



**POCONO TOWNSHIP COMMISSIONERS  
AGENDA**

April 17, 2019 6:00 p.m.

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

*Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

**Announcements –**

Pocono Township Community Day – Saturday, June 1, 2019 – 11am – 4pm

Spring Clean-up May 2<sup>nd</sup> – 4<sup>th</sup> 7:30am – 3pm

Township Building Office Hours – 7:30am – 5pm – M-F beginning Monday, March 18, 2019

Executive Session held April 8, 2019 – acquisition of real property

**Presentations –**

**Hearings –**

**Resolutions**

Resolution 2019-10 - Motion to adopt Resolution 2019-10 to apply for a Multimodal Transportation Fund grant and to allow the township manager to execute the documents associated with this grant (action item\*)

**OLD BUSINESS**

1. Motion to approve the minutes of the April 1, 2019 work session of the Board of Commissioners. (action item\*)
2. Motion to approve the minutes of the April 1, 2019 meeting of the Board of Commissioners (action item\*)

(Action Item\*)

\*A matter listed as an "Action Item" on the Agenda is a matter that the Board of Commissioners will discuss and may deliberate or take official action on. A matter listed on the Agenda as an "Action Item" does not require the Board of Commissioners to deliberate or take official action on that matter.

\*\* Change to agenda versus draft posted on website

3. Motion to approve the minutes of the April 8, 2019 work session of the Board of Commissioners (action item\*)

### **NEW BUSINESS**

#### **1. Personnel**

- a. Motion to clarify return to work, fitness for duty evaluation policy which shall state a return to work, fitness for duty evaluation shall be conducted for any employee who has a non-work related injury or illness and is out of work more than thirty (30) days.

#### **2. Financial Transactions**

- a. 1Q 2019 fiscal report
- b. DCED report was filed by the April 1<sup>st</sup> deadline – report filed in prothonotary
- c. Motion to ratify vouchers payable received through April 11, 2019 in the amount of \$ 1,508.68 (action item\*)
- d. Ratify gross payroll for pay period ending April 7, 2019 in the amount of \$ 100,370.87 (action item\*)
- e. Motion to approve vouchers payable received through April 11, 2019 in the amount of \$ 305,782.79 (action item\*)
- f. Motion to approve capital expenditures received through April 11, 2019 in the amount of \$ 7,732.24 (action item\*)
- g. Motion to award the 2019 Road paving project to Hanson Aggregate as the lowest bid received in the amount of \$1,292,073.82. (action item\*)

#### **3. Travel/Training Authorizations (Approve/Ratify)**

- a.

### **Report of the President**

- a. Acknowledge the resignation of Jennifer Fisher, Erik Battle and Dianna Anglemeyer from the Park & Recreation Board and thank them for their service to the community
- b. Discussion/decision on zoning officer (possible action item\*)

### **Commissioners Comments**

Richard Wielebinski – Vice President

- a. Property Maintenance Ordinance – sent to planning commission for review and comment

Harold Werkheiser – Commissioner

(Action Item\*)

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Chad Kilby – Commissioner

- a. Update on intersection lighting
- b. Learn Road Culvert Potential Closure

Jerrold Belvin – Commissioner

- a. Motion to allow Kent Werkheiser, Chief of Pocono Township Police to purchase his former duty weapon for a price of \$350.00 (action item\*)
- b. Motion to authorize zoning officer to file Notice of Violation for dangerous structures at 2565 Bartonsville Avenue based on inspection (action item\*)

## **Reports**

### **1. Emergency Service**

- a. Police
- b. EMS
- c. Fire

### **2. Zoning**

### **3. Public Works Report**

- a. Update - road crew projects
- b. Update - Pavilion #3 repair
- c. Update - Pavilion #1 repair
- d. Update – Electrical repairs at MVP from Heritage Center to basketball court

### **4. Administration – Manager's Report**

- a. Update on Comprehensive Plan
- b. Update on Traffic Task Force
- c. Update on Business Association
- d. Update on Township Logo Contest
- e. Update – Well at MVP
- f. Motion to ratify agreements with National Highway traffic Safety Administration for the Buckle Up PA Project and the Aggressive Driving Enforcement & Education Project for the period of 10/01/18 to 9/30/20. (action item\*)
- g. Motion to enter into agreement with the Kettle Creek Environmental Education Center/Monroe County Conversation District to provide four education programs at township parks for a cost of \$75/program – May 18<sup>th</sup> – A look at the life in TLC Pond, June 15<sup>th</sup> – Snakes (MVP); July 20<sup>th</sup> – Nature scavenger hunt (MVP) and August 24<sup>th</sup> – Bugs (MVP) and authorize the President of the Board of Commissioners to execute the document (action item\*)

(Action Item\*)

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- h. Motion to rescind motion to rebid playground equipment for TLC Park (action item\*)

#### **5. Township Engineer Report**

- a. White Oak Culvert replacement project – applying for flood mitigation grant – discussion and possible action on easements
- b. Fish Hill Road Storm System - spring project
- c. Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
  - On hold until grant award
- d. TLC Bridge Grant
  - DEP GP-11 permit for maintenance
  - Schedule for repair
- e. TLC Dam - grant
- f. Culvert cleaning maintenance
- g. Master sidewalk plan – part of multi-modal grant
- h. Update on rewrite of storm water ordinance (Archer Lane)

#### **6. Township Solicitor Report**

- a. Update on Exxon Monitoring wells
- b. Update - Northridge request for reduction in letter of credit
- c. Update - easements for White Oak culvert and emergency access
- d. Update – Emergency access – Breezewood Drive
- e. Discussion on social media comment policy

#### **Public Comment**

*Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

Executive Session – if necessary

#### **Adjournment**

(Action Item\*)

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**TOWNSHIP OF POCONO  
MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION TO APPROVE SUBMISSION OF A MULTIMODAL  
TRANSPORTATION FUND GRANT**

**RESOLUTION NO. 2019-10**

***BE IT RESOLVED***, that the Board of Commissioners of the Township of Pocono (the “Applicant”), Monroe County Pennsylvania hereby requests a Multimodal Transportation Fund grant in an amount not to exceed \$750,000 from the Pennsylvania Department of Transportation to be used for improvements the intersection of State Route 0611 and Rimrock Drive (S.R. 3023)/Bartonsville Avenue.

***BE IT FURTHER RESOLVED***, that the Applicant does hereby designate the Township Manager as the official to execute all documents and agreements between the Township of Pocono and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 17<sup>th</sup> day of April, 2019.

ATTEST:

Township of Pocono  
Board of Commissioners

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

By: \_\_\_\_\_  
Print Name: Gerald J. Lastowski  
Title: President

**CERTIFICATION**

I Pamela J. Tripus, duly qualified Secretary of the Township of Pocono in Monroe County Pennsylvania hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Pocono Township Commissioners at a regular meeting held on the 17<sup>th</sup> day of April, 2019 and said Resolution has been recorded in the Minutes of the Township of Pocono and remains in effect as of this date.

I affix my hand and attach the seal of Pocono Township,  
this 17<sup>th</sup> day of April, 2019.

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Township Secretary

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**

**Work Session Minutes**

**DATE:** April 1, 2019

**TIME:** 5:00 pm

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Jerry Lastowski

**ROLL CALL:**

Harold Werkheiser - Absent

Richard Wielebinski – Present

Chad Kilby - Present

Jerrold Belvin – Present

Also present were Leo DeVito, Township Solicitor, and Donna M. Asure-Township Manager

The work session was called to order at 5:30pm by President Lastowski.

There was no public comment.

The purpose of the work session was to interview a candidate for the position of Zoning Officer for Pocono Township.

**Lehigh Valley Inspection Services –**

- ✓ Represented by Paul Jarrett
- ✓ They would be a third party contracted service (as the former ZO was)
- ✓ Mr. Jarrett would oversee the zoning but Tracy Herman would be assigned as the zoning officer
- ✓ Fee is \$50/hour for zoning and codes enforcement
- ✓ If over 20 hours per week would go to \$45/hour
- ✓ Would like consistent office hours but could start as low in hours as the township likes and then build from there if necessary
- ✓ Weekend hours could be done if necessary
- ✓ They are certified to perform fire inspections on commercial properties
- ✓ Currently provide various services for Ross, East Penn and Franklin Townships
- ✓ Their approach is to first talk to the business owner who may have a violation and give them a set amount of time to correct, if no action then violation notice
- ✓ The company sets up a gmail account for Pocono Township applicants to use to set up meetings, inspections, etc.
- ✓ The company has experience in enforcing Short Term Rental ordinances
- ✓ They do not normally do contracts but are open to that. Would like a thirty (30) day written notice to end appointment
- ✓ No issues going to properties by themselves
- ✓ Will not abuse the 30-day time line – like to get things done right away
- ✓ Discussion took place on dangerous structures and the enforcement of this ordinance
- ✓ Familiar with permit manager but have not used. Use a similar database product

The Board discussed having this topic on the April 17, 2019 Board of Commissioners' meeting agenda for discussion and possible action.

No public comment received.

Work Session ended at 5:50pm and adjourned into a brief executive session for personnel.

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

Submitted by:

Donna M. Asure  
Township Manager

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
APRIL 1<sup>st</sup>, 2019 7:00 P.M.**

**DRAFT**  
Revised 4/16/19

The regular meeting of the Pocono Township Commissioners was held on Monday, April 1<sup>st</sup>, 2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald J. Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Gerald J. Lastowski, present; Richard Wielebinski, present; Jerrod Belvin, present; Chad Kilby, present; and Harold Werkheiser, absent.

**IN ATTENDANCE:**

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

**PUBLIC COMMENTS:**

Alfredo Abdelhady (Alfredo's Pizza) spoke concerning additional signage on Wiscasset Drive to assist in directing traffic to his business during Rt. 611 construction. Wiscasset Dr. is a Township road and he requested permission from the Township to install temporary signs. L. DeVito, Twp. Solicitor, explained the Township sign ordinance only allows temporary signs for 7 days on Township roads. Discussion followed on options for business owners effected by Rt. 611 construction and signage. Alfredo Abdelhady questioned the future of Wiscasset Drive and if it will be closed or left open. J. Tresslar, Twp. Engineer, will confirm with PennDOT to discuss the current plans.

**ANNOUNCEMENTS:**

Pocono Township Community Day will be held on 06/01/2019.  
Township Building Office Hours - 7:30 a.m. to 5:00 p.m. - Monday through Friday beginning 03/18/2019.  
Website Logo Contest - starting Monday, 04/08/2019 - vote on line or at the Township Building.  
Clean - up Days - May 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> - 7:30 a.m. to 3 p.m.  
The 04/15/2019 Regular Board of Commissioner's meeting has been rescheduled to 04/17/2019 at 6:00 p.m. due to the PSATS conference.  
An executive session was held on 04/01/2019 for personnel.

**PRESENTATIONS -**

Resolution 2019-08 - Eagle Scout Jack Hewlette-Bullard - C. Kilby made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-08 - honoring Eagle Scout Jack Hewlette-Bullard. G. Lastowski read the Resolution and congratulated Jack Hewlette-Bullard on behalf of the Board of Commissioners for achieving the Eagle Scout rank. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

DRAFT

**RESOLUTIONS:**

Resolution 2019-09 - Amending Open Record fees -

G. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-09 - amending the Open Record Policy of 08/20/2018 amending the fee schedule associated with Right-to-Know requests.

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**MINUTES:**

March 18<sup>th</sup>, 2019 Work Session

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the March 18<sup>th</sup>, 2019 work session of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

March 18<sup>th</sup>, 2019 Regular Meeting

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 03/18/2019 Board of Commissioners. Roll call vote: Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**PERSONNEL**

Seasonal park employee - Kevin Daher

G. Lastowski made a motion, seconded by C. Kilby, to ratify the hiring of Kevin Daher as seasonal park employee, effective March 22<sup>th</sup>, 2019 at an hourly rate of \$16.00 for a maximum of 39 hours per week as recommended by Robert Sargent, Road Supervisor. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, no. Motion carried.

Seasonal park employee - Tom Malanga

G. Lastowski made a motion, seconded by R. Wielebinski, to move from intern to seasonal park employee for parks beginning March 25<sup>th</sup>, 2019 at an hourly rate of \$12.00 for a maximum of 39 hours per week, as recommended by Robert Sargent, Road Supervisor. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Seasonal Park Employee - Michael Kresge and Josh Hartman

G. Lastowski made a motion, seconded by J. Belvin, to rehire Michael Kresge and Josh Hartman as seasonal park employees effective April 13, 2019 at \$12.00 per hour for a maximum of 32 hours per week as recommended by Robert Sargent, Road Supervisor. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**PERSONNEL CONT:**

Use of Township Vehicle by Road Supervisor

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Road Supervisor to drive a Township vehicle to and from work year-round to address call outs. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**FINANCIAL TRANSACTIONS**

Playground equipment Bid - D. Asure, Twp. Manager, explained only one bid was received at a cost of \$84,997.00. R. Wielebinski questioned where the funds would come from. D. Asure noted the Park has approximately \$60,000 in capital and an additional 18,000 +/- in fee in lieu. Jen Fisher, Park Board, spoke concerning the original suggested playground equipment and why they were not contacted for the bid. Discussion followed on options of equipment and funding for the cost. J. Fisher recommended rejecting the only bid.

G. Lastowski made a motion, seconded by J. Belvin, to reject the playground bid and re-bid the playground equipment. C. Kilby asked if there were better times to bid playground equipment. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Road Material bid - D. Asure, Twp. Manager, reviewed the bid results. B. Sargent, Road Supervisor, explained the lowest cold patch bid was 140 miles away for pickup and would be cost prohibited. He recommended JDM Eureka with Hanson for products which JDM does not supply.

C. Kilby made a motion, seconded by R. Wielebinski, to award the road material bids to JDM/Eureka as follows:

#1 - 2A - \$6.95 FOB - \$10.52 Delivered

#2 - Cold Patch - \$115.00 FOB

#3 - #57 - \$9.90 FOB - \$13.47 Delivered

#4 - Surge - \$11.05 FOB - \$14.62 Delivered

#5 - 1 Ballast - \$10.00 FOB - \$13.57 Delivered

#8 - Gabion - \$12.55 FOB - \$16.12 Delivered

#9 - R-3 - \$11.50 FOB - \$15.07 Delivered

#10 - R-4 - \$12.55 FOB - \$16.12 Delivered

#14 - 9.5 - \$52.23 FOB - \$53.23 Delivered + \$85.00 per hour

#15 - 19mm - \$46.84 FOB - \$46.84 Delivered + \$85.00 per hour

#16 - 25 mm - \$42.41 FOB - \$42.41 Delivered + \$85.00 per hour

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

C. Kilby made a motion, seconded by R. Wielebinski to award the road material bids to Hanson Aggregates as follows:

#6 - 2RC - \$6.75 FOB

#7 - #3 - \$12.24 FOB - \$17.45 Delivered

#11 - R-5 - \$16.90 FOB

#12 - R-6 - \$16.90 FOB

#13 - R-7 - \$17.50 FOB - \$27.50 Delivered.

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**FINANCIAL TRANSACTIONS CONT:**

Ratify Voucher Payables

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable for the period ending 03/28/2019 in the amount of \$1,368.41. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll

G. Lastowski made a motion, seconded by C. Kilby, to ratify gross payroll for the pay period ending 03/24/2019 in the amount of \$98,732.74. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Voucher Payables

G. Lastowski made a motion, seconded by J. Belvin, to approve vouchers payable received through 03/28/2019 in the amount of \$188,258.36. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the capital expenditures received through 03/28/2019 in the amount of \$1,608.45. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Ford 550 - Upfitting

G. Lastowski made a motion, seconded by J. Belvin, to approve the upfitting of the 2018 Ford 550, using co-star pricing, to A&H in the amount of \$39,416.00 as recommended by Road Supervisor Bob Sargent. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Emitter Modules - Police Vehicles -

G. Lastowski made a motion, seconded by C. Kilby, to approve the purchase and installation of Emitter Modules for all police vehicles to be utilized with the Green-Light-Go-Grant of 2015, from P&D Emergency Services in the amount of \$8,762.00 as recommended by Pocono Township Police Chief Kent Werkheiser. R. Wielebinski questioned when they will be installed. Police Chief K. Werkheiser noted about in about 4 to 6 weeks. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2020 Ford Interceptor upfitting

G. Lastowski made a motion, seconded by C. Kilby, to award the upfitting of the 2020 Ford Interceptor Police Vehicles to P&D Emergency Services in the amount of \$11,615.50 and \$7,650.50 (without radios) as recommended by Pocono Township Police Chief Kent Werkheiser. G. Lastowski questioned if it was in the budget. D. Asure, Twp. Manager, noted it was. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.



**FINANCIAL TRANSACTIONS CONT:**

Motorola radios for 2020 Police Vehicles

G. Lastowski made a motion, seconded by C. Kilby, to approve the purchase of Motorola radios for 2020 police vehicles in the amount of \$4,830.20 as recommended by Pocono Township Police Chief Kent Werkheiser and with letter from Motorola stating they are the only provider. D. Asure, Twp. Manager, noted the radios were not included in the upfitting. L. DeVito, Twp. Solicitor, questioned if there were other providers. Police Chief K. Werkheiser explained it is the only provider. Discussion followed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Liquid fuels audit for 01/01/2017 through 12/31/2018 was conducted on 03/27/2018. No findings.

**TRAVEL/TRAINING AUTHORIZATION**

Homeowner/HOA Dirt and Gravel Road Workshop

G. Lastowski made a motion, seconded by C. Kilby, to approve the travel of Road Supervisor Robert Sargent to the Homeowners/HOA Dirt and Gravel Road Workshop, managing water and preventing washouts, Saturday 04/13/2019, 9am-11am, Monroe County Conservation District, no registration fee, utilizing a Township vehicle. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORT OF THE PRESIDENT**

Gerald Lastowski, President

Appointment of Zoning officer - G. Lastowski explained a third party was interviewed for the position. The Board concurred to wait and review the references before the appointment is made.

G. Lastowski noted a resident requested the Board inspect at 141 Lookout Court in Henryville. The structure was burnt down and has been vacant. G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Twp. Zoning Officer to inspect the structure at 141 Lookout Court, Henryville. Discussion followed on the process. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**COMMISSIONERS' REPORTS**

Richard Wielebinski, Vice President

Property Maintenance Ordinance

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Solicitor to draft a Property Management Ordinance. Discussion followed on definition of downed trees. R. Wielebinski suggested rewording the definition. L. DeVito, Twp. Solicitor, explained his office is the process of comparing the ordinance to the existing ordinances. L. DeVito suggested waiting until May to advertise. R. Wielebinski withdrew his motion, J. Belvin withdrew his second.

REPORTS CONT:

Harold Werkheiser, Commissioner

Chad Kilby, Commissioner

Update on Intersection Lighting -

C. Kilby made a motion, seconded by J. Belvin, to enter into Street Light Services Agreement with PPL for Phase I of the street light project which includes 9 lights at \$28.93/light/month and 32 lights at \$22.58/light/month for an approximate total amount for the remainder of 2019 of \$8,846.37. C. Kilby noted the prices vary due to luminary of lights. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Budget Discussion on Capital Reserve funds for General Fund. C. Kilby noted he would like to include some items under general funds instead of capital. He would like that to be discussed at the budget workshop.

Discussion on split rail fencing at TLC Park - C. Kilby suggested a split rail fence behind the ponds to define the parking area. G. Lastowski suggested waiting until after BCRA is finished with the waterline. Discussion followed on the BCRA water line work on TLC and offer of free trees from PPL.

C. Kilby made a motion, seconded by J. Belvin to approve the purchase of two rail split rail fence not to exceed \$3,000.00 to be installed by a volunteer organization. G. Lastowski noted until BCRA is completed with the water line and the Township has a masterplan for the fence it should wait. R. Wielebinski questioned where the fence would be installed. Discussion followed. J. Tresslar, Twp. Engineer, explained he could provide a simple plan. C. Kilby withdrew his motion, J. Belvin withdrew his second.

OSHA Training discussion - D. Asure, Twp. Manager, explained the training went for two days and did include hands on safety training. D. Asure will hold a meeting to address the safety issues. She noted the trainer suggested a job description for a safety trainer for new hires. J. Belvin questioned if the employee who left early could retake the parts he missed. Discussion followed.

Jerrold Belvin, Commissioner

Breezewood Drive Emergency Access

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Twp. Engineer and Twp. Solicitor to explore the feasibility to open Breezewood Dr and Finch Lane. G. Lastowski questioned if it would be gated. J. Belvin note it would and has spoken to the neighbors concerning the opening. L. DeVito, Twp. Solicitor, note the Township owns Breezewood Dr. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

DRAFT

Pesticide licensing

J. Belvin made a motion, seconded by R. Wielebinski, to approve the training and reimbursement of all fees for the pesticide renewal (up for renewal September 2019) for Dean Hartshorn. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORTS:**

Public Work Report

Clean up days - recommendation on pricing - B. Sargent, Road Supervisor, noting cleanup days are 05/2, 5/03, and 05/04 and he recommended keeping the prices the same as last year. Discussion followed. The Board concurred to leave the fees at the same rate as before.

Update on Pavilion #3 repair - R. Sargent, Road Supervisor, reported the materials was delivered and Public Works are doing the repairs.

Pavilion #1 - R. Sargent, Road Supervisor, explained the beams were directly buried and will need replacement. They will start work on Pavilion #1 as soon as Pavilion #3 is completed. C. Kilby requested the pavilions be fenced and a warning posted. D. Asure, Twp. Manager, noted Dee Ackerman, Receptionist, has blocked the pavilions on website for renting during the repairs.

Park Hiring - R. Sargent, Road Supervisor, noted Tom Malanga may leave by 05/10/2019. He noted he will be at full staff by 05/01/2019.

Park opening - R. Sargent, Road Supervisor, explained it was discussed when the park would be opened. In the past it opened in May, but the gates were opened on nice days. G. Lastowski questioned if it is safe for residents to use. R. Sargent noted the park is safe to use. J. Belvin made a motion, seconded by C. Kilby to waive the public comment for the Park board to speak. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Jen Fisher, Park Board, questioned why the park board was not opened on the weekend. R. Sargent, Road Supervisor, explained he was not sure the park was safe for public use and the porta-potties were not installed. Jen Fisher, Park Board, did ask why the park board was not informed of the hiring of employees, opening dates, water issues, etc. G. Lastowski explained R. Sargent is the Park Supervisor. J. Belvin suggested R. Sargent attend the park board meetings. G. Lastowski suggested the Park Board direct communication to B. Sargent in the future. Discussion followed on the lack of communication between the Park Board and staff. D. Asure, Twp. Manager, requested to be copied on all communications between the park board and park supervisor.

REPORTS CONT:

Electrical Work for Heritage Center to Basketball court - R. Sargent noted he is working on the issue.

Reimburse to Ryan Huey

C. Kilby made a motion, seconded by J. Belvin, to reimburse Ryan Huey \$99.98 for his PA Department of Transportation Vehicle Safety Inspector recertification training. R. Wielebinski questioned if he leaves the Township, will he reimburse the Township. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Increase for Public Works Employees with Class A CDL - R. Sargent, Road Supervisor, noted it is a license to pull a tractor.

J. Belvin made a motion, seconded by C. Kilby, to approve a fifty (.50) cents per hour increase to Thomas Shick and Corey Sayre for Class A CDL License. G. Lastowski opened the meeting to public comment. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

ADMINISTRATION - MANAGER'S REPORT

Update on Comprehensive Plan - D. Asure, Twp. Manager, explained they found out the MAPP grant did not work out. They are starting to work on the RFP to find a consultant and will apply for a grant in the fall.

Update on Traffic Task Force - D. Asure, Twp. Manager, noted she received an email to attend the RT. 80 meetings and MCPC has offered to provide traffic counts for the Twp. roads.

Update on Business Association - D. Asure, Twp. Manager, noted she has received about two dozen responses and requested a date for the meeting. J. Belvin suggested waiting until all owners have the chance to respond. G. Lastowski requested the Twp. Manager send out options for dates.

G. Lastowski thanked the staff for their work.

Update on Traffic Light Backup Systems - D. Asure, Twp. Manager, explained she received three quotes ranging from \$17,128 to \$25,383. Signal Services was the lowest quote. J. Belvin noted it was approved last year. Discussion followed.

J. Belvin made a motion, seconded by R. Wielebinski, to approve Signal Services to install battery back-up systems at three traffic lights as part of the winter resiliency plan from October 10, 2019 and award the contract for \$17,128.00 as the lowest bid received. C. Kilby questioned how long they last. J. Belvin noted between 12 to 18 hours. G. Lastowski opened the meeting to public comment. Hearing none.

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**MANAGER'S REPORT CONT:**

Update on Mutual Aid Agreement - D. Asure, Twp. Manager, explained she heard back from Barrett, Mt. Pocono, and Tobyhanna Township. They will review the parts that pertain to their Township. Discussion followed. L. DeVito, Twp. Solicitor, will discuss the agreement with the Stroud Regional Police Solicitor.

Sewer Cards - D. Asure, Twp. Manager, noted approximately 2700 cards will be sent out in April.

Update on Township Website Logo Contest- D. Asure, Twp. Manager, noted the contest starts next week and will be advertised on the billboard and website.

Township Facebook Page - D. Asure, Twp. Manager, noted the social media comment policy will be placed on the Facebook page and will start putting announcements on the page. C. Kilby noted the burning ban should be on the Facebook page and no burning permits should be issued if it is determined to be a red flag day.

BCRA Rt715 Water Tank LDP - D. Asure, Twp. Manager, noted BCRA has requested the Township to waive the application fee and to allow them to pay professional fees as the are received. Discussion followed. R. Wielebinski made a motion, seconded by G. Lastowski, to waive the application fee and escrow requirements for BCRA Rt. 715 Water Tank Land Development Plan contingent that it is referenced in the Twp. Fee Schedule. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Mt. View Park Well - D. Asure, Twp. Manager, noted Dr. Cook, hydrogeologist, is recommending options to address the well issue. Estimate for a new well is approximately \$30,000 to \$40,000. J. Tresslar, Twp. Engineer, noted they felt the number was high. Discussion followed for options to provide water to the park.

IU-20 request to waive Pavilion Fee - D. Asure, Twp. Manager, noted IU-20 had requested renting two pavilions for two days. Discussion followed on if the event charged the student attending and if in previous years it was waived. Postponed until the next meeting.

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert Replacement project - J. Tresslar, Twp. Engineer, noted the information required for the grant has been provided to the grant writer.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, explained the road department is preparing for the spring.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonville Ave - J. Tresslar, Twp. Engineer, noted \$450,000 grant was awarded. D. Asure, Twp. Manager noted the grant writer is applying for the DCED Multi-Modal.



**TWP ENGINEER CONT:**

TLC Bridge Grant - J. Tresslar, Twp. Engineer, explained he is applying for the GP-11 permit.

Culvert cleaning maintenance - J. Tresslar, Twp. Engineer, will work with R. Sargent, Road Supervisor, to start the annual cleaning.

Master sidewalk plan - part of multi-modal grant - J. Tresslar, Twp. Engineer, noted a joint work session with the Planning Commission will be held on the 04/08/2019.

Archer Lane Update - J. Tresslar, Twp. Engineer, noted he sent the draft stormwater ordinance over to the Twp. Solicitor.

Learn Rd and Fishhill Road - J. Tresslar, Twp. Engineer, is preparing a large scale intersection plan for closure.

Generator Bid- D. Asure, Twp. Manager, noted she is reaching out to other companies for options.

Pipe under Park Lane - J. Tresslar, Twp. Engineer, noted he inspected the culvert and it is in deteriorating condition. He suggested a weight limit be placed on the road and obtaining a GP-11 permit to repair. Discussion followed on options. C. Kilby questioned if it could be plated until the repair can be completed.

C. Kilby made a motion, seconded by R. Wielebinski, to authorize the temporary use of steel plates over the section of Park Lane culvert and to authorize the Twp. Engineer to apply for the GP-11 permit for future repair. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**TOWNSHIP SOLICITOR REPORT:**

Weis Market traffic signal and lights - D. Asure, Twp. Manager, explained they reviewed the previous 7 years of invoices and did receive the new reading showing no difference in cost. Discussion followed. C. Kilby will reach out to PPL with the meter number to get the past usage.

**PUBLIC COMMENT:**

Annabella Lastowski, Twp. resident, commented on IU 20 student needs.

**ADJOURNMENT:**

G. Lastowski made a motion, seconded by J. Lastowski, to adjourn the meeting at 9:15 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
AND PLANNING COMMISSION  
JOINT WORK SESSION  
APRIL 8<sup>th</sup>, 2019, 6:00 p.m.**

Gerald Lastowski, President and Ron Swink, Chairman, opened the work session with the pledge of allegiance at 6:00 p.m. Gerald Lastowski opened the work session with introduction of participants.

**ATTENDANCE:**

Board of Commissioners:

Gerald Lastowski, President

Jerrold Belvin, Commissioner

Chad Kilby, Commissioner

Planning Commission:

Ron Swink, Chairman

Scott Gilliland, Vice-Chairman

Marie Guidry, Secretary

Jeremy Sawicki

Bruce Kilby

Dennis Purcell

Keith Meeker, arrived late

Also attending:

Donna Asure, Twp. Manager

Pamela Tripus, Twp. Secretary

Leo DeVito, Twp. Solicitor

Jon Tresslar, Twp. Engineer

G. Lastowski gave an overview of the role of the Planning Commission and opened discussion on ways the Board could work better work together.

S. Gilliland reviewed the points of the Planning Commissions role under Planning Series #2.

Key points discussed:

- 1) Better communication between Boards.
- 2) Planning Commissions role in review and recommendations of proposed Ordinances.
- 3) Commissioners and Planning Commissions role in the Comprehensive Planning.
- 4) Board of Commissioners will share their priority list with Planning Commission.
- 5) The Planning Commission requested the Zoning Officer to attend Planning Commission meetings.
- 6) Planning Commissions involvement with future planning along Rt. 611 corridor and PennDOT's future plans for the Tannersville area of Rt. 611.



- 7) Vision of the Board for Pocono Township
- 8) Working together for better planning

The Boards Discussed the future joint work session.

**ADJOURNMENT:**

The meeting adjourned at 7:00 p.m.

DRAFT

# TREASURER'S REPORT SUMMARY

## Q1 2019

	2019 REVENUE				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,080,458	\$ 5,261	\$ 484,583	\$ 945,206	\$ 190,546
Q2	\$ -	\$ -	\$ -	\$ -	\$ -
Q3	\$ -	\$ -	\$ -	\$ -	\$ -
Q4	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,080,458	\$ 5,261	\$ 484,583	\$ 945,206	\$ 190,546
2019 BUDGET	\$ 6,792,759	\$ 2,181,035	\$ 473,119	\$ 3,958,000	\$ 200,000
% OF BUDGET	15.91%	0.24%	102.42%	23.88%	95.27%

	2018 REVENUE				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,078,653	\$ 1,999	\$ 474,168	\$ 989,205	\$ 1,098
Q2	\$ 3,626,971	\$ 106,825	\$ 595	\$ 2,217,235	\$ 823
Q3	\$ 1,265,392	\$ 7,799	\$ 524	\$ 918,495	\$ 581
Q4	\$ 980,099	\$ 332,455	\$ 1	\$ 5,670,474	\$ 575
Total	\$ 6,951,114	\$ 449,077	\$ 475,287	\$ 9,795,409	\$ 3,077
2018 BUDGET	\$ 6,927,688	\$ 4,104,764	\$ 466,734	\$ 4,929,694	\$ 10,000
% OF BUDGET	100.34%	10.94%	101.83%	107.77%	30.77%

	2017 REVENUE				
	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,326,191	\$ 1,076,726	\$ 450,771	\$ 2,218,867	\$ 3,643,780
Q2	\$ 3,500,004	\$ 1,095	\$ 563	\$ 1,098,060	\$ 6,414
Q3	\$ 1,063,505	\$ 1,025	\$ 563	\$ 1,009,971	\$ 6,366
Q4	\$ 945,296	\$ 3,001,736	\$ 502	\$ 2,185,281	\$ 5,399
Total	\$ 6,834,996	\$ 4,080,582	\$ 452,398	\$ 6,512,179	\$ 3,661,959
2017 BUDGET	\$ 8,507,298	\$ 1,057,942	\$ 444,567	\$ 5,857,061	\$ 2,807,017
% OF BUDGET	80.34%	385.71%	101.76%	111.19%	130.46%

## Q1 2019

### 2019 EXPENSES

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,599,283	\$ 54,139	\$ -	\$ 726,330	\$ 40,881
Q2	\$ -	\$ -	\$ -	\$ -	\$ -
Q3	\$ -	\$ -	\$ -	\$ -	\$ -
Q4	\$ -	\$ -	\$ -	\$ -	\$ -
Total	<u>\$ 1,599,283</u>	<u>\$ 54,139</u>	<u>\$ -</u>	<u>\$ 726,330</u>	<u>\$ 40,881</u>
2019 BUDGET	\$ 6,792,759	\$ 2,181,035	\$ 472,619	\$ 3,430,254	\$ 200,000
% OF BUDGET	23.54%	2.48%	0.00%	21.17%	20.44%

### 2018 EXPENSES

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,396,588	\$ 169,043	\$ -	\$ 479,642	\$ 232,686
Q2	\$ 1,327,243	\$ 345,987	\$ -	\$ 583,963	\$ 172,639
Q3	\$ 1,835,286	\$ 586,576	\$ 474,000	\$ 527,253	\$ 22,205
Q4	\$ 1,273,031	\$ 319,859	\$ -	\$ 7,958,793	\$ 67,605
Total	<u>\$ 5,832,148</u>	<u>\$ 1,421,465</u>	<u>\$ 474,000</u>	<u>\$ 9,549,650</u>	<u>\$ 495,135</u>
2018 BUDGET	\$ 6,033,443	\$ 1,718,142	\$ 465,611	\$ 2,833,265	\$ 620,000
% OF BUDGET	96.66%	82.73%	101.80%	337.05%	79.86%

### 2017 EXPENSES

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 2,484,026	\$ -	\$ -	\$ 3,670,042	\$ 10,858
Q2	\$ 1,286,380	\$ 101,880	\$ -	\$ 590,429	\$ 47,258
Q3	\$ 1,478,534	\$ 64,198	\$ -	\$ 453,875	\$ 22,920
Q4	\$ 4,490,607	\$ 110,863	\$ 450,000	\$ 3,233,285	\$ 1,373,708
Total	<u>\$ 9,739,547</u>	<u>\$ 276,942</u>	<u>\$ 450,000</u>	<u>\$ 7,947,632</u>	<u>\$ 1,454,744</u>
2017 BUDGET	\$ 8,627,723	\$ 1,045,942	\$ 444,567	\$ 6,151,469	\$ 702,129
% OF BUDGET	112.89%	26.48%	101.22%	129.20%	207.19%

## General Fund Treasurer's Report: Q1 2019

### CASH ACCOUNTS BEGINNING BALANCES\*

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
ESSA CD	1,026,138.13			
GENERAL CASH	2,183,808.66			
Payroll	1,000.00			
Petty Cash	250.00			
FEES IN LIEU	79,534.64			
Kollar Restricted	5,466.27			
*From balance sheet	3,296,197.70	0.00	0.00	0.00

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over/Under Budget	% of Budget
<b>Income</b>								
301.100 · Real Estate Taxes - Current	432,751.44				432,751.44	2,910,542.00	-2,477,790.56	14.87%
310.200 · Earned Income Taxes	394,996.53				394,996.53	1,500,000.00	-1,105,003.47	26.33%
<b>Taxes Other</b>								
301.200 · Real Estate Taxes - Delinquent					0.00	130,000.00	-130,000.00	0.00%
301.300 · Returned Taxes - Upset Sale					0.00	5,000.00	-5,000.00	0.00%
310.100 · Real Estate Transfer Taxes	53,171.84				53,171.84	175,000.00	-121,828.16	30.38%
310.500 · Local Services Taxes	111,314.97				111,314.97	480,000.00	-368,685.03	23.19%
<b>Total Taxes Other</b>	164,486.81	0.00	0.00	0.00	164,486.81	790,000.00	-625,513.19	20.82%
<b>Licenses, permits and fees</b>								
321.800 · Cable TV Franchise Fees	0.00				0.00	200,000.00	-200,000.00	0.00%
322.100 · Application fees	0.00				0.00	100.00	-100.00	0.00%
<b>Total Licenses, permits and fees</b>	0.00	0.00	0.00	0.00	0.00	200,100.00	-200,100.00	0.00%
<b>Fines and Forfeits</b>								
331.100 · Court Fines - District Magistra	13,379.76				13,379.76	40,000.00	-26,620.24	33.45%
331.110 · Motor Vehicle Code Violations	3,493.27				3,493.27	20,000.00	-16,506.73	17.47%
<b>Total Fines and Forfeits</b>	16,873.03	0.00	0.00	0.00	16,873.03	60,000.00	-43,126.97	28.12%
341.010 · Interest on Investments	2,976.90				2,976.90	28,000.00	-25,023.10	10.63%
<b>Other State Grants</b>								
354.100 · Police Grants	0.00				0.00	5,000.00	-5,000.00	0.00%
355.010 · Public Utility Realty Tax	0.00				0.00	5,500.00	-5,500.00	0.00%
355.040 · Alcoholic Beverage Licenses	1,150.00				1,150.00	4,000.00	-2,850.00	28.75%
355.050 · Pension System State Aid	0.00				0.00	214,141.00	-214,141.00	0.00%
355.070 · Foreign Fire Insurance	0.00				0.00	73,000.00	-73,000.00	0.00%
356.100 · State Payments In Lieu of Taxes	0.00				0.00	400.00	-400.00	0.00%
<b>Total Other State Grants</b>	1,150.00	0.00	0.00	0.00	1,150.00	302,041.00	-300,891.00	0.38%
357.030 · County Grants								
362.100 · Police Services								
362.101 · Reimbursement Police overtime	325.92				325.92	30,000.00	-29,674.08	1.09%
362.100 · Police Services - Other	8,580.00				8,580.00	17,000.00	-8,420.00	50.47%
<b>Total 362.100 · Police Services</b>	8,905.92	0.00	0.00	0.00	8,905.92	47,000.00	-38,094.08	18.95%
<b>Building Permits</b>								

4/12/2019  
Accrual Basis

**General Fund**  
**Treasurer's Report: Q1 2019**

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over/Under Budget	% of Budget
362.410 · Building Permits - BIU	17,259.50				17,259.50	200,000.00	-182,740.50	8.63%
Total Building Permits	17,259.50	0.00	0.00	0.00	17,259.50	200,000.00	-182,740.50	8.63%
Charges for Services								
361.101 · Sewer Admin Services	4,784.38				4,784.38	15,600.00	-10,815.62	30.67%
362.492 · Short Term Rental Permit	2,500.00				2,500.00	3,000.00	-500.00	83.33%
361.310 · Subdivision, Land Develop Fees	0.00				0.00	5,000.00	-5,000.00	0.00%
361.330 · Zoning Hearing Board Fees	0.00				0.00	3,750.00	-3,750.00	0.00%
361.340 · Cond Use, Curative PRD Fees	0.00				0.00	750.00	-750.00	0.00%
361.400 · Plan Review Fees	0.00				0.00	0.00	0.00	0.00%
361.500 · Sale of Maps and Publications	0.00				0.00	0.00	0.00	0.00%
361.700 · Reproduction of Records	185.50				185.50	100.00	85.50	185.50%
362.110 · Sale of Police Reports	1,619.00				1,619.00	4,000.00	-2,381.00	40.48%
362.130 · Security Alarm Fees	0.00				0.00	100.00	-100.00	0.00%
362.300 · Zoning Permits	4,705.30				4,705.30	50,000.00	-45,294.70	9.41%
362.440 · Sewer System Permits	2,750.00				2,750.00	15,000.00	-12,250.00	18.33%
362.450 · Use & Occupancy Permits	600.00				600.00	2,500.00	-1,900.00	24.00%
362.475 · Well Permits	400.00				400.00	1,500.00	-1,100.00	26.67%
362.480 · Pool Permits	0.00				0.00	100.00	-100.00	0.00%
362.485 · Sign Permits	1,875.00				1,875.00	5,000.00	-3,125.00	37.50%
362.491 · Fireworks Permits	0.00				0.00	200.00	-200.00	0.00%
362.495 · UCC Fees	132.50				132.50	500.00	-367.50	26.50%
362.600 · Miscellaneous Permits	0.00				0.00	500.00	-500.00	0.00%
363.500 · Public Works Services	18.00				18.00	7,500.00	-7,482.00	0.24%
Total Charges for Services	19,569.68	0.00	0.00	0.00	19,569.68	115,100.00	-95,530.32	17.00%
367.140 · Pavilion Rental Fees	6,650.00				6,650.00	15,000.00	-8,350.00	44.33%
367.180 · Heritage Center Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other Operating Revenue								
389.101 · Other Unclassified Revenue	0.00				0.00	0.00	0.00	0.00%
387.100 · Contributions and Donations	2,651.00				2,651.00	0.00	2,651.00	100.00%
387.200 · Fees in Lieu of Improvements	644.00				644.00	500.00	144.00	128.80%
Total Other Operating Revenue	3,295.00	0.00	0.00	0.00	3,295.00	500.00	2,795.00	659.00%
Other Financing Sources								
391.200 · Distribution of PJJWA Account	0.00				0.00	0.00	0.00	0.00%
391.100 · Sale of Surplus Property	0.00				0.00	5,000.00	-5,000.00	0.00%
392.301 · Sewer Op. Reim of Insurance	0.00				0.00	18,757.00	-18,757.00	0.00%
395.000 · Refunds of Prior Year Expenses	11,178.00				11,178.00	150,000.00	-138,822.00	7.45%
395.001 · EE portion Health Ins.	365.58				365.58	4,227.48	-3,861.90	8.65%
Total Other Financing Sources	11,543.58	0.00	0.00	0.00	11,543.58	177,984.48	-166,440.90	6.49%
392.900 · Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00	446,491.60	-446,491.60	0.00%
Total Income	1,080,458.39	0.00	0.00	0.00	1,080,458.39	6,792,759.08	-5,712,300.69	15.91%
Gross Profit	1,080,458.39	0.00	0.00	0.00	1,080,458.39	6,792,759.08	-5,712,300.69	15.91%

**General Fund  
Treasurer's Report: Q1 2019**

**Expense**

**General Government**

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over/Under Budget	% of Budget
400.110 · Salary & Wages - Legislative	3,061.28				3,061.28	16,250.00	-13,188.72	18.84%
400.192 · Legislative SSI Tax	226.01				226.01	1,243.00	-1,016.99	18.18%
400.260 · Minor Equipment	0.00				0.00	2,000.00	-2,000.00	0.00%
400.420 · Dues, Subscriptions & Membershi	200.00				200.00	7,500.00	-7,300.00	2.67%
400.460 · Legislaive -Meetings & Training	160.00				160.00	3,000.00	-2,840.00	5.33%
400.540 · Legislative - Donations	94.50				94.50	1,000.00	-905.50	9.45%
401.110 · Admin Salaries & Wages	22,164.78				22,164.78	102,290.00	-80,125.22	21.67%
401.192 · Admin SSI Taxes	1,698.89				1,698.89	7,825.19	-6,126.30	21.71%
401.196 · Admin Health Insurance	4,061.28				4,061.28	12,232.20	-8,170.92	33.20%
401.197 · Admin HRA Fees	14.85				14.85	1,000.00	-985.15	1.49%
401.198 · Non-Uniformed Pension Plan	2,165.53				2,165.53	9,206.10	-7,040.57	23.52%
401.199 · Admin Life and Disability Ins	238.80				238.80	804.00	-565.20	29.70%
401.200 · Administration Allowances	165.67				165.67	1,000.00	-834.33	16.57%
401.220 · Admin Operating Supplies	0.00				0.00	5,000.00	-5,000.00	0.00%
401.260 · Admin Minor Equipment	0.00				0.00	1,500.00	-1,500.00	0.00%
401.420 · Admin Dues, Subscriptions & Mem	440.00				440.00	2,000.00	-1,560.00	22.00%
401.460 · Admin Meetings & Training	348.46				348.46	2,500.00	-2,151.54	13.94%
402.110 · Fin Admin Salaries & Wages	11,969.20				11,969.20	52,000.00	-40,030.80	23.02%
402.192 · Fin Admin SSI Taxes	919.14				919.14	3,910.00	-2,990.86	23.51%
402.196 · Fin Admin Health Insurance	4,061.28				4,061.28	28,447.08	-24,385.80	14.28%
402.197 · Fin Admin HRA Fees	14.85				14.85	1,000.00	-985.15	1.49%
402.198 · Fin Admin Non-Uni Pension Plan	900.00				900.00	4,680.00	-3,780.00	19.23%
402.199 · Fin Admin Life & Disability Ins	238.80				238.80	804.00	-565.20	29.70%
402.310 · Fin Admin Professional Srvs	10,055.00				10,055.00	25,000.00	-14,945.00	40.22%
403.110 · Tax Collection Salaries & Wages	2,307.72				2,307.72	10,000.00	-7,692.28	23.08%
403.192 · Tax Collection SSI Taxes	176.52				176.52	765.00	-588.48	23.07%
403.199 · Tax Collection Bond Ins	0.00				0.00	2,000.00	-2,000.00	0.00%
403.215 · Tax Collection Postage	1,644.50				1,644.50	2,000.00	-355.50	82.23%
403.220 · Tax Collection Operating Supply	1,275.94				1,275.94	200.00	1,075.94	637.97%
403.310 · Tax Collection Professional Srv	8,354.00				8,354.00	30,000.00	-21,646.00	27.85%
404.310 · Township Solicitor	12,751.57				12,751.57	75,000.00	-62,248.43	17.00%
404.314 · Legal Services Special Counsel	315.00				315.00	10,000.00	-9,685.00	3.15%
405.110 · Secretary Salaries & Wages	34,072.83				34,072.83	148,782.50	-114,709.67	22.90%
405.120 · Secretary OT	891.36				891.36	5,000.00	-4,108.64	17.83%
405.192 · Secretary SSI Taxes	2,684.37				2,684.37	11,764.36	-9,079.99	22.82%
405.196 · Secretary Insurance	13,540.00				13,540.00	85,341.24	-71,801.24	15.87%
405.197 · Secretary HRA Fees	14.85				14.85	2,000.00	-1,985.15	0.74%

# General Fund Treasurer's Report: Q1 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over/Under Budget	% of Budget
405.198 · Secretary Non-Unl Pension Plan	3,636.46				3,636.46	13,840.43	-10,203.97	26.27%
405.199 · Secretary Life & Disability Ins	716.40				716.40	3,216.00	-2,499.60	22.28%
406.215 · Gen Govt Postage	2,271.21				2,271.21	7,200.00	-4,928.79	31.54%
406.220 · Gen Govt Operation Supplies	585.08				585.08	7,000.00	-6,414.92	8.36%
406.310 · Gen Govt Professional Svcs	1,695.00				1,695.00	12,000.00	-10,305.00	14.13%
406.320 · Gen Govt Communications	2,180.85				2,180.85	12,000.00	-9,819.15	18.17%
406.340 · Gen Govt Advertising & Printing	1,682.54				1,682.54	6,500.00	-4,817.46	25.89%
406.374 · Gen Govt Office Equipment Maint	0.00				0.00	1,000.00	-1,000.00	0.00%
406.384 · Gen Govt Equipment Leases	733.11				733.11	6,000.00	-5,266.89	12.22%
407.252 · Computer Parts & Supplies	45.29				45.29	1,000.00	-954.71	4.53%
407.260 · Technology Minor Equipment	0.00				0.00	2,000.00	-2,000.00	0.00%
407.450 · Contracted Services	16,284.84				16,284.84	33,000.00	-16,715.16	49.35%
408.310 · Township Engineer	7,267.77				7,267.77	55,000.00	-47,732.23	13.21%
409.220 · Building Operating Supplies	549.44				549.44	7,500.00	-6,950.56	7.33%
409.360 · Building Utilities	14,169.94				14,169.94	56,000.00	-41,830.06	25.30%
409.373 · Building Maint & Repairs	4,678.99				4,678.99	15,000.00	-10,321.01	31.19%
409.450 · Building Contracted Services	3,625.41				3,625.41	7,000.00	-3,374.59	51.79%
Total General Government	201,349.31	0.00	0.00	0.00	201,349.31	920,301.10	-718,951.79	21.88%
Public Safety								
POLICE								
410.120 · Police Salaries & Wages-Admin	22,186.62				22,186.62	96,500.00	-74,313.38	22.99%
410.130 · Police Salaries & Wages-Officer	304,687.08				304,687.08	1,430,015.20	-1,125,328.12	21.31%
410.140 · Police Salaries & Wages-Civilian	11,518.89				11,518.89	49,940.80	-38,421.91	23.07%
410.179 · Police Longevity Pay	4,986.22				4,986.22	47,298.49	-42,312.27	10.54%
410.180 · Police Overtime Wages	29,665.27				29,665.27	125,000.00	-95,334.73	23.73%
410.185 · Sick & Vacation Buy Back	0.00				0.00	70,000.00	-70,000.00	0.00%
410.187 · Police Overtime Civ Support	72.03				72.03	500.00	-427.97	14.41%
410.190 · Police HRA Fees	886.14				886.14	49,288.00	-48,401.86	1.80%
410.191 · Uniform Allowance	498.77				498.77	16,800.00	-16,301.23	2.97%
410.192 · Police SSI Taxes	27,602.90				27,602.90	140,458.17	-112,855.27	19.65%
410.196 · Police Health Insurance	187,291.72				187,291.72	560,976.24	-373,684.52	33.39%
410.197 · Police Pension Plan	0.00				0.00	200,000.00	-200,000.00	0.00%
410.198 · Police Life & Disability Ins	5,014.80				5,014.80	17,688.00	-12,673.20	28.35%
410.199 · Police Non-Uniform Pension	1,210.73				1,210.73	4,539.67	-3,328.94	26.67%
410.200 · Police 457 Contribution	1,364.00				1,364.00	12,600.00	-11,236.00	10.83%
410.216 · Police Community Outreach	0.00				0.00	1,500.00	-1,500.00	0.00%
410.220 · Police Operating Supplies	1,011.46				1,011.46	7,500.00	-6,488.54	13.49%
410.221 · Crime Scene Supplies	0.00				0.00	1,000.00	-1,000.00	0.00%
410.222 · Ammunition/Field Materials	626.81				626.81	6,000.00	-5,373.19	10.45%
410.231 · Vehicle Fuel	12,396.86				12,396.86	45,000.00	-32,603.14	27.55%
410.238 · Uniform Expense	0.00				0.00	2,000.00	-2,000.00	0.00%



**General Fund**  
**Treasurer's Report: Q1 2019**

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over/Under Budget	% of Budget
410.260 · Police Minor Equipment	1,390.00				1,390.00	30,000.00	-28,610.00	4.63%
410.270 · Police IT	6,416.60				6,416.60	22,000.00	-15,583.40	29.17%
410.310 · Police Professional Services	5,992.00				5,992.00	10,000.00	-4,008.00	59.92%
410.314 · Civil Service Comm Solicitor	772.50				772.50	3,000.00	-2,227.50	25.75%
410.320 · Police Communications	3,234.35				3,234.35	15,000.00	-11,765.65	21.56%
410.331 · Travel/Lodging	12.20				12.20	4,000.00	-3,987.80	0.31%
410.341 · Police Advertising & Printing	486.08				486.08	2,500.00	-2,013.92	19.44%
410.373 · Police Maint & Repair Bldg	1,361.38				1,361.38	10,000.00	-8,638.62	13.61%
410.374 · Police Equipment Maint	1,554.03				1,554.03	3,500.00	-1,945.97	44.40%
410.420 · Police Dues, Subscriptions	50.00				50.00	1,000.00	-950.00	5.00%
410.450 · Police Contracted Services	25,102.43				25,102.43	55,000.00	-29,897.57	45.64%
410.451 · Police Vehicle Maintenance	7,439.55				7,439.55	15,000.00	-7,560.45	49.60%
410.460 · Police Meetings & Training	2,065.00				2,065.00	10,000.00	-7,935.00	20.65%
<b>Total Police</b>	<b>666,896.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>666,896.42</b>	<b>3,065,604.57</b>	<b>-2,398,708.15</b>	<b>21.75%</b>
<b>OTHER PUBLIC SAFETY</b>								
411.232 · Fire Department Fuel	0.00				0.00	7,500.00	-7,500.00	0.00%
411.540 · Foreign Fire Payments	0.00				0.00	73,000.00	-73,000.00	0.00%
411.541 · Disbursement to Fire Company	0.00				0.00	218,000.00	-218,000.00	0.00%
413.220 · Code Enforcement Supplies	0.00				0.00	100.00	-100.00	0.00%
413.260 · Code Enforcement Minor Equip	0.00				0.00	100.00	-100.00	0.00%
413.310 · Prof Services - BIU Building	14,096.60				14,096.60	155,000.00	-140,903.40	9.09%
413.311 · Prof Services - SEO	3,085.00				3,085.00	20,000.00	-16,915.00	15.43%
413.319 · Code Enforcement UCC Fees	162.00				162.00	1,000.00	-838.00	16.20%
414.110 · Planning & Zoning Salaries	0.00				0.00	1,000.00	-1,000.00	0.00%
414.120 · Planning & Zoning OT	0.00				0.00	77.00	-77.00	0.00%
414.220 · Planning & Zoning Supplies	0.00				0.00	500.00	-500.00	0.00%
414.310 · Planning & Zoning Prof Svcs	5,749.89				5,749.89	42,000.00	-36,250.11	13.69%
414.313 · Planning & Zoning Engineering	0.00				0.00	2,500.00	-2,500.00	0.00%
414.314 · Planning & Zoning Legal	2,744.50				2,744.50	15,000.00	-12,255.50	18.30%
414.319 · MS4 Fees	51.50				51.50	15,000.00	-14,948.50	0.34%
414.341 · Planning & Zoning Advertising	479.48				479.48	1,500.00	-1,020.52	31.97%
415.220 · Emer Mgmt Operating Supplies	0.00				0.00	500.00	-500.00	0.00%
415.364 · Emergency Management Operations	0.00				0.00	1,500.00	-1,500.00	0.00%
415.460 · Emer Mgmt Meetings & Training	0.00				0.00	1,000.00	-1,000.00	0.00%
<b>Total Public Safety Other</b>	<b>26,368.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,368.97</b>	<b>555,277.00</b>	<b>-528,908.03</b>	<b>4.75%</b>
<b>Total Public Safety</b>	<b>693,265.39</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>693,265.39</b>	<b>3,620,881.57</b>	<b>-2,927,616.18</b>	<b>19.15%</b>
<b>Public Works - Other</b>								
427.220 · Solid Waste Coll Supplies	72.00				72.00	1,500.00	-1,428.00	4.80%
427.450 · Contracted Svcs - Clean-Up Days	0.00				0.00	25,000.00	-25,000.00	0.00%
<b>Total Public Works - Other</b>	<b>72.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>72.00</b>	<b>26,500.00</b>	<b>-26,428.00</b>	<b>0.27%</b>
<b>PW-Hwys, Roads &amp; Streets</b>								

**General Fund**  
**Treasurer's Report: Q1 2019**

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over/Under Budget	% of Budget
430.110 · Public Works Salaries	114,198.40				114,198.40	552,762.03	-438,563.63	20.66%
430.120 · Public Works OT Wages	15,492.20				15,492.20	30,000.00	-14,507.80	51.64%
430.192 · Public Works SSI Taxes	9,896.37				9,896.37	44,581.30	-34,684.93	22.20%
430.196 · Public Works Insurance	76,816.28				76,816.28	296,703.00	-219,886.72	25.89%
430.198 · Public Works N-U Pension	10,999.88				10,999.88	52,448.58	-41,448.70	20.97%
430.199 · Public Works Life & Disab Ins	2,167.11				2,167.11	8,844.00	-6,676.89	24.50%
430.220 · Public Works Oper Supplies	2,913.48				2,913.48	7,500.00	-4,586.52	38.85%
430.232 · Public Works Diesel	15,238.70				15,238.70	40,000.00	-24,761.30	38.10%
430.234 · Public Works Vehicle Supplies	3,144.23				3,144.23	10,000.00	-6,855.77	31.44%
430.238 · Public Works Uniforms	904.96				904.96	6,500.00	-5,595.04	13.92%
430.260 · Public Works Minor Equip Purch	1,109.45				1,109.45	2,500.00	-1,390.55	44.38%
430.341 · Public Works Advertising	0.00				0.00	500.00	-500.00	0.00%
430.373 · Public Works Maint & Rep Bldg	3,959.80				3,959.80	5,000.00	-1,040.20	79.20%
430.375 · Public Works Heavy Equip Maint	6,800.80				6,800.80	35,000.00	-28,199.20	19.43%
430.384 · Public Works Equip Rental	50.00				50.00	1,500.00	-1,450.00	3.33%
430.420 · Public Works Dues, Subscription	35.00				35.00	100.00	-65.00	35.00%
430.450 · Public Works Contracted Svcs	595.00				595.00	45,000.00	-44,405.00	1.32%
430.460 · Public Works Meetings & Trainin	494.10				494.10	500.00	-5.90	98.82%
430.650 · Public Works Hand Tool Purch	102.92				102.92	500.00	-397.08	20.58%
432.220 · Snow & Ice Rem Oper Supplies	97,961.80				97,961.80	125,000.00	-27,038.20	78.37%
432.375 · Snow & Ice Rem Equipment Maint	5,363.66				5,363.66	7,500.00	-2,136.34	71.52%
433.220 · Traffic Signals & Signs Supply	200.00				200.00	3,000.00	-2,800.00	6.67%
433.360 · Traffic Signals & Signs Utiliti	4,603.76				4,603.76	4,000.00	603.76	115.09%
433.450 · Traffic Signals Contracted Svcs	4,636.00				4,636.00	6,000.00	-1,364.00	77.27%
438.220 · Road Maint Supplies	0.00				0.00	80,000.00	-80,000.00	0.00%
438.611 · Line Painting	0.00				0.00	5,000.00	-5,000.00	0.00%
438.612 · Crack Sealing	0.00				0.00	5,000.00	-5,000.00	0.00%
438.613 · Vegetation Control	0.00				0.00	2,000.00	-2,000.00	0.00%
<b>Total PW-Hwys, Roads &amp; Streets</b>	<b>377,683.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>377,683.90</b>	<b>1,377,438.91</b>	<b>-999,755.01</b>	<b>27.42%</b>
<b>Culture and Recreation</b>								
452.390 · Recreation fees	143.35				143.35	500.00	-356.65	28.67%
454.110 · Park Salary & Wage	64.00				64.00	72,500.00	-72,436.00	0.09%
454.192 · Park SSI	4.90				4.90	5,437.50	-5,432.60	0.09%
454.220 · Park Operating Supplies	881.40				881.40	3,000.00	-2,118.60	29.38%
454.231 · Park Vehicle Fuel	503.97				503.97	1,500.00	-996.03	33.60%
454.260 · Park Minor Equipment	0.00				0.00	1,000.00	-1,000.00	0.00%
454.320 · Park Communications	226.17				226.17	2,000.00	-1,773.83	11.31%
454.340 · Park Advertising & Printing	1,469.57				1,469.57	1,500.00	-30.43	97.97%
454.360 · Park Utilities	1,143.05				1,143.05	5,400.00	-4,256.95	21.17%
454.373 · Park Repairs & Maintenance	390.00				390.00	10,000.00	-9,610.00	3.90%
454.374 · Park Equipment Maintenance	330.84				330.84	2,000.00	-1,669.16	16.54%

4/12/2019  
Accrual Basis

## General Fund Treasurer's Report: Q1 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over/Under Budget	% of Budget
454.450 · Park Contracted Services	4,357.78				4,357.78	12,000.00	-7,642.22	36.32%
454.700 · Park Recreation Board	200.00				200.00	15,000.00	-14,800.00	1.33%
457.540 · Community Day Celebration	0.00				0.00	5,000.00	-5,000.00	0.00%
Total Culture and Recreation	9,715.03	0.00	0.00	0.00	9,715.03	136,837.50	-127,122.47	7.10%
Debt Service								
472.000 · NEW TWP COMPLEX LOAN INTEREST	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Benefits and Withholding								
483.194 · Employer Pd Unemployment Comp	35.98				35.98	35,000.00	-34,964.02	0.10%
483.195 · Employer Pd Worker's Comp	62,215.36				62,215.36	200,000.00	-137,784.64	31.11%
483.200 · Federal Healthcare Tax	0.00				0.00	200.00	-200.00	0.00%
Total Benefits and Withholding	62,251.34	0.00	0.00	0.00	62,251.34	235,200.00	-172,948.66	26%
Insurance								
486.350 · Property & Liability Insurance	111,793.75				111,793.75	140,000.00	-28,206.25	79.85%
486.355 · Professional Bonds	0.00				0.00	10,500.00	-10,500.00	0.00%
Total Insurance	111,793.75	0.00	0.00	0.00	111,793.75	150,500.00	-38,706.25	74.28%
Misc Expenses								
489.100 · Miscellaneous Expenses	0.00				0.00	0.00	0.00	0.00%
Total Misc Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Interfund Transfers Out								
492.310 · Transfer to Capital Fund Reserv	0.00				0.00	60,000.00	-60,000.00	0.00%
Total Interfund Transfers Out	0.00	0.00	0.00	0.00	0.00	60,000.00	-60,000.00	0.00%
Other Expenses								
463.540 · TIF	140,502.62				140,502.62	165,000.00	-24,497.38	85.15%
999.999 · uncategorized expenses	33.14				33.14		33.14	
66900 · Reconciliation Discrepancies	4.07				4.07		4.07	100.00%
491.000 · Refund of Prior Year Revenues	2,612.57				2,612.57	100.00	2,512.57	2,612.57%
Total Other Expenses	143,152.40	0.00	0.00	0.00	143,152.40	165,100.00	-21,947.60	86.71%
Total Expense	1,599,283.12	0.00	0.00	0.00	1,599,283.12	6,792,759.08	-5,193,475.96	23.54%
Net Income	-518,824.73	0.00	0.00	0.00	-518,824.73	0.00	-518,824.73	100.00%
CASH ACCOUNTS ENDING BALANCES*	Q1 2019	Q2 2019	Q3 2019	Q4 2019				
ESSA CD	1,026,138.13							
GENERAL CASH	1,732,800.24							
Payroll	1,000.00							
Petty Cash	193.49							
FEES IN LIEU	80,467.76							
KOLLAR RESTRICTED	5,319.27							
*From balance sheet	2,845,918.89	0.00	0.00	0.00				

4/12/2019

## Capital Reserve Treasurer's Report: Q1 2019

### CASH ACCOUNTS BEGINNING BALANCES

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Keystone CD	1,525,722.12			
Capital Reserve Cash	1,472,812.24			
<b>Total</b>	<b>2,998,534.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*From balance sheet

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over Budget	% Budget
<b>Income</b>								
341.010 - Interest on Investments	5,261.09				5,261.09	0.00	5,261.09	
355.008 - LSA GRANT	0.00				0.00	0.00	0.00	
355.009 - Federal Grant	0.00					5,500.00	-5,500.00	0.00%
392.010 - Transfer from General Fund	0.00					60,000.00	-60,000.00	0.00%
392.900 - Use of Fund Balance	0.00				0.00	2,115,534.50	-2,115,534.50	0.00%
<b>Total Income</b>	<b>5,261.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,261.09</b>	<b>2,181,034.50</b>	<b>-2,175,773.41</b>	<b>0.24%</b>
<b>Expense</b>								
401.000 - Municipal Capital Comprehensive								
Computers	0.00				0.00	10,000.00	-10,000.00	0.00%
Dam at TLC	0.00				0.00	5,000.00	-5,000.00	0.00%
Emergency Management Equipment	0.00				0.00	5,000.00	-5,000.00	0.00%
Fish Hill Road Swale	41.36				41.36	30,000.00	-29,958.64	0.14%
Green Light Go (611)	0.00				0.00	90,000.00	-90,000.00	0.00%
Green Light Go (Interceptors)	0.00				0.00	68,513.00	-68,513.00	0.00%
Green Light Go (Stroud)	0.00				0.00	20,000.00	-20,000.00	0.00%
Major Repairs (TWP Complex)	0.00				0.00	20,000.00	-20,000.00	0.00%
New Website	0.00				0.00	2,940.00	-2,940.00	0.00%
Right Hand Turn Lanes (Rimrock)	9,548.02				9,548.02	150,000.00	-140,451.98	6.37%
TLC Bridge	266.50				266.50	25,000.00	-24,733.50	1.07%
White Oak Culvert	2,878.48				2,878.48	200,000.00	-197,121.52	1.44%
401.000 - Municipal Capital Comprehensive - Other	20,152.45				20,152.45	0.00	20,152.45	100.00%
<b>Total 401.000 - Municipal Capital Comprehensive</b>	<b>32,886.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,886.81</b>	<b>626,453.00</b>	<b>-593,566.19</b>	<b>5.25%</b>
410.000 - POLICE CAPITAL COMPREHENSIVE								
BP Vests (2019)	9,200.00				9,200.00	9,200.00	0.00	100.00%
Detective Vehicle	0.00				0.00	40,000.00	-40,000.00	0.00%
E-Ticket Machines (2019)	12,052.00				12,052.00	11,500.00	552.00	104.80%
Tasers	0.00				0.00	2,400.00	-2,400.00	0.00%
Undercover Utility Vehicle	0.00				0.00	50,000.00	-50,000.00	0.00%
<b>Total 410.000 - POLICE CAPITAL COMPREHENSIVE</b>	<b>21,252.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,252.00</b>	<b>113,100.00</b>	<b>-91,848.00</b>	<b>18.79%</b>
430.000 - PW CAPITAL COMPREHENSIVE								
Radios (2019)	0.00				0.00	30,000.00	-30,000.00	0.00%
<b>Total 430.000 - PW CAPITAL COMPREHENSIVE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>-30,000.00</b>	<b>0.00%</b>

4/12/2019

## Capital Reserve Treasurer's Report: Q1 2019

<b>438,610 - Maintenance &amp; Repairs of Roads</b>									
Paving Overlay	0.00				0.00	195,000.00	-195,000.00		
Tar and Chip	0.00				0.00	1,032,071.00	-1,032,071.00		
<b>Total 438,610 - Maintenance &amp; Repairs of Roads</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,227,071.00</b>	<b>-1,227,071.00</b>	<b>0.00%</b>	
<b>454,000 - PARK CAPITAL COMPREHENSIVE</b>	<b>0.00</b>				<b>0.00</b>	<b>60,000.00</b>	<b>-60,000.00</b>		
<b>471,000 - PRINCIPAL LEASES</b>	<b>0.00</b>				<b>0.00</b>	<b>113,410.50</b>	<b>-113,410.50</b>		
<b>472,000 - INTEREST ON LEASES</b>	<b>0.00</b>				<b>0.00</b>	<b>11,000.00</b>	<b>-11,000.00</b>		
<b>Total Expense</b>	<b>54,138.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,138.81</b>	<b>2,181,034.50</b>	<b>-2,126,895.69</b>	<b>2.48%</b>	
	<b>-48,877.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-48,877.72</b>	<b>0.00</b>	<b>-48,877.72</b>	<b>100.00%</b>	
<b>CASH ACCOUNTS ENDING BALANCES</b>	<b>Q1 2019</b>	<b>Q2 2019</b>	<b>Q3 2019</b>	<b>Q4 2019</b>					
Keystone CD	1,525,722.12								
Capital Reserve Cash	1,423,934.52								
<b>Total</b>	<b>2,949,656.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>					

\*From balance sheet

4/12/2019

## Liquid Fuels Treasurer's Report: Q1 2019

CASH ACCOUNTS BEGINNING BALANCE	<u>Q1 2019</u>	<u>Q2 2019</u>	<u>Q3 2019</u>	<u>Q4 2019</u>				
Liquid Fuels Cash	3,983.57	0.00						
Total	3,983.57	0.00	0.00	0.00				
*From balance sheet								
	<u>Q1 2019</u>	<u>Q2 2019</u>	<u>Q3 2019</u>	<u>Q4 2019</u>	<u>Q1 - Q4 2019</u>	<u>Annual Budget</u>	<u>\$ Over/Under Budget</u>	<u>% of Budget</u>
Income								
341.010 · Interest on Investments	147.92	0.00	0.00	0.00	147.92	500.00	-352.08	29.6%
355.020 · State Liquid Fuels Funds	484,435.17	0.00	0.00	0.00	484,435.17	472,619.07	11,816.10	102.5%
Total Income	484,583.09	0.00	0.00	0.00	484,583.09	473,119.07	11,464.02	102.4%
Expense								
439.600 · Capital Construction	0.00	0.00	0.00	0.00	0.00	472,619.07	-472,619.07	0.0%
Total Expense	0.00	0.00	0.00	0.00	0.00	472,619.07	-472,619.07	0.0%
Net Income	<u>484,583.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>484,583.09</u>	<u>500.00</u>	<u>484,083.09</u>	<u>96,916.6%</u>
CASH ACCOUNTS ENDING BALANCE	<u>Q1 2019</u>	<u>Q2 2019</u>	<u>Q3 2019</u>	<u>Q4 2019</u>				
Liquid Fuels Cash	488,566.66	0.00	0.00	0.00				
Total	488,566.66	0.00	0.00	0.00				
*From balance sheet								

4/12/2019

# Sewer Operating Fund Treasurer's Report: Q1 2019

## CASH ACCOUNTS BEGINNING BALANCES

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Sewer money market	1,138,267.44			
Wayne Bank Checking*	79,704.01			
People's Security CD	50,000.00			
Wayne Bank Funding & Checking Accounts	1,267,971.45	0.00	0.00	0.00
* From balance sheet				

\*Balance sheet balance

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1- Q4 2018	Annual Budget	\$ Over/Under Budget	% of Budget
<b>Income</b>								
341.010 - Interest on Investments	6,530.76				6,530.76	7,500.00	-969.24	87.08%
362.400 - Connect & Tank Abandonment Fee	0.00				0.00	500.00	-500.00	0.00%
364.110 - Connection/Tapping Fees	3,750.00				3,750.00	750,000.00	-746,250.00	0.50%
364.120 - Sewer Use Fees	934,925.58				934,925.58	3,200,000.00	-2,265,074.42	29.22%
<b>Total Income</b>	<b>945,206.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>945,206.34</b>	<b>3,958,000.00</b>	<b>-3,012,793.66</b>	<b>23.88%</b>
<b>Gross Profit</b>	<b>945,206.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>945,206.34</b>	<b>3,958,000.00</b>	<b>-3,012,793.66</b>	<b>23.88%</b>
<b>Expense</b>								
429.100 - Utilities								
429.101 - PPL	6,264.47				6,264.47	25,000.00	-18,735.53	25.06%
429.102 - MetTel	251.28				251.28	725.00	-473.72	34.66%
429.105 - MetEd	918.24				918.24	3,600.00	-2,681.76	25.51%
429.106 - Blue Ridge Communications	1,036.18				1,036.18	4,500.00	-3,463.82	23.03%
429.107 - BCRA Water	0.00				0.00	1,800.00	-1,800.00	0.00%
429.108 - PenTeleData	1,199.00				1,199.00	4,000.00	-2,801.00	29.98%
429.109 - Verizon	483.61				483.61	1,922.88	-1,439.27	25.15%
429.111 - JP Mascaro	198.50				198.50	1,200.00	-1,001.50	16.54%
429.112 - PAPCO	0.00				0.00	4,000.00	-4,000.00	0.00%
<b>Total 429.100 - Utilities</b>	<b>10,351.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,351.28</b>	<b>46,747.88</b>	<b>-36,396.60</b>	<b>22.14%</b>
429.200 - BCRA Sewage Treatment	328,187.04				328,187.04	1,308,664.00	-980,476.96	25.08%
429.244 - Operating Supplies	207.79				207.79	40,000.00	-39,792.21	0.52%
429.300 - Professional Services								
429.400 - Engineering	11,095.50				11,095.50	40,000.00	-28,904.50	27.74%
429.401 - Sewer Legal	3,600.00				3,600.00	6,000.00	-2,400.00	60.00%
429.402 - PMA	18,682.24				18,682.24	70,000.00	-51,317.76	26.69%
429.405 - O & M	17,437.20				17,437.20	78,000.00	-60,562.80	22.36%
429.406 - KEYSTONE ENGINEERING	834.00				834.00	25,000.00	-24,166.00	3.34%
429.300 - Professional Services - Other	8,152.61				8,152.61	21,000.00	-12,847.39	38.82%
<b>Total 429.300 - Professional Services</b>	<b>59,801.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59,801.55</b>	<b>240,000.00</b>	<b>-180,198.45</b>	<b>24.92%</b>
429.374 - Equipment Repair & Maintenance	8,642.11				8,642.11	50,000.00	-41,357.89	17.28%
429.376 - CONTRACTED SERVICES	1,112.88				1,112.88	100,000.00	-98,887.12	1.11%



4/12/2019

# **Sewer Operating Fund Treasurer's Report: Q1 2019**

471.000 - Debt Principal - Long and Short									
471.500 - PennVest Loan	98,307.74				98,307.74				
471.000 - Debt Principal - Long and Short - Other	0.00				0.00	1,132,956.00	-1,132,956.00		
Total 471.000 - Debt Principal - Long and Short	98,307.74	0.00	0.00	0.00	98,307.74	1,132,956.00	-1,034,648.26	8.68%	
472.000 - Debt Interest - Long and Short									
472.500 - PennVest Loan Interest	16,188.16				16,188.16				
472.000 - Debt Interest - Long and Short - Other	0.00				0.00	303,886.00	-303,886.00	0.00%	
Total 472.000 - Debt Interest - Long and Short	16,188.16	0.00	0.00	0.00	16,188.16	303,886.00	-287,697.84	5.33%	
486.352 - Insurance Expense (Liability)	13,406.25				13,406.25	18,000.00	-4,593.75	74%	
491.000 - Refund of Prior Year Revenues	125.00				125.00	0.00	125.00	100%	
492.100 - Transfer to Sewer Construction	190,000.00				190,000.00	190,000.00	0.00	100%	
Total Expense	726,329.80	0.00	0.00	0.00	726,329.80	3,430,253.88	-2,703,924.08	21%	
Net Income	218,876.54	0.00	0.00	0.00	218,876.54	527,746.12	-2,703,924.08	41%	
CASH ACCOUNTS ENDING BALANCES	Q1 2019	Q2 2019	Q3 2019	Q4 2019					
Sewer money market	1,536,953.37								
ESSA Bank Checking*	342,378.78								
People's Security CD	50,000.00								
Wayne Bank Funding & Checking Accounts	1,929,332.15	0.00	0.00	0.00					
* From balance sheet									

4/12/2019

# Sewer Construction Treasurer's Report: Q1 2019

## CASH ACCOUNTS BEGINNING BALANCES

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Wayne CD's	2,000,000.00			
ESSA Funding & Checking*	402,759.39			
<b>Total Cash</b>	<b>2,402,759.39</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\* From balance sheet

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over Budget	% of Budget
<b>Income</b>								
341.010 · Interest on Investments	546.20	0.00	0.00	0.00	546.20	10,000.00	-9,453.80	5.46%
392.000 · Transfer from Operations	190,000.00	0.00	0.00	0.00	190,000.00	190,000.00	0.00	100.00%
<b>Total Income</b>	<b>190,546.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>190,546.20</b>	<b>200,000.00</b>	<b>-9,453.80</b>	<b>95.27%</b>
<b>Expense</b>								
404.310 · Professional Services	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.00%
429.200 · General Project								
Bypass Sensor	0.00	0.00	0.00	0.00	0.00	18,000.00	-18,000.00	0.00%
Forcemain Bypass	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.00%
Jlb Crane	0.00	0.00	0.00	0.00	0.00	36,000.00	-36,000.00	0.00%
Rain & Temperature Gauge	0.00	0.00	0.00	0.00	0.00	7,900.00	-7,900.00	0.00%
429.200 · General Project - Other	82.95	0.00	0.00	0.00	82.95	8,100.00	-8,017.05	1.02%
<b>Total 429.200 · General Project</b>	<b>82.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>82.95</b>	<b>100,000.00</b>	<b>-99,917.05</b>	<b>0.08%</b>
429.313 · Engineering - Collection System	103.00	0.00	0.00	0.00	103.00	40,000.00	-39,897.00	0.26%
429.602 · Collection System Construction	40,695.07	0.00	0.00	0.00	40,695.07	50,000.00	-9,304.93	81.39%
<b>Total Expense</b>	<b>40,881.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,881.02</b>	<b>200,000.00</b>	<b>-159,118.98</b>	<b>20.44%</b>
<b>Net Income</b>	<b>149,665.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>149,665.18</b>	<b>0.00</b>	<b>149,665.18</b>	<b>100.00%</b>

## CASH ACCOUNTS ENDING BALANCES

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Wayne CD's	2,000,000.00			
ESSA Funding & Checking*	538,328.10			
<b>Total</b>	<b>2,538,328.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\* From balance sheet

**POCONO TOWNSHIP**  
**Wednesday, April 17, 2019**

## **SUMMARY**

**Ratify**

General Fund	\$	101,566.24
Sewer Operating	\$	313.31
Sewer Construction	\$	-
Capital Reserve	\$	-

**Bill List**

TOTAL General Fund	\$	176,602.17
TOTAL Sewer <u>OPERATING</u> Fund	\$	128,885.62
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	295.50
TOTAL Capital Reserve Fund	\$	7,732.24
Liquid Fuels	\$	-

<b><u>Budget Adjustments</u></b>	\$	-
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<b><u>Budget Appropriations</u></b>	\$	-
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**Interfund Transfer**

**FROM:**

**TO:**

**Notes:**

# POCONO TOWNSHIP CHECK LISTING

# RATIFY

Wednesday, April 17, 2019

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	04/12/2019			PAY 7 Pay Period ending 4/7/2019	\$ 100,370.87
General Expenditures				TOTAL PAYROLL	\$100,370.87
	04/03/2019	58258	PENTELEDATA	Township internet connection	\$ 164.90
	04/03/2019	58259	PENTELEDATA	Police internet connection	\$ 124.96
	04/03/2019	58260	Steeles	Supplies (ratified to receive discount)	\$ 125.04
	04/04/2019	58262	PENTELEDATA	Park internet service	\$ 70.07
	04/10/2019	58265	Spring Hill Suites	Hotel Stay R. Sargent	\$ 284.16
	04/10/2019	58266	Spring Hill Suites	Hotel Stay J. Belvin	\$ 426.24
Sewer Operating Fund				TOTAL General Fund Bills	\$ 1,195.37
	04/03/2019	1227	Keystone Printing	Operational supplies	\$ 13.56
	04/03/2019	1228	PENTELEDATA	Sewer internet connection	\$ 299.75
Sewer Construction Fund					\$ 313.31
Capital Reserve				TOTAL Sewer Construction Fund	\$ -
TOTAL General Fund				TOTAL Capital Reserve Fund	\$ -
TOTAL Sewer Operating					
TOTAL Sewer Construction					
Total Capital Reserve					
				Transferred by:	
				101,566.24	
				313.31	
				-	
				-	
				101,879.55	
				Authorized by:	

# POCONO TOWNSHIP CHECK LISTING

## Wednesday, April 17, 2019

<u>Date</u>	<u>General Fund</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
4/10/2019		58267	Access Office Technologies	Copies & printing expense Q1 2019	\$ 756.14
4/10/2019		58268	ADP, LLC	Payroll services	\$ 206.25
4/10/2019		58269	ARGS Technology, LLC	March 2019 IT Services	\$ 2,528.50
4/10/2019		58270	Bartonsville Printing	Police Postcards	\$ 100.00
4/10/2019		58271	Best Auto Service Center	Police vehicle maintenance	\$ 1,105.98
4/10/2019		58272	BIU of PA, Inc.	Permit Fees	\$ 5,243.70
4/10/2019		58273	Boucher & James, Inc.	Township engineering	\$ 6,833.26
4/10/2019		58274	Broadhead Creek Regional Authority	4/1-4/30/19 Service	\$ 177.08
4/10/2019		58275	Broughal & DeVito, L.L.P.	Plan Commission legal services	\$ 337.50
4/10/2019		58276	CivicPlus, Inc	Qtrly Renewal Website Host 4/1-6/30/19	\$ 550.00
4/10/2019		58277	COOK GEOLOGIC LLC	Project 19010.01; 2/12 thru 3/31 Services	\$ 1,240.00
4/10/2019		58278	D.G. Nicholas Co.	Operating supplies PW	\$ 486.82
4/10/2019		58279	Davidheiser's Inc.	Police Vehicle Parts	\$ 19.66
4/10/2019		58280	DOED	Municipal Code Training	\$ 162.00
4/10/2019		58281	E.M.Kutz, Inc.	Bulk Side Chain	\$ 310.40
4/10/2019		58282	Highmark Inc.	HRA Fees	\$ 118.80
4/10/2019		58283	Huey, Ryan M	Vehicle Safety Recertification Training	\$ 99.98
4/10/2019		58284	HUNTER KEYSTONE PETERBILT	Sweeper Parts	\$ 56.54
4/10/2019		58285	J & B Auto	Police vehicle service	\$ 98.57
4/10/2019		58286	JDM Consultants, LLC	Feb 2019 Grant Consult & Advocacy	\$ 2,500.00
4/10/2019		58287	Kost Tire & Auto Service	Police vehicle maintenance	\$ 707.63
4/10/2019		58288	Kramer's Sheds	Signs	\$ 16.00
4/10/2019		58289	Metropolitan Telecommunications	April Services	\$ 92.67
4/10/2019		58290	Mountainhouse Machine & Hydraulics, Inc.	215364 Mower Hydraulic Cylinder Repair	\$ 159.63
4/10/2019		58291	MRM Worker's Compensation Pooled Trust	427-Installment 8 of 12	\$ 10,900.09
4/10/2019		58292	OFFICE DIRECT	3/6/19 Service Call	\$ 385.00
4/10/2019		58293	P & D Emergency Services	Police equipment	\$ 690.00
4/10/2019		58294	PA Chiefs of Police Association	Investigator Tests	\$ 375.00
4/10/2019		58295	PAPCO, Inc.	Gasoline & Diesel fuel	\$ 3,462.55
4/10/2019		58296	Pocono Pistol Range	March 25, 28 & 29 Range Use	\$ 1,650.00
4/10/2019		58297	Portland Contractors, Inc.	Contracted services	\$ 400.00
4/10/2019		58298	PPL Electric Utilities	Electric service	\$ 48.16
4/10/2019		58299	Praxair Dist Mid-Atlantic	Operating supplies PW	\$ 25.87
4/10/2019		58300	RagnaSoft, Inc.	Plant Police 1 Yr Sub	\$ 1,225.00
4/10/2019		58301	Shinetime Auto Wash & Lube	March 2019 Police Car Washes	\$ 80.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
4/10/2019	58302	Site2	Backup & Recovery Services	\$ 385.00
4/10/2019	58303	Sparkle Car Wash	Police Car Washes	\$ 10.00
4/10/2019	58304	Starr Uniform Center	Police equipment	\$ 140.00
4/10/2019	58305	State Workers Insurance Fund	Firemans Workers Comp	\$ 2,372.00
4/10/2019	58306	Steele's Hardware	General supplies	\$ 30.55
4/10/2019	58307	Stiff Oil Company	Heating oil	\$ 1,851.57
4/10/2019	58308	Tulpehocken Mountain Spring Water Inc	Bottled water	\$ 90.19
4/10/2019	58309	U.S. Municipal	Sweeper Parts	\$ 212.03
4/10/2019	58310	UNIFIRST Corporation	PW uniforms & mats	\$ 77.70
4/10/2019	58311	Zelenkofske Axelrod LLC	2018 Audit	\$ 9,000.00
4/10/2019	58312	PPL Electric Utilities	49815-62005 March Services	\$ 2,282.65
4/10/2019	58313	Network Fleet	GPS Service	\$ 325.45
4/10/2019	58314	Nationwide 457	Pay 7 Employee & Employer contribution	\$ 3,280.61
4/11/2019	58315	AFLAC	Supplemental Insurance	\$ 207.62
4/11/2019	58316	Broughal & DeVito, L.L.P.	File 3043-19 Gen Billing File	\$ 3,455.00
4/11/2019	58317	Cardmember Service	Office supplies, licenses,	\$ 2,551.85
4/11/2019	58318	D.G. Nicholas Co.	PW Parts	\$ 189.99
4/11/2019	58319	Ennis-Flint, Inc.	Stop Bars & Speed Traps	\$ 582.39
4/11/2019	58320	Kyocera Document Solutions America, Inc.	TWP & Police Copy Machines	\$ 366.56
4/11/2019	58321	MCIDA	Sanofi TIF	\$ 22,622.20
4/11/2019	58322	Pocono Record	March Advertising	\$ 1,308.91
4/11/2019	58323	UNIFIRST Corporation	PW uniforms & mats	\$ 77.70
4/11/2019	58324	Wrecker International Inc.	PW truck service	\$ 525.00
4/11/2019	58325	Cardmember Service	Offices supplies, training, licenses	\$ 698.34
4/11/2019	58326	PSATS	Training	\$ 83.00
4/11/2019	58327	PSATS UC Group Trust Fund	UC Contribution	\$ 2,730.58
4/11/2019	58328	Teamsters 773	Non Police Union Dues	\$ 671.00
4/11/2019	58329	Teamsters 773	Police Union Dues	\$ 1,442.00
4/11/2019	58330	PMHIC	Health Insurance Premium	\$ 75,883.50
<b>TOTAL General Fund</b>				<b>\$ 176,602.17</b>

**Sewer Operating Fund**

4/11/2019	1229	Boucher & James, Inc.	Engineering fees	\$ 3,949.76
4/11/2019	1230	BRODHEAD CREEK REGIONAL AUTHORITY	MAY 2019 SEWER TREATMENT	\$ 109,055.16
4/11/2019	1231	BROUGHAL & DEVITO, L.L.P.	SEWER LEGAL	\$ 540.00
4/11/2019	1232	EEMA O&M Services Group, Inc.	Operation & Maintenance April 2019 & March 2019	\$ 6,204.90
4/11/2019	1233	METROPOLITAN TELECOMMUNICATIONS	Phone service pump station	\$ 61.96

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
4/11/2019	1234	Pocono Management Associates LLC	Contracted services 3/25/2019 -4/7/19	\$ 3,369.58
4/11/2019	1235	Pocono Township	Admin services 3/25/19 -4/7/2019	\$ 2,245.34
4/11/2019	1236	PPL Electric Utilities	Electric services pump stations	\$ 738.92
4/11/2019	1237	Prosser Laboratories, Inc.	PA ONE CALL MARKING FEB/MARCH 2019	\$ 2,720.00

**TOTAL Sewer Operating \$ 128,885.62**

### Sewer Construction Fund

4/11/2019	292	Boucher & James	Engineering fees Valve 2 Repair Project	\$ 295.50
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**TOTAL Sewer Construction Fund \$ 295.50**

### Capital Reserve Fund

4/11/2019	1048	Boucher & James	Engineering services TLC Bridge project	\$ 1,697.24
4/11/2019	1049	Phillips & Donovan	Architectural services	\$ 6,035.00

**TOTAL Capital Reserve Fund \$ 7,732.24**

### LIQUID FUELS

**TOTAL Liquid Fuels \$ -**

### ESSA

TOTAL General Fund	\$ 176,602.17
TOTAL Sewer Construction Fund	\$ 295.50
Sewer Operating	\$ 128,885.62
Capital Reserve	\$ 7,732.24
Liquid Fuels	\$ -
<b>TOTAL ESSA TRANSFER</b>	<b>\$ 313,515.53</b>

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

Transferred by: \_\_\_\_\_



## 2019 PAVING BID

NAME	UNIT-9.5 Wearing	UNIT-Leveling	4" Double	4" Single	TOTAL	BID BOND
<b>Hanson Aggregate</b>	\$71.45	\$71.45	0.35	0.17	\$1,292,073.82	Yes
<b>H&amp;K</b>	\$75.35	\$76.95	0.25	0.17	\$1,367,349.02	Yes
<b>WAYCO, INC</b>	\$95.88	\$95.00	0.32	0.16	\$1,716,028.76	Yes

4-17-19 mtg

**POLICE REPORT FOR MARCH 2019**

The following are the recorded activities of the Pocono Township Police Department for the month of March 2019. Also listed are the available recorded activities for 2019 year to date, January 2019 and Year-end total 2018.

	March 2019	Y-T-D 2019	Feb 2019	Y-E-T 2018	March 2018
Incidents Investigated	929	2913	898	11740	944
Burglary / Fire Alarms Answered	84	233	60	949	83
Motor Vehicle ACC	57	168	41	595	53
Assaults	7	23	9	71	3
Narcotics	10	25	5	117	3
Criminal Arrests	15	72	31	399	19
Theft	17	52	20	325	17
DUI alcohol/drug impaired	6	37	14	139	9
Mental Health	8	27	8	84	9
Drug Overdose	1	7	1	n/a	n/a
Death Investigations	2	3	1	19	2
Assisting other agencies	29	113	47	412	42
Missing Persons	0	2	2	22	0
Traffic Citations Issued	161	447	134	1650	89
Written Warnings	187	661	169	2891	188
Traffic & Parking issues	27	134	56	354	52
911 Hang-up Calls	90	276	114	957	95

Mileage all Vehicles: 17,672

Income from Report Fees: \$766.25

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made and entered into on April 17, 2019 by and between the Monroe County Conservation District/Kettle Creek EE Center having an address at 850 Running Valley Rd. Stroudsburg, PA 18360 ("Licensee") and POCONO TOWNSHIP, a municipal corporation organized and existing as a township of the first class under the laws of the Commonwealth of Pennsylvania and situated in the County of Monroe, Commonwealth of Pennsylvania with an address of 112 Township Drive, Tannersville, PA 18372 ("Licensor").

Licensor is the owner of a certain parcel of land known as Mountain View Park, as more particularly described in Exhibit A attached hereto (the "Premises").

Licensee wishes to enter the Premises for the purpose of conducting an educational program and Licensor is willing to permit the use of the Premises by the Licensee for such purpose, upon the terms and conditions set forth in this Agreement.

In consideration of the covenants and other consideration hereinafter set forth, Licensor and Licensee agree as follows:

1. Grant of License. Licensor grants to Licensee a license to use the Premises for the purpose set forth above and for no other purpose.
2. Term. The term of this License shall begin on May 18, 2019 and shall automatically terminate on August 24, 2019.
3. Assignment. Licensee shall not transfer or assign this License.
4. Release and Insurance. The Licensee assumes sole responsibility for its actions and the actions of any of its employees, invitees, contractors, customers and agents while on the Premises, and assumes all risk of personal injury and all risk of damage to or loss of property which may result from its presence or the presence of any of such employees, invitees, contractors, customers or agents on the Premises, regardless of cause.

The Licensee hereby agrees to release, hold harmless, defend and indemnify the Licensor from any and all liabilities including, but not limited to, injury, losses, damages, judgements, claims, suits or actions of any kind, costs, expenses and fees which Landowner may suffer or incur as a result of or arising out of the activities of Licensee or its employees, invitees, contractors, customers or agents, on the Premises.

Prior to the commencement of this License, Licensee shall provide Licensor with a certificate of insurance with a responsible company qualified to do business in Pennsylvania and in good standing therein, evidencing comprehensive public liability insurance in the amount of \$1,000,000, naming Licensor as an additional insured.

5. Non-Exclusive Use. Licensee understands that this License is non-exclusive, and the Licensors may enter into other license agreements with other parties. Licensee agrees that the activities of Licensors shall take precedence over Licensee's rights granted by this License, and Licensors shall comply with any reasonable restrictions specified by Licensors, in order to accommodate such activities.

6. Choice of Law. This License is being executed as is intended to be performed in the Commonwealth of Pennsylvania and it shall be governed in all respects by the laws of that state.

7. Entire Agreement. This License contains the entire agreement of the parties, and the License may not be amended except by the written consent of the parties.

The parties have executed this instrument the day and year first above mentioned.

WITNESS:

\_\_\_\_\_

LICENSOR:  
POCONO TOWNSHIP

By: \_\_\_\_\_  
Gerald J. Lastowski, President of the  
Board of Commissioners

WITNESS:

\_\_\_\_\_

LICENSEE:

By: \_\_\_\_\_  
Name: Adam Schellhammer  
Title: District Manager

Kettle Creek Environmental Education Center summer programs at Pocono Township:

**Sat. May 18, 2019---A look at the life in TLC Pond. 11:00-12:30,**

Join us as we dip into the pond at TLC looking for the aquatic life that swims there. We will be using nets and containers and returning all the critters after we ID them and talk about their life cycle. Participants are encouraged to wear water shoes.

**Sat. June 15, 2019—Snakes. 11:00-12:30**

Using live snakes and pictures we will discuss some of the common snakes of the Poconos and their habits.

**Sat. July 20, 2019—Nature Scavenger Hunt, 11:00-12:30.**

Fun for the whole family you will be provided with a list of natural objects to find and a time limit as you search the park to accomplish your mission.

**Sat. August 24, 2019—"Bugs" 11:00-12:30.**

Bugs are fascinating creatures that come in a variety of species. Join us on an insect safari to locate some.