

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**MEETING AGENDA**  
**March 21, 2016**  
**7:00 P.M.**

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements
  - a. Spring cleanup will be 5/5, 5/6, and 5/7.
- 4) Approval of Minutes
  - a. Commissioners regular meeting, March 7, 2016
  - b. Commissioners special meeting, March 16, 2016
- 5) Approval of Bills and Transfers
  - a. Check Listing, dated March 21, 2016
- 6) Amendments to Agenda
- 7) Public Comment

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

- 8) Report of the President
- 9) Commissioners Comments
  - a. Mr. Harold Werkheiser, Vice President
  - b. Ms. Judi Coover, Commissioner
    - i. Proposed Board of Commissioner Bylaw Revisions
  - c. Mr. Bob DeYoung, Commissioner
  - d. Mr. Gerald Lastowski, Commissioner
- 10) Reports
  - a. Emergency Services (second meeting of month)
    - i. Chief Werkheiser – Pocono Township Police
    - ii. Chief Shay – Pocono Township Volunteer Fire Co.
    - iii. Mr. Albertson – Suburban EMS
  - b. Administration
    - i. Mr. Schuster – Township Manager
      1. 2016 Vehicle Purchases
      2. Facility Evaluation Proposal
      3. Meeting Room Phones and PA System
    - ii. Mr. Benner – Township Engineer
    - iii. Mr. DeVito – Solicitor
      1. ZHB Appeal – Pocono Logistics
      2. PJJWA Acquisition
    - iv. Ms. Zuvich – Treasurer
- 11) Presentations
  - a. Vacancy Board
- 12) Ordinances
  - a. BCRA Water Service Area
- 13) Resolutions
  - a. A resolution approving revisions to the Civil Service Commission Rules
  - b. A resolution declaring two corporal vacancies in the Police Department

- c. A resolution approving an MOU with NCC for recreation services
- d. A resolution approving an auditor for the Stadden Road Bridge Grant
- e. A resolution changing bank signatories

14) Public Comment

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

15) Executive Session (If Necessary)

16) Adjournment

Next Regular meeting – April 4, 2016 (7:00 p.m.)

Next Resolution Number: 2016-15

Next Ordinance Number: 2016-01

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING**

**MARCH 7<sup>th</sup>, 2016 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on 03/07/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Vice-President Harold Werkheiser at 7:00 p.m., followed by the Pledge of Allegiance.

**SWEARING IN CEREMONY:** District Magistrate Thomas Olsen swore in Robert DeYoung as a Pocono Township Board of Commissioner. The Board welcomed R. DeYoung to the Board.

**ROLL CALL:** Tom Felver, by phone; Harold Werkheiser, present; Jerry Lastowski, by phone; Robert DeYoung, present; and Judi Coover, present.

Leo V. DeVito, Broughal & DeVito LLP, Solicitor, Russel Benner, T&M Associates, Engineer; Gregg Schuster, Twp. Manager; Regina Zuvich, Treasurer; and Pamela Finkbeiner, Twp. Secretary; were present.

**ANNOUNCEMENTS:**

There will be a Special meeting on 03/16/2016 at 6:00 p.m. to review the proposed sign and SALDO Ordinances.

**APPROVAL OF MINUTES:**

J. Coover made a motion, seconded by H. Werkheiser, to approve the minutes of the 02/16/2016 with the correction - T. Felver abstained on the CS-Graphx vote. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, abstained; T. Felver, yes; and J. Lastowski, yes. Motion carried.

**APPROVAL OF BILLS AND TRANSFERS:**

T. Felver made a motion, seconded by B. DeYoung, to approve the Bill's list of 03/07/2016. J. Coover noted a concern on T&M charges to the Township. R. Benner noted T&M will not object to the bill's be withheld. Discussion followed. T. Felver amended his motion, to approve all the invoices except the T&M charges for the Township, seconded by B. DeYoung. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

**AMENDMENTS TO AGENDA:** G. Schuster noted the addition of Bob DeYoung under Commissioner's comments and 11A - Interview for Bicentennial Celebration Committee to be rescheduled.

J. Coover presented a list of requirements for legal services for the Board to consider. H. Werkheiser noted Broughal & DeVito resigned 01/04/2016. T. Felver and J. Lastowski spoke in support of Broughal & DeVito. L. DeVito noted he is willing to stay on if the Board will consider his firm. T. Felver noted of proposals received two years ago, Broughal & DeVito were the best on costs and services provided. B. DeYoung and H. Werkheiser requested to review solicitor's proposals. Discussion followed. J. Coover requested the Board to solicit proposals for legal services.

H. Werkheiser made a motion, seconded by J. Coover, to solicit proposals for solicitor services. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, no; and J. Lastowski, no. Motion carried.

**PUBLIC COMMENT:** Ellen Gndt, Township resident, Henryville, thanked the Board for posting the full agenda, requested the manager's ordinance, and questioned why the other appointments were not on the agenda. G. Schuster noted he was unsure if the meeting would be held due to the lack of the 5<sup>th</sup> Commissioner's appointment.

**REPORT OF THE PRESIDENT:** T. Felver requested the position of vacancy board be added to the agenda. T. Felver noted Joe Shupp and Jeremy Sawicki selected as candidates. Discussion followed. B. DeYoung requested time to review the candidate's information. No action taken. T. Felver welcomed B. DeYoung to the Board.

Diane Zweifel, Henryville, question of the appointment of Township Manager. Discussion followed.

Amy Bullis, Henryville, questioned the Twp. manager contract. T. Felver noted the Board is reviewing the contract. Discussion followed.

Jane Cilurso, Tannersville, questioned the terms of the manager's contract.

L. DeVito noted the Twp. manager contract is a 'at will' contract and the manager serves at the pleasure of the Board. Discussion followed on the Manager's contract.

**COMMISSIONERS COMMENTS:**

Vice-President Harold Werkheiser, no comment.

Commissioner Judi Coover, no comment.

Commissioner Jerry Lastowski welcomed B. DeYoung to the Board. He requested the Board investigate newer phone technology so future meetings by phone will be easier to hear and be heard. G. Schuster noted Jarrod Belvin donated a polycom system for conference calls. The Board thanked J. Belvin for his donations.

Bob DeYoung, Commissioner, expressed gratitude for the opportunity to serve the community and looked forward to working together to move the Township forward.

**REPORTS:**

Emergency Services - Second meeting of the month.

Administration - G. Schuster gave his report and noted he received notice the Rimrock Bridge repair would be completed in May.

Sewer Connections - Inspection Process - G. Schuster referred to a memo from Public Works Director Jeffry Clapper dated 02/25/2016 recommending BIU inspect the sewer lateral connections with his oversight. G. Schuster noted the

**SEWER CONNECTIONS CONT:**

Twp. engineer is currently conducting the inspections. J. Coover explained authorizing BIU and J. Clapper to handle the sewer connections will save the Township money and reduce the risk of liability.

J. Coover made a motion, seconded by B. DeYoung, to authorize BIU to inspect the Sewer Connections for the Pocono/Hamilton Sewer system with oversight by Jeffry Clapper Public Works Director as described in his memo of 02/25/2016. J. Lastowski questioned if J. Clapper can handle the extra work and if the engineer was brought into the discussion. J. Clapper noted he will be available to answer resident's questions and deal with issues that may arise without impacting to his other duties. Discussion followed. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

Mandatory Connection Notices - area from Learn Road repair to Old Mill Road - G. Schuster noted this is part of phase two of the mandatory connections. J. Coover made a motion, seconded by B. DeYoung, to authorize the sending of the Mandatory Connection Notices to area from Learn Road Repair to Old Mill Road. J. Lastowski requested information on the low interest loans be included in the mailing. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

Township EDU Reduction - G. Schuster explained the request for the reduction of EDUs for the Township properties.

J. Coover made a motion, seconded by B. DeYoung, to authorize the reduction of EDUS for the properties listed below.

120 Alger Ave. - PIN: 12637201461397 - 1 EDU assigned to 0 (Demolished)

124 Alger Ave. - PIN: 12637201460351 - 1 EDU assigned to 0 (Demolished)

110 Township Drive - PIN: 12637201462545 - 1 EDU assigned

112 & 114 Township Drive - PIN:12637201460641 - 2 EDU assigned - reduced to 1 EDU

Total assigned EDU's 5

Proposed reduction - 3 EDUs to 2 EDUs.

Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

Amendments to Board of Commissioners Bylaws & Rules of Procedures - G. Schuster explained J. Coover had recommended changes to the Bylaws. J. Lastowski requested any action be tabled until all the Commissioners can comment. The Board concurred to submit comments by the next meeting. J. Lastowski made a motion, seconded by B. DeYoung, to table the Amendments to the Board of Commissioners Bylaws & Rules of Procedures until the next meeting. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

Engineer's Report:

Russ Benner presented the February report.

**ENGINEER'S REPORT CONT:**

Leeward Construction, Inc. Final Payment - T&M Associates letter of 03/4/2016 recommended the payment request for Contract #3, Leeward Construction, Inc. R. Benner explained the payment request will be submitted to PennVEST for reimbursement.

T. Felver made a motion, seconded by J. Lastowski, to approve Leeward Construction, Inc. Final Payment, Contract #3, in the amount of \$45,086.66. Roll call vote: J. Coover, abstained; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

Marona Construction Company - Change order request - Waterline Relocation - T&M Associates' letter dated 03/04/2016 recommended the change order. R. Benner explained the change orders. Change Order #2 will move a waterline found to be close to the sewerline and second Change order is a request for additional time for substantial completion due to weather conditions and the moving of the waterline.

J. Coover raised concern that the time extension may delay the mandatory connections. Discussion followed on flow capacity, timing of connections notices, and cost for repair.

T. Felver made a motion, seconded by J. Lastowski, to approve Marona Construction Company's Change Order #2 - waterline relocation in the amount of \$50,000.00.

Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

J. Lastowski made a motion, seconded by B. DeYoung to grant the 76 day extension for substantial completion of the Marona Construction Company sewerline repair. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

Diane Zweifel, Twp. resident, questioned J. Coover abstaining from the Leeward Contract. J. Coover stated she did not have enough background information to vote.

T. Felver requested the status of a house in Pocono Manor. L. DeVito noted he will update the board at the next meeting.

Treasurer's Report:

Gina Zuvich, Treasurer, reviewed the January report. She noted majority of taxes will be received by the end of April. Earned income tax was up in 2015. Discussion followed.

Heritage Committee appointment - Delayed until next meeting.

Resolution 2016-14 - Emergency Systems Service Company Agreement - Generator Service Agreement for Pump Stations.

J. Coover made a motion, seconded by B. DeYoung, to adopt Resolution 2016-14 - Emergency Systems Service Company Agreement. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

**PUBLIC COMMENT:**

Ellen Ghandt, Twp. resident, questioned the form of accounting and differences in the general account for 2015. G. Zuvich explained the Township had changed from cash to accrual in 2015 which impacted the numbers in the beginning of the year.

Maxine Turobolski, Twp. resident, noted the difficulty of hearing the Commissioners by phone.

**ADJOURNMENT INTO EXECUTIVE SESSION:**

J. Coover made a motion, seconded by H. Werkheiser, to adjourn the meeting into executive session to discuss a personnel issue at 8:20 p.m. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; T. Felver, yes; and J. Lastowski, yes. Motion carried.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
SPECIAL MEETING  
FOR SIGN AND SALDO ORDINANCES  
MARCH 16<sup>th</sup>, 2016 6:00 P.M.**

The Special meeting of the Pocono Township Commissioners was held on 03/16/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Tom Felver at 6:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Tom Felver, present; Harold Werkheiser, present; Jerry Lastowski, present; Robert DeYoung, present; and Judi Coover, present.

Leo V. DeVito, Broughal & DeVito LLP, Solicitor, Tim Edinger, T&M Associates, Engineer; Gregg Schuster, Twp. Manager; and Pamela Finkbeiner, Twp. Secretary; were present.

**ANNOUNCEMENTS:** G. Schuster noted an executive session was held at 5:30 p.m., 03/16/2016 to discuss a personnel issues.

J. Coover noted an executive session was held on 03/15/2016 at 7:00 p.m. to discuss personnel issues.

**PUBLIC COMMENTS:**

**BICENTENNIAL CELEBRATION COMMITTEE INTERVIEW - DR. NATHAN LAUBACH** - The Board of Commissioners interview Dr. Nathan Laubach for the Bicentennial Celebration Committee.

J. Coover made a motion, seconded by T. Felver, to appoint Dr. Nathan Laubach to the Bicentennial Celebration Committee. Roll call vote: J. Coover, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and B. DeYoung, yes. Motion carried.

The Board thanked Dr. Laubach for his willingness to serve the Community.

**PRESENTATION AND DISCUSSION OF SIGN ORDINANCE AND SALDO**

Sign Ordinance - L. DeVito explained the since the ordinance was recommended by the planning commission, a Supreme Court ruling 'Reed versus Gilbert' - noted content-based restrictions for temporary, political or ideological signage cannot be regulated. Discussion followed concerning Civil Sponsored Affairs, Garage/Yard Sale Signs, and Banners. T. Edinger noted Monument signage for regional impact plans, and Master sign plans were added. The board concurred to remove: Page 9 - 1) Civic Sponsored Affairs, 2) Garage/Yard Sales signs, and 3) Overhead Banners. The first sentence pg. 9, note 7 - "Except for overhead banners permitted across state Rt. 611" to be removed.

J. Coover made a motion, seconded by J. Lastowski, to authorize Sign Ordinance as corrected, be submitted to Monroe County Planning Commission for review. Roll call vote: J. Coover, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and B. DeYoung, yes. Motion carried.

T. Felver left the meeting at 7:30

SALDO - Discussion on the history of the Regional Comprehensive Plan, zoning and SALDO ordinances updates. T. Edinger noted the update of:

- 1) Criteria for sewer systems
- 2) Water system criteria
- 3) Parking lot design.
- 4) Detail lighting criteria

To the SALDO ordinance

Discussion for inclusion of Stormwater criteria. No action taken.

J. Coover discussed the Gilmore & Associates, Inc. letter of 10/21/2011 and previous versions of the SALDO Ordinance. J. Coover suggested the Township contact MCPC for recommendations to proceed with SALDO.

Discussion followed concerning regional planning.

J. Coover made a motion, seconded by B. DeYoung, to contact MCPC for assistance and/or recommendations to move forward with the SALDO Ordinance. M. Guidry questioned if the Planning Commission would be involved. The Board will work with the PC. Roll call vote: J. Coover, yes; H. Werkheiser, yes; J. Lastowski, yes; and B. DeYoung, yes. Motion carried.

**PUBLIC COMMENT: None**

**ADJOURNMENT:** J. Coover made a motion, seconded by B. DeYoung, to adjourn the meeting at 8:30 p.m. Roll call vote: J. Coover, yes; H. Werkheiser, yes; J. Lastowski, yes; and B. DeYoung, yes. Motion carried.

**Pocono Township Check Listing**  
**March 21, 2016**

General Fund	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	03/17/2016	54255	Cardmember Service	Law Books - Police	900.00
	03/17/2016	54256	Metropolitan Telecommunications	Police Phones	231.70
	03/17/2016	54257	Verizon Wireless	IPADS - Police	60.86
	03/17/2016	54258	Affordable Comfort Contracting, Inc.	Boiler Repair - Public Works	237.00
	03/17/2016	54259	BIU of PA, Inc.	BIU Services	11,086.79
	03/17/2016	54260	Broughal & DeVito, L.L.P.	Legal - Planning/General/ZHB	9,450.95
	03/17/2016	54261	Cardmember Service	Domain renewal/Email service	251.00
	03/17/2016	54262	Cargill Incorporated	Salt	14,313.49
	03/17/2016	54263	Carpet Professionals	Replace carpet - Police	522.42
	03/17/2016	54264	DES	Recycling	20.00
	03/17/2016	54265	Engle-Hambright & Davies, Inc.	Treasurer's Bond	4,675.00
	03/17/2016	54266	Eureka Stone Quarry, Inc.	Stone	1,762.52
	03/17/2016	54267	Grainger	Parts	533.82
	03/17/2016	54268	Hanson Aggregates Pennsylvania LLC	Anti Skid	4,962.19
	03/17/2016	54269	Howarth, Carl	Coffee and supplies	92.00
	03/17/2016	54270	HUNTER KEYSTONE PETERBILT	Truck repairs	727.22
	03/17/2016	54271	JNK Hydrotest & Extinguisher Supply Co.	Service - PW/Office/Park	336.95
	03/17/2016	54272	Kettle Creek Environmental Fund	Sponsorship - 25th year	500.00
	03/17/2016	54273	Kimball Midwest	Truck repairs	711.77
	03/17/2016	54274	Learn, Claire	Refund taxes	4.93
	03/17/2016	54275	Leddy Telecom Services	Trouble shoot phone line	130.00
	03/17/2016	54276	Medico Industries, Inc.	Parts	21.79
	03/17/2016	54277	Metropolitan Telecommunications	Phones - Twp/Park	506.07
	03/17/2016	54278	Monroe County Info. Services	Bills & Blanks Tax mailings	2,869.55
	03/17/2016	54279	National Fire Insurance Co. of Hartford	Deductible - Defense expenses	2,500.00
	03/17/2016	54280	Network Fleet	GPS Service	355.40
	03/17/2016	54281	Norris McLaughlin & Marcus, P.A.	Audit letter	72.50
	03/17/2016	54282	Otto, Carol	Cleaning	550.00
	03/17/2016	54283	PAPCO, Inc.	Gasoline	1,016.86
	03/17/2016	54284	PMHIC	Health Insurance - April	64,857.62
	03/17/2016	54285	PNC Bank, N.A.	Balance of School Loan	166.35
	03/17/2016	54286	Pocono Mountain COG	COG Membership	200.00
	03/17/2016	54287	Pocono Record	Advertisements	240.00
	03/17/2016	54288	PPL Electric Utilities	Electric -Twp/Park/Signals	2,921.66
	03/17/2016	54289	Praxair Dist Mid-Atlantic	Supplies	24.14
	03/17/2016	54290	Signal Service, Inc.	Contract/Repair	4,722.00
	03/17/2016	54291	SPW Cleaning Services	Floor cleaning - Police	100.00
	03/17/2016	54292	Stiff Oil Company	Fuel additive	59.97
	03/17/2016	54293	STTC Service Tire Truck Centers, INC.	#6 - Tires	695.52
	03/17/2016	54294	Sundance Networks, Inc.	IT Service - Twp./Police	451.00
	03/17/2016	54295	T&M Associates	Engineering - Twp/PC	2,258.23
	03/17/2016	54296	Tulpehocken Mountain Spring Water Inc	Water - Twp/Police	107.10
	03/17/2016	54297	UNIFIRST Corporation	Carpets/Uniforms	313.82
	03/17/2016	54298	Unum Life Insurance	Life Insurance	2,199.00
	03/17/2016	54299	Verizon Wireless	Phones - Police	493.90
	03/17/2016	54300	Weitzmann, Weitzmann & Huffman, LLC	ZHB Legal	1,203.97
	03/17/2016	54301	Wilson Products Compressed Gas Co.	Supplies	6.50
	03/17/2016	54302	Zuvich, Regina	VOID: GFOA Conference	0.00
	03/17/2016	54303	Zuvich, Regina	GFOA Conference	236.54
	03/17/2016	54304	Cash	Petty cash replenishment	159.27
	03/17/2016	54305	Barley Creek Associates	Return of Heritage foundation donation	500.00
	03/17/2016	54306	611 Pub Inc	Return of Heritage foundation donation	500.00
	03/17/2016	54307	Pocono Medical Center	Return of Heritage foundation donation	10,000.00
	03/17/2016	54308	Ann and Joseph Farda Foundation	Return of Heritage foundation donation	10,000.00
				<b>TOTAL General Fund</b>	<b><u>\$161,819.37</u></b>
Sewer Operating Fund					
	03/17/2016	1529	Pocono Township	Public Works director salary	10,498.50
	03/17/2016	1530	METROPOLITAN TELECOMMUNICATIONS	Phones for pump station	47.66
	03/17/2016	1531	Pennsylvania One Call System, Inc	Contracted monthly	43.05
	03/17/2016	1532	BRODHEAD CREEK REGIONAL AUTHORITY	April treatment plant charges	85,185.00
	03/17/2016	1533	Want To Inc.	Pump station servicing	1,650.00
	03/17/2016	1534	BROUGHAL & DEVITO, L.L.P.	Legal for operations	150.00
	03/17/2016	1535	TRIJAY Systems	Pump station servicing	755.00
	03/17/2016	1536	BLUE RIDGE COMMUNICATIONS	Cable for pump stations	185.69
	03/17/2016	1537	PPL Electric Utilities	Electric for pump stations	492.10
	03/17/2016	1538	Steele's Hardware	Supplies for sewer operations	16.47
	03/17/2016	1539	Frank Romascavage, D.O.	Immunizations for Public works employee	35.00
	03/17/2016	1540	PENTELEDATA	Internet for pump stations	365.18
	03/17/2016	1541	Emergency Systems Service Co.	Pump station servicing	4,190.00
	03/17/2016	1542	Cramer, Swetz, McManus & Jordan	Legal for operations	128.50
				<b>TOTAL Sewer Operating Fund</b>	<b><u>\$103,742.15</u></b>

**Pocono Township Check Listing**  
**March 21, 2016**

**Sewer  
Construction**

3/17/2016 155	T&M Associates	System redesign contract	43,326.28
3/17/2016 156	Leeward	Contract 3 closeout	45,086.66
<b>TOTAL Sewer Construction Fund</b>			<b><u>43,326.28</u></b> <b><u>45,086.66</u></b> <b><u>\$88,412.94</u></b>

**Capital Reserve  
Fund**

3/18/2016 Bank Check	Pocono Township	Sewer connection tapping fees and UCC fees	5,004.00
<b>TOTAL Capital Reserve Fund</b>			<b><u>5,004.00</u></b>

**TOTAL General Fund            \$161,819.37**

**TOTAL Sewer Construction Fund    \$88,412.94**  
**TOTAL ESSA Transfer                \$250,232.31**

**TOTAL Sewer  
Operating Fund   Wayne Bank    \$103,742.15**

**TOTAL Capital  
Reserve Fund                        \$5,004.00**

\_\_\_\_\_  
Authorized by:

# Proposed Amendments

## Pocono Township

### Board of Commissioners

### Bylaws & Rules of Procedure

Approved: Board of Commissioners, 1/04/2016~~8/4/14~~

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**Pocono Township**  
**Board of Commissioners – Bylaws**

**SECTION 1. PURPOSE AND AUTHORIZATION**

The name of the board shall be the “Board of Commissioners of Pocono Township” (the Board). The Board shall have all of the rights, powers and duties respectively conferred upon Board of Commissioners pursuant to the Pennsylvania statutes, as amended, that govern townships of the first class.

**SECTION 2. OFFICE OF THE BOARD**

The office of the Board shall be the Municipal Building where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Township Manager, P.O. Box 197, Tannersville, PA 18372. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Secretary.

**SECTION 3. OFFICERS**

- A. At the organizational meeting, the Board shall elect one commissioner as President and one commissioner as Vice President. The Board shall promptly fill any officer vacancies.
- B. The President shall:
- a. Preside over all Board meetings.
  - b. Vote on all motions.
  - c. Sign and execute documents as authorized by the Board.
  - d. Serve as the ceremonial representative of the Township for various functions which ~~he~~ may be delegated as ~~he~~ deems appropriate.
- C. The Vice President shall preside over meetings in the absence of the President.

**SECTION 4. BOARD MEETINGS**

- A. The Board shall hold regular meetings at 7:00 p.m. on the first and third Monday (or just the first Monday) of every month, except when the Municipal Building is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public, as required by Pennsylvania General Statutes, unless otherwise specified.

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~~A.B.~~ Workshops will be held at 6pm prior to each regular meeting (or the third Monday). Workshops are open to the public and will not include voting or ruling on any matters.

~~B.C.~~ All Commissioners, the Township Manager, Solicitor, Engineer, and Secretary shall have the right to participate in discussions at meetings. The president will ~~may~~ allow others to participate to the extent possible ~~at his discretion~~.

~~C.D.~~ Commissioners may participate and vote via speakerphone.

~~D.E.~~ The Board shall fill appointments as vacancies in appointed boards and commissions as they occur. ~~Citizen~~ Residents interested in appointment or reappointment shall fill out an application and submit it, along with any other requested ~~levant~~ information, to the Board. The Board shall conduct interviews ~~all applicants~~ and appoint individuals by a majority vote.

## **SECTION 5. ORDER OF BUSINESS**

A. The agenda for all regular meetings of the Board shall include the regular items listed as follows:

1. Pledge of Allegiance
2. Roll Call
3. Announcements
4. Approval of Minutes
5. Approval of Bills and Transfers
- ~~6. Amendments to Agenda~~
- ~~7-6.~~ Public Comment on matters not on the agenda.
- ~~8. Report of the President~~
- ~~9. Commissioners Comments~~
- ~~10. Reports~~ Manager Report
- ~~11-7.~~ Presentations
- ~~12-8.~~ Ordinances
- ~~13-9.~~ Resolutions
- ~~14-10.~~ Public Comment
- ~~15-11.~~ Executive Session (If Necessary)
- ~~16-12.~~ Adjournment

B. All staff members and commissioners shall submit their requested agenda items to the Township Manager no later than the Wednesday am ~~Thursday~~ preceding the scheduled meeting. The Agenda for regular meetings shall be prepared by the Township Manager and forwarded to the Board for review no later than EOD ~~the~~

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Wednesday Friday prior to a meeting. The final agenda shall be posted by the manager by EOD Friday prior to each meeting.

- C. Unless it would work a hardship for a resident, or is an emergency thThe Board will avoid reserves the right to adding agenda items during any meeting.

## **SECTION 6. PUBLIC PARTICIPATION**

A. The Public Comment section of the order of business shall be that portion of the regular Board meeting during which the public may address the Board for no more than five (5) minutes each. A residentcitizen will have anone opportunity to speak and shall make all their comments or questions during that opportunity. All questions or comments shall be directed tomade through the President and shall not be directed to staff or invited guests. Further remarks or questions by the public may be allowed at the discretion of the President. The President reserves the right to end public participation at any meeting if it becomes clear that the he feels the bBoard will not be able to conduct its business in a timely manner.

A.B. The Public will have an opportunity to comment or ask a question after a motion has been made and seconded but prior to the Board taking a vote.

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## **SECTION 7. COMMITTEES**

- A. The Board shall appoint commissioners to committees.
- B. If warranted ¶there mayshall be a standing Sewer Committee consisting of two commissioners who shall meet from time to time to review and make recommendations to the Board on all matters relating to the construction, operations, and maintenance of the sewer system.
- C. There shall be a standing Finance Committee consisting of two commissioners who shall meet from time to time to review and make recommendations on all matters relating to the budget, financing, annual audit, and processing of payments.
- D. The Board may appoint other such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment.

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## **SECTION 8. AMENDMENTS**

These bylaws may be amended from time to time as deemed necessary or desirable by the Board by majority vote.

**SECTION 9. QUORUM**

A quorum shall consist of three (3) members of the Board.

**SECTION 10. ROBERT'S RULES OF ORDER**

Robert's Rules of Order Revised newly revised shall be the authority in all matters of parliamentary procedure not otherwise stated in these bylaws. The Board shall elect one of their members as parliamentarian to enforce these rules.

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 FEBRUARY, 2016

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

	FEB. 2016	Y-T-D 2016	FEB. 2015	Y-T-D 2015
Incidents Investigated	341	690	288	587
Burglary Alarms Answered	64	129	82	133
Reportable Accidents Investigated	23	44	23	57
Non-Reportable Accidents	24	50	48	76
Criminal Investigations	41	75	14	47
Criminal Arrests	36	77	27	54
Juvenile Detentions	2	2	2	2
Property Receipts	31	58	15	30
Notification of Faulty Equipment	138	290	75	212
Vehicle Reports	0	5	1	2
Death Investigations	2	3	4	4
Written Warnings	142	315	95	173
Missing Persons	1	1	0	0
Traffic Citations Issued	125	289	36	74
Non-Traffic Citations Issued	27	55	15	35
Ski Thefts	0	0	0	0
911 Hang-up Calls	52	99	13	32

Mileage all Vehicles: 14,897

Income from Report Fees: \$665.00



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

March 1, 2016

Dear President Felver, Vice President Werkheiser, Commissioner Coover, Commissioner Lastowski, and Mr. Schuster:

Please accept the following report for the Month of January:

<b>Pocono Township Responses</b>	<b>Mutual Aid Response Outside of Township</b>	<b>Total Responses</b>	<b>Average Dispatch to En route Time</b>	<b>Average En route to On Scene Time</b>
<b>160</b>	<b>9</b>	<b>169</b>	<b>1.74 minutes</b>	<b>8.46 minutes</b>

Barry and I have met with Chief Werkheiser regarding supply needs for the police department. We have since supplied the department with 20 sharp shuttle containers for their vehicles to provide safety while transporting used needles from a scene. Wall mounted sharps containers were also supplied for their building. Chief Werkheiser was also advised to contact us once the department AED's require servicing, new batteries, or replacement defibrillator pads which we will supply to them at no cost.

Pocono Medical Center and Suburban EMS have also met with Camelback to assist them with meeting emergency service needs throughout the year. Lastly, we would like to kindly request that we be added to the Emergency Services report on the Board of Commissioners agenda during the second meeting of every month.

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,

Barry Albertson  
 Executive Director  
 Suburban EMS  
 E-mail: balbertson@suburbanems.org  
 Office: 610-923-7500  
 Cell: 610-972-7355

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

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



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

March 1, 2016

Dear President Felver, Vice President Werkheiser, Commissioner Coover, Commissioner Lastowski, and Mr. Schuster:

Please accept the following report for the Month of February:

<b>Pocono Township Responses</b>	<b>Mutual Aid Responses Outside of Township</b>	<b>Total Responses</b>	<b>Average Dispatch to En route Time</b>	<b>Average En route to On Scene Time</b>
<b>142</b>	<b>37</b>	<b>179</b>	<b>1.72 minutes</b>	<b>8.2 minutes</b>

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,

Barry Albertson  
Executive Director  
Suburban EMS  
E-mail: balbertson@suburbanems.org  
Office: 610-923-7500  
Cell: 610-972-7355

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

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

Suburban

Palmer, PA

Client 1501



1515 Center Street  
Lansing, Mi 48096  
1 (877) 583-3100  
service@EMSSurveyTeam.com  
www.EMSSurveyTeam.com

# EMS System Report

January 1, 2016 to January 31, 2016

Your Score

**89.45**

Number of Your Patients in this Report

**9**

Number of Patients in this Report

**5,725**

Number of Transport Services in All EMS DB

**108**





## Executive Summary

This report contains data from **9 Suburban** patients who returned a questionnaire between **01/01/2016** and **01/31/2016**.

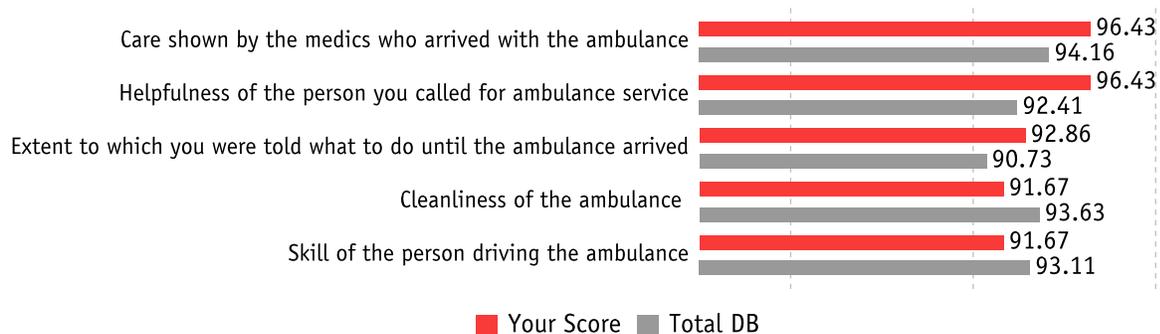
The overall mean score for the standard questions was **89.45**; this is a difference of **-2.87** points from the overall EMS database score of **92.32**.

The current score of **89.45** is a change of **-3.25** points from last period's score of **92.70**. This was the **67th** highest overall score for all companies in the database.

You are ranked **19th** for comparably sized companies in the system.

**58.38%** of responses to standard questions had a rating of Very Good, the highest rating. **100.00%** of all responses were positive.

### 5 Highest Scores



### 5 Lowest Scores

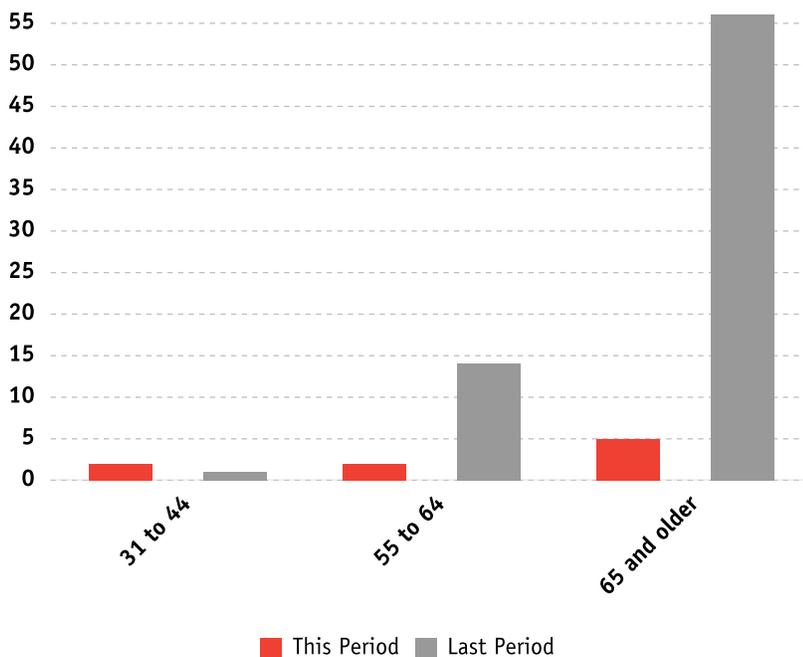




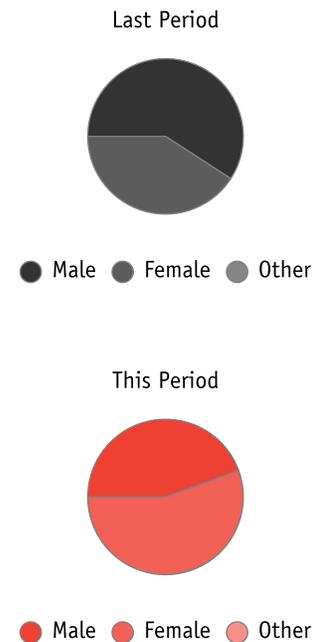
**Demographics** — This section provides demographic information about the patients who responded to the survey for the current and the previous periods. The information comes from the data you submitted. Compare this demographic data to your eligible population. Generally, the demographic profile will approximate your service population.

	Last Period				This Period			
	Total	Male	Female	Other	Total	Male	Female	Other
31 to 44	1	1	0	0	2	1	1	0
55 to 64	14	10	4	0	2	2	0	0
65 and older	56	31	25	0	5	1	4	0
<b>Total</b>	<b>71</b>	<b>42</b>	<b>29</b>	<b>0</b>	<b>9</b>	<b>4</b>	<b>5</b>	<b>0</b>

### Age Ranges



### Gender





### Dispatch Analysis

This analysis details the section results that concern dispatcher operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Helpfulness of the person you called for ambulance service



Concern shown by the person you called for ambulance service



Extent to which you were told what to do until the ambulance arrived



### Overall Section Score





### Ambulance Analysis

This analysis details the section results that concern ambulance operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Extent to which the ambulance arrived in a timely manner



Cleanliness of the ambulance



Comfort of the ride



Skill of the person driving the ambulance



**Overall Section Score**





### Medic Analysis

This analysis details the section results that concern medic operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Care shown by the medics who arrived with the ambulance



Degree to which the medics took your problem seriously



Degree to which the medics listened to you and/or your family



Skill of the medics



Extent to which the medics kept you informed about your treatment



Extent to which medics included you in the treatment decisions (if applicable)



Degree to which the medics relieved your pain or discomfort





### Medic Analysis

This analysis details the section results that concern medic operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Medics' concern for your privacy



Extent to which medics cared for you as a person



### Overall Section Score





### Billing Staff Assessment Analysis

This analysis details the section results that concern office operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Professionalism of the staff in our ambulance service billing office



Willingness of the staff in our billing office to address your needs



**Overall Section Score**





**Overall Assessment Analysis**

This analysis details the section results that concern assessment of operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

How well did our staff work together to care for you



Extent to which our staff eased your entry into the medical facility



Appropriateness of Emergency Medical Transportation treatment



Extent to which the services received were worth the fees charged



Overall rating of the care provided by our Emergency Medical Transportation service



Likelihood of recommending this ambulance service to others



**Overall Section Score**





### Question Analysis

This section lists a synopsis of the information about your individual questions and overall scores for this monthly reporting period. The first column shows the company score from the previous period, the second column shows the change, the third column shows your score for this period and the fourth column shows the total Database score.

#### Dispatch Analysis

	Last Period	Change	This Period	Total DB
Helpfulness of the person you called for ambulance service	91.80	4.63	96.43	92.41
Concern shown by the person you called for ambulance service	91.54	-2.25	89.29	92.44
Extent to which you were told what to do until the ambulance arrived	88.51	4.35	92.86	90.73

#### Ambulance Analysis

	Last Period	Change	This Period	Total DB
Extent to which the ambulance arrived in a timely manner	90.29	-1.40	88.89	91.50
Cleanliness of the ambulance	93.49	-1.82	91.67	93.63
Comfort of the ride	86.82	2.07	88.89	87.16
Skill of the person driving the ambulance	92.12	-0.45	91.67	93.11

#### Medic Analysis

	Last Period	Change	This Period	Total DB
Care shown by the medics who arrived with the ambulance	95.29	1.14	96.43	94.16
Degree to which the medics took your problem seriously	95.65	-5.02	90.63	93.96
Degree to which the medics listened to you and/or your family	93.84	-3.21	90.63	93.57
Skill of the medics	94.93	-4.30	90.63	94.00
Extent to which the medics kept you informed about your treatment	92.80	-2.17	90.63	92.35
Extent to which medics included you in the treatment decisions (if applicable)	93.97	-8.97	85.00	92.43
Degree to which the medics relieved your pain or discomfort	93.46	-5.96	87.50	90.80
Medics' concern for your privacy	93.94	-4.65	89.29	92.86
Extent to which medics cared for you as a person	95.65	-5.02	90.63	94.02

#### Billing Staff Assessment Analysis

	Last Period	Change	This Period	Total DB
Professionalism of the staff in our ambulance service billing office	87.77	-12.77	75.00	88.81
Willingness of the staff in our billing office to address your needs	86.11	-11.11	75.00	88.69



### Question Analysis (Continued)

#### Overall Assessment Analysis

	Last Period	Change	This Period	Total DB
How well did our staff work together to care for you	95.08	-9.37	85.71	93.29
Extent to which our staff eased your entry into the medical facility	95.77	-8.27	87.50	93.41
Appropriateness of Emergency Medical Transportation treatment	95.38	-7.88	87.50	93.37
Extent to which the services received were worth the fees charged	87.28	-3.95	83.33	87.61
Overall rating of the care provided by our Emergency Medical Transportation	94.85	-4.22	90.63	93.34
Likelihood of recommending this ambulance service to others	94.32	-3.69	90.63	92.85



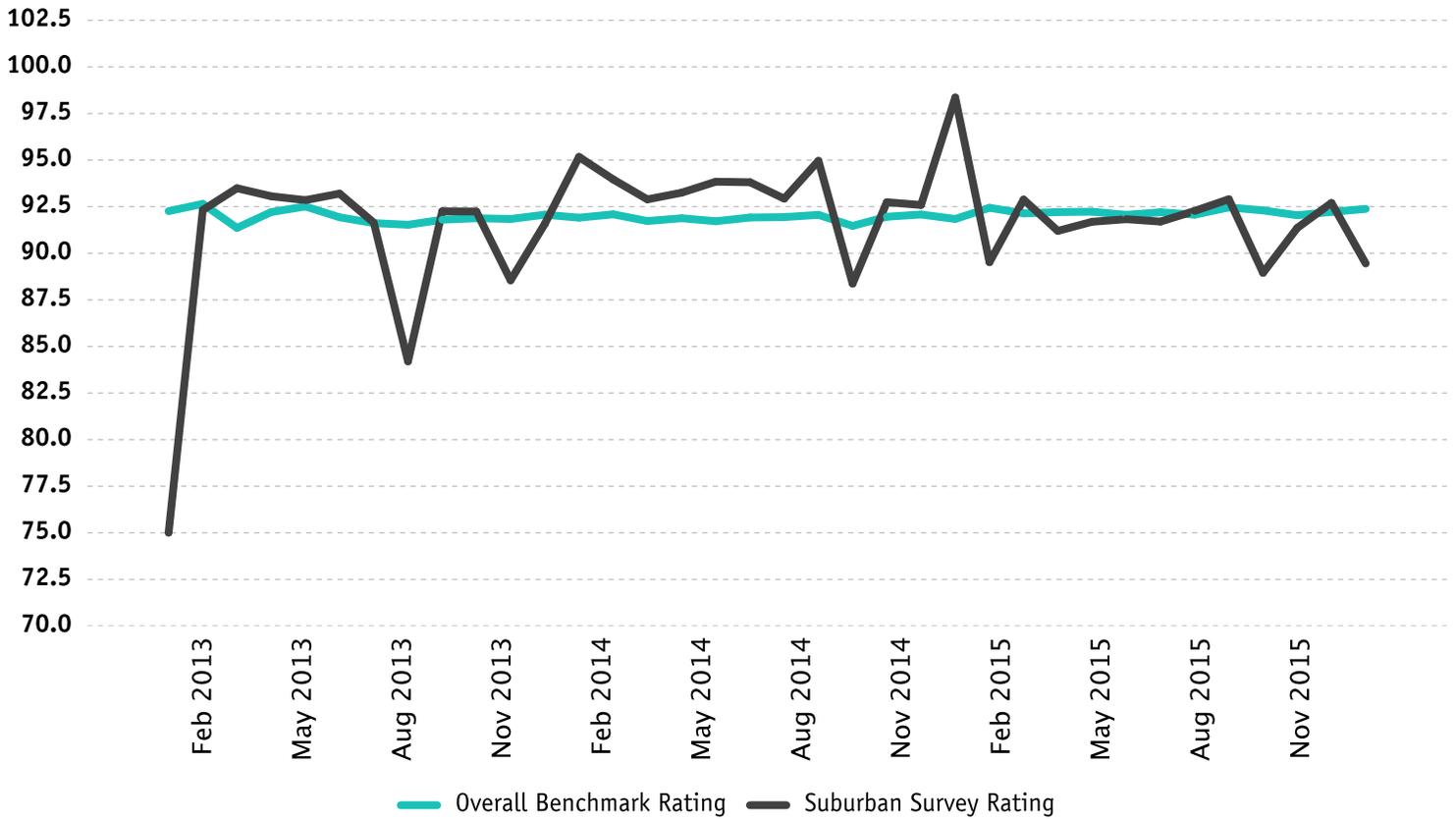
## Monthly Breakdown

Below are the monthly responses that have been received for your service. It details the individual score for each question as well as the overall company score for that month.

	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016
Helpfulness of the person you called for ambulance service	100.00	89.70	93.22	89.96	93.38	92.73	90.42	90.00	92.52	96.88	92.41	91.80	96.43
Concern shown by the person you called for ambulance service	91.67	91.07	95.34	90.23	92.91	89.53	89.75	95.00	92.89	95.31	92.23	91.54	89.29
Extent to which you were told what to do until the ambulance	95.83	88.09	93.53	88.93	91.04	88.41	87.54	90.00	91.01	95.31	90.91	88.51	92.86
Extent to which the ambulance arrived in a timely manner	87.50	89.63	91.94	91.61	92.23	90.76	87.70	90.00	89.94	90.79	90.42	90.29	88.89
Cleanliness of the ambulance	100.00	91.96	94.17	93.93	94.00	93.55	91.29	95.00	94.23	92.11	93.13	93.49	91.67
Comfort of the ride	95.83	86.92	88.98	88.25	85.47	84.44	84.19	85.00	90.71	88.16	84.16	86.82	88.89
Skill of the person driving the ambulance	100.00	90.64	91.53	92.04	92.67	92.29	92.39	90.00	93.50	87.56	93.21	92.12	91.67
Care shown by the medics who arrived with the ambulance	100.00	90.37	93.30	93.43	94.86	93.21	93.75	93.75	93.93	88.21	93.61	95.29	96.43
Degree to which the medics took your problem seriously	100.00	90.53	94.64	92.05	93.40	93.76	94.12	93.75	94.78	85.63	93.26	95.65	90.63
Degree to which the medics listened to you and/or your family	100.00	90.57	93.30	91.55	92.96	94.51	94.12	93.75	94.78	85.63	92.32	93.84	90.63
Skill of the medics	100.00	90.85	92.86	92.81	93.75	94.24	94.70	93.75	94.23	88.21	91.46	94.93	90.63
Extent to which the medics kept you informed about your	100.00	88.99	92.45	91.28	91.91	92.53	92.86	93.75	92.44	88.94	89.61	92.80	90.63
Extent to which medics included you in the treatment decisions	100.00	87.95	94.05	91.23	91.07	91.91	92.45	93.75	92.63	86.00	89.83	93.97	85.00
Degree to which the medics relieved your pain or discomfort	100.00	87.31	91.84	90.18	88.28	88.66	92.37	93.75	92.54	86.82	89.51	93.46	87.50
Medics' concern for your privacy	100.00	89.30	91.67	92.72	92.42	93.48	93.46	93.75	93.44	88.21	92.12	93.94	89.29
Extent to which medics cared for you as a person	100.00	90.10	93.98	93.14	93.01	93.90	96.09	93.75	94.66	88.21	92.45	95.65	90.63
Professionalism of the staff in our ambulance service billing	91.67	86.72	88.33	85.96	87.50	87.25	86.25	75.00	89.42	95.45	87.29	87.77	75.00
Willingness of the staff in our billing office to address your	91.67	86.39	90.52	85.56	88.64	88.00	84.87	75.00	89.61	95.45	87.82	86.11	75.00
How well did our staff work together to care for you	100.00	90.20	93.52	92.12	92.61	92.42	93.08	93.75	93.36	89.53	92.96	95.08	85.71
Extent to which our staff eased your entry into the medical	100.00	91.68	94.23	92.18	92.50	94.54	93.75	93.75	94.14	88.21	93.68	95.77	87.50
Appropriateness of Emergency Medical Transportation treatment	100.00	89.74	92.45	92.51	91.30	93.45	93.65	93.75	93.06	85.63	90.99	95.38	87.50
Extent to which the services received were worth the fees	100.00	85.92	92.39	88.25	85.03	88.50	87.53	93.75	90.77	87.56	89.86	87.28	83.33
Overall rating of the care provided by our Emergency Medical	100.00	90.44	93.06	92.76	92.03	92.98	94.32	93.75	93.89	84.32	93.35	94.85	90.63
Likelihood of recommending this ambulance service to others	100.00	90.21	95.10	92.00	93.66	94.72	94.63	93.75	93.80	84.32	92.64	94.32	90.63
Your Master Score	98.36	89.52	92.88	91.20	91.69	91.83	91.70	92.27	92.90	88.95	91.36	92.70	89.45
Your Total Responses	6	161	67	152	77	103	75	5	148	20	89	76	9



### Monthly tracking of Overall Survey Score





**Key Drivers** — This section shows the relative importance of each question to the respondents' overall satisfaction. The greater the coefficient number, the more important the issue is to your patients' overall satisfaction. The questions are arranged based on their weighted importance value.

Question	Your Score	Correlation Coefficient
Extent to which medics included you in the treatment decisions (if applicable)	85.00	.974302342
Extent to which medics cared for you as a person	90.63	.927329591
Likelihood of recommending this ambulance service to others	90.63	.927329591
Skill of the medics	90.63	.927329591
Extent to which the medics kept you informed about your treatment	90.63	.927329591
Degree to which the medics took your problem seriously	90.63	.927329591
Degree to which the medics listened to you and/or your family	90.63	.927329591
Medics' concern for your privacy	89.29	.922583164
Appropriateness of Emergency Medical Transportation treatment	87.50	.921804195
Extent to which our staff eased your entry into the medical facility	87.50	.921804195
How well did our staff work together to care for you	85.71	.908744002
Degree to which the medics relieved your pain or discomfort	87.50	.89774057
Cleanliness of the ambulance	91.67	.889456989
Comfort of the ride	88.89	.768351698
Care shown by the medics who arrived with the ambulance	96.43	.723324958
Overall rating of the care provided by our Emergency Medical Transportation service	90.63	.714796506
Extent to which the services received were worth the fees charged	83.33	.709317256
Extent to which the ambulance arrived in a timely manner	88.89	.668849966
Skill of the person driving the ambulance	91.67	.635089844
Helpfulness of the person you called for ambulance service	96.43	.586770461
Extent to which you were told what to do until the ambulance arrived	92.86	.380792193
Concern shown by the person you called for ambulance service	89.29	.280318874



**Company Comparisons** — The following chart gives a comparison of the mean score for each question as scored by comparable companies. Your company is highlighted. There is also a green-shaded highlight of the highest score for each question. This will show how you compare to similar companies.

	Your Company	Comparison Companies					
		A	B	C	D	E	F
Helpfulness of the person you called for ambulance service	96.43	93.44	87.20	95.04	95.00	90.29	90.32
Concern shown by the person you called for ambulance service	89.29	90.87	85.98	95.87	92.74	90.71	90.34
Extent to which you were told what to do until the ambulance	92.86	88.58	84.89	94.43	94.17	88.65	86.48
Extent to which the ambulance arrived in a timely manner	88.89	88.95	87.30	95.30	91.67	89.03	86.85
Cleanliness of the ambulance	91.67	91.32	89.83	95.72	93.55	94.01	90.30
Comfort of the ride	88.89	85.74	80.62	87.86	78.61	85.54	85.32
Skill of the person driving the ambulance	91.67	90.09	89.85	94.50	92.50	93.57	86.29
Care shown by the medics who arrived with the ambulance	96.43	92.55	87.78	95.01	94.83	95.67	90.94
Degree to which the medics took your problem seriously	90.63	91.44	88.45	94.20	95.69	93.67	90.56
Degree to which the medics listened to you and/or your family	90.63	92.41	88.02	95.07	95.69	93.26	89.22
Skill of the medics	90.63	92.65	87.79	96.30	97.32	94.86	90.42
Extent to which the medics kept you informed about your	90.63	90.23	86.78	93.14	93.27	93.93	89.63
Extent to which medics included you in the treatment decisions (if	85.00	92.86	84.43	92.63	91.30	93.97	90.12
Degree to which the medics relieved your pain or discomfort	87.50	90.27	83.93	90.88	89.13	92.06	84.46
Medics' concern for your privacy	89.29	92.23	88.50	93.54	90.74	93.13	89.25
Extent to which medics cared for you as a person	90.63	92.93	89.21	93.72	94.83	94.93	89.48
Professionalism of the staff in our ambulance service billing office	75.00	86.67	90.00	90.25	94.44	88.19	87.89
Willingness of the staff in our billing office to address your needs	75.00	81.70	89.29	90.52	95.00	87.50	88.26
How well did our staff work together to care for you	85.71	89.70	87.29	94.96	96.00	92.75	89.65
Extent to which our staff eased your entry into the medical facility	87.50	90.74	87.04	94.32	96.88	93.66	90.67
Appropriateness of Emergency Medical Transportation treatment	87.50	91.29	87.02	94.08	95.00	93.12	90.67
Extent to which the services received were worth the fees charged	83.33	89.38	80.68	84.22	94.12	85.36	82.40
Overall rating of the care provided by our Emergency Medical	90.63	91.56	88.22	94.22	95.37	93.12	88.72
Likelihood of recommending this ambulance service to others	90.63	91.43	85.49	93.65	97.00	90.59	86.74
<b>Overall score</b>	89.45	90.66	86.79	93.54	93.45	91.97	88.58
<b>National Rank</b>	67	59	74	29	31	48	70
<b>Comparable Size (Large) Company Rank</b>	19	16		6			20

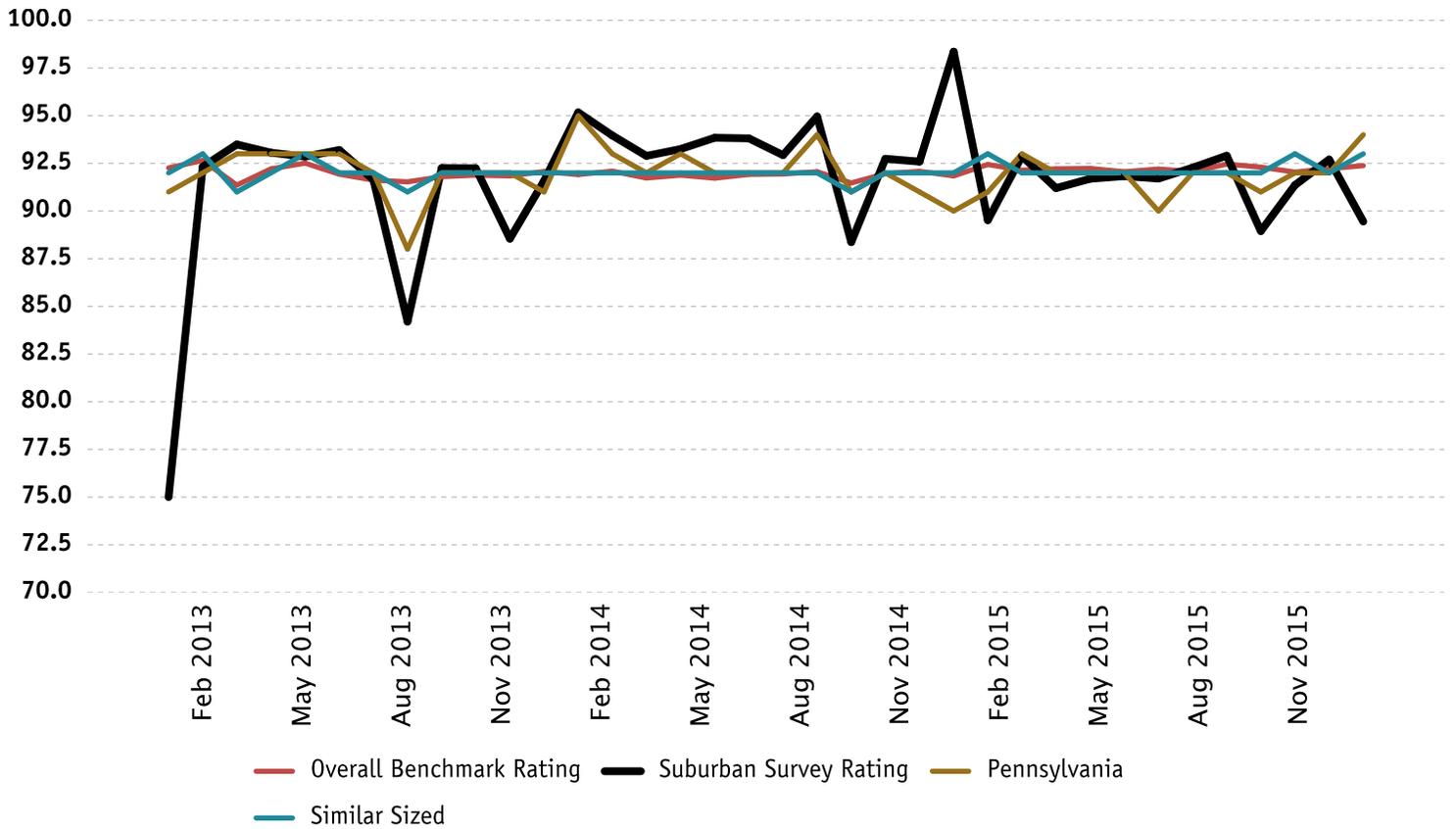


### Benchmark Comparison

	Your Company	Total DB	Similar Sized	Pennsylvania
<b>Total Score</b>	<b>89.45</b>	92.10	92.24	93.48
Helpfulness of the person you called for ambulance service	96.43	92.41	92.61	93.05
Concern shown by the person you called for ambulance service	89.29	92.44	92.71	92.89
Extent to which you were told what to do until the ambulance	92.86	90.73	91.01	90.92
Extent to which the ambulance arrived in a timely manner	88.89	91.50	91.86	92.55
Cleanliness of the ambulance	91.67	93.63	93.82	94.98
Comfort of the ride	88.89	87.16	87.35	91.82
Skill of the person driving the ambulance	91.67	93.11	93.22	94.72
Care shown by the medics who arrived with the ambulance	96.43	94.16	94.31	94.71
Degree to which the medics took your problem seriously	90.63	93.96	94.19	94.57
Degree to which the medics listened to you and/or your family	90.63	93.57	93.68	94.35
Skill of the medics	90.63	94.00	94.02	94.56
Extent to which the medics kept you informed about your	90.63	92.35	92.33	93.68
Extent to which medics included you in the treatment decisions	85.00	92.43	92.49	94.75
Degree to which the medics relieved your pain or discomfort	87.50	90.80	90.68	93.24
Medics' concern for your privacy	89.29	92.86	92.84	93.91
Extent to which medics cared for you as a person	90.63	94.02	93.97	94.68
Professionalism of the staff in our ambulance service billing	75.00	88.81	88.93	89.09
Willingness of the staff in our billing office to address your	75.00	88.69	88.86	89.76
How well did our staff work together to care for you	85.71	93.29	93.38	94.35
Extent to which our staff eased your entry into the medical	87.50	93.41	93.42	94.68
Appropriateness of Emergency Medical Transportation treatment	87.50	93.37	93.50	95.14
Extent to which the services received were worth the fees	83.33	87.61	87.96	91.01
Overall rating of the care provided by our Emergency Medical	90.63	93.34	93.55	95.19
Likelihood of recommending this ambulance service to others	90.63	92.85	93.12	94.92
<b>Number of Surveys for the period</b>	<b>9</b>			

Suburban  
 January 1, 2016 to January 31, 2016

**Benchmark Trending Graphic** - Below are the monthly scores for your service. It details the overall score for each month as well as your subscribed benchmarks for that month.





### Top Box Comparisons

The Top Box Analysis displays the number of responses for the entire survey by question and rating. The Top Box itself shows the percentage of "Very Good" responses, the highest rating, for each question. Next to the company rating is the entire EMS DB rating for those same questions.

	Very Poor	Poor	Fair	Good	Very Good	Company % Very Good	EMS DB % Very Good
<b>Overall Company Rating</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>71</b>	<b>101</b>	<b>58.38%</b>	<b>74.73%</b>
<b>Dispatch</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>15</b>	<b>71.43%</b>	<b>73.44%</b>
Helpfulness of the person you called for ambulance service	0	0	0	1	6	85.71%	75.10%
Concern shown by the person you called for ambulance service	0	0	0	3	4	57.14%	74.48%
Extent to which you were told what to do until the ambulance arrived	0	0	0	2	5	71.43%	70.75%
<b>Ambulance</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>23</b>	<b>63.89%</b>	<b>72.28%</b>
Extent to which the ambulance arrived in a timely manner	0	0	0	4	5	55.56%	72.23%
Cleanliness of the ambulance	0	0	0	3	6	66.67%	76.86%
Comfort of the ride	0	0	1	2	6	66.67%	63.37%
Skill of the person driving the ambulance	0	0	0	3	6	66.67%	76.68%
<b>Medic</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>40</b>	<b>61.54%</b>	<b>78.08%</b>
Care shown by the medics who arrived with the ambulance	0	0	0	1	6	85.71%	80.52%
Degree to which the medics took your problem seriously	0	0	0	3	5	62.50%	80.77%
Degree to which the medics listened to you and/or your family	0	0	0	3	5	62.50%	79.82%
Skill of the medics	0	0	0	3	5	62.50%	80.04%
Extent to which the medics kept you informed about your treatment	0	0	0	3	5	62.50%	75.57%


**Top Box Comparisons (Continued)**

	Very Poor	Poor	Fair	Good	Very Good	Company % Very Good	EMS DB % Very Good
<b>Overall Company Rating</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>71</b>	<b>101</b>	<b>58.38%</b>	<b>74.73%</b>
Extent to which medics included you in the treatment decisions (if applicable)	0	0	0	3	2	40.00%	76.47%
Degree to which the medics relieved your pain or discomfort	0	0	0	3	3	50.00%	72.24%
Medics' concern for your privacy	0	0	0	3	4	57.14%	76.22%
Extent to which medics cared for you as a person	0	0	0	3	5	62.50%	81.06%
<b>Billing Staff Assessment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0.00%</b>	<b>63.05%</b>
Professionalism of the staff in our ambulance service billing office	0	0	0	3	0	0.00%	62.84%
Willingness of the staff in our billing office to address your needs	0	0	0	3	0	0.00%	63.25%
<b>Overall Assessment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>23</b>	<b>51.11%</b>	<b>75.89%</b>
How well did our staff work together to care for you	0	0	0	4	3	42.86%	77.49%
Extent to which our staff eased your entry into the medical facility	0	0	0	4	4	50.00%	78.01%
Appropriateness of Emergency Medical Transportation treatment	0	0	0	4	4	50.00%	77.59%
Extent to which the services received were worth the fees charged	0	0	0	4	2	33.33%	65.40%
Overall rating of the care provided by our Emergency Medical Transportation service	0	0	0	3	5	62.50%	78.44%
Likelihood of recommending this ambulance service to others	0	0	0	3	5	62.50%	78.39%

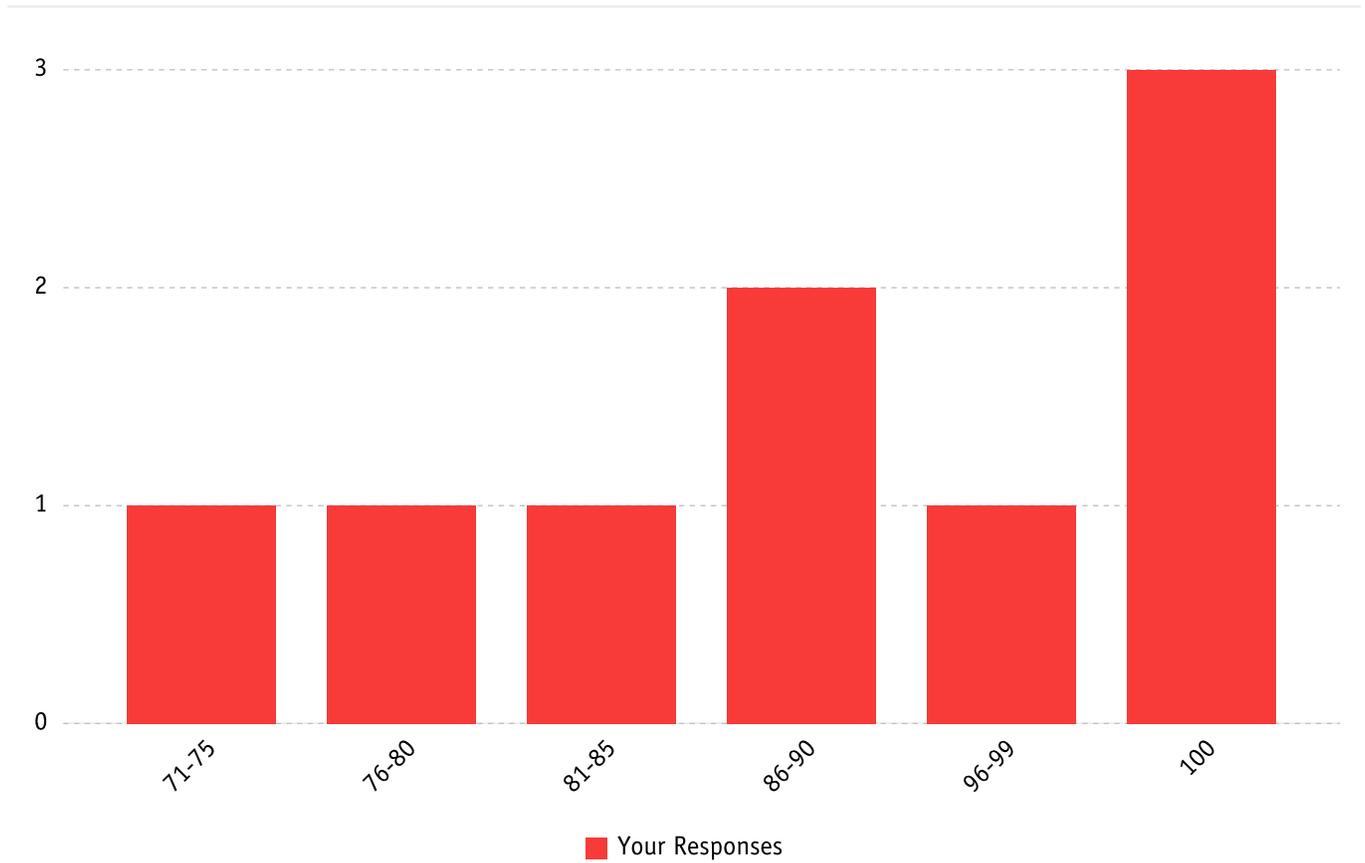


### Standard Deviation by Question

	Your Score	Total DB	Company Standard Deviation	Database Standard Deviation	SD Variance
Helpfulness of the person you called for ambulance service	96.43	92.41	8.748	15.288	6.54
Concern shown by the person you called for ambulance service	89.29	92.44	12.372	14.492	2.12
Extent to which you were told what to do until the ambulance arrived	92.86	90.73	11.294	16.819	5.52
Extent to which the ambulance arrived in a timely manner	88.89	91.50	12.423	15.828	3.41
Cleanliness of the ambulance	91.67	93.63	11.785	12.563	0.78
Comfort of the ride	88.89	87.16	17.123	20.372	3.25
Skill of the person driving the ambulance	91.67	93.11	11.785	14.287	2.50
Care shown by the medics who arrived with the ambulance	96.43	94.16	8.748	13.578	4.83
Degree to which the medics took your problem seriously	90.62	93.96	12.103	14.519	2.42
Degree to which the medics listened to you and/or your family	90.62	93.57	12.103	15.097	2.99
Skill of the medics	90.62	94.00	12.103	13.74	1.64
Extent to which the medics kept you informed about your	90.62	92.35	12.103	15.495	3.39
Extent to which medics included you in the treatment decisions (if applicable)	85.00	92.43	12.247	16.162	3.91
Degree to which the medics relieved your pain or discomfort	87.50	90.80	12.50	17.615	5.11
Medics' concern for your privacy	89.29	92.86	12.372	14.657	2.29
Extent to which medics cared for you as a person	90.62	94.02	12.103	14.54	2.44
Professionalism of the staff in our ambulance service billing office	75.00	88.81	0.00	16.951	16.95
Willingness of the staff in our billing office to address your needs	75.00	88.69	0.00	17.477	17.48
How well did our staff work together to care for you	85.71	93.29	12.372	14.20	1.83
Extent to which our staff eased your entry into the medical facility	87.50	93.41	12.50	14.273	1.77
Appropriateness of Emergency Medical Transportation treatment	87.50	93.37	12.50	14.056	1.56
Extent to which the services received were worth the fees charged	83.33	87.61	11.785	20.772	8.99
Overall rating of the care provided by our Emergency Medical Transportation service	90.62	93.34	12.103	14.751	2.65
Likelihood of recommending this ambulance service to others	90.62	92.85	12.103	16.295	4.19
<b>Overall Survey Rating</b>	89.45	92.32	11.05	15.58	4.52



**Responses vs Score Histogram** — This graph shows the number of responses on the Y axis vs the average score on the X axis.



# Suburban

Palmer, PA

Client 1501



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## EMS System Report

October 1, 2015 to December 31, 2015

Your Score

**91.65**

Number of Your Patients in this Report

**185**

Number of Patients in this Report

**15,602**

Number of Transport Services in All EMS DB

**99**





## Executive Summary

This report contains data from **185 Suburban** patients who returned a questionnaire between **10/01/2015** and **12/31/2015**.

The overall mean score for the standard questions was **91.65**; this is a difference of **-0.53** points from the overall EMS database score of **92.18**.

The current score of **91.65** is a change of **-0.84** points from last period's score of **92.49**. This was the **47th** highest overall score for all companies in the database.

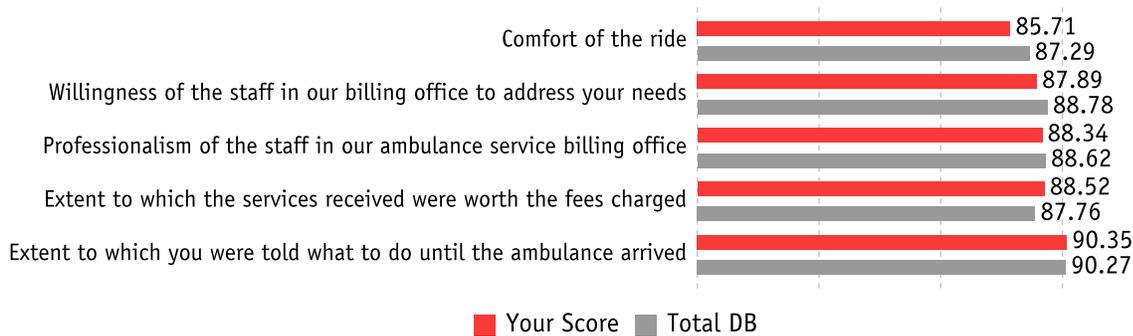
You are ranked **18th** for comparably sized companies in the system.

**72.16%** of responses to standard questions had a rating of Very Good, the highest rating. **98.63%** of all responses were positive.

### 5 Highest Scores



### 5 Lowest Scores

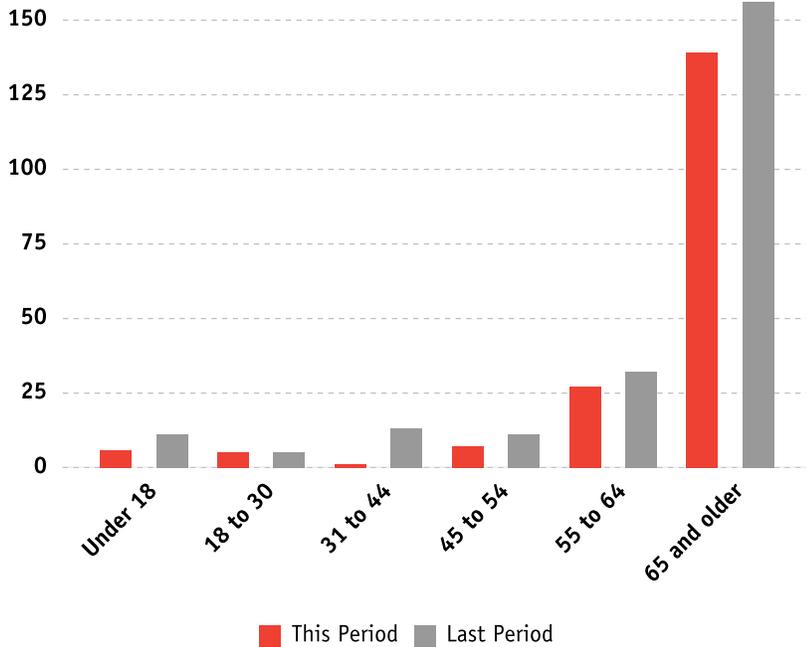




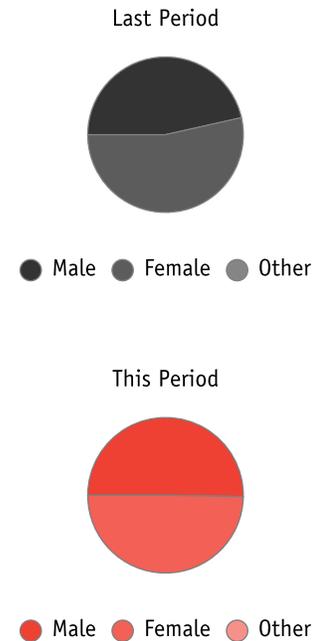
**Demographics** — This section provides demographic information about the patients who responded to the survey for the current and the previous periods. The information comes from the data you submitted. Compare this demographic data to your eligible population. Generally, the demographic profile will approximate your service population.

	Last Period				This Period			
	Total	Male	Female	Other	Total	Male	Female	Other
Under 18	11	4	7	0	6	4	2	0
18 to 30	5	0	5	0	5	3	2	0
31 to 44	13	9	4	0	1	1	0	0
45 to 54	11	8	3	0	7	4	3	0
55 to 64	32	18	14	0	27	16	11	0
65 and older	156	67	89	0	139	65	74	0
<b>Total</b>	<b>228</b>	<b>106</b>	<b>122</b>	<b>0</b>	<b>185</b>	<b>93</b>	<b>92</b>	<b>0</b>

**Age Ranges**



**Gender**





### Dispatch Analysis

This analysis details the section results that concern dispatcher operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Helpfulness of the person you called for ambulance service



Concern shown by the person you called for ambulance service



Extent to which you were told what to do until the ambulance arrived



### Overall Section Score





### Ambulance Analysis

This analysis details the section results that concern ambulance operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Extent to which the ambulance arrived in a timely manner



Cleanliness of the ambulance



Comfort of the ride



Skill of the person driving the ambulance



**Overall Section Score**





### Medic Analysis

This analysis details the section results that concern medic operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Care shown by the medics who arrived with the ambulance



Degree to which the medics took your problem seriously



Degree to which the medics listened to you and/or your family



Skill of the medics



Extent to which the medics kept you informed about your treatment



Extent to which medics included you in the treatment decisions (if applicable)



Degree to which the medics relieved your pain or discomfort





### Medic Analysis

This analysis details the section results that concern medic operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Medics' concern for your privacy



Extent to which medics cared for you as a person



### Overall Section Score





### Billing Staff Assessment Analysis

This analysis details the section results that concern office operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

Professionalism of the staff in our ambulance service billing office



Willingness of the staff in our billing office to address your needs



Overall Section Score





**Overall Assessment Analysis**

This analysis details the section results that concern assessment of operations. The analysis contains the mean scores for each survey question. The first column shows the company score and the total database score, the second column is your variance from the database score.

How well did our staff work together to care for you



Extent to which our staff eased your entry into the medical facility



Appropriateness of Emergency Medical Transportation treatment



Extent to which the services received were worth the fees charged



Overall rating of the care provided by our Emergency Medical Transportation service



Likelihood of recommending this ambulance service to others



**Overall Section Score**





### Question Analysis

This section lists a synopsis of the information about your individual questions and overall scores for this monthly reporting period. The first column shows the company score from the previous period, the second column shows the change, the third column shows your score for this period and the fourth column shows the total Database score.

#### Dispatch Analysis

	Last Period	Change	This Period	Total DB
Helpfulness of the person you called for ambulance service	91.76	0.85	92.61	92.28
Concern shown by the person you called for ambulance service	91.90	0.36	92.26	91.97
Extent to which you were told what to do until the ambulance arrived	89.85	0.50	90.35	90.27

#### Ambulance Analysis

	Last Period	Change	This Period	Total DB
Extent to which the ambulance arrived in a timely manner	89.22	1.19	90.41	91.59
Cleanliness of the ambulance	93.28	-0.11	93.17	93.88
Comfort of the ride	88.37	-2.66	85.71	87.29
Skill of the person driving the ambulance	93.03	-0.87	92.16	93.21

#### Medic Analysis

	Last Period	Change	This Period	Total DB
Care shown by the medics who arrived with the ambulance	93.87	-0.18	93.69	94.26
Degree to which the medics took your problem seriously	94.54	-1.16	93.38	94.16
Degree to which the medics listened to you and/or your family	94.54	-2.35	92.19	93.71
Skill of the medics	94.38	-1.84	92.54	94.16
Extent to which the medics kept you informed about your treatment	92.60	-1.72	90.88	92.61
Extent to which medics included you in the treatment decisions (if applicable)	92.60	-1.43	91.17	92.38
Degree to which the medics relieved your pain or discomfort	92.51	-1.60	90.91	90.60
Medics' concern for your privacy	93.46	-1.05	92.41	93.25
Extent to which medics cared for you as a person	95.10	-1.80	93.30	94.11

#### Billing Staff Assessment Analysis

	Last Period	Change	This Period	Total DB
Professionalism of the staff in our ambulance service billing office	88.24	0.10	88.34	88.62
Willingness of the staff in our billing office to address your needs	87.93	-0.04	87.89	88.78



### Question Analysis (Continued)

#### Overall Assessment Analysis

	Last Period	Change	This Period	Total DB
How well did our staff work together to care for you	93.27	0.15	93.42	93.18
Extent to which our staff eased your entry into the medical facility	94.01	-0.13	93.88	93.32
Appropriateness of Emergency Medical Transportation treatment	93.26	-1.09	92.17	93.13
Extent to which the services received were worth the fees charged	89.73	-1.21	88.52	87.76
Overall rating of the care provided by our Emergency Medical Transportation	94.03	-1.11	92.92	93.33
Likelihood of recommending this ambulance service to others	94.07	-1.72	92.35	92.73



## Monthly Breakdown

Below are the monthly responses that have been received for your service. It details the individual score for each question as well as the overall company score for that month.

	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Helpfulness of the person you called for ambulance service	93.64	100.00	89.70	93.22	89.96	93.38	92.73	90.42	90.00	92.52	96.88	92.41	91.80
Concern shown by the person you called for ambulance service	92.80	91.67	91.07	95.34	90.23	92.91	89.53	89.75	95.00	92.89	95.31	92.23	91.54
Extent to which you were told what to do until the ambulance	91.59	95.83	88.09	93.53	88.93	91.04	88.41	87.54	90.00	91.01	95.31	90.91	88.51
Extent to which the ambulance arrived in a timely manner	90.85	87.50	89.63	91.94	91.61	92.23	90.76	87.70	90.00	89.94	90.79	90.42	90.29
Cleanliness of the ambulance	94.59	100.00	91.96	94.17	93.93	94.00	93.55	91.29	95.00	94.23	92.11	93.13	93.49
Comfort of the ride	88.99	95.83	86.92	88.98	88.25	85.47	84.44	84.19	85.00	90.71	88.16	84.16	86.82
Skill of the person driving the ambulance	92.96	100.00	90.64	91.53	92.04	92.67	92.29	92.39	90.00	93.50	87.56	93.21	92.12
Care shown by the medics who arrived with the ambulance	93.53	100.00	90.37	93.30	93.43	94.86	93.21	93.75	93.75	93.93	88.21	93.61	95.29
Degree to which the medics took your problem seriously	93.94	100.00	90.53	94.64	92.05	93.40	93.76	94.12	93.75	94.78	85.63	93.26	95.65
Degree to which the medics listened to you and/or your family	93.35	100.00	90.57	93.30	91.55	92.96	94.51	94.12	93.75	94.78	85.63	92.32	93.84
Skill of the medics	93.90	100.00	90.85	92.86	92.81	93.75	94.24	94.70	93.75	94.23	88.21	91.46	94.93
Extent to which the medics kept you informed about your	91.61	100.00	88.99	92.45	91.28	91.91	92.53	92.86	93.75	92.44	88.94	89.61	92.80
Extent to which medics included you in the treatment decisions	90.78	100.00	87.95	94.05	91.23	91.07	91.91	92.45	93.75	92.63	86.00	89.83	93.97
Degree to which the medics relieved your pain or discomfort	90.98	100.00	87.31	91.84	90.18	88.28	88.66	92.37	93.75	92.54	86.82	89.51	93.46
Medics' concern for your privacy	94.34	100.00	89.30	91.67	92.72	92.42	93.48	93.46	93.75	93.44	88.21	92.12	93.94
Extent to which medics cared for you as a person	94.18	100.00	90.10	93.98	93.14	93.01	93.90	96.09	93.75	94.66	88.21	92.45	95.65
Professionalism of the staff in our ambulance service billing	89.81	91.67	86.72	88.33	85.96	87.50	87.25	86.25	75.00	89.42	95.45	87.29	87.77
Willingness of the staff in our billing office to address your	90.38	91.67	86.39	90.52	85.56	88.64	88.00	84.87	75.00	89.61	95.45	87.82	86.11
How well did our staff work together to care for you	93.36	100.00	90.20	93.52	92.12	92.61	92.42	93.08	93.75	93.36	89.53	92.96	95.08
Extent to which our staff eased your entry into the medical	94.00	100.00	91.68	94.23	92.18	92.50	94.54	93.75	93.75	94.14	88.21	93.68	95.77
Appropriateness of Emergency Medical Transportation treatment	93.80	100.00	89.74	92.45	92.51	91.30	93.45	93.65	93.75	93.06	85.63	90.99	95.38
Extent to which the services received were worth the fees	88.61	100.00	85.92	92.39	88.25	85.03	88.50	87.53	93.75	90.77	87.56	89.86	87.28
Overall rating of the care provided by our Emergency Medical	92.84	100.00	90.44	93.06	92.76	92.03	92.98	94.32	93.75	93.89	84.32	93.35	94.85
Likelihood of recommending this ambulance service to others	94.79	100.00	90.21	95.10	92.00	93.66	94.72	94.63	93.75	93.80	84.32	92.64	94.32
Your Master Score	92.59	98.36	89.52	92.88	91.20	91.69	91.83	91.70	92.27	92.90	88.95	91.36	92.70
Your Total Responses	147	6	161	67	152	77	103	75	5	148	20	89	76



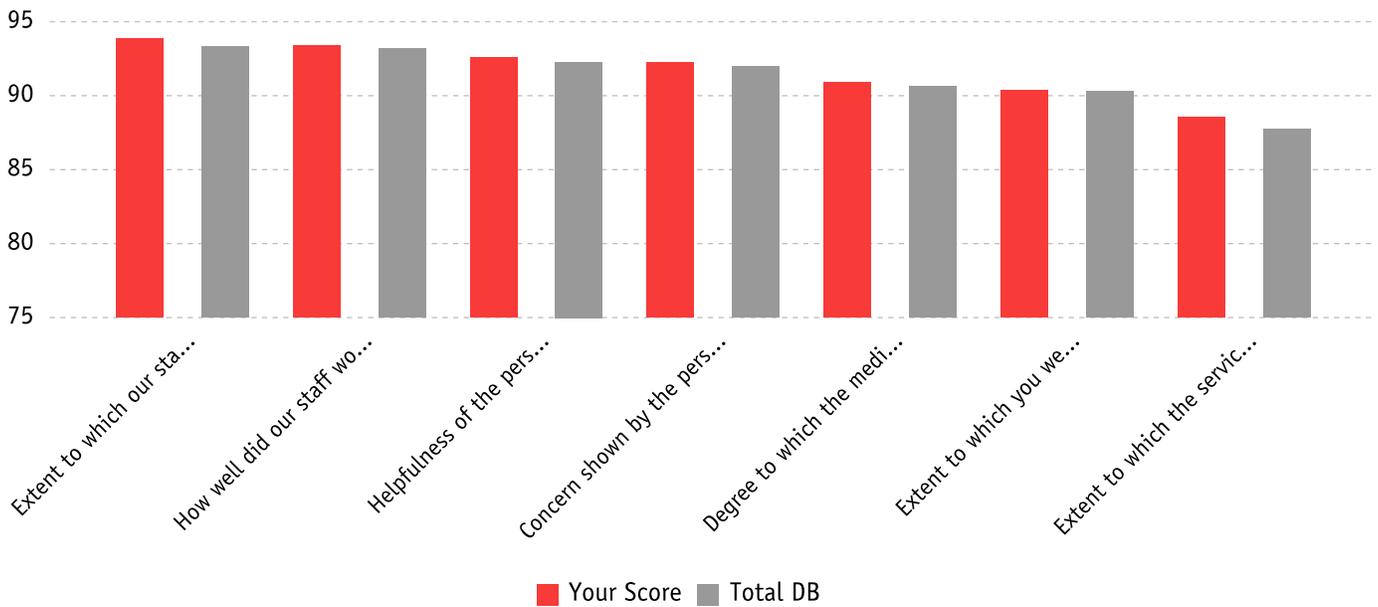
### Greatest Increase and Decrease in Scores by Question

	Last Period	This Period	Change	Total DB Score
<b>Increases</b>				
Extent to which the ambulance arrived in a timely manner	89.22	90.41	1.19	91.59
Helpfulness of the person you called for ambulance service	91.76	92.61	0.85	92.28
Extent to which you were told what to do until the ambulance arrived	89.85	90.35	0.50	90.27
Concern shown by the person you called for ambulance service	91.90	92.26	0.36	91.97
How well did our staff work together to care for you	93.27	93.42	0.14	93.18
Professionalism of the staff in our ambulance service billing office	88.24	88.34	0.10	88.62
<b>Decreases</b>				
Comfort of the ride	88.37	85.71	-2.67	87.29
Degree to which the medics listened to you and/or your family	94.54	92.19	-2.35	93.71
Skill of the medics	94.38	92.54	-1.83	94.16
Extent to which medics cared for you as a person	95.10	93.30	-1.80	94.11
Likelihood of recommending this ambulance service to others	94.07	92.35	-1.72	92.73
Extent to which the medics kept you informed about your treatment	92.60	90.88	-1.72	92.61
Degree to which the medics relieved your pain or discomfort	92.51	90.91	-1.61	90.60
Extent to which medics included you in the treatment decisions (if applicable)	92.60	91.17	-1.43	92.38
Extent to which the services received were worth the fees charged	89.73	88.52	-1.21	87.76
Degree to which the medics took your problem seriously	94.54	93.38	-1.16	94.16



**Greatest Scores Above Benchmarks by Question**

Highest Above Benchmark	This Period	Variance	Total DB Score
Extent to which our staff eased your entry into the medical facility	93.88	0.56	93.32
How well did our staff work together to care for you	93.42	0.23	93.18
Helpfulness of the person you called for ambulance service	92.61	0.33	92.28
Concern shown by the person you called for ambulance service	92.26	0.28	91.97
Degree to which the medics relieved your pain or discomfort	90.91	0.31	90.6
Extent to which you were told what to do until the ambulance arrived	90.35	0.08	90.27
Extent to which the services received were worth the fees charged	88.52	0.76	87.76





## Highest and Lowest Scores

	Last Period	This Period	Change	Total DB Score
<b>Highest Scores</b>				
Extent to which our staff eased your entry into the medical facility	94.01	93.88	-0.13	93.32
Care shown by the medics who arrived with the ambulance	93.87	93.69	-0.18	94.26
How well did our staff work together to care for you	93.27	93.42	0.15	93.18
Degree to which the medics took your problem seriously	94.54	93.38	-1.16	94.16
Extent to which medics cared for you as a person	95.10	93.30	-1.80	94.11

	Last Period	This Period	Change	Total DB Score
<b>Lowest Scores</b>				
Comfort of the ride	88.37	85.71	-2.66	87.29
Willingness of the staff in our billing office to address your needs	87.93	87.89	-0.04	88.78
Professionalism of the staff in our ambulance service billing office	88.24	88.34	0.10	88.62
Extent to which the services received were worth the fees charged	89.73	88.52	-1.21	87.76
Extent to which you were told what to do until the ambulance arrived	89.85	90.35	0.50	90.27



**Key Drivers** — This section shows the relative importance of each question to the respondents' overall satisfaction. The greater the coefficient number, the more important the issue is to your patients' overall satisfaction. The questions are arranged based on their weighted importance value.

Question	Your Score	Correlation Coefficient
Skill of the medics	92.54	.921602228
Extent to which medics cared for you as a person	93.30	.921039515
How well did our staff work together to care for you	93.42	.916064665
Overall rating of the care provided by our Emergency Medical Transportation service	92.92	.912467109
Appropriateness of Emergency Medical Transportation treatment	92.17	.90995136
Care shown by the medics who arrived with the ambulance	93.69	.909683939
Degree to which the medics listened to you and/or your family	92.19	.894535114
Extent to which our staff eased your entry into the medical facility	93.88	.894379237
Degree to which the medics took your problem seriously	93.38	.892080038
Extent to which medics included you in the treatment decisions (if applicable)	91.17	.889004618
Skill of the person driving the ambulance	92.16	.882119511
Medics' concern for your privacy	92.41	.879402349
Degree to which the medics relieved your pain or discomfort	90.91	.879129932
Likelihood of recommending this ambulance service to others	92.35	.87395693
Extent to which the medics kept you informed about your treatment	90.88	.853942711
Professionalism of the staff in our ambulance service billing office	88.34	.768004094
Cleanliness of the ambulance	93.17	.753740278
Willingness of the staff in our billing office to address your needs	87.89	.739063785
Concern shown by the person you called for ambulance service	92.26	.735761773
Extent to which the services received were worth the fees charged	88.52	.720691041
Helpfulness of the person you called for ambulance service	92.61	.70333559
Extent to which you were told what to do until the ambulance arrived	90.35	.657279745
Extent to which the ambulance arrived in a timely manner	90.41	.630109305
Comfort of the ride	85.71	.566714361



**Company Comparisons** — The following chart gives a comparison of the mean score for each question as scored by comparable companies. Your company is highlighted. There is also a green-shaded highlight of the highest score for each question. This will show how you compare to similar companies.

	Your Company	Comparison Companies					
		A	B	C	D	E	F
Helpfulness of the person you called for ambulance service	<b>92.61</b>	90.42	91.19	93.01	94.47	92.20	91.17
Concern shown by the person you called for ambulance service	<b>92.26</b>	89.35	91.75	92.10	94.01	91.67	92.22
Extent to which you were told what to do until the ambulance	<b>90.35</b>	87.01	89.81	92.21	91.88	89.86	88.71
Extent to which the ambulance arrived in a timely manner	<b>90.41</b>	90.51	89.48	95.10	93.70	93.24	91.80
Cleanliness of the ambulance	<b>93.17</b>	93.30	92.75	95.83	96.69	94.73	95.29
Comfort of the ride	<b>85.71</b>	88.08	84.91	87.62	85.33	88.78	89.94
Skill of the person driving the ambulance	<b>92.16</b>	93.45	93.11	94.26	94.48	94.67	94.20
Care shown by the medics who arrived with the ambulance	<b>93.69</b>	93.25	92.95	95.80	97.48	95.88	95.37
Degree to which the medics took your problem seriously	<b>93.38</b>	93.55	93.52	95.23	97.69	96.27	95.02
Degree to which the medics listened to you and/or your family	<b>92.19</b>	92.38	91.57	94.51	97.06	95.25	94.66
Skill of the medics	<b>92.54</b>	93.58	91.16	95.50	97.01	95.51	95.00
Extent to which the medics kept you informed about your	<b>90.88</b>	90.91	90.28	93.80	96.02	94.39	93.75
Extent to which medics included you in the treatment decisions (if	<b>91.17</b>	91.48	90.52	93.06	96.31	94.55	93.21
Degree to which the medics relieved your pain or discomfort	<b>90.91</b>	89.31	88.13	91.79	91.83	93.23	92.79
Medics' concern for your privacy	<b>92.41</b>	92.95	90.31	94.44	96.70	94.97	94.59
Extent to which medics cared for you as a person	<b>93.30</b>	92.85	92.10	94.60	97.20	94.89	95.23
Professionalism of the staff in our ambulance service billing office	<b>88.34</b>	88.93	88.15	87.90	87.50	88.06	88.79
Willingness of the staff in our billing office to address your needs	<b>87.89</b>	88.64	89.40	87.61	88.69	88.64	89.39
How well did our staff work together to care for you	<b>93.42</b>	90.94	90.51	93.89	97.27	94.48	94.80
Extent to which our staff eased your entry into the medical facility	<b>93.88</b>	90.84	91.89	94.32	97.10	94.34	95.43
Appropriateness of Emergency Medical Transportation treatment	<b>92.17</b>	90.40	91.17	93.93	96.99	94.18	95.07
Extent to which the services received were worth the fees charged	<b>88.52</b>	86.47	86.66	89.64	94.05	87.32	90.78
Overall rating of the care provided by our Emergency Medical	<b>92.92</b>	90.34	90.89	93.61	97.37	94.05	94.35
Likelihood of recommending this ambulance service to others	<b>92.35</b>	91.04	87.77	93.31	96.71	94.48	95.07
<b>Overall score</b>	91.65	91.04	90.47	93.32	95.07	93.49	93.37
<b>National Rank</b>	47	50	56	20	8	18	19
<b>Comparable Size (Large) Company Rank</b>	18	19		4			3



**Benchmark Comparison**

	<b>Your Company</b>	<b>Total DB</b>	<b>Similar Sized</b>	<b>Pennsylvania</b>
<b>Total Score</b>	<b>91.65</b>	92.11	92.29	91.51
Helpfulness of the person you called for ambulance service	92.61	92.28	92.43	92.86
Concern shown by the person you called for ambulance service	92.26	91.97	92.10	92.45
Extent to which you were told what to do until the ambulance	90.35	90.27	90.34	90.23
Extent to which the ambulance arrived in a timely manner	90.41	91.59	91.78	91.06
Cleanliness of the ambulance	93.17	93.88	94.02	93.31
Comfort of the ride	85.71	87.29	87.34	87.69
Skill of the person driving the ambulance	92.16	93.21	93.32	93.09
Care shown by the medics who arrived with the ambulance	93.69	94.26	94.40	93.40
Degree to which the medics took your problem seriously	93.38	94.16	94.31	93.12
Degree to which the medics listened to you and/or your family	92.19	93.71	93.79	92.61
Skill of the medics	92.54	94.16	94.31	92.93
Extent to which the medics kept you informed about your	90.88	92.61	92.74	90.65
Extent to which medics included you in the treatment decisions	91.17	92.38	92.61	90.96
Degree to which the medics relieved your pain or discomfort	90.91	90.60	90.75	89.74
Medics' concern for your privacy	92.41	93.25	93.36	92.46
Extent to which medics cared for you as a person	93.30	94.11	94.26	93.35
Professionalism of the staff in our ambulance service billing	88.34	88.62	88.95	88.24
Willingness of the staff in our billing office to address your	87.89	88.78	89.28	88.31
How well did our staff work together to care for you	93.42	93.18	93.30	92.82
Extent to which our staff eased your entry into the medical	93.88	93.32	93.53	92.84
Appropriateness of Emergency Medical Transportation treatment	92.17	93.13	93.30	92.46
Extent to which the services received were worth the fees	88.52	87.76	88.12	87.10
Overall rating of the care provided by our Emergency Medical	92.92	93.33	93.45	92.42
Likelihood of recommending this ambulance service to others	92.35	92.73	93.07	92.06
<b>Number of Surveys for the period</b>	<b>185</b>			



## Cumulative Comparisons

This section lists a synopsis of the information about your individual questions and overall scores over the entire lifetime of the dataset. The first column shows the company score and the second column details the total database score.

	Your Score	Total DB
<b>Overall Facility Rating</b>	<b>92.19</b>	<b>91.64</b>
<b>Dispatch</b>	<b>91.53</b>	<b>91.43</b>
Helpfulness of the person you called for ambulance service	92.40	92.20
Concern shown by the person you called for ambulance service	92.11	91.90
Extent to which you were told what to do until the ambulance	90.07	90.19
<b>Ambulance</b>	<b>91.72</b>	<b>91.24</b>
Extent to which the ambulance arrived in a timely manner	91.01	91.57
Cleanliness of the ambulance	94.08	93.75
Comfort of the ride	88.36	86.97
Skill of the person driving the ambulance	93.43	92.68
<b>Medic</b>	<b>93.07</b>	<b>92.64</b>
Care shown by the medics who arrived with the ambulance	93.96	93.67
Degree to which the medics took your problem seriously	94.01	93.57
Degree to which the medics listened to you and/or your family	93.52	93.32
Skill of the medics	94.16	93.75
Extent to which the medics kept you informed about your treatment	92.11	91.74
Extent to which medics included you in the treatment decisions (if	92.02	91.56
Degree to which the medics relieved your pain or discomfort	90.85	90.16
Medics' concern for your privacy	92.99	92.54


**Cumulative Comparisons (Continued)**

	Your Score	Total DB
<b>Overall Facility Rating</b>	<b>92.19</b>	<b>91.64</b>
<b>Medic</b>	<b>93.07</b>	<b>92.64</b>
Extent to which medics cared for you as a person	94.00	93.49
<b>Billing Staff Assessment</b>	<b>88.7</b>	<b>88.02</b>
Professionalism of the staff in our ambulance service billing office	88.65	87.99
Willingness of the staff in our billing office to address your needs	88.75	88.04
<b>Overall Assessment</b>	<b>92.68</b>	<b>91.7</b>
How well did our staff work together to care for you	93.26	92.72
Extent to which our staff eased your entry into the medical facility	93.76	92.92
Appropriateness of Emergency Medical Transportation treatment	93.11	92.68
Extent to which the services received were worth the fees charged	89.13	86.53
Overall rating of the care provided by our Emergency Medical	93.42	92.85
Likelihood of recommending this ambulance service to others	93.40	92.49



### Top Box Comparisons

The Top Box Analysis displays the number of responses for the entire survey by question and rating. The Top Box itself shows the percentage of "Very Good" responses, the highest rating, for each question. Next to the company rating is the entire EMS DB rating for those same questions.

	Very Poor	Poor	Fair	Good	Very Good	Company % Very Good	EMS DB % Very Good
<b>Overall Company Rating</b>	<b>44</b>	<b>7</b>	<b>63</b>	<b>923</b>	<b>2688</b>	<b>72.16%</b>	<b>74.85%</b>
<b>Dispatch</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>136</b>	<b>317</b>	<b>69.06%</b>	<b>72.89%</b>
Helpfulness of the person you called for ambulance service	0	0	2	43	114	71.70%	74.81%
Concern shown by the person you called for ambulance service	0	0	2	44	109	70.32%	73.84%
Extent to which you were told what to do until the ambulance arrived	1	1	0	49	94	64.83%	70.03%
<b>Ambulance</b>	<b>5</b>	<b>3</b>	<b>22</b>	<b>195</b>	<b>469</b>	<b>67.58%</b>	<b>72.58%</b>
Extent to which the ambulance arrived in a timely manner	2	1	5	47	122	68.93%	72.86%
Cleanliness of the ambulance	0	0	1	45	126	73.26%	77.86%
Comfort of the ride	2	2	14	57	98	56.65%	62.99%
Skill of the person driving the ambulance	1	0	2	46	123	71.51%	76.60%
<b>Medic</b>	<b>19</b>	<b>1</b>	<b>17</b>	<b>325</b>	<b>1062</b>	<b>74.58%</b>	<b>78.44%</b>
Care shown by the medics who arrived with the ambulance	2	0	2	31	135	79.41%	80.95%
Degree to which the medics took your problem seriously	3	0	1	29	129	79.63%	81.38%
Degree to which the medics listened to you and/or your family	3	0	0	40	123	74.10%	79.93%
Skill of the medics	2	1	1	36	124	75.61%	80.62%
Extent to which the medics kept you informed about your treatment	3	0	3	39	111	71.15%	76.40%



**Top Box Comparisons (Continued)**

	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Company % Very Good</b>	<b>EMS DB % Very Good</b>
<b>Overall Company Rating</b>	<b>44</b>	<b>7</b>	<b>63</b>	<b>923</b>	<b>2688</b>	<b>72.16%</b>	<b>74.85%</b>
Extent to which medics included you in the treatment decisions (if applicable)	1	0	3	37	92	69.17%	76.22%
Degree to which the medics relieved your pain or discomfort	2	0	4	39	106	70.20%	72.13%
Medics' concern for your privacy	1	0	2	40	115	72.78%	77.18%
Extent to which medics cared for you as a person	2	0	1	34	127	77.44%	81.13%
<b>Billing Staff Assessment</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>71</b>	<b>127</b>	<b>61.06%</b>	<b>63.50%</b>
Professionalism of the staff in our ambulance service billing office	2	0	3	36	66	61.68%	63.12%
Willingness of the staff in our billing office to address your needs	2	0	3	35	61	60.40%	63.87%
<b>Overall Assessment</b>	<b>15</b>	<b>2</b>	<b>14</b>	<b>196</b>	<b>713</b>	<b>75.85%</b>	<b>75.75%</b>
How well did our staff work together to care for you	2	0	1	33	127	77.91%	77.14%
Extent to which our staff eased your entry into the medical facility	2	0	2	27	128	80.50%	77.47%
Appropriateness of Emergency Medical Transportation treatment	3	0	2	33	118	75.64%	77.25%
Extent to which the services received were worth the fees charged	2	2	8	33	92	67.15%	66.17%
Overall rating of the care provided by our Emergency Medical Transportation service	3	0	0	34	125	77.16%	78.37%
Likelihood of recommending this ambulance service to others	3	0	1	36	123	75.46%	78.10%

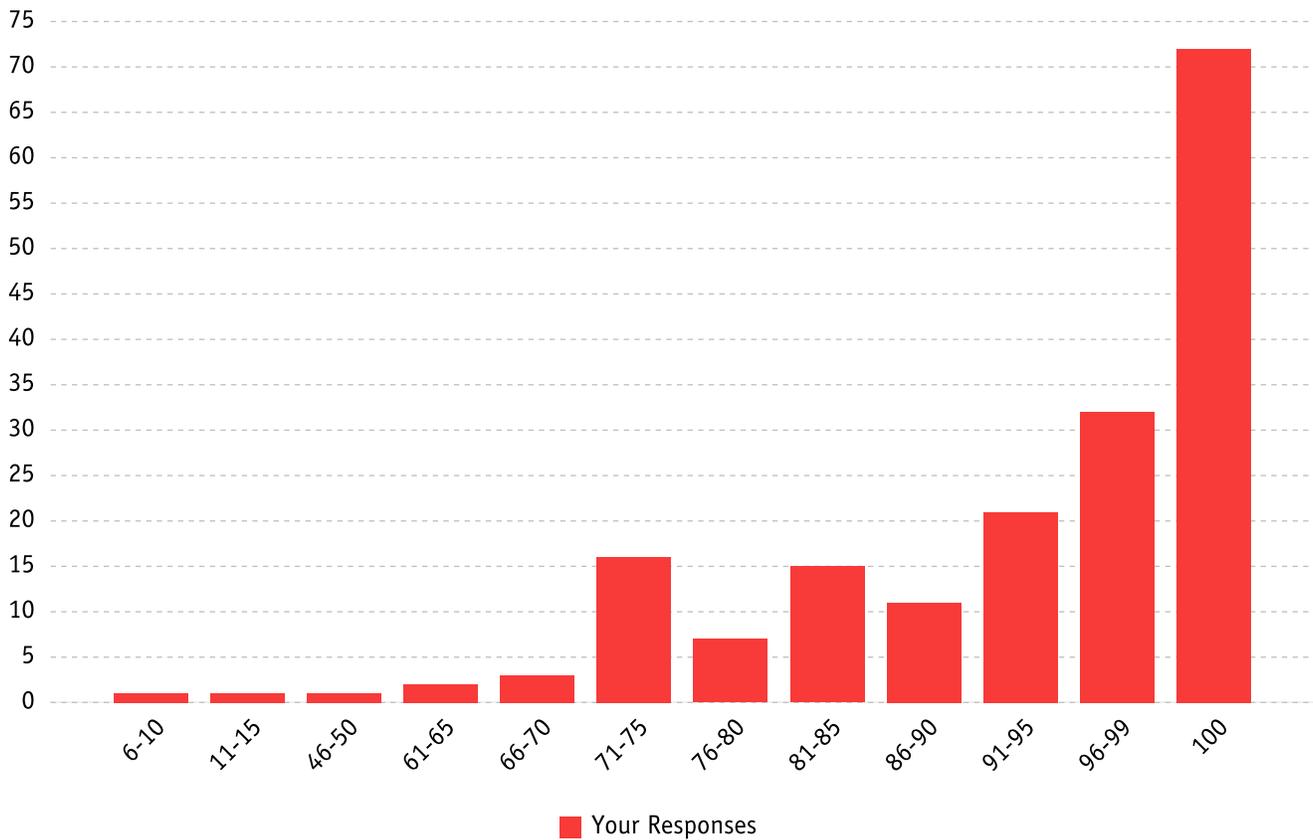


### Standard Deviation by Question

	Your Score	Total DB	Company Standard Deviation	Database Standard Deviation	SD Variance
Helpfulness of the person you called for ambulance service	92.61	92.28	12.077	15.481	3.40
Concern shown by the person you called for ambulance service	92.26	91.97	12.237	15.594	3.36
Extent to which you were told what to do until the ambulance arrived	90.35	90.27	14.983	17.599	2.62
Extent to which the ambulance arrived in a timely manner	90.41	91.59	16.943	15.987	-0.96
Cleanliness of the ambulance	93.17	93.88	11.462	12.401	0.94
Comfort of the ride	85.71	87.29	19.551	19.773	0.22
Skill of the person driving the ambulance	92.16	93.21	13.845	13.871	0.03
Care shown by the medics who arrived with the ambulance	93.69	94.26	14.794	13.562	-1.23
Degree to which the medics took your problem seriously	93.38	94.16	16.28	14.233	-2.05
Degree to which the medics listened to you and/or your family	92.19	93.71	16.33	14.614	-1.72
Skill of the medics	92.54	94.16	15.832	13.592	-2.24
Extent to which the medics kept you informed about your	90.88	92.61	17.599	15.371	-2.23
Extent to which medics included you in the treatment decisions (if applicable)	91.17	92.38	15.035	15.982	0.95
Degree to which the medics relieved your pain or discomfort	90.91	90.60	16.577	18.081	1.50
Medics' concern for your privacy	92.41	93.25	13.94	14.123	0.18
Extent to which medics cared for you as a person	93.30	94.11	14.816	14.29	-0.53
Professionalism of the staff in our ambulance service billing office	88.34	88.62	18.098	17.482	-0.62
Willingness of the staff in our billing office to address your needs	87.89	88.78	18.393	17.616	-0.78
How well did our staff work together to care for you	93.42	93.18	14.792	14.301	-0.49
Extent to which our staff eased your entry into the medical facility	93.88	93.32	14.947	14.165	-0.78
Appropriateness of Emergency Medical Transportation treatment	92.17	93.13	17.07	14.601	-2.47
Extent to which the services received were worth the fees charged	88.52	87.76	19.746	20.70	0.95
Overall rating of the care provided by our Emergency Medical Transportation service	92.92	93.33	16.203	14.753	-1.45
Likelihood of recommending this ambulance service to others	92.35	92.73	16.59	16.548	-0.04
<b>Overall Survey Rating</b>	91.65	92.18	15.76	15.61	-0.14



**Responses vs Score Histogram** — This graph shows the number of responses on the Y axis vs the average score on the X axis.





## Facilities in Database

Adair EMS	Kirksville, MO	Air San Juan Island	Friday Harbor, WA
Alliance Health	null	Alliance Mobile Health	Troy, MI
AMT	Peoria, IL	Bay State	Springfield, MA
Bay Village	Bay Village, OH	Beaumont	Troy, MI
Birmingham Fire	Birmingham, MI	Bloomfield Township	Bloomfield Hills, MI
Carilion Clinic	Roanoke, VA	Cetronia	Allentown, PA
City of Palo Alto	Palo Alto, CA	Columbus Connection	Cols, OH
Community Ambulance	Macon, GA	Community Care EMS	Ashtabula, OH
Community EMS MI	Southfield, MI	Community EMS OH	Columbus, OH
Cumberland	Carlisle, PA	Cy-Fair	Houston, TX
Cypress Creek	Spring, TX	DMC Care	Detroit, MI
Edward	Naperville, IL	Emergent Health Partners	Ann Arbor, MI
Employee Survey-LifeCare	null	EMSA	Oklahoma City, OK
Escalon Ambulance Service	Escalon, CA	Ferndale Fire and Rescue	Ferndale, MI
Genesis Community	Zanesville, OH	Gold Cross	Menasha, WI
Guilford EMS	Greensboro, NC	Harris County Emergency	Houston, TX
Health East	St. Paul, MN	Health Link	Taylor, MI
HEMSI	Hunsville, AL	Hennepin County EMS	Minneapolis, MN
Hot Springs	Hot Springs, AR	Hot Springs Village	Hot Springs, AR
Howard County	Nashville, AR	Humboldt	Winnemucca, NV
HVA	null	Iosco County EMS	East Tawas, MI
Lassen County Ambulance	Susanville, CA	LifeCare Ambulance	Battle Creek, MI
LifeCare Medical EMS	Sterling, CO	Life EMS Ambulance	Grand Rapids, MI
LifeNet EMS	Texarkana, TX	Madison Heights Fire	Madison Heights, MI
Malvern	Malvern, AR	MCHD	Conroe, TX
Medcare Ambulance	Columbus, OH	Medic 1 Ambulance	Canton, MI
Medic Ambulance Services	Vallejo, CA	Medic EMS	Davenport, IA
Medstar	Clinton Twp., MI	Medstar Mobile Healthcare	Fort Worth, TX
Mercy Flights	Medford, OR	Mercy Ohio	Cincinnati, OH
Metro West	Hillsboro, OR	Mobile Life Support	New Windsor, NY
Mobile Life Support	New Windsor, NY	Mobile Medical Response	Saginaw, MI
MONOC	Neptune, NJ	Nature Coast	Lecanto, FL
North Memorial	Robbinsdale, MN	North Shore LLJ	Syosset, NY
Oceana	Hart, MI	Patterson District	Patterson, CA
Pearland EMS	Pearland, TX	Portage County	Stevens Point, WI
Pro EMS	Cambridge, MA	ProMed	Muskegon, MI
Prompt Ambulance	Highland, IN	PTS	Loveland, OH
Puckett	Austell, GA	Regional EMS	Flint, MI
REMSA	Reno, NV	REMSA Air Transport	Reno, NV
Ridgefield Fire Department	Ridgefield, CT	Riggs Ambulance	Merced, CA
Royal Oak Fire Department	Royal Oak, MI	San Juan Island	Friday Harbor, WA
San Marcos Hays County	San Marcos, TX	Scott & White	Temple, TX
Senior Care	Bronx, NY	Sioux Land	Sioux City, IA
SMCAS	Niles, MI	Snohomish County Fire	Snohomish, WA

St. Charles  
Suburban  
Texarkana  
University Medical Center  
West Bloomfield Fire  
York Regional EMS

St. Peters, MO  
Palmer, PA  
Texarkana, TX  
Lubbock, TX  
West Bloomfield, MI  
Yoe, PA

Stillwater  
Swartz  
Tri-Hospital  
Van Buren EMS  
WestSide Community

Stillwater, OK  
Flint, MI  
Port Huron, MI  
Paw Paw, MI  
Newman, CA

# MEMORANDUM

**To:** Board of Commissioners

**cc:**

**From:** Gregg Schuster, Township Manager

**Date:** 3/18/16

**Re:** Township Manager Report (3/4/16 – 3/17/16)

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## Personnel

1. Two employees are currently out on workers comp.
2. There are three active grievances to be discussed in executive session.

## Meetings

1. On 3/7/16, I attended a Civil Service Commission meeting. The commission is recommending changes to their rules which is on your agenda. The commission discussed the SOP's and promotional process.
2. On 3/8/16, I attended a Recreation Committee meeting. The committee discussed the proposed MOU with NCC and an update to the recreation plan.
3. On 3/9/16, I attended a hazard mitigation planning team meeting. The plan is complete and will be available for public comment shortly.
4. On 3/10/16, I attended a CIP subcommittee meeting to review proposals for a facility review. The recommendation is on your agenda.
5. On 3/11/16, I met with Commissioner DeYoung to brief him on various matters.
6. On 3/14/16, I attended a Code Blue initiative meeting to discuss a county approach to dealing with homeless during cold temperatures.
7. On 3/15/16, I met with NCC regarding the proposed MOU.
8. On 3/17/16, I attended, along with the Solicitor, court hearings on zoning matters. The matter was settled.
9. On 3/17/16, I met with counsel from our insurance carrier regarding a lawsuit.

10. On 3/17/16, I attended a Bicentennial Celebration Committee meeting. The committee discussed fundraising efforts, events, and progress on the Heritage Center.

### **Administration**

1. The Civil Service Commission continues to review the SOP manual and will present a recommended revision.
2. The repair of the “hump” is proceeding. A public schedule has been posted.
3. I continue to work with the County on the updated Hazard Mitigation Plan.
4. We have begun the process to connect the municipal buildings to the sewer system. To minimize impact, the actual connection may be made on a Saturday.

### **Finance**

1. Work on audits is ongoing.

### **Current Projects**

1. Filing and Workflow System

A 2016 budget item is the hiring of staff to assist in the filing efforts. This will be on a future agenda.

2. Codification

General Code expects to deliver the final document in March.

3. Road Management Plan

Jeff Clapper is beginning work to detail all roads and a plan for their maintenance.

4. Sewer Construction Contract Closeout

The Leeward contract will be on an upcoming agenda for final closeout. After this contract is closed, only one contract remains open.

5. Sewer System Maintenance Plan

As the system stabilizes, Jeff Clapper is developing a long term plan for the maintenance of the collection system.

6. Sewer “Hump” Repair

Project is proceeding well. Two payments have been authorized. A change order relating to additional work due to a water line conflict will be forthcoming.

7. Sewer Connections

An agenda item is authorization to resume sending mandatory connection notices in a staggered manner.

8. Pump Replacement

We have concerns that some of the pumps in our pump stations are not the appropriate pumps. The Board will be briefed on this at a future meeting to give direction.

9. Alger Avenue Property

Plans have been developed for the Alger Avenue property. The Board will be briefed at a future meeting in order to give direction.

10. Police IT

The police department has some unique and specific IT needs regarding their communications and video cameras. A plan is being developed to bring to the Board for comment.

11. Sewer Redesign

The Board will need to be briefed on the results of the project to examine certain pump and valve stations in order to give direction.

12. Heritage Center

The Bicentennial Celebration Committee is working towards the plans and fundraising for the Heritage Center. A 501c3 is in the process of being formed.

13. Township Buildings Sewer Connection

Plans have been developed to connect the Township buildings to municipal sewer.

14. Municipal Facility Evaluation

Quotes have been received to have a firm examine our facilities in order to provide input into the CIP plan to effectively plan out facility maintenance.

## 15. Municipal Building Security

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

## Gregg Schuster

---

**From:** Jeffrey Clapper  
**Sent:** Wednesday, February 17, 2016 3:09 PM  
**To:** Gregg Schuster  
**Subject:** 2016 Equipment Purchases

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Gregg-

The 2016 Budget included purchasing a new dump truck and a used pick-up truck.

I have obtained quotations for a 2017 dump truck and a **new** 2016 pick-up with a plow.

The proposed equipment purchases are Costars Bid amounts, so purchasing requirements will be met if these purchases are made.

I request that this information be sent to the BOC so they can voice their opinion and ultimately grant an approval to proceed with the purchase.

### **Single axle dump truck:**

2017 Kenworth Chassis = \$ 90,292 **(Recommended)**

2017 Peterbilt chassis = \$ 89,703 (price only good until end of Feb. New owner after that).

Each truck cab and chassis was inspected. The Kenworth truck has additional options that make up the difference in the price shown. When we spoke with the Peterbilt salesman, the truck specifications appeared to be compromised and things like arm rests and interior lights were eliminated to get to the price shown. It is my recommendation that the BOC approve the Kenworth chassis. The Township is not obligated legally to accept the lowest price because both prices are the result of costars bids.

Once the truck chassis is built, the remaining work will need to be completed to make this a complete truck. This process is referred to as "upfitting". Essentially it consists of attaching a specified dump body, hydraulic system, plow, spreader, tarp and lighting. I have obtained prices for this work as follows:

### **Upfitting:**

E.M. Kutz

TBEI (Heil) steel body w/ barn gate, standard hydraulics with air controllers, Gledhill plow, Aero electric tarp, Swenson Stainless spreader, 24" aluminum tool box, LED light package = \$ 53,820 **(Recommended)**

Triad Truck Equipment

Beaurock steel body w/ barn gate, standard hydraulics with air controllers, Henderson plow, Aero electric tarp, Swenson Stainless spreader, 24" aluminum tool box, LED light package = \$ 57,395

I also requested quotes from Powell's for upfitting but when we inspected their work we found the quality of the work to be sloppy and therefore their quote was not considered.

**Total Dump Truck expense = \$ 144,112 (Budget Amount is \$ 150,000) this is \$ 5,888 below budget.**

**2016 F-250 Ford Pick Up:**

Honru Ford = \$ 32,287.25  
Includes 9' Western plow

Manderbach Ford = \$ 32,349.00 (**Recommended**)  
Includes 9' Fischer plow

This truck price is \$ 7,349 **over** the \$ 25,000 budgeted amount. However, when you factor in the dump truck being under budget, it results in a net overage of \$ 1,461.00. I recommend that the BOC approve the purchase of the pick-up truck, because an additional value will be realized in doing so.

Please advise.

Jeff

***Jeffry D. Clapper***  
Pocono Township  
Public Works Director  
484-553-3336 cell  
570-629-1922 x 217 office

# Q U O T A T I O N

PAGE: 1

POCONO POWER CENTER  
 1819 RT 611 NORTH  
 US MAIL: P.O. BOX 70  
 SWIFTWATER, PA 18370  
 Phone #: (570)895-4884  
 Fax #: (570)839-2964

PHONE #: 629-1922  
 CELL #: (570)242-7137 BOB  
 ALT. #: (570)656-6937  
 P.O.#:  
 TERMS: Net 14  
 SALES TYPE: Quote

DATE: 2/22/2016  
 ORDER #: 1205342  
 CUSTOMER #: 18388  
 CP: JM  
 LOCATION: 2  
 STATUS: Active

**BILL TO** 18388

POCONO TOWNSHIP (MT VIEW PARK)  
 P.O. BOX 197  
 TANNERSVILLE, PA 18372 MONROE

**SHIP TO**

POCONO TOWNSHIP  
 P.O. BOX 197  
 TANNERSVILLE, PA 18372 MONROE

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
KUB	B2301HSD	4WD TRA W/FOLD ROPS	1	\$14,816.00	\$14,816.00	\$14,816.00
KUB	LA434	LDR F/B2301/2601HSD W/GRILL GUARD	1	\$2,817.00	\$2,817.00	\$2,817.00
KUB	B1626	60" PIN ON LIGHT MATERIAL BKT/LA504	1	\$571.00	\$571.00	\$571.00
****	DISCOUNT	PA STATE CONTRACT 4400011370	-1	\$4,368.96	\$4,368.96	(\$4,368.96)
****	FREIGHT/SETUP	SETUP	7	\$450.00	\$60.00	\$420.00
****	COM	TRAINING	1	\$60.00	\$60.00	\$60.00
****	DELIVERY	DELIVERY	1	\$100.00	\$100.00	\$100.00
****	FREIGHT/SETUP	FREIGHT IN FROM KUBOTA	1	\$620.00	\$620.00	\$620.00

Prices reflected on this quote are valid for 15 days.  
 Deposits taken will be forfeit after 30 days.  
 All Trade-In prices are estimates and may change subject to a full inspection of unit.  
 Payment via cash or good check, No credit cards please.  
 No returns on opened electrical parts.

SUBTOTAL:	\$15,035.04
TAX:	\$0.00
<b>ORDER TOTAL:</b>	<b>\$15,035.04</b>

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

A FORD DEALER YOU CAN RELY ON



# MANDERBACH FORD



We Lease Cars & Trucks for Less

Sales • Service • Leasing

Heavy Duty Truck Service

4450 5th Street Highway, P.O. Box 70, Temple, PA 19560-1741

Phone 610-929-3683

2-9-16  
Pocono Twp  
Jeff Chappon

2016 Ford F250 4x4  
for Plow 10000 GVWR

Quote 1

CNGP530

VEHICLE ORDER CONFIRMATION

02/09/16 14:26:46

==> GSA COSTARS 25-018

TO Order

Dealer: F16221

2016 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: C4 Ord FIN: QN712 Order Type: 5B Price Level: 640

Ord PEP: 600A Cust/Flt Name: POCONO TWP PO Number:

RETAIL

RETAIL

F2B	F250 4X4 SD R/C	\$35180
	137" WHEELBASE	
Z1	OXFORD WHITE	
1	CLTH 40/20/40	100
S	STEEL	
600A	PREF EQUIP PKG	
	.XL TRIM	
	.TRAILER TOW PKG	
572	.AIR CONDITIONER	NC
996	.6.2L EFI V8 ENG	NC
44P	6-SPD AUTOMATIC	NC
TBM	LT245 BSW AT 17	165
X4M	4.30 BLOCKING	390
90L	PWR EQUIP GROUP	895
	JOB #1 BUILD	
66S	UPFITTER SWITCH	\$125
67D	XTR HVY DTY ALT	75
	AUX AUDIO INPUT	
96V	XL VALUE PKG	595
	.CRUISE CONTROL	
	.AMFM/CD/CLK	
	SP FLT ACCT CR	
	FUEL CHARGE	
	DEST AND DELIV	1195
	<i>Heated mirrors inc</i>	
TOTAL	BASE AND OPTIONS	39075
TOTAL		39075

17F	XL DECOR PKG	NC
	10000# GVWR PKG	
425	50 STATE EMISS	NC
473	SNOW PLOW PKG	85
512	SPARE TIRE/WHL2	NC
52B	BRAKE CONTROLLER	270
	TELE TT MIR-PWR	
	JACK	

TOTAL BASE AND OPTIONS 39075  
TOTAL 39075  
COSTARS 2500 - 9768.75  
Additional Discount - 2252.25  
BASE UNIT 27054.00

EM Kutz 8 1/2 Fisher Plow 4962  
TOTAL 32016.00  
option Fisher 9' Plow v Timbrens 333  
Add. 333.00 32349

Order out ofc approx 3/25/16  
30 day Terms

Paul Keeney

4962  
333  
-----  
5295

4962  
333  
-----  
5295



KENWORTH OF PENNSYLVANIA  
109 Keystone Industrial Park  
Dunmore, PA 18512  
Phone (570) 347-5671 • Fax (570) 344-8736  
Parts & Service Fax (570) 963-9133

February, 8<sup>TH</sup> 2016

Pocono Township  
112 Township Dr.  
Tannersville, PA 18372

Thank you for considering Kenworth of Pennsylvania for your next truck purchase. Provided below is all of the pricing information for the previously specked 2016 Kenworth T470.

**NEW – 2017 Kenworth T470 Single Axle Plow Truck Chassis:**

PX-9 330hp with 1,000 lb. torque, fully automatic Allison 6spd (3000 RDS) transmission, 16k Meritor front, 23k Meritor, locking rear, full double frame rails with front frame extension, aluminum front wheels with 24,5" rear aluminum wheels, Neway ADZ 23k air ride suspension.

Purchase price for Kenworth Chassis: **\$90,292** (price does not include body)

We thank you for your time and the opportunity to earn your business. Please review all the information supplied and let me know if you have any questions or concerns. You can contact me anytime at (570) 470-4110 or [jgering@kwofpa.com](mailto:jgering@kwofpa.com).

Sincerely yours,

Joe Gering  
Account Manager  
Kenworth of Pennsylvania  
109 Keystone Industrial Park  
Dunmore, PA 18512  
(570) 496-3205

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

Date: January 27, 2016

PROPOSAL

Jeff Clapper  
Pocono Township

Sales Agent: Matt Lynott/Dale Smith

DESCRIPTION

Furnish and install the following:

Body

*Heu*

TBEI, SL316 Steel dump body  
10' x 7' x 28" sides x 38" tailgate  
10 gauge A1011 45K steel sides and front  
1/2 cab shield with built-in wind deflector to tarp  
1/4" AR400 floor  
Crossmemberless understructure  
Two-way swing gate  
Bustin style slide out ladder  
1821 low mount hoist

Hydraulics

CS24 PTO/P20 gear pump  
Air operated control valve  
Aluminum console in cab with three (3) air controllers  
Kutz spreader valve with cab controller  
25 gallon aluminum hydraulic tank with sight gauge  
Hydraulic filter assembly with temperature gauge

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

(Continued)

January 27, 2016

Description: (continued)

Plow Hitch

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

Spreader

Swenson Model SA 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  
One (1) oval LED amber light mounted in each rear post  
LED stop/tail/back-up lights in rear posts  
LED spreader work light

Miscellaneous

24" aluminum tool box  
Aero 575 automatic tarp system with double arms  
Pintle plate with BP200 pintle  
Body exterior painted one color

Price Per Unit - \$53,820.00

Options:

1. Delete air operated control valve, gear pump, Kutz spreader valve and air handles in cab  
Supply Cirus hydraulic system with PTO piston pump, black tip controller with body and plow joysticks, EZ spread spreader control, 35 gallon hydraulic tank/valve enclosure, mild steel Add- \$7,344.00  
Approved: \_\_\_\_\_

(Continued)

Options: (continued)

- 1a. Cirrus valve/tank enclosure up graded to stainless steel in lieu of mild steel Add - \$1,425.00

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.

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



**Date:**  
 2/26/2016  
**Bid #**  
 16-000043

**Bill To:**  
 Pocono Twp. Police Dept.  
 110 Township Drive  
 Tannersville, PA 18372

**Ship To: (Hand Delivery)**  
 Chief Kent Werkheiser  
 570.629.7323 - Phone

**Job Description:** Purchase and install below items in a 2016 Ford Interceptor Utility.

Qty	Stock #	Description	Unit Price	Total
2	H-2209RB	Fenix Cannon - Red/Blue (Grill Area)	\$70.00	\$140.00
2	ELUC2S010J	SoundOff Undercover Hide-A-Way - R/B (mounted in headlight)	\$75.00	\$150.00
1	ENFWBFSJJ	SoundOff nFORCE Interior Lightbar R/B w/ TD option	\$725.00	\$725.00
1	ENL260JJ	SoundOff 60" Running Lights	\$750.00	\$750.00
2	EGHST1J-12	SoundOff Ghost LEDs - Red/Blue (Facing outwards area of B Pillar)	\$90.00	\$180.00
2	EGHDT1JJ-12	SoundOff Ghost LEDs - Red/Blue (Facing outwards from rear side facing window)	\$181.20	\$362.40
1	EL3Z08A00J	SoundOff UltraLITE 8 Module - R/B (Out back window)	\$395.00	\$395.00
2	H-2209RB	Fenix Cannon - Red/Blue (mounted in brake light)	\$75.00	\$150.00
1	ETSA481CSP	SoundOff nERGY 400 Series 100 watt siren	\$375.00	\$375.00
1	S-2009	100 Watt Siren Speaker	\$115.00	\$115.00
1	C-VS-1308-INUT	21" Vehicle Specific Havis Consolidator w/ Cup Holder, Arm Rest, (2) Mic Clips & brackets for mounting.	\$440.00	\$440.00
1	TM-5126-PIS	HINT Sedan Computer & Keyboard Mount	\$560.00	\$560.00
1	AT-5120-VESA-75	HINT Computer Adapter		
1	TCU-T5-XXX	DataLux T5 Tracer Senica Series	\$4,100.00	\$4,100.00
1	COP-KEYBD-3GT1	DataLux Backlit keyboard	\$325.00	\$325.00
1	568965	LTE/Cellular/PCS/GPS/WIFI Combo Antenna	\$205.00	\$205.00
1	577475	AirLink GX440 LTE Cell Modem for Verizon DC, GPS & WIFI	\$875.00	\$875.00
1	4RE-200-GPS-ZSL	Customer Supplied Watch Guard 4RE Camera System	\$0.00	NC
1	Misc.	Customer Supplied Used Tracker System w/ cable	\$0.00	NC
1	BC355C	New Uniden Scanner	\$115.00	\$115.00
1	Misc.	Customer Supplied NetWorkCar GPS Tracker System	\$0.00	NC
1	Misc.	Customer Provided Motorola CDM1250 UHF	\$0.00	
1	CG-X	Havis Timer - Prewired to shutdown after two hours	\$75.00	\$75.00
1	Misc.	Customer Provided Fire Extinguisher Mount	\$0.00	
2	4487BS2	Phantom Antenna & Wire (UHF & Scanner)	\$85.00	\$170.00
1	Misc.	Install Materials (Wire, Con. Ties Etc)	\$125.00	\$125.00
35	Labor	Installation Labor	\$68.00	\$2,380.00
1	WINTINT	Tint Front Side Windows to Match Factory Tint	\$100.00	\$100.00

**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 performed 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	\$12,812.40
Shipping	\$250.00
Subtotal	\$13,062.40
Sales tax	NA
<b>Total</b>	<b>\$13,062.40</b>

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



**2016 Ford Utility Police Interceptor AWD Vehicle**  
**State Of Pennsylvania**  
**COSTARS # 13-034**  
*Standard Equipment*

- |  |   |
|--|---|
| 3.7L Ti-VCT FFV High Efficient Police Calibrated V6 305 HP                 | Dual Interval Wipers with Dual Jet Washer                           |
| AWD Drive Train - Standard   | Front License Plate Holder  |
| 6-speed Pursuit Programmed Automatic Transmission                          | Work Task Light   |
| Column Shifter   | AM/FM/CD Clock Radio  |
| Alternator - 220 Amp   | Removable Headliner   |
| Battery - 750 CCA HD   | Single Key System   |
| Heavy Duty Suspension  | Random Key Code   |
| Electric Power Assist Steering - HD  | Roof Mounted Antenna  |
| Brakes- Pursuit specific 4-wheel large mass disk for high thermal capacity | Advance Trac w/Electronic Stability Control                         |
| Wheels - 18" x 8" E-coat Black with steel hub cover                        | Air Bag SRS- Driver and Front Passenger                             |
| P245/55R18 A/S BSW Tires & Full Size Spare Tire                            | Side-Impact Airbags with Safety Canopy protection                   |
| 18.6 Gallon Fuel Tank  | Safety Belts  |
| Auxiliary Transmission Cooler  | Recalibrated Air Bag Sensors  |
| Engine Oil Cooler  | Rear Window Defroster   |
| Engine Hour Meter  | Tilt Wheel Steering Column  |
| Cloth Front Bucket seat with 9" clearance in between                       | Commonality of Parts Between Sedan and Utility listed below:        |
| Vinyl Rear Bench Seat  | Battery, Transmission, Suspension, Brake Rotors & Pads,             |
| Vinyl Floor Covering   | Alternator, Cooling Systems, Filters, Spark Plugs, Wheels and Tires |
| Air Conditioning - Single Zone   | *Liftgate Release Switch (45 second timeout feature)                |
| Glass: Solar Tint  | *Windows, Power 1-touch Up/Down Front Driver/Passenger              |
| Power Door Locks   | *Rearview Camera with Washer  |
| Anti-Lock Brake System (4 Wheel)   | *Headlamps - LED Low Beam, Incandescent High Beam                   |
| Power Windows - 1 Touch Down Drivers side                                  |   |
| Dual Remote Power Control Outside Mirrors w/ integrated Blind Spot Mirror  | Manufacturers Warranty:   |
| Universal Equipment Tray Atop Instrument Panel                             | 3 yr/36,000 Bumper to Bumper Standard Warranty                      |
|  | 5 yr /100,000 Drivetrain Warranty                                   |

**Base Price \$26,209**

<i>OPTIONS ON IN-STOCK VEHICLES:</i>		
Dark Car Feature- Courtesy Lamp Disable (43D)		\$18.00
Fleet Key 1284x (59B)		\$45.00
Rear Window Power Delete, operable from front D/S switches (18W)		\$22.00
Rear Door Handle In-operable / Locks Inoperable (68G)		\$30.00
Heated Mirrors (549)		\$54.00
18" Full Face Wheel Covers (65L)		\$53.00
Front Headlamp Prep (Pre-drilled Housing only)(86P)		\$110.00
*Tail Lamp Prep (Pre-drilled Housing only)(86T)		\$54.00
Red/White Dome Lamp in Cargo Area (17T)		\$45.00
	<b>Total Price</b>	<b>\$26,640.00</b>
<b>OTHER OPTIONS</b>		
Dealer Installed Bluetooth	Y / N	\$349.00
Dealer Installed Keyless Entry (works with Keyed Alike)	Y / N	\$299.00
Dealer Installed Reverse Sensing	Y / N	\$399.00
Please call to verify availability & pricing before issuing Purchase Order.		
Free delivery to Police Department within 125 miles		
REVISED 3/4/15		

\*NEW FOR 2016 MODELS

[WWW.COSTARS13.COM](http://WWW.COSTARS13.COM)

**Milham Ford 3810 Hecktown Rd Easton PA 18045**

**Contact: Dorian Jurczak 484.894.2604**

Fax order to 610-438-2108 and please confirm receipt by email or phone call

Municipality Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Purchase Order #: \_\_\_\_\_ Quantity: \_\_\_\_\_

## 2016 Vehicle Purchases - Capital Fund

Vehicle	Action	Budget	Estimate	Notes
New police cruiser	Purchase	51,948	47,000	Unmarked
Existing Police sedan	Transferred to public works	-	-	
Existing Public Works	Auction	-	-	Estimate \$1,500 at auction
New F-250	Purchase	25,000	32,349	Budget included used pickup, recommending new
New Single Axel Dump	Purchase	150,000	144,112	
Existing 1997 Single Axel Dump Truck	Auction	-	-	Estimate \$3,200 at auction
New Kubota Tractor	Purchase	17,000	15,035	
Existing Tractor	Auction	-	-	Estimate \$3,200 at auction



Pocono Township  
Tannersville, PA

# Pocono Township Monroe County, Pennsylvania



Proposal for Capital Improvements Plan Services  
January 12, 2016

*Excellence Passion Leadership Integrity Teamwork*



D'HUY Engineering, Inc.

A TRADITION OF EXCELLENCE



# TABLE OF CONTENTS

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<b>Tab 2</b>	<b>Firm Overview and Qualifications</b> <ul style="list-style-type: none"><li>• Overview of Firm</li><li>• D'Huy Engineering's Unique Qualifications to complete facilities study</li></ul>
<b>Tab 3</b>	<b>Organization and Staffing</b> <ul style="list-style-type: none"><li>• Project Team Organization Chart</li><li>• Project Team Resumes</li></ul>
<b>Tab 4</b>	<b>References</b> <ul style="list-style-type: none"><li>• List of Public Entities</li></ul>
<b>Tab 5</b>	<b>Fee Proposal and Timeline</b>
<b>Tab 6</b>	<b>Insurance</b>



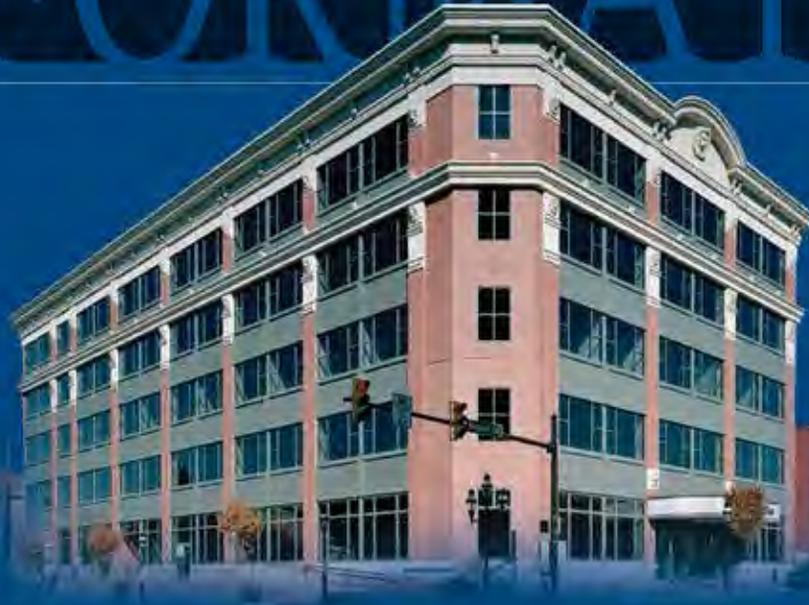
D'HUY Engineering, Inc.

*Capital Improvements Plan Services  
January 12, 2016*

**TAB 1**

D'HUY ENGINEERING, INC.

# INFORMATION



## D'Huy Engineering, Inc.

One East Broad Street, Suite 310  
Bethlehem, PA 18018

Office: 610.865.3000

Fax: 610.865.0181

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

Firm Principals: M. Arif Fazil, Ronald C. Carr, James P. Lynch,  
Peter M. Garland, Josh A. Grice & Craig W. Murray

### Primary Contact

Josh A. Grice, PE, CEM, CCCA, CEA

Principal

Email: [jag@dhuy.com](mailto:jag@dhuy.com)



D'HUY Engineering, Inc.

*Capital Improvements Plan Services*  
*January 12, 2016*

**TAB 2**

## D'Huy Engineering, Inc.

One East Broad Street  
Suite 310  
Bethlehem, PA 18018  
610.865.3000



*40 years of successfully completed projects on time and on budget.*

### Primary Contacts:

M. Arif Fazil – President  
maf@dhuy.com  
Josh Grice  
jag@dhuy.com  
610.865.3000

Number of Employees: 40

President: M. Arif Fazil, PE  
Vice President: Ronald Carr, PE  
Principal: James Lynch, CCM  
Principal: Peter Garland, PE  
Principal: Josh Grice, PE  
Principal: Craig Murray, PE

- (15) Senior Project & Site Managers
- (4) Technical Specialists
- (1) Educational Specialists
- (4) Administrative Support
- (2) Marketing & Communications

### Professional Disciplines

- (7) Licensed Engineers
- (3) Licensed Architects
- (4) LEED Accredited Professionals
- (3) Certified Energy Managers
- (2) ICC Certified Inspectors
- (1) Certified Professional Estimator
- (1) Certified Construction Manager
- (2) Certified Construction Specifiers

## FIRM OVERVIEW

**D'Huy Engineering Inc. (DEI)** was established in 1976 as a structural design and forensic engineering firm committed to the highest levels of excellence, integrity, communication and documentation. In 1989 D'Huy expanded its "Tradition of Excellence" into **Facilities Engineering and Project/Construction Management**. In 2016, D'Huy Engineering Inc. began its **27th year of Project Management** and has earned a rock solid reputation for providing successful leadership on public projects in Pennsylvania with a consistent track record proven by its many long-term repeat clients and relationships.

The backbone of this success is D'Huy's personnel consisting of licensed engineers and architects, as well as certified construction, scheduling, cost estimating and forensic experts. It is the integration of all the professional expertise that supports our success in *Project Management Services*.



*"D'Huy Engineering is simply outstanding. D'Huy has been providing our master planning, facility engineering and construction management services for our facilities for over 20 years. They are always proactive and provide information that is trusted by our Board and community."*

– Dr. Joseph Roy, Superintendent  
Bethlehem Area School District

Our Project Management coupled with Facilities Engineering experience provides each client with a single source project delivery that includes planning, pre-design, design and construction phase services. Our firm's extensive experience, sound engineering judgment, emphasis on quality, innovation, knowledge of construction techniques, and concern for optimizing expenditures, results in unparalleled professional representation for all the Owner's needs for large and small projects alike. Our repeat clients have come to **trust** and utilize our Engineering and Capital Improvement Planning Services so as to minimize facility "surprises," add value, minimize costs and budget accurately over 3-5 years.

It is the integration of Project Management and Facilities Engineering in addition to D'Huy Engineering's other expertise in Structural Design & Analysis and Forensic Engineering that provides our clients with exceptional insight and design, engineering and construction experience.



# DEI'S UNIQUE QUALIFICATIONS AND EXPERIENCE

The following is a summary of D'Huy Engineering, Inc.'s unique qualifications and experience:

- **D'Huy Engineering, Inc. (DEI)** has performed many Capital Improvements Plans for numerous public clients. D'Huy has always promoted the philosophy that in order for a project to be successful it must meet the owner's parameters, criteria and goals. Our approach is to plan the work in detail and then work the plan. DEI experienced personnel is capable of evaluating Pocono Township's facilities' needs, itemizing the most feasible solutions and options and accurately planning and budgeting the Capital Improvements Plan. DEI's credibility is based on the fact that we have a proven track record of delivering the plans developed in conjunction with our clients on time and on budget.
- D'Huy Engineering's personnel consists of Professional Engineers and Architects, Value Engineering Specialists and construction professionals with expertise in all aspects of field investigation and evaluation, cost estimating, contract document preparation, project management and closeout.
- Approximately 80% of D'Huy Engineering's construction management projects are for PA public clients. As evidence to our success in PA public projects, D'Huy Engineering has completed projects on time and on budget in excess of \$300 million within the last five (5) years.
- D'Huy Engineering has a client driven approach that provides and implements the best solution possible for every project. Our superior technical expertise and decades of practical experience provides a unique combination of personnel that are trained to manage and guide the preliminary planning, design, budget preparation, final design and construction of the project.



*"D'Huy Engineering (DE) provided excellent project management services for our recent major renovation project. DE was our "go to" resource for the project – they were able to effectively problem solve any of the design and construction issues to an effective resolution. They were the assurance we needed from the beginning to the end that the project would be completed to our satisfaction. They truly exceeded our expectations (which were quite high)."*

– Stan Wisler, CFO/Director of Business Services  
Montgomery County Intermediate Unit

- D'Huy Engineering is a certified **Minority Business Enterprise** and an **Energy Star Partner**. We have recently completed two (2) LEED Gold Certified buildings including Northampton Community College's new Monroe campus. D'Huy is presently in the design phase of two (2) LEED Gold Certified buildings and construction phase of five (5) additional LEED Gold buildings.
- As a result of extensive and relevant experience with public projects, D'Huy is knowledgeable in current building codes and is respected by municipal and PA state approval agencies making the firm an asset in scheduling, managing and complying with complex agency approvals.



D'HUY Engineering, Inc.

*“D’Huy continues to be our project management firm of choice. Their site managers are our ‘go to guys’ in the field, and instrumental to the success of all of our new and renovation projects.”*

– Mark Culp, Director of Building & Grounds  
Northampton Community College



- Our professionals recognize that Value Engineering is project specific and in its purest form is the ability to provide strategies, design or solutions that result in a better project, system or solution for the same or less cost. Our value engineering specialist and professionals will identify opportunities for savings and an improved project without changing the building’s function and design based on the budget. We will achieve this through our continuous process of constructability reviews, cost analysis, value engineering, and detailed design reviews.
- D’Huy always considers safety a top priority during planning and construction activities. We have tremendous experience and understanding of safety issues, especially while facilities are being occupied during construction.



*“D’Huy Engineering is simply outstanding. D’Huy has been providing our master planning, facility engineering and construction management services for our facilities for over 20 years. They are always proactive and provide information that is trusted by our Board and community.”*

– Dr. Joseph Roy Superintendent  
Bethlehem Area School District

- D’Huy Engineering has extensive knowledge of individual building systems. Through D’Huy’s Retainer Services and Capital Improvement Plans, our personnel have gained vast experience in planning, reviewing, constructing and commissioning complex projects with a focus on the end results meeting and exceeding the Owner’s criteria and ensuring maximum life-cycle value.
- Our experience in competitive bidding will result in providing your Township with the enviable position of achieving quality at very competitive pricing. With our competitive bid approach, local resources, buying power and efficient management and scheduling of the project; **a 5% savings on the project bids is typically achievable.**
- D’Huy Engineering’s philosophy is that in order for a project to be successful, as well as being completed on time and on budget, it must meet the Owner’s parameters, criteria and goals. The project should maximize cost and quality efficiencies. Our strong Owner advocacy has resulted in a track record of repeat clients because of our philosophy of complying with these parameters.
- On all of our projects, we investigate opportunities and review local resources that could contribute to the success of the project. This type of partnership with the community provides excellent value to our clients and we plan to leverage these relationships to provide the best value for your project.
- Our firm has a proven track record in successfully managing complex public projects as the Owner’s representative. D’Huy is well versed in proper sequencing, coordination, timely completion and budget control achieved through detailed project phasing.



D’HUY Engineering, Inc.



*"We value our long term relationship with D'Huy. Their leadership, attention to detail, and team approach has produced an excellent level of quality that has resulted in consistent project success over the past 12 years. Currently, the District is constructing an \$80.7 million middle school and secondary campus improvements. D'Huy and the District have collaborated throughout the design and construction phases of this project with much success. We are looking forward to the opening of the school for the 2015-2016 school year."*

-Joseph Kovalchik, Superintendent  
Northampton Area School District

- D'Huy employs the "CAD Principal" – Communication, Accountability, Documentation. This principal promotes proper communications, holds everyone accountable and documents all project actions. The strategies we employ include:
  - Experienced and qualified staff that are diligent, agile and resourceful treating each project as if it was our own home.
  - Continuous risk reduction starting with clear documentation, sound front end specifications and assignment of responsibilities followed up with schedule milestones and pro-active monitoring with actions plans where required.
  - Timely troubleshooting by experts and a wealth of resources with a focus on problem solving strategies and solutions.
  - Minimization of change orders and continuous cost control strategies by performing detailed reviews to pro-actively avoid cost related issues as well as planning ahead to mitigate and properly address unforeseen conditions.
  - Our schedule driven approach is to plan the work then work the plan. CPM schedule expertise along with milestones that can be monitored for each contractor results in clear accountability.

**D'HUY ENGINEERING WILL PROVIDE **POCONO TOWNSHIP** WITH A TEAM THAT IS READY TO PERFORM AND EXCEED YOUR EXPECTATIONS.**



D'HUY Engineering, Inc.



D'HUY Engineering, Inc.

*Capital Improvements Plan Services*  
*January 12, 2016*

**TAB 3**



Pocono Township  
Tannersville, PA

# Pocono Township

Jeffry D. Clapper



Pocono Township  
Tannersville, PA

## Design Team

Civil Engineer

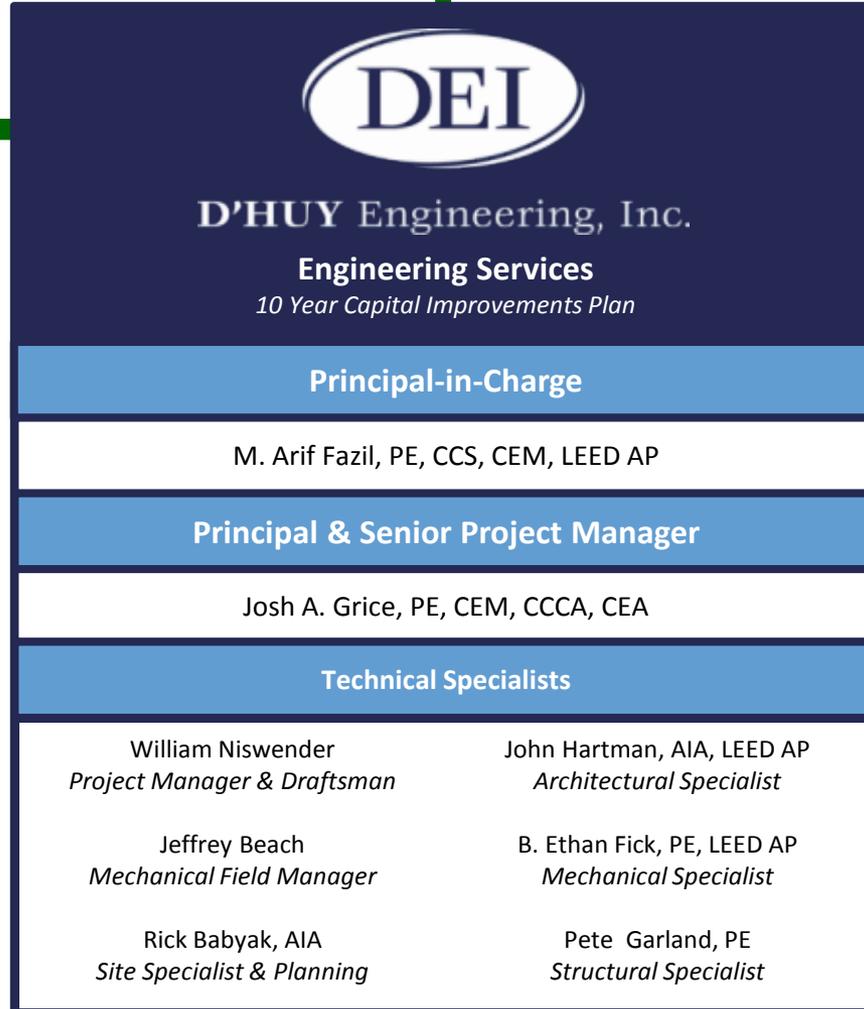
Structural Engineer

MEP Engineers

Food Service, Etc.

**\*DEI's in-house team of licensed professionals and technical specialists will perform the tasks necessary to complete the Capital Improvements Plan. Specialty consultants will be selected if needed for specific capital projects which result from the execution of the Plan.**

## D'Huy Engineering's Organizational Chart



## Construction Team Contractors- TBD

General

Mechanical

Electrical

Plumbing

# M. ARIF FAZIL

PE, CCS, CCCA, LEED AP, CEM



*Owner and  
Principal – In – Charge*  
27 yrs. of experience  
27 yrs. experience with DEI

## *Education/ Training*

Master of Science in Engineering  
*Lehigh University – 1994*

Bachelor of Science in Civil Engineering  
*Lehigh University – 1987*

## *Certifications*

Licensed Professional Engineer (P.E.)  
Certified Construction Specifier (CCS)  
Certified Energy Manager (CEM)  
LEED AP  
Certified Construction Contract Administrator (CCCA)

## *Professional Affiliations*

American Society of Civil Engineers  
International Code Council  
Council of Educational Facilities Planners International  
Construction Specifications Institute, CDT, CCS, CCCA  
LV Industrial Park, Board of Directors, Bldg Committee  
Association of Energy Engineers  
NCC Foundation Board

## *Honors*

Chi Epsilon, Civil Engineering Honor Society  
Tau Beta Pi, National Engineering Honor Society

## *Professional Experience*

D'Huy Engineering, Inc. – President  
2000 – Present

D'Huy Engineering, Inc. – Vice President  
1999 - 2000

D'Huy Engineering, Inc. – Senior Associate  
1995 - 1998

D'Huy Engineering, Inc. – Design Engineer  
1987 - 1993

*With over 25 years of dedicated experience, Mr. Fazil is an expert in public and private planning, design, and construction. In addition, Mr. Fazil is a specialist in managing and reducing the owners risk on a project. Mr. Fazil is an acknowledged expert in preparation and implementation of capital plans, budgeting, value engineering, project approvals and construction project management.*

## REPRESENTATIVE PROJECT LIST

- Montgomery County Intermediate Unit Relocation and Renovations  
*Norristown, PA*
- Wissahickon High School Additions  
*Wissahickon School District, Ambler, PA*
- Bensalem High School Additions and Renovations  
*Bensalem Township School District, Bensalem, PA*
- New Monroe Campus (LEED Gold)  
*Northampton County Community College, Northampton, PA*
- Holland Elementary School Additions and Renovations  
*Council Rock School District, Newtown, PA*
- Springton Lake Middle School Additions and Renovations  
*Rose Tree Media School District, Media, PA*
- New Upper Dublin High School & Cardinal Stadium (LEED Gold)  
*Upper Dublin School District, Upper Dublin, PA*
- Pennridge Middle School, High School and Stadium  
*Pennridge School District, Perkasi, PA*
- Souderton Area High School and Stadium  
*Souderton Area School District, Souderton, PA*
- Wilson Intermediate Unit  
*Wilson School District, Spring Township, PA*

## CLIENT TESTIMONIAL

*“Arif and D’Huy Engineering’s methodical, comprehensive, accurate and detailed review and analysis of the project requirements is a tremendous asset to the client. Arif’s expertise and knowledge in construction project management is unsurpassed.”*



**D’HUY Engineering, Inc.**

A TRADITION OF EXCELLENCE

# JOSHUA GRICE

PE, CEM, CCCA, CEA



*Senior Project Manager*  
14 yrs. of experience  
12 yrs. experience with DEI

## *Education/Training*

B.S. Mechanical Engineering  
University of Virginia—2002

## *Licenses and Certificates*

Professional Engineer (PE)  
Certified Energy Manager (CEM)  
Certified Construction Contract Administrator (CCCA)  
Certified Energy Auditor (CEA)

## *Professional Affiliations*

Construction Specifications Institute (CSI)  
• Membership Chair, Allentown Chapter  
Association of Energy Engineers (AEE)

## *Professional Experience*

D'Huy Engineering, Inc. – Senior Project Manager  
2011 – Present

D'Huy Engineering, Inc. – Resident Project Engineer  
2002 – 2011

Agere Systems – Functional Engineer  
2001 – 2002

Lucent Technologies – Functional Engineer  
2000 – 2001

*Josh is a licensed mechanical engineer, certified energy manager and certified construction contract Administrator. With over 14 years of experience, Josh is diligent, meticulous and a consummate organizer which all make him a valuable asset to any team. His leadership and can do attitude is infectious and he will treat your project like it is his own home.*

## REPRESENTATIVE PROJECT LIST

- New Elementary School  
*Southern Lehigh School District, Center Valley, PA*
- New High School  
*Brandywine Heights Area School District, Topton, PA*
- High School Additions & Renovations  
*Pennridge School District, Perkasie, PA*
- Middle School Additions & Renovations  
*Pennridge School District, Perkasie, PA*
- Bus Garage Renovations  
*Pennridge School District, Perkasie, PA*
- Berks County Services Center Facade Restoration  
*Berks County, Reading, PA*
- Facility Modifications  
*Upper Bucks County Technical School, Perkasie, PA*
- New Middle School  
*Nazareth Area School District, Nazareth, PA*
- Gracedale Nursing Home New Chiller Plant  
*Northampton County, Nazareth, PA*
- New Intermediate School  
*Wilson Area School District, Easton, PA*



**D'HUY Engineering, Inc.**

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# WILLIAM NISWENDER



*Project Manager  
Draftsman  
29 yrs. of experience  
8 yrs. experience with DEI*

## *Education/ Training*

*Associates Degree in Specialized Drafting/Architecture  
Lincoln Technical Institute*

*Construction Specification Writing  
Space & Form Design  
AutoCAD  
Materials & Methods  
Northampton Community College*

## *Professional Experience*

*D'Huy Engineering, Inc. – Project Manager & Draftsman  
2007 - Present*

*David Hornung Architect Planner  
1986 - 2007*

*In his 29 years of experience as a project manager and draftsman, Mr. Niswender has built a reputation for excellence in his management of new building construction and additions, site improvements, structural framing, and building surveys and repairs. He specializes in using various mediums catered specifically to each project and Owner for presentation drawings and models as well as creating detailed architectural, structural, and survey drawings. In order to create the best possible solution, he conducts thorough field surveys and chooses the most well-suited products and materials for each project.*

## REPRESENTATIVE PROJECT LIST

- Northampton Community College - Bethlehem, PA
- Penridge School District - Perkasie, PA
- Bethlehem Area School District - Bethlehem, PA
- Career Institute of Technology - Easton, PA
- Colonial Intermediate Unit 20 - Easton, PA
- Cuddle Zone Learning Center - Allentown, PA
- Berks County Support Services – Reading, PA
- Bethlehem Township Volunteer Fire Co. - Bethlehem, PA
- Good Shepherd Workshop - Allentown, PA
- Catasauqua Ambulance Corps. - Catasauqua, PA
- St Margaret's Episcopal Church - Emmaus, PA
- Deiruff H.S., Trexler M.S.  
Allentown School District, Allentown, PA
- Heritage Realty - Allentown and Boyertown, PA
- Holy Trinity Memorial Lutheran Church - Catasauqua, PA
- St Andrew's Episcopal Church - Bethlehem, PA
- Episcopal Diocese of Bethlehem - Bethlehem, PA
- Advance Auto - Boyertown, PA
- Blue Ridge Country Club - Palmerton, PA



**D'HUY Engineering, Inc.**

A TRADITION OF EXCELLENCE

# JEFFREY BEACH



*Mechanical Field Manager*  
34 yrs. of experience

## *Education/ Training*

ABC Project Management  
Purdue University – 2008

Electro/Mechanical Drafting and Design  
Star Design, Riverton, NJ – 1981

## *Professional Experience*

D'Huy Engineering, Inc. – Field Construction Manager

Worth and Company – Senior Project Manager  
2011 – 2015

Fusion Engineering – Project Engineer  
2009 – 2011

Worth and Company – Project Manager  
2006 – 2009

Syska Hennessy Group – Supervising Designer  
2001 – 2006

*With Mr. Beach's 30 years of mechanical experience and trades expertise as a construction superintendent and construction manager, he has the unique ability to pursue all the details of a job while still keeping the big picture organized. He is knowledgeable in mechanical building systems and is relentless in pursuing the resolution of roadblocks. Having completed numerous public projects as both a contractor and construction manager, Mr. Beach brings a wealth of know-how to projects.*

## REPRESENTATIVE PROJECT LIST

- Bensalem High School Additions and Renovations  
*Bensalem Township School District, Bensalem, PA*
- H.M. Phifer Middle School Additions and Renovations  
*Pennsauken, NJ*
- Longfellow School Additions and Renovations  
*Pennsauken, NJ*
- Pennsauken High School Additions and Renovations  
*Pennsauken, NJ*
- Lord Stirling School New Construction  
*New Brunswick, NJ*
- Bermuda Light and Power Co. Water Radiator Replacement  
*Bermuda*
- Birdsboro Waste Water Treatment Plant Expansion  
*Birdsboro, PA*
- Upgrades to Ridley Creek Waste Water Treatment Plant  
*West Chester, PA*
- Upgrades to Easton Waste Water Treatment Plant  
*Easton, PA*
- Piping designs for Teva Phrm., Merck & Co., Bristol-Myers Squib  
*Philadelphia, PA*
- Building Automation System Replacement at One Liberty Place  
*Philadelphia, PA*



**D'HUY Engineering, Inc.**

A TRADITION OF EXCELLENCE

# RICHARD BABYAK

AIA



*Campus Facilities Designer*  
33 Years Experience  
15 Years with DEI

## *Education/ Training*

Master of Architecture  
New Jersey Institute of Technology,  
School of Architecture—1994

BA Community Development, Urban Planning  
Rutgers University—1981

## *Professional Affiliations*

American Institute of Architects  
Advanced National Soccer Coaching License  
National Soccer Goalkeeper Coaching License  
National Soccer Coaches Association of America  
PIAA Soccer Official  
Pennsylvania Soccer Coaches Association

## *Professional Experience*

D'Huy Engineering, Inc. & Architecture FURST Pc  
2000 - Present

Salisbury Twp School District – Head Girls Soccer Coach  
2012 – Present  
Assistant Boys & Girls Soccer Coach  
1996-2011

The Architecture Studio  
1996 – 2000

Environmental Design & Engineering  
1985 – 1996

Strothers Associates Surveyors & Engineering  
1982 – 1984

*A Registered Architect with over 30 years of experience in the fields of architecture, surveying and site design, Mr. Babyak has been project engineer, architect and design team member on numerous projects in Pennsylvania and New Jersey. He specializes in site and campus planning, and prides himself in his experience in sports field and athletic facility design –particular expertise in synthetic turf fields. He also has extensive experience in computer graphics and model building.*

## Representative Project List

- New Softball Field, Renovated Baseball and Soccer Fields, and New Field House  
*Penn State Worthington Scranton, Scranton, PA*
- Synthetic Turf Field and Small Stadium  
*Penn State Berks, Reading, PA*
- Athletic Facilities Master Plan leading into a New Synthetic Turf Field and Stadium Improvements  
*Upper Dublin School District, Upper Dublin, PA*
- Consultant for two New Synthetic Turf Fields  
*Northampton Area School District, Northampton, PA*
- Feasibility Study for New Athletic Fields Campus & Field House  
*Penn State Hazleton, Sugarloaf Township, PA*
- Athletic Facilities Master Plan leading into a New Stadium, Synthetic Turf Sports Field, Track, Bleachers, Fieldhouse  
*Pennridge School District Perkasie, PA*
- Stadium Improvements & Synthetic Turf Sports Field  
*Salisbury Township School District Allentown, PA*
- Renovated Baseball Field  
*Salisbury Township School District, Allentown, PA*
- Synthetic Turf Sports Fields Eiler Martin Stadium & Whitenight Field Hockey Lacrosse Field  
*East Stroudsburg University, East Stroudsburg, PA*
- Stadium Improvements & Synthetic Turf Sports Field  
*Nazareth Area School District Nazareth, PA*
- Stadium Field House  
*Nazareth Area School District, Nazareth, PA*
- Liberty High School Frank Banko Field & Stadium  
*Bethlehem Area School District, Bethlehem, PA*
- Northeast Middle School Sports Fields and Field House  
*Bethlehem Area School District Bethlehem, PA*
- Synthetic Turf Sports Field & Track Improvements  
*Easton Area School District, Easton, PA*



D'HUY Engineering, Inc.

A TRADITION OF EXCELLENCE

# JOHN F. HARTMAN

AIA, LEED AP



*Senior Project Manager*  
31 yrs. of experience

## *Education/ Training*

Bachelor of Architecture  
Kansas State University - 1979

Associates Degree Architectural Technology  
Northampton Community College - 1975

## *Professional Affiliations*

American Institute of Architects  
Pennsylvania Society of Architects  
International Code Council - Prof. Member  
United States Green Building Council - Prof. Member

## *Honors*

Phi Kappa Phi, National Honor Society  
Tau Sigma Delta, National Architecture Honor Society

## *Professional Experience*

D'Huy Engineering, Inc. - Senior Project Manager  
2013 - Present

Hartman Architects, LLC - Owner  
2009 - 2013

Breslin Ridyard Fadero Architects - Director of  
Technical Development - Director of Quality Assurance  
- Senior Project Manager  
1994 - 2009

Robert Bosak & Associates - Associate - Senior  
Project Manager  
1992 - 1994

Howard Kulp Architect - Associate - Manager of  
Educational Projects  
1991 - 1992

Breslin Ridyard Fadero Architects - Principal - Senior  
Project Manager  
1985 - 1991

STV/ Sanders & Thomas - Senior Project Architect  
1983 - 1985

*With over 30 years of dedicated experience in public educational project management, Mr. Hartman is an expert in design, technical development, construction administration and Pennsylvania's Department of Education's PlanCon approval process. His portfolio includes over forty-five educational projects and numerous other projects all-totaling near one billion dollars in current construction costs.*

## REPRESENTATIVE PROJECT LIST

D'Huy Engineering, Inc. - Senior Project Manager

- Boyertown Area High School Additions and Renovations  
Boyertown Area School District, Boyertown, Pa
- Space Utilization Study  
Easton Area School District, Easton, PA
- Bethlehem Waste Water Treatment Plant  
City of Bethlehem, Bethlehem, PA
- Baxter Clear Water Basin  
Philadelphia Water Department, Philadelphia, PA
- Secure Vestibules  
Easton Area School District, Easton, PA
- New Library, Police/Public Administration Building & Public  
Works Facility  
Springfield Township, Wyndmoor, PA

Hartman Architects, LLC - Owner

- McAdoo - Kelayres Elementary School (PDE PlanCon Consulting)  
Hazelton Area School District, Hazelton, PA

Breslin Ridyard Fadero Architects

- Souderton Area High School  
Souderton Area School District, Souderton, PA
- Chester County Technical High School  
Chester County Intermediate Unit, Downingtown, PA
- Lehigh Career and Technical Institute Additions & Renovations  
Schnecksville, PA
- Upper Perkiomen Middle School Renovations  
Upper Perkiomen School District, East Greenville, PA



D'HUY Engineering, Inc.

A TRADITION OF EXCELLENCE

# B. ETHAN FICK

PE, LEED AP



*Resident Project Engineer  
Mechanical Specialist  
16 yrs. of experience*

## *Education/ Training*

Bachelor of Architectural Engineering  
The Pennsylvania State University – 1998

## *Certifications*

Licensed Professional Engineer (P.E.)  
LEED AP  
Commercial Energy Inspector  
Commercial Energy Plans Examiner

## *Professional Affiliations*

LV Chapter of the American Society of Heating,  
Refrigeration and Air Conditioning Engineers – Chapter  
President 2007 – 2008

United States Green Building Council – Member

## *Professional Experience*

D'Huy Engineering, Inc. – Resident Project Engineer  
2012 – Present

Snyder Hoffman Associates – Corporate Shareholder  
2007 – 2012

Snyder Hoffman Associates – HVAC Dept. Head  
2001 – 2007

Snyder Hoffman Associates – Design Engineer  
1998 – 2001

*As a Professional Engineer with over 16 years of experience in public and private project planning, design and construction, Mr. Fick is a technical specialist providing immediate field support with comprehensive understanding of the engineering design concept. His experience also includes performing design reviews, design concepts and project specifications, value engineering, field inspections, energy auditing, energy modeling and system commissioning.*

## REPRESENTATIVE PROJECT LIST

- Wissahickon High School Additions  
Wissahickon School District, Ambler, PA
- Bensalem High School Additions and Renovations  
Bensalem Township School District, Bensalem, PA
- New Monroe Campus  
Northampton Community College, Northampton, PA
- Condenser Water Piping Replacement, Liberty High School  
Bethlehem Area School District, Bethlehem, PA
- Montgomery County Intermediate Unit New Offices  
Montgomery County Intermediate Unit, Norristown, PA
- Masonry Lab Dust Collection System  
Career Institute of Technology, Easton, PA
- Boiler Replacement, Lincoln Elementary School  
Bethlehem Area School District, Bethlehem, PA

## CLIENT TESTIMONIAL

*"I have worked with Ethan Fick on a dozen or more projects over the past decade. Ethan provides insightful design input and highly responsive customer service, resulting in quality project that are on the forefront of sustainable design."*



**D'HUY Engineering, Inc.**

A TRADITION OF EXCELLENCE

# PETER GARLAND

PE



*Senior Engineer*  
22 yrs. of experience  
9 yrs. experience with DEI

## *Education/ Training*

Bachelor of Architectural Engineering  
Penn State University—1991

## *Professional Affiliations*

American Society of Civil Engineers  
American Institute of Steel Construction

## *Professional Experience*

D'Huy Engineering, Inc. – Senior Engineer  
2005 – Present

Pennoni Associates – Senior Engineer  
2001 – 2005

Adams Associates – Project Engineer  
1993 – 2001

Wilbur Edward Kline Architects – Draftsperson  
1992 – 1993

*With 22 years of experience, Mr. Garland specializes in engineering design and structural analyses. His expertise covers the development of design concepts, specification writing, project coordination and supervision from design through construction, renovation of existing structures, evaluating water and fire-damaged structures and designing retrofit solutions.*

## REPRESENTATIVE PROJECT LIST

- Mund College Center, Building Reno. and Stair Tower Addition  
Lebanon Valley College, Annville, PA
- New Pedestrian Bridge at Murray Avenue School  
Lower Moreland Township School District, Huntingdon Valley, PA
- Chester County Technical College High School, Brandywine  
Chester County Intermediate Unit, Downingtown, PA
- Nazareth Area Middle School  
Nazareth Area School District, Nazareth, PA
- New Joseph P. Liberati Intermediate School  
Southern Lehigh School District, Bethlehem, PA
- Whitehall Intermediate School  
Whitehall-Coplay School District, Whitehall, PA
- Stair Tower Addition to the Nazareth Area High School  
Nazareth Area School District, Nazareth, PA
- New Medical Office Building  
Coordinated Health Systems, Bethlehem, PA
- New Medical Office Building  
Westfield Hospital, Allentown, PA
- Addition to Wind Gap Electric, Inc.  
Wind Gap Electric, Wind Gap, PA
- City of Bethlehem EMS Garage Addition and Renovations  
City of Bethlehem, Bethlehem, PA
- Renovations to the Gourmet Guru  
Gourmet Guru, Bronx, NY



D'HUY Engineering, Inc.

A TRADITION OF EXCELLENCE



D'HUY Engineering, Inc.

*Capital Improvements Plan Services*  
*January 12, 2016*

**TAB 4**

# REFERENCES FOR PUBLIC ENTITIES

Enclosed is a list of public references which D'Huy Engineering, Inc. has provided its **Facilities Engineering, Assessments and Capital Improvements Plan Services** for between **5 - 15 years**. DEI has also completed projects for municipalities including **Richland Township, Springfield Township and Upper Dublin Township**.

**Bensalem Township School District**  
**Easton Area School District**  
**Nazareth Area School District**  
**Northwestern Lehigh School District**  
**Salisbury Township School District**  
**Wissahickon School District**

**Bethlehem Area School District**  
**East Stroudsburg Area School District**  
**Northampton Area School District**  
**Pennridge School District**  
**Upper Dublin School District**

To follow are the client references for the above public entities supporting the quality and experience of our Facilities Engineering & Capital Improvement Planning Services:

## **1. BENSALEM TOWNSHIP SCHOOL DISTRICT**

- a) Facility Director (215) 750-2800  
*Robert Whartenby* *rwhartenby@bensalemsd.org*

## **2. BETHLEHEM AREA SCHOOL DISTRICT**

- a) Superintendent of Schools (610) 861-0500  
*Dr. Joseph Roy* *jroy@basdschools.org*  
b) Director of Facilities and Operations (610) 867-8635  
*Mark Stein* *mstein@basdschools.org*  
c) Chief Financial Officer (610) 861-0500  
*Stacy Gober* *sgober@basdschools.org*

## **3. EASTON AREA SCHOOL DISTRICT**

- a) Superintendent of Schools (610) 250-2400  
*John Reinhart* *reinhartj@eastonsd.org*  
b) Chief Operating Officer (610) 250-2400  
*Mike Simonetta* *simonettam@eastonsd.org*  
c) Supervisor of Facility Operations (610) 250-2400  
*Timothy Case* *caset@eastonsd.org*

## **4. EAST STROUDSBURG AREA SCHOOL DISTRICT**

- a) Director of Facilities (570) 424-8500  
*Daniel Eppley* *daniel-eppley@esasd.net*  
b) Business Manager (570) 424-8500  
*Jeffrey Bader* *jeffrey-bader@esasd.net*



5. **NAZARETH AREA SCHOOL DISTRICT**

- a) Superintendent (610) 759-1170  
*Dr. Dennis Riker* [driker@nazarethasd.org](mailto:driker@nazarethasd.org)
- b) Director of Operations (610) 759-1367  
*Lew Lengyel* [llengyel@nazarethasd.org](mailto:llengyel@nazarethasd.org)
- c) Business Administrator (610) 759-1170  
*Bernadine Rishcoff* [brishcoff@nazarethasd.org](mailto:brishcoff@nazarethasd.org)

6. **NORTHAMPTON AREA SCHOOL DISTRICT**

- a) Superintendent (610) 262-7811  
*Joseph Kovalchik* [kovalchj@nasdschools.org](mailto:kovalchj@nasdschools.org)
- b) Business Manager (610) 262-7811  
*Terry Leh* [leht@nasdschools.org](mailto:leht@nasdschools.org)
- c) Director of Operations (610) 261-0585  
*Robert Yanders* [yandersr@nasdschools.org](mailto:yandersr@nasdschools.org)

7. **NORTHWESTERN LEHIGH SCHOOL DISTRICT**

- a) Superintendent (610) 298-8661  
*Dr. Mary Anne Wright* [wrightm@nwlehighsd.org](mailto:wrightm@nwlehighsd.org)
- b) Director of Operations (610) 298-8661  
*Arthur Oakes* [oakesa@nwlehighsd.org](mailto:oakesa@nwlehighsd.org)

8. **PENNRIDGE SCHOOL DISTRICT**

- a) Superintendent (215) 453-2701  
*Dr. Jacqueline Rattigan* [jrattigan@pennridge.org](mailto:jrattigan@pennridge.org)
- b) Director of Operations (215) 257-5047  
*Jeff Loeffler* [jloeffler@pennridge.org](mailto:jloeffler@pennridge.org)
- c) Business Administrator (215) 453-2713  
*Sean Daubert* [sdaubert@pennridge.org](mailto:sdaubert@pennridge.org)

9. **RICHLAND TOWNSHIP**

- a) Township Manager (215) 536-4066  
*Stephen Sechriest* [steve@richlandtownship.org](mailto:steve@richlandtownship.org)

10. **SALISBURY TOWNSHIP SCHOOL DISTRICT**

- a) Superintendent (610) 797-2062  
*Dr. Randy Ziegenfuss* [rzeiegenfuss@stsd.org](mailto:rzeiegenfuss@stsd.org)
- b) Director of Maintenance/ Buildings & Grounds (610) 797-2062  
*William Brackett* [wbrackett@stsd.org](mailto:wbrackett@stsd.org)



11. **SPRINGFIELD TOWNSHIP**

- a) Township Manager  
*Donald Berger, Jr.*

(215) 836-7600  
*dberger@springfieldmonto.org*

12. **THE TOWNSHIP OF UPPER DUBLIN TOWNSHIP**

- b) Township Manager  
*Paul Leonard*

(215) 643-1600  
*pleonard@upperdublin.net*

13. **UPPER DUBLIN SCHOOL DISTRICT**

- c) Business Administrator  
*Brenda Bray*

(215) 643-8800  
*bbray@udsd.org*

14. **WISSAHICKON SCHOOL DISTRICT**

- a) Business Manager  
*Wade Coleman*

(215) 619-8000  
*wcoleman@wsdweb.org*





D'HUY Engineering, Inc.

*Capital Improvements Plan Services  
January 12, 2016*

**TAB 5**



January 11, 2016

Jeffrey D. Clapper  
Pocono Township  
P.O. Box 197  
112 Township Drive  
Tannersville, PA 18372

Dear Mr. Clapper,

Thank you again for the opportunity to introduce our firm to Pocono Township. As discussed, D'Huy Engineering, Inc. (DEI) has extensive experience with the preparation of long-term capital improvement plans and management of publicly-bid projects.

DEI is prepared to execute this project within the timeline included in the RFP. Should the selection of the successful firm happen in March 2016 as anticipated, the following tasks would then follow:

- |   |             |
|---|-------------|
| • Complete conditions assessment survey:                            | April 2016  |
| • Prepare preliminary list of improvement projects and budgets:     | May 2016    |
| • Present findings to Pocono Township and formulate 5-10 year plan: | June 2016   |
| • Township selection of Year 1 capital projects:                    | July 2016   |
| • Begin development of bid documents for Year 1 capital projects:   | August 2016 |

Our fee proposal is indicated below; the fee is based on the "Basic Services" outlined in the RFP and shall include a conditions survey of Township-owned buildings at the Municipal Complex and Mountain View Park. Boundary and topographic survey is excluded, however environmental assessment (asbestos, lead, PCB's) has been included in the fee in accordance with the RFP. Report preparation and repair recommendations are also included as requested.

The fee to perform the tasks described in the RFP is **\$13,200.00**

Should the Township elect to include the alternate buildings in the scope, an additional fee shall be \$750.00 for the fire station, \$750.00 for the pole barn, and \$200.00 for the voting office. The total if all alternates are selected shall be \$14,900.00.

Once again, thank you for this opportunity. Should you have any questions or comments regarding this proposal, please do not hesitate to contact us. We look forward to hearing from you soon.

Sincerely,  
D'Huy Engineering, Inc.

Josh Grice, P.E.



D'HUY Engineering, Inc.

*Capital Improvements Plan Services*  
*January 12, 2016*

**TAB 6**



Celebrating  
**30** years  
of service

Law Offices  
**Joseph P. McDonald, Jr., Esq., P.C.**

1651 West Main Street  
Stroudsburg, PA 18360  
(570) 424-6877

Fax (570) 424-8007  
www.josephmcdonaldlaw.com  
jmcDonald@josephmcdonaldlaw.com

March 4, 2016

**HAND DELIVERED**

Mr. Rick Fisher  
Pocono Township Zoning Officer  
112 Township Drive  
Tannersville, PA 18372

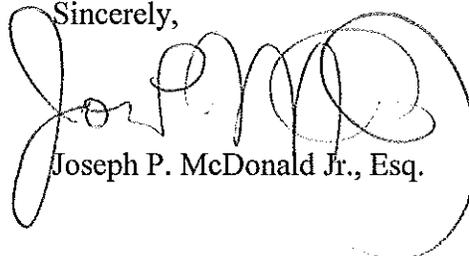
Re: **Wesley Wojtanowicz /Stacey Wojtanowicz**  
**Pocono Logistics, Inc.**  
**585 Railroad, Avenue, Pocono Township**  
**Pocono Township, Tannersville, Pa 18372**  
**Parcel Id: 126362110761892**  
**PIN No. 1211011137-1**

Dear Mr. Fisher:

I represent the above referenced Applicant. On behalf of my clients, enclosed please find, "Application For A Zoning Permit Or Appeal Requiring Action By The Zoning Board Of Adjustment". Also enclosed, please find check number 2905 in the amount of \$300 to satisfy the filing fee. Kindly schedule a hearing on these matters.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Joseph P. McDonald Jr., Esq.

JPM/slw  
Enclosures

cc: Pocono Logistics, Inc.

**R E C E I V E D**  
MAR 04 2016

POCONO TOWNSHIP

**APPLICATION FOR A ZONING PERMIT OR APPEAL  
REQUIRING ACTION BY THE ZONING BOARD OF ADJUSTMENT  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA**

**ACTION REQUESTED:** Special Use or Exception \_\_\_\_\_ Variance \_\_\_\_\_  
Appeal           X           Interpretation \_\_\_\_\_

Date March 4, 2016 FEE \$ 300.00

1. Applicant's Name Wesley Wojtanowicz / Stacey Wojtanowicz / Pocono Logistics, Inc  
Address 5522 Shelbrook Drive, Stroudsburg, Pa 18360  
Phone \_\_\_\_\_

2. Applicant's Attorney Joseph P. McDonald Jr. Esq.  
Address 1651 West Main Street, Stroudsburg, PA 18360

3. Interest of Applicant Owner

4. If interest is other than owner, furnish name and address of owner : N/A

5. Property Location 585 Railroad, Avenue, Pocono Township  
PIN # (Property Identification Number) 126362110761892 Zone C Present Use Parking & Maintenance  
Commercial Vehicle

6. Interpretation, Special Use or Exception, or Variance sought: Appeal from the decision of the Zoning Officer. - See Attached Supporting Statement.

7. Grounds for appeal or interpretation or reasons for special use or variance are: See attached supporting statement.

8. For an appeal for interpretation, attach a true copy of the order, requirement, decision or determination of the Zoning Official.

9. Number of copies: 16  
Wesley Wojtanowicz & Stacey Wojtanowicz,  
by their Attorney Joseph P. McDonald Jr. Esq.  
Signature of Applicant

Received _____	Fees _____	Received _____
Publication _____	Notices _____	
Hearing _____	Referred to Planning Commission _____	
Order _____	Planning Commission Action _____	

**NOTE:** This application must be accompanied by a detailed site plan indicating property boundaries, relation to existing streets or roads, buildings, etc., proposed buildings, parking areas, landscaping or screening, lighting, signs, etc. This plan shall include all necessary dimensions, including yards and North shall be indicated by arrow. All information submitted supporting this application shall become a part of the record and cannot be returned.

**Applicant:** WESLEY WOJTANOWICZ /STACEY WOJTANOWICZ /  
POCONO LOGISTICS, INC.  
**Applicant's Property Location:** 585 Railroad, Avenue, Pocono Township  
Pocono Township, Tannersville, Pa 18372  
**Parcel Id:** 126362110761892  
**PIN No.** 1211011137-1

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**Application to the Zoning Hearing Board Of  
Pocono Township, Monroe County Pennsylvania**

**STATEMENT IN SUPPORT OF APPEAL**

**Application of Wesley Wojtanowicz /Stacey Wojtanowicz / Pocono Logistics, Inc.**

This is an Appeal from the Zoning Officer's Enforcement Notice of February 2, 2016. The Applicant challenges the Zoning Officers conclusion that it is "...Operating a Truck and Motor Freight Terminal at 585 Railroad Avenue, Tannersville, PA 18372 without a zoning permit from Pocono Township." The applicant hauls no freight to or from the site. The Applicants stores no freight at the site. The Applicant maintains a permitted vehicle lot and garage for service and light repairs, all as a permitted use in the C District as previously recognized by Pocono Township.

**LAWFUL NON-CONFORMING USE.**

The Applicant made full disclosure of the commercial use in question to all necessary Pocono Township officials in 2008 and satisfied all permit requirements for the use in question. The prior Township Zoning Officer, Stephen R. Meylach concluded that "...since all trucks are owned by Pocono Logistics and that said use is "Grandfathered" and is located in a Commercial Zone, the business as it exists is neither a Regional Trucking Terminal nor a Residual Waste Transfer Station." Letter from Stephen R. Meylach from a Pocono Township Zoning Department to Mr. Steve VanAuken, August 16, 2010.

**VESTED RIGHT**

Without prejudice to Applicant's argument that the current Zoning Officer erred in concluding the existing use to be a truck and motor freight terminal, and without prejudice to the Applicant's rights to continue a lawful non-conforming use, it is the Applicant's position that it has relied in good faith upon prior Pocono Township zoning permits and approvals and may continue the use in question under the theory of vested right.

**REFUND OF FILING FEES**

Applicant urges this Board to set aside the Zoning Officer's enforcement letter and refund the Applicant's filing fees pursuant to 53 P.S. §10.10617(e).

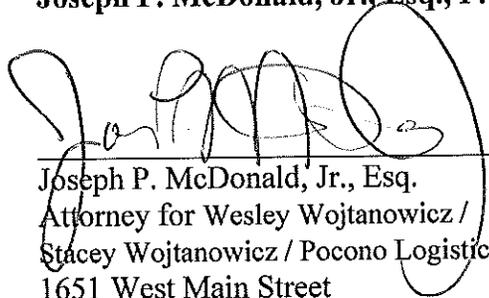
**INTERPRETATION**

Notwithstanding, Applicant's alternative arguments as set forth above. The Applicant urges the Zoning Hearing Board to find that the zoning ordinance lacks clarity and fails to define the term "truck and motor freight terminal" therefore any doubt or ambiguity in the interpretation of this term should be resolved in favor of the applicant to continue the use of the property in question.

Respectfully submitted,

**Joseph P. McDonald, Jr., Esq., P.C.**

Date: 03-04-16



Joseph P. McDonald, Jr., Esq.  
Attorney for Wesley Wojtanowicz /  
Stacey Wojtanowicz / Pocono Logistics, Inc.  
1651 West Main Street  
Stroudsburg, PA 18360  
(570) 424-6877

# POCONO TOWNSHIP

www.poconopa.gov

## NOTICE OF VIOLATION

February 2, 2016

Wesley Wojtanowicz  
Stacey Wojtanowicz  
Pocono Logistics, Inc.  
5422 Shelbrooke Drive  
Stroudsburg, PA 18360

**Notice of Violation: Construction of Additions to Your Existing Commercial Structure Without First Obtaining a Zoning Permit from Pocono Township; Expansion of Use to Structures and Land Without First Obtaining a Zoning Permit, Operation of a Freight Terminal Without First Obtaining a Conditional Use Permit, Construction of Additions and Expansion of a Single Non-Residential Building Without First Obtaining Final Approval/Inspection as per the Pennsylvania Uniform Construction Code, a Zoning Requirement Prior to Obtaining an Occupancy Permit from Pocono Township; Use of Expanded Building, Expanded Area of Land Without First Obtaining an Occupancy Permit from Pocono Township, Improvement of a Non-Residential Building Without First Obtaining Land Development Approval from Pocono Township**

**Property In Violation: 585 Railroad Ave., Tax No. 12636200761892; Tax Account No. 12/10/1/37-1**

Dear Property Owners:

Our office has determined that you and/or Pocono Logistics, Inc. LLC have constructed additions to the existing building on your property, are occupying and using the expanded building and are operating a Truck & Motor Freight Terminal at 585 Railroad Ave. Tannersville, PA 18372 without a zoning permit from Pocono Township. Your use is a Conditional Use as per Article IV, Section 405.B.3.1 of the zoning ordinance of Pocono Township. You do not have Conditional Use approval from the Board of Commissioners of Pocono Township for your Truck & Motor Freight Terminal.

Our office has determined that you and/or Pocono Logistics, Inc. have expanded the use of your land without first obtaining a Zoning Permit from Pocono Township for that expanded use.

Our office has determined that you are storing truck trailers, truck cabs, and other vehicle parts on your property, and are stacking truck cabs on top of truck trailers along your property line. These items are junk by definition and violate Township Ordinance No. 18. You do not have a permit for your junkyard.

**You are in violation of Article IX Section 902 of the zoning ordinance which states:**

Section 902. Zoning Permit. No building, structure, or sign shall be erected, constructed, moved, demolished, added to or structurally altered, nor shall any use of any land, building, structure or sign be changed or expanded, without a zoning permit therefore issued by the Zoning Officer.

**You are also in Violation of Article IX, Section 903 which states,**

Section 903. Certificate of Use and Occupancy. A certificate of use and occupancy shall be required upon completion of the work contemplated. It shall be unlawful to use and/or occupy any structure, building, and/or land or portions thereof in any manner until a certificate of use and occupancy has been issued.

**You are in violation of Article IX, Section 405.b.3.i. , Conditional Uses which lists the specific use of Truck and Freight Terminal as a Conditional Use, and of Section 516 which sets the standards for the application of a Conditional Use Permit .**  
(See attached, Section 516)

**You are in violation of Ordinance No. 18 with your placement of junk vehicles on your property. You have dumped and/or stacked junked vehicles in such a manner as to define sections of your property as a junkyard.**  
(See Attached Ordinance No. 18)

**Your improvement of a single non-residential building on your property meets the definition of Land Development under Article 6, Section 6.232 of the Subdivision and Land Development Ordinance of Pocono Township (SALDO), enacted December 29, 1997. By way of this Notice, the Board of Commissioners of Pocono Township are requested to take appropriate action under Section 2.800 REMEDIES to restrain, correct or abate your violations, to prevent any further unlawful construction, to recover damages and to prevent illegal occupancy of the building and use of the premises.**

**Correction Order:**

- 1. You are required to file for a Conditional Use Permit to the Board Commissioners of Pocono Township within within thirty (30) days receipt of this Notice.**
- 2. You are required to remove all junk vehicles, unlicensed trailers and stop creating a man-made barrier alongside the property boundaries.**
- 3. You are required to submit a Land Development Plan to Pocono Township, support your plan throughout the entire review process and record the approved final plan in accordance with the SALDO within 30 days receipt of this Notice, subject to confirmation from the Board of Commissioners of Pocono Township.**
- 4. You must cease and desist all truck and/or freight terminal activity until you have received an Occupancy permit from Pocono Township.**
- 5. You are required to provide a copy of your labor and industry approval from the building code department of Pocono Township prior to receiving an occupancy permit. You may not operate your truck and freight terminal until you receive an occupancy permit from Pocono Township.**

**RIGHT OF APPEAL**

You have a right to appeal the Zoning Officer determination of Zoning Ordinance violation(s), within 30 days receipt of said Notice, to the Pocono Township Zoning Hearing Board. Accompanying your appeal should be a check in the amount of three hundred dollars (\$ 300.00) made payable to "Pocono Township". Applications are available from the Township office at the address listed above. The Zoning Officer determination that you are in violation of the Land Development requirements of the Subdivision and Development (SALDO) requires confirmation from the Board of Commissioners of Pocono Township.

Very truly yours,

Richard Fisher  
Zoning Officer  
Pocono Township

Cc: Leo DeVito, Esq., Township Solicitor

Certified Mail 7009 0080 0001 8374 5725  
Also sent regular mail

**Zoning Ordinance, Article IX, Section 908. Violations and Penalties.**

Any person, partnership, corporation or other entity who or which has violated or permitted the violation of the provisions of this Ordinance shall, upon being found liable therefor in a civil enforcement proceeding commenced by the township, pay a judgment of not more than \$500, plus all court costs, including reasonable attorney's fees incurred by the township as a result thereof. No judgment shall commence or be imposed, levied or payable until the date of the determination of a violation by the District Justice who has jurisdiction over the action. If the defendant neither pays nor timely appeals the judgment, the township may enforce the judgment pursuant to the applicable Rules of Civil Procedure. Each day that a violation continues shall constitute a separate violation, unless the District Justice determining that there has been a violation further determines that there was a good faith basis for the person, partnership, corporation or other entity violating this Ordinance to have believed that there was no such violation, in which event there shall be deemed to have been only one such violation until the fifth day following the date of the determination of a violation by the District Justice, and thereafter each day that a violation continues shall constitute a separate violation. All judgments, costs and reasonable attorney's fees collected for the violation of this Ordinance shall be paid to the township for its general use

**Subdivision and Land Development Ordinance, Section 2.8008**

**Enforcement Remedies** - Any person, partnership, corporation or other entity who or which has violated any provision of this Ordinance, shall, upon being found liable therefore in a civil enforcement proceeding commenced by the Township, pay a judgment of not more than \$500.00 plus all court costs, including reasonable attorney's fees, incurred by the Township as a result thereof. No judgment shall commence or be imposed, levied or payable until the date of the determination of a violation by the District Justice who has jurisdiction over the action. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable Rules of Civil Procedure. Each day that a violation continues shall constitute a separate violation, unless the District Justice determining that there has been a violation further determines that there was a good faith basis for the person, partnership, corporation or other entity violating the ordinance to have believed that there was no such violation, in which event there shall be deemed to have been only one such violation until the fifth day following the date of the determination of a violation by the District Justice and thereafter each day that a violation continues shall constitute a separate violation. All judgments, costs and reasonable attorney's fees collected for the violation of this Ordinance shall be paid to the Township for its general use.

Section 516. Conditional Uses.

A. Uses listed as conditional uses in each zoning district and Use Schedule shall require individual consideration in each case because of their unique characteristics. Such conditional uses shall be referred to the Planning Commission by the Township Supervisors for review and recommendation and may be permitted only after a hearing and determination by the Supervisors that such uses meet the standards in this Ordinance.

B. Applicants for conditional uses shall submit plot plans in sufficient detail to provide the Supervisors and the Planning Commission with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of this Ordinance and shall include the following:

1. The location of all buildings, parking areas, traffic access and circulation drives, open spaces, landscaping, and other pertinent information.

2. The names and addresses of adjoining property owners, including properties directly across a street right-of-way.

3. Ground floor plans and building elevations of proposed structures.

4. A written narrative of the proposed use in sufficient detail to determine that all applicable standards are adequately addressed.

C. Such conditional uses which are authorized by the Supervisors may be subject to any additional conditions and safeguards established by the Supervisors in each case which may be warranted by the character of the areas in which such uses are proposed or by other special factors and which are necessary to implement the purposes of this Ordinance.

1. The granting of a conditional use shall be subject to the following conditions and guiding principles:

a. A conditional use shall not cause substantial injury to the value of other property where it is to be located; shall conform with regulations applicable to the district where located; shall be compatible with adjoining development; shall provide adequate landscaping and screening to protect adjoining areas; shall provide off-street parking and loading in keeping with Section 512 of this Ordinance so as to minimize interference with traffic on the local streets and shall not jeopardize the public health, safety, welfare and convenience.

b. Such use shall be one that is specifically authorized as a conditional use in said district.

c. Such use shall only be authorized subject to any applicable conditions and safeguards as required by this Ordinance.

d. Such use may be allowed subject to such reasonable conditions and safeguards (other than those related to off-site transportation or off-site road improvements) in addition to those expressed in this Ordinance, as may be deemed necessary by the Board of Supervisors to implement the purposes of this Ordinance and the MPC.

e. Such use shall be found by the Board of Supervisors to be in harmony with the general purposes and intent of this Ordinance.

f. Such use shall not adversely affect the character of the district, nor the conservation of property values nor the health and safety of residents or workers on adjacent properties and in the general neighborhood.

g. Such use shall be of appropriate size and so located and laid out in relation to its access streets that vehicular and pedestrian traffic to and from such use will not create undue congestion or hazards prejudicial to the general neighborhood.

h. Such use shall not conflict with the direction of building development in accordance with any Comprehensive Plan or portion thereof which has been adopted by the township.

i. The application complies with all criteria established for the respective land use proposal addressed elsewhere in this Ordinance.

j. The proposed use does not substantially impair the integrity of the Township's Comprehensive Plan.

k. All required front yard, side yards, open space areas, and height limitations for the applicable zoning district have been met.

l. The off-street parking and truck loading provisions are in conformance with those specified in Section 51.2 of this Ordinance.

m. Points of vehicular access to the lot are provided at a distance from intersections and other points of access and in number sufficient to prevent undue traffic hazards and obstruction to the movement traffic. All traffic studies and analyses shall be in accordance with current Institute of Transportation Engineers (ITE) guidelines.

n. The location of the site with respect to the existing roads giving access to it is such that the safe capacity of those roads is not exceeded by the estimated traffic generated or attracted and is not out of character with the normal traffic using said public road.

o. The pedestrian access from the off-street parking facilities is separated from vehicular access and sufficient to meet the anticipated demand.

p. The proposed use is not incompatible with the existing traffic conditions and adjacent uses and will not substantially change the character of the immediate neighborhood.

q. Facilities are available to adequately service the proposed use (e.g. fire, police, and ambulance protection, sewer, water, and other utilities, etc.).

r. Screening of the proposed use from adjacent uses is sufficient to prevent the deleterious impact of the uses upon each other.

s. The use of the site complies with the requirements of any other public agency having jurisdiction over the proposed use.

t. Operations in connection with a conditional use will not be more objectionable to nearby properties by reason of noise, odor, fumes, vibration, glare, or smoke than would be the operations of any permitted use.

D. Hearing Procedures. The Board of Supervisors shall conduct hearings in accordance with the requirements of the MPC.

ORDINANCE NO.18  
ENACTED FEBRUARY 19, 1974  
AS AMENDED BY AMENDMENT  
NO. 22A ENACTED AUGUST 9, 1978

**5.1 DEFINITIONS**

**(a) Junk Vehicle**

A "junk vehicle" is defined as an automobile, truck, trailer, motorcycle, bus or other motor vehicle that does not display a current license plate or valid inspection sticker, or is otherwise partially dismantled, wrecked, or has major parts missing such as wheels, windshields, doors, motors, or is in an inoperable condition.

**(b) Junkyard**

An area visible public streets roads or adjoining properties that are not totally enclosed and contains two (2) or more junk vehicles or is being used for the storage or discarding of garbage or other organic waste material, paper, rubbish rags, refuse, scrap metal, machinery, furniture, stoves, containers, refrigerators, or other waste materials of an offensive nature or unsightly nature.

**(c) Abandoned Vehicle**

An "abandoned vehicle" is defined in the Pennsylvania Vehicle Code, 75 Pa. C.S.A. 102, effective July 1, 1977 and may from time to time be amended.

(Ordinance No 18 enacted February 19, 1974 as amended by amendment No. 22a enacted August 9, 1978).

**5.2 REQUIREMENTS**

- (a) It shall be deemed unlawful for any person, owner, lessee, tenant, occupant or person otherwise in charge of or in control of premises within Pocono Township, to have or keep junk vehicles or create a junkyard on property within Pocono Township if such condition constitutes a nuisance in fact.

5.2

- (b) The leaving, discarding or storing of abandoned vehicles, junk or waste material of a type described in Section 5.1, Sub-section (b) of this ordinance, on or along any public road or public lands is prohibited.
- (c) A vehicular junkyard or graveyard that existed in Pocono Township prior to January 1, 1972, the date of enactment of the Pocono Township Zoning Ordinance may continue to exist and operate with a "Certificate of Non Conformance" issued by the Zoning Officer of Pocono Township, if such facility continues to operate in conformance of the laws of the Commonwealth of Pennsylvania, and does not constitute a health hazard or otherwise affect the safety and general welfare of the public. This exception shall not apply to a non conforming use which has been abandoned as provided in 12.101(a).
- (d) The provisions of this Ordinance do not apply to new and used car dealers who park new or used motor vehicles for sales display on private land zoned for this purpose. Excluded also are those vehicles classified as an "antique motor vehicle" by the Vehicle Code of Pennsylvania, said classification consisting of any self-propelled vehicle, but not a reproduction thereof, manufactured more than 25 years prior to the current year, which has been maintained in or restored to a condition which is substantially in conformance with manufacturer specifications.
- (e) It shall be a defense to prosecution under this ordinance that a wrecked vehicle stored on private property is waiting for insurance adjustment and repair.
- (f) Upon notification issued by the Township to any individual, co-partnership, association or corporation who is in violation of the requirements of this ordinance, the person or entity shall have thirty (30) days to repair, sell, or otherwise remove the specified waste materials or junk vehicles.
- (g) With respect to abandoned vehicles, the Police Department shall proceed in accordance with the provisions of the Vehicle Code, 75 Pa. C. S. A. 7301, by giving written request to a salvor to remove the vehicle.

(Ordinance No. 18, enacted February 19, 1974) as amended by Amendment No. 22a enacted August 9, 1978.

5.3 PENALTIES

Any Individual, co-partnership, association or corporation who violates any provision of this Ordinance shall upon conviction in a summary proceeding brought in the name of Pocono Township, be sentenced to pay a fine of not less than \$ 50.00 nor more than \$ 500.00 and costs of prosecution, and in default of such payments shall be sentenced to imprisonment in the Monroe County Jail for not more than ten days, each days violation of any of the provisions of this ordinance shall constitute a separate offense. (Ordinance No. 18 , enacted February 19, 1974, as amended by Amendment No. 22a, enacted August9, 1978).

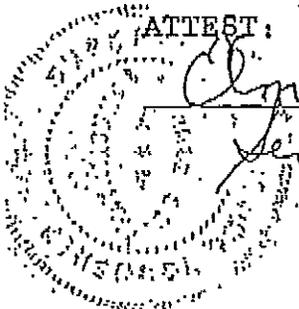
Ordained and reenacted this 16 day of August, 1978.  
Effective five (5) days after enactment.

SUPERVISORS OF POCONO TOWNSHIP

John M. Waller  
Johna Drury  
Pat Ross

ATTEST:

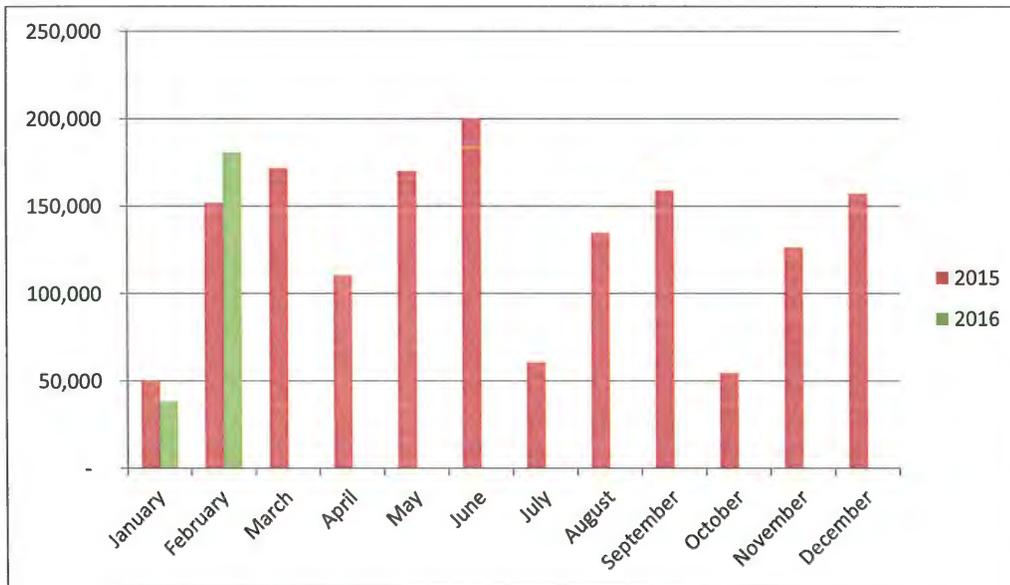
Clara Munch  
Secretary



# Treasurer's Report - Earned Income Tax Collection

## Monthly Collections

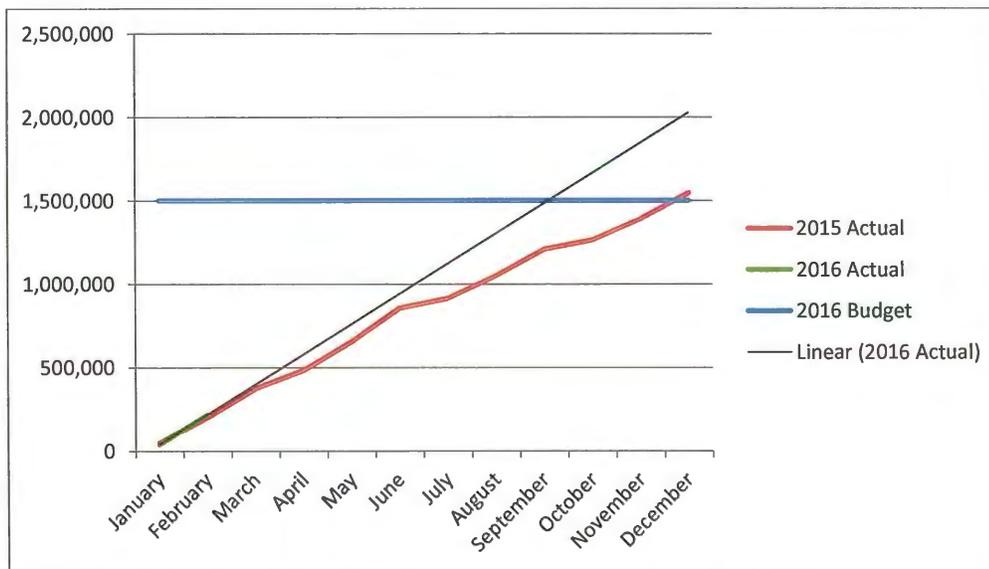
	2015	2016
January	50,016	38,188
February	151,956	180,735
March	171,698	
April	110,568	
May	170,046	
June	200,432	
July	60,488	
August	134,675	
September	159,064	
October	54,651	
November	126,313	
December	157,218	



# Treasurer's Report - Earned Income Tax Collection

## Cumulative Collections

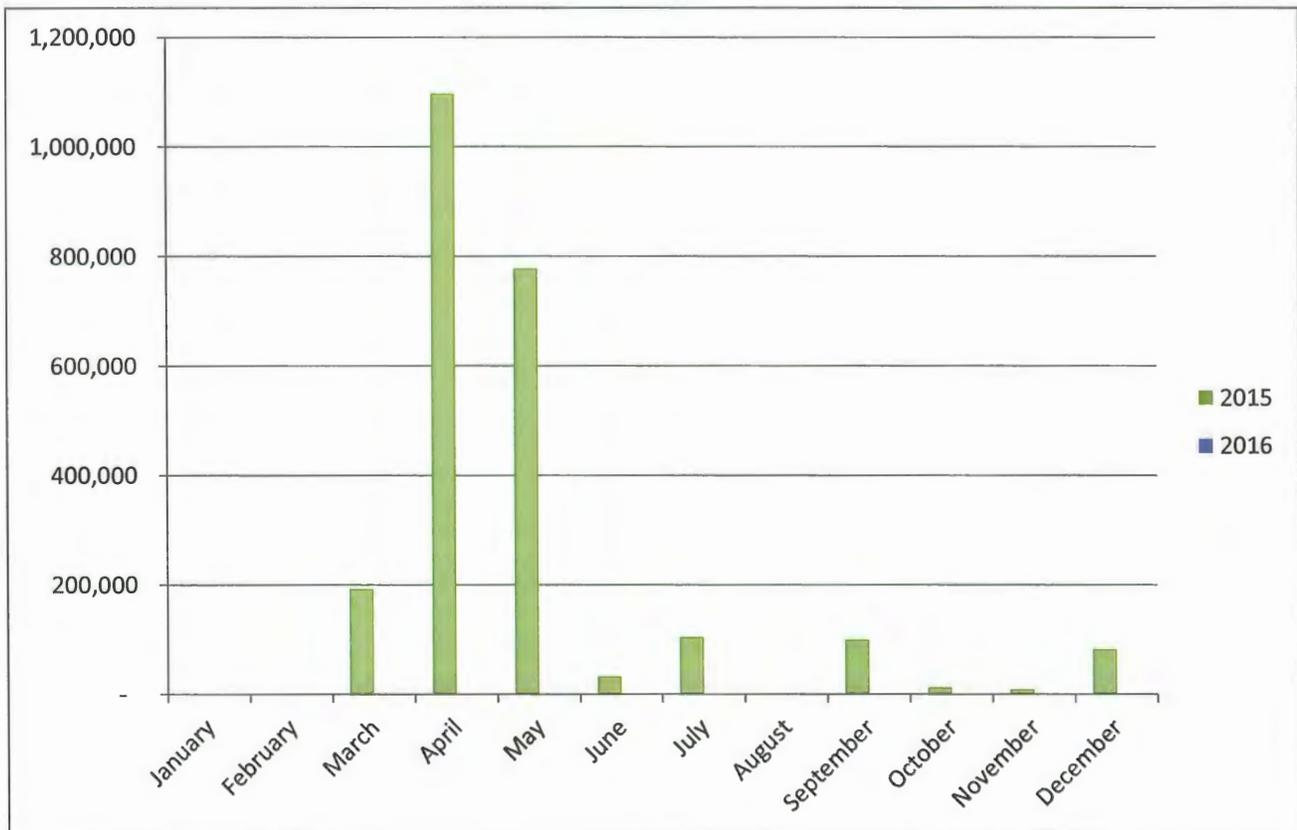
	2015 Budget	2016 Budget	2015 Actual	2016 Actual	2015 Collection %	2016 Collection %
January	1,325,000	1,500,000	50,016	38,188	3.8%	2.5%
February	1,325,000	1,500,000	201,972	218,923	15.2%	14.6%
March	1,325,000	1,500,000	373,670		28.2%	0.0%
April	1,325,000	1,500,000	484,238		36.5%	0.0%
May	1,325,000	1,500,000	654,283		49.4%	0.0%
June	1,325,000	1,500,000	854,715		64.5%	0.0%
July	1,325,000	1,500,000	915,203		69.1%	0.0%
August	1,325,000	1,500,000	1,049,878		79.2%	0.0%
September	1,325,000	1,500,000	1,208,942		91.2%	0.0%
October	1,325,000	1,500,000	1,263,594		95.4%	0.0%
November	1,325,000	1,500,000	1,389,906		104.9%	0.0%
December	1,325,000	1,500,000	1,547,124		116.8%	0.0%



# Treasurer's Report - Current Real Estate Tax Collection

## Monthly Collections

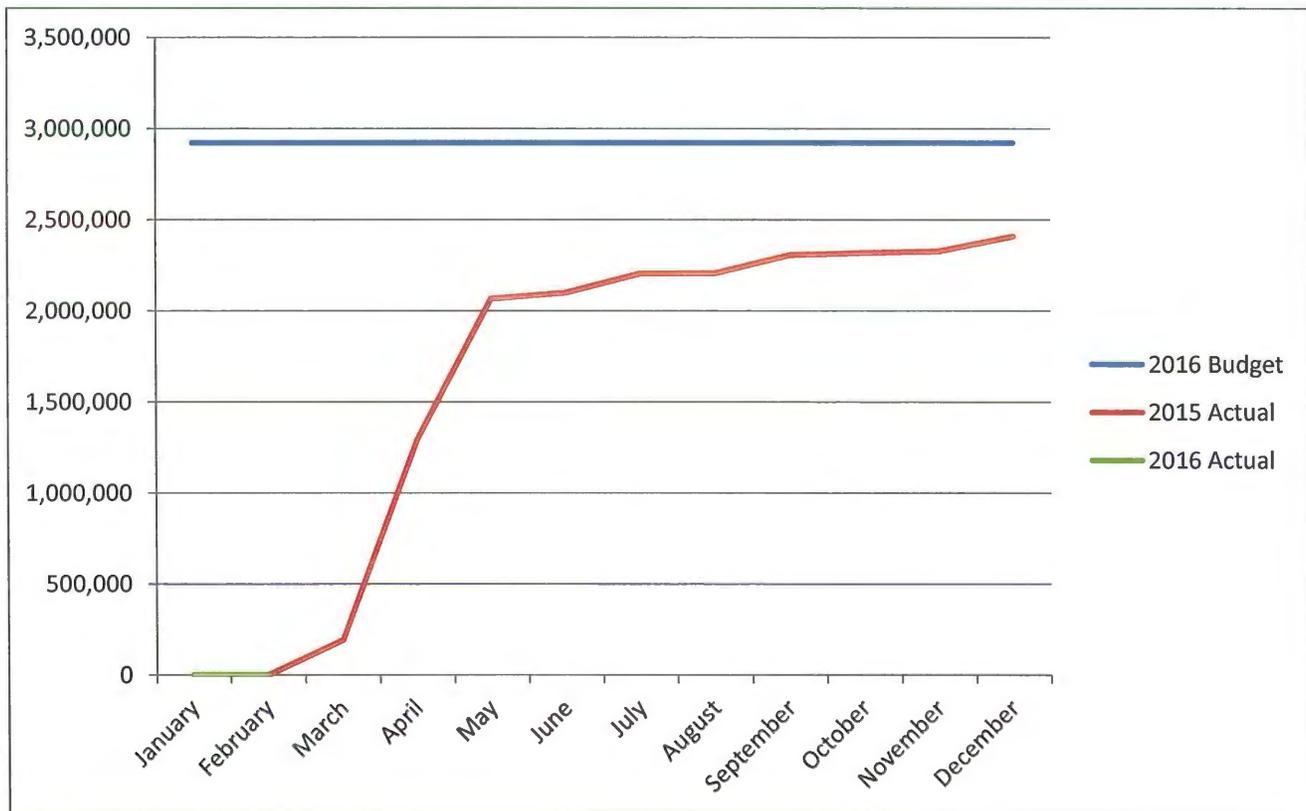
Month	2015	2016
January	-	-
February	-	-
March	192,156	
April	1,096,966	
May	777,274	
June	32,514	
July	104,103	
August	2,365	
September	99,846	
October	12,032	
November	8,767	
December	81,902	



# Treasurer's Report - Current Real Estate Tax Collection

## Cumulative Collections

	2015 Budget	2016 Budget	2015 Actual	2016 Actual	2015 Collection %
January	2,315,391	2,920,285	0	0	0.00%
February	2,315,391	2,920,285	0	0	0.00%
March	2,315,391	2,920,285	192,156		0.00%
April	2,315,391	2,920,285	1,289,122		0.00%
May	2,315,391	2,920,285	2,066,396		0.00%
June	2,315,391	2,920,285	2,098,911		0.00%
July	2,315,391	2,920,285	2,203,014		0.00%
August	2,315,391	2,920,285	2,205,379		0.00%
September	2,315,391	2,920,285	2,305,225		0.00%
October	2,315,391	2,920,285	2,317,257		0.00%
November	2,315,391	2,920,285	2,326,024		0.00%
December	2,315,391	2,920,285	2,407,926		0.00%



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Income	2016			2015				
	Jan 1 - Feb 29, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - Feb 28, 2015	Budget	\$ Over Budget	% of Budget
301.100 - Real Estate Taxes - Current	0.00	2,920,285.00	-2,920,285.00	0.0%	0.00	2,315,391.00	-2,315,391.00	0.0%
310.200 - Earned Income Taxes	218,922.71	1,500,000.00	-1,281,077.29	14.6%	201,972.27	1,325,000.00	-1,123,027.73	15.24%
Taxes Other								
301.101 - Judicial Sales - Tax Claim	0.00	0.00	0.00	0.0%	0.00	1,800.00	-1,800.00	0.0%
301.200 - Real Estate Taxes - Delinquent	0.00	190,000.00	-190,000.00	0.0%	0.00	150,000.00	-150,000.00	0.0%
301.201 - Real Estate Court Settlement	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
301.300 - Returned Taxes - Upsert Sale	0.00	5,000.00	-5,000.00	0.0%	0.00	4,000.00	-4,000.00	0.0%
301.400 - Returned Tax - Repository Sale	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
310.100 - Real Estate Transfer Taxes	10,106.95	170,000.00	-159,893.05	5.95%	9,589.27	150,000.00	-140,410.73	6.39%
310.500 - Local Services Taxes	58,441.37	390,000.00	-331,558.63	14.99%	82,178.90	340,000.00	-257,821.10	24.17%
Total Taxes Other	68,548.32	755,000.00	-686,451.68	9.08%	91,768.17	645,800.00	-554,031.83	14.21%
Licenses, permits and fees								
321.630 - Pumper-Hauler Licenses	0.00	0.00	0.00	0.0%	0.00	100.00	-100.00	0.0%
321.800 - Cable TV Franchise Fees*	0.00	200,000.00	-200,000.00	0.0%	0.00	190,000.00	-190,000.00	0.0%
322.100 - Application fees	0.00	0.00	0.00	0.0%	1,100.00	0.00	1,100.00	100.0%
Total Licenses, permits and fees	0.00	200,000.00	-200,000.00	0.0%	1,100.00	190,100.00	-189,000.00	0.58%
Fines and Forfeits								
331.100 - Court Fines - District Magistra	3,426.85	40,000.00	-36,573.15	8.57%	2,131.52	30,000.00	-27,868.48	7.11%
331.110 - Motor Vehicle Code Violations	802.15	20,000.00	-19,197.85	4.01%	0.00	30,000.00	-30,000.00	0.0%
331.200 - Ordinance Violations	0.00	500.00	-500.00	0.0%	0.00	500.00	-500.00	0.0%
332.100 - Restitution	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Fines and Forfeits	4,229.00	60,500.00	-56,271.00	6.99%	2,131.52	60,500.00	-58,368.48	3.52%
341.010 - Interest on Investments								
354.129 - Stadden Road Bridge Grant	2,279.49	14,000.00	-11,720.51	16.28%	1,778.23	4,000.00	-2,221.77	44.46%
354.150 - Recycling Performance Grant	0.00	0.00	0.00	0.0%	0.00	130,000.00	-130,000.00	0.0%
Other State Grants	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
354.100 - Police Grants	0.00	10,000.00	-10,000.00	0.0%	0.00	0.00	0.00	0.0%
355.010 - Public Utility Realty Tax	0.00	7,000.00	-7,000.00	0.0%	0.00	0.00	0.00	0.0%
355.040 - Alcoholic Beverage Licenses	2,000.00	2,000.00	0.00	100.0%	0.00	2,750.00	-2,750.00	0.0%
355.050 - Pension System State Aid	0.00	204,395.00	-204,395.00	0.0%	0.00	184,992.00	-184,992.00	0.0%
355.070 - Foreign Fire Insurance	0.00	104,000.00	-104,000.00	0.0%	0.00	104,000.00	-104,000.00	0.0%
355.100 - State Payments in Lieu of Taxes	0.00	500.00	-500.00	0.0%	0.00	500.00	-500.00	0.0%
Total Other State Grants	2,000.00	327,895.00	-325,895.00	0.61%	0.00	292,242.00	-292,242.00	0.0%
357.030 - County Grant	196.44	40,000.00	-39,803.56	0.49%	0.00	0.00	0.00	0.0%
Building Permits								
362.411 - Connect & Tank Abandonment Fees	125.00	3,000.00	-2,875.00	4.17%	375.00	0.00	375.00	100.0%
362.410 - Building Permits - BIU - Other	22,675.83	400,000.00	-377,324.17	5.67%	16,365.66	160,000.00	-143,634.34	10.23%
Total Building Permits	22,800.83	403,000.00	-380,199.17	5.66%	16,740.66	160,000.00	-143,259.34	10.45%
Charges for Services								
361.310 - Subdivision, Land Develop Fees	500.00	5,000.00	-4,500.00	10.0%	300.00	4,000.00	-3,700.00	7.5%

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	2016			2015				
	Jan 1 - Feb 29, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - Feb 28, 2015	Budget	\$ Over Budget	% of Budget
361.330 - Zoning Hearing Board Fees	0.00	2,000.00	-2,000.00	0.0%	600.00	2,000.00	-1,400.00	30.0%
361.340 - Cond Use, Curative PRD Fees	0.00	500.00	-500.00	0.0%	0.00	500.00	-500.00	0.0%
361.341 - UCC Appeal Board Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
361.400 - Plan Review Fees	0.00	500.00	-500.00	0.0%	0.00	500.00	-500.00	0.0%
361.500 - Sale of Maps and Publications	0.00	100.00	-100.00	0.0%	0.00	100.00	-100.00	0.0%
361.700 - Reproduction of Records	30.50	100.00	-69.50	30.5%	50.00	100.00	-50.00	50.0%
362.110 - Sale of Police Reports	435.00	6,000.00	-5,565.00	7.25%	615.00	5,000.00	-4,385.00	12.3%
362.130 - Security Alarm Fees	20.00	150.00	-130.00	13.33%	0.00	150.00	-150.00	0.0%
362.300 - Zoning Permits	3,215.22	75,000.00	-71,784.78	4.29%	1,827.85	33,400.00	-31,572.15	5.47%
362.440 - Sewer System Permits	125.00	12,000.00	-11,875.00	1.04%	450.00	12,000.00	-11,550.00	3.75%
362.450 - Use & Occupancy Permits	300.00	2,500.00	-2,200.00	12.0%	425.00	2,500.00	-2,075.00	17.0%
362.475 - Well Permits	0.00	1,000.00	-1,000.00	0.0%	200.00	0.00	200.00	100.0%
362.480 - Pool Permits	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.0%
362.485 - Sign Permits	775.00	8,000.00	-7,225.00	9.69%	1,150.00	0.00	1,150.00	100.0%
362.491 - Fireworks Permits	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.0%
362.495 - UCC Fees	124.00	500.00	-376.00	24.8%	136.00	500.00	-364.00	27.2%
362.500 - Building Code Appeals Board Fee	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
362.600 - Miscellaneous Permits	0.00	500.00	-500.00	0.0%	0.00	0.00	0.00	0.0%
363.500 - Public Works Services	0.00	4,500.00	-4,500.00	0.0%	0.00	11,000.00	-11,000.00	0.0%
Total Charges for Services	5,524.72	118,750.00	-113,225.28	4.65%	5,759.85	71,750.00	-65,996.15	8.02%
367.140 - Pavilion Rental Fees	1,750.00	15,000.00	-13,250.00	11.67%				
Other Operating Revenue								
380.100 - Miscellaneous Revenue	0.00	100.00	-100.00	0.0%	1.00	100.00	-99.00	1.0%
387.100 - Contributions and Donations	20,001.00	500.00	19,501.00	4,000.2%	0.00	1,000.00	-1,000.00	0.0%
387.200 - Fees in Liew of Improvements	0.00	4,000.00	-4,000.00	0.0%	0.00	2,500.00	-2,500.00	0.0%
389.500 - Miscellaneous Reimbursements	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
Total Other Operating Revenue	20,001.00	4,600.00	15,401.00	434.8%	1.00	4,600.00	-4,599.00	0.02%
Other Financing Sources								
391.100 - Sale of Surplus Property	0.00	5,000.00	-5,000.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
392.300 - Interfund Transfers	36,712.09	0.00	36,712.09	100.0%				
395.000 - Refunds of Prior Year Expenses	0.00	195,170.00	-195,170.00	0.0%	0.00	0.00	0.00	0.0%
Total Other Financing Sources	36,712.09	200,170.00	-163,457.91	18.34%	0.00	3,000.00	-3,000.00	0.0%
392.900 - Transfer from Fund Balance	0.00	310,499.00	-310,499.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	382,964.60	6,969,699.00	-6,486,734.40	5.58%	323,225.70	5,247,383.00	-4,924,157.30	6.16%

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	Jan 1 - Feb 29, 2016	Budget	\$ Over Budget	% of Budget
<b>General Government</b>				
400.110 · Salary & Wages - Legislative	0.00	16,250.00	-16,250.00	0.0%
400.192 · Legislative SSI Tax	0.00	1,243.00	-1,243.00	0.0%
400.260 · Minor Equipment	0.00	2,000.00	-2,000.00	0.0%
400.420 · Dues, Subscriptions & Membershi	500.00	1,516.00	-1,016.00	32.98%
400.460 · Legislaive -Meetings & Training	0.00	1,000.00	-1,000.00	0.0%
400.540 · Legislative - Donations	67.79	3,000.00	-2,932.21	2.26%
401.110 · Admin Salaries & Wages	16,921.60	110,000.00	-93,078.40	15.38%
401.192 · Admin SSI Taxes	1,294.49	8,415.00	-7,120.51	15.38%
401.196 · Admin Health Insurance	6,491.71	25,259.00	-18,767.29	25.7%
401.198 · Non-Uniformed Pension Plan	761.47	9,900.00	-9,138.53	7.69%
401.199 · Admin Life and Disability Ins	126.00	756.00	-630.00	16.67%
401.200 · Administration Allowances	498.70	3,200.00	-2,701.30	15.58%
401.220 · Admin Operating Supplies	0.00	500.00	-500.00	0.0%
401.260 · Admin Minor Equipment	0.00	1,000.00	-1,000.00	0.0%
401.420 · Admin Dues, Subscriptions & Mem	165.00	2,565.00	-2,400.00	6.43%
401.460 · Admin Meetings & Training	0.00	3,250.00	-3,250.00	0.0%
402.110 · Fin Admin Salaries & Wages	8,153.60	53,202.00	-45,048.40	15.33%
402.120 · Financial Admin OVT	611.52	2,500.00	-1,888.48	24.46%
402.192 · Fin Admin SSI Taxes	670.54	4,261.00	-3,590.46	15.74%
402.196 · Fin Admin Health Insurance	6,361.93	26,274.00	-19,912.07	24.21%
402.198 · Fin Admin Non-Uni Pension Plan	390.99	4,788.00	-4,397.01	8.17%
402.199 · Fin Admin Life & Disability Ins	134.00	804.00	-670.00	16.67%
402.220 · Fin Admin Operating Supplies	0.00	500.00	-500.00	0.0%
402.260 · Fin Admin Minor Equipment	0.00	500.00	-500.00	0.0%
402.310 · Fin Admin Professional Srvs	362.46	12,000.00	-11,637.54	3.02%
402.420 · Fin Admin Dues, Subscriptions	0.00	500.00	-500.00	0.0%
402.460 · Fin Admin Meetings & Training	0.00	500.00	-500.00	0.0%
403.110 · Tax Collection Salaries & Wages	1,538.48	10,000.00	-8,461.52	15.39%
403.192 · Tax Collection SSI Taxes	117.72	765.00	-647.28	15.39%
403.215 · Tax Collection Postage	0.00	2,000.00	-2,000.00	0.0%
403.220 · Tax Collection Operating Supply	0.00	2,000.00	-2,000.00	0.0%
403.310 · Tax Collection Professional Srv	4,931.32	23,250.00	-18,318.68	21.21%
403.460 · Tax Collection Meetings & Conf	0.00	625.00	-625.00	0.0%
404.310 · Township Solicitor	4,907.50	90,000.00	-85,092.50	5.45%
405.110 · Secretary Salaries & Wages	13,335.28	101,903.00	-88,567.72	13.09%
405.120 · Secretary OT	443.28	6,000.00	-5,556.72	7.39%
405.192 · Secretary SSI Taxes	1,048.41	8,255.00	-7,206.59	12.7%
405.196 · Secretary Insurance	9,632.91	38,414.00	-28,781.09	25.08%
405.198 · Secretary Non-Uni Pension Plan	609.20	7,821.00	-7,211.80	7.79%
405.199 · Secretary Life & Disability Ins	268.00	1,600.00	-1,332.00	16.75%
405.220 · Secretary Operating Supplies	0.00	500.00	-500.00	0.0%
405.260 · Secretary Minor Equipment	0.00	1,000.00	-1,000.00	0.0%
405.420 · Secretary Dues, Subscriptions	0.00	500.00	-500.00	0.0%
405.460 · Secretary Meetings & Training	0.00	1,000.00	-1,000.00	0.0%
406.215 · Gen Govt Postage	2,150.34	4,000.00	-1,849.66	53.76%
406.220 · Gen Govt Operation Supplies	735.60	7,000.00	-6,264.40	10.51%
406.310 · Gen Govt Professional Srvs	0.00	8,600.00	-8,600.00	0.0%
406.320 · Gen Govt Communications	1,267.18	9,000.00	-7,732.82	14.08%
406.340 · Gen Govt Advertising & Printing	300.40	8,000.00	-7,699.60	3.76%
406.374 · Gen Govt Office Equipment Maint	0.00	1,000.00	-1,000.00	0.0%
406.384 · Gen Govt Equipment Leases	972.24	6,396.00	-5,423.76	15.2%

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407.252 · Computer Parts & Supplies	0.00	500.00	-500.00	0.0%
407.260 · Technology Minor Equipment	0.00	1,000.00	-1,000.00	0.0%
407.450 · Contracted Services	4,793.50	8,500.00	-3,706.50	56.39%
408.310 · Township Engineer	3,449.36	70,000.00	-66,550.64	4.93%
409.220 · Building Operating Supplies	0.00	1,000.00	-1,000.00	0.0%
409.360 · Building Utilities	5,351.95	47,000.00	-41,648.05	11.39%
409.373 · Building Maint & Repairs	1,929.65	17,000.00	-15,070.35	11.35%
409.450 · Building Contracted Services	964.94	7,000.00	-6,035.06	13.79%
<b>Total General Government</b>	<b>102,259.06</b>	<b>787,312.00</b>	<b>-685,052.94</b>	<b>12.99%</b>
<b>Public Safety</b>				
410.120 · Police Salaries & Wages-Admin	13,251.20	86,464.00	-73,212.80	15.33%
410.130 · Police Salaries & Wages-Officer	159,082.77	1,114,911.00	-955,828.23	14.27%
410.140 · Police Salaries & Wages-Civilian	7,649.77	47,594.00	-39,944.23	16.07%
410.179 · Police Longevity Pay	0.00	42,824.00	-42,824.00	0.0%
410.180 · Police Overtime Wages	20,110.33	125,000.00	-104,889.67	16.09%
410.187 · Police Overtime Civ Support	15.80	500.00	-484.20	3.16%
410.191 · Uniform Allowance	0.00	14,400.00	-14,400.00	0.0%
410.192 · Police SSI Taxes	15,718.70	108,423.00	-92,704.30	14.5%
410.196 · Police Health Insurance	108,389.94	435,076.00	-326,686.06	24.91%
410.197 · Police Pension Plan	0.00	145,320.00	-145,320.00	0.0%
410.198 · Police Life & Disability Ins	2,412.00	16,470.00	-14,058.00	14.65%
410.199 · Police Non-Uniform Pension	300.09	3,959.00	-3,658.91	7.58%
410.200 · Police 457 Contribution	0.00	5,000.00	-5,000.00	0.0%
410.220 · Police Operating Supplies	-756.20	5,000.00	-5,756.20	-15.12%
410.221 · Crime Scene Supplies	226.97	1,000.00	-773.03	22.7%
410.222 · Ammunition	0.00	5,000.00	-5,000.00	0.0%
410.223 · K-9 Expenses	96.63	1,500.00	-1,403.37	6.44%
410.231 · Vehicle Fuel	4,702.89	45,000.00	-40,297.11	10.45%
410.234 · Vehicle Operating Supplies	0.00	0.00	0.00	0.0%
410.260 · Police Minor Equipment	2,204.72	5,000.00	-2,795.28	44.09%
410.310 · Police Professional Services	0.00	2,500.00	-2,500.00	0.0%
410.314 · Civil Service Comm Solicitor	876.41	10,000.00	-9,123.59	8.76%
410.320 · Police Communications	2,204.26	15,000.00	-12,795.74	14.7%
410.341 · Police Advertising & Printing	112.00	400.00	-288.00	28.0%
410.373 · Police Maint & Repair Bldg	1,268.63	5,000.00	-3,731.37	25.37%
410.374 · Police Equipment Maint	589.45	3,500.00	-2,910.55	16.84%
410.420 · Police Dues, Subscriptions	220.00	1,500.00	-1,280.00	14.67%
410.450 · Police Contracted Services	20,925.29	99,163.00	-78,237.71	21.1%
410.451 · Police Vehicle Maintenance	3,628.24	25,000.00	-21,371.76	14.51%
410.460 · Police Meetings & Training	595.00	8,500.00	-7,905.00	7.0%
411.232 · Fire Department Fuel	0.00	6,150.00	-6,150.00	0.0%
411.540 · Foreign Fire Payments	0.00	104,000.00	-104,000.00	0.0%
411.541 · Disbursement to Fire Company	0.00	215,000.00	-215,000.00	0.0%
413.220 · Code Enforcement Supplies	0.00	500.00	-500.00	0.0%
413.260 · Code Enforcement Minor Equip	0.00	500.00	-500.00	0.0%
413.310 · Prof Services - BIU Building	14,403.75	280,000.00	-265,596.25	5.14%
413.311 · Prof Services - SEO	87.50	15,000.00	-14,912.50	0.58%
413.319 · Code Enforcement UCC Fees	4.00	1,000.00	-996.00	0.4%
413.420 · Code Enforcement Dues & Subs	0.00	250.00	-250.00	0.0%
413.460 · Code Enforcement Meetings	0.00	500.00	-500.00	0.0%
414.110 · Planning & Zoning Salaries	8,313.50	55,288.00	-46,974.50	15.04%
414.120 · Planning & Zoning OT	68.25	2,500.00	-2,431.75	2.73%
414.192 · Planning & Zoning SSI Taxes	641.21	4,230.00	-3,588.79	15.16%

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414.196 · Planning & Zoning Health Ins	6,148.49	23,975.00	-17,826.51	25.65%
414.198 · Planning & Zoning N-U Pension	0.00	4,479.00	-4,479.00	0.0%
414.199 · Zoning Life & Disability	126.00	850.00	-724.00	14.82%
414.220 · Planning & Zoning Supplies	0.00	500.00	-500.00	0.0%
414.310 · Planning & Zoning Prof Svcs	752.40	1,000.00	-247.60	75.24%
414.313 · Planning & Zoning Engineering	1,486.47	10,000.00	-8,513.53	14.87%
414.314 · Planning & Zoning Legal	2,164.10	20,000.00	-17,835.90	10.82%
414.324 · Zoning Cell Phone	47.08	600.00	-552.92	7.85%
414.331 · Zoning Officer Mileage	0.00	1,000.00	-1,000.00	0.0%
414.341 · Planning & Zoning Advertising	541.00	1,500.00	-959.00	36.07%
414.460 · Planning & Zoning Meetings	0.00	500.00	-500.00	0.0%
415.220 · Emer Mgmt Operating Supplies	0.00	500.00	-500.00	0.0%
415.460 · Emer Mgmt Meetings & Training	0.00	200.00	-200.00	0.0%
<b>Total Public Safety</b>	<b>398,608.64</b>	<b>3,129,026.00</b>	<b>-2,730,417.36</b>	<b>12.74%</b>
<b>Public Works - Other</b>				
427.220 · Solid Waste Coll Supplies	45.00	1,500.00	-1,455.00	3.0%
427.221 · Equip Rental - Grinder	0.00	4,700.00	-4,700.00	0.0%
427.450 · Contracted Svcs - Clean-Up Days	0.00	16,000.00	-16,000.00	0.0%
<b>Total Public Works - Other</b>	<b>45.00</b>	<b>22,200.00</b>	<b>-22,155.00</b>	<b>0.2%</b>
<b>PW-Hwys, Roads &amp; Streets</b>				
430.110 · Public Works Salaries	63,692.10	398,645.00	-334,952.90	15.98%
430.120 · Public Works OT Wages	9,736.67	25,000.00	-15,263.33	38.95%
430.192 · Public Works SSI Taxes	5,584.81	32,409.00	-26,824.19	17.23%
430.196 · Public Works Insurance	56,474.88	223,374.00	-166,899.12	25.28%
430.198 · Public Works N-U Pension	3,086.39	34,258.00	-31,171.61	9.01%
430.199 · Public Works Life & Disab Ins	1,332.00	5,570.00	-4,238.00	23.91%
430.200 · Public Works Director Allowance	98.70	600.00	-501.30	16.45%
430.220 · Public Works Oper Supplies	1,756.86	13,000.00	-11,243.14	13.51%
430.232 · Public Works Diesel	3,005.50	55,000.00	-51,994.50	5.47%
430.234 · Public Works Vehicle Supplies	0.00	6,000.00	-6,000.00	0.0%
430.238 · Public Works Uniforms	783.78	7,800.00	-7,016.22	10.05%
430.260 · Public Works Minor Equip Purch	0.00	2,000.00	-2,000.00	0.0%
430.331 · Mileage Reimbursement	25.38	1,000.00	-974.62	2.54%
430.341 · Public Works Advertising	0.00	1,500.00	-1,500.00	0.0%
430.373 · Public Works Maint & Rep Bldg	0.00	9,000.00	-9,000.00	0.0%
430.375 · Public Works Heavy Equip Maint	2,291.29	77,000.00	-74,708.71	2.98%
430.384 · Public Works Equip Rental	0.00	500.00	-500.00	0.0%
430.420 · Public Works Dues, Subscription	0.00	500.00	-500.00	0.0%
430.450 · Public Works Contracted Svcs	0.00	1,000.00	-1,000.00	0.0%
430.460 · Public Works Meetings & Trainin	0.00	750.00	-750.00	0.0%
430.650 · Public Works Hand Tool Purch	0.00	500.00	-500.00	0.0%
432.220 · Snow & Ice Rem Oper Supplies	35,381.23	125,000.00	-89,618.77	28.31%
432.375 · Snow & Ice Rem Equipment Maint	3,399.52	8,000.00	-4,600.48	42.49%
432.450 · Snow & Ice Rem Subcontractors	0.00	7,500.00	-7,500.00	0.0%
433.220 · Traffic Signals & Signs Supply	0.00	3,000.00	-3,000.00	0.0%
433.360 · Traffic Signals & Signs Utiliti	386.40	4,000.00	-3,613.60	9.66%
433.450 · Traffic Signals Contracted Svcs	5,472.00	8,000.00	-2,528.00	68.4%
438.220 · Road Maint Supplies	313.10	75,000.00	-74,686.90	0.42%
438.611 · Line Painting	0.00	40,000.00	-40,000.00	0.0%
438.612 · Crack Sealing	0.00	30,000.00	-30,000.00	0.0%
438.613 · Vegetation Control	200.00	20,000.00	-19,800.00	1.0%
<b>Total PW-Hwys, Roads &amp; Streets</b>	<b>193,020.61</b>	<b>1,215,906.00</b>	<b>-1,022,885.39</b>	<b>15.88%</b>

**General Fund  
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<b>Culture and Recreation</b>				
454.110 · Park Salary & Wage	0.00	65,729.00	-65,729.00	0.0%
454.120 · Park OT	0.00	1,500.00	-1,500.00	0.0%
454.192 · Park SSI	0.00	5,142.00	-5,142.00	0.0%
454.198 · Park N-U Pension Plan	0.00	2,343.00	-2,343.00	0.0%
454.220 · Park Operating Supplies	17.98	3,000.00	-2,982.02	0.6%
454.231 · Park Vehicle Fuel	0.00	1,500.00	-1,500.00	0.0%
454.260 · Park Minor Equipment	0.00	1,500.00	-1,500.00	0.0%
454.310 · Park Professional Services	0.00	2,000.00	-2,000.00	0.0%
454.320 · Park Communications	84.97	800.00	-715.03	10.62%
454.340 · Park Advertising & Printing	0.00	500.00	-500.00	0.0%
454.360 · Park Utilities	231.91	2,700.00	-2,468.09	8.59%
454.373 · Park Repairs & Maintenance	935.46	10,000.00	-9,064.54	9.36%
454.374 · Park Equipment Maintenance	0.00	1,500.00	-1,500.00	0.0%
454.450 · Park Contracted Services	3,650.00	20,000.00	-16,350.00	18.25%
454.460 · Park Meetings & Training	0.00	500.00	-500.00	0.0%
457.540 · Community Day Celebration	0.00	3,000.00	-3,000.00	0.0%
463.540 · TIF	0.00	178,577.00	-178,577.00	0.0%
<b>Total Culture and Recreation</b>	<b>4,920.32</b>	<b>300,291.00</b>	<b>-295,370.68</b>	<b>1.64%</b>
<b>Debt Service</b>				
471.200 · Series 2006 GON (school)	16,155.09	24,123.00	-7,967.91	66.97%
471.350 · 2011 Case Loader	1,966.48	11,960.00	-9,993.52	16.44%
471.351 · Rogers Trailer	1,872.57	3,641.00	-1,768.43	51.43%
472.200 · Series 2006 GON Interest	173.39	151.00	22.39	114.83%
472.350 · 2011 Case Loader Interest	62.12	211.00	-148.88	29.44%
472.351 · Rogers Trailer Interest	0.00	105.00	-105.00	0.0%
<b>Total Debt Service</b>	<b>20,229.65</b>	<b>40,191.00</b>	<b>-19,961.35</b>	<b>50.33%</b>
<b>Benefits and Withholding</b>				
483.194 · Employer Pd Unemployment Comp	20,417.89	25,000.00	-4,582.11	81.67%
483.195 · Employer Pd Worker's Comp	44,100.57	121,000.00	-76,899.43	36.45%
483.200 · Federal Healthcare Tax	0.00	130.00	-130.00	0.0%
483.201 · Transitional Reinsurance Fee	0.00	2,874.00	-2,874.00	0.0%
<b>Total Benefits and Withholding</b>	<b>64,518.46</b>	<b>149,004.00</b>	<b>-84,485.54</b>	<b>43.3%</b>
<b>Insurance</b>				
486.350 · Property & Liability Insurance	89,677.00	91,250.00	-1,573.00	98.28%
486.355 · Professional Bonds	2,043.74	6,425.00	-4,381.26	31.81%
<b>Total Insurance</b>	<b>91,720.74</b>	<b>97,675.00</b>	<b>-5,954.26</b>	<b>93.9%</b>
<b>Misc Expenses</b>				
489.100 · Miscellaneous Expenses	15.00	0.00	15.00	100.0%
<b>Total Misc Expenses</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	<b>100.0%</b>
<b>Interfund Transfers Out</b>				
492.300 · Interfund Transfer to Cap Resv	0.00	1,128,094.00	-1,128,094.00	0.0%
<b>Total Interfund Transfers Out</b>	<b>0.00</b>	<b>1,128,094.00</b>	<b>-1,128,094.00</b>	<b>0.0%</b>
<b>Other Expenses</b>				
491.000 · Refund of Prior Year Revenues	144.94	0.00	144.94	100.0%
<b>Total Other Expenses</b>	<b>144.94</b>	<b>0.00</b>	<b>144.94</b>	<b>100.0%</b>
<b>Total Expenses</b>	<b>217,090.17</b>	<b>2,414,833.00</b>	<b>-2,197,742.83</b>	<b>8.99%</b>

Sewer Operating Fund  
Treasurer's Report  
February 2016

	2016				2015			
	Jan 1 - Feb 29, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - Feb 28, 2015	Budget	\$ Over Budget	% of Budget
	Income							
341.010 · Interest on Investments	3,404.08	15,000.00	-11,595.92	22.69%	2,608.43	0.00	2,608.43	100.0%
354.030 · Reimburse from State 611 Proj	0.00	122,261.00	-122,261.00	0.0%	0.00	0.00	0.00	0.0%
364.110 · Connection/Tapping Fees	15,000.00	930,000.00	-915,000.00	1.61%	15,000.00	4,463,750.00	-4,448,750.00	0.34%
364.120 · Sewer Use Fees	233,236.46	3,375,840.00	-3,142,603.54	6.91%	211,610.17	3,946,667.00	-3,735,056.83	5.36%
392.900 · Use of Fund Balance	0.00	5,614,071.00	-5,614,071.00	0.0%	0.00	0.00	0.00	0.0%
392.900 · Refund of Prior Year Expenditures	65.00	0.00	65.00	100.0%	0.00	0.00	0.00	0.0%
Total Income	251,705.54	10,057,172.00	-9,805,466.46	2.5%	229,218.60	8,410,417.00	-8,181,198.40	2.73%

Sewer Operating Fund  
Treasurer's Report  
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	Jan 1 - Feb 29, 2016	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
429.100 · Utilities	5,939.91	79,600.00	-73,660.09	7.46%
429.110 · Public Works Dir Salary	0.00	39,000.00	-39,000.00	0.0%
429.192 · Social Security	0.00	2,984.00	-2,984.00	0.0%
429.197 · Non Uniform Pension Plan	0.00	3,510.00	-3,510.00	0.0%
429.200 · BCRA Sewage Treatment	170,370.00	1,022,220.00	-851,850.00	16.67%
429.205 · Bank charges	0.00	0.00	0.00	0.0%
429.231 · Collection System Costs	298.37	0.00	298.37	100.0%
429.244 · Operating Supplies	5,180.96	50,000.00	-44,819.04	10.36%
429.300 · Professional Services	25,992.10	193,000.00	-167,007.90	13.47%
429.374 · Equipment Repair & Maintenance	4,881.40	60,000.00	-55,118.60	8.14%
429.375 · Reimbursements - P Traps	1,000.00	0.00	1,000.00	100.0%
429.610 · Improvements - 611 Project	0.00	163,015.00	-163,015.00	0.0%
471.000 · Debt Principal - Long and Short	63,575.84	4,941,983.00	-4,878,407.16	1.29%
472.000 · Debt Interest - Long and Short	12,754.76	721,859.00	-709,104.24	1.77%
492.100 · Transfer to Sewer Construction	2,780,001.00	2,780,001.00	0.00	100.0%
<b>Total Expense</b>	<b>3,069,994.34</b>	<b>10,057,172.00</b>	<b>-6,987,177.66</b>	<b>30.53%</b>

Sewer Construction Fund  
Treasurer's Report  
February 2016

	2016				2015			
	Jan 1 - Feb 29, 2016	Budget	\$ Over Budget	% of Budget	Jan 1 - Feb 28, 2015	Budget	\$ Over Budget	% of Budget
Income								
341.010 · Interest on Investments	914.23	2,000.00	-1,085.77	45.71%	667.63	2,000.00	-1,332.37	33.38%
354.161 · Pennvest Grant	40,431.52	1,343,947.00	-1,303,515.48	3.01%	0.00	1,549,340.00	-1,549,340.00	0.0%
354.163 · H2O Grant	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
392.000 · Transfer from Operations	2,780,001.00	2,780,001.00	0.00	100.0%	0.00	0.00	0.00	0.0%
392.900 · Use of Fund Balance	0.00	0.00	0.00	0.0%	0.00	262,479.00	-262,479.00	0.0%
393.100 · ERZB GSRB - ESSA	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
393.130 · Pennvest Loans	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
393.140 · LT Debt - First Keystone	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
393.143 · Proceeds of Refinance 7.5M	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
393.142 · LOC - Wayne	0.00	0.00	0.00	0.0%	0.00	4,500,000.00	-4,500,000.00	0.0%
393.145 · Proceeds of ESSA 4.5	0.00	0.00	0.00	0.0%	0.00	1,091,181.00	-1,091,181.00	0.0%
394.100 · Short Term Loans	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
395.000 · Refund of Prior Year Expenses	0.00	0.00	0.00	0.0%	267.50	0.00	0.00	100.0%
<b>Total Income</b>	<b>2,821,346.75</b>	<b>4,125,948.00</b>	<b>-1,304,601.25</b>	<b>68.38%</b>	<b>935.13</b>	<b>7,405,000.00</b>	<b>-7,404,064.87</b>	<b>0.01%</b>

Sewer Construction Fund  
Treasurer's Report  
February 2016

	Jan 1 - Feb 29, 2016	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
404.310 · Professional Services	0.00	5,000.00	-5,000.00	0.0%
408.315 · Engineering - Collection System	9,600.76	158,448.00	-148,847.24	6.06%
429.341 · Advertising	0.00	0.00	0.00	0.0%
429.602 · Collection System Construction	1,147,500.00	3,962,500.00	-2,815,000.00	28.96%
429.620 · Engineering Fees Phs II	0.00	0.00	0.00	0.0%
429.643 · Contractor Fee Phs III	0.00	0.00	0.00	0.0%
471.000 · Debt Principal	0.00	0.00	0.00	0.0%
475.000 · Fiscal Agent Fees	0.00	0.00	0.00	0.0%
489.000 · Bank Fees	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,157,100.76</b>	<b>4,125,948.00</b>	<b>-2,968,847.24</b>	<b>28.04%</b>

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

ORDINANCE NO. \_\_\_\_

AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA, TO: I) EXTEND, ESTABLISH, AND REAFFIRM THE BRODHEAD CREEK REGIONAL AUTHORITY (THE “AUTHORITY”) WATER SERVICE AREA FOR THE PROVISION OF PUBLIC WATER TO DESIGNATED PORTIONS OF POCONO TOWNSHIP; II) AFFIRM THAT THE PROVISIONS OF ORDINANCE NO. 118, DATED NOVEMBER 21, 2005 (MANDATORY CONNECTIONS) SHALL APPLY TO ALL DESIGNATED AREAS IN WHICH THE AUTHORITY HAS CONSTRUCTED WATER DISTRIBUTION MAINS; III) AUTHORIZE THE DOING OF ALL THINGS NECESSARY AND APPROPRIATE TO EFFECTUATE AND ESTABLISH SAID ORDINANCE; IV) PROVIDE FOR THE SEVERABILITY OF THE PROVISIONS OF SAID ORDINANCE; V) REPEAL OR RESCIND ALL ORDINANCES OR RESOLUTIONS, OR PARTS THEREOF, WHICH ARE INCONSISTENT HERewith; AND VI) ESTABLISH THE EFFECTIVE DATE OF THE ORDINANCE.

**WHEREAS**, the Borough of Stroudsburg, Monroe County (“**Stroudsburg**”) incorporated the Stroudsburg Municipal Authority (the “**Authority**”) in 1953 under the Municipality Authorities Act (the Act of the General Assembly of the Commonwealth of Pennsylvania, approved May 2, 1945, P.L. 382, as continued by an Act of the General Assembly of the Commonwealth of Pennsylvania approved June 19, 2001, P.L. 22 (53 Pa. Cons. Stat. §§5601, *et seq.*)) (the “**Act**”) in order to construct, own, and operate a municipal water system to serve Stroudsburg; and

**WHEREAS**, the Articles of Incorporation of the Authority were filed with the Secretary of the Commonwealth of Pennsylvania on November 30, 1953, and were amended in 1968, 1984, 2005, and 2010, to extend the term of the existence of the Authority; and

**WHEREAS**, the governing boards of Stroudsburg, Stroud, Smithfield, and the governing boards of the Township of Pocono and the Township of Hamilton, all of Monroe County, entered into an Intermunicipal Cooperation Agreement, dated as of July 1, 2005 (the “**Cooperation Agreement**”) in order to convert the Authority into a joint authority by adding Stroud, Smithfield, Pocono, and Hamilton as members and co-owners, along with Stroudsburg

(collectively the “**Member Municipalities**”), of the joint authority in accordance with the Act. Pocono approved the Cooperation Agreement in Ordinance No. 116, dated July 1, 2005; and

**WHEREAS**, Section 4.2 of the 2005 Cooperation Agreement established portions of each municipality as the Brodhead Creek Water System Service Area (the “**Water Service Area**”) as was shown on Exhibit E thereof. Additionally, Exhibit E-2 specifically delineated the Pocono water service area; and

**WHEREAS**, Section 4.2 of the 2005 Cooperation Agreement authorized the expansion of the Water Service Area within any Member Municipality upon approval of the Member Municipality in which the expansion was to occur; and

**WHEREAS**, the Member Municipalities and the Authority entered into an Amended and Restated Intermunicipal Cooperation Agreement (the “**Amended and Restated ICA**”), dated May 1, 2010; and

**WHEREAS**, Pocono authorized the execution of the Amended and Restated ICA by Ordinance No. 144, dated May 3, 2010; and

**WHEREAS**, Section 6.3.1 of the Amended and Restated ICA restated the original provisions of the Cooperation Agreement regarding the Water Service Area established by the Member Municipalities collectively in Exhibit E and specifically as Exhibit E-2, the map delineating the Authority Water Service Area located in Pocono; and

**WHEREAS**, Section 6.3.1 of the Amended and Restated ICA restated that the Authority Water Service Area collectively designated in Exhibit E could be expanded by approval of the Member Municipality in which the expansion is to occur; and

**WHEREAS**, Section 6.4.1 of the Amended and Restated ICA mandates that any area designated by a Member Municipality as a water service area must be exclusive to the Authority; and

**WHEREAS**, the Member Municipalities and the Authority executed a First Supplement to the Amended and Restated Intermunicipal Cooperation Agreement (the “**First Supplement**”), dated as of November 1, 2010; and

**WHEREAS**, the First Supplement to the Amended and Restated ICA did not alter Section 6.3.1, Section 6.41, Exhibit E, or Exhibit E-2 of the Amended and Restated ICA; and

**WHEREAS**, on January 1, 2014, Pocono altered its form of governance from a Second Class Township to that of a First Class Township under the First Class Township Code, Act of June 24, 1931, P.L. 1206, No. 331, Art. I, §101, as amended by Act of May 27, 1949, P.L. 1955, §1, 53 P.S. §§55101, *et seq.*; and

**WHEREAS**, the Authority has requested that Pocono authorize an expansion of the Authority Water Service Area to include all areas highlighted on page 1 of a map entitled, “Proposed BCRA Pocono Township Water Service Area Amendment,” Dated October 15, 2014, prepared by RKR Hess, a division of UTRS; and

**WHEREAS**, the area in which the Authority desires to expand public water service is designated as an area of future public water service for the Authority in all Authority water allocation Permits and Dockets, as well as in the Cooperation Agreement and the Amended and Restated ICA; and

**WHEREAS**, Pocono passed Ordinance No. 118, dated November 21, 2005, requiring mandatory connection to the Authority water distribution main by abutting, existing buildings or new construction which mandatory connection Ordinance is authorized pursuant to §2708 of the “First Class Township Code, as amended, Act of December 10, 1970, P.L. 907, No. 283; and

**WHEREAS**, Section 6.7.1 of the Amended and Restated ICA requires a Member Municipality to pass a uniform mandatory connection ordinance which, in part, shall require any building with two hundred (200’) feet of the Authority water lines, including residential properties, to connect to the Authority water system; and

**WHEREAS**, Pocono is desirous of granting the Authority’s request to expand its Water Service Area and to affirm that Ordinance No. 118, dated November 21, 2005, (mandatory connections) shall apply to the new Water Service Area of expansion; and

**WHEREAS**, Pocono deems it to be in its best interests, and for the general welfare and safety of the citizens and residents of Pocono to cooperate with the Authority to implement a solution to the water needs of Pocono; and

**WHEREAS**, the Intergovernmental Cooperation Act of December 19, 1976, P.L. 1158, No. 177, as amended, codified at 53 Pa. Cons. Stat. §§2301, *et seq.*, provides that two (2) or more local governmental entities in the Commonwealth of Pennsylvania may jointly cooperate in the exercise or performance of their respective governmental functions, powers or responsibilities; and

**WHEREAS**, Section 1502(52) of the First Class Township Code, 53 P.S. §56552, entitled “General Powers,” authorizes Pocono to make and adopt ordinances necessary for the proper management, care, and control of Pocono, and the maintenance of peace, good government, and welfare of Pocono and its citizens; and

**WHEREAS**, Section 1502(53) of said First Class Township Code, 53 P.S. §56553, entitled, “Joint Municipal Agreements,” authorizes Pocono by Ordinance to make agreements

with other municipal corporations in performing governmental powers, duties, and functions, and in carrying into effect the provisions of said Intergovernmental Cooperation Law; and

**WHEREAS**, Section 1502(14) of the First Class Township Code, found at 53 P.S. §56514, entitled, “Water Supplies,” and in Sections 2701 to 2712 of the First Class Township Code, entitled “Water Supply and Water Works, found at 53 P.S. §§55701-55712, authorizes Pocono to establish and construct water works systems either in its own capacity or in cooperation with other municipal entities; and

**WHEREAS**, Section 2701 of the First Class Township Code, found at 53 P.S. §55701, entitled, “Contracts with Water Companies and Municipality,” authorizes Pocono to make contracts with other municipal corporations, corporations or persons to provide public water service through water delivery lines located in Pocono; and

**WHEREAS**, Section 2708 of the First Class Township Code, found at 53 P.S. §55708, entitled, “Connections to Water Systems of Municipality Authorities,” authorizes Pocono to enact an ordinance which requires all property owners to connect to and use the water distribution system of the township, a municipal authority or a joint water board; and

**WHEREAS**, Pocono has the legal authority (as provided by the First Class Township Code) to enact ordinances for Pocono.

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

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

Section 2. The Board of Commissioners of the Township of Pocono hereby grants the Authority, the right to provide exclusive Public Water Service Area in the area of Pocono as follows:

(a) The Brodhead Creek Regional Authority’s exclusive Water Service Area in Pocono Township shall consist of those highlighted portions of Pocono Township identified on a map “Proposed BCRA Pocono Township Water Service Area Amendment,” Dated October 15, 2014, prepared by RKR Hess, a division of UTRS, a copy of which is **attached**. The pink highlight denotes the area of the existing Water Service Area in Pocono Township, while the purple highlight denotes the area for the expanded Water Service Area.

Section 3. The provision of Ordinance No. 118, dated November 21, 2005 (mandatory connections) shall apply to all properties located in both the existing and expanded area of water service as approved herein.

Section 4. The proper officers of Pocono are hereby authorized and directed to join with the proper officers of the Authority to do, execute, and perform any and all acts and things necessary or appropriate to effectuate said expansion of the exclusive Authority Water Service Area as set forth herein.

Section 5. If any sentence, clause, section or part of this Ordinance is, for any reason, found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board that such remainder shall be and shall remain in full force and effect.

Section 6. All ordinances and resolutions, and parts hereof, inconsistent herewith are hereby repealed or rescinded, but only insofar as the same are in direct conflict or directly inconsistent with this Ordinance.

Section 7. This Ordinance shall take effect five (5) days after enactment.

**ORDAINED AND ENACTED** into an Ordinance at a meeting of the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania, this \_\_\_\_ day of \_\_\_\_\_, 2016.

TOWNSHIP OF POCONO

ATTEST:

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
(Vice) President

(TOWNSHIP SEAL)

**CERTIFICATION**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of Ordinance No. \_\_\_\_\_ in respect to the expansion of the Water Service Area in Pocono Township for the Brodhead Creek Regional Authority and affirming that Ordinance No. 118, dated November 21, 2005 (mandatory connections) applies to all properties located in areas designated as Brodhead Creek Regional Authority water service areas, duly enacted by the majority vote of all the members of the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania, at a meeting of said Board duly held \_\_\_\_\_, 2016, at which time the following members of the Board were present:

and the voting on said Ordinance was as follows:

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

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal of the Township of Pocono has been affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Secretary

(TOWNSHIP SEAL)

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

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

**A RESOLUTION APPROVING REVISED RULES AND REGULATIONS AS  
RECOMMENDED BY THE CIVIL SERVICE COMMISSION**

**WHEREAS**, the Board of Commissioners desires to approve revised Rules and Regulations as recommended by the Civil Service Commission; and

**WHEREAS**, the desired changes include criteria for disqualification of an applicant; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that in accordance with Section 630 of the First Class Township Code, the revised Rules and Regulations as recommended by the Civil Service Commission are approved.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21<sup>st</sup> day of March, 2016.

ATTEST:

Township of Pocono  
Board of Commissioners

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

By: \_\_\_\_\_  
Print Name: Tom Felver  
Title: President

**RULES AND REGULATIONS  
FOR THE  
CIVIL SERVICE COMMISSION OF  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA**

Revision Log

Date	Revision
8/18/14	Original Adoption
1/5/15	Clerical error corrections and lowering of minimum test scores to 70

**RULES AND REGULATIONS**  
**FOR THE**  
**CIVIL SERVICE COMMISSION OF**  
**POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA**

**SECTION 1. INTERPRETATION OF RULES AND REGULATIONS.**

**1.01 First Class Township Code Amendments.** The provisions of these Rules and Regulations that only repeat or reference the civil service provisions of the First Class Township Code, i.e., Sections 625 through 650, both inclusive, of Article VI(d) of the First Class Township Code, 53 P.S. §§ 55625 through 55650, both inclusive, shall be deemed to be automatically superseded and replaced by any applicable amendments to said civil service provisions of the First Class Township Code.

**1.02 Collective Bargaining Agreements.** Whenever a provision of these Rules and Regulations is in conflict with a provision of an applicable collective bargaining agreement, the two shall be construed, if possible, so that effect may be given to both. If the conflict between the two is irreconcilable, the collective bargaining agreement provision shall prevail if lawful, and the provisions of these Rules and Regulations shall be deemed to be automatically superseded and replaced by the provision of the collective bargaining agreement.

**SECTION 2. DEFINITION OF TERMS.**

**2.01 Definitions.** Unless otherwise expressly stated, the following words and phrases, wherever used in these Rules and Regulations, shall be construed to have the meaning indicated herein:

A. **Applicant.** Any individual who timely applies in writing to the Commission in response to a public notice of vacancy and/or examination for a position as a police officer in the Police Department.

B. **Alternate Commissioner.** An individual appointed by the Board of Commissioners to serve as an Alternate Civil Service Commissioner. Alternate Commissioners shall have those duties and powers granted to Alternate Commissioners as provided by Section 627 and Section 628 of the First Class Township Code, 53 P.S. §§ 55627 and 55628.

C. **Board of Commissioners.** The Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania.

D. **Certification.** The submission by the Commission to the Board of Commissioners pursuant to its request for the names of the three (3) (or such lesser number if there are less than three names on the eligible list, or such larger number as may be necessary to fill more than one position) highest ranking persons on the eligible list developed by the Commission for appointment to a position as a police officer.

E. **Chairperson.** The Chairperson of the Commission.

F. **Commission.** The Civil Service Commission of the Township of Pocono, Monroe County, Pennsylvania.

G. **Commissioner.** An individual appointed by the Board of Commissioners to serve as a member of the Commission.

H. **Disciplining Authority.** The Chief of Police, or the Board of Commissioners, as applicable, which imposes a disciplinary penalty upon a police officer pursuant to the Police Department Rules and Regulations.

I. **Eligible.** A person whose name is recorded on a current eligible list or furlough list.

J. **Eligible List.** The list of names of persons who have passed all examinations for a position as a police officer and who are listed in the order of their total score on the examinations.

K. **Examinations.** The series of tests given to applicants to determine their qualifications for a position as a police officer.

L. **Furlough List.** The list of names of police officers, including their last position, temporarily laid off from positions in the Police Department because of a reduction in the number of officers.

M. **Notice.** "Notice" shall wherever feasible be accomplished by the transmittal of electronic mailing i.e. "e-mail". It is the intention of Pocono Township, Monroe County, to utilize electronic mailing whenever possible or feasible, since members of the Police Department are

expected to be conversant with utilization of this method of communication. Certain limited exceptions to the above form of notice will be found in the present rules:

- i. Where "public notice" is required, such notice will be pursued in compliance with the Commonwealth of Pennsylvania public statutory mandates. This may require advertising, or posting of notice.
- ii. Transmittal of documentation between the Board of Commissioners and the Commission and other municipal departments such as the Police Department may be accomplished at the convenience of these Township authorities, who may find it more appropriate to hand deliver notices that are required. Nothing herein shall preclude these departments from utilizing electronic mail.
- iii. It is the responsibility of an applicant who becomes the recipient of electronic mailing of notices by the Township to assure that the email address used by the applicant assures the applicant's privacy. Sensitive data will be transmitted to the applicant by electronic mailing, and the Township maintains no responsibility for the interception of such electronic mailing by third parties.
- iv. It is the responsibility of the applicant to maintain a current electronic mailing address, and to advise the Township of any change in such an address. If the Township or the Commission experiences an inability to transmit an electronic mailing to an applicant, the Township and the Commission maintain no obligation to attempt to ascertain the new and current electronic mailing address of a recipient applicant.
- v. Any email transmission initiated from the Township to the applicant must be acknowledged by the applicant by return email within forty-eight (48) hours of the transmission from the Township. This responsibility is on-going during the entire process reflected within these Rules and Regulations.
- vi. It shall be the applicant's responsibility to provide a valid and current electronic mail address at time of the submission of the initial written application form.
- vii. The applicant maintains an on-going responsibility to update the current email address.
- viii. All communications required after initial receipt of the application shall be pursued through utilization of the email address tendered by the applicant.

N. **Patrol Officer.** A person holding an entry level sworn position as a law enforcement officer in the Police Department.

1. **Police Department.** The Pocono Township Police Department.

P. **Police Officer.** A person holding any sworn position or rank as a law enforcement officer in the Police Department.

Q. **Probationer.** A police officer who has been appointed from an eligible list, but who has not yet completed the probationary period for such officer's position.

R. **Promotion.** The change by a police officer to a superior position where the police officer has fulfilled all of the requirements of these Rules and Regulations for the superior position.

S. **Reduction in Rank.** The change by a police officer to a subordinate position where the police officer has fulfilled all of the requirements of these Rules and Regulations for both the superior and subordinate position. A decrease in salary without a change to a subordinate position or rank shall not constitute a reduction in rank.

T. **Removal.** The permanent separation of a police officer from the Police Department; provided, however, that "removal" shall not include the non-retention by the Board of Commissioners of a probationer upon the completion of such probationer's probationary period.

U. **Secretary.** The Secretary of the Commission.

V. **Suspension.** The temporary separation without pay of a police officer from the Police Department.

W. **Township.** Pocono Township, Monroe County.

### SECTION 3. **THE COMMISSION.**

#### 3.01 **Civil Service Commission.**

A. **Appointments.** The Commission shall consist of three (3) Commissioners who shall be qualified electors of the Township and shall be appointed by the Board of Commissioners initially to serve for the terms of two, four, and six years, and as terms thereafter expire shall be appointed for a term of six (6) years. The Board of Commissioners may, from time to time, appoint no more than three qualified electors of the Township to serve as Alternate Members of the Commission. The term of office of the Alternate Members shall be six (6) years. The service of any Alternate Member shall be in accordance with the provisions of Section 626 and Section 628 of the civil service commission provisions of the First Class Township Code, 53 P.S. §§ 55626, 55628.

B. **Service of Alternate Members.** An Alternate Member may participate in all proceedings and discussions of the Commission, but shall not be entitled to vote as a member of the Commission unless designated as a voting Alternate Member pursuant to Section 628 of the First Class Township Code, 53 P.S. § 55628.

C. **Vacancies.** Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Board of Commissioners for the unexpired term within the period of thirty (30) days after such vacancy occurs.

D. **Oath of Office; Compensation.** Each member of the Commission, before entering upon the discharge of the duties of office, shall take an oath or affirmation to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform the official duties of the office of Commissioner with fidelity. All Civil Service Commissioners shall serve without compensation.

### **3.02 Offices Incompatible with Civil Service Commissioner.**

No Commissioner shall at the same time hold an elective or appointed office under the United States government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth. Although Section 627 of the First Class Township Code, 53 P.S. § 55627, provides that "one member of the commission may be a member of the board of township commissioners", Pocono Township will not permit any member of the Board of Commissioners to be appointed to the Civil Service Commission. Alternate Members shall hold no other office in the Township.

### **3.03 Reorganization of Commission; Quorum; Alternate Members.**

A. The Commission shall meet and reorganize on the first Monday of January of each even-numbered year, or as soon thereafter as reasonably practicable. Three members of the Commission shall constitute a quorum and no action of the Commission shall be valid unless it shall have the concurrence of at least two members.

B. If, by reason of absence or disqualification of a member, a quorum is not reached, the Chairperson shall designate as many Alternate Members of the Commission to sit on the Commission as may be needed to provide a quorum. Any Alternate Member of the Commission shall continue to serve on the Commission in all proceedings involving the matter or case for which the Alternate Member was initially designated until the Commission has made a final determination of the matter of case. Designation of an Alternate Member shall be made on a case-by-case basis in rotation according to declining seniority among all Alternate Members. No action of the commission shall be valid unless it shall have the concurrence of at least two members.

C. For purposes of hiring and promoting police officers under these Rules, each step of the hiring or promotional process requiring official action by the Commission shall be considered a separate matter or case under subsection B., supra, and each step of the hiring or promotional process need not be voted upon or approved by the same composition of Commissioners and/or Alternate Members, as the case may be, provided that the quorum requirement has been satisfied.

### **3.04 Duties of Chairperson.**

The Chairperson, or in the event of the absence of the Chairperson the Vice-Chairperson, shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law or these Rules and Regulations.

**3.05 Duties of Secretary.**

The Secretary, at the direction of the Commission, shall carry on all official correspondence of the Commission, send out all notices from the Commission required by law and these Rules and Regulations, keep a record of each examination or other official action of the Commission, and perform all other duties required by law or these Rules and Regulations.

**3.06 Meetings.**

Except for the biennial reorganizational meeting, all meetings shall be held either at the call of the Chairperson or at the call of two (2) members of the Commission. The Commission shall have the discretion to determine whether meetings shall be open to the public when not specifically regulated by law or these Rules and Regulations. The Secretary of the Commission shall give each Commissioner twenty-four (24) hours written notice of each and every meeting of the Commission. The written notice may be transmitted by electronic mailing or by hand delivery.

**3.07 Governmental Assistance.**

A. **Clerks and Supplies.** The Board of Commissioners shall furnish to the Commission such clerical assistance, suitable and convenient meeting space, and stationery, postage, printing, and supplies as may be necessary for the work of the Commission. The elected and appointed officials of the Township shall assist the Commission in all proper ways in carrying out its duties.

B. **Professionals, Consultants and Experts.** The Commission shall have the right to retain and employ the services of legal counsel, physicians, psychiatrists, and such other consultants, experts and professionals as may be necessary for the work of the Commission; provided, nevertheless, that such retention and employment shall be subject to the prior approval of the Board of Commissioners. The Board of Commissioners shall pay the reasonable fees for such persons.

**3.08 Amendment of Rules and Regulations.**

The Commission may amend, revise, void or replace these Rules and Regulations for any reason by action of a majority of the Commission at any properly convened meeting of the Commission. Before any changes to these Rules and Regulations become effective, those changes must be approved by the Board of Commissioners. These Rules and Regulations, and any amendments hereto, shall be made available to the public for inspection, copying, and distribution as provided by law. This availability shall take two forms:

- A. Where feasible, the rules and regulations shall be "posted" upon the township website.
- B. Members of the public may also request written "hard" copies of the rules and regulations, which shall be provided for an appropriate fee.

### **3.09 Minutes and Records.**

The Secretary shall keep minutes of the proceedings of the Commission. The minutes shall record the presence or absence of each member of the Commission, and the vote (including the abstention or other failure to vote) of each member upon each question before the Commission. The Commission shall preserve and dispose of the minutes of its proceedings, and records of examinations and other official action, in accordance with the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued pursuant to the requirements of the Pennsylvania Municipal Records Act, 53 Pa. C.S.A. § 1381 et. seq. and Title 46, Part I, Chapter 15 of the Pennsylvania Code, by the Local Government Records Committee of the Historical and Museum Commission, Division of Archival and Records Management Services.

Records related to any disciplinary action reviewed by the Commission shall be open to inspection, copying and distribution as required by law and subject to reasonable regulation by the Commission. Distribution of such data shall be in compliance with the Pennsylvania "Sunshine Act", thereby assuring that privacy where applicable shall be maintained.

### **3.10 Investigations.**

The Commission shall have the power to make investigations concerning all matters relating to the administration and enforcement of these Rules and Regulations. The Chairperson of the Commission is authorized to administer oaths and affirmations in connection with such investigations.

### **3.11 Subpoenas.**

The Commission shall have the power to issue subpoenas over the signature of the Chairperson, or the designee of the Chairperson, to require the attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry, including any background investigation conducted pursuant to these Rules and Regulations. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the Court of Common Pleas of Monroe County, Pennsylvania, and shall be paid from appropriations for the incidental expenses of the Commission.

All officers in public service and employees of the Township shall attend and testify when required to do so by the Commission.

If any person shall refuse or neglect to obey any subpoena issued by the Commission, upon conviction for such refusal or neglect in a summary proceeding, that person shall be sentenced to

pay a fine not to exceed One Hundred Dollars (\$100.00), and in default of the payment of such fine and costs shall be imprisoned for a period of time not to exceed thirty (30) days.

If any person shall refuse or neglect to obey a subpoena, the Commission may apply by petition to the Court of Common Pleas of Monroe County, Pennsylvania for its subpoena requiring the attendance of such persons before the Commission or the Court, there to testify and to produce any records and papers necessary, and in default thereof, the subpoenaed party shall be held in contempt of court.

The costs incurred by the Commission as a result of the refusal or neglect of any person to obey a subpoena from the Commission or the Court, including but not limited to additional witness fees, stenographic fees, and legal fees incurred in obtaining compliance with the subpoena, shall be borne by such person.

### **3.12 Annual Report.**

The Commission shall make an annual report to the Board of Commissioners containing a brief summary of its work during the year and a full accounting for any expenditures of public monies. The annual report shall be available for public inspection.

## **SECTION 4. APPLICATIONS FOR CIVIL SERVICE EXAMINATIONS.**

### **4.01 Eligibility for Examination.**

In order to be eligible for participation in any examination for any position as a police officer, every applicant must submit to the Commission a completed application form thereby delivering the same personally to the Municipal Offices, or by regular mail. In the application form, the applicant shall state (a) his/her full name and residence or post office address, (b) his/her citizenship, place and date of birth; (c) his/her condition of health and physical capacity for public service, (d) his/her business employment and his/her residence for the past five years, and (e) such other information as may be required by the Commissioner's Rules and Regulations. The application must be accompanied with a non refundable application fee determined by the Commission ( will be fifty dollars \$50 ), before the deadline stated by the Commission for that specific examination. Failure to remit to the municipal offices the applicable fee shall constitute a determination that the application does not meet Township requirements, and no further action shall be taken by the Commission. A model form of such application is attached as Appendix A-1. The applicant must make an oath or affirmation that the application is completed truthfully, and that the applicant is subject to the penalties of 18 Pa. C. S. § 4904 relating to unsworn falsification to authorities. The executed sworn affidavit is to accompany the actual payment tendered to the municipality.

### **4.02 Non-Discrimination Policy.**

The Township is an equal opportunity employer. It is the Township's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion,

color, national origin, gender, age, veteran status, marital status or non-job-related physical or mental handicap or disability, unless preference on such bases is required by law. The Township and the Commission will provide equal opportunities in employment and promotion.

**4.03 Public Notice to Applicants.**

The Commission shall conspicuously post in the Pocono Township Municipal Building a notice with the information as to the type of position to be filled, where applications may be obtained for the examination, and the deadline for filing those applications. In addition, at least two (2) weeks prior to the application deadline, the notice shall be published once in at least one (1) newspaper of general circulation or a newspaper circulating generally in the Township. A model form of such notice is attached as Appendix A-2.

**4.04 Availability of Applications.**

Application forms shall be available to all interested persons in the office of the Township Manager, and from such other persons that the Commission, from time to time, may choose to designate. Application forms may be downloaded from the Pocono Township website.

However, the Commission assumes no responsibility to any person for mail which is not delivered, or is lost, stolen, or delayed, as a result of which an applicant is deemed to have failed to submit an application by the application deadline.

**4.05 Recording and Filing Applications.**

Applications for a position as a police officer in the Police Department shall be received in person or by mailing through the U.S. Mail at the Pocono Township Municipal Building only after a position has been properly advertised, but must be received before the deadline for receiving such applications has passed, which deadline must be set forth in the public advertisement. Applications must be received through the U.S. Mail or in person by the municipal officer designated in the public advertisement or such officer's designee, and that person shall record the receipt of all applications. Each applicant will be provided with a written electronic mailing notice of the time and place for the first portion of the testing procedure i.e. the written examination. A model form of such notice is attached as Appendix A-3. Any application containing material errors or omissions may, at the discretion of the Commission, be returned by electronic mailing to the applicant for correction prior to the deadline for filing applications after which no corrected applications will be accepted. The burden of timely correcting the application rests solely upon the applicant and the corrected application must be returned by U.S. Mail or in person to the Civil Service Commission before the filing deadline to be considered valid. The Commission assumes no responsibility for not returning, or any delay in returning, applications containing material errors or omissions, as it remains the responsibility of each applicant to submit accurate and complete applications before the filing deadline.

## **SECTION 5. QUALIFICATIONS FOR CIVIL SERVICE EXAMINATION.**

### **5.01 Age and Residency Requirements – All Applicants.**

All applicants must have reached their twenty-first (21) birthday before the deadline for submitting completed applications. Each appointed applicant must be a resident of the Commonwealth of Pennsylvania or become such a resident within thirty (30) days of appointment.

### **5.02 General Qualifications - All Applicants.**

Every applicant for any position as a police officer must satisfy the following qualifications: (1) possess a high school or general equivalency diploma; (2) possess a valid motor vehicle operator's license; (3) be a United States citizen; (4) be physically and mentally fit to perform the full duties of a police officer; and (5) be able to speak, write, and read the English language. Prior to appointment, every applicant must possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

### **5.03 Act 120 Qualification.**

Every applicant conditionally appointed as a police officer who does not then possess a valid certification pursuant to the Municipal Police Officers' Education and Training Act, Act of December 19, 1996, P.L. 1158, No. 177, as amended, 53 Pa.C.S.A. § 2161, et seq., shall register for the next required training or re-certification course available at the Allentown Gerald M. Monahan, Sr. Police Academy and any Pennsylvania State Police Training Center. With the written permission of the Chief of Police, a conditional appointee may register at another municipal police academy certified by the Municipal Police Officers' Education and Training Commission, or may defer registration to a later date, for the purpose of allowing the appointee to receive such training at a location nearer the appointee's residence. The Township shall pay the cost and expense of such training. In the event the appointee fails to so register, fails to complete the course, or fails to obtain the certification following completion of the course, his or her conditional appointment shall not become final and shall lapse.

### **5.04 General Qualifications - Applicants for Promotion.**

In addition to meeting the qualifications in Section 5.02, supra, all applicants for a promotional position, except chief of police, shall have not been suspended without pay within the one (1) year period prior to the deadline for submitting applications. Any suspension which the applicant has timely appealed pursuant to a grievance procedure or these Rules and Regulations, which appeal remains undecided at time of application, shall not constitute a suspension unless the suspension is sustained on appeal prior to the creation of the eligibility list.

**5.05 Qualifications - Applications for Patrolman/Detective.**

An applicant for the position of Patrolman/Detective shall: (a) have been continuously employed as full-time police officer in the Pocono Township Police Department for four (4) years immediately before and on the date of application; or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for five (5) years immediately before and on the date of application.

**5.06 Qualifications - Applications for Corporal.**

An applicant for the position of Corporal shall: (a) have been continuously employed as full-time police officer in the Pocono Township Police Department for five (5) years immediately before and on the date of application; or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for five (5) years immediately before and on the date of application.

**5.07 Qualifications - Applications for Sergeant.**

An applicant for the position of Sergeant shall: (a) have been continuously employed as full-time police officer at the rank of Corporal in the Pocono Township Police Department for the two (2) years immediately before and on the date of application. or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for seven (7) years immediately before and on the date of application.

**5.08 Qualifications – Applications for Lieutenant**

An applicant for the position of Lieutenant shall: (a) have been continuously employed as a full-time police officer at the rank of Sergeant in the Pocono Township Police Department for the two (2) years immediately before and on the date of application; or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for nine (9) years immediately before and on the date of application.

**5.09 Qualifications - Applications for Captain.**

An applicant for the position of Captain shall: (a) have been continuously employed as a full-time police officer at the rank of Sergeant, or above, in the Pocono Township Police Department during the two (2) years immediately before and on the date of application. or (b) have been continuously employed as a full time municipal or state police officer in the Commonwealth of Pennsylvania for ten (10) years immediately before and on the date of application.

**5.10 Qualifications – Applications for Assistant Chief**

An applicant for the position of Assistant Chief shall: (a) have been continuously employed as a full-time police officer at the rank of Sergeant, or above, for the two (2) years immediately before and on the date of application; or (b) have been continuously employed as a full-time

municipal or state police officer in the Commonwealth of Pennsylvania during the ten (10) years immediately before and on the date of application.

**5.11 Qualifications - Applications for Chief of Police.**

An applicant for the position of chief of police shall meet the following minimum qualifications for appointment:

- A. A Bachelor's Degree in criminal justice or a closely-related field from an accredited college or university and eleven (11) years of active experience as a municipal or state police officer in the Commonwealth of Pennsylvania, which shall include four (4) years of supervisory experience; or
- B. Fifteen (15) years of active experience as a municipal or state police officer in the Commonwealth of Pennsylvania, which shall include four (4) years of supervisory experience.

The Board of Commissioners may elect to fill any vacancy in the position of chief of police by either: (1) a competitive examination in the form of civil service testing as outlined in Section 6.03, infra; or (2) nomination by the Board of Commissioners of an applicant for a non-competitive examination by the Commission for certification by the Commission as a qualified nominee.

**5.12 Rejection of Applicant.**

The Commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for examination prescribed in these Rules and Regulations for the particular position for which the applicant has applied. In addition, the Commission may refuse to examine, or, if examined, may refuse to certify any applicant who is physically or mentally unfit to perform the full duties of the position applied for, or who is a habitual substance abuser, or who has been guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the form of government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

The Commission may reject any applicant who meets any of these criteria:

1. The submission of false or misleading statements, either written or oral, to the Township or its representative(s), or the failure to submit any information which if known, might affect consideration for employment.
2. The existence of financial difficulty or debt, either individually or in connection with another third party or entity, that could in the opinion of the Township adversely impact employment as a police officer.
3. Conviction of a misdemeanor or felony, or being named as a criminal defendant in a pending criminal action rising to the level of a misdemeanor or felony, which action has not yet been resolved to the satisfaction of the Township.

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4. A finding of illegal drug or illegal substance use to a degree unacceptable to the Township during the last five years; or a finding of alcohol, drug or other form of dependency that, as determined by the Township, could compromise the applicant's ability to perform the duties of a patrol officer.
5. An inability to pass the requisite written, physical, oral, psychological or other tests required by the Township, including weapons proficiency and ultimate Act 120 certification.
6. A history of use of inappropriate force or aggression as determine by the Township or its representative(s).
7. A failure to obtain, prior to hiring, citizenship status, a Pennsylvania driver's license, compliance with the police manual residency requirement, or other disclosed or undisclosed inability to engage in the duties of a Pocono Township police officer.

### **5.13 Hearing for Disqualified or Rejected Applicants.**

If any applicant or person is aggrieved by refusal of the Commission to examine or certify the applicant as eligible after examination, or by any action of the Board of Commissioners in objecting to or rejecting any applicant, the Commission shall, upon the electronic mailing request of the Applicant, within ten (10) days of the date of such request appoint a time and place for a public hearing, with or without counsel, at which time the Commission shall take testimony and review its refusal to provide examination or certification, or the action of the Board of Commissioners in objecting to or rejecting any applicant. The notice shall specify whether the party wishes to have an open or closed hearing before the Commission. In the absence of a request for a closed hearing, the hearing will be advertised and conducted as an open hearing. The decision of the Commission shall be final.

## **SECTION 6. EXAMINATION AND GRADING PROCEDURE.**

### **6.01 Order, Weighting, and Timing of Examinations of Applicants.**

Applicants for a position in the Police Department shall undergo examination, when applicable as set forth hereinafter, in the following progression:

- (1) Written examination (based on a one hundred (100) point scale with a minimum passing score of seventy (70) points).
- (2) Physical agility examination (a pass-fail examination).
- (3) Oral examination (based on a one hundred (100) point scale, with a minimum passing score of seventy (70) points).

Any applicant who fails any of these examinations shall be rejected, and disqualified from proceeding further in the examination process.

At the conclusion of the oral examination, the test results of applicants who have received passing scores on both the written and oral examinations shall be weighted and combined, with the written examination representing fifty (50%) percent, and the oral examination representing fifty (50%) percent, of the combined score. If an applicant is entitled to additional points because of a veteran's

preference under Section 6.09, infra, such points shall be added to the combined written and oral examination score. The weighted combined scores shall be utilized in ranking passing applicants.

Based upon the staffing needs of the Police Department, the Chief of Police shall determine the number of applicants who shall proceed with the following remaining testing procedures prior to establishment of an eligibility list:

(4) Background investigation, which shall include an interview with the Chief of Police and the Civil Service Commissioners (a pass-fail examination); and possibly a polygraph examination.

The following examinations will be administered by the Commission, in such order as the Commission may determine, to an applicant subsequent to a conditional offer of employment or promotion by the Board of Commissioners:

- (5) Medical examination (a pass-fail examination).
- (6) Psychological examination (a pass-fail examination).
- (7) Drug testing examination (a pass-fail examination).

No applicant will be finally employed or promoted by the Board of Commissioners until and unless the applicant passes the medical, psychological, and drug testing examinations.

All examinations shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the employment sought by them.

All examinations will be scheduled by the Civil Service Commission and the Board of Commissioners, as applicable. There will be no exceptions to this schedule and no requests for reexamination will be granted.

Within thirty (30) days after the administration of each examination, each applicant shall be given electronically mailed notice of the examination results, and each passing applicant shall be given electronically mailed notice of the next step in the examination process. Model forms of notice to passing applicants for each pre-appointment examination are attached as Appendix A-4 through Appendix A-7 (written examination, physical agility, oral examination, and background investigation, respectively) and model forms of notice to failing applicants for each pre-appointment examination are attached as Appendix A-8 through Appendix A-11 (written examination, physical agility, oral examination, and background investigation, respectively).

## **6.02 General Examination Requirements for the Position of Patrol Officer.**

The examination for the position of patrol officer shall consist of all eight (8) examinations as specified in Section 6.01, *supra*.

**6.03 General Examination Requirements for Promotions.**

The examination for the positions of corporal, sergeant, and captain and, when requested by the Board of Commissioners for the position of chief of police, shall consist of examination no. 1 and nos. 3 through 8, both inclusive, as specified in Section 6.01, supra. The Chief of Police, at his or her discretion, may waive background and psychological examinations.

**6.04 Appointment of Examiners.**

The Commission shall appoint a written examination administrator, an oral examination board consisting of three persons qualified to examine applicants on situations relative to police work, a physical agility examiner, a medical examiner, a psychological examiner, and a drug testing examiner, to conduct the appropriate examination required by these Rules.

Model forms of resolution for the appointment of each of these examiners are attached as Appendix B-1 through B-6 (written examination administrator, physical agility examiner, oral examination board, medical examiner, psychological examiner, and drug testing examiner, respectively), and model forms of notices of appointment of each of these examiners are attached as Appendix C-1 through C-6 (written examination administrator, physical agility examiner, oral examination board, medical examiner, psychological examiner, and drug testing examiner, respectively).

**6.05 Written Examination.**

The written examination shall be graded on a one hundred (100) point scale, and an applicant must score seventy (70) points or higher in order to continue in the application process. Applicants scoring less than seventy (70) points shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants shall be given electronic mailing written notice of their test results, and each passing applicant shall be informed by electronic mailing of the next step in the examination process. As reflected in the above "Definitions", it is incumbent upon the applicant to assure that transmittal of electronic mailing of notice to the applicant is secure and that no third party is capable of intercepting such electronic notice, unless the applicant is so inclined.

**6.06 Physical Agility Examination.**

Every applicant for the position of patrol officer who scored seventy (70) points or higher in the written examination shall be given a physical agility examination (a pass-fail examination), and must meet the following requirements to continue in the examination process:

A. Vertical Jump. An applicant is required to perform a vertical jump of at least fifteen-five (15.5) inches.

B. Sit-ups. An applicant is required to perform 30 regular sit-ups in one (1) minute.

C. 300 Meter Run. An applicant is required to run a distance of three hundred (300) meters on a pre-measured course in sixty-six (66) seconds or less.

D. Push-ups. An applicant is required to perform twenty-five (25) standard push-ups in one (1) minute.

E. 1.5 Mile Run. An applicant is required to run a distance of one and half (1.5) miles on a pre-measured course in 15 minutes and 54 seconds or less.

Within thirty (30) days after the applicants' physical agility examination, they shall be informed by electronic mailing whether they passed or failed the examination, and each passing applicant shall be informed by electronic mailing of the next step in the examination process.

#### **6.07 Oral Examination.**

Every applicant who scored seventy (70) points or higher in the written examination, and passed the physical agility examination when applicable, shall be given an oral examination. The oral examination shall be graded on a 100 point scale, and an applicant must score seventy (70) points or higher in order to continue in the application process. Applicants scoring less than seventy (70) points shall be rejected. The oral examination shall involve questioning applicants on how they would handle situations relevant to police work. Within thirty (30) days after the applicants' oral examination, they shall be informed by electronic mailing of their oral examination and *total* overall scores, and each passing applicant shall be informed by electronic mailing of the next step in the examination process.

#### **6.08 Background Investigation.**

The Chief of Police, or his or her designee, shall conduct each background investigation. Each background investigation shall include, where feasible, interviews with the applicant by the Chief of Police and/or his or her designee, and interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references, and current and former teachers and school officials. At a minimum, personal interviews shall be conducted with at least three (3) persons having personal knowledge of the applicant but who are not related to the applicant and with the applicant's employer(s) for the past five (5) years. The background investigation shall also include a criminal history check, the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation, a credit history check, and driving records check for verification that the applicant possesses a valid driver's license. The applicant may be interviewed at any time when information collected during the background investigation requires clarification or explanation. If necessary to complete a thorough background investigation, the Commission may, upon the request of the Chief of Police or his or her designee, subpoena the applicant's personnel records maintained by any police department previously or currently employing the applicant.

After the background investigation is completed, the Chief of Police, or his or her designee, shall make a written recommendation to the Commission on whether the applicant is qualified for

consideration for appointment as a police officer. If the recommendation is to disqualify the applicant, an explanation of the reasons for disqualification must be included. The Commission shall make the final determination on whether the information collected during the background investigation warrants disqualification of the applicant. Within thirty (30) days after the Commission makes its determination, the applicant shall be notified by electronic mailing whether he or she has passed the background investigation.

**6.09 Veteran's Preference Points in Testing.**

Pursuant to Section 3(a) of the Veterans' Preference Act, 51 Pa. C.S. 7103 (a), any applicant for the position of patrol officer who qualifies as a "soldier" under this Act and who has received passing scores on both the written and oral examinations shall have ten (10) points added to his or her combined, weighted written and oral examination score. Any applicant claiming veterans' preference is responsible for providing to the Commission any and all documents required to establish entitlement to the preference.

## **SECTION 7. CERTIFICATION OF LIST OF ELIGIBLES AND APPOINTMENT.**

### **7.01 Creation of Eligibility List.**

Upon the completion of the examination requirements as set forth in Section 6, supra, the Commission shall rank all passing applicants on an eligibility list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants for the position of patrol officer who qualify for veteran's preference points shall have those points added to their passing score prior to being ranked on the eligibility list. For any promotional position, fulfilling the performance requirement (relating to disciplinary action) set forth in Section 5.04, supra, is also required. In the case of tie scores, the tie will be broken by giving preference to the applicant who submitted a final completed application first.

The eligibility list will be valid for one year from the last date by which the Commission formally adopts the eligibility list. Prior to the expiration of the one-year period, the Commission may, at its sole discretion, by a vote of the majority of the Commission at duly authorized commission meetings, extend the list for up to an additional twelve months, unless directed by the Board of Commissioners to prepare a new list. In the absence of a lawful extension by the Commission, the list shall expire. The Commission may, at its sole discretion, void an eligibility list at any time for any reason.

### **7.02 Appointment.**

A. The Board of Commissioners may fill any vacancy in any position as a police officer that occurs as a result of expansion of the Police Department, retirement, resignation, disability or death by the reappointment or reinstatement of a former police officer of the Township who had been appointed pursuant to the civil service requirements, and previously held the vacant position. Except for medical and psychological examinations, no other testing shall be required for a reappointed or reinstated police officer except at the discretion of the Board of Commissioners or as otherwise required by law. Such former police officer shall comply with the recertification requirements of the Municipal Police Officers' Education and Training Act, Act of December 19, 1996, P.L. 1158, No. 177, as amended, 53 Pa.C.S.A. § 2161, et seq.

B. If no furlough list exists or if any position remains to be filled after all of the eligible former police officers on the furlough list have been offered reemployment, every position, except that of chief of police, shall be filled only in the following manner:

1. The Board of Commissioners shall notify the Commission of any vacancy which is to be filled and shall request certification of the names of the highest ranking three (3) persons on the list of eligible from the Commission. In the event there is more than one vacancy to fill, the Board of Commissioners shall request certification of that number of names necessary to fill the vacancies, plus two, in the order of their rank on the eligibility list.

2. The Commission shall certify to the Board of Commissioners a list of the names of the requested number of highest ranking persons on the list of eligible. If there are fewer names on the list of eligible than necessary to satisfy the request, the Commission shall certify the names of those persons on the list of eligible though less than that requested, and shall advise the Board of Commissioners that there are fewer names than requested.

3. The Board of Commissioners shall make a conditional appointment from the three (3) highest ranking names on the certified list for each vacancy, predicated upon the merits and fitness of the applicants. A model form of notice to a person conditionally appointed is attached as Appendix A-12. If the number of persons on the certified list is less than three (3) persons, the Board of Commissioners may decline to make any appointment and order the establishment of a new list of eligible so that the Commission may certify a list of three (3) persons.

C. The Board of Commissioners may object to one (1) or more of the persons certified for the reasons set forth in Section 5.10, supra, of these Rules and Regulations. If a person to whom the Board of Commissioners objects fails to timely exercise his or her rights of appeal under Section 5.11, supra, or if the Commission declines to uphold the person's appeal, the Commission shall strike the name of that person from the eligibility list and certify the next highest name.

D. Where the Board of Commissioners notifies the Commission that there is more than one (1) position of the same rank to be filled, the following procedure shall be used. The Commission shall certify from the eligible list a number of the names of the highest ranked applicants equal to the number of positions to be filled, plus the next two (2). Appointment for each position shall be made from the names of the three (3) highest ranking persons on the list. As each position is filled, the name of the appointed applicant shall be removed from the list, and the name of the next highest ranking person on the list shall be moved up to third place on the list for consideration for appointment to the next position to be filled.

#### **7.02A Promotions.**

Promotions in the police force shall be based on merit to be ascertained by examinations to be prescribed by the Commission. All questions relative to promotions shall be practical in character and such as will fairly test the merit and fitness of persons seeking promotion. The Board of Commissioners shall notify the Commission of a vacancy on the police force which is to be filled by promotion and shall request the certification of an eligibility list. The Commission shall certify for each vacancy the names of the three persons on the eligibility list who have received the highest average in the last promotion examination held within a period of two (2) years preceding the date of the request for the eligibility list. If three names are not available, the Commission shall certify the names remaining on the eligibility list. The Board of Commissioners shall make an appointment from the names certified based solely on the merit and fitness of the candidate unless the Board of Commissioners makes objections to the Commission regarding any person on the eligibility list for the reasons set forth in Section 5.10, supra, of these Rules and Regulations. The Board of Commissioners shall have power to determine in each instance whether an increase in salary shall constitute a promotion.

### **7.03 Veteran's Preference Points in Appointment.**

Pursuant to Section 4(b) of the Veteran's Preference Act, 51 Pa.C.S. Subsection 7104(b), any applicant for the position of patrol officer who qualifies as a "soldier" under the Act, and whose name appears among the top three (3) names certified (or less where there are less than three (3) names certified), shall be offered appointment by the Board of Commissioners, regardless of the ranking of the applicant among the top three (3) names. In the event there is more than one (1) such "soldier" on the list of names certified, then the Board of Commissioners shall offer employment to one of such soldiers. Pursuant to Section 4(c) of the Veteran's Preference Act, 51 Pa.C.S. § 7104(c), any applicant for the position of police officer who qualifies as a "soldier" under the Act, and whose name appears on eligibility list, may be offered appointment by the Board of Commissioners, regardless of the ranking of the applicant on the list.

### **7.03A Promotional Appointments**

As has been held in Hoffman v. Township of Whitehall, 544 Pa 499; 677 A.2d 1200 (1996), inclusion of veterans preference points with respect to promotional appointments is unconstitutional.

### **7.04 Appointment of Chief of Police.**

In the case of vacancy a vacancy in the office of chief of police, the Board of Commissioners may nominate a person to the Commissioners. It shall thereupon become the duty of the Commission to subject the person to a non-competitive examination and if the person shall be certified by the Commission as qualified he/she may then be appointed to the position and thereafter shall be subject to all the provisions of this subdivision.

### **7.05 Medical, Psychological, and Drug Testing Examinations.**

An applicant selected from the eligibility list shall receive a conditional offer of employment. The offer of employment shall be conditioned upon the conditional employee undergoing a physical and psychological medical examination and drug testing and a determination that the conditional employee is capable of performing all the essential functions of the position. Physical medical examinations shall be under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be under the direction of a psychiatrist or psychologist.

The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by the Board of Commissioners and shall render an opinion as to whether the conditional appointee has a physical or mental condition which calls into question the person's ability to perform all pf the essential functions of the position for which the person was conditionally appointed.

If the opinion rendered by the physician, other qualified medical professional, psychiatrist or psychologist calls into question the conditional appointee's ability to perform all essential functions of a position, a person designated by the Board of Commissioners shall meet with the conditional appointee for the purposed of having one or more interactive discussions on whether the conditional

appointee can, with or without reasonable accommodation, perform all the essential functions of the position.

If, at the conclusion of the interactive discussion as described in the preceding paragraph, the Board of Commissioners determines that the conditional appointee is not qualified, the Board of Commissioners shall give written notice to the conditional appointee and the Commission.

Nothing in this act shall be construed to authorize physical or psychological medical examination prior to conditional appointment.

As used in this section, the following definitions shall apply:

“Medical examination” shall mean any examination, procedure, inquiry or test designated to obtain information about medical history or a physical or mental condition which might disqualify an application if it would prevent the applicant from performing, with or without a reasonable accommodation, all of the essential functions of the position.

“Physician” shall have the meaning given to it in 1 Pa.C.S. §1991 (relating to definitions).

“Qualified medical professional” shall mean an individual, in collaboration with or under the supervision or direction of a physician, as may be required by law, who is licensed:

(1) as a physician assistant pursuant to the act of December 20, 1985 (P.L. 457, No. 112) known as the “Medical Practice Act of 1985,” or the act of October 5, 1978 (P.L. 1109, No. 261), known as the “Osteopathic Medical Practice Act”; or

(2) as a certified registered nurse practitioner pursuant to the act of May 22, 1951 (P.L. 317, No. 69), known as the “The Professional Nursing Law.”

#### **7.06 Probationary Period.**

Every appointee satisfying all the conditions for appointment shall serve a twelve (12) month probationary period, which shall commence with the date on which the appointee is both: (a) eligible to perform official duties (including the completion of any required training under Act 120 and receipt of a certification number from the Municipal Police Officers' Education and Training Commission, and the taking of the oath of office); and (b) actually performs official duties. During the probationary period, a probationer in the position of patrol officer may be dismissed, and a probationer in a promotional position may be returned to his or her previous rank, only for cause for the reasons set forth in Section 5.10, infra, which restates Section 637 of the First Class Township Code or because of incapacity for duty due to the use of alcohol or drugs. However, if at the close of the twelve (12) month probationary period, the Board of Commissioners determines that the conduct or fitness of the probationer has not been satisfactory to the Board of Commissioners, the probationer shall be given notice, as soon as practicable upon the conclusion of the twelve (12) month probationary period, that the probationer will not receive a permanent appointment. At that time, the employment of a probationer in the position of patrol officer shall end, and a promoted officer shall return to such officer's previous rank. Any probationer who is not given notice that such probationer's performance has been unsatisfactory, shall receive a permanent appointment. Any

probationer who is given notice that the probationer will not receive a permanent appointment has no rights of appeal under these Rules and Regulations.

**7.07 Seniority.**

Seniority shall be established by the order of appointment by the Board of Commissioners.

**7.08 Provisional Appointments.**

Whenever there are urgent reasons for the filling of a vacancy in any position in the police force and there are no names on the eligible list for such appointment, the Board of Commissioners may nominate a person the Commission for non-competitive examination and if such nominee shall be certified by the Commission as qualified after such non-competitive examination he/she may be appointed provisionally to fill such vacancy. It shall thereupon become the duty of the Commission within three weeks to hold a competitive examination and certify a list of eligibles and a regular appointment shall then be made from the names or names submitted by the Commission: Provided, however, that nothing herein contained shall prevent the appointment without examination of persons temporarily as police officers in cases of riot or other emergency or of operator of fire apparatus in emergency cases.

**SECTION 8. SUSPENSIONS, REMOVALS AND REDUCTIONS IN RANK.**

**8.01 Grounds for Disciplinary Action.**

A. No person appointed to a position as a police officer pursuant to these Rules and Regulations may be suspended without pay or removed and no person promoted in rank pursuant to these Rules and Regulations may be reduced in rank except for the following reasons:

1. Physical or mental disability affecting the police officer's ability to continue in service, in which case the police officer shall receive an honorable discharge from service;
2. Neglect or violation of any official duty;
3. Violation of any law of this Commonwealth which provides that such violation constitutes a misdemeanor or felony;
4. Inefficiency, neglect, intemperance, disobedience of orders or conduct unbecoming a police officer;
5. Intoxication while on duty; or
6. Engaging or participating in the conducting of any political or election campaign in Pocono Township other than the police officer's exercise of the right of suffrage.

B. No police officer shall be removed for any reason which constitutes unlawful discrimination, including without limitation, discrimination on the basis of race, religion, color, national origin, sexual orientation, gender, age, marital status or non-job related physical or mental handicap or disability.

C. A written statement of any charges made against any police officer so employed shall be furnished to the police officer within five (5) days after those charges are adopted by the Board of Commissioners and filed with the Commission.

D. A reduction in rank under these Rules and Regulations applies only to situations where a police officer is demoted from a promotional position obtained pursuant to the requirements of these Rules and Regulations.

#### **8.02 Furloughs.**

If for reasons of economy or other reasons it shall be deemed necessary by the Township to reduce the number of paid employees of the police force, then the Township shall apply the following procedure:

A. If there are any employees eligible for retirement under the terms of any retirement or pension law, then such reduction in numbers shall be made by retirement if the party to be retired exceeds the maximum age as defined in the act of October 27, 1955 (P.L. 744, No. 222), known as the "Pennsylvania Human Relations Act,;

B. If the number of paid employees in the police force eligible to retire is insufficient to effect the necessary reduction in numbers or if there are no persons eligible to retirement or if no retirement or pension fund exists, then the reduction shall be effected by furloughing the person or persons, including probationers, last appointed to the respective force. Such removal shall be accomplished by furloughing in numerical order commencing with the person last appointed until such reduction shall have been accomplished. In the event the Police Department shall be increased, the employees furloughed shall be reinstated in the order of their seniority in the service. The provisions of this paragraph as to reductions in force shall not apply to any chief of police.

#### **8.03 Notice of Suspension, Removal or Reduction in Rank.**

Whenever a police officer is suspended without pay, removed from office, or reduced in rank, the specific charges warranting such action shall be stated in writing by the Board of Commissioners. The charges shall be stated clearly and in sufficient detail to enable the officer to understand the charges against the officer and to allow the officer an opportunity to respond to those charges. The charges shall specify the section of the law or regulation which provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the Board of Commissioners relied in finding a violation of such law or regulation. The charges shall notify the officer of the officer's appeal rights under Section 8.04, infra, of these Rules and Regulations. The charges shall be delivered to the officer and delivered to the members of the Civil Service Commission.

#### **8.04 Hearings on Suspension, Removal, and Reduction in Rank.**

A. Except as provided in subparagraph D., a police officer who has been suspended without pay, removed from office, or reduced in rank may appeal the decision of the Board of Commissioners by written notice to the Secretary of the Commission at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, PA 18372 requesting a hearing. This request shall be delivered to the Commission within ten (10) days after the officer has received electronic mailed notice of the discipline. This request shall specify whether the officer wishes to have an open or a closed hearing before the Commission. In the absence of a request for a closed hearing, the hearing will be advertised and conducted as an open hearing. The officer may make written answers to any charges filed against such officer not later than the date fixed for the hearing. Failure of the officer to provide written answers to any of the charges shall not be deemed an admission by the officer.

B. The Commission shall, upon receipt of an officer's timely written request, schedule a hearing. The hearing, unless continued by the Commission for cause at the request of the Commission, the Board of Commissioners, or the officer, shall be held within a period of ten (10) days from the filing of charges in writing. The date of filing shall commence with the transmittal of the written charges to the officer. At any such hearing, the officer against whom the charges have been made may be present and represented by counsel, and may call witnesses and present testimony and documentation in such officer's defense. The Township may also be represented by counsel, and may call witnesses and present evidence as is necessary to support the charges. A stenographic record of all testimony shall be taken at every hearing and preserved by the Commission. In the event the charges are dismissed, the record shall be sealed and not be available for public inspection.

C. In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the Commission finds that sufficient evidence has been introduced to support the charge, the Commission shall not modify the penalty imposed by the Board of Commissioners unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of discretion. In considering the appropriateness of the discipline, the Commission shall not substitute its judgment for that of the Board of Commissioners. The Commission may request post-hearing briefs, and shall issue a written decision, a copy of which decision shall by electronic mailing be transmitted to the officer, which decision shall contain specific findings of fact and conclusions of law within sixty (60) days of receipt of the hearing transcript. Where no transcript is requested, the sixty (60) day period shall commence at the conclusion of the hearing.

D. The Board of Commissioners, or the chief of police when the Board of Commissioners are not in session, may suspend any such person without pay pending the determination of the charges against him/her, but in the event the Commission fails to uphold the charges, then the person sought to be suspended, removed or demoted shall be reinstated with full pay for the period during which he/she was suspended, removed or demoted, and no charges shall be officially recorded against his/her record.

E. The right to a hearing does not extend to the non-retention by the Board of Commissioners of a probationer in the position of patrol officer, or the return by the Board of Commissioners of a probationer in a promotional position to the officer's previous rank, at the close of the probationary period. Furthermore, the right to a hearing does not apply to any police

officer subject to a reprimand or disciplinary action which does not result in a suspension with loss of pay, removal from office, or reduction in rank.

**8.05 Hearing Procedure.**

A. All testimony shall be given under oath administered by the Chairperson or, in the absence of the Chairperson, the Vice-Chairperson. The Commission shall have power to issue subpoenas as set forth in Section 3.11, supra. The hearing shall be open to the public unless, at the time the hearing is requested by the officer, the officer requests a closed hearing.

B. If the Commission sustains the charges, the officer who is suspended without pay, removed from office, or reduced in rank may file an appeal with the Court of Common Pleas of Monroe County, Pennsylvania within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension without pay shall be for a period longer than one (1) year. In the event that the Commission fails to uphold the charges, then the officer sought to be suspended without pay, removed from office, or reduced in rank shall be reinstated with full pay for the period of the suspension, removal from office, or reduction in rank, and no charges related to the suspension, removal from office, or reduction in rank shall be officially recorded.

**APPENDIX A**

**APPLICATION AND LETTERS**

A-1	Application
A-2	Public Notice for Applications for Posting and Newspaper Advertisement
A-3	Notice of Written Examination
A-4	Notice of Passing Written Examination and Notice of Next Examination
A-5	Notice of Passing Physical Agility Examination and Notice of Oral Examination
A-6	Notice of Passing Oral Examination
A-7	Notice of Passing Background Investigation
A-8	Notice of Ineligibility After Written Examination
A-9	Notice of Ineligibility After Physical Agility Examination
A-10	Notice of Ineligibility After Oral Examination
A-11	Notice of Ineligibility After Background Investigation
A-12	Notice of Conditional Appointment Notice of
A-13	Passing Medical Examination Notice of Passing
A-14	Psychological Examination Notice of Passing
A-15	Drug Testing Examination Notice of Failure of
A-16	Medical Examination
A-17	Notice of Failure of Psychological Examination
A-18	Notice of Failure of Drug Testing Examination

**APPENDIX B**

**RESOLUTIONS FOR APPOINTMENT OF EXAMINERS**

- B-1 Written Examination Administrator
- B-2 Physical Agility Examiner
- B-3 Oral Examination Board
- B-4 Medical Examiner
- B-5 Psychological Examiner
- B-6 Drug Testing Examiner

**APPENDIX C**

**NOTICES OF APPOINTMENT OF EXAMINERS**

- C-1 Written Examination Administrator
- C-2 Physical Agility Examiner
- C-3 Oral Examination Board
- C-4 Medical Examiner
- C-5 Psychological Examiner
- C-6 Drug Testing Examiner

APPENDIX A-1

Pocono Township Police Department  
Police Officer Application

YES

No

Have you ever served in the United States military: \_\_\_\_\_

If yes, please attach copy of discharge or separation papers.

Do you claim veterans' preference? \_\_\_\_\_

.....  
Notification Procedure Release

It may be necessary for the Township of Pocono to contact an applicant, should he or she be given consideration for the position of police officer.

With the exception of the initial delivery by the applicant of the application seeking employment, which application is to be personally delivered or mailed to the Township Municipal Building accompanied by the inclusion of an executed affidavit and payment of initial testing costs, all further communications both by the applicant and by the Township of Pocono shall be pursued through the use of electronic mailing, unless otherwise instructed by the Township. Please note the following:

1. It is the applicant's responsibility to provide the Civil Service Commission and the Township of Pocono with a valid and current email address at time of the initial submission of the application form.
2. The applicant alone shall maintain the responsibility to provide a secure email address that may be utilized by the Township of Pocono for transmittal of personal and sensitive information that is meant only for receipt by the applicant. The Township maintains no responsibility should a transmission by e-mail to the applicant be received or intercepted by a third party.
3. By affixing the applicant's signature to the present form, the applicant acknowledges that the applicant has read, understood and agrees with the procedures to be utilized by the Township during the entire application process.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# APPLICATION

## PLEASE PRINT

Equal access to programs, services, and employment is available to all persons. Those Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Civil Service Commission.

Position(s) applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_  
Referral Source:  Advertisement  Employee  Relative  Gov't Emp. Agency  
 Walk-In  Private Employment Agency  Other \_\_\_\_\_

Name of applicant: \_\_\_\_\_  
(last) (first) (middle)

Address \_\_\_\_\_ S.S.# \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone # ( ) \_\_\_\_\_ Cell/Pager # ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

If necessary, best time to call you at home is ..... a.m./p.m.

May we contact you at work? ..... yes no

If yes, work # and best time to call ..... a.m./p.m.

If no, please explain: \_\_\_\_\_

Have you submitted an application here before? ..... yes no

If yes, give date(s) and positions(s): \_\_\_\_\_

Are you legally eligible for employment in this country? ..... yes no

Date available for work: \_\_\_/\_\_\_/\_\_\_ ..... What is your desired salary range? \$ \_\_\_\_\_

Type of employment desired:  Full-time  Part-time  Temp  Seasonal

Will you relocate if job requires it? Yes No ..... Will travel if required? yes no

Are you able to meet the attendance requirements of the position? ..... yes no

Will you work overtime if required? ..... yes no

If no, please explain: \_\_\_\_\_

Have you ever been bonded? ..... yes no

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ..... yes no

If yes, please provide dates and details: \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number, if driving is an essential job function: \_\_\_\_\_; State: \_\_\_\_\_

"AN EQUAL OPPORTUNITY EMPLOYER"

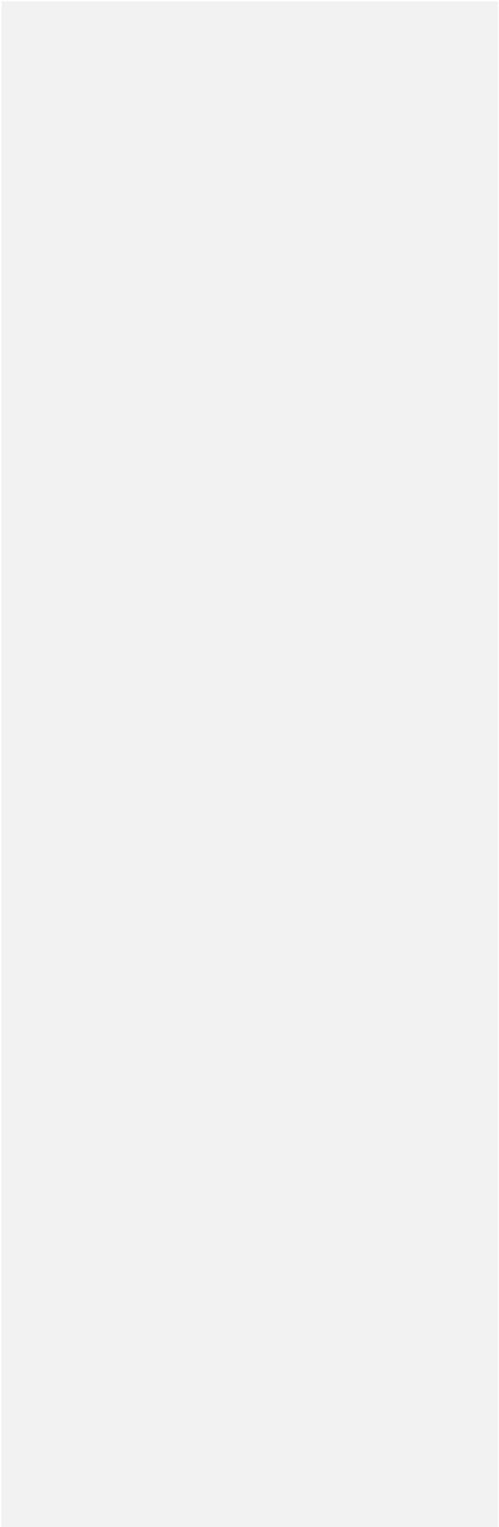
Provide the following information of your past & current employers, assignments or volunteer activities, starting with the most recent ( use additional sheets if necessary ). Explain any gaps in employment in comments section below.

Employer: ( Telephone#	Dates Employed From / To	
Address:		
Starting Job Title / Ending Title:	Hourly Rt. / Salary Starting	
Immediate Supervisor & Title		Per
Reason For Leaving:	Hourly Rt. / Salary Final	
May we contact for Reference? YES NO LATER		Per

Employer: ( Telephone#	Dates Employed From / To	
Address:		
Starting Job Title / Ending Title:	Hourly Rt. / Salary Starting	
Immediate Supervisor & Title		Per
Reason For Leaving:	Hourly Rt. / Salary Final	
May we contact for Reference? YES NO LATER		Per

**Comments:** Including Explanation of any gaps in Employment.

**Skills and Qualifications:** Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.



EDUCATIONAL BACKGROUND if job related

- A. List last three (3) schools attended, starting with the most recent.
- B. List number of years completed.
- C. Indicate degree or diploma earned, if any.
- D. Grade point average or Class Rank.
- E. Major Field of study.
- F. Minor Field of study, if applicable.

School	Number of Years Completed	Degree/Diploma	G.P.A. Or Class Rank	Major Field of Study	Minor Field of Study, if applicable

List name & telephone numbers of three business/work references who are NOT related to you and are NOT previous Supervisors. If not applicable, list three schools or personal references that are NOT related to you.

NAME	TELEPHONE	# OF YEARS KNOWN
	(     )	
	(     )	
	(     )	

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

ORGANIZATION	OFFICES HELD



**List special accomplishments, publications, awards, etc.**

(Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

**List any additional information you would like us to consider:**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer's representatives, employees or agent to contact and obtain information from all references (personal & professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by applicable local, state and federal law.

I understand that this application remains current for as long as the Civil Service Commission determines. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause or prior notice, and that the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I Certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Essential Duties of a Police Officer**  
**Pocono Township Police Department**

1. Running for several hundred yards.
2. Climbing over obstacles.
3. Crawling.
4. Pushing motor vehicles.
5. Pulling or carrying victims of accidents, fire, or crimes.
6. Using physical force to apprehend and subdue arrestees.
7. Withstanding prolonged exposure, as long as 10 hours, to extreme weather conditions.
8. Withstanding prolonged periods of standing and sitting.
9. Withstanding frequent exposure to stress-producing situations, such as encountering persons injured or killed by accidents, crimes, or suicide.
10. Dealing with domestic disputes.
11. Dealing with verbal and physical abuse, including taunts, insults, and threats to the officer, family members, and/or fellow police officers.
12. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using a firearm effectively and be proficient with tools provided by the department.
15. Filling out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Pocono Township Police Officer and believe that (check only one):

I can fully perform all duties without reasonable accommodations.

I can fully perform all duties but only with the following accommodations for the duties specified.

Specify requested accommodation(s):

I cannot fully perform all duties even with accommodations.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand this application has been completed subject to penalties of 18 Pa. C.S. 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

APPENDIX A-2

PUBLIC NOTICE FOR APPLICATIONS  
FOR POSTING AND NEWSPAPER ADVERTISEMENT

NOTICE IS HEREBY GIVEN that application forms which are required to be completed in order to apply for the position of patrolman in the Pocono Township Police Department are now available in the office of the Township Manager at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, PA 18372. Completed application materials must be received in person or through the U.S. Mail at the Municipal offices of the Township Manager not later than the filing deadline of 4:00 pm, October 3, 2014, with a \$50 (fifty), non-refundable fee. Applications received after the filing deadline will be rejected. Applicants must be certified Act 120.

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-3

NOTICE OF WRITTEN EXAMINATION

Dear [Applicant for position of \_\_\_\_\_ ],

Your application materials for the position of patrolman in the Pocono Township Police Department have been received. This letter is to notify you that the written examination portion of the examination process for this position will take place on October 17, 2014 beginning promptly at 9:00 am at the new campus on Route 715 of the Northampton Community College. Only those applicants scoring higher than seventy (70) points on a 100 point scale in the written examination will be eligible to proceed further in the examination process.

Please be advised of the following:

- You must provide #2 pencils for your use.
- No one will be admitted once the doors are closed.
- There are no make up dates.
- No cell phones are allowed in the exam room.
- Allow approximately five (5) hours for the exam.
- Must have an email address to send test results.
- Sample questions for the written exam can be obtained from McCann Testing at 866-933-0508.

For those who obtain a passing score, the next testing will be the physical agility (performance) exam. The test will be held at East Stroudsburg University on October 27, 2014 at 7:00 am.

The process is lengthy and contains many exams. It is hoped that recommendations for hiring will be made by the Board of Commissioners by January, 2015.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-4

NOTICE OF PASSING WRITTEN EXAMINATION  
AND NOTICE OF DATE OF NEXT EXAMINATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you received a passing score of \_\_\_\_\_ points on the written examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. You are eligible to proceed further in the examination process.

Please be advised that your next examination, [state examination: for patrol officer, physical agility examination; for promotion or chief of police, oral examination] will take place on [date] beginning promptly at [time] at [location].

[NOTE: FOR APPLICANTS TO POSITION OF PATROL OFFICER, ADD THE FOLLOWING:]

Only those applicants who have passed the physical agility examination will be eligible to proceed further in the examination process.

[NOTE: FOR APPLICANTS FOR PROMOTION OR CHIEF OF POLICE, ADD THE FOLLOWING:]

Only those applicants scoring higher than seventy (70) points or higher on a 100 point scale in the oral examination will be eligible to proceed further in the examination process.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-5

NOTICE OF PASSING PHYSICAL AGILITY EXAMINATION  
AND NOTICE OF ORAL EXAMINATION

Dear [Applicant for position of patrol officer],

You are hereby notified that you have passed the physical agility portion of the examination process for the position of patrol officer in the Pocono Township Police Department. You are eligible to proceed further in the examination process.

Please be advised that your next examination, the oral examination, will take place on [date] beginning promptly at [time] at [location].

Only those applicants scoring seventy (70) points or higher on a 100 point scale in the oral examination will be eligible to proceed further in the examination process.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-6

NOTICE OF PASSING ORAL EXAMINATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you received a passing score of \_\_\_\_\_ points on the oral examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. You are eligible to proceed further in the examination process. The Township will now proceed with a background investigation.

Your weighted and combined written and oral examination scores, with the written examination representing fifty (50%) percent and the oral examination representing fifty(50%) percent, of the combined score, together with any veteran's preference points, is \_\_\_\_\_. You will be ranked with other passing applicants according to your combined score.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission-within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-7

NOTICE OF PASSING BACKGROUND INVESTIGATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you have passed the background investigation portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. You are eligible to proceed further in the examination process.

A copy of the eligibility list for this position based on the results of the examinations is enclosed.

If the Township decides to appoint a new police officer to this position, only the names of the highest ranking three (3) persons on the list of eligibles (or such lesser number if the list consists of less than (3) persons) will be considered. Any decision to appoint any person will be conditional, and final appointment shall be conditioned upon passing medical, psychological, and drug testing examinations.

You will be notified by the Civil Service Commission at such time as your name is submitted to the Board of Commissioners for further consideration for appointment.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission-within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-8

NOTICE OF INELIGIBILITY AFTER WRITTEN EXAMINATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you received a score of \_\_\_\_\_ points on the written examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. Because your score was less than seventy (70) points, you are ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-9

NOTICE OF INELIGIBILITY AFTER  
PHYSICAL AGILITY EXAMINATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you have failed to pass the physical agility examination portion of the examination process for the position of patrol officer in the Pocono Township Police Department. You are therefore ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission-within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-10

NOTICE OF INELIGIBILITY AFTER ORAL EXAMINATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you received a score of \_\_\_\_\_ points on the oral examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. Because your score was less than seventy (70) points, you are ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-II

NOTICE OF INELIGIBILITY AFTER BACKGROUND INVESTIGATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you have failed to pass the background investigation portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. You are therefore ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission-within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-12

NOTICE OF CONDITIONAL APPOINTMENT

Dear [Applicant for position of \_\_\_\_\_],

Congratulations. You have been conditionally appointed by the Pocono Township Board of Commissioners to the position of \_\_\_\_\_ in the Pocono Township Police Department. However, your appointment is conditioned upon your passing a medical examination, a psychological examination, a drug testing examination, and demonstrate the ability to swim. You will receive separate notices from us concerning the scheduling of each of these examinations.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-13

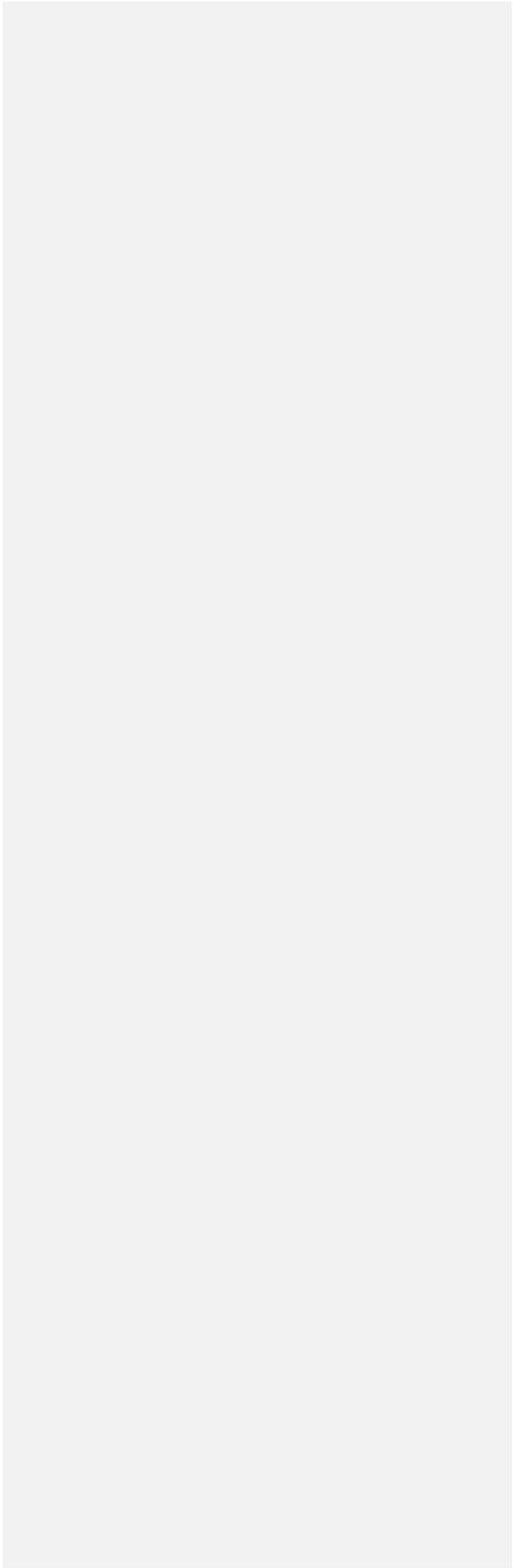
NOTICE OF PASSING MEDICAL EXAMINATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you have passed the medical examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. You are eligible to proceed further in the examination process. You will receive a separate notice from us concerning the scheduling of your next examination, or if there is any change in the status of your conditional appointment.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission



APPENDIX A-14

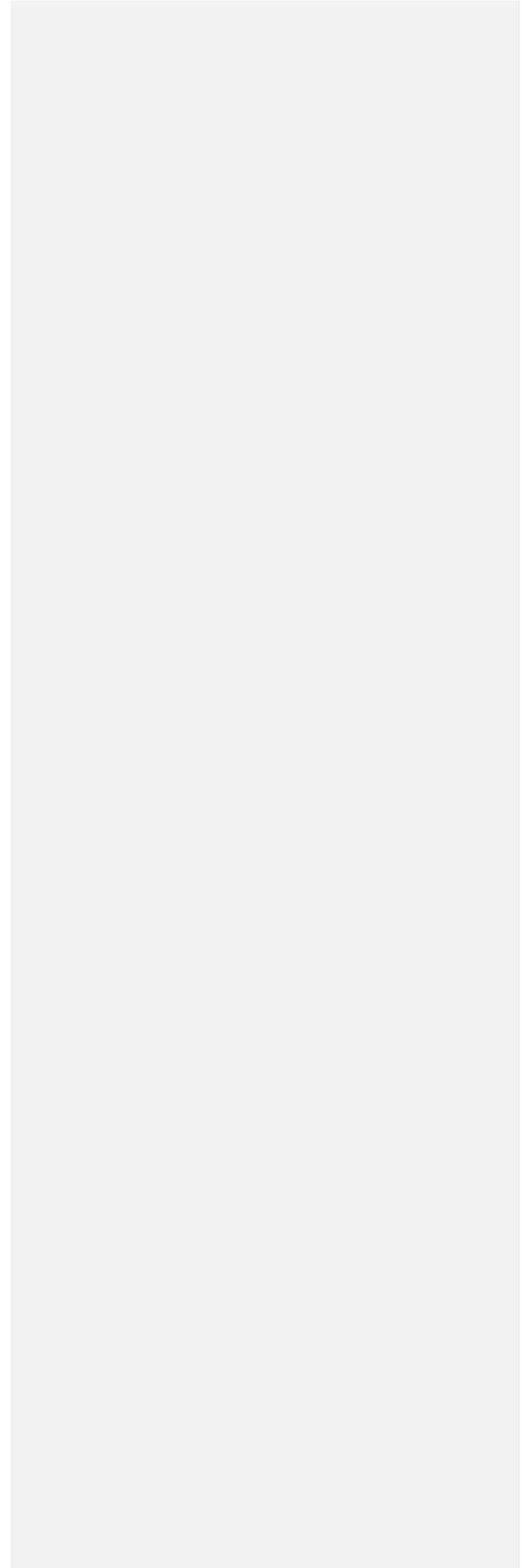
NOTICE OF PASSING PSYCHOLOGICAL EXAMINATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you have passed the psychological examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. You are eligible to proceed further in the examination process. You will receive a separate notice from us concerning the scheduling of your next examination, or if there is any change in the status of your conditional appointment.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission



APPENDIX A-15

NOTICE OF PASSING DRUG TESTING EXAMINATION

Dear [Applicant for position of \_\_\_\_\_ ],

You are hereby notified that you have passed the drug testing examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. You are eligible to proceed further in the examination process. You will receive a separate notice from us concerning the scheduling of your next examination, or if there is any change in the status of your conditional appointment.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-16

NOTICE OF FAILURE OF MEDICAL EXAMINATION

Dear [Applicant for position of \_\_\_\_\_ ],

You are hereby notified that you have failed to pass the medical examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. This result renders you ineligible for final appointment because your conditional appointment was conditioned upon your passing the medical examination. Your conditional appointment has therefore been revoked.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-17

NOTICE OF FAILURE OF PSYCHOLOGICAL EXAMINATION

Dear [Applicant for positions of ]

You are hereby notified that you have failed to pass the psychological examination portion of the examination process for the position of in the Pocono Township Police Department. This result renders you ineligible for final appointment because your conditional appointment was conditioned upon your passing the psychological examination. Your conditional appointment has therefore been revoked.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX A-18

NOTICE OF FAILURE OF DRUG TESTING EXAMINATION

Dear [Applicant for position of \_\_\_\_\_],

You are hereby notified that you have failed to pass the drug testing examination portion of the examination process for the position of \_\_\_\_\_ in the Pocono Township Police Department. This result renders you ineligible for final appointment because your conditional appointment was conditioned upon your passing the drug testing examination. Your conditional appointment has therefore been revoked.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX B-1

RESOLUTION FOR APPOINTMENT OF WRITTEN EXAMINATION ADMINISTRATOR

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a written examination administrator to administer written examinations to applicants for a position as a police officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that \_\_\_\_\_ is hereby appointed as written examination administrator to administer written examinations to applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ at a public meeting of the  
Commission:

APPENDIX B-2

RESOLUTION FOR APPOINTMENT OF PHYSICAL AGILITY EXAMINER

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a physical agility examiner to administer physical agility examinations to applicants for a position as a patrol officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that \_\_\_\_\_ is hereby appointed as physical agility examiner to administer physical agility examinations to applicants for a position as a patrol officer in the Pocono Township Police Department.

Approved by a majority of the Commission this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ at a public meeting of the  
Commission:

APPENDIX B-3

RESOLUTION FOR APPOINTMENT OF ORAL EXAMINATION BOARD

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of an oral examination board consisting of three (3) individuals qualified to question applicants for a position as a police officer in the Pocono Township Police Department on situations relative to police work;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, \_\_\_\_\_ that

\_\_\_\_\_ and \_\_\_\_\_ are hereby appointed as the members of the oral examination board to administer oral examinations to applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at a public meeting of the Commission:

APPENDIX B-4

RESOLUTION FOR APPOINTMENT OF MEDICAL EXAMINER

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a medical examiner to perform medical examinations of applicants for a position as a police officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that \_\_\_\_\_ is hereby appointed as medical examiner to perform medical examinations of applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ at a public meeting of the  
Commission:

APPENDIX B-5

RESOLUTION FOR APPOINTMENT OF PSYCHOLOGICAL EXAMINER

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a psychological examiner to perform psychological examinations of applicants for a position as a police officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that \_\_\_\_\_ is hereby appointed as psychological examiner to perform psychological examinations of applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_ at a public meeting of the  
Commission:

APPENDIX B-6

RESOLUTION FOR APPOINTMENT OF DRUG TESTING EXAMINER

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a drug testing examiner to administer drug testing examinations to applicants for a position as a police officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that \_\_\_\_\_ is hereby appointed as drug testing examiner to administer drug testing examinations to applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at a public meeting of the Commission:

APPENDIX C-1

NOTICE OF APPOINTMENT OF WRITTEN EXAMINATION ADMINISTRATOR

Dear \_\_\_\_\_,

This letter will confirm your appointment by the Pocono Township Civil Service Commission as written examination administrator for the written examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX C-2

NOTICE OF APPOINTMENT OF PHYSICAL AGILITY EXAMINER

Dear \_\_\_\_\_

This letter will confirm your appointment by the Pocono Township Civil Service Commission as physical agility examiner for the physical agility examination portion of the examination process for applicants for a position as a patrol officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX C-3

NOTICE OF APPOINTMENT OF ORAL EXAMINATION BOARD MEMBERS

Dear \_\_\_\_\_,

This letter will confirm your appointment by the Pocono Township Civil Service Commission as a member of the three (3) person oral examination board for the oral examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX C-4

NOTICE OF APPOINTMENT OF MEDICAL EXAMINER

Dear \_\_\_\_\_ /

This letter will confirm your appointment by the Pocono Township Civil Service Commission as medical examiner for the medical examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

APPENDIX C-5

NOTICE OF APPOINTMENT OF PSYCHOLOGICAL EXAMINER

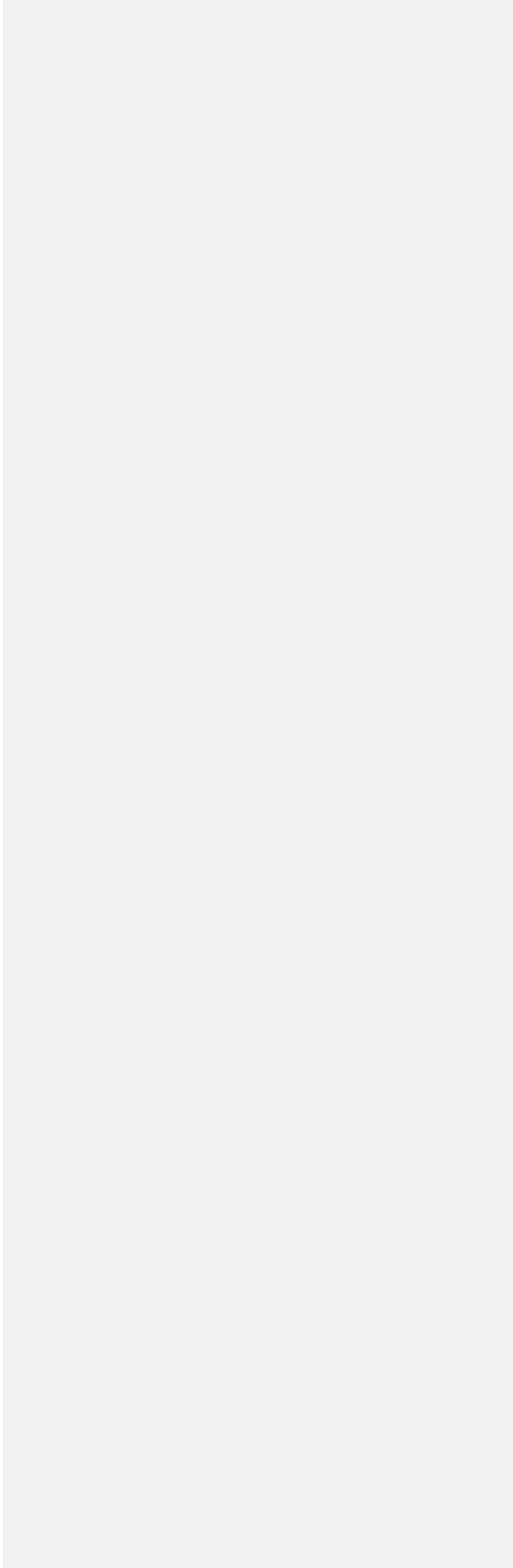
Dear \_\_\_\_\_,

This letter will confirm your appointment by the Pocono Township Civil Service Commission as psychological examiner for the psychological examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission



APPENDIX C-6

NOTICE OF APPOINTMENT OF DRUG TESTING EXAMINER

Dear \_\_\_\_\_,

This letter will confirm your appointment by the Pocono Township Civil Service Commission as drug testing examiner for the drug testing examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commissioners' statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary  
Pocono Township  
Civil Service Commission

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

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

**A RESOLUTION AUTHORIZING POLICE PROMOTIONS**

**WHEREAS**, the Board declares there to be two vacant corporal positions and desires to authorize the Civil Service Commission to examine applicants for said positions; and

**WHEREAS**, the Board further authorizes said vacant positions to be filled by promotion in accordance with the approved rules and regulations.

**NOW, THEREFORE, BE IT ADOPTED AND RESOLVED** that the Civil Service Commission may conduct the promotional process as outlined in the rules and regulations.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21<sup>st</sup> day of March, 2016.

ATTEST:

Township of Pocono  
Board of Commissioners

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

By: \_\_\_\_\_  
Print Name: Tom Felver  
Title: President

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

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

**A RESOLUTION APPROVING AN MEMORANDUM OF UNDERSTANDING  
WITH NORTHAMPTON COMMUNITY COLLEGE**

**WHEREAS**, Pocono Township desires to enter into an agreement with Northampton Community College (NCC) for the provision of recreational services; and

**WHEREAS**, NCC has an established and successful recreation program; and

**WHEREAS**, the Board desires to execute the agreement with NCC; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the agreement with NCC be accepted and approved.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21<sup>st</sup> day of March, 2016.

ATTEST:

Township of Pocono  
Board of Commissioners

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

By: \_\_\_\_\_  
Print Name: Tom Felver  
Title: President

**Memorandum of Understanding**  
**Pocono Township**  
**Northampton Community College**  
**February 2016**

The purpose of this MOU is to outline the functional relationship between Pocono Township (the Township) and Northampton Community College (NCC) for the purpose of partnering to provide recreational programming to the residents of the Township. In recent years, the Township has sought to provide recreational programming to its residents through a partnership with Hamilton and Jackson Townships known as HJP. This relationship ended as of December 31, 2015 and the Township seeks to develop a new relationship with NCC to fulfill this function into the future.

NCC has a robust and growing recreational program for adults and youth through its Division of Community Education. NCC is interested in expanding its adult and youth recreational offerings to better serve the community. NCC seeks to develop a relationship with the Township to leverage the resources of both partners to serve the community and fulfill the college's mission.

To this end NCC and the Township propose the following:

NCC agrees to:

- Offer sports classes as part of the regular Summer Youth programming to be held at both Mountain View Park and the NCC gymnasium. This will allow for classes to meet "rain or shine;"
- Schedule classes from 9am-noon, Monday-Thursdays on the weeks stated below with the exception of the week of July 4<sup>th</sup>, where classes will run Tuesday-Friday;
- Offer the following classes: soccer (week of June 20<sup>th</sup>) basketball (weeks of July 4<sup>th</sup> and July 25<sup>th</sup>); tennis (week of July 18<sup>th</sup>); and volleyball (week of August 1<sup>st</sup>);
- Run classes consistent with the College's regular procedures regarding minimum class size;
- Create a discount code for summer youth students from Pocono Township who enroll in a sports class to equal a discount of \$25 per camp;
- Provide the grassy area at the center of the Monroe campus for a series of community nights (two movies and two bands) to be held the third Thursdays of June, July, August and September. If inclement weather the program will be held in the NCC gymnasium;
- Provide, set up and take down of a projector and screen for the two movie nights;
- Provide, set up and take down of a stage for the two music nights;
- Work with the Township to secure bands for the music nights;
- Provide food and beverage sales for the events from the NCC food service provider, Sodexo. Any additional vendor at events would be mutually agreed upon by both parties;
- Provide the Township with an annual report reflecting the number of residents who participated in classes and programs under this agreement, the total value of discounts awarded, and assessment results indicating the level of participant satisfaction with their experience;
- Promote the program directly to Township residents in partnership with the Township;
- Meet as needed with the Township Recreation Committee to ensure the partnership serves the Township's and NCC's needs;
- Hire and supervise all program staff and ensure their child abuse, PA and FBI background checks have been completed and are clear;

- Provide cell phone contact numbers for the Director (Dee Raneri, NCC 2411 Rte715, Tannersville, PA 18372. Cell 570-972-6200) to township liaison to ensure communication channels are open;
- Supervise students at all times while at Mt View Park.

The Township agrees to:

- Promote NCC recreational programs to its residents through regular public communications including the Township newsletter, Township website and Facebook page, Township electronic message board;
- Clearly state on all promotional materials that the four summer evening events are **sponsored** by Pocono Township and **held** at the NCC Monroe campus;
- Provide access to the facilities of Mountain View Park at no cost to NCC for the purpose of offering programs and classes through this partnership;
- Verify residency addresses for all registered students using the promo code for summer sports classes;
- Pay NCC an amount equal to the total discount from regular prices (\$25 per student per sports class) awarded to Township residents under this agreement based on submitted invoices;
- Work with the College to secure bands for the music nights;
- Obtain corporate sponsors for the music nights to pay for the bands. If no corporate sponsor is obtained, then the Township will cover the cost of the bands;
- Obtain public performance rights for the movies shown at NCC and seek corporate sponsors if needed, depending on the cost of the movie;
- Invite NCC representatives to meetings of the Township Recreational Committee as needed to ensure the partnership meet's both parties' needs.
- Designate one person as liaison to NCC and provide cell number as a contact in the event of an emergency.

The Township and NCC hereby agree to indemnify and hold the other harmless of and from any and all claims arising out of or alleged to have arisen out of the use of the Township's facilities or NCC's activities under this MOU to the extent that the claims are alleged to have been caused by one or the other's negligence. This indemnification shall also include attorney's fees.

Each party shall present a Certificate of Insurance naming one another as an additional insured under the policy in the event of third party claims.

This MOU outlines the general terms of this partnership and is subject to modification at any time that both parties agree.

The parties agree that this MOU shall apply only to the program contemplated hereunder. Should NCC and the Township determine that the program was beneficial and desire to continue with the program, the parties hereto will enter into an annual agreement concerning the same.

If there is a breach by either party to the terms of this memorandum either party may notify the breaching party of the condition and permit a thirty (30) day cure period. This agreement shall be null and void and of no further force and effect upon written notice after a failure to cure.

The undersigned agree to the terms of this MOU:

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NCC Representative

Date

---

Pocono Township Representative

Date

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

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

**A RESOLUTION APPROVING AN AUDITOR FOR THE STADDEN ROAD  
BRIDGE PROJECT**

**WHEREAS**, the LSA grant utilized to fund the repair of the Stadden Road Bridge requires an audit; and

**WHEREAS**, the current auditor, Julian Kirk, has provided an engagement letter for consideration which is acceptable to the Board; and

**NOW, THEREFORE, BE IT ADOPTED AND RESOLVED** that the proposed engagement letter with Julian Kirk is approved.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21<sup>st</sup> day of March, 2016.

ATTEST:

Township of Pocono  
Board of Commissioners

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

By: \_\_\_\_\_  
Print Name: Tom Felver  
Title: President

**JULIAN KIRK, C.P.A., LLC**  
CERTIFIED PUBLIC ACCOUNTANT  
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December 28, 2015

To the Commissioners and Management of Pocono Township:

I am pleased to confirm our understanding of the services I am to provide Pocono Township for the period beginning January 29, 2013 and ending June 30, 2015. I will audit the Statement of Grant Revenue and Expenditures for the period beginning January 29, 2013 and ending June 30, 2015.

**Audit Objective**

The objective of my audit is the expression of an opinion as to whether your Statement of Grant Revenue and Expenditures are fairly presented, in all material respects, in conformity with generally accepted accounting principles. My audit will be conducted in accordance with accounting standards generally accepted in the United States of America and will include tests of the accounting records and other procedures I consider necessary to enable me to express such opinion. I will issue a written report upon completion of my audit of Pocono Township's financial statement. My report will be addressed to the management and the commissioners of Pocono Township. I cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for me to modify my opinion or add emphasis-of-matter or other matter paragraphs. If my opinion on the Statement is other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed an opinion, I may decline to express an opinion or may withdraw from this engagement.

**Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

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Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that comes to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as an auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as an auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures – Internal Controls**

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

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### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Pocono Township's compliance with applicable laws and regulations and the provisions of the Commonwealth of Pennsylvania Commonwealth Financing Authority Local Share Account Grant Contract #C000053677. However, the objective of my audit will not be to provide an opinion on the overall compliance and I will not express such an opinion.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services I provide, oversee the services by designating an individual, preferable from senior management, with suitable skill, knowledge, or experience, to evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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You are responsible for the design and implementation of programs and controls to prevent and detect and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

**Engagement Administration, Fees and Other**

I may from time to time, and depending on the circumstances, use third-party providers in servicing your account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality and security of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by such third-party service providers.

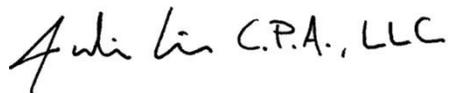
I expect to begin my audit on or approximately January 4, 2016 and to issue my report no later than February 1, 2016. Julian Kirk CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. My fee for these services will be at my standard hourly rates plus out-of-pocket costs except that we agree that our gross fee, including expenses will not exceed \$1,800. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 60 days overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

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I appreciate the opportunity to be of service to Pocono Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Julian Kirk, CPA LLC

RESPONSE:

This letter correctly sets forth the understanding of Pocono Township.

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

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

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

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

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

**A RESOLUTION CHANGING BANK SIGNATORIES**

**WHEREAS**, the Board of Commissioners desires to change the people authorized to sign financial documents to reflect the recent election; and

**WHEREAS**, Judi Coover, Robert DeYoung, Thomas Felver, Gerald Lastowski, Harold Werkheiser, Gregg Schuster, and Regina Zuvich shall be the only people authorized to sign such documents; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that Judi Coover, Robert DeYoung, Thomas Felver, Gerald Lastowski, Harold Werkheiser, Gregg Schuster, and Regina Zuvich be designated as the only authorized signers on all bank accounts and that the Treasurer is authorized to take the necessary steps to implement this decision.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 21<sup>st</sup> day of March, 2016.

ATTEST:

Township of Pocono  
Board of Commissioners

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

By: \_\_\_\_\_  
Print Name: Tom Felver  
Title: President