



Pocono Township

PENNSYLVANIA

POCONO TOWNSHIP COMMISSIONERS

AGENDA

August 20, 2018 7:00 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 – September 9, 2018 – 11am – 4pm – Here at the municipal complex

Executive Session held August 16, 2018 – acquisition of real property

Executive Session held August 20, 2018 – possible litigation

Swearing in of Pocono Township Police Officer –

Motion to approve the hiring of Raymond Kuehner as Pocono Township Police Office effective August 20, 2018. (action item*)

Hearings –

Presentations –

Spirit of Swiftwater – Motion to adopt Resolution 2018-51 granting conditional approval of Spirit of Swiftwater, Inc., minor subdivision plan (action item*)

Intern Presentation – Reecha Patel

OLD BUSINESS

1. Motion to approve minutes of the August 6, 2018 Meeting of Board of Commissioners (action item*)
2. Motion to approve minutes of August 8, 2018 work session of the Board of Commissioners with BCRA (action item*)

(Action Item*)

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** Change to agenda versus draft posted on website

3. Motion to approve minutes of August 8, 2018 work session of the Board of Commissioners with Tobyhanna Township (action item*)

NEW BUSINESS

1. Personnel

- a. Motion to approve the request by Phil Starnner to extend medical leave through September 10, 2018 (action item*)

2. Financial Transactions

- a. Motion to ratify vouchers payable received through August 17, 2018 in the amount of \$ 1208.70 (action item*)
- b. Ratify gross payroll for pay period ending August 12, 2018 in the amount of \$ 97,343.04 (action item*)
- c. Motion to approve vouchers payable received through August 17, 2018 in the amount of \$ 163401.07 (action item*)
- d. Motion to approve capital expenditure received through August 17, 2018 in the amount of \$ 6706.91 (action item*)
- e. Motion to approve payment to Keystone Engineering Group – Invoice No. 6 in the amount of \$5,674.61 as recommended by Patrick Briegel and Boucher 7 James (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

Report of the President

- a. Motion to discuss evaluation tool for manager and Chief of Police (possible action item*)

Commissioners Comments

Bob De Young – Vice President

Harold Werkheiser – Commissioner

Rich Wielebinski – Commissioner

- a. Motion to authorize the zoning officer to conduct an investigation at 3481 Route 611 for possible zoning violations (action item*)
- b. Motion to authorize the purchase of five radios for the police department in the amount of approximately \$4,500.00 from RMI. (action item*)

Jerrold Belvin – Commissioner

- a. Motion to have profits from sale of t-shirts at community day go to Pocono Township volunteer fire company (action item*)

(Action Item*)

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Reports

1. Emergency Service

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

2. Park Board

3. Finance Committee

4. Administration – Manager's Report

- a. Motion to rescind motion of July 16, 2018 in the amount of \$14,275 to Playground Pros and approve new quote of \$15,000.00 to Playground Pros as lowest quote received due to park board requesting additional area be completed (action item*)
- b. Motion to authorize the sale of a 2014 Ford Explorer - VIN: 1FM5K8AR1EGB80076 on Municibid. (action item*)

5. Public Works Report

- a. Paving project update – project complete
- b. Truck update
- c. Motion to authorize the sale of the following trucks on municibid – (action item*)
 - 1997 GMC Top Kick Single Axle Dump Truck – VIN #1GDM7H1J7VJ520003
 - 2003 Peterbilt Single Axle dump Truck – VIN #2NPNLZ0X93M595509

6. Township Engineer Report

- a. Update on White Oak Culvert replacement project -
- b. Update on Fish Hill Road Storm System Notice of violation from MCCC
- c. Update on LSA grant for right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- d. Update on TLC Bridge Grant
- e. Update on TLC pipe repair
- f. Update on culvert cleaning on Learn Road

7. Township Solicitor Report

- a. Update on Exxon Monitoring wells
- b. Motion to authorize township solicitor to represent the township at a ZHB hearing scheduled for August 28, 2018 with appeals filed on behalf of Pocono Logistics and Camelback four Season Rentals (action item*)
- c. Motion to authorize the township solicitor to advertise for a hearing on September 17, 2018 for an ordinance providing for the renaming of a street known as Route 191 to Paradise Valley Road (action item*)

(Action Item*)

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- d. Motion to authorize the township solicitor to advertise for a hearing on September 17, 2018 to amend the code of ordinances of Pocono Township Chapter 356 Solid Waste, Article III, Municipal Waste (action item*)

Resolutions

Resolution 2018-49 – Motion to adopt Resolution 2018-49 authorizing the disposition of certain municipal equipment through recycling (action item*)

Resolution 2018-50 – Motion to update the open record policy of Pocono Township

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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** Change to agenda versus draft posted on website



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY
INNOVATIVE ENGINEERING

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

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

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

July 27, 2018

RECEIVED

AUG 2 - 2018

POCONO TOWNSHIP

Pocono Township Board of Commissioners
112 Township Drive
Tannersville, PA 18372

**SUBJECT: SPIRIT OF SWIFTWATER FINAL MINOR SUBDIVISION PLAN REVIEW NO. 2
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. 1830070R**

Dear Commissioners:

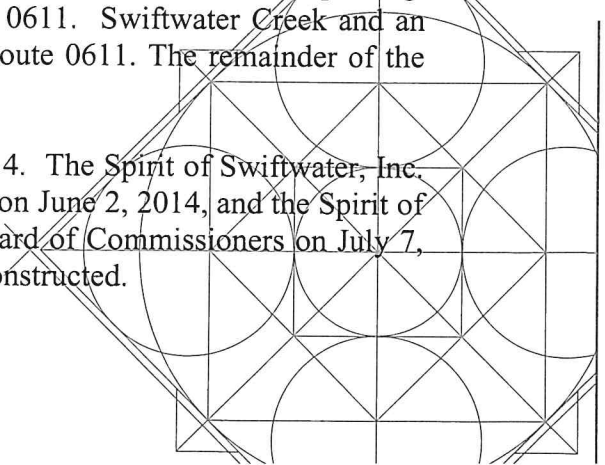
Pursuant to the Township's request, we have completed our second review of the Minor Subdivision Plan Application for the Spirit of Swiftwater. The submitted information was prepared by Keystone Consulting Engineers, Inc. and consists of the following items.

- Response letter dated July 9, 2018.
- Request for Waiver of Section 390-27.B.(23), dated July 9, 2018.
- Request for Waiver of Section 390-27.B.(27), dated July 9, 2018.
- Lot Closure Report for Access Easement Area, dated July 3, 2018.
- Lot Closure Report for Lot 1 Gross Area, dated July 9, 2018.
- Lot Closure Report for Lot 2 Gross Area, dated July 9, 2018.
- Lot Closure Report for R/W Area Lot 1, dated July 3, 2018.
- Lot Closure Report for R/W Area Lot 2, dated July 3, 2018.
- Lot Closure Report for Flagpole Area, dated July 9, 2018.
- Final Minor Subdivision Plan (1 sheet) dated May 9, 2018, revised July 25, 2018.

BACKGROUND INFORMATION

The Applicant, Spirit of Swiftwater, Inc., is proposing a two (2) lot minor subdivision of its property located on the western side of State Route 0611, across from State Route 0314. (Parcel No. 12/12/2/8). The existing property has a net area of 24.97 acres and is located within the C, Commercial Zoning District. The property consists of 66 apartment units with associated parking, public water and sewer services, and access from State Route 0611. Swiftwater Creek and an unnamed tributary traverse the site and run parallel to State Route 0611. The remainder of the property consists of woodlands.

This property was the subject of land development plans in 2014. The Spirit of Swiftwater, Inc. Phase II – Hotel was approved by the Board of Commissioners on June 2, 2014, and the Spirit of Swiftwater, Inc. Phase I - Apartments was approved by the Board of Commissioners on July 7, 2014. Phase I has been constructed while Phase II remains unconstructed.



Proposed Lot 1 will have an area of 17.792 acres and consist of the existing apartments. Swiftwater Creek and an unnamed tributary will traverse Proposed Lot 1. The remainder of Proposed Lot 1 will be woodlands. Access from State Route 0611 and to Proposed Lot 1 will be through Proposed Lot 2.

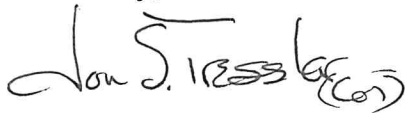
Proposed Lot 2 will have an area of 9.066 acres and consist of woodlands. Proposed Lot 2 will consist of existing woodlands. The proposed hotel in the Spirit of Swiftwater Phase II development will be located on Proposed Lot 2 once it is constructed.

In accordance with Article II, Definitions, of the Subdivision and Land Development Ordinance, the proposed two (2) lot subdivision is considered a Minor Subdivision.

Based on our review of the above information, we have no further engineering related comments.

If you should have any questions regarding the above comments, please call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon S. Tresslar" with a stylized flourish at the end.

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

JST/mep/cg

cc: Donna Asure – Township Manager
Pam Tripus – Township Secretary
Michael Tripus – Township Zoning Officer
Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Broughal & DeVito, LLP
Anthony P. Maula, Spirit of Swiftwater, Inc. – Property Owner/Applicant
Gary Fitch, Empire Professional Management
Rudolf M. Wolff, Jr., P.L.S., Keystone Consulting Engineers – Applicant's Surveyor
Melissa E. Prugar, P.E. – Boucher & James, Inc.

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2018-51

**A RESOLUTION GRANTING CONDITIONAL
APPROVAL OF SPIRIT OF SWIFTWATER, INC.
MINOR SUBDIVISION PLAN**

WHEREAS, the applicant, Spirit of Swiftwater, Inc., submitted a plan application titled "Minor Subdivision of Spirit of Swiftwater" (the "Plan"). The applicant is proposing a two (2) lot minor subdivision of its property located on the western side of S.R. 611, across from S.R. 314. The existing property is identified as Parcel No. 12/12/2/8. Proposed Lot 1 will have an area of 17.792 acres. Proposed Lot 2 will have an area of 9.066 acres. The existing property is located in the C Commercial Zoning District; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated July 3, 2018 and July 27, 2018; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional plan approval of the Plan at a meeting held on July 23, 2018; and

WHEREAS, the Pocono Township Board of Commissioners desires to take final action on this Plan.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the following request for modification from the Subdivision and Land Development Ordinance is hereby granted:

1. SALDO Section 390-27.B(27): Location Map Scale. *The applicant shall be permitted to utilize a scale of 1" = 2000' rather than a scale of 1" = 800'.*

That the "Minor Subdivision of Spirit of Swiftwater" as shown on the plan prepared by Keystone Consulting Engineers, Inc., dated May 8, 2018, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer's letter dated July 27, 2018.
2. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
3. The applicant shall obtain all required permits and approvals from other governmental and

regulatory agencies prior to presenting the Plan for signatures.

4. The applicant shall provide three (3) mylars for recording the plans and eight (8) sets of paper prints which are signed and notarized by the owner and sealed by the engineer.
5. The applicant shall meet all conditions of the plan approval, and Plan shall be recorded within twelve (12) months of Conditional Plan approval, and agrees that if such conditions are not met, the Conditional Plan approval will be considered void.
6. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 20th day of August, 2018.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Tripus
Title: Secretary

By: _____
Print Name: Gerald J. Lastowski
Title: President

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
AUGUST 6th, 2018 7:00 P.M.

DRAFT

The regular meeting of the Pocono Township Commissioners was held on Monday, 08/06/2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald Lastowski, present; Bob M. DeYoung, present; Harold Werkheiser, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

IN ATTENDANCE:

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

PUBLIC COMMENT:

Dean Hartshorn, Public Works employee, questioned pesticide spraying at the park by an employee and the pesticide licensing. D. Asure, Twp. Manager, explained spraying of over the counter spray was by a park employee but it was later determined that a license operator must spray public areas. The license operator was directed to do the spraying. Discussion followed.

Scott Gilliland, Twp. Resident, spoke concerning maintaining a certified pesticide applicator person in the Township.

ANNOUNCEMENTS:

- 1) Executive Session was held on 08/06/2018 for personnel and real property.
- 2) Community Day will be held on 09/09/2018.

ORDINANCE HEARINGS: Donna Kenderdine, Court Reporter in attendance.

Ordinance 2018-08 - Codification of Township Ordinances -

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained the codification of ordinance combines all ordinances into one document. L. DeVito acknowledged two items which Christopher Ortolan, Twp. resident, had referred too - a '0' to O and the term 'Supervisor' instead of Commissioner. He noted the changes did not change the substance of the Ordinance. G. Lastowski questioned who would be responsible for the updates. D. Asure, Twp. Manager, noted she would be. G. Lastowski opened the hearing to public comment. No public comment was heard.

G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing for Ordinance 2018-08. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by R. DeYoung, to adopt Ordinance 2018-08 to provide for the repeal of certain legislation not included therein, to save from repeal certain other legislation not included therein: and to provide penalties for tampering with the code. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

ORDINANCES CONT:

Ordinance 2018-09 - Amusement Tax

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained the ordinance. G. Lastowski opened the hearing to public comment. Christopher Ortolan, Twp. resident, asked who would be responsible to collect the tax and the estimate of the revenue. G. Lastowski noted collection will be done in-house for now and an estimated revenue cannot be determined at this time. Discussion followed. Christopher Ortolan, Twp. resident, questioned how the tax collected per year could be spent. L. DeVito, Twp. Solicitor, explained the Township can only spend so much per year of the amount collected. Diane Zwiefel, Twp. resident, questioned how the 5% was determined. G. Lastowski noted the percentage was determined from other Township's ordinance. Discussion followed on the estimate of earnings and spending of funds. Ellen Gndt, Twp. resident, asked how the dollar amount 'not to exceed' is determined and the dollar amount a fundraiser can keep. L. DeVito, Twp. Solicitor, explained the 'not to exceed' will be determined by the Township and the tax is set at 5% of sales. Ellen Gndt, Twp. resident, spoke concerning current amusement businesses. Hearing no other public comment.

J. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing for Ordinance 2018-09 - Amusement Tax. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Belvin made a motion, seconded by J. Lastowski, to adopt Ordinance 2018-09 for the purpose of establishing an amusement tax in the Township of Pocono, effective 10/01/2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Ordinance 2018-10 - Township Manager Ordinance

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained the Ordinance reestablishes the Manager's Ordinance approved in 2014. G. Lastowski opened the hearing to public comment. Scott Gilliland, Twp. resident, suggested the Ordinance should include an evaluation of goals and objectives set for the Manager. Hearing no other public comment.

J. Lastowski made a motion, seconded by R. DeYoung, to close the hearing for Ordinance 2018-10 - Township Manager Ordinance. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to adopt Ordinance 2018-10 amending Ordinance 2014-01 and repealing Ordinance Nos. 2016-02 and 2016-05 and providing for the creation of the office of Township Manager and establishing the powers and duties of the Township Manager. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Pg. 2
DRAFT

ORDINANCES CONT:

Ordinance 2018-11 - Amending Police Pension Plan

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained when the Police Pension Plan was reviewed, the Pension administrators suggested changes in the language for clarification and the additional definitions.

G. Lastowski opened the hearing to public comment.

Ellen Gndt, Twp. resident, questioned the substance of the change. D. Asure, Twp. Manager, explained it was recommended by the actuary last year to change the ordinance, clarify the definition of compensation, and update the pension committee and Chief Administrative Officer. Discussion followed. Hearing no other public comment.

J. Lastowski made a motion, seconded by J. Belvin, to close the hearing for Ordinance 2018-11 - Amending Pocono Township Police Pension Plan. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Ordinance 2018-11 amending the Pocono Township Police Pension Plan to revise the definition of compensation, to revise the police pension committee and to appoint the Chief Administrative Officer. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

OLD BUSINESS

MINUTES

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 07/16/2018 Board of Commissioners' regular meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 07/20/2018 Special meeting of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 07/30/2018 Special meeting of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

NEW BUSINESS:

PERSONNEL

Public Works Hiring - D. Asure, Twp. Manager, explained she was comfortable with the budget for the hiring of one additional employee. R. DeYoung stated he was not in favor of hiring at this time.

J. Belvin made a motion, seconded by R. Wielebinski, to hire the following as Pocono Township Public Works Department employee, Ryan Huey effective August 20, 2018 with a starting salary of \$18.22 per Public Works CBA. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, no; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP COMMISSIONERS' REGULAR MTG. 08/06/2018
PERSONNEL CONT:

DRAFT
Pg. 4

FMLA Leave Request - Thomas Lynott

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the FMLA leave request for Thomas Lynott beginning Tuesday 08/07/2018 for approximately 12 weeks. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried...

FMLA Leave Request - Douglas Smith

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the FMLA leave request for Douglas Smith beginning 08/06/2018 for approximately ten weeks. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONS

Ratify Vouchers Payable

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable received through 08/03/2018 in the amount of \$96,104.87. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll

G. Lastowski made a motion, seconded by J. Belvin, to ratify gross payroll for the pay period ending 07/16/2018 in the amount of \$104,955.55 and pay period ending 07/29/2018 in the amount of \$99,059.94 for a total amount of \$195,015.49. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Voucher Payable

G. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through 08/03/2018 in the amount of \$99,716.93. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Voucher Payable

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the voucher payable in the amount of \$276.86 to Jerrod Belvin for mileage due to approved travel. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, abstained due to conflict. Motion carried.

Commonwealth Financing Authority LSA Reimbursement

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to submit to the Commonwealth Financing Authority for the LSA reimbursement in the amount of \$22,677.60. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT:

Gerald Lastowski, President, questioned if the Township had received Camelback's evacuation plan. D. Asure, Twp. Manager, explained she has been in contact with Camelback and waiting for the plan. G. Lastowski requested D. Asure share the plan with Jackson Township.

COMMISSIONERS COMMENTS:

Robert DeYoung, Vice President, no comment.

Harold Werkheiser, Commissioner, absent.

Rich Wielebinski, Commissioner

RFP Engineering services

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Township Manager to release an RFP for engineering services for enhanced services and reduced costs and to be sent to Boucher & James, Inc., T&M Associates, Dewey Engineering, Borton-Lawson Engineering, and Pennoni with a deadline to receive proposals by 08/31/2018. G. Lastowski stated he was satisfied with Boucher & James, Inc. and was not in favor of the RFP. R. Wielebinski stated he was looking for cost estimates for engineering services to compare. J. Belvin commented on the amount of engineering work required and it would be prudent to investigate all options. R. DeYoung noted he was not in favor of the RFP. Discussion followed. G. Lastowski opened the meeting to public comment. Diane Zweifel, Twp. resident, questioned if all Township contracts would have RFPs. R. Wielebinski noted he wanted to compare pricing of engineering firms.

Christopher Ortolan, Twp. resident, suggested specifications be included in the RFP.

Ellen Ghandt, Twp. resident, spoke in favor of Boucher & James, Inc. services.

Scott Gilliland, Twp. resident and Planning Commissioner, questioned if a retainer was included. He noted Jon Tresslar and Boucher & James, Inc. have been good for the Township. He suggested the Board talk to Boucher & James, Inc. to discuss rates.

Roll call vote: R. Wielebinski, yes; G. Lastowski, no; R. DeYoung, no; and J. Belvin, yes. Motion failed.

Jerrold Belvin, Commissioner

Job Description Detective/Sergeant -

J. Belvin made a motion, seconded by R. Wielebinski, to approve the creation of the position of Detective/Sergeant for the Pocono Township Police Department and authorize the Chief of Police to post for the position. Discussion followed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

JERROD BELVIN CONT:

Commercial Waste Hauling - J. Belvin explained he had received complaints from residents concerning the matter.

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Township Solicitor to draft an ordinance for commercial waste hauling utilizing Stroudsburg's Commercial Waste Hauling Ordinance with prohibiting times being between 10:00 p.m. and 7:00 a.m.

G. Lastowski opened the meeting to public comment.

Angela Tullo, Twp. resident, spoke in favor of limiting the times since some residential homes are located in Commercial Zones.

Ellen Gndt, Twp. resident, spoke against the additional regulation.

Christopher Ortolan, Twp. resident, spoke in favor of limiting it but requested the Board consider other times so not to interfere with commuters.

Diane Zwiefel, Twp. resident, spoke concerning a regulation of noise. L. DeVito, Twp. Solicitor, noted the ordinance was to create a standard of times allowed to pick up garbage.

R. DeYoung noted some businesses are required to pick up at night due to customer's safety.

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

Letter to PennDOT - J. Tresslar, Twp. Engineer, explained the cost is estimated to be between \$1,850,000.00 and \$1,150,000.00 for the project depending on PennDOT's criteria. J. Tresslar suggested meeting with PennDOT to discuss their criteria. Township engineering cost is estimated between 15% to 25% and the grant does permit engineering fees to be included. PA State Senator Mario Scavello thanked the Board for considering the project and suggested applying for both an LSA Grant and Multimodal grant. Discussion followed. State Senator Scavello offered to arrange a meeting with PennDOT.

J. Belvin made a motion, seconded by J. Lastowski, to authorize the submission of a letter to PennDOT stating that Pocono Township is the applicant for an LSA Grant and Multimodal Grant to provide for right hand turn lanes from Route 611 onto Rimrock Road and Bartonsville Ave.

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

Electronic Device Tax -

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Township Solicitor to advertise for a public hearing for the establishment of an electronic device tax ordinance.

G. Lastowski opened the meeting to Public comment. Joe Folsom, Twp. resident, questioned the proposed ordinance. J. Belvin explained it was for electronic gambling devices, etc.

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

REPORTS:

Finance Committee - No report.

DRAFT
Pg. 6

REPORTS CONT:

Pg. 7
DRAFT

Zoning Officer Report

Monthly report - Michael Tripus, Zoning Officer, gave his report for July noting 47 permits were issued.

2990 Route 611 Notice of Violation

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Zoning Officer to send a Notice of Violation as a dangerous structure to the owner of record at 2990 Route 611 based upon inspection conducted of the property. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

1104 Sullivan Trail

J. Belvin made a motion, seconded by R. DeYoung, to authorize the Zoning Officer to send a Notice of Violation as a dangerous structure to the owner of record at 1104 Sullivan Trail based upon the inspection conducted of the property. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

1923 Route 611

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the Zoning Officer to send a Notice of Violation as a dangerous structure to the owner of record at 1923 Route 611 based upon inspection conducted of the property. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Belvin requested the status of sign violations. M. Tripus, ZO, noted approximately five notices of violations for the month of July. M. Tripus noted others were resolved before violation notices were issued.

Administration - Manager's Report

Lanier Copier

J. Lastowski made a motion, seconded by R. DeYoung, to approve the sale of the Lanier Copier Model MP C3002 listing # 17171123 to Thomas Dennis in the amount of \$855.00 as the highest bid received on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

2014 Ford Taurus

R. DeYoung made a motion, seconded by R. Wielebinski, to approve the sale of the 2014 Ford Taurus - VIN: 1FAHP2MT7EG105573 to Zahid Mohammad Khand in the amount of \$3,200.00 as the highest bid received on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

ADP Payroll - D. Asure, Twp. Manager, explained she has reviewed payroll companies and recommend ADP.

J. Lastowski made a motion, seconded by R. DeYoung, to approve the agreement with ADP Payroll for Township Payroll services for an annual cost of \$6,811.25. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

BCRA Mid-year budget report and budget adjustment - D. Asure, Twp. Manager, explained the monthly fee will go down approximately \$2,000 per month to \$82,000 per month.

CDL Policy - D. Asure, Twp. Manager, explained under the new CBA the CDL policy needs to be updated.

J. Lastowski made a motion, seconded by J. Belvin, to adopt the update Pocono Township CDL drug and alcohol testing policy pending review by the Township Solicitor and effective 09/01/2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

2018 Pocono Township Volunteer Fire Company Allocation

J. Belvin made a motion, seconded by R. Wielebinski, to approve the disbursement of the 2018 allocation to the Pocono Township Volunteer Fire Company in the amount of \$218,000.00 in compliance with Section, 1502, LXXIX © of the First-Class Township Code. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Acceptance of resignation of Tony Farda from Park & Recreation Board and Safety Committee - D. Asure, Twp. Manager, explained a thank you note was prepared.

Intergovernmental Agreement D. Asure, Twp. Manager, explained the agreement is to start the process to apply for grants.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township solicitor and Township Manager to work with the Municipalities of Hamilton, Stroud Township and Stroudsburg Borough (HSPS) to develop an Intergovernmental Agreement to update the Regional Comprehensive Plan and authorize the execution of the finalized document. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Route 191

J. Lastowski made a motion, seconded by J. Belvin, to grant the request of the Monroe County Control Center and County Assessment Office to change the name of Route 191 to Paradise Valley Road between the existing segments of Paradise Valley Road in Paradise Township. Discussion followed as per the requirements of the Township in the name change. G. Lastowski amended his motion to include 'authorize the Twp. Manager to work with the Solicitor if an Ordinance is required', seconded by J. Belvin. G. Lastowski opened the meeting to public comment. Richard Almquist spoke concerning 911 addressing requirements for road names. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

REPORTS CONT:

Public Works Report

DRAFT
Pg 9

Update on Paving Project - D. Asure, Twp. Manager, reported the paving is completed and line striping should be finished soon.

Bullpine Tree Services - D. Asure, Twp. Manager, received quotes for Summit, Back Mountain and Dyson Roads for tree trimming.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the quote by Bullpine Tree Service to cut dead hazardous trees and over hanging branches along specified Township roads for \$1,350.00 per day using Township flagmen for a maximum of seven days. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Plastic Pipe for Road work - D. Asure, Twp. Manager, explained it is for pipes requested by Bob Sargent, Road Supervisor, to start work on the 2019 roads recommended to be paved.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the purchase of ADS Plastic Pipe for road work from Chemung Supply Corporation in the amount of \$16,583.50 per the COG bid. R. Wielebinski asked the status of roads to be paved in 2019. D. Asure, Twp. Manager, a draft list of roads is currently being discussed with the budgeting process. Discussion followed. G. Lastowski opened the meeting to public comment. Hearing none.

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

Township Engineer's Report

White Oak Culvert - J. Tresslar, Twp. Engineer, is awaiting DEP for the permit. D. Asure, Twp. Manager, requested an opinion of cost for the project.

Fish Hill Road Storm System (NOV) - J. Tresslar, Twp. Engineer, will be meeting with MCCD to discuss stabilizing the upper portion of the road.

Culverts on Learn Road - J. Tresslar, Twp. Engineer, noted there are 14 inlets, 540' feet of between 15" and 24" pipe and 420' of 36" pipe to be cleaned out. J. Tresslar suggested going out to bid for the project. R. Wielebinski noted a drainage area with standing water in it between Learn Road and Rt. 611. J. Tresslar suggested a maintenance schedule to clean the Township drainage pipes. Discussion followed.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the Twp. Engineer to go out to bid to clean 14 inlets, approximately 540' feet of between 15" and approximately 24", and 420' of 36" pipe. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

DRAFT

Township Solicitor's Report

Exxon Monitoring Wells Agreement - No report.

Update on Fireworks Ordinance - L. DeVito, Twp. Solicitor, explained he met with Kent Werkheiser, Police Chief; Mike Tripus, Zoning Officer; and Donna Tripus, Twp. Manager, to discuss changes to the fire ordinance.

BCRA Amended Easement - L. DeVito, Twp. Solicitor, explained they requested additional time to construct the lines to the Farda properties. Discussion followed.

R. Wielebinski made a motion, seconded by J. Belvin, to approve the request by BCRA to execute the Amended Easement extending the period of time for the temporary construction easement until 12/31/2020.

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

Yard Sales - L. DeVito, Twp. Solicitor, explained he met with Mike Tripus, ZO, and there is a concern over repetitive yard sales and signs. R. DeYoung made a motion, seconded by J. Belvin, to authorize the Twp. Solicitor to draft a Yard Sale Ordinance and submit to Pocono Township and Monroe County Planning Commissions for review.

Discussion followed if fees and fines should be included and the lack of removal of signage.

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

2812 Bartonsville Ave request for zoning change - L. DeVito, Twp. Solicitor explained the applicant is requesting a zoning change from Residential to Commercial.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Solicitor to begin the process to consider the request for zoning change at 2812 Bartonsville Ave.

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

RESOLUTIONS

Resolution 2018-48 - Non-Uniformed Employees Money Purchase Plan

J. Lastowski made a motion, seconded by J. Belvin, to adopt Resolution 2018-48 amending Pocono Township Non-uniformed Employees Money Purchase Plan with amendment No. 4 and appoint the Chief Administrative Officer.

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

ADJOURNMENT:

J. Belvin made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:05 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Pocono Township Board of Commissioners

Work Session Minutes

DATE: August 8, 2018
TIME: 4:00 pm
PLACE: Township Building
PRESIDING COMMISSIONER: Jerry Lastowski
ROLL CALL:

Harold Werkheiser - Absent
Richard Wielebinski – Present
Robert DeYoung – Absent
Jerrod Belvin – Present

Also, present Leo DeVito, Township Solicitor, Jon Tressler – Township Engineer, B&J; Mike Gable-engineer, B&J; Patrick Briegel – Pocono Township Sewer Consultant; Donna Asure – Township Manager; Dave Horton-Manager, BCRA; John Provoznik-Solicitor, BCRA and various members of the BCRA Board.

The work session was called to order at 4:03pm by President Lastowski.

There was no public comment.

The work session started off with a discussion on the BCRA water system.

Topics discussed were –

- The amount of water per day into the distribution system range from 2.6 to a peak of 3.3Mgd
- The water is under extremely high pressure which needs urgent attention
- There is an immediate need to provide additional capacity
- There is a need to decrease pressure
- There is a need to increase resiliency
- The amount of corrosion in Pocono line. Line is 15 years old but significant issues could arise due to this in next 15 years

BCRA informed those in attendance of the \$10 million-dollar loan they just borrowed for 3 projects–

- Tannersville Pump Station and Tanks
 - ✓ Safety concerns
 - ✓ Elongated corrosion
 - ✓ Additional capacity
 - ✓ Approximately three years to complete
- Bartonsville Pump Station resiliency
 - ✓ Start 2nd main
 - ✓ Back up line to Sanofi
 - ✓ Looking for grants
- Pocono Tank #2
 - ✓ Install another tank of same size – 1.7 million gallons

PJJWA and DF Project Update –

- Completed bulk water agreement
- Secured easements
- Need to complete the temporary construction easement (which Pocono Township approved at Monday August 6th meeting)

Pocono Township Board of Commissioners Work Session Minutes

- Permitting, bid documents and bidding completed winter of 2018/2019
- Construction in spring of 2019
- Asset purchase agreement with PJJWA ongoing
- May need township assistance with permitting and road openings
- BCRA has spent over \$150,000 towards the acquisition of PJJWA and they are fully committed
- Would like acquisition done by end of year
- PJJWA has to spend money for BCRA to acquire the system so the cash that was in the bank is being used to upgrade the system

Future Service Area

BCRA presented a proposed future service area to the township. With the township's mandatory connection ordinance stating that you are required to hook up if the line is 200 feet from a building will only affect one commercial business in the new area.

BCRA asked the township to consider the request of a new service area.

The work session next discussed the waste water collection system.

BCRA stated they appreciated the cooperation during the Pocono project and being kept informed by our experts.

BCRA stated that they had an inspection by DEP who was perplexed that a valve station owned by Pocono Township was on BCRA property. Their concern is how would an emergency be handled. It was suggested that a small committee be formed to formulate a plan that will address DEP's concerns.

The acquisition of the Pocono waste water system by BCRA was the next topic.

Why would BCRA want to acquire Pocono's system

- In the past there had been "asks" that once in place and operating BCRA would take over the system
- Regional Operation is a positive way to run a regional authority
- Most efficient way to own, operate
- BCRA has the resources, costs can be distributed over a larger area

What would be the path to get there?

- Agree there is merit to explore this option
- Agree to cooperatively gather information – to assist in building a budget
 - ✓ Future reserves
 - ✓ Operation and maintenance issues
- This would result in a proposal to rate payers

The township could consider entering into a management agreement for six months or a year to understand how ownership by BCRA would work.

The question was asked as to what would happen to Pocono Township's rate payers. Discussion followed but it was unclear exactly the impact until the analysis was completed.

Debt, operation and maintenance and reserve will all determine user rates.

Pocono Township Board of Commissioners Work Session Minutes

There is a possibility of separate rate districts.

The Boards then discussed a request by Tobyhanna Township for additional sewer capacity above the in place MOU with Tobyhanna.

A rerate of the plant was considered starting about two years ago. Due to a rise in organic loading, the I&I from all three systems and the ammonia concentration this past winter which resulted in a violation, the potential rerate narrowed and the benefit of the paper rerate has diminished.

There is a possibility of a full rerate for the plant but this would involve major engineering costs and a commitment for capital expenditures

The discussion of the difficulties involved in opening the docket associated with the plant was discussed as well as the environment for approval of any type of expansion.

BCRA informed Pocono Township that they must be at the table as part of any discussion with Tobyhanna per all agreements in place. The solicitors discussed this and will look at documents and sort this out.

There was no public comment.

The work session ended at 5:50pm.

Submitted by:

Donna M. Asure
Township Manager

Pocono Township Board of Commissioners
Friday, August 17, 2018

DATE: August 8, 2018
TIME: 6:00 pm
PLACE: Township Building
PRESIDING COMMISSIONER: Jerry Lastowski
ROLL CALL:

Harold Werkheiser - Absent
Richard Wielebinski – Present
Robert DeYoung – Absent
Jerrod Belvin – Present

Also, present Leo DeVito, Township Solicitor, Jon Tressler – Township Engineer, B&J; Mike Gable-engineer, B&J; Patrick Briegel – Pocono Township Sewer Consultant; Donna Asure – Township Manager; Township Supervisors from Tobyhanna Township as well as Tobyhanna Township Manager and Assistant Manager, Township Engineer and Solicitor.

The work session was called to order at 6:03pm by President Lastowski with the Pledge of Allegiance.

There was no public comment.

The work session started off with a discussion on the growth Tobyhanna is experiencing and the need for additional sewer capacity.

Topics discussed were –

- The approved service area in the Act 537 Plan
- The approved allocations per the current MOU between Pocono and Tobyhanna Townships
- Tobyhanna's need for additional allocation from Pocono for sewer service
- Tobyhanna Township's interest in the rerate of the BCRA plant and assisting in completing this rerate

Pocono Township discussed with Tobyhanna what they had learned at the previous work session with BCRA – that there is a concern that Pocono cannot provide more capacity to Tobyhanna without BCRA's involvement

Leo DeVito reported that he will be reviewing all documents tomorrow and will be discussing the claims of BCRA involvement with their solicitor.

Discussion turned to the extra capacity currently in the Pocono allocation of 2 million gallons per day. Numbers were prepared by Pocono's consultants and they do believe there is excess capacity.

The Pocono BOC will need to decide what, if any, number of gallons they are comfortable with to offer to Tobyhanna Township as excess over the currently approved amount of 440,000 gallons.

Pocono Township Board of Commissioners
Friday, August 17, 2018

Tobyhanna Supervisors stated that time if of the essence and they would appreciate another meeting with Pocono and BCRA as soon as possible.

Another work session will be arranged very quickly.

There was no public comment.

The work session ended at 6:50pm.

Submitted by:

Donna M. Asure
Township Manager

POCONO TOWNSHIP
Monday, August 20, 2018

SUMMARY

Ratify

General Fund	\$	98,431.02
Sewer Operating	\$	120.72
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	143,477.98
TOTAL Sewer <u>OPERATING</u> Fund	\$	19,923.09
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	6,706.91

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, August 20, 2018

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	08/17/2018			Pay 16 ending 8/12/2018	97,343.04
General Expenditures				TOTAL PAYROLL	\$97,343.04
	8/8/2018	57389	Kimball Midwest	Shop Supplies	208.50
	8/8/2018	57390	Locust Ridge Quarry	Gabion	879.48
Sewer Operating Fund				TOTAL General Fund Bills	\$ 1,087.98
	8/8/2018	1019	Blue Ridge Communication	Internet Services Pump Stations	120.72
Sewer Construction Fund					\$ 120.72
Capital Reserve				TOTAL Sewer Construction Fund	\$ -
TOTAL General Fund					
TOTAL Sewer Operating				98,431.02 Transferred by:	
TOTAL Sewer Construction				120.72	
Total Capital Reserve				-	
				-	
				\$ 98,551.74 Authorized by:	

POCONO TOWNSHIP CHECK LISTING

Monday, August 20, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
08/16/2018	57391	NATIONWIDE 457 PLAN	PAY 16 CONTRIBUTIONS	\$ 3,267.53
08/16/2018	57392	TEAMSTERS LOCAL 773	POLICE DUES	\$ 1,169.00
08/16/2018	57393	TEAMSTERS LOCAL 773	NON POLICE DUES	\$ 446.00
08/16/2018	57394	AFLAC	SUPPLEMENTAL INSURANCE	\$ 291.26
08/16/2018	57395	US BANK	POLICE PENSION AUGUST CONTRIBUTIONS	\$ 5,142.89
08/16/2018	57396	Acroprint Time Recorder Co.	Time clocks	\$ 50.00
08/16/2018	57397	Banks Vacuum	Vacuum for Police Department	\$ 99.99
08/16/2018	57398	BIU of PA, Inc.	SEOZO/Permit fees	\$ 24,220.01
08/16/2018	57399	Brodhead Creek Regional Authority	Water/Sewer	\$ 234.66
08/16/2018	57400	Broughal & DeVito, L.L.P.	Legal	\$ 7,790.68
08/16/2018	57401	Cardmember Service	Toner/Park walkie talkies	\$ 174.17
08/16/2018	57402	Cefali and Associates PC	Treasurer's services	\$ 560.00
08/16/2018	57403	D.G. Nicholas Co.	Park	\$ 48.12
08/16/2018	57404	Dailey Resources, LTD	Welding supplies	\$ 140.00
08/16/2018	57405	Delaware Valley Retirement, Inc.	Amendment fee	\$ 250.00
08/16/2018	57406	DES	Recycling	\$ 30.00
08/16/2018	57407	Double M Productions	Shirts - Park/Public Works	\$ 235.00
08/16/2018	57408	Eureka Stone Quarry, Inc.	Stone	\$ 4,158.00
08/16/2018	57409	Family Care Centers, Inc.	Screening - Kuehner	\$ 338.00
08/16/2018	57410	Francis Smith & Sons Inc	UST operator	\$ 250.00
08/16/2018	57411	Highmark Inc.	Spending Account	\$ 1,083.84
08/16/2018	57412	Hineline, Robert	Workboot Allowance	\$ 150.00
08/16/2018	57413	Howarth, Carl	Coffee Supplies	\$ 107.00
08/16/2018	57414	Kost Tire & Auto Service	Tires	\$ 599.76
08/16/2018	57415	Locust Ridge Quarry	Stone	\$ 585.48
08/16/2018	57416	Medico Industries, Inc.	Parts -switch	\$ 67.10
08/16/2018	57417	Metropolitan Telecommunications	Phones - Twp/Park	\$ 599.39
08/16/2018	57418	Monroe County Conservation District	Park event - Scavenger hunt/PA Snakes	\$ 200.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
08/16/2018	57419	Metropolitan Telecommunications	Phones - Police	\$ 302.33
08/16/2018	57420	Nauman Mechanical Inc.	Repairs and Service	\$ 190.00
08/16/2018	57421	Network Fleet	GPS Service	\$ 325.45
08/16/2018	57422	PAPCO, Inc.	Deisel/Gasoline	\$ 4,637.55
08/16/2018	57423	PMHIC	Health Insurance W/Adjustments	\$ 78,883.09
08/16/2018	57424	Pocono Record	Advertizing	\$ 1,751.97
08/16/2018	57425	PPL Electric Utilities	Twp/Traffic/Mt. View Electric	\$ 1,496.18
08/16/2018	57426	PSATS	CDL testing - New hires	\$ 180.00
08/16/2018	57427	Sparkle Car Wash	Car washes Police	\$ 16.00
08/16/2018	57428	Tulpehocken Mountain Spring Water Inc	Water	\$ 88.20
08/16/2018	57429	UNIFIRST Corporation	Carpets/Uniforms	\$ 120.78
08/16/2018	57430	Wilson Products Compressed Gas Co.	Supplies	\$ 7.00
08/16/2018	57431	Wrecker International Inc.	Tow - PW vehicle	\$ 400.00
08/16/2018	57432	Building Inspector Underwriters	ZO and SEO Service	\$ 1,505.00
08/16/2018	57433	Creative Works	Graphic design service for park	\$ 1,015.00
08/16/2018	57434	JP Mascaro & Sons	Waste removal service 8/1 -8/31	\$ 257.55
08/17/2018	57435	Dunne Manning Stores LLC	Police Vehicle washes	\$ 14.00
TOTAL General Fund				\$ 143,477.98

Sewer Operating Fund

08/17/2018	1020	BLUE RIDGE COMMUNICATIONS	Internet Service pump stations	\$ 60.36
08/17/2018	1021	BRODHEAD CREEK REGIONAL AUTHORITY	Quarterly water utilyt 4/5/2018 -7/5/2018	\$ 283.62
08/17/2018	1022	BROUGHAL & DEVITO, L.L.P.	Legal sewer bills	\$ 555.00
08/17/2018	1023	EEMA O&M Services Group, Inc.	August contracted services	\$ 6,004.90
08/17/2018	1024	Evoqua Water Technologies LLC	Bioxide pump station 5	\$ 5,876.20
08/17/2018	1025	J P Mascaro & Sons	Waste removal 8/1/2018 -8/31/2018	\$ 94.50
08/17/2018	1026	METROPOLITAN TELECOMMUNICATIONS	Phose service sewer	\$ 61.10
08/17/2018	1027	ONYX VALVE CO	Parts and equipment repair	\$ 200.00
08/17/2018	1028	Pocono Management Associates LLC	Contracted services 7/30 -8/12/2018	\$ 3,121.89
08/17/2018	1029	Pocono Record	Advertising	\$ 37.34
08/17/2018	1030	Pocono Township	Sewer adminstrative services	\$ 883.31

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
08/17/2018	1031	PPL Electric Utilities	Electric service pump stations	\$ 1,804.88
08/17/2018	1032	Stiff Oil	Diesel fuel	\$ 762.55
08/17/2018	1033	Verizon	Sewer modem service	\$ 38.44
08/17/2018	1034	Keystone Engineering	Service and maintenance project # 1631000	\$ 139.00
TOTAL Sewer Operating				\$ 19,923.09

Sewer Construction Fund

TOTAL Sewer Construction Fund				\$ -
TOTAL Sewer Construction Fund				\$ -
TOTAL Sewer Construction Fund				\$ 3,075.42
TOTAL Sewer Construction Fund				\$ 3,631.49
TOTAL Capital Reserve Fund				\$ 6,706.91

ESSA

TOTAL General Fund	\$ 143,477.98
TOTAL Sewer Construction Fund	\$ -
Sewer Operating	\$ 19,923.09
Capital Reserve	\$ 6,706.91
TOTAL ESSA TRANSFER	\$ 170,107.98

Authorized by: _____

Transferred by: _____

POCONO TOWNSHIP
SEWER PROJECT INVOICES TO BE APPROVED
Monday, August 20, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Construction Fund				
08/17/2018	271	KEYSTONE ENGINEERING	SCADA UPGRADE PROJECT	\$ 5,674.61
TOTAL Sewer Construction Fund				\$ 5,674.61

Sewer Operating Fund

TOTAL Sewer Construction Fund	\$ -
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ESSA Transfer \$ 5,674.61 Transferred by: _____

Authorized by: _____



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

INNOVATIVE ENGINEERING

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

2756 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0306

Mailing:
P.O. Box 699
Bartonsville, PA 18321

559 Main Street, Suite 230
Bethlehem, PA 18018
610-419-9407
Fax 610-419-9408

www.bjengineers.com

August 16, 2018

Ms. Donna Asure, Manager
Pocono Township
112 Township Drive
Tannersville, PA 18372

**SUBJECT: KEYSTONE ENGINEERING GROUP-INVOICE NO. 6
SCADA UPGRADE-INVOICE NO. 1801014
POCONO TOWNSHIP
PROJECT NO. 1631006C**

Dear Ms. Asure:

Enclosed is Invoice 1801014 dated July 9, 2018, in the amount of \$6,674.61 submitted by Keystone Engineering Group for the period through June 20, 2018. The Invoice is for work performed in conjunction with the above referenced contract. The work included programming, field installation and configuration of components, and purchase of supplies.

Based on our review of this information, we offer the following comments.

We have reviewed the above referenced invoice against the contract and find that the work performed is consistent with the contract. The work is for the remainder of the contract costs. However, the Township has not received operating narratives, programming key codes, and user license agreements for the system.

We recommend partial payment in the amount of \$5,674.61, while withholding \$1,000.00 from the invoice total until those final items are provided.

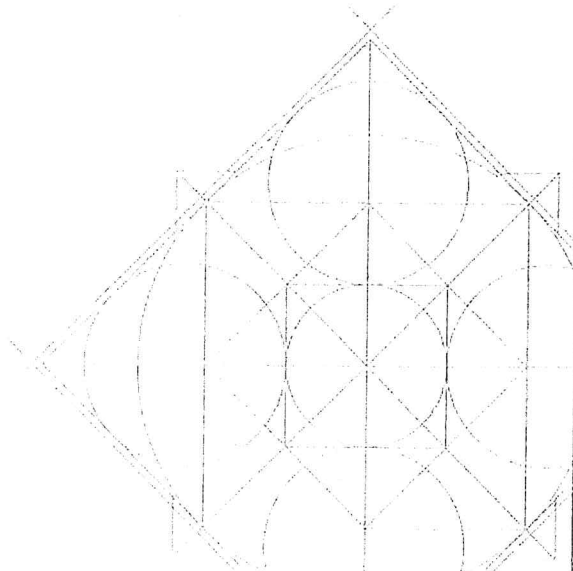
Sincerely,

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

JST/MG/clg

Enclosure

cc: Pat Briegel, Pocono Township





Keystone Engineering Group, Inc.
 590 E. Lancaster Avenue
 Suite 200
 Frazer, PA 19355
 610-407-4100

July 09, 2018

Invoice No: 1801014

Patrick Briegel
 Pocono Township
 112 Township Drive
 Tannersville, PA 18372

Project 2017.00154 SCADA Upgrade
 Professional Personnel

		Hours	Rate	Amount
Bahr, Adam	2/27/2018	1.00	105.00	105.00
Discussing flow monitoring stations project with Dan, beginning drawing sets.				
Bahr, Adam	2/28/2018	.50	105.00	52.50
Creating panel layouts and wiring diagrams for flow monitoring stations at Great Wolf Lodge and Sanofi Pasteur				
Bahr, Adam	3/1/2018	8.00	105.00	840.00
Creating panel layouts and wiring diagrams for flow monitoring stations at Great Wolf Lodge and Sanofi Pasteur				
Bahr, Adam	3/2/2018	1.00	105.00	105.00
Creating panel layouts and wiring diagrams for flow monitoring stations at Great Wolf Lodge and Sanofi Pasteur				
Bahr, Adam	3/6/2018	3.00	105.00	315.00
Determining whether existing flowmeter at Sanofi Pasteur has an available totalizer output, revising drawings				
Bahr, Adam	3/15/2018	1.50	105.00	157.50
Revising BOMs so parts can be ordered for Sanofi and Great World Flow Monitoring panels.				
Bahr, Adam	3/16/2018	2.00	105.00	210.00
Creating a drawing set for Doug to wire temporary control panel at valve station 2				
Cherelli, David	2/28/2018	1.00	135.00	135.00
Win 911 Help				
Cherelli, David	3/19/2018	1.00	135.00	135.00
XLReporter Help				
Cherelli, David	5/10/2018	3.00	135.00	405.00
Looking into Issues at PS5 regarding flow setpoint.				
DellaPenna, Marc	3/16/2018	2.00	110.00	220.00
Purchasing of equipment for Great Wolf and Sanofi.				
DellaPenna, Marc	4/6/2018	.50	110.00	55.00
P.O. for replacement door.				
Godfrey, Chris	2/5/2018	8.00	130.00	1,040.00
In House - Adding Pump Runtimes for day and month with monthly reset.				

Project	2017.00154	SCADA Upgrade			Invoice	1801014
Godfrey, Chris	2/6/2018	4.00	130.00		520.00	
In House - Adding messaging to get data from pump stations to valve station 1.						
Godfrey, Chris	2/12/2018	4.00	130.00		520.00	
In House - Write and test Flow Totalizer logic for pump stations.						
Godfrey, Chris	2/14/2018	10.50	130.00		1,365.00	
On Site - Startup of Train 2 valves for valve station 1						
Add flow totalizing logic to all Pump Station PLCs and OITs.						
Godfrey, Chris	2/19/2018	4.00	130.00		520.00	
In House - Confirming logic for level and flow control.						
Godfrey, Chris	2/26/2018	8.00	130.00		1,040.00	
On Site - Start up of Valve Station 1.						
Godfrey, Chris	2/28/2018	4.00	130.00		520.00	
In House - Estimate for data gathering by FactoryTalk SCADA.						
Adding registers to Pocono SCADA.						
Godfrey, Chris	3/19/2018	4.00	130.00		520.00	
In House - Intrusion alarm modifications.						
Godfrey, Chris	3/20/2018	2.00	130.00		260.00	
In House - Intrusion alarm modifications.						
Godfrey, Chris	3/22/2018	8.00	130.00		1,040.00	
In House - PLC programming for Great Wolf						
Godfrey, Chris	3/23/2018	5.00	130.00		650.00	
In House - PLC programming for Sanofi Pastuer. Alarm Troubleshooting at PS3.						
Godfrey, Chris	3/26/2018	4.00	130.00		520.00	
In House - Configuration and testing of new mGuard for PS4.						
Adding Test code for Valve Station 1 startup.						
Godfrey, Chris	3/27/2018	8.00	130.00		1,040.00	
On Site - Startup of Valve Station 1 in automatic.						
Reconfiguring mGuard at PS4.						
Upgrading intrusion alarming at PS4.						
Godfrey, Chris	4/6/2018	7.00	130.00		910.00	
In House - Configure mGuard for Great Wolf. Write code to ramp pump outputs on startup.						
Godfrey, Chris	4/9/2018	4.00	130.00		520.00	
In House - Configuring mGuards for Great Wolf and Sanofi						
Godfrey, Chris	4/17/2018	2.00	130.00		260.00	
In House - Reprogram and test mGuard for Valve Station 2						
Godfrey, Chris	4/18/2018	2.00	130.00		260.00	
In House - Evaluate alarms in all pump stations for consistency						
Godfrey, Chris	4/20/2018	4.00	130.00		520.00	
In House - Evaluate alarms in all pump stations for consistency						
Godfrey, Chris	4/23/2018	10.00	130.00		1,300.00	
On Site - Startup of valve station 2						
Godfrey, Chris	4/25/2018	2.00	130.00		260.00	
In House - Modify programming for daily flow totals as gallons.						

Project	2017.00154	SCADA Upgrade			Invoice	1801014
Godfrey, Chris	4/27/2018	10.00	130.00		1,300.00	
On Site - Startup of valve station 2						
Godfrey, Chris	5/7/2018	4.00	130.00		520.00	
In House - Pump Station 5 program fixes						
Godfrey, Chris	5/8/2018	9.50	130.00		1,235.00	
On Site - Pump Station 5 programming fixes						
Godfrey, Chris	5/9/2018	9.00	130.00		1,170.00	
On Site - Valve Station 2 startp - PID tuning						
Godfrey, Chris	5/11/2018	4.00	130.00		520.00	
In House - Improvements to pump station programming.						
Godfrey, Chris	5/14/2018	3.00	130.00		390.00	
In House - Compile expanded data list for SCADA						
Godfrey, Chris	5/17/2018	3.00	130.00		390.00	
In House - Compile expanded data list for SCADA						
Godfrey, Chris	5/21/2018	11.50	130.00		1,495.00	
On site - Training at Sanofi. Sanofi panel installation.						
Godfrey, Chris	5/24/2018	4.00	130.00		520.00	
In House - New SCADA list						
Godfrey, Chris	5/25/2018	2.00	130.00		260.00	
In House - New scada list						
Godfrey, Chris	5/29/2018	9.50	130.00		1,235.00	
On Site - Startup of Train 2 at Valve Station 2						
Godfrey, Chris	5/30/2018	11.00	130.00		1,430.00	
On Site - Commission flow stations at Great Wolf and Sanofi.						
Godfrey, Chris	6/5/2018	2.00	130.00		260.00	
In House - Change scaling for pressure transmitter at Valve Station 1.						
Godfrey, Chris	6/11/2018	9.00	130.00		1,170.00	
On Site - Final startup of Valve Station 2						
Godfrey, Chris	6/12/2018	8.00	130.00		1,040.00	
On Site - Finish Valve Station 2						
Test Alarms at valve station 1						
Resolve Flow signal at Great Wolf						
Godfrey, Chris	6/13/2018	1.00	130.00		130.00	
In House - Review Valve Station 2 Programming.						
Godfrey, Chris	6/15/2018	1.00	130.00		130.00	
In House - Modified totalizing of Flowrate at Valve Station 2.						
Kirsch, Douglass	3/16/2018	.50	120.00		60.00	
Panel layout						
Kirsch, Douglass	3/19/2018	7.50	120.00		900.00	
Build and wire temporary backboard.						
Kirsch, Douglass	4/3/2018	1.00	120.00		120.00	
Project run down						
Kirsch, Douglass	4/4/2018	10.50	120.00		1,260.00	
Travel/ Install new backpanel/ Break door.						
Kirsch, Douglass	4/5/2018	2.00	120.00		240.00	
Materials and van cleanup/ Field report and picture entry/ Search for new door.						
Kirsch, Douglass	5/11/2018	2.00	120.00		240.00	
Project prep and met with Dan, PM.						

Project	2017.00154	SCADA Upgrade			Invoice	1801014
Kirsch, Douglass	5/14/2018	8.00	120.00		960.00	
Travel/ Started recording and removing existing wiring/ Added power supply to keep flow meter operational.						
Kirsch, Douglass	5/15/2018	10.50	120.00		1,260.00	
Complete Install wiring for valves and mounted equipment/ Verify remote signal to plant for flow/ Travel						
Kirsch, Douglass	5/21/2018	5.00	120.00		600.00	
Mount new CP, flex, terminate and test/						
Kirsch, Douglass	5/21/2018	8.00	120.00		960.00	
Travel/ Operator training/ Hotel						
Kirsch, Douglass	5/23/2018	1.00	120.00		120.00	
Trip report						
Livezey, Jr, Thomas	2/5/2018	8.00	105.00		840.00	
Updated totalizer tags in InTouch to read the data for monthly and daily flow totals. Activated Win-911 alarms, and created the function to acknowledge old alarms. Created valve position reports.						
Livezey, Jr, Thomas	2/6/2018	5.00	105.00		525.00	
Set up iPad to logmein account and to support the full screen view of the Wonderware application via the iPad. Validated existing reports with trend/log data. Prepped for TAPI modem install, installed driver config files.						
Livezey, Jr, Thomas	2/12/2018	8.00	105.00		840.00	
Travel to and from site. Installed Win911 TAPI modem to computer to dial out alarm calls. Gave demonstration of InTouch application, reports, and alarms to Pat.						
Livezey, Jr, Thomas	2/13/2018	4.00	105.00		420.00	
Fixed reports, trends, data logs and any issues that Pat had noticed or wanted changed while we were going over the application.						
Livezey, Jr, Thomas	2/19/2018	8.00	105.00		840.00	
Set up set points on Pump overview screen. Added Tobyhanna Flow to screen, trends and reports. Fixed Well levels for PS1 and PS2. Corrected trend scaling. Tested flow totalization functionality.						
Livezey, Jr, Thomas	2/23/2018	8.00	105.00		840.00	
Added a timeout alarm to InTouch so the screen will show when an area has lost communication. Updated PS3-5 setpoints based on January 08 drawings. Revised application to support different resolution sizes so that it is accessible on any sized screen including phones.						
Livezey, Jr, Thomas	2/27/2018	4.00	105.00		420.00	
Set up sim card in iPad.						
Added VS1 comm to PLC failure logic.						
Tested VS1 I/O on HMI.						
Fixed daily flow rates reports.						
Livezey, Jr, Thomas	2/28/2018	8.00	105.00		840.00	
Fixed resolution issue by changing application's object and graphics to make them static rather than interactive based on pixel location. Attempted to fix the win911 call out issue, routed the issue back to the phone operation system.						
Livezey, Jr, Thomas	3/1/2018	8.00	105.00		840.00	

Project	2017.00154	SCADA Upgrade	Invoice	1801014
		Troubleshoot Win911 dial out issue. Got win911 working using a direct line out. Tested win911 functionality, multiple user calls, and premium voice speech settings.		
Livezey, Jr, Thomas	3/2/2018	8.00 105.00	840.00	
		HMI punchlist items - Changed Trend Navigations to work properly. Changed banner alarms to not include acked alarms. Added Sanofi and Great Wolf flow objects. Deleted PS3/4 pressures. Fixed PS2 flow totalizer. Updated reports to include new I/O. Ensured trending and scaling was functioning properly.		
Livezey, Jr, Thomas	3/5/2018	2.00 105.00	210.00	
		Backfilled report from the power outage that occurred over the weekend.		
Livezey, Jr, Thomas	3/7/2018	8.00 105.00	840.00	
		Set up Win911 tactics and call out strategies. Incorporated Building and Vault intrusion alarms into the HMI.		
Livezey, Jr, Thomas	3/19/2018	8.00 105.00	840.00	
		Removed the pressure readings/data for the PS3&4 reports. Completed the new Valve Station 2 screen, tags, and alarms.		
Livezey, Jr, Thomas	3/21/2018	4.00 105.00	420.00	
		Fixed flow total reports to adjust for the time differences between each PLC and the HMI.		
Livezey, Thomas	3/28/2018	4.00 105.00	420.00	
		Backed up application. Ensured daily flow totals were being calculated correctly. Installed Pocono Township WonderWare license and removed the Keystone development license.		
Livezey, Thomas	4/6/2018	6.00 105.00	630.00	
		Created Greatwolf and Sanofi HMI Flow Totalizer and Flow graphics for startup. Debugged daylight savings time computer issue.		
Livezey, Thomas	4/19/2018	3.00 105.00	315.00	
		Created a redundancy PLC connection to Pump Station 5 to help alleviate some of the spontaneous connection issues from the township building to PS5. Looked into why low level alarm was not triggered.		
Livezey, Thomas	4/23/2018	1.00 105.00	105.00	
		Added Pump Station Pressure setpoints to HMI.		
Livezey, Thomas	4/24/2018	3.00 105.00	315.00	
		Added Valve statuses to all valves. Disabled intrusion alarms.		
Livezey, Thomas	4/25/2018	1.00 105.00	105.00	
		Created Valve Station 2 trend screen.		
Livezey, Thomas	4/26/2018	3.00 105.00	315.00	
		Fixed the issues associated with Mike Gable's HMI punchlist		
Livezey, Thomas	4/27/2018	1.00 105.00	105.00	
		Added Valve Station setpoints to HMI.		
Livezey, Thomas	5/4/2018	3.00 105.00	315.00	
		Valve Station #2 I/O checkout.		
Livezey, Thomas	5/8/2018	8.00 105.00	840.00	
		Fixed win911 issues. Verified trends and outputs on PS5 well level in correlation from the OIT screen.		
Livezey, Thomas	5/18/2018	1.00 105.00	105.00	
		Tested Win911 call out system.		
Livezey, Thomas	5/24/2018	2.00 105.00	210.00	

Project	2017.00154	SCADA Upgrade		Invoice	1801014
Added Greatwolf Flow Rates to reports. Created a new trend for Greatwolf					
Livezey, Thomas	5/31/2018	8.00	105.00	840.00	
Set up Greatwolf Flow rate, daily flow total, monthly flow total on the HMI, Trends, and Reports.					
Instantiated Win911 callout using new phone line dial out connection.					
Verified flow rates for Greatwolf based on new PLC addressing values.					
Livezey, Thomas	6/8/2018	8.00	105.00	840.00	
Fixed Items for the HMI SCADA punchlist from Mike Gable. Tested Win911 alarms with Bill Bassett.					
Livezey, Thomas	6/11/2018	8.00	105.00	840.00	
Cleared up all punchlist items on Mike Gable's list with Mike Gable. Resolved all items.					
Demonstrated application to Bill Bassett and set him up on the iPad					
Livezey, Thomas	6/13/2018	2.00	105.00	210.00	
Fixed greatwolf I/O points and verified correct data was being recieved. Addressed issues from Mike Gable punchlist email.					
Livezey, Thomas	6/14/2018	2.00	105.00	210.00	
Addressed issues from Mike Gable punchlist email. Verified					
Livezey, Thomas	6/21/2018	2.00	105.00	210.00	
Sanofi Testing Flow and Data Trends					
Pedrick, Tyler	4/16/2018	.50	105.00	52.50	
review drawings for valve terminations to be done on 4/18					
Pedrick, Tyler	4/18/2018	8.00	105.00	840.00	
Terminations for Valve Station 2.					
Saulnier, Daniel	2/6/2018	2.00	120.00	240.00	
Coordination with TJ to get Pat B Flow data.					
Talked with Nathan Johns of Verizon to get SIM Card for pocono iPad					
Set up iPad with icloud acct. for Pocono Township					
Saulnier, Daniel	2/7/2018	2.00	120.00	240.00	
Scheduling for the week of 2/12, coordinating with Keystone and Pocono Township parties to plan for the startup of VS #1					
Saulnier, Daniel	2/9/2018	2.00	120.00	240.00	
Discussions with Pocono Township, Paul Brennan, and Dave Seel regarding wiring Issues at Valve Station #1					
Saulnier, Daniel	2/11/2018	.50	120.00	60.00	
Coordinating site visit with Paul Brennan for 2/12/2018					
Saulnier, Daniel	2/12/2018	4.50	120.00	540.00	
Travel to VS1 and re-wiring panel					
Saulnier, Daniel	2/15/2018	1.50	120.00	180.00	
Discussions with John F about Great Wolf and discussions with TJ about HMI					
Saulnier, Daniel	2/16/2018	1.00	120.00	120.00	
Discussion with Paul B about Singer Valves and emails with Pocono, Mike G, and Joe about singer valves.					
Saulnier, Daniel	2/21/2018	3.00	120.00	360.00	

Project	2017.00154	SCADA Upgrade			Invoice	1801014
Reviewing and drafting email for float elevations vs. elevations to start/stop pumps.						
Saulnier, Daniel	2/22/2018	4.00	120.00		480.00	
Answering calls with Mike, troubleshooting Com Fail with Mike G and Pat for Pump Station #3.						
Saulnier, Daniel	2/23/2018	4.00	120.00		480.00	
Trying to schedule Valve Station #1.						
Saulnier, Daniel	2/26/2018	6.00	120.00		720.00	
Travel to and startup assistance for 2nd valve station #1 startup						
Saulnier, Daniel	2/27/2018	1.00	120.00		120.00	
Looking into Win-911 Modem issue						
Saulnier, Daniel	2/28/2018	1.00	120.00		120.00	
Troubleshooting Win-911 with TJ						
Saulnier, Daniel	3/1/2018	2.00	120.00		240.00	
Project assistance with TJ On site troubleshooting Win-911, Project coordination and scheduling						
Saulnier, Daniel	3/5/2018	5.50	120.00		660.00	
Travel to and from Pocono. On Site Meeting						
Saulnier, Daniel	3/6/2018	2.00	120.00		240.00	
Discussed meeting with Chris and TJ. Drafted Email of remaining items to clear up before Mike G starts up VS 1						
Saulnier, Daniel	3/8/2018	.50	120.00		60.00	
Coordinating with Mike on VS#1 startup						
Saulnier, Daniel	3/13/2018	.50	120.00		60.00	
Talk with Paul Brennan about Valve Station #2 Pressure Transmitter						
Saulnier, Daniel	3/15/2018	1.50	120.00		180.00	
Work on Meter Pit panels with Adam						
Saulnier, Daniel	3/16/2018	3.00	120.00		360.00	
Discussions with Mike P. and Chris G on inconsistencies in Pocono XL reports. Worked with Doug and Adam to get panels built for Flow Metering Stations						
Saulnier, Daniel	4/2/2018	1.00	120.00		120.00	
Project Coordination						
Saulnier, Daniel	4/3/2018	2.00	120.00		240.00	
Project Coordination						
Saulnier, Daniel	4/4/2018	2.00	120.00		240.00	
In office support for Doug on Site at Great Wolf						
Saulnier, Daniel	4/17/2018	1.00	120.00		120.00	
Project Scheduling and discussing budgets with Mike						
Saulnier, Daniel	4/23/2018	7.00	120.00		840.00	
VS#2 Startup						
Saulnier, Daniel	4/26/2018	1.00	120.00		120.00	
Reviewed HMI punchlist with TJ called Mike G. talked about finishing project and completing HMI						
Saulnier, Daniel	5/1/2018	1.00	120.00		120.00	
Review of emails from Mike G. about last Friday's PID loop tuning						
Saulnier, Daniel	5/2/2018	1.00	120.00		120.00	
In Office support for Mike G. and Chris G. to test VS#2						
Saulnier, Daniel	5/4/2018	1.00	120.00		120.00	
Updating Pat and Mike on status						
Saulnier, Daniel	5/7/2018	.50	120.00		60.00	
Troubleshooting PS#5 issue with "Low Flow" alarms						
Saulnier, Daniel	5/8/2018	8.50	120.00		1,020.00	

Project	2017.00154	SCADA Upgrade			Invoice	1801014
Emergency visit to Pocono Township for alarm investigations with Chris G.						
Saulnier, Daniel	5/9/2018	3.00	120.00		360.00	
Discussion with Tyler P. on C-More OIT applications						
Worked with TJ on Win-911 alarming						
Testing Alarms with TJ, Rick Weller, and Mike G.						
Saulnier, Daniel	5/10/2018	2.00	120.00		240.00	
Worked with Jeremy regarding Pump Station #5 pumping at 400GPM						
Saulnier, Daniel	5/11/2018	4.00	120.00		480.00	
Troubleshooting Singer Valve issue from last night...due to Pressure Transmitter failure (3 Hours)						
Went over Scope of work for VS2 Panel With Doug						
Saulnier, Daniel	5/16/2018	1.50	120.00		180.00	
Job Meeting for construction schedule						
Saulnier, Daniel	5/23/2018	1.00	120.00		120.00	
Project Coordination						
Saulnier, Daniel	5/24/2018	1.00	120.00		120.00	
Meeting with Chris and TJ to finish SCADA project						
Saulnier, Daniel	5/29/2018	1.00	120.00		120.00	
Discussions with Chris G. on Valve Station #2						
Saulnier, Daniel	6/1/2018	1.00	120.00		120.00	
Discussions with Pat B, Mike G. and Chris G about scheduling Keystone and working remotely						
Saulnier, Daniel	6/5/2018	3.00	120.00		360.00	
Pocono Township Meeting						
Saulnier, Daniel	6/8/2018	2.00	120.00		240.00	
drawings for VS#2, and going over what needs to get done at VS#2 and POCONO township on 6/11 and 6/12						
Saulnier, Daniel	6/12/2018	1.00	120.00		120.00	
Over the phone troubleshooting with TJ, regarding Singer Valve alarms which were in fact accurate.						
Saulnier, Daniel	6/14/2018	1.00	120.00		120.00	
HMI Review with TJ						
Saulnier, Daniel	6/22/2018	.50	120.00		60.00	
Discussion with Chris G. regarding PS5 operation and old programming vs. new programming						
Saulnier, Daniel	6/29/2018	1.50	120.00		180.00	
Discussion with Chris about Wednesday's meeting, going over final items to complete project, and meeting with Chris and Rob about Pump Station #5						
Seel, David	2/13/2018	10.50	120.00		1,260.00	
Flowmeter wiring and set up for flow totalization						
Seel, David	2/14/2018	8.00	120.00		960.00	
Pump station #5 totalizer wiring and Valve Station 1 startup						
Seel, David	3/23/2018	2.00	120.00		240.00	
Flow Monitoring Panel Fabrication						
Seel, David	4/2/2018	5.00	120.00		600.00	
Panel fab for Great Wolf Lodge						
Seel, David	4/3/2018	7.00	120.00		840.00	

Project	2017.00154	SCADA Upgrade			Invoice	1801014
Flow total panels fabrication for Great Wolf Lodge and Sanofi						
Seel, David	4/6/2018	5.00	120.00		600.00	
Sanofi panel fabrication						
Seel, David	4/9/2018	1.00	120.00		120.00	
Finalize Sanofi panel, log into modem, config changes						
Seel, David	4/16/2018	.50	120.00		60.00	
Discuss and Plan pressure switch installations at VS 1 and 2 and PS4 and 5						
Seel, David	4/17/2018	.50	120.00		60.00	
Order parts for air pressure switches at VS 1 and 2, PS 4 and 5.						
Seel, David	6/11/2018	9.50	120.00		1,140.00	
Rework Valve Station #2 Control Panel						
Seel, David	6/12/2018	8.00	120.00		960.00	
Rework Valve Station #2 Control Panel, check items at Valve Station #1						
Totals		606.00			72,092.50	
Total Labor						72,092.50

Reimbursable Expenses

Travel - Reimbursable

2/12/2018	Livezey, Jr, Thomas	Mileage to and from municipal building	129.11
2/12/2018	Livezey, Jr, Thomas	Tolls to and from municipal building	10.90
2/12/2018	Saulnier, Daniel	Mileage	7.90
2/14/2018	Godfrey, Chris	tolls	10.90
2/14/2018	Godfrey, Chris	mileage	134.12
2/26/2018	Godfrey, Chris	mileage	147.91
2/26/2018	Godfrey, Chris	tolls	10.90
3/1/2018	Livezey, Jr, Thomas	To and from Pocono	129.11
3/1/2018	Livezey, Jr, Thomas	Pocono Tolls to and from	10.90
3/5/2018	Saulnier, Daniel	Mileage - All	67.69
3/27/2018	Godfrey, Chris	mileage	129.11
3/27/2018	Godfrey, Chris	tolls	10.90
4/18/2018	Pedrick, Tyler	Mileage	59.42
4/23/2018	Godfrey, Chris	mileage	142.90
4/23/2018	Godfrey, Chris	tolls	10.90
4/27/2018	Godfrey, Chris	mileage	129.11
4/27/2018	Godfrey, Chris	tolls	5.14
5/8/2018	Saulnier, Daniel	Mileage	8.40
5/8/2018	Godfrey, Chris	mileage	134.76
5/8/2018	Godfrey, Chris	tolls	10.90
5/9/2018	Godfrey, Chris	tolls	10.90
5/9/2018	Godfrey, Chris	mileage	134.76
5/20/2018	Godfrey, Chris	mileage	73.34
5/20/2018	Godfrey, Chris	tools	7.45
5/21/2018	Godfrey, Chris	mileage	72.70
5/21/2018	Godfrey, Chris	tolls	4.97
5/29/2018	Godfrey, Chris	mileage	130.36
5/29/2018	Godfrey, Chris	tolls	10.90
5/30/2018	Godfrey, Chris	mileage	147.91
5/30/2018	Godfrey, Chris	tolls	10.90
6/5/2018	Saulnier, Daniel	Mileage	10.15
6/11/2018	Godfrey, Chris	mileage	68.32
6/11/2018	Godfrey, Chris	tolls	5.47

Project	2017.00154	SCADA Upgrade	Invoice	1801014
6/11/2018	Livezey, Thomas	Mileage to and from municipal building	129.11	
6/11/2018	Livezey, Thomas	Tolls to and from municipal building	10.90	
6/12/2018	Godfrey, Chris	mileage	76.46	
6/12/2018	Godfrey, Chris	tolls	5.47	
Lodging - Reimbursable				
2/14/2018	Seel, David	Hotel	225.63	
2/26/2018	Godfrey, Chris	lodging	116.73	
5/14/2018	Kirsch, Douglass	Hampton	142.90	
5/20/2018	Kirsch, Douglass	Hampton	146.19	
5/21/2018	Godfrey, Chris	lodging	146.35	
6/12/2018	Godfrey, Chris	lodging	142.89	
Meals - Reimbursable				
2/12/2018	Livezey, Jr, Thomas	Meals for site visit	28.75	
2/13/2018	Seel, David	Per Diem	57.50	
2/14/2018	Seel, David	Per Diem	57.50	
4/18/2018	Pedrick, Tyler	Meals	57.50	
5/15/2018	Kirsch, Douglass	Per Diem	57.50	
5/21/2018	Godfrey, Chris	per diem	57.50	
5/21/2018	Kirsch, Douglass	Per Diem	57.50	
6/12/2018	Godfrey, Chris	per diem	57.50	
Shipping Reimbursable				
2/14/2018	CDW	Shipping-2799081; Multi Tech USB fax modem	22.92	
3/29/2018	Allied Electronics	Shipping-70169827; Phoenix 3046414; Terminal block, fusible	18.10	
3/29/2018	Rumsey Electric Company	Shipping-AB 1492-SPM1B050; 5A 1 pole circuit breaker	11.55	
3/29/2018	Tessco	Shipping-539404; Sierra Wireless GX450 cellular modem, Verizon, 24V	12.09	
4/23/2018	Rumsey Electric Company	Shipping-Allied Moulded AM2068RLC; door	9.89	
6/5/2018	Saginaw Control and Engineering	Shipping-SCE-1614PC; enclosure, 4X, polycarbonate, 16 x 14 x 10	9.20	
Project Equipment Reimbursable				
2/14/2018	CDW	2799081; Multi Tech USB fax modem	167.31	
3/1/2018	United Electric Supply	Zelio RPM22BD Plug in relay	35.48	
3/1/2018	United Electric Supply	Zelio RPZF2; Plug in relay base	31.40	
3/1/2018	Livezey, Jr, Thomas	Phone, Phone line cable, cable connector	29.90	
3/16/2018	Kirsch, Douglass	Plywood	8.91	
3/16/2018	Schwartz, Philip	RobRoy Industry, CA	73.88	
3/17/2018	Schwartz, Philip	DBK, USA	217.94	
3/19/2018	Automation Direct	PSB24-120; power supply, 5A, 24VDC	146.05	
3/19/2018	Automation Direct	CO-12DD1E-1-D; Click Ethernet Analog PLC	411.70	
3/20/2018	Schwartz, Philip	Automation Systems Inter, PA	303.05	
3/29/2018	Allied Electronics	70170024; Phoenix 3044571 terminal blocks	18.68	
3/29/2018	Allied Electronics	70170019; Phoenix 3047170; end cover for 3044571	9.11	
3/29/2018	Allied Electronics	70169888; Phoenix 3044636; terminal block	25.62	

Project	2017.00154	SCADA Upgrade	Invoice	1801014
3/29/2018	Allied Electronics	70239217; Phoenix 3214259 terminal blocks	26.54	
3/29/2018	Allied Electronics	70239217; Phoenix 3214314; terminal block end covers	17.66	
3/29/2018	Allied Electronics	70169827; Phoenix 3046414; Terminal block, fusible	102.49	
3/29/2018	Tessco	539404; Sierra Wireless GX450 cellular modem, Verizon, 24V	707.39	
3/29/2018	Allied Electronics	70061146; Sq D ground bar kit	22.43	
3/29/2018	Allied Electronics	70169101; Phoenix 0800886 end clamps	11.78	
3/29/2018	Allied Electronics	70169829; Phoenix 3047293 end covers	16.01	
3/29/2018	Allied Electronics	70149616; Bussman BK-MDL-5 -R fuses	6.21	
3/29/2018	Allied Electronics	70149610; Bussman BK-MDL-2 -R fuses	6.49	
3/29/2018	Rumsey Electric Company	AB 1492-SPM1B050; 5A 1 pole circuit breaker	97.15	
3/29/2018	Tessco	500500; Laird 4G cellular antenna	39.95	
3/29/2018	Tessco	371651; 5' jumper SMAM to NM	15.42	
4/4/2018	Kirsch, Douglass	Sheet metal	12.18	
4/17/2018	Seel, David	Air line parts for pressure switches	71.12	
4/23/2018	Rumsey Electric Company	Allied Moulded AM2068RLC; door	232.40	
5/21/2018	Electrical Materials	Nuts; bolts, THHN; STP, etc.	31.05	
6/5/2018	Saginaw Control and Engineering	SCE-16P14AL; subpanel 16 x 14	24.71	
6/5/2018	Saginaw Control and Engineering	SCE-1614PC; enclosure, 4X, polycarbonate, 16 x 14 x 10	100.14	
6/12/2018	Seel, David	Jigsaw blades for stainless steel	38.69	
6/15/2018	Friedman Electric Supply Co.	3/4" KO seals	50.78	
6/20/2018	United Electric Supply	RPM22BD plug in relay	45.61	
6/20/2018	United Electric Supply	RPZF2; plug in relay base	41.40	
	Total Reimbursables		6,843.37	6,843.37
Unit Billing				
2/13/2018	Service Van #03 Mileage - Dave Seel		105.29	
6/11/2018	Service Van #03 Mileage - Dave Seel		120.34	
6/12/2018	Service Van #03 Mileage - Dave Seel		101.53	
4/4/2018	Service Van #05 Mileage - Doug Kirsch		184.26	
5/14/2018	Service Van #05 Mileage - Doug Kirsch		77.10	
5/15/2018	Service Van #05 Mileage - Doug Kirsch		77.10	
5/21/2018	Service Van #05 Mileage - Doug Kirsch		162.96	
	Total Units		828.58	828.58
Billing Limits				
		Current	Prior	To-Date
Total Billings		79,764.45	128,825.39	208,589.84
Limit				135,500.00
Adjustment				-73,089.84

Project	2017.00154	SCADA Upgrade	Invoice	1801014
Total this Invoice				\$6,674.61

Terms: Net 30 days. Please remit to above address.

Email to: pbrtegel@poconopa.gov; mgable@bjengineers.com; dsasure@poconopa.gov

Pocono Township

Supervisory Evaluation

Township Manager Performance Evaluation

Manager's Name:

Commissioner's Name:

Evaluation Period:

 to

Evaluation Date:

Evaluation Instructions:

This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

Beginning of
September?

- President distributes the Township Manager's performance evaluation form
- Deadline set for each commissioner to have evaluation form completed
- Commissioners meet to discuss evaluation forms
- Commissioners arrange for an executive session to discuss evaluation with the manager
- Decision made on increase based on evaluation for next year's budget

Township Manager Performance Evaluation

Performance Dimensions:

1. Professional Skills and Expertise		Rating:
a. Is knowledgeable of current developments affecting the management field and affecting local governments.		_____ of 5
b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization.		_____ of 5
c. Anticipates problems and develops effective approaches for solving them.		_____ of 5
d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.		_____ of 5
e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.		_____ of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

2. Council/Commission Relations		Rating:
a. Carries out directives of the Board as a whole rather than those of any one Board member.		_____ of 5
b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members.		_____ of 5
c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.		_____ of 5
d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.		_____ of 5
e. Is willing to try new ideas proposed by Board members.		_____ of 5
Total Rating for this Performance Dimension:		_____ of 25
Comments:		

Township Manager Performance Evaluation

3. Citizen and Public Relations	Rating:
a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.	_____ of 5
b. Is willing to meet with members of the community and is responsive to their concerns.	_____ of 5
c. Demonstrates a dedication to service to the community and its citizens.	_____ of 5
d. Expresses information orally in a clear and concise manner when making public presentations.	_____ of 5
e. Is skillful with the news media, proactively providing information that is important to the public.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

4. Policy Execution	Rating:
a. Understands, supports, and enforces the organization's ordinances, policies, and procedures.	_____ of 5
b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board.	_____ of 5
c. Implements Board actions in accordance with the intent of the Board.	_____ of 5
d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	_____ of 5
e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

Township Manager Performance Evaluation

5. Intergovernmental Relations	Rating:
a. Promotes a positive working relationship with other governmental entities.	_____ of 5
b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.	_____ of 5
c. Positively and effectively represents the organization and its interests when working with other governmental agencies.	_____ of 5
d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.	_____ of 5
e. Is willing to share resources or information with other governmental agencies as appropriate.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

6. Staffing and Management	Rating:
a. Recruits and retains competent personnel for township positions.	_____ of 5
b. Is aware of staff weaknesses and works to improve their performance.	_____ of 5
c. Promotes training and development opportunities for employees at all levels of the organization.	_____ of 5
d. Stays accurately informed and concerned about employee relations.	_____ of 5
e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

Township Manager Performance Evaluation

7. Fiscal Management	Rating:
a. Prepares a balanced budget to provide services at a level directed by the Board.	_____ of 5
b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds.	_____ of 5
c. Prepares the budget in an intelligent but readable format.	_____ of 5
d. Submits the proposed budget in a timely manner that allows for an appropriate review period.	_____ of 5
e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.	_____ of 5
Total Rating for this Performance Dimension:	
	_____ of 25
Comments:	

8. Planning and Organizational Development	Rating:
a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.	_____ of 5
b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.	_____ of 5
c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.	_____ of 5
d. Has a capacity for and encourages innovation.	_____ of 5
e. Reviews ordinances, policies, and procedures periodically to suggest improvements.	_____ of 5
Total Rating for this Performance Dimension:	
	_____ of 25
Comments:	

Township Manager Performance Evaluation

9. Leadership and Decision-Making	Rating:
a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.	_____ of 5
b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.	_____ of 5
c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.	_____ of 5
d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.	_____ of 5
e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

10. Individual Characteristics	Rating:
a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.	_____ of 5
b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.	_____ of 5
c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.	_____ of 5
d. Has the capacity to listen to others and to recognize their interests.	_____ of 5
e. Avoids political positions, partisanship, and unnecessary controversy.	_____ of 5
Total Rating for this Performance Dimension: _____ of 25	
Comments:	

Township Manager Performance Evaluation

Summary:

Performance Dimension:	Overall Rating:	
1. Professional Skills and Expertise	_____	<i>of 25</i>
2. Council/Commission Relations	_____	<i>of 25</i>
3. Citizen and Public Relations	_____	<i>of 25</i>
4. Policy Execution	_____	<i>of 25</i>
5. Intergovernmental Relations	_____	<i>of 25</i>
6. Staffing and Management	_____	<i>of 25</i>
7. Fiscal Management	_____	<i>of 25</i>
8. Planning and Organizational Development	_____	<i>of 25</i>
9. Leadership and Decision-Making	_____	<i>of 25</i>
10. Individual Characteristics	_____	<i>of 25</i>

Total Score: _____ of 250

Divide by 50 (total number of metrics)

Total Average Rating: _____ **of 5**

Board of Commissioners

Gerald J. Lastowski – President

Robert DeYoung – Vice-President

Richard Wielebinski - Commissioner

Jerrod Belvin – Commissioner

Harold Werkheiser - Commissioner

Aug. 20, 2018

POLICE REPORT FOR July 2018

The following are the recorded activities of the Pocono Township Police Department for the month of July 2018. Also listed are the available recorded activities for 2018 year to date.

	July 2018	Y-T-D 2018	June 2018		
Incidents Investigated	1095	3356	910		
Burglary / Fire Alarms Answered	72	312	100		
Motor Vehicle ACC	55	192	39		
Assaults	13	18	6		
Narcotics	22	29	5		
Criminal Arrests	31	99	21		
Theft	18	76	18		
DUI alcohol/drug impaired	6	40	10		
Mental Health	9	18	5		
Vehicle Reports	1	8	0		
Death Investigations	2	7	4		
Assisting other agencies	40	135	36		
Missing Persons	1	5	1		
Traffic Citations Issued	121	351	122		
Written Warnings	236	761	210		
Traffic & Parking issues	31	126	29		
911 Hang-up Calls	111	296	72		

Mileage all Vehicles: 15189

Income from Report Fees: \$389.60

The Playground Pros
154 North Sheridan Road
Newmanstown, PA, 17073
610-589-1763, 610-589-1817 fax, 610-413-9832 cell
bill@theplaygroundpros.com

August 14, 2018

Pocono Township
Attn: Donna Asure
112 Township Drive
Tannersville, PA 18372
570-629-1922 ex 212
570-982-0104 cell
dasure@poconopa.gov

Project: Poured in Place

Proposal for the following services;

Excavate approx. 900 sq ft up to 7" deep leaving spoils on site within 75'.
Supply, install and compact approx. 900 sq ft of 2A Modified stone 3"-4" thick as a base for poured in place surfacing.
Supply and install approx. 900 sq ft of 2 ½" thick poured in place surfacing over compacted stone base using a 50/50 mix of black and terra cotta. \$12,375

Additional Charge

Excavate up to 12" deep leaving spoils on site.
Supply, install and compact approx. 900 sq ft of 2A Modified stone up to 12" thick as a base for poured in place surfacing.
Sawcut sloped asphalt edge as necessary to allow installation of poured in place surfacing. \$1,900

Enlarge Area

Excavate approx. 50 additional sq ft up to 12" deep leaving spoils on site.
Supply, install and compact approx. 50 additional sq ft of 2A Modified stone up to 12" thick as a base for poured in place surfacing.
Supply and install approx. 50 additional sq ft of 2 ½" thick poured in place surfacing over compacted stone base using a 50/50 mix of black and terra cotta. \$725

Installation employees have following clearances;

1. PA Criminal Background Check Act 34
2. PA Child Abuse Clearance Act 151
3. FBI Criminal Background Check Fingerprinting Act 114

-Installation price is based on play area being accessible to 1. Small construction vehicles such as a pick up truck, skidloader (Bobcat), etc for installation. 2. Tri-axle dump trucks for excavation and stone. 3. Tractor trailer for mulch. Additional charges will apply if vehicular access is unavailable.

-The area should be level and free of any obvious obstructions

Unless otherwise noted above prices do not include;

-Site preparation and removal or disposal of existing equipment, surfacing, fencing or border materials.

-Any required permits are the responsibility of the owner.

- The supply of material.
- Unloading or storage of the equipment once on site.
- Security of equipment after it is unloaded at the site or overnight security during installation.
- Any additional expenses caused by hidden rock, underground utilities, or other unforeseen obstructions
- Third party inspections

The Playground Pros shall not be responsible for damages to unmarked and private underground items. Hard digging costs are not included in this quote. Should a hand dig be required additional costs of \$250 per hour shall apply.

Finished height of all equipment is based on manufacturers' recommendations.

Safety zone requirements shall be provided. It is the customers' responsibility to maintain this perimeter.

The Playground Pros is not responsible for customers' choice of safety surfacing. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above this proposal. All agreements are contingent upon accidents or delays beyond our control. This proposal is valid for 90 days from date above. Contractor will leave site clean and ready for owner supplied and installed landscaping.

- Installation employees will be paid **non-prevailing wage rates**.

TO SCHEDULE THIS INSTALLATION PROJECT: Please sign and return/fax one copy of this statement to The Playground Pros. You will be invoiced by The Playground Pros upon completion.

X _____.

Prices valid 90 days.

RESOLUTION 2018-49

**A RESOLUTION AUTHORIZING THE
DISPOSITION OF CERTAIN MUNICIPAL EQUIPMENT THROUGH RECYCLING**

WHEREAS, the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania is authorized by a 1st class Township Code Article XV. II, to permit the disposition of personal Township property valued at less than \$1,000.00 (One thousand dollars) by sale or other means; and

WHEREAS, the Board of Commissioners wish to dispose of office equipment of no longer value to the Township;

NOW, THEREFORE, BE IT RESOLVED that Pocono Township, Monroe County, Pennsylvania, hereby approve the disposal by recycling of the attached list of items.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 20th day of August, 2018.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Township Secretary

By: _____
Gerald J. Lastowski
President

Disposal of Equipment to recycling center

- 1) Cannon Fax – SuperG3 – Failed to sell on Municibid
- 2) Lanier copier – LD430c – Failed to sell on Municibid
- 3) Cannon Faxphone L170 – Obsolete
- 4) Computer based tower - Obsolete
- 5) 1 Ace Monitor - Obsolete
- 6) TV – Older model
- 7) VCR - Obsolete
- 8) Printer – HP LazerJet 6mp – non compatible with windows operating system

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

RESOLUTION 2018-50

A RESOLUTION UPDATING THE OPEN RECORD POLICY

WHEREAS, the Township of Pocono established an Open Records Policy on 12/29/2008 by Resolution 541 and the Board of Commissioners desire to update the Policy to correct the information provided.

NOW, THEREFORE, the policy is updated to reflect the corrected information as follows:

GENERAL:

All documents deemed public record shall be available for inspection, retrieval, and duplication at the Pocono Township Municipal Building during established business hours: 8:00 a.m. to 4:30 p.m. Monday through Friday with the exception of weekends and holidays.

REQUESTS:

Requests shall be made in writing and to the Pocono Township Open Records Officer on the form provided by the Township.

FEES:

Paper copies shall be 25¢ per page per side. The certification of a record is \$1.00 per record. Specialized documents including but not limited to blue prints, color copies, and non-standard sized documents shall be charged the actual cost of production. If mailing is requested, the cost of postage will be charged. The Township shall require prepayment if the total fees are estimated to exceed \$100.00.

RESPONSE:

The Township shall make a good-faith effort to provide the requested public record(s) as promptly as possible. The Open Records Officer shall cooperate with those requesting records to review and/or duplicate original Township documents while taking reasonable measure to protect Township documents from the possibility of theft, damage and/or modification.

The Open Records Officer shall review all written requests for access to public records. As soon as possible, but no later than five business days after receiving a written request to access public records, the Open Records Officer shall respond to such requests in writing consistent with Act 3 of 2008, the Right-to-Know Law.

APPEAL PROCESS

The appeal shall be filed within 15 business days of the mailing date of the Township's response or within 15 business days of a deemed denial and shall be made to the Office of Open Records for the Commonwealth. The appeal shall state the grounds upon which the requester asserts the

records are a public record and shall address any grounds stated by the Township for delaying or denying the request.

CONTACT INFORMATION FOR APPEALS

Commonwealth of Pennsylvania

Office of Open Records

33 Market Street, 16th Floor

Harrisburg, PA 17101-2234

Or online at: <https://www.openrecords.pa.gov/Appeals/AppealForm.cfm>

Appeals of criminal records shall be made to the District Attorney of Monroe County

Monroe County Office of the District Attorney

Monroe County Open Records Officer

610 Monroe Street, Suite 126

Stroudsburg, PA 18360

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 20th day of August, 2018.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Pamela Tripus
Township Secretary

By: _____
Gerald J. Lastowski
President