	0	0	0	0
01.489.200	Discounts	18	100	0	0	0	0	0
01.491.000	Refund of Prior Year Revenues	1,731	88,034	88,034	26,483	26,483	26,483	0
SUBTOTAL EXPENDITURES					<u>5,193,242</u>			<u>5,741,605</u>
INTERFUND TRANSFER								
01.492.350	To Liquid Fuels Funds	22,831	0	0	2,161	2,161	2,161	0
01.492.320	To Emergency Service Fund		0	0	54,141	24,000	24,000	0
01.492.300	Transfer to Capital Fund	1,394,439	789,660	0	0	0	0	1,128,094
TOTAL EXPENDITURES		<u>6,594,527</u>	<u>6,796,188</u>	<u>5,802,739</u>	<u>5,247,383</u>	<u>3,728,303</u>	<u>6,221,160</u>	<u>6,869,699</u>

2016 Pocono Township Budget

CAPITAL FUND

Account Number	Description	FY 2013	FY 2014	FY 2014	FY 2015			2016
		ACTUAL	BUDGET	ACTUAL	Budget	Thru 08-31-2015	Est. 12-31-2015	BUDGET
<u>REVENUES</u>								
30.392.010	Transfer from General Fund	0	0	0	0	0	0	1,128,094
	TOTAL CURRENT REVENUE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,128,094</u>
<u>EXPENDITURES</u>								
	<u>Vehicles</u>							
30.430.740	Public Works Vehicles	0	0	0	0	0	0	192,000
	Public Works - Dump Truck							150,000
	Public Works - Used Pickup							25,000
	Public Works - Kubota Tractor/Mower							17,000
30.410.740	Police Vehicles							51,948
	Police - Detective car							51,948
30.438.610	<u>Paving</u>	0	0	0	0	0	0	573,646
	<u>Level and Overlay (contracted)</u>							
	Bonsher Dr.	(Owl Hollow to Maloney Ln.)	0.54 mi.					76,032
	Young Oak Ct.	(Chestnut Oak Dr. to end)	0.14 mi.					19,712
	Twin Oak Terrace	(Oak Hill Rd. to end)	0.30 mi.					42,240
	Red Oak Lane	(Twin Oak Ter. to Twin Oak Ter.)	0.34 mi.					47,872
	Pin Oak Lane	(Oak Hill Rd. to Black Oak Dr.)	0.35 mi.					49,280
	Big Oak Lane	(Pin Oak Ln. to Black Oak Dr.)	0.15 mi.					21,120
	Black Oak Drive	(Oak Hill Rd. to Fish Hill Rd.)	0.36 mi.					50,688
	White Oak Ct.	(Oak Hill Rd. to end)	0.20 mi.					28,160
	<u>Build New Roadway (Road Crew)</u>							
	Tulip Lane	(Black Cherry La. to end)	0.15 mi.					25,000
	<u>2 Course Chip and Oil (contracted)</u>							
	Owl Hollow Dr.	(Fish Hill Rd. to Bonsher Dr.)	0.36 mi.					11,196
	Hemlock Rd.	(Fish Hill Rd. to Hemlock Ct.)	0.59 mi.					18,349
	Hemlock Ct.	(Hemlock Rd. to end)	0.09 mi.					2,799

	Mt. View Park Roadways and Parking (Level specific spots first)								35,000	
	<u>Additional Road Work</u>								147,346	
	Oil and Chip									
	Fish Hill .74 Miles From Learn Road to Faber Circle									
	Vale Drive 0.12 Miles From Fish Hill to Faber Cir									
	Aspen Drive .13 miles From Fish Hill to Faber Cir									
	Robin Lane .14 miles From Fish Hill to Faber Cir									
	Aspen Heights .09 miles From Fish Hill to Tanbark									
	Tanbark Lane .14 miles From Aspen Heights to Dove Lane									
	Level and Overlay									
	Tanbark .21 Miles From Faber Circle to Aspen Heights									
	Dove Lane .09 miles From Fish Hill to Tanbark									
	Birchwood Drive .31 miles From Woodland to Elwood									
	Elwood Drive .16 miles From Woodland to Birchwood									
30.430.373	<u>Public Works Facilities</u>	0	0	0	0	0	0		80,000	
	Public Works Building Roof Repair							50,000		
	Public Works Building Shop Doors							25,000		
	Public Works Building Shower Room							5,000		
30.410.373	<u>Police Facilities</u>	0	0	0	0	0	0		25,000	
	Alger Avenue Site Work							25,000		
30.409.373	<u>Municipal Building Facilities</u>	0	0	0	0	0	0		170,000	
	Emergency Generator							125,000		
	Sewer Connection							25,000		
	Municipal Building Security							20,000		
30.454.373	<u>Park Facilities</u>	0	0	0	0	0	0		35,500	
	Basketball courts							7,500		
	Tennis Court							4,000		
	Playscape Improvement							24,000		
	TOTAL EXPENDITURES	0	0	0	0	0	0		1,128,094	

2016 Pocono Township Budget

LIQUID FUELS FUND

Account Number	Description	2013 ACTUAL	2014 Budget	2014 ACTUAL	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	2016 BUDGET
<u>REVENUES</u>								
35.341.010	Interest on Investments	606	350		350	174	237	350
35.355.020	State Liquid Fuels Funds	312,596	301,614		337,526	370,833	370,833	422,818
35.395.000	Refund of Prior Year Expenses				0	2,161	2,161	
TOTAL CURRENT REVENUE			<u>301,964</u>	<u>0</u>	<u>337,876</u>	<u>373,168</u>	<u>373,231</u>	<u>423,168</u>
<u>EXPENDITURES</u>								
35.439.600	Capital Construction	36,735	601,959		337,876	0	373,231	419,584
<u>LEVEL AND OVERLAY (CONTRACTED)</u>								
	Fish Hill Road	(Abeel Rd.to Oak Hill Rd.)	0.87 mi.					122,496
	Oak Hill Road	(Fish Hill Rd. to Young Oak Ct.)	0.64 mi.					90,112
	Jennifer Lane	(Fish Hill Rd. to Fish Hill Rd.)	0.43 mi.					60,544
	Marcelle Terrace	(Fish Hill Rd. to Bonsher Dr.)	0.37 mi.					52,096
	Moloney Lane	(Fish Hill Rd. to end)	0.20 mi.					28,160
	Chestnut Oak Dr.	(Oak Hill Rd. to end)	0.36 mi.					50,688
	Middle Road	(Wood Rd. to Hemlock Rd.)	0.03 mi.					4,224
	Hemlock Road	(Hemlock Ct. to Middle Rd.)	0.08 mi.					11,264
TOTAL EXPENDITURES		<u>36,735</u>	<u>601,959</u>	<u>0</u>	<u>337,876</u>	<u>0</u>	<u>373,231</u>	<u>419,584</u>

2016 Pocono Township Budget

SEWER OPERATING FUND

Account Number	Description	2013 ACTUAL	2014 BUDGET	2014 ACTUAL	FY 2015			2016 BUDGET
					Budget	Thru 08-31-2015	Est. 12-31-2015	
<u>REVENUES</u>								
<u>INTEREST EARNINGS</u>								
08.341.100	Interest on Investments	13,376	9,500	13,238	0	10,498	15,000	15,000
<u>SANITATION</u>								
08.364.110	Connection / Tapping Fees	2,790,000	1,456,990	537,500	4,463,750	1,402,500	1,430,000	930,000
08.364.120	Sewer Use Fees	1,771,250	2,032,664	2,277,806	3,946,667	1,603,625	2,872,892	3,375,840
08.392.900	Use of Fund Balance							5,614,071
	611 Reimbursement							122,261
<u>TOTAL CURRENT REVENUE</u>		<u>4,574,626</u>	<u>3,499,154</u>	<u>2,828,544</u>	<u>8,410,417</u>	<u>3,016,622</u>	<u>4,317,892</u>	<u>10,057,172</u>

2016 Pocono Township Budget

SEWER OPERATING FUND

Account Number	Description	2013 ACTUAL	2014 BUDGET	2014 ACTUAL	FY 2015			2016 BUDGET
					Budget	Thru 08-31-2015	Est. 12-31-2015	
<u>EXPENDITURES</u>								
OPERATION AND MAINTENANCE								
08.429.110	Salary Public Works Director (50%)				42,500	16,994	30,494	39,000
08.429.192	Social Security				2,678	929	2,333	2,984
08-429.197	Non-Uniformed Pension Plan				3,150	0	1,273	3,510
08.429.210	Office Supplies	0	0		0			0
08.429.100	Utilities		34,665	35,327	77,600	32,225	50,000	79,600
	Electric	14,676	0					64,000
	Phone / Internet	6,266	0					8,100
	Fuel / Propane	859	0					5,000
	Water	491	0					500
	Dumpster and miscellaneous							2,000
08.429.200	BCRA Sewage Treatment				1,104,756	583,388	793,795	1,022,220
	O&M	245,163	311,027	286,737			72,869	
	O&M Reserve	70,152	12,205	8,084			20,160	
	Capital Improvement Reserve	48,152	48,153	40,744			22,224	
	Debt Service Reserve	198,372	340,056	311,718			85,014	
	WWRP Project Reimbursement						10,140	
08.429.300	Professional Services				277,000	184,517	299,000	193,000
	Permit Manager	1,630	0					1,000
	Engineering	84,795	125,173	143,692				25,000
	Legal	230,705	5,385	6,244				15,000
	BCRA Billing	0	0					5,000
	Licensed Operations	0	0					75,000
	Financial Management	2,215	0					5,000
	PA One Call							12,000
	Televising Lines							50,000
	Audit							5,000
08.429.244	Operating Supplies		14,812	14,812	43,000	26,041	50,000	50,000
	Bioxide	0	0					44,000

2016 Pocono Township Budget

SEWER OPERATING FUND

Account Number	Description	2013 ACTUAL	2014 BUDGET	2014 ACTUAL	FY 2015			2016 BUDGET
					Budget	Thru 08-31-2015	Est. 12-31-2015	
	Activated Carbon	0	0					1,000
	Other	0	0					5,000
08.429.374	Equipment Repair and Maintenance	0	0	0	62,500	26,849	48,000	60,000
08.429.375	Reimbursements P Traps	0	0	0	10,000	490	5,490	0
08.429.205	Bank charges	0	0	0	0	30	30	0
08.429.231	Collection System Costs		354,400	0	2,000	968	1,500	0
08.429.232	Township Share of WWTP Costs		357,276	0	0	0	0	0
08.429.611	Rt. 611 Safety Improvements Project				163,015	0	0	163,015
DEBT SERVICE								
08.471.000	Debt Principal - Long and Short			0	1,814,039	252,404	395,000	4,941,984
08.417.100	ESSA 4.3 M							163,000
08.471.100	Guaranteed Sewer Revenue Note, Series 2010	0	113,000	113,000				0
08.471.200	1st Keystone 7.5M							372,000
08.471.200	Guaranteed Sewer Revenue Bond Series A of 2010	0	5,000	5,000				0
08.471.300	1st Keystone 1M Ambulance Building	0	40,000	40,000				44,000
08.471.400	Wayne Bank 4.3M							5,000
08.471.400	Guaranteed Sewer Revenue Bonds Series B of 2010	0	109,000	109,000				0
08.471.500	Penn Vest Loan	0	31,354	94,219				457,984
08.471.700	Wayne Bank 3.9M							3,900,000
08.472.000	Debt Interest - Long and Short				960,771	150,897	520,000	721,859
08.472.100	ESSA 4.3M Interest							108,750
08.472.100	Guaranteed Sewer Revenue Note, Series 2010 Interest	0	285,075	285,075				0
08.472.200	1st Keystone 7.5M Interest							372,000
08.472.200	Guaranteed Sewer Revenue Bond Series A of 2010 Interest	0	178,848	178,848				0
08.472.300	1st Keystone 1M Interest							29,520
08.472.300	General obligation Note, Series 2010 Ambulance Building Int	0	35,973	35,973				0
08.472.400	Wayne Bank 4.3M Interest							80,494
08.472.400	Guaranteed Sewer Revenue Bonds Series B of 2010 Interest	0	226,554	226,553				0
08.472.500	Penn Vest Loan		6,812	20,277				74,935
08.472.700	Wayne Bank 3.9M Interest							56,160
			76					
08.470.200	Collection System Debt Service	0	2,413,006	0	0	0	0	
08.470.220	Township WWTP Debt Service	0	1,254,836	0	0	0	0	
08.492.100	Transfer to Sewer Construction	0	190,857	190,856	0	0	371,742	2,780,001
08.492.530	Transfer to Sewer Operating Fund Balance				3,857,408			

2016 Pocono Township Budget

SEWER OPERATING FUND

Account Number	Description	2013 ACTUAL	2014 BUDGET	2014 ACTUAL	FY 2015			2016 BUDGET
					Budget	Thru 08-31-2015	Est. 12-31-2015	
	<i>TOTAL EXPENDITURES</i>	<u>903,476</u>	<u>6,493,543</u>	<u>2,146,159</u>	<u>8,420,417</u>	<u>1,225,585</u>	<u>2,694,964</u>	<u>10,057,172</u>

2016 Pocono Township Budget

SEWER DESIGN & CONSTRUCTION FUND

Account Number	Description	2013 ACTUAL	2014 BUDGET	2014 ACTUAL	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	2016 BUDGET
<u>SOURCES OF INCOME</u>								
INTEREST EARNINGS								
18.341.100	Interest on Investments	5,669	3,000	3,097	2,000	2,581	4,000	2,000
OPERATING & CAPITAL GRANTS								0
18.351.164	EPA Grant	42,325	0	0	0	0	0	0
18.354.100	HRSA Grant	0	0	0	0	0	0	0
18.354.160	Penn Works Grant	0	0	0	0	0	0	0
18.354.161	Pennvest Grant - Collection System	1,298,518	1,549,341	205,394	1,549,340	0	0	1,343,947
18.354.162	TIF Grants - Monroe Cty IDA	0	0	0	0	0	0	0
18.354.163	H2O Grant	410,883	127,426	0	0	0	0	0
18.354.164	Pocono Share of BCRA LSA Grant	0	0	0	0	0	0	0
18.354.165	EPA Grant: STAK	24,060	0	0	0	0	0	0
INTERFUND TRANSFERS								
18.392.000	Transfer from Operations		0	190,856	0	0	371,742	2,780,001
18.392.400	Transfer From Capital Reserve	0	0	0	0	0	0	0
18.392.900	Use of Fund Balance		565,174	0	262,479	0	1,180,547	0
PROCEED OF LONG TERM DEBT								
18.393.100	ERZB_GSRB-ESSA	61,011	0	59,423	0	58,267	58,267	0
18.393.130	PENNVEST LOAN (\$8.3M)	318,080	723,100	415,000	0	0	0	0
18.393.140	Proceeds of LT Debt - First Keystone#3	33,433	0	122,503	0	0	0	0
18.393.141	Proceeds of LT Debt-Wayne	2,959,659	609,490	526,588	0	0	0	0
18.393.142	Proceed of LOC Wayne Bank		0	2,808,819	1,091,181	0	0	0
18.393.143	Proceeds of refinance 7.5M		0	7,677,334	0	0	0	0
18.393.145	Proceeds of refinance 4.5M ESSA		0	0	4,500,000	4,350,000	4,350,000	0
18.393.144	Proceeds of refinance 4.5 Wayne		0	4,351,000	0	0	0	
PROCEED OF SHORT TERM DEBT								
18.394.100	Short Term Loans: (Landmark)	3,055,354	893,755	67,540	0	0	0	0
18.394.123	Keystone Draw on Letter of Credit	0	0	0	0	0	0	0
18.394.124	ESSA Draw on Letter of Credit	0	0	0	0	0	0	0
18.394.125	Pump Station #6 Financing	0	0	0	0	0	0	0
REFUNDS								
18.395.000	Prior Year Refunds	0	0	1,780	0	0	0	0
TOTAL CURRENT REVENUE		8,208,992	4,471,285	16,429,335	7,405,000	4,410,848	5,964,556	4,125,948

2016 Pocono Township Budget

SEWER DESIGN & CONSTRUCTION FUND

Account Number	Description	2013 ACTUAL	2014 BUDGET	2014 ACTUAL	Budget	FY 2015 Thru 08-31-2015	Est. 12-31-2015	2016 BUDGET
<u>EXPENDITURES</u>								
FINANCIAL ADMINISTRATION								
18.402.310	Professional Services	0	0	0	0		0	0
LEGAL SERVICES								
18.404.310	Professional Services	0	0	0	50,000	40,226		5,000
18.406.220	Operating Supplies	0	0	0	0	0	0	0
18.406.710	Land Easment Acquisitions	0	0	0	0	0	0	0
ENGINEERING SERVICES								
18.408.310	Engineering Treatment Plant	9,835	0	0	0	0	0	0
18.408.315	Engineering - Collection System	0	0	0	100,000	78,635	413,558	79,224
	Hump Engineering						143,553	25,000
	Redesign Engineering						270,005	54,224
WASTEWATER TREAT & COLLECTION								
18.429.341	Advertising				165	165	165	0
18.429.601	Treatment Plant Construction	5,599,931	691,490	169,513	0			0
18.429.602	Collection System Construction	0	0	0	2,875,000	53,966	787,500	3,962,500
	HDD "Hump" Repair							1,837,500
	Pumping Stations 3, 4, and 5 change order to address monitoring issues, secure the site with fencing, and install required server, software, install venting at PS3 and PS4							0
	Pumping Stations 1 & 2: install monitoring capability							0
	Rt. 611 Safety Improvements Project							0
	Service Lateral on 611							125,000
	Redesign of Sewer System							2,000,000
18.429.200	General Project		33,347	31,347				
18.429.604	Professional Fee Phase I	0	0	0	0	0	0	0
18.429.605	Contractor Fee Phase I	0	0	0	0	0	0	0
18.429.607	Attorney Fees Phase I	2,457	42	42	0	0	0	0
18.429.608	Environ Sewage Fee Phase I	0	0	0	0	0	0	0
18.429.610	Just Comp for Prop Phase I	0	50,400	50,400	0	0	0	0
18.429.611	Engineering Fees Phase I	6,583	63	63	0	0	0	0
18.429.620	Engineering Fees Phase II	71,281	147,152	136,524	0	0	0	0
18.429.622	Professional Fee Phase II	6,278	21,872	21,871	0	0	0	0
18.429.623	Contractor Fee - Phase II	75,804	138,003	138,003	0	0	0	0
18.429.625	Attorney Fees Phase II	9,304	5,165	21,004	0	0	0	0
18.429.636	Environ Sewage Fee Phase II	0	0	0	0	0	0	0
18.429.628	Just Comp for Prop Phase II	0	25,000	25,000	0	0	0	0

2016 Pocono Township Budget

SEWER DESIGN & CONSTRUCTION FUND

Account Number	Description	2013	2014	2014	FY 2015			2016
		ACTUAL	BUDGET	ACTUAL	Budget	Thru 08-31-2015	Est. 12-31-2015	BUDGET
18.429.640	Engineering Fees - Phase III	107,898	171,646	174,629	0	0	0	0
18.429.642	Professional Fees - Phase III	20,388	15,372	15,372	0	0	0	0
18.429.643	Contractor Fee - Phase III	218,264	123,410	76,895	0	0	0	0
18.429.644	DRBC Fee Phase III	0	0	0	0	0	0	0
18.429.645	Attorney Fee Phase III	94,650	85,480	81,698	0	0	0	0
18.429.646	Environ Sewage Fee Phase III	0	0	0	0	0	0	0
18.429.648	Just Comp for Prop. Phase III	69,848	26,300	26,300	0	0	0	0
18.429.655	Attorney Fees Plant BCRA	4,620	13,902	13,902	0	0	0	0
18.429.660	Engineering Fees Plant BCRA	58	3,386	3,385	0	0	0	0
18.429.662	Professional Fee Plant BCRA	0	0	0	0	0	0	0
18.429.664	Fee Plant (BCRA)	0	0	0	0	0	0	0
18.429.670	Pump Station #6 Design	0	0	0	0	0	0	0
18.429.671	Pump Station #6 Construction	0	0	0	0	0	0	0
18.464.200	General Project	165,379	0	0	0	0	0	0
18.646.200	General & Cost of Issuance	0	0	0	0	0	0	0
18.646.205	Contingencies	0	0	0	0	0	0	0
DEBT PRINCIPAL								
18.471.000	Debt Principal	4,500,000	15,077,798	15,077,798	4,326,835	4,297,036	4,297,036	0
18.471.100	Short Term Debt: Ambulance Bldg. Debt	0	0	0	0	0	0	0
18.471.150	Short Term Debt: Pennstar \$1.5M(retired)	0	0	0	0	0	0	0
18.471.151	Short Term Debt: ESSA \$3M(retired)	0	0	0	0	0	0	0
DEBT INTEREST								
18.472.100	Short Term Debt	0	0	0	0	0	0	0
18.472.105	Long Term Debt	0	0	0	0	0	0	0
18.472.601	Short Term Interest	66,682	242,557	242,557	0	0	0	0
18.472.605	Long Term Interest	473,128	59,220	59,220	0	0	0	0
18.475.000	Fiscal Agent Fees		145,349	145,349	53,000	52,738	52,738	
18.489.000	Bank Fee	25	62	62	0	0	0	0
TOTAL EXPENDITURES		<u>11,502,413</u>	<u>17,077,016</u>	<u>16,510,933</u>	<u>7,405,000</u>	<u>4,522,767</u>	<u>5,964,556</u>	<u>4,125,948</u>

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

RESOLUTION NO. _____

A RESOLUTION APPROVING THE 2016 REAL ESTATE TAX RATE

WHEREAS, the Board has adopted a budget for the General Fund; and

WHEREAS, the Board is empowered pursuant to the First Class Township Code to set the real estate tax rate; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the 2016 real estate tax rate be set at 16.10 mills for the General Fund.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21st day of December, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President