

POCONO TOWNSHIP COMMISSIONERS
SPECIAL MEETING AGENDA
November 20, 2017 5:00 p.m.

1) Pledge of Allegiance

2) Roll Call

3) 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.

4) Interview Candidates for Zoning Hearing Board Alternate –

- Mueller, Tracy
- Ortolan, Chris
- VanAuken, Steve

5) Further Public Comment

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

Adjournment

POCONO TOWNSHIP COMMISSIONERS
MEETING AGENDA
November 20, 2017 6:00 p.m.

1) Pledge of Allegiance

2) Roll Call

3) Announcements:

- Executive Session – November 13, 2017 – personnel
- Sign Ordinance Hearing – December 4, 2017 – 5pm

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) Presentations

6) Approval of Minutes

- a. Meeting - November 6, 2017
- b. Budget Work Session - November 9, 2017
- c. Special Meeting – November 13, 2017
- d. Work Session - November 16, 2017

7) Approval of Bills and Transfers

- a. Check ratification list for prior period dated November 20, 2017
- b. Check Listing dated November 20, 2017

8) Report of the President

9) Commissioners Comments

Bob De Young – Vice President

Jerry Lastowski – Commissioner

Judi Coover – Commissioner
Access to helicopter services

Ellen Gndt – Commissioner

10) Reports

- a. Emergency Services
 - Police
 - Fire
 - EMS

- b. Finance Committee Report
- c. Sewer Committee
- d. Administration – Manager's Report
 - 2018 Budget
 - Police CBA
 - HRA Adoption Agreement – 2018
 - Auditor appointment for 2017 audit
 - File cabinets
 - Alternates ZHB

- e. Public Works Report
 - Road Master Job Description
 - Road Paving Project update

- f. Township Engineer Report
 - Status Report on Sewer Redesign
 - Route 611 Sewer Line Relocation Work Update
 - Sanofi Sanitary Sewer Easement
 - Update on Valve Project w/change orders
 - Running Lane Road Vacation

- g. Township Solicitor Report

11) Resolutions and Ordinances

12) Further Public Comment

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

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.**

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President Harold Werkheiser called the meeting to order at 6:00 pm with the Pledge of Allegiance.

Roll call:

President Werkheiser – Present
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Gndt – Present

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Mountain View Park – Veteran's Day Program – November 10, 11 & 12, 2017 the park will have an open house artwork created by the veterans will be on display for purchase the 11th and 12th with 25% of proceeds going towards the Tannersville 611 War Memorial.

Work on Route 611 – Detours onto Wiscasset Avenue during day-time work hours will be ongoing for several months. Discussion followed.

Executive Session was held on November 6, 2017 for personnel matters.

Public Comments on matters not on the agenda: None

Presentations: None

Approval of Minutes:

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, to accept the October 16, 2017 Regular Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the October 19, 2017 Budget Work Session Minutes.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
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EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Motion made by Commissioner Ghandt, seconded by Commissioner Coover, to accept the October 26, 2017 Budget Work Session Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, to accept the November 2, 2017 Work Session Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Approval of Bills and Transfers:

Motion made by Commissioner Lastowski, seconded by Commissioner Ghandt, to ratify the check list for the prior period dated November 6, 2017.

All in favor
Motion Carried

Motion made by Commissioner Ghandt, seconded by Commissioner Lastowski, to approve the Check and Transfers dated November 6, 2017.

All in favor
Motion Carried

Report of the President: None

Commissioner's Comments:

Motion made by Commissioner DeYoung, seconded by Commissioner Coover, to authorize the Township Manager to place the Township-owned police vehicles and P.W. Department truck for sale on Municibids.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to review and approve the sewer reimbursements to property owners who incurred additional

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.

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expenses hooking up to the sewer system due to incorrect information provided by the Township, contingent upon a release signed by the property owner.

All in favor
Motion Carried

Maxine Turbolski, Township Resident, inquired whether the letter Commissioner Lastowski was referring to would be in the minutes. Commissioner Lastowski indicated that it might but we haven't had time to go back and research it.

Motion made by Commissioner Lastowski, seconded by Commissioner Ghandt, to approve the Pocono Township Fire Police to assist with the Stroudsburg Veteran's Day Parade if requested.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner DeYoung, to advertise a public hearing on Monday, December 4, 2017 at approximately 5 p.m. concerning the draft sign ordinance.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to authorize the Township Manager and Attorney Tim McManus to meet with Tobyhanna Township concerning Kalahari and the intergovernmental agreement.

All in favor
Motion Carried

Ellen Ghandt – Commissioner – Finance Committee to review YTD budget adjustments, sewer finances:

Discussion followed on the sewer budget and Jon Tressler, Township Engineer, attending workshop meetings for review and input on prioritizing operational and capital items.

Reports:

Administration – Manager's Report:

POCONO TOWNSHIP BOARD OF COMMISSIONERS
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Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to extend the services of Pocono Management Associates (PMA) consultant Patrick Briegel, through the end of this fiscal year.

EG-No; RD-Yes; HW-No; JL-Yes; JC-No
Motion Failed

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to advertise for a Township Road Master position and until such person is hired, that we retain the services of Pocono Management Associates (PMA) consultant, Patrick Briegel, for Public Works and Sewer Consultant.

EG-Yes; RD-No; HW-Yes; JL-No; JC-Yes
Motion Carried

Rich Wielebinski, Township Resident, inquired whether a position of Road Master was included in the first-class code, whether it was in the best interest of the Township to split the position, and what salary was being budgeted for this position. Commissioner Coover indicated the Board of Commissioners has the authority to establish any position that is not an appointment; the 2017 budget has \$90,000.00 and the position is split between Sewer and Road Crew.

Maxine Turbolski, Township Resident, questioned if anybody at this point would take a job, with the changes in the Board members after the election, before the first of next year. Commissioner DeYoung indicated changes would most likely occur after the new year.

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to approve a read-only VPN connection to the Township QuickBooks program for interim Treasurer, Frank Cefali.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Coover, to approve the job description for the part-time Bookkeeper position.

All in favor
Motion Carried

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
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Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to approve the proposal by Boucher & James to prepare a Sewer Operations Manual, including operations, repairs, and emergency procedures, for a quote of \$50,000.00 to \$55,000.00 to be paid from the sewer construction account.

All in favor
Motion Carried

Chris Ortolan, Township Resident, inquired who would be responsible for keeping the Manual up-to-date and whether the responsibility would be formalized in a job description or contract. Township Engineer, Jon Tresslar, indicated both a Township employee in charge of sewer working with the township engineer would be responsible.

Richard Piccone, Township Resident, inquired whether the manual would include the improvements and anticipated upgrades in the existing manual. Township Engineer, Jon Tresslar, indicated the improvements and upgrades would be in the manual.

Motion made by Commissioner Gmandt, seconded by Commissioner DeYoung, to approve the HRA agreement with Highmark for 2018 at a cost of \$4.95 per employee, per month.

All in favor
Motion Carried

Motion made by Commissioner Gmandt, seconded by Commissioner Coover, to release the letter of credit for the Carriage House Country Club, Inc. in the amount of \$72,888.26.

All in favor
Motion Carried

Public Works Report:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve the hiring of Jack Manuel at \$14.39/hour, as a temporary employee, as needed for the Public Works Department beginning November 8, 2017.

All in favor
Motion Carried

Motion made by Commissioner Gmandt, seconded by Commissioner DeYoung, to approve the hiring of Ray Butz at \$30/hour, as a temporary employee, as needed for

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 6, 2017
6:00 p.m.

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snow plowing under the Public Works Department with verification of a current CDL license.

All in favor
Motion Carried

Township Engineer Report:

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve the Storm Water Agreement with Camelback for the Tornado Ride pending final approval by Township Engineer and Township Solicitor.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to support the Green Light Go Application of Stroud Township for improvements at the Giant intersection and Rimrock Road intersection with a match for Rimrock Road of \$19,500.00 or 20%, whichever is less.

EG-Yes; RD-Yes; HW-No; JL-Yes; JC-Yes
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to submit an application for a Green Light Go Grant for lights along Route 611.

All in favor
Motion Carried

Chris Orlotin, Township Resident, asked what the down side of going after the grant would be. Discussion followed.

Resolutions and Ordinances:

Resolution 2017-50 – Acceptance of 2015 Green Light Go Grant

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to adopt Resolution 2017-50 accepting the 2015 Green Light Go Grant.

All in favor
Motion Carried

Public Comment: None

POCONO TOWNSHIP BOARD OF COMMISSIONERS
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Motion made by Commissioner Coover, seconded by Commissioner Gndt, to adjourn the meeting at 7:18 p.m.

All in favor
Motion Carried

Submitted by: _____

Donna M. Asure
Township Secretary

DRAFT

POCONO TOWNSHIP BOARD OF COMMISSIONERS

BUDGET WORK SESSION MINUTES

DATE: November 9, 2017

TIME: 8:00am

PLACE: Township Building

PRESIDING COMMISSIONER: Robert DeYoung

ROLL CALL:

Jerry Lastowski - Present

Ellen Gndt – Present

Judi Coover – Present

Public Present – none

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.

THE WORK SESSION ENDED AT 12:30 pm

Submitted by: _____

Donna M. Asure
Township Secretary

**Pocono Township Board of Commissioners
Special Meeting Minutes
November 13, 2017 8:00 am**

Vice-President Robert DeYoung called the special meeting to order with the Pledge of Allegiance.

Roll call -

President Werkheiser - Absent
Vice-President DeYoung - Present
Commissioner Lastowski - Present
Commissioner Coover - Present
Commissioner Gandt - Present

Announcements

Executive Session held Friday, November 10, 2017 – personnel

There was no public comment received.

Motion by Commissioner Coover, seconded by Commissioner DeYoung to approve the hiring of Robert Hine for the public works department with wages and benefits as defined by the Public Works CBA with start date not later than two weeks.

EG - Yes, RD - Yes, JL - Yes, JC - Yes
Motion carried

Motion by Commissioner Coover, seconded by Commissioner Gandt that effective immediately, at the expense of the township, all new hires, full-time or part-time, must submit to a drug & alcohol test prior to employment.

EG - Yes, RD - Yes, JL - Yes, JC - Yes
Motion carried

Motion by Commissioner Lastowski, seconded by Commissioner DeYoung to authorize the Civil Service Commission to initiate filling vacant or soon to be vacant positions on the Pocono Township Police force.

EG - Yes, RD - Yes, JL - Yes, JC - Yes
Motion carried

Motion by Commissioner Gandt, seconded by Commissioner Coover to transfer \$1.5 million from the general fund to the Capital fund and to invest \$1M of capital fund in PLGIT pending a favorable interest rate.

EG - No, RD - No, JL - No, JC - No
Motion failed

Motion by Commissioner Gndt, seconded by Commissioner Coover to transfer \$3M from the general fund to the Capital fund.

EG - Yes, RD - Yes, JL - Yes, JC - Yes
Motion carried

Motion by Commissioner Gndt, seconded by Commissioner Coover to invest \$1.5M from the capital fund with PLGIT for a term of one year.

G - Yes, RD - Yes, JL - Yes, JC - Yes
Motion carried

Motion by Commissioner Lastowski, seconded by Commissioner Coover to transfer \$11,656.00 from Snow & Ice Removal Supplies (432.220) to Road Maintenance Supplies (438.220 - \$10,000) and Professional Bonds (486.355 - \$1656).

EG - Yes, RD - Yes, JL - Yes, JC - Yes
Motion carried

There was no public comment received.

Motion by Commissioner Coover, seconded by Commissioner Gndt to adjourn the meeting at 2:00pm.

EG - Yes, RD - Yes, JL - Yes, JC - Yes
Motion carried

Submitted by:

Donna M. Asure
Township Secretary

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR & BUDGET WORK SESSION MINUTES

DATE: November 16, 2017

TIME: 8:00am

PLACE: Township Building

PRESIDING COMMISSIONER: Robert DeYoung

ROLL CALL:

Jerry Lastowski - Present

Ellen Gmandt – Present

Judi Coover – Present

Public Present – none

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.

THE WORK SESSION ENDED AT 12:30 pm

Submitted by: _____

Donna M. Asure
Township Secretary

**Pocono Township
November 20, 2017**

SUMMARY

Ratify

General Fund	\$	81,222.06
Sewer Operating	\$	299.75

Bill List

TOTAL General Fund	\$	295,931.56
TOTAL Sewer Operating Fund	\$	97,869.99
TOTAL Sewer CONSTRUCTION Fund	\$	132,944.78
TOTAL Capital Reserve Fund	\$	-

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Note:

Check # 56399 for \$84 is a replacement for check # 56326 \$84.00 paid to Carl Howarth.
Check # 56326 was not signed since commissioners believed the funds should go
to Johanna Distributors' estate.

Pocono Township Check Listing
Ratify
November 20, 2017

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	11/08/2017			Pay 23 2017	80,810.99
				TOTAL PAYROLL	\$80,810.99
	11/09/2017	56397	PenTeleData	Utilities Police	124.95
	11/09/2017	56398	Metropolitan Communication	Utilities Police	286.12
				TOTAL General Fund	\$ 411.07
Sewer Operating Fund	11/09/2017	1955	PennTeledata	Utilities Sewer	299.75
				TOTAL Sewer Operating	\$ 299.75
Capital Reserve Fund				TOTAL Capital Reserve Fund	\$ -
TOTAL General Fund			\$81,222.06	Transferred by:	
TOTAL Sewer Operating			\$299.75	Authorized by:	

POCONO TOWNSHIP CHECK LISTING

November 20, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
11/13/2017	56400	Teamsters Local 773	Non police union dues November 2017	506.00
11/13/2017	56401	Teamsters Local 773	Police union dues November 2017	1,195.00
11/14/2017	56402	US Bank	Police Pension Employer Contribution 2017	168,583.53
11/15/2017	56404	BIU of PA, Inc.	Building Permits	voided
11/15/2017	56405	Broadhead Creek Regional Authority	Sewer	208.34
11/15/2017	56406	Broughal & DeVito, L.L.P.	Legal	4,950.00
11/15/2017	56407	Cardmember Service	Supplies/Training	97.59
11/15/2017	56408	Cardmember Service	MSFT Licenses	237.00
11/15/2017	56409	Cefali and Associates PC	Treasurer services	175.00
11/15/2017	56410	Davidheiser's Inc.	Tracker certification	155.00
11/15/2017	56411	DES	Recycling	73.00
11/15/2017	56412	E.M.Kutz, Inc.	Truck repairs	1,992.40
11/15/2017	56413	Flamm, Walton Heimback & Lamm, PC	Labor and Employment Law Matters	1,519.00
11/15/2017	56414	Francis Smith & Sons Inc	UST Operator Fee	500.00
11/15/2017	56415	Gotta Go Potties, Inc	Mt. View Park	150.00
11/15/2017	56416	HUNTER KEYSTONE PETERBILT	Truck #11 - Brakes/Air Compressor	1,828.68
11/15/2017	56417	J & B Auto	#98 - Repair	616.54
11/15/2017	56418	J. P. Mascaro & Sons	Garbage - Twp	245.28
11/15/2017	56419	Kimball Midwest	Stock Supplies - Public Works	265.30
11/15/2017	56420	Kost Tire & Auto Service	Tires - Police Vehicles	1,254.36
11/15/2017	56421	Lawrence B. Fox P.C.	Civil Service Solicitor	150.00
11/15/2017	56422	Mignosi, Timothy	Uniform Allowance	555.05
11/15/2017	56423	Network Fleet	GPS Service	325.45
11/15/2017	56424	PMHIC	Health Insurance - December	56,059.35
11/15/2017	56425	Pocono Management Associates LLC	Contracted Services - 11/6 to 11/12	898.89
11/15/2017	56426	PPL Electric Utilities	Traffic Signals/Park/Township	1,523.01
11/15/2017	56427	Radio Maintenance, Inc.	16 Portabel radios and equipment	15,480.00
11/15/2017	56428	Sparkle Car Wash	Car Washes	62.00
11/15/2017	56429	STTC Service Tire Truck Centers, INC.	Tires - Public Works	2,146.48
11/15/2017	56430	Sundance Networks, Inc.	IT Service - Police	258.99
11/15/2017	56431	UNIFIRST Corporation	Carpets/Uniforms	304.42
11/15/2017	56432	Waste Management of Pennsylvania, Inc.	Fall Cleanup	6,000.45
11/15/2017	56433	Cardmember Service	Antivirus/Supplies	337.15
11/15/2017	56434	Eureka Stone Quarry, Inc.	2A	598.50
11/15/2017	56435	Hartshorn, Dean	Work Boots	144.99
11/15/2017	56436	Keystone Business Products	Copier cost	1,626.76
11/15/2017	56437	Otto, Carol	Cleaning	550.00
11/15/2017	56438	Pocono Record	Advertising	2,231.88
11/15/2017	56439	Staples Advantage	Office Supplies - Twp	365.13
11/15/2017	56440	Wilson Products Compressed Gas Co.	Supplies	6.75
11/15/2017	56441	ARGS Technology, LLC	Firewalls - Computer	1,403.18
11/15/2017	56442	Boucher & James, Inc.	Engineering - Various	5,307.00
11/15/2017	56443	Cyphers Truck Parts	Truck #8 parts	121.45
11/15/2017	56444	HUNTER KEYSTONE PETERBILT	Truck parts	172.74

POCONO TOWNSHIP CHECK LISTING November 20, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
11/15/2017	56445	Leon Clapper, Inc.	Shop Heat	140.00
11/15/2017	56446	Medico Industries, Inc.	Loader repair	1,367.34
11/15/2017	56447	Metropolitan Telecommunications	Phones - Twp/Park	568.88
11/15/2017	56448	Pocono Management Associates LLC	Contracted Services	864.68
11/15/2017	56449	Royal Security Services, Inc	Mt. View Park	175.00
11/15/2017	56450	Stroudsburg Electric Motor Service	Parts	57.85
11/15/2017	56451	Tulpehocken Mountain Spring Water Inc	Water	56.70
11/15/2017	56452	Pocono Management Associates LLC	Contracted Services	929.18
11/15/2017	56453	ARGS Technology, LLC	Firewalls - computer police	1,044.39
11/17/2017	56454	Building Inspector Underwriters	Building Permits	9,545.90
TOTAL General Fund \$ 295,931.56				

Sewer Operating Fund

11/14/2017	1956	Pocono Management Associates	Contracted Services 11/6/17 -11/12/17	1,065.36
11/14/2017	1957	PPL Electric	Sewer Electric	1,886.97
11/14/2017	1958	BCRA	O & M costs associated with operation of Regional WWTP	77,471.00
11/14/2017	1959	JP Mascaro	Waste Pickup pump station 5	90.00
11/14/2017	1960	Blue Ridge Communication	Internet pump stations	118.28
11/14/2017	1961	Metropolitan Communications	Telephone Service	59.47
11/14/2017	1962	PA One Call System	Sewer Mapping	75.89
11/15/2017	1963	Pocono Township	PA DCNR permit fees deposited into sewer account	124.00
11/15/2017	1964	Blue Ridge Communication	Internet pump stations	38.14
11/15/2017	1965	Evoqua	Pump Station 5 Bioxide	5,274.56
11/15/2017	1966	Boucher & James	Sewer engineering	5,179.69
11/15/2017	1967	Broughal & Devito	Sewer legal	360.00
11/15/2017	1968	Verbateen Wilson	Refund of sewer and tapping fees 2016-2017	2,786.50
11/15/2017	1969	BCRA	Sewer Utility	292.98
11/15/2017	1970	Cramer Swetz McManus & Jordan	Legal service	462.00
11/15/2017	1971	VOIDED CHECK		
11/15/2017	1972	Steeles Hardware	Pump station supplies	126.58
11/15/2017	1973	Pocono Management Associates	Contracted Services 10/23/2017 - 10/30/2017	1,330.28
11/15/2017	1974	Pocono Management Associates	Contracted Services 10/30/2017-11/5/2017	1,128.29
TOTAL Sewer Operating Fund \$ 97,869.99				

POCONO TOWNSHIP CHECK LISTING November 20, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Construction Fund				
11/14/2017	221	Onyx Valve Company	Valve Replacement Project Valve Station 1 & 2 Maintenance	62,074.12
11/15/2017	222	Boucher & James	Pact Two, Valve 2 Repair Project, & Screw Screen Crover Project	8,963.08
11/15/2017	223	Keystone Engineering	Sewer upgrade Wonderware Software	13,924.86
11/15/2017	224	Onyx Valve Company	Valve Replacement Project Valve Station 1 & 2 Maintenance	47,982.72
TOTAL Sewer Construction Fund				\$ 132,944.78

Capital Reserve Fund

TOTAL Capital Reserve Fund \$ -

ESSA

TOTAL General Fund
TOTAL Sewer Construction Fund
TOTAL ESSA Transfer

\$295,931.56
\$132,944.78
\$428,876.34

Transferred by:

Wayne Bank

TOTAL Sewer
Operating Fund

\$97,869.99

Authorized by:

KENT J. WERKHEISER
Chief of Police



570-629-7200

Office

9-1-1

Emergency Number

570-629-1501

Fax Number

570-992-9911

Dispatch

POCONO TOWNSHIP POLICE

110 TOWNSHIP DRIVE
TANNERSVILLE, PA 18372

POLICE REPORT FOR OCTOBER, 2017

The following are the recorded activities of the Pocono Township Police Department for the month of October 2017. Also listed are the available recorded activities for October 2016.

	OCT 2017	Y-T-D 2017	OCT 2016	Y-T-D 2016
Incidents Investigated	391	3917	350	4003
Burglary Alarms Answered	67	733	71	753
Reportable Accidents Investigated	15	200	25	214
Non-Reportable Accidents	24	325	24	291
Criminal Investigations	30	263	29	312
Criminal Arrests	24	317	47	353
Juvenile Detentions	0	9	2	7
Property Receipts	30	304	26	282
Notification of Faulty Equipment	139	1196	137	1097
Vehicle Reports	1	11	3	16
Death Investigations	3	17	1	16
Written Warnings	203	1498	140	1427
Missing Persons	0	8	1	9
Traffic Citations Issued	168	1192	102	1086
Non-Traffic Citations Issued	15	242	23	279
Ski Thefts	0	0	0	0
911 Hang-up Calls	41	560	50	680

Mileage all Vehicles: 18,142

Income from Report Fees: \$570.00

Health Reimbursement Plan ("HRA") Adoption Agreement

The undersigned Employer hereby adopts the attached Health Reimbursement Plan for those Employees who qualify as Participants hereunder. The Employer hereby selects the following Plan specifications:

Name of Employer: Pocono Township Commissioners

Plan Name: Pocono Township Commissioners Health Reimbursement Plan

Effective Date: July 1, 2017; This Plan has been amended and restated as of January 1, 2018

Plan Year: January 1st – December 31st

Eligible Expenses: Amounts that are considered "qualifying expenses" under the Health Plan, as described in the certificate of coverage, which are considered under the in-network deductible of the Health Plan. However, the Reimbursement Account funds cannot be used until after the Employee and his or her spouse and Dependents have satisfied their portion of the in-network deductible as described in this Adoption Agreement.

HRA Fund Amount:

<u>Employee Only</u>	
Employee Responsibility	\$0 - \$700
Fund Reimbursement	\$701 - \$2,000
<u>Employee and Family</u>	
Employee Responsibility	\$0 - \$1,400
Fund Reimbursement	\$1,401 - \$4,000

For Employee and family coverage, once the Employee, spouse, or Dependent has satisfied their individual \$700 in-network deductible, the Reimbursement Account will begin to reimburse expenses for that participant.

For Employee and Family coverage, the Health Reimbursement Account will not reimburse more than \$1,300 per Employee, spouse, or Dependent each Plan Year.

Carried Forward Amount: The following funds are eligible to be carried forward into the succeeding plan years: None

Claims Administrator: Highmark Blue Cross Blue Shield
19 North Main Street
Wilkes-Barre, PA 18711

Employees covered under Collective Bargaining Agreement: Eligible for coverage under this Plan

This Plan shall be construed, enforced, administered and the validity determined in accordance with the applicable provisions of the Internal Revenue Code of 1986 (as amended) and the laws of the Commonwealth of Pennsylvania. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include any provision determined to be void.

This Plan is hereby adopted as of this first day of January, 2018.

Pocono Township Commissioners (the "Employer")

By (written name): _____

Title: _____

The following Related Employers have also adopted this Plan: None

THIS DOCUMENT IS NOT COMPLETE WITHOUT THE ATTACHED HEALTH REIMBURSEMENT PLAN DOCUMENT.