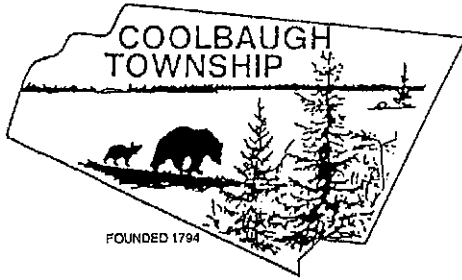


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MUNICIPAL CENTER**

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION AGENDA  
APRIL 7, 2015, 6:00 PM**

1. Compost Facility – (Pat Calpin to be present) (45 minutes)
2. Other business – (5 minutes)
3. Public input – (5 minutes)



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING AGENDA  
APRIL 7, 2015, 7:00 PM**

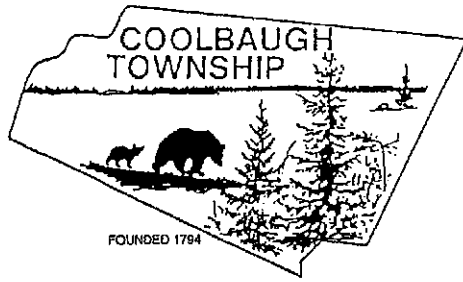
**Roll Call**

**BOARD OF SUPERVISORS**

\_\_\_B. Weimer \_\_\_J. Adams \_\_\_L. Kelly \_\_\_F. Pope \_\_\_R. Zito

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 17, 2015 Regular Meeting minutes
  - March 17, 2015 Work Session notes
  
3. Gouldsboro VFD purchase of thermal imaging camera – disbursement of tax fund monies in the amount of \$5,200.00
  
4. Minor subdivision to join lots 476 & 477, section D, Pocono Farms, property owner Michael Frankenberg
  
5. Minor subdivision to join lots 286 & 287, section H, A Pocono Country Place, property owner Denise Meskill



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6. Business Manager / Controller's report

7. Current obligations

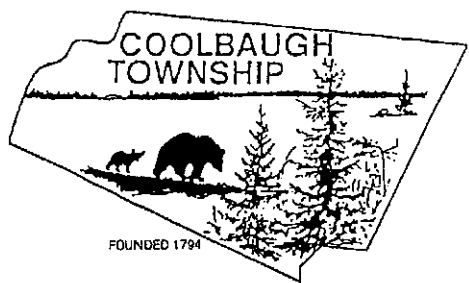
• General Fund	\$102,646.20
• Sewer Fund	\$ 15,605.67
• Capital Projects Fund	\$ 0.00
• Emergency Services Fund	\$ 0.00
• Liquid Fuels Fund	\$ 0.00
• Escrow Fund	\$ <u>8,206.75</u>
• <b>Total Disbursements</b>	<b>\$126,458.62</b>

8. Other business

9. Board of Supervisors Executive Sessions

- Held Prior – Tuesday, March 17, 2015 at 6:44 pm RE: Personnel

10. Adjournment



## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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### COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES MARCH 17, 2015

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

#### **Board Members absent:**

None

#### **Staff present:**

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

#### **Staff absent:**

None

#### **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**

1. M. Fairservice asked if something could be done about the potholes on upper Main St.; Mr. Weimer said he would call PennDOT; Mr. D. Pope asked if Rep. Parker's representative who was present (Sarah Hunt) could talk to him as well.
2. D. Broxmeier asked if Rob Roy will be paved this year. Mr. Weimer said it is on the list; he was waiting to see if PAWC would be upgrading their water lines in that area and they are not. He also stated our DPW will be getting training to pave small sections of roadway.
3. B. Sanford stated that it appears that Barrett Township is not willing to pay for the costs to bring their equipment into PMRPD and not willing to pay for part of the mortgage. He believes they should be all in, not in with conditions.

#### **2. Approval of minutes / notes**

Mr. Zito made a motion, seconded by Mr. Pope to approve the minutes of the March 3, 2015 meeting as presented.

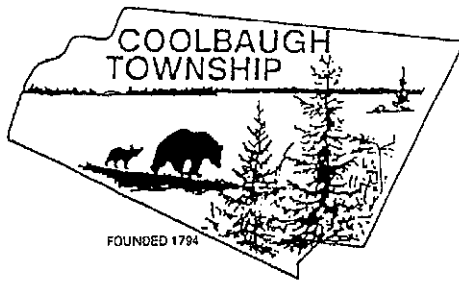
- **Discussion:** None.
- **Vote:** All in favor, motion passed.
- **Note:** Work session notes from March 3, 2015 will be posted to the web site along with the minutes.

Ms. Kelly made a motion, seconded by Mr. Pope to approve the minutes of the March 12, 2015 special meeting as presented.

- **Discussion:** M. Fairservice asked if she could have a copy; Ms. Kelly stated the packet was done before the minutes were finished and that she could get a copy after the meeting.
- **Vote:** All in favor, motion passed.

#### **3. Monthly reports**

- Pocono Mountain Regional Police Department – **Given by Mr. Adams**
- Pocono Mountain Regional EMS –**Mr. Pope stated the meeting will be Thur. 3/19 and report will be available next meeting; asked all to come out to support Easter Egg Hunt on April 4.**
- Coolbaugh Township VFD – **Given by Chief K. Ambrogio for VFD**
- Gouldsboro VFD – **Given by Ms. Kelly as submitted by VFD**
- Pocono Summit VFD – **Given by Ms. Kelly as submitted by VFD**
- Thornhurst VFD – **Given by Mr. Pope as submitted by VFD**



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### March 17, 2015 Board Meeting Minutes Page 2 of 4

- Tobyhanna Township VFD – Given by Chief Troy Couterman for VFD

#### 4. Approval of EAC by-laws

Ms. Kelly made a motion, seconded by Mr. Adams to approve the second draft by-laws as submitted.

- **Discussion:** Mr. Hanna said the by-laws were acceptable.
- **Vote:** All in favor, motion passed.

#### 5. Purchase of Gator for Parks Department

Mr. Weimer made a motion, seconded by Mr. Adams to purchase the Gator from Bartron Supply for \$6,563.48.

- **Discussion:** Discussion was held regarding different options on the various quotes.
- **Vote:** All in favor, motion passed.

#### 6. Monadnock Non-Wovens warehouse expansion land development plan approval

Mr. Pope made a motion, seconded by Mr. Adams to approve the Monadnock Non-Wovens warehouse expansion land development plan.

- **Discussion:** Mr. D. Pope asked if this was in the industrial park; he was told it was on Industrial Park Drive.
- **Vote:** All in favor, motion passed.

#### 7. Ray Price Mt. Pocono Ford land development plan conditional approval

Greg Pavlick, PE of Barry Isett Associates was present on behalf of Ray Price. Discussion was held on the outstanding conditions; it was agreed that the lot consolidation plan and Item #s 1-3, 5, 8-12 from Township Engineer Russ Kresge's March 3, 2015 letter were the open items

Mr. Pope made a motion, seconded by Mr. Zito to grant conditional approval to the Ray Price Mt. Pocono Ford land development plan per the agreed upon conditions.

- **Discussion:** None.
- **Vote:** All in favor, motion passed.

#### 8. Ray Price Mt. Pocono Ford SALDO waiver requests

- 403.3.D – Resource impact & conservation analysis
- 607.16.C.5 – Change in driveway clearance/buffer zone from 20 feet to 17 feet
- 617.3.C.5 – Exterior lighting reduction to 25% of operational levels after normal working hours

Mr. Pope made a motion, seconded by Mr. Adams to grant the three SALDO waivers as long as LED lighting was used so that there will be no light spill over onto adjacent properties as proposed by the developer.

- **Discussion:** None.
- **Vote:** All in favor, motion passed.

#### 9. Ray Price Mt. Pocono Ford sewer facilities planning module Resolution #06-2015, Resolution for Plan Revision for New Land Development approval

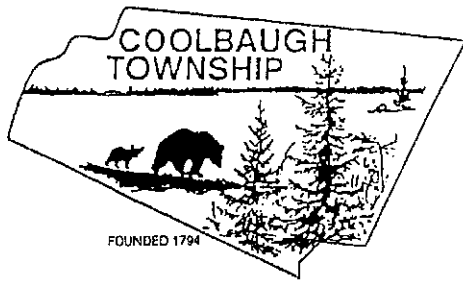
Mr. Pope made a motion, seconded by Mr. Adams to approve Resolution #06-2015 for the Ray Price Mt. Pocono Ford sewer facilities planning module.

- **Discussion:** None.
- **Vote:** All in favor, motion passed.

#### 10. Minor subdivision joining lots 15, 16 & 17, Block A-2001, Section 20 Arrowhead Lakes, property owner Kimberly Visconti

Mr. Adams made a motion, seconded by Ms. Kelly to approve the minor subdivision.

- **Discussion:** None.
- **Vote:** All in favor, motion passed.



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### March 17, 2015 Board Meeting Minutes Page 3 of 4

#### 11. Dangerous structures update

Ms. Kelly updated the Board and public on the outstanding dangerous structures.

#### 12. Business Manager / Controller's report

Mr. Hein gave a brief report of the finances as of March 11, 2015.

#### 13. Current obligations

• General Fund	\$114,261.97
• Sewer Fund	\$ 17,096.48
• Capital Projects Fund	\$ 0.00
• Emergency Services Fund	\$ 0.00
• Liquid Fuels Fund	\$ 0.00
• Escrow Fund	\$ 0.00
• Total Disbursements	\$131,358.45

Mr. Adams made a motion, seconded by Ms. Kelly to approve the current obligations.

- **Discussion:** None
- **Vote:** All in favor, motion passed.

#### 14. Other business

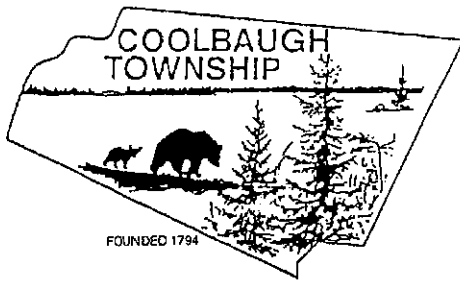
Ms. Kelly asked the Board if they would like a letter sent to the municipalities participating in the PMRPC to clarify some issues. It was agreed that the letter should state our concerns about (1) Barrett Township sharing in the mortgage and (2) now being a good time to look at restructuring the make-up of the Commission Board to possibly have one representative from each municipality.

#### 15. Board of Supervisors Executive Sessions

- Held Prior – Tuesday, March 3, 2015 at 6:35 pm RE: Personnel
- Held Prior – Tuesday, March 3, 2015 at 7:25 pm RE: Personnel & Legal
- Subsequent – Tuesday, March 17, 2015 at 6:44 pm RE: Personnel

#### 16. Adjournment

There being no further business, a motion was made by Mr. Pope, seconded by Mr. Zito to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 7:54 pm.



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**March 17, 2015 Board Meeting Minutes  
Page 4 of 4**

**NEXT REGULAR BOARD MEETING: Tuesday, April 7, 2015 at the Coolbaugh Township Municipal Office meeting room.**

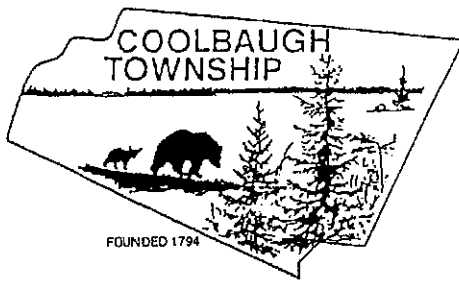
- **Work Session – 6:00 pm**
- **Business Meeting – 7:00 pm**

Submitted by: \_\_\_\_\_  
**Douglas A. Hein, Business Manager / Controller**

Reviewed by: \_\_\_\_\_  
**Lynn Kelly, Township Secretary**

Witnessed by: \_\_\_\_\_  
**Bill Weimer, Chairman**

Date: \_\_\_\_\_



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION NOTES  
MARCH 17, 2015**

The work session was called to order by Chairman William Weimer at 6:03 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

None

**Staff present:**

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

**Staff absent:**

None

Mr. Weimer announced that this work session is being recorded to aid in the preparation of the notes.

**1. Memorandum of Understanding: Barrett Township & PMRPC**

Discussion was held with PMRPD Chief Wagner and Barrett Township Chief Williams regarding the MOU. Ms. Kelly asked about the impact on the current budget. Chief Wagner stated Barrett would pay \$487,000 for three officers, maintenance, administrative times a week; based on Barrett Twp. call volume. Mr. Zito asked if it would be 120 hrs/wk; Chief Wagner stated it would be. PPU will drop from \$40,606 to approx. \$37,000. Ms. Kelly asked Chief Wagner about the "Barrett budget" stating that the assets being brought over have value but there will be cost as well due to having to re-stripe vehicles, get new uniforms, etc. Chief Wagner said they are applying for a \$20,000 grant to offset the costs of bringing Barrett's assets into PMRPD. Various residents questioned coverage and if contribution would be enough to cover what Barrett will need as well as how the pension will work. Several Supervisors expressed their agreement that this will be a good thing but that they are looking out for Coolbaugh Township's interests. Ms. Kelly said this may be a good time to look at restructuring the makeup of the Commission Board.

**2. EmergenSee information for review**

Mr. Kelly Lewis from Optimo Technology and Gene Matisko from EmergenSee were present to discuss the free mobile app for individuals and the paid app for municipalities and others. They handed out literature and were told the Board would review it.

**3. Other Business**

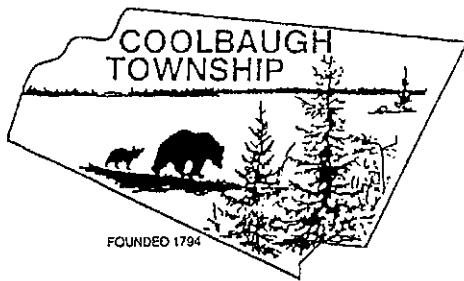
None

**4. Public Input**

None

The Work Session ended at 6:42 pm; the Board went into Executive Session at 6:44 pm until 6:47 pm.





**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

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**FINANCIAL REPORT**  
**FOR BOARD OF SUPERVISORS**  
**APRIL 7, 2015 BOARD MEETING**

I have presented you with the preliminary Trial Balance and final Budget Trial Balance (P & L Statement) for all funds as of February 28, 2015. 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 2014, the Township has, in 2015, collected approximately \$30,000 more in revenue. Total revenues to date are \$566,670. Instead of issuing a TAN as in prior years to cover expenses for the first few months until tax revenues come in, we have borrowed \$855,500 from our General Fund savings account. General Fund expenses are \$1,086,577 or 15% of the total budget. They are on budget for the year and lower than 2014. Debt service payments for all funds are being made as scheduled.

Sewer revenues are \$61,543 against expenses of \$56,976. Debt service payments were made on a monthly basis as scheduled for all sewer loans.

The remaining capital project, the turn lane at Route 196 and A Pocono Country Place main entrance, is continuing. The permitting process with PennDOT has been going back and forth between them and the engineer, thereby delaying the bidding out of the project. According to our engineer, Russ Kresge, bid documents will be ready shortly and the project should be able to be completed by the end of the 2015 construction season. I have applied to DCED and have been granted an extension of the grant through June 30, 2016.

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**  
**CASH DISBURSEMENTS AND BALANCES REPORT**  
**April 07, 2015**

DATE	CK #	ITEM	AMOUNT	
3/23/2015		Payroll		\$ 32,500.00
3/30/2015	5247	Business Card (EAC Hotel)	645.00	
3/30/2015	5248	PALTA (EAC Conference)	550.00	
4/7/2015		General Fund		102,646.20
		<b>Total General Fund</b>		<b>136,341.20</b>
4/7/2015		Escrow Fund	-	8,206.75
4/7/2015		Sewer Fund		15,605.67
		<b>Total Disbursements</b>		<b>\$ 160,153.62</b>

**TRIAL BALANCE AS OF APRIL 07, 2015**

General Fund Checking	112,077.94	Emerg. Services Fund Money Market	144,421.12
Fire Tax/Coolbaugh Twp VFD	175,386.60	Emerg. Services Fund Checking	21,003.11
Fire Tax/Gouldsboro VFD	40,273.74	<b>Total Emergency Services Fund</b>	<b>165,424.23</b>
Fire Tax/Pocono Summit VFD	40,273.74	<b>Liquid Fuels Fund Checking</b>	<b>486,510.31</b>
Fire Tax/Thornhurst VFD	20,114.99	Escrow Fund Checking	102,528.98
Payroll Checking	3,891.93	Escrow Fund Clarius Checking	425,133.15
Rainy Day Fund Savings	60,976.92	<b>Total Escrow Fund</b>	<b>536,366.97</b>
<b>Total General Fund</b>	<b>452,995.86</b>		
Sewer Fund Checking	3,827.07		
Sewer PennVest Checking	26.26		
<b>Total Sewer Fund</b>	<b>3,853.33</b>		
Capital Projects Fund Checking	13,967.77	<b>Total All Funds</b>	<b>1,659,118.47</b>

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

Check#	Vendor	Description	Payment	Check Total
5249	900 - ALTEC CAPITAL SERVICES, LLC	PO 9339 MARCH/ APRIL	3,715.00	3,715.00
5250	1039 - AMERICAN UNITED LIFE INS. CO.	PO 9382 life ins	686.64	686.64
5251	914 - AMERIHEALTH CASUALTY SERVICES	PO 9337 APRIL	5,255.64	5,255.64
5252	5 - CARGILL, INCORPORATED	PO 9245 ice control	20,700.48	
		PO 9387 ice control	10,720.90	31,421.38
5253	190 - COOLBAUGH SEWER FUND	PO 9391 SEWER	374.82	374.82
5254	1085 - DE LAGE LANDEN	PO 9355 COPIER	208.80	208.80
5255	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 9368 RECYCLE	14.00	
		PO 9399 recycle	14.00	28.00
5256	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 9366 VISION	239.71	239.71
5257	918 - FIRST PRIORITY LIFE	PO 9344 april	20,997.17	20,997.17
5258	169 - FLORENCE GERRITY	PO 9306 PENSION	406.98	406.98
5259	822 - GEORGE MCCAMMON	PO 9350 INS DED	308.85	308.85
5260	806 - GILMORE & ASSOCIATES	PO 9320 engineering	12,475.90	12,475.90
5261	535 - HANOVER ENGINEERING ASSOC., INC.	PO 9332 seo	1,236.49	
		PO 9334 seo	481.59	1,718.08
5262	50 - HANSON AGGREGATES PA INC.	PO 9365 ICE CONTROL	7,236.04	7,236.04
5263	386 - JAMES FRUTCHEY III	PO 9389 INS DED	350.00	350.00
5264	1112 - JOSEPH W. ROGAN	PO 9321 PROCESS SERV	75.00	
		PO 9345 SERVICE	150.00	225.00
5265	241 - MONROE COUNTY CONTROL CENTER	PO 9305 fire/ems	7,495.58	7,495.58
5266	858 - MUNICIPAL CAPITAL CORP.	PO 9393 APRIL	1,614.26	1,614.26
5267	1061 - OFFIT KURMAN	PO 9342 February 2015 billing	3,798.37	3,798.37
5268	89 - PETTY CASH	PO 9395 petty cash	106.87	106.87
5269	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 9359 MORTGAGE	3,403.11	3,403.11
5270	713 - RED DIAMOND GRAPHICS	PO 9330 recycling sign	185.00	185.00
5271	764 - VINCENT PIACENTE ELECTRICAL CONTR.	PO 9375 PARTS	395.00	395.00
TOTAL				----- 102,646.20

Total to be paid from Fund 01 GENERAL FUND

102,646.20

-----  
102,646.20

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

Check#	Vendor	Description	Payment	Check Total
1529	228 - CARDNO ATC	PO 9312 walmart	4,635.00	
		PO 9316 WALMART	660.00	5,295.00
1530	520 - K.L. FULFORD ASSOCIATES, INC	PO 9397 APRIL	5,800.00	5,800.00
1531	706 - PENN WORKS PUBLIC	PO 9308 APRIL	965.35	965.35
1532	439 - YOUNG & HAROS, LLC	PO 9326 walmart	774.00	
		PO 9327 school violations	2,771.32	3,545.32
TOTAL				15,605.67

Total to be paid from Fund 08 SEWER FUND

15,605.67

15,605.67

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

Check#	Vendor	Description	Payment	Check Total
1056	416 - COOLBAUGH TOWNSHIP GENERAL FUND	PO 9385 ADMIN FEES	6,000.00	6,000.00
1057	806 - GILMORE & ASSOCIATES	PO 9320 engineering	2,206.75	2,206.75
	TOTAL			----- 8,206.75
Total to be paid from Fund 85 ESCROW			8,206.75	
			=====	
			8,206.75	