



Partners

Robert L. Caruso
James M. Powers
Glenn B. Bachman
D. Scott Detar
Edward J. Furman
Robert L. Boland
Donald J. Pierce
Richard A. Flanagan IV
Craig S. Springer
Robert C. Hershey, Jr.
Gregory J. Shank
Laurie E. Harvey
William Breslawski, Jr.

December 30, 2014

Mr. Jeffrey S. Bader
Business Manager
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301-2150

Dear Jeff:

As a follow up to our meeting, we incurred significant charges in order to resolve the issues with the opening government-wide balance sheet. We are requesting \$5,000 in additional billings for this work which was beyond the standard audit for fiscal year 2013-2014.

Please let me know if you have any questions on this matter.

Sincerely,

MAILLIE LLP

Edward J. Furman

ejf:rmf



KINGSPRY

February 5, 2015

**VIA E-MAIL: john@matergiadunn.com
and FIRST CLASS MAIL**

John B. Dunn, Esquire
MATERGIA & DUNN
919 Main Street
Stroudsburg, PA 18360

FEB 09 2015

**VIA E-MAIL: tom@dorvonas.com
and FIRST CLASS MAIL**

Thomas F. Dirvonas, Esquire
LAW OFFICES OF THOMAS F. DIRVONAS
11 North Eighth Street
Stroudsburg, PA 18360

Re: Middle Smithfield Township LERTA Program

Dear John and Tom:

As you know, this firm is the appointed Solicitor to Middle Smithfield Township ("Township"). I am writing to you as the Solicitors to Monroe County, and the East Stroudsburg Area School District, respectively. The purpose of this correspondence is to follow-up on the meeting we had with County, School District and Township officials in 2014, in regards to the creation of a LERTA Program in Middle Smithfield Township.

Economic conditions, in particular real estate development, has not recovered in the Township since the Great Recession, which is evident from a drive down Route 209 in the Township. The number of properties that are for sale, or are dilapidated, appears to be at an all-time high for the last 20 years. Furthermore, submission of new Subdivision and Land Development Plans for properties in the Township's Commercial and Industrial Zoning Districts has been almost non-existent over the last three years. The Township Board of Supervisors believes that a LERTA Program is necessary to spur new development, which in the end will help create jobs, and future real property and earned income tax revenues.

KING, SPRY, HERMAN, FREUND & FAUL, LLC • ATTORNEYS & COUNSELORS AT LAW
ONE WEST BROAD STREET • SUITE 700 • BETHLEHEM, PA 18018 • TEL: 610-332-0390 • FAX: 610-332-0314

ALLENTOWN ❖ BETHLEHEM ❖ STROUDSBURG

{00205111}

www.kingspry.com

JEROME B. FRANK
DONALD F. SPRY II
DOMENIC P. SBROCCHI
KIRBY G. UPRIGHT, LLM, CPA
KENT H. HERMAN
TERENCE L. FAUL
JOHN E. FREUND, III
JEFFREY T. TUCKER
GLENN M. HAZELTINE
JAMES F. SWARTZ, III
KEVIN C. REID
PAUL S. FRANK
BRIAN J. TAYLOR
MICHAEL A. GAUL
ELIZABETH M. KELLY
ELLEN C. SCHURDAK
KRISTINE RODDICK
REBECCA A. YOUNG
DOROTA GASINICA-KOZAK
TIMOTHY E. GILSBACH
JESSICA F. MOYER
LUCAS J. REPKA
ERIN D. GILSBACH
CATHERINE L. STEHLIN
AVERY E. SMITH
KEELY J. COLLINS
KARLEY BIGGS SEBIA
JONATHAN M. HUERTA

F COUNSEL:
DRUMMOND KING
AMES J. RAVELLE, Ph.D., JD.
ATHLEEN CONN, Ph.D., JD., LLM

AFFILIATED WITH:
EISS BURKARDT KRAMER, LLC
ITTSBURGH, PA 15219

KING, SPRY, HERMAN, FREUND & FAUL LLC

February 5, 2015
Page 2 of 4

The Township is prepared to designate the area within the Township's Commercial and Industrial Zoning Districts as "deteriorated areas" for purposes of determining the eligible properties for the LERTA tax exemption. My recollection is that School District officials present at the meeting were satisfied, or in favor of, such a designation. One or more County Commissioners, and Attorney Dunn, on the other hand, had some concerns about the designation of LERTA boundaries by a Zoning District.

County Commissioner John Moyer, in particular, desired to avoid a situation where, due to the number of parcels in the proposed LERTA area, there could be unexpected objections, or confusion, at the required public hearing on the proposed LERTA area designation and the adoption of LERTA exemptions Ordinances/Resolutions by the local taxing authorities. County Commissioner Moyer suggested that the Township first hold a public meeting on the proposed LERTA Program in order to (1) allow public input on a proposed program; and (2) ascertain whether there was any objection to a particular parcel being included in the proposed LERTA area.

In order to accommodate Commissioner Moore's concerns, the Township intends to hold such a public meeting. As of right now, it is anticipated that the meeting will be scheduled for Saturday, February 28, 2015, at 10:00 a.m., at the Township Municipal Building. The next Township Board of Supervisors' meeting is on February 12, 2015. At that time, the Board of Supervisors will vote to approve the actual date of the public meeting.

County and School District officials are, of course, invited to attend the meeting. Participation by County and School District officials will help demonstrate support for the LERTA Program, and also allow these officials to satisfy themselves in regards to the process arrived at for determining the LERTA area. On the other hand, I do not believe that it is necessary for all of the County Commissioners and School Board members to attend the meeting. There will, of course, still be a later official public hearing on the LERTA area and authorizing Ordinance/Resolutions, as required by LERTA.

If the date of February 28, 2015 is a problem for your client, please let me know before February 12, 2015, so the Board of Supervisors can consider a different date at its meeting.

KING, SPRY, HERMAN, FREUND & FAUL LLC

February 5, 2015

Page 3 of 4

Next, as you are aware, Pocono Mountain Economic Development Corporation previously prepared draft Ordinance/Resolutions for implementation of the LERTA Program in the Township. These documents were sent to the County Commissioners and East Stroudsburg Area School District via Township Supervisor Annette Atkinson's correspondence of November 25, 2014, together with an Excel spreadsheet containing the Monroe County Tax Assessment data for the properties in the Township's Commercial and Industrial Zoning Districts. I have prepared a revised LERTA Ordinance for the Township, which I now enclose. The proposed Ordinance includes a table of the properties in the Township's Commercial and Industrial Zoning Districts (i.e., the "Table of LERTA Properties"). The table is derived from the Tax Assessment Office's data, but I eliminated certain columns from the Tax Assessment's document in order to make the table more readable in its printed format.

Lastly, Attorney Dunn voiced some concerns that the LERTA area should be designated by a parcel, and not by a Zoning District. Based on other actual examples of LERTA Ordinances I have reviewed, and discussions with Pennsylvania State Association of Township Supervisors, my view would be that designation by a Zoning District could be done. Nonetheless, in order to satisfy Attorney Dunn's concerns, the Township asked the Monroe County Tax Assessment Office print out its list of properties in the Township's Commercial and Industrial Zoning Districts. The data from the Tax Assessment Office is contained in the spreadsheet sent to your clients on November 25, 2014, and is also included in reduced form in the table contained in the draft Township Ordinance I am enclosing with this correspondence. Identification of the parcels in the LERTA area by Tax Parcel Number not only helps provide clarity, but would probably be welcomed by the Monroe County Tax Assessment Office, since I expect LERTA Exemption Applications would be by Tax Parcel ID Numbers.

After you have had a chance to review this correspondence, please contact me with your thoughts. I previously had asked Attorney Dunn to confirm that the County Commissioners would be satisfied with a description of the LERTA area by Zoning District, provided that the Township held a public meeting (prior to a formal LERTA public hearing). Attorney Dunn, in response, had requested that I first send him a draft of the proposed Township LERTA Ordinance, before he discussed the matter with the County Commissioners. I am fulfilling his request by enclosing the draft

KING, SPRY, HERMAN, FREUND & FAUL LLC

February 5, 2015

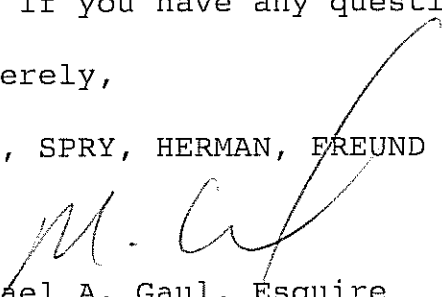
Page 4 of 4

Ordinance with this correspondence. As a result, I am respectfully requesting that Attorney Dunn discuss the matter with his client, and confirm they will be satisfied with the proposed process. That would help solidify expectations as we move forward. The Township welcomes the County's participation in the Program, and believes it would be helpful to its success. Nonetheless, the Township is also prepared to move forward, even if the County were to decide not to participate in the LERTA Program. Furthermore, due to economic conditions in the Township, the Board of Supervisors would like to move forward, as soon as possible, with the actual implementation of the LERTA Program.

If you have any questions or comments, please contact me.

Sincerely,

KING, SPRY, HERMAN, FREUND & FAUL, LLC



Michael A. Gaul, Esquire
mag@kingspry.com

MAG/rlh

Encl.

cc: Michele L. Clewell, Secretary (for distribution to Board)
(via e-mail: mclewell@mstownship.com)
Charles A. Leonard, Executive Director, PMEDC
(via e-mail: cleonard@pmedc.com)

DRAFT

[PROPOSED] ORDINANCE _____

AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF MIDDLE SMITHFIELD BY ADDING AN ARTICLE IV, LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE, TO CHAPTER 176, TAXATION, OF PART II, GENERAL LEGISLATION; PROVIDING FOR REAL ESTATE TAX EXEMPTION FOR NEW CONSTRUCTION AND IMPROVEMENTS TO DETERIORATED PROPERTY PURSUANT TO THE PENNSYLVANIA LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE ACT AND ESTABLISHING STANDARDS AND QUALIFICATIONS FOR OBTAINING SUCH EXEMPTION

WHEREAS, the Board of Supervisors ("Board") of the Township of Middle Smithfield ("Township") has heretofore adopted a comprehensive compilation of ordinances of the Township entitled the "Code of the Township of Middle Smithfield" (the "Code"); and

WHEREAS, any and all additions, amendments, deletions, or supplements to the Code, when passed and adopted in such form as to indicate the intention of the Board to be a part thereof, shall be deemed to be incorporated into such Code so that reference to the Code shall be understood and intended to include such changes; and

WHEREAS, whenever such additions, amendments, deletions, or supplements to the Code shall be adopted, they shall thereafter be printed and, as provided hereunder, inserted in the post-bound book containing said Code as amendments and supplements thereto; and

WHEREAS, Section 1506 of the Second Class Township Code, Act of May 1, 1933, P.L. 103, No. 69, as amended by the Act of November 9, 1995, P.L. 350, No. 60, found at 53 P.S. § 66506, entitled "General Powers," authorizes the Board to make and adopt ordinances necessary for the proper management, care, and control of the Township, and the maintenance of the health and welfare of the Township and its citizens; and

WHEREAS, the Pennsylvania Local Economic Revitalization Tax Assistance Act, Act of Dec. 1, 1977, P.L. 237, No. 76, as amended by the Act of July 13, 1988, P.L. 518, No. 90, found at 72 P.S. § 4722 *et seq.*, referred to as "LERTA", authorizes local taxing authorities to provide property tax exemptions for improvements to certain deteriorated industrial, commercial, and other business properties and for new

construction in deteriorated areas of economically depressed communities; and

WHEREAS, as defined by LERTA, the Township is a local taxing authority and municipal governing body; and

WHEREAS, the Board desires to encourage new industrial, commercial, and business development in deteriorated areas through the use of tax exemptions; and

WHEREAS, the Board has held a public hearing, after due advertisement, for purposes of determining the boundaries of the area(s) to be designated a "deteriorated area", in which such tax exemptions may be granted by local taxing authorities; and

WHEREAS, based upon testimony elicited at the public hearing, the Board finds that there are eligible deteriorated areas within the Township which will benefit from exemption afforded by LERTA; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of Middle Smithfield Township, Monroe County, Pennsylvania, and it is hereby ordained and enacted by the authority of the same, to wit:

SECTION 1: AMENDMENT TO THE CODE OF THE TOWNSHIP.

The Code of the Township of Middle Smithfield is hereby amended by adding an Article IV, Local Economic Revitalization Tax Assistance, to Chapter 176, Taxation, of Part II, General Legislation, as stated in its entirety in Exhibit "A" attached hereto, which is incorporated by reference, as though set forth at length.

SECTION 2: SEVERABILITY.

The provisions of this Ordinance are severable, and in the event that any provision is held invalid, void, illegal, unconstitutional or unenforceable, it is the intent of the Board that such determination by the Court shall not affect or render void the remaining provisions of this Ordinance. It is the declared intent of the Board that this Ordinance would have been enacted if any provision subsequently declared to be void, invalid, illegal, unconstitutional, or unenforceable had not been included at the time of enactment.

SECTION 3: REPEALER.

All ordinances or parts of ordinances and all resolutions or parts of resolutions that are inconsistent with this Ordinance are hereby repealed; provided, however, nothing in this Ordinance shall be interpreted to affect any rights or liabilities of the Township, or to affect any cause of action, existing prior to the enactment of this Ordinance.

SECTION 4: EFFECTIVE DATE.

This Ordinance shall become effective five (5) days from the date of enactment.

ORDAINED AND ENACTED into an Ordinance at a regular meeting of the Board of Supervisors of Middle Smithfield Township, Monroe County, Pennsylvania this ____ day of _____, 2015.

TOWNSHIP OF MIDDLE SMITHFIELD
BOARD OF SUPERVISORS

Chairperson

Vice Chairperson

Supervisor

(TOWNSHIP SEAL)

Township Secretary

DRAFT

EXHIBIT "A" TO ORDINANCE

(SEE ATTACHED)

DRAFT

ARTICLE IV

Local Economic Revitalization Tax Assistance

§176-44. Short Title.

This article shall be known as, and may be cited as, the "Middle Smithfield Township LERTA Ordinance", as amended from time to time.

§176-45. Authority.

This article is enacted under the authority of the Pennsylvania Local Economic Revitalization Tax Assistance Act ("LERTA"), Act No. 1977-76, as amended. It is declared that enactment of this article, and the provisions hereof, are necessary for the protection, benefit and preservation of the health, safety, and welfare of the inhabitants of Middle Smithfield Township.

§176-46. Definitions.

The following words and phrases, when used in this article, shall have the meanings described to them in this section, except where the context of language clearly indicates or requires a different meaning.

"ACT" OR "LERTA" - shall mean Local Economic Revitalization Tax Assistance Act of the Commonwealth, Act No. 1977-76, as amended and supplemented.

COMMONWEALTH - The Commonwealth of Pennsylvania.

COUNTY - The County of Monroe, Pennsylvania, acting by and through its Board of County Commissioners, or, in appropriate cases, acting by and through its authorized representatives.

DETERIORATED AREA - The area or areas within the Township of Middle Smithfield identified in §176-47 of this Article.

ELIGIBLE PROPERTY - Any industrial, commercial, or other business property located in the Deteriorated Area(s), as hereinafter provided.

IMPROVEMENT - Repair, construction, or reconstruction, including alterations and additions, having the effect of

rehabilitating an Eligible Property so that it becomes habitable or attains higher standards of safety, health, economic use or amenity, or is brought into compliance with laws, ordinances, or regulations governing such standards. Ordinary upkeep and maintenance shall not be deemed improvement.

LOCAL TAXING AUTHORITIES - The Township of Middle Smithfield, East Stroudsburg Area School District, and Monroe County.

SCHOOL DISTRICT - East Stroudsburg Area School District, Monroe County, Pennsylvania, acting by and through its Board of School Directors, or, in appropriate cases, acting by and through its authorized representatives.

TOWNSHIP - Township of Middle Smithfield, Monroe County, Pennsylvania, acting by and through its Board of Supervisors or, in appropriate cases, acting by and through its authorized representatives.

§176-47. Designation of Deteriorated Area(s).

A. This Township does hereby designate the area located within the following boundaries as a "Deteriorated Area", within the meaning of LERTA, and one in which the Local Taxing Authorities may grant a tax exemption pursuant to the provisions of the Act:

Any and all properties located in the Township's Commercial and Industrial Zoning Districts, as such Districts existed on the effective date of enactment of this Article. Included at the end of this article is a Table of LERTA Properties listing the properties located in the Township's Commercial and Industrial Zoning Districts, by Parcel Identification Number and Tax Map Parcel Number and other identifying information, derived from the records of the Monroe County Tax Assessment office. In the event of conflict between the application of the Township's Zoning Ordinance and Zoning Map, and the Table of LERTA Properties, the Table shall govern. Properties within the Table, however, shall only be considered Eligible Properties for tax exemption to the extent that, after new construction or improvement, the property would be used for industrial, commercial, or other business purposes.

B. Persons undertaking new construction or making improvements to Eligible Properties in the Deteriorated Area may apply for, and the Board of Assessment Appeals may grant real estate tax exemption upon such new construction and improvements in the amount and in the manner hereinafter provided.

§176-48. Exemptions.

A. There is hereby exempted from all real property taxation of this Local Taxing Authority that portion of the additional assessment attributable to the actual cost of new construction upon, or improvements to, Eligible Property for which proper Application has been made in accordance with this Ordinance, subject to the limitations hereinafter set forth.

B. The exemption authorized by this Ordinance shall be in accordance with the provisions and limitations hereinafter set forth.

C. The exemption from taxes granted under this Ordinance shall be upon the property and shall not terminate upon the sale or exchange of the property.

D. The length of the schedule for taxes exempted shall not exceed 5 years.

E. The schedule of real property taxes to be exempted shall be in accordance with the following percentage of the assessed valuation of new construction or improvements to the Eligible Property:

<u>Tax Year(s) Following Completion</u>	<u>Exempt Portion of Assessed Valuation</u>
1	100%
2	80%
3	60%
4	40%
5	20%

F. The exemption for new construction or improvements to an Eligible Property shall commence in the tax year immediately

following the year in which the new construction or improvement is completed.

G. Any person who desires an exemption, as allowed by this Ordinance, shall notify the Local Taxing Authorities in writing on a form provided by the Local Taxing Authorities. This notification must be submitted at the time of securing the building permit, or if no building permit or other notification of improvement is required, then at the time of commencing construction. A copy of the exemption request shall be forwarded to the Monroe County Board of Assessment. The said assessment office shall, after completion of the new construction or improvement, assess separately the new construction or improvement and calculate the amounts of the assessment eligible for tax exemption in accordance with the limits established by the Local Taxing Authorities and notify the taxpayer and the Local Taxing Authorities of the re-assessment and amounts of the assessment eligible for exemption.

H. Appeals from the reassessment and the amounts eligible for exemption may be taken by the taxpayer or the Local Taxing Authorities, as provided by law.

I. The cost of new construction or improvements to be exempted and the schedule of taxes exempted existing at the time of the initial request for tax exemption shall be applicable to that exemption request, and subsequent amendment to the ordinance, if any, shall not apply to requests initiated prior to their adoption.

§176-49. Exclusions and Revocation.

A. This Ordinance and the tax exemptions granted herein shall not apply and shall not be available where any of the following occur:

(1) the property owner does not secure the necessary and proper permits prior to improving, or undertaking new construction to, the property; or

(2) the property, as completed, does not comply with the minimum standards of the law, ordinances, regulations, resolutions, and codes of the Township; or

(3) according to the laws, ordinances, regulations, resolutions, and codes of the Township, the use for which

the property is made is a non-conforming use, or the property contains a non-conforming use; or

(4) the property owner fails to comply with the provisions of this Ordinance.

B. The exemption from real estate taxes provided herein shall be forfeited by the Applicant and/or any subsequent owner of the real estate for failure to pay any nonexempt real estate taxes by the last day of the time period to pay such taxes in the penalty period. For purposes of this Section, taxes must be paid by the end of the calendar year to be paid in the penalty period. Upon receipt of notice of nonpayment of nonexempt real estate taxes, the Township shall discontinue the LERTA exemption and shall notify the Monroe County Assessment Office of such discontinuance.

TABLE OF LERTA PROPERTIES

PIN	TAX PARCEL #	DEEDBOOK	DEEDPAGE	ACREAGE	LANDUSES/DES	LOCATION	LEGAL
09733303129724	09/98/1/15-6	1675	653	0.81	AMENITIES-COMMON AREA	MURRAY HILL RD	PHASE II
09733300981619	09/7/2/39-7	2409	4344	34.51	UNDEVELOPED LAND	US RT 209	LOT 4
09734402654024	09/116709	2294	6706	2.00	HOUSEHOLD UNITS	124 PROMISE HILL DR	
09733303222699	09/98/1/6	2347	3102	1.45	UNDEVELOPED LAND	MURRAY HILL RD	LOT 5 SEC 1
09733300970828	09/7/2/39-1	2307	2543	3.24	RETAIL TRADE-FOOD	252 FOX RUN LN	BRANDLI'S
09732304729687	09/9/2/16-1	2138	9944	2.00	GOVERNMENT SERVICES	US RT 209	
09734400321814	09/7/1/91-1	1892	1658	5.20	UNDEVELOPED LAND	288 LOWER LAKEVIEW DR	
09732404626674	09/10A/3/10	2429	1961	0.77	HOUSEHOLD UNITS	3411 POPLAR BRIDGE CT	LOTS 9B & 10
09734301182851	09/7/3/13-1	1727	845	1.75	RETAIL TRADE-FURNITURE	5211 MILFORD RD	
09733300974936	09/7/2/39	2353	6766	2.57	RETAIL TRADE-GEN MDSE	274 KEYSTONE RD	LOT 6
09733303234442	09/9/2/34	2177	7520	2.12	HOUSEHOLD UNITS	352 FRUTCHEY DR	LOT 1
09733303027673	09/98/1/18	2185	5546	2.40	HOUSEHOLD UNITS	182 MURRAY HILL RD	LOT 22 SEC 2
0973330322191784	09/98/1/15-4	2050	5689	0.17	CONDOMINIUMS	114 MURRAY HILL RD	UNIT 1D PHASE I
09734300391403	09/113429	2059	7123	2.17	HOUSEHOLD UNITS	119 KULICK DR	LOT 2
09732400539120	09/10/1/69	1827	1460	12.13	HOUSEHOLD UNITS	182 COOLBAUGH RD	
09734402659171	09/110112	2410	4256	1.75	UNDEVELOPED LAND	ROW SQUIRE STR	LOT 3
09734404504371	09/4C/1/115	2128	3485	2.14	RETAIL TRADE-GEN MDSE	5803 MILFORD RD	INC 9/4C/1/2,9/4/1/73
09733303124736	09/98/1/14	1569	878	1.09	HOUSEHOLD UNITS	2119 SANDERS CT	LOT 12 SEC 1
09733303221442	09/98/1/7	1818	364	4.00	BUSINESS SERVICES	105 BEAZLE DR	RECREATION AREA SEC 1
09732304821391	09/9/2/17	2223	2432	1.00	HOUSEHOLD UNITS	20 MT NEBO RD	
09733303025508	09/98/1/19	1380	193	2.64	UNDEVELOPED LAND	MURRAY HILL RD	LOT 23 SEC 2
09732304834639	09/9A/1/42	2298	8088	5.44	OTHER RETAIL TRADE	5017 MILFORD RD	
09734300394440	09/7/3/4	2274	1987	2.55	RETAIL TRADE/EATING-DRINK	5261 MILFORD RD	
09734404615034	09/4/1/73-1	2432	27	5.12	HOUSEHOLD UNITS	5951 MILFORD RD	
09733303136033	09/98/1/15	2406	5157	15.99	RECREATIONAL ACTIVITIES	420 SUPREME CT	
09734301197735	09/7A/1/2	2409	4344	58.71	DEVELOPMENTS	SPRING DR	LOT 7 BLK 5
09733300224094	09/9/2/38	1832	1701	12.61	FOREST RESERVE-319	301 FRUTCHEY DR	
09733303123408	09/98/1/12	2004	32	0.93	UNDEVELOPED LAND	SANDERS CT	LOT 10 SEC 1
09732400954054	09/98/1/24	1183	208	1.73	HOUSEHOLD UNITS	217 MURRAY HILL RD	LOT 33 SEC 2
09732304939350	09/117041	2049	3633	1.66	UNDEVELOPED LAND	5R402	LOT 2
09733303230113	09/9/2/24-17	1913	1556	3.50	RESIDENTIAL GARAGE-SHEDS	36 PARDEES LOOP	COMMON AREA PHASE 1
09733303022072	09/98/1/15-5	0	0	1.41	AMENITIES-COMMON AREA	MURRAY HILL RD	LOT 32 SEC 2
09732304949191	09/98/1/25	1335	178	1.22	UNDEVELOPED LAND	MURRAY HILL RD	LOT 25
097323048837194	09/93369	1749	706	0.61	HOUSEHOLD UNITS	125 CHARLOTTE WAY	LOT 2
09734301186825	09/9/2/23-2	2394	8697	2.92	RETAIL TRADE/EATING-DRINK	5000 MILFORD RD	
09733300226548	09/7/3/12	2053	5722	6.20	TRANSIENT LODGING	5219 MILFORD RD	
09732304930646	09/9/2/38-1	2373	9397	4.79	HOUSEHOLD UNITS	307 FRUTCHEY DR	
097323049399956	09/9/2/25	2254	7723	1.78	TRANSIENT LODGING	5029 MILFORD RD	
09733303025290	09/9A/1/36	2378	9370	0.59	FINANCE-INSUR/REAL ESTATE	123 CHARLOTTE WAY	LOT 30 SEC 2
09734301187594	09/98/1/27	1130	124	1.10	UNDEVELOPED LAND	MURRAY HILL RD	
09732404607792	09/7/3/20-1	261	558	0.80	HOUSEHOLD UNITS	107 COCO LN	
09733300878518	09/10/1/88-3	1635	1153	1.17	HOUSEHOLD UNITS	116 SPA CT	LOT 2
09733303223857	09/97018	2387	3249	0.47	UNDEVELOPED LAND	FOXMOOR DR	OPEN SPACE
09732300815628	09/98/1/5	2364	4462	1.01	HOUSEHOLD UNITS	113 MURRAY HILL RD	LOT 4 SEC 1
	09/9/2/22-4	2246	9452	2.18	HOUSEHOLD UNITS	41 MT NEBO RD	LOT 3

TABLE OF LERTA PROPERTIES

09732304921962	09/9/2/24-14	2135	8073	0.46 HOUSEHOLD UNITS	20 PARDEES LOOP	
09732404839530	09/106/1/11	610	181	1.21 HOUSEHOLD UNITS	814 RESICA FALLS RD	LOT 2 WAS 9/10/1/65 3
09732300911784	09/9/2/22	2348	9201	38.30 UNDEVELOPED LAND	T 526	
09733400905639	09/7/3/1-1	2409	4344	26.90 RESORTS & GROUP CAMPS	217 FOG MEADOW LN	
09734402755045	09/4/1/70-8	2412	4025	3.21 HOUSEHOLD UNITS	5119 WINONA FALLS RD	
09732404722174	09/10A/3/2	1517	1197	0.45 HOUSEHOLD UNITS	3104 SHERIFF LN	LOT 1 BLK 2
09734301188853	09/7/3/11	1965	1244	0.38 PROFESSIONAL SERVICES	5221 MILFORD RD	
09734301188995	09/7/3/12-1	1576	658	0.81 HOUSEHOLD UNITS	5225 MILFORD RD	
09734301182481	09/7/3/13	2342	6703	7.79 RETAIL TRADE-FOOD	5224 MILFORD RD	LOTS 1,2,3
09734404744294	09/4/1/70-7	2400	1044	2.35 HOUSEHOLD UNITS	261 SQUIRES DR	LOT 1
09734404836389	09/4/1/99-1	40	198	4.19 CEMETERIES-PUBLIC	T 618	
09733300973748	09/7/2/59-13	2210	8161	0.18 HOUSEHOLD UNITS	262 KEYSTONE RD	TRACT 2B
09734404833569	09/4/1/70-2	481	284	1.00 HOUSEHOLD UNITS	128 PEGGY RD	
09734404930477	09/4/1/99	1477	545	0.80 CEMETERIES-PUBLIC	T 618	
09733300874608	09/7/2/39-12	1929	1557	6.53 FINANCE-INSUR/REAL ESTATE	239 FOX RUN LN	LOTS 1A,3 & 4
09735400156682	09/4/1/80-2	2373	1932	4.55 GOVERNMENT SERVICES	132 LEROYS LN	PARCEL B
09732404528630	09/10A/3/24	2310	369	0.54 HOUSEHOLD UNITS	138 COOLBAUGH RD	LOT 22 BLK 1
09732404627482	09/10A/3/7	1692	1492	0.53 HOUSEHOLD UNITS	3404 POPLAR BRIDGE CT	LOT 6 BLK 2
09734300273241	09/7/3/22-1	2072	5397	82.00 UTILITIES-TAXABLE	156 FENICAL LN	
09734404601345	09/111578	1809	1687	0.20 GOVERNMENT SERVICES	LR 167	
09734300084728	09/113775	2409	4344	10.94 UNDEVELOPED LAND	SR 209	PARCEL C
0973430128364884B	09/7A/3/18	2017	9676	0.00 HOUSEHOLD UNITS	323 MAPLE LN	UNIT B BLDG 4
0973430128364884A	09/7A/3/17	1992	909	0.00 HOUSEHOLD UNITS	321 MAPLE LN	UNIT A BLDG 4
09733300985598	09/7/2/41	218	76	3.50 HOUSEHOLD UNITS	RT 209	
09732300929992	09/9/2/24-23	2042	880	7.78 UNDEVELOPED LAND	SE OF US RT 209	
09733303129817	09/98/1/15-7	1569	824	0.13 CONDOMINIUMS	124 MURRAY HILL RD	UNIT 2A PHASE II
09732304847084	09/9A/1/39	1869	810	4.13 VETERANS EXEMPTION	129 DUBLIN LN	
09732404947568	09/108/1/3	869	199	1.51 HOUSEHOLD UNITS	12 TOM X RD	LOT 10
09732300924529	09/112088	2034	3070	3.54 UNDEVELOPED LAND	SE OF RT 209	LOT 1
09733303121129	09/98/1/29	2385	3829	2.01 HOUSEHOLD UNITS	165 MURRAY HILL RD	LOT 28 SEC 2
09732304724272	09/9/2/15	1808	840	0.26 UNDEVELOPED LAND	US RT 209	
09733303129891	09/98/1/15-9	2248	3882	0.09 CONDOMINIUMS	124 MURRAY HILL RD	UNIT 2C PHASE II
09732304922988	09/9/2/24-24	2437	5840	1.01 HOUSEHOLD UNITS	22 PARDEES LOOP	
09733301457597	09/8/1/5	2259	7198	4.56 UNDEVELOPED LAND	T 542	LOTS 3,3A,3B
09732300826052	09/9/2/22-2	2213	3420	3.20 HOUSEHOLD UNITS	29 MT NEBO RD	
09732404838339	09/108/1/12	2277	1458	1.17 HOUSEHOLD UNITS	810 RESICA FALLS RD	WAS 9/10/1/65 2
09732404619937	09/10A/3/39	1624	405	0.67 HOUSEHOLD UNITS	3209 POPLAR DR	LOT 4 BLK 1
09732404622041	09/10A/3/46	1550	39	8.17 HOUSEHOLD UNITS	124 COOLBAUGH RD	TRACT WITH LAKE
09732404618666	09/10A/3/45	2359	7369	0.53 FINANCE-INSUR/REAL ESTATE	3301 POPLAR PLS	LOT 8 BLK 1
09735400115095	09/3/1/11-1	2106	6757	9.82 HOUSEHOLD UNITS	877 HIDDEN LAKE DR	
09733303236245	09/9/2/34-1	2170	7504	0.20 UNDEVELOPED LAND	T 632	
09733303235702	09/9/2/33	2187	7930	8.97 HOUSEHOLD UNITS	364 FRUTCHY DR	NOW INC LOT# 2 PER PLAT
09732400829799	09/10/1/86-1	1862	1573	61.02 EDUCATIONAL SERVICES	1 GRAVEL RIDGE RD	
09732400810706	09/10/1/86-3	2404	524	0.96 UNDEVELOPED LAND	T 526	
09732300922395	09/9/2/22-3	2064	8387	3.63 HOUSEHOLD UNITS	23 MT NEBO RD	LOT 2
09733303227871	09/98/1/4	2089	4531	1.08 UNDEVELOPED LAND	FRUTCHY RD T 632	LOT 1 SEC 1

TABLE OF LERTA PROPERTIES

09732404933986	09/108/1/7	2084	9318	1.53 UNDEVELOPED LAND	830 RESICA FALLS RD	LOT 6
09733303029683	09/98/1/17	1435	9	1.60 HOUSEHOLD UNITS	180 MURRAY HILL RD	LOT 21 SEC 2
09734301187269	09/7/3/18	2388	8147	0.15 MOBILE HOMES, PARKS, CTS	S OF US RT 209	
09733303123240	09/98/1/11	2281	7121	1.20 UNDEVELOPED LAND	MURRAY HILL RD	LOT 9 SEC 1
09733303123662	09/98/1/13	2440	347	1.00 HOUSEHOLD UNITS	2109 SANDERS CT	LOT 11 SEC 1
09732304933563	09/9/2/24-21	2086	2145	1.14 REPAIR SERVICES	5048 MILFORD RD	
09733303042120	09/9A/1/34	1757	1191	1.01 UNDEVELOPED LAND	US 209	LOT 26 SEC 1 CULDESAC
09733304644939	09/7/2/45-3	2025	8996	0.60 HOUSEHOLD UNITS	140 HOLLOW RD	
09732404932800	09/108/1/8	2324	2057	2.60 HOUSEHOLD UNITS	826 RESICA FALLS RD	LOTS 4,5
09734300380243	09/113430	2251	2600	14.55 UNDEVELOPED LAND	RT 209	OTHER LANDS
09733304645808	09/7/2/46	2439	5486	0.56 HOUSEHOLD UNITS	144 HOLLOW RD	
09733303121620	09/98/1/16	1335	172	1.61 UNDEVELOPED LAND	MURRAY HILL RD	LOT 20 SEC 2
09732304948005	09/9A/1/19	2303	5576	0.57 HOUSEHOLD UNITS	131 CHARLOTTE WAY	LOT 24
09733303129853	09/98/1/15-8	2372	635	0.09 CONDOMINIUMS	124 MURRAY HILL RD	UNIT 2B PHASE II
09733301255487	09/7/2/29-2	1282	292	7.69 UNDEVELOPED LAND	RT 209	
09732304934938	09/9/2/24-12	2441	2408	7.58 TRANSIENT LODGING	5047 MILFORD RD	
09732304838501	09/9/2/24-22	2161	1334	1.55 OTHER RETAIL TRADE	5027 MILFORD RD	
09733303336786	09/8/1/7	385	5920	44.36 FOREST RESERVE-319	US RT 209	
09734404640824	09/116720	1981	546	1.21 HOUSEHOLD UNITS	506 LOWER LAKEVIEW DR	PARCEL D
09732404606258	09/10/1/93-1	2062	6992	10.52 RESORTS & GROUP CAMPS	650 RESICA FALLS RD	
09733301451516	09/8/1/6-1	772	104	0.69 CEMETERIES-PUBLIC	US RT 209	
097343031282942	09/7/3/6-2	2215	5198	0.43 RETAIL TRADE-AUTOMOTIVE	5243 MILFORD RD	
09733303041010	09/9A/1/35	1757	1194	0.44 UNDEVELOPED LAND	121 CHARLOTTE WAY	
09734301189975	09/7/3/10	2341	5783	0.48 UNDEVELOPED LAND	US RT 209	LOT 1
09733303344839	09/8/1/7-4	2381	9985	0.00 RETAIL TRADE-AUTOMOTIVE	5130 MILFORD RD	
09734301189428	09/7/3/19	2386	8282	1.00 HOUSEHOLD UNITS	5230 MILFORD RD	COMM AREA
09734404600545	09/4C/1/2	1287	267	2.69 OTHER RETAIL TRADE	5905 MILFORD RD	
09733300797582	09/7/2/2-6	2207	4459	12.84 PARKS	T 550	
09734400948409	09/93396	2255	9715	0.37 UNDEVELOPED LAND	115 AHNERT WAY	LOT 1A
09732404720436	09/10A/3/5	2387	4074	0.59 HOUSEHOLD UNITS	3120 SHERIFF LN	LOT 4 BLK 2
09733303043190	09/9A/1/31	2378	2921	0.70 UNDEVELOPED LAND	T 540	INC 9/9A/1/29,30
09734302693809	09/3/1/7	1611	282	1.77 RESORTS & GROUP CAMPS	MCCOLE RD	REMAINING LND
09734400606550	09/3/1/3	2422	5588	5.28 UNDEVELOPED LAND	US 209	BY WILL 72 219
09734402658306	09/4/1/70-6	402	9900	3.00 HOUSEHOLD UNITS	640 LOWER LAKEVIEW DR	
09732304829804	09/9/2/24-15	2198	9257	1.04 HOUSEHOLD UNITS	16 PARDEES LOOP	
09734402655251	09/4/1/70-5	391	817	2.00 HOUSEHOLD UNITS	630 LOWER LAKEVIEW DR	
09732400952629	09/10/1/65-4	2062	4582	7.97 HOUSEHOLD UNITS	855 RESICA FALLS RD	
09732404723231	09/10/1/68-1	415	776	0.57 UTILITIES-PURTA	703 RESICA FALLS RD	
09733303023409	09/98/1/20	2435	6062	1.70 HOUSEHOLD UNITS	198 MURRAY HILL RD	LOT 24 SEC 2
09732404609528	09/10/1/88-1	2319	81	1.17 HOUSEHOLD UNITS	124 SPA CT	LOT 1
09733303220749	09/98/1/15-10	1998	521	0.13 CONDOMINIUMS	124 MURRAY HILL RD	UNIT 2D PHASE II
09732404624578	09/10A/3/14	1764	1090	0.53 UNDEVELOPED LAND	MARSHALL DR	LOT 13 BLK 2
09734300396117	09/7/3/4-1	2347	221	0.55 HOUSEHOLD UNITS	5260 MILFORD RD	
09732404529501	09/10A/3/25	2310	369	0.53 UNDEVELOPED LAND	T 630	LOT 23 BLK 1
09732304934044	09/9/2/24-16	2283	3156	1.00 HOUSEHOLD UNITS	24 PARDEES LOOP	
09732304921723	09/9/2/24-18	2192	294	1.01 UNDEVELOPED LAND	NO NAME	

TABLE OF LERTA PROPERTIES

09733303237156	09/9/2/34-5	2170	7504	1.82 HOUSEHOLD UNITS	332 FRUTCHEY DR	PARCEL 2
09732404946451	09/108/1/4	1725	511	1.29 HOUSEHOLD UNITS	840 RESICA FALLS RD	LOT 9
09732404944114	09/108/1/16	2084	9318	1.01 HOUSEHOLD UNITS	PA RT 402	LOT 7
09734404602625	09/4C/1/118	1071	179	0.67 AMENITIES-COMMON AREA	N OF US RT 209	PUMP HOUSE
09732404622524	09/10A/3/28	2378	8912	0.52 DEVELOPMENTS	MARSHALL DR	LOT 18 BLK 1
09735400334868	09/94474	2374	8078	4.15 HOUSEHOLD UNITS	212 MANSION LN	LOT 1
09732304936134	09/9/2/24-19	2087	5615	1.51 UNDEVELOPED LAND	LAKESIDE DR	
09734404508186	09/4/1/73	2170	8307	6.89 UNDEVELOPED LAND	LR 167	
09734404640315	09/4/1/69	320	609	7.18 RESORTS & GROUP CAMPS	116 KASAK RD	
09735400041220	09/110598	2166	8920	1.80 UNDEVELOPED LAND	WINONA FALLS RD	LOT 5
0973330323002082	09/98/1/15-2	2438	7659	0.09 HOUSEHOLD UNITS	114 MURRAY HILL RD	UNIT 1B PHASE I
09732304722195	09/9/2/14	2403	4806	1.80 HOUSEHOLD UNITS	4496 MILFORD RD	
09734404641975	09/116721	1950	1272	1.16 MOBILE HOMES, PARKS, CTS	508 LOWER LAKEVIEW DR	PARCEL C
09734300288744	09/7/3/3-1	373	3000	0.55 UNDEVELOPED LAND	US RT 209	
0973330312998881	09/98/1/15-1	1488	631	0.12 CONDOMINIUMS	114 MURRAY HILL RD	UNIT 1A PHASE I
0973430128364889C	09/7A/3/14	1935	1368	0.00 HOUSEHOLD UNITS	305 MAPLE LN	UNIT C BLDG 3
09733301355196	09/8/1/7-3	2046	93	1.65 RETAIL TRADE/EATING-DRINK	5138 MILFORD RD	MULLER'S DINER
09732304813903	09/9/2/19-1	1464	1051	0.70 HOUSEHOLD UNITS	30 MT NEBO RD	
09733300893896	09/7/2/2-5	2409	4344	30.95 UNDEVELOPED LAND	LR 45014	LOT 3 SEC 1
09732304827646	09/9/2/24-13	729	323	0.44 HOUSEHOLD UNITS	8 PARDEES LOOP	RICHARDS TREE FARM & NURSERY
09732304826787	09/9/2/24-10	2441	2622	0.40 HOUSEHOLD UNITS	6 PARDEES LOOP	LOT 29 SEC 2
09733303234083	09/98/1/2	2423	5124	1.04 HOUSEHOLD UNITS	107 MURRAY HILL RD	LOT 25 SEC 2
09732304934388	09/9/2/24	2406	1937	8.40 PROFESSIONAL SERVICES	5054 MILFORD RD	
09733303027289	09/98/1/28	2359	7728	1.12 HOUSEHOLD UNITS	183 MURRAY HILL RD	
09733303021461	09/98/1/21	2325	7668	1.62 UNDEVELOPED LAND	MURRAY HILL RD	
09733303232146	09/9/2/35	2400	3756	1.36 HOUSEHOLD UNITS	104 MURRAY HILL RD	
09733303235360	09/9/2/34-3	2352	8279	0.88 HOUSEHOLD UNITS	346 FRUTCHEY DR	
09732304822095	09/9/2/19	2388	6872	0.60 HOUSEHOLD UNITS	28 MT NEBO RD	
09734301280986	09/7/3/7	2376	8390	0.21 HOUSEHOLD UNITS	108 PORTUGUESE LN	LOT 1
09732304824974	09/93760	2342	4616	2.75 RETAIL TRADE-GEN MDSE	4998 MILFORD RD	LOT 6/INCLUDES LOT 4
09734300297131	09/94566	2332	4766	2.14 HOUSEHOLD UNITS	107 KULUCK DR	
09734301185284	09/7/3/16	1333	15	0.53 HOUSEHOLD UNITS	113 FENICAL LN	LOT 3
09734404742041	09/4/1/70-3	2043	2340	0.00 UNDEVELOPED LAND	SQUIRE DR	NOW INC PARCEL B
09733304640728	09/7/2/45-4	2043	2897	27.08 AGRICULTURAL RESERVE-319	126 HOLLOW RD	LOT 2
09734404748000	09/4/1/70-9	2338	2268	2.46 UNDEVELOPED LAND	SQUIRE DR	OUT OF 34 NOW INC 09/93647
09733303331145	09/9/2/34-4	2187	7946	7.61 HOUSEHOLD UNITS	326 FRUTCHEY DR	LOT 10 BLK 1
09732404617846	09/10A/3/43	2329	5273	0.46 HOUSEHOLD UNITS	3309 POPLAR PL S	UNIT D BLDG 4
0973430128364884D	09/7A/3/20	2240	3903	0.00 HOUSEHOLD UNITS	327 MAPLE LN	
09732304728335	09/9/2/16	2179	5385	3.92 RETAIL TRADE-FOOD	4500 MILFORD RD	LOT 8 BLK 2
09732404628658	09/10A/3/9	1542	604	0.59 HOUSEHOLD UNITS	3415 POPLAR BRIDGE CT	LOT 19
09732304738956	09/9A/2/3	1131	34	10.57 HOUSEHOLD UNITS	36 COLUMBIA BLVD	LOT 7 BLK 2
09732404629514	09/10A/3/8	2135	6066	0.49 HOUSEHOLD UNITS	3410 POPLAR BRIDGE CT	
09734400739775	09/111506	2338	2240	3.16 UNDEVELOPED LAND	RECREATION AREA	
09733303126298	09/98/1/9	2341	7427	0.96 HOUSEHOLD UNITS	145 MURRAY HILL RD	LOT 7 SEC 1
09732404721317	09/10A/3/4	2038	7873	0.54 HOUSEHOLD UNITS	3116 SHERIFF LN	LOT 3 BLK 2
09734301188331	09/7/3/20-2	2388	8147	0.76 UNDEVELOPED LAND	S OF US RT 209	

TABLE OF LERTA PROPERTIES

09732404721299	09/10A/3/3	2290	5978	0.46 HOUSEHOLD UNITS	3112 SHERIFF LN	LOT 2 BLK 2
09732404606901	09/10/1/88	2431	9464	2.09 HOUSEHOLD UNITS	660 RESICA FALLS RD	09732404605932
09733303039523	09/9C/2/1	327	775	21.40 FOREST RESERVE-319	FRUTCHEY RD T 632	13 LOTS & 3 37 ACS
09733303348366	09/8/1/7-1	2289	9494	3.85 HOUSEHOLD UNITS	5128 MILFORD RD	
09732304833376	09/9/2/24-20	2298	8088	1.28 RETAIL TRADE-AUTOMOTIVE	5019 MILFORD RD	
09734300296604	09/119078	2035	3379	2.56 HOUSEHOLD UNITS	113 KULICK DR	LOT 5
09733301453202	09/110117	1747	907	4.21 HOUSEHOLD UNITS	156 MAY LN	LOT 1
09734300492165	09/3/1/5-4	2019	7168	50.56 UNDEVELOPED LAND	US RT 209	FUTURE ROAD R/W
09732400726099	09/113177	1964	1755	1.01 GOVERNMENT SERVICES	PA 402 & T 526	
09734300599738	09/3/1/6-1	2032	7816	3.58 UNDEVELOPED LAND	T 631	
09735400042064	09/4/1/95	2166	8920	1.75 UNDEVELOPED LAND	5008 WINONA FALLS RD	LOTS 6,8
09734300397650	09/3/1/5	2283	7337	3.67 HOUSEHOLD UNITS	5265 MILFORD RD	
09732404615437	09/10/1/80-1	1269	61	3.50 HOUSEHOLD UNITS	681 RESICA FALLS RD	
09732404625281	09/10A/3/33	1739	1075	0.46 HOUSEHOLD UNITS	3137 SHERIFF LN	LOT 13 BLK 1
09732304930976	09/9/2/24-25	1479	375	1.08 HOUSEHOLD UNITS	107 DUBLIN LN	LOT 1
09734402659391	09/4/1/70-4	2295	4876	0.05 UNDEVELOPED LAND	SQUIRE ST	
09733300687098	09/92910	2039	5939	2.68 GOVERNMENT SERVICES	522 STERLING CT	TRACT 2
09734301186289	09/7/3/17	1333	15	0.86 RESIDENTIAL GARAGE-SHEDS	114 COCO LN	
09733300889272	09/7/2/39-10	1515	223	5.75 PARKS	US RT 209	PARCEL B
09734300084143	09/86102	2181	6756	16.78 PARKS	PA RT 209	REMAIN FROM SUB 5232
09733300149880	09/93700	2320	7085	2.50 BUSINESS SERVICES	1114 BIG RIDGE DR	LOT 2
09734400736181	09/111507	2031	396	45.01 STONE/CLAY/GLASS MANUF	1080 SAND HILL RD	LOT 2
09733302559908	09/110120	2017	400	4.88 UNDEVELOPED LAND	LR 461	MISSED PARCEL
09732404617604	09/10/1/81	2242	2383	1.20 HOUSEHOLD UNITS	683 RESICA FALLS RD	
09734402753303	09/110111	2338	2233	3.77 UNDEVELOPED LAND	LR 45014	LOT 1
09734404644808	09/116722	1950	1272	0.52 UNDEVELOPED LAND	SQUIRES DR	PARCEL E
09734301185592	09/7/3/14	2376	3167	1.39 HOUSEHOLD UNITS	5226 MILFORD RD	
09734300390970	09/7/3/2	2332	4766	15.18 FOREST RESERVE-319	KULICK DR	REMAIN LANDS LOT 7
09733301353082	09/8/1/7-2	2381	9985	0.18 RETAIL TRADE-AUTOMOTIVE	RT 209	
09732404945247	09/108/1/5	2153	8814	1.08 HOUSEHOLD UNITS	838 RESICA FALLS RD	LOT 8
09733302564355	09/7/2/36-1	2376	5037	5.95 RESIDENTIAL GARAGE-SHEDS	5174 MILFORD RD	
09732404710834	09/10A/3/47	2325	7036	1.17 HOUSEHOLD UNITS	691 RESICA FALLS RD	WAS 9/10/1/68 1
09733303020313	09/98/1/22	1380	196	1.54 HOUSEHOLD UNITS	208 MURRAY HILL RD	LOT 26 SEC 2
0973330322096983	09/98/1/15-3	2117	5704	0.09 CONDOMINIUMS	114 MURRAY HILL RD	UNIT 1C PHSE I
09734300399924	09/3/1/5-3	2252	1062	6.11 HOUSEHOLD UNITS	US RT 209	
09733301455483	09/110118	2259	7198	1.75 HOUSEHOLD UNITS	136 MAY LN	LOT 2
09734400603253	09/3/1/3-1	2263	7591	1.71 BUSINESS SERVICES	332 MCCOLE RD	LOT 1
09733300673191	09/7/2/37	378	8680	0.46 HOUSEHOLD UNITS	5179 MILFORD RD	
09733302557807	09/8/1/4	442	198	1.88 HOUSEHOLD UNITS	100 HOLLOW RD	
09733303128356	09/98/1/8	2407	562	1.00 UNDEVELOPED LAND	MURRAY HILL RD	LOT 6 SEC 1
09733300797246	09/7/2/2-8	2189	6584	2.21 HOUSEHOLD UNITS	182 MUNICIPAL DR	
09733300788206	09/92061	1515	223	2.67 UNDEVELOPED LAND	T 550 MUNICIPAL DR	SPLIT FROM 57487
09733303125203	09/98/1/10	2328	3677	1.07 UNDEVELOPED LAND	151 MURRAY HILL RD	LOT 8 SEC 1
09732404624226	09/10A/3/32	1961	906	1.07 HOUSEHOLD UNITS	3141 SHERIFF LN	LOT 14 & 15 BLK 1
09732404628282	09/10A/3/35	2422	9948	0.55 HOUSEHOLD UNITS	3206 POPLAR DR	LOT 6 BLK 1
09733302551287	09/8/1/3	2043	299	32.64 HOUSEHOLD UNITS	120 HOLLOW RD	NOW INC PARCEL A

TABLE OF LERTA PROPERTIES

09732404626414	09/10A/3/12	2099	2590	0.46	HOUSEHOLD UNITS	3407 POPLAR BRIDGE CT	LOT 11 BLK 2
09732304837746	09/9A/1/40	1910	1159	0.42	UNDEVELOPED LAND	N OF US 209	
0973430128364881B	09/7A/3/3	2434	3038	0.00	HOUSEHOLD UNITS	102 MAPLE LN	UNIT B BLDG 1
097343012836648	09/7A/3/1	1846	1158	6.00	AMENITIES-COMMON AREA	MAPLE LN	COMMON AREA
09732400942886	09/10/1/65-5	2049	3635	1.66	UNDEVELOPED LAND	PA RT 402	LOT 1
09732400841824	09/10/1/65-9	1959	86	33.20	FOREST RESERVE-319	SR 402	TRACT 4
09732400739819	09/10/1/65-7	1959	74	28.52	FOREST RESERVE-319	SR 402	TRACT 1
09732400856609	09/10/1/36	2079	1999	27.00	FOREST RESERVE-319	NO NAME	
09732400845295	09/11/7042	1940	148	1.08	HOUSEHOLD UNITS	821 RESICA FALLS RD	LOTS 4B & 4F
09732400865849	09/10/1/33	2426	1993	28.30	UNDEVELOPED LAND	LR 45014	
09732400942642	09/10/1/65-6	1920	1548	4.27	HOUSEHOLD UNITS	835 RESICA FALLS RD	TRACT 5
09733300252092	09/9/2/7-2	2432	2317	3.52	OTHER RETAIL TRADE	5121 MILFORD RD	WAWA
0973430128364883B	09/7A/3/13	2079	2835	0.00	HOUSEHOLD UNITS	303 MAPLE LN	UNIT B BLDG 3
09732404946887	09/10B/1/2	2424	3270	1.62	HOUSEHOLD UNITS	6 TOM X RD	LOT 11
09734301290131	09/7/3/8	2299	2458	0.28	HOUSEHOLD UNITS	114 PORTUGUESE LN	
09734300392263	09/7/3/4-2	2274	1987	1.30	UNDEVELOPED LAND	US RT 209	
09732400940292	09/93626	2226	1837	1.53	HOUSEHOLD UNITS	825 RESICA FALLS RD	TRACT 4H
09732400848388	09/112879	2291	4819	6.45	HOUSEHOLD UNITS	823 RESICA FALLS RD	LOT 4D
09732404623657	09/10A/3/15	2060	9066	0.46	HOUSEHOLD UNITS	3504 LEAF CT	LOT 14 BLK 2
09732404624754	09/10A/3/16	2073	3405	0.49	HOUSEHOLD UNITS	3506 LEAF CT	LOT 15 BLK 2 CULDESAC
09732304811824	09/9/2/20	2422	8490	3.80	HOUSEHOLD UNITS	36 MT NEBO RD	
09734400949344	09/4/1/77	2255	9715	2.30	HOUSEHOLD UNITS	119 AHNERT WAY	LOT 3 & 4
09732404623986	09/10A/3/20	1358	24	0.47	UNDEVELOPED LAND	SPRUCE CT	LOT 19 BLK 2
09733301467567	09/7/2/36-2	1348	215	5.26	MISC SERVICES & RELIGIOUS	5171 MILFORD RD	
09732404621517	09/10A/3/27	2378	8908	0.64	DEVELOPMENTS	MARSHALL DR	LOT 19 BLK 1
09734301294017	09/7/3/5	2413	6171	3.00	RESORTS & GROUP CAMPS	5245 MILFORD RD	UNIT A BLDG 2
0973430128364882A	09/7A/3/7	2051	2882	0.00	HOUSEHOLD UNITS	201 MAPLE LN	
09732400717065	09/10/1/87	2384	6876	59.66	RESORTS & GROUP CAMPS	408 RECORD WAY	
09733303049301	09/9/2/28-1	1621	1186	1.74	RETAIL TRADE-AUTOMOTIVE	5079 MILFORD RD	
09733300144614	09/112086	2367	3185	5.06	UNDEVELOPED LAND	ROUTE 209	PARCEL 1
09733300049455	09/93711	2367	3185	1.04	UNDEVELOPED LAND	REAR LND	PARCEL 1
09733300780449	09/7/2/39-4	420	57	6.71	GOVERNMENT SERVICES	510 STERLING CT	
09733303046231	09/9/2/28	2432	3335	1.95	UNDEVELOPED LAND	US RT 209	
09734400400400	09/3/1/5-1	2349	2341	54.86	UNDEVELOPED LAND	US RT 209	
09734301281815	09/7/3/6-1	2341	5783	0.13	RESORTS & GROUP CAMPS	5237 MILFORD RD	LOT 1
09734300188150	09/7/3/3	2072	5397	1.60	UTILITIES-TAXABLE	S OF US RT 209	LOT 1 BLK 1
09732404837215	09/10B/1/13	2319	322	1.63	UNDEVELOPED LAND	PA RT 402	
09732404711989	09/10A/3/38	2258	4868	0.52	HOUSEHOLD UNITS	3105 SHERIFF LN	
09734400326398	09/7/1/92	1892	1658	29.30	UNDEVELOPED LAND	LR 45014	
09733300776501	09/93692	2387	3249	0.00	UNDEVELOPED LAND	RTE 209	OPEN SPACE
09734404736719	09/4/1/70-10	2338	2246	2.95	UNDEVELOPED LAND	*UNASSIGNED	LOT 4
09733301462298	09/94197	2422	2778	3.22	RETAIL TRADE-GEN MDSE	900 BUSINESS DR	UNIT 3
09733300989510	09/7/2/42	2021	1951	5.80	MISC SERVICES & RELIGIOUS	5205 MILFORD RD	CHURCH & PARCELS A & B
09732404625406	09/10A/3/13	1764	1090	0.46	HOUSEHOLD UNITS	3144 SHERIFF LN	LOT 12 BLK 2
09734400947357	09/4/1/102-2	2247	9331	1.31	HOUSEHOLD UNITS	113 AHNERT WAY	LOT 1
09733300778676	09/86100	2134	5069	0.70	NON-PERC	PA RT 209	LOT 2

TABLE OF LERTA PROPERTIES

09734300390210	09/11/13/28	2209	2794	1.23 HOUSEHOLD UNITS	106 KULICK DR	LOT 1
09732404616934	09/10A/3/42	2434	7165	0.76 HOUSEHOLD UNITS	3315 POPLAR PL N	LOT 11 BLK 1
09732404625044	09/10A/3/41	2338	60	0.62 HOUSEHOLD UNITS	3319 POPLAR PL N	LOT 12 BLK 1
09732404634083	09/10A/3/19	1362	249	0.64 UNDEVELOPED LAND	SPRUCE CT	LOT 18 BLK 2 CULDESAC
09732404627741	09/11/21/35	2193	5610	0.31 UNDEVELOPED LAND	CEDAR CT	LOT 9A BLK 2
09735400214640	09/3/1/13	2382	4361	0.54 MOBILE HOMES, PARKS, CTS	907 HIDDEN LAKE DR	
09735400024026	09/3/1/1	2094	3198	116.60 RESORTS & GROUP CAMPS	1221 HILLCREST CIR	
09735400116922	09/3/1/12	2153	3483	1.20 NON-PERC	DELAWARE RIVER DR	SEWER EASEMENT
09734301282797	09/11/15/87	1810	999	0.40 GOVERNMENT SERVICES	5248 MILFORD RD	
09734301199121	09/7/3/9	2299	2458	0.32 REPAIR SERVICES	115 PORTUGUESE LN	
09732404622484	09/10A/3/29	1067	70	0.61 HOUSEHOLD UNITS	3149 SHERIFF LN	LOT 17 BLK 1
09733303141379	09/9/2/30	2049	6695	0.22 HOUSEHOLD UNITS	5089 MILFORD RD	
09733300667694	09/7/2/38	2317	6155	16.80 EDUCATIONAL SERVICES	5180 MILFORD RD	
09732400911931	09/10/1/86-2	2408	571	21.90 APARTMENTS (4 OR MORE)	330 REYNOLDS RD	
09734400728119	09/4/1/74	2132	2693	1.00 MISC SERVICES & RELIGIOUS	5969 MILFORD RD	LOT 1
09732300622900	09/9/1/76-1	1979	13	4.80 UNDEVELOPED LAND	T 526	
09732404617795	09/10A/3/44	2438	3856	0.47 HOUSEHOLD UNITS	3305 POPLAR PL S	LOT 9 BLK 1
09733300782012	09/7/2/39-11	2134	5069	17.59 RETAIL TRADE-GEN WDSE	117 MUNICIPAL DR	LOT 5
09734301287821	09/7/3/21	1478	68	0.53 HOUSEHOLD UNITS	5250 MILFORD RD	
09732304928255	09/98/1/23	1483	73	1.63 UNDEVELOPED LAND	MURRAY HILL RD	LOT 27
09733303225878	09/98/1/3	1244	233	1.37 HOUSEHOLD UNITS	335 FRUTCHEY DR	LOT 2 SEC 1
09734402652083	09/11/67/10	1689	1368	0.47 UNDEVELOPED LAND	LR 45014	PARCEL B
09732400834086	09/93/651	2437	7716	3.51 UNDEVELOPED LAND	RESICA FALLS	LOT 2
09733303024131	09/98/1/26	1848	1617	1.13 UNDEVELOPED LAND	MURRAY HILL RD	LOT 31 SEC 2
0973430128364882E	09/7A/3/11	2176	9556	0.00 HOUSEHOLD UNITS	209 MAPLE LN	UNIT E BLDG 2
09734404745678	09/4/4/170	2338	2252	7.62 HOUSEHOLD UNITS	224 JOSEPHINE CT	LOT 5
09733300882058	09/11/98/27	2433	3906	5.58 APARTMENTS (4 OR MORE)	132 GREY FOX RD	PARCEL A
09735400041473	09/4/1/102-3	2111	3663	0.85 HOUSEHOLD UNITS	123 AHNERT WAY	LOT 2
09734400821364	09/4/1/74-1	1456	1094	1.11 UNDEVELOPED LAND	L 167	
09735400211694	09/3/1/13-1	2402	3496	11.76 HOUSEHOLD UNITS	899 HIDDEN LAKE DR	
09732404626922	09/10A/3/18	1868	1105	0.00 HOUSEHOLD UNITS	3513 LEAF CT	LOT 17 BLK 2 CULDESAC
09732404626708	09/10A/3/17	2422	7872	0.70 HOUSEHOLD UNITS	3512 LEAF CT	LOT 16 BLK 2
09732404622990	09/10A/3/21	1358	21	0.46 UNDEVELOPED LAND	SPRUCE CT	LOT 20 BLK 2
09733303111651	09/98/1/30	1818	364	35.10 FOREST RESERVE-319	MURRAY HILL RD & BAKER LN	
09732404930641	09/10B/1/10	2437	4226	1.25 HOUSEHOLD UNITS	820 RESICA FALLS RD	
09732404623314	09/10A/3/30	2056	9158	0.51 HOUSEHOLD UNITS	3147 SHERIFF LN	LOT 3
09734301291047	09/7/3/6	2217	452	1.09 FINANCE-INSUR/REAL ESTATE	5239 MILFORD RD	LOT 16 BLK 1
09733301465393	09/7/2/35-1	2304	1849	3.08 HOUSEHOLD UNITS	5169 MILFORD RD	
09732404629411	09/10A/3/6	1361	102	0.47 HOUSEHOLD UNITS	3124 SHERIFF LN	
09734404832782	09/4/1/70-1	1061	146	2.46 HOUSEHOLD UNITS	129 PEGGY RD	LOT 5 BLK 2
09732404622813	09/10A/3/22	1329	198	0.46 HOUSEHOLD UNITS	3505 LEAF CT	LOT 21 BLK 2
09734400935619	09/4/1/98	2030	3908	0.53 UNDEVELOPED LAND	T 618	
09732404720097	09/10A/3/37	2430	827	0.50 HOUSEHOLD UNITS	3107 SHERIFF LN	LOT 2 BLK 1
09732404720124	09/10A/3/36	2399	1468	0.40 HOUSEHOLD UNITS	3113 SHERIFF LN	LOT 3 BLK 1
09732304822149	09/9/2/18	2356	5848	0.35 HOUSEHOLD UNITS	22 MT NEBO RD	
0973430128364881A	09/7A/3/2	2048	156	0.00 HOUSEHOLD UNITS	100 MAPLE LN	UNIT A BLDG 1

TABLE OF LERTA PROPERTIES

09734404649676	09/9/4563	2338	2260	21.44 UNDEVELOPED LAND	LR 45014 WINONA FALLS RD	LOT 4
0973430128364881D	09/7A/3/5	2206	3112	0.00 HOUSEHOLD UNITS	106 MAPLE LN	UNIT D BLDG 1
0973430128364882B	09/7A/3/8	2396	7484	0.00 HOUSEHOLD UNITS	203 MAPLE LN	UNIT B BLDG 2
09732304920868	09/9/2/24-1	2210	3848	0.46 HOUSEHOLD UNITS	18 PARDEES LOOP	
09733303324736	09/11/0958	2043	7138	3.18 HOUSEHOLD UNITS	304 FRUTCHEY DR	
09733303229975	09/9/2/34-2	2374	4723	1.09 HOUSEHOLD UNITS	318 FRUTCHEY DR	
09735400239379	09/4/1/111	2375	8797	12.35 FOREST RESERVE-319	T 633	LOT 2
0973430128364883A	09/7A/3/12	2119	6135	0.00 HOUSEHOLD UNITS	301 MAPLE LN	UNIT A BLDG 3
0973430128364881C	09/7A/3/4	2183	2055	0.02 HOUSEHOLD UNITS	104 MAPLE LN	UNIT C BLDG 1
0973430128364884C	09/7A/3/19	2011	495	0.00 HOUSEHOLD UNITS	325 MAPLE LN	UNIT C BLDG 4
0973430128364883D	09/7A/3/15	2394	7526	0.00 HOUSEHOLD UNITS	307 MAPLE LN	UNIT D BLDG 3
09732404627213	09/10A/3/34	2202	6326	0.49 HOUSEHOLD UNITS	3127 SHERIFF LN	LOT 7 BLK 1
09732404620740	09/10A/3/26	2240	740	1.07 HOUSEHOLD UNITS	3161 SHERIFF LN	LOTS 20,21 BLK 1
0973430128364881E	09/7A/3/6	2028	7121	0.00 HOUSEHOLD UNITS	108 MAPLE LN	UNIT E BLDG 1
0973430128364882C	09/7A/3/9	2125	1559	0.00 HOUSEHOLD UNITS	205 MAPLE LN	UNIT C BLDG 2
09733301455734	09/8/1/6	1929	923	6.03 RETAIL TRADE-APPAREL/ACC	5160 MILFORD RD	SAWMILL FURNITURE
09733301358140	09/11/0964	0	0	3.34 UNDEVELOPED LAND	ROUTE 209	LOT 2
09733301356382	09/7/2/31-1	123	135	0.38 CEMETERIES-PUBLIC	US RT 209	
09733301357356	09/7/2/31-2	2165	1822	0.17 OTHER RETAIL TRADE	5146 MILFORD RD	
0973430128364882D	09/7A/3/10	2161	2511	0.00 HOUSEHOLD UNITS	207 MAPLE LN	UNIT D BLDG 2
09732404627191	09/10A/3/40	2054	1174	0.50 HOUSEHOLD UNITS	3210 POPLAR DR	LOT 5 BLK 1
09733301358309	09/7/2/31-3	123	135	0.19 CEMETERIES-PUBLIC	US RT 209	
09733400055527	09/10/1/85	2360	3302	71.45 HOUSEHOLD UNITS	1 TOM X RD	
09735400157252	09/4/1/80-1	2366	9869	1.23 GOVERNMENT SERVICES	108 LEROYS LN	PARCEL A LEASED AREA
09732304825711	09/9/2/23-1	2441	2627	1.48 HOUSEHOLD UNITS	4 PARDEES LOOP	
09734400019373	09/7/3/1	2409	4344	253.88 RESORTS & GROUP CAMPS	304 CHAMPAGNE LN	
09735400048831	09/4/1/102	2413	3177	30.26 RESORTS & GROUP CAMPS	1 FERNWOOD LN	FERNWOOD HOTEL
09735400137435	09/4/1/101	2136	3740	126.00 RESORTS & GROUP CAMPS	L 167	WINTERGREEN
09732304823665	09/9/2/23	2441	2633	0.88 HOUSEHOLD UNITS	17 MT NEBO RD	PARCEL B
09732300638063	09/9/1/76	1978	1798	11.73 RESORTS & GROUP CAMPS	3142 OAK GROVE RD	
09732300634327	09/9/1/75	2291	888	0.45 HOUSEHOLD UNITS	3152 OAK GROVE RD	PRICE CHOPPER
09732304736050	09/9A/1/38-3	2406	3195	12.58 OTHER RETAIL TRADE	4551 MILFORD RD	TRACT 3
09732300633430	09/9/1/74	2395	7815	0.51 HOUSEHOLD UNITS	3158 OAK GROVE RD	TRACT 2
09732400835600	09/10/1/65	2340	3040	1.10 HOUSEHOLD UNITS	805 RESICA FALLS RD	PARCEL A
09732400833503	09/10/1/65-8	2430	3553	1.04 HOUSEHOLD UNITS	3121 OAK GROVE RD	LOT 2
09732300627553	09/9/4832	1978	1798	7.90 RESORTS & GROUP CAMPS	US 209	LOT 1
09732304831258	09/9A/1/38-1	1979	7	7.68	801 RESICA FALLS RD	UNIT E BLDG 4
09732400833342	09/10/1/65-1	2151	557	1.00 HOUSEHOLD UNITS	329 MAPLE LN	CORPORATE HEADQUARTER
0973430128364884E	09/7A/3/21	2132	1307	0.00 HOUSEHOLD UNITS	111 WAREHOUSE DR	
09734400948051	09/4/1/102-1	2094	3198	56.94 RESORTS & GROUP CAMPS	795 RESICA FALLS RD	
09732400832127	09/10/1/67	191	192	1.00 HOUSEHOLD UNITS	PA RT 402	
09732400731333	09/93667	2140	643	55.00 FOREST RESERVE-319	5005 WINONA FALLS RD	
09735400030719	09/4/1/102-1/-1	2398	6461	1.91 OTHER RETAIL TRADE	309 MAPLE LN	LOT 1
0973430128364883E	09/7A/3/16	2130	4731	0.00 HOUSEHOLD UNITS	BIG RIDGE DR	UNIT E BLDG 3
09732300794694	09/9/2/4	2366	7050	33.30 PARKS	858 RESICA FALLS RD	INCS PT 9/119323 & 9/9/2/1
09732400967816	09/10/1/34	2140	7979	44.00 FOREST RESERVE-319		

TABLE OF LERTA PROPERTIES

0973540015063	09/4/1/79	2347	216	3.15	RETAIL TRADE/EATING-DRINK	6171 MILFORD RD	LOT 1A
09733303340898	09/93355	546	163	0.15	UNDEVELOPED LAND	R/O/W OFF 209	
09732300539495	09/9/1/73-2	565	277	1.72	HOUSEHOLD UNITS	3179 OAK GROVE RD	
09733303241426	09/9/2/32-2	2433	4534	2.77	PROFESSIONAL SERVICES	5120 MILFORD RD	LOT 1
09733303340918	09/9/2/32-1	2066	2287	1.72	RETAIL TRADE-AUTOMOTIVE	5128 MILFORD RD	LOT 2
09733303243535	09/94473	2433	4844	2.51	UNDEVELOPED LAND	US RT 209	
09732300528901	09/94283	2344	5413	9.93	UNDEVELOPED LAND	T 526	LOT 1
09733303248703	09/94431	2314	3845	2.31	RETAIL TRADE/EATING-DRINK	5124 MILFORD RD	
09733303243232	09/9/2/32-3	2432	3325	13.83	UNDEVELOPED LAND	US RT 209	
09733303245663	09/94432	2327	1988	2.33	OTHER RETAIL TRADE	5122 MILFORD RD	
09733303133979	09/9/2/29	2066	7583	23.60	FOREST RESERVE-319	T 632	
09733301358803	09/7/2/33	2413	1524	4.50	UNDEVELOPED LAND	US RT 209	
09733301452912	09/94195	2177	1131	1.60	RETAIL TRADE-GEN MIDSE	5163 MILFORD RD	UNIT 1
09733300671505	09/7/2/36	2234	2109	55.19	OTHER RETAIL TRADE	5181 MILFORD RD	REMAIN LND
09733301353623	09/7/2/30	1444	47	5.10	RETAIL TRADE/EATING-DRINK	5141 MILFORD RD	209 DINER
09733301450853	09/7/2/34	2413	1524	1.00	HOUSEHOLD UNITS	5159 MILFORD RD	
09733301465008	09/94196	2177	1131	0.96	RETAIL TRADE-GEN MIDSE	5165 MILFORD RD	UNIT 2
09733301355793	09/7/2/32	1230	243	2.00	HOUSEHOLD UNITS	5155 MILFORD RD	
09733301259454	09/7/2/29	2245	6752	3.55	UNDEVELOPED LAND	US RT 209	
09733301460473	09/94198	2177	1131	5.66	AMENITIES-COMMON AREA	US RT 209	UNIT 4
09733301351483	09/7/2/29-1	1444	47	1.70	HOUSEHOLD UNITS	5139 MILFORD RD	LOT 29.1
09733301355466	09/7/2/31	1444	47	0.80	HOUSEHOLD UNITS	5143 MILFORD RD	
09733301256122	09/113436	1992	1766	1.68	RETAIL TRADE/EATING-DRINK	5125 MILFORD RD	MCDONALD'S

<u>Vans</u>		<u>Number of</u> <u>Vans</u>	<u>Price</u>		<u>Total</u>	
7 passenger vans		10	\$24,750		\$247,500	
12 Passenger Vans		10	\$42,000		\$420,000	
Purchase Price					\$667,500	
<u>Fuel</u>		<u>Miles</u>	<u>MPG</u>	<u>#Gallons</u>	<u>PPG</u>	<u>Total</u>
12 pass		240,166	12	\$20,014	\$3.10	\$62,042.88
7 pass		240,166	18	\$13,343	\$3.10	\$41,361.92
						\$103,404.80
<u>Oil changes</u>		<u>6,000 miles</u>	<u>Cost</u>			<u>Total</u>
		80	\$75			\$6,000.00
<u>Insurance</u>		<u># Vans</u>	<u>Cost</u>			<u>Total</u>
12 pass		10	\$1,100			\$11,000
7 pass		10	\$800			\$8,000
						\$19,000
<u>Salary & Benefits</u>		<u># of days</u>	<u>Daily Hours</u>	<u>Hours per</u> <u>year</u>	<u># of</u> <u>Drivers</u>	<u>Total Yearly</u> <u>Hours</u>
		180	6	1080	20	21600
		<u>Yearly</u> <u>Hours</u>	<u>Hourly Rate</u>			<u>Total Salary</u>
Salary		21600	\$15.49			\$334,584.00
<u>Benefits</u>		<u>Total</u> <u>Salary</u>	<u>Benefits</u>			<u>Total Benefits</u>
		\$334,584	67.00%			\$224,171.28
						<u>Salary &</u> <u>Benefits</u>
						\$558,755.28
Total 1st Year Costs						\$1,354,660.08

			Cost Comparison		
Total 1st Year Costs					\$1,354,660.08
Total 2nd Year Costs					\$687,159.28
					Cost Savings
2012-2013 Contractor Expense					\$802,282.00
					\$115,123.00
2013-2014 Contractor Expense					\$743,668.00
					\$56,509.00
2014-2015 Current Expenditures					\$362,849.00
				14-15 Estimate	\$725,698.00
					\$38,539.00

EAST STROUDSBURG AREA SCHOOL DISTRICT NETWORK INFRASTRUCTURE EQUIPMENT		
Proposed Replacement Equipment		
Qty	Make/Model	Reason to replace existing equipment
1	Cisco 4500X Core Switch	To replace North Data Center 6506 Cisco Core switch that was procured in October 2007. The components of the current core switch are end of life in 2017
1	Cisco 5508 Wireless Controller	To replace the North Data Center WiSM 1 Module (wireless controller) that is part of the 6506 Cisco Core switch that will be end of life in 2017
1	Cisco 4500X Core Switch	To replace South Data Center 6509 Cisco Core switch that was procured in July 2007. The components of the current core switch are end of life in 2017
1	Cisco 5508 Wireless Controller	To replace the South Data Center WiSM 1 Module (wireless controller) that is part of the 6509 Cisco Core switch that will be end of life in 2017
1	Fortinet FG-800D Firewall	To replace the current Cisco ASA5540 Firewall that was procured in March 2007. The current firewall also does not have enough throughput capacity for our proposed Internet Upgrade. The proposed firewall provides more security over the existing one.
220	Cisco 3600 AC Wireless Access Points	To replace the wireless access points at both our high schools to accommodate the added demand for wireless network connectivity, as well as double the amount so there is a WAP in every classroom and to provide more coverage throughout the entire school.
1	Exinda EX-6762-2G Packet Shaping and Caching Device	Appliance to monitor network bandwidth and packet shape traffic. This will replace the 2 Blue Coat Packet Shapers that are currently in use. Upgrade is needed because the current appliances have reached their maximum bandwidth capacity of 200 mbps.

ESASD Internet Costs					
<u>Current Service</u>	<u>Current Costs</u>	<u>Proposed Service</u>	<u>Proposed Costs</u>	<u>\$AVING\$</u>	
(September 1, 2013 - June 30, 2015)					
A. Commodity Internet 150 MB @ \$20 per MB	\$3,000.00	A. Commodity Internet 1000 MB (1GB) @ \$1.00 per MB	\$1,000.00	\$2,000.00	
B. WAN Circuit (Connection to CIU #20) 200 MB Circuit	\$1,342.79	B. WAN Circuit (Connection to CIU #20) 1 GB Circuit	\$2,309.42	-\$966.63	
C. Internet2 (not e-Rate Eligible) 2 MB	\$32.50	C. Internet2 (not e-Rate Eligible) 2-MB	service dropped	\$32.50	
D. PAIUNet (not e-Rate Eligible) Share of 1 GB of Bandwidth	\$266.67	D. PAIUNet (not e-Rate Eligible) Share of 10 GB of Bandwidth	\$250.00	\$16.67	
E. CIU #20 Cost Recovery Fee (not e-Rate Eligible)	\$50.00	E. CIU #20 Cost Recovery Fee (not e-Rate Eligible)	\$50.00	\$0.00	
F. Total Monthly Cost (before e-Rate) (A+B+C+D+E)	\$4,691.96	F. Total Monthly Cost (before e-Rate) (A+B+C+D+E)	\$3,609.42	\$1,082.54	
G. e-Rate Discount (71%) (A+B) x 71%	\$3,083.38	G. e-Rate Discount (80%) (A+B) x 80%	\$2,647.54		
e-Rate Eligible Items Total	\$1,259.41	e-Rate Eligible Items Total	\$661.88		
H. Monthly District Costs (F-G)	\$1,608.58	H. Monthly District Costs (F-G)	\$961.88	\$646.70	
I. Yearly Costs (H*12)	\$19,302.95	I. Yearly Costs (H*12)	\$11,542.61	\$7,760.34	
REMAINDER of TERM COSTS (22 months) (I x 30)	\$48,257.37	TOTAL TERM COSTS (60 months) (I x 36)	\$57,713.04		
		MONTHLY SAVINGS (after e-Rate)	-\$646.70		
		YEARLY SAVINGS (after e-Rate)	-\$7,760.34		
		TOTAL SAVINGS (after e-Rate)	-\$38,801.71		



6 Danforth Drive
Easton, PA 18045-7899
www.ciu20.org

Telephone (610) 252-5550 • FAX (610) 252-5740
Business Office FAX (610) 515-6524
Resolve FAX (610) 515-6501
Special Programs FAX (610) 559-7103
TDD/TYY Hearing Impaired (610) 252-3786

LETTER OF COMMITMENT (Revised 2/5/2015)

The East Stroudsburg Area School District is committed to participating in the CIU20 R-WAN Project to continue the regional education network. As such, our district accepts the responsibility to remain a part of the CIU20 R-WAN for the period beginning July 1, 2015 and ending June 30, 2020. The monthly cost for participation in the CIU20 R-WAN for East Stroudsburg Area School District is identified below and will be billed by CIU20 in installments (monthly or quarterly). It is recognized that a portion of this amount may be eligible for erate reimbursement and such reimbursements will be reconciled to the districts in accordance with their applicable e-rate discount percentage as it is received by CIU20. I understand that additional costs will be incurred if I request the purchase of additional commodity Internet during the course of this commitment. Such requests will be made in writing to the CIU20 Technology Director at least 60 days in advance of service. The costs referenced below include all benefits associated with the R-WAN connection and are based on 16 members participating. Should fewer or more members choose participation, the PAIUNet, R-WAN, and Internet costs may be slightly higher or lower.

East Stroudsburg Area School District is pleased to support the efforts of the consortium to improve the regional technology infrastructure, share resources and provide greater learning opportunities for the students we serve.

East Stroudsburg Area School District Monthly R-WAN Costs

Monthly Recurring R-WAN Circuit Cost (1GB Circuit)	\$2,309.42
Monthly Commodity Internet Cost (1000 MB x \$1/MB)	\$1000.00
Monthly PAIUNet Cost (10GB Shared)	\$250.00
Monthly CIU20 Cost Recovery Fee	\$50.00

Sharon S. Laverdure, Superintendent

Date

Letter of Agency

E-rate Funding Years 2015, 2016, 2017, 2018, 2019

TO: Colonial Intermediate Unit 20
FROM: East Stroudsburg School District / BEN: 125952

This is to confirm our participation in the CIU 20 RWAN Consortium for the procurement of E-rate eligible services. This Letter of Agency is in effect for the funding years referenced above, which includes the remaining years of the initial contract term, and any voluntary extensions of the contract. I hereby authorize the consortia lead named above to submit Form 470, Form 471, and other E-rate forms to the SLD on behalf of the East Stroudsburg School District for E-rate eligible services. I understand that, in submitting these E-rate forms on our behalf, the above named consortia lead is making certifications for the East Stroudsburg School District. By signing this Letter of Agency, I make the following certifications:

- (a) I certify that all of the schools in our Local Education Agency (LEA) meet the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- (b) I certify that our LEA has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have or will have secured access to all of the resources to pay the non-discounted charges for eligible services.
- (c) I certify that the services purchased with discounts provided by 47 U.S.C. § 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.500(et seq.).
- (d) I certify that, to the best of my knowledge, our LEA has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (e) I certify that I will retain required documents for a period of at least ten years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
- (f) I certify that I am authorized to order E-rate eligible services for the eligible entities covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entities covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- (g) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (h) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

Signature of Authorized Person		Entity	East Stroudsburg School District
Printed Name of Authorized Person		Date	/ / 2015
Title of Authorized Person			

(i) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to the consortium leader for E-rate submission is true.



We listen.



Proposal for Employee Assistance Program Services

For

EAST STROUDSBURG
Area School District

January 28, 2015

Presented by

MAZZITTI & SULLIVAN

Employee Assistance Program

3207 North Front Street | Harrisburg, PA 17110 | Phone: 800-543-5080 | Fax: 717-901-5659 | www.mseap.com

We help.

INTRODUCTION

Mazzitti & Sullivan recognizes that an employee benefit is only as good as the services it delivers. While Employee Assistance Programs are primarily directed at the employees and their families, we know that the goals of improving performance, increasing efficiency, and achieving excellence are major considerations for the organization as a whole.

Because of our experience in designing services aimed toward meeting these goals, we focus on service delivery, not marketing. Our account management staff works directly with school district management as well as the employees, with a primary focus on problem resolution – for this reason, Mazzitti & Sullivan EAP gets the best results when compared to other EAP providers. We can also offer the following insights about what makes us different from other EAPs:

- An annual renewal rate of 98% for all contracts
- Benefit service delivery facilitated by trained staff, not by a website
- Phone calls are answered by an EAP Account Manager or Master’s Level Therapist, 24 hours a day, seven days a week, 365 days a year
- Demonstrated savings to group insurance costs
- A full spectrum of available services – from pre-hire through retirement
- Extensive provider network with almost 3,000 credentialed therapists nationwide
- Your dedicated Account Manager will be with you every step of the way and assist with any questions or concerns that you or any staff have about the EAP
- No one knows schools better than we do: we have experience working with **twenty-four** schools, Intermediate Units, and other educational entities statewide – including PSEA

Part of our mission is to have a solid understanding of the issues and goals of the East Stroudsburg Area School District, so that we will be able to ensure that services are provided as smoothly as possible and that information is transmitted in a timely and efficient manner. By working closely as a true partner in the provision of these services, we believe we can enhance the reputation and growth of both the East Stroudsburg Area School District and Mazzitti & Sullivan EAP Services. We know that our approach to customer service by building solid working relationships has been the basis for our success and growth through the years, and we are committed to continuing this as a priority in the future.

COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAM SERVICES

Description of Approach and Systems

The Employee Assistance Program (EAP) service model that we provide incorporates a comprehensive, broad-brush approach. This allows employees and their family members to access the EAP for help in resolving a wide range of personal, mental health, and chemical dependency problems. By establishing strong working relationships with district administration and their staff, we can assist ESASD in addressing personnel issues that impact on overall worksite performance. Further, by integrating the EAP with human resource functions, we can help the district to successfully address and solve the problems presenting themselves at work. The issues that supervisors and human resource professionals most often request our help for are: drug free workplace, federal Department of Transportation (DOT) driver testing compliance, stress management, cultural diversity, conflict resolution, team building, Family and Medical Leave Act (FMLA) issues, Americans with Disabilities Act (ADA) concerns, critical incident stress debriefing, and worksite wellness. To accomplish our goals, Mazzitti & Sullivan offers the following range of services to the East Stroudsburg Area School District.

Direct Services

➤ Crisis Intervention

Crisis intervention will be provided for employees and eligible dependents presenting mental health or chemical dependency *emergencies* to the EAP. These services are available 24 hours a day, 7 days a week, through our account managers and answering service. *Emergencies* are handled immediately, with linkage for services occurring within the hour. This includes on-site services for life threatening situations and management consultation when a crisis situation has developed at the workplace. We maintain a nationwide listing of crisis intervention services that includes medical, police, and other emergency response agencies.

➤ Problem Assessment and Triage

Assessments will be provided for employees and eligible dependents at locations near the worksite or their homes. These will take place within 72 hours unless the employee chooses an evaluation date outside of these parameters. Our account management staff conducts the initial intake over the telephone; however, all evaluations are done face-to-face. After the account manager has discussed the employee/family members' needs for services and has explained the EAP process, they will collect personal and demographic information for our computer database. The next step is for the account manager to connect the employee/family member with a qualified clinician near their worksite or home. The account manager relays the information to the clinician and the employee/family member contacts the evaluator to set up the appointment. We require that the evaluator contact the client within 24 hours if a message is left for the evaluator. The evaluator then relays confirmation of the appointment time and date to the account manager as part of the account management process.

➤ **Short-Term Counseling**

Short-term counseling will be provided for employees and covered dependents. The program design for the East Stroudsburg Area School District will entitle all employees and eligible dependents to visit the EAP therapist for up to three counseling sessions per person, per problem situation. Problems addressed by the EAP include, but are not limited to: Substance Abuse, Emotional/Personal, Health-Related, Family/Marital, Financial, Legal, Vocational, and other problems.

Referred Services

Should resolution of the employee's/family member's presenting problems either require more extensive treatment than can be offered through the evaluation and short-term counseling segment of the program, or if their specific situation(s) would be better served through alternate resources, employees/family members will be referred to qualified specialists or community resources that offer the following services:

- Individual Therapy
- Marriage Counseling
- Group Counseling
- Chemical Dependency Treatment
- Family Therapy
- Financial Counseling
- Vocational Counseling
- Stress Management
- Legal Services
- Elder Care Resources
- Housing Assistance
- Transportation Services
- Other Resources, as needed

EAP System Components:

- EAP Policy and Procedure Development
- 24-Hour Access to Services
- Toll-Free Telephone Number
- Internet-Based Services (www.mseap.com)
- Assessment and Referral System
- Short-Term Counseling Option (3 Sessions)
- Expansive Benefit – Covers All Full-Time Employees, All Part-Time Employees, and All Household Members, plus children living outside of the home (up to age 26)
- Credentialed Evaluation and Treatment Staff
- Confidentiality-Based Operation
- Integrated Follow-up System
- Community Treatment Resource Network
- Telephonic Services: Elder Care Management and Direction, Financial Fitness Services
- Account Management Component
- Close Working Relationship with Human Resources/Benefits
- HR/Supervisor/Management Consultation
- Annual On-Site Trainings for Management, Supervisors, and Labor Representatives on Referring Employees to and Using the EAP
- Annual Employee Orientation Sessions On Site, plus CD-ROM/DVD
- Quarterly and Annual Statistical Reports
- **Personalized** Program Publicity and Promotional Materials (Brochures, Wallet Cards, Posters)
- Monthly EAP Newsletters for Employees as well as Supervisors
- Access to our Exclusive *Supervisor's EAP Reference Handbook* (PDF and hard copy)
- Quarterly Breakfast Meetings (Hosted in Harrisburg and Lancaster)
- Flexible to Meet Changing Labor/Management Needs
- Adequate Professional Liability Insurance (\$1,000,000/\$3,000,000)
- Coordination with DOT-Approved Substance Abuse Professionals (for CDL Drivers)
- Procedures for Handling Emergencies - On-Site Critical Incident Stress Management Services*
- On-Site Counseling/Mediation/Conflict Resolution*
- Exit Interview Services*
- Job Matching Services*
- Pre-Employment Screening*
- Succession Planning Services*
- Employee/Management Coaching*
- Workshops/Seminars/Training Programs*

* - May involve additional fee

ACCOUNT MANAGEMENT

An integral component of EAP programs is the account management function. An overview of the account management process of managing individual clients includes initial contact by the caller, a general assessment of the caller's problem, and triage of the caller to a counselor that has clinical expertise in the identified problem area. It is the account manager's job to make sure the counselor is geographically accessible.

The two major responsibilities for account management are to "screen" and "direct." Account managers facilitate by giving support and linking the caller with the service. Account managers screen callers for crisis, identify their needs, and direct them to appropriate help. The account manager is responsible for monitoring each caller's progress from initial contact through completion of treatment and follow-up. The account manager will work closely with the caller, counselor, and other persons relevant to the case, to assist in securing suitable treatment, determining insurance benefits or coverage, and coordinating follow-up to determine effectiveness of service delivery.

Upon receiving a telephone referral from an account manager, the caller can contact the counselor to arrange an appointment for the assessment. If the caller is having difficulty contacting the counselor, the account manager should be promptly notified. An appointment for a face-to-face evaluation with the caller is requested to be set within three business days of the initial contact, unless the caller requests otherwise.

If the caller is presented as an urgent referral, the counselor is to schedule an appointment within 24 hours. If the caller cannot contact the counselor, or schedule the appointment, the account manager should be notified immediately.

The counselor will contact the account manager to confirm the date and time of the scheduled evaluation. To confirm appointments, re-scheduling, no-shows or cancellations during off hours, an answering service is available for counselors to leave messages of a routine nature. The counselor will immediately notify the account manager if the caller cancels, reschedules, or does not keep the scheduled evaluation.

Upon completion of the evaluation, the counselor will provide the client with at least two recommendations/referrals. In presenting the options to the client, the counselor considers the client's ability to pay. The referral option could include the counselor or the agency where the counselor is employed. If the evaluation indicates that the client has an alcohol, drug, or mental health problem, the counselor uses the EAP placement criteria to determine the most appropriate level of treatment. The counselor will assist the client in contacting and arranging an appointment with the treatment provider to which the client is referred. The counselor agrees not to contact, verbally or in writing, an employer/supervisor without consulting and receiving approval from the Mazzitti & Sullivan account manager.

If the client is covered by an indemnity plan, the counselor utilizes the plan's provider network to select a treatment provider and explains to the client the two referral recommendations.

Consents are obtained, where necessary. Referrals for treatment will be directed to our system providers unless none are appropriate or listed with the health plan's provider network.

If the client is covered by an HMO, the counselor refers the client to his/her HMO Gatekeeper or Primary Care Physician and advocates for the recommended type and level of care for the client. The client will then confirm the outcome of the HMO evaluation process with the EAP counselor.

If uninsured, the counselor will utilize the local county drug and alcohol or community mental health systems. Again, the counselor will provide at least two options for continued treatment and explain the benefits and costs of each option. The exception to this would be locations where fewer than two affordable referral options exist.

➤ *Emergencies vs. Non-Emergencies*

A client's involvement in a crisis situation is something to which an account manager must be sensitive. If the client is clearly in crisis, the account manager will attempt to get the identifying information that is necessary to complete the referral process. The account manager then asks specific questions as outlined in the EAP client crisis protocol.

Emergency calls are connected with crisis intervention immediately, and if the caller is an immediate danger to him/herself or others, the staff member will contact 911 and have someone intervene. If the caller is not an immediate danger to him/herself, but has an urgent need to see a counselor, the account manager will contact a local counselor to see the person as quickly as possible and/or do a phone screen.

When the client's situation is not a crisis, the contact is handled as a non-emergency call and managed as a regular referral.

➤ *Follow-Up*

Mazzitti & Sullivan has a system for client follow-up that ensures that the client is receiving satisfactory services and collects data for our quality assurance process. The client is contacted by phone within three months after the initial visit. The follow-up staff person will make four attempts to contact each client. As with the other account management functions, confidentiality considerations will be strictly observed. Information will not be shared with anyone without the client's consent. If it is found through follow-up that a client is experiencing problems in accessing proper treatment services, the account manager will work with the client to solve the problems.

Follow-up is performed by staff to ensure the appropriateness and quality of service as well as measure program success. Follow-up monitoring also ensures that there is not a conflict of interest in the type and level of service recommended by the therapist and the

type and level of service that appears appropriate based upon available clinical information.

➤ *Performance Standards and Guarantees*

Telephone calls are answered within three rings 95% of the time, and our abandonment rate is less than 1%. Initial responses to e-mails are sent within two business days, frequently within an hour of receipt during regular business hours.

Every effort is made to maintain accuracy in recordkeeping, especially in the spelling of names and in telephone numbers. Our initial evaluation report form allows us to catch any errors which may occur. Any inconsistencies are immediately rectified after confirming what is correct.

EXTENSIVE CLINICAL NETWORK

In order to provide the East Stroudsburg Area School District's employees with a comprehensive service delivery system that affords choices of therapists specializing in many different areas of expertise, Mazzitti & Sullivan maintains a network of nearly three thousand clinicians that are credentialed across the United States. To illustrate what this will mean to each school district's employees, we offer this view: while other EAP vendors may have only one or two locations that employees and their family members must go to for services, our system allows employees and their families numerous clinics near their workplace or home from which to choose. Having choices allows our account management staff to more closely match the client's presenting problem with the therapist that has expertise in that particular area. It also allows our account management staff to facilitate requests for male or female therapists, minority therapists, and therapists with different clinical specialties.

Credentialing/Re-credentialing process for Clinicians

➤ *Credentialing*

The credentialing process for clinicians included in our network requires that they have a minimum of a master's degree in counseling, psychology or social work and are either licensed by the state in which they practice or are supervised by a licensed psychologist. We also require proof of licensure and/or supervision, information on specialties, and evidence of professional liability insurance in amounts ranging from \$1,000,000 to \$3,000,000. Those clinicians providing assessment for drug and alcohol problems must be working for a state licensed facility and provide (upon request) written proof of state certification or licensure in the identification and treatment of substance abuse problems.

All clinical work provided by our network clinicians is evaluated by our account management staff using information collected from our individual as well as from employers, if applicable. Any problems reported to the EAP by a patient are addressed within 48 hours with the clinician. Recurring, justified complaints (more than two) are cause for removal from the network. All network providers are audited and re-credentialled every two years to ensure that they continue to meet our standards.

➤ *Criteria*

Written credentialing policies include minimum criteria for credentialing practitioners as well as the circumstances under which exceptions, if any, can be made to these criteria. Minimum Mazzitti & Sullivan credentialing criteria by practitioner type are as follows:

- Clinicians functioning as directors or managers: must be fully licensed masters level mental health/chemical dependency (MH/CD) professionals with degrees in psychology, social work, or nursing.

- Psychotherapists performing patient evaluation: must be fully licensed or certified master's level Mental Health professional, or master's prepared Certified Addictions Counselor (CAC).
- Psychotherapists: must be masters level MH/CD professionals, and, if not licensed, must be supervised by a licensed MH/CD professional or CAC.

➤ *Accountability and Oversight*

Each agency must maintain their own policies that designate the person(s) responsible for conducting credentialing activities and for presenting clinical personnel for approval by Credentialing or Quality Assessment Committee; establish a Credentialing or Quality Assessment Committee responsible for credentialing decisions; define time frames and procedures for re-credentialing; and require the review of the credentialing policies by the provider's governing body at predetermined intervals.

➤ *Provider Credential Files*

Providers are required to maintain and update their own credentialing files with respect to each practitioner, and provide that information to Mazzitti & Sullivan EAP upon request. The following information must be current in each file:

- Degree and field of degree.
- Current licenses and type, number and expiration date. Copies must be present.
- Current certifications (e.g. CAC) and expiration date. Copies must be present.
- Proof of malpractice coverage, including the amount, and the expiration date of the policy.
- Documentation of specialties (e.g. addictions, eating disorders).
- Status as either employed or contracted by providing agency.
- Work location(s).
- Taxpayer ID#.
- Physician board certification status, if applicable.
- Signed application.
- Professional, educational and work history, including schools, internships, and residencies with all relevant dates.
- Current DEA number and expiration date. Copies must be present.
- Physician board certification status, if applicable.
- Hospital affiliations and privileges, if applicable.

Positive responses to malpractice suit inquiry or loss of hospital privileges must be reviewed by the provider's Medical Director.

➤ *Primary Source Verification*

For all clinical personnel, providers are required to verify the following credentials from the primary source: license or certification; medical school/graduate school or undergraduate school (highest level of education); and claims history. For physicians, providers are required to verify the following credentials: hospital privileges; board certification; and residency completion. Credentialing files must contain evidence that verification, either in written or verbal form, has been obtained from the primary source.

➤ *Re-credentialing*

All participating providers must have written policies with respect to the scope and frequency of re-credentialing activities. Time frames and procedures for re-credentialing must be defined. Credentialing files must, at a minimum, document the following re-credentialing activities:

- Licensing, DEA, and certifications should be kept current.
- National Practitioners Data Bank query results (every two years).
- Primary source re-verification on two year intervals, with the exception of school and residency.

Positive responses to malpractice suit inquiry or loss of hospital privileges must be reviewed by provider's Medical Director.

➤ *Provider Reporting*

Provider must report to Mazzitti & Sullivan any limitation or change of an individual clinician's participation in provider organization within thirty days of the imposition of the limitation. Provider shall report any sanction against an individual by Medicare/Medicaid immediately upon notification to provider of such sanction.

Network providers are required to notify Mazzitti & Sullivan regarding practitioners who are newly credentialed to treat Mazzitti & Sullivan members, or recently terminated practitioners. Additionally, updates in credentialing (e.g., therapist has acquired CAC designation or CISM training) are also required as needed.

➤ *Mazzitti & Sullivan Oversight*

Credentialing decisions are subject to review and oversight by Mazzitti & Sullivan, who shall have final authority over credentialing activities. Mazzitti & Sullivan retains the right to approve new practitioners and sites, and to terminate or suspend individual practitioners. Mazzitti & Sullivan shall have access to provider's credentialing files and credentialing committee minutes upon reasonable request.

National Network Saturation

Account Managers at Mazzitti & Sullivan EAP are all trained in assisting clinicians with credentialing and other questions, and one is designated as the Provider Network Coordinator. This Provider Network Coordinator is the primary individual responsible for assimilating new therapists/agencies into our integrated EAP database, acquiring necessary paperwork and forms to complete each provider's file, and conducting routine network auditing to make sure that our information is current and accurate.

Because each employer has different needs for clinicians based upon locations and concentrations of employees or employees, our provider network coordinator will work with the East Stroudsburg Area School District to ensure that our national network fits their employees' needs like a hand in a glove. This ability to customize our system ensures that every policyholder has access to the full range of clinical and community based services, regardless of their geographical location.

Mazzitti & Sullivan EAP is inclusive rather than exclusive with its clinical network; we are frequently adding new providers across the country to our database through active recruitment in areas where more clinicians are needed as well as via specific client requests. It is our goal to offer our individual clients several options within a 30-minute drive of their home or work. Through our many years of work with both private and public employers, we have found that no single clinician is a "perfect fit" with everyone – there are countless variables in everyone's lives that affect their preferences. Since working with a therapist is a very personal event, it is imperative that there be a rapport between the individual and the therapist; without this rapport, progress is difficult at best. To ensure that the EAP is as effective as possible to our individual clients, we work with them at the initial intake to find a provider who is compatible with their needs; **in the event that the therapist is not a good "fit" with the client, we offer a complimentary re-referral to a different clinician.** Many times it is clear after the first session if that therapist is not going to be compatible with the client. If this happens for any reason, (such as emotional compatibility) the individual client is always welcome to contact us for an alternate referral. So that the caller has the full EAP benefit to use with a provider who can assist him/her/them, **we return the first session back to the client.** For example, if someone is authorized for 3 EAP sessions, and has been to one session with a provider that he or she is dissatisfied with for any reason, we will offer them 3 EAP sessions with a different provider. There is no limit to how many times an individual client may change providers; however, we find that in most cases the second referral is a better fit than the first and the client is satisfied.

COMMUNITY RESOURCE REFERRALS

The Employee Assistance Program is *more* than just counseling. It has become clear to us over the past thirty years that there is no single service that will help every employee in a given organization, and in response to the changing needs of our client base, we have expanded our services in order to assist more people. Not everyone wants – or needs – one-on-one, face-to-face counseling; however, many people are unaware of the vast community resources that are available to them for any given issue.

Part of what makes the EAP “comprehensive” is our ability to offer additional resources to callers who are looking for assistance either in addition to, or in lieu of, counseling. We maintain a collection of resources nationwide on a variety of topics and concerns, including but not limited to the following areas:

- Adoption Information
- Child Care
- College Scholarships
- Domestic Violence Assistance and Shelters
- Drug/Alcohol Treatment Program Options
- Elder Care
- Financial
- Gambling
- Halfway Houses
- Health-Related (Cancer, Multiple Sclerosis, other physical issues)
- Homeless Shelters
- Housing and Utility Assistance
- Immigration Information
- Legal
- Mental Health Support Groups
- Pregnancy Services
- Substance Abuse Support Groups
- Suicide Hotlines
- Teenagers
- Veteran Services
- Victim/Witness Services

Resource referrals are part of the EAP services and can be requested unlimited times. Many of these resources are free of charge, or have a nominal fee, to use. If we are aware of a fee, we will let the caller know ahead of time. Our staff is also skilled in conducting the necessary research to find information in areas not listed above, upon request. We provide telephone numbers, addresses, and (where applicable) websites to the caller so that he or she may follow up with the resources and determine which option(s) will be most beneficial. Some programs are need-based or have specific criteria for which a person must qualify; we leave it up to the individual to follow through directly with the resource.

Telephonic Elder Care Management and Direction

Studies show that as many as 35% of all employees are dealing with elder care issues. These problems result in absenteeism, workday interruptions, emergencies, replacement costs for caregivers leaving the workforce, and decreased productivity as a result of stress, depression, illness, and exhaustion.

Through our partnership with Senior Management Services, we offer the option for callers to utilize their EAP sessions as 30-45 minute telephone consultations to discuss caregiving issues and to explore available resources for themselves and older relatives. This benefit – which is included with the EAP contract at no extra charge – permits those employees with adult caregiving responsibilities to focus on their jobs by providing them with the proper resources to move forward and continue working when their aging relations are in need of care.

Senior Management Services can also help employees who are getting ready to retire, by assisting them with the various issues that occur just before, during, and after retirement.

The elder care component includes:

- Access for elder care support and information for each employee through a nationwide toll-free hotline.
- A customized caregiver resource packet designed to assist employees in locating services, even if the aging person does not live locally.
- Total confidentiality.

Telephonic Financial Fitness Services

The BALANCE Financial Fitness Program has long been utilized by credit unions as a way to help their members to be “fiscally fit” – and we have also contracted with them to provide their telephonic services to our clients as well.

BALANCE can provide confidential money management and debt counseling and information, as well as Housing Counseling (buyer education, affordable housing, early delinquency intervention, default and foreclosure, reverse mortgages, and tenant rights). They will also send free printed materials to callers to help them with money management, housing issues, or bankruptcy prevention, and have a variety of materials available on their website.

BALANCE can also provide direct services with debt consolidation for a low additional fee, as well as offer current credit reports (with scores) and a Credit Report Review for a reasonable fee, with no additional obligation and the security of knowing that one’s Social Security Number is not going to be compromised.

Note: *Balance financial fitness program does not endorse or sell any specific financial products or services which would create a conflict of interest.*

SUBSTANCE ABUSE PROFESSIONAL SERVICES

If the East Stroudsburg Area School District has any CDL drivers on staff (such as bus drivers) who test positive during, before, or after conducting any safety-sensitive responsibilities, that employee will require an evaluation from a DOT-certified Substance Abuse Professional (SAP). Mazzitti and Sullivan will coordinate SAP evaluation services as defined in 49 CFR Part 382 US DOT regulations. The SAP will meet the criteria specified in the US DOT regulation and are certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission. The SAP will evaluate all employee drug or alcohol referrals when the employee has violated DOT regulations 49 CFR Part 40. The SAP will communicate the results of the evaluation and any recommendations for treatment to the employer's designated representative. It will be the responsibility of the SAP to provide case management services for these patients while they are actively participating in any recommended treatment program. With appropriate releases of information, the SAP will communicate with treatment and aftercare providers to ascertain the patient's treatment progress, status and compliance. The SAP will determine the patient's ability to return to work in a CDL or safety sensitive job position. The SAP will also recommend a follow-up drug testing schedule for the patient, which conforms to US DOT guidelines. The SAP will communicate completion/ termination of treatment, results of the return to work evaluation and the recommended follow-up testing schedule to the designated representative. Case management services provided by the SAP are in addition to regular case management services provided by Mazzitti & Sullivan EAP staff.

Mazzitti & Sullivan EAP Services will provide coordinated services and disseminate information referred as a Condition of Continued Employment (COCE). This formal referral is a process that we have a great deal of experience in administering. In addition to providing the appropriate paperwork, we will also train supervisors in the procedure for a COCE referral. Necessary consents are obtained from the employee so that the account manager can provide ongoing updates about attendance in treatment and referral recommendations to the contact person listed on the release form.

The cost for Department of Transportation evaluations by a qualified Substance Abuse SAP is **not** covered under the EAP or included in the standard contract price; fees for SAP services are usually paid by the affected employee unless other arrangements are made in advance with the employer and/or union (if applicable).

EAP PROGRAM DESIGN OPTIONS

A major contributor to our success over the years has been our ability to listen to employers and design Employee Assistance Programs that meet their specific goals and objectives. This flexibility has led to the development of numerous program designs.

While we administer programs that offer any number of sessions, depending upon the needs and goals of different organizations, the *Three Session Model* is the most popular EAP design selected by employers that are implementing a program for the first time. In fact, most of the contracts that we have consist of three session models, because it also expands to cover each person attending counseling. The three-session model allows the counselor to perform a more in-depth assessment of the client's problems or to do some brief solution-focused therapy with the client if the problem is not severe. Since the goal of the Employee Assistance Program is early intervention, the prospect of success for brief therapy increases dramatically. It is our experience that **90.35% of the clients utilizing the three-session model EAP do not require referrals beyond the EAP for additional treatment.** Part of the reason for this high number may be that we design our EAPs to provide the contracted number of sessions for each family member. Many other EAPs only allow the contracted number of sessions for the entire family. For example, a family of four that comes for family counseling through our EAP would be entitled to up to 12 sessions. Under many other EAPs, a family of four would be entitled to only three sessions. In the three-session model the average number of sessions used by each client is 2.38.

PROGRAM SET UP/POLICY DEVELOPMENT

Mazzitti & Sullivan EAP Services staff will provide expertise in setting up all aspects of the Employee Assistance Program for the East Stroudsburg Area School District. Our staff would meet with designated district representatives to establish the Employee Assistance Program goals and objectives and develop a time line for implementation. We would review the East Stroudsburg Area School District's personnel policies on mental health and chemical dependency issues, as well as policies on sexual harassment, fitness for duty and time/leave. Mazzitti & Sullivan's staff will provide technical assistance in developing EAP policy and policy in any other personnel area as requested.

We will establish EAP supervisory training programs and employee orientations as described in this proposal and a schedule for their delivery. All training presentations and employee orientation programs will be coordinated with district staff, taking into consideration staffing availability and work schedules. We will develop selected promotional materials that have been approved by district representatives and oversee their production and distribution.

PROGRAM PUBLICITY AND PROMOTION

For an EAP to be successful, it must be understood and accepted by those it is intended to serve. Mazzitti & Sullivan will work with designated district personnel to develop a program of publicity and promotion utilizing a variety of materials and approaches that may include, but are not limited to the following:

- Brochures
- EAP Wallet Cards
- Posters
- Website Access
- Initial Mailing to Employees' homes
- Monthly Newsletters (via e-mail)
- Orientation Video on DVD/CD

EAP promotional materials are always available at no extra charge, and many are personalized with the district's name and/or logo. We believe that program promotion is most effective when it is carried out on a regularly scheduled basis. Also, since the benefit would be new for the East Stroudsburg Area School District, we would recommend that initial program promotion include a letter and brochure that is mailed directly to the employees' homes so that covered dependents are aware of the services. Worksite posters should be prominently displayed on an ongoing basis in any faculty lounges or staff break areas. We also distribute an EAP newsletter (via e-mail) that addresses personal problem issues and also serves to remind employees and their family members about the EAP and how to access it. Should utilization fall below 3%, Mazzitti & Sullivan will discuss strategies for training and/or promotional activities to enhance utilization. **Our average annual utilization for all of the Employee Assistance Programs that we administer is consistently over 9%.**

EAP MANAGEMENT/SUPERVISORY TRAINING

All relevant research, data and experience have demonstrated that Employee Assistance Program efforts require that key worksite personnel all be trained to ensure expedient and efficient program operation. The staff of Mazzitti & Sullivan will be available to be involved on any level in the training of the district's principals, supervisors, and managers. Mazzitti & Sullivan staff that would participate in this effort have strong backgrounds in developing and presenting EAP training packages that are 1) easy to understand and 2) educational on program objectives, procedures and benefits. Training packages would be developed in concert with district personnel to ensure that all program goals are met. Drawing on our experience in this area, we would help develop training packages that are designed to accomplish the following objectives:

- To have the training participants examine their attitudes toward alcoholism and other chemical dependency issues as well as mental health and personal problems.
- To impress upon the training participants the need for such a program and the benefits of the program to the employer and the employees.
- To impress upon the training participants the need to remain objective when dealing with employees with substance abuse and other related problems.
- To provide the training participants with an understanding of the concept of employee assistance and the types of problems the program can address.
- To educate the training participants in the role of documentation and the need for this in effectively dealing with deteriorating job performance.
- To educate the training participants in the area of addiction and recovery.
- To educate the training participants for the necessity of a team approach when dealing with the troubled employee, particularly the substance abuser.
- To define the role of the key people in the intervention process.
- To impress upon the training participants the need to focus on "job performance" when confronting a troubled employee.
- To enable the training participants, in a non-threatening environment, to practice confronting the troubled employee.

Training Presentation

The training program will utilize the following things to accomplish its goals:

- Lectures
- Experiential Exercises (role play)
- Written Materials Designed to Reinforce Learning Process
- Questions/Comments

Employee Orientation

Mazzitti & Sullivan will provide on-site employee orientation sessions as well as provide an orientation video on DVD and CD-ROM. These orientation sessions have several goals.

- To explain the operation and benefit of the Employee Assistance Program for the workers and their families.
- To address concerns about cost for services through the Employee Assistance Program.
- To explain the range of services and types of problems covered by the Employee Assistance Program.
- To address concerns about the confidentiality of the Employee Assistance Program.
- To explain program access and service availability near their worksite or home.

Employee and Supervisory trainings will be conducted as needed and determined by a designated district representative, such as a Human Resource Director or Business Manager.

Note: *All training designed to orient employees, supervisors and managers to the EAP benefit is included in the annual price per covered employee.*

HUMAN RESOURCE / MANAGEMENT CONSULTATION

The Employee Assistance Program provides a valuable benefit to school principals and department supervisors within the district – they are often faced with personnel and worksite issues that impact on job performance but are rooted in personal problems that their employees are experiencing. While principals, supervisors, and administration staff may be well trained in supervising performance and safety issues, they are not equipped to handle mental health and chemical dependency issues. Through training, the Employee Assistance Program works with managers and supervisors to build a truly functional working relationship. Management employees learn about the services the EAP can offer to them in dealing with problem employees. Once educated, these employees come to view the EAP as another tool that they can use in managing the workplace and their employees.

Mazzitti & Sullivan account management and clinical staff will be responsible for providing individual consultation to principals, managers, and administration staff regarding day-to-day management of employees with problems and proper procedure for referral to the EAP. Our staff can handle calls about traumatic events at the work site and work with the district to plan appropriate responses.

Another consideration is that major changes in the workplace, such as restructuring, downsizing, and/or other district changes, often result in employee stress. When problems develop because of this, the Employee Assistance Program can provide either transitional or outplacement counseling. Access to information regarding these services is available 24 hours a day through our account management and on-call clinical staff. We view the development of strong working relationships with employers as a key to EAP success. To demonstrate our commitment to this, we have established a **separate 800 number** that is available to **supervisors and managers** for the purpose of consultation. This phone number is **1-800-241-5740**.

OUTCOMES / REPORTS

Mazzitti & Sullivan will provide quarterly utilization and program performance reports to the East Stroudsburg Area School District. Mazzitti & Sullivan account management staff collects the data from our clients, evaluators, treatment facilities, supervisors, and managers that make up the basis of our reports. We have a fully integrated, networked computer system that allows us to easily collect and enter data. The database that we use to store information and generate reports is custom developed by *Herbert & Lewis* in Washington, developed specifically for our agency and the tracking and reporting needs of our EAP system. We have the ability to track clients through the system, from contact to assessment to treatment and aftercare. We can log the type, level, and length of each client's treatment experiences, and track actual costs per client. The database allows us to measure treatment success and failure over time. We can chart treatment outcomes and measure them against other EAP systems and national data. In addition to treatment information, we track utilization and employer-by-employer demographic information. When incorporated into the EAP quarterly reports, this information should give the East Stroudsburg Area School District a snapshot of their workforce and the type of issues that their employees are dealing with during any given reporting period.

Provisions for our annual report which recap utilization and compare performance with normative statistics are as follows: Program utilization, program statistical analysis, and summary of observations and recommendations.

Annual reports include data that explains how the EAP is performing for each employer. The annual report demonstrates how well the Employee Assistance Program for the school district is operating in comparison with other districts as well as other employers covered under our EAP. The annual report shows the utilization rate for each quarter of the year and compares annual utilization with the normative national statistics. For example, the utilization rate for a program in its first year of operation is usually highest due to implementation of the program and general questions about the service. We expect that usage will "mature" after a few years of operation and eventually stabilize at a rate between 6-10%. The annual report will show if the utilization rate for a certain entity exceeds or falls below the normal range we expect for a program.

In addition to the utilization rate data, the annual report also explains the types of problems handled by the EAP, the breakdown in percentages according to category, and any outstanding or unusual trends or areas where there seem to be problems beyond those we see in the normal course of operations. The employers are able to see how most clients are referred to the EAP and who is most involved in that process.

The annual report also indicates client satisfaction in regards to the EAP as a whole system. It states what percentage of clients accepted treatment recommendations and the percentage of situations or problems that were improved or resolved. The report also offers recommendations for changes that may further better the program for the employers.

A Sample Annual Report is included at the end of this proposal for your reference.

Referral Procedure

The process used in making a referral to the EAP Program will come in several forms:

- Human Resources / Supervisory Referral – Referral made by human resources or supervisory personnel (principal or department manager, for example) who has knowledge of the availability of the EAP and encourages the employees to utilize this benefit.
- Self-Referral – Employees who have personal problems that affect everyday life and need help may voluntarily seek help.
- Family Referral – Family members may access the program at any time for help with personal problems.
- Other Referral – School counselors, school nurses, other coworkers, family doctors, lawyers, or other professionals may recommend that an employee seek help for him/herself or a family member.

Mazzitti & Sullivan EAP Services will provide a toll-free national (800) telephone number for employees and their families to use **24 hours a day, 365 days per year**.

During normal business hours (Monday through Friday, 7:30 a.m. to 5:00 p.m.), the phones will be answered by an EAP account manager. The account managers are all college-educated and fully trained in our system's policies and procedures, with a minimum of five years' experience in the EAP and/or psychology fields. Initial response to a call after normal business hours will be through our live answering service. The answering service is staffed by Master's level therapists who will assist an employee in the referral process and can also provide immediate telephonic support to employees in a crisis situation. This clinician will have the ability to handle emergency requests and work out immediate resolution through our emergency services network, provide telephone support for distressed clients, and provide information about the EAP's operation and services.

INTERNET BASED SERVICES

At www.mseap.com, you will find a user friendly, interactive website with information for employees and their family members, supervisors, current and future employers, and our network providers. If you have a QR reader installed on your smartphone/tablet, you may scan this code to directly access our website; the QR code is also included on our brochures and posters to facilitate access to the website.



Employees can access the employee orientation video, review frequently asked questions, and e-mail questions to account managers. HR and supervisors can download manager mandate paperwork, review available training lists, request supplies to promote the EAP, and e-mail their dedicated account manager.

You will also have access to the **Mazzitti & Sullivan Work / Life Services** section of our website. This service is password protected to ensure only your employees and their family members will have access to this information. **Work / Life Services** was developed to assist your employees in gaining a balance between their work and home life so they can be as productive and secure as possible in their day to day life. Overwhelming responsibilities at home and work can create poor health, inefficiency, and a culture of stress. Mazzitti & Sullivan EAP Services has developed a comprehensive database of information, links, and articles on many life management topics.

We also maintain a Facebook page (<http://www.facebook.com/mseap>) as well as a Twitter account ([@mseap](https://twitter.com/mseap)) so that our regular blog posts and website updates are automatically cross-posted to these social media platforms for those who use them. Additionally, we maintain a presence on LinkedIn (www.linkedin.com/pub/mazzitti-sullivan-eap-services/91/411/a18) where we host a members-only group.

Usage of the website (including the Work/Life Section) and QR code are considered confidential. We do not track individual usage, what sites are visited, or what items are downloaded; we only check the total number of logins under each employer's unique username. Individuals may access the Facebook and Twitter without "Liking" or "Following" if they choose. We **never** sell, rent, lend, or give anyone's personal information to anyone for any reason outside of normal EAP operations.

CONFIDENTIALITY OF RECORDS

All activities conducted by Mazzitti & Sullivan EAP Services follow the strictest confidentiality standards as designated by state and federal laws. This includes Public Law 92.255 implemented by Federal Regulation 40FR27802, July 1, 1985 and by s/s 4 and s/s 8 of 222263 (P.L. 221) 71PS1690.101, as well as the federally mandated HIPAA regulations. No information will be released to any source without the completion of a signed release of information form. We maintain all EAP records for a minimum of seven years.

The Employee Assistance Program operates from a base of confidentiality. This confidentiality is fundamental to the success of the Employee Assistance Program because without it the employees and their family members would be very reluctant to utilize its services. While the issue of confidentiality is crucial to the success of the Employee Assistance Program, employers do have some legitimate right to information from the program to justify the program's expense. For these reasons, issues regarding confidentiality and information sharing need to be clearly established at the inception of the program.

Client confidentiality regulations, as established by state and federal law, protect the employee and family members from having any information released which deals with the clinical nature and subsequent treatment of their problems. Laws affecting specific areas of confidentiality vary from state to state, but in Pennsylvania there are very specific laws that govern the right to disclose information gathered in a clinical setting. The rights of clients coming to the Employee Assistance Program are well protected from disclosure in cases of mental health and substance abuse treatment. Exceptions to this would be cases of extreme medical emergency, instances where there is evidence of child abuse or where there is potential for serious harm or threat to the life of the client or someone else.

Issues regarding transmission of clinical information must follow confidentiality guidelines, in that information will not be released without the appropriate written consent of the person whose information is being released. The information consent must be very specific in terms of to whom the information can be released, what specific information is being released, and the purpose for the release of information. There also needs to be a time constraint as to the amount of time that is allowable for information to be shared by the EAP about a particular client's involvement with services.

Employee Assistance Programs generally see their role as one of protecting client privacy and abiding by client confidentiality. However, Employee Assistance Programs need to recognize their responsibility to the employer as a client with whom they are contracting for this service. Employers have a legitimate right to know about information that may lead to the destruction of their property or that may result in harm to their employees, clients, or customers, depending on the type of business in which they are engaged. In general, employers have a legitimate right to information that puts them, their employees, or the public at risk.

The Employee Assistance Program and employer must establish what information will be shared with the employer in written policy before the onset of the program. The parties may agree that

the Employee Assistance Program will communicate information to the employer about dangers to the work site, property, and the public. Exceptions to client confidentiality need to be clearly stated. Once the policy on communication has been established, employees and family members need to be informed of this prior to their entering into services with the Employee Assistance Program.

Aside from dealing with client/clinical issues and threats to the employer's operation, personnel, and property, the EAP may communicate with the employer about other issues and trends. As clients bring problems affecting their lives to the Employee Assistance Program, recurrent work related themes may develop that impact on the work environment or the employees' lives. These can be communicated to the employer by the Employee Assistance Program without there being a breach of client confidentiality. For example, the Employee Assistance Program may see an unusually large number of people for job related stress issues and the Employee Assistance Program may want the employer to be aware that they may have some issues that need to be addressed in this area. There may be an unusually high incidence of work place conflict, sexual harassment, or cultural diversity issues. With help from the EAP, identified problem areas at work can be successfully addressed.

TRAINING AND ORGANIZATIONAL DEVELOPMENT

As issues impact upon the work site, Human Resource Directors managers and/or Union Leaders turn to the Employee Assistance Program for expertise and guidance. The changing face of the workforce has presented challenges for employers that were non-existent 25 years ago. In addition to the EAP supervisor training and employee orientation that Mazzitti & Sullivan offers to employers with whom we contract, Mazzitti & Sullivan has developed an entire training portfolio of programs, seminars, workshops and presentations that would be available to the East Stroudsburg Area School District at a discounted rate. This portfolio currently contains more than 100 different topics with new ones being constantly developed. The most common requests are for trainings on the following topics: **stress management, drug and alcohol abuse issues, conflict resolution, team building, and dealing with difficult people.** A listing of our current training and workshop portfolio is available at our website at: <http://www.mseap.com/management/training-programs>.

Additional costs for training and organizational development are separate from the contract costs unless stated otherwise. For our EAP clients, typical rates for our on-site, in-person training sessions are as follows:

\$350.00 per hour (1-2 hours)

\$1,000.00 for 3 contiguous hours

Training rates include travel, preparation, and materials (excluding assessment tools, such as TriMetrix DNA or EQ) and are for any number of participants.

In addition to these trainings, we also offer comprehensive **Job Matching and Pre-Employment Assessment Services.** If you have any high-turnover positions within your school district, we have the capability to measure the needs of the job and provide online assessments so that you can match the best candidate for that position. Some of the assessments may be added to a training (for an extra fee), or otherwise used with existing employees. Our partnership with TTI has offered us the opportunity to conduct these statistically valid and reliable assessments to assist employers who are struggling with finding the “right fit” for a specific job, as well as help with departmental discord, communication issues, and employee/management coaching.

We have also found these assessments useful in assisting employers with **Succession Planning** – this process includes identifying staff who model leadership capabilities, as well as providing them with the appropriate assessment, de-briefing, and a **Personal/Professional Development Plan** that is designed specifically for them and contains specific time frames, goals, methods, and measurable outcomes of development.

There is an additional charge for each of these optional services; please contact us for details. Although we can provide the assessments to non-EAP clients, those who have contracted with us for our EAP receive a discount on this service.

CRITICAL INCIDENT STRESS MANAGEMENT

An effective Critical Incident Stress Management (CISM) program should be comprehensive and integrate prevention, early intervention, and follow-up strategies. CISM strategies and written policies should be developed and implemented by a designated Critical Incident team comprised of a range of workplace professionals representing Human Resources and Safety Departments, as well as union representatives and representation. It has proved to be effective when a Critical Incident Debriefing Coordinator from the Employee Assistance Program provides leadership and guidance for this team. Also, peer debriefers within the organization should be trained to respond to events designated as Critical Incidents.

In addition, it is recommended that prevention strategies be utilized, particularly for those employees who are most at risk for cumulative stress. Strategies may include stress reduction/management programs and psycho-educational programs relative to compassion, fatigue, self-care, and family stressors for employees. In addition, supervisors should be trained in the utilization of fitness for duty and observable behavior guidelines in order to refer individuals to the EAP for threat assessments relative to danger to self and others.

Critical Incident Debriefings or Defusings may be utilized in high-risk areas where individuals are at risk for cumulative or traumatic stress responses. In most cases, it is important to provide debriefings in a timely fashion. Through a network of credentialed mental health Critical Incident Debriefers located throughout Pennsylvania and nationwide, debriefers can respond to an incident within hours and sometimes minutes. All debriefers (including Mazzitti & Sullivan EAP Account Management staff) are experienced and credentialed and are certified by the International Critical Incident Stress Foundation. Following debriefings, key individuals receive a report with recommendations for any additional follow-up, including post trauma counseling.

Debriefings must be scheduled at times convenient for the employer in order to minimize disruptions in work schedules and related costs. Based on the location and specific requirements of the CISM request, either a staff or consultant debriefer will be selected to perform the debriefing.

Nationwide Debriefing Network

All of our EAP Account Managers are ICISF certified in conducting CISM Defusings and Debriefings, so that we may provide assistance to most areas that we service within four hours. Through our nationwide EAP Provider Network, we have also identified those EAP providers who are certified in providing CISM as well as those providers who specialize in trauma, grief, and loss issues.

It is important that the CISM process, including debriefings, be managed and monitored for quality and consistency relative to intake, delivery of services, and follow-up reports and response. The CISM Coordinator will ensure that debriefings will be delivered in a timely and responsive fashion.

Program Components

Preventative pre-incident education and training programs which may include but are not limited to:

- Violence in the workplace (including domestic violence in the workplace).
- Stress reduction and management techniques.
- Dealing with difficult people.
- Conflict resolution.
- Mediation and intervention techniques for supervisors.
- Compassion fatigue (burnout) and boredom.
- Family and significant other education and support services.
- Policy and protocol development relative to violence in the workplace and fitness for duty.
- One-on-one crisis intervention such as threat assessments (threat to self or others).
- Critical Incident Debriefings and Defusings.
- On-site clinical consulting services.

Policies and Procedures for Debriefers

In order to ensure an appropriate, successful and consistent response to critical incidents, the following protocols have been established by Mazzitti & Sullivan EAP.

When a CISM request is received by Mazzitti & Sullivan, a staff member will discuss the situation with the client, determine the services that will be provided, and fill out a Critical Incident Intake Form. At this time, authorization will be obtained from the client for billing the services and expenses, or using pre-paid contracted hours.

Debriefings and/or defusings must be scheduled at times convenient for the client school district in order to minimize disruptions in work schedules and related costs. Based on the location and specific requirements of the CISM request, either a staff member or consultant debriefer will be selected to perform the service.

Before the Debriefing - Consultant Debriefers' Responsibilities

- Each clinician is responsible for keeping us updated with any changes of address, telephone, experience or availability.
- When we have had a request for a debriefing that we would like the consultant debriefer to conduct for us; we will call the clinician to determine his/her availability.
- The EAP Account Manager will be in touch with the employer to advise which consultant debriefer will be responsible for conducting the on-site service. The consultant debriefer will be asked to contact the client directly to introduce him/herself and confirm the date, time, and location and obtain directions. At this time, the debriefer will also be informed of any special circumstances or requests by the client (i.e. foreign language, hearing impairment) and any additional benefits available for participants needing further assistance.
- If any given provider is unavailable at the time requested by the client school district, Mazzitti & Sullivan will find another debriefer to fulfill the request.
- If, after accepting the assignment, the clinician is unable to provide the debriefing, they should immediately contact Mazzitti & Sullivan. We will then take responsibility for finding another debriefer. Under no circumstances should the clinician select a replacement or pass on the request to an associate. However, we will accept any recommendations for an experienced debriefer who may be available. We are always interested in provider recommendations and referrals of qualified debriefers to add to our panel.

During the Debriefing - Consultant Debriefers' Responsibilities

- During the CISM process, the consultant debriefers provide education and support rather than clinical services.
- Consultant debriefers should stress confidentiality of all discussions, debriefings, and consultations. In order to maintain the role of impartial facilitator, it is Mazzitti & Sullivan's policy to avoid taking sides or writing reports that support or harm employees, management or the corporation.
- Consultants will be acting as representatives of Mazzitti & Sullivan and as such should not distribute their own handouts or materials to either employees or management. Mazzitti & Sullivan will supply a set of handouts that can be photocopied and distributed to participants.
- Managers are frequently unprepared to deal with critical incidents or are concerned about how to handle the aftermath. A brief consultation before the debriefing can

help management understand the CISM process and how to best implement it in the current situation. When arriving on-site, it is important to assess the situation and offer a consultation if it appears warranted.

- If participants request additional assistance beyond the debriefing, the consultant should follow the procedures for referrals as directed by Mazzitti & Sullivan or the client contact. If Mazzitti & Sullivan is the mental health or EAP provider, participants can call 1-800-543-5080 for assistance. If no specific information has been provided, participants can be apprised of local community resources and/or referred to their Employee Benefits department for information about their individual benefits. The consultant should not expect to add clients to a private practice as the result of contacts made during a debriefing.
- Occasionally, in the course of a debriefing, participants identify a workplace issue, problem or concern that could serve as useful feedback to the client school district. If appropriate, first ask the group if they want this information brought to the attention of Human Resources or other appropriate management staff. It should be emphasized that no names or specific comments will be shared, only the general problem or issue that was raised.
 - If the group reaches a consensus that the problem can be brought to management, you should then **discuss the information with Mazzitti & Sullivan, not the client school district**. Mazzitti & Sullivan will assume the responsibility for bringing the matter to the attention of the appropriate individual(s).
 - If a consensus is not reached, let the group know that without their permission, the problem will not be brought to the attention of anyone in their organization. However, since you are acting as our representative, it is not a breach of confidence to share these issues with us and we would appreciate your including them in your report back to us. We will then hold this feedback in strict confidence.

After the Debriefing - Consultant Debriefers' Responsibilities

- Follow-up with Mazzitti & Sullivan:
 - If there were any problems with the debriefing, or difficulties with management or employees, contact Mazzitti & Sullivan, not the client.
 - Upon the completion of the debriefing services, please phone Mazzitti & Sullivan at 1-800-543-5080 with a brief report of how things went and any concerns or requests that may need additional follow-up.

- Follow-up with Client:
 - Consultant debriefers should only follow-up with the client under the direction of Mazzitti & Sullivan. **Consultants will not be reimbursed for services provided without prior approval by Mazzitti & Sullivan.**
 - If the client contacts the provider directly and requests additional on-site services, we recommend that the provider either refer the client back to Mazzitti & Sullivan or call us directly with the client request. We will then contact the client to obtain authorization for billing or using their contracted hours for the additional services.
 - If we have requested that the clinician follow-up with the group, questions should include: how people are functioning, whether the workplace has returned to normal, what needs the client has now, whether there are any particular employees that management is concerned about, and what other resources could be utilized (i.e. training or consulting).

If the East Stroudsburg Area School District is a member of PSEA, the district may be eligible to access CISD services at no cost in the event of an eligible Critical Incident. Otherwise, CISD services are priced at \$300.00 per hour, with a two-hour minimum for each response.

Corporate Background

Mazzitti & Sullivan EAP Services is an organizationally separate division of Mazzitti & Sullivan Counseling Services, Inc. The EAP division has its own dedicated staff, phone and computer systems, operating policies, procedures, forms, and data management systems. Our main office is located at:

Mazzitti & Sullivan EAP Services
3207 North Front Street
Harrisburg, PA 17110

Telephone: 800-543-5080
Dedicated management line: 800-241-5740
Fax: 717-901-5659

Chief Financial Officer: Charles R. Mazzitti
Chief Executive Officer: Andrew T. Sullivan
Medical Director: Stefan Kruszewski, MD
Supervising Psychologist: Debra Good, MA

Mazzitti & Sullivan Counseling Services was founded in 1983 by Chuck Mazzitti and Andy Sullivan out of a common desire to help people. In 1984, they created Mazzitti & Sullivan EAP Services in response to a growing need for Employee Assistance Programs in Central Pennsylvania, and incorporated the business in 1990. Both founders still maintain an active presence and participate with daily activities of the business.

Our history is rooted in outpatient clinical services and clinical professionals lead our operations rather than business school graduates. In other words, we know how the counseling and EAP fields work through our personal experiences rather than theoretical knowledge. As a result, our priorities center on individual client care, service delivery, and successful outcomes. We have found that by concentrating on these areas, our business has grown, our reputation has grown, and we encounter an increasing number of opportunities for success. We believe that client care and a commitment to customer service will produce the results long sought by the managed care arm of the health insurance industry. Our commitment to individual care has led us to develop numerous Employee Assistance Program models for employers as well as expand our other services to include Pre-Employment Assessments, Job Matching, Succession Planning, Employee/Management Coaching, Exit Interview Services, and increase the different ancillary services that we include with every EAP contract. On the counseling side, intensive outpatient programs for adolescents and young adults all grew out of our commitment to address the needs of our patient population.

In the area of employee assistance, we have experienced steady growth over the years, and today our agency manages contracts that include more than 300 employers and provides services to approximately 500,000 covered lives at more than 600 work sites nationwide.

Mazzitti & Sullivan EAP Services has at its disposal:

- An extensive network of nearly 3,000 mental health and substance abuse clinicians that allow us to offer comprehensive Employee Assistance Program services to our clients nationwide.
- Since our expertise in the area of drug and alcohol treatment was the foundation of our business since its inception in 1983, our network in this area is extensive and comprehensive. This ensures that we will be able to provide any related service to help the East Stroudsburg Area School District comply with Drug-free Workplace and Federal DOT testing and treatment requirements.
- Expertise in providing assessment and referral services as exhibited by our work with federal, state, and county government agencies; businesses and industries; school districts; hospitals; insurance companies and other organizations. Mazzitti & Sullivan regularly refers thousands of individuals to counseling and other resources each year, in addition to hundreds of on-site services (these include EAP orientations/ reorientations, trainings, other presentations, meetings with Human Resources, department managers and/or employer liaisons, and an on-site presence at health/wellness/benefit fairs).
- The availability of comprehensive EAP and other training materials and extensive experience in providing training services to supervisors, union stewards, employees and other interested groups. Supervisory training programs that we have presented over the past few years range from two-hour overviews to forty hour, week-long intensive programs for the Commonwealth of Pennsylvania.
- More than 32 years' experience in EAP Program development, implementation, and administration including the following:
 - Program design for joint management/union EAP programs, managed behavioral healthcare programs, and traumatic stress management programs
 - Development and administration of EAP programs for both public and private employers
 - Development of EAP policy and procedure materials
 - Design, development, and printing of EAP educational, promotional and publicity materials

- Set up patient files and perform account management and quality assurance activities
- Quality Assurance activities with evaluated and referred patients
- Generation of reports on administrative, fiscal, and programmatic aspects of EAP operations
- Development and administration of EAP operations, including fiscal management, reporting, record keeping, and Management Information Systems through our custom designed database
- A multi-disciplinary clinical team with experience in all aspects of mental health and chemical dependency treatment; this experience influences the management and operation of our business providing emphasis on treatment and delivery of care
- Technological advances that have allowed us to keep our overall costs consistent, so that with continuous growth **we have maintained the same pricing structure for the past 30 years**
- A staff of more than fifty doctors, psychologists, EAP account managers, training specialists, organizational development and human resource specialists, with full time administrative support



Our corporate headquarters in Harrisburg, PA

MAZZITTI & SULLIVAN EAP SERVICES' PHILOSOPHY

We believe that everyone deserves to have a happy and productive life and that for the most part; people are able to strive for these goals on their own. However, when chemical dependency and/or mental illness create unmanageable and uncontrollable distress in our lives, therapeutic intervention is necessary and desirable. In many cases, the speed and consistency with which services are delivered can mean the difference between a successful treatment opportunity and failure. The value of accurate assessment and diagnosis is essential to this process, and quality treatment services ensure success. We are dedicated to this process and have built our systems accordingly. We believe that cost-driven, treatment-denial based approaches waste money and time, and create problems for the individual, the provider, the employer, and the insurer.

Our emphasis is that assessment and triage services are **client-driven rather than cost-driven**. By determining the appropriate type and level of treatment, employers as well as insurers can realize genuine long-term health care savings. We believe that the goals of quality care and cost savings can both be attained through a coordinated approach to service delivery.

Mazzitti & Sullivan EAP Services has built its reputation and business upon delivering high quality services in a very timely manner. The principle of customer satisfaction (both individual and on the employer level) is a central tenet of our business. We have learned from the mistakes of cost-driven managed care. As a result, we develop systems that integrate insurer/provider/individual relationships rather than strain them. Since we have our own counseling agency, we know what our affiliate providers experience on a daily basis – as a result, we try to make our processes and procedures easy to understand, efficient, and mutually beneficial for all involved parties.

Mazzitti & Sullivan EAP Services is dedicated to providing exceptional customer service to our clients. The pursuit of this is the engine that drives our business. We consider our contracts to be our performance guarantees, because *we do what we say we do*. Our guarantee to you is that we have a willingness to not only work *for* you, but also *with* you – and provide **personalized services** every step of the way through our account managers. We put a face to the name and won't abandon you after the contract is signed: even our smallest contracts are managed the same way.

We get higher utilization of services than our competitors when comparing apples to apples, because our account managers continuously work *with* our clients – by building strong working relationships with employers – to help them to meet program goals. By keeping up to date on the needs of our clients as well as any current events that may be affecting them, we are always adapting our service delivery system to meet the changes in demands for access and service, whether in regard to technology, reporting, or customer care. Our staff members become an invaluable resource for management, HR, employees, and their family members in solving problems that affect their abilities to function at their best.

**EAP PRICE PROPOSAL FOR THE
EAST STROUDSBURG AREA SCHOOL DISTRICT**

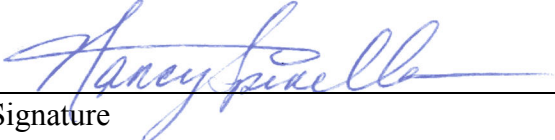
The following is the discounted price for Employee Assistance Program services that Mazzitti & Sullivan can offer to the East Stroudsburg Area School District. While this price is for the 3-session EAP model, we can design a program with any number of sessions. We also have the ability to manage behavioral health care benefits through the EAP.

These prices include all of the EAP services described in this proposal unless otherwise noted above.

EAP Services for all covered Employees and Family Members

3 Counseling Sessions Model	\$18.00
	per employee, per year

This rate is guaranteed for one hundred eighty (180) days from the signed date of this proposal.

	January 28, 2015
Signature	Date



ABC Company

Employee Assistance
Program

Annual Report
&
Summary

Presented by



ABC Company
EAP Activity Report Highlights
 Report Period: April 1, 2013 to March 31, 2014

Clients Who Contacted EAP for Referral and Scheduled Appointment with a Therapist	185
Clients Who Contacted EAP for Referral but Decided Not to Follow through Scheduling Appointment with a Therapist	3
Telephonic Services (Legal Referrals, Community Resources, Questions About EAP, or Telephonic Counseling)	4
Support Service for Supervisors (Contact with Supervisors/Managers/HR Representatives)	1
On-Site Services (Meetings with HR/Supervisors, Presence at Health/Wellness/Benefit Fairs, Trainings/Orientations, Mediation, Coaching, Crisis Response Services)	2
Work/Life Section of Website – Logins under HELP	32
TOTAL:	227
ACTIVITY RATE (based on 1,843 employees) :	12.32%

ABC COMPANY

YEAR END REPORT AND SUMMARY

APRIL 1, 2013 – MARCH 31, 2014

PROGRAM OPERATION AND ACTIVITY

This report marks the end of the seventh year of operation of the Employee Assistance Program for the employees of **ABC Company**. The past year saw a slight decrease in activity of program services, with a steady stream of referrals and management consults.

The Employee Assistance Program is administered by Mazzitti & Sullivan EAP Services through a contractual agreement with ABC Company.

As the Employee Assistance Program for ABC Company matures, we continue to work together to build a solid foundation for the program. In looking at the present data, we feel that the monthly electronic newsletter, posters, and additional presentations or workshops will continue to help maintain the visibility of the program.

The goal of this program is to help those using it to identify specific problems in their lives and develop the most effective plan for resolving these problems so the individual can continue to live and work in the healthiest manner possible.

In looking at the program activity for 2013-2014, program utilization based upon an estimated employee population of 1,843 is **12.32%**. After a great First Quarter start, there was a slight decrease in program activity during the remaining quarters. We will continue to monitor this activity to be sure that it is not a downward trend for the EAP usage and, if necessary, take appropriate steps to address it.

The success of the program may be a direct result of the employees and family members of **ABC Company** perceiving the program as a benefit. These achievements can establish trust and credibility with the employees believing in the confidentiality of the program. It is also evident that the support of the supervisory staff and human resources department has made a significant factor in helping to establish confidence and credibility for the program.

PROGRAM STATISTICAL REPORT

As a company, we are continuously striving to improve our data collection and reporting. The statistical data received from these reports help us look for areas that need our attention or should be changed to improve effectiveness. Overall, the statistics show that this program is functioning as designed.

Type of Contact

The “Type of Contact” section of the annual report is designed to show you how individuals are using the system. The “Therapist Referrals” category of the report shows how many individuals actually set up an appointment to discuss their problem face to face with a counselor. The “Telephonic Services” category includes individuals who call regarding a service that we do not directly provide, as well as individuals who have called our service but have decided not to follow through with setting up an appointment. This year ABC Company had 192 individuals access the system via these two methods, which shows that the employees are accessing the system on a consistent basis and are comfortable using it when situations do arise.

“Management Consults” reflect the number of supervisors calling the EAP with questions on how to handle a situation with an employee or regarding a disciplinary action involving an employee. There was one management consult this year. This number shows a level of managerial understanding of the EAP. Certainly supervisors and HR is welcome to contact us at any time with any questions or concerns about the EAP.

“On Site Services” refers to any services that took place physically at ABC Company. This year our account manager was on site with the company for two visits in the fourth quarter to drop off the third quarter report and promotional supplies. We encourage you to keep in mind our availability for any benefit fairs or company meetings so that we can help promote the EAP whenever appropriate.

Finally, “Work/Life Services Utilization” is where we report on the number of logins to the Work/Life section of our website, www.mseap.com. There were 32 logins to our website this year. We are very pleased to see this many logins, and hope this number grows as awareness of the website increases.

Referral Source

Under the referral source category, the number of referrals made to the EAP by the Human Resources Department was higher than last year at **2.16%**. However, supervisor referrals increased from 5.61% to **8.11%**. This increase does not

necessarily represent an increase in disciplinary problems. Instead, it appears to reflect the supervisors' concern for the well being of their employees. It also shows that the supervisors' trust to use the system for assistance with employee performance concerns. Self-referrals were down about 2% in 2013-2014, composing **59.46%** of all referrals. In return, there was a decrease in referrals done by/for family members of employees, decreasing from 27.10% to **22.16%** in 2013-2014. The percentage of referrals from other resources (i.e. co-workers, doctors, friends, clergy, etc) increased significantly going from 3.27% in 2013-2014 to **8.11%** during this contract year.

We are constantly working to improve our statistical reports each year to accurately reflect all program activity. However, it is difficult to assess the accuracy of reported referrals from HR and supervisors. Clients are historically hesitant to report referrals made by supervisors and personnel from the Human Resources Department.

Recommendations Accepted Beyond EAP

Once again, the percentages remained consistent with those of the 2013-2014 contract year. **91.35%** of all EAP clients did not go beyond their EAP sessions. And **4.32%** continued with Outpatient Therapy. The remaining categories followed as such: Inpatient treatment was **0.00%**; Self Help Groups increased to **1.62%** from **.93%** in 2013-2014; Financial/Legal Counseling was down to **.54%** from **.93%** in 2013-2014; and Community Resources increased from **0.00%** to **2.16%** during this contract year.

Assessed Problem

The types of problems handled by the Employee Assistance Program in 2013-2014 appear to follow the same trends from the previous year (2012-2013). However, there was a substantial increase in the Vocational area of Assessed Problems. This may be a result of the growing pains within the company. The remaining types of problems and their percentages are as follows: Family/Marital problems accounted for **44.27%** of all referrals in 2013-2014; Emotional/Psychological difficulties were reported at **36.46%** in 2013-2014, and 35.91% in 2013-2014; Substance abuse referrals increased from 2.27% in 2013-2014 to **5.21%** during this contract year; Financial and Legal referrals combined for a total **3.64%** in 2013-2014. Health Related and Other Miscellaneous Problems were also down from last year's combined 3.63% to **1.04%** in 2013-2014.

As previously stated, the Assessed Problem classified as Vocational increased significantly this year compared to 2012-2013 contract year. This year the

percentage almost doubled by going from 5.00% in 2012-2013 to **9.38%** by the end of the contract year. The pattern for client contacts in 2013-2014 mirrors that of last year with the highest number of reported vocational difficulties being between the second and third quarters.

Client Background

Through the 2013-2014 contract year we saw similar patterns within the reported clients' backgrounds when compared to 2012-2013 reported client information. All percentages remained close to those of the 2012-2013 year. More females than males accessed the system; this is consistent with our other corporate clients, either because there are more females in the workplace or because women are usually more willing to discuss their problems with others.

The average age of the clients also remained consistent with last year's 31 years of age.

Follow-Up

91% of the clients contacted after their EAP sessions reported that their problems were either resolved or improved. This is an **8.00%** increase from the 2012-2013 reported follow-ups. The increase in reporting an improved situation over last year's numbers affected those clients that reported the situations did not change. Last year **11.09%** reported that their situation did not get either better or worse. However, during 2013-2014 only **8%** reported that their situation did not change.

SUMMARY

In looking back over the past year, it appears that the Employee Assistance Program has been successful in working toward the goals and objectives established for it by the **ABC Company**. The program is useful in helping employees and their family members solve problems that adversely affect their lives. The program was well utilized; we feel that this is a reflection of the support and trust demonstrated by **ABC Company** and its employees for its operation.


We believe that the program is providing a useful service to the employees of **ABC Company**, and based on this past year's experience, the program appears to be a vital benefit. In order to continue this excellent program usage, we are constantly attempting to find effective ways of promoting the EAP. Throughout the coming year, we hope to provide employees with promotional materials as needed and hope

that the company takes advantage of the training video (on DVD or CD-ROM) to re-acquaint employees with our program. There is also our website, www.mseap.com, where employees and their family members can access interesting articles and helpful links in the Work/Life section. To enter, you will need the following:

Login: ABC
Password: EAP

Also, trainings and workshops can be used to resolve specific areas of concern for individual regions. We have an extended list of possible trainings to choose from and can create workshops developed for any topics that we have not already developed. In addition, our monthly newsletters continue to give the employees articles that may assist them with typical life concerns.

We welcome your comments and suggestions on how we can help your company increase their knowledge and awareness of the program and therefore become more effective in our goal of benefiting employees and their families. We strongly urge the company to take advantage of the numerous on-site services we have available to your employees and welcome the opportunity to discuss your system and needs face to face. We will continue to work closely with **ABC Company** and its employees, and look forward to continued success.



ABC Company

Employee Assistance Program

Statistical Charts
&
Graphs

Presented by



ABC Company

Employee Assistance Program Annual Activity Report

April 1, 2013 - March 31, 2014

TYPE OF CONTACT	<u>1ST QUARTER</u>	<u>2ND QUARTER</u>	<u>3RD QUARTER</u>	<u>4TH QUARTER</u>	<u>ANNUAL TOTALS</u>	<u>ANNUAL %</u>
Therapist Referrals	56	46	44	39	185	81.50%
Telephonic Services	3	1	1	2	7	3.08%
Management Consults	0	1	0	0	1	0.44%
On Site Services	0	0	0	2	2	0.88%
Work/Life Services Utilization	5	8	7	12	32	14.10%
TOTAL CONTACTS:	64	56	52	55	227	100.00%

TRAINING HOURS:	0	0	0	0	0	
WEBSITE HITS	45	89	74	102	310	

REFERRAL SOURCE						
* based on therapist referrals						
H R Department	0	0	1	3	4	2.16%
Supervisor	2	7	4	2	15	8.11%
Self	36	25	25	24	110	59.46%
Family	15	10	10	6	41	22.16%
Other	3	4	5	3	15	8.11%
TOTAL	56	46	45	38	185	100.00%

RECOMMENDATIONS ACCEPTED BEYOND EAP						
*based on therapist referrals						
Inpatient/Hospital	0	0	0	0	0	0.00%
Outpatient Therapy	4	0	1	3	8	4.32%
Self Help Group	0	0	3	0	3	1.62%
Financial/Legal Counseling	0	0	1	0	1	0.54%
Community Resources	2	1	1	0	4	2.16%
EAP Services Only	50	45	38	36	169	91.35%
TOTAL	56	46	44	39	185	100.00%

ASSESSED PROBLEM					<u>ANNUAL</u>	
* based on therapist referrals	<u>1ST QUARTER</u>	<u>2ND QUARTER</u>	<u>3RD QUARTER</u>	<u>4TH QUARTER</u>	<u>TOTALS</u>	<u>ANNUAL %</u>
Family / Marital	28	24	17	16	85	44.27%
Emotional / Psychological	20	12	17	21	70	36.46%
Substance Abuse Related	3	4	3	0	10	5.21%
Financial	2	1	0	2	5	2.60%
Legal	1	0	1	0	2	1.04%
Vocational	4	6	6	2	18	9.38%
Health Related	1	0	1	0	2	1.04%
Other	0	0	0	0	0	0.00%
TOTAL	59	47	45	41	192	100.00%

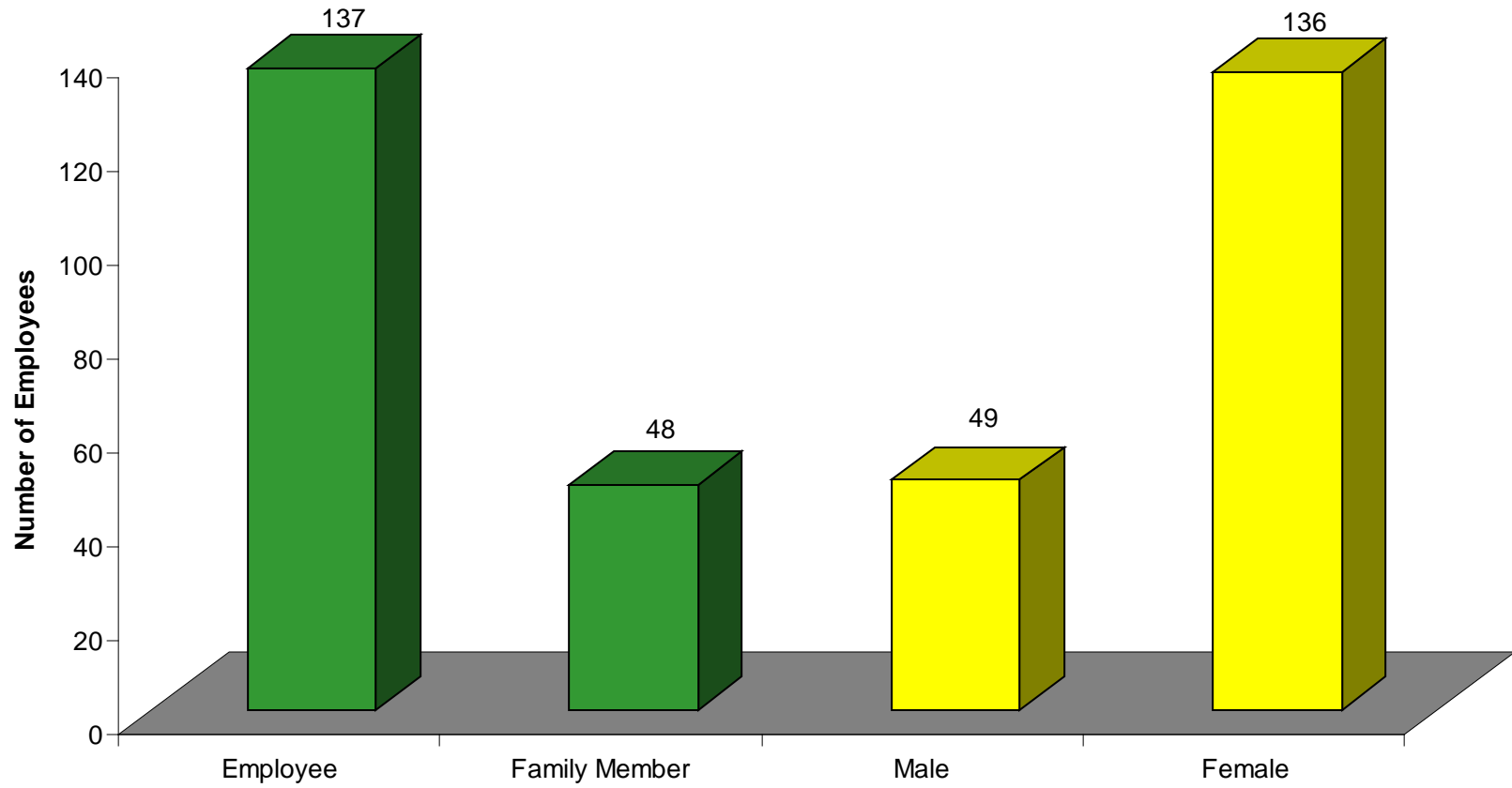
CLIENT BACKGROUND						
* based on therapist referrals						
Employee	40	34	35	28	137	74.05%
Family Member	16	12	10	10	48	25.95%
TOTAL	56	46	45	38	185	100.00%
Male	14	11	13	11	49	26.49%
Female	42	35	32	27	136	73.51%
TOTAL	56	46	45	38	185	100.00%

AVERAGE AGE					
	32	33	27	32	31

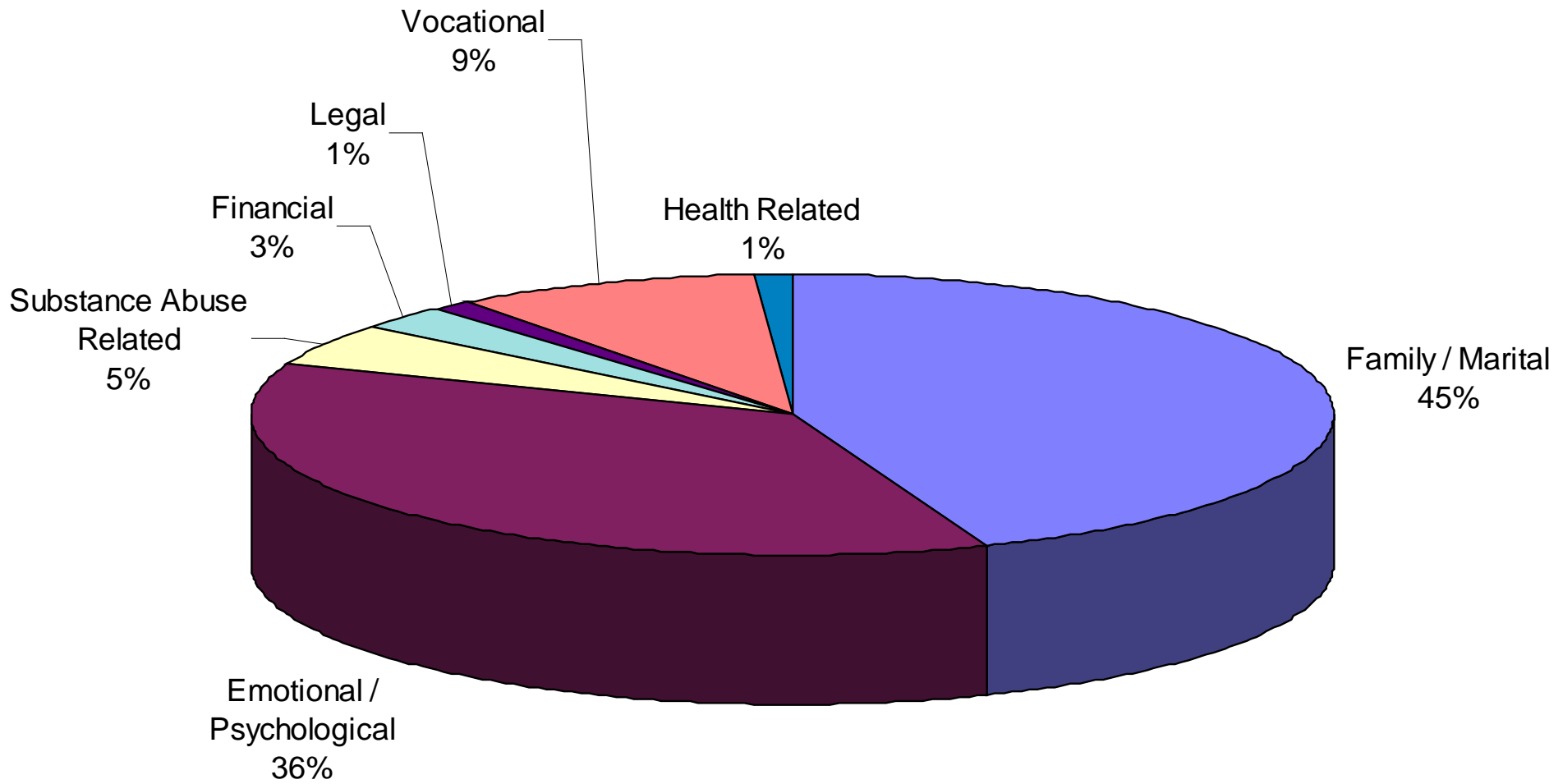
ACTIVITY RATE						
* based on total contacts						
# Eligible Employees	1843	1843	1843	1843	1843	
#Consults/Clients	64	56	52	55	227	
Activity Rate	3.47%	3.04%	2.82%	2.98%	12.32%	

FOLLOW-UP						
Situation Improved	80%	98%	88%	97%	91%	
Situation Stayed Same	15%	2%	12%	3%	8%	
Situation Declined	5%	0%	0%	0%	1%	

Employee Demographics



Assessed Problem - Annual





ACT 164-2014 APPOINTMENT OF A DEPUTY TAX COLLECTOR FORM

Tax Collector should obtain signatures from the taxing district and return completed form to your Surety Company (keep a copy for your records.)
Surety should acknowledge the appointment by signing and returning the signed document to the Tax Collector.

I, <u>Sharon J. Gerberich</u> Tax Collector for <u>Smithfield Township</u>	
County of <u>Monroe</u>	do hereby appoint as Deputy
Tax Collector (Printed/typed): <u>Alberta E. Tallada</u>	
Deputy Tax Collector's Address: <u>311 East Broad Street</u> <u>East Stroudsburg Pa 18301</u>	
Deputy Tax Collector's Email: <u>aet1213@ptd.net</u> Phone: <u>570-424-2953</u>	
Deputy Tax Collector's Signature: <u>Alberta E. Tallada</u>	Date: <u>1/3/15</u>
Tax Collector's Signature: <u>Sharon J. Gerberich</u>	Date: <u>1/3/15</u>
<p>This is an appointment of a Deputy Tax Collector to collect and settle taxes during any Incapacitation of the Tax Collector (as defined in Local Tax Collection Law, Section 22 (B) (72 P.S. § 5511.22)).</p>	

APPROVALS	
SIGNATURE & TITLE: <u>Brian E. Bennett</u>	DATE: <u>1/9/2015</u>
MUNICIPALITY: <u>Smithfield</u>	PHONE NUMBER: <u>570-223-5082</u>
SIGNATURE & TITLE:	DATE:
COUNTY:	PHONE NUMBER:
SIGNATURE & TITLE:	DATE:
SCHOOL DISTRICT:	PHONE NUMBER:

SURETY COMPANY	
SIGNATURE & TITLE:	DATE:
ADDRESS:	PHONE NUMBER:

Tax Collector should obtain signatures from each taxing district and return completed form to the Surety Company (Keep a copy for your records.)
Surety should sign deputization agreement and return the signed document to collector.

****DO NOT RETURN TO DCED****



ACT 164-2014 APPOINTMENT OF A DEPUTY TAX COLLECTOR FORM

Tax Collector should obtain signatures from the taxing district and return completed form to your Surety Company (keep a copy for your records.)
Surety should acknowledge the appointment by signing and returning the signed document to the Tax Collector.

I, <u>Alberta E. Tallada</u> Tax Collector for <u>Borough of East Stroudsburg</u>	
County of <u>Monroe</u>	do hereby appoint as Deputy
Tax Collector (Printed/typed): <u>Sharon J. Gerberich</u>	
Deputy Tax Collector's Address: <u>3017 VALHALLA VIEW DR. North.</u> <u>East Stroudsburg Pa 18301</u>	
Deputy Tax Collector's Email: <u>sgerberich1@verizon.net</u>	Phone: <u>570 424-8969</u>
Deputy Tax Collector's Signature: <u>[Signature]</u>	Date: <u>1/3/2015</u>
Tax Collector's Signature: <u>[Signature]</u>	Date: <u>1/3/2015</u>

This is an appointment of a Deputy Tax Collector to collect and settle taxes during any Incapacitation of the Tax Collector (as defined in Local Tax Collection Law, Section 22 (B) [72 P.S. § 5511.22]).

APPROVALS	
SIGNATURE & TITLE: <u>[Signature] Mancogor</u>	DATE: <u>1/14/2015</u>
MUNICIPALITY: <u>East Stroudsburg Borough</u>	PHONE NUMBER: <u>570 421 8500</u>
SIGNATURE & TITLE:	DATE:
COUNTY:	PHONE NUMBER:
SIGNATURE & TITLE:	DATE:
SCHOOL DISTRICT:	PHONE NUMBER:

SURETY COMPANY	
SIGNATURE & TITLE:	DATE:
ADDRESS:	PHONE NUMBER:

Tax Collector should obtain signatures from each taxing district and return completed form to the Surety Company (Keep a copy for your records.)
Surety should sign deputization agreement and return the signed document to collector.

****DO NOT RETURN TO DCED****



ACT 164-2014 APPOINTMENT OF A DEPUTY TAX COLLECTOR FORM

Tax Collector should obtain signatures from the taxing district and return completed form to your Surety Company (keep a copy for your records.)
Surety should acknowledge the appointment by signing and returning the signed document to the Tax Collector.

I, <u>Dawn M. Arnst</u> , Tax Collector for <u>Middle Smithfield Township</u>	
County of <u>Monroe</u>	do hereby appoint as Deputy
Tax Collector (Printed/typed): <u>Janice A. Cabral</u>	
Deputy Tax Collector's Address: <u>210 Footprint Road East Stroudsburg Pa</u> <u>18302</u>	
Deputy Tax Collector's Email: <u>ja cabral 2@gmail.com</u>	Phone: <u>570 476-5154</u>
Deputy Tax Collector's Signature: <u>[Signature]</u>	Date: <u>1/22/2015</u>
Tax Collector's Signature: <u>[Signature]</u>	Date: <u>1/22/2015</u>
This is an appointment of a Deputy Tax Collector to collect and settle taxes during any Incapacitation of the Tax Collector (as defined in Local Tax Collection Law, Section 22 (B) [72 P.S. § 5511.22]).	

APPROVALS	
SIGNATURE & TITLE: <u>[Signature] Atkinson, Supervisor</u>	DATE: <u>2/12/2014</u>
MUNICIPALITY: <u>Middle Smithfield Township</u>	PHONE NUMBER: <u>570-223-8920</u>
SIGNATURE & TITLE:	DATE:
COUNTY:	PHONE NUMBER:
SIGNATURE & TITLE:	DATE:
SCHOOL DISTRICT:	PHONE NUMBER:

SURETY COMPANY	
SIGNATURE & TITLE:	DATE:
ADDRESS:	PHONE NUMBER:

Tax Collector should obtain signatures from each taxing district and return completed form to the Surety Company (Keep a copy for your records.)
Surety should sign deputization agreement and return the signed document to collector.

****DO NOT RETURN TO DCED****



ACT 164-2014 APPOINTMENT OF A DEPUTY TAX COLLECTOR FORM

Tax Collector should obtain signatures from the taxing district and return completed form to your Surety Company (keep a copy for your records.)
Surety should acknowledge the appointment by signing and returning the signed document to the Tax Collector.

I, JANICE A CABRAL, Tax Collector for Price Township
County of Monroe, do hereby appoint as Deputy
Tax Collector (Printed/typed): Dawn M Arnst
Deputy Tax Collector's Address: 326 Frutchen Drive, East Stroudsburg PA 18302
Deputy Tax Collector's Email: dawn-arnst@esasd.net Phone: (570) 223-0675
Deputy Tax Collector's Signature: [Signature] Date: 1/22/2015
Tax Collector's Signature: [Signature] Date: 1/16/2015

This is an appointment of a Deputy Tax Collector to collect and settle taxes during any Incapacitation of the Tax Collector
(as defined in Local Tax Collection Law, Section 22 (B) [72 P.S. § 5511.22]).

APPROVALS	
SIGNATURE & TITLE:	DATE:
MUNICIPALITY:	PHONE NUMBER:
SIGNATURE & TITLE:	DATE:
COUNTY:	PHONE NUMBER:
SIGNATURE & TITLE:	DATE:
SCHOOL DISTRICT:	PHONE NUMBER:

SURETY COMPANY	
SIGNATURE & TITLE:	DATE:
ADDRESS:	PHONE NUMBER:

Tax Collector should obtain signatures from each taxing district and return completed form to the Surety Company (Keep a copy for your records.)
Surety should sign deputization agreement and return the signed document to collector.

****DO NOT RETURN TO DCED****

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED:

625. PROCUREMENT CARDS	
1. Purpose SC 510	<p>The Board approves the use of procurement cards for permissible purchases and/or services to be purchased for the official use of the East Stroudsburg Area School District by designated employees to improve the efficiency of purchasing activities, reducing processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.</p> <p>The Board shall approve the list of employees authorized to use District procurement cards.</p> <p>Misuse insurance of \$100,000 shall be provided by the procurement card vendor.</p>
2. Definition	<p>Procurement Card - a corporate charge card designated to reduce the cost and administrative burden of small-dollar purchases.</p>
3. Delegation of Responsibility	<p>A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.</p> <p>All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager and the Superintendent who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.</p> <p>Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented and monitored by the Business Manager and the Superintendent.</p> <p>An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.</p>
4. Guidelines	<p>Each employee using a District procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.</p> <p>Procurement cards shall be used only for authorized District purchases and shall not</p>

625. PROCUREMENT CARDS - Pg. 2

<p>Pol. 317, 417, 517</p>	<p>be used for personal purchases, or other use that is contrary to laws, regulations or internal policies. The District retains the authority to revoke any procurement card used for unauthorized or personal purposes.</p> <p>Violation of this policy by an employee shall result in disciplinary action, in accordance with Board policy.</p> <p>The established procedure for processing purchases by employees using procurement cards shall be as follows:</p> <ol style="list-style-type: none">1. Employee deals directly with the authorized vendor for any disputed transactions including sales tax.2. Business Office receives the invoice for payment.3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, attaches receipts, indicates account numbers, and signs as correct.4. Supervisor reviews all information on the cardholder's information, verifies that all receipts are attached and signs for approval.
<p>SC 510, 751, 807.1</p>	<p>Purchases on his/her assigned procurement card by an individual employee shall not exceed the following:</p> <ol style="list-style-type: none">1. Transaction limits will be established for each card by the Business Office. Requests to change these limits must be made in writing to the Business Manager with full justification.2. Fixed expiration period will be in compliance with our fiscal calendar year July 1 through June 30. <p>The following list includes but is not limited to items authorized for purchase without obtaining bids or quotes by employees using procurement cards:</p> <ol style="list-style-type: none">1. Stationery, office supplies2. Instructional supplies3. Minor repair items4. Computer equipment, parts and accessories5. Food for use in curriculum

625. PROCUREMENT CARDS - Pg. 3

<p>SC 751, 807.1 Pol. 610, 611, 612, 613</p>	<ol style="list-style-type: none">6. Food and specialty items for cafeteria7. Industrial technology supplies8. Recurring utility bills9. Other categories as deemed necessary <p>Procurement cards shall not be used to circumvent the required bidding process.</p> <p>References:</p> <p>School Calendar – 24 P.S. Sec. 510, 751, 807.1</p> <p>Board Policy – 317, 610, 611, 612, 613</p>
--	--

**East Stroudsburg Area School District
Procurement Card Policies and Procedures
Guide for cardholders**

A. General Overview

East Stroudsburg Area School District initiated a "Procurement Card Program:" with PNC Bank. The Procurement Card is an internationally accepted Visa credit card issued to authorized School District personnel to be used only for business purposes. Spending controls are determined individually for each card, ensuring that the card can only be used for specific purposes and within specific dollar limits.

The benefits of the Procurement Card program include:

1. The Procurement Card is designed to streamline the procurement process. Departments and/or buildings will be given a purchasing card that can be used to make purchases from vendors who accept VISA. Use of the Card by department heads, departmental secretaries, and other authorized users expedites and simplifies the purchase of goods and supplies. It also allows department's greater flexibility in procuring needed items, especially from vendors that do not accept purchase orders.
2. Use of the Card improves efficiency and reduces costs involved in small dollar purchases. It eliminates the need to enter and process requisitions, purchase orders, or Direct Payment forms, as well as the processing of individual invoices and vendor checks. The School District for all Procurement Card charges receives one monthly invoice for each card.
3. The Procurement Card also offers the school district an annual cash rebate based on total program spending volume.

B. Issuance of Purchasing Cards

1. The procurement card program is administered by the Business Office, which will coordinate the issuance, maintenance, and cancellation of cards with the School District's processor, PNC Bank, administrators of the Procurement Card program. Visa cards are provided with the School District's logo and are issued in the name of an employee. Individual cards are assigned a per transaction dollar limit, typically \$1,000 but with higher levels for certain operations as appropriate. Monthly dollar limits are also established (\$1,000 or higher depending upon historical departmental expenditures).
2. Cards will be issued to new cardholders only after they have received appropriate instructions and have signed a Procurement Card Agreement Form.

C. **Cardholder Liability/Responsibility**

1. Designated cardholders are responsible for the proper use and safeguarding of cards issued to them. They must maintain accurate records of all Procurement Card transactions, and promptly report any lost or stolen cards (see Section I). All purchases made with the card must be within established budgets and comply with school district policy. **Individuals will be personally liable for any unauthorized charges.**
2. Intentional misuse of the procurement card for other than official use is considered as fraud. **The procurement card will be cancelled and may result in a disciplinary action against the employee.** The employee will also be personally liable for the total amount of any unauthorized purchases made in connection with the misuse.

D. **Use of the Procurement Card**

1. Authorized cardholders may make purchases in person or by phone, mail, or Internet. Any ordered items must be shipped directly to the department or building.
2. Telephone, mail order, and Internet purchases should be made only from reputable merchants. Back orders should be avoided. Merchants should be asked for the total charge including any shipping and handling.
3. East Stroudsburg Area School District Procurement Cards are marked as tax exempt. When making purchases, cardholders must inform merchants that the school district is not subject to state sales tax. Any problems in this regard should be reported to the Business Office. **If upon reviewing receipts a cardholder determines that sales tax has been assessed, the cardholder must contact the vendor for a credit.**
4. Departments which have multiple cards cannot use one card to get around the card limit. The Procurement Card should only be used for the particular unit within the department that it was issued to.
5. In case of an emergency the Business Office Card may be used to facilitate things. This use is limited to emergencies, and urgent needs.

However, there are occasions where vendors demand payment by use of a credit card. In such cases, when the vendor is listed on State Contracts the Business Office will opt to use the Business Office's card to facilitate that transaction. For any other situation a Purchase Order will be issued. The Procurement Card can also be used for the payment of invoices by the accounts payable department.

6. Purchasing Cards may be used for:

- office, educational, and other operating supplies
- maintenance, grounds, and custodial supplies (Facilities Management)
- food and specialty items for the cafeteria
- utilities and other reoccurring bills

7. **Examples of items which may not be purchased with the Purchasing Card include:**

- **Goods and Supplies in excess of cardholder transaction limits**
- **Services of any type, such as consultants, honoraria, speakers, repair and maintenance services, etc. (due to contractual and 1099 vendor tax reporting requirements) These payments could be made using the Business Office’s card at the discretion of the Business Manager**
- **Cash Advances**
- **Personal Items**
- **gifts, greeting cards, prizes, flowers, alcohol**
- **Items that must go out for bid based on Commonwealth and School District purchasing policies**
- **Food and refreshments other than for Family and Consumer Science and the Cafeteria**

8. Items such as printers, software, computers & etc. cannot be purchased without the approval of the Itech Department and will be processed by the Itech Department. Any violation of these types of purchases can result in the credit card being cancelled.

9. Cardholders are not required to solicit competitive bids for their purchases. However, they should seek the best value for the School District and ensure that the price paid is reasonable.

10. Each card is also assigned a monthly dollar limit that may not be exceeded.

11. The East Stroudsburg Area School District Procurement Card program includes the ability to designate where spending is allowed by utilizing merchant category code blocking. Vendors are assigned an industry-specific code, and certain codes have been blocked or restricted from Procurement Card use. If a department experiences a card decline from a vendor that provides eligible goods or supplies, the Business Office should be notified.

E. Cardholders

1. A “cardholder” will be assigned to each Procurement Card issued. The responsibilities of the cardholder include:

- Insuring only authorized personnel have access to the Procurement Card. **STUDENTS ARE NOT AUTHORIZED USERS.**
- Insuring receipts are turned in for all purchases made with the Procurement Card. If the purchase is made via phone or internet, a receipt should be requested and a packing slip should be collected.
- Reconciling the monthly statement received from PNC Bank with the receipt or packing slips collected.
- Prepare a Procurement Card Log(**see appendix A**), which must be submitted, to the Business Office, by the 12th of the next month. A copy of PNC Bank's statements along with all receipts and packing slips must be attached to the procurement card log.
- **NO** purchase of a single item with a value of \$5,000 or greater can be made with the procurement card without having the Business Office's approval.

F. **Reconciliation of Monthly Statements** –

1. Business Office will receive your monthly statements and forward them to the cardholder. Business Office will review all monthly statements and contact departments for clarification if necessary and require written justification for all inappropriate purchases.
2. To assist the Business Office in verifying your monthly statements, we are requesting the following:
 - Complete the procurement card log (**see appendix A**).
 - Month – Is a dropdown box, you should enter the month the transaction occurred
 - Week Ending – If you would like to keep a weekly log of your transactions you can use this field.
 - Last 4 Digits – Are the last 4 numbers on the procurement card.
 - Name on Card – The name of the employee who is assigned to the card.
 - Date Purchased – Use the date on the receipt.
 - Vendor – Where the items were purchased.
 - Amount – Total sale of the transaction carded to the card.
 - Item Description – Give a brief description of what was purchase and why it was needed.
 - Account Code – Is a dropdown box, please enter the account you wish to charge the transaction. There are separate fields for each part of the account code.
 - Transaction Number – Is the transaction number on your receipt.

- Comments/Disputed Items – This is where you would add any additional information you may have about the transaction.
- Have your receipts attached to the procurement card log(**see appendix A**) in the order they appear on the statement. **REMEMBER:** You must have a receipt for all purchases. If you are missing a receipt, a “missing receipt form”(see **appendix B**) must be completed.
- Have your statement with documentation attached and turned into the Business Office by the **12th of the month**. This will give the accounting staff the time needed to process the entry before funds are deducted from our bank account.
- Auditors examine all purchases and records of the school district. They may question any of the purchases made by you from a vendor. As a cardholder, you are required to provide additional justification in response to questions they may pose.

G. Return of Goods/Purchases

1. Cardholders are responsible for all returns of goods. Returns will be credited to the cardholder’s account. **Cash refunds are strictly prohibited.**

H. Dispute Resolution

1. If a cardholder does not agree with a charge posted on a monthly statement, he/she should attempt to resolve the problem with the vendor. If the vendor agrees that an error has been made, the vendor will issue a credit to the cardholder’s account. The cardholder should also notify the Business Office immediately of disputed charges. Cardholders should keep copies of all documentation dealing with disputed items until they are resolved.
2. If a purchase is found to be defective or incorrect, the cardholder is responsible for obtaining replacement, correction, or credit as soon as possible. If a merchant refuses to replace or correct the goods, or to offer a credit, the purchase is considered to be in dispute.

I. Lost or Stolen Cards

1. Report lost or stolen cards immediately to the Business Office.
2. Cardholders will not be responsible for any charges after the card is reported lost or stolen.

J. Exceptions

The Business Office must approve any exception to this Procurement Card policy. If approved, the written justification/approval (**see appendix C**) form must be attached to the invoice, bank statement and the Procurement Card Log, which will be forwarded to the Business office.

The attached form must be filled out and approved by the Business Office before any transaction is completed. The Business Office may not approve if the limits of the transactions is above the threshold requiring competitively bidding.

I have received and reviewed the District's Procurement Card Policies and Procedures Guide.

Signature

Type or Print Name

Date

**East Stroudsburg Area School District
PROCUREMENT CARD LOG**

MONTH _____

Week Ending: _____

Last 4 digits of card number: _____

Name on card _____

Purchase #	Date Purchased	Vendor	Amount	Item Description	Account Code							Transaction Number	COMMENTS/DISPUTED ITEMS
					Fund	Function	Object	Funding Source	Grade	Building	Department		
					10	2250	758	000	00	14	09		
1													
2													
3													
4													
5													
PURCHASE LOG TOTALS			\$0.00										

PURCHASE LOG TOTALS
(must equal Bank Statement)

Cardholder Signature _____

Business Office Signature _____

Date _____

Date _____

Attach all receipts to this form and forward to the business office along with the bank statement.

<u>FUNCTION:</u>	<u>OBJECT:</u>	<u>GRADE:</u>	<u>DEPARTMENT:</u>
1100 Regular Ed. Instructional	324 Employee Education and/or Training	00 District wide	00 District wide
12xx Special Ed.	330 Contracted Service (contract form)	10 Elementary	01 School Board
1360 Business Ed.	340 Technical Services	20 Intermediate	02 Superintendent
1410 Driver Ed.	431 Maintenance Repair to Building	30 Secondary	03 Human Resources
1490 ESL	432 Equipment repair/maintenance	BUILDING:	04 Curriculum
	433 Vehicle repair/maintenance	00 District wide	05 Business Office
	438 Technology repair/maintenance	10 RES	06 ITEC
	442 Equipment lease/rental	11 JMH	07 Transportation
	448 Technology Lease/Rental	12 SMI	08 Maintenance
	449 Uniform rental	14 MSE	09 Pupil Services
	810 Professional membership/dues/fees	16 BES	10 Resica
	531 – postage (stamps or meter refill)	17 ESE	11 JM Hill
	532 Telephone	18 TLC	12 Smithfield
	538 Internet	31 EHS	13 JTL Grade 6
	540 – advertising	32 JTL	14 Middle Smithfield
	550 – printing services	51 EHN	16 Bushkill
	580 - Conference Travel Expense	52 LIS	17 East Stroudsburg Elementary
	581 Indistrict Travel Mileage		18 Technology Learning Center
	610 – consumable teaching and office items		19 LIS Grade 6
	618 – administrative tech supplies/software		21 Special Projects
	650 – educational tech supplies/software		22 Administrative Systems
	640 – books, textbooks, periodicals, reference, workbooks		24 Custodial Services
	810 - Dues and Fees		25 IU/3rd Party
	751 <u>\$1500-2500 – original/additional</u>		31 High School South
	752 <u>>\$2500 – original/additional</u>		32 JT Lambert Intermediate
	761 <u>\$1500-2500 – replacement</u>		33 Art
	762 <u>>\$2500 – replacement</u>		34 Business Education
	757 <u>\$1500-2500 – original/additional</u>		35 Driver Education
	758 <u>>\$2500 – original/additional</u>		36 English
	767 <u>\$1500-2500 – replacement</u>		38 Guidance
	768 <u>>\$2500 – replacement</u>		37 Foreign Language
			39 Health Services
			40 Family & Consumer
			41 Technology Education
			42 Library
			43 Math
			44 Instrumental Music
			45 Vocal Music
			46 Physical Education
			47 Reading
			48 Science
			49 Social Studies
			50 Special Education
			51 High School North
			52 Lehman Intermediate
			61 Athletics
			91 Security
			99 District

**East Stroudsburg Area School District
PURCHASING CARD MISSING RECEIPT FORM**

I, _____, have either not received or have misplaced a Procurement Card receipt, i.e. merchant sales slip.

This form is submitted in lieu of the original receipt.

Cardholder Department Name: _____

Card Number: _____

Date of Transaction: _____

Vendor Name: _____

#	Item Purchased and Purpose	Quantity	Unit Price	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

I certify that the amounts shown above were expended for East Stroudsburg Area School District business purposes.

Cardholder of Department Signature: _____

Date: _____

One form must be filled out for **EACH** missing receipt. Submit this form with your other receipts and your transaction log, within five business days of receipt of your monthly statement.

**East Stroudsburg Area School District
Procurement Card
EXCEPTION FORM**

Department/Building Name on card: _____

Card Number: _____

Name Vendor: _____

Total Dollar Amount: _____

Description	Dollar Amount

Justification for Exception to Procurement Card Policy:



Approval/Disapproval by Business Office

_____ Approved

_____ Disapproved

Business Office Signature

Date

East Stroudsburg Area School District Procurement Card

Cardholder Implementation Form Employee Usage Agreement

Your participation in the procurement card program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered District property and should be used with good judgment. Your signature below verifies that you understand this agreement and agree to comply with District procurement card procedures.

1. The procurement card is provided to employees based on their need to purchase school-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for school-related purchases only; personal charges are not to be made to the card.
3. You are responsible for all charges made against the card.
4. Improper use of the card can be considered misappropriation of District funds, which may result in disciplinary action, up to and including termination.
5. All charges are billed directly to and paid directly by the District. Any personal charges on the card could be considered misappropriation of District funds since the cardholder cannot pay the bank directly.
6. Cardholders are expected to comply with internal control procedures in order to protect District assets. This includes keeping receipts, reconciling the procurement card log and bank statement, and following proper card security measures.
7. Cardholders are responsible for reconciling their monthly bank statement and resolving any discrepancies by contacting the supplier first and then the bank.
8. Each card is assigned an account code by the business office and purchases will be automatically charged to that code. The card holder will log the correct account code on the procurement card log for each transaction.
9. A lost or stolen card should be reported immediately by telephone to the business office.
10. A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

I have read this agreement; I understand the responsibilities that I will be assuming; and, I agree to conform to the District's purchasing card procedures, which I have received and reviewed separately.

Cardholder Signature

Program Administrator Signature

Type or print name above

Type or print name above

Date

Date

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF ONE

PAGES

TO OWNER: ESASD
50 Vine St
East Stroudsburg, Pa. 18301

PROJECT: Bushkill Elem. School

APPLICATION NO: 3 *Final*

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

PERIOD TO: 12/30/2014

FROM CONTRACTOR:
Kobalt Construction Inc
115 Dyson Rd
Swiftwater, Pa. 18370

VIA ARCHITECT:

PROJECT NOS: 16-4.2

CONTRACT FOR: Concrete/Masonry

CONTRACT DATE: 10/6/2014

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	316,042.50
2. Net change by Change Orders	\$	3,075.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	319,117.50
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	319,117.50
5. RETAINAGE:		
a. <u>10</u> % of Completed Work (Column D + E on G703)	\$	0.00
b. _____ % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	319,117.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	278,955.75 <i>280,455.75</i>
8. CURRENT PAYMENT DUE	\$	40,161.75 <i>38,661.75</i>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Julius Kollar Jr., President/Secretary Date: December 24, 2014
State of: Pennsylvania County of: Monroe
Subscribed and sworn to before me this 24th day of December, 2014
Notary Public:
My Commission expires: October 16, 2016
Jennifer L. Harris

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
JENNIFER L HARRIS
Notary Public
POCONO TWP., MONROE COUNTY
My Commission Expires Oct 16, 2016

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 38,661.75

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: THE ARCHITECTURAL STUDIO

By: [Signature] Date: 01-10-2015

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$3,075.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$3,075.00	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

Project = Capital Improvements Phase 2

Engineer = The Architectural Studio

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 3
APPLICATION DATE: Dec 30 2014

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: Dec 30 2014

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: 16-14.2

Improvements Phase "2", Concrete Repairs and Replacement at Bushkill Elem. School

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Mob -Demob General Conditions	\$30,000.00	29 \$30,000.00	5,000 \$0.00		\$30,000.00	100.00%		\$3,000.00
2	Demo	\$45,000.00	\$45,000.00	\$0.00		\$45,000.00	100.00%		\$4,500.00
3	Concrete Sidewalks	\$135,000.00	\$135,000.00	\$0.00		\$135,000.00	100.00%		\$13,500.00
4	Concrete Curbs	\$20,000.00	\$20,000.00	\$0.00		\$20,000.00	100.00%		\$2,000.00
5	MG Crete Repairs Include Terrace Area	\$19,850.00	\$19,850.00	\$0.00		\$19,850.00	100.00%		\$1,985.00
6	Basketball Hoop	\$10,000.00	\$7,500.00	\$2,500.00		\$10,000.00	100.00%		\$1,000.00
7	Bollard Repair-Replacement	\$8,642.50	\$8,642.50	\$0.00		\$8,642.50	100.00%		\$864.25
8	Topsoil Seed Restoration Lawns	\$2,000.00	\$2,000.00	\$0.00		\$2,000.00	100.00%		\$200.00
9	Patching Asphalt	\$6,000.00	\$6,000.00	\$0.00		\$6,000.00	100.00%		\$600.00
9	A. 300 SF Sidewalk Replacment	\$3,900.00	\$3,900.00	\$0.00		\$3,900.00	100.00%		\$390.00
10	B. 75 LF Curb Replacement	\$3,000.00	\$3,000.00	\$0.00		\$3,000.00	100.00%		\$300.00
11	C. 300 SF Asphalt Replacement	\$2,250.00	\$2,250.00	\$0.00		\$2,250.00	100.00%		\$225.00
12	G1 Anti Spall	\$15,400.00	\$15,400.00	\$0.00		\$15,400.00	100.00%		\$1,540.00
13	G2 Re Caul Ex Joints	\$15,000.00	\$15,000.00	\$0.00		\$15,000.00	100.00%		\$1,500.00
	Change Orders Below			\$0.00					\$0.00
14	Change Order 1	\$0.00	\$0.00	\$0.00					\$0.00
15	Change Order 2	\$3,075.00	\$3,075.00	\$0.00		\$3,075.00	100.00%		\$307.50
16				\$0.00					\$0.00
	GRAND TOTALS	\$319,117.50	\$316,617.50	\$2,500.00	\$0.00	\$319,117.50		\$0.00	\$31,911.75

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

CONTRACTOR'S APPLICATION FOR PAYMENT

THS/AM

To Owner: EAST STROUDSBURG SCHOOL DISTRICT
50 VINE STREET
EAST STROUDSBURG, PA 18301

From Contractor: Northeast Site Contractors
3240 Oak Grove Drive
East Stroudsburg, PA 18302

PROJECT NO. 16-14.1

NE015

Project: J. T. LAMBERT INTERMEDIATE SCHOOL
Location: 2000 MILFORD ROAD
Architect: THE ARCHITECTURAL STUDIO

Application No.: #2
Work Through Date: 11/28/2014
Retainage: None
Terms: Net 15 Days

Line 1	Original Contract Sum:	\$ 221,220.00	✓
Line 2	Net Change By Change Orders:	\$ -	
Line 3	Contract Sum To Date (Lines 1 & 2):	\$ 221,220.00	✓
Line 4	Total Complete & Stored To Date:	\$ 144,572.63	
Line 5	Retainage 10% of Completed Work	\$ 14,457.28	✓
Line 6	Less Previous Applications For Payment:	\$ 21,112.65	✓
Line 7	Current Payment Due:	\$ 109,002.71	✓
Line 8	Balance To Finish (Line 3 less Line 4):	\$ 76,647.38	✓

Change Orders Summary		
TOTALS:		\$ -

The undersigned contractor certifies that to the best of the contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the contract documents, and that current payment shown herein is now due.

CONTRACTOR: Northeast Site Contractors

BY: *Kent W. White* DATE: *12/2/14*

State of: PENNSYLVANIA county of: *MONROE*
and sworn to before me this *9* day of *December* *2014*

Notary Public: *Stacy Dawn Pokrinchak*
Commission Expires: *Sept. 29, 2016*

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Stacy Dawn Pokrinchak, Notary Public
Middle Smithfield Twp., Monroe County
My Commission Expires Sept. 29, 2016

certified *#109,002.71*
THE ARCHITECTURAL STUDIO
[Signature]
02-04-2015

CONTRACTOR'S APPLICATION FOR PAYMENT

To Owner: EAST STROUDSBURG SCHOOL DISTRICT
 50 VINE STREET
 EAST STROUDSBURG, PA 18301

From Contractor: Northeast Site Contractors
 3240 Oak Grove Drive
 East Stroudsburg, PA 18302

PROJECT NO. 16-14.1 NE015

Project: J. T. LAMBERT INTERMEDIATE SCHOOL
Location: 2000 MILFORD ROAD
Architect: THE ARCHITECTURAL STUDIO

Application No.: #3
Work Through Date: 12/31/2014
Retainage: None
Terms: Net 15 Days

Line 1	Original Contract Sum:	\$ 221,220.00
Line 2	Net Change By Change Orders:	\$ -
Line 3	Contract Sum To Date (Lines 1 & 2):	\$ 221,220.00
Line 4	Total Complete & Stored To Date:	\$ 165,408.10
Line 5	Retainage 5% of Completed Work	\$ 8,270.41
Line 6	Less Previous Applications For Payment:	\$ 130,115.36
Line 7	Current Payment Due:	\$ 27,022.33
Line 8	Balance To Finish (Line 3 less Line 4):	\$ 55,811.90

Change Orders Summary		
TOTALS:		\$ -

The undersigned contractor certifies that to the best of the contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the contract documents, and that current payment shown herein is now due.

CONTRACTOR: Northeast Site Contractors

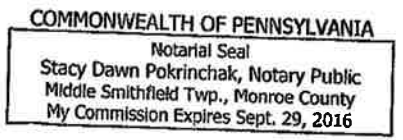
BY: *[Signature]*

DATE: 6 JAN 2015

State of: PA PENNSYLVANIA
 and sworn to before me this

county of: MONROE
 6 day of JANUARY 2015

Notary Public: *[Signature]*
 Commission Expires: Sept - 29, 2016



CONTRACTOR'S APPLICATION FOR PAYMENT

To Owner: EAST STROUDSBURG SCHOOL DISTRICT
 50 VINE STREET
 EAST STROUDSBURG, PA 18301

From Contractor: Northeast Site Contractors
 3240 Oak Grove Drive
 East Stroudsburg, PA 18302

PROJECT NO. 16-14.1 NE015

Project: J. T. LAMBERT INTERMEDIATE SCHOOL
Location: 2000 MILFORD ROAD
Architect: THE ARCHITECTURAL STUDIO

Application No.: #4
Work Through Date: 1/31/2015
Retainage: None
Terms: Net 15 Days

Line 1	Original Contract Sum:	\$ 221,220.00
Line 2	Net Change By Change Orders:	\$ -
Line 3	Contract Sum To Date (Lines 1 & 2):	\$ 221,220.00
Line 4	Total Complete & Stored To Date:	\$ 168,396.10
Line 5	Retainage 5% of Completed Work	\$ 8,419.81
Line 6	Less Previous Applications For Payment:	\$ 157,137.70
Line 7	Current Payment Due:	\$ 2,838.60
Line 8	Balance To Finish (Line 3 less Line 4):	\$ 52,823.90

Change Orders Summary		
TOTALS:		\$ -

The undersigned contractor certifies that to the best of the contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the contract documents, and that current payment shown herein is now due.

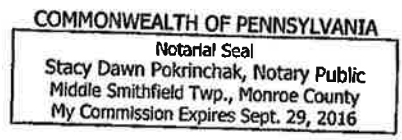
CONTRACTOR: Northeast Site Contractors

BY: *[Signature]*

DATE: 2 Feb 15

State of: PENNSYLVANIA county of: *MONROE*
 and sworn to before me this 2 day of *FEBRUARY, 2015*

Notary Public: *[Signature]*
 Commission Expires: *Sept. 29, 2016*



TO OWNER East Stroudsburg Area School Dist
50 Vine Street
East Stroudsburg, PA 18301

PROJECT: HVAC Renovations &
Lighting Upgrades at
ESSD J.T. Lambert Intermediate School

APPLICATION NO 4
PERIOD TO: 1/31/15

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR:
Wind Gap Electric, Inc.
125 West Seventh Street
Wind Gap, PA 18091

VIA ARCHITECT:
Strunk-Albert Engineering
804 Seven Bridge Road
East Stroudsburg, PA 18301

PROJECT NOS: (JTL) 18613

CONTRACT FOR: Electrical Construction

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>1,000,000.00</u>
2. Net change by Change Orders	\$	<u>0.00</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>1,000,000.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>163,100.00</u>
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	<u>16,310.00</u>
b. % of Stored Material (Column F on G703)	\$	<u> </u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>16,310.00</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>146,790.00</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>92,790.00</u>
8. CURRENT PAYMENT DUE	\$	<u>54,000.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>853,210.00</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Wind Gap Electric, Inc.

By: Phyllis Hill Date: January 26, 2015
State of: Pennsylvania County of: Northampton
Subscribed and sworn to before me this 26th day of January
Notary Public: Phyllis Hill
My Commission expires: Phyllis Hill
COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Phyllis Hill, Notary Public
Wind Gap Boro, Northampton County
My Commission Expires Dec. 13, 2018

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 54,000.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Strunk-Albert Engineering

By: John E. Strunk Date: 01/27/15

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 4
APPLICATION DATE: 1/26/15

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 1/31/15

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: JTL) 18613

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Bond & Insurance	\$23,000.00	23,000.00	0.00		23,000.00	100.00%	0.00	
2	Supervision	\$25,000.00	4,000.00	2,000.00		6,000.00	24.00%	19,000.00	
3	Mobilization	\$12,000.00	8,000.00	2,000.00		10,000.00	83.33%	2,000.00	
4	Demolition	\$88,000.00	7,000.00	0.00		7,000.00	7.95%	81,000.00	
5	Lamp Recycling	\$10,000.00	0.00	0.00		0.00	0.00%	10,000.00	
6	Conduit (Distribution) - M	\$10,400.00	4,400.00	1,000.00		5,400.00	51.92%	5,000.00	
	- L	\$11,300.00	5,300.00	1,000.00		6,300.00	55.75%	5,000.00	
7	Conduit (Branch) - M	\$19,000.00	5,000.00	7,000.00		12,000.00	63.16%	7,000.00	
	- L	\$31,000.00	8,000.00	12,000.00		20,000.00	64.52%	11,000.00	
8	Wire (Distribution) - M	\$10,000.00	0.00	2,000.00		2,000.00	20.00%	8,000.00	
	- L	\$6,000.00	0.00	1,000.00		1,000.00	16.67%	5,000.00	
9	Wire (Branch) - M	\$19,000.00	4,000.00	4,000.00		8,000.00	42.11%	11,000.00	
	- L	\$67,000.00	7,000.00	8,000.00		15,000.00	22.39%	52,000.00	
10	Panelboards/Xfmr./Disc. Sw. - M	\$26,000.00	17,400.00	5,000.00		22,400.00	86.15%	3,600.00	
	- L	\$36,000.00	10,000.00	15,000.00		25,000.00	69.44%	11,000.00	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 3 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO:
 APPLICATION DATE: 1/26/15 ⁴

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 1/31/15

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: JTL) 18613

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
11	Lighting Fixtures - M - L	\$350,000.00 \$150,000.00		0.00 0.00				350,000.00 150,000.00	
12	Switches, Receptacles & Plates - M - L	\$4,000.00 \$26,000.00		0.00 0.00				4,000.00 26,000.00	
13	Lighting Controls - M - L	\$27,000.00 \$42,000.00		0.00 0.00				27,000.00 42,000.00	
14	Data - M - L	\$400.00 \$600.00		0.00 0.00				400.00 600.00	
15	Fire Alarm System - M - L	\$4,400.00 \$400.00		0.00 0.00				4,400.00 400.00	
16	Final Inspections & Commissioning	\$500.00		0.00				500.00	
17	Punch List Items	\$500.00		0.00				500.00	
18	Close-Out Documents	\$500.00		0.00				500.00	
		\$1,000,000.00	\$103,100.00	\$60,000.00		\$163,100.00	16.31%	\$836,900.00	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

APPLICATION AND CERTIFICATE FOR PAYMENT

To Owner: East Stroudsburg School District
50 Vine Street

Project: 14165- JT Lambert Intermediate School

Application No. : 8

Distribution to:

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Architect
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	
<input type="checkbox"/>	

East Stroudsburg, PA 18301

Period To: 1/31/2015

From Contractor: Myco Mechanical, Inc.
1 N Washington Street
Telford, PA 18969

Via Architect: Strunk-Albert Engineering
RD 5 Box 5198 Seven Bridges Rd
East Stroudsburg PA 18301

Project Nos:

Contract For:

Contract Date: 5/30/2014

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$3,338,500.00
2. Net Change By Change Order	\$10,859.78
3. Contract Sum To Date	\$3,349,359.78
4. Total Completed and Stored To Date	\$1,949,260.35
5. Retainage:	
a. 10.00% of Completed Work	\$194,926.04
b. 0.00% of Stored Material	\$0.00
Total Retainage	\$194,926.04
6. Total Earned Less Retainage	\$1,754,334.31
7. Less Previous Certificates For Payments	\$1,671,564.46
8. Current Payment Due	\$82,769.85
9. Balance To Finish, Plus Retainage	\$1,595,025.47

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$10,859.78	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$10,859.78	\$0.00
Net Changes By Change Order	\$10,859.78	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Myco Mechanical, Inc.

By: Brian Myers, President Date: 01-30-2015

State of: Pennsylvania County of: Bucks
 Subscribed and sworn to before me this 30 day of January
 Notary Public: Meaghan Ellis
 My Commission expires: JUNE 11, 2018

COMMONWEALTH OF PENNSYLVANIA
 NOTARIAL SEAL
 MEAGHAN E ELLIS
 Notary Public
 TELFORD BORO, BUCKS COUNTY
 My Commission Expires Jun 11, 2018

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 82,769.85

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: John E. Stevens Date: 02/03/15

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8

Application Date : 01/31/15

To: 01/31/15

Architect's Project No.:

Invoice #: 14165 #8

Contract : 14165- JT Lambert Intermediate School

A Item No.	B Description of Work	C Scheduled Value	D E		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
			Work Completed						
			From Previous Application (D+E)	This Period In Place					
1	Bond	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00	7,500.00
2	Permits	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	2,000.00
3	Mobilization	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	2,000.00
4	Submittals	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	2,000.00
5	Allowance	77,630.00	0.00	0.00	0.00	0.00	0.00%	77,630.00	0.00
6	Pre-Construction Planning	20,000.00	12,000.00	0.00	0.00	12,000.00	60.00%	8,000.00	1,200.00
7	Demo	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
8	Phase 1	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	1,500.00
9	Phase 2A	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
10	Phase 2B	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
11	Phase 2C	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%	0.00	400.00
12	Phase 2D	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%	0.00	400.00
13	Phase 2E	4,000.00	1,320.00	0.00	0.00	1,320.00	33.00%	2,680.00	132.00
14	Phase 3	10,000.00	1,000.00	0.00	0.00	1,000.00	10.00%	9,000.00	100.00
15	POD Alt M-4	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
16	HVAC Pipe	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
17	Hanger Material - P-1	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%	0.00	2,500.00
18	Hanger Labor - P-1	25,000.00	22,500.00	0.00	0.00	22,500.00	90.00%	2,500.00	2,250.00
19	Pipe Material - P-1	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	0.00	15,000.00
20	Pipe Labor - P-1	120,000.00	92,400.00	0.00	0.00	92,400.00	77.00%	27,600.00	9,240.00
21	Hanger Material - P-2A	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00%	0.00	800.00
22	Hanger Labor - P-2A	8,000.00	1,600.00	0.00	0.00	1,600.00	20.00%	6,400.00	160.00
23	Pipe Material - P-2A	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%	0.00	5,000.00
24	Pipe Labor - P-2A	35,000.00	7,000.00	0.00	0.00	7,000.00	20.00%	28,000.00	700.00
25	UG CHW Material	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	2,000.00
26	UG CHW Labor	10,000.00	0.00	0.00	0.00	0.00	0.00%	10,000.00	0.00
27	Hanger Material - P-2B	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%	0.00	300.00
28	Hanger Labor - P-2B	3,000.00	0.00	0.00	0.00	0.00	0.00%	3,000.00	0.00
29	Pipe Material - P-2B	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	1,500.00
30	Pipe Labor - P-2B	10,000.00	0.00	0.00	0.00	0.00	0.00%	10,000.00	0.00
31	Hanger Material - P-2C	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%	0.00	300.00
32	Hanger Labor - P-2C	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%	0.00	300.00

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8

Application Date : 01/31/15

To: 01/31/15

Architect's Project No.:

Invoice #: 14165 #8

Contract : 14165- JT Lambert Intermediate School

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
33	Pipe Material - P-2C	13,000.00	13,000.00	0.00	0.00	13,000.00	100.00%	0.00	1,300.00
34	Pipe Labor - P-2C	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	1,000.00
35	Hanger Material - P-2D	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00%	0.00	700.00
36	Hanger Labor - P-2D	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00%	0.00	700.00
37	Pipe Material - P-2D	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00%	0.00	3,500.00
38	Pipe Labor - P-2D	28,000.00	28,000.00	0.00	0.00	28,000.00	100.00%	0.00	2,800.00
39	Hanger Material - P-2E	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	500.00
40	Hanger Labor - P-2E	5,000.00	1,650.00	0.00	0.00	1,650.00	33.00%	3,350.00	165.00
41	Pipe Material - P-2E	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00%	0.00	2,300.00
42	Pipe Labor - P-2E	18,000.00	5,940.00	0.00	0.00	5,940.00	33.00%	12,060.00	594.00
43	Hanger Material - P-3	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00%	0.00	900.00
44	Hanger Labor - P-3	9,000.00	900.00	900.00	0.00	1,800.00	20.00%	7,200.00	180.00
45	Pipe Material - P-3	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00%	0.00	5,500.00
46	Pipe Labor - P-3	40,000.00	4,000.00	4,000.00	0.00	8,000.00	20.00%	32,000.00	800.00
47	HVAC Equipment	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
48	Chiller	150,000.00	0.00	0.00	0.00	0.00	0.00%	150,000.00	0.00
49	Install Labor	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
50	Ice Storage	100,000.00	0.00	0.00	0.00	0.00	0.00%	100,000.00	0.00
51	Install Labor	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
52	AHU's	60,000.00	0.00	0.00	0.00	0.00	0.00%	60,000.00	0.00
53	Install Labor	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
54	Existing AHU Refurbish	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%	0.00	2,500.00
55	Install Labor	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
56	UV's	390,000.00	390,000.00	0.00	0.00	390,000.00	100.00%	0.00	39,000.00
57	Install Labor	25,000.00	7,500.00	2,500.00	0.00	10,000.00	40.00%	15,000.00	1,000.00
58	UV Shelving	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	1,000.00
59	Install Labor	5,000.00	1,000.00	500.00	0.00	1,500.00	30.00%	3,500.00	150.00
60	VAV's	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00	3,000.00
61	Install Labor	5,000.00	1,000.00	0.00	0.00	1,000.00	20.00%	4,000.00	100.00
62	Hot Water Coils - 8	15,000.00	0.00	0.00	0.00	0.00	0.00%	15,000.00	0.00
63	Install Labor	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
64	Terminal Equipment	40,000.00	0.00	0.00	0.00	0.00	0.00%	40,000.00	0.00

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8

Application Date : 01/31/15

To: 01/31/15

Architect's Project No.:

Invoice #: 14165 #8

Contract : 14165- JT Lambert Intermediate School

A Item No.	B Description of Work	C Scheduled Value	D E		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			Work Completed						
			From Previous Application (D+E)	This Period In Place					
65	Install Labor	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
66	Packaged HVAC Units - 2	90,000.00	0.00	0.00	0.00	0.00	0.00%	90,000.00	0.00
67	Install Labor	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
68	EF's - 1	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
69	Install Labor	1,000.00	0.00	0.00	0.00	0.00	0.00%	1,000.00	0.00
70	RF's - 2	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
71	Install Labor	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
72	Boiler Room Equipment	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
73	Pumps & VFD's - 4	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00	3,000.00
74	Expansion Tanks/Air Separators	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	1,000.00
75	Glycol Feeders - 2	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	500.00
76	Install Labor	5,000.00	2,500.00	0.00	0.00	2,500.00	50.00%	2,500.00	250.00
77	Glycol	7,000.00	0.00	0.00	0.00	0.00	0.00%	7,000.00	0.00
78	Glycol Install Labor	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
79	Sheetmetal	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
80	Duct Material - Base Bid	15,000.00	900.00	0.00	0.00	900.00	6.00%	14,100.00	90.00
81	Labor - Base Bid	9,000.00	540.00	0.00	0.00	540.00	6.00%	8,460.00	54.00
82	Duct Material - POD	8,000.00	0.00	0.00	0.00	0.00	0.00%	8,000.00	0.00
83	Labor - POD	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
84	GRD's	870.00	0.00	0.00	0.00	0.00	0.00%	870.00	0.00
85	GRD Labor	1,000.00	0.00	0.00	0.00	0.00	0.00%	1,000.00	0.00
86	Tank Removal	34,000.00	34,000.00	0.00	0.00	34,000.00	100.00%	0.00	3,400.00
87	Roofing	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
88	Concrete	55,000.00	11,000.00	0.00	0.00	11,000.00	20.00%	44,000.00	1,100.00
89	Excavation/Asphalt Patching	55,000.00	0.00	0.00	0.00	0.00	0.00%	55,000.00	0.00
90	Fencing	29,000.00	0.00	0.00	0.00	0.00	0.00%	29,000.00	0.00
91	GC - Bulkhead Work	6,000.00	1,200.00	0.00	0.00	1,200.00	20.00%	4,800.00	120.00
92	Chemical Treatment	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
93	ATC	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
94	Engineering/Shop Drawings	49,850.00	49,850.00	0.00	0.00	49,850.00	100.00%	0.00	4,985.00
95	Valves & Dampers	229,250.00	229,250.00	0.00	0.00	229,250.00	100.00%	0.00	22,925.00
96	BAS Material	51,800.00	25,900.00	18,130.00	0.00	44,030.00	85.00%	7,770.00	4,403.00

CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 8

Application Date : 01/31/15

To: 01/31/15

Architect's Project No.:

Invoice # : 14165 #8

Contract : 14165- JT Lambert Intermediate School

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period In Place					
97	Project Management	47,300.00	14,190.00	4,730.00	0.00	18,920.00	40.00%	28,380.00	1,892.00
98	Install	451,690.00	135,507.00	45,169.00	0.00	180,676.00	40.00%	271,014.00	18,067.60
99	Programming	30,300.00	9,090.00	4,545.00	0.00	13,635.00	45.00%	16,665.00	1,363.50
100	Commissioning	29,850.00	8,955.00	1,492.50	0.00	10,447.50	35.00%	19,402.50	1,044.75
101	Training	9,960.00	0.00	0.00	0.00	0.00	0.00%	9,960.00	0.00
114	Insulation	100,000.00	40,000.00	10,000.00	0.00	50,000.00	50.00%	50,000.00	5,000.00
115	Phase 4	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
116	Balancing	26,000.00	0.00	0.00	0.00	0.00	0.00%	26,000.00	0.00
117	Punchlist	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
118	Closeout Docs	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
119	Training	3,000.00	0.00	0.00	0.00	0.00	0.00%	3,000.00	0.00
120	CO-1 New Pump pipe packages	10,859.78	7,601.85	0.00	0.00	7,601.85	70.00%	3,257.93	760.19
Grand Totals		3,349,359.78	1,857,293.85	91,966.50	0.00	1,949,260.35	58.20%	1,400,099.43	194,926.04

CHANGE ORDER PROPOSAL

OWNER X
 ENGINEERS X
 CONTRACTORS X
 FIELD
 OTHER

PROJECT:
 East Stroudsburg Area School District
 J.T. Lambert Intermediate School
 2000 Milford Road
 East Stroudsburg, Pa 18301

CHANGE ORDER NO: 3
 DATE: January 23, 2015
 ENGINEER'S PROJECT NO: 186-13

TO CONTRACTOR:
 Myco Mechanical, Inc.
 1 N. Washington Street
 Telford, PA 18969

CONTRACT DATE: May 30, 2014
 CONTRACT FOR: HVAC Renovations and
 Lighting Upgrades

The Contract is changed as follows:

Credit for the reduction of the number of hot water coils and air flow stations to be provided in the Auditorium.

Not valid until signed by the Owner, Engineer, and Contractor

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ 3,338,500.00
Net change by previously authorized Change Orders	\$ 10,859.78
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ 3,349,359.78
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$ (-\$7,286.56)
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ..	\$ 3,342,073.22

The Contract Time will be (~~increased~~) (~~decreased~~) (~~unchanged~~) by (0) days.

The date of Substantial Completion as the date of this Change Order therefore is Unchanged, August 31, 2015.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Strunk-Albert Engineering
 ENGINEER

Myco Mechanical, Inc.
 CONTRACTOR

East Stroudsburg Area School District
 OWNER

Address
 804 Seven Bridge Road
 East Stroudsburg, Pa 18301

Address
 1 N. Washington Street
 Telford, PA 18969

Address
 2000 Milford Road
 East Stroudsburg, Pa 18301

BY: John E. Stever

BY: [Signature]

BY: _____

DATE: January 23, 2015

DATE: 2/3/15

DATE: _____

CHANGE ORDER PROPOSAL

OWNER X
 ENGINEERS X
 CONTRACTORS X
 FIELD
 OTHER

PROJECT:
 East Stroudsburg Area School District
 J.T. Lambert Intermediate School
 2000 Milford Road
 East Stroudsburg, Pa 18301

CHANGE ORDER NO: 4

DATE: January 23, 2015

ENGINEER'S PROJECT NO: 186-13

TO CONTRACTOR:
 Myco Mechanical, Inc.
 1 N. Washington Street
 Telford, PA 18969

CONTRACT DATE: May 30, 2014

CONTRACT FOR: HVAC Renovations and
 Lighting Upgrades

The Contract is changed as follows:

Provide materials to blank off the excess outside air intake opening for the unit ventilators.

Not valid until signed by the Owner, Engineer, and Contractor

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ 3,338,500.00
Net change by previously authorized Change Orders	\$ 3,573.22
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ 3,342,073.22
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$ 4,232.65
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be ..	\$ 3,346,305.87

The Contract Time will be (~~increased~~) (~~decreased~~) (unchanged by) (0) days.

The date of Substantial Completion as the date of this Change Order therefore is Unchanged, August 31, 2015.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Strunk-Albert Engineering
 ENGINEER

Myco Mechanical, Inc.
 CONTRACTOR

East Stroudsburg Area School District
 OWNER

Address
 804 Seven Bridge Road
 East Stroudsburg, Pa 18301

Address
 1 N. Washington Street
 Telford, PA 18969

Address
 2000 Milford Road
 East Stroudsburg, Pa 18301

BY: *John E. Stevens*

BY: *Anthony A. Myco*

BY: _____

DATE: January 23, 2015

DATE: *2/3/15*

DATE: _____