



POCONO TOWNSHIP COMMISSIONERS  
SPECIAL MEETING AGENDA  
March 22, 2018 5:30 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

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

Announcements –

Executive Session held – March 19, 2018 – personnel (end of meeting)

Hearings –

Presentations –

**OLD BUSINESS**

**NEW BUSINESS**

1. Personnel

a. Motion to consider promotion of a road supervisor. (action item\*)

2. Financial Transactions

**Report of the President**

**Commissioners Comments**

Bob De Young – Vice President  
Harold Werkheiser – Commissioner  
Rich Wielebinski – Commissioner  
Jerrod Belvin – Commissioner

(Action Item\*)

\*A matter listed as an “Action Item” on the Agenda is a matter that the Board of Commissioners will discuss and may deliberate or take official action on. A matter listed on the Agenda as an “Action Item” does not require the Board of Commissioners to deliberate or take official action on that matter.

\*\* Change to agenda versus draft posted on website

**Reports**

- a. Finance Committee
- b. Sewer Committee
- c. Administration – Manager's Report
  - i. Motion to consider approval of proposal from Creative Works for development of graphic design services in the amount of \$2730.00, \$1365.00 of which is due at time of execution of agreement. (action item\*)
- d. Public Works Report
- e. Township Engineer Report
- f. Township Solicitor Report

**Resolutions**

**Public Comment**

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

Executive Session – if necessary

Adjournment

(Action Item\*)

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# CREATIVEWORKS

## DESCRIPTION OF SERVICES- Internet Marketing

THIS DESCRIPTION OF SERVICES is made as of ....., 20\_\_\_\_, between CreativeWorks Systems, Inc ("CreativeWorks") and ..... ("Client"), pursuant to the CreativeWorks Account Setup Form that CreativeWorks and Client executed as of ....., 20\_\_\_\_, and of which this Description of Services forms an integral part.

### 1. DESCRIPTION OF SERVICES:

Client hereby engages CreativeWorks to develop Graphic Design services for Pocono Township. The specific deliverables developed by CreativeWorks will be developed according to the Specifications attached to the Service Description as the Document entitled: Pocono Township Graphic Design Proposal dated 3.1.2018.

### 2. PROJECT SPECIFICS:

Activity	Hrs.	Resource	Comments
Logo Development	15	Graphic Design	Provide 3 options of a simple, modern, horizontally oriented logo that includes green and brown colors, a symbol of a tree, and the words "Pocono Township Parks & Recreation" Includes Revisions. Provide Logo in all formats needed, including black & white and color.
1 - 8.5x11 printable flyer design & 1- Facebook post graphic for each of the following Mountain View Park events:		Graphic Design	Provide all flyer designs outlined below in JPEG and PDF. Facebook post Graphics 20% text rule so they can be Boosted.
<ul style="list-style-type: none"> <li>Thursday on the Green - (3 flyers) June 21, July 19, and August 16 versions</li> </ul>	11	Graphic Design	3 Flyers- 3 Social Graphics
<ul style="list-style-type: none"> <li>Pickleball Tournament <input type="checkbox"/></li> </ul>	5	Graphic Design	1 Flyer-1 Social Graphic
<ul style="list-style-type: none"> <li>Pocono Wildlife with Kettle Creek Environmental Center <input type="checkbox"/></li> <li>Nature Scavenger Hunt with Kettle Creek Environmental Center</li> </ul>			

• Snakes Alive with Kettle Creek Environmental Center ☐	11	Graphic Design	3 Flyer-3 Social Graphics
• Fit-Fest Event with Friendly Community Center ☐	5	Graphic Design	1 Flyer-1 Social Graphic
• Pocono Picturesque Art Show ☐	5	Graphic Design	1 Flyer-1 Social Graphic
• Summer Art Camp for Teens ☐	5	Graphic Design	1 Flyer-1 Social Graphic
• Veterans Art Show	5	Graphic Design	1 Flyer-1 Social Graphic
Flyer listing all the above events on one Calendar	8	Graphic Design	1 Flyer
Billboard graphic for 2 of the events listed above	8	Graphic Design	According to Adam's Outdoor Advertising specs: <a href="http://www.adamsoutdoor.com/northeast-pa/specs.cfm">http://www.adamsoutdoor.com/northeast-pa/specs.cfm</a>
<b>TOTAL</b>	<b>78</b>		

**3. PROJECT FEES AND PAYMENT TERMS:**

Client agrees and CreativeWorks will develop and deliver the services described in the Service Description and according to the Specifications in the attached quote dated 3.1.2018 herein for the sum of \$2730.00.

CreativeWorks will commence development and take steps towards delivery of the Services upon execution of this agreement. Client agrees to provide CreativeWorks with an initial deposit of \$1365.00

An additional \$1365.00 will be paid by Client to CreativeWorks following a review by Client of the then current completed project work.

**IN WITNESS WHEREOF**, CreativeWorks and the Client cause this Description of Services to be duly executed below.

**CreativeWorks Systems, Inc.**  
("CreativeWorks")

\_\_\_\_\_  
("Client")

By:

By:

Name:

Name:

Title:

Title

Date:

Date: