

POCONO TOWNSHIP COMMISSIONERS
COMBINED MEETING AGENDA

March 6, 2017

6:00 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements:
 - a. Executive Session was held February 21, 2017 on personnel matters. No action was taken.
 - b. Executive Session was held March 2, 2017 on personnel matters. No action was taken.
 - c. Executive Session was held March 6, 2017 on personnel matters. No action was taken.
 - d. Special Meeting is scheduled for 9:00am Thursday March 9, 2017 for the Board to Schedule Reviews of the Resort Re-Use Overlay District Petition. The meeting will be held at St. Luke's Ambulance Building.
- 4) Public Comments on matters not on the agenda

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

- 5) Approval of Minutes:
 - a. Meeting of February 21, 2017
 - b. Work Session of March 2, 2017
- 6) Approval of Bills and Transfers
 - a. Check and Transfer Listing dated March 6, 2017
 - b. Check Ratification list dated March 6, 2017
- 7) Report of the President
- 8) Commissioners Comments

Bob DeYoung, Vice President

Jerry Lastowski, Commissioner

Judi Coover, Commissioner

Web Posting Policy

Public Comment and Question and Answers in Minutes

Ellen Gnandt, Commissioner

9) Reports:

- a. Civil Service Commission
 - i. Introduction of Probationary Officer Marc Iannazzo
- b. Administration – Manager’s Report
 - i. Maillie Engagement and Schedule – Primary Contacts for Audit: Manager and Finance Committee
 - ii. 2015 Liquid Fuels Tax Fund Audit
 - iii. Time Clock Update – Confirmation of Directive to Proceed with Cloud Based Program
 - iv. Ratify Christine’s extended time since 12/31/16 and extend for 90 days.
- c. Public Works Report
 - i. Road side trash pick up
 - ii. Change of Pat Briegel from Sewer Consultant to Public Works Consultant to include Road Crew oversight and Emergency Contact for Call Outs.
- d. Finance Committee
- e. Township Solicitor Report
 - i. Express Men Factory Outlet Zoning Application
- f. Township Engineer Report
 - i. Status Report on Sewer Redesign and Air Valve Replacement.
 - ii. Northampton Community College Request for Release of remaining \$336,994.00 letter of credit for Monroe Campus Land Improvements.
 - iii. Robert Ace Request for Release of Remaining Letter of Credit.
 - iv. Carriage House at Pocono Manor Request for Release of Letter of Credit.

10) Presentations:

- a. BCRA Presentation of Plans for Extension of Water Service to Summit including Temporary Construction Easements.

11) Resolutions and Ordinances:

12) Further Public Comments.

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

13) Executive Session

14) Adjournment

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

FEBRUARY 21st, 2017 6:00 P.M.

DRAFT

The Regular meeting of the Pocono Township Commissioners was held on 02/21/2017 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 6:00 p.m., followed by the Pledge of Allegiance.

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

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

ANNOUNCEMENT:

- 1) An executive session was held on February 11th, 2017 to discuss personnel matters.
- 2) An executive session was held on February 16th, 2017 to discuss personnel matters.

PUBLIC COMMENTS:

Monica Gerrity, Twp. resident, spoke concerning roadside cleanups.

Diane Zwiefel, Twp. resident, spoke concerning the Township road crew cleaning roads.

Ed Sarubbi, Twp. resident, spoke concerning the Brookdale Treatment center.

Maxine Trubolski, Twp. resident, thanked the Road Crew for keeping the roadways clean during the recent ice storm, time clocks, and acknowledged Bill Below for cleaning trash along Brookdale Road.

MINUTES:

E. Gndt made a motion, seconded by J. Coover, to approve the regular meeting minutes of 02/06/2017. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Coover, to approve the work session minutes of February 16th, 2017. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

BILLS AND TRANSFERS:

J. Lastowski made a motion, seconded by J. Coover, to approve the check and transfer list dated 02/21/2017 subject to the correction of coding for Check #202. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Lastowski made a motion, seconded by B. DeYoung, to approve the Ratification list dated 02/21/2017. E. Gndt moved to table. Discussion followed. Roll call vote: E. Gndt, no; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, no. Motion carried.

REPORT OF THE PRESIDENT: None

REPORT OF THE COMMISSIONERS:

Bob DeYoung, Vice President, none.

PG. 2

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Jerry Lastowski, Commissioner,

Status of the interrupters - C. Vogt will contact Signal Services.

Policy for Board of Commissioners and personnel to access Township records. Discussion followed.

Annabella Lastowski, PMSD Board member, noted the School Board members must sign in and out for records requested. She questioned if the BOC had an ethics code and were bonded. She noted the records belong to the Township. H. Werkheiser requested further discussion.

Judi Coover, Commissioner, noted a 7:00 p.m., 02/27/2017 meeting at Hughes Library to discuss the County wide property reassessment.

Ellen Gndt, Commissioner, requested the status of the Emergency Management Coordinator. C. Vogt will reach out to Tom Kresge.

REPORTS:

Pocono Township Police Chief Kent Werkheiser gave the January report to the Board.

Civil Service Commission - Pocono Twp. Police Chief K. Werkheiser, gave the status of the new hires.

Pocono Township Volunteer Fire Company - Chris Proux gave the January report for the fire company.

St. Luke's Ambulance, Rodney Wolf gave the report.

ADMINISTRATION:

PML Capital Conference - 02/13/2017 - C. Vogt reported on the conference.

Monica Gerrity, Twp. resident, questioned collection of Earned Income Tax and if landlords informed the Township when a new renter moved in.

Clarification of Payroll Status of Certain Employees - J. Coover made a motion, seconded by E. Gndt, to clarify the Township's Treasurer is an hourly position at a rate of \$25.48 and the contribution to healthcare will remain the same. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Change of Pay Days from Wednesday - Tuesday to Monday-Sunday - Discussion followed. J. Coover made a motion, seconded by E. Gndt, to the change of pay days to a Monday-Sunday schedule for all employees starting 03/27/2017. Discussion followed. Annabella Lastowski, Tom Shick, and Jack Burns, Twp. residents, commented on the change. Dean Hartshorn questioned if overtime will remain the same. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

ADMINISTRATION CONT:

Time Clocks - C. Vogt updated the board on the status of the time clocks. He noted cost to upgrade: \$100 per month and other cost. The Park employees will require internet access and an initial cost of \$469.00.

Discussion followed.

Chris Taylor, Twp. resident, questioned the cost to taxpayers for the system.

Randy Rode, Twp. resident, questioned the expense and when the Township would purchase a backup generator.

Tom Shick, Twp. resident, questioned why bills were not paid.

Discussion followed.

PUBLIC WORKS REPORT:

Tobyhanna Township additional 324 EDUS - C. Vogt noted Township received payment for the additional EDUs.

Plaza 611 Easement Update - C. Vogt gave an update.

FOG Issue with PS#2 - C. Vogt explained the FOG(Fat, Oil, & Grease)issue at Pump Station #2.

BCRA Work Related to VS#1 - C. Vogt is working with BCRA to ensure they do not cut power to our valve station during their plan construction.

FINANCE COMMITTEE: None

TOWNSHIP SOLICITOR REPORT:

PMSD - TLC Park Tank Removal Agreement - L. DeVito, Twp. Solicitor, updated the board.

TOWNSHIP ENGINEER REPORT:

Status Report on Sewer Redesign and Air Valve Replacement-J. Tresslar, Twp. Engineer, gave an update on the progress.

Larson Subdivision Steep Slope Waiver issue - Discussion followed. J. Tresslar will contact their engineer for further discussion. J. Lastowski made a motion, seconded by B. DeYoung, to table the request for Modification from SALDO 3.209.B.4 & 5 Steep Slopes for Larson Minor Subdivision Plan. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Northampton Community College Request for Release of remaining \$336,994.00 Letter of Credit - J. Lastowski made a motion, seconded by B. DeYoung, to authorize the Twp. Engineer to write a letter denying the request for a reduction of the Letter of Credit for Northampton Community College and to request NCC engineer to contact him to complete the outstanding issues. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

PRESENTATION: None

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RESOLUTIONS:

Resolution 2017-05 - Corona Deli - J. Coover made a motion, seconded by H. Werkheiser, to adopt Resolution 2017-05 correcting Corona Deli's physical address. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Resolution 2017-06 - Auditor for 2015-2016 - Discussion followed. J. Coover made a motion, seconded by E. Gndt, to adopt Resolution 2017-06 appointing Maillie LLP, as the 2015 and 2016 Pocono Township Auditors at a cost of \$14,000 for 2015 and \$14,500 for 2016 for a total cost of \$28,500. Jerrod Belvin, and Jack Burns, Twp. residents, questioned how the Township would pay for the additional audit. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Proposed Yard Sale Ordinance submitted by Township Zoning Officer - Discussion followed. No action taken.

PUBLIC COMMENT:

Dean Hartshorn, Twp. resident, questioned if Mt. View Park would be sprayed.

Joe Shupp, Twp. resident, requested not to be sprayed for gypsy moths.

Maxine Turbolski, Twp. resident, questioned if the Treasurer would receive overtime.

Richard Wielebinski, Twp. resident, questioned why J. Coover and E. Gndt voted not to approve the original 2015 audit.

ADJOURNMENT INTO EXECUTIVE SESSION:

H. Werkheiser made a motion, seconded by E. Gndt, to adjourn the meeting into executive session to discuss Adams, Kleyman, and Pact Two, at 8:10 p.m., until 03/06/2017 at 6:00 p.m., at the Pocono Township Municipal Building, Tannersville, PA. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

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

POCONO TOWNSHIP BOARD OF COMMISSIONERS
WORK SESSION MINUTES

DATE: March 2, 2017

TIME: 9:00am

PLACE: Fire House and Township Building

PRESIDING COMMISSIONER: Bob DeYoung, Vice President;

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

Leo DeVito, Jr., Solicitor
Jon Tresslar, Engineer

Attorney Jeffrey Durney with clients Vincent Trapasso and Robert Hackenberg attended to discuss their Petition for Resort Re-Use Overlay District.

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN.

THE WORK SESSION WAS ADJOURNED AT: 2:20pm

POCONO TOWNSHIP CHECK LISTING

March 6, 2017

General Fund	Date	Check	Vendor	Memo	Amount
	03/01/2017	55452	BIU of PA, Inc.	ZO services	840.00
	03/01/2017	55453	Boucher & James, Inc.	Engineer	843.55
	03/01/2017	55454	Cargill Incorporated	Salt	13,352.78
	03/01/2017	55455	Cramer's Home Building Center	Parts	65.83
	03/01/2017	55456	Cyphers Truck Parts	Truck parts for shop	219.80
	03/01/2017	55457	D.G. Nicholas Co.	Supplies	284.78
	03/01/2017	55458	Eckert, Seamans, Chertn & Mellott, LLC	Police Arbitration	145.00
	03/01/2017	55459	Engle-Hambright & Davies, Inc.	2017 Insurance Bonds	4,675.00
	03/01/2017	55460	GFOA-PA	GFOA Conference	350.00
	03/01/2017	55461	Hanson Aggregates Pennsylvania LLC	1/4" Wash	4,038.87
	03/01/2017	55462	J & B Auto	Vehicle repairs - Police	1,043.85
	03/01/2017	55463	J. P. Mascaro & Sons	Garbage - Twp.	245.28
	03/01/2017	55464	Johanna Distributions	Coffee Supplies	140.00
	03/01/2017	55465	Kettle Creek Environmental Fund	Donation	100.00
	03/01/2017	55466	Keystone Business Products	Copier - Quarterly	927.70
	03/01/2017	55467	Kresge, Scott	Police Uniform Allowance	198.90
	03/01/2017	55468	Leddy Telecom Services	Repairs - Phones	70.00
	03/01/2017	55469	Monroe County General Fund	Interest on Taxes collected	46.21
	03/01/2017	55470	Otto, Carol	Cleaning	550.00
	03/01/2017	55471	PA DEP	Fuel Tank Facility ID 45-07653	100.00
	03/01/2017	55472	PAPCO, Inc.	Diesel/Gasoline	2,392.93
	03/01/2017	55473	Policeone.com	Taser recertification	225.00
	03/01/2017	55474	PPL Electric Utilities	Alger Ave & Sullivan Trail	64.61
	03/01/2017	55475	Rode, Randy	Work boot allowance	150.00
	03/01/2017	55476	Royal Security Services, Inc	Service call	108.00
	03/01/2017	55477	RR Donnelley	Citations	71.50
	03/01/2017	55478	Sirchie Fingerprint Laboratories	Crime Scene supplies	135.55
	03/01/2017	55479	Staples Advantage	Office Supplies	212.66
	03/01/2017	55480	Staples Credit Plan	Office Supplies	461.97
	03/01/2017	55481	Staples, Chris	Tax refund	17,910.84
	03/01/2017	55482	Steele's Hardware	Park/Twp supplies	88.28
	03/01/2017	55483	Stiff Oil Company	Heating oil	1,268.26
	03/01/2017	55484	Stroudsburg Electric Motor Service	Repair	199.99
	03/01/2017	55485	UNIFIRST Corporation	Carpet/Uniforms	515.15
	03/01/2017	55486	Vogt, Charles	Mileage-Township Manager	157.18
	03/01/2017	55487	Lincoln Life	Voluntary supplemental pension	300.00
	03/01/2017	55488	US Bank	Police pension	4,673.50
	03/01/2017	55489	Nationwide	Voluntary 457 plan	5,384.76
	03/01/2017	55488	MetLife	Non uniform pension	4,258.47
				TOTAL General Fund	\$66,816.20

March 6, 2017

Wayne Bank

Pocono Township Check Listing

Ratify

March 6, 2017

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	3/1/2017			Pay 5 2017	78,372.45
				TOTAL PAYROLL	<u>\$78,372.45</u>
	2/22/2017	55450	IAPF	Wrong amount on check 55416/Evidence training	25.00
	2/28/2017	55451	Verizon	Township Phones	247.22
				TOTAL General Fund	<u>\$272.22</u>
Sewer Operating Fund	2/28/2017	1769	Met Ed	Electric for pump station	324.04
	2/28/2017	1770	Blue Ridge Communications	Cable for pump stations	120.88
				TOTAL Sewer Operating	<u>\$444.92</u>
TOTAL General Fund				Transferred by:	<u>\$78,644.67</u>
TOTAL Sewer Operating				Authorized by:	<u>\$444.92</u>

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 _____ Interpretation _____

Date 2/22/17

FEE \$ 300.00

1. Applicant's Name Express Men Factory Outlet
Address 1000 Premium Outlets Drive Space A10
Phone 570-664-0002
2. Applicant's Attorney _____
Address N/A
3. Interest of Applicant NorthEast Sign Service
Tim Bennett - (570) - 460-9664
4. If interest is other than owner, furnish name and address of owner: The Crossings Premium Outlet - Express Men - 1000 Premium Outlets Drive Space A10
5. Property Location 1000 Premium Outlets Drive Space A10
Tannersville, PA 18372
PIN # (Property Identification Number) _____ Zone _____ Present Use _____
6. Interpretation, Special Use or Exception, or Variance sought: to add 2nd sign for Express Men entrance to store for advertising business entrance
7. Grounds for appeal or interpretation or reasons for special use or variance are: _____

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

[Signature]
Signature of Applicant

R E C E I V E D
FEB 22 2017

POCONO TOWNSHIP

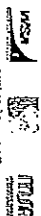
Received _____	Fees <u>\$300 - Cash</u>	Received <u>DA</u>
Publication _____	Notices _____	
Hearing _____	Referred to Planning Commission _____	
Order _____	Planning Commission Action _____	

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.

EXPRESS

FACTORY OUTLET

Store 1807
Space A10
THE CROSSINGS
PREMIUM OUTLETS
TANNERSVILLE, PA



EXPRESS

FACTORY OUTLET

Store 1807
Space A10
THE CROSSINGS
PREMIUM OUTLETS
TANNERSVILLE, PA

This sign is intended to be installed in accordance with the requirements of Article 608 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

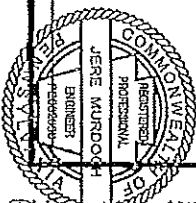
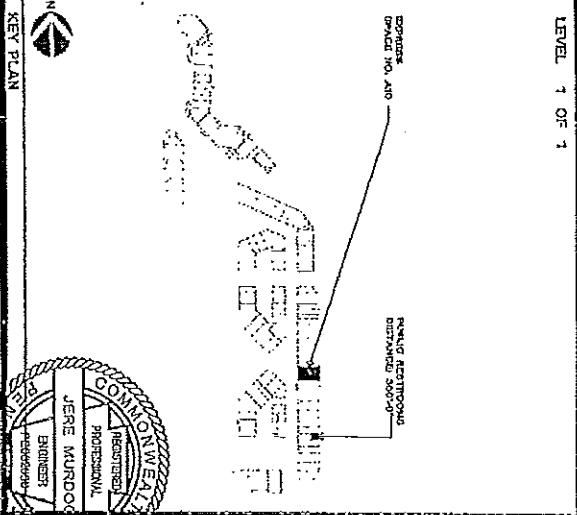
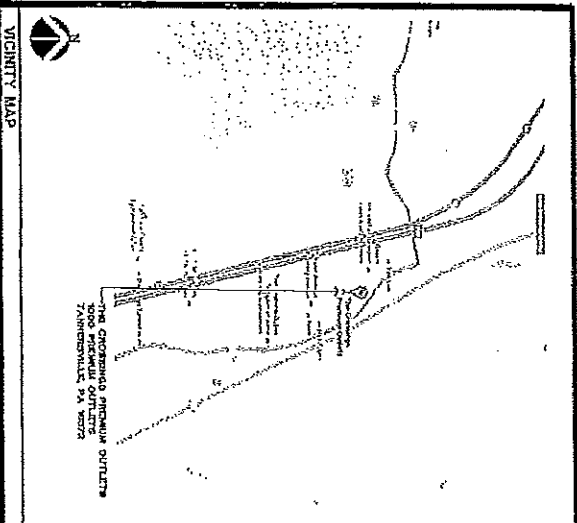


Submitted Date: 07/14/16
Run Issue/Rev Date: 08/10/16
Act. Rep: QUINN HENRY
Designer: JAYD WHITING

REVISIONS

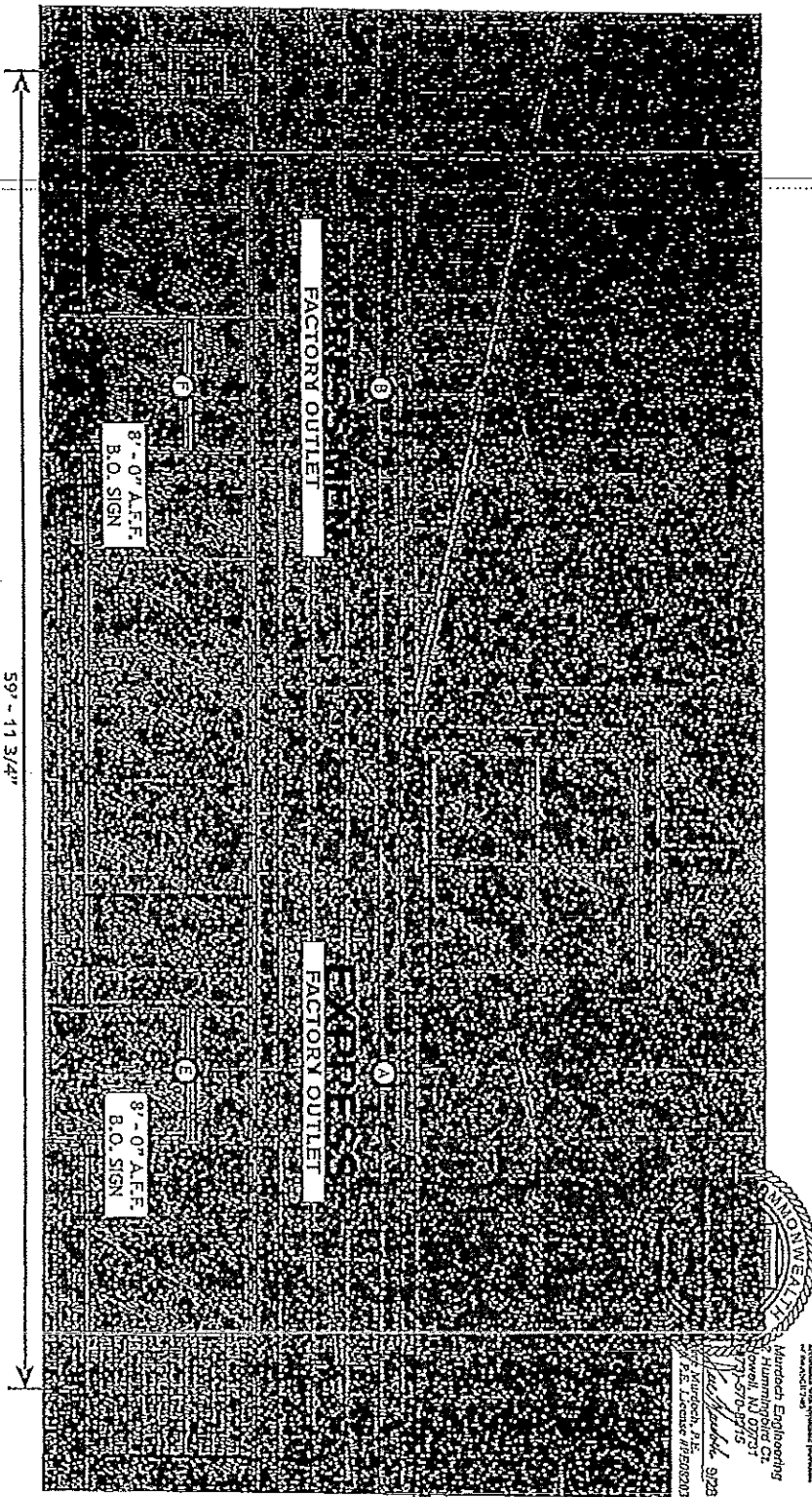
1:	6:
2:	7:
3:	8:
4:	9:
5:	10:

PAGE: 1



Jerre Murdoch, P.E.
Professional Engineer
No. 00751
Tannersville, PA 18251
9128116
P.E. License #PE0202030

STOREFRONT - ELEVATION
SCALE: N.T.S.



- Ⓐ EXP 1807 BA FO PT RCB141.125 cust. QTY - 1
- Ⓑ EXP 1807 BA FO PT RCB141.125 cust. QTY - 1
- Ⓒ EXP 14FCO signtr. QTY - 1
- Ⓓ EXP 1807 BA FO PT RCB141.125 cust. QTY - 1
- Ⓔ EXP 1807 BA FO PT RCB141.125 cust. QTY - 1
- Ⓕ EXP 1807 BA FO PT RCB141.125 cust. QTY - 1
- Ⓖ EXP 1807 BA FO PT RCB141.125 cust. QTY - 1

Prepared by: J.E. 2008
Designed by: J.E. 2008
Checked by: J.E. 2008
Reviewed by: J.E. 2008
Date: 07/14/16
Scale: N.T.S.
Project: EXP 1807
Drawing: STOREFRONT - ELEVATION
Author: J.E. 2008
Revised: J.E. 2008
By: J.E. 2008
Date: 07/14/16

Minich Engineering
Hummel, NJ 07731
Tel: 973-570-9715
Fax: 973-570-9716
Email: minich@minicheng.com
Website: www.minicheng.com



WCA
EXPRESS
STOREFRONT

EXPRESS

FACTORY OUTLET

Store 1807
Space A10

THE CROSSINGS
PREMIUM OUTLETS
TANNERSVILLE, PA

This sign is intended to be installed in accordance with the requirements of Article 403 of the National Electrical Code and/or other applicable local codes. It is intended for proper protection and lighting of the sign.



Submitted Date: 07/14/16
Plan Issue/Rev Date: 06/10/16
Author: J.E. 2008
Designer: J.E. 2008

REVISIONS

11:	16:
12:	17:
13:	18:
14:	19:
15:	20:

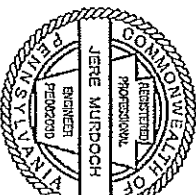
PAGE: 2

B NON-ILLUM. LETTERS ON CABINET - ELEVATION
Scale: 1/2" = 1' - 0"

36.23 SQ. FT.

EXPRESS MEN

FACTORY OUTLET

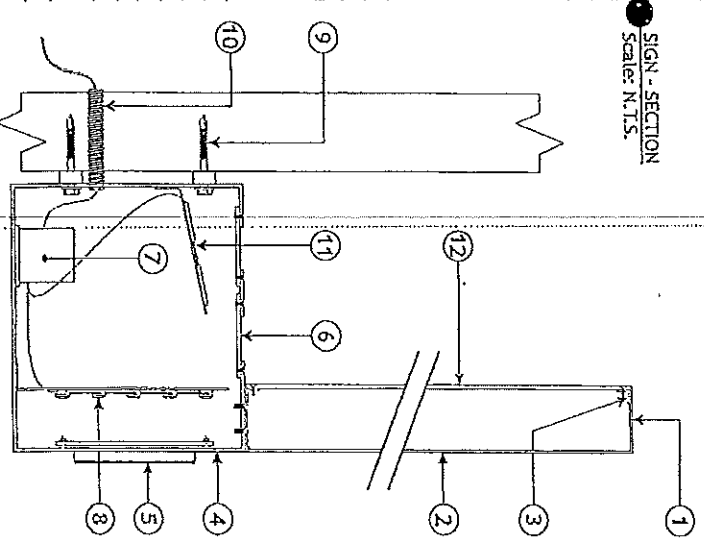


Jere Murodoch
Professional Engineer
License No. 912816
Commonwealth of Pennsylvania
Exp. Date: 12/31/2020
Jere Murodoch, P.E.
1775 Locust St., Suite 200
Philadelphia, PA 19103
Tel: 215-595-1111
Fax: 215-595-1112
www.jmurodoch.com

5"
12"

FASTENER APPLICATION GUIDE				WALL CONSTRUCTION			
FASTENER	DRILL	SPACING	WALL TYPE	CONCRETE	BRICK	CMU	STUD WALL
ANCHOR	3/8"	24" O.C.	YES	NO	NO	NO	NO
DRILLING	3/8"	24" O.C.	YES	NO	NO	NO	NO
LAG BOLT	3/8"	24" O.C.	NO	NO	NO	NO	NO
ROD END	3/8"	24" O.C.	YES	NO	NO	NO	YES

SIGN - SECTION
Scale: N.T.S.



SIGN - DETAILS

- 4" DEEP X .063 ALUMINUM LETTER RETURNS PAINTED EXPRESS BLACK.
- LETTERS SECURED TO TOP SIDE OF RACEWAY WITH REQUIRED FASTENERS
- .090 ROUTED ALUMINUM LETTER FACES PAINTED TO MATCH RETURNS
- ALUMINUM CLIPS WELDED TO INSIDE LETTER RETURNS
- .090 FABRICATED ALUMINUM RACEWAY PAINTED
- SILVER METALLIC WITH ROUTED FACE
- 3/4" THICK ROUTED ACRYLIC PUSH THRU LETTERS BACKED WITH
- DIFFUSER PANEL. LETTERS TO HAVE EXPRESS BLACK PAINTED OVERLAYS
- 3/16" CLEAR ACRYLIC LENS TO COVER OPENINGS IN RACEWAY
- FOR UP LIGHT WASH ILLUMINATION - ON INSIDE OF RACEWAY
- LED POWER SUPPLIES LOCATED INSIDE RACEWAY
- 5000K WHITE LED UNITS
- RACEWAY MOUNTS FLUSH TO STOREFRONT WITH REQUIRED FASTENERS;
- AND 1/2" SPACERS PAINTED TO MATCH STOREFRONT SEE FASTENER TABLE
- 3/8" RIGID CONDUIT PASS ELECTRIC (PROVIDED BY G.C.)
- INTO SIGN AND CONNECT TO POWER SUPPLIES
- LED UNITS APPLIED TO ALUMINUM ANGLED PLATE TO PROVIDE
- UPWARD WASHED LIGHT THROUGH ACRYLIC LENSE
- ALUMINUM LETTER BACKS SECURED TO LETTERS WITH SCREWS INTO ALUMINUM CLIPS

EXM16.25FAB BM FO PT RCB184.75 COST



EXPRESS
FACTORY OUTLET

Store 1807
Space A10
THE CROSSINGS
PREMIUM OUTLETS
TANNESVILLE, PA

This sign is intended to be installed in accordance with the requirements of Article 400 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

UL
Listed for Wet Locations
UL label located inside cabinet

Submitted Date: 07/14/16
Plan Issue/Rev Date: 06/10/16
Acct Rep: Quinn Wright
Designer: Jere Williams

REVISIONS	
r1:	r6:
r2:	r7:
r3:	r8:
r4:	r9:
r5:	r10:



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

INNOVATIVE ENGINEERING

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

2738 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0305

559 Main Street, Suite 230
Bethlehem, PA 18018
610-419-9407
Fax 610-419-9408
www.bjengineers.com

February 23, 2017

William Smith
Northampton Community College
3835 Green Pond Road
Bethlehem, PA 18020-7599

**SUBJECT: ESCROW ACCOUNT
NORTHAMPTON COMMUNITY COLLEGE
PROJECT 0930237C**

Dear Mr. Smith:

Northampton Community College (NCC) has requested release of its remaining monies (\$336,994.00) being held to complete improvements required for its Pocono Campus.

This office sent correspondence dated January 22, 2015, revised February 10, 2015, recommending reduction of the escrow account to its current balance. We recommended holding release of money until NCC satisfactorily addressed two outstanding items:

- 1) Improper functioning of stormwater management basins, and
- 2) Overlay of Railroad Avenue.

A copy of the correspondence is attached.

I am also attaching an internal memo describing the depth of overlay thickness and areas of concern on Railroad Avenue.

Please contact me, or have your engineer contact me with a plan to resolve these issues, so that upon satisfactory completion of these items, we can release the remaining escrow balance.

Sincerely,

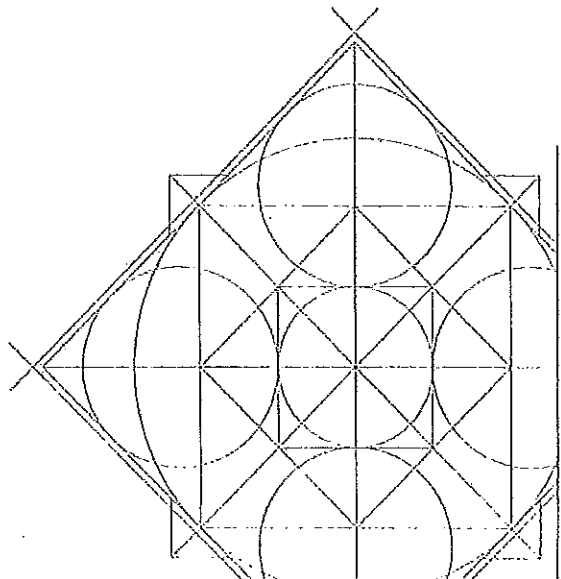
Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/cg

Enclosures

cc: Charles Vogt, Township Manager
Pam Tripus
Lisa Pereira, Esquire
Leo DeVito, Township Solicitor

S:\2009\0930237C\Escrow\Mr.AccountStatus.docx





Boucher & James, Inc.
CONSULTING ENGINEERS

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

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

www.bjengineers.com

January 22, 2015
Revised February 10, 2015

Lisa Pereira
Broughal & DeVito, LLP
38 West Market Street
Bethlehem, PA 18018-5703

**SUBJECT: ESCROW RELEASE NO. 1
NORTHAMPTON COMMUNITY COLLEGE
POCONO TOWNSHIP, MONROE COUNTY, PA
PROJECT NO. 0930237A**

Dear Ms. Pereira:

At the request of the Applicant we are offering this correspondence in support of a partial release of monies for improvements constructed at the Northampton Community College site. Our records indicate there are two agreements under which funds were escrowed. They were prepared by the Applicant's Engineer, Herbert, Rowland & Grubic Inc. and both are dated April 22, 2014. The Public Improvement Cost Estimate totaled \$1,298,179.20. The Stormwater Improvement Cost Estimate totaled \$593,280.00

Based on our field observations we offer the following comments:

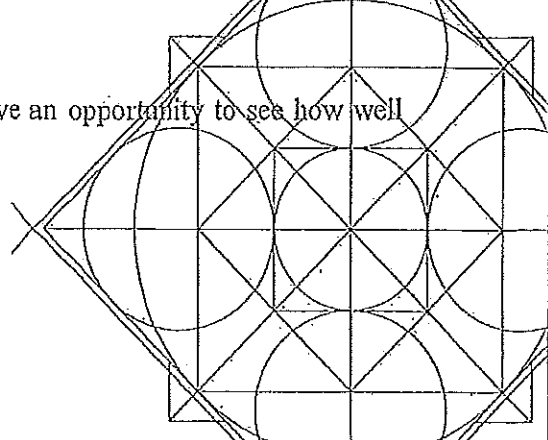
Public Improvement Cost Estimate

Item C. 1 ½" Overlay to Railroad Avenue

We recommend releasing \$37,356.00 (50%) at this time. We were never notified when paving took place for this line item and was unable to observe the placement, material type and depth of the overlay. We recommend the Applicant obtain core borings at suitable intervals and obtain a lab analysis to provide us with depth and composition of material, along with a certification that it meets the design specifications. Upon receipt of a satisfactory report the remaining monies may be released.

Item D. Required Landscaping

We recommend releasing \$76,128 (75%) until we have an opportunity to see how well the plantings have survived their first winter season.



Stormwater Improvements Cost Estimate

On two different occasions, site observations indicated standing water in Basins A2, H2 & H3 after the period of time in which all water should have infiltrated. Therefore, we conclude these basins do not function per design and ordinance requirements. An investigative course of action should be recommended by the Applicant's Engineer followed by recommendations for remediation. That process cannot begin until there is no danger of frost in the ground. Until this is resolved we recommend retaining Item A in the amount of \$64,875.00 (100%) in the escrow account. The amounts in Items B & C may be released.

Based on our review of this request, we recommend the Applicant receive a reduction to its posted escrow as follows:

Public Improvements Cost Estimate

A. 100% Reduction	\$ 42,000.00
B. Separate Account	
C. Reduce all items by 100% except 1 1/2" overlay on Railroad Avenue (50%)	
Total Reduction	\$ 768,756.00
D. Reduce by 75%	\$ 76,128.00
E. Reduce by 100%	\$ 132,200.00
Total Reduction	\$1,019,084.00
Total Remaining	\$ 62,732.00

Admin, Engineering, legal, and construction observation can be reduced 75%	\$ 81,136.20
Total Retained	\$ 27,045.40

10 (ten) percent retainage (\$108,181.60) should remain in escrow throughout the maintenance period.

Stormwater Improvements Estimate

A. No Reduction	
B. Reduce by 100%	\$183,700.00
C. Reduce by 100%	\$245,825.00
Total Reduction	\$429,525.00
Total Retained	\$ 64,875.00

Admin, Engineering, legal, and construction observation can be reduced 50%	\$ 24,720.00
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10% (ten percent retainage (\$49,440.00) should remain in escrow throughout the maintenance period.

Total Retainage-to remain is as follows:

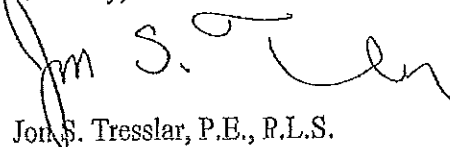
Public Improvement, Cost Estimate	\$62,732.00
Admin, Engineering, Legal and Construction Observation	27,045.40
10% Escrow	<u>108,181.60</u>
Subtotal	\$197,959.00

Stormwater Improvements Estimate	\$64,875.00
Admin	24,720.00
10% Escrow	<u>49,440.00</u>
Subtotal	\$139,035.00

Total Public Improvements and Stormwater Improvements	\$336,994.00
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If you have any questions concerning this information, please contact me.

Sincerely,



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

JST/cg

cc: Gregg Schuster, Pocono Township, (via email)
Herster, Newton, & Murphy - Applicant's Attorney
Jamie Keener, Herbert, Rowland, & Grubic, Inc. (via email)
Eric Stump, Herbert, Rowland, & Grubic, Inc. (via email)
Christopher W. Dellinger, P.E., Herbert, Rowland, & Grubic, Inc. (via email)
William Smith, Northampton Community College - Applicant (via email)

Memo

To: Jon Tresslar
From: Phil Ivins
Subject: Railroad Avenue Reports – Northampton Community College
Date: October 9, 2015

Sample 1 located approximately 1,576.5' from Rt 715 on the left side of the road. The thickness appears to be 1-3/4".

Sample 2 located approximately 1,582' from Rt 715 on the right side of the road. The thickness appears to be 1".

Sample 3 located approximately 2,112' from Rt 715 on the left side of the road. The thickness appears to be 1-1/2".

Sample 4 located approximately 2,112.5' from Rt 715 on the right side of the road. The thickness appears to be 1-3/4".

Sample 5 located approximately 2,455' from Rt 715 on the right side of the road. The thickness appears to be 1/4". **THERE IS AN AREA APPROXIMATELY 2' X 6' WHERE THE ROAD IS FAILING.**

Sample 6 located approximately 2,455' from Rt 715 on the right side of the road. The thickness appears to be 3/4". This sample 6 was taken 4' from sample 5 in the same lane.

Sample 7 located approximately 608.5 from Rt 715 on the right side of the road. The thickness appears to be 1-1/2".

Enclosure(s)

S:\2009\0930237C\Memo.To.JTresslar.reRailroadAvenue.doc



Boucher & James, Inc.

Regina Zuvich

From: cheryl@rkaconstruction.com
Sent: Tuesday, February 28, 2017 11:13 AM
To: Regina Zuvich
Cc: Rob Ace
Subject: letter of Credit

Dear Gina;

Robert K. Ace Jr. Construction, LLC is wanting to close out the letter of credit for 220 Learn Rd. Tannersville, PA 18372. The work has been completed and we would like to progress forward with the close out process as we have been advised by our bank to do so. We appreciate your assistance with this procedure.

Thank you;
Cheryl
Robert K. Ace Jr. Construction, LLC
570-420-9908
220 Learn Rd.
Tannersville, PA 18372

IRREVOCABLE LETTER OF CREDIT NO. 843

Date and Place of Issue:

Wayne Bank
717 Main Street
Honesdale, PA 18431

Date and Place of Expiry:

Wayne Bank
717 Main Street
Honesdale, PA 18431

Applicant:

Robert K. Ace, Jr. Construction, LLC
6252 Cardinal Drive
East Stroudsburg, PA 18301

Beneficiary:

Pocono Township
112 Township Drive
Tannersville, PA 18372

Advising Bank:

Wayne Bank
717 Main Street
Honesdale, PA 18431

Amount:

\$22,605.00

Ladies/Gentlemen:

Wayne Bank hereby establishes its Irrevocable Stand-by-Letter of Credit No. 843 in favor of Pocono Township, Monroe County at the request of Robert K. Ace, Jr. Construction, LLC, in an amount not to exceed Twenty Two Thousand Six Hundred Five Thousand (\$22,605.00) Dollars, available by your drafts drawn at sight and endorsed on the reverse thereof when accompanied by the following documents:

1. This original Letter of Credit and any amendments.
2. An original, typed, dated statement bearing the Pocono Township Seal purportedly signed by an authorized officer of Pocono Township stating the following:

"The undersigned does hereby certify that the draft accompanying this statement represents the amount due Pocono Township, Monroe County. Pocono Township, Monroe County is entitled to payment pursuant to certain developers agreement (Identify the applicable Agreement(s), i.e. Subdivision and Land Development Improvements Agreement and Subdivision and Land Development Maintenance Agreement) executed by and between Robert K. Ace Jr. Construction, LLC and Pocono Township, Monroe County dated May 6, 2016 Pocono Township, Monroe County hereby requests payment under Irrevocable Stand-By Letter of Credit No. 843."

~~Drafts under this Letter of Credit must contain the clause "Drawn under~~
Irrevocable Stand-by Letter of Credit No. 843 of Wayne Bank, dated May 6, 2017.

SPECIAL CONDITION

This Letter of Credit expires on May 6, 2017, and any drafts presented after May 6, 2017 will not be honored, provided, however, that Wayne Bank agrees that no later than sixty (60) days prior to the expiration date, it will notify you in writing, by Registered Mail, return receipt requested, at the address as noted above, that this Letter of Credit will not be extended. Upon receipt of such notice, you may draw on us by means of your draft for the remaining balance of the Letter of Credit accompanied by your statement that the Letter of Credit has not be extended. If Wayne Bank fails to give you such notice at least sixty (60) days prior to the expiration date, then the expiration date of the Letter of Credit shall be extended automatically on a month to month basis.

This Letter of Credit sets forth in full the terms of our undertaking, and such undertaking shall not in any way be modified, amended or amplified by reference to any document, instrument or agreement referred to herein or in which this Letter of Credit is referred to or to which this Letter of Credit relates, and any such reference shall not be deemed to incorporate herein by reference any document, instrument or agreement.

This Letter of Credit is subject to the Uniform Custom and Practices for Documentary Credit (1993 Revision), International Chamber of Commerce Publication No. 590. This Letter of Credit shall be deemed to be issued under the laws of the Commonwealth of Pennsylvania and shall, as to matters not governed by said uniform customs and practices, be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

WAYNE BANK:

By: Linda D Mader
Print Name: Linda D Mader
Title: SVP



CARRIAGE HOUSE COUNTRY CLUB
P.O. Box 125, Pocono Manor, PA 18349
Phone (570)839-6761 Fax (570)895-1019
www.carriagehousecountryclub.com

RECEIVED
FEB 28 2017
POCONO TOWNSHIP

February 27, 2017

Pocono Township Commissioners
P.O. Box 112 Township Drive
Tannersville, PA 18372

Regarding the standby letter of credit issued by First Keystone Bank on behalf of The Carriage House Country Club to Pocono Township; please be advised that The Carriage House Country Club will not be renewing the letter of credit as the project is completed to plan and satisfactory inspection. Please release The Carriage House Country Club's promissory note issued by First Keystone Bank.

Regards,

Thomas Bodrogi
The Carriage House Country Club
President of the B.O.D.

cc. Edgar A. Gower Jr.
First Keystone Bank

January 12, 2017

Mr. Kenneth R. Brown, Manager
Brodhead Creek Regional Authority
410 Mill Creek Road
East Stroudsburg, PA 18301

RE: Rt. 715 Water Main Interconnection
Additional Temporary Easement Requested From Pocono Township

Dear Ken:

After our meeting with the Monroe County Conservation District (MCCD) and our subsequent conference call to clarify our proposed response to the District's review comments, we have determined that BCRA's as yet to be selected contractor will require additional temporary easement to perform his construction activities. Two maps are attached which depict the areas of additional temporary easement required. The reasons for these additional temporary easements are as follows:

A. Rt. 611 Side of Pocono Creek

1. The MCCD requires that the access from Rt. 611 including the staging area be included in the project area.
2. The temporary soil stockpile area is to be included within the limits of disturbance and project area.
3. The E & S silt filter bags need to have silt sox down gradient and along the contours not across the contours. They are also required to be within the limits of disturbance and the project area. This moves some of these filter sox outside the existing temporary easement.
4. A frac tank will be required to be placed in the stockpile area for the collection of the mud utilized for the stream boring.

B. I-80 Side of Pocono Creek

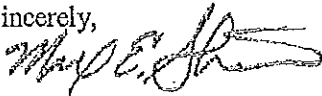
1. Since the BCRA is required by its easement agreement with Pocono Township to install a water service line to the Pocono Township Sewage Pumping Station, MCCD wants that area included in the permit application to avoid a likely major amendment to the NPDES Construction Activity permit at a later date thus requiring additional time and money. This is true even if the BCRA construction crews perform the work.
2. Since this water service and a portion of the main are located within the 100 foot buffer of Pocono Creek and with Pocono Creek being a high quality stream, erosion

control blanket will need to be installed all along the creek on this side. Placement of silt sox down gradient of the work area will be required as well.

3. ~~BCRA's contractor will require a rock construction entrance and soil stockpile adjacent to the pumping station access drive.~~
4. Additional staging area is required alongside the ball field for the boring subcontractor and for storage of pipe and equipment. This location is a mostly open area and includes the area to install the service line to the concession stand.
5. The potential access from Rt. 715 where the 12" water main is proposed through the Township property is too steep to maneuver some of the equipment and material supply trucks for the boring and pipe installation.

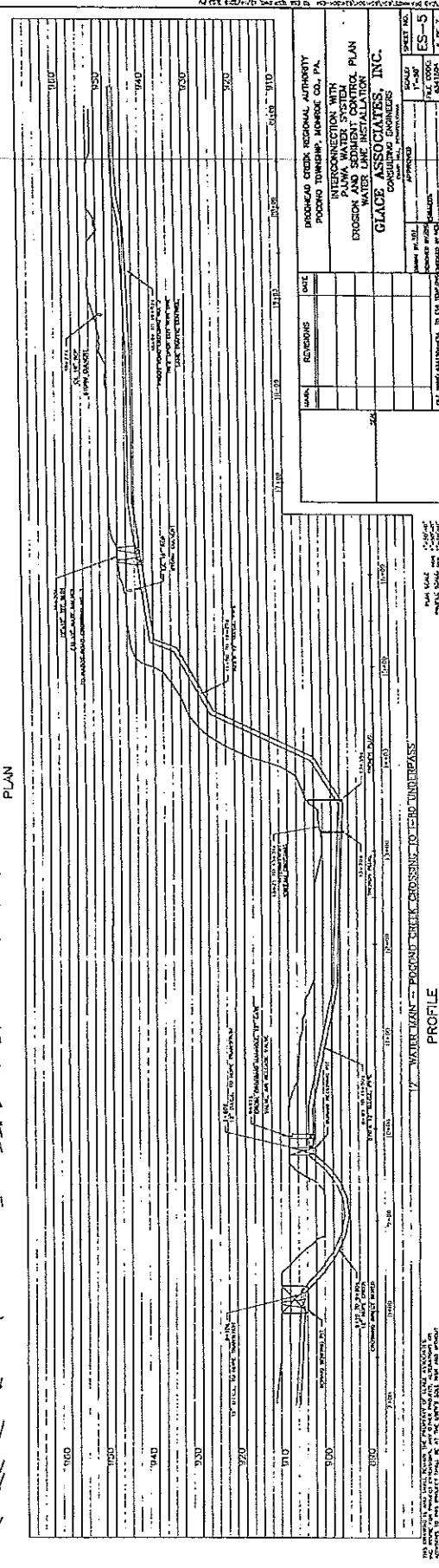
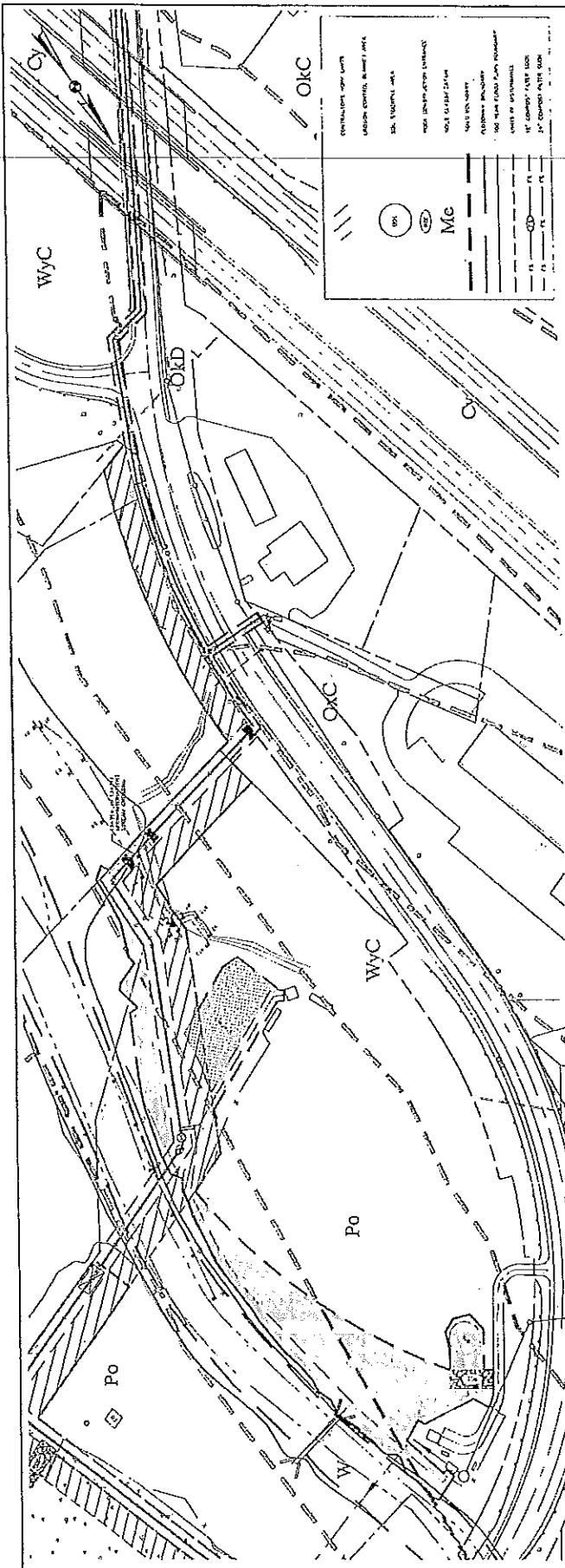
Due to the unusual shapes and types of the requested temporary easements, it would be difficult to provide metes and bounds for these easements. It would be much easier to refer to the 2 attached maps in a general temporary access and construction easement amendment to the existing signed easement agreement. If you or the Township have any questions on the attached request or the mapped areas, do not hesitate to contact me or Raelene in our office.

Sincerely,

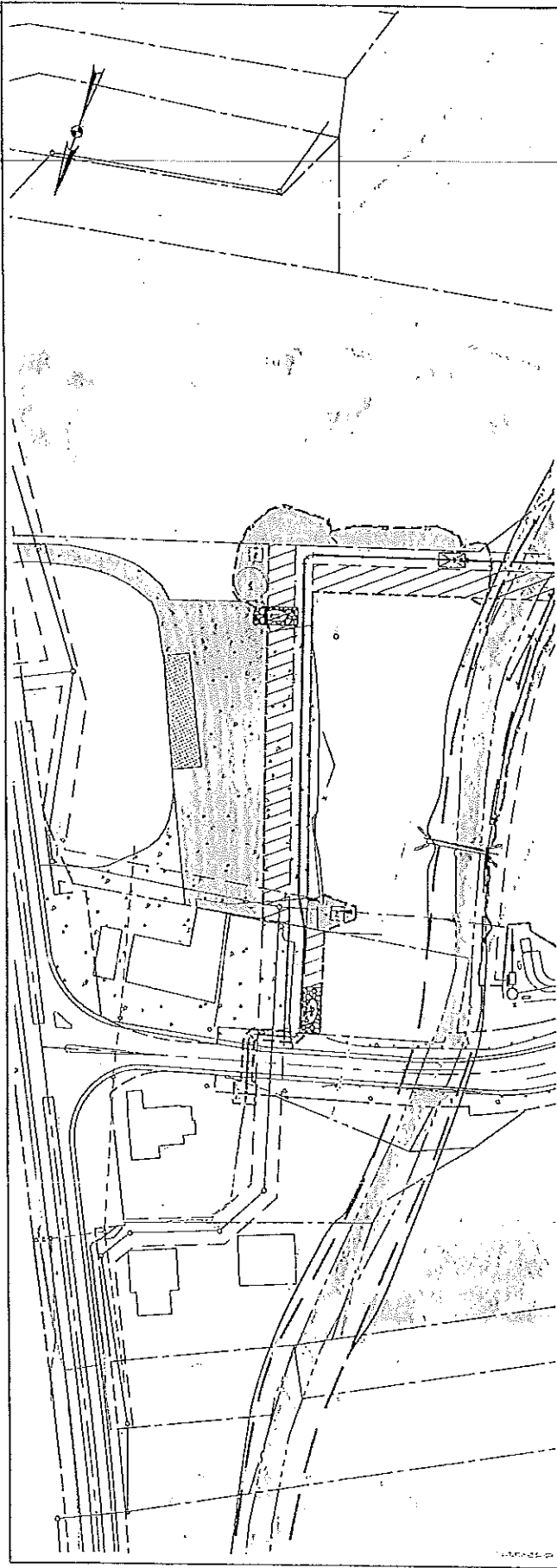


Max E. Stoner, P.E., President
Glance Associates, Inc.

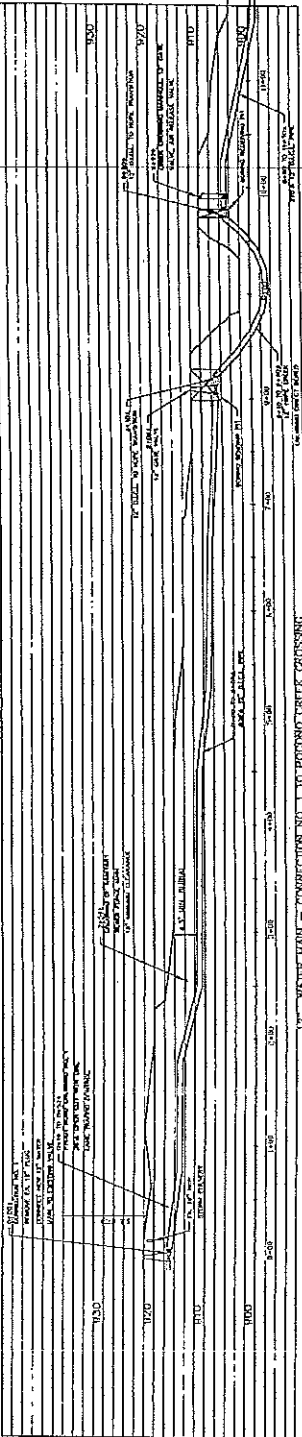
cc: Raelene Gabriel, P.E.



PROJECT NO. SHEET NO. DATE DRAWN BY CHECKED BY APPROVED BY PROJECT NAME PROJECT LOCATION PROJECT DESCRIPTION PROJECT OWNER PROJECT ENGINEER PROJECT SURVEYOR PROJECT CONTRACTOR PROJECT SUBCONTRACTOR PROJECT MATERIALS PROJECT EQUIPMENT PROJECT TOOLS PROJECT SAFETY PROJECT ENVIRONMENT PROJECT COMMUNITY PROJECT HISTORY PROJECT FUTURE PROJECT LEGACY PROJECT IMPACT PROJECT BENEFIT PROJECT VALUE PROJECT COST PROJECT RISK PROJECT CHALLENGE PROJECT OPPORTUNITY PROJECT SOLUTION PROJECT OUTCOME PROJECT LESSON PROJECT INSIGHT PROJECT WISDOM PROJECT KNOWLEDGE PROJECT SKILL PROJECT ATTITUDE PROJECT BEHAVIOR PROJECT HABIT PROJECT TRADITION PROJECT CULTURE PROJECT IDENTITY PROJECT SPIRIT PROJECT SOUL PROJECT HEART PROJECT MIND PROJECT BODY PROJECT SPIRIT PROJECT SOUL PROJECT HEART PROJECT MIND PROJECT BODY		PROJECT NO. SHEET NO. DATE DRAWN BY CHECKED BY APPROVED BY PROJECT NAME PROJECT LOCATION PROJECT DESCRIPTION PROJECT OWNER PROJECT ENGINEER PROJECT SURVEYOR PROJECT CONTRACTOR PROJECT SUBCONTRACTOR PROJECT MATERIALS PROJECT EQUIPMENT PROJECT TOOLS PROJECT SAFETY PROJECT ENVIRONMENT PROJECT COMMUNITY PROJECT HISTORY PROJECT FUTURE PROJECT LEGACY PROJECT IMPACT PROJECT BENEFIT PROJECT VALUE PROJECT COST PROJECT RISK PROJECT CHALLENGE PROJECT OPPORTUNITY PROJECT SOLUTION PROJECT OUTCOME PROJECT LESSON PROJECT INSIGHT PROJECT WISDOM PROJECT KNOWLEDGE PROJECT SKILL PROJECT ATTITUDE PROJECT BEHAVIOR PROJECT HABIT PROJECT TRADITION PROJECT CULTURE PROJECT IDENTITY PROJECT SPIRIT PROJECT SOUL PROJECT HEART PROJECT MIND PROJECT BODY PROJECT SPIRIT PROJECT SOUL PROJECT HEART PROJECT MIND PROJECT BODY
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PLAN



17' WATER MAIN - CONNECTION TO POCOMO CREEK CROSSING

PROFILE

- 17' WATER MAIN
- 12" WATER MAIN
- 8" WATER MAIN
- 4" WATER MAIN
- 2" WATER MAIN
- 1" WATER MAIN
- 1/2" WATER MAIN
- 1/4" WATER MAIN
- 1/8" WATER MAIN
- 1/16" WATER MAIN
- 1/32" WATER MAIN
- 1/64" WATER MAIN
- 1/128" WATER MAIN
- 1/256" WATER MAIN
- 1/512" WATER MAIN
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