

POCONO TOWNSHIP COMMISSIONERS
MEETING AGENDA
September 18, 2017 6:00 p.m.

1) Pledge of Allegiance

2) Roll Call

3) Announcements:

- Executive Session held – September 7, 2017 – personnel
- Executive Session held – September 14, 2017 - personnel
- Fall clean up – September 28 – 30, 2017
- Mountain View Park – Veteran's Day Program

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 September 5, 2017
- b. Special Meeting of September 7, 2017
- c. Work Session of September 14, 2017

6) Approval of Bills and Transfers

- a. Check ratification list for prior period dated September 18, 2017
- b. Check and Transfer Listing dated September 18, 2017
- c. Budget Line Item Transfer dated September 18, 2017

7) Report of the President

8) Commissioners Comments

Bob De Young – Vice President

Jerry Lastowski – Commissioner
Audit

Judi Coover – Commissioner
Sign Ordinance

Ellen Gmandt – Commissioner

9) Reports

- a. Emergency Services
 - Police
 - Fire
 - EMS

- b. Finance Committee Report
- c. Sewer Committee
- d. Administration – Manager's Report
 - Township Solicitor at Zoning Hearing Board
 - Bond for Interim Township Treasurer and Deputy Treasurer
 - Motion for bank account access for Book keeper
 - DPW Director
 - Park dates
 - Act 89 – Land Transportation Project Funding
 - State Budget – 9-1-1 funding
- e. Public Works Report
 - Municbids for Bucket Truck
 - Open sealed bids for Anti-skid
 - Open sealed bids for winter subcontractors
 - 2017/2018 Road paving and seal coating projects
 - Paving at police department
 - Underground storage tanks
- f. Township Engineer Report
 - Status Report on Sewer Redesign .
 - Route 611 Sewer Line Relocation Work Update
 - Wilke Road GP – Stream Stabilization
 - MS4 Plan – submitted
 - Sanofi Sanitary Sewer Easement
 - Request to vacate township Road – Running Lane
 - Camelback Extension request
- g. Township Solicitor Report
 - PMSD EDU'S
 - Pocono Logistics
 - Brookdale Conditional Use

10) Presentations –

11) Resolutions and Ordinances
Record Destruction – Resolution 2017-XX

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

13) Executive Session – if necessary

Adjournment

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 5, 2017
6:00 p.m.**

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Vice-President Robert DeYoung called the meeting to order at 6:00 pm with the Pledge of Allegiance.

Roll call:

President Werkheiser – Absent
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Ghandt – Present

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Executive Session was held on August 24, 2017 for personnel matters.

Executive Session was held on August 29, 2017 for personnel matters.

Executive Session was held on August 31, 2017 for personnel matters.

Fall Clean-Up is scheduled for September 28 – 30, 2017.

Public Comments on matters not on the agenda: None

Presentations:

American Legion Post 903:

Commander Tom Bowditch thanked the Township Commissioners and employees for their continued support of the war memorial. He discussed the upcoming 2018 events and hoped to enlist the assistance of the township for some of the special events.

Camp Lindenmere update:

Steven Valente from Pennoni Associates, representatives from the contracting company and Camp Lindenmere manager gave an update on the road project. They discussed material delays as the cause for the project not being completed on schedule. At this time they are anticipating completion the week of September 25, 2017. They will keep the township and school district updated.

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6:00 p.m.**

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Approval of Minutes:

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to accept the August 21, 2017 Regular Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to accept the August 24, 2017 Work Session Minutes.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the August 28, 2017 Special Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to accept the August 31, 2017 Work Session Minutes.

All in favor
Motion Carried

Approval of Bills and Transfers:

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to ratify the check list for the prior period dated September 5, 2017.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to approve the Bills and Transfers dated September 5, 2017.

All in favor
Motion Carried

Report of the President: None

POCONO TOWNSHIP BOARD OF COMMISSIONERS
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Commissioner's Comments:

Vice President DeYoung: None

Commissioner Lastowski:

Audit: There were clerical discrepancies in the audit with the Commissioners being told they should have the final draft by the second meeting in September.

Go Green Grant: Penndot is approving a second round of funding which is a positive sign that the township should hear soon concerning their approval with this project.

Commissioner Coover:

PJJWA: Commissioner Coover indicated that BCRA has not responded to the letter sent in July and the 45-day deadline has passed.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to send a letter to the Chairman of PJJWA stating that BCRA has not moved forward on the purchase of PJJWA and requesting that PJJWA begin to look for other potential buyers.

All in favor
Motion Carried

Commissioner Gndt:

Actuary: Commissioner Gndt indicated the Police calculations for overpayment to their pension plan were forwarded to the Actuary and was informed it would take into October for them to get back to us.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to refund pension payment amounts to the Police Officers for 2013, 2014, 2015 and 2016 immediately, and notify the Actuary the date checks are cut for purpose of calculating interest to be paid as soon as we have the numbers.

All in favor
Motion Carried

GASB 45 vs GASB 75: Commissioner Gndt explained that the audit requirements are changing next year. Early implementation is available and she believes this will save the township the cost of an entire audit if we move forward now.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
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Motion made by Commissioner Gndt, seconded by Commissioner Coover, to adopt GASB 75 and to advise our actuary to proceed with early implementation.

All in favor
Motion Carried

Reports:

Finance Committee Report: None

Sewer Committee Report: None

Administration – Manager's Report:

Resignation of Township Treasurer was accepted effective September 8, 2017.
Discussion followed.

Part-time Employee:

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to hire Paola Razzaq as Bookkeeper and other duties as assigned for \$15.00 per hour for not more than 32 hours per week.

All in favor
Motion Carried

General Code/e-code:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve an additional allocation not to exceed \$12,000.00 to General Code to complete the codification and ecode project.

All in favor
Motion Carried

Employee Evaluation:

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, to approve the wage increase of 3.5%, \$20.39/hour to \$21.10/hour, for Assistant Secretary, Accounts Payable, Pam Tripus effective this pay period.

All in favor
Motion Carried

POCONO TOWNSHIP BOARD OF COMMISSIONERS
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DPW Consultant:

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to approve extending the DPW Consultant for two weeks to September 18, 2017.

All in favor
Motion Carried

PMSD EDU's – The engineer reported that language has been developed to amend the resolution and the Board should have the document by the next day.

Resolutions and Ordinances:

Assistant Secretary Bond:

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to approve Resolution 2017-43 as amended, to bond the Assistant Township Secretary as required by the First-Class Township Code in the amount of \$10,000.00 for a cost of \$100.00.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to ratify Resolution 2017-44 approving the destruction of identified Township records pursuant to the Township Record Retention Policy and as listed in Appendix D.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve Resolution 2017-45 entering into a confidentiality agreement, as required by Berkheimer, between the Township Manager, Treasurer, and Bookkeeper.

All in favor
Motion Carried

Public Comment:

Jerrold Belvin, Township resident, asked what the newly hired Bookkeeper's hourly rate was.

POCONO TOWNSHIP BOARD OF COMMISSIONERS
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Chris Ortolan, Township resident, reported that he has attempted to post the township's short-term rental ordinance on sites that advertise this type of rental and the difficulty he is having doing so. Discussion followed.

Charles Hamberger, Township resident, thanked Commissioners for their help with the Post 903 War Memorial.

Motion made by Commissioner Coover, seconded by Commissioner Gandt, to adjourn the meeting at 7:50 pm.

All in favor
Motion Carried

No executive session.

Submitted by: _____
Donna M. Asure
Township Secretary

Pocono Township Board of Commissioners
Special Meeting
September 7, 2017 9:00am
Meeting Minutes

Vice-President Robert DeYoung called the meeting to order at 9:00 am with the Pledge of Allegiance.

Roll call:

President Werkheiser – Absent
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Absent
Commissioner Ghandt – Present

Announcements: none

Public Comments -

Township resident Tom Felver inquired as to when the audit would be completed. He was advised that the Board was waiting for the auditor to complete his work.

MOTION by Commissioner Lastowski, seconded by Commissioner DeYoung to appoint Cefali and Associates, PC as Interim Treasurer at \$140.00 per hour pending signing of engagement letter and having Mr. Cefali bonded as required by the code.

All in favor
Motion Carried

MOTION by Commissioner Ghandt, seconded by Commissioner Lastowski to appoint the Township Manager as Deputy Treasurer and have that position bonded as required by the First-Class Code.

All in favor
Motion Carried

MOTION by Commissioner Ghandt, seconded by Commissioner Lastowski to approved the signers on all bank accounts as follows –

- Commissioner Werkheiser
- Commissioner DeYoung
- Commissioner Lastowski
- Commissioner Coover
- Commissioner Ghandt
- Interim Treasurer Frank Cefali
- Deputy Treasurer Donna M. Asure

All in favor
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner DeYoung to remove Regina Zuvich as a signer on all bank accounts effective Friday, September 8, 2017.

All in favor
Motion Carried

No additional Public Comment

No executive Session was needed.

MOTION by Commissioner Gndt, seconded by Commissioner Lastowski and carried to adjourn the meeting at 9:40am.

Submitted by,

Donna M. Asure
Township Secretary

POCONO TOWNSHIP BOARD OF COMMISSIONERS

WORK SESSION MINUTES

DATE: September 14, 2017

TIME: 9:00am

PLACE: Township Building

PRESIDING COMMISSIONER: Bob DeYoung

ROLL CALL:

Ellen Gmandt – Present
Bob DeYoung – Present
Jerry Lastowski – Present
Judi Coover – Present

Public Present –

No public present

The work session adjourned into executive session at 11:10 am to discuss personnel.

The work session reconvened at 11:40 am.

The work session adjourned into executive session at 12:27 pm to discuss personnel.

The work session reconvened at 12:40 pm.

No decisions were made in either executive session.

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.

THE WORK SESSION ENDED AT 1:15pm

POCONO TOWNSHIP CHECK LISTING

September 18 2017

General Fund	Date	Check	Vendor	Memo	Amount
	09/13/2017	56143	209 Enterprises	Stone	2,186.17
	09/13/2017	56144	Bartonsville Printing	Police certs/Park flyers	95.00
	09/13/2017	56145	BIU of PA, Inc.	SE & ZO services	950.00
	09/13/2017	56146	Boucher & James, Inc.	MS-4 Application	4,541.00
	09/13/2017	56147	Cyphers Truck Parts	Truck #3	45.95
	09/13/2017	56148	DES	Recycling	80.00
	09/13/2017	56149	Eureka Stone Quarry, Inc.	9.5/ Surge	2,478.25
	09/13/2017	56150	Fisher, Bella	Distribute Flyers	100.00
	09/13/2017	56151	Gupko, Christopher	Uniform Allowance	130.02
	09/13/2017	56152	Lawrence B. Fox P.C.	Civil Service	862.50
	09/13/2017	56153	Medico Industries, Inc.	Parts	48.90
	09/13/2017	56154	Metropolitan Telecommunications	Phones Park/Twp	580.79
	09/13/2017	56155	Metropolitan Telecommunications	Phones - Police	284.47
	09/13/2017	56156	Otto, Carol	Cleaning	550.00
	09/13/2017	56157	PAPCO, Inc.	Diesel/Gasoline	2,429.67
	09/13/2017	56158	Pocono Management Associates LLC	Contracted Services	932.57
	09/13/2017	56159	Pocono Record	Advertisement	3,645.51
	09/13/2017	56160	Prosser Laboratories, Inc.	Water Testing park	58.00
	09/13/2017	56161	Sirchie Fingerprint Laboratories	Fingerprinting supplies	47.30
	09/13/2017	56162	Sparkle Car Wash	Car washes - Police	28.00
	09/13/2017	56163	Staples Advantage	Office Supplies	220.14
	09/13/2017	56164	Sundance Networks, Inc.	IT Service	239.99
	09/13/2017	56165	Trapasso, Charlie Lynn	Reimbursement - PA System/Insurance	102.14
	09/13/2017	56166	UNIFIRST Corporation	Carpets/Uniforms	163.10
	09/13/2017	56167	Unum Life Insurance	Life Insurance	2,140.00
	09/13/2017	56168	Williamson Law Book Co.	Law books for Minutes/Resolutions/Ordinances	333.82
	09/13/2017	56169	BIU of PA, Inc.	ZO Services/Permit fees	4,760.85
	09/13/2017	56170	Broughal & DeVito, L.L.P.	Legal	6,800.74
	09/13/2017	56171	Cardmember Service	Microsoft Licenses/Safety Vest/Amazon membership	589.08
	09/13/2017	56172	D.G. Nicholas Co.	Supplies and Parts	140.43
	09/13/2017	56173	DES	Recycling	20.00
	09/13/2017	56174	Francis Smith & Sons Inc	Tank inspection/repair	1,010.00
	09/13/2017	56175	HUNTER KEYSTONE PETERBILT	Truck #3	128.55
	09/13/2017	56176	Medico Industries, Inc.	Truck #3	138.27
	09/13/2017	56177	Staples Advantage	Office Supplies	62.93
	09/13/2017	56178	Travelers CL Remittance Center	Bond - Tripus	100.00
	09/13/2017	56179	Brodhead Creek Regional Authority	Twp. Sewer	208.34
	09/13/2017	56180	Flamm, Waiton Heimback & Lamm, PC	Legal	1,788.50
	09/13/2017	56181	PPL Electric Utilities	Twp/Traffic Signals/Park	1,481.91
	09/13/2017	56182	State Workers Insurance Fund	Workmans comp - Instalment 10 of 11	21,314.00
	09/13/2017	56183	Stiff Oil Company	Heating Oil - Maint. Bldg	863.24
	09/13/2017	56184	Sundance Networks, Inc.	IT Service	331.00

POCONO TOWNSHIP CHECK LISTING

September 18 2017

09/13/2017	56185	T&M Associates	General Engineering - close out escrow accounts	374.50
09/13/2017	56186	Tulpehocken Mountain Spring Water Inc	Water	69.10
09/13/2017	56187	UNIFIRST Corporation	Carpets/Uniforms	163.10
09/13/2017	56188	Waste Management of Pennsylvania, Inc.	Dumpster - Twp.	604.90
09/14/2017	56189	Pocono Management Associates LLC	Contracted Services	1,006.39
09/14/2017	56190	Teamster 773	Police union dues	1,243.00
09/14/2017	56191	Teamster 773	Non police union dues September	561.00
09/14/2017	56192	Eureka Stone Quarry, Inc.	2A & Surge	3,392.03
09/14/2017	56193	Wilson Products	Supplies	6.75

TOTAL General Fund \$70,491.90

POCONO TOWNSHIP CHECK LISTING

September 18 2017

Sewer Operating Fund

09/07/2017 1910	Pocono Management Assoc. LLC.	Inv# PT082817	932.58
09/13/2017 1911	Pennsylvania One call System	Inv # 0000736070	86.10
09/13/2017 1912	Aspen Pest Control	Pump Station # 1 Carpenter Ants	85.00
09/13/2017 1913	Metropolitan Telecommunications	Inv # 0100511827-041 Pump Station # 5	59.29
09/13/2017 1914	Blue Ridge Communications	Inv # 03373301-01 & Inv. 03373329-01 Phone & internet pumpstation	120.88
09/14/2017 1915	Emergency Systems Service Co.	Pump Station repairs	4,038.82
09/14/2017 1916	Pocono Management Assoc. LLC.	Contracted Services	1,181.42
09/14/2017 1917	Pennsylvania One call System	Inv # 0000739679	123.41
09/14/2017 1918	EEMA O & M Services Group Inc	Inv # 2826	5,538.59
09/14/2017 1919	Blue Ridge Communications	Inv # 0337334-01	60.44
09/14/2017 1920	Broadhead Creek Regional Authority	Billing O& M Costs	77,471.00
09/14/2017 1921	TRIJAY Systems	Inv # 17079-2	625.00
09/14/2017 1922	PPL Electric Utilities	Utilities	2,030.35

TOTAL Sewer Operating Fund \$92,352.88

Sewer Construction Fund

TOTAL Sewer Construction Fund \$0.00

Capital Reserve Fund

09/14/2017 192	Wayne Bank Cardmember Services	Pop up Tents with sidewalls	1,319.96
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TOTAL Capital Reserve Fund \$1,319.96

ESSA

TOTAL General Fund
TOTAL Sewer Construction Fund
TOTAL ESSA Transfer

\$70,491.90
\$0.00
\$70,491.90

Transferred by:

Wayne Bank
TOTAL Sewer Operating Fund

\$92,352.88

Authorized by:

Pocono Township Check Listing

Sept 18, 2017

September 18, 2017

		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund Payroll		09/15/2017			Pay 19 2017	90,671.96
					TOTAL PAYROLL	\$90,671.96
		08/16/2017	56106	Cramer's Home Building	Parts for lawn mower. Bill inadvertently left off previous ratify list.	351.71
		09/06/2017	56140	PENNTLEEDATA	Internet connection inv# B3063315 township office	59.99
		09/11/2017	56141	Common Wealth of Pennsylvania	MS-4 Fees	5,000.00
		09/12/2017	56142	PENNTLEEDATA	Internet connection inv# B3058840 police	124.95
					TOTAL General Fund	\$5,536.65
Sewer Operating Fund		09/07/2017	1909	PENNTLEEDATA	Internet connection inv# B3063315 sewer	299.75
					TOTAL Sewer Operating	\$299.75

TOTAL General Fund

TOTAL Sewer Operating

\$96,208.61 Transferred by:

\$299.75

Authorized by:

POCONO TOWNSHIP BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Donna M. Asure, Township Manager

DATE: September 18, 2017

RE: Budget Adjustment

Please review the following line item transfer(s) for Commissioner approval.

FROM:

Fund & Department #	Account Number	Account Name	Amount
General Fund '01	438.612	Crack Sealing	15,000
Capital Reserve '30	410.740	Vehicles	12,000

\$27,000

TO:

Fund & Department #	Account Number	Account Name	Amount
General Fund '01	409.220	Buiding Operating Supplies	27,000

\$27,000

PURPOSE: To fund the filing system project

Approval By: _____

Date: _____

POCONO TOWNSHIP BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Donna M. Asure, Township Manager

DATE: September 18, 2017

RE: Budget Adjustment

Please review the following line item transfer(s) for Commissioner approval.

FROM:

Fund & Department #	Account Number	Account Name	Amount
General Fund '01	438.612	Crack Sealing	10,000

\$10,000

TO:

Fund & Department #	Account Number	Account Name	Amount
General Fund '01	414.220	Planning & Zoning Supplies	10,000

\$10,000

PURPOSE: To fund the General Code project

Approval By: _____

Date: _____

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

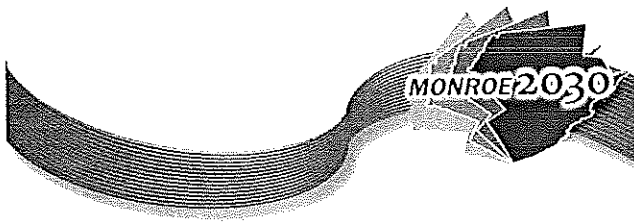
POLICE REPORT FOR AUGUST, 2017

The following are the recorded activities of the Pocono Township Police Department for the month of August 2017. Also listed are the available recorded activities for August 2016.

	AUG 2017	Y-T-D 2017	AUG 2016	Y-T-D 2016
Incidents Investigated	428	3150	446	3275
Burglary Alarms Answered	89	599	81	622
Reportable Accidents Investigated	27	160	35	172
Non-Reportable Accidents	54	271	33	235
Criminal Investigations	26	218	32	265
Criminal Arrests	43	258	31	288
Juvenile Detentions	1	8	2	4
Property Receipts	42	242	23	232
Notification of Faulty Equipment	119	953	97	855
Vehicle Reports	2	10	0	7
Death Investigations	1	12	2	15
Written Warnings	149	1151	150	1134
Missing Persons	2	8	0	7
Traffic Citations Issued	132	899	73	896
Non-Traffic Citations Issued	32	209	27	208
Ski Thefts	0	0	0	0
911 Hang-up Calls	58	468	71	563

Mileage all Vehicles: 15,979

Income from Report Fees: \$855.00



MONROE COUNTY PLANNING COMMISSION

TO: All Monroe County Municipalities
FROM: Eric Koopman, Lead Senior Planner
DATE: September 2017
SUBJECT: Act 89 – Local Transportation Project Funding

ADMINISTRATIVE CENTER
1 Quaker Plaza, Room 106
Stroudsburg, PA 18360-2169
Phone: 570-517-3100
Fax: 570-517-3858
mcpc@monroecountypa.gov
www.monroecountypa.gov

The Monroe County Board of Commissioners and Planning Commission are looking for feedback from municipalities regarding an optional \$5 fee for local transportation projects. Act 89 of 2013 provides counties with the option to generate transportation funding by assessing a \$5 fee on non-exempt vehicles (cars, motorcycles, buses, limousines, motor homes, trailers and semi-trailers) registered to an owner within the county. Given the number of such vehicles this would affect, approximately \$775,000 would be generated annually for local transportation projects.

While state and federal dollars are available for such transportation projects, local match dollars are almost always required. There are numerous local transportation projects which need funding every year, and Act 89 funds would help facilitate completion of such projects. The goal of utilizing these funds would be to increase safety, decrease damage to vehicles, improve quality of life, save money, promote economic development, create local jobs, and benefit locally owned businesses.

Enclosed you will find a survey requesting your input, as well as a list of Frequently Asked Questions regarding what projects would be eligible for these potential funds and basic information regarding Act 89 of 2013.

Due to the PennDOT budgeting timeline, please respond to survey questions by no later than September 22.

Responses may be mailed to our office or emailed to ekoopman@monroecountypa.gov.

Your feedback is important and we look forward to hearing from you.

FAQs for Community Input on the \$5 Fee for Local Use for Transportation Projects in Monroe County

Q1. What part of Act 89 of 2013 allows Monroe County to pass an ordinance to levy a fee for local transportation use?

A1. On November 25, 2013, Act 89 of 2013 was approved and passed into law. Act 89 of 2013 amended the Vehicle Code, Title 75 of the Pennsylvania Consolidated Statutes, by adding Section 1935 which outlines the establishment, levying, collection and distribution of the fee.

Q2. What percentage of the collected fee would be returned to Monroe County?

A2. 100%

Q3. What would be the effective date for imposition of the fee?

A3. No less than 90 days from when Monroe County would notify PennDOT of passage of an ordinance.

Q4. How much is the fee?

A4. The fee is \$5 annually per non-exempt vehicle.

Q5. Can Monroe County levy a fee of less than \$5?

A5. No. Section 1935 only provides for a fee of \$5 for each nonexempt vehicle registered to an address located in the county.

Q6. What are nonexempt vehicles?

A6. Those vehicles which are not exempt from registration fees under the Vehicle Code.

Q7. What are examples of nonexempt vehicles?

A7. Examples of nonexempt vehicles are cars, motorcycles, buses, limousines, motor homes, trailers and semi-trailers.

Q8. How many nonexempt vehicles are registered at an address located in Monroe County?

A8. As of April 10, 2016, there were 155,380 non-exempt vehicles registered at an address located in Monroe County. This number changes daily as people purchase and sell vehicles, and as they move from one county or state to another.

Q9. How much funding would the fee for local use generate for Monroe County?

A9. If 155,380 registrations were processed, Monroe County would receive \$776,900 in funding annually from the fee for local use.

Q12. What unit of PennDOT would collect the fee?

A12. Driver and Vehicle Services (DVS) would collect the fee as part of the vehicle registration process.

Q13. When would the fees be distributed to Monroe County?

A13. The collected fees would be distributed in June and December annually.

Q16. Could the fee for local use be put into the County General Fund and used for non-transportation related projects?

A16. No. The fee for local use must be used for transportation related projects.

Q18. What are some examples of how the fee can be used?

A18. Examples of Acceptable Expenditures include:

1. Construction, reconstruction, maintenance, and repair of public roads/streets or bridges for which the county or municipality is legally responsible including a roadway open to the use of the public for vehicular travel on grounds of a college or university or public or private school or public or historical park.
2. Costs of property damages resulting from road and/or bridge construction, reconstruction, or maintenance.
3. Purchase of right-of-way for road and/or bridge construction, reconstruction, or maintenance.
4. Compensation of viewers for services in eminent domain proceedings involving roads, highways, and bridges.
5. Interest and principal payments on road or bridge loans and bonds or sinking fund charges for such bonds becoming due within that current calendar year.
6. Any road or bridge work by order of the Public Utility Commission (PUC).
7. Culverts and drainage structures.
8. Acquisition, maintenance, repair, electrification, and operation of traffic signs and traffic signal control systems at intersections and/or railroad crossings.
9. Maintenance on alleys, ways, and courts in counties, townships, boroughs, and cities provided the municipality can demonstrate it has a legal responsibility for the alley, way, or court.
10. Minor equipment, equipment rentals, or repair parts for road maintenance vehicles.
11. Road drags and snow fence.
12. Purchase of PennDOT-approved materials.
13. Major road and bridge equipment (equipment costs in excess of \$4,000).
14. County Engineer's salary and benefit costs for road or bridge work.
15. Debris removal from the roadway and its gutters and shoulders.
16. Erection of street name signs, traffic directing signs, and traffic signal control systems.
17. Brush removal to improve sight distance.
18. Lane and crosswalk painting and marking.
19. Cleaning of inlets and culverts.
20. Certain structures such as salt storage sheds or buildings built to house county or municipal owned road equipment.
21. Engineering fees (fees in excess of 10% of the total contract price must be documented and justified to the satisfaction of the Municipal Services District Office).
22. Curb ramps to provide access by individuals with disabilities in accordance with the current Americans with Disabilities Act (ADA) and PennDOT standards.
23. Driveway grade adjustments due to construction or reconstruction.
24. Liability insurance for road and bridge equipment and vehicles when the named beneficiary is the entity's Liquid Fuels Tax Fund.
25. Administrative costs to a maximum of 10% of that year's total allocation, including benefits, overhead, and other administrative charges for county employees directly involved in permitted activities. (Note: expenditures must be documented and may be paid directly or charged as a mark-up on direct costs as part of an approved indirect cost allocation plan when the basis of the charge is consistent with charges to other county departments and the level of activity of the fund.)
26. Indirect engineering and transportation planning costs. (Note: The total indirect cost that may be expended in any year is limited to the 10% administrative allowance (see number 26 above). Direct engineering costs either contracted or in house are not included as either indirect or administrative costs. The reimbursement of prior year indirect costs is not permitted nor is any carry forward of eligibility authorized.)
27. Appraisal fees for infrastructure assets (as required by GASB 34).

28. Curbs that are part of the drainage system.
29. Inspection costs associated with roadway and bridge structures such as signs, signals, culverts, drainage structures and bridges.
30. Transportation related safety studies or safety projects on public highways.
31. Meeting the match requirement for Department highway and bridge projects and highway and bridge projects funded under the Multimodal Fund.
32. The construction of sound walls if included in a highway project as a mitigation measure for environmental purposes and all warrants are met.
33. The portions of pedestrian trails located within highway right-of-ways.
34. Repayment of or as security for Pennsylvania Infrastructure Bank loans with previous approval of the District Municipal Services Representative.
35. Other expenditures determined, on a case-by-case basis, to be consistent with the requirements and restrictions of Article 8/Section 11 of the Pennsylvania Constitution.

Q19. What are some examples of how the fee cannot be used?

A19. Examples of Unacceptable Expenditures include:

1. Parks, municipal buildings, or playgrounds.
2. Police departments, fire departments, or historic, charitable, or civic projects.
3. Private property drives.
4. Sidewalks not involved with road or bridge realignment projects.
5. Sanitary sewers, water lines, or utility costs.
6. Garbage or recycling pick-up.
7. Construction projects without prior Department approval.
8. Undocumented payroll expenditures.
9. Gasoline purchases for private vehicles.
10. Retroactive expenditures.
11. Transit-related expenditures.
12. The construction of sound walls if not included in a highway project as a mitigation measure for environmental purposes and/or does not meet all warrants.
13. The portion of pedestrian trails that are not located within highway right-of-way.
14. Other expenditures that do not comply with Section 1935 or the County Code.

Q20. Could Monroe County exempt vehicles other than those exempt under the Vehicle Code?

A20. No.

Q22. Are the owners of ATVs or boats subject to the fee?

A22. No. ATVs are registered by the Department of Conservation and Natural Resources and the Fish and Boat Commission respectively, not PennDOT.

Q24. Could the fee be used for transit purposes?

A24. No. Transit is not a highway or bridge purpose within the confines of Article 8, Section 11.

Q25. What are the audit requirements for the fee?

A25. All Fee for Local Use Funds are subject to audit annually by the Pennsylvania Department of the Auditor General in accordance with the requirements of Section 403 of the Fiscal Code, 72 P.S. § 403.

Q26. Have any other counties enacted an ordinance implementing the \$5 fee for local use? If so, which ones?

A26. Yes. They are: Allegheny, Berks, Beaver, Blair, Bucks, Cambria, Centre, Chester, Cumberland, Dauphin, Fulton, Greene, Lycoming, Montgomery, Philadelphia, Schuylkill, Westmoreland, and York.

MUNICIPAL SURVEY FOR \$5 FEE FOR TRANSPORTATION PROJECTS IN MONROE COUNTY

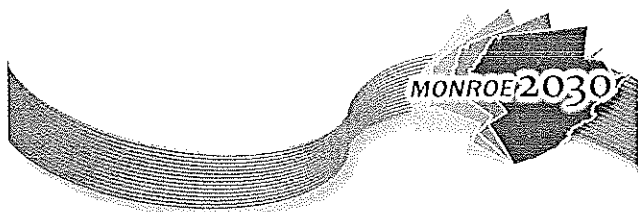
1. What transportation projects/costs does your municipality anticipate funding in 2018?
2. What transportation projects/costs does your municipality anticipate funding in the next five years?
3. Are there transportation projects your municipality is deferring because you cannot meet a local match or lack of funding? If so, what are they and what is the projected cost?
4. Are there transportation projects in your municipality that are currently in progress where if it were not for County, State and/or Federal funding, they would not have been completed? If so, what are they and what was the budgeted/projected cost?
7. Please indicate preference and/or provide feedback on the options for use of the \$5 fee.
 - A. Use the fee or a portion of the fee as leverage/match for state and/or federal funding for potential multi-million-dollar transportation projects
 - B. Other funding formula/method (Please describe.)
 - C. Do not levy the \$5 fee
8. Who would be the best contact person if the County needed to follow-up with your municipality?

Name:

Title:

Phone:

Email:



MONROE COUNTY PLANNING COMMISSION

TO: All Monroe County Municipalities

FROM: Eric Koopman, Lead Senior Planner

DATE: September 2017

SUBJECT: Act 89 – Fund Distribution

ADMINISTRATIVE CENTER
1 Quaker Plaza, Room 106
Stroudsburg, PA 18360-2169
Phone: 570-517-3100
Fax: 570-517-3858
mcpc@monroecountypa.gov
www.monroecountypa.gov

Initial reactions to a survey regarding a \$5 dollar vehicle registration fee to provide funding for local transportation projects have raised concerns and questions regarding how the funds will be distributed. This memorandum will attempt to outline the basic structure of and method for allocating these monies to local municipalities. It is the intent of the county to ensure that all funds raised by adopting an Act 89 ordinance are fairly distributed in a transparent and equitable manner.

If adequate support exists and the ordinance is adopted, there would be a four-year initiative with a sunset clause in which the program will expire or be extended. If adopted, PennDOT will provide up to \$2,000,000 in matching funds. Based on the number of vehicles registered in 2016, this would generate approximately \$1,277,000 each year for the four-year period.

- 155,380 vehicles registered in 2016
- \$776,900 would have been generated
- \$3,107,600 over a 4 year period
- \$2,000,000 matching PennDOT funds.

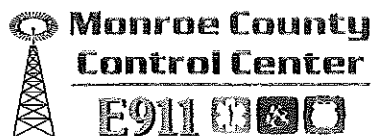
\$1,276,900 per year for local transportation projects over a four year period

As for the distribution of funds, a volunteer subcommittee of the Monroe County Planning Commission will be formed, consisting of local municipal supervisors/council members, roadmasters, and/or other appointed municipal representatives. The subcommittee will accept applications for transportation projects and make recommendations to the County Commissioners for the release of funds. The potential projects will be ranked on criteria based on safety, return on investment, fair distribution, and other factors.

Funds will be available solely for transportation projects that meet Act 89 requirements.

Details and specifics are still being worked out, and we would value and input or opinions concerning the program are appreciated.

Again there is a September 22 deadline for survey responses and comment, which may be sent to our office or by email to ckoopman@monroecountypa.gov.



100 Gypsum Road, Suite 201
Stroudsburg, Pa 18360
Phone: 570-992-4500 Fax: 570-402-8890

September 8, 2017

To: Monroe County Commissioners
All Monroe County Municipalities
Lehman Township Supervisors

Re: YOUR IMMEDIATE SUPPORT IS REQUESTED

Good Morning Ladies and Gentlemen;

I learned most recently that there is a serious movement in our State Legislature to take \$40 million dollars from the 911 fund to help "fix" the Commonwealth's budget debacle. It is imperative that you write to your state and local representatives to NOT to support this move.

Why? If this attempt to pillage this fund is passed, our dispatching fees could conceivably rise anywhere from 50 to 75 percent from what they are today. This will devastate 9-1-1 systems in every County throughout this Commonwealth.

We all have been extremely fortunate to receive these funds because without this revenue, municipalities would be paying more than ten (10) times what they are paying today. It should be understood that if Harrisburg gets into this fund to fix one issue, we'll never see the end of this.

The 911 fund is the collection of a fee on telephone lines and devices to help fund 9-1-1 communications centers across this Commonwealth. It is not a "piggy bank" of play money for people to use when they make bad fiscal decisions in Harrisburg. The sole intent is to augment public safety communications systems.

All 9-1-1 Centers use this revenue to supplement the 911 system; installations, maintenance and upgrades as technology changes. Should any portion go away, the collateral damage will be the sole cause of your dispatching fees to spiral out of control.

It is my true hope that we fill the mailboxes and voice mail systems of any State Senator or State Representatives to implore them not to allow this egregious maneuver to happen.

We have included a resource list of those individuals that represent us in Harrisburg. Please reach out as soon as possible.

Thank you.

GH



pennsylvania
EMERGENCY MANAGEMENT AGENCY

MEMO

TO EMA and 9-1-1 Communities
FROM Richard D. Flinn, Jr., Director
PA Emergency Management Agency
DATE September 7, 2017
RE 9-1-1 Fund

MESSAGE:

Bottom Line Up Front – We need your help protecting the 9-1-1 Fund.

Two days ago, a House legislative proposal (“Taxpayers Budget”) was released purportedly to close the 2017-2018 fiscal year budget gap. Part of the proposal relies on transferring 40 million dollars from the 9-1-1 Fund to the Pennsylvania’s General Fund. The press release for the House Legislative proposal made three statements that are not accurate related specifically to the 9-1-1 fund:

“We will not negatively impact one service” – Strategic and financial planning earmark specific uses for all 9-1-1 funds (83%, 15%, 2%). Removal of any funds would negatively impact the NG9-1-1 plan vital to the sustainment of a viable 9-1-1 system. In addition, misappropriation of funds (non-911 use) will render PA ineligible to receive federal funding (Next Gen 911 Advancement Act 2012). The federal funding stream will be critical to the financial planning for NG9-1-1 network implementation.

“There is a lack of transparency associated with the use of these funds [receiving and spending activities]” – PEMA publishes an Annual Report that provides detailed financial activity for PEMA and all PSAPs. All activity associated with the 9-1-1 fund is reported to the 9-1-1 Advisory Board quarterly in a public meeting. Additionally, a Legislative Report was published by PEMA that describes the accomplishments of the 911 community and provides guidance on the NG9-1-1 migration path. Accomplishments and plans provide a transparent look at the use of 9-1-1 funds.

“We have targeted the surplus in these funds” – The current revenue received from the 9-1-1 fee enacted with Act 12 of 2015 has dramatically decreased the deficit present to operate the statewide 9-1-1 system. But, a \$22M deficit was still present in 2016 when 911 fee revenue was compared to documented expenses. There is no recorded surplus in the 9-1-1 fund.

Because of all your work and with the support of responsible Legislators, Act 12 of 2015 established in the Pennsylvania Treasury a non-lapsing, restricted revenue account to be known as the “9-1-1 Fund.” 53 Pa. C.S. 5306.1(a). The law specifically states that “money in the fund shall be used only for reasonably necessary costs that enhance, operate or maintain a 9-1-1 system in this Commonwealth in accordance with the Statewide 9-1-1 plan established by the agency.” 35 Pa. C.S. 5306.1(c)(1). The law also expressly prohibits transfer of money from the 9-1-1 Fund for “General Fund use by the Commonwealth or counties.” 53 Pa. C.S. 5306.1(c)(3).

Even though our Attorneys advise a transfer of 40 million dollars from the 9-1-1 Fund is strictly impermissible according to the current law, we all know laws can change and we must pay close attention to the 9-1-1 fund as budget related proposals continue to be developed in the House.

This House legislative proposal is simply an attempt to shift more financial liability for NG 9-1-1 directly to the County during a period of time when County governments are already dealing with stretched budget obligations. Pennsylvania citizens pay \$1.65 on each device in good faith that those dollars are being used for the purpose Act 12 of 2015 intends. Pennsylvania citizens rightfully expect that when they need to call 9-1-1, it will be available. At best, the attempt to shift money from the 9-1-1 Fund further exacerbates issues county PSAPs are trying to rectify through PEMA's 9-1-1 Grant Program: namely, replacement or purchase of necessary equipment, consolidation of county PSAPS for more effective and efficient services, and continued build out of interconnectivity among all Pennsylvania PSAPs; and at worst, may compromise the safety and security that Pennsylvania citizens expect of the 9-1-1 community.

Is there 40 million dollars 'sitting' in the 9-1-1 fund? Absolutely not – there were no details provided with the House legislative proposal as to when they looked at the 9-1-1 fund balance so it is very hard to pinpoint exactly what the 9-1-1 fund balance represented. However, there are many reasons for the balance – we receive monthly submissions from the carriers and distribute the funds to you quarterly, so there is a balance between those periods of time – we awarded many 15% interconnectivity projects last year and those funds are paid out by milestone, the remaining balance of the 15% statewide interconnectivity funding is committed to 2016 grants or is dedicated to 2017 grant awards based on the applications recently submitted

Finally, transfer of money from the 9-1-1 Fund may make the Commonwealth of Pennsylvania, and its counties ineligible for a new NG 9-1-1 federal grant program that is expected to be released in early 2018. Similar federal grant programs required state applicants to certify that state 9-1-1 Funds were not diverted for any other use in the 180-days prior to the grant application, or during the federal grant period. Those states who had diverted funds were either ineligible for 9-1-1 federal grant opportunities, or were required to pay back the federal grant money that was received. Based on previous grant funding opportunities, diversion of state 9-1-1 funds, as contemplated in the House legislative proposal, could leave almost 7 million in federal grant dollars on the table that Pennsylvania would not be able to access to assist with NG 9-1-1.

This is a critical issue for PEMA, and its 9-1-1 Office. PEMA believes it is also a critical issue for Pennsylvania PSAPs and their associated governments. We encourage you to contact your local legislative members to oppose the House legislative proposal.



PA Emergency Management Agency

9-1-1 Program Update

2016 Combined Report Summary

9-1-1 Fund Activity	2016	2015	Difference
Total 9-1-1 Surcharge Revenue	\$315,963,650	\$239,800,218	\$76,163,432
Total Reported Costs	\$338,838,408	\$335,244,783	\$3,593,625
<i>PSAP Reported Costs</i>	\$335,441,947	\$333,191,609	\$2,250,338
<i>PEMA Administrative Costs</i>	\$3,396,461	\$2,053,174	\$1,343,287
Deficit (Revenue less Reported Costs)	(\$22,874,758)	(\$95,444,565)	\$72,569,807
% of Costs funded by 9-1-1 Revenue	93.25%	71.53%	21.72%

- Revenue covered 93% of 9-1-1 costs in 2016.
 - 72% in 2015
 - 65% in 2014
- 9-1-1 costs increased by \$3.6 million or 1% in 2016.
 - Increased by \$40.1 million or 13.8% in 2015.
- Federal Grant opportunities.

2016 Combined Report – Call Volume

Service Type	2016	2015	Difference
Wireless	6,245,566	6,487,908	(242,342)
Text-to-911	7,548	3,191	4,357
Wireline	2,849,649	2,648,091	201,558
VoIP	435,000	419,132	15,868
Total 9-1-1 Calls	9,537,763	9,558,322	(20,559)
10 Digit Calls	6,694,437	5,211,552	1,482,885
Total Call Volume	16,232,200	14,769,874	1,462,326

KEY ITEMS:

- 15 PSAPs: All or a portion of 2016 call volume manually calculated.
- Total 9-1-1 calls saw a minimum reduction in 2016.
- Total Call Volume increased 9.9% in 2016.

Jack Rader Jr.

District 176 RI
Republican, serving Monroe County (Part)

Member of the House

2015 to date

Committee Assignments

Children & Youth

Local Government

Tourism & Recreational Development

Co-Sponsorship Memoranda

View my 2017-2018 session co-sponsorship memoranda

Sponsored Legislation

View my 2017-2018 session sponsored legislation

Biography

Personal History

Married to Susan K. Rader

Occupation

Resort Manager

Education

Pocono Mountain High School, 1972

Susquehanna University, Business Degree 1976

State Game

Lands

Number 13

Capitol

Hon. Jack Rader Jr.

423 Irvins Office Building

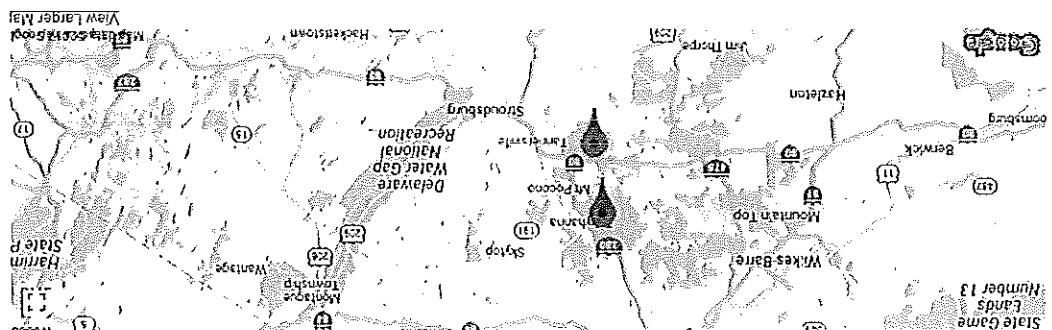
P.O. Box 202176

Harrisburg, PA 17120-2176

(717) 787-7732

(717) 787-7732

Map




View Larger Map

http://www.legis.state.pa.us/cfdocs/legis/home/member_information/house_bio.cfm?id=1703 9/8/2017

[Home](#) / [Members of the Senate](#) / [Member Information](#)

Mario M. Scavello

Senate District 40  **Map**
Republican (Term Expires: 2018) serving Monroe (part) and Northampton (part) Counties.

Committee Assignments

Appropriations
Community, Economic & Recreational Development, *Chair*
Consumer Protection & Professional Licensure, *Vice Chair*
Game & Fisheries
Transportation
Urban Affairs & Housing

Co-Sponsorship Memoranda

[View my 2017-2018 session co-sponsorship memoranda](#)

Sponsored Legislation

[View my 2017-2018 session sponsored legislation](#)

Biography

Career

Senator Mario M. Scavello currently serves as State Senator for Pennsylvania's 40th Senatorial District, representing portions of Monroe and Northampton Counties. Prior to his election to the Senate, he served more than a decade in the House of Representatives, representing Monroe County's 177th Legislative District. Senator Scavello is Chairman of the Senate Community, Economic & Recreational Development Committee; Vice Chairman of the Senate Consumer Protection & Professional Licensure Committee; and serves on the influential Senate Appropriations Committee. In addition, he serves on the Senate Game & Fisheries Committee; Urban Affairs & Housing Committee; Transportation Committee; and Majority Policy Committee. Mario's House tenure was highlighted by steadfast advocacy for school property tax reform and active involvement in the state budget process as a member of the House Appropriations Committee. He served as majority chairman of the House Labor and Industry Committee for the 2013-14 legislative session. As Senator, Mario has continued to push for support and action on many issues critical to the 40th Senate District including school property tax reform, transportation infrastructure investment, economic development and tourism promotion. Mario has also taken a lead role in supporting expanded vocational-technical skills training for students entering the trade fields and continues to voice his support for all-day vocational-technical school to help address the skills gap in the Commonwealth. Mario has repeatedly introduced, voted for and supported legislation to shift school funding away from the burdensome school property tax, which threatens both families and seniors trying to stay in their homes. He also supported the implementation of the Commonwealth's new, fairer education funding formula and has successfully brought millions of additional education dollars back to his home school districts. With an extensive background as a small business owner, Mario has brought commonsense, fiscally responsible leadership to the

Contact Information

Senator Mario Scavello

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Senator Mario Scavello

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Senator Mario Scavello

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Office Hours: M-F 9 a.m.-5 p.m.

(610) 863-1200

FAX: (610) 863-1214



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