



POCONO TOWNSHIP COMMISSIONERS
AGENDA

January 7, 2019 7:00 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

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

Announcements –

PA 191 Stites Tunnel bridge replacement project – detours to begin on January 7th – 191 closed between PA 447 and Stites Mountain Road detouring onto PA 715 and Clubhouse/Cherry Lane Road.

Executive Session held January 7, 2019 - personnel

Hearings –

Presentations –

OLD BUSINESS

1. Motion to approve minutes of December 17, 2018 meeting of the Board of Commissioners (action item*)

NEW BUSINESS

1. Personnel

- a. Motion to appoint Tom Felver to the vacancy board with a term to expire December 31, 2019 (action item*)

(Action Item*)

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

** Change to agenda versus draft posted on website

- b. Motion to reappoint Tom Felver to the Monroe County Tax Committee with a term to expire December 31, 2019 (action item*)
- c. Motion to reappoint Dottie Telesky to the Parks and Recreation Board with a term to expire December 31, 2022 (action item*)
- d. Motion to reappoint Steve Chaladoff to the Zoning Hearing Board with a term to expire December 31, 2021 (action item*)
- e. Motion to reappoint Chris Ortolan to the PJJWA Board with a term to expire December 31, 2019 (action item*)
- f. Motion to reappoint Randy Peechahka to the PJJWA Board with a term to expire December 31, 2019 (action item*)
- g. Motion to appoint the 2019 Pocono Township Fire Police as listed – Alvin Kresge, Sr.- Captain; Kevin Kresge – Lieutenant; Richard Shay, Christopher Kinsley, Sr.; Donald Simpson; Gerald Lastowski; Steve Jacobs; Thomas Kresge; Christopher Kinsley, Jr.; Angela Tullo; Robert Gupko; William Ward; Peter Gallagher; Corey Sayre; (action item*)

2. Financial Transactions

- a. Motion to ratify vouchers payable received through January 4, 2019 in the amount of \$ 135,578.71 (action item*)
- b. Ratify gross payroll for pay period ending December 16, 2018 in the amount of \$ 171,242.90 and December 30, 2018 in the amount of \$ 91,733.09 (action item*)
- c. Motion to approve vouchers payable received through January 4, 2019 in the amount of \$ 218,223.69 (action item*)
- d. Motion to approve capital expenditures received through January 4, 2019 in the amount of \$ 13,451.00 (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

- a. Motion to approve Donna M. Asure, Township Manager to attend the PSATS Leadership Development Series for a cost of \$499.00 for six sessions plus mileage (action item*)

Report of the President

Commissioners Comments

Richard Wielebinski – Vice President

- a. Discussion on position of Zoning Officer (possible action item*)

Harold Werkheiser – Commissioner

Chad Kilby – Commissioner

- a. Update on intersection lighting

(Action Item*)

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** Change to agenda versus draft posted on website

Jerrod Belvin – Commissioner

- a. Motion to approve quote by Nauman Mechanical, in the amount of \$2,225.00, to relocate air conditioning unit for installation of generator transfer switch (action item*)
- b. Motion to approve quote from Hartman Electric to install the generator transfer switch (action item*)
- c. Motion to approve quote from Signal Services Inc to install a video detection system to replace the accuwave detector that has failed as well as install a new battery back up system and automatic generator transfer switch for a cost of \$8,298.00 (action item*)

Reports

1. Public Works Report

2. Administration – Manager's Report

- a. Motion to advertise the Board of Commissioner meetings for 2019 at 7pm at the municipal building, for the first and third Monday of each month unless the township is closed due to a holiday which will move the meeting to Tuesday (action item*)
- b. Motion to advertise the Board of Commissioner work sessions for 2019 at 5pm at the municipal building as follows- January 16th, February 13th, March 13th, April 10th, May 15th, June 12th, July 10th, August 14th, September 11th, October 16th, November 13th and December 11, 2019. (action item*)
- c. Motion to advertise the Planning Commission meetings for 2019 at 7pm at the municipal building, for the second and fourth Monday of each month unless the township is closed due to a holiday which will move the meeting to Tuesday (action item*)
- d. Motion to advertise the Park Board meetings for 2019 at 5:30pm at the Heritage Center for the second Tuesday of the month. (action item*)
- e. Motion to approve the contract with Creative Works for media work related to park projects and events in the amount of \$2,380.00 with a deposit of \$1,190.00 due with signing of contract (action item*)
- f. Received letter from Teamsters 773 of their intent to negotiate police contract ending December 31, 2019. Need to authorize/appoint a negotiating team (possible action item*)
- g. Motion to authorize township manager to send letter in support of the American Red Cross annual Run for the Red Marathon (action item*)
- h. Spotted Lantern Fly permit

(Action Item*)

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** Change to agenda versus draft posted on website

3. Township Engineer Report

- a. White Oak Culvert replacement project – award or reject all bids by January
- b. Fish Hill Road Storm System - spring project
- c. LSA grant for right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- d. TLC Bridge Grant
- e. Culvert cleaning maintenance

4. Township Solicitor Report

- a. Update on Exxon Monitoring wells

Resolutions

Resolution 2019 – 01 – Motion to adopt Resolution 2019-01 granting conditional preliminary/final approval of the revised Trap Enterprises Route 611 final 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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** Change to agenda versus draft posted on website

FOR IMMEDIATE RELEASE
December 20, 2018

PA 191 “Stites Tunnel” Bridge Replacement to Begin in Pocono Township, Monroe County

Allentown, PA – The Pennsylvania Department of Transportation (PennDOT) Engineering District 5 announced today work to replace the PA 191 “Stites Tunnel” Bridge over Paradise Creek in Pocono Township, Monroe County will begin next month.

Work includes replacing the PA 191 Bridge over Paradise Creek and bridge roadway approach structures, installing new guide rail and line paint, and concrete repairs to the roadway tunnel under the Delaware Lackawanna Railroad.

Work is scheduled to begin on January 2, with detours anticipated to be implemented on January 7.

Starting January 7 and lasting through the completion of the project, PA 191 will be closed and detoured between PA 447 and Stites Mountain Road. The posted passenger vehicle detour utilizes PA 715 and Clubhouse/Cherry Lane Road. A separate posted truck detour routes truck traffic on PA 447 and PA 390.

H&K Group, Inc. of Skippack, PA is the general contractor on the \$8,087,885 project that is anticipated to be complete in late December 2019.

The PA 191 Bridge is a steel girder bridge that was constructed in 1911 and reconstructed in 1941. It is 533 feet long, 35 feet wide, and is posted with a 9-ton weight restriction (17-tons for combination vehicles). The new bridge will be a concrete box culvert that is 345 feet long, 33 feet wide and will have no restrictions. This section of PA 191 has an average daily traffic volume of 5,147 vehicles.

For more information on projects occurring or being bid this year, those made possible by or accelerated by the state transportation funding plan (Act 89), or those on the department's Four and Twelve Year Plans, visit www.projects.penndot.gov.

Motorists can check 511PA before they travel for the latest conditions on more than 40,000 roadway miles, including color-coded winter conditions on 2,900 miles, by visiting www.511PA.com. 511PA, which is free and available 24 hours a day, provides traffic delay warnings, weather forecasts, traffic speed information, and access to more than 860 traffic cameras.

511PA is also available through a smartphone application for iPhone and Android devices, by calling 5-1-1, or by following regional twitter alerts accessible on the 511PA website.

Follow regional PennDOT information on Twitter at www.twitter.com/511PAAllentown, and like the department on Facebook at www.facebook.com/PennsylvaniaDepartmentofTransportation.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 17th, 2018 7:00 P.M.**

DRAFT
11/3/2019

The regular meeting of the Pocono Township Commissioners was held on Monday, December 17th, 2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Vice-President Richard Wielebinski at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald J. Lastowski, present by phone; Richard Wielebinski, present; Chad Kilby, present; Jerrod Belvin, present; and Harold Werkheiser, absent.

IN ATTENDANCE:

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

PUBLIC COMMENT:

Joseph Folsom, Pocono Township Fire Company, thanked everyone who participated and contributed to the Mike Tripus Memorial Toy Drive. He noted the Fire Company will continue the Toy Drive in Mike's memory next year.

Joe Mancini, Deerfield Way, Scotrun Estates, spoke concerning speeding on Deerfield Way and the danger to children living on the road. He requested assistance from the Board and Township Police to help curb the speeding. R. Wielebinski noted they will request additional police presence to assist.

Ellen Gndt, Twp. Resident, noted she objected to the hearing on the 2019 budget since the budget was changed from the advertised notice and posted website and 1st reading. In her opinion, she noted errors that she felt were in the Budget.

ANNOUNCEMENTS:

The Township Offices will close at noon on Monday, December 24th, 2018. An Executive Session was held on December 17th, 2018 for possible litigation.

HEARING -

Ordinance 2018-23 - 2019 Pocono Township Budget - R. Wielebinski opened the hearing. Joe Folsom, Twp. Resident, asked if it raised taxes. R. Wielebinski noted the millage will remain the same at 16.1 mils. Ellen Gndt, Twp. Resident, objected to the procedure since it was not the same as the advertised budget on the website and first read. She noted a change was made which did not allow for the 20-day review period. E. Gndt explained she did an analysis of the budget and felt there is a deficit in the budget and will deplete the Capital Reserve fund. Discussion followed.

R. Wielebinski made a motion, seconded by C. Kilby, to close the hearing for Ordinance 2018-23. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to adopt Ordinance 2018-23 the Pocono Township 2019 Budget with a millage rate of 16.1 mills. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

A full copy of the Transcript maybe obtained from Panko Reporting.

2019-2020 - EHD Insurance Coverage -

R. Wielebinski made a motion, seconded by C. Kilby, to accept the proposal for the 2019-2020 insurance coverage from EHD for a total amount of \$296,443.00 and authorize the Township Manager to sign the documents. R. Wielebinski opened the motion to public comment. E. Gnandt questioned the cost. D. Asure noted a 5% increase was budgeted and the total came in at only 3%. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

INTERVIEW FOR PARKBOARD POSITION:

Annabella Lastowski

R. Wielebinski asked Annabella Lastowski if she had time to dedicate to the Park Board. A. Lastowski noted she is available to devote time to the Park Board and has 39 years of experience in Education.

J. Belvin made a motion, seconded by C. Kilby, to appoint Annabella Lastowski to the Pocono Township Park Board. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

MINUTES:

R. Wielebinski made a motion, seconded by C. Kilby, to approve the minutes of the 12/03/2018 Board of Commissioner's meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PERSONNEL:

Fiscal Administrator Job Description appointment for Paola Razzaq - R. Wielebinski made a motion, seconded by C. Kilby, to approve the Fiscal Administrator Job Description and to move Paola Razzaq into the position as an exempt employee with an annual salary of \$52,000.00 effective 01/01/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

D. Asure noted the position is exempt and will not be an hourly rate but a yearly salaried position.

Fiscal Administrator Bond

R. Wielebinski made a motion, seconded by J. Lastowski, to approve a one-year bond in the amount of \$500,000.00 for Paula Razzaq, fiscal administrator, with Selective Insurance in the amount of \$500.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Public Works Department hiring-

R. Wielebinski made a motion, seconded by C. Kilby, to hire Corey Sayre for the vacancy in the Public Works Department at a starting salary of \$18.80 an hour, per the CBA, effective 01/02/2019 contingent upon passing the pre-employment drug test, receiving positive reference checks and a clean driver's history search. J. Lastowski noted Corey Sayre was a member of the Fire Company and was very involved in the Community. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Public Works - Ryan Huey

R. Wielebinski made a motion, seconded by C. Kilby, to ratify contractual increase to Ryan Huey, effective 11/21/2018 of fifty cents (.50) due to inspection license bringing him to \$18.72 per hour. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONS:

Ratify Vouchers Payable -

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable received through 12/31/2018 in the amount of \$63,234.92. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll -

R. Wielebinski made a motion, seconded by C. Kilby, to ratify gross payroll for pay period ending 12/02/2018 in the amount of \$103,100.27. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through 12/13/2018 in the amount of \$249,430.09. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

R. Wielebinski made a motion, seconded by J. Belvin, to approve capital expenditures received through 12/13/2018 in the amount of \$132,570.02. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Budget adjustments for line items -

R. Wielebinski made a motion, seconded by C. Kilby, to approve the budget adjustments for line items over budget in the 2018 budget in the total amount of \$97,158.04. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

DRAFT

People's Security Bank signatories-

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the signers on account(s) at People's Security Bank - Gerald J. Lastowski, Richard Wielebinski, Jerrod Belvin, Chad Kilby, Harold Werkheiser, Frank Cefali, and Donna M. Asure. J. Lastowski questioned what would happen if they are unable to get all the Commissioner's signatures. Discussion followed on steps required if not all Commissioners sign. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT - Gerald Lastowski

Resignation of Chad Kilby from the Pocono Township Planning Commission effective 12/11/2018. J. Lastowski thanked Chad for his service to the Planning Commission and the community.

Appointment of Bruce Kilby to the Pocono Township Planning Commission J. Lastowski made a motion, seconded by J. Belvin, to appoint Bruce Kilby to the Pocono Township Planning Commission for a term expiring 12/31/2020. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

COMMISSIONER'S COMMENTS:

Richard Wielebinski, Vice-President -

Employment Agreement Pocono Township Police Chief Kent Werkheiser - R. Wielebinski made a motion, seconded by J. Belvin, to extend an employment agreement with Pocono Township Police Chief Kent Werkheiser to begin 01/01/2019 through the first meeting of January 2020 with a revised agreement to be drafted by 01/22/2019 Board of Commissioner's meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Wielebinski made a motion, seconded by J. Lastowski, to extend an employment agreement with Township Manager Donna M. Asure to begin 01/01/2019 through the first meeting of January 2020 with a revised agreement to be drafted by 01/22/2019 Board of Commissioner's meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2926 Route 611 - Inspection for Dangerous Structure -

R. Wielebinski made a motion, seconded by C. Kilby, to authorize the Zoning Officer to conduct an inspection of 2926 Route 611 for possible dangerous structure violations. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Harold Werkheiser - Commissioner - Absent

COMMISSIONER'S COMMENTS CONT:

Chad Kilby - Commissioner -

Rt. 611 Lighting update - PPL -

C. Kilby made a motion, seconded by R. Wielebinski, to open for discussion the installation of 88 street lights to be maintained and installed by PPL, along Route 611 from Learn Road to the TLC Park. J. Belvin thanked C. Kilby for his work to get this accomplished. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Master sidewalk plan from 715 to Warner Road - Phase 1 -

C. Kilby made a motion, seconded by R. Wielebinski, to authorize the Township Engineer to evaluate the development of a master sidewalk plan from Route 715 to Warner Road. Discussion followed. R. Wielebinski suggested lighting to be added. C. Kilby amended the motion to include lighting, R. Wielebinski seconded the amendment. J. Lastowski suggested sending a letter to all properties involved. C. Kilby noted once properties are identified, then they will be notified. Discussion followed on grant possibilities and project specifics. C. Kilby amended the motion to limit the amount to \$15,000.00 from the general fund, R. Wielebinski seconded the amendment. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Jerrold Belvin - Commissioner

Update on security issues - J. Belvin noted the security and safety of the employees is important to the Board and steps are being taken to secure their safety. He noted all visitors are required to sign in and wear visitor's badges. Bollards have been installed in front of the buildings.

J. Belvin made a motion, seconded by R. Wielebinski, authorize the installation of security glass not to exceed \$20,000.00 in the Township Offices. D. Asure, Twp. Manager, explained she received two quotes. Discussion followed. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Panic Buttons

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the purchase of panic buttons from Vector Security in the amount of \$750.00 for the installation and a monthly monitoring fee of \$42.00 per month for the first year, subject to the Twp. Solicitor's final review. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORTS:

EMERGENCY SERVICES

Pocono Township Police Department - K. Werkheiser, Pocono Township Police Chief, gave his report for November noting 1,241 incidents were logged in. J. Belvin questioned the increase. K. Werkheiser explained with a full force and LPR units, it has helped increase police presence.

DRAFT

EMS - St. Luke's - Brad Harrison, St. Luke's Ambulance, gave his report for November noting 90 calls.

Pocono Township Volunteer Fire Company - Brad Harrison, Pocono Township Volunteer Fire Company, gave the November report noting 40 calls were handled.

Park Board - Jennifer Fisher reported for the Park Board noting pavilion rentals were up, the Thursday on the Green movies were a success, and the Park will continue with the events next year. She noted the ice-skating rink should be open after the holiday. C. Kilby thanked the Park Board for their good work.

Finance Committee - No report

Public Works Report

Robert Sargent, Road Supervisor, explained the ice rink will be completed soon. Bollards were installed in front of the buildings and will be capped and painted soon. He noted he is working to have the radios installed and new batteries for portables for Public Works vehicles. The 2019 Peterbilt truck has been delivered.

Administration - Manager's Report

Advertisement of the First Meeting of Board of Commissioner for 2019
R. Wielebinski made a motion, seconded by J. Lastowski, to advertise the first 2019 meeting of the Board of Commissioner for Monday, 01/07/2019 at 7:00 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Advertisement of first Sewer Committee Meeting for 2019 -
R. Wielebinski made a motion, seconded by J. Lastowski, to advertise the first 2019 meeting of the Sewer Committee Meeting for Monday, 01/07/2019 at 6:00 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

D. Asure, Twp. Manager, noted she received the resignation letter from Keith Meeker from the Civil Service. R. Wielebinski questioned if the position on the Civil Service has been advertised.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert Replacement project - M. Prugar, Twp. Engineer, explained bids have been received and opened with Ankiewicz Enterprises, Inc. being the low bidder. The Township has until 01/18/2019 to accept or reject all bids. The grant writer has identified a possible grant for funding if the project is determined to aid the reduction of flooding. She noted they are waiting to coordinate with the appraiser to determine the value of land to acquire for the emergency access.

TWP. ENGINEER REPORT CONT:

Fish Hill Road Storm System - The project is fully designed, and the Public Works department believes they can preform the work. Suggested scheduling of work to be done in the spring.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave
The application was made to PennDOT, Friday, December 14th, 2018. Boucher & James, Inc. has completed the minimum amount of work necessary to start the process.

TLC Bridge Grant - As previously reported, the grant has been received. The work is scheduled to begin on the contract documents to place out the bid by late spring, early summer.

Culvert cleaning maintenance - The Learn road project is complete. Boucher & James, Inc. is reviewing swales and drainage ways at the ends of the storm sewer outlets to see what improvements or maintenance is required. R. Wielebinski questioned who will contact the property owners if maintenance is required. L. DeVito, Twp. Solicitor, noted the Twp. Manager will contact them. Discussion followed on the drainage off Archer Way and drainage off Learn Road.

TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring wells update - No report.

Update on HJP Park and Open Space - L. DeVito, Twp. Solicitor, noted the previous board had moved to get out of the HJP Park and Hamilton Township has pulled out of the HJP Park. Jackson Township has requested both Pocono Twp. and Hamilton Twp. to give title to Jackson either by warranty deed or quit claim. R. Wielebinski questioned the money spent on the property. L. DeVito noted it was purchased with Open Space Funds and then all three Township contributed yearly, to offset cost of the director and programs. J. Lastowski suggested waiting for additional information before a determination is made. Discussion followed.

Update on Amusement Tax - L. DeVito, Twp. Solicitor, explained he has spoken to Camelback concerning the exemption of the ski resort. He is working to schedule a meeting with all stake holders before the end of January. The Board concurred to postponed implementation of the Amusement tax until after the meeting occurs.

R. Wielebinski made a motion, seconded by J. Lastowski, to delay the implementation of the Amusement Tax until 02/01/2019. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

RESOLUTIONS:

Resolution 2018-62 - Rescinding in part Resolution 2018-61 - R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution 2018-62 repealing and rescinding, in part, Resolution 2018-61 and authorizing the Twp. Solicitor to amend its filing with DCED. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

RESOLUTIONS CONT:

Resolution 2018-63 - Issuance of debt obligation -

R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution 2018-63 authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$124,000.00 and ratifying the authorization of the President of the Board and Assistant Township Secretary to execute the lease documents. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-64 - Debt Obligation - Tandem Axle Dump Truck -

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Resolution 2018-64 authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$124,000.00, to finance a tandem axle dump truck and related equipment and authorize the Vice-President of the Board of Commissioners to execute the lease documents. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-65 - Extension of Time - Pocono Hospitality Land Development Plan -

R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution 2018-65 granting an extension of time to satisfy conditions of the plan approval of the Poconos Hospitality Land Development Plan. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT:

Sarah Hagner, 2156 Deerfield Way, spoke concerning a neighboring property that is in disrepair and may have a possible sewage problem. She noted the property is located at 2162 Deerfield. Discussion followed.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Township Zoning Officer and Sewer Enforcement Officer to inspect the property 2162 Deerfield Way and make a recommendation to the Board of Commissioners.

ADJOURNMENT:

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 8:20 p.m. until, 01/07/2019 at 6:00 p.m. - Sewer Committee and 7:00 p.m., regular meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP
Monday, January 7, 2019

SUMMARY

Ratify

General Fund	\$	347,653.03
Sewer Operating	\$	50,783.67
Sewer Construction	\$	-
Capital Reserve	\$	118.00

Bill List

TOTAL General Fund	\$	171,953.83
TOTAL Sewer <u>OPERATING</u> Fund	\$	28,798.57
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	17,471.29
TOTAL Capital Reserve Fund	\$	13,451.00
Liquid Fuels	\$	-

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

Notes:

Check 1033 replaces check 1029 approved 12/17. Ammount on check incorrect

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, January 7, 2019

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	12/21/2018			PAY 25 Pay Period ending 12/16/2018	\$ 171,242.90
	01/04/2019			PAY 26 Pay Period ending 12/30/2018	\$ 91,733.09
				TOTAL PAYROLL	\$262,975.99
General Expenditures	12/17/2018	57869	AFLAC	Supplemental Insurance (2018)	\$ 291.26
	12/17/2018	57870	Signal Service	Traffic Lights LED replacement (2018)	\$ 4,296.00
	12/17/2018	57871	BCRA	Township sewer	\$ 177.08
	12/17/2018	57872	Kyocera Document Solutions	Police & township copiers	\$ 384.89
	12/17/2018	57873	PMHIC	Health Insurance 2018/2019	\$ 75,017.11
	12/17/2018	57874	Pocono Record	Advertising	\$ 353.99
	12/17/2018	57875	Verizon	Police Ipads	\$ 100.06
	12/18/2018	57877	Highmark	HRA fees	\$ 581.34
	12/19/2018	57878	Verizon	Police cell phones	\$ 608.43
	12/20/2018	57879	Verizon	Township cell phones & ipads	\$ 1,560.82
	12/20/2018	57880	Engle-Hambright Davies Inc	2019 Fiscal Admin Bond	\$ 500.00
	12/26/2018	57881	ADP LLC	Payroll services	\$ 547.06
	12/26/2018	57882	Royal Security	2019 annual service	\$ 259.00
				TOTAL General Fund Bills	\$ 84,677.04
Sewer Operating Fund	12/17/2018	1141	POCONO TOWNSHIP	Opening deposit People's Security CD	\$ 50,000.00
	12/17/2018	1142	Pocono Record	Sewer advertising (2018)	\$ 142.01
	12/17/2018	1143	Verizon	Phone line sewer monitoring system	\$ 37.55
	12/20/2018	1144	Verizon	Sewer modem connections (2018)	\$ 120.32
	12/20/2018	1145	Blue Ridge	Sewer Modem connections (2019)	\$ 212.92
	12/20/2018	1146	Met-ed	Service 11/ 5- 12/14 Pump Station 4	\$ 270.87
				\$ 50,783.67	
Sewer Construction Fund				TOTAL Sewer Construction Fund	\$ -
Capital Reserve	12/20/2018	1034	HUNTER KEYSTONE PETERBUILT	Tandem doc fee	118.00
				TOTAL Capital Reserve Fund	\$ 118.00
TOTAL General Fund					
TOTAL Sewer Operating				347,653.03 Transferred by:	
TOTAL Sewer Construction				50,783.67	
Total Capital Reserve				-	
				118.00	
				\$ 398,554.70	
				Authorized by:	

POCONO TOWNSHIP CHECK LISTING

Monday, January 7, 2019

General Fund	Date	Check	Vendor	Memo	Amount
	01/03/2019	57883	Boucher & James, Inc.	Township engineer (2018)	\$ 11,977.79
	01/03/2019	57884	Cefali and Associates PC	Treasurer's services (2018)	\$ 490.00
	01/03/2019	57885	Cyphers Truck Parts	Headlight	\$ 4.00
	01/03/2019	57886	D.G. Nicholas Co.	Part	\$ 544.94
	01/03/2019	57887	Donna Kenderline Reporting	Court Reporter - Hearing (2018)	\$ 460.00
	01/03/2019	57888	Eric A. Moses Co.	Shop Supplies	\$ 127.16
	01/03/2019	57889	Eureka Stone Quarry, Inc.	Screening for ice rink	\$ 1,379.59
	01/03/2019	57890	Fry's Plastic	Emergency Management - Bollards (2018)	\$ 38.14
	01/03/2019	57891	Hanson Aggregates Pennsylvania LLC	1/4" Wash	\$ 1,431.45
	01/03/2019	57892	Howarth, Carl	Coffee Supplies	\$ 56.00
	01/03/2019	57893	HUNTER KEYSTONE PETERBILT	Truck #9	\$ 48.84
	01/03/2019	57894	J & Z Professional Services LLC	Cleaning services - December (2018)	\$ 947.50
	01/03/2019	57895	J. P. Mascaro & Sons	Garbage	\$ 456.19
	01/03/2019	57896	Medico Industries, Inc.	Part/Rental equipment	\$ 224.00
	01/03/2019	57897	Nauman Mechanical Inc.	Repair to plywood- Police roof	\$ 265.00
	01/03/2019	57898	Panko Reporting	2019 Budget Hearing	\$ 155.00
	01/03/2019	57899	PAPCO, Inc.	Diesel/Gasoline	\$ 2,957.51
	01/03/2019	57900	PENTELEDA	Internet - Park	\$ 70.07
	01/03/2019	57901	Pitney Bowes	Postage Meter - 4th quarter	\$ 117.00
	01/03/2019	57902	PPL Electric Utilities	Alger/Traffic Light	\$ 51.72
	01/03/2019	57903	Praxair Dist Mid-Atlantic	Supplies	\$ 26.90
	01/03/2019	57904	PSATS	Associate Membership 2019	\$ 500.00
	01/03/2019	57905	Scott's Signs and Printing	Name Plates - Kilby/Meeker	\$ 50.00
	01/03/2019	57906	Stiff Oil Company	Heating fuel	\$ 1,437.89
	01/03/2019	57907	Stroudsburg Electric Motor Service	Sawblades/Relay	\$ 140.48
	01/03/2019	57908	Tulpehocken Mountain Spring Water Inc	Water	\$ 102.79
	01/03/2019	57909	UNIFIRST Corporation	Carpets/Uniforms	\$ 147.04
	01/03/2019	57910	Weitzmann, Weitzmann & Huffman, LLC	ZHB Simpson	\$ 1,018.92
	01/03/2019	57911	West End Equipment	Pipe cutter rental	\$ 15.00
	01/03/2019	57912	Wittel, Jason	Truck lettering	\$ 160.00
	01/03/2019	57913	MelLife	Dec 2018 Non Police Pension Contribution	\$ 4,145.05
	01/03/2019	57914	Nationwide	Supplemental Pension pay 25 contributions	\$ 3,045.05
	01/03/2019	57915	Nationwide	Supplemental Pension pay 26 contributions	\$ 3,128.13
	01/03/2019	57916	Teamster Local 773	Non Police Union Dues	\$ 589.00
	01/03/2019	57917	US Bank	Dec 2018 Police Pension Contribution	\$ 6,806.99

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
01/03/2019	57918	Teamster Local 773	Police Union Dues	\$ 1,451.00
01/03/2019	57919	Boucher & James, Inc.	Fish Hill road swal project	\$ 610.85
01/03/2019	57920	Cyphers Truck Parts	Truck supplies	\$ 124.34
01/03/2019	57921	D.G. Nicholas Co.	Part	\$ 53.08
01/03/2019	57922	Engle-Hambright & Davies, Inc.	Insurance-Cyber/PGU/Pollution	\$ 65,591.75
01/03/2019	57923	Highmark Inc.	Spending Account	\$ 1,679.78
01/03/2019	57924	HM.Beers, Inc.	SEO Services	\$ 820.00
01/03/2019	57925	Medico Industries, Inc.	Part	\$ 23.50
01/03/2019	57926	MRM Property & Liability Trust	Property & Liability Package	\$ 46,027.00
01/03/2019	57927	Nauman Mechanical Inc.	HVAC Winter maintenance	\$ 325.00
01/03/2019	57928	PAPCO, Inc.	Diesel/Gasoline	\$ 2,833.16
01/03/2019	57929	PENTELEDATA	Police Internet	\$ 124.95
01/03/2019	57930	Ray Price Ford	Tire sensor replacement Polic Car	\$ 170.11
01/03/2019	57931	Robert B. Turnbull, Jr.	Tree service/Planks for Trucks	\$ 870.00
01/03/2019	57932	Signal Service, Inc.	2018 Maintenance Services	\$ 4,250.00
01/03/2019	57933	Staples Business Credit	Office Supplies	\$ 619.04
01/03/2019	57934	Staples Credit Plan	Office Supplies	\$ 60.77
01/03/2019	57935	Steele's Hardware	Supplies	\$ 247.47
01/03/2019	57936	UNIFIRST Corporation	Carpets/Uniforms	\$ 73.52
01/03/2019	57937	Muldoon's Towing	Towing service 2018	\$ 33.02
01/03/2019	57938	JNK Hydrotest & Extinguisher Supply Co.	2019 Fire Extinguisher Service	\$ 130.95
01/03/2019	57939	P & D EQUIPMENT	ONSITE SERVICE UNITS 96 & 88 (2018 EXPENSE)	\$ 68.00
01/03/2019	57940	CREATIVE WORKS	CREATIVE WORKS 2019 AGREEMENT PARK MARKETING PAYMENT 1	\$ 1,190.00
01/04/2019	57941	ARGS TECHNOLOGY	12/3 -12/21/2018 Computer / IT services	\$ 375.00
01/04/2019	57942	Contractors Hauling Service	Bollards Hauling Charge (2018)	\$ 250.00
01/04/2019	57943	JDM Materials Co.	Bollards materials (2018)	\$ 311.50
01/04/2019	57944	PENTELEDATA	Internet service township Jan 2019	\$ 164.90
01/04/2019	57945	SITE2	Police & Township backup service	\$ 360.00
TOTAL General Fund				\$ 171,953.83

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Operating Fund				
01/03/2019	1147	Boucher & James, Inc.	Sewer General Engineering	\$ 3,455.22
01/03/2019	1148	Cramer, Swetz, McManus & Jordan	Legal services sewer	\$ 147.00
01/03/2019	1149	Engle-Hambright & Davies, Inc.	2019 Pollution Policy 75% cost sharing	\$ 13,406.25
01/03/2019	1150	J P Mascaro & Sons	Waste removal December 2018	\$ 94.50
01/03/2019	1151	Pocono Management Associates LLC	contracted services 12/10 - 12/30 2018	\$ 5,998.49
01/03/2019	1152	Pocono Township	sewer admin services 12/3 -12/30/2018	\$ 1,505.87
01/03/2019	1153	Steele's Hardware	Supplies	\$ 56.49
01/03/2019	1154	Want To Inc.	SERVICES SEPTEMBER - DECEMBER 2018	\$ 3,835.00
01/04/2019	1155	PENTELEDATA	Internet services Jan 2019	\$ 299.75
TOTAL Sewer Operating				\$ 28,798.57

Sewer Construction Fund

01/03/2019	280	BOUCHER & JAMES	VALVE 2 REPAIR PROJECT ENGINEERING (2018)	\$ 103.00
01/03/2019	281	GAYLE CORPORATION	SEWAGE PUMP MODEL F100-316 (2018)	\$ 17,368.29

Capital Reserve Fund

01/03/2019	1035	EM KUTZ	ALUMINUM FLAT BED (2018 EXP)	\$ 2,465.00
01/03/2019	1036	NAUMAN CONTRACTING	LABOR & MATERIAL RE-ROOF SECTION POLICE BUILDING (2018)	\$ 9,837.00
01/03/2019	1037	PHILLIPS & DONOVAN	ARCHITECTURAL SERVICES NOV 2018	\$ 1,149.00
TOTAL Sewer Construction Fund				\$ 17,471.29

TOTAL Capital Reserve Fund \$ 13,451.00

LIQUID FUELS

TOTAL Liquid Fuels \$ -

ESSA

TOTAL General Fund	\$ 171,953.83
TOTAL Sewer Construction Fund	\$ 17,471.29
Sewer Operating	\$ 28,798.57
Capital Reserve	\$ 13,451.00
Liquid Fuels	\$ -
TOTAL ESSA TRANSFER	\$ 231,674.69

Authorized by: _____

Transferred by: _____



PO Box 407
Stroudsburg, PA 18360
570-476-7515
Fax 570-476-7607
PA License# - PA120236

Contract Proposal

Submitted to: Pocono Township
112 Township Drive
Tannersville, PA 18372

Date: January 3, 2019

Project name: Relocate Mitsubishi AC unit

PROJECT DESCRIPTION:

Nauman Mechanical, Inc. will supply and install all material and labor to relocate the existing Mitsubishi ductless air conditioning unit on the left side of the Municipal Building per my recent visit. The unit will be reclaimed, removed, and reinstalled approximately 10 ft. to the right and 5 ft. higher than its current location.

SPECIFICALLY INCLUDED IN THIS PROPOSAL:

EQUIPMENT:

N/A

ALSO INCLUDED: Reclaiming refrigerant, removal of existing condensing unit, piping, and wiring, new outdoor wall bracket, all required masonry anchors and supports, new copper refrigerant piping with 1/2" insulation, 14-4 communication wire, condensate drain, high voltage wire with new disconnect and sealtite, conduit on the exterior of the building, nitrogen leak testing, evacuation and R410A charge, installation labor, and start-up testing.

PRICE AND PAYMENT TERMS:

The price for the work as listed above is:

TWO THOUSAND TWO HUNDRED TWENTY FIVE DOLLARS (\$2,225.00)

SPECIFICALLY NOT INCLUDED IN THIS PROPOSAL:

N/A

Additional Contract Terms

Change Orders:

All change orders must be in writing and signed by all parties. Owner/GC agrees that changes resulting in the furnishing of additional labor or materials will be paid for prior to the commencement of the extra work.

Permits, Licenses, and Approvals:

Unless specified in the proposal description, owner/GC will obtain and pay for local building and construction permits and will obtain and pay for the inspections that are necessary for the work to be performed. The owner/GC will pay for any necessary easements, variances, zoning changes, or any other modifications to restrictive covenants for the work to be performed.

Insurance and Risk Loss:

Owner/GC agrees to maintain insurance covering the replacement cost of the improvements under contract in the event of loss through fire, casualty, storm, or any other disasters, and the theft of materials from the site. Nauman Mechanical, Inc. agrees maintain workers compensation insurance and liability insurance to protect the owners from claims for damages from bodily injury, including death, and from liability for damages to property. Before commencement of work, Nauman Mechanical, Inc. will furnish a valid certificate of insurance to owner/GC.

Access:

Owner/GC will allow free access to work areas for workers and vehicles and will allow areas for material storage. Driveways and parking lots will be kept clear for movement of vehicles during work hours. Nauman Mechanical, Inc. will make reasonable efforts to protect driveways, parking lots, shrubs, and other vegetation.

Site Conditions:

Owner/GC acknowledges that this contract is based upon Nauman Mechanical, Inc.'s observation and conditions. Conditions which could not be known by a reasonable inspection, such as termite damage, hidden code violations, or other concealed conditions, may require extra labor or materials, which are not part of this contract. If such conditions are discovered, Nauman Mechanical, Inc. will attempt to reach an agreement for a change order to this contract that addresses those problems.

Payment:

Owner/GC will pay the cost of all materials, equipment, and labor used in the work to be done as spelled out in this written proposal and described in the payment schedule.

Payment Schedule:

Payments for the work will be due as follows:

Full payment upon completion of work

____ Total contract price..... \$2,225.00

____ Option #1

____ Option #2

TOTAL CONTRACT PRICE..... \$ _____

***Payment terms as stated above are final. Any payments due and not otherwise tendered by Purchaser shall be subject to interest at the rate of 18% per annum from the due date.*

Should Purchaser fail to make any payments otherwise due and Contractor is forced to engage legal counsel for collection, Purchaser shall be responsible to reimburse Contractor for all legal fees and costs.

Warranties:

Nauman Mechanical, Inc. guarantees the work will meet industry standards of good workmanship and warranties that materials to be used are of good quality. Nauman Mechanical, Inc. will maintain all manufacturers' warranties. Nauman Mechanical, Inc. includes a 1 year labor warranty and is limited to the cost of labor to repair equipment or materials installed. Voiding Nauman Mechanical, Inc.'s warranty is abuse of equipment and failure to maintain clean filters. Warranty service calls excluded but are not limited to filter changes, loose/broken fan belts, cleaning dirty evaporator/condenser coils, cleaning dirty heat exchangers, running out of fuel (gas or oil), blocked condensate drains, altered thermostats program settings, blocked/closed registers/grilles, termite/animal damage, and electrical damage due to power surges/lightning strikes.

Signatures:

We, the undersigned, have read and understand this contract, including documents attached by reference. We acknowledge that this contract constitutes the entire agreement between the parties. This contract is not binding upon Nauman Mechanical, Inc. or owner/contractor until it is signed by all parties. It is understood that this proposal must be signed within 30 days or is invalid.

Date _____ Signed _____
Nauman Mechanical, Inc.

Date _____ Signed _____
Customer Signature

QUOTATION

QUOTE #1038-18BD

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: NOVEMBER 6, 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 611 & WEIS
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
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <p>X _____</p> </div> <div> <p>F.O.B. - Shipping Point <input type="checkbox"/> SHIPMENT - Based upon today's F.O.B. - Shipping Point with <input type="checkbox"/> conditions, can be made within transportation allowed to destination. _____ after receipt of F.O.B - Destination <input type="checkbox"/> your order.</p> </div> <div> <p>Terms: Net 30 days, subject to credit approval. Unless otherwise stated, applicable State and Local taxes are not included.</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>Signal Service Inc. retains title to material until paid in full</p> </div>				

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

QUOTATION

QUOTE #1142-18BD

SIGNAL SERVICE INC.

Date: DECEMBER 20, 2018

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

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

Attn: DONNA ASURE
570-629-1922

DISTRIBUTORS OF TRAFFIC SIGNAL PRODUCTS
ENGINEERING - DESIGN - TECHNICAL SERVICE

For: RT 611 & INSALACO (MR.Z'S) / KINSLEY
VIDEO DETECTION

ITEM	QUANTITY	DESCRIPTION	UNIT	EXTENDED
A	LS	FURNISH ALL NECESSARY LABOR, EQUIPMENT AND MATERIAL TO INSTALL A VIDEO DETECTION SYSTEM TO REPLACE THE ACCUWAVE DETECTOR THAT HAS FAILED AND IS NO LONGER SUPPORTED.	\$3,662.00	\$3,662.00
		X _____		

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

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

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

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

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

William G. Dunn III
Service Manager

CREATIVEWORKS

103 N 7th Street
Stroudsburg, PA 18360
800-481-0031

Pocono Township

P.O. Box 197
112 Township Drive
Tannersville, Pa. 18372

Graphic Design Proposal

November 12, 2018

Project Goals:

Activity	Hrs.	Resource	Comments
1 - 8.5x11 printable flyer design & 1- Facebook post graphic for each of the following Mountain View Park events:		Graphic Design	Provide all flyer designs outlined below in JPEG and PDF. Facebook post Graphics 20% text rule so they can be Boosted.
<ul style="list-style-type: none">Thursday on the Green - (Using Previous years template-3 Versions -Dates/Movies TBD)	9	Graphic Design	3 Flyers- 3 Social Graphics
<ul style="list-style-type: none">Pickleball Tournament □	5	Graphic Design	1 Flyer-1 Social Graphic
Using last years template: <ul style="list-style-type: none">Pocono Wildlife with Kettle Creek Environmental Center □Nature Scavenger Hunt with Kettle Creek Environmental CenterSnakes Alive with Kettle Creek Environmental Center □	9	Graphic Design	3 Flyer-3 Social Graphics

• Fit-Fest Event with Friendly Community Center ☐	5	Graphic Design	1 Flyer-1 Social Graphic DID NOT MAKE
• Pocono Picturesque Art Show ☐	5	Graphic Design	1 Flyer-1 Social Graphic
• Summer Art Camp for Teens ☐	5	Graphic Design	1 Flyer-1 Social Graphic
• Veterans Art Show	5	Graphic Design	1 Flyer-1 Social Graphic
Flyer listing all the above events on one Calendar	8	Graphic Design	1 Flyer
2 Additional Events Flyer and Social Graphic Designs	10	Graphic Design	2 Flyers-2 Social Graphics
Project Management	5	Business Development Manager	Individual task breakdown and management. Client communications.
Billboard graphic for 3 of the events listed above	12	Graphic Design	According to Adam's Outdoor Advertising specs: http://www.adamsoutdoor.com/northeast-pa/specs.cfm
TOTAL	78		

This quote encompasses the time involved for file set up, design of graphics/concepts, copy changes, artwork revisions and delivery of print ready files.

Total Design Work:

78 Total Graphic Design hours at \$35/hr: **\$2730.00**

50% of the project total is due on the signing the Graphic Design Service Description.

25% July 1st, 2019

25% After the final artwork approval.

CREATIVEWORKS

DESCRIPTION OF SERVICES- Internet Marketing

THIS DESCRIPTION OF SERVICES is made as of January 7, 2019, between CreativeWorks Systems, Inc ("CreativeWorks") and Pocono Township ("Client"), pursuant to the CreativeWorks Account Setup Form that CreativeWorks and Client executed as of January 7, 2019, and of which this Description of Services forms an integral part.

1. DESCRIPTION OF SERVICES:

Client hereby engages CreativeWorks to develop Graphic Design services for Pocono Township. The specific deliverables developed by CreativeWorks will be developed according to the Specifications attached to the Service Description as the Document entitled: Pocono Township Graphic Design Proposal dated November 12, 2018.

2. PROJECT SPECIFICS:

Activity	Hrs.	Resource	Comments
1 - 8.5x11 printable flyer design & 1- Facebook post graphic for each of the following Mountain View Park events:		Graphic Design	Provide all flyer designs outlined below in JPEG and PDF. Facebook post Graphics 20% text rule so they can be Boosted. Includes revisions.
<ul style="list-style-type: none"> Thursday on the Green - (Using Previous years template-3 Versions -Dates/Movies TBD) 	9	Graphic Design	3 Flyers- 3 Social Graphics (Rectangle)
Using 2018 template: <ul style="list-style-type: none"> Pocono Wildlife with Kettle Creek Environmental Center <input type="checkbox"/> Nature Scavenger Hunt with Kettle Creek Environmental Center Snakes Alive with Kettle Creek Environmental Center <input type="checkbox"/> 	9	Graphic Design	3 Flyer-3 Social Graphics (Rectangle)
<ul style="list-style-type: none"> Pocono Picturesque Art Show <input type="checkbox"/> 	5	Graphic Design	1 Flyer-1 Social Graphic
<ul style="list-style-type: none"> Summer Art Camp for Teens <input type="checkbox"/> 	5	Graphic Design	1 Flyer-1 Social Graphic
<ul style="list-style-type: none"> Veterans Art Show 	5	Graphic Design	1 Flyer-1 Social Graphic

Flyer listing all the above events on one Calendar	8	Graphic Design	1 Flyer
2 Additional Events Flyer and Social Graphic Designs	10	Graphic Design	2 Flyers-2 Social Graphics
Project Management	5	Business Development Manager	Individual task breakdown and management. Client communications.
Billboard graphic for 3 of the events listed above	12	Graphic Design	According to Adam's Outdoor Advertising specs: http://www.adamsoutdoor.com/northeast-pa/specs.cfm
TOTAL	68		

This work encompasses the time involved for file set up, design of graphics/concepts, copy changes, artwork revisions and delivery of print ready files.

Total Design Work:

68 Total Graphic Design hours at \$35/hr: **\$2380.00**

3. PROJECT FEES AND PAYMENT TERMS:

Client agrees and CreativeWorks will develop and deliver the services described in the Service Description and according to the Specifications in the attached quote dated November 12, 2018 herein for the sum of **\$2380.00**.

CreativeWorks will commence development and take steps towards delivery of the Services upon execution of this agreement. Client agrees to provide CreativeWorks with an initial deposit of **\$1190.00**.

The remaining balance of **\$1190.00** will be paid by Client to CreativeWorks following a review by Client of the then current completed project.

Note: If any events are canceled and the artwork is not created, the client will be credited for those hours and that amount will be deducted from the final invoice.

IN WITNESS WHEREOF, CreativeWorks and the Client cause this Description of Services to be duly executed below.

CreativeWorks Systems, Inc.
("CreativeWorks")

("Client")

By:

By:

Name:

Name:

Title:

Title

Date:

Date:



Pocono Mountains Chapter
410 Park Ave.
Stroudsburg, PA 18360
Tel (570) 476-3800
Fax (570) 476-3803
www.redcross.org

RECEIVED

JAN 2 - 2019

POCONO TOWNSHIP

December 17, 2018

Dear Sir or Madam,

On Sunday, May 19, 2019 the American Red Cross of the Poconos will be hosting the Pocono Mountains "Run for the Red" Marathon. This is our 14th year and as we have done in the past, we are asking permission to utilize the highways listed on the following page. The Pennsylvania Department of Transportation requires a "letter from each municipality in which the event is to occur indicating their approval."

We are asking you to please return your letter to us BEFORE January 31, 2019. The PennDot application needs to be submitted February 2019 to meet their deadline requirements. Certificates of Insurance will follow under separate mail. Please return it to:

**American Red Cross
410 Park Ave.
Stroudsburg, PA 18360
Attn: Rose Walsh**

We are working closely with the police agencies, fire companies, and Pocono Medical Center and EMS personnel in Monroe County to ensure a safe and secure event. Our first consideration is the safety of everyone involved in this event. This includes the safety of not only the runners, but also the homeowners along the race course.

Last year's race was an overwhelming success and benefited the residents here in Monroe County. We look forward to another successful year that will allow us to assist victims of disasters that occur in our communities.

Very truly yours,

A handwritten signature in cursive script that reads "Michele Baehr".

Michele Baehr
Executive Director



**American
Red Cross**

**POCONO TOWNSHIP
PO BOX 197
TANNERSVILLE, PA 18372**

Pocono Mountains Chapter
410 Park Ave.
Stroudsburg, PA 18360
Tel (570) 476-3800
Fax (570) 476-3803
www.redcross.org

Organization Name: American Red Cross Pocono Mountain Chapter

Address: 410 Park Avenue, Stroudsburg, PA 18360

**EVENT TITLE:
RUN FOR THE RED MARATHON**

**DATE:
SUNDAY, MAY 19, 2018**

Start Time (approximately for Pocono Township)	7:00 am
End Time (approximately for Pocono Township)	9:00 am
Estimated duration of highway closure	2 hours
Route	PA-715 S
Approximate travel distance	1 miles

Participants will assemble as the marathon begins in Pocono Township and finishes in Stroudsburg Borough.

State Police and Regional Police forces are working with us and will be responsible for traffic control.

Red Cross will obtain a Certificate of Insurance for each township and borough on the route.

Don't let this Invasive Pest Stop Your Business

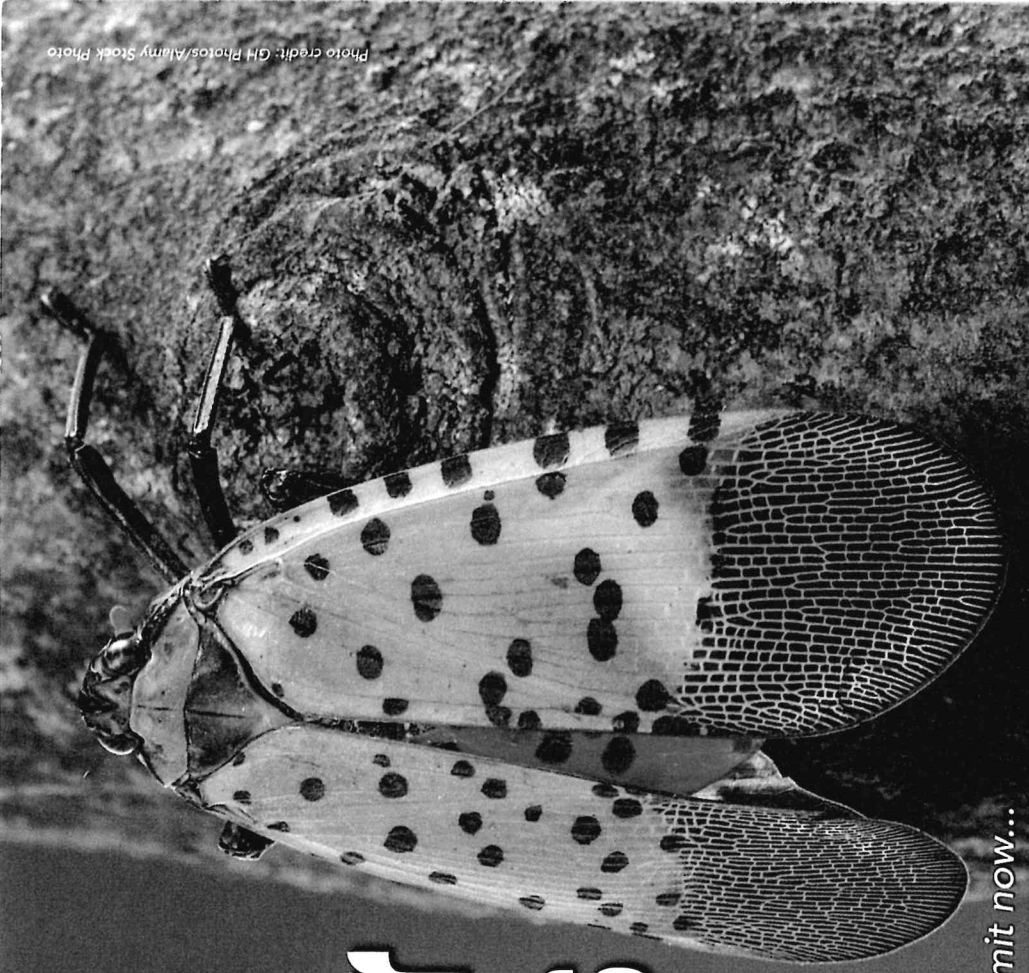
Learn about the spotted lanternfly permit now...

extension.psu.edu/slf-permit



Penn State Extension

Photo credit: GH Photos/Alamy Stock Photo



SPOTTED LANTERNFLY PERMIT REQUIRED

Spotted lanternfly (SLF) is an invasive insect that threatens Pennsylvania, including the agricultural, ornamental, and timber industries. Help to stop the spread!

Businesses and organizations must have SLF permits if they move vehicles, products or other conveyances within or out of the quarantine zone which includes the counties of Berks, Bucks, Carbon, Chester, Delaware, Lancaster, Lebanon, Lehigh, Monroe, Montgomery, Northampton, Philadelphia, and Schuylkill. Businesses located in other states with established SLF populations must also have a SLF permit if traveling or transporting goods into Pennsylvania.

An owner, manager, supervisor, or other designated employee must complete an online permit course to demonstrate knowledge of this destructive pest and the quarantine requirements. To access this free course, go to extension.psu.edu/slf-permit.

The Pennsylvania Department of Agriculture will begin compliance verifications on May 1, 2019. Businesses should obtain their permit prior to this date.

Questions? Email slfpermit@pa.gov.

This publication is available in alternative media on request.

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**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. _____

**A RESOLUTION GRANTING CONDITIONAL PRELIMINARY/FINAL
APPROVAL OF THE REVISED TRAP ENTERPRISES ROUTE 611 FINAL LAND
DEVELOPMENT PLAN**

WHEREAS, the applicant, Abraham and Trapasso LLC, successor-in-interest to Trap Enterprises, LLC, submitted a revised final land development plan application for a plan titled "Trap Enterprises Rt. 611 Project" (the "Plan"). The Plan proposes the subdivision of an existing 10.39 acre tract, located in the C Commercial Zoning District, into three (3) lots. The applicant is proposing development on only two of the lots. Lot 1 has an area of 5.90 acres and will be developed with a three (3) story, 36,000 square foot professional office building and associated parking lot. Lot 2 has an area of 1.71 acres and will be developed with a ten (10) pump fueling station that will include a one (1) story, 5,400 square foot building to be utilized as a convenience store, with an associated parking lot. No development is proposed on Lot 3, which has an area of 1.93 acres. The property is located on the west side of Route 611 and immediately across from Discovery Drive, identified as Monroe County Tax Parcel I.D. 12/11/1/17, PIN Number 12-6364-00-76-9007; and

WHEREAS, the Plan, which was previously conditionally approved by the Township by Resolution No. 2014-30 adopted on July 7, 2014, was revised to reflect changes related to the stormwater management facilities and storm sewer, and for the removal of the approved emergency access drive, which changes were made in order to provide sufficient cover over and separation from the Township's sanitary sewer line; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letter dated December 6, 2018; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional final plan approval of the Plan at a meeting held on December 10, 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 "Trap Enterprises Rt. 611 Project" as shown on the revised final land development plan prepared by Pennoni Associates, Inc., dated November 26, 2013, last revised October 22, 2018, 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 October 23, 2017, as modified by the Township Engineer's letter dated December 6, 2018.
2. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security.
3. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security.
4. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township.
5. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
6. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
7. The applicant shall provide three (3) mylars for recording the plans and eight (8) sets of paper prints which are signed and notarized by the owner and sealed by the engineer.
8. The applicant shall meet all conditions of the revised final plan approval, and the Plan shall be recorded by June 18, 2019 in accordance with Resolution 2018-46 adopted by the Township on June 18, 2018, and agrees that if such conditions are not met and the Plan recorded by said date, the Conditional 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 _____ day of _____, 2019.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Tripus
Title: Secretary

By: _____
Print Name: Gerald Lastowski
Title: President