

POCONO TOWNSHIP COMMISSIONERS
MEETING AGENDA
June 19th, 2017 6:00 p.m.

1) Pledge of Allegiance

2) Roll Call

3) Announcements:

4) Public Comments on matters not on the agenda.

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.

5) Approval of Minutes

- a. Meeting of June 5th, 2017
- b. Meeting of June 16th, 2017
- c. Work Session of June 11th, 2017

6) Approval of Bills and Transfers

- a. Check Ratification list for prior period dated June 19th, 2017
- b. Check and Transfer Listing dated June 19th, 2017
- c. Appropriations

7) Report of the President

8) Commissioners Comments

Bob De Young, Vice President

Jerry Lastowski, Commissioner
Grant

Judi Coover, Commissioner
Update on Sign Ordinance

Ellen Ghandt, Commissioner
Draft Audit

9) Reports:

A. Emergency services

- 1. Police – IT Services Bid
- 2. Fire
- 3. EMS

B. Administration - Manager's Report – Introduce Manager

1. Appoint RTO
2. Pocono Creek donation
3. Retain an information technology forensic specialist to recover data and information from Township-owned devices.
4. Odd Lots Fireworks Display Permit Application

10) Public Works Report - None

11) Finance Committee

12) Township Solicitor Report

- A. Pocono Logistics Violations
- B. Adams - Casiano Appeal
- C. Pocono Mountain School District Connection and Monthly Billing Agreement
- D. Short Term Rental Ordinance Draft
- E. Plaza 611 update

13) Township Engineer Report

- A. Status Report on Sewer Redesign and Air Valve Replacement.
- B. Route 611 Sewer Line Relocation Work Update.
- C. Northampton Community College Request for Release of remaining letter of credit for Monroe Campus Land Improvements. (Attachment Omitted)
- D. Robert Ace Request for Release of Remaining Letter of Credit. (Attachment Omitted)
- E. Carriage House at Pocono Manor Request for Release of Letter of Credit. (Attachment Omitted)

14) Presentations - None

15) Resolutions and Ordinances - None

16) Further Public Comments.

Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

13) Executive Session, if necessary

Adjournment

BOC June 5th Meeting Minutes

Present: Ellen Gndt, Harold Werkheiser, Jerry Lastowski, and Judi Coover

Absent, Bob DeYoung

Meeting called to order at 6pm followed by Pledge of Allegiance

Roll Call

Announcement from agenda

Executive Session was held May 29th and 31th

Special meeting for various township matters will be held June 7th at 8 am

Reports

President Report

Vice President Report

Jerry Lastowski, Commissioner

Lights, need to get this going, it has been lagging too long

Spoke with Mrs. Caci from Brookdale concerning her problem with the sewer plant at Brookdale and explained the township position.

Judi Coover, Commissioner

STR Ordinance status

Ellen Gndt, Commissioner

Explained that the concern that the late audit had harmed our credit rating was unfounded, we have no credit rating.

Motions

1. EG made a motion to accept the May 1st meeting minutes. Second JL

EG and JL voted in favor, HW and JC Abstained

Motion: Tabled

2. JC made a motion to accept the May 15th meeting minutes. Second EG

All in favor

Motion: Carried

3. JL made a motion to accept the May 19th 2017 work session meeting minutes. Second EG.

EG, JL, and JC voted in favor, HW abstained

BOC June 5th Meeting Minutes

Motion: Carried

4. EG made a motion to accept the June 1, 2017 work session meeting minutes.
Second JC.

Tabled

5. JL made a motion to approve the bills and transfers dated June 5th, 2017, but hold invoice for pipe until verified compliance. Second EG.

All voted in favor
Motion: Carried

6. JC made a motion to ratify the check list for the current period dated May 15th, 2017.
Second JL

All voted in favor
Motion: Carried

7. JL made a motion to ratify the check list for June 5th, 2017, striking May 10th payroll from the list and subtracting from the total shown. Second EG.

All voted in favor
Motion: Carried

Adjourned into executive session for personnel and reconvened

8. JC made a motion to engage Thomas Heimbach to handle labor and employment matters and to ratify previous handling of such matters. Second EG.

EG, HW and JC voted in favor, JL voted No

Motion: Carried

Introduction of new police officer, Larry Miller.

9. JL made a motion to appoint Keith Meeker to fill a vacancy as an alternate member for the civil service commission. Second EG

All voted in favor
Motion: Carried

10. _____ made a motion to approve the purchase of a Gator and mower for the Park per the attached CoStars documentation and pricing. Second _____

BOC June 5th Meeting Minutes

Tabled

11. JC made a motion to approve Heritage Center Basketball parking improvement and repaving by F&F Paving at a cost of \$13,950. Second EG.

All voted in favor

Motion: Carried

12. EG made an amended motion to approve the purchase, through CoStars, of two pieces of playground equipment for Mt View Park at a price not to exceed \$20,455.58, delivered and installed. Second JL.

All voted in favor

Motion: Carried

13. EG made a motion to establish an interim sewer administration committee comprised of Pat Briegel, Pam Tripus, Bob DeYoung and Judi Coover. Second JC.

All voted in favor

Motion: Carried

14. _____ made a motion to approve the PMSD Connection and Monthly Billing Agreement dated stating that they will pay the taping fee for 116 EDUs and will pay for 85 EDUs each month pursuant to the Agreement. Second _____.

Tabled

15. JC made a motion to have the Singer values serviced by MLK at a cost of \$1,000/day for up to 4 days, plus parts as required. Second EG.

All voted in favor

Motion: Carried

16. JL made a motion to have township purchase 8 Onyx Values for approximate cost of \$100,000, pending verification that the warranty will not begin until they are put in use. Second EG.

All voted in favor

Motion: Carried

17. HW made a motion to request paper bid for road materials directly to providers. Second EG.

All voted in favor

Motion: Carried

BOC June 5th Meeting Minutes

18. _____ made a motion to release of remaining letter of credits for NCC Monroe Campus Land Improvements. Second _____.
Tabled

19. _____ made a motion to release of remaining letter of credits for Robert Ace. Second _____.
Tabled

20. _____ made a motion to release of remaining letter of credits for Carriage House at Pocono Manor. Second _____.
Tabled

Resolutions

21. JC made a motion to approve Resolution 2017-22 Revision of Resolution 2017-21 regarding De Minimis use. Second EG

All voted in favor
Motion: Carried

22. JC made a motion to approve Resolution 2017-23 Granting Conditional Approval for Discovery Drive Widening Lane. Second JL

All voted in favor
Motion: Carried

23. JL made a motion to approve Resolution 2017-24 adopting the 2017 Fee Schedule. Second EG.

All voted in favor
Motion: Carried

24. JC made motion to adjourn into Executive session for litigation and not to return. Seconded by EG.

All voted in favor
Motion Carried

Public Comment

Joe Folsom commented on the need for new traffic lights. Jon Tresslar informed us PennDOT is in charge of this project, but he will give them another call.

BOC June 5th Meeting Minutes

Maxine Turbolski asked where the manager was, and Harold said he is not here and we have no comment.

Jimmy Schlier expressed concern about the redtape he is dealing with in trying to get his project going forward. His concerns were addressed by our solicitor and engineer.

Rich Wielebinski questioned why we were holding a special meeting at 8 am when some people work. Harold responded that is the time the BOC has called the meeting.

Pam Tripus indicated that the public notice may not have made it into the paper in time to hold the special meeting.

Regular Meeting adjourned at 8:42pm.

DRAFT

BOC Special Meeting June 16th

Meeting Minutes

1. Pledge of Allegiance
2. Roll Call

HW, RD, JL, EG, JC

3. Announcements: There was an executive session June 13th, 15th and 16th
4. Public Comments on matters not on the agenda.

Jimmy Schlier indicated there was a meeting between his project folks and the township

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

5. EG made a motion to accept the May 1st meeting minutes. Second JL

EG, RD, and JL in favor, JC and HW absent

Motion Carried

6. EG made a motion to terminate Township Manager Charles Vogt with cause effective immediately. Second JC

EG, HW, and JC in favor, RD and JL opposed

Motion Carried

7. JC made a motion approve Resolution 2017- 25 to appoint Donna Asure as township manager effective immediately pursuant to the employment agreement between the parties. Second EG.

All in favor

Motion Carried

Public Comment

Deb Johnson expressed her concerns about the action taken regarding the manager. She was concerned as to whether or not the new manager had been interviewed by all members of the Board and did we know of her prior work history. Copies of Donna Asure's resume were made available to all who wanted a copy.

8. JC made a motion to ratify all Pat Briegel's hours to date and extend his engagement as a sewer and DPW consultant no later than August 7th, 2017 for as many hours up to 40/week that are required to meet the demand of the work.
Second JL

All in favor
Motion carried

9. EG made a motion to ratify Christine Brodsky's hours to date and to extend her part time work of not more than 32 hours per week for 45 days. Second RD.

All in favor
Motion Carried

10. JC made a motion to extend employment to Mr. Ryan Kofron at the hourly rate of \$11.50 to work as a seasonal park employee. Second JL

All in favor
Motion Carried

11. JC made a motion to approve the increased cost estimate for the Keystone Contract up to \$125,500. If that amount is exceeded, B&J will notify the BOC before proceeding. Second JL

All in favor
Motion Carried

Public Comment

Maxine Turbolski asked if we are going to get a meeting secretary. She does not think the current meeting minute format is good. She would prefer we used full names and not just initials for the commissioners voting record

Deb Johnson asked why this meeting was held June 16th and not made part of the regular meeting scheduled for June 19th. It was planned on the wishes of the majority of the BOC.

Angela Tullo expressed a concern about the meeting being held during the day time on a work day, and was generally critical of certain commissioners for their lack of transparency.

Adornment 12:20

POCONO TOWNSHIP BOARD OF COMMISSIONERS
WORK SESSION MINUTES

DATE: June 15th, 2017

TIME: 9:00am

PLACE: Township Building

PRESIDING COMMISSIONER: Bob DeYoung

ROLL CALL:

Ellen Ghandt, Present
Bob DeYoung, Present
Harold Werkheiser, Absent
Jerry Lastowski, Present
Judi Coover, Present
Charlie Vogt, Manager, Present

NO PUBLIC WAS PRESENT

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN.

THE WORK SESSION WAS ADJOURNED AT: 1:30pm

June 19, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
Payroll				
6/7/2017			Pay 12 2017	85,379.36
TOTAL PAYROLL				\$85,379.36
6/9/2017	55814	Metropolitan Telecommunications	Phones	555.66
Sewer Operating Fund				
TOTAL General Fund				
				\$555.66
06/09/2017	1837	Blue Ridge Communications	Cable for pump stations	120.88
06/09/2017	1838	Metropolitan Telecommunications	Phones for pump stations	58.89
TOTAL Sewer Operating				\$179.77
TOTAL General Fund				\$85,935.02
				Transferred by:
TOTAL Sewer Operating				\$179.77
				Authorized by:

POCONO TOWNSHIP CHECK LISTING

June 19, 2017

General Fund	Date	Check	Vendor	Memo	Amount
	05/31/2017	55763	Chemung Supply Corp	Pipes	9,092.15
	06/09/2017	55815	AFLAC	Voluntary supplemental insurance	459.32
	06/09/2017	55816	Teamster Local 773	Non uniform union dues	561.00
	06/09/2017	55817	Teamster Local 773	Police union duew	1,196.00
	06/09/2017	55818	Lincoln Life	Voluntary supplemental pension	300.00
	06/14/2017	55819	Cardmember Service	Meeting/Training	332.62
	06/14/2017	55820	Eckert, Seamans, Cherin & Mellott, LLC	Audit Opinion Letter	290.00
	06/14/2017	55821	Pocono Management Associates LLC	Contracted Services	1,477.37
	06/14/2017	55822	BIU of PA, Inc.	SEO/ZO/BIU	3,071.90
	06/14/2017	55823	Broughal & DeVito, L.L.P.	Legal	5,415.32
	06/14/2017	55824	DIV of Alamo Sales Corp	Broom lift/brush	24,760.00
	06/14/2017	55825	Flamm, Walton Heimback & Lamm, PC	Legal	1,396.50
	06/14/2017	55826	Lawrence B. Fox P.C.	Civil Service - Legal	2,862.20
	06/14/2017	55827	Stroud Township	Mulch - Mt. View	100.00
	06/14/2017	55828	UNIFIRST Corporation	Carpets/Uniforms	163.10
	06/14/2017	55829	Staples Advantage	Office Supplies - Twp.	23.33
	06/14/2017	55830	Advanced Collision	#93 repairs	626.78
	06/14/2017	55831	Bartonsville Printing	Letterhead	295.00
	06/14/2017	55832	BIU of PA, Inc.	SEO Services	875.00
	06/14/2017	55833	Brodhead Creek Regional Authority	Sewer	208.34
	06/14/2017	55834	Cardmember Service	MS Office licenses	211.96
	06/14/2017	55835	Cardmember Service	Training expenses	1,634.00
	06/14/2017	55836	D.G. Nicholas Co.	Parts	31.37
	06/14/2017	55837	Davidheiser's Inc.	Tracker # TK1833	172.00
	06/14/2017	55838	DES	Recycling	25.00
	06/14/2017	55839	HUNTER KEYSTONE PETERBILT	Truck #11	218.55
	06/14/2017	55840	Inter County Investigations, Inc.	Background Check - Miller	1,600.00
	06/14/2017	55841	J & B Auto	#96	73.18
	06/14/2017	55842	JNK Hydrotest & Extinguisher Supply Co.	Service call	34.95
	06/14/2017	55843	Johanna Distributions	Coffee	94.00
	06/14/2017	55844	Kost Tire & Auto Service	Police Vehicle Repair	1,324.67
	06/14/2017	55845	Lynott, Tom	PMEHS Yearbook for investigations	70.00
	06/14/2017	55846	Metro Technology Services, Inc.	Annual re-newal Records management s	2,591.00
	06/14/2017	55847	Metropolitan Telecommunications	Phones - Police	278.87
	06/14/2017	55848	Network Fleet	GPS Service	325.45
	06/14/2017	55849	Otto, Carol	Cleaning	550.00
	06/14/2017	55850	PENTELEDATA	Email rental	124.95
	06/14/2017	55851	PMHIC	Health Insurance - July	59,326.64

POCONO TOWNSHIP CHECK LISTING

June 19, 2017

06/14/2017	55852	Pocono Farmstand & Nursery	Balance of invoice	5.20
06/14/2017	55853	Pocono Record	Advertising Park/Twp	478.45
06/14/2017	55854	Praxair Dist Mid-Atlantic	Supplies	24.65
06/14/2017	55855	Prosser Laboratories, Inc.	Water testing - Mt. View	58.00
06/14/2017	55856	Ray Price Ford	Police Vehicle Repair	1,037.11
06/14/2017	55857	Royal Security Services, Inc	Security system fobs	100.00
06/14/2017	55858	Scicutella, Michael	Uniform Allowance	54.99
06/14/2017	55859	Sirchie Fingerprint Laboratories	Police supplies	307.91
06/14/2017	55860	Sparkle Car Wash	Car Washes	20.00
06/14/2017	55861	SPW Cleaning Services	Floor Maintenance - May	100.00
06/14/2017	55862	Staples Advantage	Office supplies - Township	177.20
06/14/2017	55863	Starr Uniform Center	Police	1,629.38
06/14/2017	55864	State Workers Insurance Fund	Worker's Comp - 7 of 11	21,314.00
06/14/2017	55865	Stout's Mower Service	Mower repair	1,200.00
06/14/2017	55866	Sundance Networks, Inc.	IT Services	300.00
06/14/2017	55867	Tulpehocken Mountain Spring Water Inc	Water	63.00
06/14/2017	55868	U.S. Postal Service	Post office Box	198.00
06/14/2017	55869	UNIFIRST Corporation	Carpets/Uniforms	165.45
06/14/2017	55870	Unum Life Insurance	Life Insurance	2,073.00
06/14/2017	55871	Verizon Wireless	SMS Preservation	100.00
06/14/2017	55872	Vogt, Charles	Mileage - Manager	4.49
06/14/2017	55873	WatchGuard Video	Radio Base kit	420.00
06/14/2017	55874	Whitmore's Garage	Truck repair	1,360.40
06/14/2017	55875	Wilmington Trust, N.A.	Camelback TIF	143,370.02
06/14/2017	55876	Wilson Products Compressed Gas Co.	Supplies	161.76
06/14/2017	55877	Kimball Midwest	Supplies	361.86
06/14/2017	55878	Waste Management of Pennsylvania, Inc.	Spring Cleanup	7,837.33
06/14/2017	55879	VOID		0.00
06/14/2017	55880	BIU of PA, Inc.	ZO services	700.00
06/14/2017	55881	Francis Smith & Sons Inc	Gas cards	282.50
06/14/2017	55882	PAPCO, Inc.	Gasoline/Diesel	2,001.63
TOTAL General Fund				<u>\$308,098.85</u>

POCONO TOWNSHIP CHECK LISTING

June 19, 2017

Sewer Operating Fund

06/09/2017 1839	Prosser Labs	One Call Markings	6,435.00
06/09/2017 1840	Brodhead Creek Regional Authority	June sewer treatment	81,299.00
06/09/2017 1841	Pennsylvania One Call	Sewer Mapping	145.62
06/09/2017 1842	EEMA O&M Services Group	Maintenance June 2017	5,913.59
06/14/2017 1843	Blue Ridge Communication	Internet/Phone Service June 2017	60.44
06/14/2017 1844	Mid-Atlantic Pump & Equipment Co.	Tsurumi Pump Station #2, Position #2	7,420.00
06/14/2017 1845	Pocono Management Associates LLC	Consulting Services 5/29-6/11/17	1,862.92
06/14/2017 1846	TRIJAY Systems	Valve Vault #2 Service	1,000.00
06/14/2017 1847	PPL Electric Utilities	Electric Utility June 2017	2,059.47
		TOTAL Sewer Operating Fund	\$106,196.04

Capital Reserve Fund

06/19/2017 170	Play & Park Structures	Play equipment	19,875.02
		TOTAL Capital Reserve Fund	\$19,875.02

ESSA

TOTAL General Fund
TOTAL ESSA Transfer

\$308,098.85
\$308,098.85

Transferred by:

Wayne Bank

TOTAL Sewer Operating Fund

\$106,196.04

Authorized by:

General Fund					
June 19 2017 Appropriations					
	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Adjusted Budget</u>	<u>Appropriation</u>
400.110 · Salary & Wages - Legislative	3,250.00	16,250.00	-13,000.00		
400.192 · Legislative SSI Tax	248.60	1,243.00	-994.40		
400.260 · Minor Equipment	0.00	1,000.00	-1,000.00		
400.420 · Dues, Subscriptions & Membershl	6,472.11	7,234.00	-761.89		
400.460 · Legislaive -Meetings & Training	401.25	1,000.00	-598.75		
400.540 · Legislative - Donations	287.50	1,000.00	-712.50		
401.110 · Admin Salaries & Wages	42,296.82	104,167.00	-61,870.18		
401.192 · Admin SSI Taxes	3,236.54	7,969.00	-4,732.46		
401.199 · Admin Life and Disability Ins	378.00	756.00	-378.00		
401.200 · Administration Allowances	734.55	1,000.00	-265.45		
401.220 · Admin Operating Supplies	4.00	500.00	-496.00		
401.260 · Admin Minor Equipment	0.00	1,500.00	-1,500.00		
401.420 · Admin Dues, Subscriptions & Mem	0.00	1,665.00	-1,665.00		
401.460 · Admin Meetings & Training	610.00	1,750.00	-1,140.00		
402.110 · Fin Admin Salaries & Wages	22,412.72	53,000.00	-30,587.28		
402.120 · Financial Admin OVT	191.10	2,000.00	-1,808.90		
402.192 · Fin Admin SSI Taxes	1,729.96	4,208.00	-2,478.04		
402.196 · Fin Admin Health Insurance	5,657.41	12,447.00	-6,789.59		
402.198 · Fin Admin Non-Uni Pension Plan	1,998.52	4,770.00	-2,771.48		
402.199 · Fin Admin Life & Disability Ins	402.00	804.00	-402.00		
402.220 · Fin Admin Operating Supplies	272.17	500.00	-227.83		
402.260 · Fin Admin Minor Equipment	0.00	500.00	-500.00		
402.310 · Fin Admin Professional Srvs	29,121.56	35,000.00	-5,878.44		
402.420 · Fin Admin Dues, Subscriptions	75.00	750.00	-675.00		
402.460 · Fin Admin Meetings & Training	483.98	750.00	-266.02		
403.110 · Tax Collection Salaries & Wages	4,313.23	10,000.00	-5,686.77		
403.192 · Tax Collection SSI Taxes	329.62	765.00	-435.38		
403.199 · Tax Collection Bond Ins	0.00	2,000.00	-2,000.00		
403.215 · Tax Collection Postage	1,602.06	2,000.00	-397.94		
403.220 · Tax Collection Operating Supply	1,246.40	2,000.00	-753.60		
403.310 · Tax Collection Professional Srv	17,666.24	23,250.00	-5,583.76		
404.310 · Township Solicitor	19,195.50	75,000.00	-55,804.50		
404.314 · Legal Services Special Counsel	0.00	10,000.00	-10,000.00		
405.110 · Secretary Salaries & Wages	47,047.67	118,461.00	-71,413.33		
405.120 · Secretary OT	779.55	5,000.00	-4,220.45		
405.192 · Secretary SSI Taxes	3,635.49	9,445.00	-5,809.51		
405.196 · Secretary Insurance	20,608.80	37,341.00	-16,732.20		
405.198 · Secretary Non-Uni Pension Plan	3,360.76	10,661.00	-7,300.24		
405.199 · Secretary Life & Disability Ins	804.00	2,400.00	-1,596.00		
405.220 · Secretary Operating Supplies	209.98	500.00	-290.02		
405.260 · Secretary Minor Equipment	0.00	1,000.00	-1,000.00		
405.420 · Secretary Dues, Subscriptions	0.00	500.00	-500.00		
405.460 · Secretary Meetings & Training	0.00	1,000.00	-1,000.00		
406.215 · Gen Govt Postage	1,485.70	5,000.00	-3,514.30		
406.220 · Gen Govt Operation Supplies	3,084.41	7,000.00	-3,915.59		
406.310 · Gen Govt Professional Srvs	0.00	5,000.00	-5,000.00		
406.320 · Gen Govt Communications	3,537.65	8,000.00	-4,462.35		
406.340 · Gen Govt Advertising & Printing	1,441.85	8,000.00	-6,558.15		
406.374 · Gen Govt Office Equipment Maint	358.00	1,000.00	-642.00		
406.384 · Gen Govt Equipment Leases	1,776.14	6,396.00	-4,619.86		
407.252 · Computer Parts & Supplies	369.99	1,000.00	-630.01		
407.260 · Technology Minor Equipment	0.00	4,000.00	-4,000.00		
407.450 · Contracted Services	6,279.21	8,200.00	-1,920.79		
408.310 · Township Engineer	6,697.75	50,000.00	-43,302.25		
409.220 · Building Operating Supplies	0.00	1,000.00	-1,000.00		
409.360 · Building Utilities	16,237.69	35,000.00	-18,762.31		
409.373 · Building Maint & Repairs	8,376.35	17,000.00	-8,623.65		
409.450 · Building Contracted Services	3,086.58	7,000.00	-3,913.42		
410.120 · Police Salaries & Wages-Admin	36,440.80	88,626.00	-52,185.20		
410.130 · Police Salaries & Wages-Officer	434,646.51	1,292,497.00	-857,850.49		
410.140 · Police Salaries & Wages-Civilia	20,348.59	45,936.00	-25,587.41		
410.179 · Police Longevity Pay	0.00	42,824.00	-42,824.00		
410.180 · Police Overtime Wages	62,229.90	125,000.00	-62,770.10		

General Fund					
June 19 2017 Appropriations					
	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Adjusted Budget</u>	<u>Appropriation</u>
410.185 · Sick & Vacation Buy Back	0.00	60,000.00	-60,000.00		
410.187 · Police Overtime Civ Support	0.00	500.00	-500.00		
410.191 · Uniform Allowance	2,860.77	14,400.00	-11,539.23		
410.192 · Police SSI Taxes	41,939.51	122,047.00	-80,107.49		
410.196 · Police Health Insurance	233,429.19	467,707.00	-234,277.81		
410.197 · Police Pension Plan	13,789.00	145,320.00	-131,531.00		
410.198 · Police Life & Disability Ins	7,370.00	16,470.00	-9,100.00		
410.199 · Police Non-Uniform Pension	1,705.36	4,134.00	-2,428.64		
410.200 · Police 457 Contribution	0.00	6,000.00	-6,000.00		
410.220 · Police Operating Supplies	4,279.71	5,000.00	-720.29		
410.221 · Crime Scene Supplies	450.62	1,000.00	-549.38		
410.222 · Ammunition	0.00	5,000.00	-5,000.00		
410.231 · Vehicle Fuel	16,780.39	42,500.00	-25,719.61		
410.260 · Police Minor Equipment	10,584.16	91,145.00	-80,560.84		
410.310 · Police Professional Services	8,787.92	2,500.00	6,287.92		
410.314 · Civil Service Comm Solicitor	10,511.31	15,000.00	-4,488.69		
410.320 · Police Communications	6,790.15	15,000.00	-8,209.85		
410.341 · Police Advertising & Printing	136.80	400.00	-263.20		
410.373 · Police Maint & Repair Bldg	4,142.29	5,000.00	-857.71		
410.374 · Police Equipment Maint	1,388.65	3,500.00	-2,111.35		
410.420 · Police Dues, Subscriptions	82.00	1,500.00	-1,418.00		
410.450 · Police Contracted Services	40,085.18	89,026.00	-48,940.82		
410.451 · Police Vehicle Maintenance	16,229.82	25,000.00	-8,770.18		
410.460 · Police Meetings & Training	1,462.75	8,500.00	-7,037.25		
411.232 · Fire Department Fuel	0.00	7,500.00	-7,500.00		
411.540 · Foreign Fire Payments	0.00	104,000.00	-104,000.00		
411.541 · Disbursement to Fire Company	22,768.12	237,768.12	-215,000.00		
413.220 · Code Enforcement Supplies	0.00	100.00	-100.00		
413.260 · Code Enforcement Minor Equip	0.00	100.00	-100.00		
413.310 · Prof Services - BIU Building	95,659.42	200,000.00	-104,340.58		
413.311 · Prof Services - SEO	4,987.50	15,000.00	-10,012.50		
413.319 · Code Enforcement UCC Fees	160.00	1,000.00	-840.00		
413.420 · Code Enforcement Dues & Subs	0.00	250.00	-250.00		
413.460 · Code Enforcement Meetings	0.00	500.00	-500.00		
414.110 · Planning & Zoning Salaries	0.00	1,020.00	-1,020.00		
414.192 · Planning & Zoning SSI Taxes	0.00	78.00	-78.00		
414.220 · Planning & Zoning Supplies	56.98	500.00	-443.02		
414.310 · Planning & Zoning Prof Svcs	15,281.26	42,000.00	-26,718.74		
414.313 · Planning & Zoning Engineering	608.75	10,000.00	-9,391.25		
414.314 · Planning & Zoning Legal	8,683.56	25,000.00	-16,316.44		
414.341 · Planning & Zoning Advertising	421.60	3,200.00	-2,778.40		
415.220 · Emer Mgmt Operating Supplies	0.00	500.00	-500.00		
415.364 · Emergency Management Operations	0.00	1,500.00	-1,500.00		
415.460 · Emer Mgmt Meetings & Training	0.00	200.00	-200.00		
427.220 · Solid Waste Coll Supplies	80.00	1,500.00	-1,420.00		
427.450 · Contracted Svcs - Clean-Up Days	368.00	16,000.00	-15,632.00		
430.110 · Public Works Salaries	156,387.99	369,986.00	-213,598.01		
430.120 · Public Works OT Wages	7,688.92	25,000.00	-17,311.08		
430.192 · Public Works SSI Taxes	12,459.91	30,216.00	-17,756.09		
430.196 · Public Works Insurance	106,891.08	213,560.00	-106,668.92		
430.198 · Public Works N-U Pension	14,624.34	31,679.00	-17,054.66		
430.199 · Public Works Life & Disab Ins	3,216.00	5,570.00	-2,354.00		
430.200 · Public Works Director Allowance	0.00	600.00	-600.00		
430.220 · Public Works Oper Supplies	5,766.07	13,000.00	-7,233.93		
430.232 · Public Works Diesel	12,625.34	55,000.00	-42,374.66		
430.234 · Public Works Vehicle Supplies	3,778.24	6,000.00	-2,221.76		
430.238 · Public Works Uniforms	2,597.57	7,800.00	-5,202.43		
430.260 · Public Works Minor Equip Purch	487.96	2,000.00	-1,512.04		
430.310 · Public Works Professional Svcs	4,588.04	45,000.00	-40,411.96		
430.331 · Mileage Reimbursement	0.00	1,000.00	-1,000.00		
430.341 · Public Works Advertising	180.00	1,500.00	-1,320.00		
430.373 · Public Works Maint & Rep Bldg	1,155.00	5,000.00	-3,845.00		
430.375 · Public Works Heavy Equip Maint	14,087.52	60,000.00	-45,912.48		
430.384 · Public Works Equip Rental	0.00	500.00	-500.00		

General Fund					
June 19 2017 Appropriations					
	<u>Actual</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Adjusted Budget</u>	<u>Appropriation</u>
430.420 · Public Works Dues, Subscription	200.00	200.00	0.00		
430.450 · Public Works Contracted Srvs	125.00	500.00	-375.00		
430.460 · Public Works Meetings & Trainin	200.00	500.00	-300.00		
430.650 · Public Works Hand Tool Purch	0.00	500.00	-500.00		
432.220 · Snow & Ice Rem Oper Supplies	52,240.02	125,000.00	-72,759.98		
432.375 · Snow & Ice Rem Equipment Maint	2,799.77	8,000.00	-5,200.23		
432.450 · Snow & Ice Rem Subcontractors	0.00	7,500.00	-7,500.00		
433.220 · Traffic Signals & Signs Supply	0.00	3,000.00	-3,000.00		
433.360 · Traffic Signals & Signs Utiliti	1,271.61	4,000.00	-2,728.39		
433.450 · Traffic Signals Contracted Srvs	5,487.47	8,000.00	-2,512.53		
438.220 · Road Maint Supplies	12,120.90	50,000.00	-37,879.10		
438.611 · Line Painting	0.00	20,000.00	-20,000.00		
438.612 · Crack Sealing	0.00	30,000.00	-30,000.00		
438.613 · Vegetation Control	0.00	5,000.00	-5,000.00		
452.390 · Recreation fees	207.95	200.00	7.95	350.00	150.00
454.110 · Park Salary & Wage	15,358.00	74,796.00	-59,438.00		
454.120 · Park OT	978.76	500.00	478.76		
454.192 · Park SSI	1,244.47	5,800.00	-4,555.53		
454.198 · Park N-U Pension Plan	361.97	2,412.00	-2,050.03		
454.220 · Park Operating Supplies	811.11	3,000.00	-2,188.89		
454.231 · Park Vehicle Fuel	0.00	1,500.00	-1,500.00		
454.260 · Park Minor Equipment	666.32	1,500.00	-833.68		
454.310 · Park Professional Services	0.00	1,000.00	-1,000.00		
454.320 · Park Communications	424.75	800.00	-375.25		
454.340 · Park Advertising & Printing	813.25	500.00	313.25		
454.360 · Park Utilities	1,229.28	2,700.00	-1,470.72		
454.373 · Park Repairs & Maintenance	4,704.57	10,000.00	-5,295.43		
454.374 · Park Equipment Maintenance	518.35	1,500.00	-981.65		
454.450 · Park Contracted Services	5,889.03	20,000.00	-14,110.97		
454.460 · Park Meetings & Training	0.00	500.00	-500.00		
454.700 · Park Recreation Board	717.26	17,500.00	-16,782.74		
457.540 · Community Day Celebration	0.00	6,000.00	-6,000.00		
463.540 · TIF	17,566.00	160,420.00	-142,854.00	160,937.00	517.00
483.194 · Employer Pd Unemployment Comp	21,122.81	30,000.00	-8,877.19		
483.195 · Employer Pd Worker's Comp	177,619.00	285,000.00	-107,381.00		
483.200 · Federal Healthcare Tax	0.00	200.00	-200.00		
483.201 · Transitional Reinsurance Fee	0.00	2,000.00	-2,000.00		
486.350 · Property & Liability Insurance	127,844.00	130,000.00	-2,156.00		
486.355 · Professional Bonds	5,992.00	6,425.00	-433.00		
492.300 · Interfund Transfer to Cap Fund	1,057,942.00	1,057,942.00	0.00		
492.310 · Transfer to Capital Fund Reserv	0.00	1,500,000.00	-1,500,000.00		
491.000 · Refund of Prior Year Revenues	46.21	3,000.00	-2,953.79		
	<u>Original Fund Balance</u>	<u>Previously Appropriated</u>	<u>Fund Balance</u>	<u>Adjusted Fund Balance</u>	<u>Appropriation</u>
279.999 · Use of Fund Balance	4,935,518.41	79,928.00	4,855,590.41	4,854,923.41	-667.00

POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA

APPLICATION FOR FIREWORKS DISPLAY PERMIT

(Application must be made at least 30 days in advance of the date of the display)

Applicant Name Odd-Lot Inc. Permit # _____
Applicant Address: P.O. Box 404 Tax Parcel # _____
Marshall's Creek, PA 18335 PIN # _____
Applicant Telephone # 570-350-8881
Property Owner Name and Telephone # Great Wolf Lodge
Location of Display One Great Wolf Drive, Scotrun, PA
Type of Display Consumer Fireworks
Date of Display 7/4/17 ~~7/20/17~~ Time Display Begins: 9:00 Ends: 9:20
Operator Name and Address Same as above
Telephone # _____

Applicant Signature [Signature] Date: 5/29/17
Property Owner Signature X [Signature] Date: 5/29/17

Applicant must provide the following with this application:

- _____ Application Fee (Fee is non-refundable)
- _____ Bond in the amount of \$1,000,000.00 \$1000.00
- _____ Liability Insurance in the amount of not less than \$1,000,000.00, naming the Township as an additional insured
- _____ Map showing fireworks site diagram
- _____ Valid certificate of registration with the Pennsylvania Attorney General's Office
- n/a Valid Bureau of Alcohol, Tobacco and Firearms License

Office Use Only

Fee \$ _____ Date Paid _____ Expiration Date _____
Date of Approval _____ Approved by _____
Date of Denial _____ Denied by _____

DRAYTON INSURANCE BROKERS, INC.

2500 CENTER POINT ROAD, SUITE 301
BIRMINGHAM, ALABAMA 35215
PHONE: (205) 854-5806
FAX: (205) 854-5899

POST OFFICE BOX 94067
BIRMINGHAM, ALABAMA 35220
EMAIL: dib@draytonins.com

CERTIFICATE OF INSURANCE

NO. 743201

We certify that insurance is afforded as stated below. This Certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the insurance policy and the insurance afforded is subject to all the terms, exclusions and conditions of the policy.

INSURER Admiral Insurance Company **POLICY NO.** CA000003209-27-1041

NAMED INSURED Odd-Lot, Inc.
D.B.A. Fireworks Outlet
P.O Box 404
Marshalls Creek, PA 18335

POLICY TERM March 1, 2017 to March 1, 2018; Both Days 12:01 A.M. Standard Time

COVERAGE Commercial General Liability: ☒ Occurrence Basis ☐ Claims Made Basis

LIMIT OF LIABILITY \$1,000,000 each occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations aggregate
The limit of liability shall not be increased by the inclusion of more than one insured or additional insured.

RESTRICTION This policy applies only to displays which comprise solely Class "C" Fireworks (Explosives Classification 1.4), pyrotechnics special effects (including indoor pyrotechnics), propane, open flame effects, lasers and other non-pyrotechnic special effects. Excluding the use of Class "B" fireworks (Explosives Classification 1.3).

INSURED OPERATIONS Public fireworks display and special effects contractor

It is certified that, if named below, this policy includes as Additional Insureds 1) the sponsor(s), promoter(s), organizer(s) (including other entities having similar interests), of insured pyrotechnic events and/or 2) the owner(s) of real property (or barges) at which insured pyrotechnic events are held and/or 3) the owner(s), manager(s), tenant(s), mortgagee(s) (including other entities having similar interests), of buildings, stadiums, arenas and similar facilities at which insured pyrotechnic events are held and/or 4) the licensing or permitting authority, or other authority having jurisdiction, issuing licenses/permits for insured pyrotechnic events and/or 5) any other entity for which the insurance is required to be afforded under written contract. Coverage applies only as respects the legal liability of such Additional Insured(s) for bodily injury and property damage caused by the operations of the Named Insured. The insurance afforded any Additional Insured does not include coverage for any bodily injury or property damage arising from the failure of such Additional Insured to fulfill its obligations specified in its contract with the Named Insured.

**NAME(S) OF
ADDITIONAL INSURED(S)**

Great Wolf Lodge

DISPLAY LOCATION

1 Great Wolf Drive
Scotrun, PA 18355

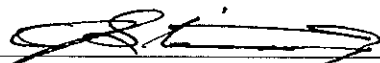
DISPLAY DATE(S)

July 4, 2017

It is certified that this policy requires a 30 day mutual notice of cancellation between the Insurer and the Named Insured. In the event of such cancellation we will endeavor to mail 10 days written notice to the Additional Insured(s), whose name and address is shown hereon, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer and/or the undersigned.

DRAYTON INSURANCE BROKERS, INC.

May 30, 2017
DATE OF ISSUE


A.J. STRINGER, PRESIDENT



Office of Attorney General
Fireworks Displays or Exhibitions
Certificate of Registration

Be it known that: **Odd-Lot Inc.**
 d/b/a Fireworks Outlet
 P.O. Box 404
 Marshalls Creek, PA 18335
 President: Ken Schuchman

is registered with the Office of Attorney General, Commonwealth of Pennsylvania, to perform, provide or supervise fireworks displays for profit within this Commonwealth.

This Certificate is evidence of registration with the Office of Attorney General only. The competence, financial fitness and compliance with local requirements by the above individual or entity are not herein certified.

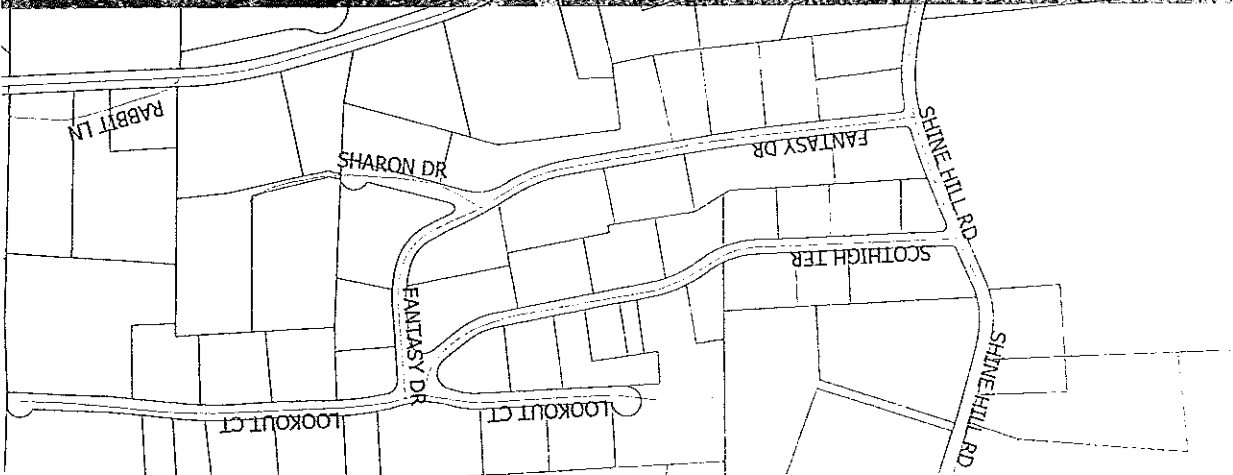
Jennifer Selber
Executive Deputy Attorney General
Director, Criminal Law Division

May 31, 2017
Date

Registration Expires: May 31, 2018



shot site -



ODD-LOT INC
DBA FIREWORKS OUTLET
PO BOX 404
RT 209
MARSHALLS CREEK, PA 18335-0404

3506

6/1/2017

PAY TO THE
ORDER OF Pocono Township

\$ **100.00

One Hundred and 00/100*****

DOLLARS

Pocono Township
PO Box 197
Tannersville, PA 18372

MEMO


AUTHORIZED SIGNATURE

ODD-LOT INC

Pocono Township

3506

Fireworks Display Permit 7/4/17

6/1/2017

100.00

351

ODD-LOT INC
DBA FIREWORKS OUTLET
PO BOX 404
RT 209
MARSHALLS CREEK, PA 18335-0404

6/1/2017

PAY TO THE
ORDER OF Pocono Township

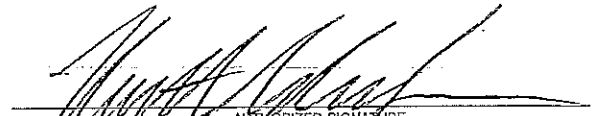
\$ **1,000.00

One Thousand and 00/100*****

DOLLARS

Pocono Township
PO Box 197
Tannersville, PA 18372

MEMO


AUTHORIZED SIGNATURE

ODD-LOT INC

Pocono Township

35

Fireworks Display Bond 7/4/17

6/1/2017

1,000.00