

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

1) Pledge of Allegiance

2) Roll Call

3) Announcements:

- Executive Session held – August 24, 2017 – personnel
- Executive Session held – August 29, 2017 – personnel
- Executive Session held – August 31, 2017 – personnel
- Fall Clean up – September 28 – 30, 2017

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) Presentations

American Legion Post 903 – Tom Bowditch
Camp Lindenmere – Pennoni Engineering

6) Approval of Minutes

- a. Meeting August 21, 2017
- b. Work Session of August 24, 2017
- c. Special Meeting – August 28, 2017
- d. Work Session of August 31, 2017

7) Approval of Bills and Transfers

- a. Check ratification list for prior period dated September 5, 2017
- b. Check and Transfer Listing dated September 5, 2017

8) Report of the President

9) Commissioners Comments

Bob De Young – Vice President

Jerry Lastowski – Commissioner
Go Green Grant
Interrupters

Judi Coover – Commissioner
PJJWA

Ellen Ghandt – Commissioner

Actuary
GASB 45 vs GASB 75

10) Reports

- a. Finance Committee Report
- b. Sewer Committee
- c. Administration – Manager's Report
 - Resignation of Township Treasurer
 - Part-time Employee – Additional hours
 - General Code/e-code
 - Employee Evaluation
 - File System for Township records - update
 - DPW Consultant
- d. Public Works Report
- e. Township Engineer Report
 - Status Report on Sewer Redesign .
 - Route 611 Sewer Line Relocation Work Update
 - Wilke Road GP – Stream Stabilization
 - Sanofi Sanitary Sewer Easement
 - PMSD EDU's
- f. Township Solicitor Report
 - Pocono Logistics
 - PACT TWO

11) Resolutions and Ordinances

- Assistant Secretary Bond – Resolution 2017-43
- Ratify - Destruction of Township Records – Resolution 2017-44
- Confidentiality Agreement - Resolution 2017-45

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
AUGUST 21, 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 Gandt – Present

Professional Staff –
Attorney Leo Devito – present
Jon Tresslar – Engineer - present

Announcements:

Executive Session was held on August 10, 2017 for personnel matters.

Executive Session was held on August 17, 2017 for personnel and litigation matters.

Public Comments on matters not on the agenda: None

Motion by Commissioner Lastowski, seconded by Commissioner Coover, to suspend the agenda to take the presentations for St. Luke's and Police Recognition awards.

All in favor
Motion Carried

PRESENTATIONS:

St. Luke's Heart Award:

American Heart Association presented the Mission Lifeline Gold Plus Receiving Quality Achievement Award to St. Luke's Emergency and Transport Services for high quality care for heart patients.

Police Officer's Recognition Awards:

Police Chief, Kent Werkheiser, publicly recognized long-term employees. Detective Thomas Lynott, 30 years of service; Officer Scott Kresge, 27 years of service; Detective James Wagner, 25 years of service; and Administrator Laura Fluegel, 27 years of service. Sergeant Sean Goucher presented them with an award.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
AUGUST 21, 2017
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APPROVAL OF MINUTES:

Motion by Commissioner Coover, seconded by Commissioner Gndt, to accept the August 7, 2017 Regular Meeting minutes.

All in favor
Motion Carried

Motion by Commissioner Lastowski, seconded by Commissioner Gndt, to accept the August 10, 2017 Work Session Meeting minutes.

All in favor
Motion Carried

Motion by Commissioner Gndt, seconded by Commissioner Lastowski, to accept the August 15, 2017 Conditional Use Hearing minutes.

All in favor
Motion Carried

Motion by Commissioner Coover, seconded by Commissioner Lastowski, to accept the August 17, 2017 Work Session minutes.

All in favor
Motion Carried

Motion by Commissioner Gndt, seconded by Commissioner Coover, to ratify the check list for the prior period dated August 21, 2017.

All in favor
Motion Carried

Motion by Commissioner Lastowski, seconded by Commissioner Gndt, to approve the bills and transfers list dated August 21, 2017.

All in favor
Motion Carried

REPORT OF THE PRESIDENT: None

COMMISSIONERS COMMENTS:

Vice President DeYoung: None

Commissioner Lastowski: None

POCONO TOWNSHIP BOARD OF COMMISSIONERS
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Commissioner Coover: Update on Pocono Jackson Water Authority – Discussion followed. Township is hoping to hear something within a week.

Commissioner Gndt:
Fire Company Appropriation:

Motion by Commissioner Gndt, seconded by Commissioner Coover, to release the 2017 funds for the Pocono Township Volunteer Fire company, increasing the funding by \$3,000.00 for a total of \$218,000.00. EG-Yes; RD-Yes; JL-Abstain; JC-Yes
Motion Carried

Electricity Procurement - Discussion followed on seeking savings on Met-Ed and PPL rates. Chad Kilby, Township Resident, questioned why the township would not do this research on its own rather than going through an outside agency.

Motion by Commissioner Coover, seconded by Commissioner Gndt, to approve the submittal of the COSTARS Enrollment Form for Electricity Procurement Services. EG-Yes; RD-No; JL-Yes; JC-Yes
Motion Carried

Motion by Commissioner Lastowski, seconded by Commissioner DeYoung, to table securing a bond for the Assistant Township Secretary as required by the First-Class Township Code. EG-No; RD-Yes; JL-Yes; JC-No
Motion Failed

Motion by Commissioner Gndt, seconded by Commissioner Coover, to secure a bond for the Assistant Township Secretary as required by the First-Class Township Code. EG-Yes; RD-No; JL-No; JC-Yes
Motion Failed

REPORTS:
Emergency Services: Attached

Police: Attached

Fire Company: Commissioner Lastowski, on behalf of Fire Chief Brad Harrison thanked everyone for their support of the recent carnival. Dates for Annual Open House in October will be announced shortly.

POCONO TOWNSHIP BOARD OF COMMISSIONERS
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Finance Committee Report: Commissioner Lastowski questioned why the last two pages were identical on Maillie's 2015 and 2016 Draft Audit Reports. Mr. Pierce has not returned phone calls for explanation.

Sewer Committee: None

MANAGER'S REPORT:

Motion by Commissioner Coover, seconded by Commissioner DeYoung, to approve the wage increase for Jack Manual from \$13.89/hour to \$14.39/hour, an increase of fifty cents per hour, effective at the next pay period.

All in favor
Motion Carried

Motion by Commissioner Lastowski, seconded by Commissioner Gndt, to approve Resolution 2017-41, pending editorial changes, authorizing the processing and submittal of the application for an LSA (Local Share Act) Grant for the funding of two police vehicles.

All in favor
Motion Carried

Motion by Commissioner Coover, seconded by Commissioner Lastowski, to authorize the Township Manager to begin the process to hire a part-time employee for up to 20 hours per week to assist with the file system/record retention project as well as other duties as assigned. Individual will be required to sign a confidentiality agreement.

All in favor
Motion Carried

Motion by Commissioner Gndt, seconded by Commissioner Coover, to approve the retention of recordings of township meetings only until the minutes are approved. After approval of minutes, recording is to be destroyed.

All in favor
Motion Carried

Chris Ortolon, Township resident, inquired if recordings would be accessible to the public. Commissioner Gndt indicated the public would be able to listen to recording for two weeks after meeting.

Fall Cleanup: September 28, 29 & 30, 2017 pending Waste Management has held the dates for us. Discussion followed.

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Public Works Report:

Open Road Paving Bids:

Motion by Commissioner Coover, seconded by Commissioner Gmandt, to award the road paving projects to Willow Grove Paving.

All in favor
Motion Carried

Motion by Commissioner Coover, seconded by Commissioner Gmandt, to award the seal coat road project to Schiffer Bituminous Service Company.

All in favor
Motion Carried

Motion by Commissioner Coover, seconded by Commissioner Gmandt, to award the road materials bid to Eureka Stone Quarry as the lowest responsible bidder.

All in favor
Motion Carried

TOWNSHIP ENGINEER REPORT:

Status Report on Sewer: Jon Tresslar, Twp. Engineer, discussed sewer repair projects and will give a status update soon.

Route 611 Sewer Line Relocation Work Update: Discussion followed.

Wilke Road GP – Stream Stabilization: John Tresslar, Twp. Engineer, has not heard back from Fish & Wildlife.

MS4 Plan: A presentation was given by Boucher & James on the MS4 Plan. Discussion followed.

Commissioner Lastowski notified audience that construction of the tunnel from Camp Lindenmere is behind schedule. September 11, 2017 is target date for completion. Discussion followed.

TOWNSHIP SOLICITOR REPORT:

PMSD EDU's: Leo Devito, Attorney, reported that he and the township engineer will be meeting to review the township sewer ordinance and provide options to the board on how to accommodate the request of the school district to hook into the township sewer system

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
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without having to use the DEP calculations for sites with existing sewage treatment plants.
Discussion followed.

Pocono Logistics: Brian Telesh who is representing Pocono Logistics, discussed connecting to the Pocono Jackson Joint Water Authority System and the Land Development Plan.
Discussion followed.

Motion by Commissioner Coover, seconded by Commissioner DeYoung, to authorize Solicitor, Leo Devito, to prepare and issue a cease and desist notice to Pocono Logistics to deal with the open and continued violations.

All in favor
Motion Carried

RESOLUTIONS AND ORDINANCES:

Record Destruction – Resolution 2017-40:

Motion by Commissioner Coover, seconded by Commissioner Lastowski, to approve Resolution 2017-40 authorizing the destruction of identified township records pursuant to the township record retention policy and as listed on Appendix D and its subparts.

All in favor
Motion Carried

PUBLIC COMMENT:

Chris Ortalon asked the status of the RFP for IT Services. It was reported that the RFP responses were due to the township on Friday, September 1, 2017.

Chad Kilby questioned paving bids that the township receives and the 2018 paving plan was discussed.

Bob Demarest spoke of speeding on township roads and whether speed bumps could assist with this issue.

Bob Demarest spoke of overgrown vegetation at township intersections.

Motion by Commissioner Coover, seconded by Commissioner Gndt, to adjourn the meeting at 8:20 p.m.

All in favor
Motion Carried

No executive session.

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Submitted by: _____
Donna M. Asure
Township Secretary

DRAFT

POCONO TOWNSHIP BOARD OF COMMISSIONERS
WORK SESSION MINUTES

DATE: August 24, 2017

TIME: 8:50am

PLACE: Township Building

PRESIDING COMMISSIONER: Bob DeYoung

ROLL CALL:

Ellen Gndt – Present
Jerry Lastowski – Present
Judi Coover – Present
Donna Asure – Present

An executive session was held at 8:50am concerning personnel and litigation.

The regular work session reconvened at 10:35am.

Public Present –
No public present

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN

THE WORK SESSION ENDED AT 1:00pm

Pocono Township Board of Commissioners
Special Meeting Minutes
August 28, 2017 9:00 am

Commissioner DeYoung called the meeting to order with the Pledge of Allegiance.

Roll call -

President Werkheiser - absent
Vice-President DeYoung - present
Commissioner Lastowski - present
Commissioner Coover - present
Commissioner Gandt - present

Announcements - none

Motion by Commissioner Coover, seconded by Commissioner Gandt to reject all bids received for Bituminous Leveling and Wearing Course project.

All in favor
Motion carried

Motion by Commissioner Coover, seconded by Commissioner Gandt to rebid the paving work for 2017 road projects and include the 2018 road paving projects, and to issue the bid no later than September 11, 2017.

All in favor
Motion carried

Motion by Commissioner Coover, seconded by Commissioner Gandt to ratify Resolution 2017- 42 entering into an employment agreement with Chief Kent Werkheiser effective January 1, 2017.

All in favor
Motion carried

Public Comment -

Commissioner Gandt reported that the pension calculations owed to the police department total approximately \$12,000.00. She will work with the actuary to get this completed and the refunds to the police officers.

Motion by Commissioner Coover, seconded by Commissioner Gandt to adjourn the meeting at 10:00am.

All in favor
Motion carried

Submitted by:

Township Secretary

POCONO TOWNSHIP BOARD OF COMMISSIONERS
WORK SESSION MINUTES

DATE: August 31, 2017

TIME: 9:10am

PLACE: Township Building

PRESIDING COMMISSIONER: Bob DeYoung

ROLL CALL:

Ellen Gndt – arrived at 11:15am

Jerry Lastowski – Present

Judi Coover – Present

Donna Asure – Present

An executive session was held at 12:30am concerning personnel.

The regular work session reconvened at 1:15pm.

Public Present –

No public present

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN

THE WORK SESSION ENDED AT 1:00pm

POCONO TOWNSHIP CHECK LISTING

September 5 2017

General Fund	Date	Check	Vendor	Memo	Amount
	08/30/2017	56101	Nationwide	Supplemental voluntary pension 457	5,679.10
	08/30/2017	56107	HUNTER KEYSTONE PETERBILT	Truck Repair	1,557.12
	08/30/2017	56108	Best Auto Service Center	Police Vehicle Repair	707.48
	08/30/2017	56109	BIU of PA, Inc.	SEOZO Services	1,995.00
	08/30/2017	56110	Cyphers Truck Parts	Shop Tool	27.95
	08/30/2017	56111	Dailey Resources, LTD	Welding Wire/Shield	103.00
	08/30/2017	56112	Davidheiser's Inc.	Speed Testing	112.00
	08/30/2017	56113	DES	Recycling/Shredding	247.00
	08/30/2017	56114	Donna Kenderline Reporting	ZHB hearings/BCRA Ord	425.00
	08/30/2017	56115	J & B Auto	Police Vehicle Repair	854.11
	08/30/2017	56116	Johanna Distributions	Coffee Supplies	52.00
	08/30/2017	56117	Lynott, Tom	Prisoner Transport	74.30
	08/30/2017	56118	Monroe County Assessment Office	Mapping	16.00
	08/30/2017	56119	Otto, Carol	Cleaning	550.00
	08/30/2017	56120	PAPCO, Inc.	Diesel/Gasoline	2,036.60
	08/30/2017	56121	Pocono Management Associates LLC	Consulting services	2,122.47
	08/30/2017	56122	PPL Electric Utilities	Alger/715-Sullivan	68.86
	08/30/2017	56123	Praxair Dist Mid-Atlantic	Supplies	25.14
	08/30/2017	56124	Sargent, Robert	Workboots Allowance	150.00
	08/30/2017	56125	Staples Advantage	Office Supplies - Twp	116.96
	08/30/2017	56126	Staples Credit Plan	Office Supplies - Police	56.00
	08/30/2017	56127	Steele's Hardware	Park/Twp/Police Supplies	333.94
	08/30/2017	56128	STTC Service Tire Truck Centers, INC.	Public Works Tractor tires	581.82
	08/30/2017	56129	Susteen	Mobile Forensic Software Renewal	1,495.00
	08/30/2017	56130	Swank Motion Picture	Thursday on the Green - ET	385.00
	08/30/2017	56131	Tulpehocken Mountain Spring Water Inc	Water	56.70
	08/30/2017	56132	ULINE	Park Supplies	155.36
	08/30/2017	56133	UNIFIRST Corporation	VOID	
	08/30/2017	56134	Cash	Petty cash replenshment	135.13
	08/30/2017	56135	Met Life	Non uniform pension	3,908.01
	08/30/2017	56136	US Bank	Police pension	5,443.18
	08/30/2017	56137	Lincoln Life	Supplemental voluntary pension	300.00
	08/30/2017	56138	AFLAC	Supplemental insurance	459.32
	09/01/2017	56139	UNIFIRST Corporation	Uniforms	326.20
			TOTAL General Fund		\$30,555.75

POCONO TOWNSHIP CHECK LISTING

September 5 2017

Sewer Operating Fund			
08/30/2017 1896	Pocono Management Associates LLC	Sewer Refund	2,366.16
08/30/2017 1897	Donna Simpson	Sewer Refund	442.72
08/30/2017 1898	Harold Werkheiser	Sewer Refund	677.10
08/30/2017 1899	Cefali and Associates PC	Sewer Refund	937.53
08/30/2017 1900	St Johns Lutheran Church	Sewer Refund	338.55
08/30/2017 1901	Francis Durchsprung	Sewer Refund	729.19
08/30/2017 1902	Oceanview Realty	Sewer Refund	937.53
08/30/2017 1903	Carole Ochsen	Sewer Refund	937.53
08/30/2017 1904	Bruce L Benninger	Sewer Refund	937.53
08/30/2017 1905	Shawn & Denise Brosnan	Sewer Refund	937.53
08/30/2017 1906	Steele's Hardware	Sewer Refund	468.76
08/30/2017 1907	Cash	Rodent Care	12.98
08/30/2017 1908	Want To Inc.	Sewer Supplies - Petty cash replenishment	22.47
		Sewer Service Dates	2,670.00
		TOTAL Sewer Operating Fund	\$11,478.05
Sewer Construction Fund			
08/30/2017 262	Want To Inc.	Sewer services	330.00
		TOTAL Sewer Construction Fund	\$330.00
Capital Reserve Fund			
08/30/2017 179	Universal Pavement Specialties	Tennis courts	4,800.00
08/30/2017 180	Lineco Painting Inc	Tennis courts	550.00
08/30/2017 181	Advanced Collision	New police car painting	971.36
		TOTAL Capital Reserve Fund	\$6,321.36
ESSA			
TOTAL General Fund		Transferred by:	
TOTAL Sewer Construction Fund		\$30,555.75	
TOTAL ESSA Transfer		\$330.00	
		\$30,885.75	
Wayne Bank			
TOTAL Sewer Operating Fund		Authorized by:	
		\$11,478.05	

Pocono Township Check Listing

Ratify

September 5, 2017

	<u>Date</u>		<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund Payroll	09/01/2017				Pay 18 2017	89,845.10
						TOTAL PAYROLL \$89,845.10
Sewer Operating Fund	08/23/2017	56100	Pocono Township Volunteer Fire Co	2017 distribution		218,000.00
	08/25/2017	56102	ESU	E Grandt Economic Summit		20.00
	08/28/2017	56103	Verizon	Phones police		634.95
	08/28/2017	56104	Verizon	iPads		60.86
	08/28/2017	56105	Verizon	Phones Township		121.01
						TOTAL General Fund \$218,836.82
TOTAL General Fund	08/30/2017	1894	Blue Ridge Communications	Cable		120.88
	08/30/2017	1895	Met-Ed	Electric		180.26
						TOTAL Sewer Operating \$120.88
TOTAL General Fund				\$308,681.92	Transferred by:	
TOTAL Sewer Operating				\$120.88		
					Authorized by:	

**TOWNSHIP OF POCONO, MONROE COUNTY
PENNSYLVANIA**

RESOLUTION 2017-43

**A RESOLUTION SETTING THE BOND AMOUNT FOR THE
ASSISTANT TOWNSHIP SECRETARY OF POCONO TOWNSHIP**

WHEREAS, the Board of Commissioners of Pocono Township adopted Resolution 2017-38, appointing Pamela Tripus as Assistant Township Secretary; and

WHEREAS, the position of Assistant Township Secretary is required to be bonded as per 1st Class Township Code; and

NOW, THEREFORE, the Board of Commissioners of the Township of Pocono hereby resolves that Pamela Tripus, Assistant Township Secretary, shall give a bond to the Township, in the amount of Ten Thousand dollars (\$10,000.00). The premium for said bond shall be paid by the Township.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 5th day of September, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Donna Asure
Township Secretary

By: _____
Robert M. DeYoung
President

RESOLUTION 2017-44

**A RESOLUTION AUTHORIZING THE
DISPOSITION OF CERTAIN MUNICIPAL PUBLIC RECORDS
PURSUANT TO THE SCHEDULES AND PROCEDURES APPROVED
BY LOCAL GOVERNMENT RECORDS COMMITTEE IN
ACCORDANCE WITH THE PENNSYLVANIA MUNICIPAL RECORDS ACT**

WHEREAS, by its Resolution No. 2017-30, duly adopted at a regular public meeting on August 7th, 2017, the Board of Commissioners of the Township of Pocono, County of Monroe, and Commonwealth of Pennsylvania, declared its intention to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16th, 2008 and amended July 23rd, 2009;

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that Pocono Township, Monroe County, Pennsylvania, in accordance with the above cited Municipal Records Manual hereby authorizes the disposition of the following public records, as per attached.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 5th day of September, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Donna M. Asure
Township Manager/Secretary

By: _____
Robert M. DeYoung
Vice - President

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Pocono Township</i>		11. QUANTITY <u>1</u> Total Cubic Feet No. of cartons <u>1</u> length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <i>AL-28</i>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <i>AL-28 - Notice of Violations Correspondence 20</i> <i>PZ-5 - Notices, complaints</i> <i>Copies from Jane's Old Files</i>	
3. ADDRESS POCONO TOWNSHIP 112 TOWNSHIP DRIVE P.O. BOX 197 TANNERSVILLE, PA 18372			
4. CONTACT PERSON	5. PHONE		
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____	
7. RECORD TITLE AND INCLUSIVE DATES (One series per form)			
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____			
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____			
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.	
SIGNATURE OF MUNICIPAL OFFICER _____			
TITLE _____		DATE _____	

FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR: ☐ Destruction ☐ Destruction as Amended ☐ Transfer to PHMC
☐ Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE

TITLE

DATE

PREPARE IN TRIPPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION,
 BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
 (717) 787-3913 or 783-9874 or RA-LocalGovernment @state.pa.us

8/24/2017

APPENDIX D MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Cocono</i>		11. QUANTITY <u>1</u> Total Cubic Feet No. of cartons <u>1</u> length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____
2. OFFICE OF ORIGIN <i>PS - Personnel Records</i> POCONO TOWNSHIP		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <i>PS-14 1999-2010 - former workman & comp employees</i> <i>PS-2 - 1997-2010 Applications for employment (not hired)</i>
3. ADDRESS 112 TOWNSHIP DRIVE P.O. BOX 197 TANNERSVILLE, PA 18372		
4. CONTACT PERSON	5. PHONE	
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____
7. RECORD TITLE AND INCLUSIVE DATES (One series per form)		
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____		
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____		14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

SIGNATURE OF MUNICIPAL OFFICER

TITLE

DATE

FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR: ☐ Destruction ☐ Destruction as Amended ☐ Transfer to PHMC
☐ Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE

TITLE

DATE

PREPARE IN TRIPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION,
BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
(717) 787-3913 or 783-9874 or RA-Local Government @state.pa.us

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Pocono Twp.</i>		11. QUANTITY <u>3</u> Total Cubic Feet No. of cartons _____ length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____
2. OFFICE OF ORIGIN 		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <i>AL-1 Correspondence, General</i>
3. ADDRESS POCONO TOWNSHIP 112 TOWNSHIP DRIVE P.O. BOX 197 TANNERSVILLE, PA 18372		
4. CONTACT PERSON _____	5. PHONE _____	
6. APPROVAL REQUESTED FOR: <input type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____
7. RECORD TITLE AND INCLUSIVE DATES (One series per form)		
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____		
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____		
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.

SIGNATURE OF MUNICIPAL OFFICER _____

TITLE _____

DATE _____

FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR: ☐ Destruction ☐ Destruction as Amended ☐ Transfer to PHMC
☐ Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE _____

TITLE _____

DATE _____

PREPARE IN TRIPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION,
 BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090
 (717) 787-3913 or 783-9874 or RA-LocalGovernment@state.pa.us

12/2008

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <u>Pocono Township</u>		11. QUANTITY <u>1</u> Total Cubic Feet No. of cartons _____ length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN 		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <u>PL-14 Time cards 2010-2011</u> <u>PL-16 W-2 (2010)</u>	
3. ADDRESS POCONO TOWNSHIP; 112 TOWNSHIP DRIVE; P.O. BOX 197 TANNERSVILLE, PA 18372		4. CONTACT PERSON _____ 5. PHONE _____	
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		7. RECORD TITLE AND INCLUSIVE DATES (One series per form) 	
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____	
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____		LOCATION OF SECURITY COPY _____ _____ _____	
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.	

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APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Pocono Township</i>		11. QUANTITY _____ Total Cubic Feet No. of cartons _____ length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <hr/> 3. ADDRESS <div style="text-align: center;"> POCONO TOWNSHIP; 112 TOWNSHIP DRIVE; P.O. BOX 197 TANNERSVILLE, PA 18372 </div>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE <small>(Include type of information contained and purpose of records)</small> <div style="font-size: 1.2em; font-family: cursive;"> WQ-4 Water Quality Testing 1979 - 2004 </div>	
4. CONTACT PERSON _____	5. PHONE _____		
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC			
7. RECORD TITLE AND INCLUSIVE DATES (One series per form)		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____	
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____			
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____			
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APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Poccono Twp</i>		11. QUANTITY <u>1</u> Total Cubic Feet No. of cartons _____ length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____
2. OFFICE OF ORIGIN 3. ADDRESS POCONO TOWNSHIP 112 TOWNSHIP DRIVE P.O. BOX 197 TANNERSVILLE, PA 18372		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <div style="font-size: 1.5em; text-align: center;">AL-17</div> <div style="font-size: 1.5em; text-align: center;">2001 TO 2004</div>
4. CONTACT PERSON	5. PHONE	
6. APPROVAL REQUESTED FOR: <input type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		
7. RECORD TITLE AND INCLUSIVE DATES (One series per form)		
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____		
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

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12/2008

APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Pocomo</i>		11. QUANTITY <u>1</u> Total Cubic Feet No. of cartons _____ length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <i>FN</i>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <i>FN-2 Account payable</i> <i>2010</i>	
3. ADDRESS POCONO TOWNSHIP 112 TOWNSHIP DRIVE P.O. BOX 197 TANNERSVILLE, PA 18372			
4. CONTACT PERSON	5. PHONE		
6. APPROVAL REQUESTED FOR: <input type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC		13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____	
7. RECORD TITLE AND INCLUSIVE DATES (One series per form)			
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____			
9. RETENTION PERIOD IN SCHEDULE _____ PAGE AND SECTION IN SCHEDULE _____		10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
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APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Polono</i>		11. QUANTITY <u>1</u> Total Cubic Feet No. of cartons <u>1</u> length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <i>FN-13 - 2002 - 2010</i> <i>Deposit Slips</i> <i>FN-1</i> <i>1995-1997 Account Dist.</i>	
3. ADDRESS POCONO TOWNSHIP 112 TOWNSHIP DRIVE P.O. BOX 197 TANNERSVILLE, PA 18372			
4. CONTACT PERSON	5. PHONE	13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____	
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC			
7. RECORD TITLE AND INCLUSIVE DATES (One series per form)			
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10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			

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APPENDIX D

MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>Pocono Township</i>		11. QUANTITY _____ Total Cubic Feet No. of cartons _____ length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers _____ <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records) <i>FN-12 - Cash Recmas - 2003</i> <i>FN-1 - acct Dist. - 2003</i>	
3. ADDRESS POCONO TOWNSHIP; 112 TOWNSHIP DRIVE; P.O. BOX 197 TANNERSVILLE, PA 18372			
4. CONTACT PERSON	5. PHONE	13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____ LOCATION OF SECURITY COPY _____ _____ _____	
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC			
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**TOWNSHIP OF POCONO,
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION 2017-45

A RESOLUTION OF THE GOVERNING BOARD OF POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA, AUTHORIZING, EMPOWERING AND DIRECTING THE PROPER OFFICERS OF THE GOVERNING BOARD TO APPOINT A LIAISON BETWEEN IT AND BERKHEIMER, THE DULY APPOINTED COLLECTOR OF LOCAL TAXES FOR THE DISTRICT, FOR THE EXPRESS PURPOSE OF SHARING CONFIDENTIAL TAX INFORMATION WITH THE DISTRICT FOR OFFICIAL PURPOSES.

WHEREAS, the Local Tax Enabling Act ("LTEA"), authorizes certain political subdivisions, including, **POCONO TOWNSHIP, MONROE COUNTY** to provide for the creation of such bureaus or the appointment and compensation of such officers, clerks, collectors and other assistants and employees as may be deemed necessary for the assessment and collection of taxes imposed under the authority of that Act; and **WHEREAS**, **POCONO TOWNSHIP, MONROE COUNTY**, has entered into contractual agreement with **BERKHEIMER** of Bangor, Pennsylvania, whereby and whereunder **CLIENT** appointed Berkheimer to collect certain local taxes; and

WHEREAS, the LTEA specifically mandates that any information gained by the appointed tax officer, his agents or by any other official or agent of the taxing district, as a result of any declarations, returns, investigations, hearings or verifications required or authorized by the taxing municipality's ordinance or resolution, be kept confidential, except for official purposes; and

WHEREAS, any person who divulges any information which is confidential under the provisions of any ordinance or resolution, upon conviction may be subject to fines and/or imprisonment, upon conviction, and dismissal from office or discharge from employment; and

WHEREAS, Berkheimer requires passage of a resolution by the governing body of **POCONO TOWNSHIP, MONROE COUNTY** specifying that said confidential information is needed for official purposes and absolving Berkheimer from any liability in connection with the release of said confidential information:

NOW, THEREFORE, BE IT RESOLVED that:

1. **POCONO TOWNSHIP, MONROE COUNTY** hereby rescinds the appointment of Regina Zuvich as of end of business day, September 8th, 2017 and hereby appoints the *Township Manager, Treasurer, and Bookkeeper* as its authorized representative to make requests upon and receive any and all tax information and records from Berkheimer, relative to the collection of taxes for **CLIENT**, to be used for official purposes only; and
2. Berkheimer is hereby directed to provide and/or transmit any and all tax information and records or any portion thereof, relating to the collection of taxes for the **CLIENT**, upon request, to the *Township Manager, Treasurer, and Bookkeeper* as the authorized contact representative for it.

3. **POCONO TOWNSHIP, MONROE COUNTY** hereby saves harmless, indemnifies and/or absolves Berkheimer from and against any and all liability in connection with the release of said confidential information.

RESOLVED, ENACTED AND ADOPTED at a meeting held on September 5th, 2017.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Assistant Township Secretary

By: _____
Harold Werkheiser
President

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT is made this 5th day of September, 2017, between POCONO TOWNSHIP, a municipal corporation and Township of the First Class (hereinafter "Township") and Paola S. Razzaq (hereinafter "Razzaq").

RECITALS

WHEREAS, the Township has entered into an agreement with H.A. Berkheimer, Inc. (hereinafter "Berkheimer") appointing Berkheimer to serve as the exclusive tax collector to collect and disburse certain local taxes for the Township; and

WHEREAS, Razzaq may from time to time have access to certain confidential taxpayer financial information ("Confidential Information"); and

WHEREAS, the parties wish to set forth their understandings with respect to Confidential Information provided to Razzaq.

NOW THEREFORE, in consideration of the receipt and disclosure of Confidential Information by the parties hereto to each other and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the parties hereto agree as follows:

1. Razzaq shall not disclose Confidential Information to any third party, unless said third party shall have executed a similar Confidentiality Agreement in which they agree to hold such Confidential Information in confidence in accordance with the terms of this Agreement.

2. Notwithstanding anything to the contrary set forth above, if Razzaq is requested or required by law or court order through interrogatories, subpoena, or similar legal process, to disclose any Confidential Information, Razzaq may comply with such request provided Razzaq provides the Township with prompt written notice of such request so that the Township may consider seeking an appropriate protective order or otherwise act to protect the Confidential Information, at its own expense, and provided the response time in such subpoena or other legal process permits such advance notice.

3. It is agreed that a party shall be entitled to relief both at law or in equity, including, but not limited to, injunctive relief and specific performance without proof of actual damages in the event of any breach or anticipated breach of the provisions hereof.

4. The parties agree that no failure or delay by any party in exercising any right, power or privilege hereunder will operate as a waiver, nor will any single or partial exercise thereof preclude any other or further exercise of any right, power or privilege hereunder. This Agreement contains the entire agreement between the parties concerning confidentiality and disclosure of the Confidential Information, and no modifications or waiver of the terms and

conditions hereof will be binding upon the parties, unless approved in writing by each of the parties.

5. All notices, requests, consents and other communications required, permitted or desired to be given hereunder shall be deemed given to each party when actually received if sent by hand delivery or reputable overnight courier and three days after deposit in the United State Mail, by certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to Township:

Address To: Harold Werkheiser, President of the Board of
Commissioners of Pocono Township
P.O. Box 197
Tannersville, PA 18372

If to Razzaq:

Address To: Paola S. Razzaq
Pocono Township
P.O. Box 197
Tannersville, PA 18372

6. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

POCONO TOWNSHIP
BOARD OF COMMISSIONERS

By: _____
Harold Werkheiser, President

PAOLA S. RAZZAQ