



**POCONO TOWNSHIP COMMISSIONERS  
AGENDA**

November 5, 2018 7:00 p.m.

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

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

**Announcements –**

Swearing in of Pocono Township Commissioner appointee Chad Kilby  
Promotion of Detective James Wagner to Sergeant of Detectives

**Hearings –**

**Presentations –**

Moyer Foundation presentation of defibrillators for township and police department (purchased at reduced prices due to generosity of grant)

**OLD BUSINESS**

1. Motion to approve minutes of October 22, 2018 meeting of the Board of Commissioners (action item\*)
2. Motion to approve minutes of October 23, 2018 budget work session of the Board of Commissioners (action item\*)
3. Motion to approve minutes of November 1, 2018 special meeting of the Board of Commissioners (action item\*)

**NEW BUSINESS**

1. Personnel
  - a Motion to ratify the requirement of a return to work evaluation for Thomas Lynott and authorize the township manager to attempt to negotiate, if possible, reasonable accommodations pertaining to his return (action item\*)

(Action Item\*)

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

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

**2. Financial Transactions**

- a. Fiscal Update – 3<sup>rd</sup> quarter
- b. Motion to approve budget adjustments as recommended by fiscal department (action item\*)
- c. Motion to ratify vouchers payable received through November 1, 2018 in the amount of \$ 861.91 (action item\*)
- d. Ratify gross payroll for pay period ending October 21, 2018 in the amount of \$ 120,680.67 (action item\*)
- e. Motion to approve vouchers payable received through November 1, 2018 in the amount of \$ 59,023.10 (action item\*)
- f. Motion to approve capital expenditures received through November 1, 2018 in the amount of \$ 2,788.67 (action item\*)

**3. Travel/Training Authorizations (Approve/Ratify)****Report of the President**

- a. Motion to appoint a vice-president of the Board of Commissioners (action item\*)
- b. Motion to appoint commissioner to finance committee (action item\*)

**Commissioners Comments**

Harold Werkheiser – Commissioner

Rich Wielebinski – Commissioner

Chad Kilby - Commissioner

Jerrod Belvin – Commissioner

- a. Motion to ratify approval of Automatic Transfer Switch for generator from Critical Systems for \$8,795.00. (action item\*)
- b. Motion to put in place an infrastructure resiliency plan / Winter Plan- Traffic Light Plan- Plan to outfit all traffic lights with generator connection & Install Backup systems on Lights # 3, 4, 9, 10 (as listed on attached) and to replace incandescent bulbs to LED's stored in public works obtained by previous grant. Backups as quoted approximately \$18,544.00 plus labor to retrofit LED's with a cost not to exceed \$20,000.00 (action item\*)

**Reports****1. Finance Committee****2. Public Works Report**

- a. Motion to enter into annual contract with Signal Service Inc. at a cost of \$ 4,250.00 for a period of November 1, 2018 through October 31, 2020 for traffic signal maintenance (action item\*)

(Action Item\*)

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- b. 2018 Routine Inspection reports received for Stadden Road and Wilke Road bridges. No action needed at this time
- c. A truck body has been ordered from E. M. Kunz, Inc in the amount of \$2,465.00 to replace body on 2006 Dodge Truck

### 1. Administration – Manager’s Report

- a. Motion to approve the proposal by Zelenske and Axelrod, LLC to perform the 2018 audit in the amount of \$16,000.00. (action item\*)
- b. Motion to approve entering into agreement with American United Life Insurance company, for employee life insurance, AD&D and Short-Term disability, effective January 1, 2019 and authorize the President of the Board to execute the necessary documents (action item\*)
- c. Motion to authorize the Pocono Township Fire Police to assist with the Veteran’s Day parade if requested to do so (action item\*)
- d. Motion to enter into agreement with Municipal Publications to provide a Community Guide for Pocono Township (action item\*)
- e. Discussion on possible township wide trash and recycling collection

### 2. Township Engineer Report

- a. White Oak Culvert replacement project – bidding project this year
- b. Fish Hill Road Storm System Notice of violation from MCCD
- c. LSA grant for right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- d. TLC Bridge Grant
- e. Culvert cleaning on Learn Road

### 3. Township Solicitor Report

- a. Update on Exxon Monitoring wells
- b. Discussion on sidewalk ordinance

### Resolutions

Resolution 2018-56 – Resolution granting conditional final approval of the Homes of the Poconos, LLC Land Developments Plan (action item\*)

Resolution 2018-57 – Resolution granting an extension of time to satisfy conditions of the plan approval of the CB H2O L.P. Lot 12 & Helipad Final Major Land Development Plan for three months (action item\*)

Resolution 2018-58 – Resolution granting conditional preliminary/final approval of the Pocono Logistics Land Development Plan (action item\*)

### Public Comment

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

Executive Session – if necessary

### **Adjournment**

(Action Item\*)

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**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
OCTOBER 22<sup>nd</sup>, 2018 5:00 P.M.**

**DRAFT**

The regular meeting of the Pocono Township Commissioners was held on Monday, 10/22/2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 5:00 p.m., followed by the Pledge of Allegiance.

**MOMENT OF SILENCE** - In Memory of Commissioner Robert M. DeYoung whom passed away on October 12<sup>th</sup>, 2018.

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

**IN ATTENDANCE:**

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

**PUBLIC COMMENT:**

Ellen Gndt, Twp. Resident, commented on the 10/01/2018 minutes concerning the pension reimbursement to the general fund.

**ANNOUNCEMENTS:**

Trick or Treat Night is scheduled for 10/31/2018 from 6:00 p.m. to 8:00 p.m.

**HEARINGS:**

Donna Kenderdine, Court Reporter, in attendance.

Ordinance 2018-16 - Regulation of Blasting within the Township

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained the Ordinance was requested due to a recent situation. The Ordinance requires pre and post blasting surveys and notification to the residents. G. Lastowski opened the hearing to public comment. Hearing none.

G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing for Ordinance 2018-16 - Regulating Blasting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by J. Belvin, to adopt Ordinance 2018-16 - Regulating Blasting in Pocono Township. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Ordinance 2018-17 - Guaranteed Sewer Revenue Note

G. Lastowski opened the hearing. Zack Willard, PFM, presented the summary of refinancing options with a recommendation for a 7-year fixed rate of 3.49 with no prepay penalty. Jens Damgaard, Eckert Seamans, Cherin, & Mellott, LLC, explained the process for municipal borrowing and the timing of approval for the guarantee sewer revenue note. Discussion followed.

**GUARANTEED SEWER REVENUE NOTE ORD. CONT:**

Ellen Gndt, Twp. Resident, requested a copy of the summary and commented on the actual cost to refinance and paying down other loans. Z. Willard explained the cost to refinance is \$54,000. Discussion followed on the options, costs, timing, and potential of future higher interest rates. The Board concurred to postpone a decision until the 11/05/2018 regular meeting.

G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing for Ordinance 2018-17 - Guaranteed Sewer Revenue Note in the amount of \$6,750,000.00, until 11/05/2018 at 7:00 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

**OLD BUSINESS**Minutes:

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the 10/1/2018 work session minutes of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by J. Belvin, to approve the 10/01/2018 minutes of the regular meeting of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the 10/10/2018 work session minutes of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

**NEW BUSINESS**Financial TransactionsRatify Voucher Payables -

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable received through 10/19/2018 in the amount of \$10,749.26. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll -

G. Lastowski made a motion, seconded by J. Belvin, to ratify gross payroll for pay period ending 10/27/2018 in the amount of \$95,622.27. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Vouchers Payables -

G. Lastowski made a motion, seconded by J. Belvin, to approve vouchers payable received through 10/19/2018 in the amount of \$123,104.99. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

## FINANCIAL TRANSACTIONS CONT:

Capital Expenditures -

G. Lastowski made a motion, seconded by R. Wielebinski, to approve capital expenditures received through 10/19/2018 in the amount of \$29,479.58. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

## REPORT OF THE PRESIDENT

Vacancy Procedure - D. Asure, Twp. Manager, prepared a memo for the timeline of action to fill the vacancy left by the passing of Robert M. DeYoung. The Board concurred to advertise the vacancy, require cover letters and resumes to be received by 10/29/2018 and include proof of residency and voter registration, and to hold a special meeting for the interview of candidates on 11/1/2018 at 5:00 p.m. A motion may be made at the Special Meeting of 11/1/2018 and the candidate will be sworn in at the 11/05/2018 regular meeting.

J. Belvin made a motion, seconded by G. Lastowski, to approve the procedure for filling the vacancy on the Board of Commissioners by advertising the vacancy to fill the balance of the term which expires on 12/31/2019, cover letter and resume submitted to the Twp. Manager by the close of business day, Monday 10/29/2018 either by email or hard copy, information must include proof of residency and proof of being a registered voter; interviews will take place at a publicly advertised meeting at 5:00 p.m., Thursday, 11/01/2018 with all candidates. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Amusement Tax -

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the delay of implementation of the Amusement Tax until 01/01/2019. G. Lastowski noted a fact-finding meeting with resort owners and PA Senator Mario Scavello was held and additional time is required to assure the ordinance is fair to all businesses affected. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

PennDOT application for permit for right hand turn lanes of Rt. 611 onto Rimrock Road and Bartonsville Ave. -

G. Lastowski made a motion, seconded by J. Belvin, to authorize the Twp. Engineer to conduct all studies necessary and to submit the application to PennDOT for the right-hand turn lanes from Rt. 611 onto Bartonsville Ave and Rimrock Road for the approximate cost of between \$9,000.00 and \$11,000.00. G. Lastowski explained they met with PA Senator Mario Scavello and Senator Scavello believes the turning lanes are important to assist with the traffic problems on Rt. 611. He noted if the Township moves forward the work will be completed sooner. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT CONT:

URGENT

Tobyhanna Township

G. Lastowski noted he spoke to Ann Lamberton, Tobyhanna Twp. Supervisor, concerning a future meeting with DEP concerning additional sewer capacity. A. Lamberton is waiting for the water issue to be resolved before a meeting with DEP can take place.

G. Lastowski noted he spoke to A. Lamberton, Tobyhanna Township to request their Twp. Manager John Jablowski to reach out to D. Asure, Twp. Manager, to provide information.

G. Lastowski contacted A. Lamberton, Tobyhanna Township, to set up a meeting to discuss an equalization tank, a pre-treatment tank, and possible additional EDUs for Kalahari.

G. Lastowski noted he heard from Keith Kunz concerning the runoff of his neighbor's property. Prior to the meeting, it was decided to contact the neighbor to request he clean up his driveway pipe and put in a headwall. Discussion followed.

G. Lastowski noted Keith Kunz raised concerns with the White Oak Culvert replacement.

**COMMISSIONERS COMMENTS:**

Harold Werkheiser - Absent

Richard Wielebinski - No comment

Jerrod Belvin - J. Belvin questioned the opening of the blocked road as a detour on the culvert replacement on White Oak Drive. J. Tresslar, Twp. Engineer, noted additional research is required to confirm the ownership of the closed road. J. Tresslar noted two options were bid - 1) for one side at a time and 2) for complete closure during construction with the closed roadway opened for a detour. J. Belvin noted the need for the closed road as an emergency access to the remainder of the development.

**REPORTS:**

Zoning - Michael Tripus, Zoning Officer, gave his report for September noting 43 permits were issued.

Emergency Services

Police- Pocono Township Police Chief Kent Werkheiser gave his report noting 945 incidents for the month of September.

EMS - No report.

Fire - No report.

REPORTS CONT:

Park Board - D. Asure, Twp. Manager, reviewed an email from Jen Fisher, Park Board, noting she will provide details for the pavilion rentals and thanking the Board for the ice-skating rink.

Finance Committee - No report.

Public Works Report

Update on road crew activities- Robert Sargent, Road Supervisor, gave his report for September and explained the road piping work for the Northern tier is wrapping up, tree trimming is complete and currently they are working on preparing the trucks for winter.

Flail Mower Sale

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the sale of the Flail Mower to James Davis in the amount of \$210.00 as the highest bid received on municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Tiger Rotary Mower Head

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the sale of the Tiger Rotary Mower Head to James Davis in the amount of \$285.00 as the highest bid received on municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Saw Devil Black Top Saw

G. Lastowski made a motion, seconded by J. Belvin, to approve the sale of the Saw Devil Black Top/Concrete Saw to Mike Whiteley in the amount of \$347.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Skag Mower

G. Lastowski made a motion, seconded by J. Belvin, to approve the sale of the Skag Mower to Larry Gibbins in the amount of \$4,100.00 as the highest bid received on municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

**ADMINISTRATION - MANAGER'S REPORT**

Transfer to General Fund - A transfer of \$13,970.42 was made to the general fund from the Police Pension fund to reimburse for payments made to police officers in 2017.

Resignation of Charlie Trapasso - D. Asure, Twp. Manager, noted a letter of resignation was received from Charlie Trapasso from the Pocono Township Park and Recreation Board effective 11/12/2018.



DRAFT

Impaired Driving Project

R. Wielebinski made a motion, seconded by J. Belvin, to approve the execution of to grant extension for the Impaired Driving Project, effective 10/01/2018 through 09/30/2020 and to authorize the President of the Board of Commissioners to execute the documents. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Mt. View Park will be closing 11/04/2018.

Abeel Road Speed Limit

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Twp. Solicitor to prepare an ordinance setting the speed limit on Abeel Road as determined by the 2016 traffic study and advertise a hearing for 11/19/2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

A time extension was received for Running Lane, LLC until 01/30/2019.

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert replacement project- Previously discussed.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, explained revised plans for a pipe were submitted to MCCD. The project will be bid once MCCD approves the plan. Discussion followed on the work and if the road department could do the installation. G. Lastowski directed R. Sargent and J. Tresslar to discuss options.

LSA Grant for right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave. J. Tresslar, Twp. Engineer, explained a Resolution is required to be approved for the application.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, explained the first step is obtaining the DEP Permit.

Culvert cleaning on Learn Road- J. Tresslar, Twp. Engineer, explained the contract documents are in order and will issue the Notice to Proceed.

**TOWNSHIP SOLICITOR REPORT**

Exxon Monitoring Wells - No report

Settlement with Richard Weichand- L. DeVito, Twp. Solicitor, explained settlement is to resolve this issue.

G. Lastowski made a motion, seconded by, R. Wielebinski, to approve the settlement agreement with Richard Weichand and authorize the President of the Board of Commissioners to execute the necessary documents. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

DRAFT

Wiscasset Road Vacation

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Solicitor to advertise for a hearing on 11/19/2018 concerning the Wiscasset Road Vacation as part of the Brookdale Minor Subdivision Plan. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Amending Code of Ordinance, Chapter 60

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the Twp. Solicitor to advertise a hearing on 11/19/2018 amending the code of Ordinances of Pocono Township, Chapter 60, Salaries and Compensation, Article 1, Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Amending Code of Ordinances, Chapter 200 - Fireworks

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Twp. Solicitor to advertise a hearing on 11/19/2018 amending the code of ordinances of Pocono Township, Chapter 200 - Fireworks. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

**RESOLUTIONS**

Resolution 2018-55 - LSA Grant

G. Lastowski made a motion, seconded by J. Belvin, to adopt Resolution 2018-55 for LSA Grant submittal for right hand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Ave. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-56 - Inter-municipal Cooperation Agreement

G. Lastowski made a motion, seconded by J. Belvin, to authorize the Twp. Solicitor to prepare an ordinance for an Inter-municipal Cooperation Agreement (ICA) for the Regional Comprehensive Land Use Plan update with Stroudsburg Borough, Hamilton Township and Stroud Township to update the Regional Comprehensive Plan. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

**PUBLIC COMMENT - None**

**ADJOURNMENT**

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting into executive session for acquisition of property, at 6:35 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**Budget Work Session Minutes**

**DATE:** October 23, 2018  
**TIME:** 8:15 pm  
**PLACE:** Township Building  
**PRESIDING COMMISSIONER:** Jerry Lastowski  
**ROLL CALL:**

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

Also present were Bob Sargent - Road Supervisor and Donna Asure-Township Manager

The work session was called to order at approximately 8:15 am by President Lastowski.

There was no public comment.

The following was discussed –

- The Board reviewed the 2019 capital requests of the public works department with Bob Sargent
- Prioritization of the items listed was discussed
- The board reviewed the recommendations made for the ice skating rink at TLC Park

There was no public comment received.

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

The work session ended at 9:00 am.

Submitted by:

Donna M. Asure  
Township Manager

**Pocono Township Board of Commissioners  
Special Meeting Minutes  
November 1, 2018**

President Lastowski called the meeting to order at 5:00pm with the Pledge of Allegiance.

**Roll call** conducted by Township Manager –  
Commissioner Werkheiser – Absent  
Commissioner Wielebinski - Present  
President Lastowski – Present  
Commissioner Belvin – Present

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

**Public comment** –  
No public comment was received.

No announcements

The Board of Commissioners proceeded to interview Chad Kilby, candidate for vacancy on Board of Commissioners by asking questions of his background, his experience and his goals as part of the board.

**MOTION** by Commissioner Belvin, seconded by Commissioner Wielebinski, to appoint Chad Kilby as Pocono Township Commissioner to fulfill the unexpired term of Robert DeYoung, until December 31, 2019.

All in favor  
Motion Carried

**Public Comment** – no public comment received

**MOTION** by Commissioner Lastowski, seconded by Commissioner Wielebinski to adjourn into executive session at 5:19pm for personnel and real property acquisition issues and to not reconvene the meeting.

All in favor  
Motion carried

Respectfully submitted,

\_\_\_\_\_  
Donna M. Asure  
Township Manager

**TREASURER'S REPORT SUMMARY**  
**Q3 2018**  
**REVENUE**

|             | <b>2018</b>             |                            |                         |                            |                               |
|-------------|-------------------------|----------------------------|-------------------------|----------------------------|-------------------------------|
|             | <b>GENERAL<br/>FUND</b> | <b>CAPITAL<br/>RESERVE</b> | <b>LIQUID<br/>FUELS</b> | <b>SEWER<br/>OPERATING</b> | <b>SEWER<br/>CONSTRUCTION</b> |
| Q1          | \$ 1,089,922            | \$ 1,999                   | \$ 474,168              | \$ 989,205                 | \$ 1,098                      |
| Q2          | \$ 3,624,704            | \$ 106,825                 | \$ 595                  | \$ 2,327,661               | \$ 823                        |
| <b>Q3</b>   | <b>\$ 1,216,475</b>     | <b>\$ 7,799</b>            | <b>\$ 524</b>           | <b>\$ 918,495</b>          | <b>\$ 581</b>                 |
| Total       | <u>\$ 5,931,102</u>     | <u>\$ 116,623</u>          | <u>\$ 475,286</u>       | <u>\$ 4,235,361</u>        | <u>\$ 2,502</u>               |
| 2018 BUDGET | \$ 6,927,688            | \$ 4,104,764               | \$ 466,734              | \$ 4,929,694               | \$ 10,000                     |
| % OF BUDGET | 85.61%                  | 2.84%                      | 101.83%                 | 85.92%                     | 25.02%                        |

|             | <b>2017</b>             |                            |                         |                            |                               |
|-------------|-------------------------|----------------------------|-------------------------|----------------------------|-------------------------------|
|             | <b>GENERAL<br/>FUND</b> | <b>CAPITAL<br/>RESERVE</b> | <b>LIQUID<br/>FUELS</b> | <b>SEWER<br/>OPERATING</b> | <b>SEWER<br/>CONSTRUCTION</b> |
| Q1          | \$ 1,326,191            | \$ 1,076,726               | \$ 450,579              | \$ 2,218,867               | \$ 3,643,780                  |
| Q2          | \$ 3,500,004            | \$ 1,095                   | \$ 563                  | \$ 1,098,060               | \$ 6,414                      |
| <b>Q3</b>   | <b>\$ 1,063,505</b>     | <b>\$ 1,025</b>            | <b>\$ 563</b>           | <b>\$ 1,008,878</b>        | <b>\$ 6,366</b>               |
| Total       | <u>\$ 5,889,700</u>     | <u>\$ 1,078,846</u>        | <u>\$ 451,705</u>       | <u>\$ 4,325,804</u>        | <u>\$ 3,656,561</u>           |
| 2017 BUDGET | \$ 8,507,298            | \$ 1,057,942               | \$ 444,567              | \$ 5,857,061               | \$ 2,807,017                  |
| % OF BUDGET | 69.23%                  | 101.98%                    | 101.61%                 | 73.86%                     | 130.27%                       |

**EXPENSES**

|             | <b>2018</b>             |                            |                         |                            |                               |
|-------------|-------------------------|----------------------------|-------------------------|----------------------------|-------------------------------|
|             | <b>GENERAL<br/>FUND</b> | <b>CAPITAL<br/>RESERVE</b> | <b>LIQUID<br/>FUELS</b> | <b>SEWER<br/>OPERATING</b> | <b>SEWER<br/>CONSTRUCTION</b> |
| Q1          | \$ 1,513,528            | \$ 169,043                 | \$ -                    | \$ 479,642                 | \$ 232,686                    |
| Q2          | \$ 1,326,805            | \$ 345,987                 | \$ -                    | \$ 694,389                 | \$ 172,639                    |
| <b>Q3</b>   | <b>\$ 1,838,128</b>     | <b>\$ 586,576</b>          | <b>\$ 474,000</b>       | <b>\$ 527,253</b>          | <b>\$ 28,874</b>              |
| Total       | <u>\$ 4,678,461</u>     | <u>\$ 1,101,606</u>        | <u>\$ 474,000</u>       | <u>\$ 1,701,283</u>        | <u>\$ 434,199</u>             |
| 2018 BUDGET | \$ 6,033,443            | \$ 1,718,142               | \$ 465,611              | \$ 2,833,265               | \$ 620,000                    |
| % OF BUDGET | 77.54%                  | 64.12%                     | 101.80%                 | 60.05%                     | 70.03%                        |

|             | <b>2017</b>             |                            |                         |                            |                               |
|-------------|-------------------------|----------------------------|-------------------------|----------------------------|-------------------------------|
|             | <b>GENERAL<br/>FUND</b> | <b>CAPITAL<br/>RESERVE</b> | <b>LIQUID<br/>FUELS</b> | <b>SEWER<br/>OPERATING</b> | <b>SEWER<br/>CONSTRUCTION</b> |
| Q1          | \$ 2,484,026            | \$ -                       | \$ -                    | \$ 3,652,230               | \$ 10,858                     |
| Q2          | \$ 1,286,380            | \$ 101,880                 | \$ -                    | \$ 590,429                 | \$ 47,258                     |
| <b>Q3</b>   | <b>\$ 1,478,534</b>     | <b>\$ 64,198</b>           | <b>\$ -</b>             | <b>\$ 454,344</b>          | <b>\$ 22,920</b>              |
| Total       | <u>\$ 5,248,940</u>     | <u>\$ 166,079</u>          | <u>\$ -</u>             | <u>\$ 4,697,004</u>        | <u>\$ 81,036</u>              |
| 2017 BUDGET | \$ 8,627,723            | \$ 1,045,942               | \$ 444,567              | \$ 6,151,469               | \$ 702,129                    |
| % OF BUDGET | 60.84%                  | 15.88%                     | 0.00%                   | 76.36%                     | 11.54%                        |

# General Fund Treasurer's Report: Q3 2018

**CASH ACCOUNTS BEGINNING BALANCES\***

|                     | Q1 2018      | Q2 2018      | Q3 2018      |
|---------------------|--------------|--------------|--------------|
| ESSA CD             | 1,010,500.92 | 1,014,019.19 | 1,018,013.59 |
| GENERAL CASH        | 971,155.44   | 706,609.14   | 2,985,794.91 |
| Payroll             | 1,000.00     | 1,000.00     | 1,000.00     |
| Petty Cash          | 170.98       | 112.91       | 173.31       |
| FEES IN LIEU        | 108,696.00   | 108,750.22   | 108,837.85   |
| *From balance sheet | 2,091,523.34 | 1,830,491.46 | 4,113,819.66 |

|   | Q1 2018    | Q2 2018      | Q3 2018    | Q1 - Q3 2018 | Annual Budget | \$ Over/Under Budget | % of Budget |
|---|------------|--------------|------------|--------------|---------------|----------------------|-------------|
| <b>Income</b>                             |            |              |            |              |               |                      |             |
| 301.100 · Real Estate Taxes - Current     | 292,895.06 | 2,401,340.98 | 152,795.40 | 2,847,031.44 | 2,884,347.00  | -37,315.56           | 98.71%      |
| 310.200 · Earned Income Taxes             | 375,263.67 | 528,951.85   | 360,319.43 | 1,264,534.95 | 1,500,000.00  | -235,465.05          | 84.3%       |
| <b>Taxes Other</b>                        |            |              |            |              |               |                      |             |
| 301.200 · Real Estate Taxes - Delinquent  | 31,336.98  | 33,820.36    | 39,999.01  | 105,158.35   | 130,000.00    | -24,841.65           | 80.89%      |
| 301.300 · Returned Taxes - Upset Sale     |            | 22.08        | 0.00       | 22.08        |               |                      |             |
| 310.100 · Real Estate Transfer Taxes      | 101,241.49 | 129,264.66   | 71,479.65  | 301,985.80   | 190,000.00    | 111,985.80           | 158.94%     |
| 310.500 · Local Services Taxes            | 95,176.28  | 104,941.65   | 103,229.24 | 303,347.17   | 480,000.00    | -176,652.83          | 63.2%       |
| <b>Total Taxes Other</b>                  | 227,756.75 | 268,048.75   | 214,707.90 | 710,513.40   | 800,000.00    | -89,486.60           | 88.81%      |
| <b>Licenses, permits and fees</b>         |            |              |            |              |               |                      |             |
| 321.800 · Cable TV Franchise Fees         | 49,836.57  | 49,930.80    | 0.00       | 99,769.37    | 200,000.00    | -100,230.63          | 49.89%      |
| 322.100 · Application fees                | 2,550.00   | 0.00         | 100.00     | 2,650.00     | 0.00          | 2,650.00             | 100.0%      |
| <b>Total Licenses, permits and fees</b>   | 52,388.57  | 49,930.80    | 100.00     | 102,419.37   | 200,000.00    | -97,580.63           | 51.21%      |
| <b>Fines and Forfeits</b>                 |            |              |            |              |               |                      |             |
| 331.100 · Court Fines - District Magistra | 17,063.85  | 14,001.86    | 17,262.13  | 48,347.86    | 50,000.00     | -1,652.14            | 96.7%       |
| 331.110 · Motor Vehicle Code Violations   | 3,155.34   | 5,976.53     | 5,504.25   | 14,636.12    | 20,000.00     | -5,363.88            | 73.18%      |
| 331.200 · Ordinance Violations            | 0.00       | 0.00         | 0.00       | 0.00         | 0.00          | 0.00                 | 0.0%        |
| <b>Total Fines and Forfeits</b>           | 20,239.19  | 19,978.41    | 22,766.38  | 62,983.98    | 70,000.00     | -7,016.02            | 89.98%      |
| 341.010 · Interest on Investments         | 4,588.14   | 7,400.64     | 8,489.32   | 20,478.10    | 28,000.00     | -7,521.90            | 73.14%      |
| <b>Other State Grants</b>                 |            |              |            |              |               |                      |             |
| 354.100 · Police Grants                   | 206.88     | 3,045.00     | 0.00       | 3,251.88     | 10,000.00     | -6,748.12            | 32.52%      |
| 355.010 · Public Utility Realty Tax       | 0.00       | 0.00         | 0.00       | 0.00         | 5,600.00      | -5,600.00            | 0.0%        |
| 355.040 · Alcoholic Beverage Licenses     | 3,000.00   | 0.00         | 4,000.00   | 7,000.00     | 4,000.00      | 3,000.00             | 175.0%      |
| 355.050 · Pension System State Aid        | 0.00       | 0.00         | 233,651.51 | 233,651.51   | 214,141.00    | 19,510.51            | 109.11%     |
| 355.070 · Foreign Fire Insurance          | 0.00       | 0.00         | 73,007.69  | 73,007.69    | 84,000.00     | -10,992.31           | 86.91%      |
| 356.100 · State Payments in Lieu of Taxes | 0.00       | 0.00         | 412.32     | 412.32       | 400.00        | 12.32                | 103.08%     |
| <b>Total Other State Grants</b>           | 3,206.88   | 3,045.00     | 311,071.52 | 317,323.40   | 318,141.00    | -817.60              | 99.74%      |
| 357.030 · County Grants                   | 1,571.67   |              |            |              |               |                      |             |
| 362.100 · Police Services                 |            |              |            |              |               |                      |             |

# General Fund Treasurer's Report: Q3 2018

|  | Q1 2018          | Q2 2018           | Q3 2018          | Q1 - Q3 2018      | Annual Budget     | \$ Over/Under Budget | % of Budget   |
|--|------------------|-------------------|------------------|-------------------|-------------------|----------------------|---------------|
| 362.101 · Reimbursement Police overtime  | 3,716.88         | 4,514.62          | 15,496.80        | 23,728.30         | 5,000.00          | 18,728.30            | 474.57%       |
| 362.100 · Police Services - Other        | 6,142.50         | 6,961.50          | 0.00             | 13,104.00         | 40,000.00         | -26,896.00           | 32.76%        |
| <b>Total 362.100 · Police Services</b>   | <b>9,652.50</b>  | <b>11,476.12</b>  | <b>15,496.80</b> | <b>36,625.42</b>  | <b>45,000.00</b>  | <b>-8,374.58</b>     | <b>81.39%</b> |
| <b>Building Permits</b>                  |                  |                   |                  |                   |                   |                      |               |
| 362.410 · Building Permits - BIU         | 35,438.92        | 100,871.00        | 71,859.99        | 208,169.91        | 400,000.00        | -191,830.09          | 52.04%        |
| <b>Total Building Permits</b>            | <b>35,438.92</b> | <b>100,871.00</b> | <b>71,859.99</b> | <b>208,169.91</b> | <b>400,000.00</b> | <b>-191,830.09</b>   | <b>52.04%</b> |
| <b>Charges for Services</b>              |                  |                   |                  |                   |                   |                      |               |
| 361.101 · Sewer Admin Services           | 0.00             | 0.00              | 5,390.27         | 5,390.27          | 0.00              | 5,390.27             | 100.0%        |
| 362.492 · Short Term Rental Permit       | 2,192.00         | 1,807.50          | 500.00           | 4,499.50          | 2,500.00          | 1,999.50             | 179.98%       |
| 361.310 · Subdivision, Land Develop Fees | 1,450.00         | 500.00            | 0.00             | 1,950.00          | 10,000.00         | -8,050.00            | 19.5%         |
| 361.330 · Zoning Hearing Board Fees      | 250.00           | 100.00            | 2,650.00         | 3,000.00          | 7,500.00          | -4,500.00            | 40.0%         |
| 361.340 · Cond Use, Curative PRD Fees    | 0.00             | 0.00              | 0.00             | 0.00              | 3,000.00          | -3,000.00            | 0.0%          |
| 361.400 · Plan Review Fees               | 1,000.00         | 0.00              | 0.00             | 1,000.00          | 0.00              | 1,000.00             | 100.0%        |
| 361.500 · Sale of Maps and Publications  | 0.00             | 0.00              | 0.00             | 0.00              | 100.00            | -100.00              | 0.0%          |
| 361.700 · Reproduction of Records        | 16.95            | 80.70             | 1,011.00         | 1,108.65          | 500.00            | 608.65               | 221.73%       |
| 362.110 · Sale of Police Reports         | 1,470.50         | 1,891.85          | 1,683.35         | 5,045.70          | 6,000.00          | -954.30              | 84.1%         |
| 362.130 · Security Alarm Fees            | 0.00             | 0.00              | 0.00             | 0.00              | 200.00            | -200.00              | 0.0%          |
| 362.300 · Zoning Permits                 | 19,608.90        | 11,471.35         | 16,074.05        | 47,154.30         | 115,000.00        | -67,845.70           | 41.0%         |
| 362.440 · Sewer System Permits           | 7,057.00         | 7,325.00          | 8,275.00         | 22,657.00         | 15,000.00         | 7,657.00             | 151.05%       |
| 362.450 · Use & Occupancy Permits        | 975.00           | 850.00            | 1,625.00         | 3,450.00          | 2,500.00          | 950.00               | 138.0%        |
| 362.475 · Well Permits                   | 700.00           | 1,326.10          | 700.00           | 2,726.10          | 1,500.00          | 1,226.10             | 181.74%       |
| 362.480 · Pool Permits                   | 50.00            | 293.00            | 100.00           | 443.00            | 100.00            | 343.00               | 443.0%        |
| 362.485 · Sign Permits                   | 4,375.00         | 2,925.00          | 2,581.00         | 9,881.00          | 5,000.00          | 4,881.00             | 197.62%       |
| 362.491 · Fireworks Permits              | 0.00             | 100.00            | 100.00           | 200.00            | 300.00            | -100.00              | 66.67%        |
| 362.495 · UCC Fees                       | 243.00           | 301.50            | 328.00           | 872.50            | 500.00            | 372.50               | 174.5%        |
| 362.600 · Miscellaneous Permits          | 100.00           | 800.00            | 0.00             | 900.00            | 500.00            | 400.00               | 180.0%        |
| 363.500 · Public Works Services          | 0.00             | 8,842.40          | 3,479.00         | 12,321.40         | 5,000.00          | 7,321.40             | 246.43%       |
| <b>Total Charges for Services</b>        | <b>41,680.35</b> | <b>38,614.40</b>  | <b>44,496.67</b> | <b>124,791.42</b> | <b>175,200.00</b> | <b>-50,408.58</b>    | <b>71.23%</b> |
| 367.140 · Pavilion Rental Fees           | 5,109.60         | 7,821.50          | 3,800.00         | 16,731.10         | 15,500.00         | 1,231.10             | 107.94%       |
| 367.180 · Heritage Center Rental Fees    | 0.00             | 0.00              | 0.00             | 0.00              | 1,000.00          | -1,000.00            | 0.0%          |
| <b>Other Operating Revenue</b>           |                  |                   |                  |                   |                   |                      |               |
| 389.101 · Other Unclassified Revenue     | 0.00             | 0.00              | 0.00             | 0.00              | 200,000.00        | -200,000.00          | 0.0%          |
| 387.100 · Contributions and Donations    | 1.00             | 19.00             | 1,050.00         | 1,070.00          | 500.00            | 570.00               | 214.0%        |
| <b>Total Other Operating Revenue</b>     | <b>1.00</b>      | <b>19.00</b>      | <b>1,050.00</b>  | <b>1,070.00</b>   | <b>200,500.00</b> | <b>-199,430.00</b>   | <b>0.53%</b>  |
| <b>Other Financing Sources</b>           |                  |                   |                  |                   |                   |                      |               |
| 391.200 · Distribution of PJJWA Account  | 0.00             | 0.00              | 0.00             | 0.00              | 100,000.00        | -100,000.00          | 0.0%          |
| 391.100 · Sale of Surplus Property       | 1,975.00         | 7,831.00          | 9,155.00         | 18,961.00         | 10,000.00         | 8,961.00             | 189.61%       |

# General Fund Treasurer's Report: Q3 2018

|  | Q1 2018      | Q2 2018      | Q3 2018      | Q1 - Q3 2018 | Annual Budget | \$ Over/Under Budget | % of Budget |
|--|--------------|--------------|--------------|--------------|---------------|----------------------|-------------|
| 392.301 - Sewer Op. Reim of Insurance      | 0.00         | 0.00         | 0.00         | 0.00         |               |                      |             |
| 395.000 - Refunds of Prior Year Expenses   | 9,077.46     | 179,374.70   | 277.07       | 188,729.23   | 180,000.00    | 8,729.23             | 104.85%     |
| 395.001 - EE portion Health Ins.           | 0.00         | 0.00         | 89.84        | 89.84        | 0.00          | 89.84                | 100.0%      |
| Total Other Financing Sources              | 20,129.92    | 187,205.70   | 9,521.91     | 216,857.53   | 290,000.00    | -73,142.47           | 74.78%      |
| Total Income                               | 1,089,922.22 | 3,624,704.15 | 1,216,475.32 | 5,931,101.69 | 6,927,688.00  | -996,586.31          | 85.61%      |
| <b>Expense</b>                             |              |              |              |              |               |                      |             |
| <b>General Government</b>                  |              |              |              |              |               |                      |             |
| 400.110 - Salary & Wages - Legislative     | 4,062.50     | 4,062.50     | 4,062.50     | 12,187.50    | 16,250.00     | -4,062.50            | 75.0%       |
| 400.192 - Legislative SSI Tax              | 310.75       | 310.80       | 310.75       | 932.30       | 1,243.00      | -310.70              | 75.0%       |
| 400.260 - Minor Equipment                  | 0.00         | 0.00         | 0.00         | 0.00         | 2,000.00      | -2,000.00            | 0.0%        |
| 400.420 - Dues, Subscriptions & Membershi  | 4,019.50     | 125.00       | 0.00         | 4,144.50     | 7,500.00      | -3,355.50            | 55.26%      |
| 400.460 - Legislative -Meetings & Training | 1,203.23     | 452.71       | 401.98       | 2,057.92     | 1,000.00      | 1,057.92             | 205.79%     |
| 400.540 - Legislative - Donations          | 62.42        | 0.00         | 0.00         | 62.42        | 1,000.00      | -937.58              | 6.24%       |
| 401.110 - Admin Salaries & Wages           | 19,615.38    | 36,282.05    | 22,884.61    | 78,782.04    | 90,000.00     | -11,217.96           | 87.54%      |
| 401.192 - Admin SSI Taxes                  | 1,500.54     | 2,775.54     | 1,750.63     | 6,026.71     | 6,885.00      | -858.29              | 87.53%      |
| 401.196 - Admin Health Insurance           | 4,077.40     | 3,058.05     | 3,058.05     | 10,193.50    | 12,480.00     | -2,286.50            | 81.68%      |
| 401.197 - Admin HRA Fees                   | 14.85        | 14.85        | 14.85        | 44.55        | 1,364.00      | -1,319.45            | 3.27%       |
| 401.198 - Non-Uniformed Pension Plan       | 882.69       | 1,176.92     | 2,399.98     | 4,459.59     | 7,650.00      | -3,190.41            | 58.3%       |
| 401.199 - Admin Life and Disability Ins    | 63.00        | 197.00       | 134.00       | 394.00       | 756.00        | -362.00              | 52.12%      |
| 401.200 - Administration Allowances        | 0.00         | 334.18       | 35.62        | 369.80       | 1,000.00      | -630.20              | 36.98%      |
| 401.220 - Admin Operating Supplies         | 0.00         | 0.00         | 213.65       | 213.65       | 8,500.00      | -8,286.35            | 2.51%       |
| 401.260 - Admin Minor Equipment            | 0.00         | 0.00         | 0.00         | 0.00         | 1,500.00      | -1,500.00            | 0.0%        |
| 401.420 - Admin Dues, Subscriptions & Mem  | 642.99       | 86.01        | 190.00       | 919.00       | 2,000.00      | -1,081.00            | 45.95%      |
| 401.460 - Admin Meetings & Training        | 518.32       | 427.25       | 409.28       | 1,354.85     | 2,500.00      | -1,145.15            | 54.19%      |
| 402.110 - Fin Admin Salaries & Wages       | 7,411.50     | 8,451.00     | 11,592.00    | 27,454.50    | 50,000.00     | -22,545.50           | 54.91%      |
| 402.120 - Financial Admin OVT              |              | 67.50        | 816.92       | 884.42       |               | 884.42               | 0.0%        |
| 402.192 - Fin Admin SSI Taxes              | 566.99       | 651.66       | 949.26       | 2,167.91     | 3,825.00      | -1,657.09            | 56.68%      |
| 402.196 - Fin Admin Health Insurance       | 0.00         | 0.00         | 0.00         | 0.00         | 12,480.00     | -12,480.00           | 0.0%        |
| 402.197 - Fin Admin HRA Fees               | 0.00         | 0.00         | 0.00         | 0.00         | 1,364.00      | -1,364.00            | 0.0%        |
| 402.198 - Fin Admin Non-Uni Pension Plan   | 0.00         | 0.00         | 0.00         | 0.00         | 4,500.00      | -4,500.00            | 0.0%        |
| 402.199 - Fin Admin Life & Disability Ins  | 0.00         | 0.00         | 56.00        | 56.00        | 804.00        | -748.00              | 6.97%       |
| 402.310 - Fin Admin Professional Svcs      | 11,146.88    | 6,085.80     | 6,653.58     | 23,886.26    | 20,000.00     | 3,886.26             | 119.43%     |
| 403.110 - Tax Collection Salaries & Wages  | 2,307.72     | 2,307.72     | 2,692.34     | 7,307.78     | 10,000.00     | -2,692.22            | 73.08%      |
| 403.192 - Tax Collection SSI Taxes         | 176.58       | 176.58       | 206.01       | 559.17       | 765.00        | -205.83              | 73.09%      |
| 403.199 - Tax Collection Bond Ins          | 1,544.00     | 0.00         | 0.00         | 1,544.00     | 2,000.00      | -456.00              | 77.2%       |
| 403.215 - Tax Collection Postage           | 1,534.08     | 0.00         | 0.00         | 1,534.08     | 2,000.00      | -465.92              | 76.7%       |



# General Fund Treasurer's Report: Q3 2018

|   | Q1 2018           | Q2 2018           | Q3 2018           | Q1 - Q3 2018      | Annual Budget     | \$ Over/Under Budget | % of Budget   |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|---------------|
| 403.220 · Tax Collection Operating Supply | 1,258.46          | 0.00              | 0.00              | 1,258.46          | 2,000.00          | -741.54              | 62.92%        |
| 403.310 · Tax Collection Professional Srv | 7,404.89          | 10,163.01         | 7,581.31          | 25,149.21         | 30,000.00         | -4,850.79            | 83.83%        |
| 404.310 · Township Solicitor              | 22,810.83         | 20,521.54         | 15,246.09         | 58,578.46         | 55,000.00         | 3,578.46             | 106.51%       |
| 404.314 · Legal Services Special Counsel  | 0.00              | 0.00              | 0.00              | 0.00              | 20,000.00         | -20,000.00           | 0.0%          |
| 405.110 · Secretary Salaries & Wages      | 27,650.41         | 30,875.62         | 39,270.61         | 97,796.64         | 114,945.00        | -17,148.36           | 85.08%        |
| 405.120 · Secretary OT                    | 875.08            | 886.18            | 1,074.36          | 2,835.62          | 5,000.00          | -2,164.38            | 56.71%        |
| 405.192 · Secretary SSI Taxes             | 2,173.76          | 2,421.41          | 3,076.56          | 7,671.73          | 8,898.00          | -1,226.27            | 86.22%        |
| 405.196 · Secretary Insurance             | 13,559.76         | 10,169.82         | 10,169.82         | 33,899.40         | 40,776.00         | -6,876.60            | 83.14%        |
| 405.197 · Secretary HRA Fees              | 14.85             | 14.85             | 14.85             | 44.55             | 4,500.00          | -4,455.45            | 0.99%         |
| 405.198 · Secretary Non-Uni Pension Plan  | 2,251.92          | 1,296.07          | 3,179.57          | 6,727.56          | 10,919.00         | -4,191.44            | 61.61%        |
| 405.199 · Secretary Life & Disability Ins | 465.00            | 484.83            | 551.83            | 1,501.66          | 1,608.00          | -106.34              | 93.39%        |
| 406.215 · Gen Govt Postage                | 2,131.69          | 117.00            | 2,117.00          | 4,365.69          | 4,200.00          | 165.69               | 103.95%       |
| 406.220 · Gen Govt Operation Supplies     | 1,856.16          | 1,711.86          | 1,890.01          | 5,458.03          | 7,000.00          | -1,541.97            | 77.97%        |
| 406.310 · Gen Govt Professional Srvs      | 4,449.61          | 515.00            | 2,994.50          | 7,959.11          | 8,500.00          | -540.89              | 93.64%        |
| 406.320 · Gen Govt Communications         | 2,745.95          | 2,213.65          | 3,081.43          | 8,041.03          | 8,000.00          | 41.03                | 100.51%       |
| 406.340 · Gen Govt Advertising & Printing | 1,147.02          | 1,246.64          | 2,934.87          | 5,328.53          | 6,500.00          | -1,171.47            | 81.98%        |
| 406.374 · Gen Govt Office Equipment Maint | 0.00              | 0.00              | 0.00              | 0.00              | 1,000.00          | -1,000.00            | 0.0%          |
| 406.384 · Gen Govt Equipment Leases       | 725.91            | 4,033.89          | 733.11            | 5,492.91          | 6,500.00          | -1,007.09            | 84.51%        |
| 407.252 · Computer Parts & Supplies       | 0.00              | 138.79            | 190.67            | 329.46            | 1,000.00          | -670.54              | 32.95%        |
| 407.260 · Technology Minor Equipment      | 0.00              | 0.00              | 0.00              | 0.00              | 4,000.00          | -4,000.00            | 0.0%          |
| 407.450 · Contracted Services             | 6,045.50          | 6,777.83          | 7,275.77          | 20,099.10         | 12,000.00         | 8,099.10             | 167.49%       |
| 408.310 · Township Engineer               | 6,859.53          | 22,354.46         | 10,219.86         | 39,433.85         | 40,000.00         | -566.15              | 98.59%        |
| 409.220 · Building Operating Supplies     | 6,166.48          | 375.21            | 104.02            | 6,645.71          | 10,000.00         | -3,354.29            | 66.46%        |
| 409.360 · Building Utilities              | 15,110.52         | 8,367.12          | 5,679.66          | 29,157.30         | 36,000.00         | -6,842.70            | 80.99%        |
| 409.373 · Building Maint & Repairs        | 4,553.04          | 5,425.65          | 2,448.72          | 12,427.41         | 17,000.00         | -4,572.59            | 73.1%         |
| 409.450 · Building Contracted Services    | 1,133.80          | 1,147.57          | 1,147.54          | 3,428.91          | 7,000.00          | -3,571.09            | 48.98%        |
| <b>Total General Government</b>           | <b>193,051.49</b> | <b>198,301.12</b> | <b>179,814.17</b> | <b>571,166.78</b> | <b>733,712.00</b> | <b>-162,545.22</b>   | <b>77.85%</b> |
| <b>Public Safety</b>                      |                   |                   |                   |                   |                   |                      |               |
| <b>POLICE</b>                             |                   |                   |                   |                   |                   |                      |               |
| 410.140 · Police Salaries & Wages-Civilia | 10,560.00         | 11,779.20         | 13,031.20         | 35,370.40         | 45,936.00         | -10,565.60           | 77.0%         |
| 410.179 · Police Longevity Pay            | 0.00              | 27,863.58         | 14,146.69         | 42,010.27         | 45,211.00         | -3,200.73            | 92.92%        |
| 410.180 · Police Overtime Wages           | 20,282.17         | 38,061.11         | 65,783.74         | 124,127.02        | 125,000.00        | -872.98              | 99.3%         |
| 410.130 · Police Salaries & Wages-Officer | 253,504.49        | 245,832.69        | 349,003.22        | 848,340.40        | 1,271,960.00      | -423,619.60          | 66.7%         |
| 410.120 · Police Salaries & Wages-Admin   | 20,932.80         | 20,932.80         | 24,546.54         | 66,412.14         | 102,700.00        | -36,287.86           | 64.67%        |
| 410.185 · Sick & Vacation Buy Back        | 27,358.68         | 0.00              | 0.00              | 27,358.68         | 60,000.00         | -32,641.32           | 45.6%         |
| 410.187 · Police Overtime Civ Support     | 0.00              | 0.00              | 0.00              | 0.00              | 500.00            | -500.00              | 0.0%          |
| 410.190 · Police HRA Fees                 | 4,754.77          | 6,100.84          | 2,418.03          | 13,273.64         | 49,288.00         | -36,014.36           | 26.93%        |

# General Fund Treasurer's Report: Q3 2018

|   | Q1 2018           | Q2 2018           | Q3 2018           | Q1 - Q3 2018        | Annual Budget       | \$ Over/Under Budget | % of Budget   |
|---|-------------------|-------------------|-------------------|---------------------|---------------------|----------------------|---------------|
| 410.191 - Uniform Allowance             | 937.91            | 1,536.24          | 134.98            | 2,609.13            | 15,200.00           | -12,590.87           | 17.17%        |
| 410.192 - Police SSI Taxes              | 25,357.34         | 26,381.55         | 35,079.16         | 86,818.05           | 106,868.00          | -20,049.95           | 81.24%        |
| 410.196 - Police Health Insurance       | 157,935.67        | 116,673.81        | 143,129.55        | 417,739.03          | 499,200.00          | -81,460.97           | 83.68%        |
| 410.197 - Police Pension Plan           | 0.00              | 0.00              | 200,000.00        | 200,000.00          | 200,000.00          | 0.00                 | 100.0%        |
| 410.198 - Police Life & Disability Ins  | 3,428.01          | 3,417.00          | 3,417.00          | 10,262.01           | 16,080.00           | -5,817.99            | 63.82%        |
| 410.199 - Police Non-Uniform Pension    | 1,108.80          | 633.60            | 1,599.34          | 3,341.74            | 4,257.96            | -916.22              | 78.48%        |
| 410.200 - Police 457 Contribution       | 0.00              | 2,607.00          | 1,954.65          | 4,561.65            | 6,000.00            | -1,438.35            | 76.03%        |
| 410.220 - Police Operating Supplies     | 196.74            | 2,568.06          | 914.09            | 3,678.89            | 7,500.00            | -3,821.11            | 49.05%        |
| 410.221 - Crime Scene Supplies          | 309.40            | 302.31            | 0.00              | 611.71              | 1,000.00            | -388.29              | 61.17%        |
| 410.222 - Ammunition                    | 0.00              | 3,391.94          | 995.26            | 4,387.20            | 6,000.00            | -1,612.80            | 73.12%        |
| 410.231 - Vehicle Fuel                  | 11,237.60         | 11,738.07         | 12,045.59         | 35,021.26           | 42,000.00           | -6,978.74            | 83.38%        |
| 410.260 - Police Minor Equipment        | 4,539.15          | 10,181.82         | 9,251.34          | 23,972.31           | 38,500.00           | -14,527.69           | 62.27%        |
| 410.310 - Police Professional Services  | 2,175.00          | 6,527.54          | 6,975.00          | 15,677.54           | 3,500.00            | 12,177.54            | 447.93%       |
| 410.314 - Civil Service Comm Solicitor  | 995.00            | 625.40            | 2,014.30          | 3,634.70            | 12,000.00           | -8,365.30            | 30.29%        |
| 410.320 - Police Communications         | 4,514.75          | 4,269.45          | 4,311.25          | 13,095.45           | 15,000.00           | -1,904.55            | 87.3%         |
| 410.341 - Police Advertising & Printing | 4,082.34          | 0.00              | 355.32            | 4,437.66            | 3,500.00            | 937.66               | 126.79%       |
| 410.373 - Police Maint & Repair Bldg    | 1,342.15          | 7,051.75          | 2,924.52          | 11,318.42           | 7,500.00            | 3,818.42             | 150.91%       |
| 410.374 - Police Equipment Maint        | 1,213.34          | 187.00            | 2,820.80          | 4,221.14            | 3,500.00            | 721.14               | 120.6%        |
| 410.420 - Police Dues, Subscriptions    | 175.00            | 262.00            | 166.99            | 603.99              | 1,000.00            | -396.01              | 60.4%         |
| 410.450 - Police Contracted Services    | 42,765.85         | 41,343.24         | 25,372.76         | 109,481.85          | 70,000.00           | 39,481.85            | 156.4%        |
| 410.451 - Police Vehicle Maintenance    | 5,212.41          | 2,544.24          | -6,888.78         | 867.87              | 25,000.00           | -24,132.13           | 3.47%         |
| 410.460 - Police Meetings & Training    | 3,722.97          | 5,278.78          | 1,335.80          | 10,337.55           | 5,000.00            | 5,337.55             | 207%          |
| <b>Total Police</b>                     | <b>608,642.34</b> | <b>598,091.02</b> | <b>916,838.34</b> | <b>1,206,733.36</b> | <b>2,789,200.96</b> | <b>-665,629.26</b>   | <b>43.26%</b> |
| <b>OTHER PUBLIC SAFETY</b>              |                   |                   |                   |                     |                     |                      |               |
| 411.232 - Fire Department Fuel          | 0.00              | 0.00              | 0.00              | 0.00                | 7,500.00            | -7,500.00            | 0.0%          |
| 411.540 - Foreign Fire Payments         | 0.00              | 0.00              | 73,007.69         | 73,007.69           | 84,000.00           | -10,992.31           | 86.91%        |
| 411.541 - Disbursement to Fire Company  | 0.00              | 0.00              | 218,000.00        | 218,000.00          | 218,000.00          | 0.00                 | 100.0%        |
| 413.220 - Code Enforcement Supplies     | 0.00              | 0.00              | 0.00              | 0.00                | 100.00              | -100.00              | 0.0%          |
| 413.260 - Code Enforcement Minor Equip  | 0.00              | 0.00              | 0.00              | 0.00                | 100.00              | -100.00              | 0.0%          |
| 413.310 - Prof Services - BIU Building  | 15,696.81         | 63,982.45         | 43,139.19         | 122,818.45          | 200,000.00          | -77,181.55           | 61.41%        |
| 413.311 - Prof Services - SEO           | 3,857.50          | 6,002.50          | 5,285.00          | 15,145.00           | 15,000.00           | 145.00               | 100.97%       |
| 413.319 - Code Enforcement UCC Fees     | 0.00              | 238.50            | 648.00            | 886.50              | 1,000.00            | -113.50              | 88.65%        |
| 413.420 - Code Enforcement Dues & Subs  | 0.00              | 0.00              | 29.99             | 29.99               | 250.00              | -220.01              | 12.0%         |
| 413.460 - Code Enforcement Meetings     | 0.00              | 0.00              | 0.00              | 0.00                | 500.00              | -500.00              | 0.0%          |
| 414.110 - Planning & Zoning Salaries    | 0.00              | 0.00              | 0.00              | 0.00                | 1,000.00            | -1,000.00            | 0.0%          |
| 414.192 - Planning & Zoning SSI Taxes   | 0.00              | 0.00              | 0.00              | 0.00                | 77.00               | -77.00               | 0.0%          |
| 414.220 - Planning & Zoning Supplies    | 0.00              | 0.00              | 0.00              | 0.00                | 5,000.00            | -5,000.00            | 0.0%          |

# General Fund

## Treasurer's Report: Q3 2018

|   | Q1 2018           | Q2 2018           | Q3 2018             | Q1 - Q3 2018        | Annual Budget       | \$ Over/Under Budget | % of Budget   |
|---|-------------------|-------------------|---------------------|---------------------|---------------------|----------------------|---------------|
| 414.310 · Planning & Zoning Prof Svcs     | 10,795.00         | 11,020.00         | 10,885.00           | 32,700.00           | 42,000.00           | -9,300.00            | 77.86%        |
| 414.313 · Planning & Zoning Engineering   | 0.00              | 0.00              | 131.75              | 131.75              | 5,000.00            | -4,868.25            | 2.64%         |
| 414.314 · Planning & Zoning Legal         | 2,925.00          | 4,792.50          | 4,978.00            | 12,695.50           | 20,000.00           | -7,304.50            | 63.48%        |
| 414.341 · Planning & Zoning Advertising   | 58.39             | 307.82            | 433.36              | 800.57              | 2,500.00            | -1,699.43            | 32.02%        |
| 415.220 · Emer Mgmt Operating Supplies    | 0.00              | 0.00              | 0.00                | 0.00                | 500.00              | -500.00              | 0.0%          |
| 414.319 · MS4 Fees                        | 499.00            | 760.00            | 913.25              | 2,172.25            | 5,000.00            | -2,827.75            | 43.45%        |
| 415.364 · Emergency Management Operations | 0.00              | 0.00              | 0.00                | 0.00                | 1,500.00            | -1,500.00            | 0.0%          |
| 415.460 · Emer Mgmt Meetings & Training   | 0.00              | 249.39            | 493.64              | 743.03              | 500.00              | 243.03               | 0.0%          |
| <b>Total Public Safety Other</b>          | <b>33,832.70</b>  | <b>87,353.16</b>  | <b>357,944.87</b>   | <b>479,130.73</b>   | <b>609,527.00</b>   | <b>-130,396.27</b>   | <b>78.61%</b> |
| <b>Total Public Safety</b>                | <b>642,475.04</b> | <b>685,444.18</b> | <b>1,274,783.21</b> | <b>2,602,702.43</b> | <b>3,398,727.96</b> | <b>-796,025.53</b>   | <b>76.58%</b> |
| <b>Public Works - Other</b>               |                   |                   |                     |                     |                     |                      |               |
| 427.220 · Solid Waste Coll Supplies       | 54.00             | 683.82            | 153.00              | 737.82              | 1,500.00            | -1,446.00            | 49.19%        |
| 427.450 · Contracted Svcs - Clean-Up Days | 0.00              | 13,025.75         | 1,042.00            | 13,025.75           | 16,000.00           | -16,000.00           | 81.41%        |
| <b>Total Public Works - Other</b>         | <b>54.00</b>      | <b>13,709.57</b>  | <b>1,195.00</b>     | <b>13,763.57</b>    | <b>17,500.00</b>    | <b>-17,446.00</b>    | <b>78.65%</b> |
| <b>PW-Hwys, Roads &amp; Streets</b>       |                   |                   |                     |                     |                     |                      |               |
| 430.110 · Public Works Salaries           | 80,197.56         | 86,497.09         | 109,410.26          | 276,104.91          | 457,842.00          | -181,737.09          | 60.31%        |
| 430.120 · Public Works OT Wages           | 15,495.14         | 5,616.26          | 3,229.23            | 24,340.63           | 20,000.00           | 4,340.63             | 121.7%        |
| 430.192 · Public Works SSI Taxes          | 7,264.75          | 7,016.99          | 8,586.15            | 22,867.89           | 36,197.00           | -13,329.11           | 63.18%        |
| 430.196 · Public Works Insurance          | 60,971.56         | 43,713.65         | 49,782.39           | 154,467.60          | 207,633.00          | -53,165.40           | 74.4%         |
| 430.197 · PW HRA Fees                     | 0.00              | 0.00              | 0.00                | 0.00                | 20,035.00           | -20,035.00           | 0.0%          |
| 430.198 · Public Works N-U Pension        | 8,949.43          | 4,093.46          | 10,332.79           | 23,375.68           | 42,585.00           | -19,209.32           | 54.89%        |
| 430.199 · Public Works Life & Disab Ins   | 1,470.00          | 1,355.83          | 1,288.83            | 4,114.66            | 7,236.00            | -3,121.34            | 56.86%        |
| 430.220 · Public Works Oper Supplies      | 3,127.84          | 2,684.84          | 1,263.73            | 7,076.41            | 7,500.00            | -423.59              | 94.35%        |
| 430.232 · Public Works Diesel             | 17,463.31         | 7,297.94          | 9,951.43            | 34,712.68           | 30,000.00           | 4,712.68             | 115.71%       |
| 430.234 · Public Works Vehicle Supplies   | 433.71            | 5,079.77          | 958.52              | 6,472.00            | 10,000.00           | -3,528.00            | 64.72%        |
| 430.238 · Public Works Uniforms           | 678.70            | 1,370.69          | 956.67              | 3,006.06            | 6,000.00            | -2,993.94            | 50.1%         |
| 430.260 · Public Works Minor Equip Purch  | 38.58             | 2,253.73          | 0.00                | 2,292.31            | 2,000.00            | 292.31               | 114.62%       |
| 430.341 · Public Works Advertising        | 0.00              | 0.00              | 477.83              | 477.83              | 500.00              | -22.17               | 95.57%        |
| 430.373 · Public Works Maint & Rep Bldg   | 597.79            | 2,253.73          | 739.00              | 3,590.52            | 5,000.00            | -1,409.48            | 71.81%        |
| 430.374 · Public Works Small Equip Maint  | 99.99             | 0.00              | 0.00                | 99.99               | 0.00                | 99.99                | 100.0%        |
| 430.375 · Public Works Heavy Equip Maint  | 12,077.90         | 324.36            | 6,659.13            | 19,061.39           | 50,000.00           | -30,938.61           | 38.12%        |
| 430.384 · Public Works Equip Rental       | 1,175.00          | 0.00              | 0.00                | 1,175.00            | 500.00              | 675.00               | 235.0%        |
| 430.420 · Public Works Dues, Subscription | 35.00             | 0.00              | 0.00                | 35.00               | 200.00              | -165.00              | 17.5%         |
| 430.450 · Public Works Contracted Svcs    | 9,202.38          | 1,308.86          | 24,043.88           | 34,554.92           | 25,000.00           | 9,554.92             | 138.22%       |
| 430.460 · Public Works Meetings & Trainin | 0.00              | 350.00            | 46.68               | 396.68              | 500.00              | -103.32              | 79.34%        |
| 430.650 · Public Works Hand Tool Purch    | 88.27             | 0.00              | 19.99               | 108.26              | 500.00              | -391.74              | 21.65%        |
| 432.220 · Snow & Ice Rem Oper Supplies    | 74,746.72         | 846.84            | 2,837.05            | 78,430.61           | 125,000.00          | -46,569.39           | 62.74%        |

# General Fund Treasurer's Report: Q3 2018

|   | Q1 2018           | Q2 2018           | Q3 2018           | Q1 - Q3 2018      | Annual Budget       | \$ Over/Under Budget | % of Budget   |
|---|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|---------------|
| 432.375 · Snow & Ice Rem Equipment Maint  | 2,186.69          | 0.00              | 0.00              | 2,186.69          | 8,000.00            | -5,813.31            | 27.33%        |
| 432.450 · Snow & Ice Rem Subcontractors   | 0.00              | 0.00              | 0.00              | 0.00              | 7,500.00            | -7,500.00            | 0.0%          |
| 433.220 · Traffic Signals & Signs Supply  | 1,109.39          | 165.00            | 500.81            | 1,775.20          | 3,000.00            | -1,224.80            | 59.17%        |
| 433.360 · Traffic Signals & Signs Utiliti | 978.16            | 1,323.91          | 693.18            | 2,995.25          | 4,000.00            | -1,004.75            | 74.88%        |
| 433.450 · Traffic Signals Contracted Svcs | 4,613.00          | 0.00              | 250.00            | 4,863.00          | 8,000.00            | -3,137.00            | 60.79%        |
| 438.220 · Road Maint Supplies             | 2,416.15          | 48,902.97         | 38,946.90         | 90,266.02         | 70,000.00           | 20,266.02            | 128.95%       |
| 438.611 · Line Painting                   | 0.00              | 0.00              | 7,245.94          | 7,245.94          | 20,000.00           | -12,754.06           | 36.23%        |
| 438.612 · Crack Sealing                   | 0.00              | 0.00              | 0.00              | 0.00              | 5,000.00            | -5,000.00            | 0.0%          |
| 438.613 · Vegetation Control              | 0.00              | 0.00              | 0.00              | 0.00              | 5,000.00            | -5,000.00            | 0.0%          |
| <b>Total PW-Hwys, Roads &amp; Streets</b> | <b>305,417.02</b> | <b>222,455.92</b> | <b>278,220.19</b> | <b>806,093.13</b> | <b>1,184,728.00</b> | <b>-378,634.87</b>   | <b>68.04%</b> |
| <b>Culture and Recreation</b>             |                   |                   |                   |                   |                     |                      |               |
| 452.390 · Recreation fees                 | 141.20            | 144.32            | 79.40             | 364.92            | 500.00              | -135.08              | 72.98%        |
| 454.110 · Park Salary & Wage              | 0.00              | 14,190.38         | 29,436.16         | 43,626.54         | 69,216.00           | -25,589.46           | 63.03%        |
| 454.120 · Park OT                         | 0.00              | 145.88            | 154.50            | 300.38            | 0.00                | 300.38               | 0.0%          |
| 454.192 · Park SSI                        | 0.00              | 1,096.70          | 2,263.74          | 3,360.44          | 5,327.00            | -1,966.56            | 63.08%        |
| 454.220 · Park Operating Supplies         | 0.00              | 540.49            | 926.38            | 1,466.87          | 3,250.00            | -1,783.13            | 45.13%        |
| 454.231 · Park Vehicle Fuel               | 471.02            | 515.52            | 302.72            | 1,289.26          | 1,500.00            | -210.74              | 85.95%        |
| 454.260 · Park Minor Equipment            | 0.00              | 50.26             | 63.51             | 113.77            | 2,000.00            | -1,886.23            | 5.69%         |
| 454.320 · Park Communications             | 254.85            | 278.85            | 283.83            | 817.53            | 1,860.00            | -1,042.47            | 43.95%        |
| 454.340 · Park Advertising & Printing     | 0.00              | 625.00            | 0.00              | 625.00            | 1,500.00            | -875.00              | 41.67%        |
| 454.360 · Park Utilities                  | 1,352.50          | 1,231.34          | 602.65            | 3,186.49          | 3,000.00            | 186.49               | 106.22%       |
| 454.373 · Park Repairs & Maintenance      | 185.43            | 866.96            | 791.93            | 1,844.32          | 20,000.00           | -18,155.68           | 9.22%         |
| 454.374 · Park Equipment Maintenance      | 121.14            | 754.64            | 2,067.32          | 2,943.10          | 1,500.00            | 1,443.10             | 196.21%       |
| 454.450 · Park Contracted Services        | 1,907.00          | 2,379.62          | 3,404.92          | 7,691.54          | 12,000.00           | -4,308.46            | 64.1%         |
| 454.700 · Park Recreation Board           | 1,406.75          | 1,839.00          | 2,904.17          | 6,149.92          | 20,000.00           | -13,850.08           | 30.75%        |
| 457.540 · Community Day Celebration       | 0.00              | 0.00              | 2,348.50          | 2,348.50          | 3,000.00            | -651.50              | 78.28%        |
| <b>Total Culture and Recreation</b>       | <b>5,839.89</b>   | <b>24,658.96</b>  | <b>45,629.73</b>  | <b>30,498.85</b>  | <b>144,653.00</b>   | <b>-138,813.11</b>   | <b>21.08%</b> |
| <b>Benefits and Withholding</b>           |                   |                   |                   |                   |                     |                      |               |
| 483.194 · Employer Pd Unemployment Comp   | 8,948.36          | 1,358.23          | 3,440.59          | 13,747.18         | 30,000.00           | -16,252.82           | 45.82%        |
| 483.195 · Employer Pd Worker's Comp       | 116,939.85        | 15,688.00         | 45,576.00         | 178,203.85        | 173,000.00          | 5,203.85             | 103.01%       |
| 483.200 · Federal Healthcare Tax          | 0.00              | 0.00              | 169.69            | 169.69            | 0.00                | 169.69               | 100.0%        |
| <b>Total Benefits and Withholding</b>     | <b>125,888.21</b> | <b>17,046.23</b>  | <b>49,186.28</b>  | <b>192,120.72</b> | <b>203,000.00</b>   | <b>-10,879.28</b>    | <b>94.64%</b> |
| <b>Insurance</b>                          |                   |                   |                   |                   |                     |                      |               |
| 486.350 · Property & Liability Insurance  | 118,901.00        | 20.00             | 175.00            | 118,921.00        | 136,500.00          | -17,579.00           | 87.12%        |
| 486.355 · Professional Bonds              | 0.00              | 1,152.00          | 9,066.00          | 1,152.00          | 9,300.00            | -8,148.00            | 12.39%        |
| <b>Total Insurance</b>                    | <b>118,901.00</b> | <b>1,172.00</b>   | <b>9,241.00</b>   | <b>120,073.00</b> | <b>145,800.00</b>   | <b>-25,727.00</b>    | <b>82.36%</b> |
| <b>Misc Expenses</b>                      |                   |                   |                   |                   |                     |                      |               |

# General Fund Treasurer's Report: Q3 2018

|   | Q1 2018            | Q2 2018             | Q3 2018            | Q1 - Q3 2018        | Annual Budget     | \$ Over/Under Budget | % of Budget    |
|---|--------------------|---------------------|--------------------|---------------------|-------------------|----------------------|----------------|
| 489.100 - Miscellaneous Expenses          | 0.00               | 0.00                | 0.00               | 0.00                | 0.00              | 0.00                 | 0.0%           |
| Total Misc Expenses                       | 0.00               | 0.00                | 0.00               | 0.00                | 0.00              | 0.00                 | 0.0%           |
| Interfund Transfers Out                   |                    |                     |                    |                     |                   |                      |                |
| 492.310 - Transfer to Capital Fund Reserv | 0.00               | 0.00                | 0.00               | 0.00                | 44,322.00         | -44,322.00           | 0.0%           |
| Total Interfund Transfers Out             | 0.00               | 0.00                | 0.00               | 0.00                | 44,322.00         | -44,322.00           | 0.0%           |
| Other Expenses                            |                    |                     |                    |                     |                   |                      |                |
| 463.540 - TIF                             | 0.00               | 163,124.82          | 0.00               | 163,124.82          | 161,000.00        | 2,124.82             | 101.32%        |
| 66900 - Reconciliation Discrepancies      | 4,906.40           | -0.31               | 58.35              | 4,964.44            | 0.00              | 4,964.44             | 100.0%         |
| 491.000 - Refund of Prior Year Revenues   | 55.24              | 892.11              | 0.00               | 947.35              | 0.00              | 947.35               | 100.0%         |
| Total Other Expenses                      | 4,961.64           | 164,016.62          | 58.35              | 168,978.26          | 161,000.00        | 7,978.26             | 104.96%        |
| Total Expense                             | 1,513,528.14       | 1,326,804.60        | 1,838,127.93       | 2,840,332.74        | 6,033,442.96      | -3,193,110.22        | 47.08%         |
| Net Income                                | <b>-423,605.92</b> | <b>2,297,899.55</b> | <b>-621,652.61</b> | <b>1,874,293.65</b> | <b>894,245.04</b> | <b>980,048.59</b>    | <b>-47.37%</b> |
| <b>CASH ACCOUNTS ENDING BALANCES*</b>     |                    |                     |                    |                     |                   |                      |                |
| ESSA CD                                   | 1,014,019.19       | 1,018,013.59        | 1,022,067.79       |                     |                   |                      |                |
| GENERAL CASH                              | 706,609.14         | 2,985,794.91        | 2,385,976.09       |                     |                   |                      |                |
| Payroll                                   | 1,000.00           | 1,000.00            | 1,000.00           |                     |                   |                      |                |
| Petty Cash                                | 112.91             | 173.31              | 168.73             |                     |                   |                      |                |
| FEES IN LIEU                              | 108,750.22         | 108,837.85          | 109,187.55         |                     |                   |                      |                |
| *From balance sheet                       | 1,830,491.46       | 4,113,819.66        | 3,518,400.16       |                     |                   |                      |                |

# Capital Reserve Treasurer's Report: Q3 2018

|  | Q1 2018             | Q2 2018             | Q3 2018             | Q1 - Q3 2018        | Annual Budget       | \$ Over/Under Budget | % Budget       |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------|
| <b>CASH ACCOUNTS BEGINNING BALANCES</b>  |                     |                     |                     |                     |                     |                      |                |
| Keystone CD  | 1,500,000.00        | 1,500,000.00        | 1,500,000.00        |                     |                     |                      |                |
| Capital Reserve Cash   | 2,718,922.50        | 2,551,878.22        | 2,312,716.03        |                     |                     |                      |                |
| <b>Total</b>   | <b>4,218,922.50</b> | <b>4,051,878.22</b> | <b>3,812,716.03</b> |                     |                     |                      |                |
| *From balance sheet  |                     |                     |                     |                     |                     |                      |                |
| <b>Income</b>  |                     |                     |                     |                     |                     |                      |                |
| 341,010 · Interest on Investments  | 1,998.72            | 2,610.94            | 7,798.94            | 12,408.60           | 2,500.00            | 9,908.60             | 496.34%        |
| 355,008 · LSA Grant  | 0.00                | 104,214.00          | 0.00                | 104,214.00          | 0.00                | 0.00                 |                |
| 392,010 · Transfer from General Fund (balance forward from previous years+ \$44,322 fees in lieu transfer) | 0.00                | 0.00                | 0.00                | 0.00                | 4,102,264.00        | -4,102,264.00        | 0.00%          |
| <b>Total Income</b>  | <b>1,998.72</b>     | <b>106,824.94</b>   | <b>7,798.94</b>     | <b>116,622.60</b>   | <b>4,104,764.00</b> | <b>-3,995,940.34</b> | <b>2.84%</b>   |
| <b>Expense</b>   |                     |                     |                     |                     |                     |                      |                |
| 409,373 · Municipal Building Facilities  | 1,221.00            | 1,703.52            | 6,631.49            | 9,556.01            | 329,513.00          | -319,956.99          | 2.90%          |
| 410,373 · Police Facilities  | 4,232.00            | 0.00                | 4,592.50            | 8,824.50            | 43,600.00           | -34,775.50           | 20.24%         |
| 410,740 · Police - Vehicles  | 163,590.00          | 101,346.27          | 14,966.27           | 279,902.54          | 171,000.00          | 108,902.54           | 163.69%        |
| 430,373 · Public Works Facilities  | 0.00                | 0.00                | 0.00                | 0.00                | 30,000.00           | -30,000.00           | 0.00%          |
| 430,740 · Public Works - Vehicles  | 0.00                | 0.00                | 101,517.19          | 101,517.19          | 483,000.00          | -381,482.81          | 21.02%         |
| 438,610 · Maintenance & Repairs of Roads   | 0.00                | 230,588.34          | 455,793.29          | 686,381.63          | 598,707.00          | 87,674.63            | 114.64%        |
| 454,373 · Park Facilities  | 0.00                | 12,349.00           | 3,075.42            | 15,424.42           | 62,322.00           | -46,897.58           | 24.75%         |
| <b>Total Expense</b>   | <b>169,043.00</b>   | <b>345,987.13</b>   | <b>586,576.16</b>   | <b>1,101,606.29</b> | <b>1,718,142.00</b> | <b>-1,203,111.87</b> | <b>64.12%</b>  |
| <b>Net Income</b>  | <b>-167,044.28</b>  | <b>-239,162.19</b>  | <b>-578,777.22</b>  | <b>-984,983.69</b>  | <b>2,386,622.00</b> | <b>-2,792,828.47</b> | <b>-41.27%</b> |

**CASH ACCOUNTS ENDING BALANCES**

|                      | Q1 2018             | Q2 2018             | Q3 2018             |
|----------------------|---------------------|---------------------|---------------------|
| Keystone CD          | 1,500,000.00        | 1,500,000.00        | 1,500,000.00        |
| Capital Reserve Cash | 2,551,878.22        | 2,312,716.03        | 1,733,938.81        |
| <b>Total</b>         | <b>4,051,878.22</b> | <b>3,812,716.03</b> | <b>3,233,938.81</b> |

\*From balance sheet

# Liquid Fuels

## Treasurer's Report: Q3 2018

**CASH ACCOUNTS BEGINNING BALANCE**

|                   |                 |                   |                   |
|-------------------|-----------------|-------------------|-------------------|
| Liquid Fuels Cash | Q1 2018         | Q2 2018           | Q3 2018           |
|                   | 2,696.56        | 476,864.30        | 477,458.99        |
| <b>Total</b>      | <b>2,696.56</b> | <b>476,864.30</b> | <b>477,458.99</b> |

\*From balance sheet

**Income**

|                                    |            |        |        |
|------------------------------------|------------|--------|--------|
| 341.010 · Interest on Investments  | 170.26     | 594.69 | 523.55 |
| 355.020 · State Liquid Fuels Funds | 473,997.48 | 0.00   | 0.00   |

**Total Income**

|  |            |         |         |
|--|------------|---------|---------|
|  | Q1 2018    | Q2 2018 | Q3 2018 |
|  | 474,167.74 | 594.69  | 523.55  |

**Expense**

|                                |      |      |            |
|--------------------------------|------|------|------------|
| 439.600 · Capital Construction | 0.00 | 0.00 | 474,000.00 |
|--------------------------------|------|------|------------|

**Total Expense**

|  |         |         |            |
|--|---------|---------|------------|
|  | Q1 2018 | Q2 2018 | Q3 2018    |
|  | 0.00    | 0.00    | 474,000.00 |

**Net Income**

|  |            |         |             |
|--|------------|---------|-------------|
|  | Q1 2018    | Q2 2018 | Q3 2018     |
|  | 474,167.74 | 594.69  | -473,476.45 |

**CASH ACCOUNTS ENDING BALANCE**

|                   |                   |                   |                 |
|-------------------|-------------------|-------------------|-----------------|
| Liquid Fuels Cash | Q1 2018           | Q2 2018           | Q3 2018         |
|                   | 476,864.30        | 477,458.99        | 3,982.54        |
| <b>Total</b>      | <b>476,864.30</b> | <b>477,458.99</b> | <b>3,982.54</b> |

\*From balance sheet

|  | Q1 - Q3 2018    | Annual Budget   | \$ Over/Under Budget | % of Budget    |
|--|-----------------|-----------------|----------------------|----------------|
|  | 1,288.50        | 500.00          | 788.50               | 34.05%         |
|  | 473,997.48      | 466,234.00      | 7,763.48             | 101.67%        |
|  | 475,285.98      | 466,734.00      | 8,551.98             | 101.59%        |
|  | 474,000.00      | 465,611.00      | 8,389.00             | 101.8%         |
|  | 474,000.00      | 465,611.00      | 8,389.00             | 101.8%         |
|  | <b>1,285.98</b> | <b>1,123.00</b> | <b>162.98</b>        | <b>114.51%</b> |

Sewer Operating Fund  
Treasurer's Report: Q3 2018

|  | Q1 2018      | Q2 2018      | Q3 2018      | Q1 - Q3 2018 | Annual Budget | \$ Over/Under Budget | % of Budget |
|--|--------------|--------------|--------------|--------------|---------------|----------------------|-------------|
| <b>CASH ACCOUNTS BEGINNING BALANCES</b>                |              |              |              |              |               |                      |             |
| Wayne Bank Funding & Checking Accounts                 | 1,535,137.48 | 1,603,162.93 | 3,715,023.30 |              |               |                      |             |
| * From balance sheet                                   |              |              |              |              |               |                      |             |
| <b>*Balance sheet balance</b>                          |              |              |              |              |               |                      |             |
| <b>Income</b>  |              |              |              |              |               |                      |             |
| 341,010 · Interest on Investments                      | 1,192.79     | 3,296.05     | 13,653.52    | 18,142.36    | 7,500.00      | -3,011.16            | 241.9%      |
| 362,400 · Connect & Tank Abandonment Fee               | 125.00       | 125.00       | 125.00       | 375.00       | 1,250.00      | -1,000.00            | 30.0%       |
| 364,110 · Connection/Tapping Fees                      | 2,500.00     | 1,435,000.61 | 0.00         | 1,437,500.61 | 1,500,000.00  | -62,499.39           | 95.83%      |
| 364,115 · Tapping Fees to Working Capital              | 0.00         | 0.00         | 0.00         | 0.00         | 0.00          | 0.00                 | 0.0%        |
| 364,120 · Sewer Use Fees                               | 985,386.94   | 889,239.65   | 904,716.60   | 2,779,343.19 | 3,420,944.10  | -1,546,317.51        | 81%         |
| <b>Total Income</b>                                    | 989,204.73   | 2,327,661.31 | 918,495.12   | 4,235,361.16 | 4,929,694.10  | -1,612,828.06        | 86%         |
| <b>Gross Profit</b>                                    | 989,204.73   | 2,327,661.31 | 918,495.12   | 4,235,361.16 | 4,929,694.10  | -1,612,828.06        | 86%         |
| <b>Expense</b>   |              |              |              |              |               |                      |             |
| 429,100 · Utilities                                    |              |              |              |              |               |                      |             |
| 429,109 · Verizon                                      | 305.76       | 429.46       | 472.62       | 1,207.84     | 40,000.00     | 735.22               | 100%        |
| 429,100 · Utilities - Other                            | 9,987.72     | 10,697.12    | 9,644.75     | 30,329.59    | 40,000.00     | -19,315.16           | 76%         |
| <b>Total 429,100 · Utilities</b>                       | 10,293.48    | 11,126.58    | 10,117.37    | 31,537.43    | 40,000.00     | -18,579.94           | 79%         |
| 429,200 · BCRA Sewage Treatment                        | 253,209.14   | 253,305.57   | 253,518.85   | 760,033.56   | 936,000.00    | -429,485.29          | 81%         |
| 429,244 · Operating Supplies                           | 9,631.88     | 9,227.64     | 5,887.49     | 24,747.01    | 30,000.00     | -11,140.48           | 82%         |
| 429,300 · Professional Services                        | 62,660.06    | 58,666.02    | 69,400.31    | 190,726.39   | 200,000.00    | -78,673.92           | 95%         |
| 429,374 · Equipment Repair & Maintenance               | 10,248.45    | 9,825.99     | 12,272.03    | 32,346.47    | 60,000.00     | -39,925.56           | 54%         |
| 471,000 · Debt Principal - Long and Short              |              |              |              |              |               |                      |             |
| 471,500 · PennVest Loan                                | 97,329.96    | 97,573.49    | 97,817.63    | 292,721.08   | 0.00          | 0.00                 | 0.0%        |
| 471,000 · Debt Principal - Long and Short - Other      | 0.00         | 0.00         | 0.00         | 0.00         | 0.00          | 0.00                 | 0.0%        |
| <b>Total 471,000 · Debt Principal - Long and Short</b> | 97,329.96    | 97,573.49    | 97,817.63    | 292,721.08   | 1,177,715.00  | -982,811.55          | 24.86%      |
| 472,000 · Debt Interest - Long and Short               |              |              |              |              |               |                      |             |
| 472,000 · Debt Interest - Long and Short               |              |              |              |              |               |                      |             |
| 472,100 · ESSA 4.5M Interest                           |              |              |              |              |               |                      |             |
| 472,200 · 1st Keystone 7.5M Interest                   |              |              |              |              |               |                      |             |
| 472,400 · Wayne Bank Interest                          | 27,136.73    | 60,218.73    | 0.00         | 27,136.73    | 0.00          | 0.00                 | 0.0%        |
| 472,500 · PennVest Loan Interest                       | 38,917.83    | 16,922.41    | 0.00         | 38,917.83    | 0.00          | 0.00                 | 0.0%        |
| 472,000 · Debt Interest - Long and Short - Other       | 17,165.94    | 143,195.70   | 16,678.27    | 50,766.62    | 389,550.00    | -389,550.00          | 0.0%        |
| <b>Total 472,000 · Debt Interest - Long and Short</b>  | 17,165.94    | 143,195.70   | 16,678.27    | 177,039.91   | 389,550.00    | -229,188.36          | 45.45%      |
| 486,352 · Insurance Expense                            | 0.00         | 0.00         | 61,560.75    | 61,560.75    | 0.00          | 0.00                 | 0.0%        |
| 489,001 · Uncollectible Revenue                        | 0.00         | 110,426.17   | 0.00         | 110,426.17   | 0.00          | 0.00                 | 0.0%        |
| 489,000 · Uncategorized Expenses                       | 0.00         | 0.00         | 0.00         | 0.00         | 0.00          | 0.00                 | 0.0%        |
| 491,000 · Refund of Prior Year Revenues                | 19,102.95    | 1,041.70     | 0.00         | 20,144.65    | 0.00          | 0.00                 | 0.0%        |
| <b>Total Expense</b>                                   | 479,641.86   | 694,388.86   | 527,252.70   | 1,701,283.42 | 2,833,265.00  | -2,353,623.14        | 60.05%      |
| <b>Net Income</b>                                      | 509,562.87   | 1,633,272.45 | 391,242.42   | 2,534,077.74 | 2,096,429.10  | -1,586,866.23        | 120.86%     |
| <b>CASH ACCOUNTS ENDING BALANCES</b>                   |              |              |              |              |               |                      |             |
| Wayne Bank Funding & Checking Accounts                 | 1,603,182.93 | 3,715,023.30 | 3,939,233.02 | 3,939,233.02 |               |                      |             |
| * From balance sheet                                   |              |              |              |              |               |                      |             |



## Sewer Construction Treasurer's Report: Q3 2018

**CASH ACCOUNTS BEGINNING BALANCES**

|                          | Q1 2018             | Q2 2018             | Q3 2018             |
|--------------------------|---------------------|---------------------|---------------------|
| Wayne CD's               | 2,000,000.00        | 2,000,000.00        | 2,000,000.00        |
| ESSA Funding & Checking* | 887,241.76          | 655,802.23          | 483,985.96          |
| Penn Vest Grant          | 148.22              | 0.00                | 0.00                |
| <b>Total Cash</b>        | <b>2,887,389.98</b> | <b>2,655,802.23</b> | <b>2,483,985.96</b> |

\* From balance sheet

**Income**

341.010 · Interest on Investments

Total Income

Expense

404.310 · Professional Services

429.200 · General Project

429.313 · Engineering - Collection System

429.602 · Collection System Construction

Total Expense

Net Income

**CASH ACCOUNTS ENDING BALANCES**

|                          | Q1 2018             | Q2 2018             | Q3 2018             |
|--------------------------|---------------------|---------------------|---------------------|
| Wayne CD's               | 2,000,000.00        | 2,000,000.00        | 2,000,000.00        |
| ESSA Funding & Checking* | 655,802.23          | 483,985.96          | 455,692.79          |
| Penn Vest Grant**        | 0.00                | 0.00                | 0.00                |
| <b>Total</b>             | <b>2,655,802.23</b> | <b>2,483,985.96</b> | <b>2,455,692.79</b> |

\* From balance sheet

\*\*Account closed on 2/2018 and balance moved to the sewer construction funding account

|               | Q1 2018            | Q2 2018            | Q3 2018           | Q1 - Q3 2018       | Annual Budget      | \$ Over Budget    | % of Budget   |
|---------------|--------------------|--------------------|-------------------|--------------------|--------------------|-------------------|---------------|
| Income        | 1,098.30           | 822.51             | 581.01            | 2,501.82           | 10,000.00          | -7,498.18         | 25.02%        |
| Total Income  | 1,098.30           | 822.51             | 581.01            | 2,501.82           | 10,000.00          | -8,603.13         | 25.02%        |
| Expense       | 0.00               | 0.00               | 0.00              | 0.00               | 5,000.00           | -5,000.00         | 0.0%          |
| Total Expense | 17,020.60          | 8,266.40           | 15,750.30         | 41,037.30          | 65,000.00          | -43,139.95        | 63.13%        |
| Net Income    | 215,665.45         | 164,372.38         | 13,123.88         | 393,161.71         | 550,000.00         | -156,838.29       | 71.48%        |
|               | 232,686.05         | 172,638.78         | 28,874.18         | 434,199.01         | 620,000.00         | -185,800.99       | 44.93%        |
|               | <b>-231,587.75</b> | <b>-171,816.27</b> | <b>-28,293.17</b> | <b>-431,697.19</b> | <b>-610,000.00</b> | <b>178,302.81</b> | <b>70.77%</b> |

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**

TO: Board of Commissioners

FROM: Donna M. Asure, Township Manager

DATE: November 5, 2018

RE: Budget Adjustments

Please review the following line item transfer(s) for Commissioner approval.

**FROM:**

| Fund & Department # | Account Number | Account Name                           | Amount    |
|---------------------|----------------|--|-----------|
| General Fund '01    | 400.260        | Minor Equipment                        | 1,500     |
| General Fund '01    | 400.420        | Dues, Subscriptions & Memberships      | 500       |
| General Fund '01    | 402.110        | Fin Admin Salaries & Wages             | 10,000    |
| General Fund '01    | 401.197        | Admin HRA Fees                         | 1,200     |
| General Fund '01    | 402.197        | Fin Admin HRA Fees                     | 800       |
| General Fund '01    | 401.260        | Admin Minor Equipment                  | 900       |
| General Fund '01    | 400.420        | Dues, Subscriptions & Memberships      | 2,000     |
| General Fund '01    | 404.314        | Legal Services Special Counsel         | 18,578.46 |
| General Fund '01    | 401.220        | Admin Operating Supplies               | 2,000     |
| General Fund '01    | 402.196        | Fin Admin Health Insurance             | 215.66    |
| General Fund '01    | 401.260        | Admin Minor Equipment                  | 300       |
| General Fund '01    | 402.196        | Fin Admin Health Insurance             | 4,000     |
| General Fund '01    | 404.314        | Legal Services Special Counsel         | 1,000     |
| General Fund '01    | 405.197        | Secretary HRA Fees                     | 4,000     |
| General Fund '01    | 402.198        | Fin Admin Non-Unit Pension Plan        | 3,000     |
| General Fund '01    | 407.260        | Technology Minor Equipment             | 3,500     |
| General Fund '01    | 401.220        | Admin Operating Supplies               | 5,500     |
| General Fund '01    | 405.120        | Secretary OT                           | 1,000     |
| General Fund '01    | 406.374        | Gen Govt Office Equipment Maint        | 500       |
| General Fund '01    | 401.200        | Administration Allowances              | 600       |
| General Fund '01    | 409.450        | Building Contracted Services           | 1,500     |
| General Fund '01    | 409.220        | Building Operating Supplies            | 2,500     |
| General Fund '01    | 402.198        | Fin Admin Non-Unit Pension Plan        | 498.26    |
| General Fund '01    | 413.310        | 413.310 - Prof Services - BIU Building | 15,000    |
| General Fund '01    | 410.179        | Police Longevity Pay                   | 2,500.00  |
| General Fund '01    | 410.130        | Police Salaries & Wages-Officer        | 44,000    |
| General Fund '01    | 410.190        | Police HRA Fees                        | 28,000    |
| General Fund '01    | 410.130        | Police Salaries & Wages-Officer        | 6,359     |

**TO:**

| Fund & Department # | Account Number | Account Name                     | Amount    | Total Transfer |
|---------------------|----------------|----------------------------------|-----------|----------------|
| General Fund '01    | 400.460        | Legislative -Meetings & Training | 1,500.00  | 2,000.00       |
| General Fund '01    | 400.460        | Legislative -Meetings & Training | 500.00    |                |
| General Fund '01    | 401.110        | Admin Salaries & Wages           | 10,000.00 |                |
| General Fund '01    | 401.110        | Admin Salaries & Wages           | 1,200.00  | 12,000.00      |
| General Fund '01    | 401.110        | Admin Salaries & Wages           | 800.00    |                |
| General Fund '01    | 401.192        | Admin SSI Taxes                  | 900.00    | 900.00         |
| General Fund '01    | 402.120        | Financial Admin OVT              | 2,000.00  | 2,000.00       |
| General Fund '01    | 404.310        | Township Solicitor               | 18,578.46 | 18,578.46      |
| General Fund '01    | 405.192        | Secretary SSI Taxes              | 2,000.00  | 2,000.00       |
| General Fund '01    | 405.199        | Secretary Life & Disability Ins  | 215.66    | 215.66         |
| General Fund '01    | 406.215        | Gen Govt Postage                 | 300.00    | 300.00         |
| General Fund '01    | 406.310        | Gen Govt Professional Svcs       | 4,000.00  | 5,000.00       |
| General Fund '01    | 406.310        | Gen Govt Professional Svcs       | 1,000.00  |                |
| General Fund '01    | 406.320        | Gen Govt Communications          | 4,000.00  | 4,000.00       |
| General Fund '01    | 407.450        | Contracted Services              | 3,000.00  |                |
| General Fund '01    | 407.450        | Contracted Services              | 3,500.00  |                |
| General Fund '01    | 407.450        | Contracted Services              | 5,500.00  |                |
| General Fund '01    | 407.450        | Contracted Services              | 1,000.00  | 18,598.26      |
| General Fund '01    | 407.450        | Contracted Services              | 500.00    |                |
| General Fund '01    | 407.450        | Contracted Services              | 600.00    |                |
| General Fund '01    | 407.450        | Contracted Services              | 1,500.00  |                |
| General Fund '01    | 407.450        | Contracted Services              | 2,500.00  |                |
| General Fund '01    | 407.450        | Contracted Services              | 498.26    |                |
| General Fund '01    | 408.310        | Township Engineer                | 15,000.00 | 15,000.00      |
| General Fund '01    | 410.140        | Police Salaries & Wages-Civilian | 2,500.00  | 2,500.00       |
| General Fund '01    | 410.180        | Police Overtime Wages            | 44,000.00 | 44,000.00      |
| General Fund '01    | 410.185        | Sick & Vacation Buy Back         | 28,000.00 | 34,358.68      |
| General Fund '01    | 410.185        | Sick & Vacation Buy Back         | 6,358.68  |                |

FROM:

| Fund & Department # | Account Number | Account Name                    | Amount    |
|---------------------|----------------|---------------------------------|-----------|
| General Fund '01    | 410.198        | Police Life & Disability Ins    | 1,600     |
| General Fund '01    | 410.120        | Police Salaries & Wages-Admin   | 9,000     |
| General Fund '01    | 413.310        | Prof Services - BIU Building    | 15,500    |
| General Fund '01    | 411.540        | Foreign Fire Payments           | 4,000     |
| General Fund '01    | 411.540        | Foreign Fire Payments           | 4,000     |
| General Fund '01    | 410.260        | Police Minor Equipment          | 2,992     |
| General Fund '01    | 410.222        | Ammunition                      | 1,500     |
| General Fund '01    | 410.220        | Police Operating Supplies       | 1,600     |
| General Fund '01    | 430.110        | Public Works Salaries           | 30,000    |
| General Fund '01    | 430.196        | Public Works Insurance          | 12,000    |
| General Fund '01    | 411.232        | Fire Department Fuel            | 7,400     |
| General Fund '01    | 413.310        | Prof Services - BIU Building    | 5,400     |
| General Fund '01    | 415.364        | Emergency Management Operations | 600       |
| General Fund '01    | 430.197        | PW HRA Fees                     | 5,801     |
| General Fund '01    | 430.197        | PW HRA Fees                     | 12,000    |
| General Fund '01    | 430.197        | PW HRA Fees                     | 1,800     |
| General Fund '01    | 430.375        | Public Works Heavy Equip Maint  | 11,000    |
| General Fund '01    | 430.375        | Public Works Heavy Equip Maint  | 900       |
| General Fund '01    | 430.375        | Public Works Heavy Equip Maint  | 775       |
| General Fund '01    | 432.450        | Snow & Ice Rem Subcontractors   | 7,000.00  |
| General Fund '01    | 430.375        | Public Works Heavy Equip Maint  | 3,554.92  |
| General Fund '01    | 438.611        | Line Painting                   | 12,000.00 |
| General Fund '01    | 438.612        | Crack Sealing                   | 4,900.00  |
| General Fund '01    | 438.613        | Vegetation Control              | 4,900.00  |
| General Fund '01    | 454.373        | Park Repairs & Maintenance      | 7,000.00  |
| General Fund '01    | 454.110        | Park Salary & Wage              | 500       |
| General Fund '01    | 454.110        | Park Salary & Wage              | 1,600.00  |
| General Fund '01    | 454.110        | Park Salary & Wage              | 1,650.00  |
| General Fund '01    | 454.110        | Park Salary & Wage              | 10,000.00 |
| General Fund '01    | 454.373        | Park-Repairs & Maintenance      | 9,379.85  |
| General Fund '01    | 454.700        | Park Recreation Board           | 918       |
| General Fund '01    | 411.540        | Foreign Fire Payments           | 2,125     |

\$354,846.96

**PURPOSE:** To transfer funds to lines that were overbudget in 2018.

**Approval By:** \_\_\_\_\_ Date: \_\_\_\_\_

TO:

| Fund & Department # | Account Number | Account Name                    | Amount    | Total Transfer |
|---------------------|----------------|---------------------------------|-----------|----------------|
| General Fund '01    | 410.191        | Uniform Allowance               | 1,600.00  | 1,600.00       |
| General Fund '01    | 410.196        | Police Health Insurance         | 9,000.00  | 9,000.00       |
| General Fund '01    | 410.310        | Police Professional Services    | 15,500.00 | 15,500.00      |
| General Fund '01    | 410.320        | Police Communications           | 4,000.00  | 4,000.00       |
| General Fund '01    | 410.341        | Police Advertising & Printing   | 4,000.00  | 4,000.00       |
| General Fund '01    | 410.373        | Police Maint & Repair Bldg      | 2,992.31  | 4,492.31       |
| General Fund '01    | 410.373        | Police Maint & Repair Bldg      | 1,500.00  |                |
| General Fund '01    | 410.374        | Police Equipment Maint          | 1,600.00  | 1,600.00       |
| General Fund '01    | 410.450        | Police Contracted Services      | 30,000.00 |                |
| General Fund '01    | 410.450        | Police Contracted Services      | 12,000.00 | 42,000.00      |
| General Fund '01    | 410.460        | Police Meetings & Training      | 7,400.00  | 7,400.00       |
| General Fund '01    | 413.311        | Prof Services - SEO             | 5,400.00  | 5,400.00       |
| General Fund '01    | 415.460        | Emer Mgmt Meetings & Training   | 600.00    | 600.00         |
| General Fund '01    | 427.450        | Contracted Svcs - Clean-Up Days | 5,801.00  | 5,801.00       |
| General Fund '01    | 430.120        | Public Works OT Wages           | 12,000.00 | 12,000.00      |
| General Fund '01    | 430.220        | Public Works Oper Supplies      | 1,800.00  | 1,800.00       |
| General Fund '01    | 430.232        | Public Works Diesel             | 11,000.00 | 11,000.00      |
| General Fund '01    | 430.260        | Public Works Minor Equip Purch  | 900.00    | 900.00         |
| General Fund '01    | 430.384        | Public Works Equip Rental       | 775.00    | 775.00         |
| General Fund '01    | 430.450        | Public Works Contracted Svcs    | 7,000.00  |                |
| General Fund '01    | 430.450        | Public Works Contracted Svcs    | 3,554.92  | 10,554.92      |
| General Fund '01    | 438.220        | Road Maint Supplies             | 12,000.00 |                |
| General Fund '01    | 438.220        | Road Maint Supplies             | 4,900.00  |                |
| General Fund '01    | 438.220        | Road Maint Supplies             | 4,900.00  | 28,800.00      |
| General Fund '01    | 438.220        | Road Maint Supplies             | 7,000.00  |                |
| General Fund '01    | 454.120        | Park OT                         | 500.00    | 500.00         |
| General Fund '01    | 454.360        | Park Utilities                  | 1,600.00  | 1,600.00       |
| General Fund '01    | 454.374        | Park Equipment Maintenance      | 1,650.00  | 1,650.00       |
| General Fund '01    | 483.195        | Employer Pd Worker's Comp       | 10,000.00 | 19,379.85      |
| General Fund '01    | 483.195        | Employer Pd Worker's Comp       | 9,379.85  |                |
| General Fund '01    | 486.355        | Professional Bonds              | 918.00    | 918.00         |
| General Fund '01    | 463.540        | TIF                             | 2,124.82  | 2,124.82       |

354,846.96

POCONO TOWNSHIP  
Monday, November 5, 2018

## SUMMARY

Ratify

|                    |    |            |
|--------------------|----|------------|
| General Fund       | \$ | 121,193.96 |
| Sewer Operating    | \$ | 348.62     |
| Sewer Construction | \$ | -          |
| Capital Reserve    | \$ | -          |

Bill List

|                                      |    |           |
|--------------------------------------|----|-----------|
| TOTAL General Fund                   | \$ | 46,908.01 |
| TOTAL Sewer <u>OPERATING</u> Fund    | \$ | 9,426.96  |
| TOTAL Sewer <u>CONSTRUCTION</u> Fund | \$ | 2,688.13  |
| TOTAL Capital Reserve Fund           | \$ | 2,788.67  |
| Liquid Fuels                         | \$ | -         |

Budget Adjustments \$ -

Budget Appropriations \$ -

Interfund Transfer

Notes:

**POCONO TOWNSHIP CHECK LISTING**  
**RATIFY**

Monday, November 5, 2018

| <u>Date</u>                          | <u>Check</u> | <u>Vendor</u>    | <u>Memo</u>                          | <u>Amount</u>            |
|--------------------------------------|--------------|------------------|--------------------------------------|--------------------------|
| <b>General Fund</b>                  |              |                  |                                      |                          |
| 10/26/2018                           |              |                  | PAY 21 Pay Period ending 10/21/2018  | \$ 120,680.67            |
| <b>General Expenditures</b>          |              |                  |                                      |                          |
| 10/23/2018                           | 57673        | VERIZON WIRELESS | TWP/PW/PARK PHONES                   | \$ 513.29                |
| <b>Sewer Operating Fund</b>          |              |                  |                                      |                          |
| 10/29/2018                           | 1089         | MET-ED           | September - October electric service | \$ 228.47                |
| 10/29/2018                           | 1090         | Verizon          | Sewer modem connections              | \$ 120.15                |
| <b>TOTAL PAYROLL</b>                 |              |                  |                                      | <u>\$120,680.67</u>      |
| <b>TOTAL General Fund Bills</b>      |              |                  |                                      | <u>\$ 513.29</u>         |
| <b>Sewer Construction Fund</b>       |              |                  |                                      |                          |
| <b>TOTAL Sewer Construction Fund</b> |              |                  |                                      | <u>\$ -</u>              |
| <b>Capital Reserve</b>               |              |                  |                                      |                          |
| <b>TOTAL Capital Reserve Fund</b>    |              |                  |                                      | <u>\$ -</u>              |
| <br>                                 |              |                  |                                      |                          |
| <b>TOTAL General Fund</b>            |              |                  |                                      |                          |
|                                      |              |                  |                                      | \$ 121,193.96            |
| <b>TOTAL Sewer Operating</b>         |              |                  |                                      | 348.62                   |
| <b>TOTAL Sewer Construction</b>      |              |                  |                                      | -                        |
| <b>Total Capital Reserve</b>         |              |                  |                                      | -                        |
| <b>\$</b>                            |              |                  |                                      | <u><u>121,542.58</u></u> |

Transferred by:  
121,193.96  
348.62  
-  
-  
121,542.58 Authorized by:

## POCONO TOWNSHIP CHECK LISTING Monday, November 5, 2018

| <u>General Fund</u>          | <u>Date</u> | <u>Check</u> | <u>Vendor</u>                         | <u>Memo</u>  | <u>Amount</u>    |
|------------------------------|-------------|--------------|---------------------------------------|--|------------------|
|                              | 11/01/2018  | 57674        | NATIONWIDE                            | 457 Plan supplemental pension pay 21 contributions | \$ 3,087.45      |
|                              | 11/01/2018  | 57675        | AFLAC                                 | Supplemental insurance                             | \$ 291.26        |
|                              | 11/01/2018  | 57676        | Metlife                               | Non-Police Pension October 2018 contributions      | \$ 4,992.94      |
|                              | 11/01/2018  | 57677        | US BANK                               | October 2018 contributions                         | \$ 6,362.12      |
|                              | 11/02/2018  | 57678        | UNUM                                  | STD & Life insurance                               | \$ 2,348.51      |
|                              | 11/01/2018  | 57679        | American Rock Salt Company LLC        | Salt   | \$ 5,882.93      |
|                              | 11/01/2018  | 57680        | BIU of PA, Inc.                       | ZO/SEO Services                                    | \$ 3,117.50      |
|                              | 11/01/2018  | 57681        | Boucher & James, Inc.                 | Engineering Services                               | \$ 8,417.62      |
|                              | 11/01/2018  | 57682        | Boucher & James, Inc.                 | Municipal Complex - Engineering Services           | \$ 758.05        |
|                              | 11/01/2018  | 57683        | D.G. Nicholas Co.                     | Part   | \$ 13.12         |
|                              | 11/01/2018  | 57684        | Fuller Paper Company                  | Garbage liners - Missed 05/18/2018 invoice         | \$ 305.55        |
|                              | 11/01/2018  | 57685        | General Code                          | Supplements  | \$ 3,771.67      |
|                              | 11/01/2018  | 57686        | Gotta Go Potties, Inc                 | Portable Toilet Rentals - 09/12 to 10/10/2018      | \$ 300.00        |
|                              | 11/01/2018  | 57687        | Goucher, Shawn                        | Training Expenses                                  | \$ 71.67         |
|                              | 11/01/2018  | 57688        | Hartshorn, Dean                       | Work Boot Allowance                                | \$ 150.00        |
|                              | 11/01/2018  | 57689        | Highmark Inc.                         | Spending Account                                   | \$ 765.89        |
|                              | 11/01/2018  | 57690        | Nauman Mechanical Inc.                | Twp Hot Water Heater                               | \$ 975.00        |
|                              | 11/01/2018  | 57691        | PA Dept of Labor & Industry - B       | Boiler Certification                               | \$ 176.00        |
|                              | 11/01/2018  | 57692        | PAPCO, Inc.                           | Gasoline/Diesel                                    | \$ 3,147.48      |
|                              | 11/01/2018  | 57693        | PENTELEDATA                           | Internet - Park/Township                           | \$ 234.97        |
|                              | 11/01/2018  | 57694        | PPL Electric Utilities                | Traffic Signal/Alger Light                         | \$ 61.67         |
|                              | 11/01/2018  | 57695        | Praxair Dist Mid-Atlantic             | Cylinder rental                                    | \$ 25.15         |
|                              | 11/01/2018  | 57696        | Reimer, Shane                         | 2018 - Veteran's Art Show                          | \$ 250.00        |
|                              | 11/01/2018  | 57697        | Staples Credit Plan                   | Office Supplies - Police                           | \$ 521.63        |
|                              | 11/01/2018  | 57698        | Steele's Hardware                     | Park/Township Supplies                             | \$ 515.64        |
|                              | 11/01/2018  | 57699        | Tulpehocken Mountain Spring Water Inc | Water  | \$ 96.49         |
|                              | 11/01/2018  | 57700        | UNIFIRST Corporation                  | Carpet/Uniforms                                    | \$ 157.70        |
|                              | 11/01/2018  | 57701        | Wagner, James                         | Badge  | \$ 110.00        |
| <b>TOTAL General Fund \$</b> |             |              |                                       |  | <b>46,908.01</b> |

| <u>Date</u>                  | <u>Check</u> | <u>Vendor</u>                    | <u>Memo</u>                            | <u>Amount</u>      |
|------------------------------|--------------|----------------------------------|--|--------------------|
| <b>Sewer Operating Fund</b>  |              |                                  |  |                    |
| 11/01/2018                   | 1091         | BLUE RIDGE COMMUNICATIONS        | November sewer modem connections       | \$ 121.92          |
| 11/01/2018                   | 1092         | Boucher & James, Inc.            | Sewer general engineering              | \$ 4,377.19        |
| 11/01/2018                   | 1093         | PENTELEDATA                      | Internet connection                    | \$ 299.75          |
| 11/01/2018                   | 1094         | Pocono Management Associates LLC | Contracted services 10/15 -10/28/18    | \$ 3,163.68        |
| 11/01/2018                   | 1095         | Pocono Township                  | Sewer admin services 10/8/18 -10/21/18 | \$ 1,165.51        |
| 11/01/2018                   | 1096         | Steele's Hardware                | Supplies for VS1 & VS2                 | \$ 298.91          |
| <b>TOTAL Sewer Operating</b> |              |                                  |  | <b>\$ 9,426.96</b> |

|                                      |     |                       |  |                    |
|--------------------------------------|-----|-----------------------|--|--------------------|
| <b>Sewer Construction Fund</b>       |     |                       |  |                    |
| 11/01/2018                           | 274 | Boucher & James, Inc. | Valve 2 and Screw Screen Cover projects    | \$ 1,688.13        |
| 11/01/2018                           | 275 | Keystone Engineering  | Remainder of inv #1801014 project 1631006C | \$ 1,000.00        |
| <b>TOTAL Sewer Construction Fund</b> |     |                       |  | <b>\$ 2,688.13</b> |

|                                   |      |                |                       |                    |
|-----------------------------------|------|----------------|-----------------------|--------------------|
| <b>Capital Reserve Fund</b>       |      |                |                       |                    |
| 11/01/2018                        | 1014 | Dell Marketing | Police computers 2018 | \$ 2,788.67        |
| <b>TOTAL Capital Reserve Fund</b> |      |                |                       | <b>\$ 2,788.67</b> |

|                           |  |  |  |             |
|---------------------------|--|--|--|-------------|
| <b>LIQUID FUELS</b>       |  |  |  |             |
| <b>TOTAL Liquid Fuels</b> |  |  |  | <b>\$ -</b> |

|                               |           |                  |                 |  |
|-------------------------------|-----------|------------------|-----------------|--|
| <b>ESSA</b>                   |           |                  |                 |  |
| TOTAL General Fund            | \$        | 46,908.01        |                 |  |
| TOTAL Sewer Construction Fund | \$        | 2,688.13         | Authorized by:  |  |
| Sewer Operating               | \$        | 9,426.96         |                 |  |
| Capital Reserve               | \$        | 2,788.67         |                 |  |
| Liquid Fuels                  | \$        | -                |                 |  |
| <b>TOTAL ESSA TRANSFER</b>    | <b>\$</b> | <b>61,811.77</b> | Transferred by: |  |

# QUOTATION

QUOTE #0920-18BD

## 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 12, 2018

**To:** POCONO TOWNSHIP  
 P.O. BOX 197  
 TANNERSVILLE, PA 18372

**Attn:** BOB SARGENT  
 570-629-1922 AND 570-629-7325 FAX

DISTRIBUTORS OF TRAFFIC SIGNAL PRODUCTS  
 ENGINEERING - DESIGN - TECHNICAL SERVICE

**For:** ROUTE 715 & WARNER  
 BATTERY BACKUP UNIT

| ITEM | QUANTITY | DESCRIPTION   | UNIT       | EXTENDED   |
|------|----------|---|------------|------------|
| A    | LS       | FURNISH ALL NECESSARY LABOR, EQUIPMENT AND MATERIAL TO INSTALL A NEW BATTERY BACKUP SYSTEM ALONG WITH AN AUTOMATIC GENERATOR TRANSFER SWITCH. | \$4,636.00 | \$4,636.00 |

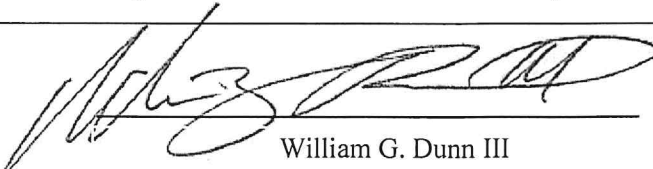
**X**

F.O.B. - Shipping Point  SHIPMENT - Based upon today's  
 F.O.B. - Shipping Point with  conditions, can be made within  
 transportation allowed to destination. \_\_\_\_\_ after receipt of  
 F.O.B - Destination  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



**POCONO TOWNSHIP TRAFFIC LIGHT SYSTEM**

| <b>Light No</b> | <b>Location</b>                   | <b>Generator Connection</b> | <b>Battery Backup</b> | <b>Indicator</b> |
|-----------------|-----------------------------------|-----------------------------|-----------------------|------------------|
| 1               | 611 / Rimrock / Bartonsville Ave  | Yes                         | Yes                   | Yes              |
| 2               | Cherry Lane / Warner / 611        | Yes                         | Yes                   | Yes              |
| 3               | 611 / Weis / Turkey Hill/ Steeles | Yes                         | <u>NO</u>             | NO               |
| 4               | 715N / 611                        | Yes                         | <u>NO</u>             | NO               |
| 5               | 611 / 715S                        | Yes                         | Yes                   | Yes              |
| 6               | 611 / 80                          | Yes                         | Yes                   | Yes              |
| 7               | Discovery Drive / 611             | Yes                         | Yes                   | Yes              |
| 8               | 314 / 611 / Lower Swift           | Yes                         | Yes                   | Yes              |
| 9               | 715 / Sullivan                    | Yes                         | <u>NO</u>             | NO               |
| 10              | 715 / Warner                      | Yes                         | <u>NO</u>             | NO               |

**TRAFFIC SIGNAL  
MAINTENANCE CONTRACT**

**POCONO TOWNSHIP  
NOVEMBER 1, 2018**

## TRAFFIC SIGNAL MAINTENANCE CONTRACT

This package contains a complete proposal for the maintenance of your traffic signal systems. By subscribing to this contract, you will be ensured prompt service and enjoy a 30% reduction from our normal billing rates. This package is presented to you by SIGNAL SERVICE, INC. We are committed to customer satisfaction and service.

Our maintenance is performed by IMSA (International Municipal Signal Association) certified technicians and electricians who are on call 24 hours a day. We carry a complete stock of replacement parts, along with controllers, signals and mast arms. We have the equipment and personnel available to construct a full-computerized system or change a light bulb. We have an in-house electrical engineer and draftsman. All in all, we have a combined total of over 300 years of experience in the traffic signal field.

We are looking forward to working with our customers in an effort to improve the flow of traffic, increase safety and control maintenance costs. This is our goal.

It is our intent to maintain your signals in accordance with the PennDOT permit and Publication #191 entitled "Guidelines for the Maintenance of Traffic Signal Systems". We intend to identify costly recurrent problems, offer cost-effective solutions, and guarantee our work.

We want to be a part of the community and provide the level of workmanship and products that you expect.

SIGNAL SERVICE, INC.

## TRAFFIC SIGNAL MAINTENANCE CONTRACT

The undersigned agree to be bound by this contract for the performance of maintenance of the traffic signal(s) as described.

### LOCATIONS

Refer to Exhibit A.

### PARTIES

The maintenance contractor refers to Signal Service, Inc., the only contractor authorized by this agreement to perform maintenance on the traffic signal system(s) in the municipality. The municipality refers to Pocono Township.

### TERM

The term of this agreement is (2) years, commencing November 1, 2018, but may be extended for additional two-year periods based upon the mutual consent of both parties.

### CONTRACT AMOUNT

The yearly contract amount is \$4,250.00, billable and due upon completion of preventive maintenance. This price does not include any local taxes or permits. Should local taxes or permits be applicable, the municipality will be billed an additional sum for those taxes plus handling charges of ten percent. Refer to Exhibit A for individual location amounts.

### DUTIES OF THE MAINTENANCE CONTRACTOR

#### A. PREVENTIVE MAINTENANCE

Perform annual preventive maintenance at the beginning of each contract year, including:

1. Perform preventive maintenance per Exhibit B.
2. Complete relamping on all signals currently utilizing incandescent light bulbs excluding optically programmable signals.
3. Inspection for proper installation.
4. Inspection to ensure the conformance of the installation to the PennDOT permit and condition diagram.
5. Advise the municipality of the results of the inspections and recommend any corrective action needed.

#### B. RESPONSE MAINTENANCE

Perform response maintenance when requested as follows:

1. Respond in a timely manner (Emergency service within 4 hours).
2. Perform the work in a safe and accurate manner.
3. Bill the municipality for material at the current contract price; bill labor and equipment at rates shown in Exhibit C.

## **DUTIES OF THE MUNICIPALITY**

1. Notify Signal Service, Inc. of any malfunction or problems at the intersections immediately.
2. Advise the maintenance contractor of any changes in the condition diagram.
3. Maintain the installation in proper operating condition and in conformance with the PennDOT permit and the condition diagram.
4. Pay the contractor in a prompt manner with no payment being contingent upon third party claims.

## **EXISTING WARRANTIES AND GUARANTEES**

No known warranties or guarantees exist.

## **SIGNAL SERVICE WARRANTIES AND GUARANTEES**

Equipment installed carries the guarantee, if any, of the manufacturer.

Signal Service warrants its workmanship for a period of one year.

Loop Detector replacement is guaranteed for a period of two years as long as loop failure is not a result of pavement failure.

While the parties realize that intermittent problems on solid state equipment may be difficult to diagnose, Signal Service, Inc.'s billing will be governed the following criteria:

1. Customer will be billed for the initial call.
2. Customer will not be billed for subsequent calls for the same problem if it was not resolved on previous call(s).
3. If the problem is resolved and has required additional material or labor beyond the initial call, the customer will be billed for these additional amounts.
4. If the problem persists and Signal Service is unable to resolve it, Signal Service, Inc. will notify the municipality and recommend replacement. If this recommendation is not acted upon by the municipality within 10 days, all future calls will be billed to the municipality at normal billing rates.



# TRAFFIC SIGNAL MAINTENANCE CONTRACT-Exhibit B

## Annual Preventive Maintenance Summary

### MECHANICAL

#### Cabinet

- oil hinges and lock
- replace filter
- check weatherproof seal (gasket)
- check anchor bolts
- check for gas, water accumulation, duct sealant
- check ground rod clamp
- wiring schematics and report available and signed
- check operation of fan and heater

#### Signal Heads

- clean lenses, signs and reflectors
- replace lamps
- check alignment
- check for wear on span wire and signal wire; check mechanical hardware (clevis pin, clamps)
- check for cracks or rust in the hardware
- check mast arms; free-swinging signals
- check clevis and the chain
- check bent hoods, wing nuts, hinges

#### Mast Arms and Poles

- inspect for rust and spot paint as required
- inspect the joints for rust and cracks at (1) arm/upright location and (2) base plate
- inspect anchor bolts for rust and tightness
- inspect horizontal and vertical angle of the arm

#### Span Wire and Poles

- refer to applicable pole section
- check span wire
- check clamps, hardware
- check guy wire and the anchor

#### Push Buttons

- check push button on each end of actuated crosswalks and visually verify pedestrian signal operation; verify timing
- check push button lamp (if existing) for operation
- check push buttons signs and clean if necessary
- check push button sign alignment

# TRAFFIC SIGNAL MAINTENANCE CONTRACT-Exhibit B

## Annual Preventive Maintenance Summary

### MECHANICAL (Continued)

#### Detector Sensors

- make a visual inspection of the roadway along the saw cut for exposed wires, cracks, potholes, etc.
- check alignment for sonic, magnetic and radar-type detectors

### UNDERGROUND

#### Junction boxes and hand holes

- check the integrity of the splices
- check ground rod and clamp connection, check bonding of conduits
- check the insulation
- check for abnormal amount of water
- check lid for abnormal condition and fit

### ELECTRICAL

- check radio interference filter and lightning arrestor

### ELECTROMECHANICAL CONTROL EQUIPMENT

#### Dial Assembly

- check for wear on key follower
- check for burned or pitted contacts and service contacts per manufacturer's maintenance recommendations
- check for key positions
- check for cycle gear size and mesh
- check dial motor operation
- check all dials according to the manufacturer's recommendations
- if controller is part of a system, test offset
- check duration of the advance pulse

#### Cam Assembly

- check for end play
- clean and lubricate as required by manufacturer
- visually inspect for abnormal wear or cracks
- visually inspect contacts for pitting/discoloration and service contacts per manufacturer's maintenance recommendations
- check spring tension on contacts



# TRAFFIC SIGNAL MAINTENANCE CONTRACT-Exhibit B

## Annual Preventive Maintenance Summary

### ELECTROMECHANICAL (Continued)

#### Cam Assembly (Continued)

- check for any loose wiring contacts
- check for operation of advancing mechanism to conform with manufacturer's requirement
- check security and tightness of connections
- visually inspect wires for wear, rubbing, deterioration of insulation

#### Relays

- check for burned and pitted contacts and service contacts per manufacturer's maintenance recommendations
- check for tight and secure fit into the sockets
- if latch type relays, check for latch operation as per manufacturer's specification

#### Flashers

- check flash rate
- check operation
- service contacts per manufacturer's recommendations
- check for tight and secure fit into sockets

#### Switches

- verify operation of each switch position

#### Terminal Connections

- check visually for signs of corrosion or any abnormal condition
- tighten all terminal connections

#### Conflict Monitor

- refer to solid state section

#### Detector Amplifiers

- refer to solid state section

# TRAFFIC SIGNAL MAINTENANCE CONTRACT-Exhibit B

## Annual Preventive Maintenance Summary

### ELECTRICAL (Continued)

#### SOLID STATE, ANALOG AND MICROPROCESSOR-BASED CONTROL EQUIPMENT

- check time settings against master time sheet
- check indicator lamps on modules; replace if required
- check for extension by detector actuation
- check tightness and security of modules to frame
- check tightness and security of connector

#### Load Switches

- check tightness and security of load switch packs to chassis

#### Conflict Monitor

- jump two conflicting green phases; if conflict monitor responds, check for implementation of stop timing if auxiliary logic package exists in controller, check conflict monitor for 24vdc drop.
- check for activation of flash.
- the items above will only be checked if specifically requested by the municipality and only if the municipality provides a sufficient number of police officers to control traffic during the test.

#### Flashers

- refer to Electromechanical section

#### Switches

- refer to Electromechanical section

#### Terminal Connections

- refer to Electromechanical section

#### Relays

- refer to Electromechanical section

#### Auxiliary Logic

- ensure that points of connection are making good contact
- if electromechanical device, check for any wear; if contacts are used, clean as required per manufacturer's recommendations

# TRAFFIC SIGNAL MAINTENANCE CONTRACT-Exhibit B

## Annual Preventive Maintenance Summary

### ELECTRICAL (Continued)

#### SOLID STATE, ANALOG AND MICROPROCESSOR-BASED CONTROL EQUIPMENT (Continued)

##### Detector Amplifiers

- check for detection of vehicles within design zone
- perform any necessary tuning
- check tightness and security of connections

#### INTERCONNECTED EQUIPMENT

- check for controller operation in mode selected by the supervisory master
- disconnect from the master supervisory system and check for "free" or backup operation
- check operation of any special equipment per manufacturer's recommendations

#### GENERAL

- record changes in timing, wiring or any function

**TRAFFIC SIGNAL MAINTENANCE CONTRACT--Exhibit C**

**Labor Rate Schedule (per hour)**

|                                 | <b>Regular</b> | <b>Overtime</b> |
|---------------------------------|----------------|-----------------|
| Signal Technician / Electrician | \$ 60.00       | \$90.00         |
| Signal Mechanic                 | 45.00          | 67.50           |
| Equipment Operator              | 60.00          | 90.00           |
| Foreman                         | 85.00          | 127.50          |
| Electrical Engineer             | 100.00         | 150.00          |

**Equipment Rate Schedule (per hour)**

|  | <b>Rates</b> |
|--|--------------|
| Service Vehicle /<br>Bucket Truck Mobile Signal Shop | 40.00        |
| 45' Bucket Truck                                     | 55.00        |
| Crane/Ladder Truck                                   | 60.00        |
| Auger Truck  | 60.00        |
| Dump Truck--7 cu. yd.                                | 40.00        |
| Dump Truck--2 cu. yd.                                | 35.00        |
| Backhoe  | 50.00        |
| Compressor with accessories                          | 25.00        |
| Earth Trencher                                       | 30.00        |
| Wheel Trencher                                       | 125.00       |

1. Typical hourly service charge would include a technician @ \$60.00 and a service vehicle @ \$40.00 or \$100.00/hour total.
2. Signal Service, Inc. will provide a quotation if specifically requested by the municipality.
3. Regular rates apply Monday through Friday 8:00 am to 4:00 p.m. Overtime rates apply Monday through Friday 4:00 p.m. to 8:00 a.m. and are portal to portal. Overtime rates apply on weekends and holidays regardless of time of call.
4. Minimum Service charge will be (1) hour. Minimum call-out charge will be (3) hours.

**TRAFFIC SIGNAL MAINTENANCE CONTRACT--Exhibit D**

| SERVICE TYPE                               | INTERSECTION TYPE |              |          |
|--|-------------------|--------------|----------|
|  | Critical          | Intermediate | Minor    |
| <b>EMERGENCY - PHYSICAL</b>                |                   |              |          |
| Knockdown                                  | 4 hrs.            | 4 hrs.       | 4 hrs.   |
| Signal Hanging                             | 4 hrs.            | 4 hrs.       | 4 hrs.   |
| Wires Hanging                              | 4 hrs.            | 4 hrs.       | 4 hrs.   |
| Electrical Hazard                          | 4 hrs.            | 4 hrs.       | 4 hrs.   |
| Other                                      | 4 hrs.            | 4 hrs.       | 4 hrs.   |
| <b>EMERGENCY - SAFETY</b>                  |                   |              |          |
| Conflict                                   | 4 hrs.            | 4 hrs.       | 4 hrs.   |
| On Flash                                   | 4 hrs.            | 4 hrs.       | 24 hrs.  |
| Head twisted / Conflicting Indications     | 4 hrs.            | 4 hrs.       | 4 hrs.   |
| Intersection Dark                          | 4 hrs.            | 4 hrs.       | 4 hrs.   |
| Opticom Malfunction                        | 4 hrs.            | 4 hrs.       | 24 hrs.  |
| Stuck                                      | 4 hrs.            | 4 hrs.       | 24 hrs.  |
| Serious Timing Deficiency                  | 4 hrs.            | 4 hrs.       | 24 hrs.  |
| Other                                      | 4 hrs.            | 4 hrs.       | 24 hrs.  |
| <b>NON-EMERGENCY RESPONSE</b>              |                   |              |          |
| Bulb Out                                   | 72 hrs.           | 72 hrs.      | 72 hrs.  |
| Loop Malfunction                           | 48 hrs.           | 48 hrs.      | 48 hrs.  |
| Out of Synchronization                     | 24 hrs.           | 24 hrs.      | 48 hrs.  |
| Head Twisted / Not Conflicting Indications | 24 hrs.           | 24 hrs.      | 48 hrs.  |
| Other                                      | 24 hrs.           | 24 hrs.      | 48 hrs.  |
| <b>NON-EMERGENCY - SCHEDULE</b>            |                   |              |          |
| Preventive Maintenance                     | Schedule          | Schedule     | Schedule |
| Relamping                                  | Schedule          | Schedule     | Schedule |
| Modifications                              | Schedule          | Schedule     | Schedule |
| Other                                      | Schedule          | Schedule     | Schedule |

**TRAFFIC SIGNAL MAINTENANCE CONTRACT**

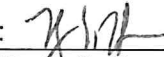
**ACCEPTANCE AGREEMENT**

In consideration of the mutual covenants, promises and agreements contained in the maintenance contract dated November 1, 2018 between the two parties referred to as Signal Service, Inc. and Pocono Township, the parties, hereto, intend to be legally bound.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective November 1, 2018.

  
Witness

Signal Service, Inc.,

By:   
\_\_\_\_\_  
Ryan S. Brown

Pocono Township

By: \_\_\_\_\_

\_\_\_\_\_  
Witness



## *Zelenkofske Axlerod LLC*

CERTIFIED PUBLIC ACCOUNTANTS

*Experience. Expertise. Accountability.*

September 19, 2018

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, 2018 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



Donna Asure  
Township Manager  
Pocono Township  
September 19, 2018  
Page 2

### **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.





Donna Asure  
Township Manager  
Pocono Township  
September 19, 2018  
Page 3

### **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 Axlerod LLC*

*CERTIFIED PUBLIC ACCOUNTANTS*

*Experience. Expertise. Accountability.*

Donna Asure  
Township Manager  
Pocono Township  
September 19, 2018  
Page 4

### **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 Axlerod 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 Axlerod LLC personnel.



## *Zelenkofske Axelrod LLC*

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Donna Asure  
Township Manager  
Pocono Township  
September 19, 2018  
Page 5

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, 2019 and to issue our reports no later than April 30, 2019. 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 \$16,000. 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*

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Donna Asure  
Township Manager  
Pocono Township  
September 19, 2018  
Page 6

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 Axlerod LLC

CERTIFIED PUBLIC ACCOUNTANTS

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Donna Asure  
Township Manager  
Pocono Township  
September 19, 2018  
Page 7

RESPONSE:

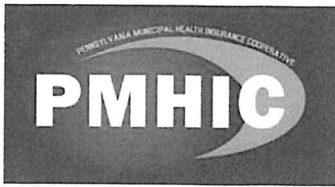
This letter correctly sets forth the understanding of Pocono Township.

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_



# BENECON

## PMHIC Benecon Life & Disability Program

In 2010 the PMHIC Board endorsed Benecon to offer a Life & Disability program for all Members. PMHIC believes there is power and efficiency in group purchasing and encourages all Members to participate.

### Program Specifics

1. Provide a **significant rate reduction** on current Life/STD/LTD Coverage
2. Match each group's current plan designs & level of benefits
3. Provide a multi-year rate guarantee
4. Place all Members with one carrier

### Information Needed to Provide a Proposal

1. Current employee census (Name, DOB, DOH, Occupation, Salary)
2. Copy of current plan designs (Summary Page of Benefit Booklet)
3. Copy of most recent invoice

### Insurance Provider: OneAmerica

1. "A" financial rating from all rating agencies
2. 141+ years experience
3. \$83 billion in assets

### Experience: Benecon

Benecon has successfully aggregated the Members of many other Cooperatives to create a significant purchasing power for Life & Disability coverage.

To date **185 PMHIC Members** have taken advantage of this program, generating **over \$850,000 in savings!**

**For more information or to get your discounted program, please contact:**

**Stephen Gingrich**  
sgingrich@benecon.com  
717.951.5636

# Pocono Township

|                      | <i>Unum</i> | <i>OneAmerica</i> |
|----------------------|-------------|-------------------|
| Life/AD&D            |             | PMHIC Program     |
| Life/\$1000          | \$0.330     | \$0.300           |
| AD&D/\$1000          | \$0.029     | \$0.027           |
| Volume               | \$3,800,000 | \$3,800,000       |
| Monthly Premium      | \$1,364.20  | \$1,242.60        |
| Annual Premium       | \$16,370.40 | \$14,911.20       |
| Rate Guarantee       |             | 2 Year            |
| <b>STD</b>           |             |                   |
| Rate/\$10            | \$0.590     | \$0.540           |
| Volume               | \$19,000.00 | \$19,000.00       |
| Monthly Premium      | \$1,121.00  | \$1,026.00        |
| Annual Premium       | \$13,452.00 | \$12,312.00       |
| Rate Guarantee       |             | 2 Year            |
| <b>LTD</b>           |             |                   |
| LTD/\$100            |             |                   |
| Volume               |             |                   |
| Monthly Premium      |             |                   |
| Annual Premium       | \$0.00      | \$0.00            |
| Rate Guarantee       |             |                   |
| Total Annual Premium | \$29,822.40 | \$27,223.20       |
| Savings              |             | \$2,599.20        |
| Percentage Decrease  |             | 10%               |

**BENECON**

# Employee Benefits Insurance Proposal

Issued by American United Life Insurance Company® (AUL),  
a OneAmerica® company



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## Pocono Township

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Submitted By: \_\_\_\_\_, Benecon  
Group Sales Representative: Steve Gingrich  
6301 Forbes Ave Suite 310  
Pittsburgh, PA 15217  
(888) 787-5575  
sgingrich@benecon.com

Proposal Date: 10/25/2018  
Proposed Effective Date: 01/01/2019

### *About OneAmerica®*

A national leader in the insurance and financial services marketplace for nearly 140 years, the companies of OneAmerica help customers build and protect their financial futures.

OneAmerica offers a variety of products and services to serve the financial needs of their policyholders and customers. These products include retirement plan products and recordkeeping services, individual life insurance, annuities, asset based long-term care solutions and employee benefit plan products.

Products are issued and underwritten by the companies of OneAmerica and distributed through a nationwide network of employees, agents, brokers and other sources that are committed to providing value to our customers.

To learn more about our products, services and the companies of OneAmerica, visit [OneAmerica.com/companies](http://OneAmerica.com/companies).



Proposal for: Pocono Township  
 Prepared: 10/25/2018 4:21 PM

Products and financial services provided by  
 American United Life Insurance Company®  
 a ONEAMERICA® company  
 One American Square, P.O. Box 6123  
 Indianapolis, IN 46206-6123  
 (800) 553-5318



**Proposed Effective Date: 01/01/2019**

***Group Term Life and AD&D Insurance Options Offered for Class 1<sup>1</sup>***

|   |   |     |
|---|---|-----|
| <b>Class Description:</b>                                   | All Eligible Full-Time Police Officers <sup>1</sup> |     |
| <b>Required Minimum Number of Hours Worked:</b>             | 40 hours weekly                                     |     |
| <b>Amount of Life Insurance:</b>                            | \$100,000   |     |
| <b>Amount of AD&amp;D Insurance:</b>                        | Matches Life Amount                                 |     |
| <b>Guaranteed Issue Amount:</b>                             | \$100,000   |     |
| <b>Reduction Schedule:</b>                                  |   |     |
| Coverage will reduce upon reaching certain ages as follows: |   |     |
| Employee's age when reduction occurs                        | 70  | 75  |
| Percent of Life Amount Remaining                            | 65%   | 50% |
| <b>Waiver of Premium Benefit:</b>                           |   |     |
| Age 60 w/ 9 month waiting period, terminates at age 65      |   |     |
| <b>Employer Contribution Percentage:</b>                    |   |     |
| 100%  |   |     |
| <b>Participation Requirement:</b>                           |   |     |
| 100%  |   |     |

**Benefit Features Offered for Group Term Life and AD&D Insurance:**

- Accelerated Life Benefit
- Individual Reinstatement - 30 Days
- Continuation of Insurance Options
- Continuity of Coverage
- Conversion Privilege
- Seat Belt Benefit
- Air Bag Benefit
- Repatriation Benefit
- Paralysis/Loss of Use Benefit
- Child Higher Education Benefit
- Child Care Benefit
- Disappearance/Exposure Benefit
- Severe Burns

|  |                |
|--|----------------|
| Number of insured employees for life insurance coverage within this class: | 21             |
| Number of insured employees for AD&D coverage within this class:           | 21             |
| Total amount of life insurance for this class:                             | \$2,100,000.00 |
| Total amount of AD&D insurance for this class:                             | \$2,100,000.00 |

An eligible employee is a full-time employee authorized to work and reside in the United States. Eligible employees must work the required minimum number of hours and cannot be considered a part-time,

<sup>1</sup> Use of the term "Employee" includes employees, owners, members, partners, shareholders, or participants eligible to apply for coverage under American United Life Insurance Company® (AUL) contract.

Proposal for: Pocono Township  
Prepared: 10/25/2018 4:21 PM

*Products and financial services provided by  
American United Life Insurance Company®  
a ONEAMERICA® company  
One American Square, P.O. Box 6123  
Indianapolis, IN 46206-6123  
(800) 553-5318*



temporary or seasonal employee. If any eligible employee is not actively at work on the contract effective date, group insurance coverage for that employee will not exist until he/she returns to full-time active work.

Proposal for: Pocono Township  
 Prepared: 10/25/2018 4:21 PM

Products and financial services provided by  
 American United Life Insurance Company®  
 a ONEAMERICA® company  
 One American Square, P.O. Box 6123  
 Indianapolis, IN 46206-6123  
 (800) 553-5318



**Proposed Effective Date: 01/01/2019**

***Group Term Life and AD&D Insurance Options Offered for Class 2<sup>1</sup>***

|   |   |     |
|---|---|-----|
| <b>Class Description:</b>                                   | All Other Eligible Full-Time Employees <sup>1</sup> |     |
| <b>Required Minimum Number of Hours Worked:</b>             | 40 hours weekly                                     |     |
| <b>Amount of Life Insurance:</b>                            | \$100,000   |     |
| <b>Amount of AD&amp;D Insurance:</b>                        | Matches Life Amount                                 |     |
| <b>Guaranteed Issue Amount:</b>                             | \$100,000   |     |
| <b>Reduction Schedule:</b>                                  |   |     |
| Coverage will reduce upon reaching certain ages as follows: |   |     |
| Employee's age when reduction occurs                        | 70  | 75  |
| Percent of Life Amount Remaining                            | 65%   | 50% |
| <b>Waiver of Premium Benefit:</b>                           |   |     |
| Age 60 w/ 9 month waiting period, terminates at age 65      |   |     |
| <b>Employer Contribution Percentage:</b>                    |   |     |
| 100%  |   |     |
| <b>Participation Requirement:</b>                           |   |     |
| 100%  |   |     |

**Benefit Features Offered for Group Term Life and AD&D Insurance:**

- Accelerated Life Benefit
- Individual Reinstatement - 30 Days
- Continuation of Insurance Options
- Continuity of Coverage
- Conversion Privilege
- Seat Belt Benefit
- Air Bag Benefit
- Repatriation Benefit
- Paralysis/Loss of Use Benefit
- Child Higher Education Benefit
- Child Care Benefit
- Disappearance/Exposure Benefit
- Severe Burns

|  |                |
|--|----------------|
| Number of insured employees for life insurance coverage within this class: | 17             |
| Number of insured employees for AD&D coverage within this class:           | 17             |
| Total amount of life insurance for this class:                             | \$1,700,000.00 |
| Total amount of AD&D insurance for this class:                             | \$1,700,000.00 |

An eligible employee is a full-time employee authorized to work and reside in the United States. Eligible employees must work the required minimum number of hours and cannot be considered a part-time,

<sup>1</sup> Use of the term "Employee" includes employees, owners, members, partners, shareholders, or participants eligible to apply for coverage under American United Life Insurance Company® (AUL) contract.

Proposal for: Pocono Township  
Prepared: 10/25/2018 4:21 PM

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American United Life Insurance Company®  
a ONEAMERICA® company  
One American Square, P.O. Box 6123  
Indianapolis, IN 46206-6123  
(800) 553-5318*



temporary or seasonal employee. If any eligible employee is not actively at work on the contract effective date, group insurance coverage for that employee will not exist until he/she returns to full-time active work.

Proposal for: Pocono Township  
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***Proposed Premium Rates for Group Term Life and AD&D Insurance***

| Coverage      | Number of Insured Employees | Total Amount of Insurance | Monthly Premium Rate per \$1,000 of Coverage | Total Monthly Premium | Rate Guarantee Offered |
|---------------|-----------------------------|---------------------------|--|-----------------------|------------------------|
| Life:         | 38                          | \$3,800,000.00            | \$0.300                                      | \$1,140.00            | 2 year                 |
| AD&D:         | 38                          | \$3,800,000.00            | \$0.027                                      | \$102.60              |                        |
| <b>Total:</b> |                             |                           | \$0.327                                      | \$1,242.60            |                        |

Any change in amounts of coverage and/or number of employees insured will invalidate the proposed premium rates and require further evaluation by American United Life Insurance Company® (AUL).

The proposed effective date of coverage under AUL's contract will be 01/01/2019. No insurance coverage shall exist or become effective until approved in writing by AUL at its Indianapolis, Indiana home office. AUL shall not be liable or responsible for any loss or benefits incurred prior to AUL's effective date of coverage for any insured.

Proposal for: Pocono Township  
Prepared: 10/25/2018 4:21 PM

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Proposed Effective Date: 01/01/2019

## ***Group Short Term Disability Insurance Options for Class 1<sup>1</sup>***

|   |   |
|---|---|
| <b>Class Description:</b>                       | All Eligible Full-Time Police Officers <sup>1</sup> |
| <b>Required Minimum Number of Hours Worked:</b> | 40 hours weekly                                     |
| <b>Benefit Percentage:</b>                      | 70%   |
| <b>Maximum Weekly Benefit:</b>                  | \$500   |
| <b>Minimum Weekly Benefit:</b>                  | \$25  |
| <b>Injury Elimination Period<sup>2</sup>:</b>   | 0 Days  |
| <b>Sickness Elimination Period<sup>2</sup>:</b> | 7 Days  |
| <b>Maximum Benefit Duration:</b>                | 26 Weeks  |
| <b>Pre-Existing Condition Exclusion:</b>        | None  |
| <b>Partial Disability Benefit:</b>              | Yes   |
| <b>Employer Contribution Percentage:</b>        | 100%  |
| <b>Participation Requirement:</b>               | 100%  |

### ***Benefit Features Offered for Group Short Term Disability Insurance:***

Continuation of Personal Insurance under Family Medical Leave Act (FMLA)  
Continuation of Personal Insurance during Leave Of Absence  
Continuation of Personal Insurance during a Temporary Lay Off  
Continuation of Personal Insurance during Leave of Absence for Active Military Service  
Continuity of Coverage  
Integration Type – Non-Occupational  
Individual Reinstatement – 30 days  
Normal pregnancy and certain complications are included in definition of sickness  
Social Security Integration Method – Family  
Recurrent Disability Provision  
Residual Benefit  
Workplace Modification  
Tax Reporting Services – pertaining to Employee FICA & W2

Number of insured employees for this class: 21

Total Weekly Benefit for this class: \$10,500.00

An eligible employee is a full-time employee authorized to work and reside in the United States. Eligible employees must work the required minimum number of hours and cannot be considered a part-time, temporary or seasonal employee. If any eligible employee is not actively at work on the contract effective date, group insurance coverage for that employee will not exist until he/she returns to full-time active work.

<sup>1</sup> Use of the term "employee" includes employees, owners, proprietor, partners, members, corporate officers, or participants eligible to apply for coverage under American United Life Insurance Company® (AUL) contract.

<sup>2</sup> If the Residual Benefit is not selected, the elimination period begins on the first day of total disability and ends on the later of the end of the period shown above or the end of the period for which salary continuance and/or sick leave is received.

Proposal for: Pocono Township  
Prepared: 10/25/2018 4:21 PM

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Indianapolis, IN 46206-6123  
(800) 553-5318



Proposed Effective Date: 01/01/2019

## ***Group Short Term Disability Insurance Options for Class 2<sup>1</sup>***

|   |   |
|---|---|
| <b>Class Description:</b>                       | All Other Eligible Full-Time Employees <sup>1</sup> |
| <b>Required Minimum Number of Hours Worked:</b> | 40 hours weekly                                     |
| <b>Benefit Percentage:</b>                      | 70%   |
| <b>Maximum Weekly Benefit:</b>                  | \$500   |
| <b>Minimum Weekly Benefit:</b>                  | \$25  |
| <b>Injury Elimination Period<sup>2</sup>:</b>   | 0 Days  |
| <b>Sickness Elimination Period<sup>2</sup>:</b> | 7 Days  |
| <b>Maximum Benefit Duration:</b>                | 26 Weeks  |
| <b>Pre-Existing Condition Exclusion:</b>        | None  |
| <b>Partial Disability Benefit:</b>              | Yes   |
| <b>Employer Contribution Percentage:</b>        | 100%  |
| <b>Participation Requirement:</b>               | 100%  |

### ***Benefit Features Offered for Group Short Term Disability Insurance:***

Continuation of Personal Insurance under Family Medical Leave Act (FMLA)  
Continuation of Personal Insurance during Leave Of Absence  
Continuation of Personal Insurance during a Temporary Lay Off  
Continuation of Personal Insurance during Leave of Absence for Active Military Service  
Continuity of Coverage  
Integration Type – Non-Occupational  
Individual Reinstatement – 30 days  
Normal pregnancy and certain complications are included in definition of sickness  
Social Security Integration Method – Family  
Recurrent Disability Provision  
Residual Benefit  
Workplace Modification  
Tax Reporting Services – pertaining to Employee FICA & W2

Number of insured employees for this class: 17  
Total Weekly Benefit for this class: \$8,500.00

An eligible employee is a full-time employee authorized to work and reside in the United States. Eligible employees must work the required minimum number of hours and cannot be considered a part-time, temporary or seasonal employee. If any eligible employee is not actively at work on the contract effective date, group insurance coverage for that employee will not exist until he/she returns to full-time active work.

<sup>1</sup> Use of the term "employee" includes employees, owners, proprietor, partners, members, corporate officers, or participants eligible to apply for coverage under American United Life Insurance Company® (AUL) contract.

<sup>2</sup> If the Residual Benefit is not selected, the elimination period begins on the first day of total disability and ends on the later of the end of the period shown above or the end of the period for which salary continuance and/or sick leave is received.

Proposal for: Pocono Township  
Prepared: 10/25/2018 4:21 PM

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***Proposed Premium Rates for Group Short Term Disability Insurance***

| <b>Number of Insured Employees</b> | <b>Total Weekly Benefit</b> | <b>Monthly Premium Rate per \$10 of Weekly Benefit</b> | <b>Total Monthly Premium</b> | <b>Rate Guarantee Offered</b> |
|------------------------------------|-----------------------------|--|------------------------------|-------------------------------|
| 38                                 | \$19,000.00                 | \$0.540  | \$1,026.00                   | 2 Year                        |

Proposed premium rates are dependent upon the employer paying 100% of the premium and subject to change if the employer has amended its Disability Benefit Plan(s) pursuant to applicable law. The law may allow for after tax premium deductions.

Any change in the amounts of coverage and/or number of employees insured will invalidate the proposed premium rates and require further evaluation by American United Life Insurance Company® (AUL).

The proposed effective date of coverage under AUL's contract will be 01/01/2019. No insurance coverage shall exist or become effective until approved in writing by AUL at its Indianapolis, Indiana home office. AUL shall not be liable or responsible for any loss or benefits incurred prior to AUL's effective date of coverage for any insured.

**Tax Reporting Services offered**

Deduct and deposit with the IRS employee FICA, if any; supply the policyholder with periodic and annual benefit payment and tax withholding reports; and prepare and issue W-2 Forms only.

**Additional information**

Any sick pay services will be performed pursuant to IRS Employer's Tax Guide or applicable tax publication and AUL is not considered the employer's agent. The employer/policyholder remains responsible and liable for all withholding, depositing, and reporting obligations not agreed to be provided by AUL.

# Municipal A Publications

October 30, 2018

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

Dear Ms. Asure,

We would be very pleased to enter into an agreement with Pocono Township for a map publication.

## Scope of Work

Municipal Publications will create a **2019 Pocono Township Map and Information Guide**. Up to 7,800 copies, full color map (4/4) printed and mailed on behalf of the Township. Municipal Publications will handle the mailing distribution with Pocono Township covering the postage & handling costs. A quote will be supplied once a digital database of addresses is available. The extra/additional copies will then be delivered to the Township offices.

Cover side of the map (side A) is reserved for text and graphics which can be any information the Township wishes to use for informational, narrative or promotional purposes.

All ads will be located in a picture frame effect on the map side (side B) and are based upon "building block units" of 1.5" x 3". Multiple blocks can be purchased to create larger ads.

Ad sales will cover all production, design and publication costs. The 19.5" x 26" will have 36 advertisement spots to be filled. A space/spot refers to a business card size. Ad prices per single card will be \$242.00 per spot (discounts will be applied for larger spaces). This price reflects an already applied discount since no Municipal Publications personnel will be utilized in securing the ads.

An advertisement insertion order form and ad layout form will be provided as fill-able pdf files, for the purpose of ad procurement.

Pocono Township will supply photos, text, and map update information, for the publication. Any special features can be drawn and inserted as long as they fall within a

reasonable geographic area relative to the Township. This includes tourist attractions, historical sites, industrial parks, shopping malls, schools, new subdivisions, recreational areas, zoning, voting wards etc. The Township will be responsible for submitting this information and reviewing proofs. A Township representative will also be responsible for acquiring and locating the advertisers on the map.

A hardcopy ad layout sheet for each ad will be turned in to Municipal Publications at the end of the sales period. All payments will be made payable to Municipal Publications and should be sent in weekly to be considerate of the payee/advertiser.

A time line will be outlined to meet any targeted distribution dates. Our projects are easily turned around within a 4-month time frame *with the condition that all materials and proofs are submitted in a timely fashion.*

Please sign below; keep a copy for your records and once we have our copy returned we will begin to send the materials to initiate the project.

Sincerely,  
Elizabeth Hermann

  
10/31/18

---

Signature MP / Date

Signature Pocono Township / Date

Elizabeth Hermann

---

Printed name

Printed name



**From:** Elizabeth Hermann <elizabeth@municipalpublications.org>  
**Sent:** Wednesday, October 24, 2018 12:54 PM  
**To:** Donna Asure  
**Subject:** Map Publication Project  
**Attachments:** Small Horizontal Layout.pdf

Ms. Asure,

It was very nice speaking with you earlier today. We would like to assist Pocono Township in creating an updated publication. As we discussed we don't have a representative to handle Monroe County so we talked about a "self-sell" option. This can be beneficial on two fronts: First the sponsorships would be less expensive and a local person would generally get a better response than an "out of town" sales person.

Briefly the project would be comprised of the following;

- 18.5" x 24" overall size with 2 fold options
  - Glovebox "map style" fold (4" w x 9.25" h)
  - Booklet fold (5.25" w x 9.5" h)
- gloss paper, full color both sides
- Side A, Township information and photos which the Township would provide, we would do the layout and assist with suggested materials
- Side B, customized map that Municipal Publications would provide with any customization requested by the Township. We may ask you to send us your GIS files and or request GIS shape files from the County. We would draw slightly beyond the Township boundaries to include some of the major interstate highways and interchanges that would appear to be important to you commerce.
- 7800 copies (current total based upon our phone conversation but subject to change once number get "nailed down") either mailed on behalf of the township to businesses and residents and or delivered to the Township.

A total of 36 card spots available of which some would be pieced together for larger spots. See attached pdf file. Basic full color card space would be priced at \$242.00 to accommodate the current publication quantity of 7800. The double and larger spots would be discounted.

Finished publication would be delivered to the Township office or we could assist with facilitation of the mailing. The postage would be paid by the Township and then the extra copies then delivered to Township. No extra charges would be incurred for the delivery. A digital address list would need to be supplied for our assistance on the mailing. Postage is running less than 0.35 cents a piece when done this way using our permit.

Once a decision is made and you'd like to proceed I can send a more formal agreement, starting materials and samples. We are prepared to start whenever you are. Please confirm receipt of this email so I know for certain you have it and it didn't wind up in your spam folder or lost in cyberspace.

Sincerely,

Elizabeth Hermann

elizabeth@municipalpublications.org

Box 308

Home, PA 15747

800-769-9812

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

**RESOLUTION NO. 2018-56**

**A RESOLUTION GRANTING CONDITIONAL FINAL APPROVAL OF THE HOMES OF THE POCONOS, LLC LAND DEVELOPMENT PLAN**

**WHEREAS**, the applicant, Homes of the Poconos, LLC, submitted a revised final land development plan application titled “Final Land Development Plan of 3006 Route 611 for Homes of the Poconos, LLC” (the “Plan”). The Plan consists of an auto sales lots that will utilize the existing commercial building and proposed 41 paved parking spaces, located at 3006 Route 611, known as Monroe County Tax Parcel No. 12/8/2/72, located in the C Commercial Zoning District; and

**WHEREAS**, the preliminary land development plans received conditional plan approval on December 20, 2010; and

**WHEREAS**, the Township Engineer has reviewed the Plan and offered comments in his letters dated November 10, 2017 and January 18, 2018; and

**WHEREAS**, the Pocono Township Planning Commission recommended the conditional final plan approval of the Plan at a meeting held on January 22, 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 “Final Land Development Plan of 3006 Route 611 for Homes of the Poconos, LLC” as shown on the final land development plan prepared by prepared by Bue-Morris Associates, Inc., dated January 11, 2018, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer’s letters dated January 18, 2018.
2. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
3. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
4. The applicant shall provide three (3) mylars for recording the plans and eight (8) sets of paper

prints which are signed and notarized by the owner and sealed by the engineer.

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

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 5th day of November, 2018.

ATTEST:

Township of Pocono  
Board of Commissioners

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

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



**Boucher & James, Inc.**  
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY  
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Nov. 5<sup>th</sup>

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Daylesstown, PA 18901  
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Fax 215-345-9401

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

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

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

[www.bjengineers.com](http://www.bjengineers.com)

October 9, 2018

Pocono Township Board of Commissioners  
112 Township Drive  
P.O. Box 197  
Tannersville, PA 18372

**SUBJECT: HOMES OF THE POCONOS, LLC – 3006 ROUTE 611  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
PROJECT NO. 1730052R**

Dear Commissioners:

Pursuant to the Township's request, we have completed our site observations of the above referenced project at 3006 State Route 611. The project proposed paving of an existing gravel parking lot, line striping, connection to the public sanitary sewer system, landscaping, and lighting.

Based on our field observations, we find all improvements have been installed.

Should you have any questions, please do not hesitate to contact me.

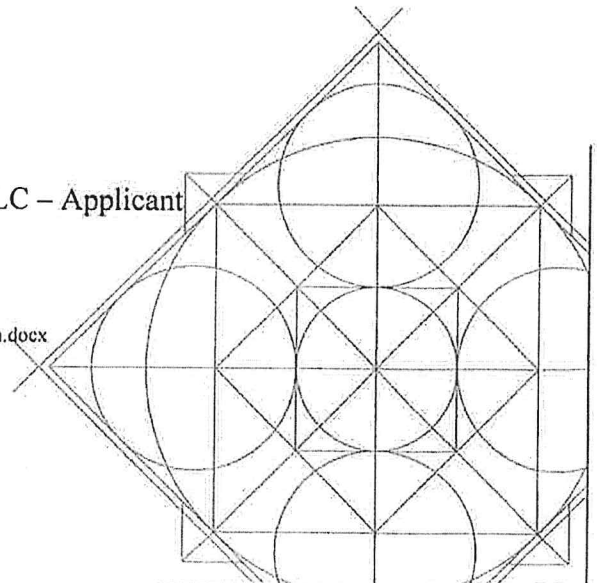
Sincerely,

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

JST/mep/cg

- cc: Donna Asure – Township Manager
- Pam Tripus – Township Secretary
- Michael Tripus – Township Zoning Officer
- Leo DeVito, Esquire – Township Solicitor
- Lisa Pereira, Broughal & DeVito, LLP
- Debra and Keith Halterman, Homes of the Poconos, LLC – Applicant
- Homes of the Poconos, LLC – Property Owner
- Melissa E. Prugar, P.E. – Boucher & James, Inc.

S:\2017\1730052R\Documents\Correspondence\Review Letters\Ltr\_2018.10\_Final.Inspection.docx





**TOWNSHIP OF POCONO  
MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2018-57**

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY  
CONDITIONS OF THE PLAN APPROVAL OF THE CB H2O L.P. LOT 12 &  
HELIPAD FINAL MAJOR LAND DEVELOPMENT PLAN**

**WHEREAS**, the applicant, CB H2O L.P., submitted a plan application titled "CB H2O L.P. Lot 12 and Helipad Final Major Land Development Plan" (the "Plan"). The applicant proposes to construct a Helipad for emergency services and 187 space parking lot to be utilized for employee parking. The parcels are owned by EPT Ski Properties, Inc., and are known as Monroe County Tax ID No. 12/10/1/2, PIN No. 12636300227014, Tax ID No. 12/10/1/2-1, PIN No. 12636300206992, Tax ID No. 12/10/1/2-4, PIN No. 12636303335160, and Tax ID No. 12/10/1/2-6, PIN No. 12636300228392; and

**WHEREAS**, on November 2, 2015, the Pocono Township Board of Commissioners enacted Resolution No. 2015-71 which granted conditional final plan approval of the Plan; and

**WHEREAS**, Resolution No. 2015-71 required that the applicant meet all conditions of the final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and if such conditions were not met, the Conditional Final Plan approval would be considered void; and

**WHEREAS**, the applicant was unable to satisfy the conditions of final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and is requesting that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2015-71.

**NOW THEREFORE BE IT HEREBY RESOLVED** by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicant, CB H2O L.P., shall have a period of three (3) months from the date of this Resolution to satisfy the conditions final plan approval and record the Plan as set forth in Resolution No. 2015-71.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 5<sup>th</sup> day of November, 2018.

ATTEST:

Township of Pocono  
Board of Commissioners

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

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

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

**RESOLUTION NO. 2018-58**

**A RESOLUTION GRANTING CONDITIONAL PRELIMINARY/FINAL 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**, the Township Engineer has reviewed the Plan and offered comments in his letters dated April 19, 2018, August 8, 2018, October 4, 2018, and November 1, 2018; and

**WHEREAS**, the Pocono Township Planning Commission recommended the conditional preliminary/final plan approval of the Plan at a meeting held on October 9, 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 requests for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Section 406.2: Site Context Map. *The applicant shall provide a legible 8 ½” x 11” aerial photograph in place of the site context map.*
2. SALDO Section 406.3.B: Existing Conditions Plan. *The applicant shall not be required to show contours at the rear of the site which is covered by existing woodlands.*
3. SALDO Section 406.6.F: Proof of Legal Ownership – Title Report. *The applicant shall not be required to provide a title report. The property deed has been submitted.*
4. SALDO Sections 615.3.B.2 and 615.3.B.5: Planting Islands.
5. SALDO Section 615.4.C.4: Street Trees. *The applicant shall not be required to provide additional street trees.*

That the following request for modification of the Brodhead and McMichael Creeks Stormwater Management Ordinance are hereby granted:

1. SMO Sections 303.I.8.a, 303.I.8.b, and 303.I.8.c: Buffers from watercourses.

That the “Land Development Plan – Site Plan – Pocono Logistics” as shown on the preliminary/final land development plan prepared by prepared by Gilmore & Associates, Inc., dated February 2, 2018, as revised, be hereby approved with the following conditions, and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer’s letter dated November 1, 2018, including, but not limited to, connection of the property to the public water system, and the dedication to the Township of a 25-foot right-of-way along Railroad Avenue.
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, fees in lieu of open space, 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 preliminary/final plan approval, and Plan shall be recorded within twelve (12) months of Conditional Preliminary/Final Plan approval, and agrees that if such conditions are not met, the Conditional Preliminary/Final 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 5<sup>th</sup> day of November, 2018.

ATTEST:

Township of Pocono  
Board of Commissioners

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

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



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Fax 215-345-9401

2756 Rimrock Drive  
Stroudsburg, PA 18360  
570-629-0300  
Fax 570-629-0306  
Mailing:  
P.O. Box 699  
Bartonsville, PA 18321

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

[www.bjengineers.com](http://www.bjengineers.com)

November 1, 2018

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

**SUBJECT: POCONO LOGISTICS  
PRELIM/FINAL LAND DEVELOPMENT PLAN REVIEW NO. 4  
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
PROJECT NO. 1830066R**

Dear Commissioners:

Pursuant to the Township's request, we have completed our fourth review of the Preliminary/Final Land Development Plan Application for Pocono Logistics. The submitted information was prepared by Gilmore & Associates, Inc. and consists of the following items.

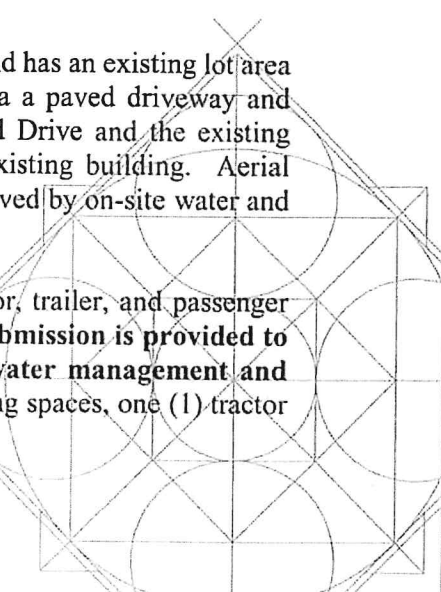
- Response letter dated October 11, 2018.
- Map check of property boundary.
- Erosion & Sedimentation Pollution Control Plan narrative dated January 2018, revised October 2018.
- Post Construction Stormwater Management Plan narrative dated June 2018, revised October 2018.
- Land Development Plan (8 sheets) dated February 2, 2018, revised October 11, 2018.

**BACKGROUND INFORMATION**

The Applicant, Pocono Logistics, is proposing a land development on its 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 0715 (Parcel No. 12/10/1/37-1, PIN No. 12-6362-00-76-189).

The existing property is located within the C, Commercial Zoning District and has an existing lot area of 4.96 acres. The existing property takes access from Railroad Drive via a paved driveway and consists of an existing building, stone parking areas between the Railroad Drive and the existing building, and a large stone and asphalt parking area to the rear of the existing building. Aerial photography show tractor trailer parking exists. The existing property is served by on-site water and sewer.

The proposed development includes the designation of tractor trailer, tractor, trailer, and passenger vehicle parking spaces. **Note and Covenant 6 on Sheet 1 indicates this submission is provided to document previously constructed features, as well as proposed stormwater management and connection for public water service.** Twenty-five (25) tractor trailer parking spaces, one (1) tractor



parking space, and seventeen (17) trailer parking spaces are proposed in gravel and asphalt areas. Nine (9) gravel passenger vehicle parking spaces, and twelve (12) paved passenger vehicle parking spaces are proposed. Underground stormwater management and a detention basin are also proposed. Public water service is proposed, and the on-site sewer service will remain.

Based on our review of the above information, we offer the following comments and/or recommendations for your consideration.

#### **ZONING ORDINANCE COMMENTS**

1. Comment satisfied.
2. Comment satisfied.
3. Comment satisfied.
4. Comment satisfied.
5. Comment satisfied.
6. Comment satisfied.

#### **SUBDIVISION AND LAND DEVELOPMENT ORDINANCE COMMENTS**

7. Comment satisfied.
8. In accordance with Section 306.2.6.C, “the Applicant shall be responsible for submission of the Plan and all required supporting documentation to the Monroe County Planning Commission, the Monroe County Conservation District, PennDOT, and all other governing agencies.” *The proposed Land Development requires the following agency approvals.*
  - a. *Pocono Township – Land Development Plan approval*
  - b. *Pocono Township – Fire Company*
  - c. *Monroe County Planning Commission – Planning review*
  - d. *Monroe County Conservation District/Pennsylvania Department of Environmental Protection – General Permit 5 for Waterline Stream Crossing. The General Permit was issued under a cover letter prepared by the Monroe County Conservation District and dated April 3, 2018.*
  - e. *Monroe County Conservation District Adequacy letter dated April 3, 2018 has been received.*
  - f. *Pocono-Jackson Joint Water Authority – Will Serve and Water Service Connection A Waterline Connection Plan was submitted and found consistent per a letter from Reilly Associates dated October 13, 2017.*

*All submissions, and reviews and approvals must be provided to the Township. A list of the required approvals must be provided on the plan in accordance with Section 406.6.I. (Previous Comment) This comment has been acknowledged.*

9. In accordance with Section 406.2, Site Context Map, “a map compiled from existing information showing the location of the proposed land development within its neighborhood context shall be submitted. For sites under 100 acres in area, such maps shall show the relationship of the subject property to natural and man-made features existing within 1,000 feet of the site. For sites of 100 acres or more the map shall show the above relationships within 2,000 feet of the site. The features that shall be shown on Site Context Maps include topography (from U.S.G.S.) maps, stream valleys, wetland complexes (from maps published by the U.S. Fish & Wildlife Service or the U.S.D.A. Natural Resources Conservation Service), woodlands over one-half acre in area (from aerial photographs), ridge lines, public roads, trails, utility easements and rights of way, public land, and land protected under conservation easements.” *A Site Context Map must be provided, or a waiver requested. Should a waiver be requested, an aerial photograph showing existing land uses within 1,000 feet of the site will still be required. (Previous Comment) A waiver from Section 406.2 is requested. An aerial photograph has been provided on Sheet 1, however the scale limits its readability. A larger scale aerial photograph shall be provided to clearly show the existing features within 1,000 feet of the project site. We have no objection to this request provided the aerial photograph is revised accordingly. (Previous Comment) The Planning Commission recommended approval of the requested waiver at its meeting held on August 27, 2018. A legible 8 ½” x 11” aerial photograph has been submitted. We have no objection to this request.*
10. In accordance with Section 406.3.B, the Existing Conditions Plan must include “topography, the contour lines of which shall generally be at two-foot intervals although 10-foot intervals are permissible beyond the parcel boundaries, interpolated from U.S.G.S. published maps. The determination of appropriate contour intervals shall be made by the Planning Commission, which may specify greater or lesser intervals on exceptionally steep or flat sites. Slopes between 15 and 25 percent and exceeding 25 percent shall be clearly indicated. Topography for land developments shall be prepared by a professional land surveyor or professional engineer from an actual field survey of the site or from stereoscopic aerial photography and shall be coordinated with official U.S.G.S. benchmarks the location and datum of which shall be shown on the plan.” *A waiver is requested from Section 406.2.B and must be revised to correctly reference Section 406.3.B. The request is seeking relief from showing topography at the rear of the site which is covered by existing woodlands. The existing topography and areas of existing steep slopes over the entire property must be shown on the plan. (Previous Comment) A waiver is requested from Section 406.3.B in order to not show contours at the rear of the site where steep slopes exist. The existing steep slopes located within existing woodlands are now shown on the plan and a steep slope easement is proposed. We have no objection to this request. (Previous Comment) The Planning Commission recommended approval of the requested waiver at its meeting held on August 27, 2018. We have no objection to this request.*
11. Comment satisfied.
12. Comment satisfied.

13. Comment satisfied.
14. Comment satisfied.
15. Comment satisfied.
16. Comment satisfied.
17. Comment satisfied.
18. Comment satisfied.
19. Comment satisfied.
20. Comment satisfied.
21. In accordance with Section 406.6.D, “all proposed offers of dedication and/or reservation of rights-of-way and land areas with conditions attached” must be submitted with the Land Development Plan. In addition, and in accordance with Section 607.4.A, “wherever there exists a dedicated or platted portion of a road or alley along a boundary of the tract being subdivided or developed the remainder of said road or alley shall be platted to the width required by this Ordinance based on the classification of the road within the proposed development.” *The existing and proposed right-of-way, and existing cartway widths must be dimensioned on the plan. Per Table VI-1, Local Roads are required to have a 50-foot wide (25-foot half width) right-of-way, and 26-foot wide cartway including two (2), 4-foot wide shoulders.*

*Approximately 8-feet of additional right-of-way to create a half width of 25-feet along Railroad Drive is proposed and offered to Pocono Township. The Township shall determine if they will accept this offer of dedication. In addition, the existing cartway width is approximately 22-feet. The Township shall also determine if they will require roadway widening and striping to delineate shoulders in order to meet the requirements of a Local Road. (Previous Comment) The Township shall make a determination regarding the offer of dedication and roadway widening. (Previous Comment) The response letter indicates it is unclear whether the right-of-way will be offered for dedication to the Township, however the plan still offers the dedication. This must be addressed, and the plan revised accordingly. (Previous Comment) At its meeting held on October 9, 2018, the Planning Commission decided it was in favor of accepting dedication of the 25-foot wide right-of-way along Railroad Avenue without roadway improvements. Metes and bounds shall also be provided along the 25-foot wide right-of-way and a closure report shall be submitted.*

22. In accordance with Section 406.6.F, “proof of legal interest in the property, a copy of the latest deed of record and a current title search report” must be provided. *The property deed and a title search must be submitted. (Previous Comment) This comment has been acknowledged. (Previous Comment) The property deed has been provided with this submission. A waiver is now requested from Section 406.6.F with respect to the title report. Given the nature of the proposed land development we have no objection to this request. This request must also be listed on Sheet 1. (Previous Comment) At its meeting held on October 9, 2018, the Planning*



***Commission recommended approval of the requested waiver for the submission of a title report. We have no objection to this request.***

23. Comment satisfied.
24. Comment satisfied.
25. In accordance with Section 500, "No final plan shall be signed by the Board of Commissioners for recording in the office of the Monroe County Recorder of Deeds until:
  - A. All improvements required by this Ordinance are installed to the specifications contained in Article VI of this Ordinance and other Township requirements and such improvements are certified by the Applicant's Engineer; or,
  - B. Proposed developer's agreements and performance guarantee in accord with Section 503 and the Pennsylvania Municipalities Planning Code, Act 247 of 1968 as amended, have been accepted by the Board of Commissioners."

***A performance guarantee, per Section 503, must be provided prior to plan recordation. A construction cost estimate shall also be submitted for review. (Previous Comment) This comment has been acknowledged.***

26. Comment satisfied.
27. In accordance with Section 506.2.1, land development provisions for the private operation and maintenance of all development improvements "shall be in the form of deed covenants and restrictions clearly placing the responsibility of maintenance of all development improvements with the owner of the land development." ***Ownership and maintenance of the proposed improvements must be in the form of deed covenants and restrictions. (Previous Comment) This comment has been acknowledged.***
28. In accordance with Section 509, "all applicants proposing any subdivision and/or land development requiring the installation of improvements as required by this Ordinance shall, prior to final plan approval by the Board of Commissioners, and if so directed by the Board of Commissioners, enter into a legally binding development agreement with the Township whereby the developer guarantees the installation of the required improvements in accord with the approved plan and all Township requirements." ***A development agreement must be executed prior to plan recordation. (Previous Comment) This comment has been acknowledged.***
29. Comment satisfied.
30. Comment satisfied.
31. Comment satisfied.
32. Comment satisfied.
33. Comment satisfied.

34. Comment satisfied.
35. Comment satisfied.
36. Comment satisfied.
37. Comment satisfied.
38. Comment satisfied.
39. Comment satisfied.
40. Comment satisfied.
41. Comment satisfied.
42. Comment satisfied.
43. In accordance with Sections 615.3.B.2 and 615.3.B.5, the ends of all parking rows shall be divided from drives by 9-foot wide by 18-foot long planting islands consisting of a minimum of one (1) shade tree plus shrubs and/or ground cover sufficient to cover the area. *A planting island is required on the eastern end of the 4 space parking row behind the existing building. In addition, the plan shall be revised to clearly depict the land use between the 8 space parking row and the eastern addition of the existing building. (Previous Comment) The planting island and land use must still be provided on the plan. (Previous Comment) Waivers from Sections 615.3.B.2 and 615.3.B.5 were requested and were recommended for approval by the Planning Commission at its meeting held on August 27, 2018. We have no objection to these requests.*
44. In accordance with Section 615.4.C.4, "trees shall be planted at a ratio of at least one (1) tree per fifty (50) linear feet of frontage or fraction thereof. Trees shall be distributed along the entire frontage of the property, although they need not be evenly spaced." *Six (6) street trees are required and none are proposed. The required street trees must be provided. (Previous Comment) A waiver is requested from Section 615.4.C.4 to permit the use of the existing evergreen tree row along Railroad Avenue as street trees. The request indicates the evergreen tree row exists along Railroad Avenue and there is insufficient room to plant street trees. We believe the existing evergreen tree row is acceptable and no additional street trees should be required. (Previous Comment) The Planning Commission recommended approval of the waiver request conditioned upon an inspection of the existing trees along the property frontage. Upon our observation, the existing row of evergreens are well-established and are acceptable. We do not believe additional street trees are required. We have no objection to this request.*
45. Comment satisfied.
46. Comment satisfied.
47. Comment satisfied.

48. Comment satisfied.
49. Comment satisfied.
50. In accordance with Section 615.9.B.11, "a detailed cost estimate shall be submitted, showing the value of all proposed landscaping, including all labor and materials." *A cost estimate must be provided. (Previous Comment) This comment has been acknowledged.*
51. Comment satisfied.
52. In accordance with Section 615.7.D.2, "landscaping shall be considered an improvement for the purposes of installation and provision of a performance guarantee in accord with this Ordinance. In addition, the Developer or landowner shall provide to the Township a performance guarantee equal to the amount necessary to cover the cost of purchasing, planting, maintaining, and replacing all vegetative materials for a period of eighteen (18) months following the installation and approval of the landscaping." *The required performance guarantee must be provided. (Previous Comment) This comment has been acknowledged.*
53. Comment satisfied.
54. In accordance with Section 619.B, common open spaces, recreation areas, and/or in-lieu-of fees "shall apply to any subdivision for which a preliminary plan or a combined preliminary/final plan and any land development for which a plan is submitted after the effective date of this Section 619". In addition, and in accordance with Section 619.E.5, "if a non-residential subdivision or land development is required to dedicate common open space, the following amounts of common open space shall be required, unless revised by resolution of the Board of Commissioners". *Note and Covenant 19 on Sheet 1 proposes a fee in-lieu-of open space. In accordance with Section 619.F, and if agreed upon by the Board of Commissioners and Applicant, a fee in-lieu-of dedicating open space as determined by the Township Fee Schedule may be provided. The calculated fee in-lieu-of for 0.79 acres of disturbance is \$1,106.00. (Previous Comment) The Township shall determine if open space and/or recreational facilities shall be provided, or if a fee in-lieu-off will be accepted.*
55. Comment satisfied.

#### **STORMWATER MANAGEMENT ORDINANCE COMMENTS**

The proposed development is located within the McMichaels Creek Watershed and the B-2 Management District. The project site discharges to an unnamed tributary of the Pocono Creek which has a Chapter 93 Classification of High Quality Cold Water Fishery (HQ-CWF).

The Post Construction Stormwater Management Plan (report) considers the existing use as a fleet storage area which is identified as a Stormwater Hotspot in Table 304.1. We believe the truck and motor freight terminal use also includes fleet storage areas. Therefore, the groundwater recharge requirement is not applied, and the entire water quality volume must be treated.

56. Comment satisfied.

57. Comment satisfied.
58. Comment satisfied.
59. Comment satisfied.
60. Comment satisfied.
61. In accordance with Section 303.I.8.a, “a 50-foot buffer, measured perpendicular to and horizontally from the top-of-bank on all sides of any stream, shall be maintained on all sides of any stream, with the exception of the Pocono Creek, where the buffer shall be 75 feet, measured perpendicular to and horizontally from the top-of-bank on all sides of the Pocono Creek. In addition, where the 100 feet of land adjacent to the edge of a stream has an average upland slope greater than 5%, the minimum buffer width shall be increase by four feet for each percent of slope at or above 5%, subject to a maximum cumulative buffer of 100 feet. See Figure 303.1.” *The existing stream and required stream buffer must be provided on the plan. Permitted activities and disturbance within the stream buffer must be in accordance with Sections 303.I.8.b and 303.I.8.c. The proposed disturbed area of the stream buffer must be indicated on the plan. (Previous Comment) A waiver is requested from Section 301.G which states “where a development site is traversed by existing watercourses, drainage easements shall be provided conforming to the line of such watercourses. The terms of the easement shall conform to the stream buffer requirements contained in Section 303.I.7 of this Ordinance.” The request states that a drainage easement conforming to the top of banks of the existing stream channel will be provided and that land on both sides of the channel are improved with asphalt and gravel driveways and parking areas and other structures. The proposed easement must be shown on the plan.*  
  
*The sections listed under the Modifications on Sheet 1 are 303.I.8.a, 303.I.8.b, and 303.I.8.c. The request shall be updated to reflect these sections. (Previous Comment) The Planning Commission recommended approval of the requested waivers at its meeting held on August 27, 2018. We have no objection to these requests.*
62. Comment satisfied.
63. Comment satisfied.
64. Comment satisfied.
65. Comment satisfied.
66. Comment satisfied.
67. Comment satisfied.
68. Comment satisfied.
69. Comment satisfied.
70. In accordance with Section 701.A, “for subdivisions and land developments the Applicant shall

provide a performance guarantee to the Municipality for the timely installation and proper construction of all stormwater management controls as required by the approved Stormwater Management Site Plan in the amount and method of payment provided for in the Subdivision and Land Development Ordinance.” *The required performance guarantee must be provided prior to plan recording. (Previous Comment) This comment has been acknowledged.*

71. Comment satisfied.
72. In accordance with Section 703.A, “prior to approval of the site’s Stormwater Management Site Plan, the Applicant shall sign and record a Maintenance Agreement in the form and substance satisfactory to the Board of Commissioners, covering all stormwater control facilities that are to be privately owned.” *The required maintenance agreement must be provided prior to plan recording. (Previous Comment) This comment has been acknowledged.*

#### **STORM SEWER AND STORMWATER MANAGEMENT DESIGN COMMENTS**

73. Comment satisfied.
74. Comment satisfied.
75. Comment satisfied.
76. Comment satisfied.
77. Comment satisfied.
78. Comment satisfied.
79. Comment satisfied.
80. Comment satisfied.
81. Comment satisfied.
82. Comment satisfied.
83. Details of the proposed Subsurface Detention Area must be provided on the plan. The detail must show how the three (3) 36-inch HDPE pipes in the Subsurface Detention Area discharge stormwater to the proposed Detention Basin. *(Previous Comment) Details are now provided on Sheet 8. Dimensions detailing the length, width, and depth of the proposed Subsurface Detention Area must be provided. In addition, Step 6 of the Construction Sequence on Sheet 6 references a 36-inch pipe while the basin detail on Sheet 8 and the Detention Basin Detail on Sheet 3 specify a 24-inch pipe. The plans must be revised accordingly. (Previous Comment) The Subsurface Detention Area is now detailed on Sheet 8. The invert elevation of the 24-inch HDPE pipe shown in the detail is inconsistent with that shown on Sheet 3. The plan must be revised accordingly. (Previous Comment) The plan must still be revised for consistency.*
84. Comment satisfied.

**MISCELLANEOUS COMMENTS**

- 85. Comment satisfied.
- 86. Comment satisfied.

**PLAN REVISION COMMENTS**

- 87. Comment satisfied.
- 88. Comment satisfied.
- 89. Comment satisfied.
- 90. Comment satisfied.
- 91. Comment satisfied.
- 92. Comment satisfied.
- 93. Comment satisfied.
- 94. Comment satisfied.
- 95. Comment satisfied.
- 96. Comment satisfied.
- 97. Comment satisfied.
- 98. Comment satisfied.
- 99. The revised peak flow calculations demonstrate that the post development stormwater of the 100-year storm event now discharges through the emergency spillway. The basin design and calculations must be revised so stormwater through the 100-year storm event is contained within the proposed detention basin and discharged through the primary outlet structure. *(New Comment)*
- 100. The Depths and Top Widths shown in the table in the Vegetated Channel detail on Sheet 7 are inconsistent with the revised calculations and must be revised. *(New Comment)*

The above comments represent a thorough and comprehensive review of the information submitted with the intent of giving the Township the best direction possible. However, due to the nature of the comments, the receipt of a revised plan submission may generate new comments.

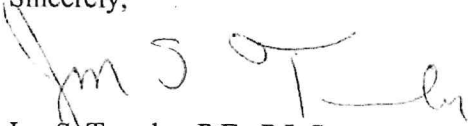
In order to facilitate an efficient re-review of revised plans, the Design Engineer shall provide a letter, addressing item by item, their action in response to each of our comments.

Pocono Township Board of Commissioners  
November 1, 2018  
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We recommend the above comments be addressed to the satisfaction of Pocono Township prior to approval of the proposed Preliminary/Final Land Development Plan.

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

Sincerely,



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

JST/mep/cg

cc: DonnaASURE – Township Manager  
Pam Tripus – Township Secretary  
Michael Tripus – Township Zoning Officer  
Leo DeVito, Esquire – Township Solicitor  
Lisa Pereira, Broughal & DeVito, LLP  
Wesley Wojtanowicz, Pocono Logistics – Property Owner/Applicant  
Sean F. Policelli, P.E., Gilmore & Associates, Inc. – Applicant's Engineer  
Melissa E. Prugar, P.E. – Boucher & James, Inc.