

POCONO TOWNSHIP COMMISSIONERS  
MEETING AGENDA  
June 5, 2017 6:00 p.m.

1) Pledge of Allegiance

2) Roll Call

3) Announcements:

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 May 1, 2017
- b. Meeting of May 15, 2017
- c. Work Session of May 19, 2017
- d. Work Session of June 1, 2017

6) Approval of Bills and Transfers

- a. Check Ratification list for prior period dated May 15, 2017
- b. Check and Transfer Listing dated June 5, 2017
- c. Check Ratification list for current period dated June 5, 2017

7) Report of the President

8) Commissioners Comments

Bob DeYoung, Vice President

Jerry Lastowski, Commissioner

Judi Coover, Commissioner

- i. Short Term Rental Ordinance Draft review and set date for Advertisement.

Ellen Gmandt, Commissioner

9) Reports:

a. Civil Service Commission

- i. Introduction of New Officer
- ii. Keith Meeker is recommended to fill a vacancy as an alternate member of the commission.
- iii. Staples Heart and Lung Hearing Status.

b. Administration – Manager's Report

- c. Public Works Report
  - i. Route 611 Improvement Project Update
  - ii. Plaza 611 Update
  - iii. New Single Axle Truck for Roads Department
  - iv. Parks and Recreation Board Matters
    - 1. Gator and Mower purchase under CoStars State Contracts and under budget.
    - 2. Heritage Center and Basketball Parking Lot Improvement and Repaving to be done well under budget using Roads Department and F&F Paving and Excavating – lowest at \$13,950 of 3 written quotes received.
    - 3. New Playground Equipment. Parks and Recreation Board has selected two pieces of equipment from a CoStars state contract vendor to replace the current dome and seater. The price delivered and installed is \$20,455.58 which is under the \$24,000 budgeted amount.
  - v. Establish Interim Sewer Administration Committee
- d. Finance Committee
- e. Township Solicitor Report
  - i. Pocono Logistics Violations.
  - ii. Adams – Casiano Appeal
  - iii. Pocono Mountain School District Connection and Monthly Billing Agreement.
- f. Township Engineer Report
  - i. Status Report on Sewer Redesign and Air Valve Replacement.
  - ii. Route 611 Sewer Line Relocation Work Update.
  - iii. Acceptance of Road Material Bids.
  - iv. Northampton Community College Request for Release of remaining letter of credit for Monroe Campus Land Improvements. (Attachment Omitted)
  - v. Robert Ace Request for Release of Remaining Letter of Credit. (Attachment Omitted)
  - vi. Carriage House at Pocono Manor Request for Release of Letter of Credit. (Attachment Omitted)

10) Presentations:

11) Resolutions and Ordinances:

- a. Resolution 2017-22 Revision of Resolution 2017-21 regarding de minimis use.
- b. Resolution 2017-23 Granting Conditional Approval for Discovery Drive Widening Lane.
- c. Resolution 2017-24 Adopting 2017 Fee Schedule

12) 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.

13) Executive Session, if necessary

#### 14) Adjournment

Pocono Township  
Meeting Minutes for May 1, 2017

The meeting was called to order at 6:08 pm by Vice President Bob DeYoung. Pledge of Allegiance.

Roll Call: Ellen Gndt, Present; Robert DeYoung, Present; Harold Werkheiser, Absent; Gerald Lastowski, Present; Judi Coover, Absent.

**Public Comments:**

Maxine Turbolski commented on hiring of Roadmaster. To be discussed later in agenda.

Danielle Eckhart commented on Snow Plow damage to her property outside of Right of Way. Discussion followed. To be re-graded and discussed how to avoid in future.

Suzanne Caci requested that the Township have Prosser Labs check the Silver Leaf Sewage Treatment Plant because it is noisy when running. Discussion followed.

Diane Zweifel reported on the mix up at the April 25, 2017 Zoning Hearing Board meeting when the applicant showed up at the hearing because he had not been notified of the continuance. Requested adequate oversight to avoid in the future and need for Zoning Hearing Board secretary. Certified letters shall be sent to all parties in the future.

**Meeting Minutes**

- 1) Jerry Lastowski made a motion to accept the April 17, 2017 meeting minutes as amended with corrections for page 2 typo of whether, and page 3 correction that Mrs. Tripus resigned as "Recording" secretary. Seconded by Ellen Gndt.  

All present in favor  
motion carried.
- 2) Jerry Lastowski made a motion to accept the April 18, 2017 special meeting minutes as amended to include "Meeting was called to order at 6:00pm followed by the pledge of allegiance." ; and to include a note stating the testimony of individuals can be found in the court reporter's transcript and a recording has been made to be kept in perpetuity. Second Ellen Gndt.  

All present in favor  
motion carried.
- 3) Ellen Gndt made a motion to accept the April 20, 2017 work session minutes. Second Jerry Lastowski.  

All present in favor  
motion carried.

- 4) Jerry Lastowski made a motion to accept the April 27, 2017 work session minutes. Second Ellen Gndt.

All present in favor

motion carried.

#### Bills and Transfers

- 5) Jerry Lastowski made a motion to approve Resolution 2017\_\_ releasing to Pocono Township Volunteer Fire Company \$31,360.65 being the remaining amount from the dedicated tax for emergency services, subject to confirmation of the correct amount available. Second Bob DeYoung.

Ellen Gndt, yes; Bob DeYoung, yes; Jerry Lastowski,

abstained conflict Treasurer of Fire Company.

Motion carried.

- 6) Jerry Lastowski made a motion to approve Resolution 2017\_\_ Budget appropriations dated May 1, 2017. Second Ellen Gndt.

All present in favor

motion carried.

- 7) Ellen Gndt made a motion to approve the bills and transfers dated May 1, 2017, except for T&M Invoice to be held to verify actual work done and revised invoice. Second Jerry Lastowski.

All present in favor

motion carried.

- 8) Ellen Gndt made a motion to ratify the check list dated May 1, 2017. Second Jerry Lastowski.

All present in favor

motion carried.

#### Commissioner Comments

- 9) Jerry Lastowski made a motion to contact Prosser Labs to inspect the Brookdale sewage treatment plant. Second Ellen Gndt.

All present in favor

motion carried.

- 10) Ellen Gndt reported that the short term rental agreement draft was being referred to Solicitor DeVito for review and comment. Discussion. Leo to review and comment.

Public Comment: Chris Orenko discussed the process of how the ordinance was developed and requested it be expedited.

Unidentified individual-commented on who is responsible for garbage in short term rental. Who will enforce problems.

- 11) Ellen Gndt made a motion for the Police to purchase Plan It software. Second Jerry Lastowski.  
All present in favor

motion carried.

Public Comment: Kermit of St. Lukes Ambulance commented ambulance has been using this software for 7-8 years.

- 12) Ellen Gndt made a motion to have the manager engage an actuary to review and prepared calculations for any refunds due to Police under the Police Pension. Second Jerry Lastowski.  
All present in favor

motion carried.

### Civil Service Commission

- 13) Jerry Lastowski made a motion to authorize the Civil Service Commission to begin the process of promoting 2 officers to the rank of Corporal. Second Ellen Gndt.

All present in favor

motion carried.

Public Comment: Diane Zweifel asked what are the duties of the corporal. Chief Werkheiser explained.

Doug Blessing announced his pending resignation due to moving out of area. Commissioner Lastowski thanked him for his service on the Civil Service Commission.

### Manager's Report

Requested authorization to hire someone from Park to work clean up day Saturday.

Public Comment: Dee Ackerman suggested to ask all union members before hiring part time employees before hiring or grievance could be filed. CBA will be checked.

Manager to schedule interviews with DPW applicants and commissioners.

- 14) Jerry Lastowski made a motion to approve the Park and Recreation Board staffing and operations recommendations. Second Ellen Gndt.

All present in favor

motion carried.

- 15) Ellen Gndt made a motion to accept the Park and Recreation Board Rules and Regulations.  
Second Jerry Lastowski.

All present in favor

motion carried.

- 16) Ellen Gndt made a motion to authorize the signing of the Park and Recreation Board Friendly Community Center MOU. Second Jerry Lastowski.

All present in favor

motion carried.

**Public Comment:**

Dean Hartshorn questioned if pay increases were included for park employees.

Maxine Turbolski commented on why the Heritage Center needs internet. Future program needs, and ultimately installed for park maintenance time clock.

Dean Hartshorn requested status of his work schedule.

- 17) Jerry Lastowski made a motion to rescind previous motion to change Dean Hartshorn's work week and to change his schedule back to Monday to Friday after proper 7 day notification or effective immediately provided the Union waives the CBA notice period. Second Ellen Gndt.

All present in favor

motion carried.

**Finance Committee**

Meeting to be scheduled 5/22/17 morning with PFM for 1<sup>st</sup> quarter review.

**Solicitor's Report**

Board requested a list of all delinquent sewer accounts and a list of receivables for 2015 and 2016 for the auditors.

Public Comment: Neighbor concerned with unregistered vehicles and other issues with Pocono Logistics Violations.

- 18) Jerry Lastowski made a motion to authorize the Solicitor to prepare legal action in Monroe County Court of Common Pleas and obtain an administrative search warrant in support with regard to Pocono Logistics Violations. Second Bob DeYoung.

All present in favor

motion carried.

Ellen Gndt requested the notice be sent to the correct address 585 Railroad Ave, Stroudsburg, PA 18360.

**Engineer's Report**

EDU billing discussion regarding DeMinimus policy and instruct Jon Tresslar to change the admin fee to \$ 0.

Public Comment:

Pam Tripus-commented on will businesses be able to qualify.

Rich Wielebinski-commented township did not set rate someone in Harrisburg set rate.

- 19) Jerry Lastowski made a motion for the replacement and removal of air relief valves in accordance with the Boucher & James recommendation pending legal review of the propriety of doing this work separate from the balance of the Sewer Redesign and Air Valve Replacement work. Second Bob DeYoung.

All present in favor  
motion carried.

There being no further business the meeting was adjourned at 9:05 pm.

Respectfully submitted,

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Township Secretary



## Draft Outline of BOC Meeting of May 15, 2017

### Pledge of Allegiance

Roll Call EG Present, RD Present, HW Present, JL Present, JC Present

### Public Comments:

Comments by the Shupps and Chris Ortolan concerning garbage and unsanitary conditions on and arising from properties being used as short term rentals and questioning the status of the Short Term Rental Ordinance.

Additional public comments by \_\_\_\_\_ questioning the repair of potholes on Tara Drive and how it is done.

1. JL made a motion to suspend the Agenda and consider the Resolutions at this time. Second RDEG. All voted in favor. Motion carried.
2. JL made a motion to approve Resolution 2017-16 Congratulating and Commending Joseph Ross Rando for earning the Eagle Scout Award in Troop 85 for the beautification and enhancement of a portion of the walking trail in the Cranberry Bog Nature Preserve. Second EG. All voted in favor. Motion carried.
3. EG made a motion to approve Resolution 2017-17 regarding Supplemental Appropriations to cover the amount confirmed in QuickBooks to be released to Pocono Township Volunteer Fire Company. Second JC. All voted in favor. Motion carried.
4. JC made a motion to approve Resolution 2017-18 rescinding Resolution 2017-14 and releasing to Pocono Township Volunteer Fire Company the amount confirmed in QuickBooks to be the remaining amount from the dedicated tax for emergency services. Second EG. All voted in favor. Motion carried.
5. RD made a motion to approve Resolution 2017-19 approving the Farda Minor Subdivision with conditions. Second JC. All voted in favor. Motion carried.
6. JC made a motion to approve Resolution 2017-20 approving the Kenbar Route 715 Minor Subdivision with conditions. Second EG. All voted in favor. Motion carried.
7. EG made a motion to table action on the May 1, 2017 meeting minutes. Second JL  
EG, RD, ~~HW~~ and JL voted in favor, JC and HW abstained. Motion carried.
8. JL made a motion to accept the May 1, 2017 work session minutes. Second RD  
EG, RD, JC and JL voted in favor, ~~HW and JC~~ abstained. Motion carried.
9. JL made a motion to accept the May 11, 2017 work session minutes. Second RD

## Draft Outline of BOC Meeting of May 15, 2017

EG, RD, JL and JC voted in favor, HW abstained. Motion carried.

10. JL made a motion to approve the bills and transfers dated May 15, 2017. Second EG.

All voted in favor. Motion carried.

11. JC made a motion to table action on the ratify check list dated May 15, 2017. Second EG All voted in favor. Motion carried.

12. JC made a motion to name Jack Burns a voting member of the Civil Service Commission. Second EG. All voted in favor. Motion carried.

13. JLC made a motion that the Board approve and authorize the execution of (1) an Easement Agreement to Pocono Township granted by DEPG and other parties, and (2) the Plaza 611 Sewer Escrow and Emergency Maintenance Agreement, subject to the condition that the Township Solicitor, Township engineer and Township Manager approve the final form of the aforesaid documents and the final form of the First Amendment to the Plaza 611 Declaration of Condominium. Second RD. All voted in favor. Motion carried.

14. JC made a motion to approve Resolution 2017-21 re De Minimus EDU Billings. Second EG. All voted in favor. Motion carried.

15. JC made a motion to adopt recommendations 1 through 7 of the Boucher and James memorandum dated April 26, 2017 re Sewer Redesign and Air Valve Replacement. Second JL. All voted in favor. Motion carried.

Commissioner Lastowski noted that as a result of prior comments addressed to the Board by Mrs. Caci, he had inspected the Brookdale sewer treatment plant and heard no load noise, only a slight hum coming from the plant and that at the Township's request Prosser Labs also inspected the plant and found nothing wrong with its operation.

Commissioner Coover requested a status update on Officer Staples' Hearing regarding Heart and Lung benefits, the new Police Union CBA and calculation of Police retroactive pay.

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

**DATE:** May 19, 2017

**TIME:** 8:00am

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Bob DeYoung

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

Job descriptions and general employment contract discussions were held.

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN.

THE WORK SESSION WAS ADJOURNED AT: 5:55pm

POCONO TOWNSHIP BOARD OF COMMISSIONERS  
WORK SESSION MINUTES

DATE: June 1, 2017

TIME: 9:00am

PLACE: Township Building

PRESIDING COMMISSIONER: Bob DeYoung

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

NO CITIZENS APPEARED OFFICIALLY AND TESTIFIED.

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN.

THE WORK SESSION WAS ADJOURNED AT: 12:40pm

# Pocono Township Check Listing

May 15, 2017

May 15, 2017

Amount

Memo

Vendor

Date Check

General Fund

Payroll

5/10/2017

Pay 10 2017

79,937.07  
TOTAL PAYROLL \$79,937.07

5/5/2017 55683  
5/10/2017 55692

Chris Staples  
PENTELEDATA  
2015 refund of taxes  
Internet

6,695.02  
184.90  
TOTAL General Fund \$6,879.92

Sewer Operating  
Fund

05/10/2017 1813  
05/10/2017 1814

BRODHEAD CREEK REGIONAL A\Water  
PENTELEDATA  
Internet

311.58  
299.75  
TOTAL Sewer Operating \$611.33

TOTAL General Fund

\$86,816.99 Transferred by:

TOTAL Sewer Operating

\$611.33

Authorized by:

**POCONO TOWNSHIP CHECK LISTING**

**June 5, 2017**

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
05/31/2017	55755	Ackerman, Earl	Uniform Allowance	224.00
05/31/2017	55756	Allstate Septic Systems, LLP	Refund - Septic permit	100.00
05/31/2017	55757	Anglemyer, Aaron	VOID: Training Expenses	0.00
05/31/2017	55758	Best Auto Service Center	Police Vehicle repairs	590.07
05/31/2017	55759	BIU of PA, Inc.	SEO/ZO services	4,882.50
05/31/2017	55760	Boucher & James, Inc.	Engineering	1,597.25
05/31/2017	55761	Anglemyer, Austin	Training Expenses	94.92
05/31/2017	55762	Bruce's Flying Service, Inc.	Gypsy Moth Spraying - Mt. View	3,120.00
05/31/2017	55763	Chemung Supply Corporation	Road Pipes	9,092.15
05/31/2017	55764	Coogan, John	Refund - Pavilion reimbursement	150.00
05/31/2017	55765	Cramer's Home Building Center	Bleacher repairs - Park	141.00
05/31/2017	55766	CVA Plumbing/Heating/A/C, Inc.	Service and Repair	1,568.44
05/31/2017	55767	D.G. Nicholas Co.	Parts	30.51
05/31/2017	55768	Fernandez, Elizabeth	Refund Pavilion rental	193.90
05/31/2017	55769	Fry Communications, Inc.	Pennsylvania Bulletin	82.00
05/31/2017	55770	Goucher, Shawn	Uniform Allowance	216.64
05/31/2017	55771	HUNTER KEYSTONE PETERBILT	Truck #11	15.54
05/31/2017	55772	Inter County Investigations, Inc.	Police - New hires	3,100.00
05/31/2017	55773	J. P. Mascaro & Sons	Garbage - Twp/Park/Cleanup	483.92
05/31/2017	55774	Keystone Business Products	Copier - Township	848.44
05/31/2017	55775	Kimball Midwest	Truck Parts	364.08
05/31/2017	55776	Maille	2015-2016 Audit expenses	5,000.00
05/31/2017	55777	MCIDA	2017 TIF	17,566.00
05/31/2017	55778	Medico Industries, Inc.	Truck Parts	134.60
05/31/2017	55779	Nyffler, Maria	Pavilion refund	96.80
05/31/2017	55780	Otto, Carol	Cleaning	550.00
05/31/2017	55781	PAPCO, Inc.	Gasoline/Diesel	2,250.66
05/31/2017	55782	Pitney Bowes	Postage supplies	314.46
05/31/2017	55783	PMHC	Health Insurance - June	67,184.74
05/31/2017	55784	Pocono Farmstand & Nursery	Plants for Twp. Buildings	38.97
05/31/2017	55785	Pocono Management Associates LLC	Consultant services	1,709.34
05/31/2017	55786	Pocono Record	Advertising	1,760.90
05/31/2017	55787	Recyle Logistics and Transport LLC	Spring Clean up - Tires	328.00
05/31/2017	55788	Reserve Account	Postage	1,000.00
05/31/2017	55789	Royal Security Services, Inc	Heritage Center Alarm Monitoring	384.00
05/31/2017	55790	Smith, Doug	Uniform Allowance	266.53
05/31/2017	55791	Staples Advantage	Office/Park Supplies	442.92
05/31/2017	55792	Staples Credit Plan	Office Supplies - Police	466.26
05/31/2017	55793	STTC Service Tire Truck Centers, INC.	Tire	113.00
05/31/2017	55794	Tarheel Quarry LLC	Sand - Park	219.30
05/31/2017	55795	UNIFIRST Corporation	Carpets/Uniforms	326.20
05/31/2017	55796	Vogt, Charles	Mileage - Conference	293.82
05/31/2017	55797	WatchGuard Video	Body Camera	5,575.00

# **POCONO TOWNSHIP CHECK LISTING**

**June 5, 2017**

05/31/2017 55798	Beyer-Barber Company	Police Pension Plan	750.00
05/31/2017 55799	JR Burns Mechanical Services	Repair TLC park	150.00
05/31/2017 55800	PAPCO, Inc.	Gasoline	1,103.36
05/31/2017 55801	PENTELEDATA	Internet	59.95
05/31/2017 55802	Pocono Management Associates LLC	Consultant services	828.50
05/31/2017 55803	Pocono Princess LLC	Entertainment - Thursday on the Green	150.00
05/31/2017 55804	PPL Electric Utilities	Electric service	65.72
05/31/2017 55805	Signal Service, Inc.	100949	307.38
05/31/2017 55806	Steele's Hardware	Park/Police/Twp Supplies	285.11
05/31/2017 55807	Tulpehocken Mountain Spring Water Inc	Water	75.60
05/31/2017 55808	UNIFIRST Corporation	Carpets/Uniforms	173.60
05/31/2017 55809	RecDesk LLC	RecDesk - 1 year	1,800.00
05/31/2017 55810	US Bank	Leftover from MMO for non uniform pens	13,789.00
05/31/2017 55811	Nationwide 457	Voluntary supplemental pension	5,486.48
05/31/2017 55812	Met Life	Non uniform pension	3,998.85
05/31/2017 55813	US Bank	Police pension	5,129.05
<b>TOTAL General Fund</b>			<b><u>\$167,069.46</u></b>

## **Sewer Operating Fund**

05/31/2017 1828	Tri-Boro Fencing Contractors	Fix fence pump station	988.00
05/31/2017 1829	Want To Inc.	Maintenance pump stations	3,230.00
05/31/2017 1830	PENTELEDATA	Internet for stations	299.75
05/31/2017 1831	Pocono Management Associates LLC	Pat Briegel	2,337.25
05/31/2017 1832	Boucher & James, Inc.	Engineering for operations	610.75
05/31/2017 1833	J P Mascaro & Sons	Garbage pick up	90.00
05/31/2017 1834	ESSA Bank & Trust	Loan 7886012379 interest payment	52,394.09
05/31/2017 1835	Wayne Bank	Loan 1073710002 interest payment	40,648.45
05/31/2017 1836	First Keystone Community Bank	Loan 5000230987 interest payment	63,540.34
<b>TOTAL Sewer Operating Fund</b>			<b><u>\$164,138.63</u></b>

## **Sewer Construction Fund**

04/26/2017 210	T&M Asc	Grinder pump installation	141.60
05/31/2017 212	Boucher & James	Engineering for construction	14,592.95
<b>TOTAL Sewer Construction Fund</b>			<b><u>\$14,734.55</u></b>

## **Capital Reserve Fund**

05/31/2017 168	Davidheiser's Inc	Tracker installed in police vehicle	60.00
05/31/2017 169	Advanced Collision	Painting for police vehicle	971.36
<b>TOTAL Capital Reserve Fund</b>			<b><u>\$1,031.36</u></b>

## **ESSA**

TOTAL General Fund **\$167,069.46**

Transferred by:

TOTAL Sewer Construction

**\$14,734.55**

Fund

TOTAL ESSA Transfer

**\$181,804.01**

## **Wayne Bank**

TOTAL Sewer Operating Fund

**\$164,138.63**

Authorized by:

**Pocono Township Check Listing**

**Ratify**

**June 5, 2017**

	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>General Fund</b>	<b>Payroll</b>				
	5/10/2017			Pay 10 2017	79,937.07
	5/24/2017			Pay 11 2017	81,964.53
				<b>TOTAL PAYROLL</b>	<b>\$161,901.60</b>
	5/15/2017	55687	AFLAC	Voluntary supplemental insurance	427.70
	5/15/2017	55688	Lincoln Life	Voluntary supplemental savings	300.00
	5/23/2017	55748	Cardmember Services	Office 360/office supplies/domain	953.88
	5/23/2017	55749	Verizon	Police phones	623.51
	5/23/2001	55750	Cardmember Services	Conferences	743.98
	5/23/2017	55751	Verizon	Township phones	247.40
<b>Sewer Operating</b>	5/23/2017	55752	Cardmember Services	Awards	180.00
	5/23/2017	55753	Verizon	Ipads	60.86
	5/23/2017	55754	Tulpehocken	Water	207.90
				<b>TOTAL General Fund</b>	<b>\$3,745.23</b>
	<b>Fund</b>				
	05/23/2017	1826	Blue Ridge Communications	Cable for pump stations	181.32
	05/24/2017	1827	Met Ed	Electric for pump stations	270.59
				<b>TOTAL Sewer Operating</b>	<b>\$451.91</b>
<b>TOTAL General Fund</b>			<u>\$165,646.83</u>	Transferred by:	
<b>TOTAL Sewer Operating</b>			<u>\$451.91</u>		
				Authorized by:	



Keith Meeker  
519 High Point Drive  
Bartonsville, PA 18321

May 17, 2017

To The Pocono Township Civil Service Commission:

Please accept this letter of interest for a position on The Pocono Township Police Commission. It would be my honor to support the law enforcement professionals of our community. I am dedicated to assisting our police department's efficiency of service and overall effectiveness.

I can be reached at your earliest convenience.

Thank you for your consideration,

Keith Meeker

A handwritten signature in black ink, appearing to be 'K Meeker', with a long horizontal line extending to the right.

570-872-1344  
keithameeker@hotmail.com

# KEITH MEEKER

519 High Point Drive, Bartonsville, Pa 18321

Home: 570-872-1344 - Cell: 570-872-1344 - keithameeker@hotmail.com

MAY 17 '17 PM 2:42

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## PROFESSIONAL SUMMARY

Dedicated community professional.

Committed to supporting local and law enforcement officials for the betterment of the community.

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## SKILLS

- Team building
  - High stress tolerance
  - Problem solving
  - Honesty and fortitude
  - Conflict resolution
  - Team player
- 

## WORK HISTORY

07/2004 to Current **corrections officer**

**Northampton County Prison -- Easton, Pa**

- Maintain the custody and control of inmates housed in maximum and minimum security units.
- Conduct routine and emergency head counts.
- Direct the activities of inmate crews working on maintenance, operations, farming and construction projects.
- Complete intake paperwork, fingerprints and searches.
- Make rounds at specified intervals and conduct head counts and roll calls.
- Book new inmates into facility and process inmates for release.
- Receive and account for personal possessions and determine inmate work assignments.
- Search the building and grounds, living quarters and work areas for contraband.
- Prepare, process and maintain forms, reports, logs, records and activity journals.
- Investigate attempted escapes and conduct searches for escaped inmates.
- Verify facility security by inspecting plumbing, outside areas, locks and cells for potential hazards.
- Track inmates through head counts, visitor logs and scheduled activities.

07/2013 to Present **Volunteer Firefighter**

***Stroudsburg Borough Fire Department – Stroudsburg, Pa***

- Serve community by working on fire suppression, emergency medical response, fire prevention and education
- Provide services under highly stressful emergency situations
- Continue to participate in professional development

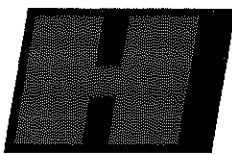
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## **EDUCATION**

1999

**Act 120 Municipal Police Officers Training Act: Law Enforcement**

***Lackawanna College - Scranton, Pa***



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[www.HunterTruckSales.com](http://www.HunterTruckSales.com)

25May2017

To: Pat Briegle, Pocono Township

Pat,

In regards to your question about Pa COSTARS purchasing from our dealership, we are a vendor registered with the Pa COSTARS procurement program.

The contract number you can associate with this transaction will be # 025-102.

I hope this will satisfy your request.

Should you need anything additionally, please don't hesitate to contact me.

Regards,

*Louis J Domenico III*  
Truck Sales Executive  
**Hunter Pocono Peterbilt**  
1328 Golden Slipper Rd  
Bartonsville, PA 18321  
570 688 2448 O  
570 977 3604 C  
570 517 0575 F



Hunter Keystone Peterbilt, L.P. | 1328 Golden Slipper Road | Bartonsville, PA 18321  
PHONE: 570-688-2400 FAX: 570-688-2410 TOLL FREE: 800-776-2738



Hunter Truck Sales and Service H546  
1328 Golden Slipper Road

Pocono Township  
112 Township Dr

Bartonsville, Pennsylvania United States 18321  
Phone: (570) 688-2400  
Fax:  
Email: ldomenico@poconopeterbilt.com

Tannersville, Pennsylvania United States 18372  
Phone: (570) 296-2140  
Fax:  
Contact Email:  
Prepared for: Ed Getz

## Customer Quote

### Equipment

Quantity Ordered:	1
Truck Price:	\$139,351
Dealer Options:	\$0
Equipment List Price:	\$139,351
Surcharges Not Subject to Discount:	\$0
Options Not Subject to Discount:	\$0
Factory Freight Cost:	\$2,200

Total Equipment Price: \$141,551

NET Sale Price: \$93,786

### Miscellaneous

FET Tire Credit:	\$0
Net Chassis FET:	\$0
State Tax:	\$0
Body/Trailer/Accessories FET:	\$0
Fees:	\$0
Other:	\$0

Quotation Total: \$93,786

Unpublished options may require review/approval.  
Dimensional and performance data for unpublished options may vary from that displayed in PROSPECTOR.

Printed: 05/04/2017 4:13:18 PM  
Effective Date: Jan 1, 2017  
Prepared by: Louis J Domenico III

**Complete**

Model Number: Model 348  
Quote/DTPO/CO: Q81154202  
Version Number: 34.20



Hunter Truck Sales and Service H546  
1328 Golden Slipper Road

Pocono Township  
112 Township Dr

Bartonsville, Pennsylvania United States 18321  
Phone: (570) 688-2400  
Fax:  
Email: [ldomenico@poconopeterbilt.com](mailto:ldomenico@poconopeterbilt.com)

Tannersville, Pennsylvania United States 18372  
Phone: (570) 296-2140  
Fax:  
Contact Email:  
Prepared for: Ed Getz

## Vehicle Summary

	Unit	Chassis
Model:	Model 348	Fr Axle Load (lbs): 16000
Type:	Full Truck	Rr Axle Load (lbs): 23000
Description:	10' Single axle	G.C.W. (lbs): 39000
	<b>Application</b>	Road Conditions:
Intended Serv.:	Snowplow	Class A (Highway) 95
Commodity:	Other Commodity	Class B (Hwy/Mtn) 0
	<b>Body</b>	Class C (Off-Hwy) 5
Type:	End Dump	Class D (Off-Road) 0
Length (ft):	10	Maximum Grade: 6
Height (ft):	10.5	Wheelbase (in): 154
Max Laden Weight (lbs):	3500	Overhang (in): 45.8
	<b>Trailer</b>	Fr Axle to BOC (in): 69.8
No. of Trailer Axles:	0	Cab to Axle (in): 84.2
Type:		Cab to EOF (in): 130.0
Length (ft):	0	Overall Comb. Length (in): 265
Height (ft):	0.0	
Kingpin Inset (in):	0	<b>Special Req.</b>
Corner Radius (in):	0	United States Registry
	<b>Restrictions</b>	
Length (ft):	40	
Width (in):	102	
Height (ft):	13.5	

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: All sales are F.O.B. designated plant of manufacture.**

<b>PACCAR</b> FINANCIAL	Ask your dealer for a quote today, or visit our website @ <a href="http://www.paccarfinancial.com">www.paccarfinancial.com</a> .
	PACCAR Financial offers innovative finance, lease and insurance programs customized to meet your needs.

Unpublished options may require review/approval.

Dimensional and performance data for unpublished options may vary from that displayed in PROSPECTOR.

Printed: 05/04/2017 4:13:36 PM  
Effective Date: Jan 1, 2017  
Prepared by: Louis J Domenico III

**Complete**

Model Number: Model 348  
Quote/DTPO/CO: Q81154202  
Version Number: 34.20

E. M. KUTZ, INC.  
2456 Morgantown Road  
Reading, PA 19607  
610-775-3528/610-775-4848-Fax

Date: May 15, 2017

**PROPOSAL**

Pat Briegel  
Pocono Township  
Cc: Hunter-Keystone Peterbilt

Sales Agent: Matt Lynott/Dale Smith

**DESCRIPTION**

Furnish and install the following per COSTARS 025-053

Chassis to arrive with front frame extension, Allison series 3000 transmission with PTO access, PTO switch and factory upfitter switches, 84" clear frame cab to axle on Peterbilt chassis. Hydraulic system requires a minimum of 36" clear frame space behind cab for valve/tank enclosure.

Body

Godwin/R&S AG Series Aluminum Dump Body

10 1/2' x 86" Interior width x 30" sides x 40" tailgate  
3/16" aluminum sides with vertical side braces only  
Extruded aluminum top rails and bottom dirt shedder rails  
Aluminum grip strut walkway between vertical uprights, full length on each side  
HD 1/4" 5454 aluminum floor material  
3/16" 3/4 cab shield with built in wind deflector  
1/4" aluminum (6) panel air operated - standard type tailgate  
5" aluminum I-beam longsills with rubber cushion strip  
4" boxed aluminum extruded crossmembers on 12" centers  
Champion/R&S 850LMDA-FF low mount hoist assembly

Hydraulics

CS24 PTO/P50 gear pump  
Cirus 35 gallon stainless steel/valve enclosure  
Aluminum console in cab with three (3) control handles for plow and body control  
Cirus EZ Spread controller  
All necessary hoses and fittings to complete circuit

Snow Plow

Gledhill Model 11HSBPR2 snow plow  
11' x 42" high moldboard  
4" X 20" D/A angle cylinders  
Heavy duty mushroom shoes  
Level lift  
Blade guides  
3/4 X 6" X 11' carbide cutting edge on plow

Plow Hitch

Gledhill Model FFLP front frame hitch  
4 x 10" D/A lift cylinder  
QCP connection for plow and hitch

(Continued)

Pocono Township Price Quote

May 15, 2017

Page - 2

Description: (continued)

Spreader

Swenson Model SAG stainless steel spreader  
Gear box driven auger  
Poly spinner  
Dump body filler plates

Lights

Snow plow lights mounted on fenders  
Four (4) oval LED amber lights mounted in cab shield  
Two LED amber light mounted in each rear post, side and rear  
LED stop/tail/back-up lights in rear posts  
LED spreader work light

Miscellaneous

Aluminum tool box, frame mounted, per allowed space  
Aero 575 automatic tarp system with double arms  
Pintle plate with BP200 pintle  
Welded/fabricated and plow hitch painted black  
Exterior of body to be hand cleaned bare aluminum finish

Price Per Unit - \$62,789.00

Pricing reflects a cash or check discount. Credit card purchases will incur a 4% surcharge to be added to order total.

All prices quoted do not include applicable taxes unless otherwise noted.

Customer Approval By: \_\_\_\_\_  
Name Title Date

Purchase Order Number: \_\_\_\_\_

F.O.B. E. M. Kutz, Inc.

Terms: Net due upon completion.

Delivery: Please allow 45 to 90 days to complete unit after equipment and chassis arrival.

Dump body components are currently at 12-14 weeks out

Paint - Due to the variety of colors currently being provided by chassis manufacturers, E. M. Kutz, Inc. can no longer guarantee a 100% match.

All claims are contingent upon strikes, accidents and other caused beyond our control, including similar contingencies to our shippers or vendors and relative to the subject matter hereof. Clerical errors are subject to correction.

Note: All chassis to arrive with sufficient material to mount and install fuel tank or tank filler necks. Any additional material or labor needed for this there will be an upcharge. Also any rerouting of exhaust needed to mount P.T.O. or pumps there will be an upcharge.

Price Valid for 30 Days From Above Date





5265 Glenbrook RD  
Stroudsburg PA 18360

Phone: (570)350-8141  
Fax: (570)992-3528

**Bill To:**

Pocono Twp. Road Dept.  
110 Township Drive  
Tannersville, PA 18372

**Date:**  
5/24/2017

**Estimate #**  
17-000100

**Contact:**

Patrick L. Briegel  
Public Works Consultant  
570-629-1922 x 217 office  
pbriegel@poconopa.gov

**Job Description:** Purchase and installation of below items in dump truck allowing comms with other fleet vehicles.

Qty	Stock #	Description	Unit Price	Total
1	MOTREFCDM750	Motorola Refurbished CDM1250 VHF Mobile Radio	\$350.00	\$350.00
1	90942	Antenna Wire with mount	\$18.00	\$18.00
1	76219	Antenna L Bracket Mounting Plate	\$9.50	\$9.50
1	10364	Mini U Antenna Wire Connector	\$3.00	\$3.00
1	49165	UHF Unity Gain Antenna	\$8.00	\$8.00
1	HLN9475A	16 Pin Acc. On/Off Plug	\$11.00	\$11.00
1	Misc.	Install Materials (12 ga R/B, Ties, Etc.)	\$30.00	\$30.00
2	Labor	Installation Labor	\$68.00	\$136.00

Make all checks payable to P&D Emergency Services, LLC

Payment is accepted net 30. Please note there is a 2%

Service Charge Per Month on Balance after 30 days.

There are no warranties expressed nor implied unless otherwise stated by the manufacture. All Wiring done by P&D is warranted for a period of 90 days following installation. If you should have any questions please feel free to contact us at any time.

Subtotal	\$565.50
Shipping	\$25.00
Subtotal	\$590.50
Sales tax	NA
<b>Total</b>	<b>\$590.50</b>

This document is confidential and is intended solely for the use and information of the Pocono Twp. RD Dept. It is not to be relied upon by, nor disclosed to third parties without prior written consent of PD Emergency Services.



Michael LaBarre  
158 Falcone Rd. Bangor, PA 18013  
610-588-4088 Ext. 3  
hilltopsales2@frontier.com  
www.hilltopsales.com

26-April-2017

Dean,

The price quote includes all setup and delivery charges to the township. The 2017 model year TX Gators with turf tires do not have an optional spray in bed liner available so I substituted a rubber bed mat in it's place. Please let me know if you have any questions.

Thank You,

A handwritten signature in black ink, appearing to read "Mike LaBarre", is written over the "Thank You," text.

Mike LaBarre

**JOHN DEERE****ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hilltop Sales & Service, Inc.  
158 Falcone Rd  
Bangor, PA 180139290  
610-588-4088  
hilltops@epix.net

**Quote Summary****Prepared For:**

Pocono Township  
Dean Hartshorn  
112 Township Dr  
Tannersville, PA 18372  
Business: 570-656-6936

**Delivering Dealer:**

Hilltop Sales & Service, Inc.  
Michael Labarre  
158 Falcone Rd  
Bangor, PA 180139290  
Phone: 610-588-4088  
hilltopsales2@frontier.com

**Quote ID:** 15214171  
**Created On:** 26 April 2017  
**Last Modified On:** 26 April 2017  
**Expiration Date:** 26 May 2017

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE TX (Model Year 17)	\$ 9,474.49	\$ 7,863.83 X	1 =	\$ 7,863.83
Contract: PA State Pwr Equip 4400011369 (PG 61)				
Price Effective Date: April 26, 2017				
<b>Equipment Total</b>				<b>\$ 7,863.83</b>

\* Includes Fees and Non-contract items

**Quote Summary**

<b>Equipment Total</b>	<b>\$ 7,863.83</b>
Trade In	
<b>SubTotal</b>	<b>\$ 7,863.83</b>
<b>Total</b>	<b>\$ 7,863.83</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 7,863.83</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

*Confidential*

**JOHN DEERE**

# Selling Equipment

Quote Id: 15214171 Customer Name: POCONO TOWNSHIP

**ALL PURCHASE ORDERS MUST BE MADE OUT**

TO (VENDOR):

Deere & Company  
2000 John Deere Run  
Cary, NC 27513

FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT**

TO DELIVERING DEALER:

Hilltop Sales & Service, Inc.  
158 Falcone Rd  
Bangor, PA 180139290  
610-588-4088  
hilltops@epix.net**JOHN DEERE TX (Model Year 17)**

Equipment Notes: null

Contract: PA State Pwr Equip 4400011369 (PG 61)

Price Effective Date: April 26, 2017

Suggested List \*

\$ 9,474.49

Selling Price \*

\$ 7,863.83

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
5717M	TX (Model Year 17)	1	\$ 8,199.00	17.00	\$ 1,393.83	\$ 6,805.17	\$ 6,805.17
<b>Standard Options - Per Unit</b>							
001A	US/Canada	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
0501	PR - Base	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
1015	Turf Tires	1	\$ 137.00	17.00	\$ 23.29	\$ 113.71	\$ 113.71
2016	Non Adjustable Seat	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3001	Deluxe Cargo Box with Paint and Reflectors	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3100	Less Power Lift	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
4099	Less Front Protection Package	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
4199	Less Rear Protection Package	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>			<b>\$ 137.00</b>		<b>\$ 23.29</b>	<b>\$ 113.71</b>	<b>\$ 113.71</b>
<b>Dealer Attachments/Non-Contract/Open Market</b>							
BM23458	Front Bumper	1	\$ 203.30	17.00	\$ 34.56	\$ 168.74	\$ 168.74
BM22772	Cargo Box Bed Mat	1	\$ 121.99	17.00	\$ 20.74	\$ 101.25	\$ 101.25
BM23734	Cargo Box Power Lift	1	\$ 813.20	17.00	\$ 138.24	\$ 674.96	\$ 674.96
<b>Dealer Attachments Total</b>			<b>\$ 1,138.49</b>		<b>\$ 193.54</b>	<b>\$ 944.96</b>	<b>\$ 944.96</b>
<b>Suggested Price</b>							<b>\$ 7,863.83</b>
<b>Total Selling Price</b>			<b>\$ 9,474.49</b>		<b>\$ 1,610.66</b>	<b>\$ 7,863.83</b>	<b>\$ 7,863.83</b>

04/26/17

CRAMER'S POWERHOUSE  
 320 NORTH COURTLAND STREET  
 EAST STROUDSBURG , PA 18301  
 570-421-8980

Quote Date 04/26/17

Quote # 00113363

Bill To

Ship To

570-629-1922  
 POCONO TOWNSHIP SUPERVISORS  
 PO BOX 197  
 TANNERSVILLE PA 18372-

Same

Part Number	Description	Quantity	Price	Disc	Net	Extension
FE 5901575	IS320032 BIG BL OGS	1	10999.00	1100.00	9899.00	9899.00
Serial#s						
FE 5600865	TRIPPLE BAG TURBO	1	2795.00	0.00	2795.00	2795.00
FE		0	0.00	0.00	0.00	0.00

Quote	12694.00		
Tax	0.00	Dep Balance	0.00
Quote Total	12694.00	Net Due	12694.00



The IS® 3200Z is the latest in mowing technology. We took our top-of-the-line design and made it even more reliable and durable. The drive system features independent, commercial Hydro-Gear® ZT-5400 Powertrain® Transaxles for improved dependability and increased performance. Large 26" drive tires allow for greater traction, smoother ride and improved curb climbing performance. The deck mounting and leveling systems have been updated with solid steel hangers for added reliability and ease of adjustment.

#### ENGINE

- Two-stage industrial air-cleaner
- Easy-to-use oil drain
- Rugged twin 5.5-gallon fuel tanks (11 gallons total)

#### MOWER DECK

- iCD™ Cutting System with striping kit
- Foot-operated deck lift, with adjustable pedal, can change cut height in 1/4" increments from 1.5" - 5"
- **NEW!** Hercules™ II spindles with greaseable bearings for longer usable life

#### SUSPENSION & DRIVE TRAIN

- Patented suspension system enables you to mow uneven terrain faster with a consistent cut quality allowing you to be more productive
- Heavy-duty integrated rear bumper protects engine compartment
- **NEW!** Dual commercial Hydro-Gear® ZT-5400 Powertrain® Transaxles feature 9" cooling fans that assist with repelling debris
- **NEW!** Large turf friendly 26" tire for increased traction and performance

#### SPEED

- Ground speed up to 12 mph

#### OPERATOR SYSTEMS

- Ergonomic control panels feature a cup-holder, storage compartment and fuel gauges for operator convenience
- **NEW!** Premium high-back seat features enhanced bolstering, with adjustable cushioned armrests for added comfort, and offers adjustable fore and aft positioning

#### ACCESSORIES

- Collection systems (61"), mulch kit, trailer hitch kit, ROPS mounted LED light kit, suspension seat, flat-free caster tires

Model	5901354	5901356	5901458	5901355	5901357	5901459
Engine	Vanguard™ BIG BLOCK™	Kawasaki® FX1000V	Vanguard™ BIG BLOCK™ EFI	Vanguard™ BIG BLOCK™	Kawasaki® FX1000V	Vanguard™ BIG BLOCK™ EFI
Deck	61" iCD™	61" iCD™	61" iCD™	72" iCD™	72" iCD™	72" iCD™



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PART#	2017 MODEL NUMBER	OLD** MODEL NUMBER	DESCRIPTION	FERRIS MAP*	2017 Ferris PA Contract
<b>IS700 SERIES</b>					
IS700ZB2752	5901265	No Change	27HP BRIGGS AND STRATTON COMMERCIAL TURF w/ 52" Deck	\$6,199	\$5,889
IS700ZKAV2352	5901224	No Change	23HP KAWASAKI FS691V w/ 52" DECK	\$6,699	\$6,364
IS700ZB2781	5901264	No Change	27HP BRIGGS AND STRATTON COMMERCIAL TURF w/ 61" Deck	\$6,599	\$6,269
IS700ZKAV2481	5901225	No Change	24HP KAWASAKI FS730V w/ 61" DECK	\$7,199	\$6,839
IS700ZBV2661	5901308	No Change	26 GROSS HP 810cc VANGUARD V-TWIN w/ 61" DECK	\$7,199	\$6,839
<b>PRO CUT 3 HYDROSTATIC THREE WHEEL RIDERS</b>					
H2224KAV w/R61	5900533 & 5900832	No Change	24HP KAWASAKI FS730V ELEC. START w/ 61" DECK	\$8,999	\$8,099
H2227B w/R61	5901278 & 5900832	No Change	27HP BRIGGS & STRATTON COMMERCIAL TURF SERIES w/ 61" DECK	\$8,599	\$7,739
<b>IS2100 SERIES</b>					
IS2100ZBVE2852OGS	5901583	5901349	28HP VANGUARD 810cc EFI OGS w/ 52" DECK	\$9,399	\$8,459
IS2100ZBV2652	5901581	5901348	26HP 810cc VANGUARD V-TWIN w/ 52" DECK	\$8,599	\$7,739
IS2100ZBVE2881OGS	5901589	5901344	28HP VANGUARD 810cc EFI OGS w/ 61" DECK	\$9,999	\$8,999
IS2100ZKAV2881	5901588	5901345	25.5HP KAWASAKI FX801V w/ 61" DECK	\$9,599	\$8,639
IS2100ZBV2881	5901587	5901346	26HP 810cc VANGUARD V-TWIN w/ 61" DECK	\$8,999	\$8,099
IS2100ZKAV2852	5901582	5901347	25.5HP KAWASAKI FX801V w/ 52" DECK	\$9,199	\$8,279
<b>IS2600 DIESEL SERIES</b>					
IS2600ZY24081	5901476	No Change	24HP YANMAR DIESEL w/ 61" DECK	\$15,099	\$13,589
<b>IS3200 SERIES</b>					
IS3200ZBV3261OGS	5901576	5901354	32HP VANGUARD BIG BLOCK OGS w/ 61" DECK	\$10,999	\$9,899
IS3200ZBVE3761OGS	5901568	5901458	37HP VANGUARD EFI OGS BIG BLOCK w/ 61" DECK	\$11,999	\$10,799
IS3200ZKAV3561	5901587	5901356	35HP KAWASAKI FX1000V w/ 61" DECK	\$11,499	\$10,349
IS3200ZKAV3572	5901570	5901357	35HP KAWASAKI FX1000V w/ 72" DECK	\$12,099	\$10,889
IS3200ZBVE3772OGS	5901571	5901459	37HP VANGUARD EFI OGS BIG BLOCK w/ 72" DECK	\$12,499	\$11,249
<b>F160Z FLEET SERIES ZERO TURN</b>					
F160ZBVE2852	5901519	No Change	28 GROSS HP 810CC VANGUARD EFI V-TWIN w/ 52" DECK	\$7,999	\$7,199
F160ZKAV2452	5901518	No Change	24 GROSS HP KAWASAKI FX730V w/ 48" DECK	\$7,699	\$6,929
<b>F210Z FLEET SERIES ZERO TURN</b>					
F210ZBVE2881OGS	5901583	5901521	28 GROSS HP 810CC VANGUARD EFI OGS V-TWIN w/ 61" DECK	\$9,399	\$8,459
F210ZKAV2661	5901651	5901520	25.5 GROSS HP KAWASAKI FX801V w/ 61" DECK	\$8,699	\$7,829
<b>F320Z FLEET SERIES ZERO TURN</b>					
F320ZBVE3761OGS	5901644	5901523	37 GROSS HP VANGUARD EFI OGS BIG BLOCK w/ 61" DECK	\$10,899	\$9,899



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**STATE OF PENNSYLVANIA  
CONTRACT NO. 4400011367  
INFORMATION FOR ORDERING ACTIVITIES**

**CONTRACT HOLDER  
Vendor Number: 000196324  
CADCo  
Phillipsburg, NJ 08865  
Telephone: 1-800-942-2326  
Fax: 1-877-224-2521  
Email: [crisk@cadcodist.com](mailto:crisk@cadcodist.com)**

- **TERMS:** Net 30 Days
- **MINIMUM ORDER AMOUNT:** \$5,000. Purchase orders under \$5,000 in total may also be made in person or by telephone using the Commonwealth Purchasing Card. When an order is placed by telephone, the Commonwealth Agency shall provide the agency name, employee name, credit card number and expiration number of the card. Contractors agree to accept payment through use of the Commonwealth Purchasing Card.
- **DELIVERY:** FOB Destination. The equipment must be delivered within 60 Days after receipt of the purchase order.
- **PURCHASE ORDER INFORMATION:**  
CADCo.  
c/o (servicing dealers name)  
Phillipsburg, NJ 08865  
Telephone: 1-800-942-2326  
Fax: 1-877-224-2521  
Email: [crisk@cadcodist.com](mailto:crisk@cadcodist.com)
- **WARRANTY:** Standard commercial warranty applies to all equipment purchased on contract.





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## STATE OF PENNSYLVANIA

**CONTRACT PARENT NO: 4400011367**

**THIS CONTRACT INITIATED: 10/1/2013**

**TERM: VALID THROUGH: 9/30/2017**

**REVISED October 14, 2016**

**Agricultural/Grounds-Keeping  
Type Power Equipment**

**CONTRACT PRICE LIST  
(DISCOUNT DEDUCTED)**



FERRIS INDUSTRIES, INC.

5375 North Main Street

Munnsville, NY 14309

Toll Free: 1-800-933-6175

Fax: 1-315-495-0109

[www.ferrisindustries.com](http://www.ferrisindustries.com)



108 Learn Road | Tannersville, PA 18372 | (570) 629-4537 | FAX (570) 629-8655 | PA 024830 | www.ffpave.com

## ESTIMATE

Proposal submitted to: Pocono Township – Mountain View Park  
Attn: Patrick Briegel  
Email – pma1@ptd.net  
Address: Sullivan Trail  
Job Location: Tannersville, PA

Date: 5/24/17

Estimator: Rob Felins - 570-656-2039

*Asphalt paving and striping at Mountain View Park*

*We hereby submit specifications and estimate for:*

**ITEMS 1, 5-9 of specifications provided by Pocono Township**

- Mill joints with adjacent asphalt;
- Install 3" Binder course asphalt 19mm Superpave to stone areas;
- Install 1 1/2" Wearing Course overlay 9.5mm Superpave;
- Sweep and tack coat;
- Tar all seams to existing asphalt with hot tar;
- Line stripe areas to existing pattern;
- Total project cost.....\$13,950.00

Made this 24th day of May, 2017 BETWEEN Pocono Township hereinafter referred to as Owner and F & F Paving & Excavating, Inc., hereinafter referred to as paving contractor.

For services in connection with the previously described project: the Owner and Contractor agree as follows: **\$\_\_DEPOSIT**

1. The lump sum price of the project is \$ \_\_\_\_, payable as follows: **BALANCE DUE DAY OF COMPLETION**
2. All change requests from the original project which owner has made shall be acknowledged by contractor with a bill. Said bill shall contain a description of the change requested and the additional price of said change.
3. Contractor will use diligence to complete the project in a timely fashion; however, Contractor will not be responsible for delays caused by unforeseeable site conditions, weather conditions, or delays caused by other contractors.
4. Any additional materials or labor needed, due to unforeseen conditions, shall be billed accordingly, including but not limited to: i.e. additional machine work, labor, trucking and materials.
5. 3% convenience fee for use of credit cards.
6. Due to unstable fuel costs, a fuel surcharge may be assessed.
7. Contractor standard 90 day warranty applies. Contractor not responsible for defects caused by unforeseen sight conditions, weather, material defects or vegetation growth through asphalt after job completion.
8. Notice of cancellation: You may cancel this transaction without penalty or obligation, within three business days of the contract date. To cancel, call and send written notice to the address above.
9. This quote is valid for 30 days unless otherwise noted.

**\*\*Permits to be applied for and paid by owner if applicable**

**ACCEPTANCE OF AGREEMENT** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Acceptance Signature/Date:

Signature:



**Play & Park Structures of New Jersey & New York**  
**920 Bayshore Ave.**  
**West Islip, NY, 11795**  
**Phone: 631-449-5664**  
**Fax:**  
**Email:**  
**jposanti@playandpark.com**  
**Contact: John Posanti**

### Pocono Township Parks & Recreation

Pocono Township Parks & Recreation  
Attn: Charlie Lynn Trapasso  
112 Township Drive  
Tannersville, PA 18372  
Phone: 570-629-1922  
Fax: 570-629-7325  
vinchin1@earthlink.net

Quote Number: 876-107108A

Quote Date: 5/16/2017

Stock ID	Description	Quantity	Weight	Unit Price	Amount
68049	Whirl With Me w/Handle	1	480	\$3,945.00	\$3,945.00
67766	101-1 HIGH STEPPER MINI	1	708	\$13,253.00	\$13,253.00
INSTALL	Installation	1	0	\$4,000.00	\$4,000.00

Total Weight: 1188

SubTotal: \$21,198.00

Discount: \$1,846.15

Freight: \$1,103.73

**Total Amount: \$20,455.58**

THIS QUOTATION IS SUBJECT TO POLICIES IN THE CURRENT PLAY & PARK STRUCTURES CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO PLAY & PARK STRUCTURES, C/O Play & Park Structures of New Jersey & New York.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.

3% cash discount available on all prepaid play-related product (Includes Marlin financed orders and EFT).

1% discount available on all play-related equipment orders prepaid with credit card.

Prepayment is required on all orders under \$1k (excluding municipalities).

Surfacing, Installation, Freight, and Tax are not eligible for discount.

Extending Terms: Credit will be reviewed by both Playcore and our partner, Marlin Finance, on all orders over \$1k requesting terms. When credit information is insufficient for Playcore to extend terms, and financing is deemed necessary to process the order, the customer will be notified and reserves the sole right to accept or decline the financing option.

Payment terms: payment in full, net 30 days subject to approval by Play & Park Structures Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts.

Shipment: order shall ship within 30-45 days after Play & Park Structures' receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Freight charges: Prepaid & added

Installation: A certified Play & Park Structures Installer is recommended for play equipment installation. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. Play & Park Structures designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

#### Acceptance of quotation:

Accepted By (printed): \_\_\_\_\_

P.O. No:

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

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

Purchase Amount: \_\_\_\_\_ \$20,455.58

**Order Information**

Bill to:

Company: \_\_\_\_\_

Attn: \_\_\_\_\_

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

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

Billing Contact: \_\_\_\_\_

Billing Phone: \_\_\_\_\_

Billing Fax: \_\_\_\_\_

Enter desired color palette name: \_\_\_\_\_

Enter desired color: Uprights ( \_\_\_\_\_ )

Accents ( \_\_\_\_\_ ) Roofs/Tubes ( \_\_\_\_\_ )

Play & Park Structures of New Jersey & New York

By: \_\_\_\_\_

Salesperson's signature

Date: \_\_\_\_\_

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

Facsimile \_\_\_\_\_

Ship to:

Company: \_\_\_\_\_

Attn: \_\_\_\_\_

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

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

Jobsite Contact: \_\_\_\_\_

Jobsite Phone: \_\_\_\_\_

Jobsite Fax: \_\_\_\_\_

OR

Decks ( \_\_\_\_\_ )

Slides/Panels ( \_\_\_\_\_ )

**PLAY**

**play&park  
structures**

A PLAYCORE COMPANY

**ultraPLAY**

A PLAYCORE COMPANY

**SITE FURNISHINGS**

**ultra site**

A PLAYCORE COMPANY

Shade, Shelter, Dog Agility  
Equipment, Outdoor  
Fitness Equipment

**SPECTATOR SEATING**

**NRS**  
National Recreation Systems

A PLAYCORE COMPANY

**GT**  
GT GRANDSTANDS

A PLAYCORE COMPANY

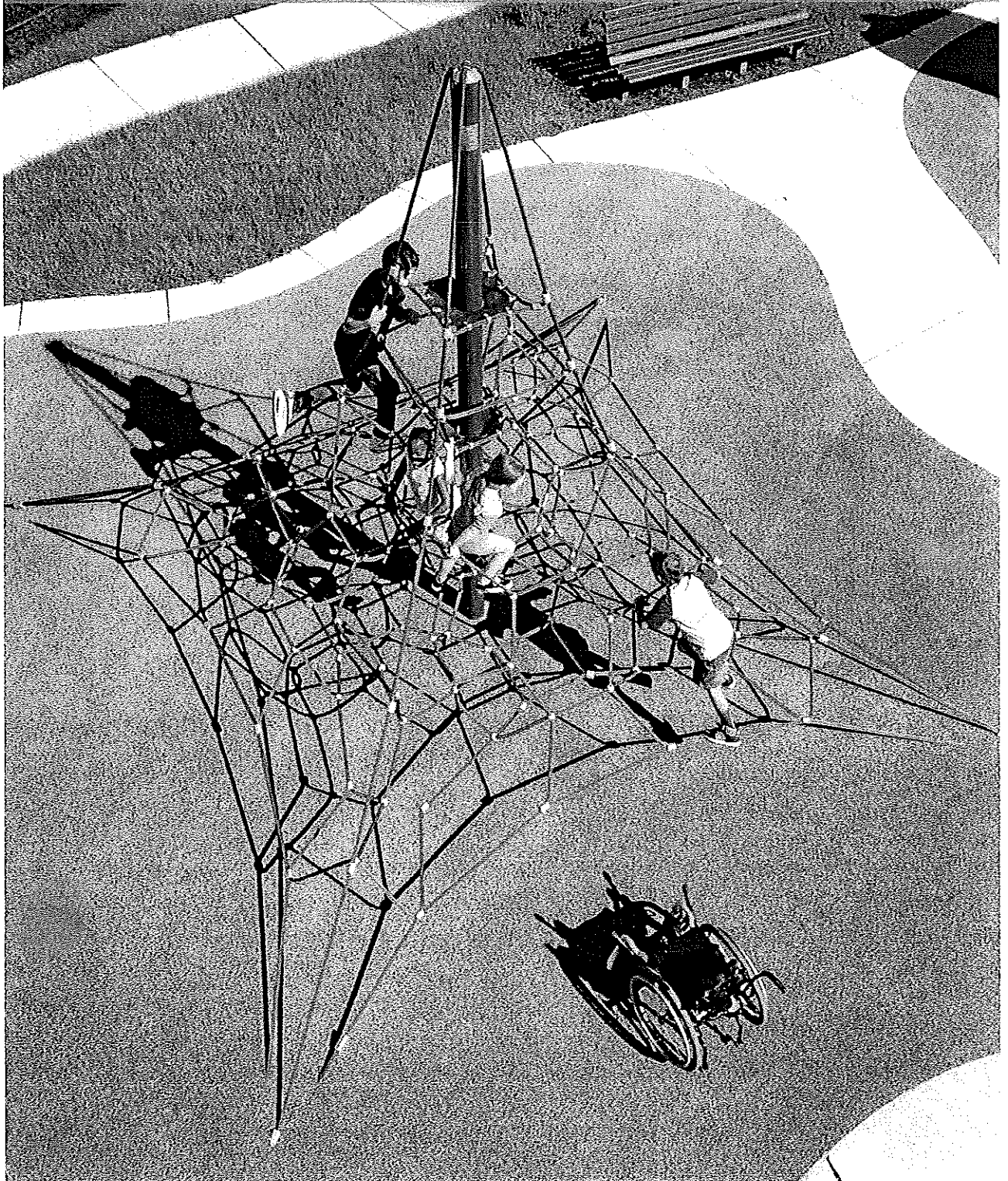
**SURFACING**

**SurfaceMax**

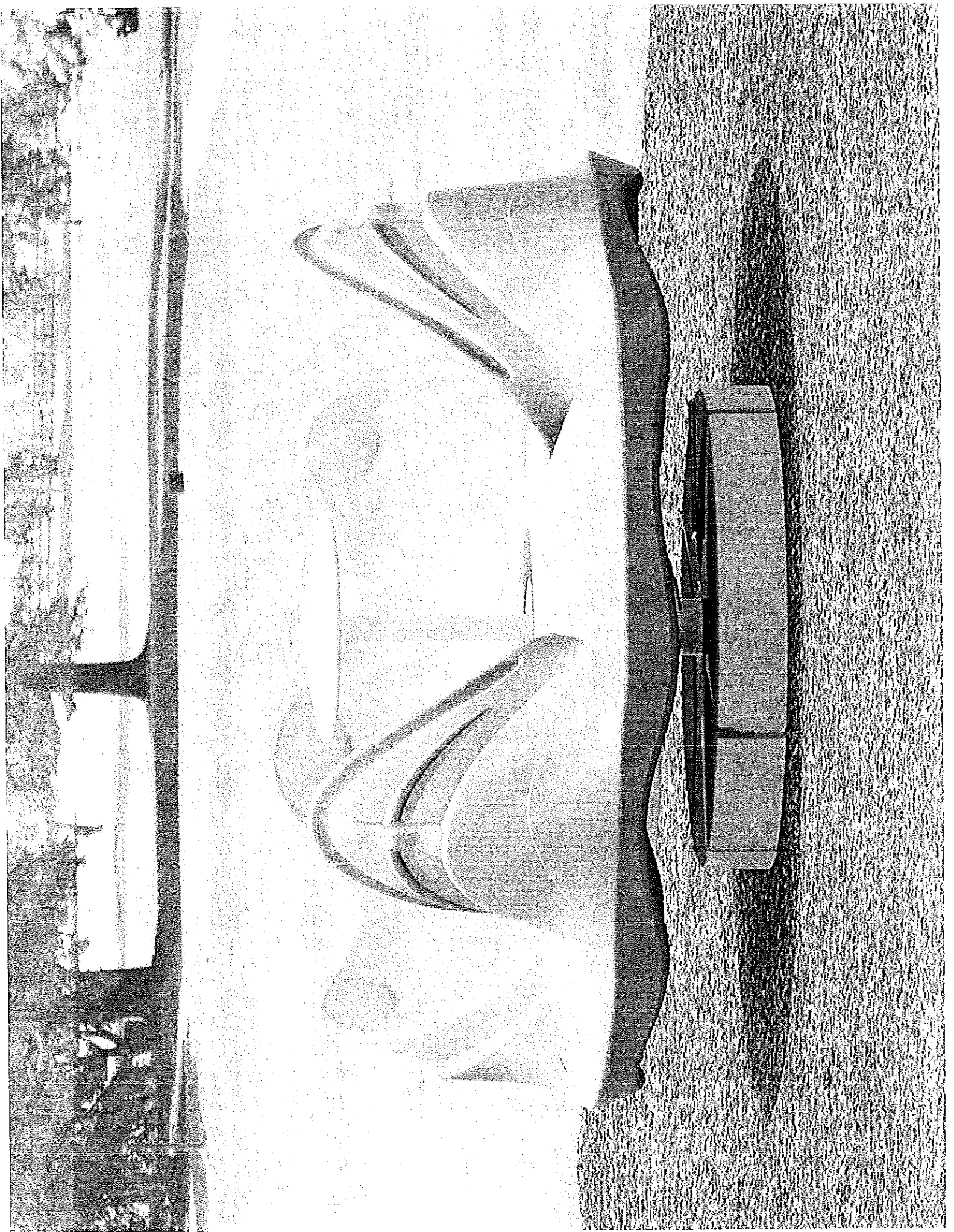
**surface  
sure**

## Freestanding Play Events

Freestanding events provide the opportunity to add fun to smaller spaces and to update your playground with minimal expense. Adding freestanding equipment can re-energize a playground and get kids of any age excited about outdoor play. Choose from motion components, climbers, and freestanding slides and watch your playground come to life!







## AGREEMENT

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between POCONO MOUNTAIN SCHOOL DISTRICT, P.O. Box 200, Swiftwater, Monroe County, PA ("PMSD") and POCONO TOWNSHIP, a Township of the First Class (the "TOWNSHIP").

### **WITNESSETH:**

**WHEREAS**, the Township operates a municipal sewer system ("sewer system"); and

**WHEREAS**, PMSD would like to connect to said system; and

**WHEREAS**, pursuant to Township Resolution 2013-10 ("Resolution"), certain fees are established for tapping into ("Tapping Fee") and using ("User Charge") said system; and

**WHEREAS**, pursuant to Schedule 1 of the Resolution, the Tapping Fee is calculated by multiplying the District's EDUs by the Township's tapping fee of \$2,500<sup>1</sup>; and

**WHEREAS**, pursuant to Schedule 1 of the Resolution, the current User Charge is \$1,250/EDU per annum payable at the rate of \$104.17/EDU per monthly billing period; and

**WHEREAS**, in regards to EDUs, Section 2.2C of the Resolution provides the general definition of EDUs to be attributed as follows:

...

2. Commercial, Educational, Industrial, multi-residential, mixed use (commercial/residential) and Institutional properties served by a metered water supply shall be attributed the number of EDUs determined from their maximum monthly average (i.e. highest month of the year) metered water usage, based upon water meter data for (i) the year 2011 for a Developed Property, and (ii) the twelve (12) month period preceding the date of connection for all other Improved Properties.

...

4. Improved Properties which, prior to connection, are operating a private sanitary sewage treatment plant to provide sewer service for that Improved

---

<sup>1</sup> The Tapping Fee is \$3,750/EDU except where the connection is made within ninety (90) days of receiving a Notice to Connect, in which case the fee is \$2,500/EDU.

Property, shall have the option to be attributed EDUs in accordance with either the provisions of Section 2.2.C.2. above, or based upon the maximum gallons per day of discharge permitted the DEP discharge permit in existence for that private sanitary sewage treatment plant. Failure of the Owner of the Improved Property to make an election as part of the application for a Connection Permit shall result in the attribution of EDUs in accordance with the provisions of Section 2.2.C.2. above.

; and

**WHEREAS**, prior to connection, PMSD operated a private sanitary sewage treatment plant which had a permitted discharge of 116 EDUs; and

**WHEREAS**, in regards to the User Charge, Section 2.4A of the Resolution further provides:

1. The basic User Charge will be imposed based upon the number of EDUs attributed to the Improved Property. EDUs attributed and User Charges are recalculated on a yearly basis.
2. All non-single family Dwelling Units supplied with sewer through one connection shall be charged by determining their EDU count calculated to the nearest whole EDU (rounded up to the next whole EDU if metered water consumption exceeds 50% of such additional EDU).

...

7. Nothing herein contained shall be deemed to prohibit this Township from entering into separate or special agreements with Owners of Improved Property or other Persons with respect to the User Charge or surcharge to be imposed in those cases where, due to special or unusual circumstances, the User Charge set forth herein shall be deemed by this Township, in its sole discretion, to be inequitable, or where it is in the best interests of this Township to do so

; and

**WHEREAS**, PMSD presents a special or unusual circumstance insomuch as it is a Public School District which only operates at full capacity nine (9) out of twelve (12) months a year; and

**WHEREAS**, it would be inequitable to calculate PMSD's user charge in accordance with the other provisions of the Resolution; and



**WHEREAS**, it is in the best interests of the Township to have PMSD connect to the sewer system;

**NOW, THEREFORE**, PMSD and the TOWNSHIP for themselves and their respective successors and assigns, for and in consideration of the mutual covenants and promises set forth hereinafter, and intending to be legally bound, hereby agree as follows:

1. All "WHEREAS" clauses are incorporated by reference herein and are made a part hereof.
2. Within six (6) months of receipt of a Notice to Connect, PMSD shall connect to the sewer system.
3. PMSD shall pay a Tapping Fee of \$290,000 to initially connect to the system.
4. PMSD shall pay a User Charge of \$106,250 per annum payable at the rate of \$8,854.45 per monthly billing period. This represents PMSD's maximum average monthly usage for the past three (3) years. From 2014-2016, PMSD had the following monthly average sewage usage in EDUs:

	2014	2015	2016
January	48.58	36.44	40.49
February	44.53	40.49	44.53
March	56.68	48.58	<b>85.02<sup>2</sup></b>
April	56.68	60.73	44.53
May	60.73	52.63	48.58
June	52.63	52.63	12.15
July	20.24	24.29	16.19
August	16.19	24.29	12.15
September	56.68	52.63	44.53
October	60.73	56.68	44.53
November	52.63	48.58	36.44
December	40.49	36.44	44.53
<b>AVERAGE</b>	47.23	44.53	41.84
<b>TOTAL AVERAGE</b>			45 <sup>3</sup>

<sup>2,3</sup> Rounded in accordance with the Resolution

5. Prior to connecting to the sewer system, PMSD shall install a reliable Sewage Meter System ("Meter") to determine its actual sewage use.

6. Following the end of the first year, the parties shall review the Meter to determine PMSD's actual use during its first year:

a. Tapping Fee

i. If PMSD's maximum monthly average should exceed 116 EDUs, PMSD shall pay the Township an additional amount as its Tapping Fee.

ii. If PMSD's maximum monthly average should fall below 116 EDUs, the Township shall reimburse PMSD the difference in its Tapping Fee.

b. User Fee

i. If PMSD should exceed the above-calculated maximum average monthly usage of 85/EDUs, PMSD shall pay the Township for such excess use.

ii. If PMSD should fall below the above-calculated maximum average monthly usage of 85 EDUs, the Township shall issue a credit toward the next year's usage.

c. For all future purposes of billing and attribution of EDUs, provided the Meter remains installed, properly calibrated and properly operating, monthly metered sewer flows shall be utilized in lieu of metered water consumption.

7. This Agreement shall be binding upon PMSD, its successors and assigns, and shall inure to the benefit of the TOWNSHIP, its successors and assigns.

8. This Agreement contains the entire understanding between and among the parties and supersedes any proper understandings and agreements among them respecting the subject matter of this Agreement.

9. The parties hereto covenant, warrant and represent to each other good faith, complete cooperation, due diligence and honesty in fact in the performance of all obligations of the parties pursuant to this Agreement. All promises and covenants are mutual and dependent.

10. The waiver by either party of the breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach.

11. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

12. In the event a suit or action is brought by any party under this Agreement to enforce any of its terms, or in any appeal therefrom, it is agreed that the prevailing party shall be entitled to reasonable attorney's fees to be fixed by the trial court, and/or appellate court.

IN WITNESS WHEREOF, the parties hereto have set forth their hands and seals on the date first above written.

ATTEST:

**POCONO MOUNTAIN  
SCHOOL DISTRICT**

\_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

**POCONO TOWNSHIP,  
MONROE COUNTY**

\_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_



**Boucher & James, Inc.**  
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

INNOVATIVE ENGINEERING

Fountainville Professional Building  
1456 Ferry Road, Building 500  
Doylestown, PA 18901  
215-345-9400  
Fax 215-345-9401

2738 Rimrock Drive  
Stroudsburg, PA 18360  
570-629-0300  
Fax 570-629-0306

559 Main Street, Suite 230  
Bethlehem, PA 18018  
610-419-9407  
Fax 610-419-9408  
[www.bjengineers.com](http://www.bjengineers.com)

May 31, 2017

Charles Vogt, Manager  
Pocono Township  
P.O. Box 197  
Tannersville, PA 18372

**SUBJECT: POCONO TOWNSHIP MATERIALS BID  
PROJECT NO. 1730041**

Dear Charles:

As requested, I have reviewed the Pocono Township 2017 Materials Bid obtained through the PennBID bidding process.

There were three bidders:

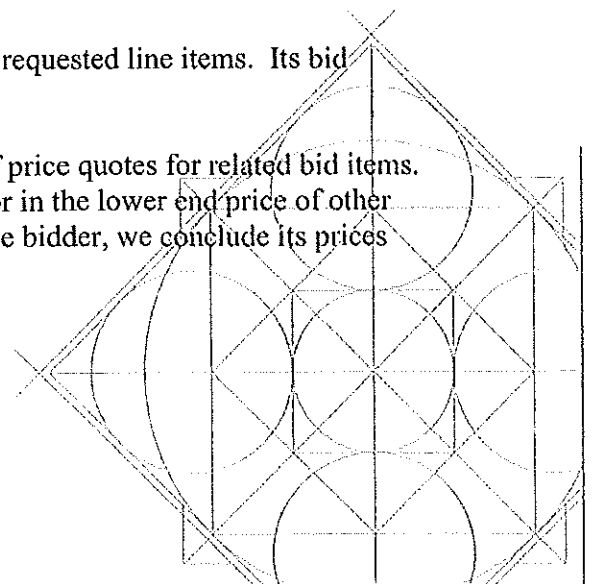
- 1) Hei-Way LLC
- 2) Blakeslee Asphalt Supply, LLC
- 3) Eureka Stone Quarry, Inc.

Hei-Way LLC did not submit a bid bond and are disqualified. Even had they submitted a bond, they only bid on one line item, Cold Patch.

Blakeslee Asphalt Supply, LLC appears to have all its documents in order, but only bid on two items, Base Asphalt-9.5 mm FOB and delivered. Its FOB unit price was \$46.77/ton vs. Eureka at \$48.34/ton.

Eureka Stone Quarry, Inc. was the only quarry to bid on all 13 requested line items. Its bid documents appear to be in order.

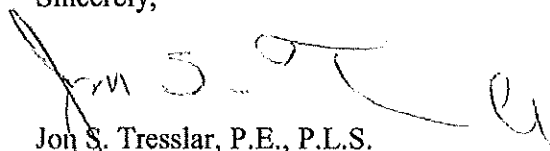
At the request of the Board, we researched PennBID history of price quotes for related bid items. The accompanying spreadsheet indicates Eureka to be lower, or in the lower end price of other bidders in all categories. Therefore, even though it was a single bidder, we conclude its prices are competitive to other bidders on PennBID.



Mr. Charles Vogt  
May 31, 2017  
Page 2

Boucher & James, Inc. was simply asked to post the announcement on the PennBID website and obtain and distribute the results. If we can assist in any other way we are happy to help. Placing an ad in local newspapers may help in obtaining additional bids.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon S. Tresslar", with a stylized flourish at the end.

Jon S. Tresslar, P.E., P.L.S.  
Township Engineer

JST/cg

Enclosure

cc: Pat Briegel  
Leo DeVito

S:\2017\1730041\Documents\Bid\Bids\Bid Overview.docx

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

**RESOLUTION NO. 2017 - \_\_\_\_**

**A RESOLUTION OF THE POCONO TOWNSHIP  
BOARD OF COMMISSIONERS AMENDING RESOLUTION NO. 2013-10  
TO ADD SUBSECTION 2.2.C.5 TO SECTION 2 - CONDITIONS OF SERVICE**

**WHEREAS**, the Board of Supervisors of Pocono Township adopted Resolution 2013-10 on May 21, 2013, which Resolution established certain user charges associated with the Township's sewer system; and

**WHEREAS**, Resolution 2013-10 was amended by Resolution No. 2013-23, adopted on September 17, 2013; and

**WHEREAS**, the Board of Commissioners of Pocono Township desires to further amend Resolution 2013-10 to establish a procedure for qualified property owners to request a rate reduction for sewer usage.

**NOW THEREFORE, BE IT AND IS HEREBY RESOLVED BY** the Board of Commissioners of the Township of Pocono, County of Monroe, and Commonwealth of Pennsylvania:

1. Subsection 2.2.C.5 is hereby added to Section 2 - Conditions of Service, and shall read as follows:

“5. De Minimis Sewage Flows.

For all users, whose flows are less than 1 EDU (1 EDU = 247 average gallons per day (“gpd”)), consideration will be given for a rate reduction as follows:

- |   |                |
|---|----------------|
| a) 0-25% of 1 EDU, or less than 62 gpd            | \$0.00/month   |
| b) 25-50% of 1 EDU, or between 62 gpd and 124 gpd | \$52.00/month  |
| c) >50% = same as full EDU                        | \$104.17/month |

To qualify for consideration under the de minimis sewage usage policy, proof of flow must be presented to the Pocono Township Public Works Department and approved by the Board of Commissioners. Proof of flow requires, at a minimum, one quarterly report of water usage as verified by a meter reading demonstrating actual consumption. Proof of flow, via meter usage may be implemented one of three ways:

- Meter readings obtained from an existing water meter, currently being read by BCRA.
- A user, who is not currently connected to the BCRA system, may connect and obtain metered reading going forward.



- c) If a user wishes to remain on a private water supply, said user may have installed, at the user's expense, a water meter of type and kind specified by the Pocono Township Public Works Department. Said meter will be read by Pocono Township, and or its agent.

At any time, if the average gpd of water use for a calendar quarter exceeds a user's previously documented de minimis flows, Pocono Township reserves the right to reassess the user at the higher flow rate, and require monthly payment of user charges at the rate in effect at that time."

2. This provisions of this Resolution regarding de minimis use shall be effective as of September 19, 2016.
3. If any sentence, clause, section or part of this Resolution is for any reason determined by a court of competent jurisdiction to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any remaining provisions, sentences, clauses, sections, or parts of this Resolution, and this Resolution shall be construed and enforced as if such unconstitutional, illegal or invalid provision had not been contained herein, as it is hereby declared as the intent of the Board of Commissioners that such remainder shall be and shall remain in full force and effect.
4. Except as amended herein, all remaining provisions of Resolution No. 2013-10, as amended by Resolution No. 2013-23, shall remain in full force and effect.

**ADOPTED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2017 at a regular public meeting.

ATTEST:

Township of Pocono  
Board of Commissioners

By: \_\_\_\_\_  
Print Name: Pamela Tripus  
Title: Secretary

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

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION GRANTING CONDITIONAL  
PRELIMINARY/FINAL APPROVAL OF THE SANOFI PASTEUR, INC.  
DISCOVERY DRIVE WIDENING LAND DEVELOPMENT PLAN**

**WHEREAS**, the applicant, Sanofi Pasteur, Inc., submitted a preliminary/final land development plan application titled "Preliminary/Final Land Development Plans, Discovery Drive Widening, Sanofi Pasteur, Inc." (the "Plan"). The Plan proposes to widen an internal portion of Discovery Drive at the applicant's existing property on a 189.2 acre site located in the I Industrial Zoning District, known more specifically as Monroe County Tax ID No. 12/12/2/10-2, PIN No. 12-6364-02-96-9225; and

**WHEREAS**, the Township Engineer has reviewed the Plan and offered comments in his letters dated January 9, 2017, and May 5, 2017; and

**WHEREAS**, the Pocono Township Planning Commission recommended the conditional preliminary/final plan approval of the Plan at a meeting held on May 8, 2017; and

**WHEREAS**, the Pocono Township Board of Commissioners desires to take final action on this Plan.

**NOW THEREFORE BE IT HEREBY RESOLVED** by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the following requests for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Section 406.6.F: *Proof of legal interest in the property, a copy of the latest deed of record and a current title search report.* The applicant has provided a copy of the latest deed for the property, but shall not have to provide a current title search report.
2. SALDO Section 615.2: *Minimum Number of Trees; Preservation of Existing Vegetation. Eighteen (18) deciduous or evergreen trees shall be provided.* The applicant shall be permitted to use the riparian buffer, which includes forty-five (45) trees and ninety-five (95) shrubs, and is proposed south of Discovery Drive, to satisfy its requirement for a minimum number of trees.
3. SALDO Section 615.4.A: *Trees are required along all existing streets abutting or within the proposed land development.* The applicant shall not be required to install street trees due to the site constraints, which include existing electric and sanitary sewer easement.

That the "Sanofi Pasteur, Inc., Discovery Drive Turn Lane Land Development" as shown on the preliminary/final land development plan prepared by Borton Lawson, dated December 2, 2016, as

revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer's letter dated May 5, 2017, with the stipulation that the applicant shall be permitted use the existing riparian buffer and healthy trees as a substitute to the required buffer set forth in SALDO Section 615.6.C.7.
2. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
3. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
4. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township, if deemed necessary by the Township.
5. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
6. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
7. The applicant shall provide three (3) mylars for recording the plans and eight (8) sets of paper prints which are signed and notarized by the owner and sealed by the engineer.
8. The applicant shall meet all conditions of the preliminary/final plan approval, and Plan shall be recorded within twelve (12) months of Conditional Preliminary/Final Plan approval, and agrees that if such conditions are not met, the Conditional Preliminary/Final Plan approval will be considered void.
9. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

Township of Pocono  
Board of Commissioners

By: \_\_\_\_\_  
Print Name: Pamela Tripus  
Title: Secretary

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

## TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

## RESOLUTION NO. 2017 - 24

**A RESOLUTION OF POCONO TOWNSHIP, MONROE COUNTY PENNSYLVANIA AMENDING ITS FEE SCHEDULE FOR BUILDING, SUBDIVISION, LAND DEVELOPMENT, ZONING, AND ZONING HEARING BOARD FEES, AND OTHER MISCELLANEOUS APPLICATIONS AND PERMITTING FEES, REPEALING AND REPLACING ALL PRIOR FEE RESOLUTIONS.**

I. SUBDIVISION AND LAND DEVELOPMENT

A contract for Professional Services establishing the Professional Escrow Account shall be executed with all Subdivision/Land Development Applications. The Professional Escrow Account shall be required to be deposited with the Township at the time of the Initial Plan Application. Township Incurred professional fees shall be billed in accordance with the attached professional fees schedule. When Professional Escrow Accounts get below ½ of the original monies, the applicant is required to replenish the account back to the original escrow amount.

## A. Formal Sketch Plan Review (not required)

- |                                       |            |
|---------------------------------------|------------|
| 1) Lot Line Change/Minor              | \$200.00   |
| Professional Escrow Account           | \$2,000.00 |
| 2) Major Subdivision/Land Development | \$500.00   |
| Professional Escrow Account           | \$2,000.00 |

## B. Preliminary/Final Plan Submission required

- |   |            |
|---|------------|
| 1) Lot Line Change                                |            |
| Fee   | \$300.00   |
| Professional Escrow Account                       | \$2,500.00 |
| 2) Residential Minor Subdivision/Land Development |            |
| Fee   | \$500.00   |
| Professional Escrow Account                       | \$3,500.00 |

## 3) Residential Major Subdivision/Land Development

	Preliminary or Final	Escrow Amount
10 or less Lots/Units	\$1,000.00	\$5,000.00
11 - 30 Lots/Units	\$1,000.00	\$10,000.00
31 - 99 Lots/Units	\$1,000.00	\$12,000.00
> 99 Lots/Units	\$1,000.00	\$15,000.00

	Final Based on Prelim Approval	Escrow Amount
10 or less Lots/Units	\$1,000.00	\$5,000.00
11 - 30 Lots/Units	\$1,000.00	\$10,000.00
31 - 99 Lots/Units	\$1,000.00	\$12,000.00
> 99 Lots/Units	\$1,000.00	\$15,000.00

\*Gross Floor Area (GFA) is defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling heights of 6'-6" or more.

\*\*Total Cost Includes Labor & Material

\*\*\*All building permits will be assessed an additional \$4.00 as required by the Pennsylvania Construction Code Act, as amended in 2004 to be forwarded to the PA State Treasury, plus 20% administrative fee. Minimum permit \$50.00.

## 4. Non-Residential Land Development

	Preliminary or Final	Escrow Amount
2 Acres or Less	\$1,000.00	\$7,500.00
> 2 to 10 Acres	\$1,000.00	\$10,000.00
> 10 to 50 Acres	\$1,000.00	\$15,000.00
> 50 Acres	\$1,000.00	\$20,000.00
Regional Impact Development	\$1,000.00	\$20,000.00

C. Plan Resubmittal Administrative Fee 50% of base fee

## D. Planning Module Review &amp; Processing

- 1) Minor Subdivision \$150.00
- 2) Major Subdivision \$250.00
- 3) Planning Module Exemption \$150.00

II. ZONING PERMIT FEE\*

## A. Non-Residential

- 1) New Construction \$200.00  
Plus \$0.25 per sq. ft. up to 50,000 sq. ft. and \$0.10 per sq. ft. > 50,000 sq. ft.
- 2) Additions \$200.00  
Plus \$0.25 per sq. ft. up to 50,000 sq. ft. and \$0.10 per sq. ft. > 50,000 sq. ft.
- 3) Tenant Fit Out \$100.00 per unit
- 4) Re-occupancy of Existing Structure \$50.00

## B. Residential

- 1) New Construction \$0.15/sq. ft.
- 2) Additions, Alterations, Garages, Sheds, Etc. \$0.15/sq. ft.
- 3) Mobile Home \$200.00
- 4) Pool, Above & In Ground (including accessory structures) \$50.00

## C. Certificates of Occupancy

- 1) Non-Residential and Residential over 200 sq. ft. \$50.00
- 2) Accessory structures under 200 sq. ft. \$25.00
- 3) Each Additional Inspection After Initial Inspection \$50.00

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**III. SIGNS**

A. Signs (up to and including 50 sq. ft.)	\$100.00
B. Signs (in excess of 50 sq. ft.)	\$100.00
	Plus \$1.00 per sq. ft. over 100 sq. ft.
C. Sign Plaza	\$125.00
	Plus \$75.00 per individual sign
	(Requires conditional use approval – a separate application fee shall be assessed)
D. Renewal Fee	\$75.00
E. Late Fee for Sign Renewal	\$25.00
	Per week after 30 days after receiving Zoning Officer notice

Sign permits applied for after commencement of construction shall be two times the regular fee, plus any additional penalties prescribed by Township Ordinance.

**IV. RESIDENTIAL BUILDING PERMIT FEES**

A. Plan Review - New Construction	\$150.00
B. Residential Building Permit	\$40.00
	Plus 0.19 per sq. ft. of GFA*
C. Use Groups R-3 & R-4 (single family) Additions	\$40.00
D. Use Groups R-3 & R-4 (single family) Alterations & Repairs	1.00% of total cost**
E. Utility & Misc. Use (sheds, decks, fences, towers, pools, concrete slabs retaining walls, etc.)	1.00% of total cost**
F. Demolition	1.00% of total cost

**V. RESIDENTIAL PLUMBING and MECHANICAL PERMIT FEES\*\*\***

A. Mechanical and Plumbing—New Construction (per fixture) All appliances and fixtures including, but not limited to sinks, water closets, bath tubs, showers, washing machines, hose bibs, floor drains, dish washers, drinking fountains, water heaters, air handlers and any fuel burning device.	\$9.00
B. Utility Service Connections (per appliance)	\$50.00
C. Plumbing Alterations and Repairs Plus \$8.00 per Device/Fixture	\$30.00
D. Mechanical Alterations and Repairs Plus 2.00% of Total Cost (must provide copy of the construction contract to verify cost)	\$30.00

**VI. RESIDENTIAL ELECTRICAL PERMIT FEES**

A. Electrical Flat Rate Inspection (new single family construction only)	
1) 100 Amp Service / 100 Devices Max. (2 inspections max.)	\$90.00
2) 200 Amp Service / 100 Devices Max. (2 inspections max.)	\$120.00
3) Mobile / Modular Home Service & Feeders (1 inspection)	\$65.00

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B. Minor Alterations, 15 Devices Max (1 inspection)	\$60.00
C. Electrical Service and Feeders	
1) 200 Amp Service or Less	\$52.00
2) 201 to 400 Amp Service	\$80.00
3) Over 400 Amp Service	\$20.00 per 100 amps
4) Sub Panels / Sub Feeders	25% of above fees
5) Over 600 Volts	200% of above fees
D. Therapeutic, Hydrotherapeutic and Portable Pools	\$45.00
E. Permanent Pools and Hot Tubs	\$125.00
F. Rough Wiring ( all switches, receptacles, lighting, outlets)	
1) 1 to 25	\$25.00
2) Each 10 additional	\$5.00
G. Heating, Cooling, Cooking Equipment, Motors, Generators, Transformers, Capacitors, Eta. (Less than 1/3 hp. Kw. Kva or kvar use finish wiring fee)	
1) 1/3 to 1.0	\$15.00
2) 1.1 to 5.0	\$18.00
3) 5.1 to 10.0	\$20.00
4) 10.1 to 30	\$25.00
5) 30.1 to 50.0	\$30.00
6) 50.1 to 100.0	\$40.00
7) Over 100.0	\$1.00 / hp.
8) Over 600 Volts	200% of above fees
H. Signaling Communication and Alarm Systems	
1) 1 to 10 Devices	\$75.00
2) Each Additional Device	\$2.00
I. Fire Suppression (all uses except one and two family residences)	
1) Sprinklers	\$40.00 Plus \$.25 per Sprinkler Head
2) Standpipe (fee per standpipe)	\$80.00
3) Wet / Dry / Carbon Dioxide (up to 100 lbs.)	\$100.00 Plus \$.75 per lb. exceeding 100 lbs.
4) Commercial Cooking Systems (hood, duct & suppression)	\$150.00

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VII. COMMERCIAL PLAN REVIEW FEES

- |  |                          |
|--|--------------------------|
| A. Buildings Up To \$3,000,000.00 Construction Value (\$250.00 min.) | 0.13% of estimated value |
| Plus .05% of the Estimated Construction Value Over \$3,000,000.00    |                          |
| B. Buildings \$3,000,000.00 to \$6,000,000.00 Construction Value     | \$3,900.00               |
| C. Buildings Over \$6,000,000.00 Construction Value                  | \$5,400.00               |
| Plus .04% of the Estimated Construction Value Over \$6,000,000.00    |                          |
| D. Mechanical Plan Review Fees (\$250.00 minimum)                    | 25% building review fee  |
| E. Plumbing Plan Review Fees (\$250.00 minimum)                      | 25% building review fee  |
| F. Electrical Plan Review Fees (\$250.00 minimum)                    | 25% building review fee  |

VIII. COMMERCIAL BUILDING PERMIT FEES\*\*\*

- |   |                       |
|---|-----------------------|
| A. Commercial Building Permit— New Construction and Additions | \$60.00               |
| Plus \$.27 per sq. ft. of GFA*                                |                       |
| B. Commercial Alterations, Renovations and Repairs            |                       |
| 1) Less Than \$500,000.00 Total Cost                          | 1.50% of total cost** |
| 2) \$500,000.00 to \$1,000,000.00 Total Cost                  | 1.25% of total cost** |
| C. Greater Than \$1,000,000.00 Total Cost                     | 1.00% of total cost** |

IX. COMMERCIAL PLUMBING, MECHANICAL AND ELECTRICAL PERMIT FEES

- |   |         |
|---|---------|
| A. Plumbing Permit— New Construction and Additions                        | \$40.00 |
| Plus \$10.00 per \$1,000.00 of Total Cost                                 |         |
| B. Plumbing Permit—New Construction and Additions                         | \$50.00 |
| Plus \$10.00 per \$1,000.00 of Total Cost                                 |         |
| C. Plumbing Permit—Alterations and Repair                                 | \$40.00 |
| Plus \$8.00 per Fixture (maximum 2 visits)                                |         |
| D. Mechanical Permit - New Construction and Additions                     | \$50.00 |
| Plus \$10.00 per \$1,000.00 of Total Cost                                 |         |
| E. Mechanical Permit— Alterations and Repair                              | \$50.00 |
| Plus \$20.00 per \$1,000.00 of New or Replacement Cost (maximum 2 visits) |         |
| F. Electrical Permit See Section VI. Residential Permit Fees              |         |

X. STORMWATER MANAGEMENT and EARTH DISTURBANCE REVIEW

- |   |          |
|---|----------|
| A. Commercial, Industrial or Residential Land Development | \$500.00 |
| B. Resubmittal Fee  | \$500.00 |

Plus Professional Escrow Account in the amount of \$10,000

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XI. ZONING HEARING BOARD FEES

A. Applications and Appeals	\$750.00 Plus cost of required transcription
B. Continuance Request by Applicant	\$125.00 Plus cost of required transcription
C. Special Exception	\$1,000.00

XII. BOARD OF COMMISSIONERS HEARING FEES

A. Conditional Uses	\$1,000.00 Plus cost of transcription if required
B. Rezoning or Zoning Ordinance Amendments	\$1,000.00
C. Curative Amendments	\$1,000.00
D. Liquor License Transfer Hearing	\$1,000.00
E. Planned Residential Development	\$1,000.00
Escrow maybe required for Professional Services reviews associated with Hearing before the Board of Commissioners.	

XIII. POLICE DEPARTMENT REPORTS/FEES

A. Incident Report	\$15.00 Plus \$0.25 per page over 60 pages.
B. Traffic Accident Report	\$15.00
C. Alarm Permit Fee	\$15.00

XIV. CENTRAL SEWER/SEWAGE ENFORCEMENT

A. Connection to Central Sewer Permit (no grinder pump)	\$50.00
B. Connection to Central Sewer Permit (with grinder pump)	\$100.00
C. Septic Tank Abandonment	\$125.00
D. Test Pit Inspection (per pit)	\$150.00
E. Percolation Test	\$100.00
F. Subdivision/Land Development Sewage Planning	
1) Whole Day – Probes and/or Percs	\$600.00
2) Half Day – Probes and/or Percs	\$300.00

## G. On-Lot Sewage Permit

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1) Residential – Regular On-Lot System	\$500.00
2) Commercial – Regular on-Lot System	\$675.00
3) Residential/Commercial – IRSIS System	\$750.00
4) Residential/Commercial – Peat Option One System	\$750.00
5) Residential/Commercial – Drip System	\$750.00
H. Re-Review of Septic Design found to be incomplete or inaccurate (each occurrence)	\$50.00
I. Re-Inspections (per trip)	\$50.00

**XV. OTHER FEES**

A. Fee in Lieu of Open Space	
1) Residential – Per Dwelling Unit	\$1,400.00
2) Commercial or Industrial – Per Acre Developed	\$1,400.00
B. Driveway Permit	\$50.00
C. Paving	\$50.00
D. Well Permit	\$100.00
1) Well Repair (excluding pump replacement)	\$100.00
2) Each Review or Re-Inspection	\$50.00
E. Home Occupation Permit	\$50.00
F. Timber Harvesting Permit	\$100.00

A contract for Professional Services establishing the Professional Escrow Account shall be executed with all Timber Harvest Permit Applications. The Professional Escrow Account in the amount of \$1,000 shall be required to be deposited with the Township at the time of the Initial Plan Application. Township Incurred professional fees shall be billed in accordance with the attached professional fees schedule. When Professional Escrow Accounts get below ½ of the original monies, the applicant is required to replenish the account back to the original escrow amount.

G. Cellular Tower Co-Location Fee	\$150.00 Plus \$200.00 per Antenna
H. Checks returned for insufficient funds	\$50.00
I. Publications	
1) Zoning Ordinance/Map	\$30.00/\$3.00
2) Subdivision and Land Development Ordinance	\$65.00
J. Cost of Copies	\$10.00/sheet for plot plans \$.25/sheet for black and white \$.50/sheet for color
K. Fireworks Display Permit (Bond required)	\$ 100.00
L. Use of Equipment by Neighboring Municipalities	Cost Plus 10%

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M. Peddling Permit – Door to Door

\$100.00

N. Short Term Rental License fee

\$500.00 annually

XVI. REPEALER

All fees set forth in prior Resolutions which are inconsistent to the fees set forth herein are hereby repealed.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

Township of Pocono  
Board of Commissioners

By: \_\_\_\_\_  
Print Name: Pamela Tripus  
Title: Secretary

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

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