

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

**WORK SESSION / REGULAR MEETING
INFORMATION**

TUESDAY, APRIL 1, 2014

- WORK SESSION: 6:00PM
 - REGULAR MEETING: 7:00PM
-

**Coolbaugh Township Board of Supervisors
Work Session Agenda
April 1, 2014 - 6:00 p.m.**

The Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting for other issues.

This meeting is being recorded to aid in the preparation of the minutes.

1. Stormwater Management and Earth Disturbance Ordinance
2. Tobyhanna Wal-Mart Distribution Center - Stormwater Waiver Request
3. Amendment to PADEP ACT 101, Section 902 Municipal Recycling Grant re: request for roll off containers
4. 2014 Proposed PSATS Resolutions
5. PPL Direct Discount Program
6. Other Business
7. Public Input

Coolbaugh Township Board of Supervisors
April 1, 2014 - 7:00 p.m.
Regular Meeting Agenda

Roll Call

BOARD OF SUPERVISORS:

Kelly, _____ Adams, _____ Pope, _____ Weimer _____, Zito _____

The Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting for other issues.

This meeting is being recorded to aid in the preparation of the minutes.

1. Approval of Minutes / Notes
 - March 18, 2014 Regular Meeting Minutes
 - March 18, 2014 Public Hearing Minutes
 - March 18, 2014 Work Session Notes
2. Request for extension - Pocono Mountains Office Commons - Phase 1 Final Land Development Plan
3. Authorization to advertise April 28, 2014 Special Meeting re: PMREMS Designation
4. Monroe County Cable Consortium
5. Approval of CTVFC utilizing services of Township Engineer to prepare paving bid specifications relating to grant award
6. Parks and Recreation Commission's request for the purchase of two flag poles for the Township Municipal Park
7. Discussion - Automated External Defibrillators
8. Discussion - Dangerous Building Enforcement
9. Coolbaugh Township E-911 Addressing Ordinance / Enforcement

10. Purchase – Safety vests / clothing for DPW employees

11. Business Manager / Controller's Financial Report

12. Current Obligations

General Fund	\$90,629.21
Capital Projects	\$60.27
Sewer Fund	\$4,826.29
Total Disbursements	<u>\$95,515.77</u>

13. Other Business

14. Public Input

15. Board of Supervisors Executive Sessions

Held Prior:	None
Subsequent:	None Scheduled

16. Adjournment

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, APRIL 1, 2014

TAB 1

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, MARCH 18, 2014
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:00pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Ms. Kelly led those present in the Pledge of Allegiance.

Board Members present:

Lynn Kelly, Juan A. Adams, Fred Pope, Robert M. Zito, and Bill Weimer.

Staff present:

Doug Hein, Business Manager / Controller and Jerry Hanna, Solicitor.

Announcements:

Ms. Kelly announced the following:

- The public would be given an opportunity to speak on each agenda matter and that public input would be considered at the end of the meeting for other issues.
- The meeting is being recorded to aid in the preparation of the minutes.

1. **Approval of the March 4, 2014 Minutes**

The minutes of March 4 2014 were reviewed and considered for approval.

Mr. Adams made a motion, seconded by Mr. F. Pope to approve the minutes of March 4, 2014 as presented.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Work Session Notes

The notes for the work session held on March 4, 2014 were presented for review. It was agreed by consensus that these minutes would be published for public viewing on the Township website.

2. **2014 Monthly Reports**

- **Coolbaugh Township Volunteer Fire Company**

The report was presented by Lieutenant Buddy Brennells. The calls for the month of February were 14. Year to date, through the end of February, 43 calls were

responded to. He stated that in-house Hazmat training is ongoing. Finally, with regret, he announced the passing of a CTVFC life member, Mike Nauman.

- **Pocono Mountain Regional Emergency Medical Services**

The report was presented by Supervisor / Liaison Fred Pope. The calls for the month of February were 362. Year to date, through the end of February, total call volume was 739. He stated that year to date volume in 2014 was running about 4.5% - 5% lower than for the same period in 2013.

- **Pocono Mountain Regional Police**

The report was presented by Supervisor / PMRP Commission Member John Adams. Mr. Adams reported, in detail, the number and type of incidents for the month of February. He then reported that Coolbaugh Township's hours used for the month of February were 2,166.

3. Pocono Mountain Regional Emergency Medical Services Designation

In light of the large number of persons in attendance at this meeting who were expected to speak on this issue, Ms. Kelly stated the standards of conduct expected to be followed while discussing his agenda item. She requested that comments be restricted to two per person and that all comments be addressed directly to the Board of Supervisors.

During this discussion, 32 separate comments were made, mostly in support of retaining Thornhurst Ambulance Corps as primary respondents for the Thornhurst / Arrowhead Lakes area.

Those who spoke in support of Thornhurst Ambulance Corps (in order) were as follows:

Sue Remak, Barry Tiven, Judith Remak, Jessica Szmak, Joan McCauley, Kathleen Harkins, Elmer Money, Charles Geary, Jim Pryor, Patricia Laib, Carl Lee Kidd, Laura Stanton, Kathy Coughlin, Mike Simon, Dan McFadden, Ray Szostowski, Bill Brown, Kathy Harkins, Joan McCauley (second comment), Mike Leone, Carol Lee Kidd (second comment), Patrick Donohue, Wesley Stanton, Jim Ronelt, Beth Raiola, Joyce Onsted, Rose Marie Szostowski, Jim Pryor (second comment) and Sue Remak (second comment).

Comments in support of PMREMS being made primary designee were made by PMREMS Business Manager Austin Grammes and Operations Coordinator Doreen Doremus.

Public comment on this issue lasted approximately one hour. In response to several questions from the public on when a decision would be made, both Mr. Zito and Ms. Kelly directed those concerned to view upcoming agendas, which

are generally posted on the Township website 3-4 days prior to the Regular Meeting dates (first and third Tuesday of each month).

At this point in the meeting (8:11pm), Ms. Kelly called for a short recess.

The meeting was called back to order by Ms. Kelly at 8:21pm.

4. **Adoption of an Amendment to Chapter 22 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Subdivision and Land Development Ordinance, to delete the prohibition of wall-mounted luminaries for parking lots and correct a spelling error.**

Ms. Kelly read the proposed amendment, numbered 118-2014. She mentioned that a Public Hearing on this proposed ordinance change was held earlier this evening.

Mr. Weimer made a motion, seconded by Mr. Adams to adopt of an amendment (#118-2014) to Chapter 22 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Subdivision and Land Development Ordinance, to delete the prohibition of wall-mounted luminaries for parking lots and correct a spelling error.

- **Discussion: None.**
- **Vote: All in favor. Motion Passed.**

5. **Adoption of an Amendment to Chapter 27 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Zoning Ordinance to provide for guard sheds, to delete prohibition of wall-mounted luminaries for parking lots and correct a spelling error, to update electronic message sign standards, update non-conforming sign standards and update sign removal standards.**

Ms. Kelly read the proposed amendment, numbered 119-2014. She mentioned that a Public Hearing on this proposed ordinance change was held earlier this evening.

Mr. F. Pope made a motion, seconded by Mr. Adams to adopt an amendment (#119-2014) to Chapter 27 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Zoning Ordinance to provide for guard sheds, to delete prohibition of wall-mounted luminaries for parking lots and correct a spelling error, to update electronic message sign standards, update non-conforming sign standards and update sign removal standards.

- **Discussion:** Mr. Hanna pointed out the Monroe County Planning Commission made one substantive comment, saying they found an incorrect reference within the amendment itself, in Section 27.111.2b & 2c. Mr. Hanna said that this reference has been corrected.

- **Vote: All in favor. Motion Passed.**

6. **Minor Subdivision joining lots 4 & 5, Block 1712, Section 17, Arrowhead North - Property Owners - William & Susan McConaghy**

Mr. Weimer made a motion, seconded by Mr. Adams to approve the Minor Subdivision joining lots 4 & 5, Block 1712, Section 17, Arrowhead North - Property Owners - William & Susan McConaghy.

- **Discussion:** Mr. Hanna mentioned that Monroe County Planning Commission, in their review, recommended that approval of this Minor Subdivision be contingent on satisfying the comments (#3) made in their March 13, 2014 letter. He suggested that the motion be amended to reflect this condition.

Mr. Weimer then amended his a motion, with an amended second by Mr. Adams to approve the Minor Subdivision joining lots 4 & 5, Block 1712, Section 17, Arrowhead North - Property Owners - William & Susan McConaghy, contingent upon satisfying the comments (#3) made in the March 13, 2014 letter from Monroe County Planning Commission.

- **Vote: All in favor. Motion Passed.**

7. **Minor Subdivision joining lots 11 & 12, Block 1802, Section 18, Arrowhead North - Property Owners - James and Sheri Ritz**

Mr. Adams made a motion, seconded by Mr. F. Pope to approve the Minor Subdivision joining lots 11 & 12, Block 1802, Section 18, Arrowhead North - Property Owners - James and Sheri Ritz.

- **Discussion: None.**
- **Vote: All in favor. Motion Passed.**

8. **Minor Subdivision joining lots 5524, 5549 & 5550, Section S, Pocono Farms - Property Owners - Robert & Linda Penett**

Mr. Adams made a motion, seconded by Mr. Zito to approve the Minor Subdivision joining lots 5524, 5549 & 5550, Section S, Pocono Farms - Property Owners - Robert & Linda Penett contingent upon satisfying the comments (#3) made in the March 13, 2014 letter from Monroe County Planning Commission.

- **Discussion:** Mr. Zito asked if comment #4, relating to the water system, had any reason to be included in the motion. Mr. Hanna said it did not.
- **Vote: All in favor. Motion Passed.**

9. **Minor Subdivision joining lots 253- A & B, 254 A & B, Section D, A Pocono Country Place - Property Owners - Alexandre and Sonia Silva**

Mr. Adams made a motion, seconded by Mr. F. Pope to approve the Minor Subdivision joining lots 253- A & B, 254 A & B, Section D, A Pocono Country Place - Property Owners - Alexandre and Sonia Silva contingent upon satisfying the comments made in the March 13, 2014 letter from Monroe County Planning Commission.

- **Discussion:** Mr. Hanna said that the comments in the first paragraph of the March 13, 2014 letter from the Monroe County Planning Commission was factual only, and did not need to be included in the motion.

Mr. Adams then amended his motion, with an amended second by Mr. F. Pope to approve the Minor Subdivision joining lots 253- A & B, 254 A & B, Section D, A Pocono Country Place - Property Owners - Alexandre and Sonia Silva.

- **Vote: All in favor. Motion Passed.**

10. **Request for Permanent Right-of-Way - UGI Utilities, Inc.**

Mr. Zito stated that Township Engineer Russ Kresge did confirm with UGI that the gas main which would cross this right of way, while being used to service the Kalahari Resort in Tobyhanna Township, would not be for the exclusive use of that project, and that it would also reinforce distribution in the Mount Pocono area, and potentially could benefit our businesses and residences.

Mr. Pope made a motion, seconded by Mr. Weimer to grant the permanent Right-of-Way as requested by UGI Utilities.

- **Discussion:** Mr. Hanna suggested that we ask UGI to submit documents for our review, once prepared. Mr. Hein said he will see that is done.
- **Vote: Four in favor. One opposed (Mr. Adams). Motion Passed.**

11. **Lease Agreement between Township and Pocono Services for Families and Children - Monroe County Head Start**

Mr. Hein asked for the Board's approval to have him and Mr. Hanna work with Head Start to negotiate a lease with an approximate length of 25 years for the vacated Public Library Space.

- **Discussion:** Ms. Kelly clarified that at this point we would just be authorizing negotiations, and that any negotiated lease would need to come back to the Supervisors for final approval. Mr. Zito then asked if it was appropriate to put language in any negotiated lease giving the Township a say in the type of renovations being done. Mr. Hanna said that was indeed appropriate.

Mr. Zito made a motion, seconded by Mr. Adams to authorize Mr. Hanna to negotiate a Lease Agreement between the Township and Pocono Services for Families and Children - Monroe County Head Start - for Building #2 – 2nd Floor (the former Public Library space).

•Vote: All in favor. Motion Passed.

12. Business Manager / Controller's Financial Report

Mr. Hein gave a brief report as of March 12, 2014:

- General Fund revenues – \$610,786.00.
- General Fund expenses – \$1,489,152.00.

He stated that \$800,000.00 has been withdrawn from our "Rainy Day Fund" to supplement revenue until anticipated tax payments come in, and that once the tax revenue came in, this money would be replenished.

There were no comments or questions from the Supervisors or the public on the report.

13. Current Obligations

Before them, the Supervisors had details of the Township's current obligations totaling \$129,898.21.

Mr. Adams made a motion, seconded by Mr. Weimer to pay current obligations in the amount of \$129,898.21.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

14. Other Business

Ms. Kelly addressed a comment made at a prior meeting relating to the procedures of rectifying sewage enforcement issues. She ran through the steps used, from initial reporting of the problem through citing the property if the condition is not addressed.

She also stated that at the April 1st scheduled meeting, the Supervisors would be discussing E-911 re-addressing issues and enforcement, and that blighted properties / dangerous structures would also be discussed.

Mr. Weimer then discussed advertising 2-3 summer, seasonal positions for the road department.

Ms. Kelly made a motion, seconded by Mr. Weimer to authorize advertising for two Sundays in the Pocono Record and once in the Journal of the Pocono Plateau, 2-3 summer, seasonal positions for the Coolbaugh Township DPW. Applications will be accepted for a period of one month and salary would be commensurate with experience.

- **Discussion:** Ms. Kelly noted that no benefits would be triggered, provided these employees worked less than 1,000 hours for the season. She stated that the rate paid for these employees for 2013 was \$8.25 per hour.
- **Vote: All in Favor. Motion Passed.**

Mr. F. Pope read a letter from PMREMS asking the Township for a grant of up to \$2,730.00 to cover installation of a main entrance security lock system at Station 11-1 (Route 611, Coolbaugh Township). He said the current system is run by DOS and is outdated, not allowing for deletions of valid entrance codes for former employees.

Mr. Grammes then said that the system used now is approximately 15-20 years old. He said he got bids for a new updated system and that the best bid received was from Vector Security. It was noted that the building now used for Station 11-1 was donated by the Lynch family and Mr. Grammes said the building was "part of our heritage". In closing, he mentioned how important it was to keep this building secure, due to narcotics kept on site, and the confidentiality of patient records.

- **Discussion:** A lengthy discussion takes place. Mr. Adams asked if a side door in Station 11-1 was not addressed, would overall security would be compromised. Mr. Grammes said, at present, this door is kept locked. Mr. F. Pope asked if we knew what the cost would be to have a security alarm system added to the building. That amount was not known at this time.

Mr. Weimer made a motion, seconded by Mr. F. Pope to approve an expenditure up to \$2,730.00 for an entrance security lock system at PMREMS Station 11-1.

- **Further Discussion:** Mr. Zito said while he could make the argument that this expense was not in our budget, he would not, but he did state that as a regional corps, regardless of where the building is, he felt it was only right that all members share in the corps expenses and benefits. Mr. Adams disagreed, stating that since this building was in our Township, he felt a sense of ownership. Mr. Weimer and Mr. Ed Tutrone stated that Tobyhanna Township had repaired doors at Station 11-2, located in their Township. Ms. Kelly made the comment that Station 11-1 is the headquarters owned by PMREMS and that this was the only building owned by PMREMS. Under public comment, Mr. Steve Planchock asked if an employee lost one of the new key fobs this system would use, would they be responsible to replace it. Ms. Peggy Cooney agreed with Mr. Zito's position that expenses should be shared and that this should be addressed in future budgets. Mr. Planchock and Mr. Dave Pope addressed a comment by Mr. Grammes relating to the call volume coming

out of Station 11-1, specifically in relation to calls for Coolbaugh Township and Mt. Pocono Borough. Ms. Michelle Fairservice agreed with Mr. Zito that it was not fair for the residents of Coolbaugh Township to foot this, and other bills, when PMREMS serves other municipalities.

- **Vote: Four in favor, One opposed (Mr. Zito). Motion Passed.**

Mr. Fred Pope made a motion, seconded by Mr. Adams to authorize advertising for two Sundays in the Pocono Record and once in the Journal of the Pocono Plateau for a citizen representative to serve on the Board of PMREMS. Applications will be accepted for a period of one month.

- **Discussion:** In response to a question, Mr. Grammes said that applications should come to the Township and that a recommendation should then be made to the PMREMS for final appointment. Questions on the appointment were offered by Ms. Kidd and Clare Colgan.

15. Public Input

Ms. Kelly said that at this point she would take comments on non-agenda items.

Mr. Dave Pope asked about two expenditures approved earlier in the meeting. He first asked about a \$1,000.00 check issued to A Pocono Country Place. He was told that this was for an emergency access road in APCP. He then questioned why we were purchasing anti-skid from Hanson Associates, when several other quarries were closer. Mr. Weimer took note of this suggestion.

Mr. Vincent Massaro asked about the natural gas lines being run, and who was paying for these lines. Ms. Kelly said that UGI is running the lines. Mr. D. Pope noted that some of these lines originally came to the area when Tobyhanna Army Depot changed over from coal to natural gas.

Mr. Elmer Money asked about check #2478 approved earlier in the meeting. He wanted to know if this disbursement to Monroe County Control Center was paid for by the newly imposed fire tax. He was told it was not.

Mr. Dave Pope asked if the scheduled March 25th meeting of the Pocono Mountain Regional Police Commission would be pertaining to a discussion of PMRPC by-laws. Ms. Kelly said the item agreed to by the Commission for this meeting was to review RFPs for pension administration but that it was likely that discussion of the by-laws would be on the agenda.

Ms. Laib asked for the Township's web address.

Mr. Joseph Grab, Thornhurst Township Supervisor, apologized for not being able to participate in the earlier EMS designation discussion. He invited the Supervisors

to a joint work session with Thornhurst Supervisors to discuss EMS and fire issues. Mr. Kelly asked him to give his contact information to Mr. Zito after the meeting.

Ms. Fairservice asked if we had determined if the AED located in the Township building was found and useable. Mr. Weimer said that the AEDs in this building, the Public Library and the Fire Stations are outdated technology. Ms. Fairservice asked if we knew how many AEDs we might be looking at purchasing. Mr. Weimer said he would like approximately 17, including the request from Tobyhanna Little League.

Mr. Fred Berg asked if TAA had submitted a grant request for AEDs, as they stated at the last meeting. He then asked if they were successful in obtaining a grant, if we would be reimbursed for any AEDs we would have purchased for them.

16. Board of Supervisors Executive Sessions

Ms. Kelly announced that the Board of Supervisors held Executive Sessions:

- March 4, 2014 @ 8:41pm – Personnel & Legal

She stated that there were no Executive Sessions scheduled subsequent.

17. Adjournment

There being no further business, a motion was made by Mr. Adams, seconded by Mr. F. Pope, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 9:31pm.

NEXT REGULAR BOARD MEETING: April 1, 2014

- Work Session – 6:00pm
- Business Meeting – 7:00pm

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
PUBLIC HEARING
TUESDAY, MARCH 18, 2014
MINUTES**

The Public Hearing was called to order by Chairman Lynn Kelly at 6:30pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

Lynn Kelly, Juan A. Adams, Robert M. Zito, Fred Pope and Bill Weimer.

Staff present:

Doug Hein, Business Manager / Controller, Jerry Hanna, Solicitor.

Ms. Kelly announced that public comment on the following proposed ordinance changes would be considered:

- An Ordinance (#118-2014) Amending Chapter 22 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Subdivision and Land Development Ordinance, to delete the prohibition of wall-mounted luminaries for parking lots and correct a spelling error.
- An Ordinance (#119-2014) Amending Chapter 27 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Zoning Ordinance to provide for guard sheds, to delete prohibition of wall-mounted luminaries for parking lots and correct a spelling error, to update electronic message sign standards, update non-conforming sign standards and update sign removal standards.

Ms. Kelly stated that advertising for both proposed ordinances was placed in the Pocono Record on Monday, February 24, 2014 and Monday, March 3, 2014.

She then read a letter from the Planning Commission, dated January 16th recommending to the Board of Supervisors that these proposed changes be adopted.

Mr. Hanna explained to those present the ordinances and the reasons for the proposed changes.

Ms. Kelly then called for public comment.

No comments were heard.

Hearing no comments, Ms. Kelly closed the Public Hearing on proposed ordinance changes #118-2014 and #119-2014 at 6:41pm.

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION
TUESDAY, MARCH 18, 2014
NOTES

The work session was called to order by Chairman Lynn Kelly at 6:01pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

Lynn Kelly, Juan A. Adams, Robert M. Zito, Fred Pope and Bill Weimer.

Staff present:

Doug Hein, Business Manager / Controller, Jerry Hanna, Solicitor.

Ms. Kelly announced that the work session would break at 6:30pm for a Public Hearing on two ordinance changes.

1. **Monroe County Cable Consortium**

Mr. Hein gave a brief report on a conference call he and Mr. Hanna had with Dan Cohen of the Cohen Law Group regarding revenue streams that could be tapped in the next franchise agreement with Blue Ridge Cable that currently are not being taken advantage of, such as commercial / advertising revenue, DVR fees, VOIP telephone services, etc. At present, seven municipalities were interested in joining together to use Mr. Cohen's services. If all seven joined in, the cost of Mr. Cohen's services would be approximately \$8,568.00.

Mr. Zito asked Mr. Hanna if, as a regulated utility, any increased revenue derived from Blue Ridge Cable would be passed on to consumers. Mr. Hanna suggested that would be the case. Later on in the conversation, Mr. Adams also expressed concern about these costs being passed on to the consumers.

Mr. Hanna and Mr. Hein stated that other non-revenue issues such as the opportunity to audit Blue Ridge Cable, having road cuts repaired properly, etc. could be addressed in such a collaborative agreement.

In response to a question by Mr. Zito, Mr. Hanna said that although Mr. Cohen would be negotiating on behalf of all seven municipalities, all municipalities would be signing separate, unique agreements.

Mr. Hein was tasked with getting information on the benefits and consequences of other municipalities who have, in the past, used Mr. Cohen's services. He will also try to obtain cable rates from the municipalities who have received addition

revenue from this negotiating process. This item will be addressed at the April 1st Regular Meeting.

2. Other Business

- Mr. Zito and Ms. Kelly stated that authorization to advertise for summer, seasonal help would be brought to the Regular Meeting.
- Ms. Kelly also mentioned that a letter from Austin Grammes, Business Manager for PMREMS, requesting funding for a locking system at Station 11-1, would be brought to the Regular Meeting.

3. Public Input

None.

Work session was adjourned at 6:19pm.

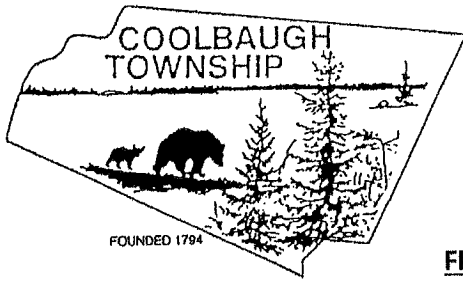
Ms. Kelly announced that the Public Hearing on two proposed ordinance changes would begin at 6:30pm.

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, APRIL 1, 2014

TAB 11



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5550 Memorial Blvd., Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

**FINANCIAL REPORT
FOR BOARD OF SUPERVISORS
APRIL 1, 2014 BOARD MEETING**

I have presented you with the final Trial Balance and final Budget Trial Balance (P & L Statement) for all funds as of February 28, 2014. The P & L has been revised to show a comparison to last year.

General Fund revenues are at 8% of the total budget. Compared to 2013, the Township has in 2014 collected less revenue due to the timing of a receipt of cable franchise fees as well as the receipt in 2013 of Act 101 revenue. Total revenues to date are \$538,171. Instead of drawing on the TAN as in prior years to cover expenses for the first few months until tax revenues come in, we are borrowing money from our savings account, to date in the amount of \$800,000, which will be paid back before the end of the year. General Fund expenses of \$1,117,137 are at 16% of the total budget. Debt service payments for all funds were all made as scheduled.

Sewer revenues of are \$36,616 against expenses of \$70,477. Debt service payments are being made on a monthly basis as scheduled for all sewer loans.

All capital projects are moving forward as planned. DCED has approved the transfer of the grant funds from Hemlock Drive to the SR 196 & APCP Main Entrance project. This gives the SR 196 project an extra \$65,000 in grant funding. The grant application for the SR 196 & APCP Main Entrance turn lane project was approved as of Tuesday, January 29, 2013 in the amount of \$511,699. A Pocono Country Place has committed \$135,320 towards the balance of the project. Preliminary engineering studies and meetings are on-going.

Should you have any questions about these statements or this report, please let me know. Thank you.

Sincerely,

Douglas A. Hein
Business Manager / Controller

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, APRIL 1, 2014

TAB 12

		COOLBAUGH TOWNSHIP	
		April 01, 2014	
03/18/14		PAYROLL	30,000.00
03/18/14	2501	H. Clark Connor (Planning Comm)	687.50
04/01/14		GENERAL FUND	59,941.71
	****	TOTAL GENERAL FUND	\$90,629.21
04/01/14		CAPITAL PROJECTS	60.27
04/01/14		SEWER FUND	\$4,826.29
	****	TOTAL DISBURSEMENTS	\$95,515.77

Balances after 04/01/14 Disbursements

General Fund	\$61,317.18	Capital Projects	\$ 16,377.13
Payroll Fund	495.98	Emerg.Ser. Money Mkt	143,483.12
General Fund Fire Tax Coolbaugh	90,194.15	Escrow Clarius	422,371.92
Fire Tax Gouldsboro	20,036.72	Escrow	86,242.35
Fire Tax Pocono Summit	20,036.72	Emerg. Serv	41,436.40
Fire Tax Thornhurst	8.91	Liquid Fuels	639,192.94
General Rainy Day Fund	115,843.97	Sewer Fund -Penn Security	6,075.91
		Sewer Pennvest Cking	26.26

List of Bills - (01101000) GENERAL FUND CHECKING GENERAL FUND

Meeting Date: 04/01/2014 For bills from 03/19/2014 to 03/26/2014

Check#	Vendor	Description	Payment	Check Total
2502	44 - AIRGAS EAST	PO 7586 IND'L OXYGEN	71.69	
		PO 7603 supplies	107.38	179.07
2503	900 - ALTEC CAPITAL SERVICES, LLC	PO 7605 april	1,857.50	1,857.50
2504	1039 - AMERICAN UNITED LIFE IBNS. CO.	PO 7633 APRIL	699.48	699.48
2505	914 - AMERIHEALTH CASUALTY SERVICES	PO 7596 WC	5,484.53	5,484.53
2506	33 - BROWN & BROWN OF LEHIGH VALLEY, INC	PO 7606 2014 KENWORTH	249.00	249.00
2507	530 - CAT ACCESS ACCOUNT	PO 7589 APRIL	1,736.00	1,736.00
2508	134 - CBI	PO 7574 REPAIR	352.10	352.10
2509	8 - D.G. NICHOLAS CO.	PO 7576 PARTS	124.30	
		PO 7612 box lamp	41.49	
		PO 7614 FILTER	51.27	217.06
2510	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 7627 RECYCLE	14.00	14.00
2511	24 - DOLORES A. BRACY	PO 7590 MARCH	48.00	48.00
2512	689 - DOUGLAS A. HEIN	PO 7609 ins ded	350.00	350.00
2513	151 - E.M. KUTZ, INC.	PO 7637 VALUE	56.10	56.10
2514	19 - F & S SUPPLY COMPANY, INC.	PO 7613 part	650.00	650.00
2515	918 - FIRST PRIORITY LIFE	PO 7593 APRIL	19,800.08	19,800.08
2516	169 - FLORENCE GERRITY	PO 7582 APRIL	406.98	406.98
2517	838 - GREENTOWN AGWAY	PO 7604 repair	25.00	25.00
2518	1030 - KYLE M. KNECHT	PO 7625 ins ded	350.00	350.00
2519	1052 - L.H. REED & SONS, INC	PO 7588 HEATERS	20,699.00	20,699.00
2520	277 - LONG LIFE SPRINGS, INC.	PO 7584 PARTS/REPAIR	665.46	665.46
2521	73 - MOUNTAIN SERVICES	PO 7580 REPAIR	2,289.89	2,289.89
2522	452 - OFFICE MAX CONTRACT	PO 7595 SUPPLIES	115.42	
		PO 7628 BATTERY BACK-UP	115.42	230.84
2523	81 - P P & L	PO 7597 ELECTRIC	182.32	
		PO 7626 ELECTRIC	171.67	353.99
2524	86 - PENNSYLVANIA AMERICAN WATER CO	PO 7615 garage	18.21	
		PO 7616 water	112.13	130.34
2525	739 - PENTELEDATA	PO 7594 MAILBOX	5.85	5.85
2526	1014 - PETROCHOICE	PO 7587 MISC	312.36	
		PO 7600 oil	359.95	672.31
2527	89 - PETTY CASH	PO 7635 petty cash	160.09	160.09
2528	300 - STADIUM INTERNATIONAL TRUCKS	PO 7577 HARNESS	283.74	283.74
2529	286 - SUBURBAN PROPANE	PO 7611 ems excursion	37.04	
		PO 7617 FUEL	33.34	70.38
2530	738 - TEAMSTERS LOCAL 773	PO 7619 may 2014	430.00	430.00
2531	381 - UNIFIRST CORPORATION	PO 7607 UNIFORMS/MATS	88.17	
		PO 7608 uniforms	60.02	
		PO 7634 UNIFORMS	75.19	223.38
2532	119 - VERIZON	PO 7591 PHONES	693.64	693.64
2533	892 - VERIZON WIRELESS	PO 7631 PHONES	557.90	557.90
TOTAL				59,941.71

Total to be paid from Fund 01 GENERAL FUND

59,941.71

59,941.71

**List of Bills - (15100000) GOB- CAPITAL PROJECTS
CAPITAL PROJECTS**

Meeting Date: 04/01/2014 For bills from 04/02/2014 to 03/26/2014

Check#	Vendor	Description	Payment	Check Total
384	949 - H.A. WEIGAND INC	PO 7602 name sign	60.27	60.27
	TOTAL			60.27
Total to be paid from Fund 15 CAPITAL PROJECTS			60.27	
			<u>60.27</u>	
			60.27	

**List of Bills - (08101000) CHECKING
SEWER FUND**

Meeting Date: 04/01/2014 For bills from 04/02/2014 to 03/26/2014

Check#	Vendor	Description	Payment	Check Total
1267	856 - AQUA WASTEWATER	PO 7623 disposal chg	558.78	
		PO 7636 sludge removal	558.78	1,117.56
1268	699 - MAIN POOL & CHEMICAL CO	PO 7610 SULFATE	567.75	567.75
1269	876 - Microbac Laboratories, Inc.	PO 7620 testing	124.00	124.00
1270	936 - NORTH END ELECTRIC	PO 7599 repair	353.75	353.75
1271	81 - P P & L	PO 7597 ELECTRIC	572.53	572.53
1272	318 - PA RURAL WATER	PO 7630 DUES	237.00	237.00
1273	706 - PENN WORKS PUBLIC	PO 7592 april	965.35	965.35
1274	162 - USA BLUE BOOK	PO 7598 SUPPLIES	541.03	
		PO 7618 TESTS 100	62.62	603.65
1275	119 - VERIZON	PO 7591 PHONES	284.70	284.70
	TOTAL			4,826.29

Total to be paid from Fund 08 SEWER FUND

4,826.29

4,826.29