

POCONO TOWNSHIP COMMISSIONERS  
REGULAR MEETING AGENDA

07/18/2016

7:00 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements:
  - a) Sanofi Rezoning hearing is scheduled 8/1/2016
- 4) Approval of Minutes:
  - a) Regular meeting of 07/08/2016
- 5) Treasurer's Report
  - a) Annual Audit Status
  - b) Quickbook Update
  - c) CD rates
- 6) Supplemental Appropriation
- 7) Approval of Bills and Transfers
  - a) Check listing dated July 18<sup>th</sup>, 2016
- 8) 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)

- 9) Report of the President
- 10) Commissioners Comments

Bob DeYoung, Vice President

Judi Coover, Commissioner

- a) Zoning Ordinance Modification
- b) Questions from the public for the Manager's interviews
- c) Right-to-Know Officer
- d) Policy on Complaints
- e) ZHB Secretary
- f) Revisions to the Sanitary Sewer Engineer's contract

Ellen Gndt, Commissioner

- a) Draft Minutes
  - b) Executive session – Prograde and Stock
- Jerry Lastowski, Commissioner

- 11) Reports:
  - a) Emergency Services (Second monthly meeting)
  - b) Administration
    - 1) Interim Manager/Twp. Secretary Pamela Finkbeiner

i. Scheduling of Work Sessions

12) Finance Committee

13) Township Solicitor Report

- a) Sanitary Sewer Engineer Contract – T&M Associates for work required and approved by the Township.
- b) PACT TWO Contract 11 Revised Change Order
- c) Settlement Agreement for PACT TWO Contract 11
- d) Fontaine vs. Pocono Township
- e) Stock ZHB – July 26<sup>th</sup>, 2016 at 5:00 p.m.

14) Township Engineer Report

- a) Revised Marona Change Order #5
- b) Marona Final Payment Request #6
- c) Northridge at Camelback Escrow Release #19

15) Resolutions

- a) Banner for Bicentennial

16) Ordinances

17) 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 question and comments to the President)

18) Executive Session -- (if needed)

19) Adjournment

General Fund					
July 2016 Appropriations					
	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Adjusted Budget</u>	<u>Appropriation</u>
Expense					
General Government					
400.110 · Salary & Wages - Legislative	5,617.16	16,250.00	-10,632.84		
400.192 · Legislative SSI Tax	429.71	1,243.00	-813.29		
400.260 · Minor Equipment	408.99	2,000.00	-1,591.01		
400.420 · Dues, Subscriptions & Membershi	3,938.55	4,716.00	-777.45		
400.460 · Legislaive -Meetings & Training	0.00	1,000.00	-1,000.00		
400.540 · Legislative - Donations	567.79	3,000.00	-2,432.21		
401.110 · Admin Salaries & Wages	52,773.12	104,734.00	-51,960.88		
401.192 · Admin SSI Taxes	4,037.13	8,415.00	-4,377.87		
401.196 · Admin Health Insurance	11,633.25	25,259.00	-13,625.75		
401.198 · Non-Uniformed Pension Plan	4,671.98	9,900.00	-5,228.02		
401.199 · Admin Life and Disability Ins	331.38	756.00	-424.62		
401.200 · Administration Allowances	997.40	1,250.00	-252.60		
401.220 · Admin Operating Supplies	0.00	430.00	-430.00		
401.260 · Admin Minor Equipment	0.00	1,000.00	-1,000.00		
401.420 · Admin Dues, Subscriptions & Mem	0.00	2,565.00	-2,565.00		
401.460 · Admin Meetings & Training	0.00	0.00	0.00		
402.110 · Fin Admin Salaries & Wages	28,537.60	53,202.00	-24,664.40		
402.120 · Financial Admin OVT	2,159.44	2,500.00	-340.56	4,500.00	2,000.00
402.192 · Fin Admin SSI Taxes	2,348.34	4,261.00	-1,912.66		
402.196 · Fin Admin Health Insurance	14,280.44	26,274.00	-11,993.56		
402.198 · Fin Admin Non-Uni Pension Plan	2,563.41	4,788.00	-2,224.59		
402.199 · Fin Admin Life & Disability Ins	402.00	804.00	-402.00		
402.220 · Fin Admin Operating Supplies	58.97	500.00	-441.03		
402.260 · Fin Admin Minor Equipment	0.00	500.00	-500.00		
402.310 · Fin Admin Professional Svcs	4,544.68	12,000.00	-7,455.32		
402.420 · Fin Admin Dues, Subscriptions	495.00	570.00	-75.00		
402.460 · Fin Admin Meetings & Training	661.54	1,000.00	-338.46		
403.110 · Tax Collection Salaries & Wages	5,384.68	10,000.00	-4,615.32		
403.192 · Tax Collection SSI Taxes	412.02	765.00	-352.98		
403.215 · Tax Collection Postage	1,603.53	2,000.00	-396.47		
403.220 · Tax Collection Operating Supply	1,266.02	2,000.00	-733.98		
403.310 · Tax Collection Professional Srv	17,701.21	23,250.00	-5,548.79		
403.460 · Tax Collection Meetings & Conf	0.00	625.00	-625.00		
404.310 · Township Solicitor	26,746.07	90,000.00	-63,253.93		
405.110 · Secretary Salaries & Wages	44,221.90	101,903.00	-57,681.10		
405.120 · Secretary OT	2,218.37	6,000.00	-3,781.63		
405.192 · Secretary SSI Taxes	3,534.42	8,255.00	-4,720.58		
405.196 · Secretary Insurance	21,496.39	38,414.00	-16,917.61		
405.198 · Secretary Non-Uni Pension Plan	3,610.47	7,821.00	-4,210.53		
405.199 · Secretary Life & Disability Ins	737.00	1,600.00	-863.00		
405.220 · Secretary Operating Supplies	0.00	500.00	-500.00		
405.260 · Secretary Minor Equipment	0.00	1,000.00	-1,000.00		
405.420 · Secretary Dues, Subscriptions	0.00	500.00	-500.00		
405.460 · Secretary Meetings & Training	0.00	1,000.00	-1,000.00		
406.215 · Gen Govt Postage	3,293.38	4,000.00	-706.62	6,500.00	2,500.00
406.220 · Gen Govt Operation Supplies	2,982.96	7,000.00	-4,017.04		
406.310 · Gen Govt Professional Svcs	3,299.40	8,600.00	-5,300.60		
406.320 · Gen Govt Communications	3,751.78	9,000.00	-5,248.22		
406.340 · Gen Govt Advertising & Printing	1,610.18	8,000.00	-6,389.82		
406.374 · Gen Govt Office Equipment Maint	0.00	1,000.00	-1,000.00		
406.384 · Gen Govt Equipment Leases	2,000.05	6,396.00	-4,395.95		
407.262 · Computer Parts & Supplies	74.19	500.00	-425.81		
407.260 · Technology Minor Equipment	0.00	1,000.00	-1,000.00	19,900.00	18,900.00
407.450 · Contracted Services	5,846.86	8,500.00	-2,653.14		
408.310 · Township Engineer	8,955.07	70,000.00	-61,044.93		
409.220 · Building Operating Supplies	0.00	1,000.00	-1,000.00		
409.360 · Building Utilities	16,840.52	47,000.00	-30,159.48		
409.373 · Building Maint & Repairs	4,544.38	17,000.00	-12,455.62		
409.450 · Building Contracted Services	3,049.71	7,000.00	-3,950.29		
410.120 · Police Salaries & Wages-Admin	46,379.20	86,464.00	-40,084.80		
410.130 · Police Salaries & Wages-Officer	553,425.47	1,114,911.00	-561,485.53		

410.140 · Police Salaries & Wages-Civilian	24,625.77	47,594.00	-22,968.23		
410.179 · Police Longevity Pay	0.00	42,824.00	-42,824.00		
410.180 · Police Overtime Wages	65,575.16	125,000.00	-59,424.84		
410.187 · Police Overtime Civ Support	15.80	500.00	-484.20		
410.191 · Uniform Allowance	7,518.00	14,400.00	-6,882.00		
410.192 · Police SSI Taxes	53,833.84	108,423.00	-54,589.16		
410.196 · Police Health Insurance	248,988.26	435,076.00	-186,087.74		
410.197 · Police Pension Plan	0.00	145,320.00	-145,320.00		
410.198 · Police Life & Disability Ins	7,303.00	16,470.00	-9,167.00		
410.199 · Police Non-Uniform Pension	1,975.75	3,959.00	-1,983.25		
410.200 · Police 457 Contribution	0.00	5,000.00	-5,000.00		
410.220 · Police Operating Supplies	3,532.14	5,000.00	-1,467.86		
410.221 · Crime Scene Supplies	306.83	1,000.00	-693.17		
410.222 · Ammunition	323.84	5,000.00	-4,676.16		
410.223 · K-9 Expenses	143.26	144.00	-0.74		
410.231 · Vehicle Fuel	15,098.26	45,000.00	-29,901.74		
410.260 · Police Minor Equipment	1,263.87	5,000.00	-3,736.13		
410.310 · Police Professional Services	0.00	2,500.00	-2,500.00		
410.314 · Civil Service Comm Solicitor	6,456.41	10,000.00	-3,543.59		
410.320 · Police Communications	7,660.14	15,000.00	-7,339.86		
410.341 · Police Advertising & Printing	112.00	400.00	-288.00	1,500.00	1,100.00
410.373 · Police Maint & Repair Bldg	4,560.83	6,356.00	-1,795.17		
410.374 · Police Equipment Maint	2,299.65	3,500.00	-1,200.35		
410.420 · Police Dues, Subscriptions	337.00	1,500.00	-1,163.00		
410.450 · Police Contracted Services	64,304.51	99,163.00	-34,858.49		
410.451 · Police Vehicle Maintenance	11,231.79	25,000.00	-13,768.21		
410.460 · Police Meetings & Training	917.36	8,500.00	-7,582.64		
411.232 · Fire Department Fuel	0.00	6,150.00	-6,150.00		
411.540 · Foreign Fire Payments	0.00	104,000.00	-104,000.00		
411.541 · Disbursement to Fire Company	0.00	215,000.00	-215,000.00		
413.220 · Code Enforcement Supplies	0.00	500.00	-500.00		
413.260 · Code Enforcement Minor Equip	0.00	500.00	-500.00		
413.310 · Prof Services - BIU Building	34,348.00	280,000.00	-245,652.00		
413.311 · Prof Services - SEO	4,662.04	15,000.00	-10,337.96		
413.319 · Code Enforcement UCC Fees	192.00	1,000.00	-808.00		
413.420 · Code Enforcement Dues & Subs	0.00	250.00	-250.00		
413.460 · Code Enforcement Meetings	0.00	500.00	-500.00		
414.110 · Planning & Zoning Salaries	15,146.00	39,771.00	-24,625.00		
414.120 · Planning & Zoning OT	68.25	1,000.00	-931.75		
414.192 · Planning & Zoning SSI Taxes	1,163.90	3,230.00	-2,066.10		
414.196 · Planning & Zoning Health Ins	5,813.90	17,000.00	-11,186.10		
414.198 · Planning & Zoning N-U Pension	0.00	0.00	0.00		
414.199 · Zoning Life & Disability	189.00	850.00	-661.00		
414.220 · Planning & Zoning Supplies	95.00	500.00	-405.00		
414.310 · Planning & Zoning Prof Svcs	7,332.40	31,000.00	-23,667.60		
414.313 · Planning & Zoning Engineering	3,974.39	10,000.00	-6,025.61		
414.314 · Planning & Zoning Legal	11,067.15	20,000.00	-8,932.85		
414.324 · Zoning Cell Phone	70.62	71.00	-0.38		
414.331 · Zoning Officer Mileage	0.00	0.00	0.00		
414.341 · Planning & Zoning Advertising	1,232.40	2,500.00	-1,267.60		
414.460 · Planning & Zoning Meetings	0.00	500.00	-500.00		
415.220 · Emer Mgmt Operating Supplies	0.00	500.00	-500.00		
415.460 · Emer Mgmt Meetings & Training	0.00	200.00	-200.00		
427.220 · Solid Waste Coll Supplies	110.00	1,500.00	-1,390.00		
427.221 · Equip Rental - Grinder	0.00	4,700.00	-4,700.00		
427.450 · Contracted Svcs - Clean-Up Days	9,684.54	16,000.00	-6,315.46		
430.110 · Public Works Salaries	223,180.42	398,645.00	-175,464.58		
430.120 · Public Works OT Wages	12,801.19	25,000.00	-12,198.81		
430.192 · Public Works SSI Taxes	17,953.22	32,409.00	-14,455.78		
430.196 · Public Works Insurance	131,774.72	223,374.00	-91,599.28		
430.198 · Public Works N-U Pension	19,369.83	34,258.00	-14,888.17		
430.199 · Public Works Life & Disab Ins	3,728.00	5,670.00	-1,942.00	7,322.00	1,752.00
430.200 · Public Works Director Allowance	345.45	600.00	-254.55		
430.220 · Public Works Oper Supplies	4,275.28	13,300.00	-9,024.72		
430.232 · Public Works Diesel	12,523.16	55,000.00	-42,476.84		
430.234 · Public Works Vehicle Supplies	0.00	6,000.00	-6,000.00		
430.238 · Public Works Uniforms	4,118.99	7,800.00	-3,681.01		
430.260 · Public Works Minor Equip Purch	533.82	2,000.00	-1,466.18		

430.331 · Mileage Reimbursement	255.93	1,000.00	-744.07		
430.341 · Public Works Advertising	1,290.80	1,500.00	-209.20		
430.373 · Public Works Maint & Rep Bldg	2,585.52	9,000.00	-6,414.48		
430.375 · Public Works Heavy Equip Maint	25,936.76	77,000.00	-51,063.24		
430.384 · Public Works Equip Rental	0.00	500.00	-500.00		
430.420 · Public Works Dues, Subscription	200.00	500.00	-300.00		
430.450 · Public Works Contracted Svcs	180.00	1,000.00	-820.00		
430.460 · Public Works Meetings & Trainin	132.50	750.00	-617.50		
430.650 · Public Works Hand Tool Purch	274.90	500.00	-225.10		
432.220 · Snow & Ice Rem Oper Supplies	45,082.51	125,000.00	-79,917.49		
432.375 · Snow & Ice Rem Equipment Maint	7,980.08	8,000.00	-19.92		
432.450 · Snow & Ice Rem Subcontractors	0.00	7,500.00	-7,500.00		
433.220 · Traffic Signals & Signs Supply	0.00	3,000.00	-3,000.00		
433.360 · Traffic Signals & Signs Utiliti	1,699.67	4,000.00	-2,300.33		
433.450 · Traffic Signals Contracted Svcs	9,431.00	11,859.00	-2,428.00		
438.220 · Road Maint Supplies	10,676.15	75,000.00	-64,323.85		
438.611 · Line Painting	0.00	40,000.00	-40,000.00		
438.612 · Crack Sealing	0.00	30,000.00	-30,000.00		
438.613 · Vegetation Control	650.00	20,000.00	-19,350.00		
452.390 · Recreation fees	101.60	300.00	-198.40		
454.110 · Park Salary & Wage	24,872.22	65,729.00	-40,856.78		
454.120 · Park OT	82.01	1,500.00	-1,417.99		
454.192 · Park SSI	1,902.68	5,142.00	-3,239.32		
454.198 · Park N-U Pension Plan	635.76	2,343.00	-1,707.24		
454.220 · Park Operating Supplies	1,323.85	3,000.00	-1,676.15		
454.231 · Park Vehicle Fuel	0.00	1,500.00	-1,500.00		
454.260 · Park Minor Equipment	743.36	1,500.00	-756.64		
454.310 · Park Professional Services	0.00	1,700.00	-1,700.00		
454.320 · Park Communications	424.85	800.00	-375.15		
454.340 · Park Advertising & Printing	274.32	500.00	-225.68		
454.360 · Park Utilities	1,218.61	2,700.00	-1,481.39		
454.373 · Park Repairs & Maintenance	4,030.32	10,000.00	-5,969.68	13,850.00	3,850.00
454.374 · Park Equipment Maintenance	672.80	1,500.00	-827.20		
454.450 · Park Contracted Services	5,798.66	20,000.00	-14,201.34		
454.460 · Park Meetings & Training	0.00	500.00	-500.00		
454.700 · Park Capital Purchases	0.00	19,400.00	-19,400.00	29,400.00	10,000.00
457.540 · Community Day Celebration	0.00	3,000.00	-3,000.00		
457.541 · Bicentennial Committee Expenses	918.98	7,500.00	-6,581.02		
463.540 · TIF	158,068.62	178,577.00	-20,508.38		
471.200 · Series 2006 GON (school)	24,438.94	24,523.00	-84.06		
471.350 · 2011 Case Loader	5,931.49	11,960.00	-6,028.51		
471.351 · Rogers Trailer	3,640.51	3,641.00	-0.49		
472.200 · Series 2006 GON Interest	222.06	226.00	-3.94		
472.350 · 2011 Case Loader Interest	154.31	211.00	-56.69		
472.351 · Rogers Trailer Interest	104.63	105.00	-0.37		
483.194 · Employer Pd Unemployment Comp	24,566.71	25,000.00	-433.29	26,500.00	1,500.00
483.195 · Employer Pd Worker's Comp	83,678.53	121,000.00	-37,321.47		
483.200 · Federal Healthcare Tax	0.00	130.00	-130.00	139.00	9.00
483.201 · Transitional Reinsurance Fee	0.00	2,874.00	-2,874.00		
486.350 · Property & Liability Insurance	92,177.00	92,177.00	0.00		
486.355 · Professional Bonds	5,550.00	6,425.00	-875.00		
489.100 · Miscellaneous Expenses	15.00	50.00	-35.00		
492.300 · Interfund Transfer to Cap Resv	1,128,094.04	1,128,094.00	0.04		
491.000 · Refund of Prior Year Revenues	1,154.26	1,155.00	-0.74		
	<u>Original Fund Balance</u>	<u>Previously Appropriated</u>	<u>Fund Balance</u>	<u>Adjusted Fund Balance</u>	<u>Appropriation</u>
271.100 · Restricted for Park Fund	224,192.69	26,900.00	197,292.69	183,442.69	-13,850.00
279.999 · General Fund Balance	3,757,096.00	0.00	3,757,096.00	3,729,335.00	-27,761.00

Sewer Operations									
July 2016 Appropriations									
		<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Adjusted Budget</u>	<u>Appropriation</u>			
429.100 - Utilities		18,868.44	79,600.00	-60,731.56	78,980.00	-620.00			
429.110 - Public Works Dir Salary		19,500.00	39,000.00	-19,500.00					
429.192 - Social Security		1,491.77	2,984.00	-1,492.23					
429.197 - Non Uniform Pension Plan		2,025.00	3,510.00	-1,485.00					
429.200 - BCRA Sewage Treatment		512,126.28	1,022,220.00	-510,093.72					
429.231 - Collection System Costs		0.00	0.00	0.00					
429.244 - Operating Supplies		22,820.60	50,000.00	-27,179.40					
Total 429.300 - Professional Services		92,772.95	218,000.00	-125,227.05					
429.374 - Equipment Repair & Maintenance		17,179.64	60,000.00	-42,820.36					
429.375 - Reimbursements - P Traps		1,000.00	1,000.00	0.00	1,620.00	620.00			
Total 429.610 - Improvements		0.00	163,015.00	-163,015.00					
Total 471.000 - Debt Principal - Long and Short		191,045.71	4,915,983.00	-4,724,937.29					
Total 472.000 - Debt Interest - Long and Short		237,142.10	721,859.00	-484,716.90					
492.100 - Transfer to Sewer Construction		2,780,001.00	2,780,001.00	0.00					

**Pocono Township Check Listing**  
**July 18, 2016**

<b>General Fund</b>	<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>
	07/14/2016	54682	Advanced Collision	Unit #95 - Damaged by road hazard	881.42
	07/14/2016	54683	Best Auto Service Center	Police Vehicle Repairs	1,068.70
	07/14/2016	54684	BIU of PA, Inc.	BIU Permit Fees/ZO Services	26,166.56
	07/14/2016	54685	Blue Tarp Financial	Seat	136.38
	07/14/2016	54686	Boucher & James, Inc.	Engineer	361.22
	07/14/2016	54687	Brodhead Creek Regional Authority	Sewer - Twp.	208.34
	07/14/2016	54688	Broughal & DeVito, L.L.P.	Legal	5,513.68
	07/14/2016	54689	Clapper, Jeffry	Public Works Mileage	25.38
	07/14/2016	54690	DCED	Municipal Code Official Training Account Ap	372.00
	07/14/2016	54691	Diversified Payroll Solutions	CD charge	105.00
	07/14/2016	54692	F/J Hess and Sons	Rough plumbing Park	12,920.00
	07/14/2016	54693	Gotta Go Potties, Inc	Handicap Portable Toilet- Park	150.00
	07/14/2016	54694	Grainger	Broom	190.05
	07/14/2016	54695	Hilltop Sales & Services, Inc.	Repair services - Gator	1,488.91
	07/14/2016	54696	Howarth, Carl	Coffee Supplies	76.00
	07/14/2016	54697	Janine Glenn, Graphic Artist	Banner design - Bicentennial	90.00
	07/14/2016	54698	Jerrys Sports Center	Ammo	199.00
	07/14/2016	54699	Kimball Midwest	Supplies	425.30
	07/14/2016	54700	Kramer's Sheds	Shed for Park	9,155.00
	07/14/2016	54701	Lawrence B. Fox P.C.	Civil Service - Legal	375.00
	07/14/2016	54702	Macmillan Oil Co., Of Allentown	Tractor Hydraulic	377.00
	07/14/2016	54703	Metropolitan Telecommunications	Phones Twp/Police/Park	778.38
	07/14/2016	54704	Mount Pocono Fence	Fence replacement	3,850.00
	07/14/2016	54705	Network Fleet	GPS Service	355.40
	07/14/2016	54706	Otto, Carol	Cleaning	550.00
	07/14/2016	54707	PAPCO, Inc.	Gasoline	1,117.40
	07/14/2016	54708	PENTELEDATA	Internet service	124.85
	07/14/2016	54709	Pitney Bowes	Postage Meter	117.00
	07/14/2016	54710	Pocono Record	Advertisement	688.00
	07/14/2016	54711	PPL Electric Utilities	Sullivan Tr & Rt. 715	56.99
	07/14/2016	54712	Praxair Dist Mid-Atlantic	Supplies	25.14
	07/14/2016	54713	Royal Security Services, Inc	Yearly Inspection/Card Reader	752.00
	07/14/2016	54714	RR Donnelley	Citations	71.50
	07/14/2016	54715	Signal Service, Inc.	Rimrock/611 repair	420.00
	07/14/2016	54716	Sirchie Fingerprint Laboratories	Narcan/Evidence Bags	105.47
	07/14/2016	54717	Sparkle Car Wash	Car wash and interior cleaning	30.00
	07/14/2016	54718	Stroud Township	Mulch	80.00
	07/14/2016	54719	Sundance Networks, Inc.	IT Service - Minor Equipment and repair - T	1,531.50
	07/14/2016	54720	Trapasso, Charlie Lynn	Advertising/Supplies/NCC Movie Night	1,139.01
	07/14/2016	54721	U.S. Municipal	Broom	508.02
	07/14/2016	54722	UNIFIRST Corporation	Carpets/Uniforms	313.82
	07/14/2016	54723	Unum Life Insurance	Life Insurance	2,006.00
	07/14/2016	54724	Wilson Products Compressed Gas Co.	Supplies	6.50
	07/14/2016	54725	Wittel, Jason	Lettering new truck	220.00
	07/14/2016	54726	T&M Associates	VOID: Engineering	0.00
	07/14/2016	54727	T&M Associates	Engineering	1,155.56
	07/18/2016	54728	United States Treasury	Federal Excise Tax	138.88
	07/18/2016	54729	Amerihealth Casualty Services	Balance due from 2015 audit	4,232.00
	07/18/2016	54730	AFLAC	Voluntary supplemental Insurance	396.08
	07/15/2016	54731	Cardmember Service	Notary Licence - Dee	40.00
	07/15/2016	54732	PMHIC	Health Insurance - August	59,416.08
	07/15/2016	54733	Cardmember Service	Training/Supplies	168.76
<b>TOTAL General Fund</b>					<b>\$140,679.28</b>

**Pocono Township Check Listing**  
**July 18, 2016**

**Sewer Operating Fund**

07/18/2016 1609	T&M Associates	Engineering for Sewer Operations	1,889.51
07/18/2016 1610	Gayle Corporation	Supplies for sewer	2,983.00
07/18/2016 1611	Metropolitan Telecommunications	Phones for pump stations	60.84
07/18/2016 1612	Brodhead Creek Regional Authority	Monthly treatment charges	85,185.00
07/18/2016 1613	Wayne Daubert	P-Trap reimbursement	620.00
07/18/2016 1614	Pennsylvania One Call System	One call mapping	58.80
07/18/2016 1615	EEMA O&M Service Group	July operation and maintenance	5,403.50
07/18/2016 1616	Broughal & DeVito	Legal for sewer operations	915.00
07/18/2016 1617	Want To Inc	Service of sewer line	3,080.00
07/18/2016 1618	Blue Ridge Communications	Cable for pump stations	122.20
07/18/2016 1619	Leon Clapper	Service call	978.00
<b>TOTAL Sewer Operating Fund</b>			<b><u>\$101,295.85</u></b>

**Sewer Construction Fund**

07/18/2016 170	T&M Associates	Engineering for sewer construction	4,713.06
07/18/2016 171	Linex Striping	Line painting	250.00
07/18/2016 172	PA Department of Transportation	Permit fees	1,143.50
<b>TOTAL Sewer Construction Fund</b>			<b><u>\$6,106.56</u></b>

**Capital Reserve Fund**

07/18/2016 150	Eureka Stone Quarry	Stone for various projects	14,023.87
07/18/2016 151	F&L Doors	Garage doors	7,257.00
07/18/2016 152	Manderbach Ford	Pick up truck	31,425.00
07/18/2016 153	JDM Materials	Utility blocks for yard	630.00
<b>TOTAL Capital Reserve Fund</b>			<b><u>\$53,335.87</u></b>

**Payroll**

Pay 14	<b>\$82,825.20</b>
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<b>TOTAL General Fund</b>	<b>\$140,679.28</b>	Transferred by:
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<b>TOTAL Sewer Construction Fund</b>	<b><u>\$6,106.56</u></b>
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<b>TOTAL ESSA Transfer</b>	<b><u>\$146,785.84</u></b>
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<b>TOTAL Sewer Operating</b>	<b>Wayne Bank</b>	<b><u>\$101,295.85</u></b>	Authorized by: _____
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<b>TOTAL Capital Reserve Fund</b>	<b>Wayne Bank</b>	<b><u>\$53,335.87</u></b>
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**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**JULY 5<sup>th</sup>, 2016 7:00 P.M.**

The Regular meeting of the Pocono Township Commissioners was held on 07/05/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 7:40 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Ellen Gndt, present; Bob DeYoung, present; Harold Werkheiser, present; Jerry Lastowski, present; and Judi Coover, absent.  
Leo DeVito, Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Gina Zuvich, Township Treasurer; and Pamela Finkbeiner, Interim Manager/Secretary, present.

**ANNOUNCEMENTS:**

- a) Acknowledgement of Sanofi Rezoning hearing scheduled for 8/1/2016.
- b) ZHB hearing for Adam's Outdoor/Covello has been continued to 08/23/2016 at 4:00 p.m.
- c) An executive session was held on 06/30/2016 at 5:30 p.m. to discuss the manager position.
- d) An executive session will be held after the meeting to discuss a litigation matter.

**MINUTES:**

Vacancy Board Meeting 06/18/2016

E. Gndt noted Joe Shupp was identified as John Shupp.

J. Lastowski made a motion, seconded by B. DeYoung, to approve the Special Vacancy Board/Commissioners Meeting of 06/18/2016 with the correction of Joe Shupp name. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

Regular meeting of 06/20/2016

E. Gndt noted two changes - 1) she did not comment on the Payroll and 2) under adjournment - the board adjourned into executive session.

E. Gndt made a motion, seconded by J. Lastowski, to approve the Regular meeting minutes of 06/20/2016 with corrections. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

**TREASURER'S REPORT:**

Gina Zuvich, Township Treasurer, gave her report up to May, 2016. She noted overall they are at 64%. She noted building permits are down from last year. Expenses are on target. Liquid fuels have been received. E. Gndt questioned the delinquent taxes, tax collector salary, Spring cleanup day's expenses, and sewer construction fund - PENNVEST grant money. G. Zuvich noted the PENNVEST funds need to be moved out of the account in a certain time frame, the funds are a reimbursement of monies spent and will remain in the sewer construction fund. E. Gndt questioned if the general fund could be moved into CDs. G. Zuvich note the general fund is presently in a money market fund.

**TREASURER'S REPORT CONTD:**

Jennifer Wise, Twp. resident, questioned the reduction of building permits. P. Finkbeiner noted that several large projects were proposed for 2016 - which will increase the budget line for Building Permits.

Annual Audit Status - G. Zuvich noted Julian Kirk, Auditor, will be wrapping up the audit with a projection of submitting the draft in two weeks.

**SUPPLEMENTAL APPROPRIATIONS:** G. Zuvich noted additional maintenance to the Police building was added, funds for the Zoning Officer position are being moved to pay for the contracted Zoning Officer service, and RecDesk costs were not budgeted for.

E. Gndt made a motion, seconded by J. Lastowski, to approve the Supplemental Appropriations of 07/05/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

**BILLS AND TRANSFERS:**

Check listing dated July 5<sup>th</sup>, 2016 - P. Finkbeiner noted an addition of \$300.00 for Trailer tires and the last payroll cost were added to the Bill's list. B. DeYoung made a motion, seconded by J. Lastowski, to approve Bill's list of 07/05/2016 and authorize the transfer of funds. Discussion followed. E. Gndt suggested the Board consider approval by Resolution of reoccurring invoices so the Township would not be charged late fees. J. Lastowski suggested R. Zuvich review the invoices for a month and make suggestions. Jennifer Wise-Werkheiser, Twp. resident, questioned if vendors could change the due dates. G. Zuvich noted the length of time between meetings as the problem with late fees. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

**PUBLIC COMMENT:**

Jennifer Wise-Werkheiser, questioned Zoning Violations and the policy of the Board for handling anonymous complaints. Mike Tripus, Zoning Officer, explained he takes action on noticeable violations. To request the name of the person complaining against a neighbor on a request for action notice, it protects the Township in the case of litigation. J. Lastowski stated if a person is complaining against another, the Township has the right to request the name on the complaint. M. Tripus noticed the charter school signs, he has been going after them. He is in the process of sending violation letters. J. Wise-Werkheiser noted several signs that she felt are illegal. Diane Zwiefel, Twp. resident, questioned if an anonymous notice is given to the Zoning officer, the Zoning Officer should comply. J. Wise-Werkheiser noted her neighbor burns all the time but has not complained because of fear of the neighbor.

L. DeVito, Solicitor, noted the Township has the right to request the name of the person complaining on a request. He noted in a case where the Zoning Officer is not able to see the violation in action, such as on a weekend, there is no action the Township can take.

**PUBLIC COMMENT CONT:**

Jane Cilurso, Township resident, questioned why the Township did not place money into a CD.

**REPORTS:**

President's report: None

Commissioners Comments

Bob DeYoung, Vice President, none

Ellen Gndt, Commissioner, thanked everyone for their assistance. She requested the agenda policy be moved to executive session.

Jerry Lastowski, Commissioner, none.

**Right-to-Know officer:**

Acceptance of resignation: Judi Coover was appointed as Right-to-Know Officer. P. Finkbeiner noted J. Coover requested it be placed on the agenda but a resignation letter has not been received. Discussion followed. L. DeVito, Solicitor, noted the Board may remove her from the position and reappoint an officer. J. Lastowski noted he would like to receive the resignation letter before any action is taken. An attempt was made to contact J. Coover by phone. No action taken.

Finance Committee Appointment - J. Lastowski made a motion, seconded by R. DeYoung, to appoint Ellen Gndt to the Finance Committee. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

**ADMINISTRATION:**

Interim Manager/Twp. Secretary Pamela Finkbeiner gave her report.

- i. Trespass Waiver - P. Finkbeiner explained when either the Twp. Zoning Officer, Public Works Director, etc. need to inspect a property, it protects the Township in case anyone needs to visit the property. J. Lastowski made a motion, seconded by R. DeYoung, to approve the Trespass Waiver. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

J. Lastowski questioned the meeting with SPA Castle on the interim Manager's report. P. Finkbeiner explained SPA Castle has requested their plan be reviewed by the new Township Engineer. A meeting will be held to give the new Engineer, Jon Tresslar, an overview of the plan.

Jennifer Wise-Werkheiser, Twp. resident, questioned if SPA Castle is a resort use or an Adult use?

Bob Demarest, Twp. resident, questioned where adult uses are allowed.

- ii. Manager's Bond - P. Finkbeiner explained the previous manager was required to be bonded for \$3,000,000. He had check signing and bank access. Since she was not approved for bank access or check signing, a bond is not required. L. DeVito noted under 1<sup>st</sup> class

code, it is not required. B. DeYoung made a motion, seconded by E. Gnandt, to waive the Bond requirement for interim manager Pamela Finkbeiner. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

E. Gnandt questioned if all check signers should be bonded. L. DeVito, solicitor will review.

- iii. PFM - Authorization for Financing Team to proceed. PFM proposed several options for refinance. J. Lastowski made a motion, seconded by B. DeYoung, to approve Option 3 (10 year) - Discussion - E. Gnandt noted there are funds to pay off the letter of credit. J. Lastowski spoke in favor of a loan which could be paid off without penalty. Roll call vote: E. Gnandt, no; B. DeYoung, yes; H. Werkheiser, no; and J. Lastowski, yes. Motion failed.
- iv. MOU - Monroe Career & Technical Institute for Police Services - H. Werkheiser questioned if overtime was considered in the rate. Kent Werkheiser, Pocono Township Police Chief, explained the MOU allows the department to receive reimbursement for time spent at MCTI campus. Discussion followed on Policing of Traffic during holidays and events. Ramona Shupp, Twp. resident, questioned the traffic to Camelback on Sullivan Trail/Camelback Road. Jane Cilurso, Twp. resident, questioned funding for extra police officers. J. Lastowski made a motion, seconded by E. Gnandt, to approve the MOU - Monroe Career & Technical Institute (MCTI) for Police Services. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.
- v. ZHB Secretary - P. Finkbeiner explained the Zoning Hearing Board has requested a 'contracted' secretary to assist the Board for items presently handled by the ZHB Solicitor. A line item was budgeted for a ZHB secretary. E. Gnandt questioned if a ZHB Secretary would be an employee position. L. DeVito, Twp. Solicitor, confirmed the position may be considered an employee. Discussion followed. No action taken.
- vi. Policy for Agenda Items - P. Finkbeiner requested clarification from the Board on the placing of items on the agenda. E. Gnandt noted the Board discussed the policy at Executive session but the interim manager requested additional direction. The Board concurred when a Commissioner requests an agenda item, it will be placed under the individual Commissioners reports. Special meetings or workshops may be called by the majority of the Board or placed on the agenda by an individual Commissioner under their reports.
- vii. Scheduling of Work Sessions - Discussion followed on scheduling of workshops. E. Gnandt suggested a regular scheduled workshop. Discussion followed. No action taken.

1) Manager's Appointment - E. Gndt noted the Board met in Executive Session to rank the applications.

2) Finance Committee

- a) QuickBooks updates - P. Finkbeiner noted to upgrade QuickBooks will be \$1,349 and obtain 5 licenses. E. Gndt made a motion, seconded by J. Lastowski, to approve the update of QuickBooks and purchase of 5 licenses. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

**TOWNSHIP SOLICITOR:**

- a) ZHB Kleyman - scheduled for 08/23/2016 at 5:30 p.m. authorization for Twp. Solicitor to attend. J. Lastowski made a motion, seconded by B. DeYoung, to authorize the Solicitor to represent the Township for the Kleyman ZHB. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.
- b) Sanitary Sewer Engineer Contract - T&M Associates for work required and approved by the Township. L. DeVito, Twp. Solicitor, explained the contract is to cover the inspections of the work being done on the valve repairs. E. Gndt questioned the wording of the Contract and who authorized it. Jeffry Clapper, Public Works Director, said the Contract was requested by the Board for work to be done by T&M Associates. E. Gndt felt it appeared to be a contract for the Township's Sanitary engineer. J. Lastowski noted T&M has been authorized by the Board to do work, approved by the Board. Discussion followed. E. Gndt requested it be tabled until Judi Coover can review the contract. No action taken.
- c) Summit Heights Conditional Use Hearing - setting of hearing date - 08/24/2016. Discussion. J. Lastowski made a motion, seconded by B. DeYoung, to set the hearing date for 08/24/2016 at 6:00 p.m. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.
- d) PACT TWO Contract 11 - L. DeVito, Solicitor, explained the history of the PACT TWO Contract 11 and Changer Order from 2013 to 2016. The previous Board had approved a payment in 2015 for a portion of an agreed amount to settle the balance of the Contract. E. Gndt questioned the payment of \$110,000, the agreed \$250,000, and requested the settlement to be broken out of the Change Order. L. DeVito noted the \$110,000 was part of the disputed claim. Discussion followed. J. Lastowski made a motion to pay the \$140,000 - E. Gndt noted it cannot be authorized to pay without an agreement. J. Lastowski's motion failed due to lack of seconded. B. DeYoung made a motion, seconded by J. Lastowski, to authorize the Solicitor to prepare a settlement agreement in the amount of \$250,000.00 to be brought before the Board for approval, and to revise the Change Order for PACT TWO Contract 11. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

e) Sanofi Pasteur, Inc. - Dean Wehr, Sanofi Pasteur; and Aaron Sisler, Borton-Lawson, Inc., requested the Board consider allowing the building of a road and stockpiling on the portion of property to be rezoned. L. DeVito, Solicitor, explained the Township can enter into an Indemnification Agreement to protect the Township in the case the rezoning is not approved. J. Lastowski made a motion, seconded by B. DeYoung, to authorize the Township Solicitor to draft an Indemnification Agreement between Sanofi Pasteur, Inc., and Pocono Township for work to be done on the property proposed to be rezoned areas. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

Robert Felins, Twp. resident, questioned allowing Sanofi Pasteur to be on the agenda.

#### **TOWNSHIP ENGINEER:**

a) Marona Change Order #1 and #5 - J. Clapper explained the Change Order's. #1 - change in piping for the project - \$64,170.00 - it was brought before the Board in 2015 but the previous board requested it be held. E. Gndt questioned the PennVEST requirements for the Change Order. Change Order #5 - signage and barriers required by PennDOT; and the restoration work. The Contractor recently submitted the invoices. E. Gndt questioned why the work was completed before the Change Order is approved for payment. Discussion followed. Bobby Felins, F&F Paving, explained the work completed as part of the project. J. Lastowski made a motion, seconded by B. DeYoung, to approve Change Order #1 and Change Order #5 - H. Werkheiser stated the Contractor should be responsible for the restoration work from the run off from the pipe. Bobby Felins, F&F Paving, explained the pipe was buried underground and unknown to anyone. The runoff 'blew-out' the pipe and washed out the restored yard. J. Clapper explained the MCCD requested the Township fix the damage caused by the runoff. Roll call vote: E. Gndt, no; B. DeYoung, yes; H. Werkheiser, no; and J. Lastowski, yes. Motion failed.  
Discussion followed to remove the \$1,565.00 (Payment to F&F Paving for restoration of Benningers') and be paid out separately. E. Gndt questioned the impact on the PennVEST application. Discussion. J. Clapper noted he requested the restoration work since MCCD was requiring action. J. Lastowski thanked J. Clapper for handling the emergency. H. Werkheiser questioned why the road crew was not used for the restoration work.  
J. Lastowski made a motion, seconded by E. Gndt, to approve Change Order #5 in the amount of \$107,425.00 with the condition the \$1,565.00 payment to F&F Paving to be removed from Change Order #5 and added to the Bill's list of 07/05/2016, leaving an amount of \$105,860.00. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

J. Lastowski made a motion, seconded by E. Gndt, to approve Change Order #1 in the amount of \$64,170.00. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

**MARONA CHANGE ORDER #5 CONTD:**

- b) Marona Payment Request #5 - E. Gndt questioned the Change Orders included in the Payment Request. Discussion followed. B. DeYoung made a motion, seconded by J. Lastowski, to authorize payment of Marona Payment Request #5 in the amount of \$149,636.36. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.
- c) DCNR Agreement Sewer Line Connection and Transfer of Service Agreement - Jon Tresslar explained the he was requested to inspect the line and it does meet the minimum design standards. J. Clapper noted the agreement was approved conditioned upon the line being inspected and confirmed it was not in the Rt.611 redesign. J. Clapper noted he spoke with Russ Scott, RKR Hess Engineers, and he confirmed it was not in the Rt. 611 redesign. No action taken.
- d) Camelback Release of Letter of Credit - P. Finkbeiner noted T&M Associates have approved the release. J. Lastowski made a motion, seconded by R. DeYoung, to approve the Camelback Release of the Letter of Credit in the amount of \$450,143.49. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

**RESOLUTIONS:**

- a) Resolution 2016-33 Berkheimer's Liaison - P. Finkbeiner noted the Resolution is to update the Berkheimer's Liaison to the Township Manager and Township Treasurer. E. Gndt made a motion, seconded by B. DeYoung, to adopt Resolution 2016-33 - Berkheimer's Liaison. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.
- b) Resolution 2016-34 - Circus Banner - E. Gndt made a motion, seconded by B. DeYoung, to adopt Resolution 2016-34 - Circus Banner across Rt. 611. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

**ADJOURNMENT:** B. DeYoung made a motion, seconded by J. Lastowski, to adjourn into executive session at 11:00 p.m., until 07/18/2016 at Pocono Township Municipal Building, Tannersville, PA. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; and J. Lastowski, yes. Motion carried.

## Pocono Township – Monroe County

### Job Description

Position: (Part Time) Zoning Hearing Board Secretary

#### Position Requirements:

The Zoning Hearing Board Secretary provides clerical support for the board

Position reports to: Township Manager, but takes direction from the Zoning Hearing Board Chairperson

Supervision Exercised: None

#### Position Responsibilities:

- Pay strict attention to all filing date deadlines ie. public hearing notices, postings of all required notices, etc. Initially work closely with ZHB solicitor to prepare notices - once template is created, prepare future notices and have checked by Solicitor before submitting/mailling
- Prepare and distribute all materials for meetings and hearings
- Advise and remind board members, staff, and applicants of hearing times
- Appropriately file materials in the Township records
- Perform related tasks as required by the Township Manager and Zoning Hearing Board Chairman

#### Required Knowledge, Skills and Abilities:

- Maintain accurate and complete files

This job description is not all inclusive and is subject to change.

#### Education & Experience:

- High school diploma or equivalent
- One to three years of clerical/administrative support experience



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 JUNE, 2016

The following are the recorded activities of the Pocono Township Police Department for the month of June 2016. Also listed are the available recorded activities for June 2015.

	JUN 2016	Y-T-D 2016	JUN 2015	Y-T-D 2015
Incidents Investigated	415	2298	381	1956
Burglary Alarms Answered	92	469	78	413
Reportable Accidents Investigated	20	123	24	124
Non-Reportable Accidents	27	157	33	199
Criminal Investigations	30	191	30	173
Criminal Arrests	39	224	41	174
Juvenile Detentions	0	2	1	5
Property Receipts	29	169	28	143
Notification of Faulty Equipment	97	683	91	650
Vehicle Reports	0	6	1	11
Death Investigations	1	8	1	11
Written Warnings	131	860	111	656
Missing Persons	0	6	1	2
Traffic Citations Issued	108	744	34	376
Non-Traffic Citations Issued	24	156	16	108
Ski Thefts	0	0	0	0
911 Hang-up Calls	72	379	22	107

Mileage all Vehicles: 14,305

Income from Report Fees: \$465.00



*'We Care, Every Hour, Every Day'*  
*Serving Northampton and Monroe County PA*

July 12, 2016

Dear President Werkheiser, Vice President DeYoung, Commissioner Coover, Commissioner Gnanadt, Commissioner Lastowski, and Ms. Finkbeiner:

Please accept the following report for the Month of June:

Pocono Township Responses	Mutual Aid Responses Outside of Township	Total Responses	Average Dispatch to En route Time	Average En route to On Scene Time
128	19	147	1.9	9.08 minutes

Chief Werkheiser has asked for an additional 12 naloxone kits for his department which we are currently working on obtaining for them.

Tablets were implemented into the Pocono Township units on July 6<sup>th</sup> and are working well.

If you should have any questions or concerns, please do not hesitate to contact us directly. Thank you for giving us the opportunity to serve you and all of your residents.

Sincerely,

Nick DeWitt  
Director of Operations  
Suburban EMS  
E-mail: [ndewitt@suburbanems.org](mailto:ndewitt@suburbanems.org)  
Office: 610-923-7500  
Cell: 570-460-9392

***"We Care, Every Hour, Every Day"***

**MEMORANDUM**

TO: Board of Commissioners

From: Pamela Finkbeiner, Interim Twp. Manager/Secretary

**Interim Manager's Report**  
Period of 07/5/2016 to 07/15/2016

**Meetings:**

Attended the Planning Commission meeting of 07/11/2016

Attended the ZHB Prograde Fireworks on 07/12/2016

**Personnel:**

One Officer on disability – non-work related, two road crew on disability – non-work related, one office staff out for two weeks – vacation.

**Updates:**

- Codification will be completed once the SALDO Ordinance is approved.
- Sewer Connections have been steady. The last notices were sent out and a number of sewer inquiries have been received. Several hardship cases have been provided with the Grant information and low interest loan offer.
- A public meeting is planned with PennDOT and Walsh Construction concerning Camelback Bridge repairs. Tentative date is July 27<sup>th</sup>.
- Work continues on the 2015 Audit. Additional information has been requested. Julian Kirk is scheduled to return on the 25<sup>th</sup> of July. Additional records have been pulled for his review.
- Mark Ambrose, T&M Associates, met with Marona Construction, on July 15<sup>th</sup>, to close out the contract for the hump repair and prepare for the PennVEST submission.
- A large Right-to-Know request is currently being worked on.

LAW OFFICES  
**BROUGHAL & DeVITO, L.L.P.**

38 WEST MARKET STREET  
BETHLEHEM, PENNSYLVANIA 18018-5703

JAMES L. BROUGHAL  
LEO V. DeVITO, JR.  
JOHN S. HARRISON  
JAMES F. PRESTON\*  
WENDY A. NICOLosi  
LISA A. PEREIRA\*

\*ALSO MEMBER NEW JERSEY BAR

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July 1, 2016

**VIA REGULAR AND ELECTRONIC MAIL**

Robert W. Munley, III Esquire  
Munley Law, PC  
227 Penn Avenue  
Scranton, PA 18503

**Re: Kevin Fontaine v. Dreamland Amusements, Inc., Pocono Mountain  
Volunteer Fire Company, Mount Pocono Borough, and Pocono Township  
Monroe County C.C.P. No.: 4387-2016**

Dear Mr. Munley:

Please be advised that my office serves as Solicitor for Pocono Township. My client has forwarded to me a copy of the Complaint which you filed in the above-captioned matter.

Upon review of the factual allegations contained in that Complaint, it is apparent that the injury allegedly sustained by your client was sustained outside of Pocono Township. Therefore, Pocono Township is not a proper party to this action. I ask that you dismiss this claim against Pocono Township.

I am enclosing a Praecipe for Entry of Appearance which I am filing in this matter so that any further correspondence can be directed to my attention. If you have any questions or would like to discuss this matter, please do not hesitate to contact me.

Very truly yours,



Leo V. DeVito, Jr.

LVDjr:klk  
Enclosure

cc: Mr. Robert Thompson (w/enclosure)  
Ms. Pam Finkbeiner, Interim Township Manager – Via Electronic Mail Only

LAW OFFICES  
**BROUGHAL & DeVITO, L.L.P.**

38 WEST MARKET STREET  
BETHLEHEM, PENNSYLVANIA 18018-5703

JAMES L. BROUGHAL  
LEO V. DeVITO, JR.  
JOHN S. HARRISON  
JAMES F. PRESTON\*  
WENDY A. NICOLosi  
LISA A. PEREIRA\*

\*ALSO MEMBER NEW JERSEY BAR

TELEPHONE  
(610) 865-3664  
FAX  
(610) 865-0969  
E-MAIL  
lawyers@broughal-devito.com  
WEBSITE  
www.broughal-devito.com

July 1, 2016

Prothonotary/Civil Division  
Monroe County Courthouse  
610 Monroe Street  
Stroudsburg, PA 18360

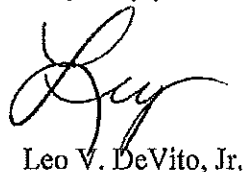
**Re: Kevin Fontaine v. Dreamland Amusements, Inc., Pocono Mountain  
Volunteer Fire Company, Mount Pocono Borough, and Pocono Township  
Monroe County C.C.P. No.: 4387-2016**

Dear Sir or Madam:

Enclosed to be filed with the Court please find an original and one copy of a Praecipe for Entry of Appearance relative to the above-captioned matter. Please time-stamp the copy and return it to me in the envelope provided.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Very truly yours,



Leo V. DeVito, Jr.

LVDjr:klk  
Enclosures

cc: Robert W. Munley, III, Esquire  
Mr. Robert Thompson (w/enclosure)  
Ms. Pam Finkbeiner, Interim Township Manager – Via Electronic Mail Only

IN THE COURT OF COMMON PLEAS OF MONROE COUNTY, PENNSYLVANIA  
CIVIL DIVISION - LAW

KEVIN FONTAINE,

Plaintiff,

No. 4387-2016

v.

CIVIL ACTION - LAW  
JURY TRIAL DEMANDED

DREAMLAND AMUSEMENTS, INC.,  
POCONO MOUNTAIN VOLUNTEER  
FIRE COMPANY, MOUNT POCONO  
BOROUGH and POCONO TOWNSHIP,  
Defendants.

**PRAECIPE FOR ENTRY OF APPEARANCE**

TO THE PROTHONOTARY:

Kindly enter my appearance for the Defendant Pocono Township, relative to the above-referenced matter.

**BROUGHAL & DeVITO, L.L.P.**

Dated: July 1, 2016

By: 

**LEO V. DEVITO, JR., ESQUIRE**

Attorney I.D. #40000

*Attorney for Defendant,  
Pocono Township*

38 West Market Street  
Bethlehem, PA 18018  
(610) 865-3664



74 W. Broad St., Suite 530  
Bethlehem, PA 18018

(610) 625-2999 \* FAX(610) 625-2999

## LETTER OF TRANSMITTAL

DATE	7/13/16	JOB No.	POCO00040
ATTENTION	Pam Finkbeiner, Interim Township Manager		
RE:	Marona Construction Company Signed PCO# 005 (Revision 1)		

TO: POCONO TOWNSHIP

P.O. Box 197

112 Township Drive

Tannersville, PA 18372

WE ARE SENDING YOU ☐ Attached ☐ Under separate cover ☒ VIA Hand Delivery the following items:

- |   |  |  |                                  |   |
|---|--|--|----------------------------------|---|
| <input type="checkbox"/> Shop Drawings  | <input type="checkbox"/> Prints                  | <input type="checkbox"/> Plans   | <input type="checkbox"/> Samples | <input type="checkbox"/> Specifications |
| <input type="checkbox"/> Copy of letter | <input checked="" type="checkbox"/> Change order | <input checked="" type="checkbox"/> Project Change Order (PCO 005), Revision 1 |                                  |   |

No	DATE	COPIES	DESCRIPTION
1	7/13/2016	3	Signed PCO # 005 (Revised) Document

### THESE ARE TRANSMITTED as checked below:

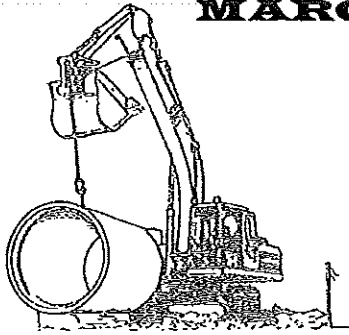
- |  |   |                                   |                               |
|--|---|-----------------------------------|-------------------------------|
| <input type="checkbox"/> For approval            | <input type="checkbox"/> Approved as submitted    | <input type="checkbox"/> Resubmit | _____ copies for approval.    |
| <input checked="" type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted        | <input type="checkbox"/> Submit   | _____ copies for distribution |
| <input type="checkbox"/> As requested            | <input type="checkbox"/> Returned for corrections | <input type="checkbox"/> Return   | _____ corrected prints.       |
| <input type="checkbox"/> For review and comment  | <input type="checkbox"/> _____                    |                                   |                               |

☐ FOR BIDS DUE \_\_\_\_\_ 20 \_\_\_\_\_ ☐ PRINTS RETURNED AFTER LOAN TO US

### REMARKS


COPY TO \_\_\_\_\_  
\_\_\_\_\_

SIGNED  
Mark Ambrose, P.E.



**MARONA CONSTRUCTION COMPANY**

**SEWER AND WATER CONTRACTORS**

3191 TREWIGTOWN ROAD, P O BOX 283

COLMAR, PA 18915-0283

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

**50 Years Of Excellence**

**1965 - 2015**

June 20, 2016

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

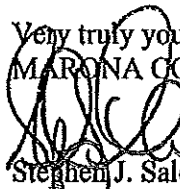
Attn: Mark Ambrose, P.E.  
Principal Engineer

Re: Route 611 Sanitary Sewer  
Replacement Project  
PCO #005

Dear Mr. Ambrose:

Marona Construction Company's lump sum price for **PCO #005 – PENNDOT  
HOP REQUIREMENTS / IMPROVEMENTS TO CHESTER'S PROPERTY** is  
**\$105,860.04** (see attached breakdown).

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

Very truly yours,  
MARONA CONSTRUCTION COMPANY  
  
Stephen J. Saloma, P. E.  
Vice President

attachment



**PCO #005  
PENNDOT HOP REQUIREMENTS /  
IMPROVEMENTS TO CHESTER'S PROPERTY**

**SUMMARY**

---

\*ADDITIONAL SUBCONTRACTOR COST (SEE ATTACH "A") = \$105,860.04

***\*TOTAL PROPOSED CHANGE ORDER #005***

***\$105,860.04***

**PCO #005  
PENNDOT HOP REQUIREMENTS /  
IMPROVEMENTS TO CHESTER'S PROPERTY**

**ATTACHMENT "A"**

**ADDITIONAL SUBCONTRACTOR**

<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT \$</b>	<b>TOTAL \$</b>
STROUDSBURG FOTO	1	LS	624.34	624.34
FLAGGER FORCE	1	LS	7,090.56	7,090.56
GUIDEMARK	1	LS	15,900.00	15,900.00
STRONGSTOWN B&K	1	LS	46,750.00	46,750.00
PROTECTION SERVICES	1	LS	11,054.19	11,054.19
<b>SUB-TOTAL</b>				<b>81,419.09</b>
CONTRACTOR'S FEE (GC 12.01.C.2.c.)	5	%	81,419.09	4,070.95
F&F PAVING & EXCAVATING	1	LS	20,370.00	20,370.00
<b>TOTAL</b>				<b>\$105,860.04</b>

## CONTRACT CHANGE ORDER

**PROJECT:** Route 611 Sanitary Sewer Replacement Project

**CHANGE ORDER NUMBER:** PCO# 005

**DATE:** June 23, 2016

**CONTRACTOR:** Marona Construction Company

**ENGINEER'S PROJECT NUMBER:** POCO-00040

**CONTRACT DATE:** October 6, 2015

**The Contract is changed as follows:**

The Contract is changed as follows: The primary costs associated with this Project Change Order are attributed to the expanded traffic control measures identified in the PennDOT Highway Occupancy Permit (HOP) that were not made available until after the project was publically bid. The cost associated with the additional traffic signs requested by the Township to identify businesses directly impacted by construction are also included. This Change Order also includes costs associated with the restoration of Chester's Barber Shop property affected by construction. An itemized list of costs associated with this Project Change Order is attached.


The Original Contract Amount was	\$ 2,625,000.00
The net change by previously authorized Change Orders	\$ -12,363.64
The Contract Amount prior to this Change Order was	\$ 2,612,636.36
The Contract Amount will be increased by this Change Order in the amount of	\$ 105,860.04
The new Contract Amount, including this Change Order, will be	\$ 2,718,496.40
The Contract Time will be increased by	( 0 ) days
The date of Substantial Completion as of the date of this Change Order, therefore, is	May 2, 2016
The date of Final Completion as of the date of this Change Order, therefore, is	June 2, 2016

**NOTE:** This Change Order does not include changes in the Contract Amount or Contract Time that have not been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ENGINEER, CONTRACTOR AND OWNER**

T&M Associates

ENGINEER

  
BY (Signature)

MARK Ambrose  
(Printed Name)

7/13/2016  
DATE

Marona Construction Company

CONTRACTOR

  
BY (Signature)

STEPHEN SALOMA  
(Printed Name)

7/8/16  
DATE

Pocono Township

OWNER

BY (Signature)

(Printed Name)

DATE



74 W. Broad St., Suite 530  
Bethlehem, PA 18018

(610) 825-2399 \* FAX(610) 825-2869

## LETTER OF TRANSMITTAL

DATE	7/13/16	JOB No.	POCO0040
ATTENTION	Pam Finkbeiner, Interim Township Manager		
RE	Marona Construction Company Payment Application #6		

TO: POCONO TOWNSHIP

P.O. Box 197

112 Township Drive

Tannersville, PA 18372

WE ARE SENDING YOU ☐ Attached ☐ Under separate cover ☒ VIA Hand Delivery the following items:

- ☐ Shop Drawings ☐ Plans ☐ Samples ☐ Specifications  
☐ Copy of letter ☒ Change order ☐ Payment Application

No	DATE	CORRS	DESCRIPTION
1	7/13/2016	2	Payment Application No. 6

THESE ARE TRANSMITTED as checked below:

- ☐ For approval ☐ Approved as submitted ☐ Resubmit ☐ copies for approval.  
☒ For your use ☐ Approved as noted ☐ Submit ☐ copies for distribution  
☐ As requested ☐ Returned for corrections ☐ Return ☐ corrected prints.  
☐ For review and comment ☐ ☐

☐ FOR BIDS DUE ☐ 20 ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS

COPY TO

SIGNED

Mark Ambrose, P.E.



YOUR GOALS. OUR MISSION.

July 13, 2016

Mrs. Pamela Finkbeiner  
Pocono Township Interim Manager  
112 Township Drive  
Tannersville, PA 18372

SUBJECT: PAYMENT APPLICATION NO. 006 (FINAL)  
ROUTE 611 SANITARY SEWER REPLACEMENT PROJECT  
OUR PROJECT NUMBER: POCO00040

Dear Mrs. Finkbeiner:

T&M received Application for Payment Request #006 on July 12, 2016 for the above referenced sanitary sewer project submitted by Marona Construction Company (Contractor), dated July 11, 2016. This request is for work completed from May 28, 2016 to June 2, 2016 and is the Final Payment Request for this project.

This Payment Request is for \$235,241.86 and includes the costs identified in Project Change Order PCO 005 (\$105,860.04) and Project Retainage (\$129,381.82). At this time T&M recommends a *Current Payment Due* to Marona Construction in the amount of \$235,241.86.

In summary, the *Original Contract Sum* for this project was \$2,625,000; the *Net Change Order Sum* for this project was \$255,496.40 making the *Total Contract Sum* \$2,880,496.40. There was a Contract Deduction in the amount of \$187,000.00 for work that was eliminated from the Contract making the *Final Contract Sum* for the project \$2,693,496.40.

Prior to making final payment to Contractor T&M recommends that the Township wait until the following Contract Closeout Documents are submitted as required in Section 01700 of the Contract Documents:

- Contractor's Release of Liens
- Contractor's Affidavit of Release of Liens
- Contractor's Affidavit of Payment of Debts and Claims
- Waiver of Liens
- Consent of Surety Company to Final Payment

PARTIAL FINAL PAYMENT

TO: OWNER  
 POCOMO TOWNSHIP  
 112 TOWNSHIP DRIVE  
 TANNERSVILLE, PA 18372  
 ATTN: FAMELIA FENNER  
 FROM: CONTRACTOR  
 T&M ASSOCIATES, INC.  
 74 WEST BROAD STREET  
 BETHLEHEM, PA 18018  
 ATTN: MARK AMBRUSE, P.E.  
 Project Manager: Steve Salinas, P.E.

PROJECT:  
 ROUTE 611 SANITARY SEWER REPLACEMENT PROJECT  
 CONTRACT NO. ONE CENTRAL CONSTRUCTION

APPLICATION/INVOICE NO: 066 TOTAL  
 PERIOD FROM: 02/01/2016 TO 02/29/2016  
 APPLICATION DATE: 01/12/2016  
 MARKOVA JOB# 106

CONTRACTOR'S APPLICATION FOR PAYMENT

1. ORIGINAL CONTRACT SUM \$ 2,695,000.00
2. NET CHANGE BY CHANGE ORDERS \$ 255,496.40
3. CONTRACT SUM TO DATE (Column F) \$ 2,950,496.40
4. TOTAL COMPLETED & STORED TO DATE (Column F) \$ 2,695,496.40
5. RETAINAGE  
 a. 0 % of Completed Work 0.00 (Column F)  
 b. 0 % of Stored Material 0  
 c. Total \$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5c Total) \$ 2,695,496.40
7. LESS PREVIOUS PAYMENT (Paid to-date) \$ 2,438,254.54
8. CURRENT PAYMENT DUE (Line 6 - Line 7) \$ 257,241.86
9. BALANCE TO FINISH (Line 3 - Line 4) \$ 155,000.00

CHANGE ORDER SUMMARY	NUMBER	AMOUNT
Total changes approved in previous months by Owner	#1, #2, #3, #4	140,016.16
Total approved this Month	#5	\$ 105,860.04
TOTALS (Line 2)		\$ 255,496.40

CONTRACTORS CERTIFICATION

The undersigned Contractor certifies that (1) all previous progress payments received from Owner(s) on account of work done under the Contract have been applied to discharge in full all obligations of Contractor incurred in connection with Work covered by prior Applications for Payment number 1 through 5 inclusive; (2) title to all materials and equipment incorporated in said Work or otherwise listed on or covered by this Application for Payment will pass to the Owner at the time of payment, free and clear of all liens, claims, security interests and other encumbrances not covered by this Application for Payment; and (3) all Work covered by the Application for Payment is in accordance with the Contract Documents and is not defective, at this time it is delivered, at this time it is delivered in the Contract Documents.

Date: 7/11/2016 Approved Payment Amount \$ 235,241.86  
 By: [Signature] Dist: July 13, 2016  
 For: T&M Associates  
 By: [Signature] Mark Ambrose

CONTINUATION SHEET

Owner: PROCON TOWNSHIP  
17 TOWNSHIP DRIVE  
TAMNERSVILLE, PA 18372  
ATTN: PAMELA FINKEBERGER

Project: ROUTE 611 SANITARY SEWER REPLACEMENT PROJECT  
MCC JOB# 166

Confirmation: Marona Construction Co.  
PO Box 283  
3101 Trevelyan Road  
Colmar, PA 18816

Invoice No: 006 FINAL  
Invoice Date: 7/11/2016  
Period To: 9/2/2016

A Item No.	B Description	C Scheduled Value			D Work Completed			E This Period			F Work Completed and Stored To Date (D + E)			G Balance To Finish (C - F)			H Release This Period		
		Unit	Quant.	Unit Price	Total Price	Quant.	Amount	Quant.	Amount	Quant.	Amount	Quant.	Amount	Quant.	Amount	Quant.	Amount	Quant.	Amount
1	Bonds and Insurance	LS	1	\$40,000.00	\$40,000.00	1	\$40,000.00		\$0.00		\$0.00	1	\$40,000.00	0	\$0.00		\$0.00		\$0.00
2	Mobilization & Demobilization	LS	1	\$300,000.00	\$300,000.00	1	\$300,000.00		\$0.00		\$0.00	1	\$300,000.00	0	\$0.00		\$0.00		\$0.00
3	Traffic Control	LS	1	\$50,000.00	\$50,000.00	1	\$50,000.00		\$0.00		\$0.00	1	\$50,000.00	0	\$0.00		\$0.00		\$0.00
4	Demolition & Removal of Existing Pipe	LF	270	\$100.00	\$27,000.00	0	\$0.00		\$0.00		\$0.00	0	\$0.00	270	\$27,000.00		\$0.00		\$0.00
5	F&I 28" HDPE Sewer Pipe Via Microtunneling	LF	900	\$2,100.00	\$1,890,000.00	900	\$1,890,000.00		\$0.00		\$0.00	900	\$1,890,000.00	0	\$0.00		\$0.00		\$0.00
6	F&I Sewer Manholes, Complete, All Depths	EA	6	\$25,000.00	\$150,000.00	4	\$100,000.00		\$0.00		\$0.00	4	\$100,000.00	1	\$25,000.00		\$0.00		\$0.00
7	F&I 28" HDPE Sewer Via Open Cut	LF	320	\$560.00	\$179,200.00	50	\$28,000.00		\$0.00		\$0.00	60	\$33,600.00	270	\$155,600.00		\$0.00		\$0.00
8	Township Roadway Paving, Including Temporary and Permanent Paving	LS	1	\$20,000.00	\$20,000.00	1	\$20,000.00		\$0.00		\$0.00	1	\$20,000.00	0	\$0.00		\$0.00		\$0.00
9	F&I 4" Lateral to Sewer Main	LS	1	\$13,000.00	\$13,000.00	1	\$13,000.00		\$0.00		\$0.00	1	\$13,000.00	0	\$0.00		\$0.00		\$0.00
TOTAL					\$2,625,000.00		\$2,438,000.00		\$0.00		\$0.00		\$2,438,000.00		\$187,000.00		\$0.00		\$0.00

CONTINUATION SHEET

Owner:	POCONO TOWNSHIP 112 TOWNSHIP DRIVE TANNERSVILLE, PA 18372 ATTN: PAMELA FRIEDMAN	Project:	ROUTE 611 SANITARY SEWER REPLACEMENT PROJECT	Invoice No:	008 FINAL
Contractor:	Merona Construction Co. PO Box 233 3191 Farmington Road Calmar, PA 16815	MCC JOB#	166	Invoice Date:	7/11/2018
				Period To:	6/2/2018

A	B	C				D		E		F		G		H
Item No.	Description	Scheduled Value				Work Completed		This Period		Work Completed To Date and Stored to Date		Balance To Finish (C - F)		Reduces This Period
		Unit	Quant.	Unit Price	Total Price	From Previous Application (F)	Amount	Quant.	Amount	Quant.	Amount	Quant.	Amount	
CO-1	CHANGE ORDERS													
	MICROTUNNEL JOINT RESTRAINTS	LS	1	\$84,170.00	\$84,170.00	1	\$84,170.00		\$0.00	1	\$84,170.00	0	\$0.00	\$0.00
CO-2	RELOCATE 60" 12" WATER MAIN	LS	1	\$50,000.00	\$50,000.00	1	\$50,000.00		\$0.00	1	\$50,000.00	0	\$0.00	\$0.00
CO-3	CONTRACT TIME EXTENSION	LS	1	\$0.00	\$0.00		\$0.00		\$0.00	0	\$0.00	1	\$0.00	\$0.00
CO-4	RECONNECT EX 24" HDPE TO MH #2	LS	1	\$35,486.36	\$35,486.36	1	\$35,486.36		\$0.00	1	\$35,486.36	0	\$0.00	\$0.00
CO-5	PENNYOOT HOPE REQUIREMENTIMPROVEMENTS TO CHESTERS PROPERTY	LS	1	\$105,890.04	\$105,890.04		\$0.00	1	\$105,890.04	1	\$105,890.04	0	\$0.00	\$0.00
	Original Purchase Order													
	Subtotal Part A				\$2,825,000.00		\$2,438,000.00		\$0.00		\$2,438,000.00		\$187,000.00	
	Change Orders													
	Change Order 1				\$84,170.00		\$84,170.00		\$0.00		\$84,170.00		\$0.00	
	Change Order 2				\$50,000.00		\$50,000.00		\$0.00		\$50,000.00		\$0.00	
	Change Order 3				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
	Change Order 4				\$35,486.36		\$35,486.36		\$0.00		\$35,486.36		\$0.00	
	Change Order 5				\$105,890.04		\$0.00		\$105,890.04		\$105,890.04		\$0.00	
%%	GRAND TOTALS				\$2,880,456.40		\$2,687,636.36		\$105,860.04		\$2,683,486.40		\$187,000.00	\$0.00





YOUR GOALS. OUR MISSION.

July 7, 2016

Board of Commissioners  
Pocono Township  
P.O. Box 197  
Tannersville, PA 18372

RE: Northridge at Camelback, Phases 11-16  
Bond Release #19  
Pocono Township, Monroe County, PA  
Project Number # POCO 10170

Dear Commissioners:

We are in receipt of an escrow request reduction letter, dated July 6, 2016, from Richard P. Almquist, Jr. regarding the referenced project. We have performed a review of Request #19 in the amount of \$9,600.00 including associated documents that represent sanitary sewer pipe installations within Hunter Circle.

Our field observations have verified the work performed, pursuant to this request. **At this time, we recommend release of \$9,600.00** from the escrow. The sanitary sewer piping will need to be tested in the field for final acceptance and prior to final release of funds. Subsequent to the release of the #19 request in the amount of \$9,600.00, the new Bond Balance of \$992,065.69 will remain as security.

Please contact me with any comments or questions regarding this.

Very truly yours,  
T&M Associates

Russell G. Benner, Jr., P.E.  
Township Engineer

Cc:

Pam Finkbeiner, Pocono Township  
Leo DeVito, Solicitor  
Richard Almquist, Four Seasons at Camelback  
Kevin Fruck, Cornerstone Engineering  
Mike Grigoruk, T&M

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FOUR SEASONS AT CAMELBACK, L.P.  
700 SOUTH HENDERSON ROAD, SUITE 202  
KING OF PRUSSIA, PA 19406  
(610) 945-1655

July 6, 2016

VIA ELECTRONIC MAIL AND U.S. POSTAL SERVICE

Mr. Harold Werkheiser  
President  
Pocono Township Commissioners  
P.O. Box 197  
112 Municipal Drive  
Tannersville, PA 18372

Subject: Request for Reduction of Escrow #19  
Northridge at Camelback Phases 11-16  
Pocono Township, Monroe County, Pennsylvania

Dear Mr. Werkheiser:

In accordance with the provisions of the Pocono Township (the "Township") Subdivision and Land Development Ordinance, Four Seasons at Camelback, L.P. hereby requests an inspection of the development improvements itemized on the attached schedule. All of the itemized improvements are complete, performed in accordance with the approved plans, and are prepared for the Township's inspection. Upon verification by the Township Engineer, please give favorable consideration to the release of \$9,600.00 from the escrowed funds.

Should you have any questions, please do not hesitate to contact us at the address listed above or by telephone at (610) 812-7937.

Sincerely,

FOUR SEASONS AT CAMELBACK, L.P.



Richard P. Almqvist, Jr.  
Vice President of Land Development

Enclosure

cc. Ms. Pamela Finkbeiner – Pocono Township  
Mr. Timothy J. Edinger, P.E. – T&M Associates (*via electronic mail*)  
Mr. Matthew D. Harleman – T&M Associates (*via electronic mail*)  
Mr. Kevin Fruck, P.E. – Cornerstone (*via electronic mail*)

# NORTHRIDGE AT CAMELBACK

APPLICATION 19

A ITEM NO.	B DESCRIPTION OF WORK Initial Construction Sequence Camelback	C UNITS	D UOM	E UNIT PRICE	F SCHEDULED VALUE	G		H TOTAL COMPLETED AND STORED TO DATE (D+H+E)	I % (G + C)	J BALANCE TO FINISH (C - G)
						PREVIOUS UNITS	FROM PREVIOUS APPLICATION (D + E)			
A1	Mobilization	1.0	LS	\$ 6,000.00	\$6,000.00	1.00	\$6,000.00	0	100.0%	\$0.00
A2	Surveying	1.0	LS	\$ 7,000.00	\$7,000.00	1.00	\$7,000.00	0	100.0%	\$0.00
A3	Clearing and Grubbing	5.0	AC	\$ 3,750.00	\$18,750.00	5.00	\$18,750.00	0	100.0%	\$0.00
A4	Construction Entrance	3.0	EA	\$ 2,000.00	\$6,000.00	3.00	\$6,000.00	0	100.0%	\$0.00
A5	18" Filter Fabric Fence	315.0	LF	\$ 3.00	\$945.00	315.00	\$945.00	0	100.0%	\$0.00
A6	30" Filter Fabric Fence	2935.0	LF	\$ 4.25	\$12,473.75	2935.00	\$12,473.75	0	100.0%	\$0.00
A7	Super Filter Fabric Fence	1390.0	LF	\$ 7.00	\$9,730.00	1390.00	\$9,730.00	0	100.0%	\$0.00
A8	Inlet Protection	22.0	EA	\$ 135.00	\$2,970.00	22.00	\$2,970.00	0	100.0%	\$0.00
A9	Cut to Fill	752.0	CY	\$ 6.25	\$4,700.00	752.00	\$4,700.00	0	100.0%	\$0.00
A10	Excess Cut to Site Fill	3216.0	CY	\$ 9.00	\$28,944.00	3216.00	\$28,944.00	0	100.0%	\$0.00
A11	Site Grading	3774.0	SY	\$ 2.00	\$7,548.00	3774.00	\$7,548.00	0	100.0%	\$0.00
A12	Erosion Control	10238.0	ST	\$ 2.25	\$23,035.50	10238.00	\$23,035.50	0	100.0%	\$0.00
A13	Landlock Erosion Control Matting	4374.0	SF	\$ 12.00	\$52,488.00	4374.00	\$52,488.00	0	100.0%	\$0.00
A14	Temporary Seeding	3774.0	ST	\$ 0.50	\$1,887.00	3774.00	\$1,887.00	0	100.0%	\$0.00
A15	Repair Sediment Traps/Remove Sed	5500.0	ST	\$ 3.50	\$19,250.00	5500.00	\$19,250.00	0	100.0%	\$0.00
A16	15"HDPE Pipe	210.0	LF	\$ 40.00	\$8,400.00	210.00	\$8,400.00	0	100.0%	\$0.00
A17	Catch Basin Structures	2.0	EA	\$ 2,900.00	\$5,800.00	2.00	\$5,800.00	0	100.0%	\$0.00
A18	End Wall	1.0	EA	\$ 1,900.00	\$1,900.00	1.00	\$1,900.00	0	100.0%	\$0.00
A19	Stilling Basin	110.0	SY	\$ 50.00	\$5,500.00	110.00	\$5,500.00	0	100.0%	\$0.00
A20	24" HDPE Pipe	342.0	LF	\$ 53.00	\$18,126.00	342.00	\$18,126.00	0	100.0%	\$0.00
A21	Manhole Structures	1.0	EA	\$ 2,600.00	\$2,600.00	1.00	\$2,600.00	0	100.0%	\$0.00
A22	Catch Basin Structures	3.0	EA	\$ 2,900.00	\$8,700.00	3.00	\$8,700.00	0	100.0%	\$0.00
A23	End Wall	1.0	EA	\$ 1,900.00	\$1,900.00	1.00	\$1,900.00	0	100.0%	\$0.00
A24	Rip Rap Outfall Apron	10.0	SY	\$ 40.00	\$400.00	10.00	\$400.00	0	100.0%	\$0.00
A25	18"HDPE Pipe	222.0	LF	\$ 44.00	\$9,768.00	222.00	\$9,768.00	0	100.0%	\$0.00
SUB-TOTALS PG. 1							\$264,815.25			\$0.00
							\$264,815.25			\$0.00

# NORTHRIDGE AT CAMELBACK

APPLICATION 19

A ITEM NO.	B DESCRIPTION OF WORK Initial Construction Sequence Cont'd Camelback	C UNITS	D UM	E UNIT PRICE	F SCHEDULED VALUE	G WORK COMPLETED		H PREVIOUS UNITS	I THIS PERIOD UNITS	J TOTAL UNITS TO DATE	K TOTAL COMPLETED AND STORED TO DATE (D+E+I)	L % (G+K)	M BALANCE TO FINISH (C-G)
						PREVIOUS UNITS	THIS PERIOD UNITS						
A26	20"HDPE Pipe	622.0	LF	\$	\$32,966.00	622.0	0.0		\$0.00	622.0	\$32,966.00	100.00%	\$0.00
A27	10"HDPE Pipe	235.0	LF	\$	\$14,100.00	235.0	0.0		\$0.00	235.0	\$14,100.00	100.00%	\$0.00
A28	Manhole Structures	4.0	EA	\$	\$10,400.00	4.0	0.0		\$0.00	4.0	\$10,400.00	100.00%	\$0.00
A29	Catch Basin Structures	11.0	EA	\$	\$31,900.00	11.0	0.0		\$0.00	11.0	\$31,900.00	100.00%	\$0.00
A30	End Wall	1.0	EA	\$	\$1,900.00	1.0	0.0		\$0.00	1.0	\$1,900.00	100.00%	\$0.00
A31	Rip Rap Outfall Apron	10.0	SY	\$	\$400.00	10.0	0.0		\$0.00	10.0	\$400.00	100.00%	\$0.00
A32	Excess Cut to Site Fill	312.0	CY	\$	\$2,808.00	312.0	0.0		\$0.00	312.0	\$2,808.00	100.00%	\$0.00
A33	Grouted Rip Rap Swale	298.0	SY	\$	\$17,880.00	298.0	0.0		\$0.00	298.0	\$17,880.00	100.00%	\$0.00
A34	30"HDPE Pipe	114.0	LF	\$	\$6,840.00	114.0	0.0		\$0.00	114.0	\$6,840.00	100.00%	\$0.00
A35	Underground Infiltration System	40.0	LP	\$	\$3,280.00	40.0	0.0		\$0.00	40.0	\$3,280.00	100.00%	\$0.00
A36	48" Slope Inlet	1.0	EA	\$	\$4,000.00	1.0	0.0		\$0.00	1.0	\$4,000.00	100.00%	\$0.00
A37	Outfall Structure	1.0	EA	\$	\$5,000.00	1.0	0.0		\$0.00	1.0	\$5,000.00	100.00%	\$0.00
A38	End Wall	1.0	EA	\$	\$1,900.00	1.0	0.0		\$0.00	1.0	\$1,900.00	100.00%	\$0.00
A39	18"HDPE Pipe	140.0	LF	\$	\$6,160.00	140.0	0.0		\$0.00	140.0	\$6,160.00	100.00%	\$0.00
A40	End Wall/Head Wall	2.0	EA	\$	\$3,800.00	2.0	0.0		\$0.00	2.0	\$3,800.00	100.00%	\$0.00
A41	Rip Rap Outfall Apron	14.0	SY	\$	\$560.00	14.0	0.0		\$0.00	14.0	\$560.00	100.00%	\$0.00
A42	Temporary Seeding	3200.0	SY	\$	\$1,600.00	3200.0	0.0		\$0.00	3200.0	\$1,600.00	100.00%	\$0.00
	SUB-TOTALS PG. 2				\$145,494.00				\$0.00		\$145,494.00		\$0.00

# NORTHBRIDGE AT CAMELBACK

APPLICATION 19

A ITEM NO.	B DESCRIPTION OF WORK	C UNITS	D UOM	E UNIT PRICE	C		D		E		F TOTAL UNITS TO DATE	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)
					SCHEDULED VALUE	PREVIOUS UNITS	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD UNITS	THIS PERIOD	% (G + C)			
B1	15" HDPE Pipe	759.0	LF	\$ 40.00	\$30,360.00	759.0	\$30,360.00	0.00	\$0.00	100.00%	759.00	\$30,360.00	\$0.00
B2	18" HDPE Pipe	97.0	LF	\$ 44.00	\$4,268.00	97.0	\$4,268.00	0.00	\$0.00	100.00%	97.00	\$4,268.00	\$0.00
B3	Manhole	3.0	EA	\$ 2,600.00	\$7,800.00	3.0	\$7,800.00	0.00	\$0.00	100.00%	3.00	\$7,800.00	\$0.00
B4	Catch Basin Structures	8.0	EA	\$ 2,900.00	\$23,200.00	8.0	\$23,200.00	0.00	\$0.00	100.00%	8.00	\$23,200.00	\$0.00
B5	18" HDPE Pipe	68.0	LF	\$ 44.00	\$2,992.00	68.0	\$2,992.00	0.00	\$0.00	100.00%	68.00	\$2,992.00	\$0.00
B6	Catch Basin Structures	1.0	EA	\$ 2,900.00	\$2,900.00	1.0	\$2,900.00	0.00	\$0.00	100.00%	1.00	\$2,900.00	\$0.00
B7	Head Wall	1.0	EA	\$ 1,900.00	\$1,900.00	1.0	\$1,900.00	0.00	\$0.00	100.00%	1.00	\$1,900.00	\$0.00
B8	Rock Filter	1.0	EA	\$ 1,200.00	\$1,200.00	1.0	\$1,200.00	0.00	\$0.00	100.00%	1.00	\$1,200.00	\$0.00
B9	56" HDPE Pipe	18.0	LF	\$ 75.00	\$1,350.00	18.0	\$1,350.00	0.00	\$0.00	100.00%	18.00	\$1,350.00	\$0.00
B10	Type M Outlet Structure	1.0	EA	\$ 2,900.00	\$2,900.00	1.0	\$2,900.00	0.00	\$0.00	100.00%	1.00	\$2,900.00	\$0.00
B11	Cut to Fill	156.0	CY	\$ 6.25	\$975.00	156.0	\$975.00	0.00	\$0.00	100.00%	156.00	\$975.00	\$0.00
B12	Excav to Site Fill	347.0	CY	\$ 9.00	\$3,123.00	347.0	\$3,123.00	0.00	\$0.00	100.00%	347.00	\$3,123.00	\$0.00
B13	Temporary Seeding	1790.0	SY	\$ 0.50	\$895.00	1790.0	\$895.00	0.00	\$0.00	100.00%	1790.00	\$895.00	\$0.00
B14	Underground Infiltration System	100.0	LF	\$ 82.00	\$8,200.00	100.0	\$8,200.00	0.00	\$0.00	100.00%	100.00	\$8,200.00	\$0.00
B15	48" Sewage Inlet	2.0	EA	\$ 4,000.00	\$8,000.00	2.0	\$8,000.00	0.00	\$0.00	100.00%	2.00	\$8,000.00	\$0.00
B16	Temporary Seeding	1600.0	SY	\$ 0.50	\$800.00	1600.0	\$800.00	0.00	\$0.00	100.00%	1600.00	\$800.00	\$0.00
SUB-TOTALS PG. 3					\$100,863.00		\$100,863.00		\$0.00			\$100,863.00	\$0.00

# NORTHRIDGE AT CAMELBACK

APPLICATION 19

A ITEM NO.	B DESCRIPTION OF WORK	UNITS	UOM	UNIT PRICE	C SCHEDULED VALUE		D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)		E THIS PERIOD		TOTAL UNITS TO DATE	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	G % (G + C)	H BALANCE TO FINISH (C - G)
					PREVIOUS UNITS	THIS PERIOD UNITS	PREVIOUS APPLICATION (D + E)	THIS PERIOD UNITS	THIS PERIOD	THIS PERIOD				
C1	Mobilization	1.00	LS	\$ 4,000.00			\$4,000.00	0.00		\$0.00	1.00	\$4,000.00	100.00%	\$0.00
C2	Surveying	1.00	LS	\$ 4,000.00			\$4,000.00	0.00		\$0.00	1.00	\$4,000.00	100.00%	\$0.00
C3	Clearing and Grubbing	1.00	LS	\$ 4,000.00			\$4,000.00	0.00		\$0.00	1.00	\$4,000.00	100.00%	\$0.00
C4	Strip Topsoil and Stockpile	1703.00	CY	\$ 6.50			\$11,069.50	0.00		\$0.00	1703.00	\$11,069.50	100.00%	\$0.00
C5	Cut & Fill	217.00	CY	\$ 6.25			\$1,356.25	0.00		\$0.00	217.00	\$1,356.25	100.00%	\$0.00
C6	Cut to Excess Stockpile	6247.00	CY	\$ 9.00			\$56,223.00	0.00		\$0.00	6247.00	\$56,223.00	100.00%	\$0.00
C7	Site Grading	25648.00	SY	\$ 2.00			\$51,296.00	0.00		\$0.00	25648.00	\$51,296.00	100.00%	\$0.00
C8	Respread Stockpiled Top	1703.00	CY	\$ 10.00			\$17,030.00	0.00		\$0.00	1703.00	\$17,030.00	100.00%	\$0.00
C9	Temporary Seeding	14466.00	SY	\$ 0.50			\$7,233.00	0.00		\$0.00	14466.00	\$7,233.00	100.00%	\$0.00
C100	Concrete Curb	2580.00	LF	\$ 26.50			\$68,370.00	0.00		\$0.00	2580.00	\$68,370.00	100.00%	\$0.00
C110	1" Asphalt Wearing Course	9804.00	SY	\$ 8.00			\$78,432.00	0.00		\$0.00	9804.00	\$78,432.00	0.00%	\$78,432.00
C120	1-1/2" Asphalt Base Course	9804.00	SY	\$ 12.00			\$117,648.00	0.00		\$0.00	9804.00	\$117,648.00	74.91%	\$29,520.00
C130	6" #2A Stone Base	9804.00	SY	\$ 7.50			\$73,530.00	0.00		\$0.00	9804.00	\$73,530.00	90.00%	\$7,553.00
C140	4" Stone Shoulder	2072.00	SY	\$ 8.00			\$16,576.00	0.00		\$0.00	1657.725	\$13,261.80	80.01%	\$3,314.20
SUB-TOTALS PG. 4							\$397,144.55	0.00		\$0.00		\$397,144.55		\$118,619.20

# NORTHBRIDGE AT CAMELBACK

APPLICATION 19

A ITEM NO.	B DESCRIPTION OF WORK	UNITS	UOM	UNIT PRICE	C SCHEDULED VALUE		D WORK COMPLETED		E		G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)
					PREVIOUS UNITS	FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD UNITS	THIS PERIOD	UNITS TO DATE	% (G ÷ C)		
	Sanitary Sewer/Watermain											
D1	Mobilization	1.0	LS	\$ 5,000.00	1.0	\$5,000.00	0.0	\$0.00	1.0	100.00%	\$5,000.00	\$0.00
D2	Survey	1.0	LS	\$ 4,000.00	1.0	\$4,000.00	0.0	\$0.00	1.0	100.00%	\$4,000.00	\$0.00
D3	Cleaning and Grubbing	1.0	LS	\$ 7,500.00	1.0	\$7,500.00	0.0	\$0.00	1.0	100.00%	\$7,500.00	\$0.00
D4	Connect to Existing Ma	1.0	EA	\$ 3,000.00	1.0	\$3,000.00	0.0	\$0.00	1.0	100.00%	\$3,000.00	\$0.00
D5	8" PVC SDR-35	2495.0	LF	\$ 44.00	2495.0	\$109,780.00	0.0	\$0.00	2495.0	100.00%	\$109,780.00	\$0.00
D6	4" PVC SDR-35	644.0	LF	\$ 40.00	644.0	\$25,760.00	0.0	\$0.00	644.0	100.00%	\$25,760.00	\$0.00
D7	Sanitary Manhole	16.0	EA	\$ 3,400.00	16.0	\$54,400.00	0.0	\$0.00	16.0	100.00%	\$54,400.00	\$0.00
D8	2" Soia. 40 Force Main	900.0	LF	\$ 28.00	900.0	\$25,200.00	0.0	\$0.00	900.0	100.00%	\$25,200.00	\$0.00
D9	1.5" Sch. 40 Force Main	120.0	LF	\$ 26.00	120.0	\$3,120.00	0.0	\$0.00	120.0	100.00%	\$3,120.00	\$0.00
D10	Testing	1.0	LS	\$ 7,500.00	1.0	\$7,500.00	0.0	\$0.00	1.0	100.00%	\$7,500.00	\$0.00
D11	Consent to Existing 12"	2.0	EA	\$ 2,500.00	2.0	\$5,000.00	0.0	\$0.00	2.0	100.00%	\$5,000.00	\$0.00
D12	12" DR18 Pipe	3420.0	LF	\$ 50.00	3420.0	\$171,000.00	0.0	\$0.00	3420.0	100.00%	\$171,000.00	\$0.00
D13	6" DR18 Pipe	140.0	LF	\$ 42.00	140.0	\$5,880.00	0.0	\$0.00	140.0	100.00%	\$5,880.00	\$0.00
D14	12" Gate Valve	5.0	EA	\$ 3,500.00	5.0	\$17,500.00	0.0	\$0.00	5.0	100.00%	\$17,500.00	\$0.00
D15	6" Gate Valve	5.0	EA	\$ 2,400.00	5.0	\$12,000.00	0.0	\$0.00	5.0	100.00%	\$12,000.00	\$0.00
D16	Pipe Hydrants	5.0	EA	\$ 5,250.00	5.0	\$26,250.00	0.0	\$0.00	5.0	100.00%	\$26,250.00	\$0.00
D17	Pressure Reducing Valve	1.0	EA	\$ 14,800.00	1.0	\$14,800.00	0.0	\$0.00	1.0	100.00%	\$14,800.00	\$0.00
D18	Fittings	1.0	LS	\$ 36,500.00	1.0	\$36,500.00	0.0	\$0.00	1.0	100.00%	\$36,500.00	\$0.00
D19	Water Services	1512.0	LF	\$ 28.00	1512.0	\$42,336.00	0.0	\$0.00	1512.0	100.00%	\$42,336.00	\$0.00
D20	Testing and Disinfection	1.0	LS	\$ 9,681.00	1.0	\$9,681.00	0.0	\$0.00	1.0	100.00%	\$9,681.00	\$0.00
	SUB-TOTALS PG. 5					\$586,207.00		\$0.00			\$586,207.00	\$5,250.00

# NORTHRIDGE AT CAMELBACK

APPLICATION 19

A ITEM NO.	B DESCRIPTION OF WORK	UNITS	UOM	3200 UNIT PRICE	C SCHEDULED		D WORK COMPLETED		E		G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)
					VALUE	PREVIOUS UNITS	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD UNITS	THIS PERIOD	% (G + C)		
E1	Asphalt	1.0	LS	\$ 8,000.00	\$8,000.00	0.47	\$3,760.00	0.00	\$0.00	0.47	47.000000%	\$4,240.00
E2	Mobilization	1.0	LS	\$ 7,000.00	\$7,000.00	0.87	\$6,090.00	0.00	\$0.00	0.87	87.000000%	\$910.00
E3	Surveying	1.0	LS	\$ 6,000.00	\$6,000.00	1.00	\$6,000.00	0.00	\$0.00	1.00	100.000000%	\$0.00
E4	Clearing and Grubbing	2.0	EA	\$ 2,000.00	\$4,000.00	2.00	\$4,000.00	0.00	\$0.00	2.00	100.000000%	\$0.00
E5	Construction Entrance	260.0	LF	\$ 3.00	\$780.00	260.00	\$780.00	0.00	\$0.00	260.00	100.000000%	\$0.00
E6	18" Filter Fabric Fence	1220.0	LF	\$ 4.25	\$5,185.00	1220.00	\$5,185.00	0.00	\$0.00	1220.00	100.000000%	\$0.00
E7	30" Filter Fabric Fence	1020.0	LF	\$ 7.00	\$7,140.00	600.08	\$4,200.56	0.00	\$0.00	600.08	58.83137%	\$2,939.44
E8	Super Filter Fabric Fence	5.0	EA	\$ 135.00	\$675.00	0.00	\$0.00	0.00	\$0.00	0.00	0.000000%	\$675.00
E9	Inlet Protection	8232.0	CY	\$ 6.25	\$51,450.00	8232.0000	\$51,450.00	0.00	\$0.00	8232.00	100.000000%	\$0.00
E10	Cut to Fill	10990.0	CY	\$ 9.00	\$98,910.00	10990.0000	\$98,910.00	0.00	\$0.00	10990.00	100.000000%	\$0.00
E11	Excess Cut to Site Fill	21692.0	SY	\$ 2.00	\$43,384.00	21692.00	\$43,384.00	0.00	\$0.00	21692.00	100.000000%	\$0.00
E12	Site Grading	3200.0	SY	\$ 2.25	\$7,200.00	3200.00	\$7,200.00	0.00	\$0.00	3200.00	100.000000%	\$0.00
E13	Erosion Control Matting	8595.0	SY	\$ 0.50	\$4,297.50	4640.40	\$2,320.20	0.00	\$0.00	4640.40	53.98523%	\$1,977.30
E14	Temporary Seeding											
E140	15" HDPE Pipe	956.0	LF	\$ 20.00	\$19,120.00	956.00	\$19,120.00	0.00	\$0.00	956.00	100.000%	\$0.00
E150	Material Labor	956.0	LF	\$ 20.00	\$19,120.00	406.12	\$8,162.40	0.00	\$0.00	406.12	42.69038%	\$10,957.60
E160	18" HDPE Pipe	143.0	LF	\$ 22.00	\$3,146.00	143.00	\$3,146.00	0.00	\$0.00	143.00	100.000%	\$0.00
E170	Material Labor	143.0	LF	\$ 22.00	\$3,146.00	0.00	\$0.00	0.00	\$0.00	0.00	0.000%	\$3,146.00
E180	Manhole Structures	2.0	EA	\$ 2,600.00	\$5,200.00	2.00	\$5,200.00	0.00	\$0.00	2.00	100.000%	\$0.00
E190	Catch Basin Structures	6.0	EA	\$ 2,900.00	\$17,400.00	2.00	\$5,800.00	0.00	\$0.00	2.00	33.333%	\$11,600.00
E200	Temporary Outlet Structure	3.0	EA	\$ 3,400.00	\$10,200.00	0.00	\$0.00	0.00	\$0.00	0.00	0.000%	\$10,200.00
E210	Bed Walls/Head Walls	6.0	EA	\$ 1,900.00	\$11,400.00	2.00	\$3,800.00	0.00	\$0.00	2.00	33.3333%	\$7,600.00
E220	Stilling Basin	40.0	SY	\$ 50.00	\$2,000.00	10.00	\$500.00	0.00	\$0.00	10.00	25.000%	\$1,500.00
E230	Rip Rap Outfall Apron	40.0	SY	\$ 40.00	\$1,600.00	10.00	\$400.00	0.00	\$0.00	10.00	25.000%	\$1,200.00
SUB-TOTALS PG. 6					\$336,353.50		\$279,408.16		\$0.00		\$279,408.16	\$56,945.34



# NORTHRIDGE AT CAMELBACK

APPLICATION 17

ITEM NO.	DESCRIPTION OF WORK	UNITS	UDM	G		D		E		G	%	H
				UNIT PRICE	SCHEDULED VALUE	PREVIOUS UNITS	FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD UNITS	THIS PERIOD	TOTAL COMPLETED AND STORED TO DATE (G+H+I)		
E220	8" PVC SDR-35	1258.0	LF	\$44.00	\$55,264.00	1214.00	\$53,416.00	-	-	\$5,848.00	96.6560%	\$1,848.00
E230	4" PVC SDR-35	1292.0	LF	\$40.00	\$51,680.00	226.00	\$9,040.00	240.00	\$9,600.00	\$16,400.00	34.33%	\$29,590.00
E240	Sanitary Manhole	12.0	EA	\$3,400.00	\$40,800.00	10.04	\$34,136.00	-	-	\$6,664.00	81.67%	\$6,664.00
E250	3" Sch. 40 Force Main	1282.0	LF	\$70.00	\$89,740.00	822.80	\$57,536.00	-	-	\$32,204.00	64.28%	\$13,716.00
E260	1.5" Sch. 40 Force Main	606.0	LF	\$26.00	\$15,756.00	0.00	\$0.00	0.00	-	\$15,756.00	0.00%	\$15,756.00
E270	Turfing	1.0	LS	\$8,000.00	\$8,000.00	0.00	\$0.00	0.00	-	\$8,000.00	0.00%	\$8,000.00
E280	Connect to Existing 12"	2.0	EA	\$1,700.00	\$3,400.00	1.00	\$1,700.00	0.00	-	\$1,700.00	50.00%	\$1,700.00
E290	8" Dr 18 Pipe	1982.0	LF	\$13.20	\$26,162.40	1980.00	\$26,136.00	0.00	-	\$26,136.00	100.00%	\$0.00
E300	6" Dr 18 Pipe	1980.0	LF	\$30.80	\$60,984.00	1331.55	\$41,011.74	0.00	-	\$41,011.74	67.25%	\$19,972.26
E310	4" Dr 18 Pipe	340.0	LF	\$12.60	\$4,284.00	340.00	\$4,284.00	0.00	-	\$4,284.00	100.00%	\$0.00
E320	3" Gate Valve	780.0	LF	\$23.40	\$18,252.00	75.65	\$1,777.89	0.00	-	\$1,777.89	22.25%	\$17,777.89
E330	6" Gate Valve	780.0	LF	\$12.00	\$9,360.00	780.00	\$9,360.00	0.00	-	\$9,360.00	100.00%	\$0.00
E340	Fire Hydrants	780.0	LF	\$23.40	\$18,252.00	425.70	\$10,169.50	0.00	-	\$10,169.50	54.58%	\$9,972.40
E350	Blow off Assembly	3.0	EA	\$70.00	\$210.00	3.00	\$210.00	0.00	-	\$210.00	100.00%	\$0.00
E360	Fittings	3.0	EA	\$2,030.00	\$6,090.00	0.00	\$0.00	0.00	-	\$6,090.00	0.00%	\$6,090.00
E370	Water Service	4.0	EA	\$720.00	\$2,880.00	4.00	\$2,880.00	0.00	-	\$2,880.00	100.00%	\$0.00
E380	Testing and Disinfection	4.0	EA	\$1,680.00	\$6,720.00	1.00	\$1,680.00	0.00	-	\$1,680.00	25.00%	\$5,040.00
E390	Concrete Curb	3.0	EA	\$1,575.00	\$4,725.00	3.00	\$4,725.00	0.00	-	\$4,725.00	100.00%	\$0.00
E400	1" Asphalt Wearing Course	3.0	EA	\$3,675.00	\$11,025.00	0.00	\$0.00	0.00	-	\$11,025.00	0.00%	\$11,025.00
E410	1.5" Asphalt Base Course	3.0	EA	\$540.00	\$1,620.00	3.00	\$1,620.00	0.00	-	\$1,620.00	100.00%	\$0.00
E420	6" 2A Stone Base	3.0	EA	\$1,260.00	\$3,780.00	0.00	\$0.00	0.00	-	\$3,780.00	0.00%	\$3,780.00
E430	4" Stone Shoulder	3.0	EA	\$3,000.00	\$9,000.00	1.00	\$3,000.00	0.00	-	\$3,000.00	100.00%	\$0.00
E440	4" Stone Shoulder	3.0	EA	\$21,000.00	\$63,000.00	0.46380	\$9,781.80	0.00	-	\$9,781.80	46.58%	\$11,218.20
E450	Water Service	1200.0	LF	\$28.00	\$33,600.00	0.00	\$0.00	0.00	-	\$33,600.00	0.00%	\$33,600.00
E460	Testing and Disinfection	1.0	LS	\$3,000.00	\$3,000.00	0.00	\$0.00	0.00	-	\$3,000.00	0.00%	\$3,000.00
E470	Concrete Curb	995.0	LF	\$26.50	\$26,367.50	0.00	\$0.00	0.00	-	\$26,367.50	0.00%	\$26,367.50
E480	1" Asphalt Wearing Course	8630.0	SY	\$2.00	\$17,260.00	0.00	\$0.00	0.00	-	\$17,260.00	0.00%	\$17,260.00
E490	1.5" Asphalt Base Course	8630.0	SY	\$12.00	\$103,560.00	0.00	\$0.00	0.00	-	\$103,560.00	0.00%	\$103,560.00
E500	6" 2A Stone Base	8630.0	SY	\$7.50	\$64,725.00	1927.00	\$14,452.50	0.00	-	\$14,452.50	22.13%	\$50,272.50
E510	4" Stone Shoulder	1665.0	SY	\$8.00	\$13,320.00	0.00	\$0.00	0.00	-	\$13,320.00	0.00%	\$13,320.00
TOTAL CONTRACT PG 7				\$	\$731,926.50	\$	\$64,432.75	\$	\$9,600.00	\$774,959.25		\$957,195.75

**FOUR SEASONS AT CAMELBACK, L.P.  
NORTHRIDGE PHASES 11-16**

**ESCROW REDUCTION BOND TRACKING SUMMARY**

**REQUEST #19**

<b>BOND TRACKING - ALL PRIOR RELEASES</b>	
<b>ORIGINAL TOWNSHIP ESTIMATE</b>	<b>\$ 3,887,183.51</b>
<b>10% CONTINGENCY</b>	<b>\$ 388,718.35</b>
<b>TOTAL ORIGINAL BOND AMOUNT</b>	<b>\$ 4,275,901.86</b>
<b>ALL PRIOR BOND AMOUNTS RELEASED</b>	<b>\$ 3,274,236.17</b>
<b>REMAINING BOND AMOUNT - PRIOR RELEASES</b>	<b>\$ 1,001,665.69</b>

<b>BOND TRACKING - AFTER CURRENT RELEASE REQUEST</b>	
<b>ORIGINAL TOWNSHIP ESTIMATE</b>	<b>\$ 3,887,183.51</b>
<b>10% CONTINGENCY</b>	<b>\$ 388,718.35</b>
<b>TOTAL ORIGINAL BOND AMOUNT</b>	<b>\$ 4,275,901.86</b>
<b>TOTAL RELEASES (INCL. CURRENT REQUEST)</b>	<b>\$ 3,283,836.17</b>
<b>REMAINING BOND AMOUNT - AFTER CURRENT REQUEST</b>	<b>\$ 992,065.69</b>

FOUR SEASONS AT CAMELBACK, L.P.  
700 SOUTH HENDERSON ROAD, SUITE 202  
KING OF PRUSSIA, PA 19406  
(610) 945-1655

July 6, 2016

**VIA ELECTRONIC MAIL AND U.S. POSTAL SERVICE**

Mr. Harold Werkheiser  
President  
Pocono Township Commissioners  
P.O. Box 197  
112 Municipal Drive  
Tannersville, PA 18372

Subject: Request for Reduction of Escrow #19  
Northridge at Camelback Phases 11-16  
Pocono Township, Monroe County, Pennsylvania

Dear Mr. Werkheiser:

In accordance with the provisions of the Pocono Township (the "Township") Subdivision and Land Development Ordinance, Four Seasons at Camelback, L.P. hereby requests an inspection of the development improvements itemized on the attached schedule. All of the itemized improvements are complete, performed in accordance with the approved plans, and are prepared for the Township's inspection. Upon verification by the Township Engineer, please give favorable consideration to the release of \$9,600.00 from the escrowed funds.

Should you have any questions, please do not hesitate to contact us at the address listed above or by telephone at (610) 812-7937.

Sincerely,

FOUR SEASONS AT CAMELBACK, L.P.



Richard P. Almquist, Jr.  
Vice President of Land Development

Enclosure

cc. Ms. Pamela Finkbeiner – Pocono Township  
Mr. Timothy J. Edinger, P.E. – T&M Associates (*via electronic mail*)  
Mr. Matthew D. Harleman – T&M Associates (*via electronic mail*)  
Mr. Kevin Fruck, P.E. – Cornerstone (*via electronic mail*)

**FOUR SEASONS AT CAMELBACK, L.P.  
NORTHRIDGE PHASES 11-16**

**ESCROW REDUCTION BOND TRACKING SUMMARY**

**REQUEST #19**

BOND TRACKING - ALL PRIOR RELEASES		
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TOTAL ORIGINAL BOND AMOUNT	\$	4,275,901.86
ALL PRIOR BOND AMOUNTS RELEASED	\$	3,274,236.17
REMAINING BOND AMOUNT - PRIOR RELEASES	\$	1,001,665.69

BOND TRACKING - AFTER CURRENT RELEASE REQUEST		
ORIGINAL TOWNSHIP ESTIMATE	\$	3,887,183.51
10% CONTINGENCY	\$	388,718.35
TOTAL ORIGINAL BOND AMOUNT	\$	4,275,901.86
TOTAL RELEASES (INCL. CURRENT REQUEST)	\$	3,283,836.17
REMAINING BOND AMOUNT - AFTER CURRENT REQUEST	\$	992,065.69