

**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**

**December 1, 2015, 6:00PM**

**\*\*Work Session is cancelled due to Executive Session\*\***

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING AGENDA**

**December 1, 2015, 7:00 PM**

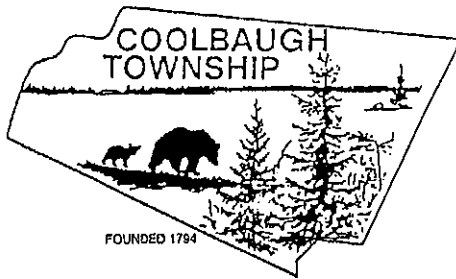
**Roll Call**

**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
  - November 17, 2015 Regular Meeting minutes
  
3. Inclusion in Group Health, Dental and Vision Insurance Coverage



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4. Authorization to Advertise the following:

- Notice of vacancies on various boards, commissions and council
- Notice of intent to appoint a Certified Public Accountant at the Board of Supervisors Re-Organizational Meeting
- Notice to Residents- Any vehicle left on Township Right of Way during periods of ice or snow removal will be towed at owner's expense.

5. Center Rock Realty (Ray Price Project)

- Development Agreement
- Stormwater Management Facilities Maintenance Agreement
- Interim Guarantee and Indemnification Agreement

6. Current obligations

• General Fund	\$ 251,846.48
• Sewer Fund	\$ 10,494.93
• Capital Projects Fund	\$ 0.00
• Emergency Services Fund	\$ 0.00
• Liquid Fuels Fund	\$ 0.00
• Escrow Fund	<u>\$ 0.00</u>
<b>Total Disbursements</b>	<b>\$ 262,341.41</b>

7. Other business

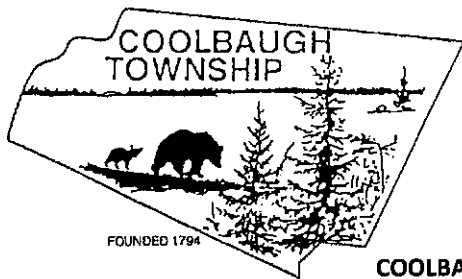
- Letter of concern regarding traffic and littering on Industrial Park Drive

8. Board of Supervisors Executive Sessions

- Prior: Tuesday December 1, 2015 at 6:00pm Re: Legal

9. Adjournment

2



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### COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES

November 17, 2015

The meeting was called to order by Chairman William Weimer at 7:07 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

#### **Board Members present:**

William Weimer, Lynn Kelly, Fred Pope, and Robert M. Zito

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

Juan Adams

#### **Staff present:**

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary

#### **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**

- D. Pope stated that the PMRPD Chief Wagner submitted a letter to the Township regarding the 2016 Budget, Mr. Pope asked that the Supervisors review it and see if we can make any changes to our original proposal. Mr. Weimer stated that the new letter has created a few more questions, and that Ms. Kelly will compile a list of the Supervisor's questions and email them to D. Pope to submit for answers.

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

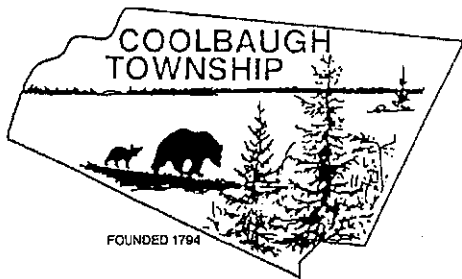
*Ms. Kelly made a motion, seconded by Mr. Pope to approve the minutes of the November 2, 2015 regular meeting.*

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

#### **3. Smoke Ridge Sewer Module**

Present on behalf of Jon Tresslar from Smoke Ridge were Mike Gable from Boucher and James as well as Maureen Carlton from Curtin and Heefner. Mr. Gable discussed that the plans submitted to Twp. SEO earlier in the month included a two specific notes, one being that the owner would be required to do testing on the property and the second which is listed on the plan as Note #22 from years ago that Mr. Gable stated used to be put on plans to protect Townships from liability. Mr. Gable stated that because the cost of surveying the area due to the terrain and the fact that the test sites were basically for a standard three bedroom house and that most of the properties due to their 10+ acre sites will be used for much larger homes, may not even utilize the test pits that were already done that it doesn't make sense to spend the money to have the site survey located. Mr. Gable assured the Board that septic test locations as well as outparcels will not infringe on the access to properties, stating that owners will have the same access and abilities to do with their properties today as they will moving forward. Ms. Kelly stated that after the Board spoke to the Township Engineer she is uncomfortable with anything short of having all the test areas survey located as required by DEP, but stating that the SEO and Engineer are comfortable with not pursuing an updated wetland delineation and accepting the one that was used on the plans submitted.

- **Discussion:** Mr. Pope suggested that the representatives speak with the Township Engineer and SEO so that they can give us the go ahead when they are comfortable with the outcome. Mr. Weimer agrees, stating that we pay the professionals to keep us on the correct path with projects and keep us out of trouble therefore we need to follow their guidance.
- **Vote:** All in favor, motion passes.



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November 17, 2015 Board Meeting

Page 2 of 4

#### 4. Monthly reports

- **Pocono Mountain Regional Police Department-** Report read by D. Pope.
- **Pocono Mountain Regional EMS-** Report read by Mr. Lemley
- **Coolbaugh Township VFD-** Report read by Mr. Keane also stating that there are 12 new firefighters that just completed essentials and that the fire department attended Ghoulbough as well as the Barrett Parade, both were a big success. Mr. Keane stated that Christmas Trees will be sold at the station on Route 196 beginning Black Friday, hours are Monday & Friday 5pm- 8pm and Saturday and Sunday from 9am-8pm.
- **Gouldsboro VFD-** Report read by Mr. Weimer
- **Pocono Summit VFD-** Report read by Mr. Rich
- **Thornhurst Fire & Rescue Ambulance-** No report submitted at time of meeting. Mr. Weimer asked that they be contacted with the correct form and deadlines for submission as it is a requirement.
- **Tobyhanna Township VFD-** Report read by Mr. Weimer
  - **Discussion:** M. Fairservice asked about the brush fire in Coolbaugh Twp. that Pocono Summit responded to.

#### 5. Request for Extension of Time-Dog Goods USA

*Mr. Pope made a motion seconded by Mr. Weimer to grant the extension of time to Dog Goods USA until January 19, 2016 per the request submitted.*

- **Discussion:** None
- **Vote:** All in favor, motion passes

#### 6. Minor Subdivision joining lots 52-56 with lots 1-3 in Pocono Gardens A.K.A- Property owner Virginia Dombrowski

*Motion made by Mr. Pope and seconded by Ms. Kelly to authorize the minor subdivision joining lots 52-56 with lots 1-3 in Pocono Gardens A.K.A, property owner Virginia Dombrowski.*

- **Discussion:** D. Pope asked where the property was located, and was advised it was near Seven Mile Road in Gouldsboro.
- **Vote:** All in favor, motion passes

#### 7. Upcoming Training Opportunities for New Supervisors

- PSATS "Just elected to Township Government.. Now What?"- 12/15/2015 from 7-9pm, Cost \$60.00 per person
- Newly Elected Boot Camp- Details to Follow

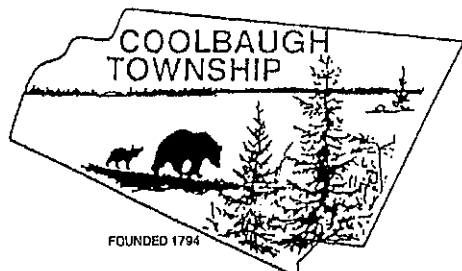
*Ms. Kelly made a motion seconded by Mr. Weimer to authorize the two newly elected Supervisors to attend the PSATS Seminar on December 15, 2015 from 7-9pm at the cost of 60.00 to include mileage reimbursement.*

#### 8. EAC Term Correction Resolution #09-2015

Ms. Kelly read the Resolution aloud and explained that there were terms on the EAC that were appointed for a period of 5 years as opposed to the correct term of 3 years per their Bylaws. This resolution will correct the term of Clare Colgan by extending her term by one year which will resolve the terms to make them acceptable expirations per the EAC Bylaws.

*Mr. Pope made a motion seconded by Mr. Weimer to authorize the correction resolution #09-2015.*

- **Discussion:** Mr. Weimer asked for clarification by Mr. Hanna on the wording of Council vs. Committee, and was advised that it would need to be changed. *Motion and second were amended to authorization upon correction of the term to reflect Council as opposed to Committee.*
- **Vote:** All in favor, motion passes.



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November 17, 2015 Board Meeting  
Page 3 of 4

### 9. Current Obligations

• General Fund	\$	104,172.36
• Sewer Fund	\$	10,040.93
• Capital Projects Fund	\$	207.84
• Emergency Services Fund	\$	0.00
• Liquid Fuels Fund	\$	0.00
• Escrow Fund	\$	<u>5,882.27</u>
<b>Total Disbursements</b>	<b>\$</b>	<b>120,303.40</b>

*Ms. Kelly made a motion seconded by Mr. Weimer to pay the current obligations totaling \$120,303.40.*

- **Discussion:** Mr. Pope asked for clarification as to what CS-Graphx is. Mr. Zito stated that he has in the past asked for a better description on the payments such as a date for a mileage reimbursement or a time frame breakdown on items such as utilities, stating he believes by making these added notations will resolve some of the questions that are being asked. Mr. Keane was able to address the payment for CS-Graphx stating it is a payment for annual support for a program called Permit Manager that is used at the Township.
- **Vote:** All in favor, motion passes.

### 10. Resolution #10-2015: Authorize signer for PennDot Business Partnership/ Rt. 196 Turning Lane Project

Resolution was read aloud by Mr. Weimer.

*Mr. Pope made a motion seconded by Ms. Kelly to authorize Mr. Weimer as the authorized signer of the PennDot Business Partnership.*

- **Discussion:** D. Eckles asked where the turning lane on Rt. 196 was, being advised Main Gate APCP.
- **Vote:** All in favor, motion passes

### 11. Authorize to Advertise

- Advertise Budget Work Session on Sunday, December 6, 2015 at 8:00am
- Advertise 2016 Municipal Budget for Public Inspection
- Advertise Special Meeting for Adopting the 2016 Municipal Budget

The Board discussed the dates for the advertising of the 2016 Municipal Budget for Public Inspection and date of special meeting. It was agreed inspection would be advertised on December 10, 2015 and the Special Meeting will be held on December 30, 2015 at 7:00pm.

*Mr. Weimer made a motion seconded by Mr. Pope to advertise the budget work session to be held on December 6, 2015 at 8:00am, the 2016 Municipal Budget for Public Inspection on December 10, 2015 and the Special Meeting for adopting the 2016 Municipal Budget to be held on December 30, 2015 at 7:00pm.*

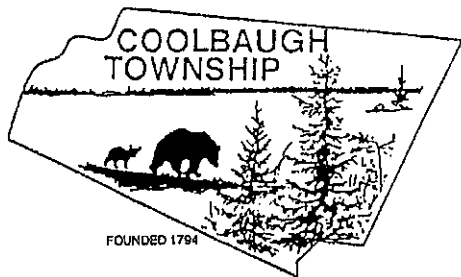
- **Discussion:** Mr. Zito asked Mr. Hanna if it is possible that he attend the meeting via phone if necessary because he will be out of town. Mr. Hanna advised that it is possible through skype or other form of video conferencing.
- **Vote:** All in favor, motion passes.

### 12. Other Business

*Mr. Pope made a motion seconded by Mr. Weimer to extend the tolling agreement between Coolbaugh Township and Walmart until March 1, 2016.*

### 13. Board of Supervisors Executive Sessions

- Sunday, November 15, 2015 from 10:00-10:50am Re: Personnel
- Tuesday, November 17, 2015 from 6:00-6:30pm Re: Personnel
- Tuesday, November 17, 2015 from 6:30-7:00pm Re: Legal
- Tuesday, November 17, 2015 from 8:35-10:25pm Re: Legal & Personnel



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**November 17, 2015 Board Meeting  
Page 4 of 4**

**14. Adjournment**

There being no further business, a motion was made by Mr. Pope, seconded by Ms. Kelly to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 8:09pm.

**NEXT REGULAR BOARD MEETING: Monday, November 17, 2015 at the Coolbaugh Township Municipal Office meeting room.**

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

Submitted by: **Erin Masker, Recording Secretary**

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

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

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

6



**COOLBAUGH TOWNSHIP**  
**CASH DISBURSEMENTS AND BALANCES REPORT**  
**December 01, 2015**

DATE	CK #	ITEM	AMOUNT
11/24/2015		Payroll	\$ 30,000.00
12/1/2015		General Fund	221,846.48
		<b>Total General Fund</b>	<b>251,846.48</b>
11/2/2015		Sewer Fund	10,494.93
<b>Total Disbursements</b>			<b>\$ 262,341.41</b>



**TRIAL BALANCE AS OF DECEMBER 01, 2015**

General Fund Checking	561,476.52	Emerg. Services Fund Money Market	145,052.43
Fire Tax/Coolbaugh Twp VFD	333,797.98	Emerg. Services Fund Checking	21,094.92
Fire Tax/Gouldsboro VFD	55,288.68	<b>Total Emergency Services Fund</b>	<b>166,147.35</b>
Fire Tax/Pocono Summit VFD	29,984.82		
Fire Tax/Thornhurst VFD	10,547.44	<b>Liquid Fuels Fund Checking</b>	<b>36,566.13</b>
Payroll Checking	8,198.99	Escrow Fund Checking	64,247.05
Rainy Day Fund Savings	918,283.87	Escrow Fund Clarius Checking	426,991.55
<b>Total General Fund</b>	<b>1,917,578.30</b>	<b>Total Escrow Fund</b>	<b>491,238.60</b>
Sewer Fund Checking	23,538.15		
Sewer PennVest Checking	26.26		
<b>Total Sewer Fund</b>	<b>23,564.41</b>	<b>Total all Funds</b>	<b>3,265,251.33</b>
Capital Projects Fund Checking	13,936.12		

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

Check#	Vendor	Description	Payment	Check Total
5593	735 - AIR BRAKE & EQUIPMENT CO., INC	PO 10471 tandem long stroke chamber /part	282.19	282.19
5594	1039 - AMERICAN UNITED LIFE INS. CO.	PO 10479 LIFE INS	605.60	605.60
5595	52 - BILL'S ACE HARDWARE	PO 10472 stick flag 12x18	14.94	14.94
5596	1179 - CAT FINANCIAL COMMERCIAL ACCOUNT	PO 10486 repair	783.10	783.10
5597	1178 - CHRISTOPHER YANKOVIC	PO 10483 TAX REFUND	92.81	92.81
5598	8 - D.G. NICHOLAS CO.	PO 10440 HOSE/8mp-PARTS/ BELT WEDGE	345.07	
		PO 10465 8MP - HYD HOSE/FOR CINDER SPREADER	48.65	393.72
5599	918 - FIRST PRIORITY LIFE	PO 10461 DEC INSURANCE SUPERVISOR/EMPLOYEE	19,602.50	19,602.50
5600	1176 - INTERSTATE SAFETY SERVICE	PO 10452 concrete glare screen	720.00	720.00
5601	345 - J.P. MASCARO & SONS	PO 10449 WASTE REMOVAL	540.00	540.00
5602	940 - LINEMEN'S SUPPLY INC.	PO 10466 SEAL KIT/PUSH PIN-PARTS- FOR SIGNS	380.00	380.00
5603	211 - LYNN KELLY	PO 10458 REFUND FOR FLOWERS FOE EMPLOYEE	73.83	73.83
5604	232 - MECHANICAL SERVICE COMPANY	PO 10460 GAUGES FOR GENERATORS	476.95	476.95
5605	69 - MEDICO INDUSTRIES, INC.	PO 10474 LIGHT TOWER/RENTAL ELECTION	250.00	250.00
5606	302 - MONROE COUNTY TREASURERS OFFICE	PO 10475 TAX FORMS	1,122.72	1,122.72
5607	73 - MOUNTAIN SERVICES	PO 10468 INSPECTIONS	385.00	
		PO 10469 INSPECTIONS	165.00	550.00
5608	858 - MUNICIPAL CAPITAL CORP.	PO 10488 DEC/ LEASE INTERNATIONAL	1,614.26	1,614.26
5609	74 - NAPA AUTO PARTS OF DALEVILLE	PO 10464 plow guide	25.85	25.85
5610	262 - NEPA	PO 10453 2016 dues	275.00	275.00
5611	936 - NORTH END ELECTRIC	PO 10476 BATTERY FOR GENERATOR	184.95	184.95
5612	452 - OFFICE MAX CONTRACT	PO 10442 OFFICE SUPPLIES	203.69	203.69
5613	81 - P P & L	PO 10444 SCHOOL SPEED SIGN/LAUREL DRIVE	127.20	
		PO 10447 ELECTRIC-	417.20	
		PO 10478 ELECTRIC	501.17	1,045.57
5614	387 - PATRICIA ROSENDALE	PO 10489 INS DED	350.00	350.00
5615	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 10454 green melt blended ice	446.95	446.95
5616	89 - PETTY CASH	PO 10484 petty cash	172.14	172.14
5617	430 - POCONO ACE HARDWARE	PO 10467 SNOW SHOVELS	76.46	
		PO 10470 FASTENERS	18.54	95.00
5618	94 - POCONO MOUNTAIN REGIONAL EMS	PO 10441 DEC/DONATION	8,333.37	8,333.37
5619	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 10462 MORTGAGE DEC	3,177.95	
		PO 10485 dec	177,029.49	180,207.44
5620	104 - S & H SUPPLY CO., INC.	PO 10457 GUTTER DROP OUTLET	38.36	38.36
5621	738 - TEAMSTERS LOCAL 773	PO 10455 jan 2016 DUES	405.00	405.00
5622	1177 - THOMAS & WLIZABETH STAPLETON	PO 10482 TAX REFUND	44.25	44.25
5623	1055 - TULPEHOCKEN SPRING WATER INC	PO 10487 bottle water	50.40	50.40
5624	381 - UNIFIRST CORPORATION	PO 10443 UNIFORMS DPW	113.84	
		PO 10463 floor mats	108.60	
		PO 10473 UNIFORMS	100.19	322.63
5625	119 - VERIZON	PO 10446 PHONES	736.75	736.75
5626	892 - VERIZON WIRELESS	PO 10477 PHONES	758.60	758.60
5627	930 - WILKES-BARRE MATERIALS	PO 10481 COLD PATCH	647.91	647.91
TOTAL				221,846.48

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.101.000	GENERAL FUND CHECKING			0.00	221,846.48
01.230.650	UNION DUES			405.00	
01.400.000	GENERAL GOV'T	3,725.96			
01.403.000	TAX COLLECTION	1,259.78			
01.405.000	MUNICIPAL OFFICE	350.54			
01.409.000	BUILDING & PLANTS	2,201.76			
01.410.000	POLICE	180,207.44			
01.412.000	AMBULANCE / RESCUE	8,333.37			
01.426.000	COMPOST FACILITY	177.96			
01.430.000	DPW-HIGHWAYS ROADS STREETS	1,798.04			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	1,175.84			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	1,875.44			

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.454.000	PARKS	1,383.74			
01.487.000	EMPLOYEE BENEFITS	18,951.61			
<b>TOTALS FOR</b>	<b>GENERAL FUND</b>	<b>221,441.48</b>	<b>0.00</b>	<b>405.00</b>	<b>221,846.48</b>

Total to be paid from Fund 01 GENERAL FUND

221,846.48

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221,846.48

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

Check#	Vendor	Description	Payment	Check Total
1651	856 - AQUA WASTEWATER	PO 10445 DISPOSAL CHARGES	552.08	
		PO 10456 DISPOSAL CHARGE	552.08	1,104.16
1652	228 - CARDNO ATC	PO 10448 WWTP- WALMART ENGINEERING	6,930.00	6,930.00
1653	345 - J.P. MASCARO & SONS	PO 10449 WASTE REMOVAL	100.00	100.00
1654	699 - MAIN POOL & CHEMICAL CO	PO 10480 SULFATE SOLUTION	567.75	567.75
1655	81 - P P & L	PO 10450 PUMP STA	42.23	
		PO 10459 WWT PLANT	495.38	537.61
1656	706 - PENN WORKS PUBLIC	PO 10451 loan DEC 99900048	965.35	965.35
1657	119 - VERIZON	PO 10446 PHONES	290.06	290.06
TOTAL				10,494.93

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
08.101.000	CHECKING			0.00	10,494.93
08.429.200	SUPPLIES	567.75			
08.429.313	ENGINEERING SERVICES	6,930.00			
08.429.320	TELEPHONE	290.06			
08.429.361	ELECTRIC	537.61			
08.429.375	MAINT/REPAIR COLLECTION SYSTEM	552.08			
08.429.452	SLUDGE HAULING	552.08			
08.429.453	CONTRACTED SERVICE -TRASH	100.00			
08.471.105	PENWORKS PRINCIPAL LN #99900048	745.74			
08.472.106	PENWORKS INTEREST LN #99900048	219.61			
TOTALS FOR	SEWER FUND	10,494.93	0.00	0.00	10,494.93

Total to be paid from Fund 08 SEWER FUND

10,494.93

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 10,494.93