

POCONO TOWNSHIP COMMISSIONERS  
COMBINED MEETING AGENDA

January 17, 2017

6:00 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements:
  - a. Executive Session was held January 3, 2017 on personnel matters. No action was taken.
- 4) Public Comments on matters not on the agenda

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

- 5) Approval of Minutes:
  - a. Meeting of January 3, 2017
  - b. Worksession of January 12, 2017
- 6) Approval of Bills and Transfers
  - a. Check and Transfer Listing dated January 17, 2017
  - b. Check Ratification list dated January 17, 2017
- 7) Ratification of RFP for 2015-2016 Audit
- 8) Report of the President
- 9) Commissioners Comments

Bob DeYoung, Vice President

Jerry Lastowski, Commissioner

Judi Coover, Commissioner

Ellen Gndt, Commissioner
- 10) Reports:
  - a. Chief Werkheiser Report and Staffing
  - b. Civil Service Commission Recommendations

- c. Pocono Township Volunteer Fire Company
- d. St. Luke's Ambulance
- e. Administration – Manager's Report
  - i. Vacancy Board Chair Open
  - ii. Reappointment of Mark Love to Zoning Hearing Board.
  - iii. Vacancy on Pocono Jackson Joint Water Authority.
  - iv. Petition Regarding Amendment of Light Manufacturing Definition in Commercial Zone.
  - v. American Legion Post 903 TLC Park Events for 2017.
  - vi. Spruce Lake Request for Use of TLC Park.
  - vii. 2017 Conferences
    - 1. February 13, 2017 PML Capitol Conference – Harrisburg
    - 2. May 16-18, 2017 Association for Pennsylvania Municipal Management Annual Conference – Bedford
- f. Public Works Report
  - i. Plaza 611 Update
- g. Finance Committee
- h. Township Solicitor Report
  - i. Boucher & James Professional Services Agreement
  - ii. Lamar/Rubin Zoning Hearing Board Sign Application
  - iii. DCNR Agreement
  - iv. Kleyman / Slice of Life / Feelin' Good
- i. Township Engineer Report
  - i. Status Report on Sewer Redesign

11) Presentations:

- a. Pocono Heritage Land Trust and Trout Unlimited Pocono Creek Project

12) Resolutions and Ordinances:

- a. Amended Resolution 2017-2 Establishing the Park and Recreation Board of Pocono Township.

13) Further Public Comments.

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

14) Executive Session (If Necessary)

15) Adjournment

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

JANUARY 3<sup>rd</sup>, 2017 6:00P.M.

DRAFT

The Regular meeting of the Pocono Township Commissioners was held on 01/03/2017 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Vice-President Bob DeYoung at 6:00 p.m., followed by the Pledge of Allegiance.

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

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

**ANNOUNCEMENT:** Executive Session will be held after the meeting to discuss personnel matters.

**PUBLIC COMMENTS:** Joe Folsom, Twp. resident, spoke concerning the illegal parking in the fire lanes in the Township. Discussion followed.

**MINUTES:**

E. Gndt made a motion, seconded by J. Coover, to approve the sewer meeting minutes of 12/19/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Lastowski made a motion, seconded by E. Gndt, to approve the regular meeting minutes of 12/19/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Coover made a motion, seconded by J. Lastowski, to approve the work session and Special meeting minutes of 12/29/2016. Roll call vote: E. Gndt, abstained; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**BILLS AND TRANSFERS:**

J. Lastowski made a motion, seconded by E. Gndt, to approve the bill's list of 01/03/2017. Discussion followed. J. Lastowski and E. Gndt amended the motion to remove the Unifirst Invoice - Check No. 55299 in the amount of \$622.47. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

E. Gndt made a motion, seconded by J. Lastowski, to approve the Transfers dated 01/03/2017 minus \$622.47 - Unifirst Check No. 55299. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Coover made a motion, seconded by E. Gndt, for approve the check ratification list of 01/03/2017. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Maxine Turbolski, Twp. resident, questioned an invoice for Truck repairs.

2015 AUDIT APPROVAL - J. Lastowski made a motion, seconded by B. DeYoung, to adopt the 2015 Audit. Discussion followed. Roll call vote: E. Gndt, no; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, no. Motion failed. B. DeYoung and J. Lastowski noted they are in favor of approving the 2015 audit.

Jerrold Belvin, Twp. resident, questioned the risks involved with not approving the audit.

Joe Folsom, Diane Zweifel, and Alex Grum, Twp. residents, questioned the reasons for not approving the 2015 audit.

Discussion followed.

#### COMMISSIONERS REPORTS:

President's report - absent.

Bob DeYoung, Vice-President, requested E. Gndt to provide the information to Julian Kirk for the 2015 Audit.

Jerry Lastowski, Commissioner, none.

Judi Coover, Commissioner, - 2016 Auditor - J. Coover made a motion, seconded by E. Gndt, to solicit for Request for Proposals (RFPs) for 2016 audit. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Ellen Gndt, Commissioner, none.

Hearing for Corona Deli - Suspended on the agenda at this time.

#### REPORTS:

##### ADMINISTRATION:

Charles Vogt, Township Manager,

Reappointment of Robert Demarest and Marie Guidry to Planning Commission:

J. Coover made a motion, seconded by E. Gndt, to reappoint Robert Demarest and Marie Guidry to 4 year terms, expiring 12/31/2020. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Library Children's programs on Thursday mornings - The Board concurred to allow the library to use the meeting room Thursday morning.

J. Lastowski questioned the underground storage tank on the TLC Property. Discussion followed. The Board directed L. DeVito to work with PMSD on the removal of the tank and sewer connection.

#### PUBLIC WORKS REPORT:

Extension of Consulting Agreement with Pocono Management Associates - no action taken.

#### Roads:

1. New Truck delivered 12/23/2016

**2017 VACANCY BOARD APPOINTMENT:** No action taken.

**FINANCE COMMITTEE:** E. Gndt noted the Finance Committee will meet after the next schedule work session.

**TOWNSHIP SOLICITOR'S REPORT:**

Lamar/Rubin Zoning Hearing Board Sign Application - J. Lastowski made a motion, seconded by B. DeYoung, to authorize the Township Solicitor to represent the Township - Discussion followed. Mike Tripus, Zoning Officer, requested L. DeVito attend the hearing.

J. Coover made a motion, seconded by E. Gndt, to table the motion to authorize the Township Solicitor to represent the Township at the Lamar/Rubin Zoning Hearing Board Sign Application. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**TOWNSHIP ENGINEER'S REPORT:**

Boucher & James Professional Services Agreement- No action taken.

Boucher & James Repair to Valve Station #2 Project Proposal - No action taken.

**PRESENTATIONS:**

Presentation re Zoning Petition for "Light Manufacturing" Definition Change - Medical Marijuana- John Weston gave an overview of the medical marijuana process. Discussion followed. J. Lastowski made a motion, seconded by B. DeYoung, to send the Request for Landowner Curative Amendment to the Zoning Ordinance and Proposed Amendment to \$547 Light Manufacturing.547 Light Manufacturing. Discussion followed. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**RESOLUTIONS AND ORDINANCES:**

Resolution 2017 -01 2017 Meeting dates and Mileage Reimbursement rate - J. Lastowski made a motion, seconded by E. Gndt, to adopt Resolution 2017-01 - 2017 meeting dates and Mileage Reimbursement rate. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Jane Cilurso, Twp. resident, requested the Resolutions be read aloud. J. Lastowski read the resolutions.

Charlie Trapasso, Twp. resident, commented on objections to the treatment center.

Dennis Purcell, Twp. resident, questioned the delay to approve the 2015 audit.

**RESOLUTIONS AND ORDINANCES CONT:**

Resolution 2017-02 - Establishing the Park and Recreation Board of Pocono Township - E. Gndt made a motion, seconded by J. Coover, to adopt Resolution 2017-02 - Establishing the Park and Recreation Board of Pocono Township. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Coover made a motion, seconded by J. Lastowski, to authorize the Twp. Solicitor to advertise the rescinding of Ordinance 2014-10 - Establishment of a Recreation Committee for the 01/17/2017 regular meeting. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Appointment of Initial Members to the Park and Recreation Board - J. Coover made a motion, seconded by J. Lastowski, to appoint: Charlie Lynn Trapasso - 5 year term ending 12/31/2021  
Alex Grum - 5 year term ending 12/31/2021  
Tony Farda - 4 year term ending 12/31/2020  
Jen Fisher - 4 year term ending 12/31/2020  
Nathan Laubach - 3 year term ending 12/31/2019  
Robert Felins - 3 year term ending 12/31/2019  
Dottie Telesky - 2 year term ending 12/31/2018  
Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Ordinance 2017-01 - Transfer of Eating Place Retail Dispenser Liquor License - Corona Deli - L. DeVito noted since the Court Reporter failed to attend, the hearing will be recorded for the record. B. DeYoung opened the hearing for public comment. Hearing no comments, the hearing was closed. J. Coover made a motion, seconded by J. Lastowski, to adopt Ordinance 2017-01 - Transfer of Eating Place Retail Dispenser Liquor License No. E-5245 from Hamilton Township to Pocono Township - Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**PUBLIC COMMENT:****ADJOURNMENT INTO EXECUTIVE SESSION:**

J. Coover made a motion, seconded by E. Gndt, to adjourn the meeting into executive session to discuss personnel matters at 7:44 p.m., until 01/17/2017 at 6:00 p.m., at the Pocono Township Municipal Building, Tannersville, PA. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

\*A recording of the entire meeting will be kept on file at the Township for perpetuity and will be made available to anyone who may wish to obtain the verbatim meeting.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
WORK SESSION MINUTES**

**DATE:** January 12, 2017

**TIME:** 9:00am

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Bob DeYoung, Vice President

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

**NO CITIZENS APPEARED OFFICIALLY AND TESTIFIED.**

**NO OTHER OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN.**

**Executive Session to discuss personnel matters was held.**

**THE WORK SESSION WAS ADJOURNED AT: 1:07pm**

**POCONO TOWNSHIP CHECK LISTING  
JANUARY 17, 2017**

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>General Fund</b>				
01/11/2017	55302	Lincoln Life	Supplemental pension	300.00
01/11/2017	55303	Teamsters Local 773	Non uniform union dues	544.00
01/11/2017	55304	Teamsters Local 773	Police union dues	1,139.00
01/11/2017	55305	Cardmember Service	Mailbox/Microsoft services	224.76
01/11/2017	55306	Cardmember Service	Constant Contact - Two checks	197.50
01/11/2017	55307	Cardmember Service	VOIC: Susteen cell phone software renewal	0.00
01/11/2017	55308	Cardmember Service	Cell phone forensic software	1,495.00
01/11/2017	55309	BIU of PA, Inc.	BIU/SEO/ZO Services	14,026.10
01/11/2017	55310	Brodhead Creek Regional Authority	Sewer bill	208.34
01/11/2017	55311	Broughtal & DeVito, L.L.P.	Legal	6,471.52
01/11/2017	55312	Commonwealth of PA	Underground Storage Tank licence	825.00
01/11/2017	55313	Cramer's Home Building Center	Plywood	15.99
01/11/2017	55314	Davidheiser's Inc.	Calibration	104.00
01/11/2017	55315	DCED	4th Quarter - UCC Fee	364.00
01/11/2017	55316	Donna Kenderline Reporting	Weichand hearing	424.00
01/11/2017	55317	Engle-Hambright & Davies, Inc.	Service fee	18,500.00
01/11/2017	55318	GFOA	2017 Membership	75.00
01/11/2017	55319	Hanson Aggregates Pennsylvania LLC	1/4 Wash	1,251.33
01/11/2017	55320	HUNTER KEYSTONE PETERBILT	#9 Truck repair	45.94
01/11/2017	55321	Keystone Business Products	Copier - Police	444.22
01/11/2017	55322	Kost Tire & Auto Service	Tires	800.79
01/11/2017	55323	Matias, Franklin & Lizette	Refund prior year taxes	14.85
01/11/2017	55324	Mesko Glass Company Inc	Truck window	212.00
01/11/2017	55325	Metropolitan Telecommunications	Phones - Twp/Park	538.43
01/11/2017	55326	Metropolitan Telecommunications	Phones - Police	284.81
01/11/2017	55327	Monroe County Control Center	1st Quarter - Emergency Dispatch Services	15,131.39
01/11/2017	55328	Network Fleet	GPS Service	355.40
01/11/2017	55329	Otto, Carol	Cleaning	550.00
01/11/2017	55330	PAPCO, Inc.	Diesel/Gasoline	3,178.71
01/11/2017	55331	Pocono Mountain COG	2017 Membership	200.00
01/11/2017	55332	Poco Record	Advertising	379.20
01/11/2017	55333	PPL Electric Utilities	Sullivan Trail & 715	50.96
01/11/2017	55334	PPL Electric Utilities	Alger Ave. Light	14.56
01/11/2017	55335	Praxair Dist Mid-Atlantic	Supplies	24.65
01/11/2017	55336	Sparkle Car Wash	Car washes - Police	32.00
01/11/2017	55337	STTC Service Tire Truck Centers, INC.	Truck #8 - Tire	542.75
01/11/2017	55338	Sundance Networks, Inc.	Server - It services	5,978.99
01/11/2017	55339	UNIFIRST Corporation	Carpet/Uniforms	622.47
01/11/2017	55340	Unum Life Insurance	Life Insurance	2,006.00
01/11/2017	55341	Wilson Products Compressed Gas Co.	Supplies	6.50
01/11/2017	55342	Wittel, Jason	Lettering and logo - new truck	180.00
01/11/2017	55343	Kimball Midwest	Truck Supplies/Stock	415.99
			<b>TOTAL General Fund</b>	<b>\$78,176.15</b>
<b>Sewer Operating Fund</b>				
01/11/2017	1738	PA One Call System	Mapping	86.53
01/11/2017	1739	Evoqua	Bioxide	6,256.97
01/11/2017	1740	Cardmember Services	Acme sewer blanket	126.48
01/11/2017	1741	Pocono Management Assoc	Patrick Briegel	941.88
01/11/2017	1742	Boucher & James	PA Small Water Grant App	329.25
01/11/2017	1743	EEMA O&M Services	January maintenance	6,153.50
01/11/2017	1744	Metropolitan Telecommunication	Phones for pump station	58.85
01/11/2017	1745	Blue Ridge Communications	Cable for pump stations	120.88
01/11/2017	1746	Brodhead Creek Regional Authority	Sewer services for February	81,299.00
			<b>TOTAL Sewer Operating Fund</b>	<b>\$95,373.34</b>



Sewer Construction Fund	01/11/2017 198	T&M Associates	Engineering for construction	6,669.27
	01/11/2017 199	Broughal & DeVito	Legal for construction	765.00
	01/11/2017 200	Boucher & James	Engineering for construction	5,886.75
			TOTAL Sewer Construction Fund	<u>\$13,324.02</u>
ESSA				
TOTAL General Fund			Transferred by:	
TOTAL Sewer				\$78,176.15
TOTAL Construction Fund				\$13,324.02
TOTAL ESSA Transfer				<u>\$91,500.17</u>
Wayne Bank			Authorized by:	
TOTAL Sewer				
Operating Fund				<u>\$95,373.34</u>

Pocono Township Check Listing

Ratiofy  
January 17, 2017

General Fund	Date	Check	Vendor	Memo	Amount
	01/09/2017	55301	PenTeleData	Township internet	184.90
				TOTAL General Fund	<u>\$184.90</u>
Sewer Operating Fund	01/09/2017	1736	PenTeleData	Internet for pump stations	229.75
	01/09/2017	1737	PenTeleData	Internet for pump stations	70.00
				TOTAL Sewer Operating Fund	<u>\$229.75</u>

TOTAL General Fund

\$184.90 Transferred by:

Authorized by:

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# **Pocono Township, Monroe County**

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**Request for Proposals  
Independent Auditing Services  
For Years Ended  
December 31, 2015  
and  
December 31, 2016**

**Pocono Township  
RFP – Independent Auditing Services**

**REQUEST FOR PROPOSAL – AUDIT**

Interested certified public accounting firms are invited to submit a proposal to audit Pocono Township in accordance with the specifications contained in the following:

Instructions to Audit Firms  
Contract Schedule  
Technical Proposal Instructions

The proposal must be received by the Township Manager no later than February 10, 2017 at 3:30 P.M. The proposal must be signed by an official authorized to bind the firm and it shall contain a statement to the effect that the proposal is firm for a period of at least 60 days from the date of receipt. Proposals will be opened 4:00 PM on Friday, February 10, 2017 in the Conference Room of the Municipal Building, 112 Township Drive, Tannersville, PA 18372.

**INSTRUCTIONS TO AUDIT FIRMS**

- A. The proposing audit firm may submit questions concerning this Request for Proposal – Auditing (RFP) in writing to the Township Manager. After submission of proposals and closing thereof, no information will be furnished until an award has been made.

Township records will be made available for inspection by appointment during regular business hours in the Township offices to assist proposing firms in the development of a response to this RFP. Previous audits and budgets can be found on the township's website.

- B. A total of 7 copies of each proposal in a sealed package are required.
- C. All proposals must be delivered to Pocono Township, Township Manager's office, 112 Township Drive, Tannersville, PA 18372 prior to the time set forth above for the receipt of proposals. Each proposal should be clearly marked "POCONO TOWNSHIP AUDIT PROPOSAL."
- D. The proposing firm must disclose his/her technical approach in as much detail as possible, including but not limited to, the requirements specified in the Technical Proposal Requirements section of the RFP.
- E. The Township reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposal should be submitted initially on the most favorable terms from both a price and technical standpoint, which the firm can propose to the Township. The

Township also reserves the right to reject any and all proposals received. It is understood that your proposal will become a part of the official file in this matter without obligation of the Township.

- F. Any proposal received after the time specified for receipt will not be considered.
- G. The Township may choose to invite audit firms submitting proposals to meet with the Township Commissioners and/or its finance committee to discuss its proposal.
- H. It is the responsibility of all Bidders to examine the entire RFP and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting a proposal. Negligence in preparing a bid confers to no right of withdrawal after the submission deadline. Bidders are strongly encouraged to: (i) consider applicable laws and/or economic conditions that may affect cost, progress, and performance; (ii) correlate Bidder's knowledge and observations with the RFP document and other related data; (iii) promptly notify the Municipality of all conflicts, errors, ambiguities or discrepancies which a Bidder has discovered in or between this RFP and such other related documents.
- I. Unless otherwise stated, these specifications are intended to include everything obviously requisite and necessary for proper completion of an annual independent audit. Accordingly, all work is to be done as required to carry out the intent of the specifications whether each individual item is specifically mentioned or not.
- J. Pocono Township reserves the right to: (i) waive any immaterial defect or informality; (ii) reject any or all bids or portions thereof; or (iii) reissue a solicitation.

#### CONTRACT SCHEDULE

##### A. Scope of Work

The purpose of this contract is to obtain the services of a certified public accounting firm, as described in the "Statement of Work," and in the "Additional Services" sections below. The Firm must be certified and licensed in the state of Pennsylvania.

##### B. Statement of Work

The proposing Firm is to assist with preparation of and audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township of Pocono, Monroe County, PA for the years ended December 31, 2015 and 2016, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements, which are prepared on the modified accrual basis of accounting.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The firm will complete the Township's independent audit and provide financial statements and prescribed audit reports as required to the PA Department of Community and Economic Development and other state agencies that may require the Township to submit an audit report. The audit report for the Township will express an opinion on the financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township. All such financial statements will be prepared in accordance with modified accrual basis of accounting.

C. Additional Services

Assist with the preparation of Management Discussion and Analysis and financial statements which township management assumes all responsibility for including designating an individual with suitable skills to oversee the service, and evaluating the adequacy of nonaudit services. Any limitations on time or additional costs, if any, which may be incurred for providing this service must be specified separately as part of the proposal submitted.

It is further expected that the auditor retained will conduct the audit in accordance with applicable Governmental Accounting Standards Board (GASB) requirements including GASB 68, 20, 54.

Auditors submitting shall be familiar with the accounting software used by the Township. The Township has been using QuickBooks since 2012.

D. Timing and Scheduling

It is anticipated that the contract will be awarded on or about February 20, 2017 with any renewal to be negotiated and contingent on compliance with minimum standards of timing relative to filing dates, especially but not limited to filing dates required by agencies of the State of Pennsylvania, and adequacy as it pertains to the requirements of Governmental Accounting Standards. Audit work may be commenced immediately after the contract is signed. The Township books will be closed by January 31<sup>st</sup> for the prior year or sooner if possible. The auditor shall ensure that the Township's independent audit is completed and provided to Township officials no later than May 31, 2017.

E. Opinion

In the conduct of the audit, the Auditor shall perform sufficient work to issue a report and render an opinion. All audit work which can be performed on existing records must be completed in accordance with professional standards and the pertinent audit guides. Findings

shall be made, corrective measures recommended, and a report issued. All reports shall contain the appropriate Opinion or Disclaimer of Opinion.

F. Audit Report to Board of Commissioners

The auditor shall meet with the Township Commissioners, or the finance committee, upon completion of the audit to review the firm's findings and any other relevant information and to answer questions which the Commissioners or the finance committee may have. This meeting may be cancelled at the discretion of the Board of Commissioners.

G. Reports

Upon completion of the audit, the auditor will submit eight (8) bound copies of the full audit report. In addition, the auditor shall submit one (1) copy of the full audit report that is not bound in order to facilitate copying the report as needed by Township staff. Finally, an electronic version which may be made available to the public via the Township's website at the Township's discretion shall be provided in a format acceptable to the Township Manager.

The auditor also will ensure that the final audit is advertised as required by law or standard practice in the Township's newspaper of record and that audit reports required by various state agencies are completed in a timely fashion and provided to them to their satisfaction.

TECHNICAL PROPOSAL INSTRUCTIONS

The proposing firm shall submit a separate enclosure entitled "Technical Proposal Instruction." It shall be organized in sections according to the below specified criteria and shall include but not be limited to the following:

A. Personnel Qualification and Experience

Resumes must be submitted covering the qualifications of proposed staff, including Partners, Manager/Supervisors, and Senior Accountants who are anticipated to be utilized in the performance of this contract, whether they are full-time or per diem employees, including education and accomplishments and years and types of experience. The resume must also show date of and state of issuance (resume of staff accountants are not required).

The Firm shall also submit a copy of the Firm's latest Peer Review Report.

B. General Qualification and Project Management Plan

The Firm shall submit an organizational structure of his/her firm. The size of the firm including number of staff (professional and clerical) at each level, full-time employees and per diem employees shall be discussed.

The Firm shall provide a list of references of local governments for which audit services of this nature have been provided in the last three years. The name, address, and telephone number of the client's representative shall be included so that he/she can be contacted.

Availability of professional time should be stated in the proposal. Total time available, time devoted to audits of this nature, and time available under this contract by level or effort shall be outlined in the Firm's proposal.

C. Understanding and Approach

A narrative must be included to demonstrate the Firm's technical understanding of the work to be performed and the contract schedule and approach to the audit. A specific deliverable date of the audit reports shall be stated.

Supplemental audit guides, annuals, workpaper packages, sample audit reports, etc., will not be evaluated and should not be submitted.

Reports must be furnished to Pocono Township, and/or the PA Department of Community and Economic Development, Monroe County Prothonotary, in compliance with Pennsylvania statute.

D. Description of the Township and Records to be Audited

The Township is governed under the Pennsylvania First Class Township Code.

The Township operated with several distinct funds during 2015 and 2016. The more active of these are General Fund; Liquid Fuels (Highway Aid); Capital Improvements; and Sewer Construction and Operating Funds. Smaller funds include Police and Non-Uniform Union Pension funds.

E. Unacceptable Work

If it is determined that the Auditor's audit work was unacceptable because it did not meet the AICPA Standards or the GAO's Government Auditing Standards; Standards for Audit of Governmental Organizations' Programs, Activities, and Functions, the Auditor may, at the written request of the Township, be required to re-audit at its own expense and resubmit a revised audit report in accordance with this Contract schedule. If the Auditor is unable to re-audit for any reason, the Auditor shall bear the expense of hiring a new Auditor to perform the re-audit.

If the proposing Firm fails to comply with any of the terms specified in this Article, the Township may, by written notice to the proposing Firm, terminate this contract.



F. Costs and Time Required

Proposals should specify hours required, current rates, and total anticipated cost for each year of the audit based on the requirements outlined here. The fees proposed are considered to be firm prices. Expected costs for the 2015 and 2016 audits should be listed separately and a separate hourly charge should be identified for services. The Township will expect a progress billing every month and payment will be made within 30 days of billing. The Township will not be liable for any costs not included in the proposal if not contracted for subsequently. All costs should be listed in the following format shown on the summary page attached to the RFP.

G. Fraud and Illegal Acts

If during the course of the examination the auditors uncover indications of possible fraud, abuse, or other situations which need to be brought to the attention of the Township Commissioners immediately, they shall notify the President of Commissioners in writing.

H. Period of Performance

This contract shall be effective for a period of 180 days from the date of award. This includes delivery of final reports within this period.

I. Cost and Pricing Data

Auditors are required, at a minimum, to submit cost proposals fully supported by cost and pricing data adequate to establish the reasonableness of the firm's overall bid. Auditors shall state the total hours and the hourly rate required by staff classification and the resulting all-inclusive maximum fee for which the audit will be done. Unless otherwise noted by the Auditor in its proposal, the Township will assume that the cost provided in the proposal will cover all requirements and assumption outlined in this RFP.

Proposal Summary – Audit RFP – Pocono Township

All proposals must be submitted with this summary outlining the base price for an audit for each year requested and the cost of any additional work as outlined in Item C under CONTRACT SCHEDULE above.

**Audit Price:**

<u>Audit Year</u>	<u>Cost</u>
2015	
2016	

**Additional Costs:**

Specifically outline here or on a separate attached schedule, any additional work that is not included in the above cost, the associated cost on an hourly basis of completing the work and the projected amount of time involved in completing the work. This should be completed for each audit year (2015 and 2016) in which the cost or amount of work may change.

Outline on a separate sheet any additional financial information to support your proposal and provide a list of local government references as requested in this RFP.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Submitted by (authorized official): \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**American legion Post 903**  
**PO Box 580**  
**Mt. Pocono PA 18344**

Commander Thomas Bowditch 570-595-7145

01/05/2017

Adjutant D B Bennett 570-460-8969

American Legion Post 903 would like to THANK ALL the business and friends in the Community that donated to us to raise the needed funds to put up six new flag poles at our War Memorial in 2015

We started repairing and rebuilding the War Memorial located on Rt. 611 in Tannersville in 2014. With your help and the help of Boy Scout Troop 85 & an Eagle Scout Project we installed 6 flag poles in 2015, 1- 25ft pole for the American Flag & 5- 20ft poles for each Branch of Service.

In 2016 we installed 6 park benches. One for each Branch of Service & one for our POW'S & MIA'S. We also installed a Plaque to Honor those from Monroe County who never returned from Vietnam.

This year 2017 we are hoping to pressure wash and repair all the cracks in the War Memorial. We want to put a walk way around the Memorial and add two more park benches, one at the Vietnam Plaque & one at the WWI Plaque. As this is the 100<sup>th</sup> Anniversary that the US entered WWI we will be installing a Plaque to Honor those from Monroe County that died during WWI.

With the help of the Community & our friends & neighbors we are hoping to raise \$5,000 for this project. We will also be reaching out to the Boy Scouts for their help again.

In 2018 we are hoping to finish the War Memorial with Plaques Honoring our WWII & Korean Veterans

If you do not know we are a small group of Veterans with no Post Home to support us. We depend on donations from the Community for everything we do. We are here to serve our Veterans their families & the Community. We need your help to do this.

Up coming Events. May 20<sup>th</sup> Armed Forces Day Ceremony 2:00 PM. May 29<sup>th</sup> Memorial Day Service 11:00 AM. June 10<sup>th</sup> Flag Retirement Ceremony 12:00 PM August 19<sup>th</sup> 100<sup>th</sup> Anniversary of WWI Honoring all those who served in WWI 11:00 AM

Thank you for all your support in the past

Send your check to:  
American Legion Post 903  
PO Box 580

Mt. Pocono P A 18344

To donate by credit card go to [americanlegionpost903.com](http://americanlegionpost903.com) and hit donate

Thank You

Thomas Bowditch, Commander



American Legion Post 903

Tannersville PA

Next Meeting January 12

Honor Guard / Legion Meeting



# Newsletter

MONROE COUNTY PA

Joint Veterans



HONOR GUARD

December 2016

## American Legion Post 903

Commander ..... Tom Bowditch  
Adjutant.....D. Bennett  
Phone: ..... 570-595-7145 or 570-851-1727  
E-Mail: .....[tbow49@aol.com](mailto:tbow49@aol.com)  
Meetings:.....7 Pm on the 2<sup>nd</sup> Thursday of the Month  
Meet at:..... Pocono Twp. Old Fire House Rt 611  
Legion & Sons of Legion meeting  
Web site:..... [americanlegionpost903.com](http://americanlegionpost903.com)  
Facebook Administrator..... Lori Hartrum  
Contact: .....[sassiebutterfly@aol.com](mailto:sassiebutterfly@aol.com)  
Editor: .....Al Compoly: [eagle55@ptd.net](mailto:eagle55@ptd.net)

## Monroe County PA Joint Veterans Honor Guard

Commander: ..... Tom Bowditch  
Phone: .....570-595-7145  
Facebook Administrator.....David Paskiet  
[sensei\\_paskiet@hotmail.com](mailto:sensei_paskiet@hotmail.com)

The Joint Veterans Honor Guard was Certified by the Department of Defense on April 11, 2011

The honor Guard is a 501(c)(19) - Veterans Organization as indicated by the IRS

American Legion Post 903 is a 501 (c) 3 Tax Exempt Organization as indicated by the IRS.



## Upcoming Events:

**December 17<sup>th</sup>:** Wreath Across America, Delaware water gap cemetery, starting at 11:30 Am

**January 14<sup>th</sup>:** Fundraiser for the Honor Guard  
Sponsored by East Stroudsburg Elks, Washington St East Stroudsburg. night at the races. Chili Cookoff starts at 5:00 PM races begin at 7:00 PM. Come out & support the Honor Guard

**May 15<sup>th</sup>:** Peace Officers Memorial Day, fly your flag at half staff. That week is also Police week.

**May 20<sup>th</sup>:** Armed Forces Day. We will be Honoring our fallen Police officers from Monroe County the Honoring our Armed Forces. Ceremony will start at 2:00 PM at the Tannersville War Memorial. Picnic to follow. Please bring something for our Homeless Veterans that day. All items will go to Operation Chillout & Valor.

**May 29<sup>th</sup>** Memorial Day Ceremony at the Tannersville War Memorial. Ceremony will start at 11:00 AM

**June 10<sup>th</sup>:** Flag Retirement Ceremony & 70th Birthday party for American Legion Post 903. Starting at 12:00 PM. BBQ to follow. This will be a fundraiser for the Legion & Honor Guard. \$15. Donation. We will be trying to get a Motorcycle run started for this. Any motorcycle intersted in helping organize the run please contact me at [570-595-7145](tel:570-595-7145)

(Continued on next page)

OVER

### Upcoming Events Cont:

**August 19<sup>th</sup>:** 100th Anniversary of the US entering WWI. We will be starting at 11:00 AM at the Tannersville War Memorial then going to ESU WWI War Memorial & then to the Court House Square WWI Memorial. We will be laying a Wreath at each Memorial. This will also be a fundraiser to complete our Vietnam Plaque with a walkway & Park Bench & place a Plaque with the names of WWI Veterans that died in WWI. We need some motorcycle groups to step up to help us.

### Seeking New Members

The Joint Veterans Honor Guard is seeking new members. Any Honorably discharged Veteran or a family member of a Veteran can join the Honor Guard. You do not need to be a member of Post 903. Call Tom Bowditch at 570-595-7145, or email at [tbow49@aol.com](mailto:tbow49@aol.com) if you are interested. We have been very busy this summer with Funerals and Ceremonies.

American Legion Post 903 is also seeking new members, please contact Tom about membership.

### Honor Guard / Post 903 Christmas Party.

On Saturday, December 10th, the Honor Guard and Post 903 had a small gathering at the Friendly's restaurant in Tannersville to help celebrate the Holidays. We thank everyone who came and we wish all members a very Happy and Safe holiday Season.



### Sick Call / Deceased



#### Sick Call:

We do not have anyone that we know of on the list at this time. If you know of anyone please let us know.

#### Dues:

We have 35 members paid & 2 new members transferring in. 23 members are still not paid. Membership expires on Dec 31. Please get you dues in. Sign up a friend today. We need members to keep up our work. We also need Sons & Auxiliary members to sign up.

Update your e-mail as well.

Legion Dues: \$30.00 SAL \$15.00

Send a check to American Legion Post 903 or go on line to [mylegion.org](http://mylegion.org).

### MERRY CHRISTMAS SOLDIER !



## Sponsorship Page

Please support our sponsors by either by purchasing their products or donating to their organization. To become a Sponsor, Please contact Tom Bowditch at [Tbow49@aol.com](mailto:Tbow49@aol.com)



American Legion Post 903 Family needs you. Are you eligible. Legion, Sons & Auxiliary. Call Tom at 570-595-7145 [tbow49@aol.com](mailto:tbow49@aol.com)



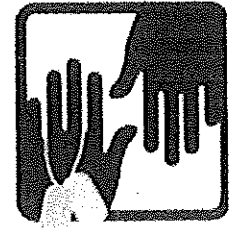
Veterans needed for the Monroe County Honor Guard. Military Funeral Honors Call Tom at 570-595-7145 [tbow49@aol.com](mailto:tbow49@aol.com)



The Civil Air Patrol is looking for Boys & Girls between ages of 12 to 19 to join. They meet at Tobyhanna Army Depot on Friday nights 6:45 to 9:00 PM. This is a great group of kids & help up with Ceremonies & Events. Senior members from 21 & up. For more info on joining contact Franklin S Shinn, Capt, Commander at 570-213-2376.

**TBOWS Auto, PA Inspections:** Car, Light Truck & Motorcycle Cresco PA 570-595-7145 Legion Member

## OPERATION CHILLOUT HOMELESS VETERANS OUTREACH



OPERATION CHILLOUT is an all-volunteer outreach dedicated to ending to the crisis of homelessness for veterans, men and women throughout New Jersey and parts of NE Pennsylvania: Phone 570-369-3727

**SMP Computers, Repairs, Services**  
**Upgrades. Simon at 570-218-9664. Cresco**  
**PA SAL Member**

Put your add here. Contact Al Compoly ([eagle55@ptd.net](mailto:eagle55@ptd.net)) Your info. \$75 a year. This goes out to over 100 people. Be a sponsor of the newsletter for \$40 a year. Help us with the cost.



Pocono Township Commissioners  
112 Township Drive  
Tannersville, PA 18372

Dear Pocono Township Commissioners,

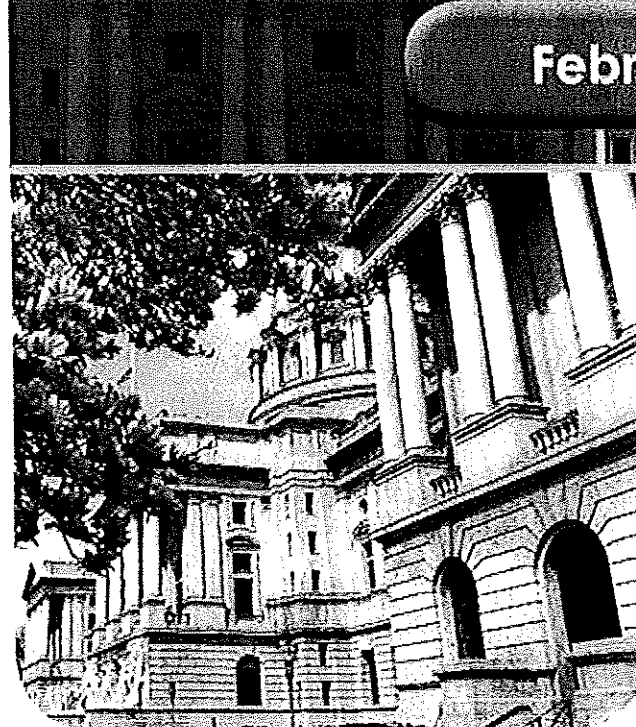
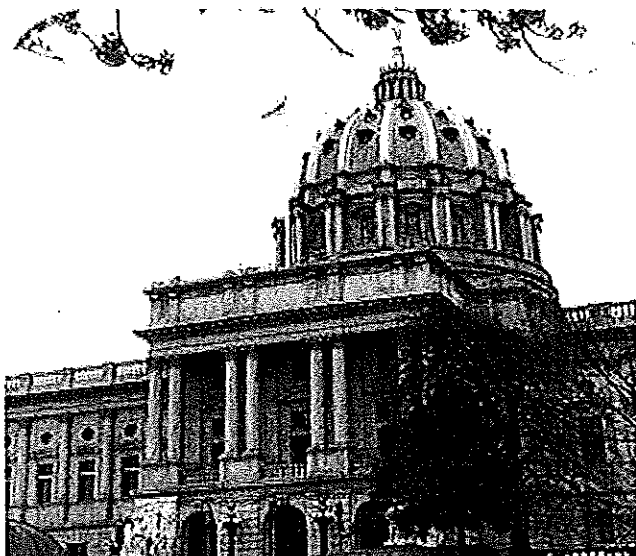
My name is Brian Espenshade, Director of Spruce Lake Day Camp. I am writing to ask permission to use the parking lot at TLC Park as a shuttle stop for Spruce Lake Day Camp.

Spruce Lake Day Camp serves our community by providing a summer program for children ages 5-13. Over the past 5 years, we have been growing and have started a shuttle service to areas that are farther from the camp than parents are able to drive each day. We want to expand our van routes to include a stop in Tannersville and the parking lot at TLC Park would be a great location for us to have a stop. Our van would pick up campers at approximately 7:45 AM and drop them off at about 4:45PM each weekday for 11 weeks of the summer (2017 dates are from June 12<sup>th</sup> through August 25<sup>th</sup>).

Please let me know if you have any questions or concerns that I could answer for you. Thank You for your time and consideration on this matter,

*Brian Espenshade*

Spruce Lake Day Camp  
[www.sprucelake.org](http://www.sprucelake.org)  
5389 Route 447  
Canadensis PA, 18325  
570-595-7505 ext 119



# 2017 PML

## Capitol Conference

*for elected and  
appointed officials*

*(formerly known as the Elected Officials  
Leadership Training Conference)*

This is an opportunity to enhance your  
leadership skills and get the latest  
information on legislative issues that  
affect your municipality and residents.

**February 13 • Hilton Harrisburg**

- Legislative Update
- A Blueprint for Leadership
- The Right to Know Law – Recent Rulings and Potential Amendments
- Enhancing Communications with Elected Officials
- Adopting New Building Codes – What's the Holdup?
- Wireless Infrastructure Regulation and Deployment



## 2017 PML Capitol Conference

The Pennsylvania Municipal League understands the unique environment of local government and that serving in an elected office can be challenging, yet rewarding, sometimes overwhelming, occasionally thankless, and always filled with unexpected frustrations and surprising delights. This convenient one-day format provides you with the opportunity to explore topics and exchange ideas that are vital to all elected officials.

**Monday, February 13**

8:00 a.m. Registration & Continental Breakfast

8:45 a.m. - 9:00 a.m. Welcome from the Pennsylvania Municipal League  
*Speaker: Richard J. Schuetzler, PML Executive Director*

9:00 a.m. - 9:30 a.m. Legislative Update  
*Speaker: Amy Sturges, PML Director of Governmental Affairs*

As the new session gets underway, hear what is happening at the Capitol concerning important legislation and initiatives that affect your municipality.

9:30 a.m. - 11:00 a.m. Animating Democracy: A Blueprint for Leadership  
*Speakers: J.D. Dunbar, Chief Executive Officer, The PA Rural Leadership Program (RULE) and Lenwood Sloan, Creative Director, Humanist, Educator & Change Agent*

A true look at diversity, this session will identify emerging issues with race and culture and consider concepts of culture triage teams.

11:15 a.m. - 12:00 p.m. Enhancing Communications with Elected Officials  
*Speaker: J.D. Dunbar, Chief Executive Officer, The PA Rural Leadership Program (RULE) and Rick Vilello, Executive Director, PA Dept. of Community and Economic Development, Governor's Center for Local Government Services*

This session will provide persuasive speaking methods, active listening and speech coaching techniques to enhance any elected or appointed official's confidence and ability to communicate effectively.

12:00 p.m. - 1:15 p.m. Lunch with guest speaker Dr. G. Terry Madonna, Professor of Public Affairs and Director of the Center of Politics and Public Affairs, Franklin & Marshall College

1:15 p.m. - 2:15 p.m. Adopting New Building Codes: What's the Holdup?  
*Speakers: Jennifer Berrier, Director, Bureau of Occupational and Industrial Safety, Dept. of Labor and Industry; Bruce Hanson, Director of Republican Research, PA House of Representatives and Thomas McCosby, Chairman, UCC Review and Advisory Council*

The majority of the existing standards were last adopted in 2009. Legislation has been proposed, considered, amended and considered again, but there is much controversy over adopting new codes and enactment has been out of reach. The panel discussion will provide insight from three different perspectives. With the expectation that legislation will be re-introduced in the new session, hear what factors will be at work in solving this pressing safety issue.

2:30 p.m. - 3:15 p.m. The Right to Know Law: Recent Rulings and Potential Amendments  
*Speaker: Erik Ameson, Esq., Executive Director, PA Office of Open Records*

The Executive Director of the Office of Open Records will report on recent rulings and court decisions impacting local government's compliance with the Right to Know Law. Potential amendments to the Law in the new legislative session will also be discussed.

3:30 p.m. - 4:30 p.m. Wireless Infrastructure Regulation and Deployment  
*Speakers: Natausha Horton, Esq., Cohen Law Group*

Wireless technology is increasingly in demand as more and more consumers rely on it in their everyday lives. Get a primer on the latest technology being used to meet the demands; how to properly deal with its placement in your municipal right-of-ways; and how statewide legislation could impact local control.

### CONTINUING EDUCATION CREDITS

**Elected Officials Leadership Training Program:** A maximum of 2.5 credits will be awarded to those officials enrolled in this certification program.

**Continuing Legal Education Credits:** This program is pending approval of 5.25 substantive and 0 ethics credits by the Pennsylvania Supreme Court Continuing Legal Education Board.

**Local Government Risk Management Certificate Program:** A maximum of 2.5 credits will be awarded to enrolled officials attending this session.

# 2017 PML Capitol Conference

February 13  
Hilton Harrisburg

## REGISTRATION FORM

Name: \_\_\_\_\_ Nickname for Badge: \_\_\_\_\_

Title: \_\_\_\_\_

Municipality/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Special Dietary/Accessibility Needs (Please Specify): \_\_\_\_\_

In case of emergency, please contact: \_\_\_\_\_ Phone: \_\_\_\_\_

	PML*/PSATC* Members	Non-member
Early Registration (received by January 13, 2017)	<input type="radio"/> \$135	<input type="radio"/> \$155
Registration (received after January 13, 2017)	<input type="radio"/> \$155	<input type="radio"/> \$180

### \*PML and PSATC MEMBERS:

Register two or more people at the same time (use separate registration forms) by January 13 and receive a discount:

☐ \$130 first attendee ☐ \$105 for each additional attendee

**PAYMENT INFORMATION** (Payment must accompany registration)

### ONLINE PAYMENT OPTION!

● ONLINE REGISTRATION AVAILABLE AT  
[www.pml.org](http://www.pml.org)

✓ HAVE YOUR CREDIT CARD READY

● Check enclosed (Payable to PML)

● Please charge my: ☐ Visa ☐ Mastercard ☐ Discover ☐ American Express

Card #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Send email receipt to: \_\_\_\_\_

**PLEASE COMPLETE AND**

**RETURN WITH PAYMENT TO:**

No registrations  
will be processed  
without payment.

Pennsylvania Municipal League  
414 North Second Street  
Harrisburg, PA 17101  
Or Fax to: (717) 236-6716

### NEED to KNOW...

A limited number of rooms have been reserved for overnight accommodations at the Hilton Harrisburg, One North Second Street. Call 717-233-6000 or 1-800-Hiltons or visit [www.hilton.com](http://www.hilton.com).

Room rate: \$144/night. Please mention Pennsylvania Municipal League Capitol Conference when making your reservations. Room block expires January 23 (or until sold out).

Overnight Parking is available for \$10.

Directions to the Hilton Harrisburg can be found at: [www.harrisburg.hilton.com](http://www.harrisburg.hilton.com).

Refunds (less \$15 administrative fee) will be given to written cancellations received by February 6. No refund given after this date.

In case of inclement weather, notices about the event will be posted at [www.pml.org](http://www.pml.org).

Questions? Contact Mary Costik, Meeting Manager at (717)-236-9469, ext. 232.



## Association for Pennsylvania Municipal Management (APMM)

...dedicated to professional & effective local government & management

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### APMM Annual Conference

## 2017 APMM Annual Conference

May 16 - 18, 2017

Omni Bedford Springs Resort

2138 Business 220

Bedford, PA 15522

Mark your calendar now for the annual conference that gives you the opportunity to network with fellow managers and learn the latest in trends and skills.

**Tuesday:** Golf Outing, Resort Amenities and Opening Reception in the Exhibit Hall

**Wednesday:** Exhibit Hall, Training Sessions and Annual Banquet

**Thursday:** APMM Business Meeting and ICMA University Workshop

Watch this site for details on training sessions, speakers, and activities.

### Please click here to register online

The Omni Bedford Springs Resort is offering APMM Conference attendees a room rate of \$197 per night including the resort fee for single/double deluxe accommodations. The room block deadline is Friday, April 14, 2017, or until sold out.

Search

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#### Search Tips

Please click **HERE** to make your overnight accommodations at the Omni.

The Omni Bedford Springs is offering every participant a chance to experience the Springs Eternal Spa by offering a 15% discount on a 50 minute service, a 25% discount on an 80 minute service and a 10% discount on retail services. Be sure to make your reservations early.

[2017 APMM Save the Date](#)

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414 North Second Street, Harrisburg 17102; phone 717-236-9469 OR 800-352-APMM; fax 717-236-6716

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**TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA  
RESOLUTION 2017 -**

**A RESOLUTION ESTABLISHING THE PARK AND RECREATION BOARD  
OF THE TOWNSHIP OF POCONO**

**WHEREAS**, Pocono Township owns and operates Mountain View Park, TLC Park including ESSA Field, and various other open space and recreational properties

**WHEREAS**, the Board of Commissioners desire to establish a Park and Recreation Board (Board) and to vest certain powers and responsibilities to the Park and Recreation Board, as provided for in Article XXX (a), of the First Class Code,

**WHEREAS** the Board of Commissioners desire to discontinue the Recreation Committee,

**NOW**, The Board of Commissioners (BOC) of the Township of Pocono, Monroe County resolves that effective January 3<sup>rd</sup>, 2017, there be established a Park and Recreation Board as follows:

- 1) The Board will consist of seven members,
- 2) The Township manager, the Park Director and at least one Commissioner may attend and contribute to all Park and Recreation Board meetings,
- 3) The Board will have all the powers and responsibilities as set forth in, and limited by, Article XXX (a) Section 3009, and 3011 of the First Class Code,
- 4) The Board will from time-to-time present to the BOC its recommendations as to park programs, operating hours, personnel needs and capital improvements,
- 5) The Board will have discretion to approve park and recreation expenditures so long as they do not exceed the budget approved by the Commissioners, and
- 6) The Board will comply with all sections of Article XXX (a) of the First Class Code in its operation and exercise of its duties.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 3<sup>rd</sup> day of January, 2017.

**ATTEST:**

**Township of Pocono  
Board of Commissioners**

By \_\_\_\_\_  
Pamela Finkbeiner  
Twp. Secretary

By: \_\_\_\_\_ Print  
Harold Werkheiser  
President