

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

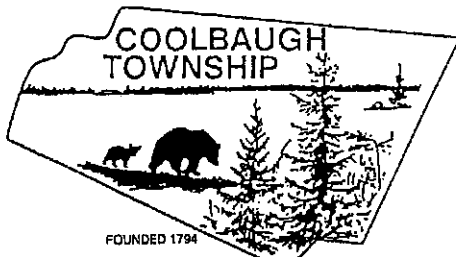
5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
April 3, 2018**

1. Zoning/ Brian Heverin

2. Other Business

3. Public Input



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
April 03, 2018, 7:00 PM**

Roll Call

BOARD OF SUPERVISORS

___ **B. Weimer** ___ **T. Lamantia** ___ **A. Ruiz-Smith** ___ **C. Colgan** ___ **L. Kelly**

Public input will be considered at the beginning of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda item. This meeting is being recorded to aid in the preparation of the minutes.

1. **Public input**

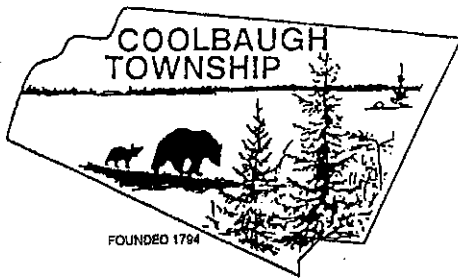
2. **Approval of minutes / notes**
 - March 20, 2018 Regular Meeting minutes

3. **Acceptance of the 2017 Financial Statement and Auditors Report**

4. **Hiring for Summer/Seasonal Parks Position**

5. **Purchase of the new Admin Vehicle**

6. **TAA request for DPW assistance for opening day Saturday April 21, 2018**



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7. Approve the use of Township vehicles and mileage for PSATS.

8. Current obligations

• General Fund	\$	312,568.76
• Sewer Fund	\$	16,559.10
• Escrow Fund	\$	244.65
• Total Disbursements	\$	329,372.51

9. Other business

10. Executive Session

- Tuesday April 3, 2018 for legal

11. Adjournment

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
TUESDAY MARCH 20, 2018
MEETING MINUTES

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

Board Members present:

William Weimer, Anthony Lamantia, Clare Colgan, and Lynn Kelly.

Board Members Absent:

Alma Ruiz-Smith

Staff present:

Patrick Armstrong, Solicitor, Meredith Thompson, Asst. Business Manager

Staff Absent:

Erin Masker, Secretary; Maureen Mills, Business Manager

Announcements:

Mr. Weimer announced the following:

- Public Input will be considered at the beginning of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda matter.
- The meeting is being recorded to aid in the preparation of the minutes.

1. **Public Input**

- D. Pope mentioned that there should be a light at the underpass on Laurel Drive for visibility.
- A. Shincovich thanked DPW for the good job they did on the cleaning of Library parking lot and roads during the storms

2. **Approval of Minutes/Notes**

Ms Kelly made a motion second by Ms. Colgan to approve the minutes for March 6, 2018.

- Discussion: None
- Vote: All in favor. Motion carries 4-0
-

3. **Acceptance of 2017 Financial statement and Auditors' Report**

Mr. Lamantia asked that we bring this back to the April 3, 2018 meeting to allow everyone time to look at it.

4. **Acceptance of the updated pricing on the sign truck**

Mr. Weimer made a motion seconded by Mr. Lamantia to accept the updated pricing on the sign truck.

- Discussion: None
- Vote: All in favor. Motion carries 4-0

5. Road closure detour for Railroad work on State Route 423

Ms. Colgan made a motion second by Mr. Weimer to allow Delaware Lackawanna Railroad to use township roads for the detour when fixing the crossing on 423 provided a formal detour plan is provided along with proper traffic control.

- **Discussion:** The one lane underpass on Lakeside Drive is a concern with the amount of traffic that may be detoured.
- **Vote:** All in favor. Motion carries 4-0

6. DPW international truck

Mr. Weimer mentioned that the 2013 International Tandem Truck has been in the shop more than it has been in service causing us to be short a truck during the storms. The truck is no longer under warranty and has now cost the township upwards of \$20,000 in repairs over the last 3 years. Mr. Weimer has spoken with the V.P. of Service for International and replacing the engine will not help. The truck has numerous different error codes showing and nothing that has been done is fixing the issue. The truck does not even get back from the shop before another error code is showing. This particular year is the model before the DEF systems were added to the vehicles. Mr. Weimer would like to spec out another truck to replace this and do so out of sequence because of all the issues.

7.

- Monthly Reports
- Pocono Mountain Regional Police Department presented by Ms. Kelly
- Pocono Mountain Regional EMS – presented by M. Lemley
- Coolbaugh Township VFD – presented by T. Keane.
- Gouldsboro VFD – no report received
- Thornhurst Fire & Rescue Ambulance - presented by D. Wagner
- Tobyhanna Township VFD – presented by T. Counterman.
- Pocono Mountain Public Library – presented by A. Shincovich

8. Current Obligations

• General Fund	\$ 104,741.88
• Escrow Fund	\$ 470.00
• Sewer Fund	<u>\$ 8607.78</u>
Total Disbursements	\$ 113,819.26

Ms. Colgan made a motion second by Ms. Kelly to pay the current obligations in the amount of \$113,819.26

- **Discussion:** None
- **Vote:** All in favor; motion passed. 4-0

9. Other Business

- Mr. Lamantia thanked the Board for the stretchers for EMS.
- Mr. Lamantia mentioned that on May 19, 2018 Ray Price will be making a donation to PMREMS for every test drive that day.
- Mr. Weimer mentioned that we have a quote from Ray Price, a costar vendor, on the new admin/zoning vehicle and Meredith will forward that to the board. It is a 2018 Silver Ford Escape all-Wheel drive for \$24,035.
- Mr. Weimer mentioned that there would be a purchase order for the upgrade of the radios in the DPW trucks for better communication.
- Township Solicitor Armstrong presented the Board with an Appearance of Conflict Waiver with regard to the PMRPC, stating that Tobyhanna Township Solicitor Jonathon Rice is also an Attorney with Grim, Biehn, and Thatcher, which is the Law Firm that Solicitor Armstrong represents. Solicitor Armstrong stated that Tobyhanna Township will be receiving the same waiver to sign. Due to the fact that Coolbaugh has retained separate legal counsel for any PMRPC matters this will not be an issue.

10. Executive Session

- Prior: March 20,2018 5:15 pm - 6:55 pm Re: Legal & Personnel

11. Adjournment

There being no further business, a motion was made by Ms. Kelly, seconded by Mr. Weimer to adjourn the meeting. All in favor; motion passed. 4-0

Meeting adjourned at 7:53 pm.

NEXT REGULAR BOARD MEETING: Tuesday, April 3, 2018 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____

Clare Colgan, Supervisor/Administrative Liaison

Witnessed by: _____
William Weimer, Chairman

Date: _____

COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
APRIL 03, 2018

DATE	CK #	ITEM	AMOUNT
3/29/2018		Payroll	\$ 35,000.00
4/3/2018		General Fund	277,568.76
		Total General Fund	312,568.76
3/20/2018		Escrow Fund	244.65
3/20/2018		Sewer Fund	16,559.10
		Total Disbursements	\$ 329,372.51

TRIAL BALANCE AS OF APRIL 03, 2018

General Fund Checking	826,984.40	Emerg. Services Fund Money Market	147,188.18
Fire Tax/Coolbaugh Twp VFD	166,445.16	Emerg. Services Fund Checking	21,405.52
Fire Tax/Gouldsboro VFD	21,256.02	Total Emergency Services Fund	168,593.70
Fire Tax/Thornhurst VFD	20,186.80	Liquid Fuels Fund Checking	704,775.17
Fire Tax/Tobyhanna Twp. VFD	51.40	Escrow Fund Checking	224,481.76
Payroll Checking	3,125.06	Escrow Fund Clarius Checking	433,494.59
Rainy Day Fund Savings	931,952.07	Total Escrow Fund	657,976.35
Total General Fund	1,970,000.91		
Sewer Fund Checking	18,620.56		
Sewer PennVest Checking	76.62	Total all Funds	3,533,969.38
Total Sewer Fund	18,697.18		
Capital Projects Fund Checking	13,926.07		

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
4133	490 - ALARM INSTALLERS CORP	PO 14410 GARAGE DPW- BATTERY PANEL REPLACED	67.50	67.50
4134	1214 - ALMA I. RUIZ-SMITH	PO 14449 MILEAGE FOR TRAINING& MEETING	108.27	108.27
4135	5 - CARGILL, INCORPORATED	PO 14436 SALT ICE CONTROL	4,215.85	
		PO 14437 ICRE CONTROL SALT	4,374.76	
		PO 14438 ICE CONTROL SALT	1,373.42	
		PO 14439 ICE CONTROL SALT	1,457.06	
		PO 14440 ICE CONTROL SALT	2,767.16	
		PO 14441 ICE CONTROL SALT	8,232.17	
		PO 14442 ICE CONTROL SALT	2,810.17	
		PO 14443 ICE CONTROL SALT	1,410.46	26,641.05
4136	5 - CARGILL, INCORPORATED	PO 14444 ICE CONTROL SALT	1,388.96	1,388.96
4137	724 - CINTAS	PO 14426 FIRST AID REFILL GARAGE/ADMIN/DPW	189.33	189.33
4138	1240 - CINTAS CORPORATION	PO 14385 SHOP TOWELS/MAT	11.97	
		PO 14395 UNIFORMS	65.45	
		PO 14433 MATS	11.97	
		PO 14434 UNIFORMS	65.45	154.84
4139	8 - D.G. NICHOLAS CO.	PO 14378 WIPER BLADE	17.32	
		PO 14392 PLOW LIGHT BULBS/	40.24	
		PO 14428 BACK UP ALARM	29.68	87.24
4140	1085 - DE LAGE LANDEN	PO 14422 TOSHIBA COPIERS	208.80	208.80
4141	151 - E.M. KUTZ, INC.	PO 14388 TIE PLATE/CYLINDER BUSHING-PLOW PAR	151.28	
		PO 14429 AM CONTROLLER/QUOCK COUPLER/SNOFOIL	1,458.00	
		PO 14431 CHAINWHEEL/COMM PIVOT PIN	445.99	2,055.27
4142	1209 - FAIRFIELD INN & SUITES HERSEY	PO 14400 PSATS/HOTEL	1,665.00	1,665.00
4143	255 - FIVE STAR EQUIPMENT, INC.	PO 14411 LOADER LATCH FOR BATTERY DOOR	50.45	50.45
4144	32 - GRAINGER	PO 14427 COURT/ CHAIR BRACES	32.46	32.46
4145	535 - HANOVER ENGINEERING ASSOC., INC.	PO 14421 SEO 153328	5,668.63	5,668.63
4146	1139 - HERSEY LODGE	PO 14401 PSATS CONFERENCE	669.33	669.33
4147	1192 - HIGHMARK BLUE SHIELD	PO 14399 APRIL-	30,449.93	30,449.93
4148	1210 - HUNTER POCONO PETERBUILT	PO 14393 HUBCAP	51.08	51.08
4149	68 - MAY EQUIPMENT	PO 14445 WAND FOR POWER WASHER DPW	166.35	166.35
4150	81 - P P & L	PO 14390 54691-27 LAUREL DR. DPW	464.59	
		PO 14405 66091-27000 SCHOOL SIGN	28.17	
		PO 14406 88900-24001 196 WILDFLOWER- FEB/MAR	69.32	
		PO 14407 39910-23005 196 COUNTRY PLACE	33.28	
		PO 14408 36034-04005 ECHO LAKE/196	40.13	
		PO 14409 39910-23005 196 COUNTRY PLACE	33.28	
		PO 14417 88094-98000 940 SUMMIT ST	37.41	
		PO 14418 98496-55008 7 KINGSWAY RT196	47.03	753.21
4151	81 - P P & L	PO 14419 51540-24008 196 KNOLLWOOD	30.15	
		PO 14420 85457-02009 BASEBALL FIELD	358.97	
		PO 14424 07251-41006 PROJECT ST	15.53	404.65
4152	1021 - PAPCO	PO 14396 B2 CLEAR ULSD-W FUEL	4,469.89	4,469.89
4153	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 14414 GREEN ICE MELT FOR MUNICIPAL CENTER	551.95	551.95
4154	89 - PETTY CASH	PO 14450 SUPPLIES/MILEAGE/OFFICE SUPPLIES	160.79	160.79
4155	430 - POCONO ACE HARDWARE	PO 14387 BULB-LUMEN HAL/LED SHOP LIGHT	67.96	
		PO 14412 HILLMAN FASTENERS/STEEL ANGLE	14.14	
		PO 14430 SILICONE/ COURT	21.57	103.67
4156	94 - POCONO MOUNTAIN REGIONAL EMS	PO 14379 APRIL	8,333.33	8,333.33
4157	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 14380 APRIL	183,721.01	
		PO 14402 april	3,156.31	186,877.32
4158	670 - POSTAGE PROS PLUS INC	PO 14403 SEAL TIGHT FOR POSTAGE MACH.	49.71	49.71
4159	206 - PSATS	PO 14404 TESTING	60.00	60.00
4160	105 - S & S TOOLS & SUPPLIES	PO 14435 NOSE PLIERS/DRILL BIT	258.13	258.13
4161	623 - SERVICE TIRE TRUCK CENTERS	PO 14397 2017 VOLVO EMERG. REPAIR	531.94	
		PO 14413 TIRES/BALANCE/VALVE STEM STEEL	1,588.06	2,120.00
4162	300 - STADIUM INTERNATIONAL TRUCKS	PO 14383 2008 INT'L TANDEM	119.33	
		PO 14384 2011 INT'L PLOW/SPEADER	107.32	226.65
4163	1215 - SUPER HEAT, INC.	PO 14415 REPAIR UPSTAIRS HEATER (COMPUTER RO	500.00	500.00
4164	1211 - TRANSEGE TRUCK CENTER	PO 14386 2017 VOLVO BRACKET/CAP	139.16	139.16
4165	1226 - TRIAD TRUCK EQUIPMENT, INC	PO 14391 SIDE ARM/BEARINGS/INSTALL CHAIN UNI	225.00	225.00
4166	892 - VERIZON WIRELESS	PO 14416 PHONES	1,480.81	1,480.81
4167	1196 - WRIGHT & REIHNER	PO 14423 SPECIAL LEGAL SERV	1,200.00	1,200.00

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
	TOTAL			277,568.76

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.101.000	GENERAL FUND CHECKING			0.00	277,568.76
01.400.000	GENERAL GOV'T	8,480.09			
01.404.000	LAW	1,200.00			
01.409.000	BUILDING & PLANTS	1,828.00			
01.410.000	POLICE	186,877.32			
01.412.000	AMBULANCE / RESCUE	8,333.33			
01.413.000	SEO / BUILDING CODE	5,668.63			
01.430.000	DPW-HIGHWAYS ROADS STREETS	5,196.71			
01.432.000	DPW-SNOW & ICE REMOVAL	28,030.01			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	318.77			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	4,954.85			
01.454.000	PARKS	374.50			
01.487.000	EMPLOYEE BENEFITS	26,306.55			
TOTALS FOR	GENERAL FUND	277,568.76	0.00	0.00	277,568.76

Total to be paid from Fund 01 GENERAL FUND

277,568.76

277,568.76

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<<<<List of Bills - (85101000) ESCROW FUND CHECKING<<

<<<< ESCROW <<

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Check#	Vendor	Description	Payment	Check Total
1141	535 - HANOVER ENGINEERING ASSOC., INC.	PO 14432 DUNKIN DONUTS	244.65	244.65
TOTAL				244.65

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
85.101:000	ESCROW FUND CHECKING			0.00	244.65
85.250.045	DUNKIN DONUTS			244.65	
TOTALS FOR	ESCROW	0.00	0.00	244.65	244.65

Total to be paid from Fund 85 ESCROW

244.65

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244.65

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

Check#	Vendor	Description	Payment	Check Total
1996	228 - ATC	PO 14381 CHAPTER 94 2017	2,480.00	
		PO 14382 WALMART/ MT CENTER/WWTP	4,285.00	6,765.00
1997	1247 - COMMONWEALTH OF PA	PO 14398 PENNWORKS/APRIL	965.35	965.35
1998	1251 - ENVIRONMENTAL SERV. CORP.	PO 14447 PUMP STA. CLEAN UP/PULLED PUMP TO U	2,025.00	2,025.00
1999	1294 - GOTTA GO SEPTIC'S	PO 14448 SLUDGE REMOVAL	640.00	640.00
2000	936 - NORTH END ELECTRIC	PO 14446 UN-CLOG PUMPS/CRANE TRUCK & OPERATO	820.00	820.00
2001	81 - P P & L	PO 14389 PUMP STA	193.97	
		PO 14394 WWTP	4,904.78	5,098.75
2002	318 - PA RURAL WATER	PO 14425 MEMBERSHIP DUES CONNECTIONS WWTP	245.00	245.00
TOTAL				16,559.10

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
08.101.000	CHECKING			0.00	16,559.10
08.269.500	PENNWORKS 2008 GOB			783.09	
08.429.300	OTHER SERVICES & CHARGES	245.00			
08.429.313	ENGINEERING SERVICES	6,765.00			
08.429.361	ELECTRIC	5,098.75			
08.429.374	MAINT/REPAIR EQUIPMENT	2,845.00			
08.429.452	SLUDGE HAULING	640.00			
08.472.106	PENNWORKS INTEREST LN #99900048	182.26			
TOTALS FOR	SEWER FUND	15,776.01	0.00	783.09	16,559.10

Total to be paid from Fund 08 SEWER FUND

16,559.10
 =====
 16,559.10