



POCONO TOWNSHIP COMMISSIONERS
SEWER COMMITTEE AGENDA
July 2, 2018 6:00 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

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

Announcements

Sewer Committee meetings will be held the first Monday of each month at 6pm prior to the regular Board of Commissioners' meeting

OLD BUSINESS

1. Motion to approve the minutes of the June 4, 2018 sewer committee meeting (action item*)
2. Vasilios Kotretsos - 312 Learn Road - request for reduction in EDU's
3. Jimmy Schlier EDU purchase answer
4. Resolution update committee report
5. Motion to enter into agreement with Keystone Engineering Group for SCADA Maintenance and improvements as outlined on proposal (action item*)

NEW BUSINESS

1. Financial Transactions

- a. Motion to approve purchase of a Tsurumi Pump for Valve Station #2 as approved in the 2018 budget, from Mid-Atlantic Pump & Equipment, a co-stars vendor for a cost of \$7,420.00 as recommended by Patrick Briegel and Boucher & James and conditional upon the solicitor's concerns with contract being addressed (action item*)

(Action Item*)

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

** Change to agenda versus draft posted on website

- b. Motion to approve payment Application #9 to The Milnes Company in the amount of \$ 47,121.46 as recommended by Patrick Briegel and Boucher & James (action item*)
- c. Motion to approve invoice from Keystone Engineering in the amount of \$6,240.30 for the electrical and control diagrams as recommended by Patrick Briegel and Boucher & James (action item*)

2. **Appeals**

- a. Gateway equities – 2185 Route 611 – denial of reduction in EDU's

3. **Discussion**

- a. Steve Pojedinec – 345 Scotrun Avenue – no lateral to property

REPORTS

1. Solicitor

- a. Update on Fencing at Valve Station #1 – Stroud ZHB

2. Administration

- a. Motion to approve quote from PFM for sewer rate study of not to exceed \$9,750 (action item*)

3. Engineer

- a. Update on Screen enclosure

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*)

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

** Change to agenda versus draft posted on website

POCONO TOWNSHIP BOARD OF COMMISSIONERS

SEWER MEETING MINUTES

June 4th, 2018 6:00 P.M.

DRAFT

The sewer meeting of the Pocono Township Commissioners was held on Tuesday, 06/04/2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 6:00 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 and Michael Gable, Twp. Engineers, Boucher & James, Inc.; Patrick Briegel, Consultant; Donna Asure, Township Manager; and Pamela Tripus, Township Secretary, were present.

PUBLIC COMMENT:

Ellen Gndt, Twp. resident, questioned New Business -Item 3 on the agenda and if the public would be able to comment. D. Asure, Twp. Manager, explained it was to ask the Board's direction on the item. J. Lastowski noted they would allow public comment.

Ellen Gndt, Twp. resident, questioned the discussion of De Minimus policy under Reports. She spoke in favor of maintaining the De Minimus policy as is.

Ridgely Werkheiser, Twp. resident, spoke in support of the De Minimus policy. He suggested using flow meters.

Jennifer Wise-Werkheiser, Twp. resident, noted she had properties and clients that benefited from the De Minimus policy. She commented on Great Wolf's sewer agreement.

ANNOUNCEMENTS:

Sewer Committee meetings will be held on the first Monday of each month at 6:00 p.m. prior to the regular Board of Commissioner meeting.

OLD BUSINESS:

Minutes

J. Belvin made a motion, seconded by R. Wielebinski, to approve the minutes of the 04/30/2018 Sewer Committee meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, abstained; and J. Belvin, yes. Motion carried.

Vasillios Kotretsos request for reduction in EDU's - (312 & 308 Learn Road PIN: 12637201469938 Tax ID: 12/8/1/81-3) No Action taken.

J. Lastowski suspended the agenda to discuss amending Resolution 2013-10. D. Asure, Twp. Manager, requested permission to form a committee to review the previous resolutions to recommend possible changes and/or updates to the Resolution. Discussion followed.

OLD BUSINESS CONT:

Sewer Recommendation Committee

J. Lastowski made a motion, seconded by R. Wielebinski, to direct the Township Manager to form a committee to review policies and Resolutions that govern the Pocono Township sewer system and make recommendations to the Board of Commissioners for possible changes/updates. Until that time, all requests for changes in EDUs or tapping fees shall be held in abeyance. J. Lastowski opened the meeting to public comment. No comments were heard. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Belvin asked who would make up the committee. D.ASURE suggested besides herself, Patrick Briegel, Sewer Consultant; Mike Gable, Boucher & James, Inc.; and two Commissioners.

Jimmy Schlier EDU Purchase cost - D.ASURE, Twp. Manager, explained J. Schlier did not buy EDUs at the time of the reduced tapping fees for his existing business but chose to wait until his dealership was completed.

Keystone Engineering Group - SCADA Maintenance Proposal (04/17/2018) - D.ASURE, Twp. Manager, noted it was not ready to act upon. No action taken.

NEW BUSINESS:

Financial Transactions

Keystone Engineering Invoice - D.ASURE, Twp. Manager, noted part of this invoice was previously approved to inspect and document the wiring in the sewer system that was not accurate on the current plan. J. Tresslar, Twp. Engineer, noted the bulk was to cover the cost of repairing the wiring. Discussion followed.

R. Wielebinski made a motion, seconded by J. Belvin, to approve Keystone Engineering Invoice in the amount of \$24,682.11, as recommended by Patrick Briegel and Boucher & James in their letter dated 05/22/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Payment Application No. 8 - Milnes Company -

J. Lastowski made a motion, seconded by J. Belvin, to approve Payment Application No. 8 to the Milnes Company in the amount of \$40,558.01 as recommended by Patrick Briegel and Boucher & James, Inc. in their letter dated 05/14/2018. Discussion followed on the balance remaining to be completed. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

APPEALS:

Gateway Equities - 218 Route 611 - Denial of reduction of EDUS - D.ASURE, Twp. Manager, noted they received their letter but the owner is not present at the meeting to discuss.

PG. 2
DRAFT

POCONO TOWNSHIP COMMISSIONERS' SEWER MEETING, 06/04/2018
REPORTS:

Commissioner Richard Wielebinski

DRAFT
PG 3

Authorization for PFM to calculate sewer rates -

R. Wielebinski made a motion, seconded by J. Belvin, to have the Township Manager contact PFM and authorize them to calculate a sewer user fee rate equitable to all users which will eliminate the De Minimus user rates/policy.

R. Wielebinski explained that 64 users, both residential and businesses, are receiving De Minimus for the sewer services and noted no other central sewer system allows customers free service. J. Belvin noted other utilities have a base rate for users, whether they use the utility or not. Discussion followed on property owners who have not connected or refused to connect. L. DeVito, Twp. Solicitor, suggested PFM should look at all sewer rates, so all users are treated equally.

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

Valve Station No. 1

L. DeVito, Twp. Solicitor, noted he received correspondence from Mike Gable, Twp. Engineer, stating he was told he would require a variance from Stroud Township's for the fencing. Additional information was sent to the Stroud Township's Solicitor and L. DeVito is waiting for a response.

PUBLIC COMMENT:

Ellen Gndt, Twp. resident, expressed her opinion against making changes to the De Minimus policy.

J. Lastowski noted he welcomed all information before any decision is made on the De Minimus policy.

Discussion followed.

Jennifer Wise-Werkheiser, Twp. resident, spoke concerning the difference between residents billed by EDUs and Great Wolf and Kalahari's flow rates.

Ellen Gndt, Twp. resident, questioned the rate PFM would charge.

Jennifer Wise-Werkheiser, Twp. resident, questioned if everyone would be required to meter their property.

Discussion followed. J. Lastowski noted without the information from PFM, the Board should wait for the study before discussing.

Ellen Gndt, Twp. resident, questioned if a hearing would be required to change the Ordinance. L. DeVito, Twp. Solicitor, noted it was a resolution which would not require a hearing.

ADJOURNMENT:

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 6:35 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.



June 28, 2018

To: Patrick Briegel, Pocono Township & Mike Gable, Boucher & James

**Subject: Pocono Township
Tannersville, PA
Service Agreement Proposal
Keystone Proposal No. 2018-00159R2**

To Whom It May Concern,

Enclosed, please find Keystone Engineering Group's rate sheet and proposal for maintenance and service for the Pocono Township Sewer Collection System. The primary individuals from the rate sheet expected to be responsible for work under this contract would be as follows:

Project Manager - \$140/hr
Lead Programmer - \$130/hr
Engineer - \$120/hr
Programmer - \$120/hr

You will also find in our proposal that we are accounting for two eight hour days of maintenance work which would include visits to all of the pump stations, valve stations, and township building to inspect equipment and verify the software at all locations is up to date. For service calls requiring a site visit, a minimum of four hours will be billed. All time after the initial four hours will be billed hourly. Service work which can be handled remotely will be billed hourly. In regards to service work, Keystone cannot accurately define the amount of work which would be required to respond to service calls, or troubleshooting various items of the system. We can, however, deduce that over time service calls would be reduced as unknown issues within the system are discovered and rectified.

Should you have any questions, concerns, or comments please do not hesitate to contact me. Thank you again for this opportunity.

Respectfully,

Dan Saulnier
Project Manager
Keystone Engineering Group.



June 28, 2018

To: Patrick Briegel, Pocono Towship & Mike Gable, Boucher & James

**Subject: Pocono Township
Tannersville, PA
Service Agreement Proposal
Keystone Proposal No. 2018-00159R2**

Keystone Engineering Group, Inc. is pleased to present this proposal for Professional Engineering Services for Pocono Township's Sewer Collection SCADA system.

1.0 INTRODUCTION

Pocono Township has a Supervisory Control and Data Acquisition (SCADA) system for their Sewage Collection System.

Pat Briegel of Pocono Township and Mike Gable of Boucher and James Engineering has requested that Keystone provide this proposal for additional SCADA Services on a Time & Materials (T&M) basis to support and enhance the existing SCADA system.

2.0 SCOPE OF KEYSTONE WORK

Keystone will provide professional SCADA services to The Authority when requested by Pocono Township or Boucher and James. These services could be for small projects such as implementing new float backup control of the pump stations or for minor enhancements to the existing system.

Other services Keystone will provide include response to Pocono instrumentation and control issues, for example, a pressure transmitter failing, troubleshooting a PLC fault, or troubleshooting alarm conditions at the pump stations and valve stations.

Keystone will only provide services under this contract when specifically requested by Pocono or Boucher and James. In addition, for projects that will involve a significant amount of work, Keystone will provide The Township with a budget for your approval prior to starting the work.

3.0 EMERGENCY RESPONSE

Keystone will provide response to emergency calls within 24 hours of receipt. Keystone does not typically provide services on weekends, holidays, or after business hours of 8:00AM to 5:00PM, however, exceptions can be made if deemed necessary. At this point in time Keystone does have remote access to the SCADA system and can use that for troubleshooting emergencies if required.

4.0 MAINTENANCE

Keystone will schedule maintenance visits twice a year with Pocono Township. These visits are to verify the SCADA system is functioning properly, that the equipment is in good working order, and to address items requested by Pocono Township.

During each scheduled maintenance visit, Keystone will:

- Review the hardware installed at the sites for any potential damage or inoperability.
- Perform a SCADA system review to ensure SCADA is operating and displaying desired information correctly.
- Update SCADA system as needed if there proves to be an issue.
- Back-up all files saved to an off-site location.
- Review computer disc drive space and allocate space as necessary.
- Review the SCADA Computer's Event Logs and HMI error Log for issues that may affect the operation of the SCADA System.
- Review Operating System for updates and update as needed.
- Check modem installations to ensure proper communications between the sites.
- Discuss possible alarm issues with Pocono Township to ensure problem alarms are cleared and that hardware didn't cause issues.
- Meet with the operators to discuss concerns of the system and potential improvements as the system ages.

5.0 BUSINESS CONDITIONS

We propose to provide these Professional Engineering services indicated above on a T&M basis in accordance with the attached rates sheet. Equipment and expenses will be billed at cost plus 15%. Payment terms are Net 30.

For budgeting purposes Keystone assumes each maintenance site visit to be an 8 hour day plus expenses.

For service calls requiring a site visit, a minimum of 4 hours will be billed plus expenses. All time spent after 4 hours dedicated to the service call will be billed hourly.

For service calls which can be handled remotely time will be billed hourly.

Keystone's Standard Business Conditions applicable to this proposal are attached.

Respectfully,

Daniel Saulnier
Project Manager

AUTHORIZATION TO PROCEED
T&M SUPPORT SERVICES
POCONO TOWNSHIP SCADA SYSTEM

I have reviewed Keystone Engineering Group, Inc. Proposal No. 2018-0159R2, agree to the terms and conditions, and hereby authorize Keystone to proceed with the outlined services.

Date

Authorized Representative for Pocono Township

Name (print or type)

Title (print or type)

KEYSTONE ENGINEERING GROUP, INC

GENERAL TERMS & CONDITIONS

1. Proposals are valid for a period of ninety (90) days from the date appearing thereon. After ninety (90) days, the proposal is void and Keystone Engineering Group, Inc. (hereinafter "KEYSTONE") reserves the right to submit a revised proposal.

2. Any and all information contained in the proposal is confidential and proprietary property of KEYSTONE and is not to be disclosed or made available to third parties without the written consent of KEYSTONE.

3. Invoices will be submitted on a monthly basis, unless stated otherwise in writing by KEYSTONE, and are due upon receipt. All balances past due will be charged an interest rate of 1.5% per month past due. KEYSTONE may, after mailing written notice of its intention to do so, suspend services and refuse to release any documents or other work-product until Client has paid in full all amounts due, including interest charges. Client will be responsible for all costs of KEYSTONE in collecting past due balances from Client, including but not limited to, reasonable attorney's fees.

Client must submit, in writing, to KEYSTONE within ten (10) days of the date of any invoice, any dispute on the invoice, otherwise the invoice will be considered to be correct.

4. All documents and/or plans, whether physical or contained on magnetic disk or any other data storage media (hereinafter collectively referred to as "documents"), prepared by KEYSTONE shall be the sole property of KEYSTONE until payment is made in full. Client agrees that if payment is not made in full, Client shall have no proprietary interest in any document prepared by KEYSTONE and KEYSTONE reserves the right to require the return of any document(s) submitted to the Client or others.

5. The proposed fees and schedule constitute KEYSTONE's best estimate of the charges and time required to complete the project. Except as provided in Paragraph 6, the project scope will not be altered without written mutual agreement between KEYSTONE and Client.

6. Fee and schedule commitments will be subject to change for delays caused by Client's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences or force majeure, such as fires, floods, riots, strikes, unavailability of labor and materials, delays or defaults by suppliers of materials or services, process shutdown, acts of God or of the public enemy, or acts or regulations of any governmental agency.

7. Where method of payment is based on time-and-material, the Client agrees that the following will apply:

a. The minimum time segment for charging field work is one (1) hour. All field time is charged on a portal to portal basis. The minimum time segment for charging office work is one-half (1/2) hour. Overtime is charged at one hundred fifty percent (150%) of regular rate unless otherwise specifically agreed upon in writing. Overtime is considered any time billed by KEYSTONE employees over 40 hours per week.

b. Expenses which are reimbursable include travel and living expenses of personnel when away from the home office on business connected with the project; identifiable communication, reproduction and shipping costs; identifiable drafting and stenographic supplies; expendable materials and supplies purchased specifically for the project. A ten (10) percent administrative charge will be added.

8. No cancellation of this contract by the Client will be effective unless seven (7) days prior notice thereof has been received by KEYSTONE, together with the reasons and details and an opportunity for consultation has been given. If canceled, a final invoice will be calculated on the first or fifteenth of the month, whichever comes first, following receipt of such cancellation notice and the lapse of the seven day cancellation period (the effective date of cancellation).

Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on the percentage of work completed to the effective date of cancellation, plus an equitable adjustment to provide for costs KEYSTONE incurred for commitments made prior to cancellation.

Where the method of payment is time-and-materials, Client agrees that the final invoice will include all services and direct expenses incurred up to the effective date of cancellation plus an equitable adjustment to provide for costs KEYSTONE incurred for commitments made prior to cancellation.

9. KEYSTONE will maintain, at its own expense, Workman's Compensation insurance, Comprehensive General Liability insurance and Professional Liability insurance and upon request will furnish the Client with a certificate to verify the same.

10. If, subsequent to the execution of an agreement to provide professional services, KEYSTONE finds that specialized equipment must be obtained to perform the services, the Client will be notified of the cost of such equipment and, if agreed, the cost will be added to the project fee as a reimbursable expense or the equipment will be obtained by the Client.

11. Client and KEYSTONE have discussed the risks, rewards and benefits of the project and the total fee for services, and agree that to the fullest extent permitted by law, the total liability, in the aggregate, of KEYSTONE and its officers, directors, employees, agents and independent professional associates and consultants, to the Client and anyone claiming by, through or under the Client for any and all injuries, claims, losses, expenses or damages whatsoever related to KEYSTONE services, including but not limited to the negligence, errors, omissions, strict liability or breach of contract, shall not exceed the total compensation received by KEYSTONE, to date, under this agreement.

A request by the Client to increase the limit of liability must be made to KEYSTONE in writing at the time of the client's acceptance of the proposal. KEYSTONE may agree to increase the limit of liability in consideration of additional payment by the client. The increased limit of liability will become effective upon agreement on the fee and execution of the contract.

12. KEYSTONE warrants that its work will be performed in accordance with generally accepted professional standards. Our services often require decisions which are not based upon exact science, but rather, skilled judgment. We will use that degree of care and skill normally exercised under similar circumstances in the profession at the time the services are rendered. This standard of care shall not be judged according to later standards. **THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED.** This warranty is solely for the benefit of the Client and its successors. It gives no rights to any other third-party beneficiary and KEYSTONE contemplates that there will be no third-party beneficiary of any agreement between KEYSTONE and the Client unless specifically agreed to, in writing, by KEYSTONE.

KEYSTONE does not represent or warrant that any permit or approval will be issued by any governmental body. Should the Client and KEYSTONE agree in this contract that KEYSTONE will be responsible for the preparation of any application for approval or permit, KEYSTONE will endeavor to prepare any application for any such permit or approval in conformance with all applicable requirements, but, in view of the complexity and the frequent changes in applicable rules and regulations and interpretations by the authorities, KEYSTONE cannot guarantee that such application will be complete or will conform to all applicable requirements. Clients desiring further assurance regarding their applications for permits or approvals are advised to obtain legal or other appropriate counsel.

13. The Client agrees to indemnify, defend and hold harmless KEYSTONE and its subcontractors, consultants, agents, officers, directors and employees from and against all losses, claims, damages, expenses or liability whatsoever, whether direct, indirect, economic or consequential, including, but not limited to, reasonable attorney's fees and other costs of defense, arising out of reliance by KEYSTONE on information provided to it by the Client.

KEYSTONE is not responsible for and the Client agrees to indemnify KEYSTONE from any loss, damage, or liability arising from the negligent acts, errors, or omissions of the Client, its staff, employees, agents, consultants, or contractors.

14. This agreement represents the entire agreement between the parties and can only be modified in writing by both parties.

15. This agreement is governed under the laws of the Commonwealth of Pennsylvania.

16. Any provisions of this agreement found upon judicial interpretation or construction to be prohibited by law shall be ineffective to the extent of such prohibition, without invalidating the remaining provisions of this agreement.

17. Neither Client nor KEYSTONE will assign, sublet, or transfer any rights or interest in this agreement without the prior written consent of the other.

18. This agreement contains all of the understandings, promises and undertakings of the parties to it. All prior understandings and agreements, oral or written, previously entered into between the parties to this agreement are merged in this instrument.

19. The parties acknowledge that each has had the opportunity to receive independent legal advice from counsel of his or her own selection, that each is familiar with and fully understands this Agreement and that each has been fully informed as to, and understands, his or her legal rights. Each of the parties further acknowledges and agrees that, after having the opportunity to receive such advice and with such knowledge, and after having read this Agreement carefully and fully, this Agreement is fair, reasonable and equitable, that it is being entered into freely, voluntarily, and in good faith, and that its execution is not the result of any duress, undue influence, coercion, collusion and/or improper or illegal agreement.

20. For purposes of contract interpretation and for the purpose of resolving any ambiguity in this Agreement, the parties agree that this Agreement was prepared jointly by them and/or their respective attorneys.



Rate Schedule
Pricing Effective January 1, 2018

Title	Description	Rate
Principal	Managing Partner	\$ 170 /hr
Group Director	Manager of a Business Group	\$ 150 /hr
Project Manager Sr. Engineer	Main point of contact for clients. Responsible for managing project objectives and budgets	\$ 140 /hr
Lead Engineer	Licensed Professional Engineer, Fully qualified to design and specify all aspects of engineered systems	\$ 130 /hr
Lead Programmer	Skilled Programmer, Fully qualified to design and program all aspects of control systems.	\$ 130 /hr
Engineer	Licensed Professional Engineer, Fully qualified to design and specify elements of projects	\$ 120 /hr
Lead Design Specialist	Graduate of Engineering Program with design experience. Qualified to design elements of projects	\$ 120 /hr
Programmer	Control System Programmer Qualified to program elements of control systems	\$ 120 /hr
Sr. Designer	Skilled Designer, Qualified to design projects under engineering supervision	\$ 115 /hr
Construction Representative	Experienced Field Construction Manager	\$ 110 /hr
Designer	Skilled Draftsman or Graduate of Engineering Program Qualified to design work components	\$ 105 /hr
CAD Operator	Cad Draftman	\$ 90 /hr
Office Manager	Office Management	\$ 90 /hr
Support	Project & Office Support Staff	\$ 75 /hr

Direct Expenses Billed at Cost plus 15%

Rates apply to projects executed and billed on a standard time and materials basis. Project related expenses chargeable to the job include travel and living expenses for all personnel required to be away from the office associated with this project: telephone charges, postage and shipping of any job related material, job expended materials and supplies, special equipment rental, printing, reproduction, electronic data processing, and use of Keystone Engineering Group vehicles and employee's vehicles. Rates not applicable to expert witness, forensic testimony or other litigious consultation. Rates subject to annual adjustments

ESSA Transfer \$ 53,361.76 Transferred by: _____

Authorized by: _____

MID ATLANTIC PUMP & EQUIPMENT COMPANY

NJ Office

228 No. Route 73
Berlin, NJ 08009
Phone: (856) 768-3880
Fax: (856) 768-0925 or (856) 768-3310
E-Mail: dzepp@mapeco.com

Central PA Office

PO Box 4130
Reading, PA 19606
Phone: (610) 621-5743
Fax: (610) 621-2240
E-Mail: matt@mapeco.com

Eastern PA Office

207 South Pine Street
Elverson, PA 19520
Phone: (267) 772-9550
Fax: (610) 901-3377
E-Mail: garyc@mapeco.com

Toll Free: 1-877-MID-PUMP (1-877-643-7867)

Web Site: <http://www.mapeco.com>

March 26, 2018

Patrick Briegel
Pocono Township

Mr. Briegel,

Mid Atlantic Pump is the factory representative for Tsurumi Pumps in eastern and central Pennsylvania. Pocono Township falls within our territory.

We appreciate the opportunity to do business with you and serve you as one of our customers. Please let me know if you need anything further from me at this time.

Best Regards,
Matt Dobroskey

MID ATLANTIC PUMP & EQUIPMENT COMPANY

NJ Office

228 No. Route 73
Berlin, NJ 08009
Phone: (856) 768-3880
Fax: (856) 768-0925 or (856) 768-3310
E-Mail: dzepp@mapeco.com

Central PA Office

PO Box 4130
Reading, PA 19606
Phone: (610) 621-5743
Fax: (610) 621-2240
E-Mail: mattd@mapeco.com

Eastern PA Office

207 South Pine Street
Elverson, PA 19520
Phone: (267) 772-9550
Fax: (610) 901-3377
E-Mail: garyc@mapeco.com

Toll Free: 1-877-MID-PUMP (1-877-643-7867)

Web Site: <http://www.mapeco.com>

QUOTATION

To: Patrick Briegel @ Pocono Township
Re: PS #2 (Tannersville) Pump Replacement

Quote #: MD-061915-01P R4
Date: February 26, 2018
Sales Contact: Matt Dobroskey

Mr. Briegel,

Following is an updated price for the Tsurumi pump as a replacement for the existing pumps at PS #2:

Qty (1) Tsurumi Model 100C45.5 Submersible Chopper Pump to Include
7.5 HP, 1750 RPM, 460/3/60 Electric Motor
4" Discharge
32' Cable
Base Elbow Adapter
Freight to Pocono Township, PA FOB Factory

Total Cost for Above: \$7,420.00

NOTES:

- 1) Lead time is approx 3-4 weeks
- 2) We recommend programming the VFD's to start the pumps at full speed to clear/chop any solids that have accumulated at the pump suction. Further, it is best to run the pumps as fast as possible to maximize the cutting effect.
- 3) An electrician should be used for installing the seal leak module and to ensure proper programming of the VFD's.
- 4) Please confirm electric service at station is 460/3. We have seen conflicting information between 460v and 230v.

Terms & Conditions

1. Payment Terms: Net 30 Days or one (1) day before start-up, whichever occurs first. Terms subject to credit approval at time of shipment. Payment terms are not contingent upon the time purchaser may or may not receive payment from other parties.
2. A service charge of 1-1/2% per month will be accessed on all unpaid balances over 30 days.
3. No start-up, supervision, training, etc. will be provided until payment is made in full.
4. All warranties will be voided if payment is not received in full.
5. Price does not include any applicable sales or use taxes. If customer is tax exempt, tax exemption certificate must be provided with purchase order.
6. All titles to any equipment, accessories, etc. will remain in seller's name until all equipment is paid for in full.
7. All shipment dates are proposed estimates from the manufacturer and/or seller and are made in seller's best judgment, but shipment dates are not guaranteed.
8. Mid Atlantic Pump will not be liable for any consequential damages that relate to installation, operation, or repair of any equipment sold by Mid Atlantic Pump & Equipment Company.
9. Liquidated damages based on guaranteed delivery times will not be accepted.
10. All claims for items damaged or lost must be made in writing within ten days of delivery to the job site.
11. ~~Purchaser shall pay all expenses and costs relating to collection, including attorney fees, as a result of seller placing indebtedness into the hands of attorney for the purpose of collection.~~
12. Price is firm for 30 days from date of quotation.
13. Price includes 0 day(s) supervision and/or start-up services. If additional time is required, please add \$900 per day to the above price.
14. Video training is not available.
15. No O&M manuals, warranties, etc. will be supplied until equipment is paid in full.
16. Pumping units, control panel, and inlet hub are shipped loose and must be mounted and/or set in field by contractor.

Exhibit "A" Standard Terms of The Sale of Equipment

1. Applicable Terms: These terms govern the purchase and sale of the equipment and related services, if any (collectively, "Equipment"), referred to in Seller's purchase order, quotation, proposal or acknowledgement, as the case may be ("Seller's Documentation"). Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is conditioned on Buyer's assent to these terms. Seller rejects all additional or different terms in any of Buyer's forms or documents.
2. Payment: Buyer shall pay Seller the full purchase price as set forth in Seller's Documentation. Unless Seller's Documentation provides otherwise, freight, storage insurance and all taxes, duties or other governmental charges relating to the Equipment shall be paid by Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller. All payments are due within 30 days after date of invoice. Buyer shall be charged the lower of 1-1/2% interest per month or the maximum legal rate on all amounts not received by the due date and shall pay all of Seller's reasonable costs (including attorneys' fees) of collecting amounts due but unpaid. All orders are subject to credit approval.
3. Delivery: Unless Seller's Documentation provides otherwise, Delivery terms are FOB, Seller's facility. The risk of loss shall pass to the Buyer upon delivery of the equipment to the carrier.
4. Ownership of Materials: All devices, designs (including drawings, plans and specifications), estimates, prices, notes, electronic data and other documents or information prepared or disclosed by Seller, and all related intellectual property rights, shall remain Seller's property. Title of all items forwarded to Buyer shall remain in Seller's name until all equipment is paid in full.
5. Changes: Seller shall not implement any changes in the scope of work described in Seller's Documentation unless Buyer and Seller agree in writing to the details of the change and any resulting price, schedule or other contractual modifications. This includes any changes necessitated by a change in applicable law occurring after the effective date of any contract including these terms.
6. Warranty: Seller warrants to Buyer that the Equipment shall materially conform to the description in Seller's Documentation and shall be free from defects in material and workmanship. The foregoing warranty shall not apply to any Equipment that is specified or otherwise demanded by Buyer and not manufactured or selected by Seller, as to which (i) Seller hereby assigns to Buyer, to the extent assignable, any warranties made to Seller and (ii) Seller shall have no other liability to Buyer under warranty, tort or any other legal theory. If Buyer gives Seller prompt written notice of breach of this warranty within 18 months from delivery or 1 year from acceptance, whichever occurs first (the "Warranty Period"), Seller shall, at its sole option and as Buyer's sole remedy, repair or replace the subject parts or refund the purchase price therefore. Provided however, all transportation charges for the return of and the cost of labor for removal of the defective Equipment or, the re-installation of the repaired or replacement Equipment shall be paid by the Buyer. Replaced Equipment shall become the property of the Seller. In the case of a material defect in paid services, provided under contract, Seller's sole obligation shall be to re-perform the services to meet the requirements. If Seller determines that any claim breach is not, in fact, covered by this warranty, Buyer shall pay Seller its then customary charges for any repair or replacement made by Seller. Seller's warranty is conditioned on Buyers (a) operating within specifications and maintaining the Equipment in accordance with Seller's instructions (b) not making any unauthorized repairs, alterations or, additions and (c) not being in default of any payment obligation to Seller. Seller's warranty does not cover damage caused by chemical action, corrosion, dust or dirt, wear and tear under normal operating conditions, burnout, exposure to environmental, operational, electrical, surges or, lightning conditions exceeding specifications, accident or catastrophe, misuse, abuse, improper handling or storage or, improper installation (unless installed by Seller). THE WARRANTIES SET FORTH IN THIS SECTION ARE SELLER'S SOLE AND EXCLUSIVE WARRANTIES AND ARE SUBJECT TO SECTION 10 BELOW. SELLER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED. BUYER UNDERSTANDS THAT ALL WARRANTIES ARE VOID UNLESS EQUIPMENT IS PAID FOR IN FULL.
7. Indemnity: Seller shall indemnify, defend and hold Buyer harmless from any claim, cause of action or liability incurred by Buyer as a result of third party claims for personal injury, death or damage to tangible property, to the extent caused by Seller's negligence. Seller shall have the sole authority to direct the defense of and settle any indemnified claim. Seller's indemnification is conditioned on Buyer (a) promptly, within the Warranty Period, notifying Seller in writing of any claim, and (b) providing reasonable cooperation in the defense of any claim.
8. Cancellation: If Buyer cancels or suspends its order for any reason other than Seller's breach, Buyer shall promptly pay Seller for work performed prior to cancellation or suspension and any other direct costs incurred by Seller as a result of such cancellation or suspension.
9. Force Majeure: Neither Seller nor Buyer shall have any liability for any breach (except for breach of payment obligations) caused by extreme weather or other act of God, strike or other labor shortage or disturbance, fire, accident, war or civil disturbance, delay of carriers, failure of normal sources of supply, act of government or any other cause beyond such party's reasonable control.

~~10. LIMITATION OF LIABILITY: NOTWITHSTANDING ANYTHING ELSE TO THE CONTRARY, SELLER SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER INDIRECT DAMAGES, AND SELLER'S TOTAL LIABILITY ARISING AT ANY TIME FROM THE SALE OR USE OF THE EQUIPMENT SHALL NOT EXCEED THE PURCHASE PRICE PAID FOR THE EQUIPMENT. THESE LIMITATIONS APPLY WHETHER THE LIABILITY IS BASED ON CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER THEORY.~~

Accepted by: _____

Date: _____

PO#: _____



Commonwealth of Pennsylvania
Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor
Harrisburg, PA 17101-1914

Toll Free Telephone: 1-866-768-7827
Local Telephone: 717-346-9009
Fax: 717-783-6241
Email: GS-PACostars@state.pa.us
Website: www.costars.state.pa.us

Date: 05/16/2018

Mid Atlantic Pump & Equipment Company
Attn: Matt Dobroskey
228 North Route 73
Berlin, NJ 08009

Subject: COSTARS Participation – Renewal Confirmation

Contract Number: 016-071 - Water & Wastewater Treatment Plants - Components/Equipment

Dear Contractor:

The Department of General Services, Bureau of Procurement, has received your payment of the \$500.00 administrative fee required to renew your COSTARS participation for contract number 016-071. This will confirm that your company is authorized to continue to sell the awarded items/services under this contract to registered COSTARS members for the contract term 06/17/2014 through 06/17/2019 .

Thank you for your continued participation in the COSTARS Program. Should you have any questions, please contact COSTARS Program staff by email to GS-PACostars@pa.gov or toll-free telephone at 1.866.768.7827.

Regards,

Kathy Lewis
(P): 717-346-4056
(F) :717-783-6241
E-Mail: kalewis@pa.gov

NOTICE OF SMALL BUSINESS SELF-CERTIFICATION



pennsylvania

DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that

MID-ATLANTIC PUMP AND EQUIPMENT

has successfully completed the Pennsylvania Department of General Services' process of self-certification as a small business under the Commonwealth's Small Business Contracting Program, with the following designation:

BUSINESS TYPE(s): Procurement Goods

CERTIFICATION NUMBER: 325350-2014-04-SB

CERTIFICATION TYPE: Small Business

ISSUE DATE: 04/23/2014

EXPIRATION DATE: 05/31/2020

RE-CERTIFIED DATE: 4/18/2018

Kerry L. Kirkland, Deputy Secretary
Diversity, Inclusion, and Small Business Opportunities



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

June 12, 2018

RECEIVED

JUN 18 2018

POCONO TOWNSHIP

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

**SUBJECT: PAYMENT APPLICATION NO. 9
CONTROL VALVE REPLACEMENT PROJECT
POCONO TOWNSHIP
PROJECT NO. 1631006C**

Dear Ms. Asure:

Enclosed is Payment Application No. 9, submitted by The Milnes Company for the pay period through May 31, 2018. The application is for work performed in conjunction with the above referenced contract. Based on our review of this information we offer the following comments.

The work performed during this period of 4/30/18 to 5/31/18 included installation of valve systems, electrical systems and site improvements.

Based on our review of this request, we find the Contractor has completed work and materials having a value of Thirty-Three Thousand, Two Hundred Twenty Eight Dollars and Seven Cents (\$33,228.07). With the deduction of the five percent (10%) retainage, which has now been reduced from 10 %, totaling \$1,661.40, we recommend the Contractor receive payment of **Forty Seven Thousand, One Hundred and Twenty One Dollars and Forty Six Cents (\$47,121.46)**. This brings the amount paid to date to \$378,677.82 and the amount retained to date to \$17,246.20.

It is noted that the contractor billed for 100 % of Change Order 6 on the previous application and it has not been updated on this application. Only an estimated 20% of the work has been completed and the payment application has been adjusted accordingly.

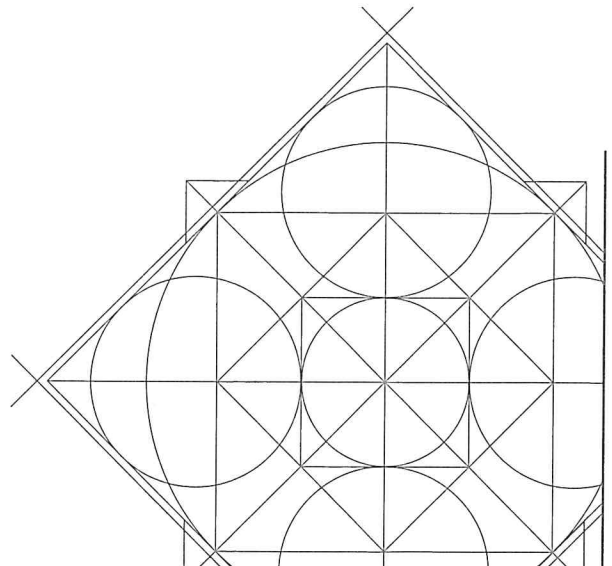
Sincerely,

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

JST/MG/cg

Enclosure: The Milnes Company Payment Application No. 9

cc: Pat Briegel, Pocono Township



PAYMENT APPLICATION

Page 1

TO: Pocono Township 112 Township Drive Tannersville, PA 18372 Attn: Accounts Payable FROM: The Milnes Co. 12 Frear Hill Road Tunkhannock, PA 18657 FOR: Force Main Control Valve Replacement	PROJECT NAME AND LOCATION: Force Main Control Valve Replacement #1631006 ARCHITECT: Boucher & James, Inc. 2738 Rimrock Drive Stroudsburg, PA 18360	APPLICATION # 9 PERIOD THRU: 05/31/2018 PROJECT #s: DATE OF CONTRACT: 10/19/2017	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
---	---	--	--

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below. Continuation Page is attached.

1. CONTRACT AMOUNT	\$281,865.00
2. SUM OF ALL CHANGE ORDERS	\$76,024.72
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$357,889.72
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$346,765.42
5. RETAINAGE:	
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$17,389.27
b. 5.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$17,389.27
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$329,427.15
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$289,183.51
8. PAYMENT DUE	\$40,243.64
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$29,462.57

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: The Milnes Co.
 By: [Signature] Date: 5/5/18

State of: Pennsylvania
 County of: Wyoming
 Subscribed and sworn to before me this 5th day of June 2018
 Notary Public: Karen Milnes-Seibert
 My Commission Expires: May 11, 2021

COMMONWEALTH OF PENNSYLVANIA
 NOTARIAL SEAL
 Karen Milnes-Seibert, Notary Public
 Eaton Twp., Wyoming County
 My Commission Expires May 11, 2021
 MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT: \$47,121.46

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: [Signature] Date: 6/12/18

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

Payment Application containing Contractor's signature is attached.

PROJECT: Force Main Control Valve Replacement #1631006										APPLICATION #: 9	
DATE OF APPLICATION: 06/04/2018										PERIOD THRU: 05/31/2018	
PROJECT #s:											
Payment Application containing Contractor's signature is attached.											
A	B	C	D		E	F	G		H		I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (if Variable)		
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD							
1	Mobilization	\$10,000.00	\$10,000.00		\$0.00	\$10,000.00	100%	\$0.00			
2	Bond	\$5,637.00	\$5,637.00		\$0.00	\$5,637.00	100%	\$0.00			
3	Remove Existing Control Valves	\$17,242.00	\$12,931.50	\$4,310.50	\$0.00	\$17,242.00	100%	\$0.00			
4	Seal Leaks at Valve Pit 1	\$846.00	\$846.00		\$0.00	\$846.00	100%	\$0.00			
5	Install Power & Com Lines	\$10,030.00	\$7,522.50	\$2,507.50	\$0.00	\$10,030.00	100%	\$0.00			
6	Install New Control Valves	\$37,190.00	\$27,892.50	\$9,297.50	\$0.00	\$37,190.00	100%	\$0.00			
7	Install New Pressure Sensors	\$27,060.00	\$20,295.00	\$6,765.00	\$0.00	\$27,060.00	100%	\$0.00			
8	New 1" Conduits to Panel	\$34,026.00	\$34,026.00		\$0.00	\$34,026.00	100%	\$0.00			
9	Install New Vault Covers	\$28,082.00	\$26,678.00	\$0.00	\$0.00	\$26,678.00	95%	\$1,404.00			
10	New Hoist Systems	\$82,673.00	\$82,673.00		\$0.00	\$82,673.00	100%	\$0.00			
11	Valve Station 1 Electrical	\$26,419.00	\$23,777.00	\$1,320.95	\$0.00	\$25,097.95	95%	\$1,321.05			
12	Install 70 Ft HDPE Air Line	\$2,660.00	\$1,995.00	\$665.00	\$0.00	\$2,660.00	100%	\$0.00			
13	CO #1-Crane System Changes	\$14,230.00	\$14,230.00		\$0.00	\$14,230.00	100%	\$0.00			
14	CO #2-Dismantling Joints	\$20,273.83	\$15,205.37	\$5,068.46	\$0.00	\$20,273.83	100%	\$0.00			
15	CO #3-Relocate Iso Ring	\$8,865.50	\$8,865.50		\$0.00	\$8,865.50	100%	\$0.00			
16	CO #4-Security Fence	\$8,399.25	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,399.25			
SUB-TOTALS		\$333,633.58	\$292,574.37	\$29,934.91	\$0.00	\$322,509.28	97%	\$11,124.30			

CONTINUATION PAGE

Page 3 of 3

PROJECT: Force Main Control
Valve Replacement #1631006
APPLICATION #: 9
DATE OF APPLICATION: 06/04/2018
PERIOD THRU: 05/31/2018
PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D		E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK	AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)	
			AMOUNT PREVIOUS PERIODS							
17	CO #5-Access Road/Vault Rev	\$21,954.39	\$18,661.23	\$3,293.16	\$0.00	\$21,954.39	100%	\$0.00		
18	CO #6-Asphalt Paving	\$2,301.75	\$2,301.75	\$0.00	\$0.00	\$2,301.75	100% 20%	\$0.00		
TOTALS		\$357,889.72	\$313,537.35	\$33,228.07	\$0.00	\$346,765.42	97%	\$11,124.30		



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

June 12, 2018

RECEIVED
JUN 18 2018
POCONO TOWNSHIP

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

**SUBJECT: KEYSTONE ENGINEERING GROUP-INVOICE 1800907
PUMP STATION CONTROL SYSTEMS & PRESSURE SENSOR INSTALLATION
POCONO TOWNSHIP, SEWER SYSTEM
PROJECT NO. 1831019**


Dear Ms. Asure:

The Township engaged Keystone Engineering Group to provide services to reverse engineer and prepare electrical and control diagrams of the control systems at Pump Stations 1 through 5 and install the pressure sensors on the air lines for the Singer Valves.

We have received an invoice from Keystone for the work through May 16, 2018. The total request for payment is \$6,240.30. This is the second and final invoice for the projects.

The request for payment does represent services provided within the project's budget and we recommend payment be made in the requested amount.

Sincerely,

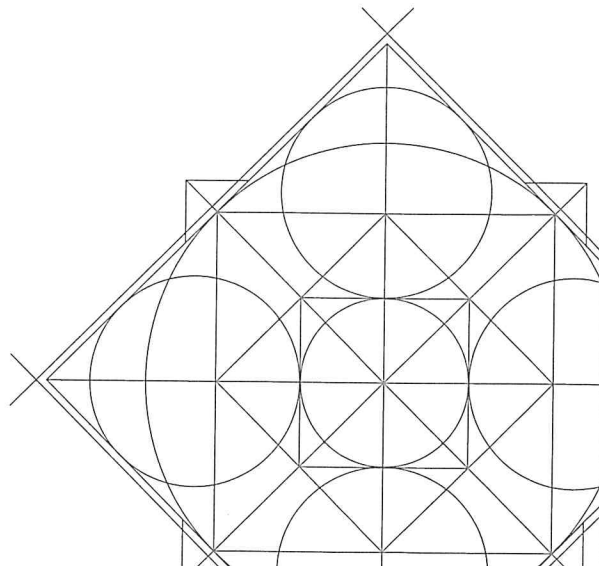

Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/MEG/cg

Enclosure

cc: Pat Briegel, Pocono Township

S:\2018\1831019\Documents\Correspondence\Letter 6-11-18 Keystone Payments.docx





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

June 11, 2018

Invoice No: 1800907

Patrick Briegel
Pocono Township
P.O. Box 197
112 Township Drive
Tannersville, PA 18372

Project 2018.00091 Pump Station Reverse Engineering

Task 01 Reverse Engineering

Professional Personnel

		Hours	Rate	Amount
Bahr, Adam	5/7/2018	2.00	105.00	210.00
Creating drawing set for Pump Station #1				
Bahr, Adam	5/8/2018	4.50	105.00	472.50
1.5 hrs for PS#1 drawing creation				
3 hrs for PS#5 drawing creation				
Bahr, Adam	5/9/2018	8.00	105.00	840.00
Creating drawing set for Pump Station #5				
Bahr, Adam	5/10/2018	8.50	105.00	892.50
3.5 hrs. - Creating drawing set for PS#5				
1 hr - Preparing PS#1 drawings for review and reviewing with Dan				
1 hr - Preparing PS#2 drawings for review and reviewing with Dan				
1 hr - Preparing PS#3 drawings for review and reviewing with Dan				
1 hr - Preparing PS#4 drawings for review and reviewing with Dan				
1 hr - Preparing PS#5 drawings for review and reviewing with Dan				
Bahr, Adam	5/11/2018	3.00	105.00	315.00
Preparing drawings for all 5 pump stations for client review				
Saulnier, Daniel	5/7/2018	1.00	120.00	120.00
Drawing review, going over programming with Chris				
Saulnier, Daniel	5/9/2018	.50	120.00	60.00
Drawing review with Adam				
Saulnier, Daniel	5/10/2018	4.00	120.00	480.00
Reviewed final drawings from Adam for Report				
Saulnier, Daniel	5/11/2018	1.00	120.00	120.00
Worked on report				
Saulnier, Daniel	5/15/2018	3.00	120.00	360.00
Finish Report and Printed all of the drawings for delivery tomorrow				

Project	2018.00091	Pump Station Reverse Engineering	Invoice	1800907
Saulnier, Daniel	5/16/2018	4.00 120.00	480.00	
Discussing report, drawings, and solutions				
Totals		39.50	4,350.00	
Total Labor				4,350.00
Reimbursable Expenses				
Travel - Reimbursable				
5/16/2018 Saulnier, Daniel	Mileage		15.30	
Total Reimbursables			15.30	15.30
Billing Limits				
	Current	Prior	To-Date	
Total Billings	4,365.30	19,057.11	23,422.41	
Limit			23,500.00	
Remaining			77.59	
			Total this Task	\$4,365.30

Task	02	Pressure Switches		
Billing Amount				
Billing Phase	Fee	Percent Complete	Prior Amount	Amount
Pressure Switches	7,500.00	100.00	5,625.00	1,875.00
Total Fee	7,500.00		5,625.00	1,875.00
		Total Fee		1,875.00
			Total this Task	\$1,875.00
			Total this Invoice	\$6,240.30

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

Email to: pbriegel@poconopa.gov; mgable@bjengineers.com; asure@poconopa.gov



APPENDIX

SPECIFIC FEE ARRANGEMENT FOR RATE STUDY PROJECT

For specific services performed by PFM relating to the Rate Study Project that was authorized by the Board of Commissioners in June of 2018, PFM will cap all fees relating to this Project at \$9,750.

This capped fee is related solely to the Rate Study Project.