



POCONO TOWNSHIP COMMISSIONERS
AGENDA

September 7, 2021 | 7:00 p.m.
112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 824 8364 2932

Passcode: 547996

Zoom Link:

<https://us06web.zoom.us/j/82483642932?pwd=aEUvanNycWhRdVBiZVhRZlIzNWQrUT09>

Open Meeting

Pledge of Allegiance

Roll Call

Public Comment

We ask that any resident making public comment, including those who may have dialed in by phone, please identify yourselves, provide your street address and state the spelling of your name when addressing the Commissioners.

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

Announcements

- Emergency meetings of the Board of Commissioners were held on August 23rd and September 1st for the purpose of declaring a Disaster Emergency in response to Hurricanes Henri and Ida.
- Pocono Township's Fall Cleanup will be held Friday, October 1 and Saturday, October 2 from 7:30 a.m. to 3 p.m. each day. Residents can visit www.poconopa.gov for more information as the Cleanup Days draw near.
- The Board of Commissioners has scheduled dates for two budget work sessions at 5 p.m. on Monday, September 13 and Wednesday, September 29. These in-person meetings are open to the public.

Hearings – None

Presentations

- Presentation by Traisr, LLC regarding a proposal to provide software to Pocono Township for public works management and tracking of Township assets; online permit applications, payments and licensing; zoning and building codes inspections; and a portal for citizen complaints.

- Presentation and discussion regarding adoption of a 12-hour shift pilot program for the Pocono Township Police Department corporals.

Resolutions – None

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the August 16, 2021 regular meeting of the Board of Commissioners.
 - A budget transfer of \$20,500.00 for the purpose of supplementing the Public Works overtime budget and covering increases to the cost of fuel for park maintenance equipment.
 - Financial transactions including:
 - Ratification of vouchers payable received through September 2, 2021 in the amount of \$9,889.07; sewer operating expenditures in the amount of \$3,444.95; and capital reserve expenditures of \$54,417.38.
 - Ratification of gross payroll for the pay period ending August 22, 2021 in the amount of \$122,428.25.
 - Vouchers payable received through September 2, 2021 in the amount of \$85,407.69.
 - Sewer operating fund expenditures through September 2, 2021 in the amount of \$46,238.87.
 - Sewer construction fund expenditures through September 2, 2021 in the amount of \$13,546.35.
 - Capital reserve fund expenditures through September 2, 2021 in the amount of \$10,795.56.

NEW BUSINESS

1. Personnel – None

2. Travel/Training Authorizations – None

3. Financial Transactions

- Motion to open a new checking account with ESSA Bank and Trust for the purpose of depositing the federal funds received from the American Rescue Plan and to add the Board of Commissioners, Township Manager, and Treasurer as authorized signatories on that account. **(Action Item)**
- Motion to approve American Rescue Plan expenditures for the following:
 - \$500 COVID-19 hazard pay per each full-time Township employee employed between March 1 and December 31, 2020.
 - \$1,000 per full-time Township employee who provides evidence of COVID-19 vaccination.
 - \$20,160.88 to the Pocono Township Volunteer Fire Company for 2020 fundraising losses and lost rental income.
 - \$130,091.22 reimbursement to the Township General Fund for 2020 COVID-19 lost revenue.
 - \$101,522.58 for the purchase of a Bobcat E88 R2-Series Compact Excavator for completion of Township stormwater projects. **(Action Item)**

Report of the President

Richard Wielebinski

- Motion to ratify the Disaster Emergency Declarations issued at emergency meetings of the Board of Commissioners on August 23rd and September 1st. **(Action Item)**
- Discussion and possible action to authorize revisions to the Township's grading ordinance and to advertise for public hearing. **(Possible Action Item)**

- Motion to waive Mountain View Park pavilion fees for the meeting of the Northeast Chapter Assessor Association of PA on September 10, 2021. **(Action Item)**
- Motion to terminate agreement for e-permitting services with Cloudpermit. **(Action Item)**
- Motion to approve a contract with Traisr, LLC to provide an Asset Management Application for the Township and to authorize an American Rescue Plan expenditure in the amount of \$27,300 for the implementation and one-year subscription to the Traisr Asset Management Application. **(Action Item)**
- Motion to authorize the advertisement of three (3) Ford Explorer police interceptors and one (1) Ford Expedition police vehicle on Municibid. **(Action Item)**
- Discussion and possible action regarding authorizing a Memorandum of Understanding establishing a pilot 12-hour shift schedule for two Pocono Township Police Department corporals. **(Possible Action Item)**
- Discussion and update regarding the bid award for the purchase of the Township-owned I-80 parcel **(Action Item)**
- Update regarding the installation of the basketball court at TLC Park and other projects at the site.

Commissioner Comments

Jerrod Belvin – Vice President

- Emergency Management Update – Hurricanes Henri & Ida
- Monroe County Hazard Mitigation Plan Update
- Discussion and possible action regarding the appointment of a new Zoning Hearing Board member following the resignation of Angela Tullo. **(Action Item)**

Ellen Gnandt – Commissioner

Jerry Lastowski – Commissioner

Keith Meeker – Commissioner

Reports

Zoning – August Zoning Report

Emergency Services

- Police
- EMS
- Fire

Public Works Report

- Current Public Works projects and storm damage report
- Upcoming fall projects
- TLC Park Project Update
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant

Administration – Manager's Report

- Discussion and possible action regarding a quote for professional services received from Phillips & Donovan Architects to update and complete a feasibility study for the Township municipal complex. **(Possible Action Item)**
- Renewed PennDOT permit for temporary speed signs located throughout Township and added a portion of Sullivan Trail in response to speeding concerns raised by area residents.
- Update – County Tax exemption hearing held on Wednesday, 9/1 for 114 Alger Avenue.
- Update – Regional HSPS Comprehensive Plan.

Township Engineer Report

- Stormwater and infrastructure issues identified following recent storm events.
- St. Paul's Lutheran drainage basin repairs.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue.
- Intersection improvements to Learn Road, Fish Hill, Old Mill Road and SR 611.
- Preliminary plan and cost estimates to address drainage issues at Sunlite Lane & Tara Hill Drive.

Township Solicitor Report

- HJP Park Agreement between Pocono and Jackson Townships.
- Zoning Hearing Board updates.
- 150 Gravatts Way – Court Appearance on October 21 at 1:30 p.m.

Public Comment

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

Adjournment

Transforming Local Government

July 31, 2018
Revised August 31, 2021

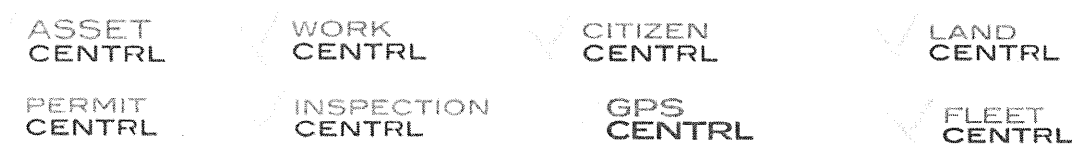
Mr. Taylor Munoz
Manager
Pocono Township
112 Township Drive
Tannersville, PA 18372

RE: Proposal for Traisr™ Implementation

Dear Mr. Munoz:

Pursuant to our discussions on August 18, 2021, TRAISR, LLC is pleased to submit our revised proposal to provide our Asset Management Application to Pocono Township in Monroe County, Pennsylvania. Our application combines web-based asset management software with cloud-based data storage, mobile capability, and specially-designed tracking and reporting modules which together can assist the township in managing its infrastructure and related functions through our Commercial-off-the-Shelf (COTS) product, **Traisr™**.

TRAISR, LLC has developed our web-based Asset Management Application, **Traisr™** specifically to address the needs of municipal and local government agencies. **Traisr™**, which stands for **Tracking | Real Time | Assets | Infrastructure | Systems | Reporting**, has been developed through years of experience on custom applications for both state and local governments. It is a web-based cloud solution that is fully customizable from an end user perspective, or with custom software development through our in-house development team. It has full GIS capabilities via the web and since it is built on the latest web and server technologies, it is cross-platform compatible, meaning it can be accessed from any device with a web browser, including tablets and phones. Our solution includes the following modules:



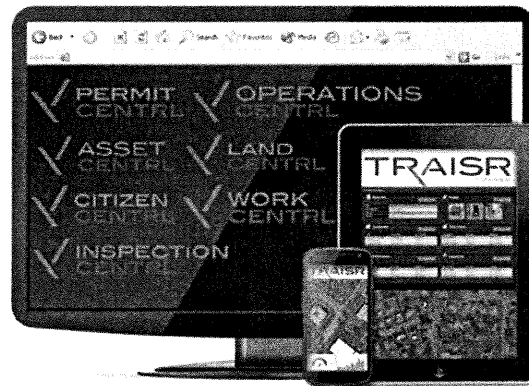
Scope of Services

Our scope of services begins with setting up Asset Centrl, the core of **Traisr™**, which provides for GIS layer integration of the township's assets with mobile capabilities to input data and review data from the field. We would then enable Permit Centrl and Inspection Centrl to upgrade your permitting and inspection process, including migration of your existing permit data into the **Traisr™** database. Land Centrl will also be provided, as this will enhance your planning and zoning process, with specific parcel data, automatic notification features, and mail merges for distributing notices to specific parties. Following setup and implementation of Asset, Permit, Inspection and Land Centrl, we will implement the remaining modules of **Traisr™**, as requested, in an order established by the township. Other modules discussed included Work Centrl, GPS Centrl, Fleet Centrl and Citizen Centrl.

Features:

Our **Traisr™** modules offer the following versatility:

- Role based security
- Supports all standard GIS data types
- GPS Integration
 - Snow Plow Tracking (only when added to the solution)
 - Street Sweeping (as an example; only when added to the solution)
- Adapts to any agency
 - Manage any asset type
 - Customizable attribute data
- Work Order Management
- Complete GIS data editing capabilities
- Multiple GIS base maps
- All standard GIS functionality
- Spatial filtering
- Buffering
- Compliance
- Searching / Filtering
- Data in table format
- Dashboards
- Customized reporting
- Document Management
 - All file types
 - Action notifications
 - Images
 - Videos
- Data integration
 - Rest API
 - Industry standard ETL
- Email Notification Engine
- Workflows



Implementation Task List:

Implementation of **Traisr™** consists of the following tasks:

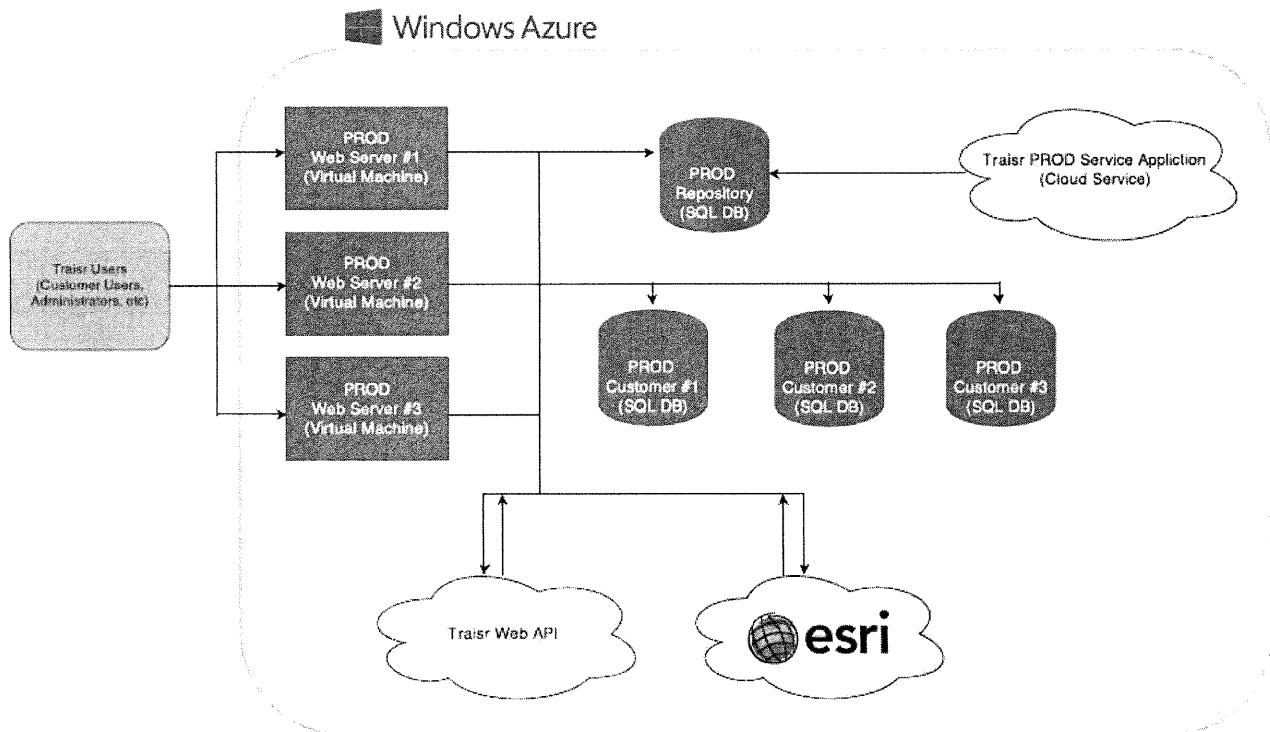
- Migration of existing data (see notation below)
- Requirement's validation
- Asset Data Migration (existing GIS Data)
- Configuration
- Work Order Data Migration
- Permit Data Migration
- Report Templates
- Training
- Go-live



While most GIS data can be easily migrated into **Traistr™**, some data requires further efforts to compile and/or use of a third-party solution, or tool for which we have access to, to perform an adequate migration and integration into our **Traistr™** application. Upon initiation of the project, we will complete this system and data analysis, and provide the township with a specific Implementation Task List of what would be required. The listing would outline the tasks required to successfully migrate the data, and its associated costs for the migration and integration of all legacy data.

System Availability and Application Uptime:

Traistr™ is hosted on Microsoft's Windows Azure Cloud Platform. All hosting costs are included in our standard fees and maintenance costs described in the cost proposal.



Environment Summary:

- All production web servers are scalable, fail-over capable, and load balanced.
- The **Traistr™** production environment houses a separate database for each client, with a shared repository for global client settings.

Reports and Customization:

We will provide custom forms and reports, as stipulated by contract terms for the township to compile, summarize and present information and data. Multiple templates of forms and reports have been developed and customized for **Traisr™** which can be modified and utilized by the township, for the process of presenting the data. **Traisr™** currently has a repository of over thirty-five (35) standard reports which have been developed and can be used for the purposes of presenting township data.

For purposes of this proposal, TRAISR, LLC offers Pocono Township five (5) standard forms and reports, for presenting your data. How this process works, is our team will present to Pocono Township the repository of standard templates and forms, already developed, and township staff and users may select up to five (5) templates, forms and reports. What typically is customized is the logo and standard requirements of the township, as the first step, for presenting the data. The second step is the look of the output, so that it complies with how staff and township users require the presentation of their data to look. This work effort will require approximately sixty (60) hours of our Developers and GIS staff to produce the forms, templates and output requirements. This work is already discounted, as we anticipate taking advantage of the over 35 repositories of standard forms, templates and reports. Refer to the Cost Proposal portion under Data Migration, Integration and Configuration for the costs associated with this work effort. Any work effort beyond what is stipulated, will be charged at the Standard Hourly Rates contained in this proposal. TRAISR, LLC would first prepare a proposal for any additional efforts, and present that to Pocono Township, to obtain approved authorization, prior to implementing any new or additional work.

Training:

Our training team will provide system level training for up to fifteen (15) personnel to fully train them in all aspects of the operation, maintenance and use of **Traisr™**. We will also provide department specific training for other staff members that will be using the system, such as Administration, Finance and Public Works departments. Training sessions will take place at a location determined by Pocono Township, and will take place upon deployment of the application. Training sessions, may also be accomplished using a Zoom environment, for ease of multiple users, other off-site users, as designated by Pocono Township, and for purposes of efficiencies. We anticipate an initial training session consisting of four (4) hours of training for administrators, and two (2) hours of training for general staff. Upon completion of the initial training session, our process includes a two (2) week testing period by Pocono Township staff. Once the township is satisfied with the system and configuration, we will conduct additional training sessions to ensure all staff are comfortable with the system. There will also be documentation linked in the application to help users with everyday tasks.

Cost Proposal

SaaS (Software-as-a-Service) Pricing

Standard pricing for **Traisr™** is based on a Software-as-a-Service (SaaS) model, the initial term of this Agreement shall be for one (1) year. After the initial term, the Agreement shall renew on a month-to-month basis for a maximum total of five (5) years. If, after the initial one (1) year contract term, Pocono Township wishes to cancel the contract for any or no reason, it shall be permitted to cancel with no further obligation to Traisr other than for services actually performed, upon thirty (30) days' written notice. Beyond year five, this agreement calls for continued use of **Traisr™** by Pocono Township, at the township's sole discretion, at the same fee or an agreed upon increase not to exceed 5%, for each succeeding year.

The table below provides a monthly pricing schedule for each of the module available to Pocono Township. Pocono Township may choose which modules to implement after Asset Centrl, and modules can be implemented at any time. (*) Purchase of Asset Centrl plus 3 additional modules results in access and setup to all available modules.

Item	Description	Total Monthly
 ASSET CENTRL	Traisr™ Monthly Rate (required)	\$800 - Year 1 \$900 - Years 2-3 \$1,000 for Years 4-5
 WORK CENTRL	Maintenance and Repair Work Orders	\$300
 FLEET CENTRL	Fleet Management	*Included w/ Work Centrl
 PERMIT CENTRL	Permits & Licensing	\$300
 INSPECTION CENTRL	Permit & Licensing Inspections / Scheduling	*Included w/ Permit Centrl
 CITIZEN CENTRL	Contractor Portal, Permit Portal, Issue Tracking Portal	*One-time setup fee applies

At the present time, this proposal provides a rough estimate for data migration cost, as we would need to complete our Needs Analysis of the township's systems and available information to quantify and qualify the data migration and integration efforts required. Based upon our discussions with various department staff members who may use **Traisr™**, the specific modules requested (as assumed above), number of users, and our assessment of the overall needs of the township, we provide a more exact cost for our total configuration/migration effort.

Item	Description	Cost – One Time	Total
Data Migration, Integration and Configuration	Needs Analysis/Data Migration/ Integration/Config.: electronic information from existing files, Excel spreadsheets, etc.	Estimated \$5,000 to \$10,000 depending on Needs Analysis results	T.B.D.
Portal Setup	Additional Setup charges apply for online Permit Portal, Contractor Registration Portal and Issue Tracking Portal	\$3,500 per portal instance	T.B.D.
Reports	Custom Reports (if needed)	Estimated \$500-\$1,000 per Custom Report	T.B.D.
Training	Training (remote), up to 15 individuals	\$1,500 *Included	\$0.00

Any work to be done for Pocono Township, and according to the scope of work, as stated herein is subject to the estimates, as noted above, and will be charged at the standard rated enumerated below:

Project Manager	\$240.00/hr.
Sr. Developer	\$225.00/hr.
Sr. Technician	\$180.00/hr.
Technician	\$135.00/hr.
GIS Specialist	\$ 95.00/hr.

Recurring Charges (Annually)

Item	Description	Cost – Annual	Total
ArcGIS Online*	GIS Core Components – Per year	\$500.00	\$500.00
ArcGIS Additional Field Licenses	Only if necessary per user – per year	\$200.00	\$200.00

*Esri Licensing required to use some of the core GIS features of **Traisr™**. Our implementation manager will coordinate the efforts to attain the ArcGIS Online Organizational Account from Esri, for the township.

Technical Support:

Technical Support and standard configurations of existing forms completed through implementation, and the initial needs assessment, are included in the above fee structure. All configuration or data migration tasks, beyond the scope of this proposal and estimated to exceed two hours will be billed at our standard rates depending on the task. Efforts exceeding two hours will not commence without prior township authorization.

Users:

The above costs assume 30 licensed users within Pocono Township, based on the size of the township. Additional users can be added for an increased monthly fee of \$50.00 for each group of 5.

Schedule

We will initiate work on this project upon your authorization to proceed, with the understanding that it will be followed by your written authorization by signing this proposal. At this time, we anticipate the core application, Asset Centrl, as well as Land, Permit and Inspection Centrl will be ready for testing by staff in eight (8) to twelve (12) weeks. Once user testing is complete and the township signs off, we will transfer your client portal to our production server where it will be usable by staff. Implementation of other modules and migration of available to Pocono Township completed in an order established by Pocono Township within mutually agreeable and reasonable timeframes. Customizations and additions to the program, outside of the core functionality, and outside this scope of work, will also be completed within mutually agreeable and reasonable timeframes for deployment and use.

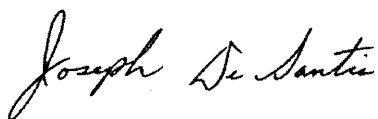
Conditions

The conditions of this agreement call for execution of this contract in the space provided below, with the understanding that invoices will be submitted monthly and are payable within 45 days of issuance. The fee quoted below is valid for a period of 45 days from the date of this contract. Any changes in the specific work program described above will result in an adjustment of the conditions and fees.

If the terms of this contract, as contained herein, please execute both copies of the agreement in the space provided and return one signed copy to our office. By signing this proposal, you have accepted the terms, of which you have the ability to change, and coordinate with TRAISR, LLC, to fine tune the specifics of your applications. This will be treated as a non-binding contract, until an official document could be prepared to meet all of your needs.

Thank you for considering our **Traistr™** application. If you have any questions or need additional information, please contact me. We look forward to your favorable reply to our proposal.

Sincerely,



Joseph DeSantis
President

JJD/djr/smd

cc: Brian J. Berdel, Chief Operating Officer
Daniel J. Reavy, General Manager, Business Development

Accepted by:
Pocono Township

I have reviewed all terms of this contract, and I am authorized to sign in the space below for execution of this contract:

By: _____
(Signature of Authorized Representative)

(Printed Name of Authorized Representative)

Title: _____

Date: _____

Please fill the following in for accounting purposes:

Send invoice to: _____

Contact Person: _____

Phone/Fax: _____

Date of invoice cycle: _____

**Pocono Township Board of Commissioners
Regular Meeting Minutes
August 16, 2021 7:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on August 16, 2021 and was opened by President Rich Wielebinski at 7:02 p.m. followed by the Pledge of Allegiance.

Roll Call: Jerrod Belvin, present; E. Gndt, present; J. Lastowski, present; Keith Meeker, present; and Rich Wielebinski, present.

In Attendance: Leo DeVito, Township Solicitor, Broughal & DeVito; J. Tresslar, Township Engineer, Boucher & James, Inc.; Taylor Muñoz, Township Manager; Robert Sargent, Roadmaster; F. Cefali, CPA and Township Treasurer; P. Razzaq, Fiscal Administrator; and Krisann MacDougall, Administrative Assistant.

Public Comment

Todd Cannon, Serenite Private Residence Club – Provided update on the Northridge project and the applicant is looking to the Township engineer and solicitor for feedback to help move project forward. J. Tresslar provided history of the project and stated the applicant has five years to install improvements from the time a plan is recorded. However, if it takes longer than five years and new ordinances pass, the Township can require the applicant to comply with the new improvements. L. DeVito indicated the Commissioners do not have the ability to grant waivers for zoning issues, which would have to go to the Zoning Hearing Board. J. Tresslar stated the quickest route forward for approval is for the applicant to address the engineering comments.

Announcements – No announcements.

Hearings – No hearings.

Presentations

- Pocono Township Q2 Treasurer's Report – Frank Cefali, CPA & Township Treasurer
 - Provided overview of Township revenues, expenses, and various Township funds for the second quarter of 2021. Township is waiting on funds from the American Recovery Act, which are restricted funds from the federal government. Reviewed sewer fund expenditures and capital expenditures. E. Gndt asked for brief synopsis of the American Recovery Plan funds that will be received.

Resolutions

R. Wielebinski made a motion, seconded by J. Lastowski, to pass Resolution 2021-20 granting approval of the Pocono Township Pump Station 5 Minor Subdivision Plan. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to pass Resolution 2021-21 granting certain requests for modification of the Pocono Township Subdivision and Land Development Ordinance and Stormwater Management Ordinance for the Core5 Warner Road Warehouse Preliminary Land Development Plan. E. Gndt asked whether action on the waivers should wait until after it is determined whether the applicant can receive sewer service from the Township. Further discussion was held stating that the requested waivers are necessary now, as they affect significant design elements for the Core5 land development plan. Roll call: J. Belvin, yes; E. Gndt, no; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to pass Resolution 2021-22 approving the President of the Board of Commissioners to authorize an Application for Traffic Signal Approval for

submittal to PennDOT, allowing UGI to complete replacement of ADA ramps at the intersection of SR 611 and Discovery Drive related to a past gas line replacement. All in favor. Motion carried.

Consent Agenda

- Motion to approve a consent agenda including the following items:
 - Old business comprised of the minutes of the August 2, 2021 regular meeting of the Board of Commissioners.
 - Budget transfers totaling \$52,500.00 to provide additional funding to deficient General Fund line items for the remainder of the year.
 - New business comprised of approval of the following financial transactions:
 - Ratification of vouchers payable received through August 12, 2021 in the amount of \$8,339.16.
 - Ratification of gross payroll for pay periods ending August 8, 2021 in the amount of \$114,991.22.
 - Vouchers payable received through August 12, 2021 in the amount of \$151,661.48.
 - Sewer operating fund expenditures through August 12, 2021 in the amount of \$108,237.68.
 - Capital reserve fund expenditures through August 12, 2021 in the amount of \$711,147.87.
 - Liquid Fuels expenditures through August 12, 2021 in the amount of \$437,521.00.
 - Approval of a Fire Tax disbursement of \$495.15 to the Pocono Township Volunteer Fire Company.

R. Wielebinski made a motion, seconded by K. Meeker, to approve the consent agenda. E. Gnant asked whether the Township should be responsible for covering the cost of the port-a-potties for the Carnival. J. Lastowski stated this came up in years past and it was determined at the time that the Township would not cover, but the Township had increased the annual funding allocation for the Fire Company to help cover these expenses. R. Wielebinski amended his motion to reflect that the \$1,385 cost for Fire Department port-a-potties would be covered this year, but that it is non-precedential for future years. All in favor. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, for the Township to cover the cost of port-a-potties every year. All in favor. Motion carried.

NEW BUSINESS – No new business.

Report of the President

Richard Wielebinski

R. Wielebinski made a motion, seconded by K. Meeker, to amend the agenda to add a request to change a street name from Sengle Drive to Cherry Lane Drive. All in favor. Motion carried.

R. Wielebinski read a resident request for a change of a current road name to the prior name. Further research will be done, and resident will be contacted regarding responsibility of fees incurred.

R. Wielebinski read a thank you letter from the Monroe County Garden Club for use of MVP facilities.

- Discussion regarding public sewer service for Core5 and the Township's submission of an Act 537 Plan Amendment to the PA DEP.
 - Brian Reisinger, Core5 VP of Development, and Aaron Sisler, Borton-Lawson – Brian stated Core5 was here last August to meet with the Sewer Committee. At that time, the applicant thought they would get sewer from Route 715, but it was determined that Route 611 would be the best route. Have undergone feasibility analysis for extending sewer to the site. Project is on hold until they find out how they are getting sewer. The applicant would like to have answers prior to February 2022. J. Tresslar explained to get the study approved, the Township must address 140 DEP comments relating to Act 537 plan. The Township cannot guarantee a specific timeline, but can confirm that everything is being done to move the Act 537 process forward swiftly.

R. Wielebinski made a motion, seconded by K. Meeker, to approve Escrow Release No. 7 for the Trap Enterprises Route 0611 Project, per the Township Engineer's recommendation letter dated August 9, 2021, reducing the Applicant's construction escrow by \$92,596.63 and leaving a balance of \$589,396.86. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by K. Meeker, to authorize the execution of the Fish Hill stormwater easements in proximity of Village View of Tannersville Homeowner's Association. E. Gndt asked for clarification. L. DeVito stated the agreements will allow the Township to install what is needed to address the stormwater situation in the future. All in favor. Motion carried.

- Discussion and update regarding the bid award for the purchase of the Township-owned I-80 parcel – T. Muñoz read message from Mr. Levito's attorney indicating Mr. Levito's continued interest in purchasing the parcel.

J. Lastowski made a motion, seconded by E. Gndt, to extend time limit for consideration through the next BOC meeting. Roll call vote: J. Belvin, no; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Update regarding the installation of the basketball court at TLC Park and other projects at the site – Project will begin mid-September.

Commissioner Comments

Jerrold Belvin – Vice President

- Emergency Management Update
- Monroe County Hazard Mitigation Plan Update – Plan update is being submitted to PEMA this week and will then be submitted to FEMA.

J. Belvin made a motion, seconded by R. Wielebinski, to amend the agenda for the purpose of discussing the demolition of the Alger Avenue property. All in favor. Motion carried.

J. Belvin indicated the Township acquired the Daubert property and discussed options for razing the building. Township has a public works employee experienced with home demolitions. Bob, Corey, and J. Belvin have been working on costs. Approximately a two-week turnaround and 100 tons at \$73/ton to remove. Evaluating cost for renting a long-arm excavator.

J. Belvin made a motion, seconded by R. Wielebinski, to demolish 114 Alger Avenue for a total cost not to exceed \$14,000. All in favor. Motion carried.

J. Belvin made a motion, seconded by J. Lastowski, to allow Pocono Township Police Department and the PTVFC to train for two weeks each at 114 Alger Avenue prior to demolition of the house. All in favor. Motion carried.

Ellen Gndt – Commissioner

- During Community Day, Ellen was approached about a pothole at corner of Sebring/Cherry Lane. T. Munoz will contact PennDOT.
- Asked that the Township include an increased 5% senior discount in the revised Blue Ridge Cable Franchise Agreement.

Jerry Lastowski – Commissioner

- Thanked T. Munoz for update that was distributed regarding the paving of SR 314.
- J. Lastowski asked for update from UGI as to whether they have been completing leak surveys around the School District region.
- Asked for clarification regarding having fire marshal inspect a local fireworks store. A meeting will be convened with L. DeVito and S. McGlynn to discuss practicality of inspecting fireworks stores.

Keith Meeker – Commissioner – No comment.

Reports

Public Works Report

- Current Public Works projects report – Installation of drainage pipes in the Woodlands is ongoing.
- TLC Park Project Update – 80% of stanchions and conduit installed at TLC.
- Update – Park Lane Culvert Replacement – Dirt and Gravel Grant – Received DEP permit. Working on structure design.

Administration – Manager's Report

- Dates for Budget Workshops
 - 5:00 p.m. – Monday, September 13
 - 5:00 p.m. – Wednesday, September 29
- Onsite meeting and walkthrough of Township open space facilities held with DCNR on August 9, 2021. Received feedback on grant possibilities for acquisition of properties and developing trails on the Learn Farm parcel. Also received helpful feedback on TLC park master plan.
- Meeting was held with Penn Strategies, Township Grant Consultant, on July 29 and grant applications are in process.
- American Recovery Act funds being processed for release to the Township.

Township Engineer Report

- Intersection improvements to Learn Road, Fish Hill, Old Mill Road and SR 611 – Grant application has been submitted.
- St. Paul's Lutheran Drainage Basin – Basin repairs will be complete before Labor Day.
- Righthand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Avenue – Addressing comments from PennDOT.
- Preliminary plan and cost estimates to address drainage issues at Sunlite Lane and Tara Hill Drive – Plan was prepared and given to R. Sargent for review. R. Sargent suggested upgrading the size of the pipe.

Township Solicitor Report

- HJP Park Agreement between Pocono and Jackson Townships – Rough draft has been provided for an agreement with HJP Park.
- Update – Johnson STR Appeal – Received opinion from Judge Zulick affirming the ZHB decision denying the Johnson's ability to use their property as a short term rental inside Cobble Creek Estates.
- Update – Taveras Appeal – Case will be argued before Judge Williamson.
- 150 Gravatts Way – Court Appearance on October 21 at 1:30 p.m. Judge Zulick was assigned to the case.

E. Gndt made a motion, seconded by J. Lastowski, to amend the agenda to discuss the Core5 zoning hearing in the process of being scheduled and attendance of Township staff at zoning hearing. All in favor. Motion carried.

Core5 has a zoning application to request a reduction in the minimum number of parking spaces and to allow temporary intrusion into the wetland buffer during construction. R. Wielebinski asked for clarification that the applicant would restore the buffer after the construction finishes. E. Gndt stated she's not in favor of encroaching on the wetlands. J. Lastowski asked about whether the disturbance of a buffer would have a negative impact.

J. Lastowski made a motion, seconded by E. Gndt, to have L. DeVito and J. Tresslar observe the hearing and, if the buffer disturbance is granted, that it will be properly restored. Roll call: J. Belvin, no; E. Gndt, yes; J. Lastowski, yes; K. Meeker, no; R. Wielebinski, no. Motion failed.

E. Gndt inquired about the resignation of a ZHB member, and the Johnson appeal.

Public Comment – No public comment.

Adjournment

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 9:15 p.m. All in favor. Motion carried.

DRAFT

POCONO TOWNSHIP

Tuesday, September 7, 2021

SUMMARY

<u>Ratify</u>		
General Fund	\$	9,889.07
Payroll	\$	122,428.25
Sewer Operating	\$	3,444.95
Sewer Construction	\$	-
Capital Reserve	\$	54,417.38

<u>Bill List</u>		
TOTAL General Fund	\$	85,407.69
TOTAL Sewer <u>OPERATING</u> Fund	\$	46,238.87
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	13,546.35
TOTAL Capital Reserve Fund	\$	10,795.56
Liquid Fuels	\$	-

TOTAL EXPENDITURES	\$	346,168.12
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Fire Tax Disbursement	\$	-
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<u>Budget Adjustments</u>	\$	20,500.00
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<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Tuesday, September 7, 2021

General Fund

	Date	Check	Vendor	Memo	Amount
Payroll	08/27/2021			PAYROLL ENDING 8/22/2021	\$ 122,428.25
				TOTAL PAYROLL	\$ 122,428.25

General Expenditures

	Date	Check	Vendor	Memo	Amount
	8/17/2021	61239	Cardmember Service	TWP SUPPLIES AND SUBSCRIPTIONS	\$ 2,900.46
	8/17/2021	61240	Cardmember Service	PW SUPPLIES	\$ 300.00
	8/17/2021	61241	Cardmember Service	POLICE SUPPLIES	\$ 344.49
	8/17/2021	61242	FIRSTNET	Cell Phone; iPad; MiFi	\$ 759.47
	8/17/2021	61243	FIRSTNET	Trackers	\$ 732.52
	8/17/2021	61244	FIRSTNET	TWP Phones; iPad	\$ 327.85
	8/17/2021	61245	Kyocera Document Solutions America, Inc.	TWP & Police copiers	\$ 366.56
	8/17/2021	61246	PPL Electric Utilities	Electric service (lights)	\$ 1,440.08
	8/17/2021	61247	Verizon Wireless	iPad	\$ 60.86
	8/17/2021	61248	ARGS Technology, LLC	July 2021 Police IT Services	\$ 1,964.50
	8/17/2021	61249	Pocono Record	Twp Advertisements	\$ 183.16
	8/17/2021	61250	Staples	Twp. Office supplies	\$ 41.14
	8/30/2021	61251	PENTELEDATA	Internet service (park)	\$ 150.90
	8/30/2021	61252	PENTELEDATA	Internet service (twp.)	\$ 317.08
				TOTAL General Fund Bills	\$ 9,889.07

Sewer Operating Fund

	Date	Check	Vendor	Memo	Amount
	8/17/2021	1972	BLUE RIDGE	Phone service pump station	\$ 63.38
	8/17/2021	1973	CARDMEMBER SERVICES	OPERATION SUPPLIES	\$ 43.95
	8/17/2021	1974	PPL	ELECTRIC SERVICE PUMP STATIONS	\$ 2,035.08
	8/17/2021	1675	VERIZON	SCADA LINE	\$ 34.44
	8/17/2021	1976	POCONO RECORD	ADVERTISEMENT	\$ 297.08
	8/19/2021	1977	VERIZON WIRELESS	SEWER MODEM	\$ 120.05
	8/24/2021	1978	BLUE RIDGE	Phone service pump station	\$ 126.76
	8/24/2021	1979	MET ED	ELECTRIC SERVICE PUMP STATIONS	\$ 248.76
	8/30/2021	1980	PENTELEDATA	Internet service	\$ 475.45
					\$ 3,444.95

Sewer Construction Fund

	Date	Check	Vendor	Memo	Amount
				TOTAL Sewer Construction Fund	\$ -

Capital Reserve Fund

	Date	Check	Vendor	Memo	Amount
	08/30/2021	1229	FNB Financing	Police Interceptors Lease 8896-CSL10	\$ 54,417.38
				TOTAL Capital Reserve Fund	\$ 54,417.38

TOTAL General Fund	\$	132,317.32	
TOTAL Sewer Operating	\$	3,444.95	Authorized by:
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	54,417.38	Transferred by:
	\$	190,179.65	

POCONO TOWNSHIP CHECK LISTING

Tuesday, September 7, 2021

General Fund

Date	Check	Vendor	Memo	Amount
9/2/2021	61238	Nationwide - 457	Pay 16 EE & ER CONT	\$ 4,013.99
9/2/2021	61253	Access Office Technologies	Aug 2021 TWP & POLICE Phone Support	\$ 98.00
9/2/2021	61254	AMERICAN UNITED LIFE INSURANCE CO.	GTL STD PREMIUM	\$ 3,049.04
9/2/2021	61255	Best Auto Service Center	Police Vehicle Maintenance	\$ 610.15
9/2/2021	61256	Beth Werkheiser	Pavilion #3 Reimb 9/12/21	\$ 100.00
9/2/2021	61257	Boucher & James, Inc.	Engineering Services	\$ 5,282.60
9/2/2021	61258	Cefali and Associates PC	June 2021 Treasury Services	\$ 398.75
9/2/2021	61259	Chemung Supply Corporation	PL-DWALL-P-300 Solid Pipe 18"x20' L Plastic Double Wall 240ea	\$ 3,091.20
9/2/2021	61260	CLEAN TEAM, INC.	Sept Municipal Complex Cleaning	\$ 815.00
9/2/2021	61261	Cramer's Home Building Center	PW supplies	\$ 185.66
9/2/2021	61262	Creative Works Systems, Inc.	Apr 2021 Service Tickets	\$ 280.00
9/2/2021	61263	D.G. Nicholas Co.	PW supplies	\$ 1,102.61
9/2/2021	61264	Davidheiser's Inc.	Tracker Testing	\$ 102.00
9/2/2021	61265	E.M.Kutz, Inc.	101-1016-009 STCC Conveyer Motor to repair conveyer 1ea	\$ 592.72
9/2/2021	61266	Engle-Hambright & Davies, Inc.	F. Cefali Bond	\$ 7,280.00
9/2/2021	61267	Fry's Plastic	PW supplies	\$ 924.95
9/2/2021	61268	Gary R. Smith	DJ 2021 Community Day	\$ 500.00
9/2/2021	61269	Gotta Go Potties, Inc	MVP Handicap Rental 6/29-7/27/21; TLC Handicap Rental 6/29-8/24/21	\$ 600.00
9/2/2021	61270	Highway Equipment & Supply Co.	PW heavy equipment supplies	\$ 4,800.00
9/2/2021	61271	Iannazzo, Marc	Community Day Car Washes	\$ 16.00
9/2/2021	61272	J. P. Mascaro & Sons	TWP Waste Removal Aug 2021	\$ 298.15
9/2/2021	61273	J. P. Mascaro & Sons	MVP Waste Removal Aug 2021	\$ 198.64
9/2/2021	61274	JDM Consultants, LLC	Aug 2021 Grant Consulting and Advocacy	\$ 2,100.00
9/2/2021	61275	Leon Clapper, Inc.	MVP Toilet Repair	\$ 190.00
9/2/2021	61276	Locust Ridge Quarry	Road materials	\$ 15,293.99
9/2/2021	61277	Medico Construction Equipment Inc.	PW supplies	\$ 185.35
9/2/2021	61278	P & D Emergency Services	Police minor equipment new hires	\$ 1,330.00
9/2/2021	61279	Patriot Workwear	Custom Badge	\$ 56.00
9/2/2021	61280	Pitney Bowes	Postage Machine Lease	\$ 142.35

9/2/2021	61281	Pocono Mountain Firearms	Install 2 Night Sight Baretta 92A1	\$	50.00
9/2/2021	61282	PowerDMS, Inc.	PDMS Professional Software License	\$	3,963.87
9/2/2021	61283	PSATS	C. McCue Testing	\$	60.00
9/2/2021	61284	Royal Security Services, Inc	IP Address Tracking 2021	\$	150.00
9/2/2021	61285	Sayre, Cory	Corey Sayer Work boots	\$	150.00
9/2/2021	61286	Shinetime Auto Wash & Lube	July 2021 Police Car Washes	\$	42.00
9/2/2021	61287	Sirchie Acquisition Company, LLC	Crime scene supplies	\$	107.10
9/2/2021	61288	Praxair Dist Mid-Atlantic	Cylinder Rental	\$	31.21
9/2/2021	61289	Steele's Hardware	Police & PW supplies	\$	643.07
9/2/2021	61290	STTC Service Tire Truck Centers, INC.	Truck #7 & 11Service	\$	2,145.46
9/2/2021	61291	Suburban Propane	Vehicle fuel	\$	5,709.58
9/2/2021	61292	Suburban Testing Labs	SDWA Monthly & water testing	\$	376.00
9/2/2021	61293	Teamster Local 773 - Non-Uniform	Union Dues	\$	838.00
9/2/2021	61294	Teamster Local 773 - Police	Police Union Dues	\$	1,469.00
9/2/2021	61295	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	96.49
9/2/2021	61296	UNIFIRST Corporation	PW Uniforms/TWP Carpets	\$	266.19
9/2/2021	61297	Wreckers International Inc.	Ford F350 Towing	\$	95.00
9/2/2021	61298	Zelenkofske Axelrod LLC	2020 Audit	\$	12,000.00
9/2/2021	61299	ARGS Technology, LLC	Aug 2021 TWP & Police Remote IT Services	\$	3,304.00
9/2/2021	61300	Brodhead Creek Regional Authority	TWP Sewer Sept 2021	\$	177.08
9/2/2021	61301	Tulpehocken Mountain Spring Water Inc	TWP Drinking Water	\$	96.49
				TOTAL General Fund	\$ 85,407.69

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
9/2/2021	1981	Boucher & James, Inc.	Engineering Services	\$ 20,113.95
9/2/2021	1982	EEMA O&M Services Group, Inc.	Aug 2021 O&M	\$ 6,171.45
9/2/2021	1983	Emergency Systems Service Co.	PS #5 Service	\$ 2,033.55
9/2/2021	1984	Evoqua Water Technologies LLC	Bioxide	\$ 8,842.77
9/2/2021	1985	J P Mascaro & Sons	PS #5 Waste Removal	\$ 203.70
9/2/2021	1986	METROPOLITAN TELECOMMUNICATIONS	PS #5 Phones	\$ 74.44
9/2/2021	1987	Pocono Management Associates LLC	7/26-8/22/21 Sewer Services	\$ 6,228.88
9/2/2021	1988	Steele's Hardware	Operation Supplies	\$ 218.13
9/2/2021	1989	Utility Locator LLC	Aug 2021 Base Fee	\$ 1,500.00

9/3/2021

9/2/2021	1990	Want To Inc.	VS #1 Transducer System	\$	500.00
9/2/2021	1991	Boucher & James, Inc.	Proj 2031045 Stadden Rd Sewer Serv Area Expansion	\$	352.00
TOTAL Sewer Operating				\$	<u>46,238.87</u>

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
9/3/2021	685	BOUCHER & JAMES	Engineering services	\$ 13,546.35
TOTAL Sewer Construction Fund				<u>\$ 13,546.35</u>

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
9/2/2021	1231	FRY'S PLASTIC LLC	TLC Park lighting project parts	\$ 5,939.43
9/2/2021	1233	P&D Emergency Services	New vehicle upfitting	\$ 2,435.00
9/2/2021	1234	Patriot Workwear	Police vests 2021	\$ 2,096.00
9/2/2021	1235	STEELE'S HARDWARE	MVP Park Projects	\$ 50.13
9/2/2021	1236	BOUCHER & JAMES INC	Proj 2130137B TLC Park Basketball Court	\$ 275.00
TOTAL Capital Reserve Fund				<u>\$ 10,795.56</u>

LIQUID FUELS

Date	Check	Payee	Memo	Amount
				<u>\$ -</u>

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
TOTAL Fire Tax				<u>\$ -</u>

ESSA

General Fund	\$	85,407.69	Authorized by: _____
Sewer Operating	\$	46,238.87	
Sewer Construction Fund	\$	13,546.35	Transferred by: _____
Capital Reserve	\$	10,795.56	
Fire Tax Disbursement	\$	-	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	<u>\$</u>	<u>155,988.47</u>	

BUDGET ADJUSTMENT REQUEST

The following line items in the General Fund require additional funding to cover expenditures for the remainder of the year. Department heads request Board of Commissioners approval to move surplus funding to the lines indicated below.

FROM	Amount	TO	Amount	over/(under) budget	Explanation
Public Works					
432.220 · Snow & Ice Rem Oper Supplies	\$ 20,000.00	430.120 · Public Work OT Wages	\$ 20,000.00	\$ (2,246.04)	8/23/2021 storm and 2021 Community Day have depleted the line considerably requiring additional funding to cover overtime for the rest of the year. Unexpected damage requires more PW time devoted to repairs requiring 3 weeks of 2 hrs. of OT per person, 4 days a week.
454.700 · Park Recreation Board	\$ 500.00	454.231 · Park Vehicle Fuel	\$ 500.00	\$ (95.71)	Considerable Increased cost per gallon has depleted the line. Average cost per invoice is \$467. This year the park required three fuel fill ups.
	\$ 20,500.00		\$ 20,500.00		

2021 American Recovery Plan Funding Approval Request**Premium Pay Essential Employees**

Hrs. (3 months x 160 hrs per month)	Per Hr. Prem. Pay	Total
480 \$	1.04 \$	500.00
Vaccine Incentive		\$ 1,000.00
	Total Prem. Pay Per Emp.	\$ 1,500.00
	Employees	
Police	20 \$	30,000.00
Public Works	11 \$	16,500.00
Admin	5 \$	7,500.00
	Total Prem. Pay	\$ 54,000.00

*Total premium pay assumes all employees vaccinated

Assistance to Pocono Township Fire Department

2020 Loss due to cancelled in-person fundraising activities

Lost Carnival Income	\$ 14,460.88
Lost Rental Income	\$ 5,700.00
Total Fire Comp. Loss	\$ 20,160.88

Township Revenue Loss GF Reimbursement

Economic Revenue Loss Calculated	\$ 130,091.22
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Government Services Improvement**TRAISR Asset Management Software**

Implementation (one time)	\$ 10,000.00
Monthly Cost \$	1,400.00 \$
Annual Fees	\$ 500.00
Total	\$ 27,300.00

*Total includes *maximum* one-time costs - may come in under budget

Stormwater Remediation

Bobcat E88 R2-Series Compact Excavator (COSTARS)	\$ 101,522.58
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TOTAL REQUESTED FOR APPROVAL	\$ 333,074.68
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Bobcat

Product Quotation

Quotation Number: JLK-07546

Date: 2021-06-24 13:32:41

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
POCONO MUNICIPAL BUILDING 112 TOWNSHIP DRIVE TANNERSVILLE, PA 18372	Highway Equipment & Supply Co, Drums, PA 15 HONEY HOLE RD P. O. BOX 127 DRUMS PA 18222-0127 Phone: (570) 788-1127 Fax: (570) 788-1593	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
E88 R2-Series Bobcat Compact Excavator 65.9 HP Turbocharged, Tier 4, Non DPF Auto -Idle Auto - Shift, Two Speed Travel Auxiliary Hydraulics - w/ Arm Mounted Quick Couplers & Selectable Flow Rate Cab, Enclosed with HVAC - ROPS/TOPS & Level 1 FOPS Includes: • Radio Ready • Cup Holder • Retractable Seat Belt • Deluxe Cloth Suspension Seat Control Console Locks Control Pattern Selector Valve (ISO/STD) Dozer Blade w/ Float Engine/Hydraulic Monitor with Engine Idle Fingertip Auxiliary Hydraulics	M3327	1	\$74,644.68	\$74,644.68
	Fingertip Boom Swing Control Horn Integrated Bucket Link Lift Point Keyless Start LED Work Lights - 2 front facing cab mounted, 1 under boom Long Arm Mirrors - Left and Right Side Pin - On Attachment Mounting System Rubber Tracks Standard 5 in. Display Warranty: 2 years, or 2000 hours whichever occurs first			
P64 Performance Package Long Arm Add-on Counterweight	M3327-P06-P64	1	\$7,687.68	\$7,687.68
	Clamp with Diverter Valve Hydraulic Pin-Grabber			
C42 Comfort Package Enclosed Cab with HVAC Cloth Suspension Seat	M3327-P07-C42	1	\$490.38	\$490.38
	Travel Motion Alarm Radio			
24" MX6 PIN-ON TEETH. 55mm pins not included.	7322123	1	\$1,079.96	\$1,079.96
18" MX6 PIN-ON TEETH. 55mm pins not included.	7322125	1	\$943.92	\$943.92

Total of Items Quoted	\$84,846.62
Dealer P.D.I.	\$300.00
Freight Charges	\$2,686.00
Quote Total - US dollars	\$87,832.62

Notes:

**Prices per the Pennsylvania Contract #4400019949*

**Terms Net 30 Days. Credit cards accepted.*

**FOB Destination within the 48 Contiguous States.*

**Delivery: 60 to 90 days from ARO.*

**State Sales Taxes apply. Must include a Tax Exempt Certificate with order placed.*

**TID# 38-0425350*

**Orders Must be Placed With: Clark Equipment dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.*

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____





Bobcat

Product Quotation

Quotation Number: JLK-07723

Date: 2021-08-30 09:12:44

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
POCONO MUNICIPAL BUILDING 112 TOWNSHIP DRIVE TANNERSVILLE, PA 18372	Highway Equipment & Supply Co, Drums, PA 15 HONEY HOLE RD P. O. BOX 127 DRUMS PA 18222-0127 Phone: (570) 788-1127 Fax: (570) 788-1593	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
HB2380 Breaker with Nail Point	7133203	1	\$12,586.36	\$12,586.36
--- Hose Kit - HB1180, HB1380, HB2380 & NB170, NB180 - E63, E80, E85, E88	7176608	1	\$219.64	\$219.64
--- Pin-On Mounting Cap E85 R Series	7307177	1	\$566.96	\$566.96

Total of Items Quoted	\$13,372.96
Dealer P.D.I.	\$50.00
Freight Charges	\$267.00
Quote Total - US dollars	\$13,689.96

Notes:

**Prices per the Pennsylvania Contract #4400019949.*

**Terms Net 30 Days. Credit cards accepted.*

**FOB Destination within the 48 Contiguous States.*

**Delivery: 60 to 90 days from ARO.*

**State Sales Taxes apply. Must include a Tax Exempt Certificate with order placed.*

**TID# 38-0425350*

**Orders Must be Placed With: Clark Equipment dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.*

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____

Recommended Grading Ordinance Changes

The zoning office suggests the following changes to the Grading Ordinance:

§220-5.A(4)(a) chart

A	B	C	D	
Area of Parcel (slopes)	Maximum exempt disturbance (s.f.)	Proposed Area of disturbance (s.f.)	Is Column "C" more than Column "B"?	
0% to 3%	5,000 10,000			If the answer for any block of Column "D" is "yes", then a grading permit is required.
3% to 8%	2,500 5,000			
8% or more	1,000 2,500			

Thoughts behind our recommendations:

1. The Monroe County Conservation District requires an approved E&S plan once earth disturbance hits 5,000 sq. ft. Because of this, most builders in our area try to stay below 5,000 sq. ft. of disturbance. Disturbance includes driveway, well, septic and house.
2. The Township's greatest concern is for parcels with the greatest slope. Those parcels with a slope of 8% or greater will still require a grading permit as there is rarely new construction that is less than 2,500 square feet of earth disturbance.
3. This will provide relief to our builders and new residents, but still require oversight of those builders that choose less desirable parcels.

Thank you,

Judith Acosta
Zoning Administrator
SFM Consulting, LLC

Pocono Township
112 Township Drive
Tannersville, PA 18372
(T) 570-629-1922 ext. 1215
(F) 570-629-7325
(C) 201-315-8516
www.poconopa.gov

**MONROE COUNTY BOARD OF ASSESSMENT REVISION
ADMINISTRATION CENTER ROOM 102
ONE QUAKER PLAZA
STROUDSBURG, PA 18360**

PHONE: (570) 517-3133

FAX: (570) 517-3854

Date: 08/19/2021

**Pocono Township
112 Township Drive
Tannersville, PA18372**

RE: Pavillion Rental

Please consider this letter as a request to waive the fees for the use of the pavilion at Mt View Park on September 10, 2021. NECAAP is the Northeast Chapter Assessor Association of PA as Assessor's in PA we are required to remain certified in our practice and therefore required to take classes. With the current covid situation we have been trying to hold these classes at open outside venues. I appreciate your consideration. I can be reached at 570-517-3145.

Cindy Lee Treible

Chief Assessor

LAW OFFICES
BROUGHAL & DeVITO, L.L.P.

38 WEST MARKET STREET
BETHLEHEM, PENNSYLVANIA 18018-5703

JAMES L. BROUGHAL
LEO V. DeVITO, JR.
JOHN S. HARRISON
JAMES F. PRESTON*
LISA A. PEREIRA*
ERIKA A. FARKAS
ANTHONY GIOVANNINI, JR.

OF COUNSEL:
RICHARD F. BOYER

*ALSO MEMBER NEW JERSEY BAR

TELEPHONE
(610) 865-3664
FAX
(610) 865-0969
E-MAIL
lawyers@broughal-devito.com
WEBSITE
www.broughal-devito.com

August 25, 2021

**VIA E-MAIL ONLY – nate.kurish@cloudpermit.com;
stephen.bell@cloudpermit.com; mark.stiles@cloudpermit**

Mr. Nathaniel Kurish
Mr. Stephen Bell
Mr. Mark Stiles
Cloudpermit

**Re: Notice of Default – Agreement Between Cloudpermit
and Pocono Township, dated June 10, 2021**

Dear Messrs. Kurish, Bell and Stiles:

My office serves as Solicitor for Pocono Township, Monroe County, Pennsylvania. My client has informed me of the certain material performance-based defects with your product and defaults in your performance under the Agreement.

From the outset, Cloudpermit represented themselves to Pocono Township as a “e-permitting platform” company able to provide electronic based permitting to meet the Township’s needs with no distinction between Zoning Permits, Building Permits or other regularly applied for and issued permits. During the ongoing implementation process, Cloudpermit, for the first time, advised my client that your company’s system is solely for building permits. Your company’s position is contrary to all of the representations made concerning your company’s ability to serve the Township’s permitting needs and requirements. When asked about this situation, the Township was advised that any changes requested necessitated system-wide changes for all of your clients. In addition, the Township is now being told that simple changes, such as the inclusion of a check number, could take up to six weeks for your developers to possibly include in the Township’s system.

It is evident that Cloudpermit has not and is not able to provide an e-permitting system sufficient to satisfy the Township’s needs. This is unacceptable.

Pursuant to Section 14.2 (a) of the Cloudpermit e-permit Service Agreement, this letter is a formal notice of your default with respect to your material obligations under this Agreement. Unless these defaults to the material obligations are remedied within ten (10) business days, the

Mr. Nathaniel Kurish
Mr. Stephen Bell
Mr. Mark Stiles
August 25, 2021
Page Two

Agreement is hereby terminated. These defaults include but are not limited to the installation of a fully functional and fully developed zoning permit module independent of your building permit module. Further, you must be able to fully customize your platform exactly as the Township was promised and as was represented to the Township by your company.

Pocono Township reserves any and all legal remedies available to it in addition to the termination of this Agreement.

Your prompt attention to this matter is requested. Should you have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Leo V. DeVito, Jr.", with a stylized flourish at the end.

Leo V. DeVito, Jr.

LVDjr:klk

cc: Mr. Taylor Muñoz, Township Manager
Mr. Shawn McGlynn, Township Zoning and Code Officer
Ms. Judy Acosta, Township Zoning Officer
Mr. Richard Wielebinski, President, Pocono Township Board of Commissioners

Taylor Munoz

From: Angela Tullo <angelatullo@verizon.net>
Sent: Friday, August 13, 2021 10:18 AM
To: Taylor Munoz
Subject: ZHB Resignation

Good morning Taylor:

As of June 2021, please accept my resignation from the ZHB due to personal and family obligations.

Please know that it was a pleasure to serve on this board and I learned so much.

Thank you for this opportunity.

Regards,
Ang



PHILLIPS & DONOVAN ARCHITECTS, LLC

Date: 18 August 2021

Proposal for Architectural Services

Project Name: Feasibility Study for Pocono Township Municipal Complex

Client: Pocono Township
c/o Taylor W. Munoz, Township Manager
112 Township Drive
Tannersville, PA 18372

Description of Basic Services

The scope of services for your project includes the preparation of a Feasibility Study to explore design options for your existing municipal complex site, including the recently acquired Wayne Daubert site. We will utilize Site Plan – Concept ‘A’, previously prepared by our firm on 11/14/18, as the starting point or basis for the work included in this proposal. We will analyze the site to identify its potential to accommodate administrative, library, police, public works, sewer department, and community center facilities. The size and program elements of these facilities will be as outlined in the Program of Space Requirement documents that were previously prepared by our firm in 2017 and 2018. The various components of the design study are further defined as follows.

Field Measurement and Documentation Phase

We have assumed that you will be able to obtain an accurate site plan from Boucher & James, Inc., showing the existing site conditions, that will be of sufficient detail to complete our work at this time. It is assumed that the existing administrative and police buildings will be demolished to accommodate the new proposed facilities. Therefore, we have not included any services or fees related to field measurements or as-built documentation.

Subtotal: \$ N.A.

H. Joseph Phillips AIA, LEED AP, Principal

**P. O. Box 160, Bedminster, PA 18910, Phone: 215-795-2400, Fax: 215-795-2900, Web: phillipsdonovanarchitects.com
210 W. Broad Street, Bethlehem, PA 18018, Phone: 610-317-0221, Fax: 610-317-0227**

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Zoning Review & Analysis

In this phase we will complete a preliminary zoning review to confirm the site constraints such as required building setbacks, building coverage limitations, impervious coverage limitations, parking requirements, and other restrictions. We will prepare a written recap of our findings and forward this analysis to you for your review & information.

Subtotal:	\$	660.00
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Conceptual Site Plan & Floor Plan Design Phase

Based on the design direction discussed in our initial meeting and the Zoning Analysis completed in the previous phase, we will develop and prepare conceptual site plan and floor plan designs showing the development potential of the site and how new facilities could be situated on the site, as well as conceptual building floor plans showing how the proposed building program elements/spaces will lay out for each use. (Uses include administrative offices, library, community center, police department, new sewer & public works storage building.) We will then meet to review the conceptual site and floor plan design sketches and obtain any comments and input you may have. (Fee assumes one meeting.)

Subtotal:	\$	5,970.00
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Feasibility Phase Construction Cost Estimate

After completion of the Conceptual Site and Floor Plan Design Phase we will forward our drawings, along with a written outline of proposed construction systems and materials, to our construction cost estimating consultant for their preparation of a budget cost estimate. Upon completion of the cost estimate, we will attend one meeting with you to review the completed budget cost estimate.

Architectural:	\$	1,430.00
<u>Construction Cost Estimating Consultant:</u>	\$	<u>1,800.00</u>
Subtotal:	\$	3,230.00

Revisions

Revisions to the work outlined above will be completed on an hourly/as requested basis or by way of a separate proposal.

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Future Phases of Work

Based on your review and comments regarding the Conceptual Design drawings, we will prepare a Fee Proposal to carry your project through the Schematic Design, Design Development, Construction Documents, Bidding Administration, and Construction Administration Phases.

Recap of Architectural Services Fee

Field Measurement & Documentation Phase	\$	N.A.
Zoning Review & Analysis:	\$	660.00
Conceptual Site & Floor Plan Design:	\$	5,970.00
<u>Feasibility Phase Construction Cost Estimate:</u>	<u>\$</u>	<u>3,230.00</u>
Total Fee for Basic Services:	\$	9,860.00

Each of the phases listed in the "Recap of Architectural Services Fee" above includes the stipulated number of meetings to review the status of the project at that time. Additional meetings held in any phase and attendance at municipal meetings will be considered additional services and will be billed hourly at the rates for the individual(s) in attendance.

The costs of CAD plots, blueprints, postage, mileage, and copies have been excluded and will be billed to you as reimbursable expenses. Furthermore, we have not included any costs for artist renderings, 3D models, or mock-ups.

For additional services not outlined in this proposal and services billed hourly, the following rates will apply:

Principal:	\$ 160.00/hour
Staff:	\$ 90.00 to \$ 140.00/hour

To accept this proposal under the terms stipulated in this proposal and in the accompanying cover letter, please sign and date, where indicated and return this original signed copy as your authorization to proceed. Upon receipt of same, I will schedule the work as soon as possible. Payment for our services will be billed as work progresses.

Progress payments are due and payable thirty days from the date of our invoice. Full and final payment is due upon completion of the work outlined in this Proposal. If the Owner/Signatories of this proposal fail to make payment when due to the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner/Signatories, suspend performance of services under this proposal. Unless payment in full is received by the Architect within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner/Signatories for delay or

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damage caused the Owner/Signatories because of such suspension of services. Furthermore, drawings will not be sealed or submitted to approval agencies until payment is received in full. Phillips & Donovan Architects, LLC must be notified in writing within fifteen (15) working days upon receipt of an invoice of any disputed invoice charges. Any disputed billing claims arising after the fifteen (15) day time frame will be the responsibility of the client to pay in full. If your account is referred for collection, you will be responsible for collections fees in the amount of 33.33% of the outstanding balance, court costs and reasonable attorney fees.

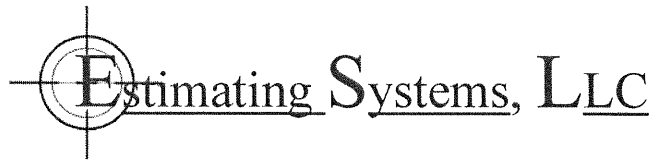
This proposal is valid for 30 days from the date of writing. If not accepted by the owner within 30 days, the Architect reserves the right to modify the terms, conditions, and professional fees stated herein. By executing this Agreement, the Signatories agree to limit the Architect's Professional Liability in any subsequent claims to the amount of the Architectural fee.

I by my signature below, also acknowledge receipt of the accompanying cover letter and pages 1 through 4 of this proposal.

Accepted by: _____ Date_____

Consultants

The following are copies of our consultant's proposals. The fees outlined in these proposals have already been included in the fees for services outlined in our proposal. The consultant fees have been passed on to you at our cost without any markup.



85 William Penn Rd., Lehigh, PA 18235
484-464-1346
Email: mhessinger@estimatingssystemslc.net

Mr. Joseph Phillips, AIA
Phillips & Donovan Architects, LLC
PO Box 160
3160 Bedminster Rd.
Bedminster, PA 18910

Date: August 17, 2021

RE: Feasibility Study Phase Estimate for Pocono Township Municipal Complex

Dear Mr. Phillips,

Thank you for choosing Estimating Systems, LLC to help you with your estimating needs. Please read over the following description of "services to be provided" to make sure we are all in agreement with the tasks you are asking us to perform for your firm. Let us know as soon as possible if there are any discrepancies and we will revise and resubmit it for your approval. Thank you and we look forward to working with you on this project.

Services Provided:

Estimating Systems, LLC understands the following scope of work for the **Feasibility Study Phase Estimate for the Pocono Township Municipal Complex located at 112 Township Drive, Tannersville, PA 18372**

- **Feasibility Study Design Cost Estimate**
 - o This will include a general cost estimate for the building areas broken down by CSI code. The pricing would include all general construction and MEP systems as indicated on the schematic design drawings and specifications and / or accompanying scope of work as provided by Phillips & Donovan Architects

Qualifications / Clarifications

Estimating is not an exact science. Items can be overlooked especially in design development estimating situations where there are gray program details. Estimating Systems, LLC will make every attempt to provide a fully detailed description of the program as we understand it and provide design development level pricing to match that description. Estimating Systems, LLC will also make every attempt to provide a well-defined estimate and description for the final construction documents estimate. Should any scope or portion of the intended scope be missed through no course of gross negligence, Estimating Systems, LLC cannot be held responsible legally or otherwise. We offer a team approach to the estimating process and look to the client to provide a supervisory / review process that will also benefit the project. Should the client notice something that was missed or a scope item that was not clearly vetted we need to be made aware immediately so that corrective action can be taken.

TOTAL INVESTMENT:

We have estimated approximately the following costs for the project:

- **24 hours** to identify the Feasibility Study Design Costs of the buildings as provided by Phillips & Donovan Architects, LLC at a rate of **\$75.00 / hour** for a total cost of **\$1,800.00**

Payment Terms:

Total lump sum proposal for the work described above will be **32 hours** at a rate of **\$75.00 / hour** for a total cost of **\$1,800.00**. This does not include any additional expenses that may be incurred (drawing

reproductions, travel, etc.) Should any incidentals arise they will be billed at cost. A copy of the invoice will be attached to the final invoice for your records. Payment terms are as follows: **Net 10 Days**

Should the time spent for our services be less than the estimated time allotted, billings will only be for the actual hours spent. Should the time spent for our services exceed the allotted estimated time, billings will be calculated on the estimated time plus no more than 10% of the original estimated cost no matter what the actual hours are.

Additional costs will be calculated for additional scope over and above the items specifically listed in this proposal. Any additional scope will be discussed and an estimated duration and cost will be provided prior to commencing with the additional work.

Please sign and date this proposal to indicate that you understand and agree to the scope of work in its entirety as described above.

Sincerely,



Micah J. Hessinger CSI, CDT, ASPE
Owner, Estimating Systems, LLC

Name (Printed)

Title

Signature

Date