P.O. Box 366 Milford, PA 18337 Tel. (570) 296-5540 FAX (570) 409-8348

Website: www.milfordtownshippike.com

# MILFORD TOWNSHIP

May 17, 2022

Pike County Board of Commissioners 506 Broad Street Milford, PA 18337

Re: Request for Information

Dear Commissioners Osterberg, Schmalzle and Waldron,

The Milford Township Board of Supervisors respectfully requests copies of the contract with HRG for the Eastern Pike Joint ACT 537 Plan, any amendments or change orders to that contract, signed or unsigned, and all the bills that were submitted to the County for payment in this regard, along with documentation as to which have been paid or not paid. Supervisors need this information to better ascertain how to respond to the request that the taxpayers of Milford Township fund well testing that was not done in the initial stage of the plan development but are now being told is required and financially an obligation we must bear.

We appreciate the Commissioners' support for this project to date and remain concerned that further requests for funding will be made which this Township is unprepared to respond to, given that we anticipated the entirety of the plan would be completed within the \$140,000 previously allocated and now are told work not before anticipated, and we are told outside of the HRG original contract, is required. We look forward to receiving these documents.

Sincerely.

Shahana Shamim

Secretary/Treasurer

Milford Township, Pike County

cc: Mike Mrozinski, Pike County Planning Department Westfall Municipal Authority Milford Municipal Authority Mark Spatz, HRG

### Thanks,

Shahana Shamim Secretary/Treasurer Milford Township Pike County Phone: 570 296 5540

Office: Monday - Friday; 9:00 A.M. - 1:00 P.M.;

### Milford Township

From:

Krista Gromalski [kgromalski@pikepa.org]

Sent:

Thursday, May 19, 2022 1:19 PM

To:

milfrdtp@ptd.net

Cc:

Matt Osterberg; Ronald R. Schmalzle; Tony Waldron

Subject:

FW: Request for Information

Attachments:

20220517142538109.pdf, 20220517145058975.pdf, 20220517145236035.pdf

**Dear Milford Township Supervisors** 

In response to your May 17, 2022 letter regarding the Eastern Pike Joint ACT 537 Plan, attached are:

- The contract with HRG Engineering signed by Westfall Township
- A record of invoicing and payments
- The agreement between the County and Westfall Township, Milford Township, and Milford Borough regarding SRCP funding and Act 13 match.

Kind regards,

Krista Gromalski Assistant Chief Clerk Right to Know Officer Pike County Commissioners Office



ext. 1290

570-296-9805 office 570-832-1434 cell 506 Broad Street Milford, PA 18337 PikePA.org

From: Milford Township <milfrdtp@ptd.net>
Sent: Tuesday, May 17, 2022 11:43 AM

To: Matt Osterberg < mosterberg@pikepa.org >; 'Anthony Waldron' < waldlaw@ptd.net >; Ronald R.

Schmalzle <<u>rschmalzle@pikepa.org</u>>; Gary Orben <<u>gorben@pikepa.org</u>>; Mike Mrozinski <<u>mmrozinski@pikepa.org</u>>; 'Spatz, Mark' <<u>mspatz@hrg-inc.com</u>>; <u>waterofc@ptd.net</u>

Subject: Request for Information

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Commissioners Osterberg, Schmalzle, and Waldron,

Please consider the attached letter.

### Milford Township

From:

Krista Gromalski [kgromalski@pikepa.org]

Sent:

Friday, May 20, 2022 11:12 AM

To:

milfrdtp@ptd.net

Cc:

Matt Osterberg; Ronald R. Schmalzle; Tony Waldron

Subject:

RE: Request for Information

#### **Good Morning**

To follow up my message from yesterday, I want to clarify that the contract with HRG Engineering was signed by the Chairman of the Municipal Authority of the Township of Westfall, not Westfall Township.

My apologies.

Kind regards,

Krista Gromalski Assistant Chief Clerk Right to Know Officer Pike County Commissioners Office



ext. 1290 570-296-9805 office 570-832-1434 cell 506 Broad Street Milford, PA 18337 PikePA.org

From: Krista Gromalski

Sent: Thursday, May 19, 2022 1:19 PM

To: Milford Township (milfrdtp@ptd.net) <milfrdtp@ptd.net>

Cc: Matt Osterberg <mosterberg@pikepa.org>; Ronald R. Schmalzle <rschmalzle@pikepa.org>; Tony

Waldron < twaldron@pikepa.org > Subject: FW: Request for Information

**Dear Milford Township Supervisors** 

In response to your May 17, 2022 letter regarding the Eastern Pike Joint ACT 537 Plan, attached are:

- The contract with HRG Engineering signed by Westfall Township
- A record of invoicing and payments
- The agreement between the County and Westfall Township, Milford Township, and Milford Borough regarding SRCP funding and Act 13 match.

Kind regards,



# PIKE COUNTY SCENIC RURAL CHARACTER PRESERVATION PROGRAM GRANT CONTRACT

## Westfall Township and Milford Township and Milford Borough

and

#### County of Pike

THIS AGREEMENT, made this 6th day of March 2019, between Westfall Township and Milford Township and Milford Borough, hereinafter called "Municipality", and the County of Pike acting through its County Commissioners, hereinafter called "County".

#### A. SCOPE OF AGREEMENT

- The Municipality agrees that any sums received from the County shall be used in accordance with the provisions of the awarded grant and the Pike County Scenic Rural Character Preservation Program Manual. The terms of the awarded grant and the Manual are incorporated herein.
- 2. The Municipality agrees to adhere to all Federal, State, and Municipal laws, codes and requirements. The Municipality further agrees to indemnify, defend and save harmless from the County any and all claims arising out of the performance of this Agreement caused by error, omission, intentional or negligent act for which the Municipality is legally responsible.

### B. MAXIMUM REIMBURSEMENT

- It is understood that the total maximum reimbursable cost for the Eastern Pike Regional Act 537 Sewage Plan project under this County grant award shall not exceed Fifty-two thousand, Five Hundred dollars and no cents (\$52,500).
- The County agrees to reimburse the Municipality for its expenditures made in accordance with the terms of the awarded grant and the Manual.

#### C. EXTENT OF AGREEMENT

- This agreement shall expire March 5, 2021. The Municipality agrees and understands that reimbursement will not be made by the County through this Grant Program for costs incurred after the aforesaid termination date.
- 2. This agreement may be amended only by written instrument signed by both County and Municipality.

WITNESS WHEREAS, the parties hereto have caused these presents to be executed, attested, and ensealed by their proper officials, pursuant to duty and legal action authorizing the same to be done, the day and year first above written.

PIKE COUNTY,

| ATTEST:                                    | BOARD OF COUNTY COMMISSIONERS                                      |
|--|--|
| Hay Mich                                   | By: Mellew Midter berg   |
| Gary Orben, Chief Glerk                    | Matthew M. Osterberg, Chairman  Ronald R. Schmalzle, Vice Chairman |
|  | Steven R. Ğuccini  |
| ATTEST Of Markein  Jodi Malheim, Secretary | WESTFALL TOWNSHIP  By:  Robert Melvin, Chairman                    |
|  | Jerry Dotey, Vice-Chairman   |
|  | Paul Schaldonat, Supervisor  |
|  | Robert Boptinth, Supervisor  |
|  | Paul Fischer, Supervisor   |
|  |  |



ATTEST:

By:

Gary M. Clark, Chairman

Gary M. Williams, Superprisor

College Penney Latars, Superprisor

By:

Pameta Anismad, Secretary

MILFORD BOROUGH

Web Ciervo, President Pro Tem

Meagen Rameen, Vice President

Katring Koster, Council Member

Americ Haar, Council Member

Adriane Wendell, Council Member



# PIKE COUNTY COMMISSIONERS

PIKE COUNTY ADMINISTRATION BUILDING 506 BROAD STREET MILFORD, PA 18337 570-296-3434 FAX: 570-296-3436

MATTHEW M. OSTERBERG RONALD R. SCHMALZLE STEVEN R. GUCCINI

COMMISSIONERS



GARY R. ORBEN CHIEF CLERK

THOMAS F. FARLEY, ESQ. COUNTY SOLICITOR

February 15, 2019

Mrs. Carol Comando, Chairperson Pike County Scenic Rural Character Preservation Board c/o Jessica Yoder 837 US6, Unit 3 Shohola, PA 18458

SUBJECT: Eastern Pike Regional Act 537 Plan - Match Guarantee

Dear Mrs. Comando,

On behalf of the municipalities of Westfall Township, Milford Township and Milford Borough, we hereby guarantee the allocation of Act 13 funds to complete the needed funding for the Regional Act 537 Plan as requested in the SRCP grant application. Section 3.B. of the application also identifies the match required as per SRCP guidelines.

If you have any questions, comments or concerns, please feel free to reply or call.

Sincerely,

Pike County Board of Commissioners

Ronald R. Schmalzle, Vice-Chan

Steven R. Guccini, Commissioner



P.O. 8OX 504 Clarks Summif, PA 18411 (570) 851-2804 @FAX (570) 524-6779 www.hrg-inc.com

May 1, 2019

Mr. A. William Schneider, Authority Chairman Municipal Authority of the Township of Westfall P.O. Box 235 Matamoras, Pennsylvania 18336

Re:

Municipal Authority of the Township of Westfall

Act 537 Special Study

Agreement for Professional Services

Dear Mr. Schneider:

In accordance with your request, Herbert, Rowland & Grubic, Inc. (HRG) is pleased to present this Agreement to provide professional services for the preparation of the Act 537 Special Study (Study) for the Municipal Authority of the Township of Westfall (Authority).

#### GENERAL PROJECT DESCRIPTION

The Authority proposes to conduct a Study to evaluate alternatives relative to the extension of sanitary sewerage facilities in potential sewerage needs areas within Westfall Township, Matamoras Borough, Milford Township, and Milford Borough.

The Study will include an evaluation of existing sewer facilities within the planning areas further described below. Also included within the Study will be the evaluation of structural alternatives to provide public sewer service to potential future public sewer services areas. The planning areas include: Southwest Branch (along S.R. 0209 toward Milford and including the School District) and Northeast Branch (extending near Matamoras Borough) within the Township of Westfall, Milford Township West, Milford Township East, Matamoras Borough, and Milford Borough (see Appendix A of attached Task/Activity Report).

This Agreement is based on our participation in the regional planning meetings, prior planning documents, and the PADEP Guide for Preparing Act 537 Update Revisions.

Mr. A. William Schneider, Authority Chairman May 1, 2019 Page 2

### SCOPE OF SERVICES

We have developed the following scope of services to address the Authority's needs relative to the Act 537 Special Study in accordance with the General Project Description above and out understanding of the Project:

- 1. Prepare and submit a Task/Activity Report (TAR) and Act 537 Plan Content and Environmental Assessment Checklist to PADEP for approval (completed and attached as Exhibit C).
- 2. Attend one (1) pre-planning meeting with PADEP, prior to the formal submission of the TAR.
- 3. Obtain, review, and utilize existing data relative to the proposed planning areas including:
  - a. Problems, malfunctions, and rehabilitation work within existing sewer facilities as reported by residents, the Townships' Sewage Enforcement Officer(s) (SEO), and PADEP
  - b. Existing Authority WWTP operational data, including Discharge Monitoring Reports (DMRs), available sampling results for both influent and effluent, operations logs, Chapter 94 Reports, etc.
  - e. Existing Authority collection and conveyance facilities information
  - d. Existing planning information available (comprehensive plans, ordinances, previous Act 537 planning documents, etc.)
  - e. Water usage records where served by public water.
  - f. Any additional information made available through a PADEP file review (one (1) file review assumed).
- 4. Prepare exhibits and mapping to depict land use and projected growth in proposed planning areas.
- 5. Conduct sanitary surveys in the proposed planning areas. Based on previous discussions, it is assumed that no water sampling will be required and all residents within the planning areas currently have public water service. Prior to conducting the surveys, questionnaires and letters will be sent to the homeowners to obtain preliminary background information on their existing sewer system. The preliminary information will be used to identify areas for door-to-door surveys. The following number of door-todoor surveys in each area are assumed to be performed in accordance with Tier 2 requirements as identified in PADEP Guide for Preparing Act 537 Update Revisions:
  - a. Northeast Branch 40 surveys (142 total OLDS Estimated)
  - b. Southwest Branch 55 surveys (211 total OLDS Estimated)
  - c. Matamoras Borough 200 surveys (988 OLDS Estimated)
  - d. Milford Township East 20 surveys (53 total OLDS Estimated)
  - e. Milford Township West 45 surveys (170 total OLDS Estimated)
  - f. Milford Borough 115 surveys (551 total OLDS Estimated)
- 6. Tabulate OLDS survey results and generate a survey results map and summary tabulation.

Mr. A. William Schneider, Authority Chairman May 1, 2019 Page 3

- 7. Develop and evaluate structural alternatives providing sanitary sewer service for the potential needs areas:
  - a. Complete a hydraulic analysis to evaluate any potential upgrades to the existing collection and conveyance facilities that may be required from the proposed the proposed points of connection to the WWTP.
  - b. Develop conceptual exhibits for proposed sanitary sewer extensions
  - c. Evaluate the capacities and NPDES Perruit limits at the existing WWTP
  - d. Evaluate expansion alternatives that may be necessary if the current WWTP does not have the required capacity for the projected flow
  - e. Prepare a conceptual cost estimate for each alternative
  - f. Prepare a preliminary financial analysis for potential project financing alternatives
- 8. Develop a Draft Study including a Draft Uniform Environmental Report (UER) in accordance with PADEP requirements.
- Prepare and submit one (1) hard copy and one (1) electronic copy of the Draft Study to the Authority, Westfall Township, Matamoras Borough, Milford Township, and Milford Borough for review.
- 10. Review Draft Study with the Authority, Westfall Township, Milford Township, Matamoras Borough, and Milford Borough, and incorporate any comments into the Draft Study.
- Prepare and submit one (1) hard copy and one (1) electronic copy of the Final Study to the Authority, Westfall Township, Milford Township, Matamoras Borough, and Milford Borough for the Public Review period.
- 12. Submit Final Study to the Municipal and County Planning Agencies.
- 13. Prepare advertisement for 30-day public comment period, 60-day County and Municipal Planning Commission comment period, and public hearing (to be conducted after public comment period).
- 14. Attend one (1) public hearing or one (1) public meeting for the Authority, Westfall Township, Matamoras Borough, Milford Township, and Milford Borough to present the Final Study.
- 15. Incorporate comments from the Authority, Westfall Township, Milford Township, Matamoras Borough, Milford Borough, Planning Agencies, and public comments into Final Study.
- 16. Prepare a Resolution for the each municipality's adoption of the Final Study.
- 17. Prepare and submit the Final Study to PADEP (three (3) hard copies and one (1) electronic copy) after the original copy of the adopted and signed Resolution is obtained.
- 18. Address any comments presented by PADEP and resubmit Study to PADEP (one (1) response assumed).

Mr. A. Willium Schneider, Authority Chairman May I, 2019 Page 4

- Submit the required information to remain eligible for potential future reimbursement grants from PADEP following approval of the Study.
- Submit two (2) hard copies and one (1) electronic copy of the Updated Final Study to the Authority, Westfall Township, Milford Township, Matamoras Borough, and Milford Borough.
- Attend and administer meetings with the Authority and neighboring municipalities, as necessary, throughout the development of the Study (six (6) total meetings are assumed).
- 22. Attend and administer one (1) meeting with relevant stakeholders that may impact the Study (developers, large commercial users, etc.).

### ASSUMPTIONS/EXCLUSIONS

HRG has prepared a detailed Scope of Services associated with this Project. Any tasks or services not specifically identified in the above referenced scope have been assumed to be unwarranted and therefore have not been included in the below referenced fee.

#### SCHEDULE

HRG will begin work immediately upon receiving your authorization to proceed. We estimate that a Draft Act 537 Special Study will be submitted to the Authority, Westfall Township, Milford Township, and Milford Borough for review by December 2019, assuming the authorization to proceed is provided by May 10, 2019. We estimate that the Final Act 537 Special Study will be advertised for the public comment period by March 2020.

Assuming all conditions listed above remain consistent, we anticipate submission of the Final Act 537 Special Study to PADEP by June 2020.

### COMPENSATION

Based on the Scope of Services presented above, we propose to complete the Act 537 Special Study for a lump sum fee of \$140,000.00 including customary reimbursable expenses.

Our policy is to render invoices monthly based on the percentage of completion.

#### TERMS

Our services will be provided in accordance with the attached General Provisions for Consulting and Design.

Mr. A. William Schneider, Authority Chairman May 1, 2019 Page 5

#### AUTHORIZATION

We have developed the above listed Scope of Services specifically with your project needs in mind. To indicate your acceptance of these terms, and authorize the work to begin, please sign the authorization statement below, return one copy to our office, and keep the other for your files.

If you have any questions concerning our agreement, please feel free to contact me to discuss them in greater detail. We appreciate the opportunity to provide the Authority with professional services in this capacity and look forward to working with you on this project.

Sincerely,

Herbert, Rowland & Grubic, Inc.

Project Manager

CJS/JJM/MWS

P003054.0444

P:\0030\003054\_0444\Admin\Control\Proposal\Final\Updateth(1) 2019.05.01 - ACT-537 Special Study.docx

Enclosures

ACCEPTED BY:

TOWNSHIP OF WESTFALL

Proprietary Notice

This proposal contains proprietary information regarding Herbert, Rowland & Grubic, Inc. and is a work product containing business sensitive materials. This proposal was prepared in response to your request for your specific project and no portion of this proposal may be shared with any other party.

| - ,<br>- , |  |  |
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|            |  |  |
|            |  |  |

|           | HRO        | Invoicing -        | Regional | 537 Plan  |         |
|-----------|------------|--------------------|----------|-----------|---------|
| Invoice # | Date       | Date Amount Source |          | Paid      | Check # |
| 135286    | 6/13/2019  | \$7,000            | Act 13   | \$7,000   | 104     |
| 135029    | 7/15/2019  | \$11,200           | Act 13   | \$11,200  | 105     |
| 137065    | 8/30/2019  | \$5,600            | Act 13   | \$5,600   | 108     |
| 137634    | 9/23/2019  | \$7,000            | Act 13   | \$7,000   | 109     |
| 138248    | 10/15/2019 | \$25,200           | SRC      | \$25,000* | 185234  |
| 138832    | 11/12/2019 | \$14,000           | Act 13   | \$14,000  | 111     |
| 139686    | 12/23/2019 | \$25,000           | SRC      | \$25,200* | 128     |
| 140470    | 2/7/2020   | \$8,600            | Act 13   | \$8,600   | 115     |
| 141202    | 3/11/2020  | \$8,400            | Act 13   | \$8,400   | 114     |
| 142336R1  | 5/1/2020   | \$8,200            | Act 13   | \$8,200   | 116     |
| 142610    | 5/18/2020  | \$19,800           | SRC      | \$9,300   | 189343  |
| 142610    | 6/9/2021   |                    | Act 13   | \$19,800  | 195810  |
| Total     | Invoiced   | \$140,000          |          | \$149,300 |         |

remaining balance -\$9,300

Total fee \$140,000

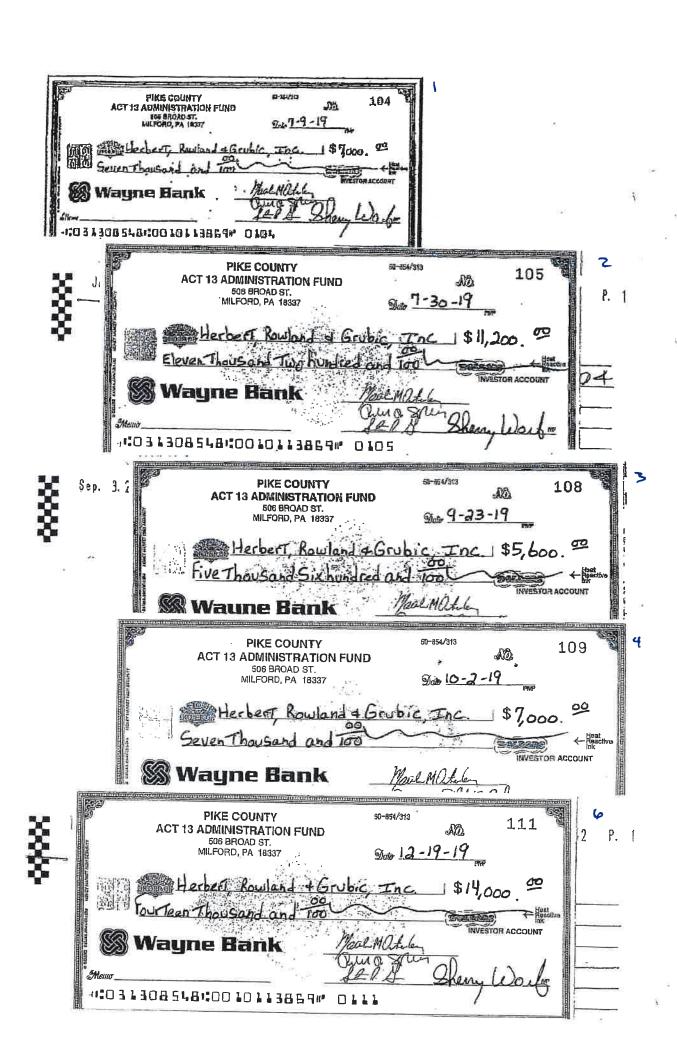
 Act13 \$ \$89,800
 Act13 remain
 -\$19,800

 SRCP \$ \$59,500
 SRCP remain
 \$10,500

Full plan paid via Act 13 to get reimbursed by SRC upon plan completion/adoption.

Reimbursed \$9,300 by HRG for overpayment

<sup>\*</sup>paid via passthrough SRCP to the Westfall Municipal Authority to HRG. Short \$200 made up on subsequent SRCP funding request





369 East Park Drive Harrisburg PA 17111 Phone: (717) 564-1121

Fax: (717) 564-1158



Email Invoices to:

mmrozinski@pikepa.org

Mr. Michael Mrozinski,

Municipal Authority of the Township of Westfall, Pike

County

155 Westfall Town Drive

P.O. Box 235

Matamoras, PA 18336

June 13, 2019

Project No:

R003054.0444

Invoice No:

135286

Project Manager

Cory Salmon

Project

R003054.0444

MATW: Milford/Matamoras Regionalization

Professional Services from April 29, 2019 to June 2, 2019

Fee

Total Fee

140,000.00

Percent Complete

5.00 Total Earned

7,000.00

Previous Fee Billing

0.00

Current Fee Billing

7,000.00

Total Fee

\$7,000.00

TOTAL THIS INVOICE

\$7,000.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS: Herbert, Rowland & Grubic, Inc. P.O. Box 4012 Harrisburg, PA 17111



Municipal Authority of the Township of Westfall, Pike

Email Invoices to:

mmrozinski@pikepa.org

July 15, 2019

Project No:

R003054.0444

Invoice No:

136029

155 Westfall Town Drive

P.O. Box 235

County

Matamoras, PA 18336

Michael Mrozinski

Project Manager

Cory Salmon

R003054.0444

MATW: Milford/Matamoras Regionalization

Professional Services from June 3, 2019 to June 30, 2019

Fee

Project

Total Fee

140,000.00

Percent Complete

13.00 Total Earned

18,200.00

Previous Fee Billing

7,000.00

**Current Fee Billing** 

11,200.00

**Total Fee** 

\$11,200.00

**TOTAL THIS INVOICE** 

\$11,200,00

Unpaid Invoices Included In Total Now Due (please check your records to make sure you haven't issued payment)

Number

Date

Balance

135286

6/13/2019 7,000.00

Overdue Invoices as of current

\$7,000.00

invoice date.

**Total Now Due** 

\$18,200.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS: Herbert, Rowland & Grubic, Inc. P.O. Box 4012

Harrisburg, PA 17111



Email Invoices to:

mmrozinski@pikepa.org

Michael Mrozinski

August 30, 2019

Municipal Authority of the Township of Westfall, Pike

R003054.0444

County

155 Westfall Town Drive

Project No: Invoice No:

137065

P.O. Box 235

Matamoras, PA 18336

Project Manager

Cory Salmon

Project

R003054,0444

MATW: Milford/Matamoras Regionalization

Professional Services from July 1, 2019 to August 4, 2019

Fee

Total Fee

140,000.00

17.00 Total Earned

23,800.00

Percent Complete

Previous Fee Billing

18,200.00

Current Fee Billing

5,600.00

**Total Fee** 

\$5,600.00

TOTAL THIS INVOICE

\$5,600.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS: Herbert, Rowland & Grubic, Inc. P.O. Box 4012 Harrisburg, PA 17111



369 East Park Drive Harrisburg PA 17111 Phone: (717) 564-1121

Fax: (717) 564-1158

Email Invoices to:

mmrozinski@pikepa.org

Michael Mrozinski

September 23, 2019

Municipal Authority of the Township of Westfall, Pike County

Project No:

R003054.0444

Invoice No:

137634

155 Westfall Town Drive

P.O. Box 235

Matamoras, PA 18336

Project Manager

Cory Salmon

Project

R003054.0444

MATW: Milford/Matamoras Regionalization Professional Services from August 5, 2019 to September 1, 2019

Fee

Total Fee

140,000.00

Percent Complete

22.00 Total Earned

30,800.00

Previous Fee Billing

23,800.00

Current Fee Billing

7,000.00

**Total Fee** 

\$7,000.00

TOTAL THIS INVOICE

\$7,000.00

Unpaid Invoices Included in Total Now Due (please check your records to make sure you haven't issued payment)

Number

Date

**Balance** 

137065

8/30/2019

5,600.00

Overdue invoices as of current

\$5,600.00

invoice date.

**Total Now Due** 

\$12,600.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS:

Herbert, Rowland & Grubic, Inc.

P.O. Box 4012

Harrisburg, PA 17111





Email Invoices to:

mmrozinski@pikepa.org

Michael Mrozinski

October 15, 2019

Municipal Authority of the Township of Westfall, Pike

Project No:

R003054.0444

County

Invoice No:

138248

155 Westfall Town Drive

P.O. Box 235

Matamoras, PA 18336

Cory Salmon

Project Manager

R003054.0444

MATW: Milford/Matamoras Regionalization

Professional Services from September 2, 2019 to September 29, 2019

**Total Fee** 

140.000.00

Percent Complete

40.00 Total Earned

56,000.00

Previous Fee Billing

30,800.00

Current Fee Billing

25,200.00

**Total Fee** 

\$25,200.00

TOTAL THIS INVOICE

\$25,200.00

Payment Terms are Upon Receipt, Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS: Herbert, Rowland & Grubic, Inc. P.O. Box 4012 Harrisburg, PA 17111



# Pike County Scenic Rural Character Preservation Program

837 Route 6, Unit 3 • Shohola, PA 18458 570.296.3500 (phone) • 570.296.3501 (fax.)

November 22, 2019

Pike County Scenic Rural Character Preservation Board

Carol Comando Chair

Roger Spotts Vice-Chair

Will Clauss

Alan Dolge

Paul Menditto

Jane Neufeld

Georgene Snyder

Tony Waldron

Vacant

Pete Helms, alt.

Vacant, alt.

Vacant, alt

c/o Pike County Office of Community Planning

Pike County Board of Commissioners Matthew M. Osterberg Ronald R. Schmalzle Steven R. Guccini Municipal Authority of the Township of Westfall Attn: A. Bill Schneider 155 Westfall Drive P.O. Box 235 Matamoras, PA 18336

Dear Bill,

On behalf of the Pike County Scenic Rural Character Preservation Board and the Pike County Commissioners, we are pleased to provide you with Check #185234, in the amount of \$25,000.00 as payment for the multi-municipal grant awarded for the Eastern Pike Regional Act 537 Sewage Plan project.

Future payment requests may be submitted, at any time grant funds have been 80% expended, using the Payment Request Form. Please note that all future payment requests must include copies of the Consultant's invoices, applicant's cancelled checks in payment of any of these invoices, and a narrative report from your Consultant.

<u>Prior</u> to completion of the project, the Planning Committee will be required to make a brief presentation to the Scenic Rural Character Preservation Board at a regularly scheduled meeting (held the 3<sup>rd</sup> Wednesday of each month at 3:30pm). When your Eastern Pike Regional Act 537 Sewage Plan project is nearing completion, please contact our office so that we can add you to the next meeting agenda.

As the Committee moves forward with this project, the Board would like to remind you that project status reports should be submitted on a quarterly basis, according to Section 15.3 Reporting Requirements of the Program Manual.

If you have any questions, please do not hesitate to contact us. Thank you.

Sincerely,

Jessica R. Yoder

Program Administrator

Encl: Check #185234

AMOUNT 25000.00 VOUCHER DATE INVOICE NO. VOUCHER NO. SRCP-part pay sewage plan 11/20/2019 N2019119 015115314 TOTAL THIS 25000.00 Please Delach Here and Relain Top Portlon For Your Records.

PIKE COUNTY COMMISSIONERS

50.961240

185234

VOID AFTER 90. DAYS

DATE
11/20/2019

AMOUNT
\$25000.00

THE EXACT ANGUNT OF
DIVENTY FILE THOUSAND DOLLARS AND NO CENTS

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PIKE COUNTY COMMISSIONERS

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# MUNICIPAL AUTHORITY OF THE TOWNSHIP OF WESTFALL

11341

HRG, Inc.
Date Type Reference
12/5/2019 Bill 136832

R003054.0444

Original Amt. 25,000,00 Balance Due 25,000,00 12/5/2019 Discount

Check Amount

Payment 25,000.00: 25,000.00

Dime Bank General A R003054.0444

25,000.00

11341

# MUNICIPAL AUTHORITY OF THE TOWNSHIP OF WESTFALL

HRG, Inc.

Date Type Reference 12/5/2019 Bill 138832

Original Amt 25,000.00 Balance Due 25,000.00 12/5/2019 Discount

Check Amount

Payment 25,000.00 25,000.00

Dime Bank General A R003054.0444



Email Invoices to:

mmrozinski@pikepa.org

Michael Mrozinski

November 12, 2019

Project No:

R003054.0444

Municipal Authority of the Township of Westfall, Pike County

Invoice No:

138832

155 Westfall Town Drive

P.O. Box 235

Matamoras, PA 18336

Project Manager

Cory Salmon

Project

R003054.0444

MATW: Milford/Matamoras Regionalization

Professional Services from September 30, 2019 to October 27, 2019

Fee

Total Fee

140,000.00

Percent Complete

50.00 Total Earned

70.000.00

Previous Fee Billing

56,000.00

Current Fee Billing

14,000.00

Total Fee

\$14,000.00

\$14,000.00

Unpaid Invoices Included in Total Now Due (please check your records to make sure you haven't issued payment)

Number

Date

Balance

10/15/2019 138248 Overdue invoices as of current

25,200.00

invoice date.

\$25,200.00

**Total Now Due** 

TOTAL THIS INVOICE

\$39,200.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS:

Herbert, Rowland & Grubic, Inc.

P.O. Box 4012

Harrisburg, PA 17111



Email Invoices to:

mmrozinski@pikepa.org

Michael Mrozinski

December 23, 2019

Municipal Authority of the Township of Westfall, Pike

Project No:

R003054.0444

County

Invoice No:

139686

155 Westfall Town Drive

P.O. Box 235

Matamoras, PA 18336

Project Manager Project

Cory Salmon

R003054.0444

MATW: Milford/Matamoras Regionalization

Professional Services from November 13, 2019 to December 15, 2019

Fee

Total Fee

140,000.00

Percent Complete

67.8571 Total Earned

95,000.00

Previous Fee Billing

70,000.00

Current Fee Billing

25,000.00

**Total Fee** 

\$25,000.00

**TOTAL THIS INVOICE** 

\$25,000.00

Unpaid Invoices Included in Total Now Due (please check your records to make sure you haven't issued payment)

Number Date **Balance** 138248 10/15/2019 200.00 138832 11/12/2019 14,000.00 Overdue invoices as of current \$14,200.00

invoice date.

**Total Now Due** 

\$39,200.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

### REMITTANCE ADDRESS:

Herbert, Rowland & Grubic, Inc.

P.O. Box 4012

Harrisburg, PA 17111





# Pike County Scenic Rural Character Preservation Program

837 Route 6, Unit 3 • Shohola, PA 18458 570.296.3500 (phone) • 570.296.3501 (fax)

January 31, 2020

Pike County Scenic Rural Character Preservation Board

Carol Comando

Roger Spotts Vice-Chair

Chair

Will Clauss

Alan Dolge

Paul Menditto

Jane Neufeld

Georgene Snyder

Tony Waldron

Vacant

Pete Helms, alt.

Vacant, alt.

Vacant, alt

c/o Pike County Office of Community Planning

Pike County Board of Commissioners Matthew M. Osterberg Ronald R. Schmalzle Steven R. Guccini Municipal Authority of the Township of Westfall Attn: A. Bill Schneider 155 Westfall Drive P.O. Box 235 Matamoras, PA 18336

Dear Bill,

On behalf of the Pike County Scenic Rural Character Preservation Board and the Pike County Commissioners, we are pleased to provide you with Check #128, in the amount of \$25,200.00 as payment for the multi-municipal grant awarded for the Eastern Pike Regional Act 537 Sewage Plan project.

Future payment requests may be submitted, at any time grant funds have been 80% expended, using the Payment Request Form. Please note that all future payment requests must include copies of the Consultant's invoices, applicant's cancelled checks in payment of any of these invoices, and a narrative report from your Consultant.

<u>Prior</u> to completion of the project, the Planning Committee will be required to make a brief presentation to the Scenic Rural Character Preservation Board at a regularly scheduled meeting (held the 1<sup>st</sup> Thursday of each month at 3:00pm). When your Eastern Pike Regional Act 537 Sewage Plan project is nearing completion, please contact our office so that we can add you to the next meeting agenda.

As the Committee moves forward with this project, the Board would like to remind you that project status reports should be submitted on a quarterly basis, according to Section 15.3 Reporting Requirements of the Program Manual.

If you have any questions, please do not hesitate to contact us. Thank you.

Sincerely,

Jessica R. Yoder

Program Administrator

Encl: Check #128



| PIKE COUNTY<br>SRCP SERIES C 2012                                     | 90 <del>-85</del> 5/313  | 128   |
|---|--------------------------|-------|
| 506 BROAD STREET<br>MILFORD, PA 18337                                 | Date 1/30/2030           | ·     |
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Emall Involces to: mmrozinski@pikepa.org

Michael Mrozinski

February 7, 2020

Municipal Authority of the Township of Westfall, Pike

Project No:

R003054.0444

County

Involce No:

140470

155 Westfall Town Drive

P.O. Box 235

Matamoras, PA 18336

R003054.0444

Cory Salmon

MATW: Milford/Matamoras Regionalization

Project

Professional Services from December 30, 2019 to February 2, 2020

Fee

Total Fee

Project Manager

140,000.00

Percent Complete

74.00 Total Earned

103,600.00

Previous Fee Billing

95,000.00

Current Fee Billing

8,600.00

**Total Fee** 

TOTAL THIS INVOICE

\$8,600,00 \$8,600.00

Unpaid invoices included in Total New Due (please check your records to make sure you haven't issued payment)

Number

Date

Balance

138248

10/15/2019 12/23/2019 200.00

139686 Overdue Involces as of current

25,000.00 \$25,200.00

invoice date.

Total Now Due

\$33,800.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS: Herbert, Rowland & Grubic, Inc. P.O. Box 4012

Harrisburg, PA 17111

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| and into the ston account western account western account western account western account western account with a superior account western account with a superior account western account which are the superior account  | 80-884/313 AB 115   |

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Email Invoices to:

mmrozinski@pikepa.org

Michael Mrozinskí

March 11, 2020

Municipal Authority of the Township of Westfall, Pike

R003054.0444 Project No:

County

155 Westfall Town Drive

Invoice No:

141202

P.O. Box 235

Matamoras, PA 18336

Cory Salmon

Project Manager

R003054.0444

MATW: Milford/Matamoras Regionalization

Professional Services from February 3, 2020 to March 1, 2020

Fee

Total Fee

140,000.00

Percent Complete

80.00 Total Earned

112,000.00

Previous Fee Billing

103,600.00

Current Fee Billing

8,400.00

Total Fee

\$8,400.00

TOTAL THIS INVOICE

\$8,400.00

Unpaid Invoices Included in Total Now Due (please check your records to make sure you haven't issued payment)

Number

Date

**Balance** 

2/7/2020 140470 Overdue invoices as of current

8,600.00 \$8,600.00

invoice date.

**Total Now Due** 

\$17,000.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS:

Herbert, Rowland & Grubic, Inc.

P.O. Box 4012

Harrisburg, PA 17111

PIKE COUNTY

ACT 13 ADMINISTRATION FUND

SOB BROAD ST.

MILPORD, PA 18337

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ACT 13 ADMINISTRATION FUND
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MILFORD, PA 18337 Herbert Rowla 0115 80~054/313 のででっている。 Š \$8,600. INVESTOR ACCOUNT 115 ↑ Headilye 13

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Email Invoices to:

mmrozinski@pikepa.org

Michael Mrozinski

April 29, 2020 Rev 05/01/20

Municipal Authority of the Township of Westfall, Pike

Project No:

R003054.0444

County

155 Westfall Town Drive

Invoice No:

142336 Rev 1

P.O. Box 235

Project Manager

Matamoras, PA 18336

Cory Salmon

Project

R003054.0444

MATW: Milford/Matamoras Regionalization

Professional Services from March 2, 2020 to March 29, 2020

Fee

Total Fee

140,000.00

85.8571 Total Earned

120,200.00

Percent Complete

Previous Fee Billing

112,000.00

Current Fee Billing

8,200.00

**Total Fee** 

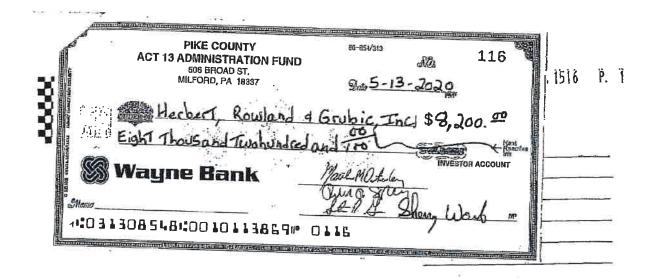
\$8,200.00

TOTAL THIS INVOICE

\$8,200.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS: Herbert, Rowland & Grubic, Inc. P.O. Box 4012 Harrisburg, PA 17111



COUNTY OF PIKT MILFORD, PA 18337

DATE:

March 4, 2020

PAYABLE TO:

Herbert, Rowland & Grubic, Inc.

PO Box 4012

Harrisburg, PA 17111

Act 13

PO#:

Invoice#: 142336R1

Budget#:

Act 13

HRG Engineering for Eastern Pike Regional Act 537 Study HRG Project #R003054.0444 Invoice #10 – May 2020

\$ 8,200.00

Approved by: Michael Mrozinski

Approved by:

Gary Orben



Email Invoices to:

mmrozinski@pikepa.org

Michael Mrozinski

May 18, 2020

Municipal Authority of the Township of Westfall, Pike

Project No:

R003054.0444

County

155 Westfall Town Drive

Invoice No:

142610

P.O. Box 235

Matamoras, PA 18336

Project Manager

Cory Salmon

R003054.0444

MATW: Milford/Matamoras Regionalization

Project

Professional Services from March 30, 2020 to May 3, 2020

Fee

**Total Fee** 

140,000.00

Percent Complete

100.00 Total Earned

140,000.00

Previous Fee Billing

120,200.00

Current Fee Billing

19,800.00

**Total Fee** 

\$19,800.00

TOTAL THIS INVOICE

\$19,800.00

Unpaid Invoices Included in Total Now Due (please check your records to make sure you haven't issued payment)

Number

Date

Balance

142336 4/29/2020 8,200.00

Overdue invoices as of current

\$8,200.00

invoice date.

**Total Now Due** 

\$28,000.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS:

Herbert, Rowland & Grubic, Inc.

P.O. Box 4012

Harrisburg, PA 17111





# Pike County Scenic Rural Character Preservation Program

837 Route 6, Unit 3 • Shohola, PA 18458 570.296.3500 (phone) • 570.296.3501 (fax)

June 22, 2020

Pike County Scenic Rural Character Preservation Board

Carol Comando Chair

Roger Spotts Vice-Chair

Will Clauss

Alan Dolge

Paul Menditto

Jane Neufeld

Georgene Snyder

Tony Waldron

Vacant

Pete Helms, alt.

Vacant, alt.

Vacant, alt

c/o Pike County Office of Community Planning

Pike County Board of Commissioners Matthew M. Osterberg Ronald R. Schmalzle Steven R. Guccini Municipal Authority of the Township of Westfall Attn: A. Bill Schneider 155 Westfall Drive P.O. Box 235 Matamoras, PA 18336

Dear Bill,

On behalf of the Pike County Scenic Rural Character Preservation Board and the Pike County Commissioners, we are pleased to provide you with Check #189343, in the amount of \$9,300.00 as payment for the multi-municipal grant awarded for the Eastern Pike Regional Act 537 Sewage Plan project.

<u>Prior</u> to completion of the project, the Planning Committee will be required to make a brief presentation to the Scenic Rural Character Preservation Board at a regularly scheduled meeting (held the 1st Thursday of each month at 3:00pm). When your Eastern Pike Regional Act 537 Sewage Plan project is nearing completion, please contact our office so that we can add you to the next meeting agenda.

As the Committee moves forward with this project, the Board would like to remind you that project status reports should be submitted on a quarterly basis, according to Section 15.3 Reporting Requirements of the Program Manual.

A final payment of no less than 15% of the grant funds will be held until the project closeout and final adoption of the plan by all the participating municipalities. The grantee must submit the Final Reimbursement Request, copies of cancelled checks in payment of eligible expenses, copies of all invoices, as well as one hard copy and one digital copy of the final adopted product. A letter from the Consultant stating they have been paid in full is also required in order to release the final payment.

If you have any questions, please do not hesitate to contact us. Thank you.

Sincerely,

Jessica R Yoder

Program Administrator

Encl: Check #189343

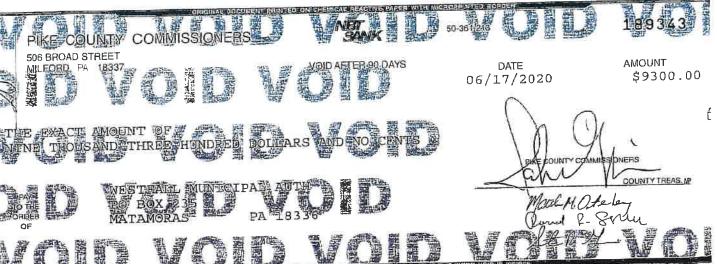
PIKE COUNTY COMMISSIONERS • MILFORD, PA. 18337

CHECK NUMBER 189343 VENDOR

WESTF011

DATE 06/17/2020

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|------------------|-----------------------------------|-------------|---|------------|
| VOUCHER NO.      | VOUCHER DATE                      | INVOICE NO. | DESCRIPTION PROJECT                                     | 9300.00    |
| 61720183         | 06/17/2020                        |             | SRCP-sewer plng project 015115314                       |            |
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369 East Park Drive Harrisburg PA 17111 Phone: (717) 564-1121

Fax: (717) 564-1158

Email Invoices to: mmrozinski@pikepa.org

Michael Mrozinski Municipal Authority of the Township of Westfall, Pike

May 18, 2020 Project No:

R003054.0444

County

155 Westfall Town Drive

Invoice No:

142610

P.O. Box 235

Matamoras, PA 18336

Project Manager

Cory Salmon

Project

R003054.0444

MATW: Milford/Matamoras Regionalization

Professional Services from March 30, 2020 to May 3, 2020

Fee

Total Fee

140,000.00

Percent Complete

100.00 Total Earned

140,000.00

Previous Fee Billing

120,200.00

Current Fee Billing

19,800.00

**Total Fee** 

\$19,800.00

TOTAL THIS INVOICE

\$19,800.00

Unpaid Invoices Included in Total Now Due (please check your records to make sure you haven't issued payment)

Number

Date

Balance

142336 4/29/2020

8,200.00

Overdue invoices as of current

invoice date.

\$8,200,00

**Total Now Due** 

\$28,000.00

Payment Terms are Upon Receipt. Interest of 1.5% per month is charged on any invoice outstanding over 30 days old.

REMITTANCE ADDRESS:

Herbert, Rowland & Grubic, Inc.

P.O. Box 4012

Harrisburg, PA 17111

8/20/20 Received \$9,300.00 leaving a balance of \$10,500.00

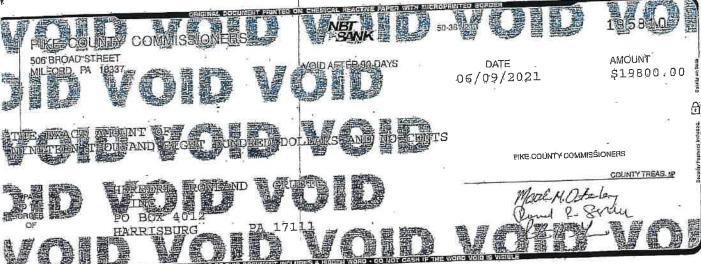
IKE COUNTY COMMISSIONERS - MILFORD, PA. 18337

CHECK NUMBER 195810 **VENDÓR** 

HERBE004

DATE 06/09/2021

|                |                               |             | DESCRIPTION                      | AMOUNT    |
|----------------|-------------------------------|-------------|----------------------------------|-----------|
| OUCHER NO.     | VOUCHER DATE                  | INVOICE NO. | DESCRIPTION F/2/20               | 19800.00  |
| 60921109       | 06/09/2021                    | 142610      | COMM-3/30/20-5/3/20<br>015000900 |           |
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369 East Park Drive Harrisburg, PA 17111 717.564.1121 www.hrg-inc.com

June 25, 2021

Mike Mrozinski Pike County Commissioners 837 Route 6, Unit 3 Shohola, PA 18458



RE: Check No.: 195810

Hello,

Per our conversations, enclosed please find our check in the amount of \$9,300.00 for an overpayment.

If you have any questions, please feel free to contact Maureen McHugh at 717.564.1121 or mmchugh@hrg-inc.com.

Thanks,

Herbert, Rowland & Grubic, Inc.

Kelly M. Forlizzi

Senior Accounts Payable Coordinator

Enclosure: Check

# MID PENNBANK

60-880/313

CHECK DATE

June 25, 2021

Security toatures. Details on back.

a

PAY

Nine Thousand Three Hundred and 00/100 Dollars

**AMOUNT** 

9,300.00

TO

Pike County Commissioners

HERBERT, ROWLAND & GRUBIC, INC.

GENERAL ACCOUNT 369 EAST PARK DRIVE HARRISBURG, PA 17111 (717) 564-1122 FAX (717) 564-1158

837 Route 6 Unit 3

Shohola, PA 18458

#O94363# #O31308807# 601772#7#

#### HERBERT, ROWLAND & GRUBIC, INC.

94363

|                          |           | Check Date: 0/20/2021 |          |           |              |            |  |
|--------------------------|-----------|-----------------------|----------|-----------|--------------|------------|--|
|                          | 7 54      | Voucher               | Amount   | Discounts | Previous Pay | Net Amount |  |
| Involce Number           | Date      |                       |          |           |              | 9,300.00   |  |
| Refund Overpayment       | 6/21/2021 | 0135921               | 9,300.00 |           |              | 9,300,00   |  |
| Plke County Commissione  | rs        | TOTAL                 | 9,300.00 |           |              | 3,000.00   |  |
| 102 Mid Donn General Arc | + 27      | V04252                |          |           |              |            |  |

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