

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

**WORK SESSION /
REGULAR MEETING INFORMATION**

TUESDAY, AUGUST 19, 2014

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

**Coolbaugh Township Board of Supervisors
Work Session Agenda
August 19, 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. Disbursement of the funds to the four volunteer fire companies that provide coverage to Coolbaugh Township from the one mill fire tax revenue for fiscal year 2014
2. Tobyhanna Township Volunteer Fire Company - request to be included in the disbursement of the funds from the one mill fire tax revenue
3. Coolbaugh Township Compost & Bulk Drop-Off Analysis through July 31, 2014
4. Belmont Avenue Box Culvert
5. Other Business
6. Public Input

**Coolbaugh Township Board of Supervisors
August 19, 2014 - 7:00 p.m.
Regular Meeting Agenda**

Roll Call

BOARD OF SUPERVISORS:

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

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.

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

1. Public Input
2. Approval of Minutes / Notes
 - July 29, 2014 Work Session Notes
 - August 5, 2014 Regular Minutes
 - August 5, 2014 Work Session Notes (Due to problems with the recording, this will be presented at a later date)
3. 2014 Monthly Reports
 - Thornhurst Volunteer Fire and Rescue Company
 - Coolbaugh Township Volunteer Fire Company
 - Pocono Mountain Regional Emergency Medical Services
 - Pocono Mountain Regional Police
4. Arcadia North Business Park, South Phase, Section 1, Lot 2, Distribution Center - Final Land Development Plan - Clarius Partners
5. Minor Subdivision joining lots 16 & 17, Block 85, Section 13, Arrowhead Lake, Property Owner - Julia Belfor
6. Township Resolution #05-2014 - disbursement of the funds to the four volunteer fire companies that provide coverage to Coolbaugh Township from the one mill fire tax revenue for fiscal year 2014

7. Renewal of the Zenon/GE Water Service Contract for the WWTP

8. Business Manager / Controller's Financial Report

9. Current Obligations

General Fund	\$107,364.24
Sewer Fund	\$5,373.11
Escrow Account	\$72.16
Fire Tax Coolbaugh Twp. Fire Co.	\$110,070.00
Liquid Fuels Fund	\$20,321.11
Escrow Fund	\$3,237.96
Total Disbursements	\$246,438.58

10. Other Business

11. Board of Supervisors Executive Sessions

Held Prior:	Tuesday, August 5, 2014 at 6:42p.m. re: Legal
	Tuesday, August 5, 2014 at 8:21p.m. re: Personnel
Subsequent:	None Scheduled

12. Adjournment

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, AUGUST 19, 2014

TAB 2

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION
JULY 29, 2014
NOTES

The work session was called to order by Chairman Lynn Kelly at 6:00pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Staff absent:

Doug Hein, Business Manager / Controller

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

This meeting was called specifically to invite the four volunteer fire companies that serve Coolbaugh Township to discuss future needs and goals.

1. **Thornhurst Fire and Rescue**

Mr. Dave McFadden was present to discuss the written plan submitted to the Supervisors.

The Supervisors asked Mr. McFadden several questions:

- Do you have strong response to calls? *Depending on the time of day and type of call, but generally yes.*
- Do you get good response out of both Thornhurst and Arrowhead stations? *Yes.*
- Is there a formal replacement schedule in place? *No formal schedule is in place but a pumper tanker likely is the next piece of equipment that will need to be replaced.*
- What are your challenges? *Recruitment and retention.*
- What equipment is a priority? *Would like to replace rescue tools but not with the current "Phoenix" brand. Would like to coordinate with and be compatible with cooperating fire companies.*
- Is any joint training done? *Yes, have held joint training classes with Pocono Mountain.*
- What could be done to help recruitment and retention? *Would like to see the Commonwealth come up with incentives (tax breaks, etc.) to make volunteering attractive.*

In closing, Mr. McFadden thanked the Township for their continued support. This part of the meeting concluded at 6:18pm.

2. Gouldsboro Volunteer Fire Company

Ms. Denise Rinaldi was present to discuss the written plan submitted to the Supervisors.

The Supervisors asked Ms. Rinaldi several questions:

- Are any vehicles in need of replacements? *Hopefully not.*
- Have any vehicles been replaced recently? *Yes, a 1993 engine was replaced with a 2000 model.*
- Have you had any new members join recently? *Yes, recently six juniors have joined and are interested in the company.*
- What are your challenges? *Recruitment and retention.*
- Why do you lose members? *Most leave when they move out of the area.*
- Is any fundraising being done? *Yes, bingo through mid-August and a raffle are ongoing.*
- What do you need help with? *Parking lot repairs are a priority.*
- Is any joint training done? *Yes, have held joint training classes with North Pocono.*
- Have you received any grants recently? *Yes, turnout gear was purchased with the last grant received.*

This part of the meeting concluded at 6:40pm

3. Pocono Summit Volunteer Fire Company

Mr. George Talmedge was present to discuss the written plan submitted to the Supervisors.

Mr. Talmedge thanked the Township for their continued support.

The Supervisors asked Mr. Talmedge several questions:

- What do you need help with? *A partial roof replacement for the Social Hall, costing approximately \$10,000.00. Flooring in the Hall also needs to be replaced.*
- What are your short term goals? *To pay off a truck loan and, with the Township Fire Tax revenue build up the reserve account.*
- Have you received any grants recently? *Yes, a rescue tool was purchased with the last grant received.*
- Have you had any new members join recently? *Yes, recently five new members have joined.*
- What are your challenges? *Recruitment and retention.*

- Why do you lose members? *Most leave when they move out of the area.*
- Is any fundraising being done? *Yes, the recently held festive should net a profit of \$3,000.00 - \$5,000.00. The mechanical bull and bounce house were well received*

This part of the meeting concluded at 7:02pm

4. Coolbaugh Township Volunteer Fire Company

Mr. Kevin Ambrogio was present to discuss the written plan submitted to the Supervisors.

The Supervisors asked Mr. Ambrogio several questions:

- What are your challenges? *Recruitment and retention.*
- Why do you lose members? *Most leave when they move out of the area.*
- How many members do you have? *Approximately 63, with life members. About 30 are active.*
- How are you trying to help retention? *Trying to include spouses, children in social activities after drills, etc. to promote a sense of family. Also would like to address Jr. /Sr. High School students if given the opportunity by the school district.*
- What do you need help with? *Wildflower Station is in need of expansion and improvement.*
- Are any vehicles in need of replacements? *The Rescue is problematic.*

The meeting concluded at 7:27pm

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, AUGUST 5, 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, Fred Pope and Bill Weimer.

Board Members absent:

Juan A. Adams and Robert M. Zito.

Staff present:

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

Announcements:

Ms. Kelly announced the following:

- Public Input will be considered at the beginning of the meeting for non-agenda items. The public would 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**

- **Ms. Rosemary (last name unintelligible):** Commented on her concern about a car lot / junkyard type lot next to her property on State Route 196. Zoning Assistant Tomas Keane was asked by the Supervisors to check for allowable uses on the property.
- **Mr. Calvin Lane:** Representing the Tobyhanna Conservation Association, he inquired again about TCA's 2013 stipend, claiming that their records indicate no monies were received in 2013. This matter will be researched further.
- **Mr. Dave Pope:** Asked if any of the youth sports organizations had signed out the automatic external defibrillators purchased by the Township. He also asked about the status of the proposed Veteran's Memorial on the Township grounds. Finally, he inquired about the status of the Olympic Sports Camp.

2. Approval of Minutes / Notes

- July 15, 2014 Regular Meeting Minutes
- July 15, 2014 Work Session Notes

The minutes of July 15, 2014 were reviewed and considered for approval.

Mr. F. Pope made a motion, seconded by Mr. Weimer to approve the minutes of July 15, 2014 as presented.

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

Work Session Notes / Public Hearing Notes

The notes for the work session held on July 15, 2014 were presented for review. It was agreed by consensus that these documents would be published for public viewing on the Township website.

3. Minor Subdivision to join lots 4 & 5, Block 1606, Section 16, Arrowhead North, Property Owners - David and Monica Strucko

Mr. F. Pope made a motion, seconded by Mr. Weimer to approve the Minor Subdivision to join lots 4 & 5, Block 1606, Section 16, Arrowhead North, Property Owners - David and Monica Strucko.

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

4. Minor Subdivision to join lots 89 & 90, Section J, A Pocono Country Place, Property Owner - Antonio Russo

Mr. F. Pope made a motion, seconded by Mr. Weimer to approve the Minor Subdivision to join lots 89 & 90, Section J, A Pocono Country Place, Property Owner - Antonio Russo

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

5. **EAC's recommendation relating to PA Natural Heritage Program & Fieldwork study**

Ms. Kelly read a letter from the Township Environmental Advisory Commission recommending that the PA Natural Heritage Program be allowed to conduct fieldwork on the open space properties known as the "Wiley Preserve" and the Hemlock Sanctuary"

Mr. Weimer made a motion, seconded by Ms. Kelly to allow the PA Natural Heritage Program to conduct fieldwork on the open space properties known as the "Wiley Preserve" and the Hemlock Sanctuary".

- **Discussion:** After making the motion Mr. Weimer reiterated some of the prior concerns the Supervisors had regarding this program when it was first discussed at a recent public meeting. Ms. Phyllis Williams also commented.

At this point Mr. Weimer amended his motion, and Ms. Kelly amended her second to allow the PA Natural Heritage Program to conduct fieldwork on the open space properties known as the "Wiley Preserve" and the Hemlock Sanctuary", and that, if possible, a member of EAC be present when the fieldwork was being done.

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

6. **Joseph O'Boyle letter of resignation from EAC and Parks and Recreation Commission**

Ms. Kelly made a motion, seconded by Mr. Weimer to accept, with regret, Joseph O'Boyle's letter of resignation from EAC and Parks and Recreation Commission

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

7. **Request from EAC to advertise open position on Commission**

Due to Mr. O'Boyle's resignation, there was one open position that needed to be filled on both the EAC and the Parks and Recreation Commission. A letter of interest for the P&R position, submitted by Mr. Mickey Denig, was presented to the Supervisors.

Mr. Weimer made a motion, seconded by Mr. F. Pope to authorize advertising one open position each on the Environmental Advisory Commission and the Parks and Recreation Commission.

- **Discussion:** it was decided that letters of interest will be accepted through the end of August, and that appointments were expected to be made at the Supervisors' first meeting in September.
- **Vote: All in Favor. Motion Passed.**

8. **Tobyhanna United Methodist Church request for a waiver of the fees to reserve the Tobyhanna House Pavillion on September 14, 2014**

Mr. Weimer made a motion, seconded by Ms. Kelly to grant Tobyhanna United Methodist Church a waiver of the fees to reserve the Tobyhanna House Pavillion on September 14, 2014.

- **Discussion:** Mr. F. Pope stated that he was a lay leader of TUMC and sought Mr. Hanna's advice on whether he was required to abstain from this vote. Mr. Hanna did not see a reason why he could not vote on this issue.
- **Vote: All in Favor. Motion Passed.**

9. **Letter of Support - LSA Grant - PMI and Arcadia Properties**

Ms. Kelly read the draft of a letter from the Supervisors to the Department of Community & Economic Development supporting Pocono Mountain Industries and Arcadia Properties, LLC in their application for grant funding in the amount of \$1,050,000.00 from DCED's Monroe County LSA program. This grant would be used to construct a speculative flex space in the Pocono Mountains Corporate Center East with the hope that it would spur investment in the County.

Mr. F. Pope made motion, seconded by Mr. Weimer to send Letter of Support - LSA Grant - PMI and Arcadia Properties to PA DECD.

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

10. **Pocono Rail Historical Society request to be considered for free internet service through the Blue Ridge Agreement**

Ms. Kelly read a request from PRHS to the Supervisors asking that, as part of the new cable franchise agreement, the Township ask Blue Ridge Cable to provide internet access, free of charge, to the Tobyhanna Rail Station.

Mr. Weimer made a motion, seconded by Mr. F. Pope to ask Blue Ridge Cable to provide internet access, free of charge, to the Tobyhanna Rail Station, as part of the new cable franchise agreement.

- **Discussion:** Comments were heard from Mr. F. Pope, Ms. Michelle Fairservice and Ms. Kelly. Ms. Kelly noted that there likely were other organizations that should be considered for a free internet connection.
- **Vote: All in Favor. Motion Passed.**

11. Cable Franchise Agreement

The first draft of the proposed new Cable Franchise Agreement was presented to the Supervisors. It was the consensus of the Supervisors present that more consideration needed to be given to this agreement before a final vote was taken.

Mr. Weimer made a motion, seconded by Mr. F. Pope to table consideration of the proposed Blue Ridge Cable franchise agreement.

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

12. Authorization to advertise Public Hearing- request for a Zoning District Change - Worthington & Spinio Pocono Holdings LLC

Mr. Hanna gave a brief explanation of Worthington & Spinio Pocono Holdings LLC's request that a zoning district change be granted for lots 3 and 10, and to create a new lot (lot 11) in the Smoke Ridge Development. He suggested that the hearing be held on September 16, 2014.

Mr. Weimer made a motion, seconded by Mr. F. Pope to authorize advertising a Public Hearing- request for a Zoning District Change - Worthington & Spinio Pocono Holdings LLC, to be held at 6:00pm on September 16, 2014.

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

13. Resolution #05-2014 re: APCP Turning Lane Project Condemnation

Mr. Hanna gave a brief explanation of the process of the condemnation, and he stated that due to a change in the required right of way, the matter should be tabled at this time.

Mr. Weimer made a motion, seconded by Mr. F. Pope to table Resolution #05-2014 re: APCP Turning Lane Project Condemnation.

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

14. UGI Condemnation - authorize Solicitor Jerry Hanna to accept service

Mr. Hanna again gave a brief explanation of issues associated with UGI's condemnation process relating to a new gas line. He stated that one road was a "paper road", and having never been built, the road was still held in the name of the first developer of the Pocono Summit Lakes community. Being a paper road, Coolbaugh Township was also named party to this action.

Mr. Weimer made a motion, seconded by Mr. F. Pope to authorize Solicitor Jerry Hanna to accept service relating to the UGI condemnation.

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

15. Business Manager / Controller's Financial Report

Mr. Hein gave a brief report. Total revenue to date for the General Fund is \$4,877,032.00. Total expenses to date are \$3,474,283.00. Total revenue to date for the Sewer Fund is \$176,232.00. Total expenses to date are \$223,387.00.

16. Current Obligations

Before them, the Supervisors had details of the Township's current obligations totaling \$446,673.75.

Mr. F. Pope made a motion, seconded by Mr. Weimer to pay current obligations in the amount of \$446,673.75.

- **Discussion:** Ms. Fairservice questioned check #2958 (General Fund). Mr. Harry Smith questioned check # 1035 (Escrow Fund).
- **All in Favor. Motion Passed.**

Release of Donation to Tobyhanna Conservation Association for 2014

In light of the confusion regarding the 2013 donation to TCA, **Ms. Kelly made a motion, seconded by Mr. F. Pope to immediately release the 2014 donation to the Tobyhanna Conservation Association.**

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

17. Other Business

Gas tank at the Municipal Park

Mr. Weimer made a motion, seconded by Mr. F. Pope to, depending on value, either auction on Municibid or scrap the gasoline tank currently at the Municipal Park.

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

Inter-municipal agreement RE: Coolbaugh Recycling / Compost center

Mr. Weimer made a motion, seconded by Ms. Kelly to inform Tobyhanna Township, Tunkhannock Township and Mt. Pocono Borough that Coolbaugh Township will not be renewing the Recycling / Compost center Inter-municipal agreement under the current terms, and that proposed revised terms would be forthcoming.

- **Discussion:** Comment was heard from Mr. Smith.
- **All in Favor. Motion Passed.**

DPW overtime for 40th Anniversary Municipal Park Celebration

Mr. Weimer made a motion, seconded by Mr. F. Pope to authorize overtime for the 40th Anniversary Municipal Park Celebration for three DPW workers, between the hours of 11:00am and 6:00pm on August 23rd (Rain date August 24th).

- **Discussion:** Comment was heard from Mr. Smith.
- **All in Favor. Motion Passed.**

High Concerns over discipline against PMRP Personnel.

Mr. Weimer told PMRP Interim Chief Wagner his "high concerns" regarding discipline conducted under Former Chief Lewis, and if was actually meted out by Chief Lewis alone or by the PMRP Commission. Mr. Weimer asked Chief Wagner to give him the "who, what, how" on this issue by the next PMRPC meeting on August 12th.

Discussion: Comment was heard from Chief Wagner and Ms. Fairservice on this issue. Mr. Smith asked about the status of GPS units in PMRP vehicles.

18. Board of Supervisors Executive Sessions

- Ms. Kelly announced that the Board of Supervisors held Executive Sessions:
 - o Tuesday, August 5, 2014 @ 6:42pm – Legal.

Ms. Kelly announced that an Executive Session would be held for Personnel at this time and that the meeting be held open.

The meeting was recessed at 8:21pm.

The meeting was reconvened at 10:09pm.

19. Letter to Pocono Mountain Regional Police Commission

Ms. Kelly read the following draft letter:

August 6, 2014

Mr. James H. Frutchey, Jr.
Chairman
Pocono Mountain Regional Police Commission

Via e-mail: james.frutchey@yahoo.com

Dear Jim:

The Coolbaugh Township Board of Supervisors would like to make known its strong support of the comments / requests made by Commission Representative Bill Weimer at the July 8th meeting of the Pocono Mountain Regional Police Commission.

To that end we state the following:

- We request immediate release of the "Morris Report" regarding the incident involving former Chief Harry Lewis. This report, with an approximate cost of \$50,000, was paid for with taxpayer money,

approximately 42% of which comes from our municipality. The Board of Supervisors owes it to the taxpayers to ensure that proper action was taken by the Commission relative to this matter, and without viewing the report, we cannot make that assurance. Please be aware that this request is in no way meant to reflect upon former Chief Lewis – with him being gone that is basically a dead issue – but rather to assure ourselves that there was a clear basis for the relative inaction of the Commission of this matter.

- We agree with Mr. Weimer's statement that the recently passed PMRPC By-laws are flawed and Coolbaugh Township will not recognize them as to how they pertain to our inter-municipal agreement.

Thank you for your consideration.

Sincerely,

ON BEHALF OF THE COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

Robert M. Zito

Robert M. Zito
Supervisor / Secretary, Coolbaugh Township

Ms. Kelly made a motion, seconded by Mr. F. Pope to send the draft letter, as presented, to the Pocono Mountain Regional Police Commission.

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

20. Letter to Tobyhanna Township Board Chairman, Tunkhannock Township Board Chairman and Mount Pocono Borough Council President

Ms. Kelly read the following draft letter:

August 6, 2014

John J. Holahan III
Chairman
Tobyhanna Township

John P. Finnerty
President
Mt. Pocono Borough

Francis DePiano
Chairman
Tunkhannock Township

Via e-mail:

Dear Gentlemen:

At our regular meeting last evening the Coolbaugh Township Board of Supervisors voted unanimously to invite representatives from the four municipalities that comprise of the Pocono Mountain Regional Police Department to a roundtable to discuss changes to the PMRP inter-municipal legal agreement.

To try to make this meeting as productive as possible we are requesting that a maximum of two elected representatives be sent from all municipalities with the exception of Tunkhannock Township. We ask that Tunkhannock Township send only one representative, since two would be a majority of their Board and trigger advertising and other requirements that we feel would be counterproductive at this time. We respectfully request, for the sake of unbiased dialogue, that representatives sent to this meeting NOT be persons who are presently seated on PMRPC.

As we had originally requested in early 2013, we request that this initial meeting be closed and not open to the public. Public meetings at a later date can certainly be discussed. At that time (early 2013) we consented to a series of open meetings that frankly turned into a "circus" that only resulted in accusations and one-upmanship and put forth no constructive dialogue.

At this time we feel it will be most constructive to speak directly to the municipalities and not the PMRP Commission. There appear to have been several troubling actions taken by the Commission that need to be discussed by the elected officials who CREATED and FUND the entity (the Commission) and the Department (PMRP).

A case in point is the following e-mail received by our Board Chairman Lynn Kelly from Commission member Phyllis Haase, supposedly acting on behalf of the ENTIRE Commission:

Lynn,

On behalf of the Pocono Mountain Regional Police Commission, we request that you kindly provide two dates the Coolbaugh Township Supervisors would be available to meet with the Police Commissioners.

The goal of the meeting is to address and resolve the concerns of Coolbaugh Township that was brought forth to the Commission.

The Commission looks forward to your response.

Phyl

*Phyllis Haase, Township Manager
Township of Tobyhanna
105 Government Center Way
Pocono Pines, PA 18350
(570) 646-1212 Ext. 226*

We presume that this was a response to an email sent to all PMRP Commission members by Chairman Kelly on July 17, 2014 stating Coolbaugh Township's unavailability for a meeting with the Commission on July 22, 2014.

While we appreciate the continued effort on the part of Ms. Haase to schedule this meeting, the following questions arise:

- Who authorized that this email be sent?
- If Ms. Haase is speaking on behalf of the Commission, why were not our representatives Mr. Adams and Mr. Weimer aware that this request was forthcoming.
- Since there was no PMRPC public meeting between the date of Ms. Kelly's email and the receipt of Ms. Haase's email, there could be an appearance of decisions, effecting four municipalities, being made by a select few, behind closed doors.

While this incident may seem trivial taken on its own, it appears to speak to a broader pattern of conduct by the Commission, especially since the beginning of the year.

We would like a frank, civil dialogue to try to move PMRP to a position where all four municipalities cooperate and compromise with one another.

We would like to suggest the dates of September 9th or 23rd at 6:30pm at the Coolbaugh Municipal Center for such a meeting. Please let us know your thoughts by August 31st so we can plan appropriately.

Thank you for your consideration.

Sincerely,
ON BEHALF OF THE COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

Robert M. Zito

Robert M. Zito
Supervisor / Secretary, Coolbaugh Township

CC: Coolbaugh Township BOS

Mr. F. Pope made a motion, seconded by Mr. Weimer to send the draft letter, as presented, to the Tobyhanna Township Board Chairman, Tunkhannock Township Board Chairman and Mount Pocono Borough Council President.

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

21. Adjournment

There being no further business, a motion was made by Mr. Weimer, seconded by Mr. F. Pope, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 10:19pm.

NEXT REGULAR BOARD MEETING: August 19, 2014

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

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____

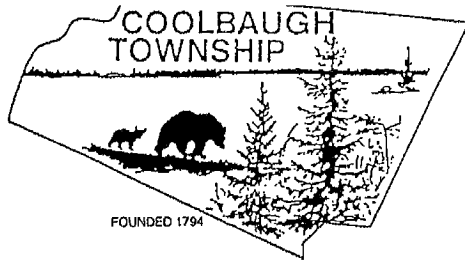
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**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, AUGUST 19, 2014

TAB 8



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

FINANCIAL REPORT – BOARD OF SUPERVISORS
AUGUST 19, 2014 BOARD MEETING

Revenues

- As of August 13, 2014, total General Fund revenues received were \$5,376,523. This is broken down as follows (2014 budget is \$6,963,787):

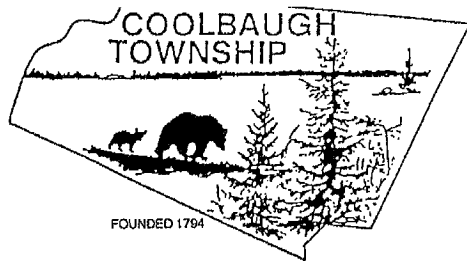
<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
○ Real estate taxes (current & dlq.)	\$3,704,187	93%
○ Earned income tax	\$ 816,033	63%
○ LST	\$ 240,416	60%
○ Act 101 recycling grant	\$ 197,574	494%
○ R/E transfer tax	\$ 150,044	60%
○ Licenses & permits	\$ 86,550	50%
○ Rents	\$ 52,968	66%
○ Fines & forfeits	\$ 22,264	49%
○ Zoning fees	\$ 16,744	48%
○ Miscellaneous	\$ 14,303	95%
○ Recycle	\$ 11,301	251%
○ Snow removal	\$ 9,917	147%
○ Building codes fees	\$ 9,113	36%
○ All other sources	\$ 45,109	.65%

Expenses

- As August 13, 2014, total General Fund expenses were \$4,245,942, with the largest categories being (2014 budget is \$6,963,787):

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
○ PMRPD	\$1,359,732	65%
○ R/E tax distribution to Library	\$ 449,942	85%
○ Salaries	\$ 462,031	62%
○ Employee benefits	\$ 360,747	64%
○ Bond P&I	\$ 309,094	100%
○ Transfer to sewer account	\$ 135,974	67%
○ Coolbaugh Twp. VFD	\$ 127,628	100%
○ Salt & cinders	\$ 115,242	72%
○ Engineering	\$ 93,716	160%
○ Fuel	\$ 87,483	73%
○ Utilities	\$ 72,003	65%
○ PMREMS	\$ 69,397	69%
○ Maint. & repairs – buildings	\$ 69,349	385%*
○ Lease purchase	\$ 62,238	59%
○ Repairs of equipment	\$ 55,691	101%
○ Capital construction	\$ 52,529	22%
○ Legal fees	\$ 47,555	129%
○ Control center	\$ 22,487	76%
○ SEO	\$ 18,395	53%
○ Macrosmith	\$ 14,696	67%
○ Coolbaugh Twp. VFD fire apparatus	\$ 12,230	6%
○ Tax collector operating expenses	\$ 6,885	115%
○ All other sources	\$ 240,898	3%

*Due to \$31,184 being spent to date to repair electrical lines into Municipal Office Building.



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

Cash balances & Reports

- \$800,000 was withdrawn at the beginning of the year from the "Rainy Day Fund" to supplement the General Fund cash account until tax revenue began to flow in; it all has been paid back. This was in place of a tax anticipation note (TAN).
- The cash balances listed on the current obligations sheet in the Board Books represent the balances after tonight's obligations are paid. Enclosed are final financial reports as of July 31, 2014.

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, AUGUST 19, 2014

TAB 9

**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
AUGUST 5, 2014**

DATE	CK #	ITEM	AMOUNT
8/5/2014		Payroll	\$ 32,000.00
General Fund Paid Since Last Meeting			
8/5/2014	2994	Hanover Engineering	4,681.94
	2995	PM Council of Govts	34.00
	2996	King Kong Tool	4,322.00
	2997	Tobyhanna Conservation (2013)	3,500.00
	2998	Tobyhanna Conservation (2014)	3,500.00
			16,037.94
8/19/2014		General Fund	59,326.30
			107,364.24
8/19/2014		Sewer Fund	5,373.11
8/19/2014		Capital Projects Fund	72.16
8/19/2014		Fire Tax Coolbaugh Twp. Fire Co	110,070.00
8/19/2014		Liquid Fuels Fund	20,321.11
8/19/2014		Escrow Fund	3,237.96
Total Disbursements			\$ 246,438.58

TRIAL BALANCE AS OF AUGUST 5, 2014

General Fund Checking	754,054.82	Emerg. Services Fund Money Market	143,874.49
Fire Tax/Coolbaugh Twp VFD	110,927.99	Emerg. Services Fund Checking	20,923.61
Fire Tax/Gouldsboro VFD	40,121.31	Total Emergency Services Fund	164,798.10
Fire Tax/Pocono Summit VFD	40,121.31		
Fire Tax/Thornhurst VFD	20,038.86	Liquid Fuels Fund Checking	618,922.57
Payroll Checking	3,840.99		
Rainy Day Fund Savings	1,216,623.96	Escrow Fund Checking	103,653.67
Total General Fund	2,185,729.24	Escrow Fund Clarius Checking	423,524.05
		Total Escrow Fund	527,177.72
Sewer Fund Checking	14,169.04		
Sewer PennVest Checking	26.26		
Total Sewer Fund	14,195.30		
Capital Projects Fund Checking	15,373.67	Total All Funds	3,526,196.60

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

Meeting Date: 08/19/2014 For bills from 08/06/2014 to 08/13/2014

Check#	Vendor	Description	Payment	Check Total
2999	44 - AIRGAS USA,LLC	PO 8300 supplies	80.64	80.64
3000	900 - ALTEC CAPITAL SERVICES, LLC	PO 8299 lease	1,857.50	1,857.50
3001	1059 - BILL'S SHOPRITE	PO 8275 fuel	400.53	400.53
3002	202 - BRADCO SUPPLY CO.	PO 8290 misc	750.00	
		PO 8320 SUPPLIES	106.50	856.50
3003	234 - BUSINESS CARD	PO 8315 misc	540.33	540.33
3004	99 - C & S BROTHERS, INC.	PO 8306 stamp	85.00	85.00
3005	177 - CCI WASTE & RECYCLING SERVICE, INC.	PO 8309 RECYCLE	3,353.00	3,353.00
3006	10 - CONNECTED OFFICE PRODUCTS, INC.	PO 8288 SUPPLIES	44.72	44.72
3007	190 - COOLBAUGH SEWER FUND	PO 8263 AUGUST	374.82	374.82
3008	8 - D.G. NICHOLAS CO.	PO 8258 PARTS	25.49	
		PO 8260 PART	57.54	83.03
3009	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 8319 RECYCLE	14.00	14.00
3010	757 - DIRECT ENERGY	PO 8298 ELECTRIC	1,643.86	1,643.86
3011	689 - DOUGLAS A. HEIN	PO 8291 ins.	350.00	350.00
3012	342 - ENVIRONMENTAL RESOURCES ASSOCIATES	PO 8257 RECYCLING GRANT	1,437.50	1,437.50
3013	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 8276 Aug eye insurance	239.72	239.72
3014	806 - GILMORE & ASSOCIATES	PO 8318 misc	8,728.60	8,728.60
3015	30 - GOTTA GO POTTIES	PO 8301 rental	605.00	605.00
3016	54 - H.A. BERKHEIMER, INC.	PO 8286 LST	802.74	802.74
3017	308 - HAZLETON OIL & ENVIRONMMENTAL, INC.	PO 8317 oil	5,500.00	5,500.00
3018	179 - JERRY F. HANNA	PO 8308 MISC	3,146.00	3,146.00
3019	1077 - LINEX STRIPING COMPANY	PO 8278 BASKETBALL COURT	500.00	500.00
3020	891 - LOWE'S	PO 8295 CHARGE SUPPLIES	376.47	376.47
3021	69 - MEDICO INDUSTRIES, INC.	PO 8313 rental	1,000.00	1,000.00
3022	917 - MILLENNIUM ADMINISTRATORS	PO 8261 ADMIN FEE	500.00	500.00
3023	858 - MUNICIPAL CAPITAL CORP.	PO 8266 SEPT	1,614.26	1,614.26
3024	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 8294 611	200.00	200.00
3025	452 - OFFICE MAX CONTRACT	PO 8269 supplies	52.00	52.00
3026	81 - P P & L	PO 8270 electric	27.75	
		PO 8289 street light	867.79	895.54
3027	1021 - PAPCO	PO 8311 FUEL	6,516.20	6,516.20
3028	86 - PENNSYLVANIA AMERICAN WATER CO	PO 8271 hydrants	1,189.30	1,189.30
3029	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 8292 CBT	119.40	119.40
3030	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 8256 SUPPLIES	488.47	488.47
3031	430 - POCONO ACE HARDWARE	PO 8287 supplies	23.99	
		PO 8303 misc	72.08	96.07
3032	172 - POCONO MT. LIBRARY	PO 8279 DELIQ TAX	10,335.11	10,335.11
3033	95 - POCONO RECORD	PO 8262 AD	99.00	99.00
3034	206 - PSATS	PO 8268 drug test	275.00	275.00
3035	603 - R.J. GRONER	PO 8296 REPAIR	271.98	271.98
3036	713 - RED DIAMOND GRAPHICS	PO 8283 SIGNS	219.00	219.00
3037	111 - SHERWIN WILLIAMS	PO 8272 paint	88.80	
		PO 8316 soccer field	88.80	177.60
3038	120 - SUNDANCE NETWORKS INC.	PO 8277 repair	978.00	978.00
3039	738 - TEAMSTERS LOCAL 773	PO 8302 sept	445.00	445.00
3040	31 - THYSSENKRUPP ELEVATOR CORP.	PO 8273 maint	251.82	251.82
3041	204 - TOSHIBA BUSINESS SOLUTIONS	PO 8314 copies	208.45	208.45
3042	1055 - TULPEHOCKEN SPRING WATER INC	PO 8307 BOTTLE WATER	79.65	79.65
3043	756 - UGI Utilities	PO 8274 garage	155.29	155.29
3044	381 - UNIFIRST CORPORATION	PO 8284 UNIFORMS	78.17	
		PO 8285 MATS	90.17	
		PO 8304 uniforms	80.44	248.78
3045	929 - UNITED CONCORDIA LIFE & HEALTH	PO 8310 SEPT	1,720.24	1,720.24
3046	867 - VEN-MAR SALES INC.	PO 8305 supplies	170.18	170.18
	TOTAL			59,326.30

Total to be paid from Fund 01 GENERAL FUND

59,326.30

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

Check#	Vendor	Description	Payment	Check Total
1350	856 - AQUA WASTEWATER	PO 8259 DISPOSAL	558.78	
		PO 8267 sludge removsl	558.78	1,117.56
1351	8 - D.G. NICHOLAS CO.	PO 8258 PARTS	68.76	68.76
1352	757 - DIRECT ENERGY	PO 8298 ELECTRIC	2,722.04	2,722.04
1353	699 - MAIN POOL & CHEMICAL CO	PO 8265 SUPPLIES	576.10	576.10
1354	751 - MONROE COUNTY PROTHONOTARY'S OFFICE	PO 8293 MILDREN HANSEN	58.50	58.50
1355	160 - NORTHEAST CHEMICAL& SUPPLY CO.,INC.	PO 8264 SODA ASH	830.15	830.15
	TOTAL			----- 5,373.11

Total to be paid from Fund 08 SEWER FUND

5,373.11

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5,373.11

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

Meeting Date: 08/19/2014 For bills from 08/20/2014 to 08/13/2014

Check#	Vendor	Description	Payment	Check Total
390	949 - H.A. WEIGAND INC	PO 8297 SIGNS	72.16	72.16
	TOTAL			72.16
Total to be paid from Fund 15 CAPITAL PROJECTS			72.16	
			<u>72.16</u>	

**List of Bills - (01102002) FIRE TAX/COOLBAUGH TWP VFD
GENERAL FUND**

Meeting Date: 08/19/2014 For bills from 08/06/2014 to 08/13/2014

Check#	Vendor	Description	Payment	Check Total
1001	199 - COOLBAUGH TWP. VOL. FIRE CO.	COOLBAUGH TWP VFD CAPITAL APPARATUS	110,070.00	110,070.00
	TOTAL			110,070.00
Total to be paid from Fund 01 GENERAL FUND			110,070.00	
			<u>110,070.00</u>	
			110,070.00	

**List of Bills - (35100000) CHECKING ACCOUNT
LIQUID FUELS**

Meeting Date: 08/26/2014 For bills from 08/20/2014 to 08/13/2014

Check#	Vendor	Description	Payment	Check Total
188	450 - INTERSTATE ROAD MANAGEMENT	PO 8312 line painting	20,321.11	20,321.11
	TOTAL			20,321.11
Total to be paid from Fund 35 LIQUID FUELS			20,321.11	
			<u>20,321.11</u>	
			20,321.11	

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

Meeting Date: 08/19/2014 For bills from 08/20/2014 to 08/13/2014

Check#	Vendor	Description	Payment	Check Total
1037	806 - GILMORE & ASSOCIATES	PO 8318 misc	3,237.96	3,237.96
	TOTAL			3,237.96
Total to be paid from Fund 85 ESCROW			3,237.96	
			<u>3,237.96</u>	