



POCONO TOWNSHIP COMMISSIONERS

AGENDA

November 4, 2019 7:00 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

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

Announcements –

Please remember to sign in as you enter the meeting room.

Township offices are closed on Monday, November 11th for Veteran's Day

Hearings –

Presentations –

Request for consideration of application for zoning map change

Resolutions

Resolution 2019-23 – Motion to adopt Resolution 2019-23, approving the submission of a Multimodal Transportation grant in the amount of \$ 1,400,000.00 from the Pennsylvania Department of Transportation to be used to complete the PA SR 611/rimrock Road and Bartonsville Avenue Intersection, Turning Lane Project. (action item*)

Resolution 2019-24 - Motion to adopt Resolution 2019-24, approving the submission of a Multimodal Transportation grant in the amount of \$ 1,800,000.00 from the Pennsylvania Department of Transportation to be used for the PA SR 611 Tannersville Safety Enhancement Plan. (action item*)

Resolution 2019-25 – Motion to adopt Resolution 2019-25, granting an extension of time to satisfy conditions of the plan approval of the Pocono Logistics Land Development plan Pocono Logistics for eight months from date of resolution which is July 4, 2020 (action item*)

OLD BUSINESS

1. Motion to approve the minutes of the October 21, 2019 meeting of the Board of Commissioners (action item*)

NEW BUSINESS

1. Personnel

- a. Derek McMaster last day of work was Friday, October 25, 2019

- b. Kevin Daher last day of work is Friday, November 9, 2019.

2. Financial Transactions

- a. Motion to ratify vouchers payable received through October 31, 2019 in the amount of \$ 919.83 (action item*)
- b. Ratify gross payroll for pay period ending, October 20, 2019 in the amount of \$ 99,364.93 (action item*)
- c. Motion to approve vouchers payable received through, October 31, 2019 in the amount of \$ 80,318.98 (action item*)
- d. Motion to approve capital expenditures received through, October 31, 2019 in the amount of \$ 4,589.47 (action item*)
- e. Motion to approve the quote from Zelenkofske Axelrod, LLC to conduct the audit for fiscal year 2019 in the amount of \$16,500.00 and authorize the President of the Board of Commissioners to execute the agreement. (action item*)
- f. Motion to approve the quote from Beyer-Barber company to conduct the GASB 75 audit necessary for the township audit at a cost of \$3,800.00 (action item*)
- g. Motion to rescind motion to release letter of credit for CBH20 in the amount of \$31,325.00 as made at the October 21, 2019 meeting (action item*)
- h. Motion to purchase two Dell servers as recommended by Chief Werkheiser at a cost of \$ 7,419.15 (action item*)
- i. Act 44 Disclosure received from Bayer-Barber and posted to website as required by law

3. Travel/Training Authorizations (Approve/Ratify)

Report of the President

Gerald Lastowski

Commissioners Comments

Richard Wielebinski – Vice President

- a. LED Speed signs (possible action item*)

Keith Meeker - Commissioner

Chad Kilby – Commissioner

Jerrold Belvin – Commissioner

- a. Motion to approve quote from Signal Service, Inc. to install a video detection system to replace the accuwave detector and loop detector that has failed at Route 715 and 611 in the amount of \$6,116.00 (action item*)

Reports

1. Zoning –

- a. Motion to authorize the zoning officer to file a Notice of Violation for 2477 Club House Road for dangerous structure violations as found during the inspection of the property (action item*)

- b. Motion to authorize the zoning officer to file a Notice of Violation for 1923 Route 611 for dangerous structure violations as found during the inspection of the property (action item*)
- c. Motion to authorize the zoning officer to file a Notice of Violation for 2162 Deerfield Way for dangerous structure violations as found during the inspection of the property (action item*)

2. Public Works Report

- a. Update - road crew projects
- b. Update – Park operations

3. Administration – Manager’s Report

- a. Update – Regional Comprehensive Plan
- b. Update - Traffic Task Force
- c. Update - Business Association – Wednesday, November 20th – 7pm
- d. Update – Green Light Go – 2015
- e. Update – Green Light Go – 2017
- f. Motion to authorize the President of the Board of Commissioners to sign the amended agreement with Site 2 (IT backup) changing the address under Section 19 of the agreement. (action item*)

4. Township Engineer Report

- a. Update - White Oak Culvert replacement project
- b. Update - Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- c. Update - TLC Bridge
- d. TLC Dam – submitted for LSA grant
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan – multi-modal grant
- g. Update – Soil Erosion Sedimentation and Grading Ordinance – hearing November 18th
- h. Update – Well at MVP
- i. Update – generator

5. Township Solicitor Report

- a. Update - Exxon Monitoring wells
- b. Update - easements for White Oak culvert and emergency access
- c. Update – easements – Breezewood Drive
- d. Update – court hearing – 123 Windy Hill – October 31st

- e. Update – ZHB dates
 - Abrams/LTS – signs – rescheduled - Tuesday, November 19th - 5pm
 - Feeling Good, LLC – STR – Tuesday, November 12th – 5pm
 - J.W. Penney – gas station use – Tuesday, November 26th – 5pm
- f. Update – Reassessment appeals filed at county

Public Comment

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

Executive Session – if necessary

Adjournment

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

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

RESOLUTION NO. 2019-23

Be it **RESOLVED**, that the Township of Pocono, Monroe County Pennsylvania hereby requests a Multimodal Transportation Fund grant in the amount of \$1,400,000.00 from the Pennsylvania Department of Transportation to be used to complete the PA SR 0611/Rimrock Road and Bartonsville Avenue Intersection, Turning Lane Project.

Be it **FURTHER RESOLVED**, that the Applicant does hereby designate the President of the Board of Commissioners and the Township Manager as the officials to execute all documents and agreements between the Township of Pocono and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 4th day of November 2019.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Donna M. Asure
Title: Assist. Township Secretary

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

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

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

RESOLUTION NO. 2019-24

Be it **RESOLVED**, that the Township of Pocono, Monroe County Pennsylvania hereby requests a Multimodal Transportation grant in the amount of \$1,800,000.00 from the Pennsylvania Department of Transportation to be used for the SR 0611 Tannersville Safety Enhancement Plan.

Be it **FURTHER RESOLVED**, that the Applicant does hereby designate the President of the Board of Commissioners and the Township Manager as the officials to execute all documents and agreements between the Township of Pocono and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 4th day of November 2019.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Donna M. Asure
Title: Assist. Township Secretary

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

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2019-25

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY
CONDITIONS OF THE PLAN APPROVAL OF THE POCONO LOGISTICS LAND
DEVELOPMENT PLAN**

WHEREAS, the applicant, Wesley Wojtanowicz, submitted a preliminary/final land development plan application titled "Land Development Plan – Site Plan – Pocono Logistics" (the "Plan"). The Plan proposes tractor trailer, tractor, trailer, and passenger vehicle parking spaces on property located on the northern side of Railroad Drive across from Toccoa Road, approximately 0.6 miles west of the intersection of Railroad Drive and State Route 0712, known as Tax Map Parcel No. 12/10/1/37-1, located in the C Commercial Zoning District; and

WHEREAS, on November 5, 2018, the Pocono Township Board of Commissioners enacted Resolution No. 2018-58 which granted conditional preliminary/final plan approval of the Plan; and

WHEREAS, Resolution No. 2018-58 required that the applicant meet all conditions of the preliminary/final plan approval and record the Plan within twelve (12) months of the Conditional Preliminary/Final Plan approval, and if such conditions were not met, the Conditional Preliminary/Final Plan approval would be considered void; and

WHEREAS, the applicant was unable to satisfy the conditions of preliminary/final plan approval and record the Plan within twelve (12) months of the Conditional Preliminary/Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2018-58.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, Wesley Wojtanowicz, shall have a period of eight months (8) months from the date of this Resolution to satisfy the conditions of preliminary/final plan approval and record the Plan as set forth in Resolution No. 2018-58.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 4th day of November 2019.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Donna M. Asure
Title: Assist. Township Secretary

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

**REGULAR MEETING
MINUTES
October 21, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, October 21, 2019 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: Keith Meeker, present; Rich Wielebinski, present by phone; Gerald Lastowski, present; Chad Kilby, present; Jerrod Belvin, present;

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna M. Asure, Township Manager; and Dee Ackerman, Administrative Assistant.

PUBLIC COMMENT:

Kevin Fabiano, Twp. Resident, spoke to the board about his continued difficulties in obtaining a sign permit and the process to use to go before the Zoning Hearing Board.

Ellen Gndt, Twp. Resident, stated that the Board was in error and the applicant will get his \$750.00 back if he is successful before the Zoning Hearing Board. Solicitor DeVito stated that she was incorrect and that this is an appeal and not a Notice of Violation therefore there would not be a refund of the application fee.

ANNOUNCEMENTS:

J. Lastowski announced the following –

- Please remember to sign in as you enter the meeting room
- Warner Road will remain closed through November 18, 2019 for the PennDot bridge project
- Stiles Tunnel will remain closed through May 2020 for the PennDot bridge project

HEARINGS:

J. Lastowski opened the hearing at 7:08pm. Solicitor DeVito explained the purpose of the hearing was to entertain an ordinance for the road vacation of that part of Wiscasset Avenue in front of property owned by Running Lane, LLC. Commissioner Lastowski asked if the homeowners in this area had been notified that this portion of the road would be closing. J. Tresslar reported that PennDot is constructing a new road that will allow the residents to have two entrances to their properties.

J. Lastowski made a motion, seconded by C. Kilby to close the hearing for Ordinance 2019-08. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

C. Kilby made a motion, seconded by J. Belvin, to adopt Ordinance 2019-08, to vacate that section of Wiscasset Avenue which lies between the existing Right-of-Way of State route 0611 and property owned by Running Lane, LLC. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

PRESENTATIONS:

Jeff Weiss, Partner with Zelenkofske Axelrod, LLC presented the 2018 audit to the Board of Commissioners. He stated that this was a clean audit. There are two carry over observations which are merely recommendations to the Board. The audit showed that the budget was under by about 3% or \$206,000.00.

RESOLUTIONS:

It was explained that the resolution is necessary due to a numbering error.

J. Lastowski made a motion, seconded by J. Belvin, to adopt Resolution 2019-19, renumbering Resolution 2019-18 to 2019-19, adopting the health, safety and welfare standards as related to the Transient Dwelling Use Ordinance. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby, to adopt Resolution 2019-20, amending the requested amount for the DCED Multimodal grant for the 611 Tannersville Safety Enhancement Plan to increase the grant request amount to \$1,751,650.00.

Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to adopt Resolution 2019-21, granting conditional approval of the Sanofi Pasteur, Inc. B-78 Seed Lab preliminary/final land development plan. Under discussion, Aaron Sisler, Borton-Lawson explained this is a 15,000 square foot building which will support the flu building. They are hoping to break ground late this year or early next with construction in the spring. Commissioner Lastowski asked how many people might be hired for this new facility. A. Sisler stated that this building will utilize about 15 people some on which may be new hires. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby, to adopt Resolution 2019-22, granting conditional approval of the Brodhead Creek Regional Authority Pocono Intermediary Tank and Pump Station Project Land Development Plan. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

MINUTES:

J. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the 10/07/19 regular meeting of the Board of Commissioners. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

OLD BUSINESS:

The Board requested the issue of the Amber Steak House and the price of EDU's be placed on the next sewer agenda on November 4, 2019.

NEW BUSINESS:

Personnel - none

Financial Transactions –

3Q Report

Frank Cefali, Treasurer, gave third quarter fiscal report to the Board. Revenues are coming in as budgeted mostly due to extra real estate transfer taxes received. Expenditures are under budget mostly due to open personnel positions during the year. The budget is on track and doing well at approximately 88% of revenues received and expenditures at 67.45% of budget.

Commissioner Lastowski recognized Township resident Ellen Ghandt who asked if comments are allowed. She was advised that comments could be made at public comment at the end of the meeting.

Line item Adjustments

The fiscal department presented a listing of line item adjustments that needed to be approved. D. Asure explained that there were lines in each department that were over budget but other lines that were under. This would be an authorization to move money into the line items making them whole. It was also reported that the fund balance was not being used for this request as the departments had money within them to adjust the lines.

J. Lastowski made a motion, seconded by K. Meeker, to approve the line item adjustments as recommended by the fiscal department.

Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Maturing CD

It was explained to the Board that a CD currently invested at Wayne Bank is maturing on November 9, 2019 and direction needs to be given as to the funds.

J. Lastowski made a motion, seconded by K. Meeker, to approve the recommendation of the fiscal department to re-invest the \$750,000 CD for Capital Improvements currently at Wayne Bank for six months at the best rate possible on the date of maturity - November 9, 2019.

Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Ratify vouchers payable

J. Lastowski a motion, seconded by C. Kilby, to ratify vouchers payable for a period ending October 17, 2019 in the amount of \$ 1,492.53. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by J. Belvin, to ratify the gross payroll for the pay period ending October 11, 2019 in the amount of \$ 96,228.23. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by C. Kilby, to approve vouchers payable received through October 17, 2019 in the amount of \$ 279,297.71. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Capital Expenditures

J. Lastowski made a motion, seconded by C. Kilby, to approve the capital expenditures received through October 17, 2019 in the amount of \$ 90.00. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

HRA Fees – 2020

J. Lastowski made a motion, seconded by J. Belvin, to approve the HRA administrative fees for 2020 at \$5.15 per employee per month for each employee on this plan. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Health Care Rates – 2020 and amendment to PMHIC Agreement –

J. Lastowski made a motion, seconded by C. Kilby, to authorize the President of the Board of Commissioners to sign the health care plan documents for 2020 setting for the copays, deductibles and covered services for each township medical plan and to sign the document accepting the amendments to the agreement with PMHIC stating the employer is responsible for payments of benefits made to ineligible covered lives. Ellen Gndt asked for an explanation of this action. D. Asure explained that PMHIC, the group we are enrolled with for healthcare required the township plans for 2020 to be signed along with a change to the agreement which makes the municipality responsible for the payments of claims paid to ineligible covered lives. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

New Phone System –

D. Asure explained there are major issues with the phone system which is over 30 years old and it is time to consider replacement. She presented the board with a quote. The Board requested more information and some questions to be answered.

CBH20 Letter of Credit –

J. Lastowski made a motion, seconded by K. Meeker, to authorize the release of the Letter of Credit with CBH20 in the amount of \$31,325.00 based upon the review by Boucher & James that all outstanding engineering related items have been addressed pertaining to Basin 3. J. Tresslar reported that per the review all items have been addressed and a letter received that MCCD is also satisfied. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Travel/Training Authorizations – none**REPORT OF THE PRESIDENT:**

Gerald Lastowski, President - none

COMMISSIONERS COMMENTS

Rich Wielebinski - Vice President - none

Keith Meeker – Commissioner - none

Chad Kilby – Commissioner - none

Jerrold Belvin – Commissioner – none

REPORTS:**Emergency Services –**

- a. Police – a report was provided to the board of the police activity for the month of September 2019 with a total of 954 incidents.
- b. EMS – St. Luke's provided a report to the board stating that over the last month St. Luke's EMS responded to 133 calls. Opioid overdoses for the past month reached 38.
- c. Fire – no report

Public Works

Road Crew Projects - R. Sargent reported things are "winding down" for the season"

Park Operations - R. Sargent reported the park staff is doing the fall cleanup. It is anticipated that the park will close at the end of the day on Sunday, November 3, 2019.

Lighting from Heritage Center to Basketball Courts – R. Sargent reported this project has been completed. The board discussed the need to lock the courts during the winter months and instructed R. Sargent to make sure the courts are locked for the winter as soon as the weather turns bad.

R. Sargent discussed the need for driveway pipes on two properties and recommended the township install the pipes and enter into a payment plan with the property owners. R. Sargent reported that the driveways are on a rock ledge and special equipment must be rented to complete this project.

J. Lastowski made a motion, seconded by J. Belvin, to approve the installation of two driveway pipes at 7174 Moss Drive and Lot 7 in the amount of \$502.60 and approve a payment plan of \$50.00 per month until paid as recommended by Robert Sargent. Roll Call Vote: K. Meeker, abstain; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin to authorize the rental of needed equipment to complete the pipe installation at a cost of \$2700.00 as recommended by R. Sargent. Discussion took place on the purchasing of this equipment. The board stated that if this is a priority it should be listed for consideration in the 2020 budget. Roll Call Vote: K. Meeker, abstain; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

The brass plaque at the TLC pedestrian bridge was discussed concerning replacing when current project is complete and on an additional plaque to commemorate the repair. R. Sargent is to contact the boy scouts to see if there is a scout in need of an eagle project to restore the brass plaque. If not, he should then contact businesses that do this type of work.

Administration - Manager's Report

Regional Comprehensive Plan – It was reported that Stroud Township has taken the lead on signing the contract with the consultant. The board should begin considering who they would like to serve on this committee. It is being recommended that there are three from each municipality. Possibly the township manager, a planning commission member and a member of the community.

Traffic Task Force - Th traffic light at 715/611 by the bank was discussed. There is an issue with the timing of the light which stays green for an extended period of time after the traffic has cleared. The township manager was instructed to see if there is something that can be done.

Pocono Business Association – An email has been sent looking at November 19th or 20th for the next meeting. It appears November 20th at 7pm seems to be the better date for those who have responded so far.

Green Light Go 2015 – An update was received today that the project is working its way to our area. Work is currently being done in the Pen Argyl and should be here within the next few weeks.

Green Light Go 2017 – Another email has been sent asking for an update as to schedule to review the technical specifications.

D. Asure reported that the increased amount of technology at the police department has necessitated the need to increase the broadband. It has not been increased in many years and the equipment is not running to its full potential because of the current limitations.

J. Belvin made a motion, seconded by K. Meeker, to ratify the three-year agreement with Penteledata for increased broadband for the police department for a monthly charge of \$190.95. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert replacement project – J. Tresslar reported this project is going out to bid November 4th through the 11th with a pre-bid conference on November 14th. The bids will be opened on December 2nd with an award date expected for January 6, 2020. The Owl Hollow connection is part of the project in the bid document.

Right Hand Turn Lanes - All information has been provided to the grant writer

TLC Bridge- J. Tresslar reported that the contractor has found some issues with the bridge during their repairs. It is being recommended that there are change orders made to the contract which include bracing under the bridge and replacing some welds on the upstream side of the bridge. There also seems to be issues with the end caps on the bridge. The first two change orders will total \$4,347.00. The board stated that the engineer should work with the township manager, within her purchasing guidelines to get the change orders completed. More discussion needs to take place on the additional work recommended on the end caps. J. Tresslar also recommended that \$15,000 be considered for the 2020 budget for additional work on this bridge.

TLC Dam – information has been provided to grant writer

Culvert Cleaning Maintenance - No report

Master Sidewalk Plan - no report

Erosion and Sedimentation Ordinance – J. Tresslar stated he is incorporating MCCD comments into a revised ordinance and will get to the solicitor for advertising of a hearing.

Well at Mountain View Park - J. Tresslar reported that DEP is in the process of writing the permit and he hopes to have it by early next week.

MS4 – J. Tresslar reported the annual report was submitted to DEP and this may be removed from the agenda.

Generator – J. Tresslar reported that the contract has sent back changes to the contract. The contractor agreed to the changes and he is awaiting the receipt of signed contracts and hope the work to start next week.

TOWNSHIP SOLICITOR REPORT

Exxon Monitoring Wells - no report

White Oak Culvert easements - As reported earlier this will be part of the White Oak bid package.

Breezewood Drive Easements – no report

123 Windy Hill – Solicitor DeVito reported that this is scheduled for court on the injunction on October 31, 2019 but he is awaiting reports from zoning and from building codes as to the compliance by the owners to transition this home back into a single family dwelling.

ZHB Updates -

Solicitor DeVito informed the Board that there are currently three upcoming Zoning Hearing Board appeals.

- Abrams/LTS – signs – Tuesday, October 29th – 5pm
- Feeling Good, LLC – STR – Tuesday, November 12th – 5pm
- J. W. Penney – gas station use – Tuesday, November 26th – 5pm

Assessment Appeals – L. DeVito reported to the board that due to the countywide reassessment, assessment appeals are increasing at the county. The property owners have gone through an informal hearing before an assessment board and if they are not satisfied with the out-come, they may file in county court. We have received quite a few to date and continue to receive several new filings daily. The township intern has set up a very useful excel spread sheet to keep track of the filings. Solicitor DeVito is speaking to other solicitors including the school district to see how the taxing jurisdictions will be or should be represented during these cases. He will report more at the next board meeting.

Solicitor DeVito stated that he saw the fountain at the pond at TLC park and it looks very nice.

PUBLIC COMMENT:

Ellen Gndt, Twp. Resident stated she was wondering why Commissioner Meeker abstained on the vote for the driveway pipe. She said if there is a conflict it must be disclosed. Commissioner Lastowski asked Commissioner Meeker if he cared to comment. Commissioner Meeker stated this is the property next to mine and they are both within the family so that's why I abstained.

ADJOURNMENT:

J. Lastowski made a motion, seconded by K. Meeker, to adjourn the meeting at 8:31pm. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP
Monday, November 4, 2019

SUMMARY

Ratify

General Fund	\$	100,041.13
Sewer Operating	\$	243.63
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	62,333.50
TOTAL Sewer <u>OPERATING</u> Fund	\$	17,985.48
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	4,589.47
Liquid Fuels	\$	-

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

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, November 4, 2019

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	10/25/2019			Pay 21 2019 ending 10/20/19	\$ 99,364.93
General Expenditures				TOTAL PAYROLL	\$99,364.93
	10/21/2019	59018	VERIZON	PARK & TOWNSHIP CELL PHONES	\$ 461.45
	10/24/2019	59019	District Court 43-3-03	Court filing fee	\$ 214.75
Sewer Operating Fund				TOTAL General Fund Bills	\$ 676.20
	10/21/2019	1410	BLUE RIDGE	INTERNET PUMP STATIONS 3&4	\$ 123.58
	10/21/2019	1411	VERIZON	PUMP STATIONS MODEMS	\$ 120.05
	10/21/2019	1412	MET ED	ELECTRIC SERVICE PS 4	\$ 185.63
Sewer Construction Fund					\$ 243.63
Capital Reserve Fund					
TOTAL General Fund				100,041.13	
TOTAL Sewer Operating				243.63	Authorized by:
TOTAL Sewer Construction				-	
Total Capital Reserve				-	
				Transferred by:	
					\$ 100,284.76

POCONO TOWNSHIP CHECK LISTING

Monday, November 4, 2019

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
10/31/2019	59020	Nationwide - 457	EE & ER CONTRIBUTION PAY 210 2019	\$ 3,472.11
10/31/2019	59021	MetLife - Non Uni. Pen. Plan	OCT 2019 ER CONTRIBUTION	\$ 5,328.90
10/31/2019	59022	US BANK - Lockbox CM9722	OCT 2019 EE CONTRIBUTION	\$ 6,023.90
10/31/2019	59023	AFLAC	SUPPLEMENTAL INSURANCE	\$ 488.42
10/31/2019	59024	American Computing Services	Phones from Met-Tel to Blue Ridge	\$ 855.00
10/31/2019	59025	AMERICAN UNITED LIFE INSURANCE CO.	STD, GTL insurance	\$ 2,314.37
10/31/2019	59026	Boucher & James, Inc.	Engineering services	\$ 5,154.62
10/31/2019	59027	Brodhead Creek Regional Authority	3rd Qtr 2019 TWP Water	\$ 180.57
10/31/2019	59028	Cefali and Associates PC	Sept Services	\$ 595.00
10/31/2019	59029	Cyphers Truck Parts	PW supplies	\$ 75.50
10/31/2019	59030	D.G. Nicholas Co.	PW supplies	\$ 2,585.68
10/31/2019	59031	Davidheiser's Inc.	Police equipment repairs	\$ 684.00
10/31/2019	59032	DES	September Recycling	\$ 24.00
10/31/2019	59033	Eureka Stone Quarry, Inc.	Road materials	\$ 149.77
10/31/2019	59034	Galls	Police operation supplies	\$ 126.00
10/31/2019	59035	Gotta Go Potties, Inc	Contracted services	\$ 3,100.00
10/31/2019	59036	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 336.31
10/31/2019	59037	Highmark Inc.	HRA fees	\$ 223.35
10/31/2019	59038	Howarth, Carl	Coffee Supplies	\$ 84.00
10/31/2019	59039	HUNTER KEYSTONE PETERBILT	Heavy equipment supplies	\$ 942.82
10/31/2019	59040	Nauman Mechanical Inc.	Building maintenance	\$ 386.25
10/31/2019	59041	Nivert Metal Supply	PW supplies	\$ 211.00
10/31/2019	59042	Panko Reporting	Professional services	\$ 165.00
10/31/2019	59043	PAPCO, Inc.	Vehicle fuel	\$ 6,226.09
10/31/2019	59044	PENTELEDATA	Modem rental	\$ 164.90
10/31/2019	59045	PENTELEDATA	Modem rental	\$ 195.02
10/31/2019	59046	PPL Electric Utilities	Electric service	\$ 52.31
10/31/2019	59047	PSATS	CDL	\$ 120.00
10/31/2019	59048	RecDesk LLC	12/1/19 to 12/1/2020 Subscription	\$ 1,800.00
10/31/2019	59049	Recycle Logistics and Transport LLC	Poc TWP Cleanup	\$ 236.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
10/31/2019	59050	Robert B. Turnbull, Jr.	Beehler Rd Tree Maintenance	\$ 4,650.00
10/31/2019	59051	Shick, Tom	Workbook Allowance	\$ 140.00
10/31/2019	59052	Stadium International Trucks	Heavy equipment service	\$ 4,097.22
10/31/2019	59053	Staples Credit Plan	Twp supplies	\$ 87.82
10/31/2019	59054	Steele's Hardware	Operation supplies	\$ 54.95
10/31/2019	59055	Steele's Hardware	Operation supplies	\$ 1,449.17
10/31/2019	59056	Suburban Testing Labs	MVP SDWA Monthly	\$ 100.00
10/31/2019	59057	Tulpehocken Mountain Spring Water Inc	Water	\$ 77.59
10/31/2019	59058	UNIFIRST Corporation	PW uniforms and mats	\$ 273.36
11/1/2019	59060	GENERAL CODE	Professional services	\$ 2,310.00
11/1/2019	59061	SFM Consulting	Zonning professional services	\$ 6,792.50
				<u>\$ 62,333.50</u>

Sewer Operating Fund

10/31/2019	1413	Boucher & James, Inc.	ENGINEERING SERVICES	\$ 4,450.79
10/31/2019	1414	BRODHEAD CREEK REGIONAL AUTHORITY	Q3 2019 WATER	\$ 181.95
10/31/2019	1415	Cramer, Swetz, McManus & Jordan	LEGAL SERVICES	\$ 84.00
10/31/2019	1416	PENTELEDATA	PUMP STATIONS MODEM/INTERNET	\$ 299.75
10/31/2019	1417	Pocono Management Associates LLC	CONTRACTED SERVICES 10/14 -10/27	\$ 3,772.87
10/31/2019	1418	Pocono Township	SEWER ADMIN SERVICES	\$ 1,314.61
10/31/2019	1419	Steele's Hardware	OPERATION SUPPLIES	\$ 49.49
10/31/2019	1420	SUBURBAN TESTING LABS	MONTHLY NPDES	\$ 480.00
10/31/2019	1421	Utility Locator LLC	CONTRACTED SERVICES	\$ 3,075.00
10/31/2019	1422	ASPEN PEST CONTROL	PEST CONTROL	\$ 135.00
10/31/2019	1423	COASTAL TECHNICAL SALES	REPAIRS BIOXIDE SYSTEM PS 5	\$ 2,250.00
10/31/2019	1424	Steele's Hardware	OPERATION SUPPLIES	\$ 49.95
10/31/2019	1425	STIFF OIL	HEATING OIL PS 3-5	\$ 1,842.07

Sewer Construction Fund

TOTAL Sewer Operating \$ 17,985.48

TOTAL Sewer Construction Fund \$ -

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
10/31/2019	1086	Boucher & James, Inc.	ENGINEERING SERVICES	\$ 4,589.47

Capital Reserve Fund

TOTAL Capital Reserve Fund \$ 4,589.47

LIQUID FUELS

ESSA

TOTAL General Fund	\$ 62,333.50	
TOTAL Sewer Construction Fund	\$ -	Authorized by: _____
Sewer Operating	\$ 17,985.48	
Capital Reserve	\$ 4,589.47	
Liquid Fuels	\$ -	
TOTAL ESSA TRANSFER	\$ 84,908.45	Transferred by: _____

TOTAL Liquid Fuels \$ -



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

October 2, 2019

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

The following represents our understanding of the services we will provide Pocono Township.

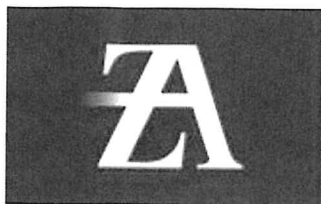
You have requested that we audit the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Pocono Township as of December 31, 2019 and for the year then ended and the related notes, which collectively comprise Pocono Township's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) require that *management's discussion and analysis, budgetary comparison information, and pension plan information* be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's discussion and analysis
- Budgetary comparison schedules
- Pension and OPEB plan information

Supplementary information other than RSI will accompany Pocono Township's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Combining financial statements



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

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Donna Asure
Township Manager
Pocono Township
October 2, 2019
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Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

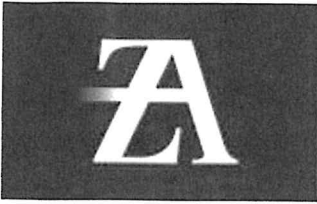
Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Pocono Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.



Zelenkofske Axlerod LLC
CERTIFIED PUBLIC ACCOUNTANTS
EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Donna Asure
Township Manager
Pocono Township
October 2, 2019
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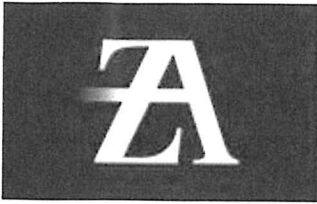
Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Donna Asure
Township Manager
Pocono Township
October 2, 2019
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Reporting

We will issue a written report upon completion of our audit of Pocono Township's basic financial statements. Our report will be addressed to the governing body of Pocono Township. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Other Services

We will also prepare the financial statements of the Township in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and will not be conducted in accordance with Government Auditing Standards.

With respect to any nonattest services we perform, Pocono Township's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

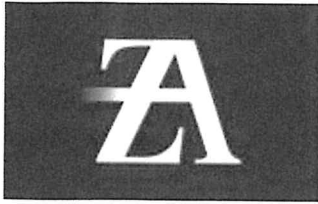
Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We will provide you a list of required schedules and analyses to be prepared by your personnel before the audit begins. Timely completion of our audit is dependent on cooperation in preparing schedules and analyses timely and accurately. If there are delays in preparing the material or if schedules must be continually revised, costs will increase. We will advise you of difficulties or delays in completing the engagement.

The audit documentation for this engagement is the property of Zelenkofske Axelrod LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Cognizant or Oversight Agency or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Zelenkofske Axelrod LLC personnel.



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

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Donna Asure
Township Manager
Pocono Township
October 2, 2019
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Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately March 1, 2020 and to issue our reports no later than April 30, 2020. Jeffrey Weiss is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$16,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, such as implementing new auditing pronouncements or auditing additional programs, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We normally bill at least monthly while work progresses. All invoices are due and payable upon presentation. For invoices due over 30 days, a finance charge is assessed on unpaid balances at the rate of one and one-half percent (1.5%) per month (eighteen percent (18%) per annum). We reserve the right to halt work if balances remain unpaid after ninety (90) or more days, and not to resume work until all overdue amounts are paid in full. Any balances remaining unpaid after ninety (90) or more days may, at our option, be formalized by the execution of a promissory note. You agree that you shall be liable for all reasonable costs we incur in collection.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our Firm is a member of the AICPA. We are required to periodically undergo Peer Review to assure high professional standards. In a Peer Review, a team of outside CPAs randomly selects and reviews financial statements, our report, and supporting workpapers. The Peer Review team is obligated to keep the information that it reviews confidential. If this engagement is selected you authorize our Firm to permit peer reviewers to review the workpapers.

You agree that our liability hereunder for damages will be limited to breach of the terms and undertakings of this engagement letter, or negligent acts or omissions, or fraud or willful misconduct.

You further agree that we will not be liable for any lost profits. In no event will we be liable for incidental or consequential damages even if we have been advised of the possibility of such damages.



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

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Donna Asure
Township Manager
Pocono Township
October 2, 2019
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It is understood that Zelenkofske Axelrod LLC has spent many years developing its people and intellectual assets, including but not limited to computer software programs and business practices and procedures. Accordingly, you agree that any means of presentation of financial data which represent our internal or external work product or any other of our intellectual assets shall, at all times, remain the property of Zelenkofske Axelrod LLC and shall not be disseminated or shared with any entity not a party thereto without our prior written consent. Additionally, you and your affiliates or related entities agree not to directly and specifically solicit for employment any current employees of Zelenkofske Axelrod LLC, during the term of this engagement or for a period of three years thereafter without our prior written consent.

In the event any dispute arises relating in any way to this engagement, the parties agree to first attempt to resolve such dispute through the non-binding mediation process in the manner set forth herein, with costs to be divided equally between the parties. The mediation shall take place in Monroe County, Pennsylvania. To effect mediation, the party desiring mediation shall give the other party 10 days' advance written notice of its desire to mediate. The other party shall respond within said 10-day period that it accepts or rejects the mediation process. If (a) the other party rejects the mediation process, (b) does not respond to the mediation notice or (c) the mediation is not successful, then, in any legal proceeding relating in any way to this agreement, all parties hereto hereby irrevocably consent to the jurisdiction and venue of either the Middle District (if there is federal jurisdiction) or the Court of Common Pleas of Monroe County, Pennsylvania (if there is no federal jurisdiction) and each party hereto further agrees not to raise any objection to such jurisdiction or to the laying of venue of any such proceeding in such counties. Each party agrees that service of process in any such proceeding may be duly effected upon it by mailing a copy thereof, to the address given above.

Our Firm's policy requires that payment arrangements must be made for all outstanding invoices prior to release of our work product.

Our Firm policy states that work may not begin on an engagement prior to our receipt of a signed engagement letter. However, should you request that we begin work on this engagement prior to our receipt of a signed copy of this engagement letter and we do so as courtesy to you, your receipt of our correspondence, attendance at meetings with us or similar activities shall constitute acceptance of this engagement letter and agreement to all of the terms contained in it.

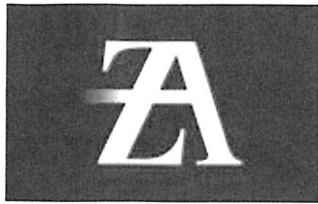
This letter comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals oral or written and all other communications between the parties. If any provisions of this letter are determined to be unenforceable, all other provisions shall remain in force.

We appreciate the opportunity to be of service to Pocono Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Zelenkofske Axelrod LLC

Zelenkofske Axelrod LLC



Zelenkofske Axelrod LLC

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Donna Asure
Township Manager
Pocono Township
October 2, 2019
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RESPONSE:

This letter correctly sets forth the understanding of Pocono Township.

By: _____

Title: _____

By: _____

Title: _____

BEYER-BARBER COMPANY

1136 HAMILTON STREET, SUITE 103
ALLENTOWN, PENNSYLVANIA 18101

PHONE 610-435-9577
FAX 610-435-2663
www.beyerbarber.com

October 23, 2019

Ms. Donna M. Asure, Township Manager
Pocono Township
PO Box 197
112 Township Drive
Tannersville, PA 18372

RE: GASB Statement 75 Other Post-Employment Benefit Obligations

Dear Ms. Asure,

You advised Beyer-Barber Company that Pocono Township is interested in a price quote to develop the Township's GASB 75 liability disclosure as of a January 1, 2019 valuation date.

To prepare the January 1, 2019 GASB 75 Liability Disclosure valuation, we are quoting a price of \$3,800. This price includes the full valuation for the Township's 2019 financials, as well as values for your 2020 financials. The 2020 values will be appropriate only if no significant changes occur to the plan with respect to benefits, eligibility requirements or size of the participant group. If any of these described changes do occur, then a full actuarial valuation may be required for fiscal year 2020.

If you are interested in having us move forward on the preparation of the GASB 75 Liability Disclosure, we request that you sign the bottom of this letter and return it to us. Once we receive your approval, we will send you a very detailed data request asking for all the information, data and clarification that is necessary to perform this valuation.

If you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely,



Lynn C. Cornish
Lead Actuarial Analyst
Health & Welfare Department

Acceptance of Proposal: _____
Signature of Authorized Representative

Date of Acceptance: _____



Employee Benefit and Actuarial Consultants



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000049211623.1	Sales Rep	Ryan Riddle
Total	\$7,419.15	Phone	(800) 456-3355, 5139373
Customer #	62092621	Email	Ryan_Riddle@Dell.com
Quoted On	Oct. 30, 2019	Billing To	RICK STAPLES
Expires by	Nov. 29, 2019		POCONO TOWNSHIP PD
Solution ID	11739053		PO 197 112 Township Drive TANNERSVILLE, PA 18372

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Ryan Riddle

Shipping Group

Shipping To	Shipping Method
DONNA ASURE POCONO TOWNSHIP PD 112 TOWNSHIP DR TANNERSVILLE, PA 18372-7957 (570) 629-7200	Standard Delivery

Product	Unit Price	Qty	Subtotal
PowerEdge R240 - [amer_r240_13157]	\$2,213.42	1	\$2,213.42
PowerEdge R240 - [amer_r240_13157] [1]	\$5,205.73	1	\$5,205.73

Subtotal:	\$7,419.15
Shipping:	\$0.00
Non-Taxable Amount:	\$7,419.15
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$7,419.15

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

QUOTATION

QUOTE #0961-19BD

SIGNAL SERVICE INC.

1020 Andrew Drive
West Chester, PA 19380
Phone: (610) 429-8073
Inside PA: 1-800-851-0606
FAX: (610) 429-8076

Date: OCTOBER 28, 2019

To: POCONO TOWNSHIP
~~PO BOX 197~~ 112 Township Drive
TANNERSVILLE, PA 18372

Attn: DONNA ASURE
570-629-1922

DISTRIBUTORS OF TRAFFIC SIGNAL PRODUCTS
ENGINEERING - DESIGN - TECHNICAL SERVICE

**For: RT 611 & RT 715 SOUTH
VIDEO DETECTION**

ITEM	QUANTITY	DESCRIPTION	UNIT	EXTENDED
A	LS	FURNISH ALL NECESSARY LABOR, EQUIPMENT AND MATERIAL TO INSTALL A VIDEO DETECTION SYSTEM TO REPLACE THE ACCUWAVE DETECTOR THAT HAS FAILED AND IS NO LONGER SUPPORTED AS WELL AS THE FAILED LOOP DETECTOR AT THE INTERSECTION.	\$6,116.00	\$6,116.00
<div style="text-align: right;"> X _____ </div>				

F.O.B. - Shipping Point	[]
F.O.B. - Shipping Point with	[]
transportation allowed to destination.	
F.O.B - Destination	[]

SHIPMENT - Based upon today's conditions, can be made within _____ after receipt of your order.

Terms: Net 30 days, subject to credit approval.
Unless otherwise stated, applicable State
and Local taxes are not included.

Signal Service Inc. retains title to material until paid in full

WE BELIEVE QUANTITIES SHOWN IN THIS ESTIMATE ARE CORRECT
PLEASE CHECK AGAINST YOUR OWN TAKE-OFF AND NOTIFY
US OF ANY DISCREPANCY BEFORE BIDDING SO WE CAN
REVISE OUR QUOTE TO YOU. ALL QUOTATIONS ARE SUBJECT
TO GENERAL TERMS ON REVERSE SIDE HEREOF.

William G. Dunn III
Service Manager



The Parties agree that Paragraph 19 of the Master Services Agreement is amended as written below. All other terms and conditions remain the same.

19. Notices.

Notices to Site2 under the Agreement shall be given in writing via electronic mail to jjw@site2.com or via established and well-known express courier to

General Counsel
Site2
200 Abington Executive Park, Suite 207
Clarks Summit, PA 18411

Notices to Customer shall be given via electronic mail to the individual designated as the Contact on the Quotation or by means reasonable under the circumstances, including an e-mail to a known contact. Notices are deemed received on the day delivered, or if that day is not a Business Day, as of the beginning of the first Business Day following the day delivered. Notices must be given in the English language.

Either Party may designate a new email or mailing address to which notices may be sent. Any change of address must be provided no less than thirty (30) days before any required notice to be given.

I/We have authority to bind the Corporation.

Client Name: Pocono Township

Customer Representative Name (print):

Customer Representative Signature:

Date:

I have authority to bind the Corporation.

Site2 Representative Name:

Site2 Representative Signature:

Date:

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