



**POCONO TOWNSHIP COMMISSIONERS  
AGENDA**

January 21, 2020 7:00 p.m.

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

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

**Announcements –**

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

**Hearings –**

**Presentations –**

Interviews for vacancies on boards –

- Roger Hanna – Planning Commission
- William Sayre – Zoning Hearing Board
- Steve VanAuken – Planning Commission and Civil Service

**Resolutions -**

**OLD BUSINESS**

1. Motion to approve the minutes of the December 16, 2019 regular meeting of the Board of Commissioners (action item\*)
2. Motion to approve the minutes of the January 6, 2020 Reorganization meeting of the Board of Commissioners (action item\*)
3. Motion to approve the minutes of the January 6, 2020 regular meeting of the Board of Commissioners (action item\*)

**NEW BUSINESS**

1. Personnel

- a. Motion to make the appointments to the PJJWA board a one-year term with terms to expire on 12-31-20. (action item\*)

## **2. Financial Transactions**

- a. 4<sup>th</sup> Q fiscal report
- b. Motion to ratify vouchers payable received through January 16, 2020 in the amount of \$ 13,311.60 (action item\*)
- c. Ratify gross payroll for pay period ending January 12, 2020 in the amount of \$ 99,823.02. (action item\*)
- d. Motion to approve vouchers payable received through January 16, 2020 in the amount of \$ 156,768.14 (action item\*)
- e. Motion to approve the capital purchases received through January 16, 2020 in the amount of \$21,653.50. (action item\*)
- f. Motion to approve the reduction in the LOC for Schlier LDP construction escrow by \$160,737.50 as recommended by Boucher & James. (action item\*)
- g. Motion to accept the co-star quote from P&D Emergency Services for the upfitting of the 2020 Police vehicle approved in the 2020 budget in the amount of \$12,872.95. (action item\*)

## **3. Travel/Training Authorizations (Approve/Ratify)**

### **Report of the President**

Richard Wielebinski

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

### **Commissioners Comments**

Jerrold Belvin - Vice President

- a. Update - Phone system (possible action item\*)
- b. Motion to authorize the work to be done on dam #2 at TLC park (action item\*)

Ellen Gmandt - Commissioner

Jerry Lastowski – Commissioner

- a. Update – Special allocation to fire company for costs incurred at Pocono Manor fire

Keith Meeker – Commissioner

### **Reports**

#### **1. Emergency Services –**

- Police
- EMS
- Fire

#### **2. Zoning –**

- a.

#### **3. Public Works Report**

- a. Update - road crew projects
- b. Update – ice rink
- c. Update – LED lighting throughout township complex
- d. Update – Plaque at TLC Bridge – review and approve proof (action has been taken to do this – needs review and sign off by board as to wording, etc)

#### **4. Administration – Manager's Report**

- a. Update – Regional Comprehensive Plan- Tuesday, January 28<sup>th</sup> – 7pm - Stroud
- b. Update - Traffic Task Force
- c. Update - Business Association – held - Wednesday, January 15, 2020 - 7pm
- d. Update – Green Light Go – 2015
- e. Update – Green Light Go – 2017
- f. Received correspondence from Running Lane LC granting an extension of the time limit for a decision by the board until June 2020.
- g. Motion to grant the request of the American Legion Post 903 to waive the pavilion rental fee of \$100 for their annual picnic on July 18, 2020. (action item\*)
- h. Motion to grant the request of the Pocono Garden Club to waive the pavilion rental fee of \$50.00 for Pavilion 3 on Tuesday, August 11, 2020. (action item\*)
- i. Received the 2019 Annual Report from the Civil Service Commission as required by the First-Class Code.
- j. Received the County Controller audit of District Court 43-3-03 for the period of 1-1-18 though 12-31-18

#### **Township Engineer Report**

- a. Update - White Oak Culvert replacement project
- b. Update - Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- c. Update - TLC Bridge
- d. Update - TLC Dam
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan – multi-modal grant
- g. Update – Learn Road Bridge Inspection
- h. Update – Well at MVP
- i. Update – generator
- j. Update – Beehler Road traffic study for possible stop sign
- k. Update – Back Mountain Road Traffic Study
- l. Update - Bog Road Traffic Study
- m. Motion to accept the Sardinha lot line adjustment plan for review contingent upon conditions of B&J letter of 1-17-20 being met. (action item\*)

**5. Township Solicitor Report**

- a. Update - Exxon Monitoring wells
- b. Update - easements for White Oak culvert and emergency access
- c. Update – easements – Breezewood Drive
- d. Update – ZHB dates
  - Abrams/LTS – signs – to be rescheduled
  - Feeling Good LLC – opinion – January 21<sup>st</sup> – 5pm
  - J.W. Penney – gas station use – decision Tuesday, January 21<sup>st</sup> - 5pm
- e. Request from Pocono Mountain School District for a written release from Pocono Township pertaining to the review performed by D'Huy Engineering for Pocono Township on the former NCC on Old Mill Road (possible action item\*)
- f. Motion to make Shawn McGlynn of SFM Consulting the Building Codes Official for Pocono Township (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**



**REGULAR MEETING  
MINUTES****December 16, 2019 7:00 P.M.  
(as amended)**

The regular meeting of the Pocono Township Commissioners was held on Monday, December 16, 2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Keith Meeker, present; Rich Wielebinski, present; Gerald Lastowski, present; Chad Kilby, present; Jerrod Belvin, present;

**IN ATTENDANCE:**

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

**PUBLIC COMMENT:**

Meghan Lahey from Walk The Blue Line, spoke on behalf of the police department and their need for increased pay and benefits as well as changes in their schedule.

Chris Marabella – an ICU nurse spoke on the benefit of twelve-hour shifts.

Charina D'Auito - retired New York police detective spoke to the board concerning several officers whose lives were lost in the line of duty.

Ellen Gndt, Twp. Resident commented on the following items that are listed under different sections of the agenda –

- Public Comment – Ms. Gndt asked if the board would allow public comment on possible action items. The Board stated the policy has been to allow public comment on items that have not been listed on the agenda.
- The Amusement Tax – she stated there was a big “tado” on Channel 13 concerning the Amusement Tax. She questioned why this is being postponed. Commissioner Lastowski explained that in discussion with all parties, they are willing to come to the table and the township is attempting to avoid litigation and it makes more sense to attempt to get money in rather than spend money in litigation.
- The Pocono Township Volunteer Fire Company – there is an agenda item concerning additional funding to the fire department. She questioned whether this was allowed and whether the fire company had turned in their expenses as required by the first-class code. Commissioner Lastowski stated they had provided their expenses as required before the annual allocation was given. This is a separate allocation, due to an emergency for the board to consider.
- Ms. Gndt questioned what the executive session was for held on November 21<sup>st</sup> – sale of real property. Solicitor DeVito reported it was for the sale of PJJWA.
- Ms. Gndt stated that several of the motions listed on the agenda bind the next board and the Supreme Court has ruled that a board cannot do this.

Meghan Lahey asked to speak again and read a letter from someone who could not be here tonight. Commissioner Lastowski informed her that she already had her five minutes under public comment but that she was welcome to wait and speak again at the end of the meeting under public comment. Ms. Lahey left a copy of the letter with the township administrative assistant which addresses dealing with the loss the woman's son who was a Scranton police officer.

**ANNOUNCEMENTS:**

J. Lastowski announced the following –

- Please remember to sign in as you enter the meeting room
- Executive Session held – Wednesday, December 4<sup>th</sup> - personnel

**HEARINGS:**

The hearing for Ordinance 2019-11 was opened at 7:16pm. Solicitor DeVito explained this hearing was for consideration of adoption of the 2020 budget. He stated the Ordinance had been advertised in the Pocono Record on December 4, 2019.

J. Lastowski made a motion, seconded by C. Kilby to close the hearing for Ordinance 2019-11. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to adopt Ordinance 2019-11, approving the 2020 budget and setting the millage at 2.109 mills. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

The hearing for Ordinance 2019-12 was opened at 7:23pm. Solicitor DeVito explained this hearing is for the consideration of amendments to the Manager's Ordinance. He stated the Ordinance had been advertised in the Pocono Record on December 6, 2019.

J. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing for Ordinance 2019-12 at 7:28pm. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, abstain; J. Belvin, yes. Motion Carried. R. Wielebinski made a motion, seconded by K. Meeker, to adopt Ordinance 2019-12, amending the Manager's Ordinance of Pocono Township. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, abstain; J. Belvin, yes. Motion Carried.

**PRESENTATIONS:** none

**RESOLUTIONS:**

C. Kilby made a motion, seconded by J. Belvin, to adopt Resolution 2019-26, allowing for the destruction of certain township records as defined by the Pocono Township record retention policy. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**MINUTES:**

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 12/03/19 regular meeting of the Board of Commissioners. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**OLD BUSINESS:**

**NEW BUSINESS:**

Personnel –

It was noted for the record that Keith Meeker had resigned from the Pocono Township Planning Commission effective Friday, December 6, 2019.

J. Lastowski made a motion, seconded by J. Belvin, to allow public works employees to carry over five vacation days to be used by April 1, 2020 if already scheduled and unable to use due to inclement weather contingent upon the union agreeing that this will not create a past practice. Under public comment, Ellen Gndt stated she wanted the township to be certain this would not be used as a past practice. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**Financial Transactions –**

Ratify vouchers payable

J. Lastowski a motion, seconded by K. Meeker, to ratify vouchers payable for a period ending December 12, 2019 in the amount of \$ 776.76. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify the gross payroll for the pay period ending December 1, 2019 in the amount of \$ 107,328.31. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through December 12, 2019 in the mount of \$ 364,735.67. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Prior to consideration of the Line Item Adjustments, Commissioner Lastowski requested discussion on bills received by the Pocono Township Volunteer Fire Company for fuel during the recent Pocono Manor fire and the fire companies request for any help in paying these bills that the township could provide. There is a total of slightly over \$6,000 of bills for fuels to Tolino and Furino Fuels. Discussion took place on requesting aid from Pocono

Manor's insurance company as well as an outside third-party company that Solicitor DeVito is familiar with. Commissioner Lastowski will speak with Fire Chief, Tom Kresge, and President Chris Kinsley concerning contacting Pocono Manor to discuss the possibility of turning this into their insurance company. This topic will be revisited at the next public meeting, but the board agreed to discuss doing something to assist with these bills if the fire company is unable to get the funding elsewhere.

#### Line Item Adjustments -

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the line item adjustments minus the additional allocation to the Pocono Township Volunteer Fire Company as recommended by the fiscal department. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

#### 2020 Anti-skid Bid -

R. Wielebinski made a motion, seconded by J. Belvin to accept the bid from Locust Ridge Quarries for 2020 Anti-skid AS2 (washed) at \$10.40/ton FOB and \$17.40/ton delivered. Ellen Gndt objected based on a violation of the sunshine law. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

#### Travel/Training Authorizations - none

#### REPORT OF THE PRESIDENT:

Gerald Lastowski, President -

Allocation to fire company - discussed earlier

J. Lastowski, for sake of discussion, made a motion, seconded by C. Kilby, for discussion purposes, to approve the DeMinimus use easement request from PennDot through TLC park for the 715/611 re-alignment project and authorize the President of the Board of Commissioners to execute the document. Under discussion Commissioner Lastowski discussed the request from PennDot to grant an easement at TLC Park for a swale needed for the Route 715/611 relocation project. He explained his recent visit to the site to meet with PennDot for an explanation of this easement as it is currently staked out. He stated PennDot has explained that they have tried to reduce the size of the basin and will continue to attempt to make it smaller. It will be a 3 to 1 grade, fenced area, and will create a type of natural bleachers for the ball field. Commissioner Wielebinski is concerned that this is taking a good portion of the upper field and that PennDot should consider an underground basin or some other property. Roll call Vote: K. Meeker, no; R. Wielebinski, no; J. Lastowski, no; C. Kilby, no; J. Belvin, no. Motion failed. Commissioner Lastowski stated he would reach out to PennDot and speak to them about the board's discussion and concerns and request that they consider going somewhere else or going underground.

J. Lastowski discussed the Amusement Tax. J. Lastowski made a motion, seconded by R. Wielebinski, to delay the implementation of the Amusement Tax until March 1, 2020. Ellen Gndt stated she objected based on a violation of the sunshine act. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

The Board discussed the sewer line in the area of the DCNR building on Route 611. J. Lastowski made a motion, seconded by J. Belvin, to authorize the township solicitor to work with DCNR to prepare documents to convey that portion of the sewer line that is off DCNR property to Pocono Township. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski reported that he had been contacted by residents concerned about the speed limit on Bog Road. The township manager was asked to research whether there was an ordinance setting the speed limit on Bog Road and report back at the next meeting.

Solicitor DeVito stated "Mr. President, Point of order, Mr. President. The Pennsylvania Sunshine Act provides as follows - The Board or Council has option to accept all public comment at the beginning of the meeting. You are compliant with the sunshine act. I wanted to confirm that. You provided an opportunity for public comment at beginning of this meeting. Actions listed for or Item listed for an action are listed on your agenda and you have complied with the Sunshine Act."

Commissioner Lastowski asked that Mr. DeVito's comments be place in the minutes.

#### **COMMISSIONERS COMMENTS**

Rich Wielebinski - Vice President –

Commissioner Wielebinski discussed the different proposals for speed limit signs. He stated that PennDot was contacted and the township was told that any electronic device needs a PennDot permit. There are three types, the trailer type, a temporary sign good for one year and a permanent sign. The permanent speed sign will require an engineering plan. Commissioner Wielebinski asked for the PennDot contact so he may contact him and discuss this issue.

Commissioner Wielebinski discussed with the Board closing early on Christmas Eve, December 24, 2019. R. Wielebinski made a motion, seconded by J. Belvin, to have the road crew and office personnel leave at noon on December 24, 2019 unless there is a snow emergency requiring staff to work. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Keith Meeker – Commissioner – no reportChad Kilby – Commissioner –

Commissioner Kilby reported that residents are using orange fiberglass rods to mark the edge of their property. He requested that we use the newsletter and Savvy Citizen to alert residents that these markers must be back far enough to allow the snowplows to do their job.

Commissioner Kilby stated that the past fourteen months, serving as Pocono Township Commissioner has been a pleasure. He is looking forward to doing it again.

Jerrold Belvin – Commissioner –

Commissioner Belvin reported that there were some changes that needed to be made to the phone quotes he had received. J. Belvin made a motion, seconded by R. Wielebinski, to disregard the bids received and to use a clearer bid for what the township would like to have in their phone system. Quotes should be received no later than January 3, 2020 in preparation for the January 6, 2020 regular meeting. Under discussion Commissioner Belvin stated that he would be putting together the specifications to be used for this quote. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Commissioner Belvin spoke to the allocation requested for the fire department fuel. He stated that due to communication errors Pocono Township did not donate any resources for this incident. He believes the township needs to do something for the fire company concerning this issue.

**REPORTS:****Zoning -** no report**Emergency Services –**

**Police –** The board received a report in their packet

**EMS –** Joseph Monaco of St. Luke's gave a report of activity to the board and thanked them for working with and supporting St. Luke's ambulance.

**Fire Company –** no report

**Public Works**

**Road Crew Projects –** R. Sargent reported they have already dealt with some winter weather and the crew did a good job.

**Park Operations –** R. Sargent reported the ice rink is set up and the fence was delivered. The rink is losing water and he is looking for the leaks. D. Asure stated that she ordered another liner that will take several weeks to arrive.

**Administration - Manager's Report**

**Regional Comprehensive Plan –** D. Asure stated that the first meetings will start to be scheduled at the beginning of the year and the board needs to appoint representatives to this committee to represent the township prior to the upcoming meetings.

**Traffic Task Force –** Commissioner Kilby reported that the light at Rimrock Road is holding longer than it should for



the Northbound left turn. Commissioner Belvin stated he would look into this.

Under the traffic task force Commissioner Kilby reported that the traffic at the Crossings was unmanageable this past

Pocono Business Association – The next meeting is set for January 15, 2020 here at the township building at 7pm.

Green Light Go 2015 – Interrupters are still being installed.

Green Light Go 2017 – D. Asure explained there was a meeting on Wednesday, December 4, 2019 to review the technology options for this project which she and Commissioner Belvin attended. Unfortunately, it appears the option that the group is leaning towards will require an additional \$150,000 match from Pocono. In looking at the grant amounts Pocono Township received far less money than the other townships. The Board asked J. Tresslar, Township Engineer to comment on this as Boucher & James had completed the grant application on behalf of the township. J. Tresslar stated he had looked into this and found that when the grant was submitted, they used the estimates created for Middle Smithfield and Smithfield Townships. These numbers did not take into consideration the traffic loops that are needed for Pocono. J. Tresslar has spoken to PennDot and they believe there should be extra money and that money can be reallocated to the townships that are short funding. The township will still have to match at 20% any extra grant money that is reallocated to Pocono. J. Tresslar will continue to work with PennDot to reallocate the money. The Board also instructed the township manager to work with the grant writer to find money to fund this shortfall.

#### 2020 Run for the Red -

J. Belvin made a motion, seconded by C. Kilby to authorize the township manager to send a letter of support for the American Red Cross 2020 Run for the Red Marathon requesting that the lines of communication remain open. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Board of Commissioners' Bylaws - D. Asure reported that there were two items in the current bylaws that required updating. One was just the order in which things appear on the agenda and the second is Section 5, concerning the finance committee. The Board of Commissioners passed a motion in November of 2018 to make this a committee of the whole, but the bylaws were not updated to reflect the same. J. Lastowski made a motion, seconded by R. Wielebinski, to approve the changes in the Pocono Township Board of Commissioners' Bylaws which change the order of the items on the agenda and makes the fiscal committee a committee of the whole. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, abstain; J. Belvin, yes. Motion carried.

2020 Meetings - D. Asure reported that the township needs to advertise for the reorganization meeting and first meeting of the Board of Commissioners and the Planning Commission for 2020. The Board discussed the time as the date is mandated by the township code. The board also discussed the swearing in of the commissioners starting a new term. Judge Kresge has stated that he would be available to perform the ceremony if the board was interested.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the township manager to advertise the first meetings in January as follows – Monday, January 6, 2020 at 6pm for the swearing in of the board by Judge Kresge immediately followed by the reorganization meeting. The first regular meeting will immediately follow the reorganization meeting. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to advertise the reorganization meeting of the Pocono Township Planning Commission for Monday, January 13, 2020 at 7pm to be immediately followed by their first regular meeting. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, abstain; J. Belvin, yes. Motion carried.

#### **TOWNSHIP ENGINEER REPORT:**

White Oak Culvert replacement project – Contracts being prepared.

Right Hand Turn Lanes - no report

TLC Bridge- J. Tresslar reported that a punch list is being created which will require a small amount of work to be done in the spring. The township will retain 5% of the cost of the project until completion.

TLC Dam – submitted for LSA grant

Culvert Cleaning Maintenance – J. Tresslar spoke about Archer Lane and the MCCD. MCCD conducted an inspection and there is still a fair amount of work that must be done. MCCD would appreciate any help from the township to correct this problem. J. Belvin made a motion, seconded by C. Kilby, to authorize the township engineer to write a letter concerning the issue on Archer Lane and use the new township Grading Ordinance to gain compliance. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Master Sidewalk Plan - J. Tresslar reported that he sent this information to PennDot and St. Luke's and they are scheduling a scoping meeting.

Learn Road Bridge Inspection - J. Tresslar reported that he believes there is enough data for Learn Road to support posting Learn Road for Local Access Only for truck usage if that is the will of the Board.

Well at Mountain View Park - J. Tresslar reported that he is continuing to make inquiries to DEP as to where the permit is. We cannot do anything now until spring, but the board wants to be ready to move on this project as soon as the weather allows. The township will also continue to work with Representative Rader's office to stay on top of this.

Generator – J. Tresslar reported there is an issue with the electricity when the main was turned off. PPL has scheduled a disconnect for January 13, 2020.

Beehler Road Traffic Study – J. Tresslar reported that he requested accident data and found that there has been only one accident in this area since 2017. He will continue to work on the study and complete his report.

Back Mountain Road Traffic Study – J. Tresslar reported that he has found that there have been fourteen (14) accidents in this area and the site distance is an issue.

## **TOWNSHIP SOLICITOR REPORT**

Exxon Monitoring Wells - no report

White Oak Culvert easements - discussed earlier

Breezewood Drive Easements – Solicitor DeVito has reached out to the solicitor for this property and to date has received no response back.

### ZHB Updates -

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

- Abrams/LTS – signs – Solicitor DeVito has reached out to the attorney for this issue over two weeks ago with no response to date.
- Feeling Good, LLC – STR – Thursday, December 19<sup>th</sup> – 5pm
- J. W. Penney – gas station use – Tuesday, December 10<sup>th</sup> – 5pm – The ZHB held this hearing on this date and took the issue under advisement for the next 60 days.

Assessment Appeals – L. DeVito reported that the appeals seemed to have slowed down. The County has set up a mediation board to handle all the appeals as it is overwhelming the courts.

Commissioner Kilby asked if a letter could be sent to PennDot concerning the lining of the roadway in the construction zone. The line painting is gone making it very difficult to navigate the roadway.

K. Meeker made a motion, seconded by R. Wielebinski, to advertise for the position of Pocono Township Manager to assist the township in continue meeting its goals and take RFQ's from interested parties. Under discussion Commissioner Lastowski asked if the Board has had any discussion with the current manager, and what are the board members concerns. Solicitor DeVito stated that this is not a decision so it does not hinder nor bind a new board but there must be direction given on who is placing the ad, who is accepting the resumes, what is the salary and benefit package, being mindful that the board must stay within the current budget at least for the first quarter of the new year, where are the ads to be placed and for how long. Ellen Gndt spoke in support of the current manager and as an incoming commissioner wants to be a part of this discussion. Dee Ackerman stated that the township is coming together as a family, staff works well together, good things are taking place and we have a good manager. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, no; C. Kilby, abstain; and J. Belvin, yes. Motion carried.

**PUBLIC COMMENT:** none

**ADJOURNMENT:**

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:13pm. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

DRAFT

**REORGANIZATION MEETING  
MINUTES****January 6, 2020 6:00 P.M.**

The reorganizational meeting of the Pocono Township Commissioners was held on Monday, January 6, 2020 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Solicitor Leo DeVito at 6:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Jerrod Belvin, present; Ellen Gndt, present; Gerald Lastowski, present; Keith Meeker, present; Rich Wielebinski, present.

**IN ATTENDANCE:**

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Donna M. Asure, Township Manager; and Dee Ackerman, Administrative Assistant.

The Solicitor explained that on the first Monday of the new year, after a municipal election, the township board must reorganize.

Mr. DeVito opened the floor to nominations for President of the Board of Commissioners.

J. Belvin made a motion, seconded by K. Meeker, to nominate Rich Wielebinski as President. Mr. DeVito asked Mr. Wielebinski if he would accept the nomination. Commissioner Wielebinski responded yes.

Mr. DeVito asked if there were any other nominations. There were none.

J. Belvin made a motion, seconded by K. Meeker, to close the nominations for President. J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Mr. DeVito asked that all those in favor of Commissioner Wielebinski as President, signify by saying aye. J. Belvin, aye; E. Gndt, aye; J. Lastowski, aye; K. Meeker, aye, R. Wielebinski, aye. Any opposed? None. Unanimous.

Commissioner Wielebinski took over the running of the meeting and called for nominations for Vice-President of the Board of Commissioners. K. Meeker made a motion, seconded by R. Wielebinski to nominate Jerrod Belvin as Vice-President.

Commissioner Wielebinski asked Mr. Belvin if he would accept the nomination. Commissioner Belvin responded yes.

Commissioner Wielebinski asked if there were any other nominations. There were none.

R. Wielebinski made a motion, seconded by J. Belvin, to close the nominations for Vice-President. J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Commissioner Wielebinski asked that all those in favor of Commissioner Belvin as Vice-President, signify by saying aye.

J. Belvin, aye; E. Gndt, aye; J. Lastowski, aye; K. Meeker, aye, R. Wielebinski, aye. Any opposed? None. Unanimous.

**PUBLIC COMMENT:** none

**ANNOUNCEMENTS:**

R. Wielebinski announced the following –

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

The following items are required during the bi-annual Reorganization Meeting which require action by the Board.

E. Gndt made a motion, seconded by J. Belvin, to set the Board of Commissioner meetings for the first and third Mondays of each month at 7pm unless a township holiday then meeting will be held Tuesday. J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to set the Board of Commissioner Sewer Committee meetings for the first Monday of each month, beginning February 3, 2020 at 6pm unless a township holiday then meeting will be held Tuesday. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.



R. Wielebinski made a motion to appoint J. Lastowski as Parliamentarian for the Board of Commissioners. There was no second as Commissioner Lastowski declined the nomination. The Board decided to come back to this at a later time.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Broughal and DeVito as Township Solicitor for township and sewer business, labor and planning at a rate of \$ 155.00/hour. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker to appoint Jon Tresslar as Township Engineer at an hourly rate of \$110.00/hour. Upon discussion an amendment was proposed to appoint Boucher & James as engineer pursuant to the rate schedule as provided for 2020. Amendment accepted. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Frank Cefali, CPA as Township Treasurer at a rate of \$145.00/hour. Under discussion, Commissioner Gndt asked if the board had considered township employee, Paola Razzaq as Treasurer and make Frank Cefali auditor. The Board was told that this had not been discussed with Ms. Razzaq. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Jerrod Belvin to continue as Emergency Management Coordinator. Under discussion it was stated that this needs to be a nomination as the Governor appoints. There was a friendly amendment and second, to change the word appoint to nominate. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to nominate Charles Dickison, II to continue as Assistant Pocono Township Emergency Management Coordinator. Under discussion Commissioner Gndt asked if Mr. Dickison served as the EMC anywhere. She was told that he is the EMC in Tobyhanna Township. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin to appoint Tom Felter as the Vacancy Board with a term to expire December 31, 2020. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Jerrod Belvin as representative to the Council of Governments (COG). Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin to approve the attendance, including registration, travel and hotel, at the PSATS Annual conference, May 3 – 6, 2020 in Hershey, PA for any commissioner who would like to attend, the road supervisor and township manager. Under discussion the manager was asked if this was budgeted. The Board was told that there was money in the budget for training and travel. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

K. Meeker made a motion, seconded by R. Wielebinski, to appoint Jerrod Belvin as voting delegate at the PSATS Annual Conference. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

K. Meeker made a motion, seconded by E. Gndt, to appoint Kent Werkheiser as Pocono Township Chief of Police. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

The Board of Commissioners and the Township Solicitor adjourned into executive session for personnel reasons at 6:20pm. The Board reconvened at 6:37pm. No decisions were made in executive session.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Donna M. Asure as Pocono Township manager continuing under the current employment agreement. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the following as approved Pocono Township depositories – ESSA, Wayne Bank, People's Security Bank and Citizen's Bank. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the following as signatories on Pocono township Bank Accounts – Gerald. J. Lastowski, Richard Wielebinski, Jerrod Belvin, Keith Meeker, Ellen Gndt, Frank Cefali, Donna M. Asure. Under discussion Commissioner Gndt asked if Paola Razzaq should be a signer since she does transfers. It was explained that transfers do not require the person to be a signer on the account. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker to appoint Berkheimer as EIT Tax Collector for Pocono Township. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to set the reimbursable mileage rate at the IRS rate of 57.5 cents per mile. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Commissioner Gndt asked for a point of order. She stated that there are a lot of items where there are names being filled in and no one else is getting a chance to make a motion.

J. Belvin made a motion, seconded by R. Wielebinski, to enter into an agreement with SFM Consulting to provide Zoning Officer Duties to Pocono Township at a rate of \$65.00 per hour for up to twenty (20) hours per week. Under discussion Commissioner Gndt asked what was the other company that was interviewed. The Board explained that two companies were interviewed for Building Codes Services. Zoning services companies were interviewed last year and SFM was chosen at that time. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to enter into an agreement with SFM Consulting to provide Commercial Building Codes services for Pocono Township, with BIU as alternate commercial building codes at rates as outlined in fee schedule. Under discussion, Commissioner Gndt asked why this was being done. Commissioner Belvin responded that SFM commercial services seem more comprehensive. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to appoint and enter into an agreement with BIU as primary and SFM as alternate to provide Residential Building codes services to Pocono Township at rates as outlined in fee schedule. Under discussion, Commissioner Belvin explained that BIU at a cheaper rate for residential permitting which may ease the burden on homeowners. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint HM Beers as Pocono Township Sewage Enforcement Officer. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

E. Gndt made a motion, seconded by R. Wielebinski, to appoint Donna Asure as Township Secretary. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

The position of Assistant Township Secretary was discussed, and it was decided that this would be left vacant at this time.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Todd Weitzmann as solicitor to the Pocono Township Zoning Hearing Board at a rate of \$185.00 per hour. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to appoint Dee Ackerman as Zoning Hearing Board Secretary at her current hourly rate. Under discussion, Commissioner Gndt asked since Ms. Ackerman is union is this considered overtime. D. Asure reported that it was and that some of the time is taken as COMP time. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

E. Gndt made a motion, seconded by J. Belvin, to appoint Dee Ackerman as Recording Secretary for the Board of Commissioners and Sewer Committee meetings. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Donna Asure as recording secretary for the Pocono Township Planning Commission. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by E. Gndt, to appoint Donna M. Asure as Pocono Township Right to Know Officer. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

The position of Alternate Right to Know Officer was discussed, and it was decided to leave this position vacant at this time.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Tom Felver as representative to the Monroe County Tax Committee with a term to expire December 31, 2020. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by K. Meeker, to appoint Michael Velardi to the Pocono Township Planning Commission, effective February 1, 2020 with a term expiring on 12-31-23. Solicitor DeVito mentioned that Mr. Velardi is currently on the ZHB and needs to be part of the upcoming board to decide on an open issue. The board made a friendly amendment to make this appointment effective February 1, 2020. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

The Board discussed the vacancies on various boards of Pocono Township.

E. Gndt made a motion, seconded by J. Belvin, to appoint Dennis Purcell to another term on the Pocono Township Planning Commission with a term to expire on 12-31-23. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to appoint John (Jack) Burns to another term on the Pocono Township Civil Service Commission with a term to expire 12-31-25. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Joseph Moloughney to another term on the Pocono Township Civil Service Commission as an alternate member with a term to expire 12-31-25. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

E. Gndt made a motion, seconded by J. Belvin, to appoint Lew Ginsberg to another term on the Pocono Township Zoning Hearing Board with a term to expire 12-31-22. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

E. Gndt made a motion, seconded by J. Lastowski, to reappoint Randy Peechatka to the PJJWA Board. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Belvin made a motion, seconded by J. Lastowski, to appoint Bruce Kilby to the PJJWA board. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

The township manager was instructed to advertise on the township website, social media sites and the billboards for the remaining vacancies on township boards.

R. Wielebinski made a motion, seconded by E. Gndt to appoint the following as 2020 Fire Police as requested by Chief Tom Kresge – 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 Gallaher; Corey Sayre. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

**PUBLIC COMMENT:** none

**ADJOURNMENT:**

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 7:08pm. Roll Call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

DRAFT

**REGULAR MEETING  
MINUTES  
January 6, 2020 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, January 6, 2020 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Rich Wielebinski at 7:20 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Jerrod Belvin, present; Ellen Gndt, present; Gerald Lastowski, present; Keith Meeker, present; Rich Wielebinski, present.

**IN ATTENDANCE:**

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

**PUBLIC COMMENT:** none

**ANNOUNCEMENTS:**

R. Wielebinski announced the following –

- Please remember to sign in as you enter the meeting room
- The next Board of Commissioners meeting will be held Tuesday, January 21<sup>st</sup> due to the holiday on Monday, January 20, 2020.

**HEARINGS:** none

**PRESENTATIONS:** none

**RESOLUTIONS:** none

**MINUTES:**

J. Belvin made a motion, seconded by K. Meeker, to approve the minutes of the 12/16/19 work session of the Board of Commissioners. Under discussion Commissioner Gndt asked if the minutes had to be signed. They do not. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

E. Gndt made a motion, seconded by R. Wielebinski, to approve the minutes of the December 16, 2019 regular meeting of the Board of Commissioners. Under discussion Commissioner Gndt stated she had corrections. After discussion the township manager was instructed to listen to the tape, and if the corrects were warranted to make the corrections. E. Gndt made a motion to withdraw her motion, R. Wielebinski seconded the withdraw.

R. Wielebinski made a motion, seconded by E. Gndt to table the approval of the December 16, 2019 minutes until the January 21, 2020 meeting. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

**OLD BUSINESS:**

**NEW BUSINESS:**

Personnel –

Township Manager Position

Commissioner Gndt made a motion, seconded by J. Lastowski, to table the discussion on this subject. Roll call Vote: J. Belvin, no; E. Gndt, yes; J. Lastowski, yes; K. Meeker, no; R. Wielebinski, no. Motion failed.

Commissioner Belvin stated he emailed an RFP to the current board with the details of the posting for the position of Township Manager. J. Belvin made a motion, seconded by R. Wielebinski, to go out to RFP for Township Manager position with a deadline of January 27, 2020. Under discussion Commissioner Gndt stated that she had just received this document and has not had time to process. Commissioner Lastowski was asked if he received the document and he stated that he had but he had chosen not to comment. Discussion continued on this subject including changes to the RFP, review of those changes and a meeting to discuss the document. Commissioner Wielebinski asked for available dates. The township manager was instructed to advertise a special meeting of



the Board of Commissioners for Monday, January 13, 2020 at 4:00pm to discuss the position of township manager. J. Belvin withdrew his motion, seconded by R. Wielebinski. Roll call vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; yes: J. Belvin, yes. Motion carried.

### **Financial Transactions –**

#### **Ratify vouchers payable**

E. Gndt made a motion, seconded by R. Wielebinski, to ratify vouchers payable for a period ending January 2, 2020 in the amount of \$ 8,424.80. Roll call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; yes: J. Belvin, yes. Motion carried.

#### **Ratify gross payroll -**

E. Gndt made a motion, seconded by J. Belvin, to ratify the gross payroll for the pay period ending December 15, 2019 in the amount of \$ 188,958.94 and pay period ending December 29, 2019 in the amount of \$ 97,723.46. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

#### **Vouchers Payable**

J. Belvin made a motion, seconded by E. Gndt, to approve vouchers payable received through January 2, 2020 in the mount of \$ 306,330.03. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

#### **Capital Expenditures –**

K. Meeker made a motion, seconded by R. Wielebinski, to approve the capital expenditures received through January 2, 2020 in the amount of \$ 123,082.41. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

#### **Transfer to Capital Reserve –**

J. Belvin made a motion, seconded by E. Gndt, to authorize the transfer of \$ 118,724.44 from the General Fund Account to the Capital Reserve Account as budgeted in the approved 2020 budget. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

#### **Township Vehicles –**

J. Lastowski made a motion, seconded by E. Gndt, to place the township vehicles being replaced by new vehicles - 2009 Chevy Impala and 2017 Ford Explorer - on Municibid for sale as is past practice. Under discussion Commissioner Belvin stated that the vehicles would not bring in much revenue to the township and the Impala could be used as a training vehicle so staff would not have to use their own car. This would require a transfer of the confidential plate. The 2017 vehicle would be used for an emergency management vehicle to store all the supplies being purchased to be prepared for any emergency. Commissioner Gndt stated that the 2017 vehicle is new with only 72,000 miles on it. She asked Commissioner Belvin other than the Pocono Manor fire how many times have you been called out. Commissioner Belvin responded that as EMC he responded to four events in 2019. Commissioner Meeker stated that this will allow us to be prepared moving forward. Under public comment, S. Gilliland, Township resident, stated that the vehicles are paid for, you will not get a lot of money if you try to sell them and understanding the value of emergency management equipment there is no way to put a price on that. He stated that it makes sense to keep this as an EM vehicle. Angela Tullo, Township resident, stated she is always the first to say when we need to save money. She looked on municibid and the vehicles are selling for between \$1200 - \$1500. It would be very well spent money to have a vehicle in reserve to respond to emergencies. It is a good investment. Commissioner Lastowski withdrew his motion, Commissioner Gndt seconded.  
J. Belvin made a motion, seconded by K. Meeker to transfer the 2009 Chevy Impala to the township to be used as a training vehicle and the 2017 Ford Explorer from police to township for emergency management. Under discussion the township manager was instructed that she is responsible to make sure the Impala is used by staff going to training. Roll call Vote: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

#### **2020 Police Vehicle –**

J. Belvin made a motion, seconded by K. Meeker, to authorize the purchase of a 2020 Ford Police Interceptor Utility AWD Base (KBA) as budgeted in the 2020 budget, from Ray Price Ford as the lowest of three co-star quotes in the amount of \$33,348.30 for car only (no upfitting). Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K.

Meeker, yes; R. Wielebinski, yes. Motion carried.

E. Gndt made a motion, seconded by J. Lastowski, to authorize payment #2 in the amount of \$84,039.61 and Payment #3 in the amount of \$8,707.60 for a total of \$92,747.21 to Mar-Allen Concrete, Inc with a balance remaining of \$ 8,300.10 for the TLC Park Pedestrian Bridge repair project as recommended by Boucher & James. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Travel/Training Authorizations – none

#### **REPORT OF THE PRESIDENT:**

Rich Wielebinski - President –

Commissioner Wielebinski discussed the different proposals for speed limit signs. He stated that PennDot requires a permit and the signs must be moved every two weeks. There is cloud access which will allow for time, date and speed to provide additional tools to the police department. Commissioner Wielebinski is looking for input from the police, road crew, Board of Commissioners as to where the signs should be placed throughout the township. The permit is good for one year. They are tamper proof and battery powered.

#### **COMMISSIONERS COMMENTS**

Jerrod Belvin – Vice - President –

Commissioner Belvin reported that he is putting together a new bid document for the phone system and is discussing with all interested vendors.

J. Belvin made a motion, seconded by R. Wielebinski, to contract with PPL to install 2 streetlights at the Learn Road/Pigeon Way split and the Learn Road/Fish Hill Road split. Under discussion, Commissioner Lastowski asked what the cost would be. The lights installed in 2019 cost between \$15 and \$26/month. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

Ellen Gndt – Commissioner –

Commissioner Gndt thanked those who entrusted her with her new position.

She questioned whether there was a need for placeholders on the agenda as there was too much for the public to go through. They would not know if there was going to be discussion on this topic or not. Could there be two agendas, one for the public and one for the commissioners where the commissioners would have all the placeholders.

Commissioner Gndt spoke of the need to bring in new revenue for the township. One example would be a non-resident local EIT of possibly .5%.

Gerald Lastowski – Commissioner

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the township engineer to conduct a traffic study on Bog Road to determine speed limit recommendations. Under discussion the use of the speed trailer was discussed, as well as no passing signs and yellow warning signs. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

J. Lastowski discussed the request to reimburse the fire company for expenses incurred during the Pocono Manor fire. He stated that the fire company has not yet heard back from Pocono Manor and their insurance company.

Commissioner Lastowski asked the township manager for an update on the program implemented to have pipes installed for township residents and to allow the resident to pay for the material either outright or through a payment plan. The manager stated that there are three agreements that were approved by the board. One has paid the entire amount, one is paying every month, and one has not yet begun to pay. The Board instructed the manager to write a letter to the resident requesting payment as approved in the agreement. The solicitor should be copied on the letter.

Keith Meeker – Commissioner – no report

#### **REPORTS:**

Zoning - no report

**Public Works**

Road Crew Projects - R. Sargent reported the road crew placed the hometown and welcome banners along Route 611.

Park Operations - R. Sargent reported the new liner has arrived and is being installed inside the current liner as protection.

Discussion took place on the closing of "To fish Hill". Vehicles are still attempting to turn onto the road and then have to back out. R. Sargent stated that he has posted the area with signs. Officer Anglemyer commented that a Road Closed sign might be needed. The board instructed that an additional barrier should be placed in the one lane making it just one lane in/out for the local residents. Additional signage should also be placed in the area.

Lighting Issue at Heritage Center - no report

Plaque at TLC Pedestrian Bridge - no update on the plaques being worked on. There is a quote to refurbish the original plaque from Barrett signs in the amount of \$1200.00. R. Wielebinski made a motion, seconded by J. Belvin, to accept the quote from Barrett Signs in the amount of \$1200.00 to refurbish the original sign at the bridge. Roll Call Vote: K. Meeker, yes; R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; yes; J. Belvin, yes. Motion carried.

R. Sargent reported to the Board that he has had conversations with Chief Werkheiser about changing the lighting in the police building over to LED's. R. Sargent is going to look into this for the entire township complex.

**Administration - Manager's Report**

Regional Comprehensive Plan - D. Asure stated that the first meetings may be January 16, 22, or 23. The board needs to appoint representatives to this committee to represent the township prior to the upcoming meetings.

Traffic Task Force - no update

Pocono Business Association - The next meeting is set for January 15, 2020 here at the township building at 7pm.

Green Light Go 2015 - Interrupters are still being installed. There was a problem with the Rimrock light which is being resolved.

Green Light Go 2017 - D. Asure reported that there is a meeting on January 15, 2020 to interview Signal Control Products - Econolight - as vendor for this project. She also reported that PennDot has sent a document requesting execution for extension of this project from June 2020 until June of 2021. The Board was not comfortable with the language in the agreement and asked the township manager to go back to PennDot and ask for a language change. A motion will be needed to execute the agreement.

Use of Township Meeting Room - D. Asure reported that she had received a request from the library to utilize the township meeting room for the children's programs on Thursdays and the book club on certain Wednesday nights as follows -

- Thursday mornings -
  - January 16<sup>th</sup> to May 14<sup>th</sup> - 8:30am - 11am (except 2/20 | 4/9)
  - June 18<sup>th</sup> - August 6 - 8:30am - noon (except 7/2/)
  - September 17 - December 10 - 8:30am - 11am (except 10/22)
- Wednesday evenings - 5:30pm - 7:30pm
  - Feb 12<sup>th</sup>, April 22<sup>nd</sup>, May 13<sup>th</sup>, September 23<sup>rd</sup>, October 14<sup>th</sup>, November 18<sup>th</sup>

The Board discussed whether or not set work sessions would be necessary for 2020. The board is going to schedule work sessions as they are needed.

The Board was informed that Barley Creek had a fundraiser and donated \$500 each to the police department and to the park. A thank-you note will be sent.



The township has received a letter from Camelback withdrawing their land development plans for Lot 13 and the Hotel until further review by the new owners.

R. Wielebinski made a motion, seconded by J. Lastowski to approve the request from Boy Scout Troop 85 to waive the pavilion rental fee of \$100 for the rental of Pavilion #3 on Sunday, August 16, 2020. Roll call Vote: J. Belvin, yes; E. Gndant, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

#### **TOWNSHIP ENGINEER REPORT:**

White Oak Culvert replacement project – Contracts received and need to be reviewed and signed. Project to start in the spring.

Right Hand Turn Lanes - no report

TLC Bridge- J. Tresslar reported that a punch list remains which is spring seeding. The township will retain 5% of the cost of the project until completion.

TLC Dam – submitted for LSA grant

Culvert Cleaning Maintenance – J. Tresslar stated he will be sending a letter to the owners of the Archer property this week with information concerning our new ordinance.

Master Sidewalk Plan - J. Tresslar will be attending a scoping meeting with PennDot and St. Luke's on 1-7-20 concerning the request to place curbing in front of their building.

Learn Road Bridge Inspection - J. Tresslar reported that his report should be done this coming week. There is a new 2018 law that allows tractor trailers almost anywhere. The township does have the right to pass an ordinance to restrict trucks to local traffic only.

Well at Mountain View Park - J. Tresslar reported that we have received the permit and he and R. Sargent are compiling a materials list for completion of this project.

Generator – J. Tresslar reported the power shut off and install is scheduled for January 13, 2020.

Beehler Road Traffic Study – J. Tresslar reported that he should have the report done this week.

Back Mountain Road Traffic Study – J. Tresslar reported that the Board has his report and believes the speed should be posted at 35 mph. Discussion took place on the different studies going on and it was believed that once all are complete than one hearing can be scheduled for all changes including the name change on "To Fish Hill".

#### **TOWNSHIP SOLICITOR REPORT**

Exxon Monitoring Wells - no report

White Oak Culvert easements - discussed earlier

Breezewood Drive Easements – Solicitor DeVito has reached out to the solicitor for this property and to date has received no response back.

#### ZHB Updates -

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

- Abrams/LTS – signs – Solicitor DeVito has reached out to the attorney for this issue over two weeks ago with no response to date.
- Feeling Good, LLC – STR – Thursday, December 19<sup>th</sup> – 5pm – the ZHB upheld the Notice of Violation.
- J. W. Penney – gas station use – Tuesday, December 10<sup>th</sup> – 5pm – The ZHB held this hearing on this date and took the issue under advisement. A decision is due before the end of January.

Assessment Appeals – L. DeVito reported that the appeals have become very few and far between.

The Board asked Mr. DeVito about the NOV and the Kelly property. The township has been informed that the

owner was not served so there is no hearing scheduled at this time.

**PUBLIC COMMENT:**

Commissioner Belvin stated he had been contacted by the President of the Lions club for their annual picnic at MVP. J. Belvin made a motion, seconded by R. Wielebinski, to waive the pavilion rental fee for the Pocono Lions Club picnic on August 11, 2020 in Pavilion 3. . Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

John Casey, resident of Northridge asked Commissioner Gndt to explain her comment about additional revenue for the township through a possible non-resident earned income tax. Commissioner Gndt explained that this would be charged to people who work in Pocono Township but do not live in Pocono.

Scott Gilliland, Township resident, spoke to the board about a possible performance contract to assist with energy savings. This would include changing over to LED bulbs. The state augments with an amount of money. There are many types of energy efficient units for such things as air conditioning and other HVAC units.

Chris Ortolan, Township Resident, asked the board why they were looking to replace the current manager. Commissioner Wielebinski replied to see what's out there. Mr. Ortolan stated that he has worked with the current manager for two years and it appears that a good job is being done.

Officer Aaron Anglemeyer commented on the speed being driven on township roads. He stated that since a lot of roads have been paved people are using them as racetracks. He spoke to the benefit of speed lines that used to be on the roads. He hopes that new lines can be put down so that the police department can have another tool to enforce the speed. This will allow them to remain second only to PSP in speed enforcement.,

**ADJOURNMENT:**

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 9:09pm. Roll call Vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

# TREASURER'S REPORT SUMMARY

## Q4 2019

### 2019 REVENUE

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,176,848	\$ 5,261	\$ 484,583	\$ 945,206	\$ 190,546
Q2	\$ 3,287,496	\$ 15,790	\$ 609	\$ 1,955,225	\$ 49,145
Q3	\$ 1,611,248	\$ 62,824	\$ 255	\$ 1,043,860	\$ 674
<b>Q4</b>	<b>\$ 836,394</b>	<b>\$ 1,042</b>	<b>\$ -</b>	<b>\$ 953,613</b>	<b>\$ 613</b>
Total	<u>\$ 6,911,986</u>	<u>\$ 84,917</u>	<u>\$ 485,447</u>	<u>\$ 4,897,905</u>	<u>\$ 240,978</u>
2019 BUDGET	\$ 6,792,759	\$ 2,181,035	\$ 473,119	\$ 3,958,000	\$ 200,000
% OF BUDGET	101.76%	3.89%	102.61%	123.75%	120.49%

### 2018 REVENUE

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,078,653	\$ 1,999	\$ 474,168	\$ 989,205	\$ 1,098
Q2	\$ 3,626,971	\$ 106,825	\$ 595	\$ 2,217,235	\$ 823
Q3	\$ 1,265,392	\$ 7,799	\$ 524	\$ 918,495	\$ 581
<b>Q4</b>	<b>\$ 980,099</b>	<b>\$ 332,455</b>	<b>\$ 1</b>	<b>\$ 5,670,474</b>	<b>\$ 575</b>
Total	<u>\$ 6,951,114</u>	<u>\$ 449,077</u>	<u>\$ 475,287</u>	<u>\$ 9,795,409</u>	<u>\$ 3,077</u>
2018 BUDGET	\$ 6,927,688	\$ 4,104,764	\$ 466,734	\$ 4,929,694	\$ 10,000
% OF BUDGET	100.34%	10.94%	101.83%	107.77%	30.77%

### 2017 REVENUE

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,326,191	\$ 1,076,726	\$ 450,771	\$ 2,218,867	\$ 3,643,780
Q2	\$ 3,500,004	\$ 1,095	\$ 563	\$ 1,098,060	\$ 6,414
Q3	\$ 1,063,505	\$ 1,025	\$ 563	\$ 1,009,971	\$ 6,366
<b>Q4</b>	<b>\$ 945,296</b>	<b>\$ 3,001,736</b>	<b>\$ 502</b>	<b>\$ 2,185,281</b>	<b>\$ 5,399</b>
Total	<u>\$ 6,834,996</u>	<u>\$ 4,080,582</u>	<u>\$ 452,398</u>	<u>\$ 6,512,179</u>	<u>\$ 3,661,959</u>
2017 BUDGET	\$ 8,507,298	\$ 1,057,942	\$ 444,567	\$ 5,857,061	\$ 2,807,017
% OF BUDGET	80.34%	385.71%	101.76%	111.19%	130.46%

## Q4 2019

### 2019 EXPENSES

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,602,605	\$ 54,139	\$ -	\$ 726,836	\$ 40,881
Q2	\$ 1,288,593	\$ 322,626	\$ -	\$ 1,691,186	\$ 1,041,499
Q3	\$ 1,726,018	\$ 822,323	\$ 489,000	\$ 550,407	\$ 26,362
<b>Q4</b>	<b>\$ 1,614,496</b>	<b>\$ 317,098</b>	<b>\$ -</b>	<b>\$ 1,362,859</b>	<b>\$ 21,500</b>
Total	\$ 6,231,713	\$ 1,516,186	\$ 489,000	\$ 4,331,288	\$ 1,130,242
2019 BUDGET	\$ 6,792,759	\$ 2,181,035	\$ 472,619	\$ 3,430,254	\$ 200,000
% OF BUDGET	91.74%	69.52%	103.47%	126.27%	565.12%

### 2018 EXPENSES

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 1,396,588	\$ 169,043	\$ -	\$ 479,642	\$ 232,686
Q2	\$ 1,327,243	\$ 345,987	\$ -	\$ 583,963	\$ 172,639
Q3	\$ 1,835,286	\$ 586,576	\$ 474,000	\$ 527,253	\$ 22,205
<b>Q4</b>	<b>\$ 1,273,031</b>	<b>\$ 319,859</b>	<b>\$ -</b>	<b>\$ 7,958,793</b>	<b>\$ 67,605</b>
Total	\$ 5,832,148	\$ 1,421,465	\$ 474,000	\$ 9,549,650	\$ 495,135
2018 BUDGET	\$ 6,033,443	\$ 1,718,142	\$ 465,611	\$ 2,833,265	\$ 620,000
% OF BUDGET	96.66%	82.73%	101.80%	337.05%	79.86%

### 2017 EXPENSES

	GENERAL FUND	CAPITAL RESERVE	LIQUID FUELS	SEWER OPERATING	SEWER CONSTRUCTION
Q1	\$ 2,484,026	\$ -	\$ -	\$ 3,670,042	\$ 10,858
Q2	\$ 1,286,380	\$ 101,880	\$ -	\$ 590,429	\$ 47,258
Q3	\$ 1,478,534	\$ 64,198	\$ -	\$ 453,875	\$ 22,920
<b>Q4</b>	<b>\$ 4,490,607</b>	<b>\$ 110,863</b>	<b>\$ 450,000</b>	<b>\$ 3,233,285</b>	<b>\$ 1,373,708</b>
Total	\$ 9,739,547	\$ 276,942	\$ 450,000	\$ 7,947,632	\$ 1,454,744
2017 BUDGET	\$ 8,627,723	\$ 1,045,942	\$ 444,567	\$ 6,151,469	\$ 702,129
% OF BUDGET	112.89%	26.48%	101.22%	129.20%	207.19%

# General Fund Treasurer's Report: Q4 2019

## CASH ACCOUNTS BEGINNING BALANCES\*

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
ESSA CD	1,026,138.13	1,026,138.13	1,026,138.13	1,026,138.13
GENERAL CASH	2,183,808.66	1,733,190.24	3,648,527.72	3,471,632.60
Payroll	1,000.00	1,000.00	1,000.00	1,000.00
Petty Cash	250.00	186.02	88.51	250.00
FEES IN LIEU	79,534.64	80,467.76	80,803.40	20,925.58
Kollar Restricted	5,466.27	5,319.27	5,319.27	5,319.27
*From balance sheet	3,296,197.70	2,846,301.42	4,761,877.03	4,525,265.58

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual ADJUSTED Budget	\$ Over/Under Budget	% of Budget
Income								
301.100 - Real Estate Taxes - Current	432,751.44	2,290,260.21	130,508.04	109,267.37	2,962,787.06	2,910,542.00	52,245.06	101.80%
310.200 - Earned Income Taxes	394,996.53	515,966.44	380,922.50	394,851.39	1,686,736.86	1,500,000.00	186,736.86	112.45%
Taxes Other								
301.200 - Real Estate Taxes - Delinquent	36,789.95	34,066.20	50,178.40	0.00	121,034.55	130,000.00	-8,965.45	93.10%
301.300 - Returned Taxes - Upset Sale		1,553.42	781.60	0.00	2,335.02	5,000.00		
310.100 - Real Estate Transfer Taxes	53,171.84	124,479.11	351,378.17	42,493.19	571,522.31	175,000.00	396,522.31	326.58%
310.500 - Local Services Taxes	111,314.97	121,876.88	113,561.03	117,804.02	464,556.90	480,000.00	-15,443.10	96.78%
Total Taxes Other	201,276.76	281,975.61	515,899.20	160,297.21	1,159,448.78	790,000.00	369,448.78	146.77%
Licenses, permits and fees								
321.800 - Cable TV Franchise Fees	50,667.10	49,718.14	50,667.37	0.00	151,052.61	200,000.00	-48,947.39	75.53%
322.100 - Application fees	0.00	250.00	0.00	2,470.00	2,720.00	100.00	2,620.00	2,720.00%
Total Licenses, permits and fees	50,667.10	49,968.14	50,667.37	2,470.00	153,772.61	200,100.00	-46,327.39	76.85%
Fines and Forfeits								
331.100 - Court Fines - District Magistra	19,768.23	18,594.63	23,137.07	17,435.61	78,935.54	40,000.00	38,935.54	197.34%
331.110 - Motor Vehicle Code Violations	5,775.07	7,892.05	3,107.89	5,512.49	22,287.50	20,000.00	2,287.50	111.44%
332.100 - Restitution			200.00	362.00	562.00		0.00	100.00%
Total Fines and Forfeits	25,543.30	26,486.68	26,444.96	23,310.10	101,785.04	60,000.00	41,785.04	169.64%
341.010 - Interest on Investments	2,976.90	4,931.21	5,471.93	24,935.66	38,315.70	28,000.00	10,315.70	136.84%
Other State Grants								
354.100 - Police Grants	0.00	4,950.00	2,250.00	2,523.74	9,723.74	5,000.00	4,723.74	194.48%
355.010 - Public Utility Realty Tax	0.00	0.00	0.00	5,042.37	5,042.37	5,500.00	-457.63	91.68%
355.040 - Alcoholic Beverage Licenses	1,150.00	0.00	2,400.00	0.00	3,550.00	4,000.00	-450.00	88.75%
355.050 - Pension System State Aid	0.00	0.00	234,577.91	0.00	234,577.91	214,141.00	20,436.91	109.54%
355.070 - Foreign Fire Insurance	0.00	0.00	77,157.74	0.00	77,157.74	73,000.00	4,157.74	105.70%
356.100 - State Payments in Lieu of Taxes	0.00	0.00	432.32	0.00	432.32	400.00	32.32	108.08%
Total Other State Grants	1,150.00	4,950.00	316,817.97	7,566.11	330,484.08	302,041.00	28,443.08	109.42%
357.030 - County Grants								
362.100 - Police Services								
362.101 - Reimbursement Police overtime	325.92	2,808.00	17,336.63	10,574.53	31,045.08	30,000.00	1,045.08	103.48%
362.100 - Police Services - Other	8,842.00	7,694.00	3,764.00	8,268.00	28,568.00	17,000.00	11,568.00	168.05%
Total 362.100 - Police Services	9,167.92	10,502.00	21,100.63	18,842.53	59,613.08	47,000.00	12,613.08	126.84%

# General Fund Treasurer's Report: Q4 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual ADJUSTED Budget	\$ Over/Under Budget	% of Budget
<b>Building Permits</b>								
362.410 · Building Permits - BIU	17,259.50	36,321.00	31,684.50	31,901.00	117,166.00	200,000.00	-82,834.00	58.58%
<b>Total Building Permits</b>	17,259.50	36,321.00	31,684.50	31,901.00	117,166.00	200,000.00	-82,834.00	58.58%
<b>Charges for Services</b>								
361.101 · Sewer Admin Services	4,784.38	7,757.41	9,147.92	7,453.00	29,142.71	15,600.00	13,542.71	186.81%
361.310 · Subdivision, Land Develop Fees	0.00	3,500.00	0.00	0.00	3,500.00	5,000.00	-1,500.00	70.00%
361.330 · Zoning Hearing Board Fees	0.00	0.00	1,625.00	1,379.00	3,004.00	3,750.00	-746.00	80.11%
361.340 · Cond Use, Curative PRD Fees	0.00	0.00	800.00	0.00	800.00	750.00	50.00	106.67%
361.400 · Plan Review Fees	0.00	0.00	0.00	1,900.00	1,900.00	0.00	1,900.00	100.00%
361.500 · Sale of Maps and Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
361.700 · Reproduction of Records	185.50	133.95	98.00	107.65	525.10	100.00	425.10	525.10%
362.110 · Sale of Police Reports	1,619.00	1,629.00	1,383.55	1,262.00	5,893.55	4,000.00	1,893.55	147.34%
362.130 · Security Alarm Fees	0.00	20.00	20.00	0.00	40.00	100.00	-60.00	40.00%
362.300 · Zoning Permits	4,705.30	6,096.85	1,909.03	6,406.70	19,117.88	50,000.00	-30,882.12	38.24%
362.440 · Sewer System Permits	2,750.00	4,874.00	7,275.00	4,345.00	19,244.00	15,000.00	4,244.00	128.29%
362.450 · Use & Occupancy Permits	600.00	1,550.00	2,100.00	1,200.00	5,450.00	2,500.00	2,950.00	218.00%
362.475 · Well Permits	400.00	632.00	300.00	100.00	1,432.00	1,500.00	-68.00	95.47%
362.480 · Pool Permits	0.00	200.00	0.00	0.00	200.00	100.00	100.00	200.00%
362.485 · Sign Permits	1,875.00	2,420.00	1,200.00	1,675.00	7,170.00	5,000.00	2,170.00	143.40%
362.491 · Fireworks Permits	0.00	0.00	100.00	0.00	100.00	200.00	-100.00	50.00%
362.492 · Short Term Rental Permit	2,500.00	3,500.00	-1,693.50	0.00	4,306.50	3,000.00	1,306.50	143.55%
362.493 · TRANSIENT DWELLING	0.00	0.00	0.00	500.00	500.00	0.00	500.00	100.00%
362.495 · UCC Fees	132.50	269.50	143.00	139.00	684.00	500.00	184.00	136.80%
362.600 · Miscellaneous Permits	0.00	100.00	200.00	0.00	300.00	500.00	-200.00	60.00%
363.500 · Public Works Services	18.00	5,483.00	4,320.00	0.00	9,821.00	7,500.00	2,321.00	130.95%
<b>Total Charges for Services</b>	19,569.68	38,165.71	28,928.00	26,467.35	113,130.74	115,100.00	-1,969.26	98.29%
367.140 · Pavilion Rental Fees	6,650.00	9,000.00	3,350.00	400.00	19,400.00	15,000.00	4,400.00	129.33%
367.180 · Heritage Center Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Other Operating Revenue</b>								
385.101 · Other Unclassified Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
387.100 · Contributions and Donations	2,651.00	740.00	129.68	1,000.00	4,520.68	0.00	4,520.68	100.00%
387.200 · Fees in Lieu of Improvements	644.00	0.00	0.00	0.00	644.00	500.00	144.00	128.80%
<b>Total Other Operating Revenue</b>	3,295.00	740.00	129.68	1,000.00	5,164.68	500.00	4,664.68	1,032.94%
<b>Other Financing Sources</b>								
391.200 · Distribution of PJJWA Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
391.100 · Sale of Surplus Property	0.00	1,693.80	515.55	112.80	2,322.15	5,000.00	-2,677.85	46.44%
392.301 · Sewer Op. Reim of Insurance	0.00	0.00	0.00	0.00	0.00	18,757.00	-18,757.00	0.00%
395.000 · Refunds of Prior Year Expenses	11,178.00	15,939.51	98,259.63	34,241.26	159,618.40	150,000.00	9,618.40	106.41%
395.001 · EE portion Health Ins.	365.58	595.76	548.37	731.16	2,240.87	4,227.48	-1,986.61	53.01%
<b>Total Other Financing Sources</b>	11,543.58	18,229.07	99,323.55	35,085.22	164,181.42	177,984.48	-13,803.06	92.25%
<b>392.900 · Transfer from Fund Balance</b>	0.00	0.00	0.00	0.00	0.00	446,491.60	-446,491.60	0.00%

## General Fund Treasurer's Report: Q4 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual ADJUSTED Budget	\$ Over/Under Budget	% of Budget
Total Income	1,176,847.71	3,287,496.07	1,611,248.33	836,393.94	6,911,986.05	6,792,759.08	-5,615,911.37	17.33%

## General Fund Treasurer's Report: Q4 2019

### Expense

#### General Government

400.110 · Salary & Wages - Legislative	3,061.28	3,250.00	3,659.59	4,062.50	14,033.37	16,250.00	-2,216.63	86.36%
400.192 · Legislative SSI Tax	226.01	248.63	279.96	310.78	1,065.38	1,243.00	-177.62	85.71%
400.260 · Minor Equipment	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.00%
400.420 · Dues, Subscriptions & Membershi	700.00	0.00	0.00	0.00	700.00	7,500.00	-6,800.00	9.33%
400.460 · Legislative -Meetings & Training	160.00	379.16	0.00	300.00	839.16	3,000.00	-2,160.84	27.97%
400.540 · Legislative - Donations	94.50	440.00	179.50	150.00	864.00	1,000.00	-136.00	86.40%
401.110 · Admin Salaries & Wages	22,164.78	22,342.28	27,831.66	27,554.66	99,893.38	102,290.00	-2,396.62	97.66%
401.192 · Admin SSI Taxes	1,698.89	1,714.13	2,134.10	2,114.53	7,661.65	7,825.19	-163.54	97.91%
401.196 · Admin Health Insurance	4,061.28	3,045.96	3,045.96	2,030.64	12,183.84	12,232.20	-48.36	99.60%
401.197 · Admin HRA Fees	14.85	14.85	14.85	9.90	54.45	1,000.00	-945.55	5.45%
401.198 · Non-Uniformed Pension Plan	2,165.53	1,871.31	1,559.42	2,495.08	8,091.34	9,206.10	-1,114.76	87.89%
401.199 · Admin Life and Disability Ins	238.80	179.10	179.10	179.10	776.10	804.00	-27.90	96.53%
401.200 · Administration Allowances	173.14	83.43	46.30	300.78	603.65	1,000.00	-396.35	60.37%
401.220 · Admin Operating Supplies	0.00	34.49	0.00	6,512.88	6,547.37	5,000.00	1,547.37	130.95%
401.260 · Admin Minor Equipment	0.00	0.00	461.59	0.00	461.59	1,500.00	-1,038.41	30.77%
401.420 · Admin Dues, Subscriptions & Mem	440.00	119.00	1,396.66	757.00	2,712.66	3,000.00	-287.34	90.42%
401.460 · Admin Meetings & Training	348.46	443.00	1,164.28	222.95	2,178.69	2,500.00	-321.31	87.15%
402.110 · Fin Admin Salaries & Wages	11,969.20	12,000.00	14,000.00	14,000.00	51,969.20	52,000.00	-30.80	99.94%
402.192 · Fin Admin SSI Taxes	919.14	919.71	1,072.71	1,073.28	3,984.84	3,910.00	74.84	101.91%
402.196 · Fin Admin Health Insurance	4,061.28	8,463.40	7,109.04	4,739.36	24,373.08	28,447.08	-4,074.00	85.68%
402.197 · Fin Admin HRA Fees	14.85	14.85	14.85	9.90	54.45	1,000.00	-945.55	5.45%
402.198 · Fin Admin Non-Uni Pension Plan	900.00	1,080.00	900.00	1,440.00	4,320.00	4,680.00	-360.00	92.31%
402.199 · Fin Admin Life & Disability Ins	238.80	179.10	179.10	179.10	776.10	804.00	-27.90	96.53%
402.310 · Fin Admin Professional Svcs	10,055.00	1,400.00	8,015.00	2,100.00	21,570.00	25,000.00	-3,430.00	86.28%
403.110 · Tax Collection Salaries & Wages	2,307.72	2,307.72	2,692.34	2,692.34	10,000.12	10,000.00	0.12	100.00%
403.192 · Tax Collection SSI Taxes	176.52	176.52	205.94	205.94	764.92	765.00	-0.08	99.99%
403.199 · Tax Collection Bond Ins	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.00%
403.215 · Tax Collection Postage	1,644.50	0.00	0.00	212.25	1,856.75	2,000.00	-143.25	92.84%
403.220 · Tax Collection Operating Supply	1,275.94	0.00	3.42	139.69	1,419.05	1,419.05	0.00	100.00%
403.310 · Tax Collection Professional Srv	8,354.00	10,262.56	7,681.59	7,875.81	34,173.96	33,582.89	591.07	101.76%
404.310 · Township Solicitor	12,751.57	5,806.42	26,850.75	6,287.47	51,696.21	75,000.00	-23,303.79	68.93%
404.314 · Legal Services Special Counsel	2,797.00	5,646.40	2,130.00	2,710.00	13,283.40	14,783.40	-1,500.00	89.85%
405.110 · Secretary Salaries & Wages	34,072.83	36,022.33	26,558.31	26,611.22	123,264.69	129,696.63	-6,431.94	95.04%
405.120 · Secretary OT	891.36	1,440.22	1,124.36	1,485.63	4,941.57	5,000.00	-58.43	98.83%
405.192 · Secretary SSI Taxes	2,684.37	2,881.99	2,127.37	2,165.57	9,859.30	11,764.36	-1,905.06	83.81%
405.196 · Secretary Insurance	13,540.00	9,139.68	6,829.88	4,239.13	33,748.69	72,194.58	-38,445.89	46.75%
405.197 · Secretary HRA Fees	14.85	9.90	0.00	29.70	54.45	2,000.00	-1,945.55	2.72%
405.198 · Secretary Non-Uni Pension Plan	3,636.46	2,872.91	1,780.41	2,882.19	11,171.97	13,840.43	-2,668.46	80.72%



## General Fund Treasurer's Report: Q4 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual ADJUSTED Budget	\$ Over/Under Budget	% of Budget
405.199 - Secretary Life & Disability Ins				358.20	1,786.02	3,216.00	-1,429.98	55.54%
406.215 - Gen Govt Postage	716.40	353.22	358.20	2,117.00	6,656.58	7,200.00	-543.42	92.45%
406.220 - Gen Govt Operation Supplies	2,271.21	1,007.02	1,261.35	1,963.19	6,763.40	7,000.00	-236.60	96.62%
406.310 - Gen Govt Professional Svcs	1,178.83	1,898.46	1,722.92	2,475.00	11,240.50	12,000.00	-759.50	93.67%
406.320 - Gen Govt Communications	1,695.00	4,125.00	2,945.50	2,325.01	9,077.45	12,000.00	-2,922.55	75.65%
406.340 - Gen Govt Advertising & Printing	2,180.85	1,911.19	2,660.40	2,287.68	6,530.30	6,500.00	30.30	100.47%
406.374 - Gen Govt Office Equipment Maint	1,682.54	815.17	1,744.91	0.00	215.09	1,000.00	-784.91	21.51%
406.384 - Gen Govt Equipment Leases	0.00	215.09	0.00	733.12	3,050.84	6,000.00	-2,949.16	50.85%
406.384 - Gen Govt Equipment Leases	833.11	733.14	751.47	33.91	98.01	1,000.00	-901.99	9.80%
407.252 - Computer Parts & Supplies	45.29	-45.29	64.10	0.00	0.00	2,000.00	-2,000.00	0.00%
407.260 - Technology Minor Equipment	0.00	0.00	0.00	0.00	0.00	60,119.56	695.54	101.16%
407.450 - Contracted Services	16,302.34	13,588.22	15,333.81	15,590.73	60,815.10	45,000.00	3,386.33	92.47%
408.310 - Township Engineer	7,267.77	11,104.13	10,343.96	12,897.81	41,613.67	7,500.00	-4,961.85	33.84%
409.220 - Building Operating Supplies	549.44	632.93	651.84	703.94	2,538.15	51,114.52	-20,204.83	60.47%
409.360 - Building Utilities	14,169.94	3,739.76	6,416.90	6,583.09	30,909.69	24,413.11	-884.45	96.38%
409.373 - Building Maint & Repairs	6,638.58	9,596.00	3,178.53	4,115.55	23,528.66	7,000.00	-2,254.57	67.79%
409.450 - Building Contracted Services	1,186.27	1,186.27	1,186.62	1,186.27	4,745.43	920,301.10	-148,782.83	83.83%
Total General Government	204,570.48	185,649.36	199,848.55	181,449.88	771,518.27			
Public Safety								
POLICE								
410.120 - Police Salaries & Wages-Admin	22,186.62	22,186.62	25,884.39	25,884.39	96,142.02	96,500.00	-357.98	99.63%
410.130 - Police Salaries & Wages-Officer	304,687.08	302,214.62	386,811.41	362,165.72	1,335,878.83	1,355,093.66	-19,214.83	98.58%
410.140 - Police Salaries & Wages-Civilia	11,518.89	11,524.80	13,445.60	13,445.60	49,934.89	49,940.80	-5.91	99.99%
410.179 - Police Longevity Pay	4,986.22	25,865.98	15,541.71	0.00	46,393.91	47,298.49	-904.58	98.09%
410.180 - Police Overtime Wages	29,665.27	41,581.04	52,075.75	58,970.25	182,292.31	188,323.73	-6,031.42	96.80%
410.185 - Sick & Vacation Buy Back	0.00	1,646.00	4,418.66	76,070.09	82,134.75	94,000.00	-11,865.25	87.39%
410.187 - Police Overtime Civ Support	72.03	0.00	198.08	0.00	270.11	500.00	-229.89	54.02%
410.190 - Police HRA Fees	886.14	1,345.09	2,552.13	790.53	5,573.89	10,224.33	-4,650.44	54.52%
410.191 - Uniform Allowance	498.77	749.56	1,750.25	13,001.42	16,000.00	16,800.00	-800.00	95.24%
410.192 - Police SSI Taxes	27,602.90	30,780.90	36,598.15	42,860.95	137,842.90	140,458.17	-2,615.27	98.14%
410.196 - Police Health Insurance	187,291.72	139,131.24	132,024.00	91,400.40	549,847.36	549,976.24	-128.88	99.98%
410.197 - Police Pension Plan	0.00	0.00	0.00	200,119.10	200,119.10	200,000.00	119.10	100.06%
410.198 - Police Life & Disability Ins	5,014.80	3,577.03	3,582.00	3,582.00	15,755.83	17,688.00	-1,932.17	89.08%
410.199 - Police Non-Uniform Pension	1,210.73	1,037.22	882.18	1,382.96	4,513.09	4,539.67	-26.58	99.41%
410.200 - Police 457 Contribution	1,364.00	1,802.25	1,671.15	1,280.80	6,118.20	12,600.00	-6,481.80	48.56%
410.216 - Police Community Outreach	0.00	1,604.11	0.00	318.79	1,922.90	2,104.11	-181.21	91.39%
410.220 - Police Operating Supplies	1,011.46	1,868.86	1,386.08	1,130.62	5,397.02	7,500.00	-2,102.98	71.96%
410.221 - Crime Scene Supplies	0.00	0.00	260.48	0.00	260.48	1,000.00	-739.52	26.05%
410.222 - Ammunition/Field Materials	626.81	0.00	1,270.10	0.00	1,896.91	6,000.00	-4,103.09	31.62%
410.231 - Vehicle Fuel	12,396.86	12,396.76	14,331.15	11,755.28	50,880.05	51,205.32	-325.27	99.36%
410.238 - Uniform Expense	0.00	15.00	0.00	0.00	15.00	1,109.17	-1,094.17	1.35%
410.260 - Police Minor Equipment	1,390.00	2,584.94	9,002.41	21,353.45	34,330.80	34,330.80	0.00	100.00%

## General Fund Treasurer's Report: Q4 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual ADJUSTED Budget	\$ Over/Under Budget	% of Budget
410.270 - Police IT	6,416.60	5,420.26	8,249.81	7,680.57	27,767.24	32,011.06	-4,243.82	86.74%
410.310 - Police Professional Services	3,510.00	6,698.00	9,165.95	8,260.00	27,633.95	29,633.95	-2,000.00	93.25%
410.314 - Civil Service Comm Solicitor	772.50	637.50	0.00	0.00	1,410.00	3,000.00	-1,590.00	47.00%
410.320 - Police Communications	3,304.41	3,443.46	3,350.66	3,470.55	13,569.08	15,000.00	-1,430.92	90.46%
410.331 - Travel/Lodging	12.20	823.98	33.90	432.67	1,302.75	4,000.00	-2,697.25	32.57%
410.341 - Police Advertising & Printing	571.08	531.49	353.89	487.16	1,943.62	2,500.00	-556.38	77.74%
410.373 - Police Maint & Repair Bldg	1,361.38	1,019.00	6,747.20	1,789.63	10,917.21	10,890.83	26.38	100.24%
410.374 - Police Equipment Maint	1,483.97	652.99	8,018.73	4,873.19	15,028.88	14,960.88	68.00	100.45%
410.420 - Police Dues, Subscriptions	50.00	282.45	294.00	0.00	606.45	1,000.00	-393.55	60.65%
410.450 - Police Contracted Services	25,102.43	16,480.72	5,061.54	379.06	47,023.75	55,000.00	-7,976.25	85.50%
410.451 - Police Vehicle Maintenance	7,439.55	5,205.37	13,882.94	5,021.88	31,549.74	35,246.73	-3,696.99	89.51%
410.460 - Police Meetings & Training	2,780.00	696.00	3,709.00	1,152.00	8,337.00	10,000.00	-1,663.00	83.37%
Total Police	665,214.42	643,783.24	742,553.30	959,059.06	3,010,610.02	3,100,435.94	-89,825.92	97.10%
OTHER PUBLIC SAFETY								
411.232 - Fire Department Fuel	0.00	0.00	0.00	0.00	0.00	342.26	-342.26	0.00%
411.540 - Foreign Fire Payments	0.00	0.00	77,157.74	0.00	77,157.74	77,157.74	0.00	100.00%
411.541 - Disbursement to Fire Company	0.00	0.00	218,000.00	0.00	218,000.00	218,000.00	0.00	100.00%
413.220 - Code Enforcement Supplies	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.00%
413.260 - Code Enforcement Minor Equip	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.00%
413.310 - Prof Services - BIU Building	14,096.60	17,288.95	19,903.45	18,316.20	69,605.20	84,579.78	-14,974.58	82.30%
413.311 - Prof Services - SEO	3,085.00	6,135.00	8,260.00	7,800.00	25,280.00	35,480.00	-10,200.00	71.25%
413.319 - Code Enforcement UCC Fees	162.00	0.00	229.50	274.50	666.00	1,000.00	-334.00	66.60%
414.110 - Planning & Zoning Salaries	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.00%
414.120 - Planning & Zoning OT	0.00	0.00	0.00	0.00	0.00	77.00	-77.00	0.00%
414.220 - Planning & Zoning Supplies	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.00%
414.310 - Planning & Zoning Prof Svcs	5,749.89	12,646.20	18,785.00	21,465.00	58,646.09	61,713.59	-3,067.50	95.03%
414.313 - Planning & Zoning Engineering	0.00	687.66	0.00	884.70	1,572.36	2,500.00	-927.64	62.89%
414.314 - Planning & Zoning Legal	2,744.50	3,165.00	5,657.95	6,161.37	17,728.82	18,055.97	-327.15	98.19%
414.319 - MS4 Fees	51.50	437.75	525.75	2,137.02	3,152.02	15,000.00	-11,847.98	21.01%
414.341 - Planning & Zoning Advertising	479.48	0.00	0.00	383.56	863.04	1,500.00	-636.96	57.54%
415.220 - Emer Mgmt Operating Supplies	0.00	0.00	0.00	890.87	890.87	500.00	390.87	178.17%
415.364 - Emergency Management Operations	0.00	1,839.29	0.00	0.00	1,839.29	1,839.29	0.00	100.00%
415.460 - Emer Mgmt Meetings & Training	0.00	0.00	0.00	605.00	605.00	1,000.00	-395.00	60.50%
Total Public Safety Other	26,368.97	42,199.85	348,519.39	58,918.22	476,006.43	520,445.63	-44,439.20	91.46%
Total Public Safety	691,583.39	685,983.09	1,091,072.69	1,017,977.28	3,486,616.45	3,620,881.57	-134,265.12	96.29%
Public Works - Other								
427.220 - Solid Waste Coll Supplies	72.00	46.00	78.00	276.00	472.00	1,500.00	-1,428.00	31.47%
427.450 - Contracted Svcs - Clean-Up Days	0.00	22,581.30	236.00	15,444.50	38,261.80	40,692.30	-40,692.30	94.03%
Total Public Works - Other	72.00	22,627.30	314.00	15,720.50	38,733.80	42,192.30	-42,120.30	91.80%

## General Fund Treasurer's Report: Q4 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual ADJUSTED Budget	\$ Over/Under Budget	% of Budget
PW-Hwys, Roads & Streets								
430.110 · Public Works Salaries	114,198.40	120,932.82	127,712.20	149,610.87	512,454.29	534,836.28	-22,381.99	95.82%
430.120 · Public Works OT Wages	15,492.20	5,046.41	1,419.68	9,816.01	31,774.30	30,000.00	1,774.30	105.91%
430.192 · Public Works SSI Taxes	9,896.37	9,608.90	9,803.03	12,300.88	41,609.18	44,581.30	-2,972.12	93.33%
430.196 · Public Works Insurance	76,816.28	60,650.10	52,131.16	37,236.80	226,834.34	286,998.18	-60,163.84	79.04%
430.198 · Public Works N-U Pension	10,999.88	9,597.95	7,977.83	13,229.04	41,804.70	52,448.58	-10,643.88	79.71%
430.199 · Public Works Life & Disab Ins	2,167.11	1,552.20	1,611.90	2,194.97	7,526.18	8,844.00	-1,317.82	85.10%
430.220 · Public Works Oper Supplies	2,920.73	3,044.07	2,169.60	4,510.67	12,645.07	12,279.36	365.71	102.98%
430.231 · Public Works Gasoline	0.00	0.00	0.00	115.91	115.91	0.00	115.91	0.00%
430.232 · Public Works Diesel	15,238.70	8,032.72	6,595.86	9,159.10	39,026.38	40,000.00	-973.62	97.57%
430.234 · Public Works Vehicle Supplies	3,154.79	848.64	1,149.12	1,260.69	6,413.24	10,000.00	-3,586.76	64.13%
430.238 · Public Works Uniforms	904.96	2,135.66	922.88	1,700.23	5,663.73	6,500.00	-836.27	87.13%
430.260 · Public Works Minor Equip Purch	1,109.45	4,897.03	371.87	435.56	6,813.91	7,378.35	-564.44	92.35%
430.341 · Public Works Advertising	0.00	0.00	312.05	0.00	312.05	500.00	-187.95	62.41%
430.373 · Public Works Maint & Rep Bldg	3,959.80	387.09	380.64	1,102.26	5,829.79	5,727.53	102.26	101.79%
430.375 · Public Works Heavy Equip Maint	6,800.80	7,586.83	19,072.69	10,502.79	43,963.11	45,000.00	-1,036.89	97.70%
430.384 · Public Works Equip Rental	50.00	0.00	0.00	3,465.73	3,515.73	4,944.50	-1,428.77	71.10%
430.420 · Public Works Dues, Subscription	35.00	0.00	0.00	35.00	70.00	535.00	-465.00	13.08%
430.450 · Public Works Contracted Svcs	845.00	1,775.40	750.00	5,991.00	9,361.40	11,977.34	-2,615.94	78.16%
430.460 · Public Works Meetings & Trainin	494.10	2,750.64	656.10	0.00	3,900.84	4,400.84	-500.00	88.64%
430.650 · Public Works Hand Tool Purch	102.92	439.97	326.71	46.90	916.50	1,369.60	-453.10	66.92%
432.220 · Snow & Ice Rem Oper Supplies	97,961.80	0.00	0.00	34,673.95	132,635.75	125,000.00	7,635.75	106.11%
432.375 · Snow & Ice Rem Equipment Maint	5,389.23	0.00	0.00	2,437.89	7,827.12	8,000.00	-172.88	97.84%
433.220 · Traffic Signals & Signs Supply	200.00	824.95	0.00	944.49	1,969.44	3,000.00	-1,030.56	65.65%
433.360 · Traffic Signals & Signs Utiliti	941.76	668.89	1,270.09	782.59	3,663.33	4,000.00	-336.67	91.58%
433.450 · Traffic Signals Contracted Svcs	8,298.00	650.00	477.75	4,350.00	13,775.75	13,925.75	-150.00	98.92%
438.220 · Road Maint Supplies	0.00	47,889.02	40,603.01	8,530.55	97,022.58	100,688.16	-3,645.58	96.38%
438.611 · Line Painting	0.00	0.00	6,146.53	0.00	6,146.53	6,146.53	0.00	100.00%
438.612 · Crack Sealing	0.00	0.00	0.00	0.00	0.00	3,853.47	-3,853.47	0.00%
438.613 · Vegetation Control	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.00%
Total PW-Hwys, Roads & Streets	377,977.28	289,319.29	281,860.70	314,433.88	1,263,591.15	1,374,914.77	-111,323.62	91.90%
Culture and Recreation								
452.390 · Recreation fees	143.35	232.55	80.55	6.40	462.85	500.00	-37.15	92.57%
454.110 · Park Salary & Wage	64.00	16,318.60	28,400.00	13,001.00	57,783.60	66,630.31	-8,846.71	86.72%
454.192 · Park SSI	4.90	1,248.39	2,172.62	994.58	4,420.49	5,437.50	-1,017.01	81.30%
454.220 · Park Operating Supplies	899.38	1,430.30	1,689.79	62.43	4,081.90	4,567.91	-486.01	89.36%
454.231 · Park Vehicle Fuel	503.97	359.54	702.37	0.00	1,565.88	1,965.88	-400.00	79.65%
454.260 · Park Minor Equipment	0.00	416.95	549.76	0.00	966.71	1,466.71	-500.00	65.91%
454.320 · Park Communications	226.17	319.72	272.25	160.93	979.07	2,000.00	-1,020.93	48.95%
454.340 · Park Advertising & Printing	1,469.57	487.50	0.00	0.00	1,957.07	1,957.07	0.00	100.00%
454.360 · Park Utilities	1,143.05	950.62	964.94	795.24	3,853.85	5,400.00	-1,546.15	71.37%

# General Fund Treasurer's Report: Q4 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual ADJUSTED Budget	\$ Over/Under Budget	% of Budget
454.373 · Park Repairs & Maintenance	390.00	5,658.79	1,496.23	1,159.70	8,704.72	10,000.00	-1,295.28	87.05%
454.374 · Park Equipment Maintenance	413.83	1,176.97	1,272.13	14.97	2,877.90	3,062.93	-185.03	93.96%
454.450 · Park Contracted Services	5,746.42	6,234.30	9,161.92	5,076.61	26,219.25	27,120.61	-901.36	96.68%
454.700 · Park Recreation Board	200.00	500.00	1,275.00	3,274.90	5,249.90	8,781.22	-3,531.32	59.79%
457.540 · Community Day Celebration	0.00	4,965.33	-2.57	-37.44	4,925.32	5,000.00	-74.68	98.51%
Total Culture and Recreation	11,204.64	40,299.56	48,034.99	24,509.32	124,048.51	143,890.14	-132,885.50	86.21%
Debt Service								
472.000 · NEW TWP COMPLEX LOAN INTEREST	0.00	0.00	0.00	0.00	0.00	77,266.63	-77,266.63	0.0%
Total Debt Service	0.00	0.00	0.00	0.00	0.00	77,266.63	-77,266.63	0.0%
Benefits and Withholding								
483.194 · Employer Pd Unemployment Comp	35.98	3,729.52	0.00	12,826.68	16,592.18	35,000.00	-18,407.82	47.41%
483.195 · Employer Pd Worker's Comp	62,215.36	39,816.27	41,464.73	47,578.64	191,075.00	200,000.00	-8,925.00	95.54%
483.200 · Federal Healthcare Tax	0.00	0.00	151.90	0.00	151.90	200.00	-48.10	75.95%
Total Benefits and Withholding	62,251.34	43,545.79	41,616.63	60,405.32	207,819.08	235,200.00	-27,380.92	88%
Insurance								
486.350 · Property & Liability Insurance	111,793.75	0.00	0.00	0.00	111,793.75	140,000.00	-28,206.25	79.85%
486.355 · Professional Bonds	0.00	0.00	1,786.00	0.00	1,786.00	10,500.00	-8,714.00	17.01%
Total Insurance	111,793.75	0.00	1,786.00	0.00	113,579.75	150,500.00	-36,920.25	75.47%
Misc Expenses								
489.100 · Miscellaneous Expenses	33.14	-1,453.87	1,484.88	-0.10	64.05	0.00	64.05	100.00%
Total Misc Expenses	0.00	0.00	1,484.88	-0.10	64.05	0.00	64.05	0.00%
Interfund Transfers Out								
492.310 · Transfer to Capital Fund Reserv	0.00	0.00	60,000.00	0.00	60,000.00	60,000.00	0.00	100.00%
Total Interfund Transfers Out	0.00	0.00	60,000.00	0.00	60,000.00	60,000.00	0.00	0.00%
Other Expenses								
463.540 · TIF	140,502.62	22,622.20	0.00	0.00	163,124.82	165,000.00	-1,875.18	98.86%
999.999 · Uncategorized expenses	0.00	0.00	0.00	0.00	0.00		0.00	
66900 · Reconciliation Discrepancies	4.07	0.07	0.00	0.00	4.14		4.14	100.00%
491.000 · Refund of Prior Year Revenues	2,612.57	0.00	0.00	0.00	2,612.57	2,612.57	0.00	100.00%
Total Other Expenses	143,119.26	22,622.27	0.00	0.00	165,741.53	167,612.57	-1,871.04	98.88%
Total Expense	1,602,605.28	1,288,592.79	1,726,018.44	1,614,496.08	6,231,712.59	6,792,759.08	-561,046.49	91.74%
Net Income	-425,757.57	1,998,903.28	-114,770.11	-778,102.14	680,273.46	0.00	680,273.46	100.00%
CASH ACCOUNTS ENDING BALANCES*								
ESSA CD	1,026,138.13	1,026,138.13	1,026,138.13	1,046,193.79				
GENERAL CASH	1,733,192.49	3,648,527.72	3,471,632.60	2,884,574.76				
Payroll	1,000.00	1,000.00	1,000.00	1,000.00				
Petty Cash	186.02	88.51	250.00	174.26				
FEES IN LIEU	80,467.76	80,803.40	20,925.58	20,998.19				
KOLLAR RESTRICTED	5,319.27	5,319.27	5,319.27	5,319.27				
*From balance sheet	2,846,303.67	4,761,877.03	4,525,265.58	3,958,260.27				

Capital Reserve  
Treasurer's Report: Q4 2019

CASH ACCOUNTS BEGINNING BALANCES

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Keystone CD	1,525,722.12	1,525,722.12		
Wayne 6-month CD		0.00	768,132.65	768,132.65
Wayne 9-month CD		0.00	768,132.65	768,132.65
Capital Reserve Cash	1,472,812.24	1,423,934.52	1,106,554.99	347,055.63
Total	2,998,534.36	2,949,656.64	2,642,820.29	1,883,320.93
*From balance sheet				

Income

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
341.010 - Interest on Investments	5,261.09	15,790.13	2,824.11	1,041.69
355.008 - LSA GRANT	0.00	0.00		0.00
355.009 - Federal Grant	0.00	0.00		0.00
392.010 - Transfer from General Fund	0.00	0.00	60,000.00	0.00
392.900 - Use of Fund Balance	0.00	0.00		0.00

Total Income	5,261.09	15,790.13	62,824.11	1,041.69
Expense				

401.000 - Municipal Capital Comprehensive

Computers	8,795.00	0.00	0.00	
Generator transfer switch (reappropriated funds)				
Dam at TLC	0.00	224.00	0.00	943.75
Emergency Management Equipment	0.00	0.00	0.00	5,248.21
Fish Hill Road Swale	41.36	12,848.57	414.37	109.75
Green Light Go (611)	0.00	0.00	0.00	0.00
Green Light Go (Interceptors)	0.00	0.00	0.00	0.00
Green Light Go (Stroud)	0.00	0.00	0.00	0.00
Major Repairs (TWP Complex)	0.00	0.00	0.00	10,081.75
New Website	0.00	0.00	0.00	2,940.00
Right Hand Turn Lanes (Rimrock)	9,548.02	25,946.00	53.75	290.00
TLC Bridge	266.50	4,974.62	2,510.70	139,035.23
White Oak Culvert	2,878.48	2,401.90	39.50	2,042.13
401.000 - Municipal Capital Comprehensive - Other	11,357.45	8,517.50	0.00	6,116.00

Total 401.000 - Municipal Capital Comprehensive	32,886.81	54,912.59	3,018.32	166,806.82
410.000 - POLICE CAPITAL COMPREHENSIVE				

BP Vests (2019)	9,200.00	0.00	0.00	0.00
Detective Vehicle	0.00	0.00	0.00	32,785.56
E-Ticket Machines (2019)	12,052.00	0.00	0.00	0.00
Tasers	0.00	2,542.00	0.00	0.00
Servers				7,419.15
Undercover Utility Vehicle	0.00	0.00	0.00	32,785.56
Total 410.000 - POLICE CAPITAL COMPREHENSIVE	21,252.00	2,542.00	0.00	72,990.27
430.000 - PW CAPITAL COMPREHENSIVE				
New pickup truck (Reappropriated 2019)	0.00	35,185.00	0.00	0.00
Total 430.000 - PW CAPITAL COMPREHENSIVE	0.00	35,185.00	0.00	0.00

	Q1 - Q4 2019	Annual Budget	\$ Over Budget	% Budget
	24,917.02	0.00	24,917.02	
	0.00	0.00	0.00	
	0.00	5,500.00	-5,500.00	0.00%
	60,000.00	60,000.00	0.00	100.00%
	0.00	2,115,534.50	-2,115,534.50	0.00%
	84,917.02	2,181,034.50	-2,096,117.48	3.89%
	8,795.00	10,000.00	-1,205.00	87.95%
	1,167.75	5,000.00	-3,832.25	23.36%
	5,248.21	5,000.00	248.21	104.96%
	13,414.05	30,000.00	-16,585.95	44.71%
	0.00	90,000.00	-90,000.00	0.00%
	0.00	68,513.00	-68,513.00	0.00%
	0.00	20,000.00	-20,000.00	0.00%
	10,081.75	20,000.00	-9,918.25	50.41%
	2,940.00	2,940.00	0.00	100.00%
	35,837.77	150,000.00	-114,162.23	23.89%
	146,787.05	25,000.00	121,787.05	587.15%
	7,362.01	200,000.00	-192,637.99	3.68%
	25,990.95	0.00	25,990.95	100.00%
	257,624.54	626,453.00	-368,828.46	41.12%
	9,200.00	9,200.00	0.00	100.00%
	32,785.56	40,000.00	-7,214.44	81.96%
	12,052.00	11,500.00	552.00	104.80%
	2,542.00	2,400.00	142.00	105.92%
	7,419.15	0.00	0.00	0.00%
	32,785.56	50,000.00	-17,214.44	65.57%
	96,784.27	113,100.00	-16,315.73	85.57%
	35,185.00	30,000.00	5,185.00	117.28%
	35,185.00	30,000.00	5,185.00	117.28%

# Capital Reserve

## Treasurer's Report: Q4 2019

<b>438.610 - Maintenance &amp; Repairs of Roads</b>									
Paving Overlay	0.00	0.00	798,682.65	0.00	798,682.65	1,032,071.00	-233,388.35		
Tar and Chip	0.00	226,821.16	0.00	0.00	226,821.16	195,000.00	31,821.16		
<b>Total 438.610 - Maintenance &amp; Repairs of Roads</b>	<b>0.00</b>	<b>226,821.16</b>	<b>798,682.65</b>	<b>0.00</b>	<b>1,025,503.81</b>	<b>1,227,071.00</b>	<b>-201,567.19</b>		<b>83.57%</b>
<b>454.000 - PARK CAPITAL COMPREHENSIVE</b>	<b>0.00</b>	<b>3,165.73</b>	<b>20,622.50</b>	<b>22,889.96</b>	<b>46,678.19</b>	<b>60,000.00</b>	<b>-13,321.81</b>		
<b>471.000 - PRINCIPAL LEASES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,370.16</b>	<b>45,370.16</b>	<b>113,410.50</b>	<b>-68,040.34</b>		
<b>472.000 - INTEREST ON LEASES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,040.34</b>	<b>9,040.34</b>	<b>11,000.00</b>	<b>-1,959.66</b>		
<b>Total Expense</b>	<b>54,138.81</b>	<b>322,626.48</b>	<b>822,323.47</b>	<b>317,097.55</b>	<b>1,516,186.31</b>	<b>2,181,034.50</b>	<b>-664,848.19</b>		<b>69.52%</b>
	<b>-48,877.72</b>	<b>-306,836.35</b>	<b>-759,499.36</b>	<b>-316,055.86</b>	<b>-1,431,269.29</b>	<b>0.00</b>	<b>-1,431,269.29</b>		<b>100.00%</b>
<b>CASH ACCOUNTS ENDING BALANCES</b>									
Keystone CD	1,525,722.12	0.00	0.00	0.00					
Wayne 6-month CD		768,132.65	768,132.65	768,132.65					
Wayne 9-month CD		768,132.65	768,132.65	768,132.65					
Capital Reserve Cash	1,423,934.52	1,106,554.99	347,055.63	30,999.77					
<b>Total</b>	<b>2,949,656.64</b>	<b>2,642,820.29</b>	<b>1,883,320.93</b>	<b>1,567,265.07</b>					

\*From balance sheet

## Liquid Fuels

## Treasurer's Report: Q4 2019

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2019	Annual Budget	\$ Over/Under Budget	% of Budget
<b>CASH ACCOUNTS BEGINNING BALANCE</b>								
Liquid Fuels Cash	3,983.57	488,566.66	489,175.95					
Total	3,983.57	488,566.66	489,175.95	430.00				
From balance sheet								
<b>Income</b>								
341.010 · Interest on Investments	147.92	609.29	254.65	0.00	1,011.86	500.00	511.86	29.6%
355.020 · State Liquid Fuels Funds	484,435.17	0.00	0.00	0.00	484,435.17	472,619.07	11,816.10	102.5%
Total Income	484,583.09	609.29	254.65	0.00	485,447.03	473,119.07	12,327.96	102.4%
<b>Expense</b>								
439.600 · Capital Construction	0.00	0.00	489,000.00	0.00	489,000.00	472,619.07	16,380.93	103.5%
Total Expense	0.00	0.00	489,000.00	0.00	489,000.00	472,619.07	16,380.93	103.5%
Net Income	484,583.09	609.29	-488,745.35	0.00	-3,552.97	500.00	-4,052.97	-710.6%
<b>CASH ACCOUNTS ENDING BALANCE</b>								
Liquid Fuels Cash	488,566.66	489,175.95	430.60	430.00				
Total	488,566.66	489,175.95	430.60	430.00				
From balance sheet								

# Sewer Operating Fund Treasurer's Report: Q4 2019

## CASH ACCOUNTS BEGINNING BALANCES

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Sewer money market	1,138,267.44	1,536,953.37	1,931,622.22	2,438,344.58
ESSA Bank Checking*	79,704.01	342,475.58	107,370.94	114,947.14
People's Security CD	50,000.00	50,000.00	50,000.00	50,000.00
Wayne Bank Funding & Checking Accounts	1,267,971.45	1,879,428.95	2,038,993.16	2,603,291.72

\* From balance sheet

\*Balance sheet balance

## Income

341.010 · Interest on Investments	6,530.76	7,876.90	9,503.47	9,476.51
362.400 · Connect & Tank Abandonment Fee	0.00	250.00	250.00	250.00
364.110 · Connection/Tapping Fees	3,750.00	6,250.00	91,250.00	-2,500.00
364.120 · Sewer Use Fees	934,925.58	940,848.23	942,856.59	946,386.90
392.100 · Transfer from Construction Fund		1,000,000.00	0.00	

Total Income

Expense

## 429.100 · Utilities

429.101 · PPL	6,264.47	5,563.19	5,532.35	6,565.53
429.102 · MetTel	251.28	186.98	199.37	445.33
429.105 · MetEd	918.24	627.09	447.65	442.06
429.106 · Blue Ridge Communications	1,036.18	907.80	923.85	926.85
429.107 · BCRA Water	0.00	190.65	201.95	181.95
429.108 · PenTeleData	1,199.00	599.50	1,064.15	599.50
429.109 · Verizon	483.61	472.73	474.08	474.27
429.111 · JP Mascaro	297.75	297.75	198.50	397.00
429.112 · PAPCO				0.00

## 429.100 · Utilities - Other

Total 429.100 · Utilities

429.200 · BCRA Sewage Treatment

429.244 · Operating Supplies

429.300 · Professional Services

429.400 · Engineering

429.401 · Sewer Legal

429.402 · PMA

429.405 · O &amp; M

429.406 · KEYSTONE ENGINEERING

429.300 · Professional Services - Other

Total 429.300 · Professional Services

	Q1 2019	Q2 2019	Q3 2019	Q4 2019	Q1 - Q4 2018	Annual Budget	\$ Over/Under Budget	% of Budget
Income								
341.010 · Interest on Investments	6,530.76	7,876.90	9,503.47	9,476.51	33,387.64	7,500.00	25,887.64	445.17%
362.400 · Connect & Tank Abandonment Fee	0.00	250.00	250.00	250.00	750.00	500.00	250.00	150.00%
364.110 · Connection/Tapping Fees	3,750.00	6,250.00	91,250.00	-2,500.00	96,750.00	750,000.00	-651,250.00	13.17%
364.120 · Sewer Use Fees	934,925.58	940,848.23	942,856.59	946,386.90	3,765,017.30	3,200,000.00	565,017.30	117.66%
392.100 · Transfer from Construction Fund		1,000,000.00	0.00		1,000,000.00			
Total Income	945,206.34	1,955,225.13	1,043,860.06	953,613.41	4,897,904.94	3,958,000.00	939,904.94	123.75%
Expense								
429.100 · Utilities								
429.101 · PPL	6,264.47	5,563.19	5,532.35	6,565.53	23,925.54	25,000.00	-1,074.46	95.70%
429.102 · MetTel	251.28	186.98	199.37	445.33	1,082.96	725.00	357.96	149.37%
429.105 · MetEd	918.24	627.09	447.65	442.06	2,435.04	3,600.00	-1,164.96	67.64%
429.106 · Blue Ridge Communications	1,036.18	907.80	923.85	926.85	3,794.68	4,500.00	-705.32	84.33%
429.107 · BCRA Water	0.00	190.65	201.95	181.95	574.55	1,800.00	-1,225.45	31.92%
429.108 · PenTeleData	1,199.00	599.50	1,064.15	599.50	3,462.15	4,000.00	-537.85	86.55%
429.109 · Verizon	483.61	472.73	474.08	474.27	1,904.69	1,922.88	-18.19	99.05%
429.111 · JP Mascaro	297.75	297.75	198.50	397.00	1,191.00	1,200.00	-9.00	99.25%
429.112 · PAPCO				0.00	0.00			
429.100 · Utilities - Other	0.00	0.00	0.00	2,576.59	2,576.59	4,000.00	-1,423.41	64.42%
Total 429.100 · Utilities	10,450.53	8,845.69	9,041.90	12,609.08	40,947.20	46,747.88	-5,800.68	87.59%
429.200 · BCRA Sewage Treatment	328,593.51	328,314.56	314,443.96	286,536.38	1,257,888.41	1,308,664.00	-50,775.59	96.12%
429.244 · Operating Supplies	207.79	67.92	15,733.06	9,880.36	25,889.13	40,000.00	-14,110.87	64.72%
429.300 · Professional Services								
429.400 · Engineering	11,095.50	23,147.87	20,042.13	20,404.76	74,690.26	40,000.00	34,690.26	186.73%
429.401 · Sewer Legal	3,600.00	3,818.50	6,822.09	6,024.00	20,264.59	6,000.00	14,264.59	337.74%
429.402 · PMA	18,682.24	19,484.25	17,295.54	26,492.30	81,954.33	70,000.00	11,954.33	117.08%
429.405 · O & M	17,437.20	20,094.66	19,305.14	19,321.14	76,158.14	78,000.00	-1,841.86	97.64%
429.406 · KEYSTONE ENGINEERING	834.00	3,453.39	695.00	8,092.76	13,075.15	25,000.00	-11,924.85	52.30%
429.300 · Professional Services - Other	8,152.61	10,623.49	7,727.78	10,484.25	36,988.13	21,000.00	15,988.13	176.13%
Total 429.300 · Professional Services	59,801.55	80,622.16	71,887.68	90,819.21	303,130.60	240,000.00	63,130.60	126.30%



# Sewer Operating Fund Treasurer's Report: Q4 2019

429,374 · Equipment Repair & Maintenance	8,642.11	12,088.40	10,682.49	9,147.93	40,560.93	50,000.00	-9,439.07	81.12%
429,376 · CONTRACTED SERVICES	1,112.88	5,842.50	9,780.00	11,780.00	28,515.38	100,000.00	-71,484.62	28.52%
471,000 · Debt Principal - Long and Short								
471,100 · ESSA 4.5M				161,000.00	161,000.00			
471,400 · Wayne Bank 4.5M				195,000.00	195,000.00			
471,500 · PennVest Loan	98,307.74	96,040.67	95,123.81	95,483.36	384,955.58			
471,800 · Peoples Note 4.5M		1,000,000.00	0.00	345,000.00	1,345,000.00			
471,000 · Debt Principal - Long and Short - Other	0.00				0.00	1,132,956.00	-1,132,956.00	
Total 471,000 · Debt Principal - Long and Short	98,307.74	1,096,040.67	95,123.81	796,483.36	2,085,955.58	1,132,956.00	952,999.58	184.12%
472,000 · Debt Interest - Long and Short								
472,500 · PennVest Loan Interest	16,188.16	21,350.17	23,714.50	23,354.95	84,607.78			
472,100 · ESSA 4.5M Interest		23,188.60	0.00	23,200.00	46,388.60			
472,400 · Wayne Bank Loan Interest		37,092.84	0.00	37,306.32	74,398.96			
472,800 · Peoples Note 4.5M		77,732.43	0.00	61,741.69	139,474.12			
472,000 · Debt Interest - Long and Short - Other	0.00				0.00	303,886.00	-303,886.00	0.00%
Total 472,000 · Debt Interest - Long and Short	16,188.16	159,363.84	23,714.50	145,602.96	344,869.46	303,886.00	40,983.46	113.49%
486,352 · Insurance Expense (Liability)	13,406.25	0.00	0.00	0.00	13,406.25	18,000.00	-4,593.75	74%
491,000 · Refund of Prior Year Revenues	125.00	0.00	0.00	0.00	125.00	0.00	125.00	100%
492,100 · Transfer to Sewer Construction	190,000.00	0.00	0.00	0.00	190,000.00	190,000.00	0.00	100%
Total Expense	726,835.52	1,691,185.74	550,407.40	1,362,859.28	4,331,287.94	3,430,253.88	901,034.06	21%
Net Income	218,370.82	264,039.39	493,452.66	-409,245.87	566,617.00	527,746.12	901,034.06	41%
CASH ACCOUNTS ENDING BALANCES								
Sewer money market				Q4 2019				
ESSA Bank Checking*	1,536,953.37	1,931,622.22	2,438,344.58	2,039,926.79				
People's Security CD	342,475.58	107,370.94	114,947.14	9,755.74				
Wayne Bank Funding & Checking Accounts	50,000.00	50,000.00	50,000.00	50,659.73				
* From balance sheet	1,929,428.95	2,088,993.16	2,603,291.72	2,100,342.26				

## Sewer Construction

### Treasurer's Report: Q4 2019

## CASH ACCOUNTS BEGINNING BALANCES

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Wayne CD's	2,000,000.00	2,000,000.00	1,024,153.67	1,024,153.67
ESSA Funding & Checking*	402,759.39	538,328.10	521,820.47	496,469.85
ESSA Funding	418,751.25	-6,081.44	-13,716.47	5,520.82
ESSA Checking	-15,991.86	544,409.54	535,536.94	490,949.03
Total Cash	<b>2,402,759.39</b>	<b>2,538,328.10</b>	<b>1,545,974.14</b>	<b>1,520,623.52</b>
* From balance sheet				

## Income

341.010 - Interest on Investments	546.20
392.000 - Transfer from Operations	190,000.00

## Total Income

190,546.20

## Expense

404.310 - Professional Services	0.00
429.200 - General Project	
Bypass Sensor	0.00
Forcemain Bypass	0.00
Jib Crane	0.00
Rain & Temperature Gauge	0.00
429.200 - General Project - Other	82.95

## Total 429.200 - General Project

82.95

## 429.313 - Engineering - Collection System

20,088.07

## 429.602 - Collection System Construction

20,710.00

## 492.000 - Transfer to Operations

0.00

## Total Expense

40,881.02

## Net Income

149,665.18

## CASH ACCOUNTS ENDING BALANCES

	Q1 2019	Q2 2019	Q3 2019	Q4 2019
Wayne CD's	2,000,000.00	1,024,153.67	1,024,153.67	1,024,153.67
ESSA Funding & Checking*	538,328.10	521,820.47	496,469.85	475,245.58
ESSA Checking	-6,081.44	-13,716.47	5,520.82	1,290.52
ESSA Funding Account	544,409.54	535,536.94	490,949.03	473,955.06
Total Cash	<b>2,538,328.10</b>	<b>1,545,974.14</b>	<b>1,520,623.52</b>	<b>1,499,399.25</b>
* From balance sheet				

	Q1 - Q4 2019	Annual Budget	\$ Over Budget	% of Budget
Income				
341.010 - Interest on Investments	50,978.15	10,000.00	40,978.15	509.78%
392.000 - Transfer from Operations	190,000.00	190,000.00	0.00	100.00%
Total Income	240,978.15	200,000.00	40,978.15	120.49%
Expense				
404.310 - Professional Services	58.50	10,000.00	-9,941.50	0.59%
429.200 - General Project				
Bypass Sensor	0.00	18,000.00	-18,000.00	0.00%
Forcemain Bypass	0.00	30,000.00	-30,000.00	0.00%
Jib Crane	0.00	36,000.00	-36,000.00	0.00%
Rain & Temperature Gauge	0.00	7,900.00	-7,900.00	0.00%
429.200 - General Project - Other	82.95	8,100.00	-8,017.05	1.02%
Total 429.200 - General Project	82.95	100,000.00	-99,917.05	0.08%
429.313 - Engineering - Collection System	62,723.72	40,000.00	22,723.72	156.81%
429.602 - Collection System Construction	67,376.65	50,000.00	17,376.65	134.75%
492.000 - Transfer to Operations	1,000,000.00	0.00	1,000,000.00	0.00%
Total Expense	1,130,241.82	200,000.00	930,241.82	565.12%
Net Income	-889,263.67	0.00	-889,263.67	100.00%

**POCONO TOWNSHIP**  
**Tuesday, January 21, 2020**

## **SUMMARY**

**Ratify**

General Fund	\$	112,834.87
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	-

**Bill List**

TOTAL General Fund	\$	139,102.19
TOTAL Sewer <u>OPERATING</u> Fund	\$	17,665.95
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	21,653.50
Liquid Fuels	\$	-

**Budget Adjustments**

\$ -

**Budget Appropriations**

\$ -

**Interfund Transfer**

**Notes:**

## POCONO TOWNSHIP CHECK LISTING

## RATIFY

Tuesday, January 21, 2020

		<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>General Fund</b>						
Payroll		01/17/2020			PAYROLL ENDING 1/12/2020	\$ 99,823.02
<b>General Expenditures</b>						
	01/07/2020	59280	PENTELEDA	TOWNSHIP/PARK MODEM RENTAL		\$ 425.92
	01/13/2020	59281	BLUE RIDGE	TOWNSHIP/POLICE PHONES		\$ 186.31
	01/13/2020	E-CHECK	CARD MEMBER SERVICES	TOWNSHIP CREDIT CARD		\$ 10,546.99
	01/14/2020	E-CHECK	PSATS 2020	2020 CONFERENCE REGISTRATION		\$ 690.00
	01/16/2020	59318	Staples	Office supplies		\$ 1,113.13
	01/16/2020	59326	District Court 43-3-03	Court fees		\$ 49.50
<b>TOTAL PAYROLL</b>						<b>\$99,823.02</b>
<b>Sewer Operating Fund</b>						
	01/07/2020	1486	PENTELEDA	PUMP STATIONS MODEM RENTAL		\$ 299.75
<b>TOTAL General Fund Bills</b>						<b>\$ 13,011.85</b>
<b>Sewer Construction Fund</b>						
						<b>\$ 299.75</b>
<b>Capital Reserve Fund</b>						
						<b>\$ -</b>
<b>TOTAL Capital Reserve Fund</b>						<b>\$ -</b>
<b>TOTAL General Fund</b>						
						112,834.87
<b>TOTAL Sewer Operating</b>						299.75
<b>TOTAL Sewer Construction</b>						-
<b>Total Capital Reserve</b>						-
<b>Transferred by:</b>						
						<b>113,134.62</b>

# POCONO TOWNSHIP CHECK LISTING

## Tuesday, January 21, 2020

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>General Fund</b>				
01/16/2020	59282	Access Office Technologies	POLICE & TWP COPIERS	\$ 779.05
01/16/2020	59283	ADP, LLC	Dec 2019 Services	\$ 1,298.31
01/16/2020	59284	Affordable Auto Parts, Inc.	PW TRUCK SUPPLIES	\$ 245.00
01/16/2020	59285	APMM	2020 Membership	\$ 165.00
01/16/2020	59286	ARGS Technology, LLC	December 2019 Police & TWP IT Services	\$ 5,294.65
01/16/2020	59287	Bartonsville Printing	Police supplies	\$ 335.00
01/16/2020	59288	BIU of PA, Inc.	Permit Fees	\$ 1,066.80
01/16/2020	59289	Brodhead Creek Regional Authority	TWP Sewer & hydrant fees	\$ 443.08
01/16/2020	59290	Broughal & DeVito, L.L.P.	Legal services	\$ 1,050.00
01/16/2020	59291	Cardmember Service	Township supplies	\$ 392.89
01/16/2020	59292	Donna Kenderdine Reporting	Professional services	\$ 357.00
01/16/2020	59293	E.M.Kutz, Inc.	PW equipment	\$ 447.14
01/16/2020	59294	Friedman Electric	PW supplies	\$ 136.94
01/16/2020	59295	Gupko, Christopher	Uniform Allowance	\$ 69.00
01/16/2020	59296	H. M. Beers, Inc.	Dec 2019 SEO Services	\$ 1,825.00
01/16/2020	59297	Howarth, Carl	Coffee Supplies	\$ 101.00
01/16/2020	59298	J & Z Professional Services LLC	January Cleaning Services	\$ 947.50
01/16/2020	59299	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 886.32
01/16/2020	59300	JDM Consultants, LLC	Jan 2020 Grant Consulting & Advocacy	\$ 2,500.00
01/16/2020	59301	Kimball Midwest	PW truck supplies	\$ 474.24
01/16/2020	59302	Medico Industries, Inc.	PW truck supplies	\$ 46.56
01/16/2020	59303	Morton Salt	Bulk safe salt	\$ 10,850.34
01/16/2020	59304	Nauman Mechanical Inc.	Building maintenance	\$ 566.15
01/16/2020	59305	Network Fleet	January GPS Service	\$ 325.45
01/16/2020	59306	P & D Emergency Services	Police equipment	\$ 117.00
01/16/2020	59307	Panko Reporting	Professional services	\$ 716.25

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
01/16/2020	59308	PAPCO, Inc.	Vehicle Fuel	\$ 2,432.76
01/16/2020	59309	PMHIC	Health insurance premium	\$ 70,134.39
01/16/2020	59310	Pocono Record	Nov/Dec 2019 Advertising	\$ 1,094.96
01/16/2020	59311	PPL Electric Utilities	Electric service township	\$ 2,587.63
01/16/2020	59312	PSATS	J Belvin 5/3/2020 ER Mgmt Education Forum	\$ 95.00
01/16/2020	59313	Rileighs Outdoor Decor	Hometown Heros Accessories	\$ 146.00
01/16/2020	59314	Shinetime Auto Wash & Lube	December Police Car Washes	\$ 36.00
01/16/2020	59315	Sirchie Fingerprint Laboratories	Police supplies	\$ 233.77
01/16/2020	59316	Site2	December IT Backup/Recovery Services	\$ 672.00
01/16/2020	59317	Sparkle Car Wash	Police vehicle maintenance	\$ 2.00
01/16/2020	59318	Staples Business Credit	Office supplies	\$ 1,113.13
01/16/2020	59319	State Workers Insurance Fund	Workers Comp Fire Dep.	\$ 2,006.00
01/16/2020	59320	STTC Service Tire Truck Centers, INC.	PW heavy equipment supplies	\$ 584.23
01/16/2020	59321	The Pennsylvania State University	Police training	\$ 1,165.00
01/16/2020	59322	Tulpehocken Mountain Spring Water Inc	Water	\$ 64.99
01/16/2020	59323	UNIFIRST Corporation	PW uniforms and mats	\$ 169.52
01/16/2020	59324	Verizon Wireless	Police IPads	\$ 100.06
01/16/2020	59325	Wilson Products Compressed Gas Co.	PW operation supplies	\$ 116.96
01/16/2020	59326	District Court 43-3-03	Court Filing Fee	\$ 49.50
01/17/2020	59327	Nationwide - 457	PAY 1 2020 EE & ER CONTRIBUTION	\$ 3,903.32
01/17/2020	59328	Kyocera Document Solutions America, Inc.	Copier rental	\$ 366.56
01/17/2020	59329	MRM Worker's Compensation Pooled Trust	JAN 2020 WORKERS COMP	\$ 11,724.32
01/17/2020	59330	Teamster Local 773 - Non-Uniform	JANUARY 2020 UNION DUES	\$ 754.00
01/17/2020	59331	Teamster Local 773 - Police	JANUARY 2020 DUES	\$ 1,496.00
01/17/2020	59332	Broughal & Devito	DEC 2019 LEGAL SERVICES	\$ 6,130.00
				<hr/>
				\$ 139,102.19



<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>Sewer Operating Fund</b>				
01/17/2020	1489	BLUE RIDGE COMMUNICATIONS	PHONE SERVICE PUMP STATION	\$ 61.07
01/17/2020	1490	BROUGHAL & DEVITO, L.L.P.	LEGAL SERVICES	\$ 465.00
01/17/2020	1491	EEMA O&M Services Group, Inc.	O & M CONTRACTED SERVICES JAN 2020	\$ 5,945.38
01/17/2020	1492	KEYSTONE ENGINEERING GROUP	engineering services	\$ 3,602.80
01/17/2020	1493	METROPOLITAN TELECOMMUNICATIONS	TELEPHONE SERVICE PUMP STATION	\$ 73.90
01/17/2020	1494	PA One Call System, Inc	sewer mapping	\$ 57.66
01/17/2020	1495	Pocono Management Associates LLC	CONTRACTED SERVICES 13/30 -1/5/2020	\$ 1,293.08
01/17/2020	1496	PPL Electric Utilities	ELECTRIC SERVICE PUMP STATIONS	\$ 2,094.43
01/17/2020	1497	Utility Locator LLC	UTILITY MARKING	\$ 4,037.50
01/17/2020	1498	Verizon	SCADA LINE	\$ 35.13

**TOTAL Sewer Operating \$ 17,665.95**

## Sewer Construction Fund

<b>Capital Reserve Fund</b>				
01/17/2020	1101	BROUGHAL & DEVITO	LEGAL SERVICES PROJECTS	\$ 172.50
01/17/2020	1102	CREATIVE WORKS	NEW WEBSITE 3RD INSTALLMENT	\$ 2,940.00
01/17/2020	1103	P&D EQUIPMENT	2019 POLICE VEHICLES OUTFITTING	\$ 18,541.00
<b>TOTAL Capital Reserve Fund</b>				<b>\$ 21,653.50</b>

## LIQUID FUELS

## ESSA

TOTAL General Fund	\$ 139,102.19
TOTAL Sewer Construction Fund	\$ -
Sewer Operating	\$ 17,665.95
Capital Reserve	\$ 21,653.50
Liquid Fuels	\$ -
<b>TOTAL ESSA TRANSFER</b>	<b>\$ 178,421.64</b>

Authorized by: \_\_\_\_\_

Transferred by: \_\_\_\_\_

5265 Glenbrook RD  
Stroudsburg PA 18360

Phone: (570)350-8141  
Fax: (570)992-3528



**Date:**  
12/15/2019

**Estimate #**  
19-000181

**Bill To:**

Pocono Twp. Police Dept.  
110 Township Drive  
Tannersville, PA 18372

**End User: (Hand Delivery)**

Pocono Two Police Dept.  
Chief Kent Werkheiser  
570.629.7323 - Phone

**Job Description:** **Unit #91:** Purchase and Installation of below equipment on a 2020 Ford Interceptor Utility. Bid also includes the onsite removal of reusable items from old car to be placed into the listed vehicle.

Qty	Stock #	Description	Unit Price	Total
1	ENFLB004MQ-0AK	SoundOff 54" NForce dual color R/B LED Lightbar w/ Flood, Alley, TD, Arrow Stick & Strobe Premp Prep Kit	\$1,850.00	<b>\$1,850.00</b>
1	MTER	Priority Green MicroTube ExtremeRange™	\$365.00	<b>\$365.00</b>
2	ELUC3H010W	SoundOff Hide-A-Ways in Headlight Area - White	\$79.00	<b>\$158.00</b>
1	SSFFP16	Activate Factory Headlight Flasher	<b>NC</b>	<b>NC</b>
1	SMEF5400	Front Flood Light for extra front scene light.	\$235.00	<b>\$235.00</b>
1	GEO600	GEO 600 LED Lightbar R/B (Facing out back window)	\$199.00	<b>\$199.00</b>
2	ELUC3H025J	SoundOff Hide-A-Ways In Tail lights area - R/B	\$79.00	<b>\$158.00</b>
1	ETSA481CSP	nERGY™ 400 Series Multi-Function Siren w/ Button Control, 100w Output	\$365.00	<b>\$365.00</b>
1	S-2009	Feniex Triton 100 Watt	\$99.00	<b>\$99.00</b>
1	C-VS-0618-INUT	Vehicle Specific Havis Consolidator w/ Cup Holder, Arm Rest, Mic Clips & brackets for mounting.	\$550.00	<b>\$550.00</b>
2	E61-WS00-1	Surface Mounted Additional Reverse Lighting	\$85.00	<b>\$170.00</b>
1	BK2168ITU20	Setina Push Bumper w/ 4 LEDs (2 front 2 side)	\$875.00	<b>\$875.00</b>
1	GK10342UHKSSCAXL	Customer Supplied Used Setina Double Weapon Mounting System w/ double handcuff style lock for ARs	<b>NC</b>	<b>NC</b>
1	PK1186ITU20	Setina [Front] XL Partition w/ Scratch Coated Sliding Window, Lower Ext.	\$675.00	<b>\$675.00</b>
1	QK0495ITU20	Setina #12 VS Expanded Metal Partition w/ TPO Seat & Center Pull Seatbelts w/ plastic seat	\$975.00	<b>\$975.00</b>
1	WK0514ITU20	Setina Scratch Resistant Steel Window Barriers	\$185.00	<b>\$185.00</b>
1	ECVCSMLEDF	SoundOff LED Light to Mount to partition	\$45.00	<b>\$45.00</b>
<b>** Continuation Page #2 **</b>				
Page 1 of 2				

1	TCU-TF120-xxx	Customer Provided DataLux Computer	NC	NC
1	TRU-KEYBD-FT2	Customer Provided DataLux Backlit keyboard	NC	NC
1	TM-5126-PIU-20	HINT On Dash Computer Mount for Utility	\$550.00	<b>\$550.00</b>
1	HVASH-ABTR-KIT1	Customer Provided DataLux Adapter to HINT Mount	NC	NC
1	CG-X	Charge Guard	\$84.00	<b>\$84.00</b>
2	487760	High Frequency Rated Antenna Wire & Con.	\$20.00	<b>\$40.00</b>
2	385608	LTE/Cellular Antenna	\$35.00	<b>\$70.00</b>
1	539404	Customer Provided AirLink GX450 LTE Cell Modem	NC	NC
1	4RE-200-GPS-ZSL	Customer Supplied Watch Guard 4RE Camera System	NC	NC
1	WTGWIRE	Watch Guard Transfer Kit Wire Harness for 4RE System	\$285.00	<b>\$285.00</b>
1	KSTRK	Customer Supplied Used Tracker System w/ cable	NC	NC
1	Misc.	Customer Supplied NetWorkCar GPS Tracker System	NC	NC
1	Misc.	Customer Supplied Fire Extinguisher & Mount	NC	NC
1	Misc.	Customer Provided APX Mobile Radio	NC	NC
1	25302	Customer Provided Used Streamlight Flashlight	NC	NC
1	461756	UHF 3db Gain Antenna & Wire	\$65.00	<b>\$65.00</b>
1	MagMic	Magnetic Mic for UHF Mobile Mic	\$34.95	<b>\$34.95</b>
1	Misc.	Misc. Install Parts (Wire,Ties, Etc)	\$215.00	<b>\$215.00</b>
1	LABOR	Installation Labor	\$3,400.00	<b>\$3,400.00</b>
1	GRAPH	New Vinyl Lettering Package to Match Fleet	\$575.00	<b>\$575.00</b>
1	WINTINT	Tint front side windows and windshield strip to match	\$150.00	<b>\$150.00</b>

Make all checks payable to P&D Emergency Services, LLC  
Payment is accepted net 30. Please note there is a 2%  
Service Charge Per Month on Balance after 30 days.

There are no warranties expressed nor implied unless otherwise stated by the  
manufacture. All Wiring done by P&D is warranted for a period of 90 days following  
installation. If you should have any questions please feel free to  
contact us at any time.

Subtotal	\$12,372.95
Shipping	\$500.00
Subtotal	\$12,872.95
Sales tax	NA
<b>Total</b>	<b>\$12,872.95</b>

**Purchase Approved By:**

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Jan 21<sup>st</sup> mtg

**POLICE REPORT FOR DECEMBER 2019**

The following are the recorded activities of the Pocono Township Police Department for the month of December 2019. Also listed are the available recorded activities for 2019 year to date, previous month, December 2018 and Year-end total 2018.

	Dec 2019	Y-T-D 2019	Nov 2019	Y-E-T 2018	Dec 2018
Incidents Investigated	853	10756	973	11740	930
Burglary / Fire Alarms Answered	87	803	94	949	79
Motor Vehicle ACC	65	552	36	595	45
Assaults	5	77	6	71	6
Narcotics	12	120	16	117	11
Criminal Arrests	24	280	26	399	31
Theft	19	164	12	325	14
DUI alcohol/drug impaired	10	116	5	139	10
Mental Health	4	75	7	84	4
Drug Overdose	1	21	3	n/a	n/a
Death Investigations	1	15	4	19	2
Assisting other agencies	35	370	47	412	25
Disorderly Conduct/Harassment	15	294	11	334	n/a
Traffic Citations Issued	91	1745	183	1650	130
Written Warnings	138	2281	225	2891	266
Traffic & Parking issues	36	384	22	354	26
911 Hang-up Calls	116	1016	80	957	93
Nuisance short Term Rental (ordinance viol) 2536	1	8	0	n/a	n/a

Mileage all Vehicles: 18,458

Income from Report Fees: \$190.25



**Bue-Morris Associates, Inc.**  
CIVIL ENGINEERS AND PLANNERS

275 South Sterling Road • P.O. Box 201 • Newfoundland, PA 18445-0201 • T: (570) 676-5473 • F: (570) 676-5473 • www.buemorris.com

January 16, 2020

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

REFERENCE: Running Lane Proposed Hotel Land Development Plan

Gentlemen:

I am writing to you at this time to waive the specific requirement set forth in the Pocono Township Subdivision and Land Development Ordinance requiring a decision by you within ninety (90) days from the date of the plan submission receipt date.

Please do not take our plan off the agenda. We agree to waive the requirement that the Board of Supervisors render a decision on our plan within the time specified in the Ordinance.

REASON FOR EXTENSION:

We are awaiting to submit the Final Land Development Plan and have minor revisions required to address. We intend to submit by the end of the month, but review and approval time is required.

ADDITIONAL TIME REQUESTED:

We would like to extend time limit until the June of 2020. Please inform me to the next deadline date for the project.

Thank you for your kind cooperation.

Very Truly Yours,

Sarah J. Bue-Morris, P.E.

cc: Silvio Vitiello, Applicant  
Melissa Prugar, P.E., Boucher & James, Inc.  
Chuck Niclaus, Islett & Associates

POCONO TOWNSHIP  
CIVIL SERVICE COMMISSION  
2019 ANNUAL REPORT



## COMMISSION MEMBERS

Jack Burns ( Chairman )

Rolland Cheeseman ( Vice Chairman )

Donald Simpson ( Secretary )

Pete Nish ( alternate )

Jim Moloughney ( alternate )

Staff support was received from Chief Kent Werkheiser, Sargent Shawn Goucher, Township Manager Donna Asure, and township administrative employees. Legal support was received from Attorney Lawrence Fox as our solicitor.

The Civil Service Board:

Was continuing to review Civil Service Rules. Process was halted.

Scheduled the process of promoting patrol officers to a Corporal position. Process included the authorization of examiners for oral and written examination.

Total expenditures incurred by this commission was \$1,410.00.

Being no further agenda, we will await any further instructions from the Board of Commissioners.

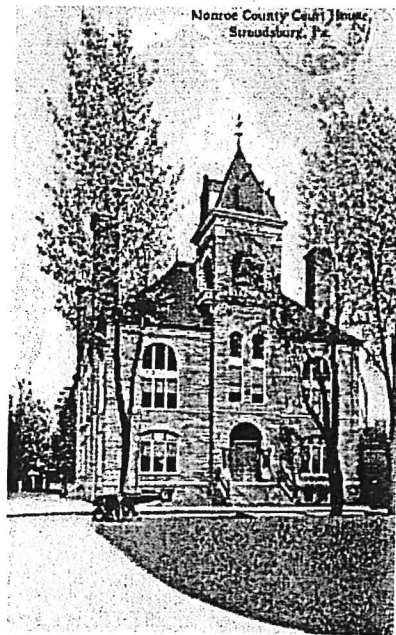
General Fund  
Transaction Detail By Account  
January through December 2019

Type	Date	Num	Name	Memo	Split	Amount	Balance
Public Safety							
410.314 - Civil Service Comm Solicitor							
Bill	02/04/2019	13001 2019	Lawrence B. Fox P.C.	Civil Service Legal 2019	200.000 - General Fund A/P	225.00	225.00
Bill	02/28/2019	75463	Broughal & DeVito, L.L.P.	File 3043-19 Gen Billing 2019	200.000 - General Fund A/P	135.00	360.00
Bill	03/05/2019	13019	Lawrence B. Fox P.C.	Civil Services - Legal	200.000 - General Fund A/P	412.50	772.50
Bill	05/01/2019	13057	Lawrence B. Fox P.C.	April 18, 19 & 22, 2019 Services	200.000 - General Fund A/P	637.50	1,410.00
Total 410.314 - Civil Service Comm Solicitor						1,410.00	1,410.00
Total Public Safety						1,410.00	1,410.00
TOTAL						1,410.00	1,410.00

# COUNTY OF MONROE

## OFFICE OF THE CONTROLLER

MARLO A. MERHIGE  
CONTROLLER



PROTHONOTARY  
2019 DEC 30 P 2:20  
MONROE COUNTY, PA

### Magisterial District Court 43-3-03

Period of Review: January 1, 2018 – December 31, 2018

Report Date: December 17, 2019

MARLO A. MERHIGE  
CONTROLLER

ONE QUAKER PLAZA, RM 206  
STROUDSBURG PA 18360

PHONE (570) 517-3120

FAX (570) 517-3860



ALLISON E. STETTLER  
DEPUTY CONTROLLER

DAVID HORVATH, ESQ.  
SOLICITOR

*Table of Contents*

	Page(s)
OPINION OF MARLO A MERHIGE MONROE COUNTY CONTROLLER .....	1-2
Statement of Cash Receipts for the Period January 1, 2018 to December 31, 2018	3
Notes to Financial Statement .....	4
Comments on Compliance/Internal Control .....	5-6
Magisterial District Judge's Response	No Response

Magisterial District Judge Daniel Kresge  
Magisterial District Court 43-3-03

***Report on Financial Statements***

We have audited the accompanying Statement of Cash Receipts of Magisterial District Court 43-3-03 for the year January 1, 2018 to December 31, 2018 (hereinafter referred to as the Schedule) and the related notes to the Schedule.

***Management's Responsibility for the Schedule***

Management is responsible for the preparation and fair presentation of this Schedule in accordance with U.S. generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedule that is free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on the Schedule based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedule. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Schedule, whether due to human error or fraud. In making those risk assessments, the auditor considers internal control relevant to management's preparation and fair presentation of the Schedule 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 management's internal control over financial reporting. Accordingly, we express no such opinion. 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 Schedule.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion on the Schedule***

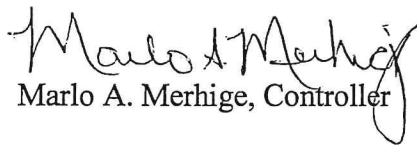
In our opinion, the Schedule referred to above presents fairly, in all material respects, the financial activity arising from cash transactions of the Magisterial District Court 43-3-03 for the years January 1, 2018 to December 31, 2018, in accordance with the U.S. generally accepted accounting principles.

As presented in Note 1, the Schedule was prepared on the basis of cash receipts which is a comprehensive basis of accounting other than generally accepted accounting principles.

Also, as discussed in Note 1, the Schedule presents only the Magisterial District Court 43-3-03 financial activity and does not purport to, and does not, present fairly the assets, liabilities, and results of operations of the County of Monroe for the years January 1, 2018 to December 31, 2018 in conformity with the cash receipts and disbursements basis of accounting.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 17, 2019 on our consideration of Magisterial District Court 43-3-03 internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering management's internal control over financial reporting and compliance.

  
Marlo A. Merhige, Controller

Date: December 17, 2019



**District Court 43-3-03**  
**Monroe County**  
**Statement Of Cash Receipts**  
**January 1, 2018 to December 31, 2018**

**Receipts:**

Vehicle Citations	63,174.45
Criminal Fines	2,031.61
Civil Fines	18,392.80
County Fines	17,345.30
Postage Reimbursements	5,339.74
Constable Reimbursements	23,353.66
Escheat Revenue	<u>739.35</u>
<b>Total Receipts ( Note 2)</b>	<b>130,376.91</b>

Disbursements to County of Monroe (Note 3)	<u>130,376.91</u>
Balance due to Monroe County per settled reports (Note 4)	-
Examination adjustments	-
Adjusted Balance due to Monroe County for	

*Notes to Financial Statement*  
*For the Period January 1, 2018 to December 31, 2018*

1. Summary of Significant Accounting Policy

A. Reporting Entity

A portion of the Magisterial District Court 43-3-03 financial activity is a part of the County of Monroe's reporting entity, included in the general fund and is subject to annual financial audit by external auditors. The remaining financial activity is part of other governmental entities. This report is only for internal audit purposes.

B. Basis of Accounting

The accounting records of the County of Monroe and the Statement of Cash Receipts is maintained on the cash receipts basis of accounting. Under this basis of accounting, revenue is recognized when cash is received and expenditures are recognized when paid. This differs from Generally Accepted Accounting Principles (GAAP) which requires the accrual basis of accounting.

C. Administrative Guidelines

An automated *Clerical Procedures Manual* is published by the Administrative Office of Pennsylvania Courts (AOPC). Each magisterial district court is required to follow the procedures mandated under the authority of Rule 505 of the Pennsylvania Rules of Judicial Administration.

D. Magisterial District Judge During the Audit Period

Daniel Kresge was the Magisterial District Judge for the period January 1, 2018 to December 31, 2018.

We have audited, in accordance with the auditing standards generally accepted in the United States of America; and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller of the United States; the accompanying Statement of Cash Receipts of Magisterial District Court 43-3-03 for the years January 1, 2018 to December 31, 2018 (hereinafter referred to as the Schedules) and have issued our report thereon dated December 17, 2019.

***Internal Control over Financial Reporting***

In planning and performing our audit of the Schedule, we considered Magisterial District Court 43-3-03 internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Schedules, but not for the purpose of expressing an opinion on the effectiveness of management's internal control. Accordingly, we do not express an opinion on the effectiveness of the Magisterial District Court 43-3-03's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention to those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. Significant deficiencies or material weaknesses may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

### ***Compliance and Other Matters***

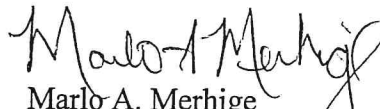
As part of obtaining reasonable assurance about whether Magisterial District Court 43-3-03 Schedules are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. Our audit also included sufficient and appropriate tests for fraud, waste and abuse and we included in our report any material (either quantitatively or qualitatively) instances we noted however, our audit procedures would not necessarily identify all instances of fraud, waste and abuse that may be reportable.

### ***Management's Response to the Audit***

If provided, the Magisterial District Court 43-3-03 response to our audit is included in this report. We did not audit Magisterial District Court 43-3-03 response and, accordingly, we do not express an opinion on it.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal controls and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. This report is intended solely for the information and use of management, the Magisterial District Judge, the Court, others within the entity, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

  
Marlo A. Merhige  
Controller Monroe County

Dated: December 17, 2019