



POCONO TOWNSHIP COMMISSIONERS
AGENDA

March 14, 2018 6:00 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

Comments may be made on any matter on the agenda or any other matter of concern. 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 –

Disaster Declarations for "Riley" and "Quinn" (action item*)

Thank-you's for storm assistance

Executive Session – February 26, 2018 – negotiations and personnel

Executive Session – March 13, 2018 – negotiations and personnel

Hearings –

Presentations –

MCTA

OLD BUSINESS

1. Approve minutes of the February 20, 2018 Board of Commissioners Meeting (action item*)

NEW BUSINESS

1. Personnel

2. Financial Transactions

- a. Ratify vouchers payable received through March 8, 2018 in the amount of \$ 49,816.22 (action item*)

- b. Ratify gross payroll for pay period ending February 25, 2018 in the amount of \$ 73,902.25 (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.

- c. Approve vouchers payable received through March 8, 2018 in the amount of \$ 52,291.89 (action item*)
 - d. Ratify capital expenditures received through March 8, 2018 in the amount of \$ 39,634.00 (action item *)
3. Travel/training Authorizations (Approve/Ratify) –
- a. Ratify travel of Earl Ackerman to Lehigh Township Police Department, Walnutport, PA, March 5th through March 9, 2018 for Front Line Supervisors Training sponsored by Penn State for a cost of \$715.00 registration fee. (action item*)
 - b. Approve travel of James Wagner to Washington Twp. Police Department, Northampton County, March 19, 2018 for Cellular Technology Training for a cost of \$100.00 registration fee. (action item*)
 - c. Ratify travel of Commissioner Wielebinski to PSATS Boot Camp, February 24, 2018, Comfort Inn on Montage Mountain, Scranton including reimbursement of registration fee of \$149.00 and mileage. (action item*)
 - d. Approve Training (on line) for Paola Razzaq, through Government Finance Officers Association as follows – (action items*)
 - Presentation of the Capital Budget – March 28, 2018 - \$85.00
 - Governmental fund financial Statements and Budgetary Reporting – April 18, 2018 \$85.00
 - Government-wide Financial Statements – May 23, 2018 - \$85.00

Report of the President

- a. Motion to adopt Board of Commissioner Bylaws (action item*)
- b. Motion to set policy on Work Session Minutes (action item*)

Commissioners Comments

Bob De Young – Vice President

Harold Werkheiser – Commissioner

Rich Wielebinski – Commissioner

- a. Dangerous Structure – 2765 Route 611, Tannersville (action item*)
- b. Dangerous Structure – Lot #1 Route 611, Swiftwater (action item*)
- c. Dangerous Structure – 38 Pinnacle Way, Tannersville, tenant complaint (action item*)

Jerrold Belvin – Commissioner

- a. Emergency Management Report

Reports

- a. Finance Committee
 - Meeting with Nationwide – 457 Plan
- b. Sewer Committee
 - Kalahari
- c. Administration – Manager's Report
 - i. Report on underground tank removal application submitted to DEP

(Action Item*)

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- ii. Letter from PEMA acknowledging appointment of Jerrod Belvin as EMC
- iii. Motion to enter into agreement with MCCD/Kettle Creek for programs at Mountain View Park (action item*)
- iv. Copier quotes for Discussion and possible action
- v. Motion to appoint Frank Cefali as Township Treasurer (action item*)
- vi. Motion to increase Christine Brodsky to \$17.60/hour effective 1-17-18 as required by Public Works CBA (action item*)
- vii. Motion to make Paola Razzaq fulltime book keeper effective 4-2-18 (action item*)
- viii. Motion to approve request from Stroudsburg Borough for assistance from Pocono Township Fire Police (action item*)

d. Public Works Report

- i. Motion to set dates and approve vendor for spring/fall clean-up (action item*)

e. Township Engineer Report

- i. Update Status Report on Sewer Redesign
- ii. Update on Route 611 Sewer Line Relocation Work Update
- iii. Update on Sanofi Sanitary Sewer Easement
- iv. Update on enclosure for Valve Station #5
- v. Update on White Oak Culvert replacement project
- vi. Update on MCCD Fish Hill Road Storm System Violation
- vii. Motion to approve reduction of Schlier construction escrow (action item*)
- viii. Motion to approve Payment Application No. 6 to Milnes Company in the amount of \$94,301.10. (action item*)

f. Township Solicitor Report

- i. Update on Exxon Monitoring Wells Agreement

Resolutions

- i. Resolution 2018 – 34 – Providing for an escalator clause in the road materials bid (action item*)
- ii. Resolution 2018 – 35 - Conditional Approval of Simpson Lot line adjustment (action item*)
- iii. Resolution 2018 – 36 - Approving final plan for Crossings Outlet Mall (action item*)
- iv. Resolution 2018 – 37 – Amending 2013-10 to reduce the sewer user charge (action item*)

Public Comment

Comments may be made on any matter on the agenda or any other matter of concern. 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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DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about March 7th, 2018 a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of Pocono Township; and

WHEREAS, the Winter Storm 'Quinn' has endangered the health, safety, and welfare of a substantial number of persons residing in Pocono Township, and threatens to create problems greater in scope than problems Pocono Township may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety, and welfare of affected residents in Pocono Township.

NOW, THEREFORE, we, the undersigned Commissioners of Pocono Township pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S. Section 7501), as amended, do hereby declare the existence of a disaster emergency in Pocono Township.

FURTHER, we direct the Pocono Township Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of Pocono Township to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering in to such contracts and agreements for the performance of public works as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Declaration shall take effect immediately,

POCONO TOWNSHIP BOARD OF COMMISSIONERS

Gerald Lastowski, President

Jerrod D. Belvin, Commissioner

Robert M. DeYoung, Vice President

Richard Wielebinski, Commissioner

Harold Werkheiser, Commissioner

Pamela Tripus, Township Secretary

Ratified: 03/14/2018

DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about March 2, 2018 a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of Pocono Township; and

WHEREAS, the Winter Storm 'Riley' has endangered the health, safety, and welfare of a substantial number of persons residing in Pocono Township, and threatens to create problems greater in scope than problems Pocono Township may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety, and welfare of affected residents in Pocono Township.

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Ratified: 03/14/2018

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

FEBRUARY 20th, 2018 7:00 P.M.

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The Regular meeting of the Pocono Township Commissioners was held on Tuesday, 02/20/2018 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, present; Richard Wielebinski, present; and Jerrod Belvin, present.

IN ATTENDANCE:

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

SWEARING IN OF POCONO TOWNSHIP POLICE OFFICERS TO THE POSITION OF CORPORAL:

District Magistrate Daniel Kresge swore in Earl Ackerman, Eric Rath, and Aaron Anglemyer to the rank of Corporal. Gerald Lastowski, President, on behalf of the Board of Commissioners, wished them well and congratulated the officers for their promotion.

ANNOUNCEMENTS:

- 1) An executive session was held on February 20th, 2018 to discuss personnel matters. No action was taken.
- 2) J. Lastowski stated all Public comment will be heard at the beginning of the meetings for all issues including agenda items and the end of the meetings.

PUBLIC COMMENT:

Christopher Ortolan, Twp. resident, questioned the objective for the change of Public comment, asked for additional details on the agenda, and stated in his opinion resident's input helped. J. Lastowski noted the change was to allow the meetings to run more efficiently and professionally. J. Lastowski noted the agenda was changed to reflect 'action' items so residents know the items to be acted on at the meetings.

R. Wielebinski stated Commissioners' emails are public and he welcomed emails from residents on agenda items.

C. Ortolan spoke concerning on the Site2 contract for IT services and commented on: 1) Authorized Personnel should include more than the Twp. Manager; 2) 5.c - the word 'materially'; 3) 13.e - Liability of Site2; 4) 15.e - Auto renewal; 5) 16.c - use of customer's name; and 6) 20.a - hiring. J. Lastowski requested C. Ortolan send his suggestions to L. DeVito with his review. J. Lastowski noted any comments can be sent to the Twp. Manager or Commissioners prior to the meetings so comments can be addressed before the meeting. He noted the Site2 Contract will not be acted on.

C. Ortolan asked if the Board could provide a status report on Short Term rentals.

POCONO TOWNSHIPS COMMISSIONERS' REGULAR MEETING, 02/20/2018
PUBLIC COMMENT CONT:

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Ellen Gnandt, Twp. resident, questioned the agenda item for Rob Jacobs, Tax Attorney. L. DeVito, Twp. Solicitor, noted there is a question on a pension payment as to whether it is taxable or not. E. Gnandt questioned if the by-laws took precedence over a motion. L. DeVito, Twp. Solicitor, will review. She stated in her opinion the policy on Public Comment conflicts with the by-laws. E. Gnandt, Twp. resident, asked if a public comment policy was ready to adopt. J. Lastowski noted a policy had not been drafted. E. Gnandt stated, in her opinion, the new policy should be reflected on the agenda, and that all public comment be recorded in the minutes.

PROMOTION OF POLICE CORPORALS:

J. Lastowski made a motion, seconded by J. Belvin, to promote Earl Ackerman, Eric Rath, and Aaron Anglemeyer to the rank of Corporal, effective February 21st, 2018 as recommended by the Civil Service Commission and Police Chief Kent Werkheiser. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

HEARINGS:

Running Lane Road Vacation - Ordinance 2018-01 - Donna Kenderdine, Court Reporter, in attendance. L. DeVito, Twp. Solicitor, opened the hearing. J. Tresslar, Twp. Engineer, explained the request is for a part Wiscasset Ave. (T-168 Right of Way) to be vacated. Discussion followed on the existing sewer, water and utility easements. L. DeVito opened the hearing to public comment, hearing none.

J. Lastowski made a motion, seconded by B. DeYoung, to close the hearing. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Ordinance 2018-01 Running Lane Road Vacation (RT-168-B - Wiscasset Ave). Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; and B. DeYoung, yes; and J. Belvin, yes. Motion carried.

American Candle Liquor License (Dionysus, LLC)- Ordinance 2018-02 - Donna Kenderdine, Court Reporter, in attendance. L. DeVito, Twp. Solicitor, opened the hearing. Geoff Worthington, solicitor for the applicant, briefed the board on the history of the property and the purchase of the license. Kirill Lukov, Dionysus LLC, is intending to allocate a portion of American Candle for the sale of craft beers and wines by the bottle. Discussion followed. L. DeVito opened the hearing to public comment, hearing none.

J. Belvin made a motion, seconded by B. DeYoung, to close the hearing. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

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POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 02/20/2018
AMERICAN CANDLE HEARING CONT:

J. Lastowski made a motion, seconded by J. Belvin, to adopt Ordinance 2018-02 - Liquor License No. R-19740 intermunicipal transfer from East Stroudsburg to Pocono Township 3414 Rt. 611(American Candle.) Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

A full copy of the Transcripts for the hearings may be obtained from Donna Kenderdine, Court Reporter, upon request.

OLD BUSINESS:

Amendment to 01/16/2018 Bill's list

B. DeYoung made a motion, seconded by R. Wielebinski, to amend the motion made 01/16/2018 directing PennVest funds of \$148.25 be placed in the general fund. To be corrected to 'be deposited into the sewer construction fund.' Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

D. Asure, Twp. Manager, explained a question was raised concerning a \$549.97 payment for Short term disability's employer responsibility share of taxes. Previously included under payroll, this year, Paola Razzaq, Twp. bookkeeper, showed it separately to show more transparency of payroll expenses. No action required.

D. Asure explained the \$29.95 charge from Network Fleet dates back to 2016. After contacting Network Fleet, the issue was resolved and a credit in the amount of \$355.29 was found. The credit has been received by the Township.

MINUTES:

J. Belvin made a motion, seconded by R. Wielebinski, to approve the regular meeting minutes of 02/05/2018. Roll call vote: H. Werkheiser, abstained; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

BILLS AND TRANSFERS:

D. Asure noted the vouchers are now broken out into four motions to be more transparent.

J. Lastowski made a motion, seconded by B. DeYoung, to approve the ratified voucher list for prior period dated 02/16/2018, in the amount of \$1,318.11. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

B. DeYoung made a motion, seconded by R. Wielebinski, to ratify gross payroll totaling \$74,900.11 for payroll ending 02/11/2018. Roll call vote: H. Werkheiser, no; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

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POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 02/20/2018

BILLS AND TRANSFERS CONT:

J. Lastowski made a motion, seconded by B. DeYoung, to approve check listing dated 02/16/2018 totaling \$258,768.58. R. Wielebinski questioned if PFM reviewed the DeMinimis use policy and raised concern that several customers are not paying for the service. Discussion followed. R. Wielebinski stated he was not in support of a zero bill. Roll call vote: H. Werkheiser, yes; R. Wielebinski, no; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to approve Capital expenditures totaling \$112,373.50 for the period ending 2/16/2018. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

TRAVEL AUTHORIZATION

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the following travel including registration fees, lodging and travel costs for Commissioner J. Belvin as listed:

- 1) 02/22/2018 & 02/23/2018 FEMA-G290 Information A II, Lehigh County - FREE
- 2) 02/24/2018 PSATS Boot Camp - \$149.00 registration fee
- 3) 03/21, 03/22, & 03/23/2018 - FEMA ICS300-Intermediate ICS for expanding Incidents, Luzerne County - FREE
- 4) 04/03, 04/04, 04/05/2018 FEMA G393 Hazard Mitigation for Emergency Managers, Lackawanna County - FREE
- 5) 04/21/2018 PSATS PMGA, Public Safety - \$125.00 registration fee
- 6) 04/21 through 04/24 - PSATS Conference
- 7) 05/16 & 05/17/2018 - FEMA ICS400 Advanced ICS, Bucks County, FREE
- 8) 05/22 & 05/23/2018 FEMA G386 Mass Fatalities Incident Response, Bucks County, FREE
- 9) 07/18 & 07/19 FEMA G271 Hazardous Weather Preparedness, Pike County, FREE
- 10) 09/25 & 09/26/2018 FEMA G235 Emergency Planning, Montgomery County, FREE

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

REPORT OF THE PRESIDENT:

Policy for regular and special meeting minutes, including recording.

R. Wielebinski noted all meetings require minutes. L. DeVito will review the by-laws and make recommendations to the Board. H. Werkheiser questioned if the recordings would be kept indefinitely. D.ASURE noted a motion in 2017 limited the retention of the recordings until minutes are approved.

R. Wielebinski made a motion, seconded by B. DeYoung, to adopt a policy to govern the written minutes of Regular and Special Board of Commissioner meetings with details and public comments, and the recording to be kept only until the minutes are approved, subject to the Twp. Solicitor's review of the by-laws. Roll call vote: H. Werkheiser, no; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP COMMISSIONERS, REGULAR MEETING, 02/20/2018
REPORT OF THE PRESIDENT CONT:

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Policy for work session minutes

R. Wielebinski noted all meetings including work sessions need written minutes. J. Lastowski noted work sessions do not include official actions. J. Belvin explained he attended a recent seminar which noted written minutes with details were required for all public meetings. Discussion followed. L. DeVito will review the law. No action taken.

Sunshine Act Discussion

J. Lastowski noted a recent article in the Pocono Record concerning the Sunshine law. Discussion followed. L. DeVito noted all impromptu motions will allow public comment. He noted the current board is attempting to inform the public of action items on the agenda and provide additional details in the minutes and agenda.

J. Lastowski, made a motion, seconded by R. Wielebinski, to adopt the policy to allow public comment for impromptu motions and to review the by-laws to comply with the policy. Roll call vote: H. Werkheiser, no; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE COMMISSIONERS:

Bob DeYoung, Vice President - none

Harold Werkheiser, Commissioner - none

Richard Wielebinski, Commissioner
Dangerous Structures

1) 2990 Rt. 611 - L. DeVito explained Michael Tripus, ZO, has inspected the site and now requires action by the Board to send the Notice of Violation.

R. Wielebinski made a motion, seconded by B. DeYoung, to authorize the Twp. Zoning Officer to send the Notice of Violation on the dangerous structure located at 2990 Rt. 611, Tannersville, PA. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

2) 2765 Rt. 611

R. Wielebinski made a motion, seconded by B. DeYoung, to authorize the Twp. Zoning Officer to investigate the dangerous structure located at 2765 Rt. 611, Tannersville, PA. J. Lastowski cautioned the Board on the cost that will be incurred to completely follow the dangerous structure ordinance. D. Asure noted a meeting will be held with County Officials on 02/22/2018 to discuss County funding to assist. Discussion followed on options to cover costs. J. Lastowski requested the Board commit to following through to complete the process. H. Werkheiser noted if a property goes into foreclosure, the Township may not be able to recoup their costs. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

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3) Lot 1, Rt. 611, Swiftwater

R. Wielebinski made a motion, seconded by B. DeYoung, to authorize the Twp. Zoning Officer to investigate the dangerous structure located at Lot 1, Rt. 611, Swiftwater, PA. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

4) 38 Pinnacle Way, Tannersville, tenant complaint -

L. DeVito explained Michael Tripus, Zoning Officer, received a complaint with photos from a tenant. M. Tripus noted the photos indicate enough evidence to warrant an inspection.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Zoning Officer to send a letter to the owner of the property located at 38 Pinnacle Way, Tannersville, requesting entrance to perform an inspection. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Jerrold Belvin, Commissioner

1) Adopt PEMA directives concerning EMC & Deputy EMC certification

J. Belvin made a motion, seconded by R. Wielebinski, to adopt the PEMA directives for Emergency Management Coordinator and Deputy Emergency Management Coordinator.

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

2) Adopt FEMA guidelines for Public Information Officer

J. Belvin made a motion, seconded by R. Wielebinski, to adopt the FEMA guidelines for Public Information Officer. Receive Certificate for each program within first year of hire or within first year of being appointed.

FEMA Courses listed are Independent Study & Classroom are provided at NO cost to local government:

COURSES:

a. G-289 Classroom Information Awareness

b. G-290 Public Information Officer

c. G-291 Joint Information System

d. IS-29 Information Officer Awareness

e. IS-42 Social Media in Emergencies

f. IS-100.b ICS

g. IS-700A NIMS

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

3) Public Information Officer

J. Belvin made a motion, seconded by J. Lastowski, to appoint Donna Asure as Public Information Officer. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 02/20/2018

J. BELVIN CONT:

4) Public Information Officer training

J. Belvin made a motion, seconded by R. Wielebinski, to adopt FEMA training requirements for Road Supervisor & Public Works staff. Receive Certificate for each program within first year of hire or within first year of appointment.

FEMA Courses listed are Independent Study and are provided at NO cost to local government.

COURSES:

- a) IS-100.PWB ICS for Public Works
- b) IS-552 Public Works Role in Emergency Management
- c) IS-554 Emergency Planning for Public Works
- d) IS-556 Damage Assessment for Public Works
- e) IS-558 Public Works and Disaster Recovery

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

5) FEMA Training for Township Manager

J. Belvin made a motion, seconded by R. Wielebinski, to adopt FEMA training requirements for Township Manager. Receive Certificate for each program within first year of hire or within first year of appointment.

FEMA Courses listed are independent Study and are provided at NO cost to local government.

COURSES:

- a) IS-20.18 Diversity Awareness
- b) IS-100b ICS
- c) IS-240 Leadership & Influence
- d) IS-241 Decision Making & Problem Solving
- e) IS-242 Effective Communications
- f) IS-700.a NIMS
- g) IS-660 Intro to Private-Public Partnerships
- h) IS-906 Workplace Security Awareness

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

J. Belvin asked the status of the Resolution for reduced sewer rates. L. DeVito noted it will be ready for the next Commissioners meeting.

REPORTS:

Emergency Services:

Police - Chief of Police Kent Werkheiser gave his report for January, 2018. He noted the traffic problems during the President's Day weekend and a social media event which was not credible but a concern, especially due to the recent event in Florida. Discussion followed. He requested direction from the board for the vehicle that was damaged by an accident.

Fire - Absent

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POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 02/20/2018
REPORTS CONT:

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EMS - Rodney Wolfe, St. Luke's noted 142 EMS incidents for January. He is continuing to work with County EMS offices to reduce call times. St. Luke's is hosting the AARP tax services at their building.

Park Board - Charlie Trapasso, President of Park and Recreation Board, gave the report. She noted they have secured the events for the Thursday on the Green events, working with Kettle Creek, Friendly Community Center, and Pocono Arts Council for events. She noted Tony Farda is contacting former park employees for this year's season. She is receiving quotes for a new pavilion and marketing companies. A full copy of her report was presented to the Board of Commissioners.

Finance Committee - R. Wielebinski explained they will meet with Frank Cefali, Treasurer, on Thursday.

Sewer Committee - J. Lastowski noted a meeting is planned with Tobyhanna Twp. to discuss the Kalahari issues on 02/21/2018 at 9:00 a.m.

Administration - Manager's Report -

1. Cleaning Services -

D. Asure explained former cleaning person, Carol Otto passed away and she requested the Board's direction in finding a cleaning service for the Police Department, Township office, and maintenance Office.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to request RFP's for cleaning services for the Township, Maintenance, and Police Buildings. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

2. Revised Civil Service Rules

J. Belvin made a motion, seconded by R. Wielebinski, to adopt the revised Civil Service Rules as recommended by the Civil Service Commission. H. Werkheiser noted he had not seen the revised rules.

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

3. Sale of 2007 Dodge Charger

R. Wielebinski made a motion, seconded by J. Belvin, to award the sale of the 2007 Dodge Charger to the highest bidder on Municibid, Macenzie Baughman for \$1,300.00. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

4. Sale of 2008 Chevrolet Impala

R. Wielebinski made a motion, seconded by B. DeYoung, to award the sale of the 2008 Dodge Impala to the highest bidder on Municibid, Robert Miller of Royersford, PA, for \$675.00. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 02/20/2018
ADMINISTRATION REPORT CONT:

DRAFT

5. 2014 Ford Explorer -

D. Asure noted the vehicle was damaged in an accident. She noted the insurance company has \$6,930.28 less \$500 deductible. The claims adjustor requested a 'tear down' to see if the vehicle is totaled. Kent Werkheiser, Police Chief, recommended selling the car. This item was not on the agenda.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the sale of the 2104 Ford Explorer damaged in the accident 'as is' on Municibid. J. Lastowski asked for public comment, hearing none. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

6. Receipt of a time extension for CB H2O, LP, Lot 13 & Hotel until 04/02/2018 No action required.

7. Road Master/Road Supervisor Position

R. Wielebinski made a motion, seconded by B. DeYoung, to reject all applications received for Road Master and if possible determine whether any existing Public Works employees are willing to accept the position. H. Werkheiser questioned who the applicants were. R. Wielebinski explained Public Works employees should be considered for promotion, first. Roll call vote: H. Werkheiser, no; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

PUBLIC WORKS REPORT:

1) Wilke Road Stream Stabilization Project - D. Asure noted the work has been completed and the violation has been resolved.

TOWNSHIP ENGINEER REPORT:

- 1) Status Report on Sewer Redesign - J. Tresslar, Twp. Engineer, explained work at Valve Station 1 is completed and Valve Station 2 will be done soon.
- 2) Route 611 Sewer Line Relocation Work Update - J. Tresslar noted he has requested a meeting with PennDOT.
- 3) Sanofi Sanitary Sewer Easement - J. Tresslar noted he is still waiting for a response from Sanofi.
- 4) Update on enclosure for Valve Station #5 - J. Tresslar explained he is getting quotes for prefab and build-from-scratch enclosures. He will present his findings back to the Board.
- 5) Update on White Oak Culvert replacement project - J. Tresslar reported the survey and design work are complete. He will work with Public Works to see if they can do the replacement, if not the work will need to be bid.

TWP. ENGINEER CONT:

6) Payment Application #5 - Milnes Company

J. Lastowski made a motion, seconded by J. Belvin, to approved Payment Application #5 to The Milnes Company for the control valve replacement project in the amount of \$29,301.30 as recommended by the Twp. Engineer in his letter dated 02/02/2018. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

7) Invoice #5 - Keystone Engineering Group for the SCADA Upgrade

J. Belvin made a motion, seconded by J. Lastowski, to approve Payment Application #5 to Keystone Engineering Group for the SCADA Upgrade in the amount of \$13,646.34, as recommended by the Twp. Engineer in his letter dated 02/08/2018. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

B. DeYoung questioned the additional grinder pump for Pump Station #2. J. Tresslar recommended updating the final pump to a grinder pump. He noted they are observing the section of the line to determine if additional flows and debris is entering the system. Discussion followed.

J. Belvin questioned the status of the TLC footbridge. J. Tresslar will inspect soon.

TOWNSHIP SOLICITOR REPORT:

1) Site 2 Master Services Agreement - L. DeVito, Twp. Solicitor, will reach out to Chris Ortolan to discuss his concerns. No action taken.

2) Ertle Zoning Hearing scheduled for February 27th, 2018. L. DeVito spoke to the applicant's attorney and they have removed the additional car. A Land Development Application has been received by the Township. The Attorney will be requesting a 30 to 60 day extension.
J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Twp. Solicitor to work with Ertle's solicitor to extend the ZHB hearing up to 60 days. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

3) Rob Jacobs, Tax Attorney, Pension review - L. DeVito explained the Township is requesting advise as to whether pension payments to Christopher Staples are taxable or not.
R. Wielebinski made a motion, seconded by J. Belvin, to retain Rob Jacobs, Tax Attorney, at a rate of \$250.00 per hour to advise the Board of Commissioners on pension issues. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 02/20/2018
RESOLUTIONS AND ORDINANCES

DRAFT

Resolution 2018-32 - Amended Resolution for Brookdale Enterprises LLC Minor Subdivision - L. DeVito, Twp. Solicitor, explained the previously approved Resolution 2018-30 did not include the right-of-way language. B. DeYoung made a motion, seconded by J. Lastowski, to adopt Resolution 2018-32 - amending and restating the Resolution granting conditional approval for Brookdale Enterprises, LLC, Minor Subdivision Plan. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-33 - Planning Modules Brookdale Minor Subdivision - J. Tresslar, Twp. Engineer, explained the Planning Module is a requirement of DEP for planning.

J. Lastowski Made a motion, seconded by R. Wielebinski, to approve Resolution 2018-33 - Planning Modules for Brookdale Minor Subdivision and authorize the Twp. Secretary to forward on to DEP. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT:

Dean Hartshorn, Twp. resident/Public Works Employee, questioned if the Board would consider hiring an additional Public Works Employee. J. Lastowski suggested the Twp. Manager, members of the Road crew, Board of Commissioners, and Patrick Briegel meet to discuss and report back by mid-March.

Don Simpson, Twp. resident, questioned why he has not received a sewer refund. Discussion followed. D. Asure will consult with the Sewer committee.

Lori Zimmerman, Twp. resident, questioned the Running Lane Road vacation Ordinance. She requested clarification of the property owner, since her family trust owned the property. Discussion followed on the ownership of the property to be vacated. L. Zimmerman explained the sale of the property has not been completed. L. DeVito noted that he will review the issue and report back to the Board.

Ellen Gndt, Twp. resident, questioned why the Board rejected the applications, since the position was advertised.

Dean Hartshorn, Twp. resident, questioned the status of the purchase of the Mack Truck. D. Asure noted she received notice that the 'build' date will be started next week.

ADJOURNMENT:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:35 p.m., until 03/05/2018 at 7:00 p.m., at the Pocono Township Municipal Building, Tannersville, PA. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP
Wednesday, March 14, 2018

SUMMARY

Ratify

General Fund	\$	110,344.56
Sewer Operating	\$	13,125.41
Sewer Construction	\$	248.50
Capital Reserve	\$	39,634.00

Bill List

TOTAL General Fund	\$	30,062.34
TOTAL Sewer <u>OPERATING</u> Fund	\$	16,009.88
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	6,219.67
TOTAL Capital Reserve Fund	\$	-

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

POCONO TOWNSHIP CHECK LISTING
RATIFY
Wednesday, March 14, 2018

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	03/02/2018		Pay 4 ending 2/25/2018		73,902.25
			TOTAL PAYROLL		\$73,902.25
General Expenditures					
	03/01/2018	56795	Nationwide - 457	Pay 4 Employee Contribution	2,694.53
	03/02/2018	56796	Cargill Incorporated	Salt	11,405.57
	03/02/2018	56797	D.G. Nicholas Co.	Supplies	111.56
	03/02/2018	56798	Engle-Harbright & Davies, Inc.	Surplus Line Fee - Pollution policy	20.00
	03/02/2018	56799	Eureka Stone Quarry, Inc.	Cold Patch	2,416.15
	03/02/2018	56800	GFOA	GFOA Membership	190.00
	03/02/2018	56801	Gotta Go Potties, Inc.	2017/18 - Charges - Basketball Court	255.00
	03/02/2018	56802	Hanson Aggregates Pennsylvania LLC	1/4" Wash	6,107.22
	03/02/2018	56803	Highmark Inc.	Spending Account	1,522.65
	03/02/2018	56804	Medico Industries, Inc.	Excavator Rental	580.00
	03/02/2018	56805	PAPCO, Inc.	Diesel/Gasoline	3,997.31
	03/02/2018	56806	Pocono Management Associates LLC	Contracted Services	1,240.48
	03/02/2018	56807	Staples Credit Plan	Office Supplies	183.27
	03/02/2018	56808	Steele's Hardware	Supplies	21.11
	03/02/2018	56809	Stiff Oil Company	Heating oil - Public Works	1,686.29
	03/02/2018	56810	STTC Service Tire Truck Centers, INC.	Tires	297.50
	03/02/2018	56811	The Pennsylvania State University	Front Line Supervisor Training - Ackerman	715.00
	03/02/2018	56812	UNIFIRST Corporation	Carpets/Uniforms	70.49
	03/02/2018	56813	Cyphers Truck Parts	Trans Filter	13.56
	03/02/2018	56814	LATRO Services, Inc.	Cellular Tech Training Seminar	100.00
	03/02/2018	56815	Lincoln Life	Supplemental Insurance	300.00
	03/02/2018	56816	Teamster Local 773	Non-Police Union Dues	594.00
	03/02/2018	56817	Teamster Local 773	Police Union Dues	1,142.00
	03/08/2018	56818	Kimball Midwest	Supplies/Ratified to receive discount	375.65
	03/08/2018	26819	Penteledata	Internet Police	195.02
	03/08/2018	56820	Penteledata	Internet Township	59.95
	03/08/2018	56821	Highmark Inc.	HRA Fees	148.00
			TOTAL General Fund Bills		\$ 36,442.31
Sewer Operating Fund					
	03/02/2018	2085	Evqua	Pump Station 5 Bioxide	6,205.49
	03/02/2018	2086	KBS INC	Operating supplies	3,426.39
	03/02/2018	2087	Pocono Management & Assoc	Professional Services 2/12 - 2/18/2018 and 2/19 -2/25/2018	2,480.86
	03/02/2018	2088	Blue Ridge Communication	Utilities	121.34
	03/02/2018	2089	Met-Ed	Utilities	275.91
	03/05/2018	2090	Blue Ridge Communication	Utilities	60.67
	03/05/2018	2091	Allstate Septic System	Septic clean out pump station	255.00
	03/08/2018	2094	Penteledata	Internet pump stations	299.75
			\$		13,125.41

Sewer Construction Fund

03/05/2018 248 Want To Inc /Brennan Electric Professional Services Sewer Project 248.50

TOTAL Sewer Construction Fund \$ 248.50

Capital Reserve Fund

3/5/2018 195 Brite Police vehicles outfitting 39,634.00

TOTAL Capital Reserve Fund \$ 39,634.00

TOTAL General Fund
TOTAL Sewer Operating
TOTAL Sewer Construction
Total Capital Reserve

\$ \$110,344.56
\$ 13,125.41
\$ 248.50
\$ 39,634.00

Transferred by:

\$163,352.47

Authorized by:

POCONO TOWNSHIP CHECK LISTING
Wednesday, March 14, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
03/08/2018	56822	Anglemyer, Austin	Training expenses	\$ 218.04
03/08/2018	56823	ARGS Technology, LLC	IT Services	\$ 1,000.00
03/08/2018	56825	Avail Business Systems, Inc.	Shelving/File Folders	\$ 5,434.69
03/08/2018	56826	BIU of PA, Inc.	ZO Services	\$ 920.00
03/08/2018	56827	Boucher & James, Inc.	Engineering	\$ 1,385.25
03/08/2018	56828	Chemung Supply Corporation	Chains	\$ 658.70
03/08/2018	56829	COMMONWEALTH OF PA - DEPT OF AGRICULTURE	Pesticide Licence	\$ 35.00
03/08/2018	56830	D.G. Nicholas Co.	Supplies/Parts	void
03/08/2018	56831	E.M.Kutz, Inc.	Truck #5 - Part	\$ 175.32
03/08/2018	56832	General Marking Devices, LLC	Stamp for Invoices	\$ 75.00
03/08/2018	56833	Holiday Inn Express Harrisburg Area	PSATS Conference Room	\$ 351.00
03/08/2018	56834	Howarth, Carl	Coffee supplies	\$ 107.00
03/08/2018	56835	HUNTER KEYSTONE PETERBILT	Truck #3 & #8	\$ 198.72
03/08/2018	56836	J & B Auto	#37 - Repair	\$ 78.08
03/08/2018	56837	Metropolitan Telecommunications	Phones - Twp/Park/Police	\$ 894.16
03/08/2018	56838	Monroe County General Fund	2017 - Interest Earned Tax Collector's account	\$ 42.21
03/08/2018	56839	Panko Reporting	ZHB - Ertle	\$ 155.00
03/08/2018	56840	Pocono Management Associates LLC	Contracted Services 02/26 to 03/04/2018	\$ 431.53
03/08/2018	56841	PPL Electric Utilities	Electric - Twp/Signals/Park	\$ 2,774.45
03/08/2018	56842	Praxair Dist Mid-Atlantic	Cylinder Rental	\$ 25.64
03/08/2018	56843	Prosser Laboratories, Inc.	Water Testing Park	\$ 29.00
03/08/2018	56844	Scott's Signs and Printing	Name Plates	\$ 82.50
03/08/2018	56845	Sparkle Car Wash	Car Washes - Police	\$ 6.00
03/08/2018	56846	Starr Uniform Center	Badges	\$ 149.95
03/08/2018	56847	Steele's Hardware	Battery Charger - Traffic Signals - Winter Storm Riley	\$ 59.99
03/08/2018	56848	Thompson, Louise	Refund for pavillion rental	\$ 193.90
03/08/2018	56849	Tulpehocken Mountain Spring Water Inc	Water	\$ 63.00
03/08/2018	56850	UNIFIRST Corporation	Carpets/Uniforms	\$ 140.98
03/08/2018	56851	Unum Life Insurance	Life Insurance	\$ 1,805.00
03/08/2018	56852	BIU of PA, Inc.	ZO/BIU fees	\$ 8,952.41
03/08/2018	56853	General Code	Codification	\$ 3,291.10
03/12/2018	56854	DG Nicholas	Truck Parts	\$ 328.72
TOTAL General Fund				\$ 30,062.34

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Operating Fund				
03/05/2018	2092	Donald & Donna Simpson	Refund sewer user fees	\$ 885.45
03/05/2018	2093	John Strubert	Refund sewer user fees	\$ 1,458.38
03/08/2018	2095	Pocono Management Associates LLC	Contracted Services 02/26 to 03/04/2018	\$ 1,394.16
03/08/2018	2096	METROPOLITAN TELECOMMUNICATIONS	Utilities	\$ 61.05
03/08/2018	2097	Boucher & James, Inc.	Engineering	\$ 10,116.70
03/08/2018	2098	MLK & Associates	Professional services	\$ 750.00
03/08/2018	2099	Cramer, Swetz, McManus & Jordan	Legal services	\$ 1,344.14
TOTAL Sewer Operating				\$ 16,009.88

Sewer Construction Fund
03/08/2018 249

Boucher & James	Screw screen cover project & Valve 2 repair project	\$ 6,219.67
TOTAL Sewer Construction Fund		\$ 6,219.67

Capital Reserve Fund

TOTAL Capital Reserve Fund	\$ -
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ESSA

TOTAL General Fund	\$ 30,062.34
TOTAL Sewer Construction Fund	\$ 6,219.67
TOTAL ESSA TRANSFER	\$ 36,282.01
Transferred by: _____	

Wayne Bank

Sewer Operating	\$ 16,009.88
Capital Reserve	\$ -
TOTAL WAYNE TRANSFER	\$ 16,009.88
Authorized by: _____	

**POCONO TOWNSHIP
SEWER PROJECT INVOICES TO BE APPROVED
Wednesday, March 14, 2018**

ESSA Transfer	\$	94,301.10	Transferred by:
			Authorized by:



Government Finance Officers Association

GROUP
INTERNET-BASED
COURSE

Presentation of the Capital Budget

March 28, 2018 | 2:00pm to 4:00pm EDT

NEW!

LEVEL: Basic

CPE CREDITS: 2 (based on a 50-minute hour)

FIELD OF STUDY: Finance

PREREQUISITE: None

Who Will Benefit:

This session is intended for budget staff and others responsible for communicating the capital budget for a government.

Program Description:

After the capital budget or multi-year capital plan is adopted, governments should decide how to best present major capital program highlights in the operating budget document. An exceptional capital budget presentation enhances the transparency and accountability to citizens. It also provides context for stakeholders to understand major components of the capital budget and its relationship to the operating budget. GFOA has best practices that are concentrated on the development, implementation, and monitoring of the capital budget. This training will focus on how to best communicate the capital budget.

Seminar Objectives:

Those completing this seminar will be able to:

- Understand how to communicate capital budget information to the public more effectively
- Identify formats for effective communication of capital project information
- Utilize the web, project dashboards, and other online tools for communicating capital project information
- Develop a format for communicating both a multi-year capital budget presentation and long-term capital improvement plan
- Communicate how the capital budget relates to the operating budget document

Recommended GFOA Reading:

For further study

GFOA Best Practice on Presenting the Capital Budget in the Operating Budget Document

GFOA Best Practice on Communicating Capital Improvement Strategies

Instructors:

Please check www.gfoa.org for a faculty listing of GFOA staff and/or practitioners as it becomes available.

It's Easy to Participate

- GFOA's Internet training is delivered to attendees via a secure website and audio conferencing service.

Equipment Needed

- A computer with a Web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
- If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

How It Works

- Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address messenger@webex.com. (Please add this e-mail address to your "allowed senders list.")
- Materials can be viewed on a secure Internet site.
- Questions can be asked at any time during the course, and interactive exercises will test your mastery of the material.
- To join the event more quickly, you can set up Event Manager before the event starts. Go to: <https://gfoa.webex.com/gfoa/ecsetup.php?frommall=1>.

To learn more or register for this event, visit www.gfoa.org



Government Finance Officers Association

GROUP
INTERNET-BASED
COURSE

Governmental Fund Financial Statements and Budgetary Reporting

April 18, 2018 | 2:00pm to 4:00pm EDT

REPEAT

LEVEL: Basic

CPE CREDITS: 2 (based on a 50-minute hour)

FIELD OF STUDY: Accounting – Governmental

PREREQUISITE: Accounting and financial reporting professionals with at least two years of experience.

Speakers:

Todd Bulkema, Senior Manager, Technical Services Center, GFOA

Who Will Benefit:

Accounting and financial reporting professionals who have prepared, or wish to be able to prepare annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

Program Description:

The seminar will furnish participants with the basic information needed to prepare governmental fund financial statements and budgetary comparison statements in conformity with GAAP.

Seminar Objectives:

Those who successfully complete this seminar should be able to:

- Identify governmental funds;
- Understand the measurement focus and basis of accounting for governmental funds;
- Identify major funds;
- Identify the basic governmental fund financial statements;
- Identify the elements of governmental fund financial statements;
- Format each of the basic governmental fund financial statements;
- Understand the options for required budgetary reporting.

It's Easy to Participate

- GFOA's Internet training is delivered to attendees via a secure website and audio conferencing service.

Equipment Needed

- A computer with a Web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
- If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

How It Works

- Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address messenger@webex.com. (Please add this e-mail address to your "allowed senders list.")
- Materials can be viewed on a secure Internet site.
- Questions can be asked at any time during the course, and Interactive exercises will test your mastery of the material.
- To join the event more quickly, you can set up Event Manager before the event starts. Go to: <https://gfoa.webex.com/gfoa/ecsetup.php?frommail=1>.

To learn more or register for this event, visit www.gfoa.org



Government Finance Officers Association

GROUP
INTERNET-BASED
COURSE

Government-wide Financial Statements, and Conversions and Consolidations

May 23, 2018 | 2:00pm to 4:00pm EDT

REPEAT

LEVEL: Basic

CPE CREDITS: 2 (based on a 50-minute hour)

FIELD OF STUDY: Auditing - Governmental

PREREQUISITE: Accounting and financial reporting professionals with at least two years of experience.

Speakers:

Todd Bulkema, Senior Manager,
Technical Services Center, GFOA

Who Will Benefit:

Accounting and financial reporting professionals who have prepared, or wish to be able to prepare annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

Program Description:

The seminar will furnish participants with the basic information needed to prepare government-wide financial statements. The seminar will also provide examples of the necessary journal entries to convert and consolidate fund financial statements to government-wide financial statements.

Seminar Objectives:

Those who successfully complete this seminar should be able to:

- Understand the measurement focus and basis of accounting for government-wide financial statements;
- Identify the basic government-wide financial statements;
- Identify the elements of government-wide financial statements;
- Format each of the basic government-wide financial statements;
- Perform conversion and consolidation entries for government-wide financial statements.

It's Easy to Participate

- GFOA's Internet training is delivered to attendees via a secure website and audio conferencing service.

Equipment Needed

- A computer with a Web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
- If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

How It Works

- Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address messenger@webex.com. (Please add this e-mail address to your "allowed senders list.")
- Materials can be viewed on a secure Internet site.
- Questions can be asked at any time during the course, and interactive exercises will test your mastery of the material.
- To join the event more quickly, you can set up Event Manager before the event starts. Go to: <https://gfoa.webex.com/gfoa/ecsetup.php?frommail=1>.

To learn more or register for this event, visit www.gfoa.org

SECTION 1 – PURPOSE AND AUTHORIZATION

The name of the board shall be the "Board of Commissioners of Pocono Township" (the Board). The Board shall have all of the rights, powers and duties respectively conferred upon Board of Commissioners pursuant to the Pennsylvania statutes, as amended, that govern townships of the first class.

SECTION 2 – OFFICE OF THE BOARD

The office of the Board shall be the Municipal Building where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Township Manager, 112 Township Drive, Tannersville, PA 18372. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Secretary.

SECTION 3 – OFFICERS

- A. At the organizational meeting, the Board shall elect one commissioner as President and one commissioner as Vice-President. The Board shall promptly fill any officer vacancies.
- B. The President shall:
 - I. Preside over all Board meetings
 - II. Vote on all motions
 - III. Sign and execute documents as authorized by the Board
 - IV. Serve as the ceremonial representative of the Township for various functions which may be delegated as deemed appropriate

SECTION 4 – BOARD MEETINGS

- A. The Board shall hold regular meetings at 7:00pm on the first and third Monday of every month, except when the Municipal Building is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public, as required by the Pennsylvania General Statutes, unless otherwise specified.
- B. The Township Secretary will provide the board with draft meeting minutes within five (5) business days of the meeting. The draft minutes will be clearly marked as "DRAFT" and will not become official until the Board votes to approve them at a subsequent meeting. If the Board makes any changes in the draft minutes prior to the vote, the meeting minutes will be corrected to reflect the changes without strike through or redline before being marked final and placed in the meeting minute's book as the official minutes for that meeting.
- C. From time to time, at the Board's discretion, public workshops will be held to provide the Board the opportunity to discuss major events or projects in order to prepare for a vote at a regular or special meeting. Workshops are open to the public and will not include

voting or ruling on any matters. The public may comment as provided for in Section 6.A below.

- D. The Board may hold special meetings which will be advertised and follow all procedures as outlined for Board Meetings.
- E. At the request of the Board, the Township Manager, Solicitor, Engineer, and Secretary shall participate in discussions at meetings.
- F. Commissioners may participate and vote via speakerphone, however technology may limit the total number per meeting. The Commissioners must be able to hear the meeting discussions and the audience must be able to hear the Commissioner(s) participating by phone.
- G. The Board shall fill appointments as vacancies in appointed boards and Commissions as they occur. Individuals interested in appointment or reappointment shall fill out an application and submit it, along with any other requested information, to the Board. The Board may conduct interviews and appoint individuals by a majority vote.

SECTION 5 – ORDER OF BUSINESS

- A. The agenda for all regular meetings of the Board shall include, but is not limited to, the regular items listed as follows:
 - 1. Open Meeting
 - 2. Pledge of Allegiance
 - 3. Roll Call
 - 4. Public Comment – agenda and non-agenda matters
 - 5. Announcements
 - 6. Hearings
 - 7. Presentations
 - 8. Old Business – such as approval of minutes
 - 9. New Business – such as personnel, financial transactions, travel
 - 10. Report of the President
 - 11. Commissioners comments
 - 12. Reports
 - 13. Ordinances and Resolutions
 - 14. Public Comment
 - 15. Executive Session (if necessary)
 - 16. Adjournment
- B. All Commissioners and staff members shall submit their requested agenda items to the Township Manager no later than the Thursday preceding the scheduled meeting at noon. The draft agenda and supporting materials for regular meetings shall be prepared by the Township Manager and forwarded to the Board for review and comment no later than 4:30pm on Thursday. The final agenda will reflect changes requested by the Board members. The final agenda will be posted to the website with the assistance of township staff by the close of business on Friday prior to each meeting. The board will

not add agenda items during any meeting, unless it would work an undue hardship, or is a life or safety emergency.

SECTION 6 – PUBLIC PARTICIPATION

- A. The Public comment section of the order of business shall be that portion of the board meeting during which the public may address the board for no more than five (5) minutes per individual. The Board shall accept all public comment at beginning and end of meeting as noted on agenda. All questions or comments shall be directed to the Board President and shall not be directed to staff or invited guests. Further remarks or questions by the public may be allowed at the discretion of the President. The President reserves the right to end public participation at any meeting if it becomes clear that the Board will not be able to conduct its business in a timely manner.
- B. In the event that the Board entertains a motion, not noted on the posted or final agenda, the Public will have the opportunity to comment or ask a question after the motion has been made and seconded, but prior to the Board taking a vote.

SECTION 7 – COMMITTEES

- A. The Board shall appoint Commissioners to committees.
- B. There shall be a standing Finance committee consisting of two Commissioners who shall meet from time to time to review and make recommendations on all matters relating to the budget, financing, annual audit, and processing of payments.
- C. The Board may appoint other such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment.
- D. Committees may have non-voting members of the public as part of the committee.
- E. No Commissioner shall be excluded from attending any Township meeting convened for the purpose of discussion Township matters.

SECTION 8 – AMENDMENTS

These bylaws may be amended from time to time as deemed necessary or desirable by the Board by majority vote.

SECTION 9 – QUORUM

A quorum shall consist of three (3) members of the Board.

SECTION 10 – ROBERT’S RULES OF ORDER

The most recent version of the Robert’s Rules of Order shall be the authority in all matters of parliamentary procedure not otherwise stated in these bylaws. The Board shall elect a parliamentarian to enforce these rules.

DRAFT



pennsylvania
EMERGENCY MANAGEMENT AGENCY

February 23, 2018

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

RECEIVED
MAR 6 2018
POCONO TOWNSHIP

Dear Ms.ASURE:

This correspondence serves as acknowledgement of the recommendation to appoint Mr. Jerrod D. Belvin to serve as Emergency Management Coordinator for Pocono Township, Monroe County. As the Pennsylvania State Police Response for Criminal Record Check has indicated that the appropriate background check has been completed and no criminal record in Pennsylvania has been found, we will be able to process the above-mentioned appointment.

The Pennsylvania Emergency Management Agency's (PEMA) endorsement has been sent to Governor Tom Wolf's office for action. Title 35 dictates the coordinator shall be appointed by the Governor upon the recommendation of the executive officer or governing body of the Township. Mr. Belvin will receive correspondence in the near future regarding the official appointment from the Governor. PEMA will send a copy of that appointment letter to your County Emergency Management Coordinator. In the interim, we have adjusted our records and have replaced Mr. Thomas Kresge, who previously served as Pocono Township's Emergency Management Coordinator.

Thank you for the preparation in securing your Township's readiness for disasters and emergencies. Best wishes to Mr. Belvin, Pocono Township, and Monroe County.

Sincerely,

Richard D. Flinn, Jr.
Director, PA Emergency Management Agency

cc: Mr. Tony J. Camillocci, PEMA Eastern Area Office
Mr. Bruce Henry, Monroe County Office of Emergency Management
File

LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made and entered into on Feb. 26, 2018 by and between the Monroe County Conservation District/Kettle Creek EE Center having an address at 8050 Running Valley Rd. Stroudsburg, PA 18360 ("Licensee") and POCONO TOWNSHIP, a municipal corporation organized and existing as a township of the first class under the laws of the Commonwealth of Pennsylvania and situate in the County of Monroe, Commonwealth of Pennsylvania with an address of 112 Township Drive, Tannersville, PA 18372 ("Licensor").

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

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

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

1. Grant of License. Licensor grants to Licensee a license to use the Premises for the purpose set forth above and for no other purpose.
2. Term. The term of this License shall begin on July 1, 2018, and shall automatically terminate on August 30, 2018
3. Assignment. Licensee shall not transfer or assign this License.
4. Release and Insurance. The Licensee assumes sole responsibility for its actions and the actions of any of its employees, invitees, contractors, customers and agents while on the Premises, and assumes all risk of personal injury and all risk of damage to or loss of property which may result from its presence or the presence of any of such employees, invitees, contractors, customers or agents on the Premises, regardless of cause.

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

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

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

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

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

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

WITNESS:

LICENSOR:
POCONO TOWNSHIP

By: _____
Gerald Lastowski, President of the
Board of Commissioners

WITNESS:



LICENSEE:

By: 
Name: Adam Schellhammer
Title: District Manager 2/27/18

Borough of Stroudsburg

Tarah D. Probst
Mayor

James B. Smith
Council President

Boyd Weiss
Council Vice-President

Joanne Kochanski
Council President Pro Tem



Matt Abell
Council Member

Anthony Lanfrank, Jr.
Council Member

Mark Connors
Council Member

Patrick Maurath
Council Member

Heart of the Poconos

March 8, 2018

Monroe County Fire Police Association
Attention: Cathy Rodriguez
P.O. Box 443
Tannersville, PA 18372

RE: Request for Assistance – 2018 Events for Stroudsburg Borough

Dear Ms. Rodriguez:

On behalf of the Borough of Stroudsburg and the Stroud Area Regional Police Department, I am requesting the use of your Fire Police personnel for the following upcoming events to be held in Stroudsburg Borough:

- St. Patrick's Day Parade – Sunday, March 18, 2018
- Run for the Red Marathon – Sunday, May 20, 2018
- Veterans' Day Parade – Sunday, November 4, 2018

I understand that the Stroud Area Regional Police Department will coordinate the use of your personnel for these events. As always, thank you very much for your assistance.

Sincerely,

Mary Pat Quinn
Interim Borough Manager

CC: Jennifer Lyons, Chief of Police-SARPD via email only
Paul Gasper, Captain-SARPD via email only
Brian Ace, Jr., Stroudsburg Street Superintendent
Pocono Township Board of Commissioners via email only
Coolbaugh Township Board of Supervisors via email only
Tunkhannock Township Board of Supervisors via email only
Chestnuthill Township Board of Supervisors via email only

Joseph P. McDonald, Jr., Esq., Borough Solicitor ♦ Mary Pat Quinn, Interim Borough Manager

Municipal Building, 700 Sarah Street, Stroudsburg, PA 18360
570-421-5444 (P) ♦ 570-421-2690 (F)
www.StroudsburgBoro.com



Boucher & James, Inc.
CONSULTING ENGINEERS

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INNOVATIVE ENGINEERING

Fountainville Professional Building
1456 Ferry Road, Building 500
Doylestown, PA 18901
215-345-9100
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

February 26, 2018

Donna Asure, Township Manager
Pocono Township
112 Township Drive
P.O. Box 97
Tannersville, PA 18372

RECEIVED

MAR 5 - 2018

POCONO TOWNSHIP

**SUBJECT: SCHLIER MOTORCYCLE DEALERSHIP
CONSTRUCTION ESCROW RELEASE NO. 1
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. 1630028R**

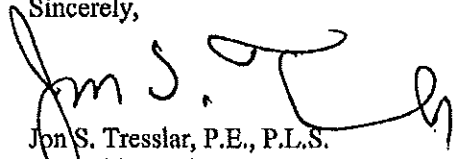
Dear Ms. Asure:

The Applicant has requested reduction of its construction escrow which is providing security for the required site improvements.

Based upon our review of this request and construction inspections to date, we recommend that the Applicant be allowed to reduce their construction escrow by **Two Hundred Twenty-Six Thousand Eight Hundred Ninety Two Dollars and Seventy Cents (\$226,892.70)**, which represents the amount of this release (\$197,298.00 work constructed, retainage in the amount of \$19,729.80, and Inspection and Administration of \$9,864.90) leaving a balance of \$220,443.40. A line item tabulation for this release is attached for your files. Please note, authorization of this release should not be construed as Final Approval or Acceptance of the improvements installed to date.

If you have any questions regarding the attached and/or recommendation, please do not hesitate to call.

Sincerely,



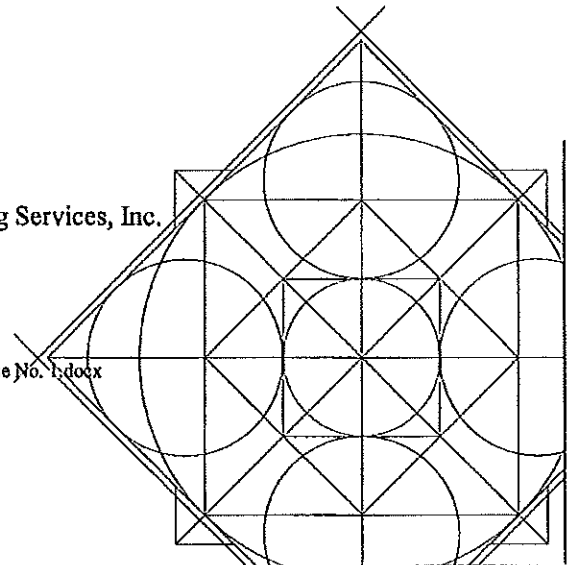
Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/mep/cg

Enclosure

cc: Bernard M. Telatovich, P.E. - Benchmark Civil Engineering Services, Inc.
Jim Schlier - Applicant/Property Owner
Leo DeVito, Esquire - Township Solicitor
Lisa Pereira, Broughal & DeVito, LLP

S:\2016\1630028R\Documents\Correspondence\Escrow\Escrow Release No. 1\Schlier Release No. 1.docx



CONSTRUCTION COST & QUANTITY ESTIMATE
SCHLIER MOTORCYCLE DEALERSHIP
PROJECT NO. 16-30-028R
POCONO TOWNSHIP, MONROE COUNTY
JUNE 6, 2017
AMOUNT ESCROWED

RELEASE NO.: 1
RELEASE DATE: February 26, 2018

\$447,366.10

ITEM	QUANTITY	UNIT	TOTAL COST	CURRENT RELEASE QUANTITY COST	RELEASED TO DATE QUANTITY COST	PERCENT COMPLETE
I. STRUCTURES AND PIPING						
A 15" HDPE	9 LF	\$	288.00	9 LF \$ 288.00	9 LF \$ 288.00	100%
B 18" HDPE	307 LF	\$	10,438.00	307 LF \$ 10,438.00	307 LF \$ 10,438.00	100%
C 21" HDPE	100 LF	\$	3,600.00	100 LF \$ 3,600.00	100 LF \$ 3,600.00	100%
D 18" RCP	99 LF	\$	3,960.00	99 LF \$ 3,960.00	99 LF \$ 3,960.00	100%
E Flared End Section	2 EA	\$	400.00	2 EA \$ 400.00	2 EA \$ 400.00	100%
F Type C Inlet	5 EA	\$	10,000.00	5 EA \$ 10,000.00	5 EA \$ 10,000.00	100%
G Type M Inlet	1 EA	\$	2,000.00	1 EA \$ 2,000.00	1 EA \$ 2,000.00	100%
H Outlet Structures	2 EA	\$	10,000.00	2 EA \$ 10,000.00	2 EA \$ 10,000.00	100%
I Standard Manhole	5 EA	\$	11,000.00	5 EA \$ 11,000.00	5 EA \$ 11,000.00	100%
J Headwall	1 EA	\$	1,000.00	1 EA \$ 1,000.00	1 EA \$ 1,000.00	100%
K Underground Infiltration (includes piping)	2,100 TN	\$	52,500.00	2,100 TN \$ 52,500.00	2,100 TN \$ 52,500.00	100%
SUBTOTAL ITEM I			\$ 105,186.00	\$ 105,186.00	\$ 105,186.00	
II. EARTHWORK						
A Clearing and Grubbing	2.59 AC	\$	2,590.00	3 AC \$ 2,590.00	3 AC \$ 2,590.00	100%
B Earthwork	1 LS	\$	20,000.00	0.5 LS \$ 10,000.00	0.5 LS \$ 10,000.00	50%
SUBTOTAL ITEM II			\$ 22,590.00	\$ 12,590.00	\$ 12,590.00	
III. PAVEMENT						
A 1 1/2" Wearing Course	5,055 SY	\$	45,495.00	SY \$ -	SY \$ -	0%
B 3" Binder Course	5,055 SY	\$	65,715.00	SY \$ -	SY \$ -	0%
C 6" 2A Stone Subbase	5,055 SY	\$	30,330.00	2,527 SY \$ 15,162.00	2,527 SY \$ 15,162.00	50%
D Concrete Curb	1,040 LF	\$	12,480.00	LF \$ -	LF \$ -	0%
SUBTOTAL ITEM III			\$ 154,020.00	\$ 15,162.00	\$ 15,162.00	
IV. WALL CONSTRUCTION						
A Concrete Wall	320 LF	\$	38,400.00	320 LF \$ 38,400.00	320 LF \$ 38,400.00	100%
SUBTOTAL ITEM IV			\$ 38,400.00	\$ 38,400.00	\$ 38,400.00	

CONSTRUCTION COST & QUANTITY ESTIMATE
 SCHLIER MOTORCYCLE DEALERSHIP
 PROJECT NO. 16-39-023R
 POCONO TOWNSHIP, MONROE COUNTY
 JUNE 6, 2017
 AMOUNT ESCROWED

RELEASE NO.: 1
 RELEASE DATE: February 26, 2018

\$447,366.10

ITEM	QUANTITY	UNIT COST	TOTAL COST	CURRENT RELEASE		RELEASED TO DATE		PERCENT COMPLETE
				QUANTITY	COST	QUANTITY	COST	
V. UTILITIES								
A Domestic Water Line	140 LF	\$ 40.00	\$ 5,600.00	LF \$	-	LF \$	-	0%
B Water Line - Connection at Curb Stop	1 EA	\$ 300.00	\$ 300.00	EA \$	-	EA \$	-	0%
C Sanitary Sewer Line	210 LF	\$ 40.00	\$ 8,400.00	210 LF \$	8,400.00	210 LF \$	8,400.00	100%
D Sawcut and Connect Sanitary Sewer in Pavement	1 EA	\$ 2,000.00	\$ 2,000.00	1 EA \$	2,000.00	1 EA \$	2,000.00	100%
SUBTOTAL ITEM V		\$	\$ 16,300.00		\$ 10,400.00		\$ 10,400.00	
VI. LIGHTING AND LANDSCAPING								
A SL3-NFO and Post	1 EA	\$ 800.00	\$ 800.00	EA \$	-	EA \$	-	0%
B SL4A-NFO and Post	9 EA	\$ 1,000.00	\$ 9,000.00	EA \$	-	EA \$	-	0%
C SL4B-NFO and Post	9 EA	\$ 1,200.00	\$ 10,800.00	EA \$	-	EA \$	-	0%
D Trees (3" Cal. Pyrus Genus)	11 EA	\$ 300.00	\$ 3,300.00	EA \$	-	EA \$	-	0%
SUBTOTAL ITEM VI		\$	\$ 23,900.00		\$		\$	
VII. EROSION & SEDIMENTATION CONTROL								
A Rock Construction Entrance	1 EA	\$ 3,000.00	\$ 3,000.00	1 EA \$	3,000.00	1 EA \$	3,000.00	100%
B Temporary Swales 1-4	4 EA	\$ 250.00	\$ 1,000.00	EA \$	-	EA \$	-	0%
C P-300 Matting	195 SY	\$ 3.50	\$ 682.50	SY \$	-	SY \$	-	0%
D S-75BN Matting	1,338 SY	\$ 2.25	\$ 3,010.50	SY \$	-	SY \$	-	0%
E Temporary Pipe	57 LF	\$ 45.00	\$ 2,565.00	57 LF \$	2,565.00	57 LF \$	2,565.00	100%
F Temporary Riser	1 EA	\$ 200.00	\$ 200.00	1 EA \$	200.00	1 EA \$	200.00	100%
G Temporary RipRap Apron	1 EA	\$ 250.00	\$ 250.00	1 EA \$	250.00	1 EA \$	250.00	100%
H Temporary Sediment Trap	1 EA	\$ 2,500.00	\$ 2,500.00	1 EA \$	2,500.00	1 EA \$	2,500.00	100%
I Baffle	48 LF	\$ 40.00	\$ 1,920.00	LF \$	-	LF \$	-	0%
J Compost Filter Sock - 12"	510 LF	\$ 4.00	\$ 2,040.00	510 LF \$	2,040.00	510 LF \$	2,040.00	100%
K Compost Filter Sock - 24"	420 LF	\$ 8.00	\$ 3,360.00	420 LF \$	3,360.00	420 LF \$	3,360.00	100%
L Silt Sacks	2 EA	\$ 100.00	\$ 200.00	2 EA \$	200.00	2 EA \$	200.00	100%
M Permanent Seeding	2890 SY	\$ 1.00	\$ 2,890.00	1,445 SY \$	1,445.00	1,445 SY \$	1,445.00	50%
SUBTOTAL ITEM VII		\$	\$ 23,618.00		\$ 15,560.00		\$ 15,560.00	



Boucher & James, Inc.
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Fountainville Professional Building
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Fax 215-345-9401

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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

March 8, 2018

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

**SUBJECT: PAYMENT APPLICATION NO. 6
CONTROL VALVE REPLACEMENT PROJECT
POCONO TOWNSHIP
PROJECT NO. 1631006C**

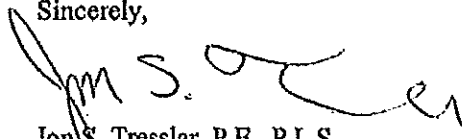
Dear Ms. Asure:

Enclosed is Payment Application No. 6, submitted by The Milnes Company for the pay period through February 28, 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 2/1/18 to 2/28/18 included installation of valve systems, crane, vault lids and electrical systems.

Based on our review of this request, we find the Contractor has completed work and materials having a value of One Hundred Four Thousand, Seven Hundred Seventy-Nine Dollars and No Cents (\$104,779.00). With the deduction of the ten percent (10%) retainage totaling \$10,479.90, we recommend the Contractor receive payment of **Ninety-Four Thousand, Three Hundred One Dollars and Ten Cents (\$94,301.10)**. This brings the amount paid to date to \$205,057.80 and the amount retained to date to \$22,784.20.

Sincerely,

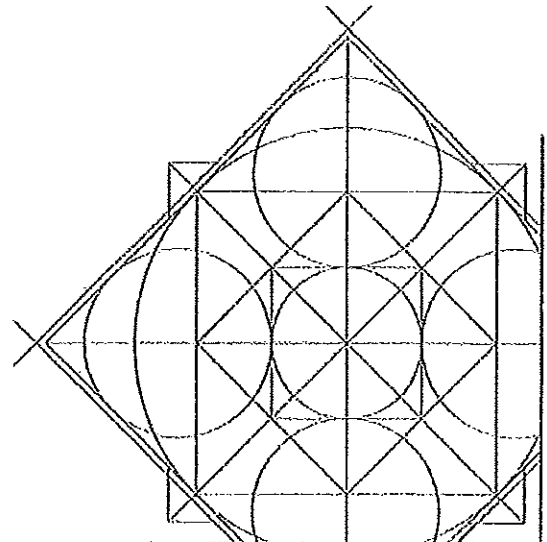

Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/MG/cg

Enclosure: The Milnes Company Payment Application No. 6

cc: Pat Briegel, Pocono Township

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PAYMENT APPLICATION

Page 1

TO: Pocahontas 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 Rumluck Drive
Stroudsburg, PA 18360

APPLICATION # 6
PERIOD THRU: 02/28/2018
PROJECT #s: ☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR

DATE OF CONTRACT: 10/19/2017

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	\$43,369.33		
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$325,234.33		
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$227,842.00		
5. RETAINAGE:			
a. 10.00% of Completed Work (Columns D + E on Continuation Page)	\$22,784.20		
b. 10.00% of Material Stored (Column F on Continuation Page)	\$0.00		
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$22,784.20		
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$205,057.80		
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$110,756.70		
8. PAYMENT DUE	\$94,301.10		
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$120,176.53		

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$34,503.83	\$0.00
Total approved this month	\$8,865.50	\$0.00
TOTALS	\$43,369.33	\$0.00
NET CHANGES	\$43,369.33	

PAYMENT APPLICATION

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: Bob Harvey Date: 2/27/18

State of: Pennsylvania
County of: Wyoming
Subscribed and sworn to before me this 27th day of February 2018
Notary Public: Karen Milnes-Seibert
My Commission Expires: May 11, 2021

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: 94,301.10

(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: Engel By: [Signature] Date: 3/6/18

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.

Quantum Software Solutions, Inc. Document

CONTINUATION PAGE

Page 2 of 2

PROJECT: Force Main Control										APPLICATION #: 6	
Valve Replacement #1631006										DATE OF APPLICATION: 02/27/2018	
										PERIOD THRU: 02/28/2018	
										PROJECT #s:	
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								
1	Mobilization	\$10,000.00	\$10,000.00		\$0.00	\$0.00	\$10,000.00	100%	\$0.00		
2	Bond	\$5,637.00	\$5,637.00		\$0.00	\$0.00	\$5,637.00	100%	\$0.00		
3	Remove Existing Control Valves	\$17,242.00	\$8,621.00		\$0.00	\$0.00	\$8,621.00	50%	\$8,621.00		
4	Seal Leaks at Valve Pit 1	\$846.00	\$846.00		\$0.00	\$0.00	\$846.00	100%	\$0.00		
5	Install Power & Com Lines	\$10,030.00	\$4,012.00		\$1,003.00	\$0.00	\$5,015.00	50%	\$5,015.00		
6	Install New Control Valves	\$37,190.00	\$18,595.00		\$0.00	\$0.00	\$18,595.00	50%	\$18,595.00		
7	Install New Pressure Sensors	\$27,060.00	\$4,599.00		\$8,931.00	\$0.00	\$13,530.00	50%	\$13,530.00		
8	New 1" Conduits to Panel	\$34,026.00	\$32,324.00		\$1,702.00	\$0.00	\$34,026.00	100%	\$0.00		
9	Install New Vault Covers	\$28,082.00	\$5,616.00		\$21,062.00	\$0.00	\$26,678.00	95%	\$1,404.00		
10	New Hoist Systems	\$82,673.00	\$9,267.00		\$48,604.00	\$0.00	\$57,871.00	70%	\$24,802.00		
11	Valve Station 1 Electrical	\$26,419.00	\$13,209.00		\$9,247.00	\$0.00	\$22,456.00	85%	\$3,963.00		
12	Install 70 Ft HDPE Air Line	\$2,660.00	\$200.00		\$0.00	\$0.00	\$200.00	8%	\$2,460.00		
13	CO #1-Crane System Changes	\$14,230.00	\$0.00		\$14,230.00	\$0.00	\$14,230.00	100%	\$0.00		
14	CO #2-Dismantling Joints	\$20,273.83	\$10,137.00		\$0.00	\$0.00	\$10,137.00	50%	\$10,136.83		
15	CO #3-Relocate Iso Ring	\$8,865.50	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$8,865.50		
TOTALS		\$325,234.33	\$123,063.00		\$104,779.00	\$0.00	\$227,842.00	70%	\$97,392.33		

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

CHANGE
ORDER

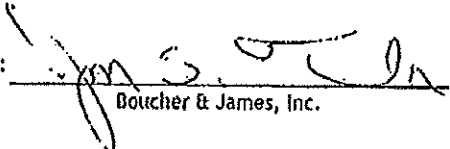
AIA DOCUMENT G701

OWNER ☐
ENGINEER ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: CONTROL VALVE REPLACEMENT PROJECT
CHANGE ORDER NUMBER: 3
DATE: 1/2/2018
ENGINEER'S PROJECT NO.: 1631006C
TO CONTRACTOR: The Milnes Co., Inc.
12 Frear Hill Road
Tunkhannock, PA 18657
CONTRACT DATE: 10/17/2017
CONTRACT FOR: Control Valve Replacement Project

The Contract is changed as follows:
Relocate 12" iso rings at Valve Station 1

APPROVED:


Boucher & James, Inc.

Not valid until signed by the Owner, Engineer and Contractor.

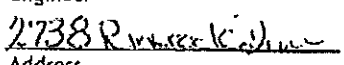
The original Contract Sum was	\$ 281,865.00
Net change by previously authorized Change orders	\$ 34,503.83
The Contract Sum prior to this Change order was	\$ 316,368.83
The Contract Sum will be increased	
by this Change Order in the amount of	\$ 8,865.50
The new Contract Sum including this Change order will be	\$ 325,234.33

The Contract Time will be unchanged

The date of Substantial Completion as of the date of this Change Order therefore is 1/21/2018

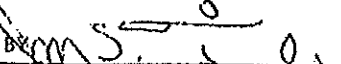
Boucher & James, Inc.

Engineer


2738 R. ...

Address

Shochockburg PA 18360



DATE 1/31/18

The Milnes Co., Inc.

CONTRACTOR

12 FREAR HILL ROAD

Address

TUNKHANNOCK, PA 18657

BY 

DATE 2/9/18

Pocono Township

OWNER

Address

BY 

DATE

**TOWNSHIP OF POCONO, MONROE COUNTY
PENNSYLVANIA**

RESOLUTION 2018-34

PRICE ADJUSTMENT OF BITUMINOUS MATERIAL FOR SMALL QUANTITIES

WHEREAS, the Pocono Township Board of Commissioners, Monroe County, PA, will allow an escalator clause for bituminous material to be included as part of the Proposal. The escalator clause will follow Pennsylvania Department of Transportation Publication 408 current edition Section 110.04 with the following exceptions:

1. Section 110.04 (a): Delete "100 tons of asphalt cement". Price Adjustment of bituminous material will be applicable to all quantities of asphalt cement, including asphalt cement residue contained in emulsions or cutbacks, will be used in the bituminous materials specific or indicated for placement.
2. Section 110.04(b) 7: Delete "cumulative price adjustment amounting to less than \$500.00 will be disregarded." Bituminous price adjustment will be calculated for any payment or rebated.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 14th day of March, 2018.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____

Pamela Tripus
Township Secretary

By: _____

Gerald Lastowski
President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2018-35

A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE DONALD C. SIMPSON & DONNA K. SIMPSON LOT LINE ADJUSTMENT PLAN

WHEREAS, the applicants, Donald C. Simpson and Donna K. Simpson, submitted a lot line adjustment plan application titled "Final Plan Lot Line Adjustment for Donald C. & Donna K. Simpson" (the "Plan"). The Plan proposes a lot line adjustment between two existing parcels located on the eastern side of Learn Road. The existing parcels are identified as Monroe County Tax Parcel Nos. 12/7/1/30-4 and 12/119034. The properties are located in the C Commercial Zoning District. In addition, the applicants also propose to subdivide the northern property into two parcels. Proposed Lot 1 will have an area of 4.1181 acres and the second parcel will be consolidated with the southern property to create proposed Lot 3, with a total area of 3.993 acres; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letter dated January 25, 2018; and

WHEREAS, the Pocono Township Board of Commissioners desire to grant the conditional approval of the Plan, subject to the following.

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

That the "Final Plan Lot Line Adjustment for Final Plan Lot Line Adjustment for Donald C. & Donna K. Simpson" as shown on the plan prepared by prepared by Jonathan Shupp, P.L.S., S.E.O., dated January 1, 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 applicants shall comply with all of the conditions and requirements identified in the Township Engineer's letter dated January 25, 2018.
2. The applicants shall provide the Township with a copy of the proposed deed of consolidation for Lot 3, which deed shall be recorded concurrently with the Plan.
3. The applicants 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.
4. The applicants shall obtain all required permits and approvals from other governmental agencies prior to presenting the Plan for signatures.
5. The applicants 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.

6. The applicants shall meet all conditions of the final plan approval, and Plan shall be recorded within twelve (12) months of Conditional final plan approval, and agrees that if such conditions are not met, the Conditional final plan approval will be considered void.
7. The applicants shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the application is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 14th day of March, 2018.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Tripus
Title: Secretary

By: _____
Print Name: Gerald Lastowski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2018-36

**A RESOLUTION GRANTING CONDITIONAL
APPROVAL OF THE CROSSINGS PREMIUM OUTLETS MAINTENANCE
BUILDING FINAL LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Chelsea Pocono Finance, LLC, submitted a plan application titled "Final Land Development Plan (Revisions to the Previously Approved Preliminary/Final Land Development Plans) The Crossings Premium Outlets Maintenance Building" (the "Plan"). On August 15, 2016, the applicant received approval of the preliminary/final land development plans for a 1,800 square foot storage/maintenance building within the footprint of an existing sewage treatment building in the C-Commercial Zoning District. The building has been constructed and applicant is seeking approval of a revision to the previously approved plan pertaining to paved parking spaces, curbing and landscaping. The parcels are owned by Chelsea Pocono Finance, LLC and are known as Monroe County Tax ID Nos. 12/92286, 12/7/1/18-3, 12/113656, 12/8/2/18-3, 12/111139, 12/7/1/14, 12/7/1/13, 12/7/1/12, 12/119735, 12/7/1/11, and 12/93648; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letter dated February 8, 2018; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional plan approval of the Plan at a meeting held on February 12, 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 are hereby granted:

1. SALDO Sections 2.106 and 2.107: The initial plan submitted to the Commission for review shall be considered the Official Preliminary Plan. *The applicant shall be permitted to submit a preliminary/final land development plan.*

That the following request for modification from the Brodhead/McMichael Creek Stormwater Management Ordinance is hereby granted:

1. Section 303.I.8: A 75 foot stream buffer shall be provided along the Pocono Creek. Improvement within the buffer is permitted only if a Modification is first granted by the Board of Commissioners. *The applicant shall be permitted to maintain the storage/maintenance building within the footprint of the existing sanitary sewer treatment building which is located in the 75 foot stream buffer.*

That the "Final Land Development Plan (Revisions to the Previously Approved Preliminary/Final Land Development Plans) The Crossings Premium Outlets Maintenance Building" as shown on the plan prepared by Borton-Lawson Engineering, dated December 8, 2017, 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 February 8, 2018.
2. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
3. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
4. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township, if deemed necessary by the Township.
5. 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.
6. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
7. 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.
8. 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.
9. 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 14th day of March, 2018.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Tripus
Title: Secretary

By: _____
Print Name: Gerald Lastowski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2018 - 37

A RESOLUTION OF THE POCONO TOWNSHIP BOARD OF
COMMISSIONERS AMENDING RESOLUTION NO. 2013-10 TO
REDUCE THE USER CHARGE

WHEREAS, the Board of Supervisors of Pocono Township adopted Resolution 2013-10 on May 21, 2013, which Resolution established certain user charges associated with the Township's sewer system; and

WHEREAS, Resolution 2013-10 was amended by Resolution No. 2013-23, adopted on September 17, 2013; Resolution No. 2017-29, adopted on July 20, 2017; and Resolution No. 201747, adopted on September 20, 2017; and

WHEREAS, the Board of Commissioners of Pocono Township desires to further amend Resolution 2013-10 to reduce the user charge identified on Schedule 1.

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

1. Section I of Schedule 1 attached to Resolution No. 2013-10 is hereby amended to read as follows:

"1. Periodic rate for public sewer service

User Charge:

\$1,062.50* per annum, payable at the rate of \$88.54.EDU per monthly billing period.

*Unless otherwise established by written agreement.

2. If any sentence, clause, section or part of this Resolution is for any reason determined by a court of competent jurisdiction to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any remaining provisions, sentences, clauses, sections, or parts of this Resolution, and this Resolution shall be construed and enforced as if such unconstitutional, illegal or invalid provision had not been contained herein, as it is hereby declared as the intent of the Board of Commissioners that such remainder shall be and shall remain in full force and effect.

3. Except as amended herein, all remaining provisions of Resolution No. 2013-10, as amended by Resolution No. 2013-23, Resolution No. 2017-29 and Resolution No. 2017-47, shall remain in full force and effect.

ADOPTED AND APPROVED this 14th day of March, 2018 at a regular public meeting.

ATTEST:

Township of Pocono
Board of Commissioners

Print Name: Pamela Tripus
Title: Township Secretary

Print Name: Gerald Lastowski
Title: President