

POCONO TOWNSHIP BOARD OF COMMISSIONERS
MEETING AGENDA
November 16, 2015
7:00 P.M.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements
 - a. There will be an executive session after the meeting to discuss union negotiations
- 4) Approval of Minutes
 - a. Commissioners special meeting, November 2, 2015
 - b. Commissioners regular meeting, November 2, 2015
 - c. Commissioners special meeting, November 10, 2015
- 5) Approval of Bills and Transfers
 - a. Check Listing, dated November 16, 2015
- 6) Amendments to Agenda
- 7) Public Comment

Comments are for any item NOT on the agenda. Comments on agenda items will be taken after each item is discussed by the Board of Commissioners, but before formal action is taken. (Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President)

- 8) Report of the President
- 9) Commissioners Comments
 - a. Mr. Gerald Lastowski, Vice President
 - b. Mr. Thomas Felver, Commissioner
 - c. Mr. Peter Nish, Commissioner
 - d. Mr. Bradley Wise, Commissioner
- 10) Reports
 - a. Emergency Services (second meeting of month)
 - i. Chief Werkheiser – Pocono Township Police
 - ii. Chief Shay – Pocono Township Volunteer Fire Co.
 - iii. Linda Smith – Central Pocono Ambulance Association, Inc.
 - b. Administration
 - i. Mr. Schuster – Township Manager
 1. 2016 Budget – Public Notice
 2. Engineers involvement in sewer inspections
 - ii. Mr. Edinger – Township Engineer
 1. Northridge Release
 - iii. Mr. DeVito – Solicitor
 1. RecDesk
 - iv. Ms. Zuvich – Treasurer
- 11) Presentations
 - a. Michael Tukeva – Crossing Abilities
 - b. Building Board of Appeals – Mike Velardi interview
- 12) Ordinances
 - a. An Ordinance for the Vacation of a portion of T-168
- 13) Resolutions
 - a. A resolution reappointing Dennis Purcell to the Planning Commission
 - b. A resolution reappointing Robert DeYoung to the Planning Commission
 - c. A resolution approving supplemental appropriations
 - d. A resolution approving a purchasing policy

- e. A resolution authorization the execution of the PennDOT documents related to the traffic signal at Discovery Drive.
- f. Resolution modifying Sanofi's resolution of conditional approval to allow them to record its modular buildings plan.

14) Public Comment

Comments are for any item NOT on the agenda. Comments on agenda items will be taken after each item is discussed by the Board of Commissioners, but before formal action is taken. (Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President)

15) Executive Session (If Necessary)

16) Adjournment

Next regular meeting – December 7, 2015 (7:00 p.m.)

| | |
|-------------------------|---------|
| Next Resolution Number: | 2015-72 |
| Next Ordinance Number: | 2015-11 |

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
SPECIAL MEETING TO INTERVIEW
AMBULANCE SERVICES
NOVEMBER 2nd, 2015 4:00 P.M**

The Special meeting of the Pocono Township Commissioners was held on 11/02/2015 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Richard Wielebinski at 4:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Rich Wielebinski, present; Jerry Lastowski, present; Tom Felver, present; Peter Nish, present; and Brad Wise, present. Gregg Schuster, Twp. Manager; and Pamela Finkbeiner, Twp. Secretary, were present.

PUBLIC COMMENT:

Linda Kresge, Twp. resident, complained about the change of ambulance service.

INTERVIEWS:

G. Schuster explained the Board had narrowed the search to three ambulance services. He noted each service would be allowed equal time to answer questions from the board.

Services interviewed:
Pocono Mountain Regional
St. Luke's
Monroe County Regional EMS (Suburban EMS)

All services were asked similar questions concerning services provided, accounting practices, staffing, training, and willingness to work with Central Pocono Ambulance.
No action taken.

PUBLIC COMMENT:

Gary A. Hoffman, Director of Communications Monroe County Public Safety Center, spoke concerning the future partnership opportunities for ambulance services.

Linda Smith, Central Pocono Ambulance, questioned why CPA wasn't allowed to address the same questions.

Jane Cilurso, Twp. resident, spoke concerning location of ambulance services.

NEXT STEPS:

The Board concurred to take no action until 11/16/2015 meeting.

ADJOURNMENT:

R. Wielebinski made a motion, seconded by P. Nish, to adjourn the meeting at 6:45 p.m. until the 7:00 p.m. regular meeting. Roll call vote: Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING

NOVEMBER 2nd, 2015 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on 11/02/2015 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Richard Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Rich Wielebinski, present; Jerry Lastowski, present; Tom Felver, present; Peter Nish, present; and Brad Wise, present.

Leo V. DeVito, Broughal & DeVito LLP, Twp. Solicitor; Gregg Schuster, Twp. Manager; and Pamela Finkbeiner, Twp. Secretary, were present.

ANNOUNCEMENTS: R. Wielebinski announced an executive session will be held after the meeting to discuss a union negotiation matter.

MINUTES:

J. Lastowski made a motion, seconded by P. Nish, to approve the Commissioners regular meeting minutes of 10/19/2015. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

BILLS AND TRANSFERS: G. Schuster requested the removal of Sewer Construction Check No. 143 - Pact Construction until additional information is received.

T. Felver made a motion, seconded by P. Nish, to approve the Bill's listing dated 11/02/2015, excluding Sewer Construction Check 143 - Pact Construction in the amount of \$110,070.95. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

AMENDMENTS TO AGENDA: G. Schuster noted 13A - Resolution for Supplemental Appropriations will be removed and Spa Castle will be moved up.

PUBLIC COMMENT: Linda Smith, Pocono Central Ambulance expressed concern that her comment from 10/19/2015 noting an ambulance company did not submit the required external audit report was not included in the minutes.

Lisa Olsen, Twp. resident, presented a petition of 306 signatures stating their concerns about the amount of additional daily traffic and the effect on the original service area of the Twp. Act 537 plan for the Spa Castle Plan.

REPORT OF THE PRESIDENT: None

COMMISSIONERS' REPORTS:

Jerry Lastowski, Commissioner, noted a meeting with Chester's Barber shop concerning a former punch list items to be completed.

The sewer committee meeting for 11/03/2015 was cancelled due to Election Day.

COMMISSIONERS' REPORTS - LASTOWSKI CONT:

The Pocono Mountain School District meeting was cancelled but will be rescheduled at a later date.

R. Wielebinski recommended Twp. residents sign up for the Township's electronic newsletter.

Diane Zwiefel questioned the new website's general contact forms.

Tom Felver, Commissioner, none.

Peter Nish, Commissioner, none.

Brad Wise, Commissioner expressed his opinion on the previous board of Supervisors and the process of becoming first class. He raised concern that the Twp. engineer has been asked not to attend the meetings. He expressed his concern that BIU is handling the inspection process instead of the Twp. Engineer.

Tom Olsen, Twp. resident objected to B. Wise's statement.

SPA Castle Wastewater Treatment Capacity - G. Schuster explained review process for the planning module. He noted both Stroud Township and Stroud Borough have chosen not to supply sewer capacity. The Pocono Township sewer committee at their 10/29/2015 meeting recommended Pocono Township not allocate treatment capacity to Spa Castle. J. Lastowski made a motion, seconded by B. Wise, to deny sewage capacity to Spa Castle Resort as recommended by the Pocono Township Sewer committee. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

SPA Castle Public notice of planning module and comment period -

R. Wielebinski made a motion, seconded by T. Felver, to authorize the Twp. Solicitor to advertise the hearing for the Spa Castle Planning Module and to hold a hearing on 12/17/2015 - time and location to be determined. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

Judi Coover, Twp. resident, questioned the process for the hearing.

Tom Olsen, Twp. resident, questioned if the full planning module can be placed online. G. Schuster will request an electronic copy for the website and a hard copy will be available for review by the public.

REPORTS:ADMINISTRATION:

Gregg Schuster, Township Manager, reviewed his report.

2016 Budget: G. Schuster explained the impact of a ½ mil or 1 mil tax reduction. Discussion followed. The board concurred on a ½ mil reduction. T. Felver questioned the cost of a generator. Discussion followed. Charlie Cilurso, Twp. resident, asked the status of the old generator. Jeff Clapper, Public Works Director, noted it was sold. Annabella Lastowski, Twp. resident, questioned what other Townships used. Jack Rader, State

Representative, noted Jackson Township had two generators, one for the Township building and one for the Fire Company. No action taken.
T. Felver, questioned the \$50,000 cost for videotaping the sewer line. M. Ambrose, Twp. engineer, noted the videos provided by RKR Hess were not satisfactory. B. Wise noted many of the laterals were incorrectly marked on the as-built plans and the new video would show their correct location. Discussion followed on concerning the benefits of re-videotaping the lines.

T. Felver questioned cost of the previous Evoqua odor study. M. Ambrose explained the benefits of the study for identifying the Hydrogen sulfite in the system. He did note he did not know of any recent reports concerning odors. B. Wise explained they are being aggressive to control corrosion on the manhole covers and equipment. No action taken. Discussion on the timeframe for adopting the budget.

T. Felver requested a special meeting to discuss the budget.

T. Felver made a motion, seconded by R. Wielebinski, to hold a special budget workshop on 11/10/2015 at 3:00 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

Mark Ambrose, Township Engineer, reviewed his report.

- a) Stadden Road Bridge project guiderail ready for installation.
- b) The repair to the sewerline is starting.
- c) Camelback Helipad and Lot 12 and Lot Combination have been recommended for approval by the Planning Commission.

A full copy of his report is available at the Township Building.

Leo DeVito, Township Solicitor -

RecDesk - L. DeVito noted he just received the RecDesk agreement for internet signup of Mt. View pavilion rentals and will review it for the next meeting.

Broski/Benninger construction easement agreement - L. DeVito noted they have reached an agreement with CTS Properties (Benninger) for an easement for sewer construction and restoration of the fountain and pond structure. T. Felver noted his attorney is the same as Mr. Broski. L. DeVito stated it is not a conflict.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the President to sign and execute the CTS Property Temporary access and Construction easement in the amount of \$2,500.00 and to authorize up to \$8,267.00 for restoration of fountain and pond structure. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

JAM Real Estate - L. DeVito explained the property is in the process of being sold and the sewer lateral connection has not been approved. The lateral was located above the minimum depth. The Sewer committee recommended the Public Works department excavate, wrap, and pave the lateral connection. Jeff Clapper, Public Works Director noted the cost should be under \$1,000.00.

JAM REAL ESTATE CONT:

Discussion followed. Jennifer Wise, Attorney for the buyer, noted the Twp. lateral was at the wrong depth. Discussion followed on the responsibility of misplaced lateral. Discussion followed on the inspection process. Sarah Bue Morris, Engineer, spoke concerning the review process. J. Lastowski suggested the Township revisit the inspection process.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the Public Works Department's excavation, wrapping and paving of the lateral as recommended by the sewer committee. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, abstained. Motion carried.

PRESENTATIONS:

Resolution 2015-70 - Camelback Conditional Lot Consolidation Plan - Mike Gable, Boucher & James, Inc., represented the plan. T. Felver questioned the recent MCCD earth disturbance reports. Dan Finn of Camelback noted he has met with John Motts, MCCD to correct the drainage violations. B. Wise made a motion, seconded by J. Lastowski, to approve Resolution 2015-70 - Camelback Lot Consolidation LDP granting conditional approval. Roll call vote: R. Wielebinski, abstained; J. Lastowski, yes; T. Felver, yes, P. Nish, no; and B. Wise, yes. Motion carried.

Resolution 2015-71 - Camelback Lot 12 and Helipad Conditional LDP - Mike Gable, Boucher & James, Inc., represented the plan. He noted the helipad cannot be approved by FAA until site work is completed. The Helipad is for emergency use only. The Planning Commission recommended conditional approval at their 10/13/2015 mtg. Discussion followed on stormwater management and current MCCD reports. J. Lastowski made a motion, seconded by P. Nish, to approve Resolution 2015-71 -Camelback Lot 12 and Helipad LDP granting conditional approval. Roll call vote: R. Wielebinski, abstained; J. Lastowski, yes; T. Felver, yes, P. Nish, no; and B. Wise, yes. Motion carried.

ORDINANCES:

Recycling and Municipal Solid Waste Ordinance - R. Wielebinski opened the hearing. Discussion followed on the requirement of Township pickup verse hauler pickup. Judi Coover, Twp. resident, requested the Township postpone the amended ordinance until more information is received. Annabella Lastowski, Twp. resident, questioned the required twice per year pickup. Discussion followed. R. Wielebinski closed the hearing. R. Wielebinski made a motion, seconded by J. Lastowski, to table the ordinance - Recycling and Municipal Solid Waste Ordinance. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, no. Motion carried.

ADJOURNMENT INTO EXECUTIVE SESSION:

R. Wielebinski made a motion, seconded by P. Nish, to adjourn into executive session to discuss union negotiations at 10:05 p.m., until 11/16/2015 at 7:00 p.m., at the Pocono Township Municipal Building. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes, P. Nish, yes; and B. Wise, yes. Motion carried.

Pocono Township Check Listing - November 16, 2015

| | <u>Date</u> | <u>Check</u> | <u>Vendor</u> | <u>Memo</u> | <u>Amount</u> |
|--------------------------------|--------------------------------------|----------------------------|--|--------------------------------------|----------------------------|
| General Fund | 11/18/2015 | ACH | Pay.gov | Obamacare reinsurance fee | 2,873.20 |
| | 10/05/2015 | 53765 | Lincoln Life | Voluntary supplemental pension | 300.00 |
| | 11/12/2015 | 53878 | Affordable Comfort Contracting, Inc. | Repair - Boiler | 200.00 |
| | 11/12/2015 | 53879 | APMM | APMM Dinner | 60.00 |
| | 11/12/2015 | 53880 | BIU of PA, Inc. | BIU | 6,230.90 |
| | 11/12/2015 | 53881 | Broughal & DeVito, L.L.P. | Legal - Planning/General | 5,714.50 |
| | 11/12/2015 | 53882 | Cargill Incorporated | Salt | 11,560.38 |
| | 11/12/2015 | 53883 | Cyphers Truck Parts | Part | 18.96 |
| | 11/12/2015 | 53884 | Eureka Stone Quarry, Inc. | Paving | 1,153.36 |
| | 11/12/2015 | 53885 | Fedish, John | Workboots | 150.00 |
| | 11/12/2015 | 53886 | H.B.W.T. Sandblasting | Truck #8 - Body repair | 5,986.25 |
| | 11/12/2015 | 53887 | J & B Auto | Police Vehicle Repair | 1,223.95 |
| | 11/12/2015 | 53888 | Kimball Midwest | Truck Parts | 193.28 |
| | 11/12/2015 | 53889 | Kost Tire & Auto Service | Vehicle Service - Police | 18.50 |
| | 11/12/2015 | 53890 | Lawrence B. Fox P.C. | Legal - Civil Service/UCC Board | 5,986.75 |
| | 11/12/2015 | 53891 | Lawson Products | Parts | 626.24 |
| | 11/12/2015 | 53892 | Manter, David | SEO Services | 865.00 |
| | 11/12/2015 | 53893 | Metropolitan Telecommunications | Phones - Police | 195.32 |
| | 11/12/2015 | 53894 | Northeast Pennsylvania Alliance | 2016 - Membership | 275.00 |
| | 11/12/2015 | 53895 | Otto, Carol | Cleaning - Two weeks | 550.00 |
| | 11/12/2015 | 53896 | P & D Emergency Services | Accident repair | 345.00 |
| | 11/12/2015 | 53897 | Panko Reporting | UCC Board of Appeals - Oceanview | 220.00 |
| | 11/12/2015 | 53898 | PAPCO, Inc. | Gasoline | 1,362.40 |
| | 11/12/2015 | 53899 | PENTELEDATA | Internet Service | 59.95 |
| | 11/12/2015 | 53900 | PMHIC | Health Insurance - December | 60,889.76 |
| | 11/12/2015 | 53901 | Pocono Record | Advertising | 452.20 |
| | 11/12/2015 | 53902 | PPL Electric Utilities | Electric - Traffic Signals/Building | 1,434.84 |
| | 11/12/2015 | 53903 | Praxair Dist Mid-Atlantic | Supplies | 22.40 |
| | 11/12/2015 | 53904 | Reliable Sign and Striping | Signage | 183.85 |
| | 11/12/2015 | 53905 | Roto Mill, Inc. | Milling of Fish Hill Road | 5,800.00 |
| | 11/12/2015 | 53906 | Staples Advantage | Stamper - ZO Office | 31.15 |
| | 11/12/2015 | 53907 | Sundance Networks, Inc. | IT Service - Police/Township | 301.00 |
| | 11/12/2015 | 53908 | T&M Associates | Engineering | 5,530.90 |
| | 11/12/2015 | 53909 | UNIFIRST Corporation | Carpets/Uniforms | 313.82 |
| | 11/12/2015 | 53910 | Unum Life Insurance | Life Insurance | 2,199.00 |
| | 11/12/2015 | 53911 | Wagner, James | Uniform Allowance/Training Expenses | 869.53 |
| | 11/12/2015 | 53912 | Waste Management of Pennsylvania, Inc. | Fall Cleanup | 2,580.31 |
| | 11/12/2015 | 53913 | Weitzmann, Weitzmann & Huffman, LLC | ZHB - Kolb (New Jersey Boom) | 1,054.50 |
| | 11/12/2015 | 53914 | Wilson Products Compressed Gas Co. | Supplies | 6.63 |
| | 11/12/2015 | 53915 | Wrecker International Inc. | Police Vehicle Repair | 31.95 |
| | 11/12/2015 | 53916 | Metropolitan Telecommunications | Phones - Township | 390.83 |
| | 11/12/2015 | 53917 | Otto, Carol | Cleaning - One week | 275.00 |
| TOTAL General Fund | | | | | <u>\$128,536.61</u> |
| Park Fund | 11/16/2015 | 53875 | Commonwealth of PA | Pesticide license | 35.00 |
| | 11/16/2015 | 53876 | Metropolitan Telecommunications | Phones | 87.28 |
| | 11/16/2015 | 53877 | PPL | Electric | 287.78 |
| | TOTAL Park Fund | | | | <u>\$410.06</u> |
| Debt Fund | 11/16/2015 | 53874 | PNC Equipment Finance | Case Loader | 1014.30 |
| | TOTAL Debt Fund | | | | <u>\$1,014.30</u> |
| Sewer Operating Fund | 11/11/2015 | 1437 | PPL | Electric for pump stations | 2,583.95 |
| | 11/11/2015 | 1438 | Broughal & DeVito | Legal for sewer operations | 863.13 |
| | 11/11/2015 | 1439 | Metropolitan Telecommunications | Phone for pumping station | 43.26 |
| | 11/11/2015 | 1440 | T&M Associates | Engineering for sewer operations | 2,487.75 |
| | 11/11/2015 | 1441 | Stephen & Patricia Howanitz | Refund of 1 EDU | 2,500.00 |
| | 11/11/2015 | 1442 | Brodhead Creek Regional Authority | December charges for sewer treatment | 70,135.61 |
| | 11/11/2015 | 1443 | Allstate Septic Systems | Sewer maintenance | 510.00 |
| | 11/11/2015 | 1444 | Blue Ridge Communications | Cable for pumping stations | 127.72 |
| | 11/11/2015 | 1445 | Eastern Penn Supply Company | Foam pipe insulation | 51.58 |
| | 11/11/2015 | 1446 | Frank Romascavage, D.O. | Immunizations for Public Works crew | 1,720.00 |
| | 11/11/2015 | 1447 | Chester's | Reimbursement for supplies | 39.21 |
| | TOTAL Emergency Services Fund | | | | <u>\$81,062.21</u> |
| Sewer Construction Fund | ESSA Bank | | | | |
| | 11/13/2015 | 144 | Broughal & DeVito | Legal for sewer construction | 435.00 |
| | 11/13/2015 | 145 | T&M Associates | Engineering for sewer construction | 8,974.00 |
| | 11/13/2015 | 146 | CTS Properties | Sewer easement | 2,500.00 |
| TOTAL ESSA Bank | | | | | <u>\$11,909.00</u> |
| TOTAL General Fund | | <u>\$128,536.61</u> | | | |
| TOTAL Park Fund | | <u>\$410.06</u> | | | |
| TOTAL Debt Fund | | <u>\$1,014.30</u> | | | |
| TOTAL ESSA Transfer | | <u>\$129,960.97</u> | | | |

Transferred by:

**Total Sewer
Operating Fund Wayne Bank \$81,062.21**

**TOTAL Sewer
Construction Fund ESSA \$11,909.00**

Authorized by:

KENT J. WERKHEISER
Chief of Police



570-629-7200

Office

9-1-1

Emergency Number

570-629-1501

Fax Number

570-992-9911

Dispatch

POCONO TOWNSHIP POLICE

110 TOWNSHIP DRIVE
TANNERSVILLE, PA 18372

POLICE REPORT FOR OCTOBER, 2015

The following are the recorded activities of the Pocono Township Police Department for the month of October 2015. Also listed are the available recorded activities for October 2014.

| | OCT 2015 | Y-T-D 2015 | OCT 2014 | Y-T-D 2014 |
|-----------------------------------|-------------|---------------|-------------|---------------|
| Incidents Investigated | 367 | 3625 | 368 | 3300 |
| Burglary Alarms Answered | 60 | 708 | 88 | 707 |
| Reportable Accidents Investigated | 22 | 205 | 21 | 147 |
| Non-Reportable Accidents | 21 | 325 | 25 | 235 |
| Criminal Investigations | 34 | 323 | 25 | 299 |
| Criminal Arrests | 35 | 334 | 34 | 293 |
| Juvenile Detentions | 1 | 7 | 1 | 8 |
| Property Receipts | 29 | 270 | 47 | 340 |
| Notification of Faulty Equipment | 146 | 1058 | 23 | 747 |
| Vehicle Reports | 2 | 20 | 0 | 12 |
| Death Investigations | 1 | 15 | 2 | 19 |
| Written Warnings | 224 | 1218 | 42 | 810 |
| Missing Persons | 1 | 6 | 1 | 7 |
| Traffic Citations Issued | 97 | 773 | 25 | 612 |
| Non-Traffic Citations Issued | 18 | 190 | 13 | 96 |
| Ski Thefts | 0 | 0 | 0 | 1 |
| 911 Hang-up Calls | 57 | 304 | 16 | 186 |

Mileage all Vehicles: 11,617

Income from Report Fees: \$600.00

MEMORANDUM

To: Board of Commissioners

cc:

From: Gregg Schuster, Township Manager

Date: 11/12/15

Re: Township Manager Report (10/30/15 – 11/12/15)

Personnel

1. One employee is currently out on workers comp and another employee is having intermittent disability due to a medical issue.
2. Chief Werkheiser is on vacation. Sgt. Goucher is the commanding officer of the police department in his absence.

Meetings

1. On 10/30/15, I attended the APMF Fall meeting and associated seminars.
2. On 11/3/15, I met with representatives from the PTVFC regarding the budget.
3. On 11/4/15, I met, along with Commissioners Lastowski and Wise, with the owner of Chester's to discuss past and current issues with sewer related construction.
4. On 11/4/15, I attended the planning team meeting for the county hazard mitigation plan.
5. On 11/10/15, I attended a Recreation Committee meeting. RecDesk, capital items, and the Recreation Plan were discussed.
6. On 11/11/15, I attended the Veteran's Day ceremony.

Administration

1. The Civil Service Commission continues to review the SOP manual and will present a recommended revision.
2. The repair of the "hump" is proceeding. A public schedule has been posted.
3. I continue to work with the County on the updated Hazard Mitigation Plan.

Finance

1. The 2016 budget is on the agenda for discussion.
2. The 2014 liquid fuels audit has been completed. A verbal comment was received regarding the timelines for submission.
3. The Act 44 disclosure form has been received.

Current Projects

1. Payment Requisition / Purchase Order System

Software continues to be demoed. A recommendation from Gina will be forthcoming.

2. Filing and Workflow System

Work continues on developing a documenting a process for the intake, processing, and filing of all work.

3. Agreement with Central Pocono

Agreement is on hold pending the outcome of the RFP process.

4. Codification

The final analysis and review has been sent to the vendor. Upon receipt of the final manuscript, it will be sent to you for review.

5. 715/611 Corridor Planning

No update.

6. CIP

A plan has been distributed for your review.

7. Municipal Security

Options for security at the municipal building will be investigated as time allows. Funding has been included in the 2016 proposed budget.

MEMORANDUM

To: Board of Commissioners

cc:

From : Gregg Schuster, Township Manager

Date: 11/12/15

Re: Recommended 2016 Budget Adjustments

As requested at the 11/10/15 Board of Commissioners meeting, I have compiled my recommended budget adjustments. The direction you gave was to prepare two options. One option was to include ambulance funding at \$110,000 and the other option was to eliminate all ambulance funding. You asked me to base this on the adjustments made in the .5 mill rate reduction option I had previously provided to you.

No changes were made to the real estate assessment estimate as we have not yet received the official numbers from the county. Although we have received an e-mail with a bottom line number, we do not know if that includes substantial TIF revenue.

Option # 1 - No Ambulance Funding

Revenue has been adjusted to take into account the latest known information and with a 1.25 decrease in the mill rate. Health insurance expenditures have been decreased as previously discussed. A transfer remains for road work beyond what was proposed in my original budget. Police overtime was increased after further discussions with Chief Werkheiser. All ambulance donations and fuel support was eliminated.

If these recommendations are acceptable to you, I recommend the following motion:

Pursuant to Article XVII, section 1701 of the First Class Township Code, to propose budgets as recommended by the Township Manager on 9/25/15 and revised with option # 1

as presented on 11/16/15 and to give public notice of said budgets with final adoption to occur at a date to be determined in December.

Option # 2 - Ambulance Funding of \$110,000

Revenue has been adjusted to take into account the latest known information and with a .6 decrease in the mill rate. Health insurance expenditures have been decreased as previously discussed. A transfer remains for road work beyond what was proposed in my original budget. Police overtime was increased after further discussions with Chief Werkheiser. Ambulance support of \$110,000 was included.

If these recommendations are acceptable to you, I recommend the following motion:

Pursuant to Article XVII, section 1701 of the First Class Township Code, to propose budgets as recommended by the Township Manager on 9/25/15 and revised with option # 2 as presented on 11/16/15 and to give public notice of said budgets with final adoption to occur at a date to be determined in December.

Option # 1

GENERAL FUND (Adjusted with 1.25 mill reduction with no ambulance expenditures)

| Account Number | Description | FY 2016 Original Budget | FY 2016 Adjusted Budget | Change |
|--|--|----------------------------|----------------------------|--------------|
| Revenue | | | | |
| 01.355.050 | Pension System State Aid | 184,992 | 204,395 | 19,403 |
| 01.301.100 | REAL PROPERTY TAX (1.25 mill reduction) | 3,134,514 | 2,920,285 | -214,229 |
| 01.395.000 | Refunds of Prior Year Expenses (Heath surplus) | 0 | 195,170 | 195,170 |
| 01.363.500 | Public Works Services | 0 | 4,500 | 4,500 |
| | Total | | | 4,843 |
| GF Expenditure | | | | |
| 01.483.194 | Unemployment Compensation | 31,000 | 25,000 | -6,000 |
| 01.401.196 | Health, Dental & Vision Insurance | 27,784 | 25,259 | -2,525 |
| 01.402.196 | Health, Dental & Vision Insurance | 22,255 | 26,274 | 4,020 |
| 01.405.196 | Health, Dental & Vision Insurance | 41,633 | 38,414 | -3,219 |
| 01.410.196 | Health, Dental & Vision Insurance | 439,969 | 435,076 | -4,893 |
| 01.414.196 | Health, Dental & Vision Insurance | 24,730 | 23,975 | -755 |
| 01.430.196 | Health, Dental & Vision Insurance | 234,577 | 223,374 | -11,203 |
| 01.483.201 | Transitional Reinsurance Fee | 2,300 | 2,873 | 573 |
| 01.492.300 | Transfer to Capital Fund | 981,896 | 1,129,242 | 147,346 |
| 01.400.540 | Donations | 1,500 | 3,000 | 1,500 |
| 01.410.180 | Overtime Wage - Police | 110,000 | 125,000 | 15,000 |
| 01.412.540 | Contributions to Ambulance | 100,000 | 0 | -100,000 |
| 01.412.231 | Ambulance Fuel | 35,000 | 0 | -35,000 |
| | Total | | | 4,843 |
| Capital Fund Expenditure | | | | |
| 30.438.610 | <u>Paving</u> | 427,448 | 574,794 | 147,346 |
| Oil and Chip | | | | |
| Fish Hill .74 Miles From Learn Road to Faber Circle | | | | |
| Vale Drive 0.12 Miles From Fish Hill to Faber Cir | | | | |
| Aspen Drive .13 miles From Fish Hill to Faber Cir | | | | |
| Robin Lane .14 miles From Fish Hill to Faber Cir | | | | |
| Aspen Heights .09 miles From Fish Hill to Tanbark | | | | |
| Tanbark Lane .14 miles From Aspen Heights to Dove Lane | | | | |
| Level and Overlay | | | | |
| Tanbark .21 Miles From Faber Circle to Aspen Heights | | | | |
| Dove Lane .09 miles From Fish Hill to Tanbark | | | | |
| Birchwood Drive .31 miles From Woodland to Elwood | | | | |
| Elwood Drive .16 miles From Woodland to Birchwood | | | | |

Option # 2

GENERAL FUND (Adjusted with .6 mill reduction with \$110,000 of ambulance expenditures)

| Account Number | Description | FY 2016 Original Budget | FY 2016 Adjusted Budget | Change |
|--|--|----------------------------|----------------------------|----------------|
| Revenue | | | | |
| 01.355.050 | Pension System State Aid | 184,992 | 204,395 | 19,403 |
| 01.301.100 | REAL PROPERTY TAX (.6 mill reduction) | 3,134,514 | 3,031,684 | -102,830 |
| 01.395.000 | Refunds of Prior Year Expenses (Heath surplus) | 0 | 195,170 | 195,170 |
| 01.363.500 | Public Works Services | 0 | 4,500 | 4,500 |
| Total | | | | 116,242 |
| GF Expenditure | | | | |
| 01.483.194 | Unemployment Compensation | 31,000 | 25,000 | -6,000 |
| 01.401.196 | Health, Dental & Vision Insurance | 27,784 | 25,259 | -2,525 |
| 01.402.196 | Health, Dental & Vision Insurance | 22,255 | 26,274 | 4,020 |
| 01.405.196 | Health, Dental & Vision Insurance | 41,633 | 38,414 | -3,219 |
| 01.410.196 | Health, Dental & Vision Insurance | 439,969 | 435,076 | -4,893 |
| 01.414.196 | Health, Dental & Vision Insurance | 24,730 | 23,975 | -755 |
| 01.430.196 | Health, Dental & Vision Insurance | 234,577 | 223,374 | -11,203 |
| 01.483.201 | Transitional Reinsurance Fee | 2,300 | 2,873 | 573 |
| 01.492.300 | Transfer to Capital Fund | 981,896 | 1,130,641 | 148,745 |
| 01.400.540 | Donations | 1,500 | 3,000 | 1,500 |
| 01.410.180 | Overtime Wage - Police | 110,000 | 125,000 | 15,000 |
| 01.412.540 | Contributions to Ambulance | 100,000 | 110,000 | 10,000 |
| 01.412.231 | Ambulance Fuel | 35,000 | 0 | -35,000 |
| Total | | | | 116,242 |
| Capital Fund Expenditure | | | | |
| 30.438.610 | <u>Paving</u> | 427,448 | 576,193 | 148,745 |
| Oil and Chip | | | | |
| Fish Hill .74 Miles From Learn Road to Faber Circle | | | | |
| Vale Drive 0.12 Miles From Fish Hill to Faber Cir | | | | |
| Aspen Drive .13 miles From Fish Hill to Faber Cir | | | | |
| Robin Lane .14 miles From Fish Hill to Faber Cir | | | | |
| Aspen Heights .09 miles From Fish Hill to Tanbark | | | | |
| Tanbark Lane .14 miles From Aspen Heights to Dove Lane | | | | |
| Level and Overlay | | | | |
| Tanbark .21 Miles From Faber Circle to Aspen Heights | | | | |
| Dove Lane .09 miles From Fish Hill to Tanbark | | | | |
| Birchwood Drive .31 miles From Woodland to Elwood | | | | |
| Elwood Drive .16 miles From Woodland to Birchwood | | | | |

FOUR SEASONS AT CAMELBACK, L.P.
700 SOUTH HENDERSON ROAD, SUITE 202
KING OF PRUSSIA, PA 19406
(610) 945-1655

November 5, 2015

VIA ELECTRONIC MAIL AND U.S. POSTAL SERVICE

Mr. Richard Wielebinski
President
Pocono Township Commissioners
P.O. Box 197
112 Municipal Drive
Tannersville, PA 18372

Subject: Request for Reduction of Escrow #13
Northridge at Camelback Phases 11-16
Pocono Township, Monroe County, Pennsylvania

Dear Mr. Wielebinski:

In accordance with the provisions of the Pocono Township (the "Township") Subdivision and Land Development Ordinance, Four Seasons at Camelback, L.P. hereby requests an inspection of the development improvements itemized on the attached schedule. All of the itemized improvements are complete, performed in accordance with the approved plans, and are prepared for the Township's inspection. Upon verification by the Township Engineer, please give favorable consideration to the release of **\$207,630.79** from the escrowed funds.

Should you have any questions, please do not hesitate to contact us at the address listed above or by telephone at (610) 812-7937.

Sincerely,

FOUR SEASONS AT CAMELBACK, L.P.



Richard P. Almquist, Jr.
Vice President of Land Development

Enclosure

cc. Ms. Pamela Finkbeiner – Pocono Township
Mr. Timothy J. Edinger, P.E. – T&M Associates (*via electronic mail*)
Mr. Matthew D. Harleman – T&M Associates (*via electronic mail*)
Mr. Kevin Fruck, P.E. – Cornerstone (*via electronic mail*)

**FOUR SEASONS AT CAMELBACK, L.P.
NORTHRIDGE PHASES 11-16**

ESCROW REDUCTION BOND TRACKING SUMMARY

REQUEST #13

| BOND TRACKING - ALL PRIOR RELEASES | |
|---|------------------------|
| ORIGINAL TOWNSHIP ESTIMATE | \$ 3,887,183.51 |
| 10% CONTINGENCY | \$ 388,718.35 |
| TOTAL ORIGINAL BOND AMOUNT | \$ 4,275,901.86 |
| ALL PRIOR BOND AMOUNTS RELEASED | \$ 3,036,524.72 |
| REMAINING BOND AMOUNT - PRIOR RELEASES | \$ 1,239,377.14 |

| BOND TRACKING - AFTER CURRENT RELEASE REQUEST | |
|--|------------------------|
| ORIGINAL TOWNSHIP ESTIMATE | \$ 3,887,183.51 |
| 10% CONTINGENCY | \$ 388,718.35 |
| TOTAL ORIGINAL BOND AMOUNT | \$ 4,275,901.86 |
| TOTAL RELEASES (INCL. CURRENT REQUEST) | \$ 3,244,155.51 |
| REMAINING BOND AMOUNT - AFTER CURRENT REQUEST | \$ 1,031,746.35 |

NORTHRIDGE AT CAMELBACK

Twp Request 13

APPLICATION NO: 13
PERIOD TO: 09/25/15

SRI Application 14

| ITEM NO. | B | | | | C | D | | | E | | TOTAL UNITS TO DATE | G | | H | |
|----------|---|---------|-----|-------------|--------------|-----------------|----------------|-----------------------------------|-------------------|-------------|---------------------|--|-----------|---|---------------------------|
| | DESCRIPTION OF WORK | UNITS | UOM | UNIT PRICE | | SCHEDULED VALUE | WORK COMPLETED | | | | | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | | BALANCE TO FINISH (C - G) |
| | | | | | | | PREVIOUS UNITS | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD UNITS | THIS PERIOD | | | | | |
| | Initial Construction Sequence Camelback | | | | | | | | | | | | | | |
| A1 | Mobilization | 1.0 | LS | \$ 6,000.00 | \$6,000.00 | 1.00 | \$6,000.00 | 0 | \$0.00 | 1.00 | \$6,000.00 | 100.0% | \$0.00 | | |
| A2 | Surveying | 1.0 | LS | \$ 7,000.00 | \$7,000.00 | 1.00 | \$7,000.00 | 0 | \$0.00 | 1.00 | \$7,000.00 | 100.0% | \$0.00 | | |
| A3 | Clearing and Grubbing | 5.0 | AC | \$ 3,750.00 | \$18,750.00 | 5.00 | \$18,750.00 | 0 | \$0.00 | 5.00 | \$18,750.00 | 100.0% | \$0.00 | | |
| A4 | Construction Entrance | 3.0 | EA | \$ 2,000.00 | \$6,000.00 | 3.00 | \$6,000.00 | 0 | \$0.00 | 3.00 | \$6,000.00 | 100.0% | \$0.00 | | |
| A5 | 18" Filter Fabric Fence | 315.0 | LF | \$ 3.00 | \$945.00 | 315.00 | \$945.00 | 0 | \$0.00 | 315.00 | \$945.00 | 100.0% | \$0.00 | | |
| A6 | 30" Filter Fabric Fence | 2935.0 | LF | \$ 4.25 | \$12,473.75 | 2935.00 | \$12,473.75 | 0 | \$0.00 | 2935.00 | \$12,473.75 | 100.0% | \$0.00 | | |
| A7 | Super Filter Fabric Fence | 1390.0 | LF | \$ 7.00 | \$9,730.00 | 1390.00 | \$9,730.00 | 0 | \$0.00 | 1390.00 | \$9,730.00 | 100.0% | \$0.00 | | |
| A8 | Inlet Protection | 22.0 | EA | \$ 135.00 | \$2,970.00 | 22.00 | \$2,970.00 | 0 | \$0.00 | 22.00 | \$2,970.00 | 100.0% | \$0.00 | | |
| A9 | Cut to Fill | 752.0 | CY | \$ 6.25 | \$4,700.00 | 752.00 | \$4,700.00 | 0 | \$0.00 | 752.00 | \$4,700.00 | 100.0% | \$0.00 | | |
| A10 | Excess Cut to Site Fill | 3216.0 | CY | \$ 9.00 | \$28,944.00 | 3216.00 | \$28,944.00 | 0 | \$0.00 | 3216.00 | \$28,944.00 | 100.0% | \$0.00 | | |
| A11 | Site Grading | 3774.0 | SY | \$ 2.00 | \$7,548.00 | 3774.00 | \$7,548.00 | 0 | \$0.00 | 3774.00 | \$7,548.00 | 100.0% | \$0.00 | | |
| A12 | Erosion Control | 10238.0 | ST | \$ 2.25 | \$23,035.50 | 10238.00 | \$23,035.50 | 0 | \$0.00 | 10238.00 | \$23,035.50 | 100.0% | \$0.00 | | |
| A13 | Landlock Erosion Control Matting | 4374.0 | SF | \$ 12.00 | \$52,488.00 | 4374.00 | \$52,488.00 | 0 | \$0.00 | 4374.00 | \$52,488.00 | 100.0% | \$0.00 | | |
| A14 | Temporary Seeding | 3774.0 | ST | \$ 0.50 | \$1,887.00 | 3774.00 | \$1,887.00 | 0 | \$0.00 | 3774.00 | \$1,887.00 | 100.0% | \$0.00 | | |
| A15 | Repair Sediment Traps/Remove Sed | 5500.0 | ST | \$ 3.50 | \$19,250.00 | 5500.00 | \$19,250.00 | 0 | \$0.00 | 5500.00 | \$19,250.00 | 100.0% | \$0.00 | | |
| A16 | 15"HDPE Pipe | 210.0 | LF | \$ 40.00 | \$8,400.00 | 210.00 | \$8,400.00 | 0 | \$0.00 | 210.00 | \$8,400.00 | 100.0% | \$0.00 | | |
| A17 | Catch Basin Structures | 2.0 | EA | \$ 2,900.00 | \$5,800.00 | 2.00 | \$5,800.00 | 0 | \$0.00 | 2.00 | \$5,800.00 | 100.0% | \$0.00 | | |
| A18 | End Wall | 1.0 | EA | \$ 1,900.00 | \$1,900.00 | 1.00 | \$1,900.00 | 0 | \$0.00 | 1.00 | \$1,900.00 | 100.0% | \$0.00 | | |
| A19 | Stilling Basin | 110.0 | SY | \$ 50.00 | \$5,500.00 | 110.00 | \$5,500.00 | 0 | \$0.00 | 110.00 | \$5,500.00 | 100.0% | \$0.00 | | |
| A20 | 24" HDPE Pipe | 342.0 | LF | \$ 53.00 | \$18,126.00 | 342.00 | \$18,126.00 | 0 | \$0.00 | 342.00 | \$18,126.00 | 100.0% | \$0.00 | | |
| A21 | Manhole Structures | 1.0 | EA | \$ 2,600.00 | \$2,600.00 | 1.00 | \$2,600.00 | 0 | \$0.00 | 1.00 | \$2,600.00 | 100.0% | \$0.00 | | |
| A22 | Catch Basin Structures | 3.0 | EA | \$ 2,900.00 | \$8,700.00 | 3.00 | \$8,700.00 | 0 | \$0.00 | 3.00 | \$8,700.00 | 100.0% | \$0.00 | | |
| A23 | End Wall | 1.0 | EA | \$ 1,900.00 | \$1,900.00 | 1.00 | \$1,900.00 | 0 | \$0.00 | 1.00 | \$1,900.00 | 100.0% | \$0.00 | | |
| A24 | Rip Rap Outfall Apron | 10.0 | SY | \$ 40.00 | \$400.00 | 10.00 | \$400.00 | 0 | \$0.00 | 10.00 | \$400.00 | 100.0% | \$0.00 | | |
| A25 | 18"HDPE Pipe | 222.0 | LF | \$ 44.00 | \$9,768.00 | 222.00 | \$9,768.00 | 0 | \$0.00 | 222.00 | \$9,768.00 | 100.0% | \$0.00 | | |
| | SUBTOTAL | | | | \$264,815.25 | | \$264,815.25 | | \$0.00 | | \$264,815.25 | | \$0.00 | | |

NORTHRIDGE AT CAMELBACK

Twp Request

13

APPLICATION NO: 13
PERIOD TO: 09/25/15

SRI Application

14

| A | B | | | | C | | D | | E | | G | H | |
|----------|--|--------|----|-------------|-----------------|----------------|-----------------------------------|-------------------|-------------|---------------------|--|-----------|---------------------------|
| ITEM NO. | DESCRIPTION OF WORK | UNITS | UM | UNIT PRICE | SCHEDULED VALUE | WORK COMPLETED | | | | TOTAL UNITS TO DATE | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | BALANCE TO FINISH (C - G) |
| | | | | | | PREVIOUS UNITS | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD UNITS | THIS PERIOD | | | | |
| | Initial Construction Sequence Cont'd Camelback | | | | | | | | | | | | |
| A26 | 24"HDPE Pipe | 622.0 | LF | \$ 53.00 | \$32,966.00 | 622.0 | \$32,966.00 | 0.0 | \$0.00 | 622.0 | \$32,966.00 | 100.00% | \$0.00 |
| A27 | 30"HDPE Pipe | 235.0 | LF | \$ 60.00 | \$14,100.00 | 235.0 | \$14,100.00 | 0.0 | \$0.00 | 235.0 | \$14,100.00 | 100.00% | \$0.00 |
| A28 | Manhole Structures | 4.0 | EA | \$ 2,600.00 | \$10,400.00 | 4.0 | \$10,400.00 | 0.0 | \$0.00 | 4.0 | \$10,400.00 | 100.00% | \$0.00 |
| A29 | Catch Basin Structures | 11.0 | EA | \$ 2,900.00 | \$31,900.00 | 11.0 | \$31,900.00 | 0.0 | \$0.00 | 11.0 | \$31,900.00 | 100.00% | \$0.00 |
| A30 | End Wall | 1.0 | EA | \$ 1,900.00 | \$1,900.00 | 1.0 | \$1,900.00 | 0.0 | \$0.00 | 1.0 | \$1,900.00 | 100.00% | \$0.00 |
| A31 | Rip Rap Outfall Apron | 10.0 | SY | \$ 40.00 | \$400.00 | 10.0 | \$400.00 | 0.0 | \$0.00 | 10.0 | \$400.00 | 100.00% | \$0.00 |
| A32 | Excess Cut to Site Fill | 312.0 | CY | \$ 9.00 | \$2,808.00 | 312.0 | \$2,808.00 | 0.0 | \$0.00 | 312.0 | \$2,808.00 | 100.00% | \$0.00 |
| A33 | Grouted Rip Rap Swale | 298.0 | SY | \$ 60.00 | \$17,880.00 | 298.0 | \$17,880.00 | 0.0 | \$0.00 | 298.0 | \$17,880.00 | 100.00% | \$0.00 |
| A34 | 30"HDPE Pipe | 114.0 | LF | \$ 60.00 | \$6,840.00 | 114.0 | \$6,840.00 | 0.0 | \$0.00 | 114.0 | \$6,840.00 | 100.00% | \$0.00 |
| A35 | Underground Infiltration System | 40.0 | LF | \$ 82.00 | \$3,280.00 | 40.0 | \$3,280.00 | 0.0 | \$0.00 | 40.0 | \$3,280.00 | 100.00% | \$0.00 |
| A36 | 48"Seepage Inlet | 1.0 | EA | \$ 4,000.00 | \$4,000.00 | 1.0 | \$4,000.00 | 0.0 | \$0.00 | 1.0 | \$4,000.00 | 100.00% | \$0.00 |
| A37 | Outfall Structure | 1.0 | EA | \$ 5,000.00 | \$5,000.00 | 1.0 | \$5,000.00 | 0.0 | \$0.00 | 1.0 | \$5,000.00 | 100.00% | \$0.00 |
| A38 | End Wall | 1.0 | EA | \$ 1,900.00 | \$1,900.00 | 1.0 | \$1,900.00 | 0.0 | \$0.00 | 1.0 | \$1,900.00 | 100.00% | \$0.00 |
| A39 | 18"HDPE Pipe | 140.0 | LF | \$ 44.00 | \$6,160.00 | 140.0 | \$6,160.00 | 0.0 | \$0.00 | 140.0 | \$6,160.00 | 100.00% | \$0.00 |
| A40 | End Wall/Head Wall | 2.0 | EA | \$ 1,900.00 | \$3,800.00 | 2.0 | \$3,800.00 | 0.0 | \$0.00 | 2.0 | \$3,800.00 | 100.00% | \$0.00 |
| A41 | Rip Rap Outfall Apron | 14.0 | SY | \$ 40.00 | \$560.00 | 14.0 | \$560.00 | 0.0 | \$0.00 | 14.0 | \$560.00 | 100.00% | \$0.00 |
| A42 | Temporary Seeding | 3200.0 | SY | \$ 0.50 | \$1,600.00 | 3200.0 | \$1,600.00 | 0.0 | \$0.00 | 3200.0 | \$1,600.00 | 100.00% | \$0.00 |
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NORTHRIDGE AT CAMELBACK

TwP Request 13 APPLICATION NO: 13
 SRI Application 14 PERIOD TO: 09/25/15

| A | B | | | | C | | D | | E | | G | H | |
|----------|---|--------|-----|-------------|-----------------|----------------|-----------------------------------|-------------------|-------------|---------------------|--|-----------|---------------------------|
| ITEM NO. | DESCRIPTION OF WORK General Construction Sequence Deer Valley | UNITS | UOM | UNIT PRICE | SCHEDULED VALUE | WORK COMPLETED | | | | TOTAL UNITS TO DATE | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | BALANCE TO FINISH (C - G) |
| | | | | | | PREVIOUS UNITS | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD UNITS | THIS PERIOD | | | | |
| B1 | 15" HDPE Pipe | 759.0 | LF | \$ 40.00 | \$30,360.00 | 759.0 | \$30,360.00 | 0.00 | \$0.00 | 759.00 | \$30,360.00 | 100.00% | \$0.00 |
| B2 | 18"HDPE Pipe | 97.0 | LF | \$ 44.00 | \$4,268.00 | 97.0 | \$4,268.00 | 0.00 | \$0.00 | 97.00 | \$4,268.00 | 100.00% | \$0.00 |
| B3 | Manhole | 3.0 | EA | \$ 2,600.00 | \$7,800.00 | 3.0 | \$7,800.00 | 0.00 | \$0.00 | 3.00 | \$7,800.00 | 100.00% | \$0.00 |
| B4 | Catch Basin Structures | 8.0 | EA | \$ 2,900.00 | \$23,200.00 | 8.0 | \$23,200.00 | 0.00 | \$0.00 | 8.00 | \$23,200.00 | 100.00% | \$0.00 |
| B5 | 18" HDPE Pine | 68.0 | LF | \$ 44.00 | \$2,992.00 | 68.0 | \$2,992.00 | 0.00 | \$0.00 | 68.00 | \$2,992.00 | 100.00% | \$0.00 |
| B6 | Catch Basin Structures | 1.0 | EA | \$ 2,900.00 | \$2,900.00 | 1.0 | \$2,900.00 | 0.00 | \$0.00 | 1.00 | \$2,900.00 | 100.00% | \$0.00 |
| B7 | Head Wall | 1.0 | EA | \$ 1,900.00 | \$1,900.00 | 1.0 | \$1,900.00 | 0.00 | \$0.00 | 1.00 | \$1,900.00 | 100.00% | \$0.00 |
| B8 | Rock filter | 1.0 | EA | \$ 1,200.00 | \$1,200.00 | 1.0 | \$1,200.00 | 0.00 | \$0.00 | 1.00 | \$1,200.00 | 100.00% | \$0.00 |
| B9 | 36" HDPE Pipe | 18.0 | LF | \$ 75.00 | \$1,350.00 | 18.0 | \$1,350.00 | 0.00 | \$0.00 | 18.00 | \$1,350.00 | 100.00% | \$0.00 |
| B10 | Type M Outlet Structure | 1.0 | EA | \$ 2,900.00 | \$2,900.00 | 1.0 | \$2,900.00 | 0.00 | \$0.00 | 1.00 | \$2,900.00 | 100.00% | \$0.00 |
| B11 | Cut to fill | 156.0 | CY | \$ 6.25 | \$975.00 | 156.0 | \$975.00 | 0.00 | \$0.00 | 156.00 | \$975.00 | 100.00% | \$0.00 |
| B12 | Excess to Site fill | 347.0 | CY | \$ 9.00 | \$3,123.00 | 347.0 | \$3,123.00 | 0.00 | \$0.00 | 347.00 | \$3,123.00 | 100.00% | \$0.00 |
| B13 | Temporary Seeding | 1790.0 | SY | \$ 0.50 | \$895.00 | 1790.0 | \$895.00 | 0.00 | \$0.00 | 1790.00 | \$895.00 | 100.00% | \$0.00 |
| B14 | Underground Infil System | 100.0 | LF | \$ 82.00 | \$8,200.00 | 100.0 | \$8,200.00 | 0.00 | \$0.00 | 100.00 | \$8,200.00 | 100.00% | \$0.00 |
| B15 | 48" Seepage Inlet | 2.0 | EA | \$ 4,000.00 | \$8,000.00 | 2.0 | \$8,000.00 | 0.00 | \$0.00 | 2.00 | \$8,000.00 | 100.00% | \$0.00 |
| B16 | Temporary Seeding | 1600.0 | SY | \$ 0.50 | \$800.00 | 1600.0 | \$800.00 | 0.00 | \$0.00 | 1600.00 | \$800.00 | 100.00% | \$0.00 |
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NORTHRIDGE AT CAMELBACK

Twp Request 13 APPLICATION NO: 13
 SRI Application 14 PERIOD TO: 09/25/15

| ITEM NO. | DESCRIPTION OF WORK | UNITS | UOM | UNIT PRICE | SCHEDULED VALUE | WORK COMPLETED | | | | TOTAL UNITS TO DATE | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | BALANCE TO FINISH (C - G) |
|------------------|-----------------------------|----------|-----|-------------|-----------------|----------------|-----------------------------------|-------------------|-------------|---------------------|--|-----------|---------------------------|
| | | | | | | PREVIOUS UNITS | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD UNITS | THIS PERIOD | | | | |
| C1 | Mobilization | 1.00 | LS | \$ 4,000.00 | \$4,000.00 | 1.00 | \$4,000.00 | 0.00 | \$0.00 | 1.00 | \$4,000.00 | 100.00% | \$0.00 |
| C2 | Surveying | 1.00 | LS | \$ 4,000.00 | \$4,000.00 | 1.00 | \$4,000.00 | 0.00 | \$0.00 | 1.00 | \$4,000.00 | 100.00% | \$0.00 |
| C3 | Clearing and Grubbing | 1.00 | LS | \$ 4,000.00 | \$4,000.00 | 1.00 | \$4,000.00 | 0.00 | \$0.00 | 1.00 | \$4,000.00 | 100.00% | \$0.00 |
| C4 | Strip Topsoil and Stockpile | 1703.00 | CY | \$ 6.50 | \$11,069.50 | 1703.00 | \$11,069.50 | 0.00 | \$0.00 | 1703.00 | \$11,069.50 | 100.00% | \$0.00 |
| C5 | Cut t Fill | 217.00 | CY | \$ 6.25 | \$1,356.25 | 217.00 | \$1,356.25 | 0.00 | \$0.00 | 217.00 | \$1,356.25 | 100.00% | \$0.00 |
| C6 | Cut to Excess Stockpile | 6247.00 | CY | \$ 9.00 | \$56,223.00 | 6247.00 | \$56,223.00 | 0.00 | \$0.00 | 6247.00 | \$56,223.00 | 100.00% | \$0.00 |
| C7 | Site Grading | 25648.00 | SY | \$ 2.00 | \$51,296.00 | 25648.00 | \$51,296.00 | 0.00 | \$0.00 | 25648.00 | \$51,296.00 | 100.00% | \$0.00 |
| C8 | Respread Stockpiled Top | 1703.00 | CY | \$ 10.00 | \$17,030.00 | 1703.00 | \$17,030.00 | 0.00 | \$0.00 | 1703.00 | \$17,030.00 | 100.00% | \$0.00 |
| C9 | Temporary Seeding | 14466.00 | SY | \$ 0.50 | \$7,233.00 | 14466.00 | \$7,233.00 | 0.00 | \$0.00 | 14466.00 | \$7,233.00 | 100.00% | \$0.00 |
| C100 | Concrete Curb | 2580.00 | LF | \$ 26.50 | \$68,370.00 | 2580.00 | \$68,370.00 | 0.00 | \$0.00 | 2580.00 | \$68,370.00 | 100.00% | \$0.00 |
| C110 | 1" Asphalt Wearing Course | 9804.00 | SY | \$ 8.00 | \$78,432.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00% | \$78,432.00 |
| C120 | 1.5" Asphalt Base Course | 9804.00 | SY | \$ 12.00 | \$117,648.00 | 0.00 | \$0.00 | 7344.00 | \$88,128.00 | 7344.00 | \$88,128.00 | 74.91% | \$29,520.00 |
| C130 | 6" #2A Stone Base | 9804.00 | SY | \$ 7.50 | \$73,530.00 | 8823.60 | \$66,177.00 | 0.00 | \$0.00 | 8823.60 | \$66,177.00 | 90.00% | \$7,353.00 |
| C140 | 4" Stone Shoulder | 2072.00 | SY | \$ 8.00 | \$16,576.00 | 1657.60 | \$13,260.80 | 0.00 | \$0.00 | 1657.60 | \$13,260.80 | 80.00% | \$3,315.20 |
| SUB-TOTALS PG. 4 | | SUBTOTAL | | | \$510,763.75 | | \$304,015.55 | 7344.00 | \$88,128.00 | | \$392,143.55 | | \$118,620.20 |

NORTHRIDGE AT CAMELBACK

TwP Request 13
SRI Application 14

APPLICATION NO: 13
PERIOD TO: 09/25/15

| A | B | | | | C | | D | | E | | G | H | |
|------|--------------------------|--------|-----|--------------|--------------|----------------|---------------|-------------|-------------|---------|--------------|-----------|------------|
| ITEM | DESCRIPTION OF WORK | | | | SCHEDULED | WORK COMPLETED | | | | TOTAL | % | BALANCE | |
| NO. | Camelback Deer Valley | | | | VALUE | | FROM PREVIOUS | | | UNITS | COMPLETED | TO FINISH | |
| | Sanitary Sewer/Watermain | UNITS | UOM | UNIT PRICE | | PREVIOUS | APPLICATION | THIS PERIOD | THIS PERIOD | TO DATE | AND STORED | (C ÷ C) | TO FINISH |
| | | | | | | UNITS | (D + E) | UNITS | | | TO DATE | | (C - G) |
| | | | | | | | | | | | (D+E+F) | | |
| D1 | Mobilization | 1.0 | LS | \$ 5,000.00 | \$5,000.00 | 1.0 | \$5,000.00 | 0.0 | \$0.00 | 1.0 | \$5,000.00 | 100.00% | \$0.00 |
| D2 | Survey | 1.0 | LS | \$ 4,000.00 | \$4,000.00 | 1.0 | \$4,000.00 | 0.0 | \$0.00 | 1.0 | \$4,000.00 | 100.00% | \$0.00 |
| D3 | Clearing and Grubbing | 1.0 | LS | \$ 7,500.00 | \$7,500.00 | 1.0 | \$7,500.00 | 0.00 | \$0.00 | 1.0 | \$7,500.00 | 100.00% | \$0.00 |
| D4 | Connect to Existing Mh | 1.0 | EA | \$ 3,000.00 | \$3,000.00 | 1.0 | \$3,000.00 | 0.0 | \$0.00 | 1.0 | \$3,000.00 | 100.00% | \$0.00 |
| D5 | 8"PVC SDR-35 | 2495.0 | LF | \$ 44.00 | \$109,780.00 | 2495.0 | \$109,780.00 | 0.0 | \$0.00 | 2495.0 | \$109,780.00 | 100.00% | \$0.00 |
| D6 | 4"PVC SDR-35 | 644.0 | LF | \$ 40.00 | \$25,760.00 | 644.0 | \$25,760.00 | 0.0 | \$0.00 | 644.0 | \$25,760.00 | 100.00% | \$0.00 |
| D7 | Sanitary Manhole | 16.0 | EA | \$ 3,400.00 | \$54,400.00 | 16.0 | \$54,400.00 | 0.0 | \$0.00 | 16.0 | \$54,400.00 | 100.00% | \$0.00 |
| D8 | 2"Sch.40Force Mani | 900.0 | LF | \$ 28.00 | \$25,200.00 | 900.0 | \$25,200.00 | 0.0 | \$0.00 | 900.0 | \$25,200.00 | 100.00% | \$0.00 |
| D9 | 1.5" Sch.40 Force Main | 120.0 | LF | \$ 26.00 | \$3,120.00 | 120.0 | \$3,120.00 | 0.0 | \$0.00 | 120.0 | \$3,120.00 | 100.00% | \$0.00 |
| D10 | Testing | 1.0 | LS | \$ 7,500.00 | \$7,500.00 | 0.3 | \$2,250.00 | 0.0 | \$0.00 | 0.3 | \$2,250.00 | 30.00% | \$5,250.00 |
| D11 | Connect to Existing 12" | 2.0 | EA | \$ 2,500.00 | \$5,000.00 | 2.0 | \$5,000.00 | 0.0 | \$0.00 | 2.0 | \$5,000.00 | 100.00% | \$0.00 |
| D12 | 12"DR18Pipe | 3420.0 | LF | \$ 50.00 | \$171,000.00 | 3420.0 | \$171,000.00 | 0.0 | \$0.00 | 3420.0 | \$171,000.00 | 100.00% | \$0.00 |
| D13 | 6"DR18 Pipe | 140.0 | LF | \$ 42.00 | \$5,880.00 | 140.0 | \$5,880.00 | 0.0 | \$0.00 | 140.0 | \$5,880.00 | 100.00% | \$0.00 |
| D14 | 12"Gate valve | 5.0 | EA | \$ 3,500.00 | \$17,500.00 | 5.0 | \$17,500.00 | 0.0 | \$0.00 | 5.0 | \$17,500.00 | 100.00% | \$0.00 |
| D15 | 6"Gate Valve | 5.0 | EA | \$ 2,400.00 | \$12,000.00 | 5.0 | \$12,000.00 | 0.0 | \$0.00 | 5.0 | \$12,000.00 | 100.00% | \$0.00 |
| D16 | Fire Hydrnts | 5.0 | EA | \$ 5,250.00 | \$26,250.00 | 5.0 | \$26,250.00 | 0.0 | \$0.00 | 5.0 | \$26,250.00 | 100.00% | \$0.00 |
| D17 | Pressure Reducing valve | 1.0 | EA | \$ 14,800.00 | \$14,800.00 | 1.0 | \$14,800.00 | 0.0 | \$0.00 | 1.0 | \$14,800.00 | 100.00% | \$0.00 |
| D18 | Fittings | 1.0 | LS | \$ 36,500.00 | \$36,500.00 | 1.0 | \$36,500.00 | 0.0 | \$0.00 | 1.0 | \$36,500.00 | 100.00% | \$0.00 |
| D19 | Water Service | 1512.0 | LF | \$ 28.00 | \$42,336.00 | 23.2 | \$42,336.00 | 0.0 | \$0.00 | 23.2 | \$42,336.00 | 100.00% | \$0.00 |
| D20 | Testing and Disinfection | 1.0 | LS | \$ 9,681.00 | \$9,681.00 | 1.0 | \$9,681.00 | 0.0 | \$0.00 | 1.0 | \$9,681.00 | 100.00% | \$0.00 |
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NORTHRIDGE AT CAMELBACK

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|-----------------|----|---------------------|
| Twp Request | 13 | APPLICATION NO: 13 |
| | | PERIOD TO: 09/25/15 |
| SRI Application | 14 | |

| A | B | | | | C | | D | | E | | G | H | |
|----------|--|---------|-----|-------------|-----------------|----------------|-----------------------------------|-------------------|-------------|---------------|--|------------|---------------------------|
| ITEM NO. | DESCRIPTION OF WORK | UNITS | UOM | UNIT PRICE | SCHEDULED VALUE | WORK COMPLETED | | | | UNITS TO DATE | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | BALANCE TO FINISH (C - G) |
| | | | | | | PREVIOUS UNITS | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD UNITS | THIS PERIOD | | | | |
| | Camelback/Hunters circle Earthwork/Stormwater/ Sanitary/Watermain/ Asphalt | | | | | | | | | | | | |
| E1 | Mobilization | 1.0 | LS | \$ 8,000.00 | \$8,000.00 | 0.20 | \$3,200.00 | 0.00 | \$0.00 | 0.2 | \$3,200.00 | 40.00000% | \$4,800.00 |
| E2 | Surveying | 1.0 | LS | \$ 7,000.00 | \$7,000.00 | 0.58 | \$4,050.90 | 0.00 | \$0.00 | 0.15 | \$4,050.90 | 57.87000% | \$2,949.10 |
| E3 | Clearing and Grubbing | 1.0 | LS | \$ 6,000.00 | \$6,000.00 | 1.00 | \$6,000.00 | 0.00 | \$0.00 | 1.0 | \$6,000.00 | 100.00000% | \$0.00 |
| E4 | Construction Entrance | 2.0 | EA | \$ 2,000.00 | \$4,000.00 | 2.00 | \$4,000.00 | 0.00 | \$0.00 | 2.0 | \$4,000.00 | 100.00000% | \$0.00 |
| E5 | 18"Filter Fabric Fence | 260.0 | LF | \$ 3.00 | \$780.00 | 260.00 | \$780.00 | 0.00 | \$0.00 | 260.0 | \$780.00 | 100.00000% | \$0.00 |
| E6 | 30"Filter Fabric Fence | 1220.0 | LF | \$ 4.25 | \$5,185.00 | 1220.00 | \$5,185.00 | 0.00 | \$0.00 | 1220.0 | \$5,185.00 | 100.00000% | \$0.00 |
| E7 | Super Filter Fabric Fence | 1020.0 | LF | \$ 7.00 | \$7,140.00 | 600.10 | \$4,200.53 | 0.00 | \$0.00 | 600.1 | \$4,200.53 | 58.8310% | \$2,939.47 |
| E8 | Inlet Protection | 5.0 | EA | \$ 135.00 | \$675.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.0 | \$0.00 | 0.00000% | \$675.00 |
| E9 | Cut to Fill | 8232.0 | CY | \$ 6.25 | \$51,450.00 | 4672.90 | \$18,017.91 | 684.00 | \$4,275.00 | 5356.9 | \$22,292.91 | 56.76464% | \$29,157.09 |
| E10 | Excess Cut to Site Fill | 10990.0 | CY | \$ 9.00 | \$98,910.00 | 10251.47 | \$92,263.19 | 738.53 | \$6,646.77 | 10990.0 | \$98,909.96 | 93.27994% | \$0.04 |
| E11 | Site Grading | 21692.0 | SY | \$ 2.00 | \$43,384.00 | 9858.40 | \$8,676.80 | 0.00 | \$0.00 | 9858.4 | \$8,676.80 | 45.44720% | \$34,707.20 |
| E12 | Erosion Control Matting | 3200.0 | SY | \$ 2.25 | \$7,200.00 | 1600.00 | \$3,600.00 | 1440.00 | \$3,240.00 | 3040.0 | \$6,840.00 | 50.00000% | \$360.00 |
| E13 | Temporary Seeding | 8595.0 | SY | \$ 0.50 | \$4,297.50 | 1600.40 | \$800.20 | 1440.00 | \$720.00 | 3040.4 | \$1,520.20 | 18.62010% | \$2,777.30 |
| E140 | 15"HDPE Pipe | | | | | | | | | | | | |
| | Material | 956.0 | LF | \$ 20.00 | \$19,120.00 | 956.00 | \$19,120.00 | 0.00 | \$0.00 | 956.0 | \$19,120.00 | 100.00% | \$0.00 |
| | Labor | 956.0 | LF | \$ 20.00 | \$19,120.00 | 408.12 | \$8,162.46 | 0.00 | \$0.00 | 408.1 | \$8,162.46 | 42.69000% | \$10,957.54 |
| E150 | 18"HDPE Pipe | | | | | | | | | | | | |
| | Material | 143.0 | LF | \$ 22.00 | \$3,146.00 | 143.00 | \$3,146.00 | 0.00 | \$0.00 | 143.0 | \$3,146.00 | 100.00% | \$0.00 |
| | Labor | 143.0 | LF | \$ 22.00 | \$3,146.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.0 | \$0.00 | 0.00% | \$3,146.00 |
| E160 | Manhole Structures | 2.0 | EA | \$ 2,600.00 | \$5,200.00 | 2.00 | \$5,200.00 | 0.00 | \$0.00 | 2.0 | \$5,200.00 | 100.00% | \$0.00 |
| E170 | Catch Basin Structures | 6.0 | EA | \$ 2,900.00 | \$17,400.00 | 2.00 | \$5,800.00 | 0.00 | \$0.00 | 2.0 | \$5,800.00 | 33.33% | \$11,600.00 |
| E180 | Temporary Outlet Struc | 3.0 | EA | \$ 3,400.00 | \$10,200.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.0 | \$0.00 | 0.00% | \$10,200.00 |
| E190 | End Walls/Head Walls | 6.0 | EA | \$ 1,900.00 | \$11,400.00 | 2.00 | \$3,800.00 | 0.00 | \$0.00 | 2.0 | \$3,800.00 | 33.33330% | \$7,600.00 |
| E200 | Stilling Basin | 40.0 | SY | \$ 50.00 | \$2,000.00 | 10.00 | \$500.00 | 0.00 | \$0.00 | 10.0 | \$500.00 | 25.00% | \$1,500.00 |
| E210 | Rip Rap Outfall Apron | 40.0 | SY | \$ 40.00 | \$1,600.00 | 10.00 | \$400.00 | 0.00 | \$0.00 | 10.0 | \$400.00 | 25.00% | \$1,200.00 |
| | SUBTOTALS | | | | \$336,353.50 | | \$196,902.99 | | \$14,881.77 | | \$211,784.76 | | \$124,568.74 |

NORTHRIDGE AT CAMELBACK

Twp Request

13

APPLICATION NO:

13

PERIOD TO:

09/25/15

SRI Application

14

| ITEM NO. | B | | UNITS | UOM | UNIT PRICE | C | | D | | | E | | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | BALANCE TO FINISH (C - G) |
|----------|---------------------------|----------|--------|-----|-------------|-----------------|----------------|-----------------------------------|-------------------|---------------|-------------|-------------|--|--------------|---------------------------|
| | DESCRIPTION OF WORK | | | | | SCHEDULED VALUE | WORK COMPLETED | | | UNITS TO DATE | | | | | |
| | | | | | | | PREVIOUS UNITS | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD UNITS | | THIS PERIOD | | | | |
| E220 | 8"PVC SDR-35 | | | | | | | | | | | | | | |
| | | Material | 1256.0 | LF | \$8.80 | \$ 11,052.80 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$11,052.80 | |
| | | Labor | 1256.0 | LF | \$35.20 | \$ 44,211.20 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$44,211.20 | |
| E230 | 4"PVC SDR-35 | | | | | | | | | | | | | | |
| | | Material | 1200.0 | LF | \$8.00 | \$ 9,600.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$9,600.00 | |
| | | Labor | 1200.0 | LF | \$32.00 | \$ 38,400.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$38,400.00 | |
| E240 | Sanitary Manhole | | 12.0 | EA | \$3,400.00 | \$ 40,800.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$40,800.00 | |
| E250 | 3"Sch.40Force main | | 1280.0 | LF | \$30.00 | \$ 38,400.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$38,400.00 | |
| E260 | 1.5" Sch.40 Force Main | | 600.0 | LF | \$26.00 | \$ 15,600.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$15,600.00 | |
| E270 | Testing | | 1.0 | LS | \$8,000.00 | \$ 8,000.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$8,000.00 | |
| E280 | Connect to Existing 12" | | 2.0 | EA | \$1,700.00 | \$ 3,400.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$3,400.00 | |
| E290 | 8"Dr 18 Pipe | | | | | | | | | | | | | | |
| | | Material | 1980.0 | LF | \$13.20 | \$ 26,136.00 | 1980.00 | \$ 26,136.00 | 0.00 | \$ - | 1980.00 | \$26,136.00 | 100.00% | \$0.00 | |
| | | Labor | 1980.0 | LF | \$30.80 | \$ 60,984.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$60,984.00 | |
| E300 | 6"DR18 Pipe | | | | | | | | | | | | | | |
| | | Material | 340.0 | LF | \$12.60 | \$ 4,284.00 | 340.00 | \$ 4,284.00 | 0.00 | \$ - | 340.00 | \$4,284.00 | 100.00% | \$0.00 | |
| | | Labor | 340.0 | LF | \$29.40 | \$ 9,996.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$9,996.00 | |
| E310 | 4"DR18 Pipe | | | | | | | | | | | | | | |
| | | Material | 780.0 | LF | \$12.00 | \$ 9,360.00 | 780.00 | \$ 9,360.00 | 0.00 | \$ - | 780.00 | \$9,360.00 | 100.00% | \$0.00 | |
| | | Labor | 780.0 | LF | \$28.00 | \$ 21,840.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$21,840.00 | |
| E320 | 8" Gate Valve | | | | | | | | | | | | | | |
| | | Material | 3.0 | EA | \$870.00 | \$ 2,610.00 | 3.00 | \$ 2,610.00 | 0.00 | \$ - | 3.00 | \$2,610.00 | 100.00% | \$0.00 | |
| | | Labor | 3.0 | EA | \$2,030.00 | \$ 6,090.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$6,090.00 | |
| E330 | 6"Gate Valve | | | | | | | | | | | | | | |
| | | Material | 4.0 | EA | \$720.00 | \$ 2,880.00 | 4.00 | \$ 2,880.00 | 0.00 | \$ - | 4.00 | \$2,880.00 | 100.00% | \$0.00 | |
| | | Labor | 4.0 | EA | \$1,680.00 | \$ 6,720.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$6,720.00 | |
| E340 | Fire Hydrants | | | | | | | | | | | | | | |
| | | Material | 3.0 | EA | \$1,575.00 | \$ 4,725.00 | 3.00 | \$ 4,725.00 | 0.00 | \$ - | 3.00 | \$4,725.00 | 100.00% | \$0.00 | |
| | | Labor | 3.0 | EA | \$3,675.00 | \$ 11,025.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$11,025.00 | |
| E350 | Blow off Assembly | | | | | | | | | | | | | | |
| | | Material | 3.0 | EA | \$540.00 | \$ 1,620.00 | 3.00 | \$ 1,620.00 | 0.00 | \$ - | 3.00 | \$1,620.00 | 100.00% | \$0.00 | |
| | | Labor | 3.0 | EA | \$1,260.00 | \$ 3,780.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$3,780.00 | |
| E360 | Fittings | | | | | | | | | | | | | | |
| | | Material | 1.0 | LS | \$9,000.00 | \$ 9,000.00 | 1.00 | \$ 9,000.00 | 0.00 | \$ - | 1.00 | \$9,000.00 | 100.00% | \$0.00 | |
| | | Labor | 1.0 | LS | \$21,000.00 | \$ 21,000.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$21,000.00 | |
| E370 | Water Service | | 1200.0 | LF | \$28.00 | \$ 33,600.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$33,600.00 | |
| E380 | Testing and Disinfection | | 1.0 | LS | \$9,000.00 | \$ 9,000.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$9,000.00 | |
| E390 | Concrete Curb | | 995.0 | LF | \$26.50 | \$ 26,367.50 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$26,367.50 | |
| E400 | 1" Asphalt Wearing Course | | 8630.0 | SY | \$8.00 | \$ 69,040.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$69,040.00 | |
| E410 | 1.5" Asphalt Base Course | | 8630.0 | SY | \$12.00 | \$ 103,560.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$103,560.00 | |
| E420 | 6"#2A Stone Base | | 8630.0 | SY | \$7.50 | \$ 64,725.00 | 0.00 | | 1927.00 | \$ 14,452.50 | 1927.00 | \$14,452.50 | 0.00% | \$50,272.50 | |
| E430 | 4" Stone Shoulder | | 1665.0 | SY | \$8.00 | \$ 13,320.00 | 0.00 | | 0.00 | \$ - | 0.00 | \$0.00 | 0.00% | \$13,320.00 | |
| SUBTOTAL | | | | | | \$ 731,126.50 | | \$ 60,615.00 | | \$ 14,452.50 | | \$75,067.50 | | \$656,059.00 | |

| QUESTION | ANSWER | EXPLANATION | REFERENCE | REMARKS |
|--|-----------------|--|------------------|---------|
| 1. The following are the components of the accounting cycle except: | 1. Journalizing | Journalizing is a component of the accounting cycle. | Accounting cycle | |
| 2. The following are the components of the accounting cycle except: | 2. Posting | Posting is a component of the accounting cycle. | Accounting cycle | |
| 3. The following are the components of the accounting cycle except: | 3. Balancing | Balancing is a component of the accounting cycle. | Accounting cycle | |
| 4. The following are the components of the accounting cycle except: | 4. Reversing | Reversing is a component of the accounting cycle. | Accounting cycle | |
| 5. The following are the components of the accounting cycle except: | 5. Closing | Closing is a component of the accounting cycle. | Accounting cycle | |
| 6. The following are the components of the accounting cycle except: | 6. Adjusting | Adjusting is a component of the accounting cycle. | Accounting cycle | |
| 7. The following are the components of the accounting cycle except: | 7. Analyzing | Analyzing is a component of the accounting cycle. | Accounting cycle | |
| 8. The following are the components of the accounting cycle except: | 8. Preparing | Preparing is a component of the accounting cycle. | Accounting cycle | |
| 9. The following are the components of the accounting cycle except: | 9. Verifying | Verifying is a component of the accounting cycle. | Accounting cycle | |
| 10. The following are the components of the accounting cycle except: | 10. Summarizing | Summarizing is a component of the accounting cycle. | Accounting cycle | |

**PARKS & RECREATION MANAGEMENT SOFTWARE-AS-A-SERVICE (SaaS)
AGREEMENT BETWEEN POCONO TOWNSHIP AND RECDESK LLC**

This PARKS & RECREATION MANAGEMENT SOFTWARE-AS-A-SERVICE (SaaS) AGREEMENT ("Agreement") is made as of this **12th** day of **October , 2015** by and between RecDesk LLC., a Connecticut LLC ("RecDesk"), whose address is 222 Pitkin Street, East Hartford CT 06108, and Pocono Township ("Customer") whose address is PO Box 197, 112 Township Drive, Tannersville PA 18372.

1. **Engagement**. Customer engages RecDesk to perform the services as specified in Exhibit "A" - Services Provided (the "Services Provided").

2. **Agreement Term**. This Agreement will terminate and without further obligation on the part of Customer on October 11, 2016. This Agreement may be renewed by Customer for additional one-year terms with each term beginning on October 12th and terminating on October 11th of the following calendar year.

Customer and RecDesk hereby agree that this Agreement is terminable at will upon written notice by either party. Termination will be in written-form allowing 30-day notice. The parties agree to continue performance under the Agreement until the effective date of termination unless the parties mutually agree to an earlier termination date. Upon termination of this Agreement, the parties shall have no further liability or obligation except as explicitly provided hereunder as surviving termination of the Agreement.

3. **Fees and Payment**.

a. **Base Subscription Fee**. Customer agrees to pay RecDesk a subscription fee of **\$1800** per year. This fee is payable at beginning of new annual term.

b. **Training**.

1. Trainer-Led Online Training – \$0 (Included)
2. Onsite Training (Optional) - \$1000/day plus \$50 per diem plus all travel and lodging expenses
3. Subsequent Annual Term Refresher Training (Online Only) – First three (3) hours per year are free then \$100 per hour thereafter

c. **Data Migration and Financial System Integration (optional)**.

1. Migration of Customer Data to RecDesk – one-time \$800 fee
2. Custom Financial System Extract – one-time \$800 fee

d. **Other Fees**

1. Customer Support - \$0 (Included)
2. Additional Workstation Licenses - \$0 (Unlimited)
3. Software Upgrades – Automatic - \$0 (Included)
4. Initial RecDesk Community portal configuration - \$0 (Included)
5. Subsequent subscription year term Community Portal Redesign/Refresh - \$0 (Included - first three (3) hours) - \$125 for each additional hour thereafter

4. **Indemnification and Hold Harmless.** Contractor agrees to defend, indemnify and hold harmless Customer, its officers, employees, representatives, and agents from and against any and all liabilities, damages, losses, claims or suits, including costs and attorneys' fees, for or on account of any kind of injury to person, bodily or otherwise, or death, or damage to or destruction of property, or any other circumstances, sustained by Customer or others, in any way arising out of Contractor's breach of the Agreement or out of services and operations performed hereunder by Contractor, including Customer 's reliance on or use of the services or products provided by Contractor under the terms of this Agreement. Contractor shall not be liable for any loss or damage attributable solely to the negligence of Customer.

5. **No Agency Relationship.** This Agreement shall establish no agency relationship with Contractor and Contractor shall be deemed an independent offeror. Contractor shall have complete charge of the personnel engaged in the performance of the Services, and all persons employed by Contractor shall be employees of said Contractor and not employees of the Customer in any respect.

6. **Nondisclosure.** Contractor agrees that it will not divulge to third parties without the written consent of Customer any information obtained from or through Customer in connection with the performance of this Agreement.

7. **Entire Agreement.** This Agreement contains the entire agreement and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter hereof. This Agreement may be changed only by an agreement in writing signed by the party against whom any waiver, change, amendment, modification or discharge is sought.

8. **Governing Law and Venue.** This agreement shall be governed by and construed in accordance with the laws of the State of Pennsylvania and venue shall be exclusively in the State of Pennsylvania.

9. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect to the maximum extent permitted by law.

10. **Notice**. Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by certified or registered mail, first class, return receipt requested to the parties at the following addresses:

To Customer:

Pocono Township
c/o Gregg Schuster
PO Box 197
112 Township Drive
Tannersville, PA 18372

To RecDesk

RecDesk LLC
c/o Mike Morris
222 Pitkin Street, Suite 115E
East Hartford, CT 06108

11. **Waiver of Contractual Right**. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

12. **Insurance**. During the term of this Agreement, RecDesk shall maintain the following insurance coverages:

Worker's Compensation – Statutory Coverage
Professional Liability - \$1MM per claim
Comprehensive General Liability
 Bodily Injury - \$250K each person/\$500K each occurrence
 Property Damage - \$100K each occurrence/\$100K aggregate

13. **Ownership of Software**. Customer agrees that it has no title or ownership in, or to, the software utilized by RecDesk to provide services, or any of its components, programming code or data structures ("Software"). The Software shall remain at all times RecDesk's sole and exclusive property. The definition of "Software" shall also include any changes, customizations, added functions, or options and any other related items requested by the Customer and implemented by RecDesk. The obligations set forth in this Paragraph shall survive the termination, cancellation, or expiration of this Agreement for any reason whatsoever.

14. **Warranty**. If the Customer determines that some functions within RecDesk are not performing up to required specifications, RecDesk will take commercially reasonable measures to remedy such situation during the term of this Agreement at

no additional charge to the Customer. RecDesk does not guarantee that it will implement all new enhancement requests but will take commercially reasonable efforts to provide features that perform as stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

CUSTOMER

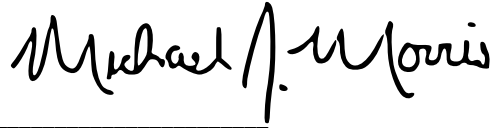
Name: _____ Signature: _____

Title: _____ Date: _____

RECDESK

Name: Michael J. Morris

Signature: _____

A handwritten signature in black ink that reads "Michael J. Morris". The signature is written in a cursive style with a large, stylized "M" and "J".

Title: President

Date: 10/12/2015

Exhibit "A" - Services Provided

Services provided by RecDesk to the Customer under this agreement include the following:

Access to RecDesk Director and RecDesk Community (the Software) – RecDesk grants non-exclusive license during the term of this contract for the Customer and “customers” of the Customer access to the Software.

Customer employees will have access to RecDesk Director as well as administrative access to the RecDesk Community portal. Community Members (the “Public”) will only have access to the RecDesk Community portal. Access to both RecDesk Director and RecDesk Community is via the public internet through a web browser and there are no restrictions as to how many Customer employees or community members can access the system.

RecDesk Director is Id and Password protected with Customer having control over who currently has access and what their Role is. RecDesk Community is not password protected (for viewing) but community members will have to set up a household account to register for programs.

Customer access includes, but is not limited to, the following core RecDesk features: *Program & Activity Management, Online Registration, Master Calendar, Facility Scheduling, Full Web Site (Community CMS), Online Reservations, Membership Management, Facility Check-ins, League Management and Reporting.*

Availability – RecDesk provides 24 x 7 access to the system with a guaranteed up time of 99%. For larger system upgrades or platform maintenance there may be planned down time. This is usually scheduled in the early AM hours on weekends and reasonable advanced notice is given.

Customer Support – RecDesk provides phone support from 8AM-5PM EST at 1-860-467-4325. This is included as part of this agreement and there is no additional cost. We also provide for email support 24 x 7 at support@recdesk.com. The system itself is monitored 24 x 7. Any service interruptions trigger alerts and are dealt with immediately.

Online Help and self-service documentation is available at <http://help.recdesk.com>

Credit Card Processing and Merchant Services – RecDesk will integrate with Customer’s preferred merchant account provider at no cost to the Customer via a RecDesk supported payment gateway. The Customer maintains a separate agreement with merchant and gateway provider and is responsible for any fees or transaction costs therein incurred.

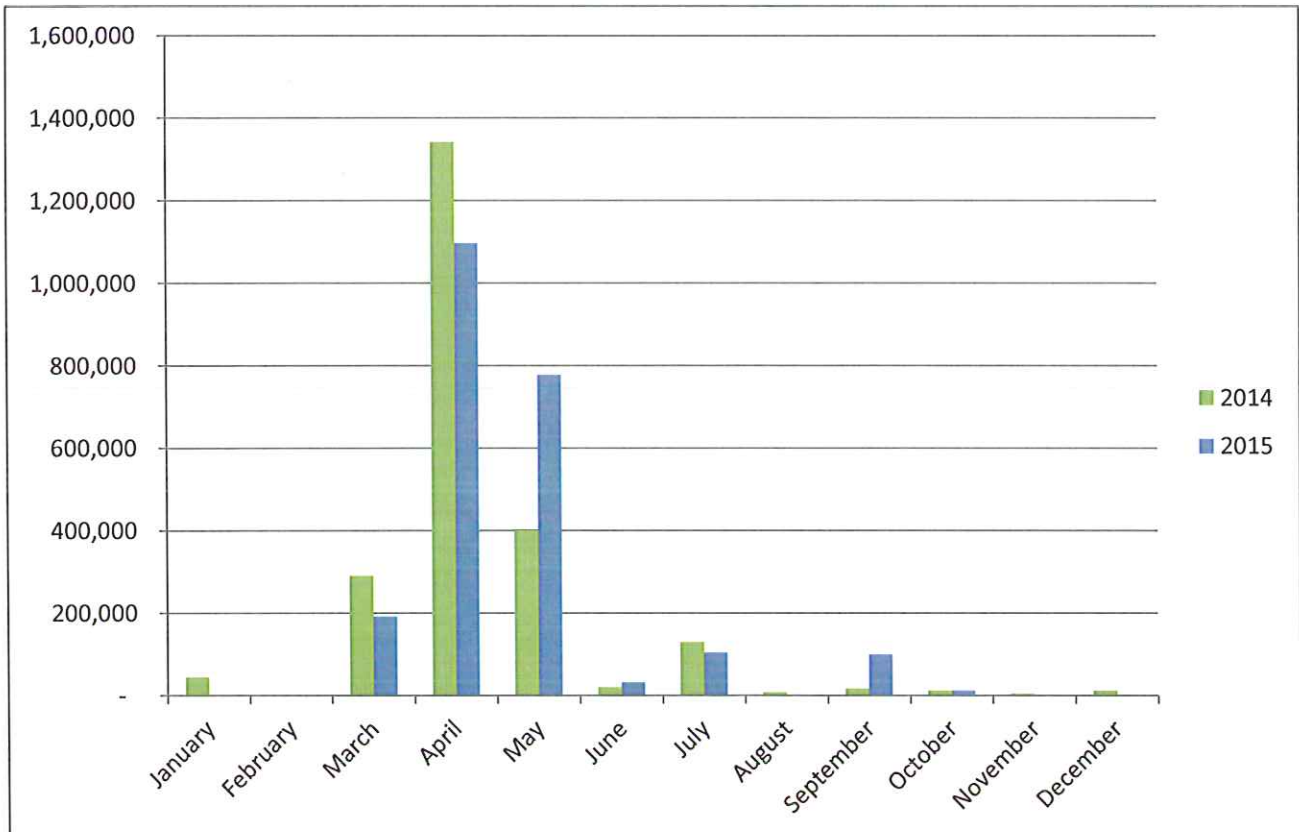
Data Backups - RecDesk performs full-backups on both the database and Customer portal data every night at 3AM EST. Additionally, incremental database log backups are made throughout the course of the day. Our network infrastructure includes dedicated servers located in Arizona but we also maintain redundant application server instances in Amazon's AWS cloud for failover and disaster recovery purposes.

Exporting of Data – If the Customer no longer wishes to utilize the services of RecDesk, their data can be exported into a CSV format. The cost for doing so is \$125 per hour and an estimate would be provided and agreed upon before commencement of extract.

Treasurer's Report - Current Real Estate Tax Collection

Monthly Collections

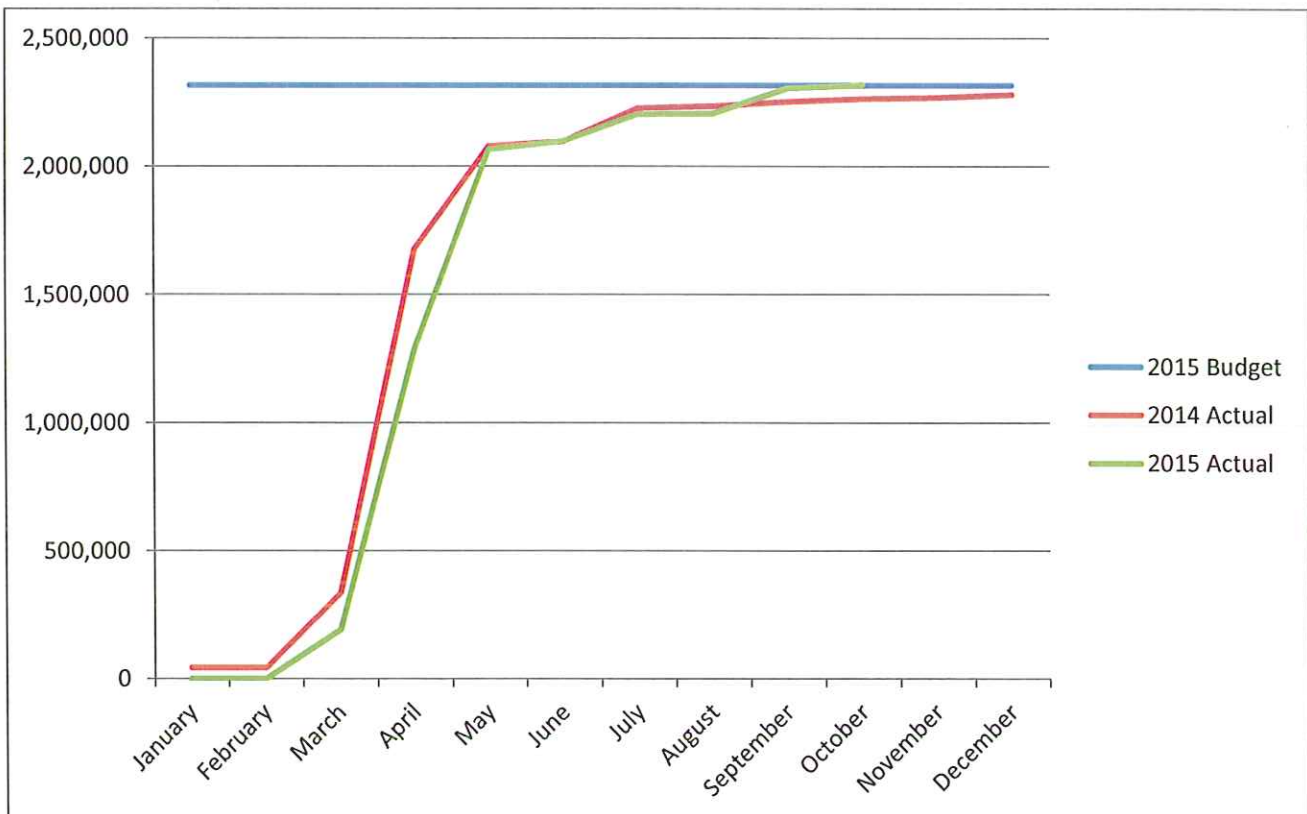
| Month | 2014 | 2015 |
|-----------|-----------|-----------|
| January | 43,799 | - |
| February | - | - |
| March | 291,046 | 192,156 |
| April | 1,342,423 | 1,096,966 |
| May | 400,804 | 777,274 |
| June | 19,545 | 32,514 |
| July | 129,668 | 104,103 |
| August | 7,587 | 2,365 |
| September | 16,849 | 99,846 |
| October | 12,288 | 12,032 |
| November | 4,722 | |
| December | 11,180 | |



Treasurer's Report - Current Real Estate Tax Collection

Cumulative Collections

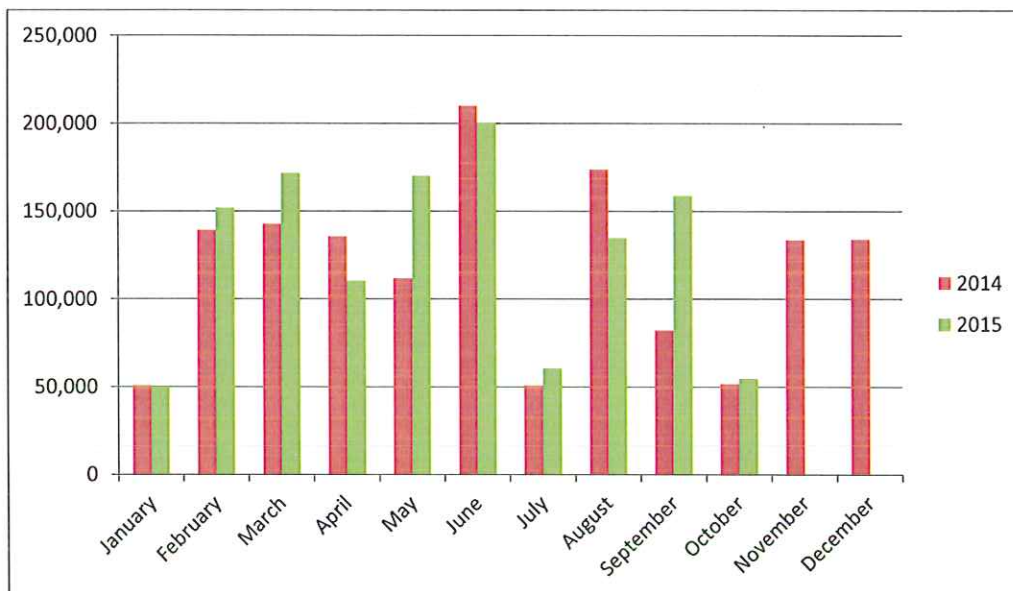
| | 2014 Budget | 2015 Budget | 2014 Actual | 2015 Actual | 2015 Collection % |
|-----------|-------------|-------------|-------------|-------------|-------------------|
| January | 2,254,200 | 2,315,391 | 43,799 | 0 | 0.00% |
| February | 2,254,200 | 2,315,391 | 43,799 | 0 | 0.00% |
| March | 2,254,200 | 2,315,391 | 334,845 | 192,156 | 8.30% |
| April | 2,254,200 | 2,315,391 | 1,677,268 | 1,289,122 | 55.68% |
| May | 2,254,200 | 2,315,391 | 2,078,072 | 2,066,396 | 89.25% |
| June | 2,254,200 | 2,315,391 | 2,097,617 | 2,098,911 | 90.65% |
| July | 2,254,200 | 2,315,391 | 2,227,285 | 2,203,014 | 95.15% |
| August | 2,254,200 | 2,315,391 | 2,234,872 | 2,205,379 | 95.25% |
| September | 2,254,200 | 2,315,391 | 2,251,722 | 2,305,225 | 99.56% |
| October | 2,254,200 | 2,315,391 | 2,264,010 | 2,317,257 | 100.08% |
| November | 2,254,200 | 2,315,391 | 2,268,732 | | 0.00% |
| December | 2,254,200 | 2,315,391 | 2,279,912 | | 0.00% |



Treasurer's Report - Earned Income Tax Collection

Monthly Collections

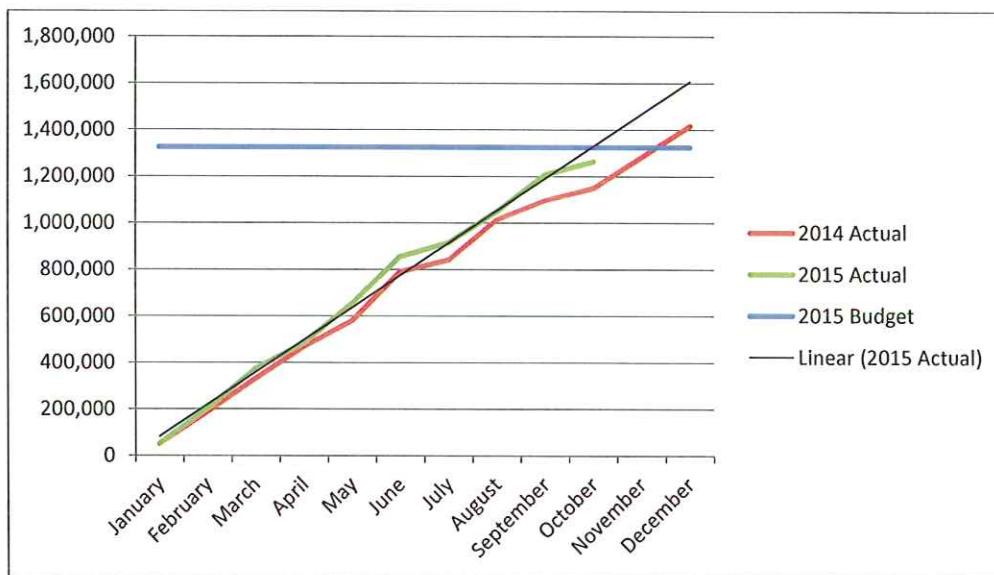
| | 2014 | 2015 |
|-----------|---------|---------|
| January | 50,730 | 50,016 |
| February | 139,308 | 151,956 |
| March | 142,843 | 171,698 |
| April | 135,699 | 110,568 |
| May | 111,832 | 170,046 |
| June | 209,971 | 200,432 |
| July | 50,698 | 60,488 |
| August | 173,849 | 134,675 |
| September | 82,322 | 159,064 |
| October | 51,578 | 54,651 |
| November | 133,735 | |
| December | 134,095 | |



Treasurer's Report - Earned Income Tax Collection

Cumulative Collections

| | 2014 Budget | 2015 Budget | 2014 Actual | 2015 Actual | 2014 Collection % | 2015 Collection % |
|-----------|-------------|-------------|-------------|-------------|----------------------|----------------------|
| January | 1,280,000 | 1,325,000 | 50,730 | 50,016 | 4.0% | 3.8% |
| February | 1,280,000 | 1,325,000 | 190,038 | 201,972 | 14.8% | 15.2% |
| March | 1,280,000 | 1,325,000 | 332,881 | 373,670 | 26.0% | 28.2% |
| April | 1,280,000 | 1,325,000 | 468,580 | 484,238 | 36.6% | 36.5% |
| May | 1,280,000 | 1,325,000 | 580,412 | 654,283 | 45.3% | 49.4% |
| June | 1,280,000 | 1,325,000 | 790,383 | 854,715 | 61.7% | 64.5% |
| July | 1,280,000 | 1,325,000 | 841,082 | 915,203 | 65.7% | 69.1% |
| August | 1,280,000 | 1,325,000 | 1,014,930 | 1,049,878 | 79.3% | 79.2% |
| September | 1,280,000 | 1,325,000 | 1,097,252 | 1,208,942 | 85.7% | 91.2% |
| October | 1,280,000 | 1,325,000 | 1,148,831 | 1,263,594 | 89.8% | 95.4% |
| November | 1,280,000 | 1,325,000 | 1,282,566 | | 100.2% | 0.0% |
| December | 1,280,000 | 1,325,000 | 1,416,661 | | 110.7% | 0.0% |



General Fund
Treasurer's Report
October 2015

| Income | | 2015 | | | | 2014 | | | |
|---------------------------------------|---|--------------------------|--------------|----------------|-------------|--------------------------|--------------|----------------|-------------|
| | | Jan 1 - October 31, 2015 | Budget | \$ Over Budget | % of Budget | Jan 1 - October 31, 2014 | Budget | \$ Over Budget | % of Budget |
| | | | | | | | | | |
| 301.100 · Real Estate Taxes - Current | | 2,317,256.46 | 2,315,391.00 | 1,865.46 | 100.08% | 2,264,012.14 | 2,254,200.14 | 9,812.00 | 100.44% |
| 310.200 · Earned Income Taxes | | 1,263,594.45 | 1,325,000.00 | -61,405.55 | 95.37% | 1,148,829.64 | 1,280,000.00 | -131,170.36 | 89.75% |
| Taxes Other | | | | | | | | | |
| | 301.101 · Judicial Sales - Tax Claim | 0.00 | 1,800.00 | -1,800.00 | 0.0% | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| | 301.200 · Real Estate Taxes - Delinquent | 125,810.74 | 150,000.00 | -24,189.26 | 83.87% | 103,079.02 | 125,000.00 | -21,920.98 | 82.46% |
| | 301.300 · Returned Taxes - Upset Sale | 7,102.29 | 4,000.00 | 3,102.29 | 177.56% | 4,258.21 | 0.00 | 4,258.21 | 100.0% |
| | 301.400 · Returned Tax - Repository Sale | 0.00 | 0.00 | 0.00 | 0.0% | -31.50 | 0.00 | -31.50 | 100.0% |
| | 310.100 · Real Estate Transfer Taxes | 123,674.00 | 150,000.00 | -26,326.00 | 82.45% | 130,323.63 | 115,000.00 | 15,323.63 | 113.33% |
| | 310.500 · Local Services Taxes | 300,971.30 | 340,000.00 | -39,028.70 | 88.52% | 304,792.32 | 350,000.00 | -45,207.68 | 87.08% |
| Total Taxes Other | | 557,558.33 | 645,800.00 | -88,241.67 | 86.34% | 542,421.68 | 591,800.00 | -49,378.32 | 91.66% |
| Licenses, permits and fees | | | | | | | | | |
| | 321.630 · Pumper-Hauler Licenses | 0.00 | 100.00 | -100.00 | 0.0% | 0.00 | 100.00 | -100.00 | 0.0% |
| | 321.800 · Cable TV Franchise Fees | 102,888.04 | 190,000.00 | -87,111.96 | 54.15% | 101,028.19 | 190,000.00 | -88,971.81 | 53.17% |
| | 322.100 · Application fees | 1,100.00 | 0.00 | 1,100.00 | 100.0% | 800.00 | 0.00 | 800.00 | 100.0% |
| Total Licenses, permits and fees | | 103,988.04 | 190,100.00 | -86,111.96 | 54.7% | 101,828.19 | 190,100.00 | -88,271.81 | 53.57% |
| Fines and Forfeits | | | | | | | | | |
| | 331.100 · Court Fines - District Magistra | 29,696.26 | 30,000.00 | -303.74 | 98.99% | 25,230.18 | 30,000.00 | -4,769.82 | 84.1% |
| | 331.110 · Motor Vehicle Code Violations | 12,871.03 | 30,000.00 | -17,128.97 | 42.9% | 14,165.08 | 30,000.00 | -15,834.92 | 47.22% |
| | 331.200 · Ordinance Violations | 0.00 | 500.00 | -500.00 | 0.0% | 1,500.00 | 500.00 | 1,000.00 | 300.0% |
| | 332.100 · Restitution | 0.00 | 0.00 | 0.00 | 0.0% | 12,000.00 | 0.00 | 12,000.00 | 100.0% |
| Total Fines and Forfeits | | 42,567.29 | 60,500.00 | -17,932.71 | 70.36% | 52,895.26 | 60,500.00 | -7,604.74 | 87.43% |
| 341.010 · Interest on Investments | | 12,451.31 | 4,000.00 | 8,451.31 | 311.28% | 10,951.64 | 4,000.00 | 6,951.64 | 273.79% |
| 354.129 · Stadden Road Bridge Grant | | 0.00 | 130,000.00 | -130,000.00 | 0.0% | 0.00 | 300,000.00 | -300,000.00 | 0.0% |
| 354.150 · Recycling Performance Grant | | 109,216.77 | 5,000.00 | 104,216.77 | 2,184.34% | 0.00 | 185,015.00 | -185,015.00 | 0.0% |
| Other State Grants | | | | | | | | | |
| | 355.010 · Public Utility Realty Tax | 5,977.84 | 0.00 | 5,977.84 | 100.0% | 7,147.48 | 0.00 | 7,147.48 | 100.0% |
| | 355.040 · Alcoholic Beverage Licenses | 3,350.00 | 2,750.00 | 600.00 | 121.82% | 2,150.00 | 2,750.00 | -600.00 | 78.18% |
| | 355.050 · Pension System State Aid | 0.00 | 184,992.00 | -184,992.00 | 0.0% | 193,634.00 | 180,000.00 | 13,634.00 | 107.57% |
| | 355.070 · Foreign Fire Insurance | 94,606.89 | 104,000.00 | -9,393.11 | 90.97% | 100,593.49 | 100,000.00 | 593.49 | 100.59% |
| | 356.100 · State Payments in Lieu of Taxes | 420.32 | 500.00 | -79.68 | 84.06% | 412.32 | 500.00 | -87.68 | 82.46% |
| Total Other State Grants | | 104,355.05 | 292,242.00 | -187,886.95 | 35.71% | 303,937.29 | 283,250.00 | 20,687.29 | 107.3% |
| 362.100 · Police Services | | | | | | | | | |
| | 362.101 · Reimbursement Police overtime | 11,003.90 | 15,000.00 | -3,996.10 | 73.36% | 8,428.09 | 20,000.00 | -11,571.91 | 42.14% |
| | 362.100 · Police Services - Other | 25,164.00 | 25,000.00 | 164.00 | 100.66% | 14,406.40 | 30,000.00 | -15,593.60 | 48.02% |
| Total 362.100 · Police Services | | 36,167.90 | 40,000.00 | -3,832.10 | 90.42% | 22,834.49 | 50,000.00 | -27,165.51 | 45.67% |
| Building Permits | | | | | | | | | |
| | 362.411 · Connect & Tank Abandonment Fees | 3,243.00 | 0.00 | 3,243.00 | 100.0% | 1,980.00 | 0.00 | 1,980.00 | 100.0% |
| | 362.410 · Building Permits - BIU - Other | 461,117.19 | 160,000.00 | 301,117.19 | 288.2% | 143,129.39 | 110,000.00 | 33,129.39 | 130.12% |
| Total Building Permits | | 464,360.19 | 160,000.00 | 304,360.19 | 290.23% | 145,109.39 | 110,000.00 | 35,109.39 | 131.92% |
| Charges for Services | | | | | | | | | |

General Fund
Treasurer's Report
October 2015

| | | 2015 | | | | 2014 | | | |
|-------------------------------|---|--------------------------|--------------|----------------|-------------|--------------------------|--------------|----------------|-------------|
| | | Jan 1 - October 31, 2015 | Budget | \$ Over Budget | % of Budget | Jan 1 - October 31, 2014 | Budget | \$ Over Budget | % of Budget |
| | 361.310 · Subdivision, Land Develop Fees | 6,328.00 | 4,000.00 | 2,328.00 | 158.2% | 2,850.00 | 4,000.00 | -1,150.00 | 71.25% |
| | 361.330 · Zoning Hearing Board Fees | 1,800.00 | 2,000.00 | -200.00 | 90.0% | 2,600.00 | 2,000.00 | 600.00 | 130.0% |
| | 361.340 · Cond Use, Curative PRD Fees | 500.00 | 500.00 | 0.00 | 100.0% | 1,300.00 | 500.00 | 800.00 | 260.0% |
| | 361.341 · UCC Appeal Board Fees | 800.00 | 0.00 | 800.00 | 100.0% | 0.00 | 0.00 | 0.00 | 0.0% |
| | 361.400 · Plan Review Fees | 700.00 | 500.00 | 200.00 | 140.0% | 200.00 | 500.00 | -300.00 | 40.0% |
| | 361.500 · Sale of Maps and Publications | 35.50 | 100.00 | -64.50 | 35.5% | 75.00 | 100.00 | -25.00 | 75.0% |
| | 361.700 · Reproduction of Records | 192.50 | 100.00 | 92.50 | 192.5% | 1,679.86 | 100.00 | 1,579.86 | 1,679.86% |
| | 362.110 · Sale of Police Reports | 5,595.00 | 5,000.00 | 595.00 | 111.9% | 4,650.50 | 4,000.00 | 650.50 | 116.26% |
| | 362.130 · Security Alarm Fees | 180.00 | 150.00 | 30.00 | 120.0% | 80.00 | 150.00 | -70.00 | 53.33% |
| | 362.300 · Zoning Permits | 66,533.65 | 33,400.00 | 33,133.65 | 199.2% | 21,797.79 | 20,000.00 | 1,797.79 | 108.99% |
| | 362.440 · Sewer System Permits | 5,150.00 | 12,000.00 | -6,850.00 | 42.92% | 10,150.00 | 12,000.00 | -1,850.00 | 84.58% |
| | 362.450 · Use & Occupancy Permits | 2,329.00 | 2,500.00 | -171.00 | 93.16% | 2,050.00 | 2,500.00 | -450.00 | 82.0% |
| | 362.475 · Well Permits | 1,200.00 | 0.00 | 1,200.00 | 100.0% | 600.00 | 300.00 | 300.00 | 200.0% |
| | 362.480 · Pool Permits | 150.00 | 0.00 | 150.00 | 100.0% | 100.00 | 100.00 | 0.00 | 100.0% |
| | 362.485 · Sign Permits | 6,425.00 | 0.00 | 6,425.00 | 100.0% | 6,577.20 | 5,000.00 | 1,577.20 | 131.54% |
| | 362.491 · Fireworks Permits | 200.00 | 0.00 | 200.00 | 100.0% | 0.00 | 0.00 | 0.00 | 0.0% |
| | 362.495 · UCC Fees | 760.00 | 500.00 | 260.00 | 152.0% | 600.00 | 500.00 | 100.00 | 120.0% |
| | 362.500 · Building Code Appeals Board Fee | 0.00 | 0.00 | 0.00 | 0.0% | 60.00 | 0.00 | 60.00 | 100.0% |
| | 362.600 · Miscellaneous Permits | 575.00 | 0.00 | 575.00 | 100.0% | 400.00 | 1,000.00 | -600.00 | 40.0% |
| | 363.500 · Public Works Services | 4,589.05 | 11,000.00 | -6,410.95 | 41.72% | 10,905.89 | 11,000.00 | -94.11 | 99.14% |
| Total Charges for Services | | 104,042.70 | 71,750.00 | 32,292.70 | 145.01% | 66,676.24 | 63,750.00 | 2,926.24 | 104.59% |
| Other Operating Revenue | | | | | | | | | |
| | 380.100 · Miscellaneous Revenue | 1.00 | 100.00 | -99.00 | 1.0% | 28.00 | 100.00 | -72.00 | 28.0% |
| | 387.100 · Contributions and Donations | 1,400.00 | 1,000.00 | 400.00 | 140.0% | 4,432.00 | 1,000.00 | 3,432.00 | 443.2% |
| | 387.200 · Fees in Lieu of Improvements | 4,200.00 | 2,500.00 | 1,700.00 | 168.0% | 4,200.00 | 2,500.00 | 1,700.00 | 168.0% |
| | 389.500 · Miscellaneous Reimbursements | 0.00 | 1,000.00 | -1,000.00 | 0.0% | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Total Other Operating Revenue | | 5,601.00 | 4,600.00 | 1,001.00 | 121.76% | 8,660.00 | 4,600.00 | 4,060.00 | 188.26% |
| Other Financing Sources | | | | | | | | | |
| | 391.100 · Sale of Surplus Property | 26,824.00 | 3,000.00 | 23,824.00 | 894.13% | 25.60 | 3,000.00 | -2,974.40 | 0.85% |
| | 395.000 · Refunds of Prior Year Expenses | 23,639.20 | 0.00 | 23,639.20 | 100.0% | 3,477.75 | 0.00 | 3,477.75 | 100.0% |
| Total Other Financing Sources | | 50,463.20 | 3,000.00 | 47,463.20 | 1,682.11% | 3,503.35 | 3,000.00 | 503.35 | 116.78% |
| Total Income | | 5,171,622.69 | 5,247,383.00 | -75,760.31 | 98.56% | 4,671,659.31 | 5,380,215.14 | -708,555.83 | 86.83% |

General Fund
Treasurer's Report
October 2015

| | Jan 1 - Oct 31, 2015 | Budget As Amended | \$ Over Budget | % of Budget |
|---|-------------------------|----------------------|--------------------|---------------|
| General Government | | | | |
| 400.110 · Salary & Wages - Legislative | 12,187.50 | 16,250.00 | -4,062.50 | 75.0% |
| 400.192 · Legislative SSI Tax | 932.30 | 1,243.00 | -310.70 | 75.0% |
| 400.260 · Minor Equipment | 1,314.00 | 3,000.00 | -1,686.00 | 43.8% |
| 400.420 · Dues, Subscriptions & Membershi | 450.00 | 1,516.00 | -1,066.00 | 29.68% |
| 400.460 · Legislaive -Meetings & Training | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 400.540 · Legislative - Donations | 350.00 | 1,300.00 | -950.00 | 26.92% |
| 401.110 · Admin Salaries & Wages | 90,530.56 | 110,000.00 | -19,469.44 | 82.3% |
| 401.192 · Admin SSI Taxes | 6,925.50 | 8,415.00 | -1,489.50 | 82.3% |
| 401.196 · Admin Health Insurance | 22,378.40 | 25,258.00 | -2,879.60 | 88.6% |
| 401.198 · Non-Uniformed Pension Plan | 9,334.70 | 9,900.00 | -565.30 | 94.29% |
| 401.199 · Admin Life and Disability Ins | 693.00 | 760.00 | -67.00 | 91.18% |
| 401.200 · Administration Allowances | 2,542.85 | 3,200.00 | -657.15 | 79.46% |
| 401.220 · Admin Operating Supplies | 0.00 | 500.00 | -500.00 | 0.0% |
| 401.260 · Admin Minor Equipment | 922.97 | 3,000.00 | -2,077.03 | 30.77% |
| 401.420 · Admin Dues, Subscriptions & Mem | 1,129.66 | 2,565.00 | -1,435.34 | 44.04% |
| 401.460 · Admin Meetings & Training | 3,050.54 | 3,250.00 | -199.46 | 93.86% |
| 402.198 · Fin Admin Non-Uni Pension Plan | 0.00 | 0.00 | 0.00 | 0.0% |
| 402.310 · Fin Admin Professional Srvs | 11,392.76 | 15,000.00 | -3,607.24 | 75.95% |
| 403.110 · Tax Collection Salaries & Wages | 8,230.87 | 10,000.00 | -1,769.13 | 82.31% |
| 403.192 · Tax Collection SSI Taxes | 629.81 | 765.00 | -135.19 | 82.33% |
| 403.215 · Tax Collection Postage | 1,606.71 | 2,000.00 | -393.29 | 80.34% |
| 403.220 · Tax Collection Operating Supply | 1,465.23 | 2,000.00 | -534.77 | 73.26% |
| 403.310 · Tax Collection Professional Srv | 25,618.52 | 26,000.00 | -381.48 | 98.53% |
| 403.460 · Tax Collection Meetings & Conf | 0.00 | 625.00 | -625.00 | 0.0% |
| 404.310 · Township Solicitor | 71,656.21 | 90,000.00 | -18,343.79 | 79.62% |
| 405.110 · Secretary Salaries & Wages | 111,182.79 | 135,529.00 | -24,346.21 | 82.04% |
| 405.120 · Secretary OT | 8,071.03 | 8,000.00 | 71.03 | 100.89% |
| 405.192 · Secretary SSI Taxes | 9,094.66 | 10,368.00 | -1,273.34 | 87.72% |
| 405.196 · Secretary Insurance | 56,876.46 | 70,992.00 | -14,115.54 | 80.12% |
| 405.198 · Secretary Non-Uni Pension Plan | 11,736.93 | 11,298.00 | 438.93 | 103.89% |
| 405.199 · Secretary Life & Disability Ins | 2,033.71 | 2,400.00 | -366.29 | 84.74% |
| 405.220 · Secretary Operating Supplies | 511.05 | 1,500.00 | -988.95 | 34.07% |
| 405.260 · Secretary Minor Equipment | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 405.310 · Secretary Professional Srvs | 0.00 | 0.00 | 0.00 | 0.0% |
| 405.420 · Secretary Dues, Subscriptions | 190.00 | 500.00 | -310.00 | 38.0% |
| 405.460 · Secretary Meetings & Training | 333.00 | 500.00 | -167.00 | 66.6% |
| 406.215 · Gen Govt Postage | 4,199.90 | 4,000.00 | 199.90 | 105.0% |
| 406.220 · Gen Govt Operation Supplies | 5,643.11 | 7,000.00 | -1,356.89 | 80.62% |
| 406.310 · Gen Govt Professional Srvs | 5,558.90 | 5,500.00 | 58.90 | 101.07% |
| 406.320 · Gen Govt Communications | 6,049.63 | 10,000.00 | -3,950.37 | 60.5% |
| 406.340 · Gen Govt Advertising & Printing | 5,742.96 | 6,500.00 | -757.04 | 88.35% |
| 406.374 · Gen Govt Office Equipment Maint | 0.00 | 0.00 | 0.00 | 0.0% |
| 406.384 · Gen Govt Equipment Leases | 2,091.20 | 5,000.00 | -2,908.80 | 41.82% |
| 406.430 · Gen Govt Real Estate Taxes | 1,411.34 | 6,500.00 | -5,088.66 | 21.71% |
| 407.252 · Computer Parts & Supplies | 0.00 | 500.00 | -500.00 | 0.0% |
| 407.260 · Technology Minor Equipment | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 407.450 · Contracted Services | 16,369.22 | 14,000.00 | 2,369.22 | 116.92% |
| 408.310 · Township Engineer | 49,432.84 | 85,000.00 | -35,567.16 | 58.16% |
| 409.220 · Building Operating Supplies | 942.12 | 1,000.00 | -57.88 | 94.21% |
| 409.360 · Building Utilities | 20,973.47 | 48,000.00 | -27,026.53 | 43.7% |
| 409.373 · Building Maint & Repairs | 14,507.86 | 20,000.00 | -5,492.14 | 72.54% |
| 409.450 · Building Contracted Services | 4,882.01 | 6,000.00 | -1,117.99 | 81.37% |
| Total General Government | 611,176.28 | 801,634.00 | -190,457.72 | 76.24% |
| Public Safety | | | | |
| 410.120 · Police Salaries & Wages-Admin | 71,161.12 | 83,306.00 | -12,144.88 | 85.42% |
| 410.130 · Police Salaries & Wages-Officer | 853,351.16 | 1,064,116.00 | -210,764.84 | 80.19% |

General Fund
Treasurer's Report
October 2015

| | Jan 1 - Oct 31, 2015 | Budget As Amended | \$ Over Budget | % of Budget |
|---|-------------------------|----------------------|--------------------|---------------|
| 410.140 · Police Salaries & Wages-Civilia | 36,712.56 | 42,192.00 | -5,479.44 | 87.01% |
| 410.179 · Police Longevity Pay | 0.00 | 40,794.00 | -40,794.00 | 0.0% |
| 410.180 · Police Overtime Wages | 118,614.87 | 110,000.00 | 8,614.87 | 107.83% |
| 410.187 · Police Overtime Civ Support | 90.59 | 500.00 | -409.41 | 18.12% |
| 410.191 · Uniform Allowance | 4,521.02 | 13,600.00 | -9,078.98 | 33.24% |
| 410.192 · Police SSI Taxes | 82,718.66 | 94,747.00 | -12,028.34 | 87.31% |
| 410.196 · Police Health Insurance | 376,368.32 | 419,494.00 | -43,125.68 | 89.72% |
| 410.197 · Police Pension Plan | 0.00 | 150,577.00 | -150,577.00 | 0.0% |
| 410.198 · Police Life & Disability Ins | 12,986.93 | 16,100.00 | -3,113.07 | 80.66% |
| 410.199 · Police Non-Uniform Pension | 3,489.93 | 3,797.00 | -307.07 | 91.91% |
| 410.200 · Police 457 Contribution | 5,259.45 | 10,600.00 | -5,340.55 | 49.62% |
| 410.220 · Police Operating Supplies | 5,355.46 | 5,000.00 | 355.46 | 107.11% |
| 410.221 · Crime Scene Supplies | 633.58 | 1,600.00 | -966.42 | 39.6% |
| 410.222 · Ammunition | 4,210.60 | 5,000.00 | -789.40 | 84.21% |
| 410.223 · K-9 Expenses | 1,163.42 | 2,000.00 | -836.58 | 58.17% |
| 410.231 · Vehicle Fuel | 29,974.76 | 63,861.00 | -33,886.24 | 46.94% |
| 410.260 · Police Minor Equipment | 15,889.39 | 17,000.00 | -1,110.61 | 93.47% |
| 410.310 · Police Professional Services | 2,074.62 | 5,000.00 | -2,925.38 | 41.49% |
| 410.314 · Civil Service Comm Solicitor | 6,318.70 | 13,000.00 | -6,681.30 | 48.61% |
| 410.320 · Police Communications | 13,057.01 | 16,000.00 | -2,942.99 | 81.61% |
| 410.341 · Police Advertising & Printing | 3,050.00 | 3,500.00 | -450.00 | 87.14% |
| 410.373 · Police Maint & Repair Bldg | 9,469.04 | 10,000.00 | -530.96 | 94.69% |
| 410.374 · Police Equipment Maint | 2,455.20 | 4,750.00 | -2,294.80 | 51.69% |
| 410.420 · Police Dues, Subscriptions | 517.00 | 1,500.00 | -983.00 | 34.47% |
| 410.450 · Police Contracted Services | 108,628.10 | 99,164.00 | 9,464.10 | 109.54% |
| 410.451 · Police Vehicle Maintenance | 25,418.59 | 25,000.00 | 418.59 | 101.67% |
| 410.460 · Police Meetings & Training | 8,260.28 | 10,000.00 | -1,739.72 | 82.6% |
| 410.740 · Police Capital Purch, Minor | 0.00 | 14,600.00 | -14,600.00 | 0.0% |
| 410.741 · Police Capital Purch, Autos | 40,438.68 | 41,500.00 | -1,061.32 | 97.44% |
| 411.540 · Foreign Fire Payments | 94,606.89 | 100,000.00 | -5,393.11 | 94.61% |
| 413.260 · Code Enforcement Minor Equip | 0.00 | 500.00 | -500.00 | 0.0% |
| 413.310 · Prof Services - BIU Building | 262,805.75 | 248,333.00 | 14,472.75 | 105.83% |
| 413.311 · Prof Services - SEO | 13,265.00 | 12,200.00 | 1,065.00 | 108.73% |
| 413.312 · Professional Services - ZO | 18,772.50 | 23,400.00 | -4,627.50 | 80.22% |
| 413.319 · Code Enforcement UCC Fees | 676.00 | 750.00 | -74.00 | 90.13% |
| 413.341 · Code Enforcement Advertising | 0.00 | 100.00 | -100.00 | 0.0% |
| 413.420 · Code Enforcement Dues & Subs | 0.00 | 0.00 | 0.00 | 0.0% |
| 413.450 · Code Enforcement Contracted Srv | 0.00 | 0.00 | 0.00 | 0.0% |
| 413.451 · Code Enforcement Vehicle Maint | 0.00 | 0.00 | 0.00 | 0.0% |
| 413.460 · Code Enforcement Meetings | 0.00 | 0.00 | 0.00 | 0.0% |
| 414.110 · Planning & Zoning Salaries | 8,800.82 | 16,300.00 | -7,499.18 | 53.99% |
| 414.120 · Planning & Zoning OT | 175.50 | 0.00 | 175.50 | 100.0% |
| 414.192 · Planning & Zoning SSI Taxes | 640.95 | 1,245.00 | -604.05 | 51.48% |
| 414.196 · Planning & Zoning Health Ins | 0.00 | 5,685.00 | -5,685.00 | 0.0% |
| 414.198 · Planning & Zoning N-U Pension | 0.00 | 0.00 | 0.00 | 0.0% |
| 414.199 · Zoning Life & Disability | 126.00 | 205.00 | -79.00 | 61.46% |
| 414.220 · Planning & Zoning Supplies | 125.65 | 500.00 | -374.35 | 25.13% |
| 414.310 · Planning & Zoning Prof Srvs | 995.25 | 1,000.00 | -4.75 | 99.53% |
| 414.313 · Planning & Zoning Engineering | 11,326.74 | 11,000.00 | 326.74 | 102.97% |
| 414.314 · Planning & Zoning Legal | 23,433.78 | 25,000.00 | -1,566.22 | 93.74% |
| 414.324 · Zoning Cell Phone | 37.55 | 150.00 | -112.45 | 25.03% |
| 414.331 · Zoning Officer Mileage | 95.61 | 400.00 | -304.39 | 23.9% |
| 414.341 · Planning & Zoning Advertising | 1,434.40 | 1,000.00 | 434.40 | 143.44% |
| 414.460 · Planning & Zoning Meetings | 0.00 | 400.00 | -400.00 | 0.0% |
| 415.220 · Emer Mgmt Operating Supplies | 0.00 | 500.00 | -500.00 | 0.0% |
| 415.460 · Emer Mgmt Meetings & Training | 0.00 | 200.00 | -200.00 | 0.0% |
| Total Public Safety | 2,279,507.43 | 2,837,166.00 | -557,658.57 | 80.35% |

Public Works - Other

General Fund
Treasurer's Report
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| | Jan 1 - Oct 31, 2015 | Budget As Amended | \$ Over Budget | % of Budget |
|---|-------------------------|----------------------|--------------------|---------------|
| 426.227 · Recycling containers | 1,125.50 | 1,126.00 | -0.50 | 99.96% |
| 427.220 · Solid Waste Coll Supplies | 1,390.00 | 1,500.00 | -110.00 | 92.67% |
| 427.221 · Equip Rental - Grinder | 4,680.00 | 4,700.00 | -20.00 | 99.57% |
| 427.450 · Contracted Srvs - Clean-Up Days | 11,753.25 | 20,000.00 | -8,246.75 | 58.77% |
| 429.317 · TIF | 101,633.59 | 101,634.00 | -0.41 | 100.0% |
| Total Public Works - Other | 120,582.34 | 128,960.00 | -8,377.66 | 93.5% |
| PW-Hwys, Roads & Streets | | | | |
| 430.110 · Public Works Salaries | 325,464.18 | 394,987.00 | -69,522.82 | 82.4% |
| 430.120 · Public Works OT Wages | 27,171.71 | 30,000.00 | -2,828.29 | 90.57% |
| 430.192 · Public Works SSI Taxes | 26,827.66 | 30,713.00 | -3,885.34 | 87.35% |
| 430.196 · Public Works Insurance | 189,643.02 | 213,252.00 | -23,608.98 | 88.93% |
| 430.198 · Public Works N-U Pension | 32,978.67 | 34,513.00 | -1,534.33 | 95.55% |
| 430.199 · Public Works Life & Disab Ins | 6,375.70 | 6,400.00 | -24.30 | 99.62% |
| 430.200 · Public Works Director Allowance | 345.45 | 450.00 | -104.55 | 76.77% |
| 430.220 · Public Works Oper Supplies | 5,870.34 | 15,000.00 | -9,129.66 | 39.14% |
| 430.232 · Public Works Diesel | 26,064.44 | 49,250.00 | -23,185.56 | 52.92% |
| 430.234 · Public Works Vehicle Supplies | 1,620.69 | 6,000.00 | -4,379.31 | 27.01% |
| 430.238 · Public Works Uniforms | 6,044.73 | 7,800.00 | -1,755.27 | 77.5% |
| 430.260 · Public Works Minor Equip Purch | 1,029.71 | 2,000.00 | -970.29 | 51.49% |
| 430.331 · Mileage Reimbursement | 374.20 | 1,000.00 | -625.80 | 37.42% |
| 430.360 · Public Works Utilities | 7,576.95 | 18,750.00 | -11,173.05 | 40.41% |
| 430.373 · Public Works Maint & Rep Bldg | 8,271.85 | 10,000.00 | -1,728.15 | 82.72% |
| 430.374 · Public Works Small Equip Maint | 3,090.13 | 5,000.00 | -1,909.87 | 61.8% |
| 430.375 · Public Works Heavy Equip Maint | 33,641.55 | 35,000.00 | -1,358.45 | 96.12% |
| 430.384 · Public Works Equip Rental | 500.00 | 500.00 | 0.00 | 100.0% |
| 430.420 · Public Works Dues, Subscription | 625.00 | 1,000.00 | -375.00 | 62.5% |
| 430.450 · Public Works Contracted Srvs | 45,823.00 | 46,000.00 | -177.00 | 99.62% |
| 430.451 · Public Works Vehicle Maint | 6,055.71 | 6,596.00 | -540.29 | 91.81% |
| 430.460 · Public Works Meetings & Trainin | 843.58 | 1,000.00 | -156.42 | 84.36% |
| 430.650 · Public Works Hand Tool Purch | 199.99 | 500.00 | -300.01 | 40.0% |
| 430.740 · Public Works Capital Purchases | 0.00 | 0.00 | 0.00 | 0.0% |
| 432.220 · Snow & Ice Rem Oper Supplies | 121,282.97 | 125,000.00 | -3,717.03 | 97.03% |
| 432.375 · Snow & Ice Rem Equipment Maint | 15,533.24 | 38,000.00 | -22,466.76 | 40.88% |
| 432.450 · Snow & Ice Rem Subcontractors | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 433.220 · Traffic Signals & Signs Supply | 2,089.02 | 5,000.00 | -2,910.98 | 41.78% |
| 433.360 · Traffic Signals & Signs Utiliti | 2,664.48 | 4,000.00 | -1,335.52 | 66.61% |
| 433.450 · Traffic Signals Contracted Srvs | 26,706.13 | 9,050.00 | 17,656.13 | 295.1% |
| 438.220 · Road Maint Supplies | 64,584.07 | 66,250.00 | -1,665.93 | 97.49% |
| 438.610 · Road Maint Capital Construction | 52,652.20 | 130,000.00 | -77,347.80 | 40.5% |
| 438.611 · Line Painting | 39,860.47 | 39,861.00 | -0.53 | 100.0% |
| 439.610 · Rd Construct & Rebuild Cap Cons | 244,879.73 | 244,880.00 | -0.27 | 100.0% |
| Total PW-Hwys, Roads & Streets | 1,326,690.57 | 1,592,752.00 | -266,061.43 | 83.3% |
| Culture and Recreation | | | | |
| 457.540 · Community Day Celebration | 1,763.99 | 3,000.00 | -1,236.01 | 58.8% |
| Total Culture and Recreation | 1,763.99 | 3,000.00 | -1,236.01 | 58.8% |
| Benefits and Withholding | | | | |
| 483.194 · Employer Pd Unemployment Comp | 29,752.86 | 30,000.00 | -247.14 | 99.18% |
| 483.195 · Employer Pd Worker's Comp | 95,501.00 | 115,394.00 | -19,893.00 | 82.76% |
| 483.200 · Federal Healthcare Tax | 131.04 | 180.00 | -48.96 | 72.8% |
| 483.201 · Transitional Reinsurance Fee | 0.00 | 3,741.00 | -3,741.00 | 0.0% |
| Total Benefits and Withholding | 125,384.90 | 149,315.00 | -23,930.10 | 83.97% |
| Insurance | | | | |
| 486.350 · Property & Liability Insurance | 87,339.00 | 87,400.00 | -61.00 | 99.93% |
| 486.355 · Professional Bonds | 6,425.01 | 6,800.00 | -374.99 | 94.49% |
| Total Insurance | 93,764.01 | 94,200.00 | -435.99 | 99.54% |

General Fund
Treasurer's Report
October 2015

| | Jan 1 - Oct 31, 2015 | Budget As Amended | \$ Over Budget | % of Budget |
|---|-------------------------|----------------------|----------------------|----------------|
| Interfund Transfers Out | | | | |
| 492.320 · Interfund Transfer to Emer Svcs | 24,000.00 | 54,141.00 | -30,141.00 | 44.33% |
| 492.350 · Interfund Transfer to Liq Fuels | 2,160.92 | 2,161.00 | -0.08 | 100.0% |
| Total Interfund Transfers Out | 26,160.92 | 56,302.00 | -30,141.08 | 46.47% |
| Other Expenses | | | | |
| 491.000 · Refund of Prior Year Revenues | 27,128.59 | 26,483.00 | 645.59 | 102.44% |
| Total Other Expenses | 27,128.59 | 26,483.00 | 645.59 | 102.44% |
| | 4,612,159.03 | 5,689,812.00 | -1,077,652.97 | 81.06% |

Sewer Construction Fund
Treasurer's Report
October 2015

| | 2015 | | | | 2014 | | | |
|---|-----------------------------|--------------|----------------|-------------|-----------------------------|--------------|----------------|-------------|
| | Jan 1 - October 31, 2015 | Budget | \$ Over Budget | % of Budget | Jan 1 - October 31, 2014 | Budget | \$ Over Budget | % of Budget |
| Income | | | | | | | | |
| 341.010 · Interest on Investments | 3,789.69 | 2,000.00 | 1,789.69 | 189.49% | 2,426.78 | 3,000.00 | -573.22 | 80.89% |
| 354.161 · Pennvest Grant | 0.00 | 1,549,340.00 | -1,549,340.00 | 0.0% | 0.00 | 1,549,341.00 | -1,549,341.00 | 0.0% |
| 354.163 · H2O Grant | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 127,425.63 | -127,425.63 | 0.0% |
| 392.000 · Transfer from Operations | 0.00 | 0.00 | 0.00 | 0.0% | 190,856.15 | 0.00 | 190,856.15 | 100.0% |
| 392.900 · Use of Fund Balance | 0.00 | 262,479.00 | -262,479.00 | 0.0% | 0.00 | 560,983.86 | -560,983.86 | 0.0% |
| 393.100 · ERZB GSRB - ESSA | 58,266.81 | 0.00 | 58,266.81 | 100.0% | 59,422.80 | 0.00 | 59,422.80 | 100.0% |
| 393.130 · Pennvest Loans | 0.00 | 0.00 | 0.00 | 0.0% | 415,000.00 | 723,100.00 | -308,100.00 | 57.39% |
| 393.140 · LT Debt - First Keystone | 0.00 | 0.00 | 0.00 | 0.0% | 122,502.92 | 0.00 | 122,502.92 | 100.0% |
| 393.141 · LT Debt - Wayne | 0.00 | 0.00 | 0.00 | 0.0% | 526,587.99 | 609,490.00 | -82,902.01 | 86.4% |
| 393.142 · LOC - Wayne | 0.00 | 1,091,181.00 | -1,091,181.00 | 0.0% | 2,808,818.70 | 0.00 | 2,808,818.70 | 100.0% |
| 393.143 · Proceeds of refinance 7.5M | 4,350,000.00 | 4,500,000.00 | -150,000.00 | 96.67% | 0.00 | 0.00 | 0.00 | 0.0% |
| 394.100 · Short Term Loans | 0.00 | 0.00 | 0.00 | 0.0% | 67,540.17 | 893,755.00 | -826,214.83 | 7.56% |
| 395.000 · Refund of Prior Year Expenses | 250,267.50 | 0.00 | 250,267.50 | 100.0% | 1,780.12 | 0.00 | 1,780.12 | 100.0% |
| Total Income | 4,662,324.00 | 7,405,000.00 | -2,742,676.00 | 62.96% | 4,194,935.63 | 4,467,095.49 | -272,159.86 | 93.91% |

Sewer Construction Fund
Treasurer's Report
October 2015

| | Jan 1 - October 31, 2015 | Budget As Amended | \$ Over Budget | % of Budget |
|---|-----------------------------|----------------------|----------------|-------------|
| Expense | | | | |
| 404.310 · Professional Services | 42,821.01 | 50,000.00 | -7,178.99 | 85.64% |
| 408.315 · Engineering - Collection System | 182,788.11 | 415,000.00 | -232,211.89 | 44.05% |
| 429.341 · Advertising | 164.60 | 165.00 | -0.40 | 99.76% |
| 429.602 · Collection System Construction | 70,875.94 | 2,560,000.00 | -2,489,124.06 | 2.77% |
| 429.620 · Engineering Fees Phs II | 0.00 | 0.00 | 0.00 | 0.0% |
| 429.643 · Contractor Fee Phs III | 110,070.95 | 0.00 | 110,070.95 | 100.0% |
| 471.000 · Debt Principal | 4,297,036.03 | 4,326,835.00 | -29,798.97 | 99.31% |
| 475.000 · Fiscal Agent Fees | 52,738.49 | 53,000.00 | -261.51 | 99.51% |
| 489.000 · Bank Fees | 1.00 | 0.00 | 1.00 | 100.0% |
| Total Expense | 4,756,496.13 | 7,405,000.00 | -2,648,503.87 | 64.23% |

Sewer Operating Fund
Treasurer's Report
October 2015

| | | 2015 | | | | 2014 | | | |
|--------------|-----------------------------------|--------------------------------|--------------|----------------|-------------|----------------------------|--------------|----------------|-------------|
| | | Jan 1 - October 31, 2015 | Budget | \$ Over Budget | % of Budget | Jan 1 -October 31, 2014 | Budget | \$ Over Budget | % of Budget |
| Income | | | | | | | | | |
| | 341.010 · Interest on Investments | 16,098.41 | 0.00 | 16,098.41 | 100.0% | 10,485.30 | 9,500.00 | 985.30 | 110.37% |
| | 364.110 · Connection/Tapping Fees | 1,455,000.00 | 4,463,750.00 | -3,008,750.00 | 32.6% | 475,000.00 | 1,456,990.00 | -981,990.00 | 32.6% |
| | 364.120 · Sewer Use Fees | 2,078,992.87 | 3,946,667.00 | -1,867,674.13 | 52.68% | 1,863,660.33 | 2,032,664.00 | -169,003.67 | 91.69% |
| Total Income | | 3,550,091.28 | 8,410,417.00 | -4,860,325.72 | 42.21% | 2,349,145.63 | 3,499,154.00 | -1,150,008.37 | 67.14% |

Sewer Operating Fund
Treasurer's Report
October 2015

| | Jan 1 - October 31, 2015 | Budget | \$ Over Budget | % of Budget |
|---|-----------------------------|--------------|----------------|-------------|
| Expense | | | | |
| Total 429.100 · Utilities | 38,621.82 | 77,600.00 | -38,978.18 | 49.77% |
| 429.110 · Public Works Dir Salary | 27,838.50 | 42,500.00 | -14,661.50 | 65.5% |
| 429.192 · Social Security | 1,388.48 | 2,678.00 | -1,289.52 | 51.85% |
| 429.197 · Non Uniform Pension Plan | 816.44 | 3,150.00 | -2,333.56 | 25.92% |
| Total 429.200 · BCRA Sewage Treatment | 723,659.71 | 1,104,756.00 | -381,096.29 | 65.5% |
| 429.205 · Bank charges | 30.00 | | | |
| 429.231 · Collection System Costs | 1,261.08 | 2,000.00 | -738.92 | 63.05% |
| 429.244 · Operating Supplies | 35,140.24 | 43,000.00 | -7,859.76 | 81.72% |
| Total 429.300 · Professional Services | 221,158.30 | 277,000.00 | -55,841.70 | 79.84% |
| 429.374 · Equipment Repair & Maintenance | 40,845.63 | 62,500.00 | -21,654.37 | 65.35% |
| 429.375 · Reimbursements - P Traps | 5,490.00 | 10,000.00 | -4,510.00 | 54.9% |
| Total 429.610 · Improvements | 0.00 | 163,015.00 | -163,015.00 | 0.0% |
| Total 471.000 · Debt Principal - Long and Short | 315,795.21 | 1,814,039.00 | -1,498,243.79 | 17.41% |
| Total 472.000 · Debt Interest - Long and Short | 184,509.82 | 960,771.00 | -776,261.18 | 19.2% |
| 492.530 · Contributions to fund balance | 0.00 | 3,847,408.00 | -3,847,408.00 | 0.0% |
| Total Expense | 1,596,555.23 | 8,410,417.00 | -6,813,861.77 | 18.98% |

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2015 –

AN ORDINANCE PURSUANT TO ARTICLE XX, §2005 OF THE FIRST CLASS TOWNSHIP CODE, TO VACATE THAT SECTION OF OLD STATE ROUTE 168, WHICH IS LOCATED ON THE WESTERLY SIDE OF S.R. 0611 AND WHICH PASSES ALONG PROPERTY OWNED BY SILVERLEAF RESORT, INC., IDENTIFIED BY MONROE COUNTY TAX CODE NO. 12/11/1/32 AND PIN NO. 12636400649404.

WHEREAS, pursuant to the provisions of Section 2005 of the First Class Township Code, Pocono Township has the authority, by ordinance, to vacate roads, and parts thereof, which are located wholly or partly in the Township; and

WHEREAS, the portion of the roadway requested to be vacated is no longer used by the traveling public, and the vacation of the same will not be adverse to the health, safety and welfare of the residents of Pocono Township or the traveling public.

NOW, THEREFORE, be it enacted and ordained, by the Board of Commissioners, Pocono Township, Monroe County, Pennsylvania, and it is hereby enacted and ordained by virtue of the activity of the General Assembly of the Commonwealth of Pennsylvania known as the “First Class Township Code, as amended”, as follows:

SECTION 1. That portion of T-168, between the northerly and southerly line of a proposed/unopened street named Birch Street (40’ wide) and extends to the former western line of T-168, as hereinafter described, is hereby vacated, and shall no longer constitute part of the Pocono Township public road system.

SECTION 2. The legal description of the area being vacated is attached hereto as Exhibit “A”.

SECTION 3. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality illegality or invalidity shall not effect or impair any remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board of Commissioners that such remainder shall be and shall remain in full force and effect.

SECTION 4. Any provisions of any existing ordinances, or parts of ordinances, in conflict with this Ordinance, to the extent of such conflict and no further, are hereby repealed.

SECTION 5. A copy of this Ordinance shall be filed in the Office of the Clerk of the Monroe County Court of Common Pleas for the Forty Third Judicial District of Pennsylvania.

SECTION 6. This Ordinance shall take effect five (5) days after enactment.

ENACTED AND ORDAINED this _____ of _____ 2015.

ATTEST:

**TOWNSHIP OF POCONO
MONROE COUNTY**

PAMELA FINKBEINER
Township Secretary

RICHARD WIELEBINSKI
President, Board of Commissioners

EXHIBIT "A"

**LEAL DESCRIPTION OF
PORTION OF TOWNSHIP ROAD 629,
A PORTION OF OLD STATE ROUTE 168 (T-168)
LYING WITHIN BIRCH STREET
TO BE VACATED BY POCONO TOWNSHIP**

**LAND DESCRIPTION OF
PORTION OF TOWNSHIP ROAD 629,
A PORTION OF OLD STATE ROUTE 168 (T-168)
LYING WITHIN BIRCH STREET
TO BE VACATED BY POCONO TOWNSHIP**

All that certain piece or parcel of land situated in the Township of Pocono, County of Monroe, and Commonwealth of Pennsylvania, being bounded and described as follows, to wit:

Beginning at a point being the intersection of the westerly right-of-way line of State Route 611 with the northerly right-of-way line of Birch Street, said point also being the southeast corner of the parcel being described in Ordinance No. 143 which was enacted to vacate that section of Old State Route 168 (T-168) which was located on the westerly side of S.R. 0611 between the northerly line of a proposed/unopened street named Birch Street and the southerly line of a proposed/unopened street named Center Street, and which passed along property owned by Trap Enterprises, L.L.C.: identified by Monroe Tax Code No. 12/11/1/8-3 and PIN 12636404748985.

Thence along the westerly line of the State Route 611, South 38°06'29" West a distance of 40.01' to a point along the southerly right-of-way line of Birch Street which is in the line of a parcel described in Ordinance No. 129 which was enacted to vacate that section of Township Road 629, which is a portion of Old State Route 168 (T-168) which was located on the westerly side of S.R. 0611 between the northerly line of a proposed/unopened street named Maple Street and Birch Street and which passed along property owned by Pocono Community Bank identified by Monroe Tax Code No. 12/11/1/9 and PIN 12636404747414.

Thence along the southerly right-of-way line of Birch Street, North 52°52'00" West a distance of 56.84' to a point along the western right-of-way line of the former T-168;

Thence along the western right-of-way line of the former T-168, North 38° 06' 29" East a distance of 9.50' more or less to a point;

Thence continuing along the western right-of-way line of the former T-168, and a curve to the right having a radius of 2,914.79' an arc length of 30.51' more or less and a chord bearing and distance of North 38° 28' 32" East 30.51' to a point along the northerly right-of-way line of Birch Street;

Thence along the northerly right-of-way line of Birch Street, South 52° 52' 00" East a distance of 56.63' to a point, the place of beginning;

Containing a total area of 2,271.38 square feet or 0.05 acres of land, more or less.

Being that section of Township Road 629 which is a portion of Old State Route 168 (T-168) which is located on the westerly side of S.R. 0611 between the northerly and southerly line of a proposed/unopened street named Birch Street (40' wide) and extends to the former western line of T-168.

Being the premises as depicted on Drawing V-0301 titled Vacation of Township Road 629 (Old Route 168) Lying Within Birch Street Right-of-Way, as prepared by Pennoni Associates, Inc. 2041 Avenue C, Suite 100, Bethlehem, Pa. 18017.

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

RESOLUTION NO. _____

**A RESOLUTION CONFIRMING THE REAPPOINTMENT OF A TOWNSHIP
RESIDENT AS A MEMBER OF THE POCONO TOWNSHIP PLANNING
COMMISSION**

WHEREAS, the Board of Commissioners recognizes that the term of Dennis Purcell on the Planning Commission ends on December 31, 2015; and

WHEREAS, the Board of Commissioners desires to reappoint Dennis Purcell to the Planning Commission; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that Dennis Purcell is hereby reappointed as a member of the Pocono Township Planning Commission for a four year term commencing on January 1, 2016 and terminating on December 31, 2019.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 16th day of November, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

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

RESOLUTION NO. _____

**A RESOLUTION CONFIRMING THE REAPPOINTMENT OF A TOWNSHIP
RESIDENT AS A MEMBER OF THE POCONO TOWNSHIP PLANNING
COMMISSION**

WHEREAS, the Board of Commissioners recognizes that the term of Robert DeYoung on the Planning Commission ends on December 31, 2015; and

WHEREAS, the Board of Commissioners desires to reappoint Robert DeYoung to the Planning Commission; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that Robert DeYoung is hereby reappointed as a member of the Pocono Township Planning Commission for a four year term commencing on January 1, 2016 and terminating on December 31, 2019.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 16th day of November, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING SUPPLEMENTAL APPROPRIATIONS TO THE
2015 BUDGET**

WHEREAS, the Board has, upon mid-year examination and review of the existing 2015 budget, identified unencumbered funds in certain accounts which funds could be used to further the best interests of the Township if transferred to other existing accounts; and

WHEREAS, the Board is empowered pursuant to the First Class Township Code to make supplemental appropriations at any time and for any lawful purpose from funds not otherwise appropriated and for items not set forth in the adopted budget; and

WHEREAS, the Board is empowered pursuant to the First Class Township Code to transfer, during the last 9 months of each fiscal year, unencumbered funds from one account to another without amending the existing budget.

WHEREAS, the supplemental appropriations list for the General Fund and Park Fund is attached.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the supplemental appropriations be approved as listed.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 16th day of November, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

| | | | | | |
|---|---------------|---------------|---------------------------|----------------------------|----------------------|
| General Fund | | | | | |
| November 2015 Appropriations | | | | | |
| | Actual | Budget | \$ Over Budget | Adjusted Budget | Appropriation |
| | | | | | |
| General Government | | | | | |
| 400.110 • Salary & Wages - Legislative | 12,187.50 | 16,250.00 | -4,062.50 | | |
| 400.192 • Legislative SSI Tax | 932.30 | 1,243.00 | -310.70 | | |
| 400.260 • Minor Equipment | 1,314.00 | 3,000.00 | -1,686.00 | | |
| 400.310 • Legislative - Professional Srv | 0.00 | 0.00 | 0.00 | | |
| 400.420 • Dues, Subscriptions & Membershi | 725.00 | 1,516.00 | -791.00 | | |
| 400.460 • Legislaive -Meetings & Training | 0.00 | 1,000.00 | -1,000.00 | | |
| 400.540 • Legislative - Donations | 350.00 | 1,300.00 | -950.00 | | |
| 401.110 • Admin Salaries & Wages | 90,530.56 | 110,000.00 | -19,469.44 | | |
| 401.192 • Admin SSI Taxes | 6,925.50 | 8,415.00 | -1,489.50 | | |
| 401.196 • Admin Health Insurance | 22,378.40 | 25,258.00 | -2,879.60 | | |
| 401.198 • Non-Uniformed Pension Plan | 9,334.70 | 9,900.00 | -565.30 | | |
| 401.199 • Admin Life and Disability Ins | 693.00 | 760.00 | -67.00 | | |
| 401.200 • Administration Allowances | 2,542.85 | 3,200.00 | -657.15 | | |
| 401.220 • Admin Operating Supplies | 0.00 | 500.00 | -500.00 | | |
| 401.260 • Admin Minor Equipment | 922.97 | 3,000.00 | -2,077.03 | | |
| 401.310 • Admin Professional Services | 0.00 | 0.00 | 0.00 | | |
| 401.312 • Admin Management Services | 0.00 | 0.00 | 0.00 | | |
| 401.420 • Admin Dues, Subscriptions & Mem | 1,129.66 | 2,565.00 | -1,435.34 | | |
| 401.460 • Admin Meetings & Training | 3,110.54 | 3,250.00 | -139.46 | | |
| 402.110 • Fin Admin Salaries & Wages | 0.00 | 0.00 | 0.00 | | |
| 402.120 • Financial Admin OVT | 0.00 | 0.00 | 0.00 | | |
| 402.192 • Fin Admin SSI Taxes | 0.00 | 0.00 | 0.00 | | |
| 402.196 • Fin Admin Health Insurance | 0.00 | 0.00 | 0.00 | | |
| 402.198 • Fin Admin Non-Uni Pension Plan | 0.00 | 0.00 | 0.00 | | |
| 402.199 • Fin Admin Life & Disability Ins | 0.00 | 0.00 | 0.00 | | |
| 402.220 • Fin Admin Operating Supplies | 0.00 | 0.00 | 0.00 | | |
| 402.260 • Fin Admin Minor Equipment | 0.00 | 0.00 | 0.00 | | |
| 402.310 • Fin Admin Professional Srvs | 11,392.76 | 15,000.00 | -3,607.24 | | |
| 402.420 • Fin Admin Dues, Subscriptions | 0.00 | 0.00 | 0.00 | | |
| 402.460 • Fin Admin Meetings & Training | 0.00 | 0.00 | 0.00 | | |
| 403.110 • Tax Collection Salaries & Wages | 8,230.87 | 10,000.00 | -1,769.13 | | |
| 403.192 • Tax Collection SSI Taxes | 629.81 | 765.00 | -135.19 | | |
| 403.199 • Tax Collection Bond Ins | 0.00 | 0.00 | 0.00 | | |
| 403.215 • Tax Collection Postage | 1,606.71 | 2,000.00 | -393.29 | | |
| 403.220 • Tax Collection Operating Supply | 1,465.23 | 2,000.00 | -534.77 | | |
| 403.310 • Tax Collection Professional Srv | 25,618.52 | 26,000.00 | -381.48 | | |
| 403.460 • Tax Collection Meetings & Conf | 0.00 | 625.00 | -625.00 | | |
| 404.310 • Township Solicitor | 76,500.71 | 90,000.00 | -13,499.29 | | |
| 404.314 • Legal Services Special Counsel | 0.00 | 0.00 | 0.00 | | |
| 405.110 • Secretary Salaries & Wages | 111,182.79 | 135,529.00 | -24,346.21 | | |
| 405.120 • Secretary OT | 8,071.03 | 8,000.00 | 71.03 | 11,000 | 3,000 |
| 405.192 • Secretary SSI Taxes | 9,094.66 | 10,368.00 | -1,273.34 | | |
| 405.196 • Secretary Insurance | 56,876.46 | 70,992.00 | -14,115.54 | | |
| 405.198 • Secretary Non-Uni Pension Plan | 11,736.93 | 11,298.00 | 438.93 | | |
| 405.199 • Secretary Life & Disability Ins | 2,033.71 | 2,400.00 | -366.29 | | |
| 405.220 • Secretary Operating Supplies | 511.05 | 1,500.00 | -988.95 | | |
| 405.240 • Secretary Data Processing Srv | 0.00 | 0.00 | 0.00 | | |
| 405.260 • Secretary Minor Equipment | 0.00 | 3,000.00 | -3,000.00 | | |
| 405.310 • Secretary Professional Srvs | 0.00 | 0.00 | 0.00 | | |
| 405.317 • Recording Secretary Services | 0.00 | 0.00 | 0.00 | | |
| 405.420 • Secretary Dues, Subscriptions | 190.00 | 500.00 | -310.00 | | |
| 405.460 • Secretary Meetings & Training | 333.00 | 500.00 | -167.00 | | |
| 406.215 • Gen Govt Postage | 4,199.90 | 4,000.00 | 199.90 | | |
| 406.220 • Gen Govt Operation Supplies | 5,643.11 | 7,000.00 | -1,356.89 | | |
| 406.310 • Gen Govt Professional Srvs | 5,558.90 | 5,500.00 | 58.90 | 6,000 | 500 |
| 406.320 • Gen Govt Communications | 6,049.63 | 10,000.00 | -3,950.37 | | |
| 406.340 • Gen Govt Advertising & Printing | 5,742.96 | 6,500.00 | -757.04 | | |
| 406.374 • Gen Govt Office Equipment Maint | 0.00 | 0.00 | 0.00 | | |
| 406.384 • Gen Govt Equipment Leases | 2,091.20 | 5,000.00 | -2,908.80 | | |
| 406.430 • Gen Govt Real Estate Taxes | 1,411.34 | 6,500.00 | -5,088.66 | | |
| 407.252 • Computer Parts & Supplies | 0.00 | 500.00 | -500.00 | | |
| 407.260 • Technology Minor Equipment | 0.00 | 1,000.00 | -1,000.00 | | |
| 407.450 • Contracted Services | 16,617.72 | 14,000.00 | 2,617.72 | 17,000 | 3,000 |
| 408.310 • Township Engineer | 49,432.84 | 85,000.00 | -35,567.16 | | |
| 408.311 • TIF - Engineering | 0.00 | 0.00 | 0.00 | | |
| 409.220 • Building Operating Supplies | 942.12 | 1,000.00 | -57.88 | | |
| 409.360 • Building Utilities | 20,973.47 | 48,000.00 | -27,026.53 | | |
| 409.370 • Building Maintenance & Cleaning | 0.00 | 0.00 | 0.00 | | |
| 409.373 • Building Maint & Repairs | 14,732.86 | 20,000.00 | -5,267.14 | | |
| 409.450 • Building Contracted Services | 5,007.01 | 6,000.00 | -992.99 | | |

| | | | | | |
|---|------------|--------------|-------------|---------|---------|
| 409.610 · Capital Costs & Construction | 0.00 | 0.00 | 0.00 | | |
| Public Safety | | | | | |
| 410.120 · Police Salaries & Wages-Admin | 71,161.12 | 83,306.00 | -12,144.88 | | |
| 410.130 · Police Salaries & Wages-Officer | 851,517.82 | 1,064,116.00 | -212,598.18 | | |
| 410.140 · Police Salaries & Wages-Civilia | 36,712.56 | 42,192.00 | -5,479.44 | | |
| 410.179 · Police Longevity Pay | 0.00 | 40,794.00 | -40,794.00 | | |
| 410.180 · Police Overtime Wages | 118,614.87 | 110,000.00 | 8,614.87 | 135,000 | 25,000 |
| 410.183 · Reimbursable Overtime Wages | 0.00 | 0.00 | 0.00 | | |
| 410.187 · Police Overtime Civ Support | 90.59 | 500.00 | -409.41 | | |
| 410.188 · Police 457 Plan Contribution | 0.00 | 0.00 | 0.00 | | |
| 410.191 · Uniform Allowance | 4,123.76 | 13,600.00 | -9,476.24 | | |
| 410.192 · Police SSI Taxes | 82,718.66 | 94,747.00 | -12,028.34 | | |
| 410.196 · Police Health Insurance | 376,368.32 | 419,494.00 | -43,125.68 | | |
| 410.197 · Police Pension Plan | 0.00 | 150,577.00 | -150,577.00 | | |
| 410.198 · Police Life & Disability Ins | 12,986.93 | 16,100.00 | -3,113.07 | | |
| 410.199 · Police Non-Uniform Pension | 3,489.93 | 3,797.00 | -307.07 | | |
| 410.200 · Police 457 Contribution | 5,259.45 | 10,600.00 | -5,340.55 | | |
| 410.215 · Police Postage | 0.00 | 0.00 | 0.00 | | |
| 410.220 · Police Operating Supplies | 5,355.46 | 5,000.00 | 355.46 | 6,000 | 1,000 |
| 410.221 · Crime Scene Supplies | 633.58 | 1,600.00 | -966.42 | | |
| 410.222 · Ammunition | 4,210.60 | 5,000.00 | -789.40 | | |
| 410.223 · K-9 Expenses | 1,163.42 | 2,000.00 | -836.58 | | |
| 410.231 · Vehicle Fuel | 29,974.76 | 63,861.00 | -33,886.24 | 38,861 | -25,000 |
| 410.234 · Vehicle Operating Supplies | 0.00 | 0.00 | 0.00 | | |
| 410.260 · Police Minor Equipment | 15,889.39 | 17,000.00 | -1,110.61 | | |
| 410.310 · Police Professional Services | 2,074.62 | 5,000.00 | -2,925.38 | | |
| 410.314 · Civil Service Comm Solicitor | 6,318.70 | 13,000.00 | -6,681.30 | | |
| 410.320 · Police Communications | 12,997.06 | 16,000.00 | -3,002.94 | | |
| 410.341 · Police Advertising & Printing | 3,050.00 | 3,500.00 | -450.00 | | |
| 410.373 · Police Maint & Repair Bldg | 9,694.04 | 10,000.00 | -305.96 | | |
| 410.374 · Police Equipment Maint | 2,402.70 | 4,750.00 | -2,347.30 | | |
| 410.410 · Judgment and Settlements | 0.00 | 0.00 | 0.00 | | |
| 410.420 · Police Dues, Subscriptions | 517.00 | 1,500.00 | -983.00 | | |
| 410.450 · Police Contracted Services | 108,628.10 | 99,164.00 | 9,464.10 | 110,164 | 11,000 |
| 410.451 · Police Vehicle Maintenance | 25,894.61 | 25,000.00 | 894.61 | 27,500 | 2,500 |
| 410.460 · Police Meetings & Training | 8,260.28 | 10,000.00 | -1,739.72 | | |
| 410.540 · Police Donations | 0.00 | 0.00 | 0.00 | | |
| 410.740 · Police Capital Purch, Minor | 0.00 | 14,600.00 | -14,600.00 | | |
| 410.741 · Police Capital Purch, Autos | 40,438.68 | 41,500.00 | -1,061.32 | | |
| 411.232 · Fire Department Fuel | 0.00 | 0.00 | 0.00 | | |
| 411.540 · Foreign Fire Payments | 94,606.89 | 100,000.00 | -5,393.11 | 94,607 | -5,393 |
| 411.541 · Disbursement to Fire Company | 0.00 | 0.00 | 0.00 | | |
| 412.231 · Ambulance Fuel | 0.00 | 0.00 | 0.00 | | |
| 412.540 · Contribs to Central Pocono Amb | 0.00 | 0.00 | 0.00 | | |
| 413.110 · Code Enforcement Wages | 0.00 | 0.00 | 0.00 | | |
| 413.192 · Code Enforcement SSI Taxes | 0.00 | 0.00 | 0.00 | | |
| 413.220 · Code Enforcement Supplies | 0.00 | 0.00 | 0.00 | | |
| 413.231 · Code Enforcement Fuel | 0.00 | 0.00 | 0.00 | | |
| 413.234 · Code Enforcement Vehicle Suppli | 0.00 | 0.00 | 0.00 | | |
| 413.260 · Code Enforcement Minor Equip | 0.00 | 500.00 | -500.00 | | |
| 413.310 · Prof Services - BIU Building | 269,036.65 | 248,333.00 | 20,703.65 | 275,036 | 26,703 |
| 413.311 · Prof Services - SEO | 13,265.00 | 12,200.00 | 1,065.00 | 15,000 | 2,800 |
| 413.312 · Professional Services - ZO | 18,772.50 | 23,400.00 | -4,627.50 | 18,900 | -4,500 |
| 413.314 · Building Code Appeals Board | 1,931.00 | 0.00 | 1,931.00 | 2,000 | 2,000 |
| 413.319 · Code Enforcement UCC Fees | 676.00 | 750.00 | -74.00 | | |
| 413.331 · Code Enforcement Mileage Reimb | 0.00 | 0.00 | 0.00 | | |
| 413.341 · Code Enforcement Advertising | 0.00 | 100.00 | -100.00 | | |
| 413.420 · Code Enforcement Dues & Subs | 0.00 | 0.00 | 0.00 | | |
| 413.450 · Code Enforcement Contracted Srv | 0.00 | 0.00 | 0.00 | | |
| 413.451 · Code Enforcement Vehicle Maint | 0.00 | 0.00 | 0.00 | | |
| 413.460 · Code Enforcement Meetings | 0.00 | 0.00 | 0.00 | | |
| 414.110 · Planning & Zoning Salaries | 8,800.82 | 16,300.00 | -7,499.18 | | |
| 414.120 · Planning & Zoning OT | 175.50 | 0.00 | 175.50 | 400 | 400 |
| 414.192 · Planning & Zoning SSI Taxes | 640.95 | 1,245.00 | -604.05 | | |
| 414.196 · Planning & Zoning Health Ins | 0.00 | 5,685.00 | -5,685.00 | | |
| 414.198 · Planning & Zoning N-U Pension | 0.00 | 0.00 | 0.00 | | |
| 414.199 · Zoning Life & Disability | 126.00 | 205.00 | -79.00 | | |
| 414.220 · Planning & Zoning Supplies | 125.65 | 500.00 | -374.35 | | |
| 414.310 · Planning & Zoning Prof Srvs | 995.25 | 1,000.00 | -4.75 | | |
| 414.313 · Planning & Zoning Engineering | 11,326.74 | 11,000.00 | 326.74 | | |
| 414.314 · Planning & Zoning Legal | 23,433.78 | 25,000.00 | -1,566.22 | | |
| 414.324 · Zoning Cell Phone | 37.55 | 150.00 | -112.45 | | |
| 414.331 · Zoning Officer Mileage | 95.61 | 400.00 | -304.39 | | |
| 414.341 · Planning & Zoning Advertising | 1,434.40 | 1,000.00 | 434.40 | 1,800 | 800 |
| 414.460 · Planning & Zoning Meetings | 0.00 | 400.00 | -400.00 | | |
| 415.220 · Emer Mgmt Operating Supplies | 0.00 | 500.00 | -500.00 | | |
| 415.460 · Emer Mgmt Meetings & Training | 0.00 | 200.00 | -200.00 | | |

| | | | | | |
|---|------------|------------|------------|--------|--------|
| Public Works - Other | | | | | |
| 426.227 · Recycling containers | 1,125.50 | 1,126.00 | -0.50 | | |
| 427.220 · Solid Waste Coll Supplies | 1,390.00 | 1,500.00 | -110.00 | | |
| 427.221 · Equip Rental - Grinder | 4,680.00 | 4,700.00 | -20.00 | | |
| 427.450 · Contracted Srvs - Clean-Up Days | 14,333.56 | 20,000.00 | -5,666.44 | | |
| 429.317 · TIF | 101,633.59 | 101,634.00 | -0.41 | | |
| PW-Hwys, Roads & Streets | | | | | |
| 430.110 · Public Works Salaries | 325,464.18 | 394,987.00 | -69,522.82 | | |
| 430.120 · Public Works OT Wages | 27,171.71 | 30,000.00 | -2,828.29 | | |
| 430.192 · Public Works SSI Taxes | 26,827.66 | 30,713.00 | -3,885.34 | | |
| 430.196 · Public Works Insurance | 189,643.02 | 213,252.00 | -23,608.98 | | |
| 430.198 · Public Works N-U Pension | 32,978.67 | 34,513.00 | -1,534.33 | | |
| 430.199 · Public Works Life & Disab Ins | 6,375.70 | 6,400.00 | -24.30 | | |
| 430.200 · Public Works Director Allowance | 345.45 | 450.00 | -104.55 | | |
| 430.220 · Public Works Oper Supplies | 5,863.71 | 15,000.00 | -9,136.29 | | |
| 430.231 · Public Works Gasoline | 0.00 | 0.00 | 0.00 | | |
| 430.232 · Public Works Diesel | 26,064.44 | 49,250.00 | -23,185.56 | | |
| 430.234 · Public Works Vehicle Supplies | 1,620.69 | 6,000.00 | -4,379.31 | | |
| 430.238 · Public Works Uniforms | 6,383.55 | 7,800.00 | -1,416.45 | | |
| 430.260 · Public Works Minor Equip Purch | 1,029.71 | 2,000.00 | -970.29 | | |
| 430.320 · Public Works Communications Exp | 0.00 | 0.00 | 0.00 | | |
| 430.331 · Mileage Reimbursement | 374.20 | 1,000.00 | -625.80 | | |
| 430.341 · Public Works Advertising | 0.00 | 0.00 | 0.00 | | |
| 430.360 · Public Works Utilities | 7,576.95 | 18,750.00 | -11,173.05 | | |
| 430.373 · Public Works Maint & Rep Bldg | 8,271.85 | 10,000.00 | -1,728.15 | | |
| 430.374 · Public Works Small Equip Maint | 3,090.13 | 5,000.00 | -1,909.87 | | |
| 430.375 · Public Works Heavy Equip Maint | 33,641.55 | 35,000.00 | -1,358.45 | | |
| 430.384 · Public Works Equip Rental | 500.00 | 500.00 | 0.00 | | |
| 430.420 · Public Works Dues, Subscription | 625.00 | 1,000.00 | -375.00 | | |
| 430.450 · Public Works Contracted Srvs | 45,823.00 | 46,000.00 | -177.00 | | |
| 430.451 · Public Works Vehicle Maint | 6,055.71 | 6,596.00 | -540.29 | | |
| 430.460 · Public Works Meetings & Trainin | 843.58 | 1,000.00 | -156.42 | | |
| 430.650 · Public Works Hand Tool Purch | 199.99 | 500.00 | -300.01 | | |
| 430.740 · Public Works Capital Purchases | 0.00 | 0.00 | 0.00 | | |
| 432.220 · Snow & Ice Rem Oper Supplies | 121,282.97 | 125,000.00 | -3,717.03 | | |
| 432.375 · Snow & Ice Rem Equipment Maint | 15,533.24 | 38,000.00 | -22,466.76 | | |
| 432.450 · Snow & Ice Rem Subcontractors | 0.00 | 15,000.00 | -15,000.00 | | |
| 433.220 · Traffic Signals & Signs Supply | 2,272.87 | 5,000.00 | -2,727.13 | | |
| 433.360 · Traffic Signals & Signs Utiliti | 2,753.75 | 4,000.00 | -1,246.25 | | |
| 433.450 · Traffic Signals Contracted Srvs | 26,706.13 | 9,050.00 | 17,656.13 | 29,706 | 20,656 |
| 438.220 · Road Maint Supplies | 63,884.07 | 66,250.00 | -2,365.93 | 71,250 | 5,000 |
| 438.384 · Road Maint Equip Rental | 0.00 | 0.00 | 0.00 | | |
| 438.600 · Road Maint Contracted Srvs | 0.00 | 0.00 | 0.00 | | |
| 438.610 · Road Maint Capital Construction | 52,652.20 | 130,000.00 | -77,347.80 | | |
| 438.611 · Line Painting | 39,860.47 | 39,861.00 | -0.53 | | |
| 438.612 · Crack Sealing | 0.00 | 0.00 | 0.00 | | |
| 438.613 · Vegetation Control | 0.00 | 0.00 | 0.00 | | |
| 439.220 · Rd Construct & Rebuild Supplies | 0.00 | 0.00 | 0.00 | | |
| 439.610 · Rd Construct & Rebuild Cap Cons | 244,879.73 | 244,880.00 | -0.27 | | |
| Culture and Recreation | | | | | |
| 454.340 · Park Advertising & Printing | 0.00 | 0.00 | 0.00 | | |
| 451.310 · Recreation Prof Services | 0.00 | 0.00 | 0.00 | | |
| 451.530 · Recreation HJPPOSC Contrib | 0.00 | 0.00 | 0.00 | | |
| 454.110 · Park Salary & Wage | 0.00 | 0.00 | 0.00 | | |
| 454.120 · Park OT | 0.00 | 0.00 | 0.00 | | |
| 454.192 · Park SSI | 0.00 | 0.00 | 0.00 | | |
| 454.198 · Park N-U Pension Plan | 0.00 | 0.00 | 0.00 | | |
| 454.220 · Park Operating Supplies | 0.00 | 0.00 | 0.00 | | |
| 454.231 · Park Vehicle Fuel | 0.00 | 0.00 | 0.00 | | |
| 454.260 · Park Minor Equipment | 0.00 | 0.00 | 0.00 | | |
| 454.310 · Park Professional Services | 0.00 | 0.00 | 0.00 | | |
| 454.320 · Park Communications | 0.00 | 0.00 | 0.00 | | |
| 454.360 · Park Utilities | 0.00 | 0.00 | 0.00 | | |
| 454.373 · Park Repairs & Maintenance | 0.00 | 0.00 | 0.00 | | |
| 454.374 · Park Equipment Maintenance | 0.00 | 0.00 | 0.00 | | |
| 454.450 · Park Contracted Services | 0.00 | 0.00 | 0.00 | | |
| 454.451 · Park Vehicle Maintenance | 0.00 | 0.00 | 0.00 | | |
| 454.460 · Park Meetings & Training | 0.00 | 0.00 | 0.00 | | |
| 454.700 · Park Capital Purchases | 0.00 | 0.00 | 0.00 | | |
| 457.540 · Community Day Celebration | 1,763.99 | 3,000.00 | -1,236.01 | | |
| Debt Service | | | | | |
| 471.200 · Series 2006 GON (school) | 0.00 | 0.00 | 0.00 | | |
| 471.350 · 2011 Case Loader | 0.00 | 0.00 | 0.00 | | |
| 471.351 · Rogers Trailer | 0.00 | 0.00 | 0.00 | | |
| 472.200 · Series 2006 GON Interest | 0.00 | 0.00 | 0.00 | | |
| 472.350 · 2011 Case Loader Interest | 0.00 | 0.00 | 0.00 | | |
| 472.351 · Rogers Trailer Interest | 0.00 | 0.00 | 0.00 | | |

| | | | | | |
|---|-----------|------------|------------|---------|---------|
| Benefits and Withholding | | | | | |
| 483.188 · 457 Plan Contributions | 0.00 | 0.00 | 0.00 | | |
| 483.194 · Employer Pd Unemployment Comp | 29,752.86 | 30,000.00 | -247.14 | | |
| 483.195 · Employer Pd Worker's Comp | 95,501.00 | 115,394.00 | -19,893.00 | | |
| 483.196 · Employer Pd Health Ins Prem | 0.00 | 0.00 | 0.00 | | |
| 483.198 · Employer Pd N-U Pension Plan | 0.00 | 0.00 | 0.00 | | |
| 483.199 · Employer Pd Life & Disab Ins | 0.00 | 0.00 | 0.00 | | |
| 483.200 · Federal Healthcare Tax | 131.04 | 180.00 | -48.96 | | |
| 483.201 · Transitional Reinsurance Fee | 0.00 | 3,741.00 | -3,741.00 | | |
| Insurance | | | | | |
| 486.350 · Property & Liability Insurance | 87,339.00 | 87,400.00 | -61.00 | | |
| 486.355 · Professional Bonds | 6,425.01 | 6,800.00 | -374.99 | | |
| Misc Expenses | | | | | |
| 489.100 · Miscellaneous Expenses | 0.00 | 0.00 | 0.00 | | |
| 489.200 · Discounts | 0.00 | 0.00 | 0.00 | | |
| Interfund Transfers Out | | | | | |
| 492.300 · Interfund Transfer to Cap Resv | 0.00 | 0.00 | 0.00 | | |
| 492.320 · Interfund Transfer to Emer Srvs | 24,000.00 | 54,141.00 | -30,141.00 | | |
| 492.350 · Interfund Transfer to Liq Fuels | 2,160.92 | 2,161.00 | -0.08 | | |
| 492.370 · Interfund Transfer to Park | 0.00 | 0.00 | 0.00 | | |
| 492.901 · Interfund Transfer to Payroll | 0.00 | 0.00 | 0.00 | | |
| Other Expenses | | | | | |
| 999.999 · uncatagorized expenses | 0.00 | 0.00 | 0.00 | | |
| 66900 · Reconciliation Discrepancies | 0.00 | 0.00 | 0.00 | | |
| 491.000 · Refund of Prior Year Revenues | 27,128.59 | 26,483.00 | 645.59 | | |
| | | | | | |
| 392.000 Use of Fund Balance | 440,002 | 509,468 | -69,466 | 440,002 | -69,466 |
| | | | | | 0 |

| | | | | | |
|-------------------------------------|---------------|---------------|---------------------------|----------------------------|----------------------|
| Park Fund | | | | | |
| November 2015 Appropriations | | | | | |
| | Actual | Budget | \$ Over Budget | Adjusted Budget | Appropriation |
| 454.110 · Salaries & Wages | 45,132.07 | 65,828.00 | -20,695.93 | | |
| 454.120 · All Park Employees OVT | 716.52 | 1,500.00 | -783.48 | | |
| 454.192 · SSI Taxes | 3,493.79 | 5,036.00 | -1,542.21 | | |
| 454.220 · Operating Supplies | 2,897.65 | 2,000.00 | 897.65 | 3,000 | 1,000 |
| 454.231 · Vehicle Fuel | 956.62 | 2,500.00 | -1,543.38 | | |
| 454.260 · Minor Equipment | 462.19 | 2,000.00 | -1,537.81 | | |
| 454.310 · Professional Services | 0.00 | 2,000.00 | -2,000.00 | | |
| 454.320 · Communications | 865.24 | 800.00 | 65.24 | | |
| 454.342 · Advertising & Printing | 31.60 | 500.00 | -468.40 | | |
| 454.360 · Utilities | 1,580.03 | 2,700.00 | -1,119.97 | | |
| 454.373 · Repairs & Maintenance | 7,452.71 | 10,000.00 | -2,547.29 | 8,500 | -1,500 |
| 454.374 · Equipment Maintenance | 1,156.81 | 1,000.00 | 156.81 | 1,500 | 500 |
| 454.384 · Equipment Rentals | 0.00 | 0.00 | 0.00 | | |
| 454.450 · Contracted Services | 1,133.97 | 1,500.00 | -366.03 | | |
| 454.451 · Vehicle Maintenance | 793.58 | 500.00 | 293.58 | | |
| 454.460 · Meetings & Training | 150.00 | 500.00 | -350.00 | | |
| 454.530 · HJPPOSC & General Contrib | 48,788.05 | 65,851.00 | -17,062.95 | | |
| 454.660 · Park Engineering Service | 0.00 | 0.00 | 0.00 | | |
| 454.700 · Capital Outlay | 11,415.04 | 39,000.00 | -27,584.96 | | |

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

RESOLUTION NO. _____

A RESOLUTION APPROVING A PURCHASING POLICY

WHEREAS, Pocono Township wishes to enact a policy governing purchasing;
and

WHEREAS, the Finance Committee has developed said policy for review; and

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that the purchasing
policy be approved.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the
Township of Pocono the 16th day of November, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

Pocono Township

Purchasing Policy

I.Purpose

- a. The purpose of this policy is to provide purchasing guidelines to ensure Pocono Township complies with all legal standards while making the most effective use of taxpayer and rate payer funds in the procurement of supplies, materials, equipment, contracted services and construction projects for the Township.

II.Applicability

- a. This policy shall apply to all employees authorized to make purchases for the Township. This policy shall apply to all expenditures regardless of the source of funding.

III.Purchases

- a. The Township Manager, pursuant to Section 8, part N of Ordinance 2014-1, shall be the purchasing officer for the Township.
- b. The Township Manager may purchase goods and services without prior consent of the Board of Commissioners subject to the restrictions specified in this policy.
- c. Bills received shall be forwarded to the appropriate department head. Public Works and Sewer bills shall be sent to the Public Works Director. Police bills shall be sent to the Police Chief. All other bills shall be sent to the Township Manager.
- d. The department head will attach a check request form (see Attachment), which the requestor will sign and the Department Head will sign for approval. If packing slips are available, they should be signed by the receiver and attached as well. The document set, with the check request form on top, will be forwarded to the Treasurer.

IV.Purchases of Goods

- a. The purchase of goods including supplies, materials, and equipment may be made with authorization of the Township Manager provided that:
 - i. A certain number of verbal or written quotes are received if the threshold specified in the First Class Township code (between \$10,500 and \$19,400 as of 2015) for required quotes is exceeded.
 - ii. Formal bidding was conducted for purchases that exceed the threshold established in the First Class Township code (over \$19,400 as of 2015) for requiring quotes is exceeded.

V.Purchases of Services

- a. The purchase of services may be made with authorization of the Township Manager provided that:

- i. No service, which can reasonably be expected to be greater than \$10,000 but not exceeding \$19,999 over the lifetime of the agreement, will be contracted for without first obtaining three quotes. The manager is not required to select the lowest cost provider, but must be able to justify his selection.
- ii. No service, which can reasonably be expected to be greater than \$20,000 over the lifetime of the agreement, will be contracted for without first going through a bid process. The manager is not required to select the lowest cost provider, but must be able to justify his selection.

VI. Emergency Purchases

- a. In situations where jeopardy exists to life or property that requires immediate expenditures or when the regular operations of the Township are in danger of ceasing due to lack of funding (for example, normal operating expenditures), the Township Manager is authorized to make whatever purchases he deems necessary to address the matter. To the extent possible, the Township Manager shall consult with the President of the Board of Commissioners when taking such actions. This shall not be interpreted to give authority to purchase anything not previously budgeted for or not contemplated by the Board of Commissioners.

VII. Bidding Process

- a. Bid Specifications
 - i. Specifications shall be set up to enhance competition, give clear direction to all potential bidders, and be as transparent as possible. Specifications must include the following:
 1. Description of the goods or services being bid. The description should be as precise as possible, but not so narrow as to preclude competition. The use of specific brand names is not permitted unless it is used as a guideline for comparable items or if a specific brand must be utilized.
 2. A form for submission of pricing.
 3. Bid evaluation criteria.
 4. If warranted, the requirement that the bid price be provided in a separate, sealed envelope to be opened upon completion of the review of the qualifications and other details of the bidder and the submitted bid.
 5. Bid security, warranty, or bond requirements, if any.
 6. Insurance requirements, if any.
 7. Method and deadline of submissions.
 8. Anticipated award date.
 9. Reservation of rights to reject any and all bids submitted.
- b. Bid Package Distribution
 - i. All bids shall be placed on the Township website.

- ii. Bids shall be officially distributed in one or more of the following methods:
 - 1. Advertisement in a newspaper of general circulation
 - 2. Posting on PennBid
 - iii. The Township may notify qualified vendors of the availability of the bid through other means. Such notification shall not be a substitute for the distribution requirements listed above.
 - iv. The Township must receive bids in a manner which precludes knowledge of the bid price until the bid deadline is met. For paper submissions, sealed envelopes shall be used. For PennBid, the system hides all bid amounts until the deadline is reached.
- c. Bidding Window
 - i. Questions asked by bidders shall be answered provided they are relevant and would not harm the integrity of the bidding process. Questions and answers shall be in writing and shall be made available to all current and prospective bidders.
 - ii. If the bid specifications must be amended, it shall be done in writing through an addendum available to all current and prospective bidders.
 - iii. A bidder may withdraw their bid at any time prior to the bid submission deadline provided such withdrawal is received in writing prior to the deadline or is done electronically through PennBid.
 - iv. Bids received after the deadline shall not be accepted.
- d. Bid Opening
 - i. Bids submitted via sealed envelope shall be opened publicly at a specified date, time, and location by at least two Township employees
 - ii. Bids submitted through PennBid shall become public after the deadline has passed.
- e. Bid Award
 - i. The Township Manager shall award all bids with a value less than \$50,000 if no contract is required.
 - ii. Any bid of \$50,000 or greater, or a bid that requires a contract, shall only be made by the Board of Commissioners.

VIII. Acceptable Bidding

- a. The following methods are recognized as satisfying the bidding requirements of the Township and First Class Township Code and may be utilized in lieu of a Township bidding process:
 - i. Pennsylvania Department of General Services CoStars Program
 - ii. Pocono Mountains Council of Governments group bids.
 - iii. Other organizations/cooperatives that satisfy the First Class Township Code provided it is approved by the Township Solicitor.

IX. Conflict of Interest

- a. No Township employee shall be involved in the decision to award a bid if a real, potential, or perceived conflict of interest exists. If the employee is unsure if a

conflict may exist, they should request clarification from the Board of Commissioners.

- b. No member of a Township board, commission, or committee shall be involved in the decision to award a bid if a real, potential, or perceived conflict of interest exists. If the member is unsure if a conflict may exist, they should request clarification from the Board of Commissioners.
- c. No Commissioner shall be involved in the decision to award a bid if a real, potential, or perceived conflict of interest exists. If the member is unsure if a conflict may exist, they should request clarification from the Board of Commissioners.

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

RESOLUTION NO. 2015 -

BE IT RESOLVED, by authority of the Board of Commissioners of the Township of Pocono, Monroe County, that the President of the Board of Commissioners of the Township is authorized and directed to execute the Application for Traffic Signal Approval for the Traffic Signal located at SR 0611 and Discovery Drive.

BE IT FURTHER RESOLVED that the President of the Board of Commissioners of the Township is authorized and directed to execute the Applicant's Authorizations for Agent to Apply for a Highway Occupancy Permit, Permit Application No. 65280 and Permit Application No. 65262, and to submit them to the Pennsylvania Department of Transportation.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the _____ day of _____, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Township Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. _____

**A RESOLUTION MODIFYING THE CONDITIONAL
PRELIMINARY/FINAL APPROVAL OF THE MODULAR BUILDINGS PROJECT
LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Sanofi Pasteur, Inc., obtained conditional preliminary/final land development plan application titled “Sanofi Pasteur, Inc., Modular Buildings Project” (the “Plan”), as evidenced by Resolution No. 2014-58; and

WHEREAS, the Plan originally proposed the development of several modular buildings, located on a 189.2 acre site located in the I Industrial Zoning District, known more specifically as Monroe County Tax ID No. 12/12/2/10-2, PIN No. 12-6364-02-96-9225; and

WHEREAS, the applicant has indicated that only one of the modular buildings (MB-10) is being constructed; and

WHEREAS, the applicant has indicated its desire to relabel the remaining modular buildings as “Not to be Constructed” to permit the recordation of the Plan; and

WHEREAS, the Pocono Township Board of Commissioners desires to take final action on this modification of the Plan.

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

That Resolution No. 2014-58 conditionally approving the “Sanofi Pasteur, Inc., Modular Buildings Project” as shown on the preliminary/final land development plan prepared by prepared by Borton Lawson, dated July 18, 2014, is hereby modified to allow the applicant to record the revised Sheets CS1, C601, C602, C603, C604, C903, and C904 in the Office of the Recorder of Deeds for Monroe County. Copies of these revised plan sheets are attached hereto as Exhibit “A”.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the _____ day of _____, 2015.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Pamela Finkbeiner
Title: Secretary

By: _____
Print Name: Richard Wielebinski
Title: President

EXHIBIT “A”