

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
December 5, 2017, 7:00 PM**

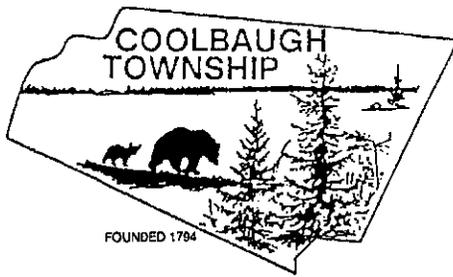
Roll Call

BOARD OF SUPERVISORS

___ **B. Weimer** ___ **J. Adams** ___ **L. Kelly** ___ **T. Lamantia** ___ **A. Ruiz-Smith**

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 21, 2017 Regular Meeting minutes
3. Ordinance #129- 2017 : ACT 172-Tax Incentives for Municipal Volunteers of Fire Companies and Nonprofit Emergency Medical Services Agencies
4. Resolution #14-2017: Coolbaugh Township Ordinance #129-2017 Volunteer Service Credit Program Criteria
5. Authorization to Advertise Notice of intent to appoint a Certified Public Accountant at the Board of Supervisors Re-Organizational Meeting
6. Mileage Reimbursement for Supervisors to Attend Outside Meetings and Events Representing the Township



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7. Authorization for Clare Colgan to Attend PSATS Boot Camp at the Cost of \$149.00

8. Authorization to Issue Recruitment and Retention Reimbursement to Tobyhanna Township Volunteer Fire Company in the amount of \$4,000.00

9. Authorization to Issue Recruitment and Retention Reimbursement to Gouldsboro Volunteer Fire Company in the amount of \$4,000.00

10. Authorization to Issue Recruitment and Retention Reimbursement to Thornhurst Volunteer Fire Company in the amount of \$4,000.00

11. Minor Subdivision joining lots 48 & 49, Section B, A Pocono Country Place, Property Owner(s)- Donna Israel

12. Minor Subdivision joining lots 30 & 31, Block A-2104, Section 20, Arrowhead North, Property Owner(s)-Jerome Bottazzi

13. Current obligations

• General Fund	\$ 280,148.77
• Sewer Fund	\$ <u>3,032.49</u>
Total Disbursements	\$ 283,181.26

14. Other business

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
November 21, 2017

The meeting was called to order by Chairman William Weimer at 7:03 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Juan Adams, Anthony Lamantia, Lynn Kelly and Alma I. Ruiz-Smith

Board Members absent:

None

Staff present:

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary and Maureen Mills, Controller

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, please remember to state your name and city before speaking.

1. Public Input

- D. Pope thanked DPW workers M. Pope and J. Grimley for their assistance in moving the pavers to the monument., stating that they may need more money for the memorial project in the future in order to complete it.
- Mr. Weimer stated that D. Pope and H. Smith did a great job in the radio interview that was held with Ms. Ruiz-Smith regarding the memorial.

2. Approval of minutes / notes : November 8, 2017 Meeting

Mr. Adams made a motion second by Mr. Weimer to approve the meeting minutes of November 8, 2017 as written.

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

3. Monthly Reports

- **Pocono Mountain Regional Police Department-** Presented by Mr. Adams, stating that he would like to thank the Board for giving him the opportunity to serve on the police commission which is very important to him. Ms. Ruiz-Smith stated that the loan modification was very worthwhile for the savings provided on the remaining balance of the mortgage.
- **Pocono Mountain Regional EMS-**Presented by M. Lemley. Ms. Ruiz-Smith stated that as the Board representative for Coolbaugh Township she will be attending their annual party on December 9, 2017.
- **Coolbaugh Township VFC-** Presented by T. Keane
- **Gouldsboro VFC-** Presented by Mr. Weimer.
- **Thornhurst Fire & Rescue Ambulance-** Presented by D. Wagner. Ms. Ruiz-Smith asked about the out of county dispatch issues that were previously discussed with Mr. Weimer stating that they will be resolved through the new CAD dispatch system that will be in place in the near future through Monroe County.

- Tobyhanna Township VFC- Presented by T. Counterman.
- Pocono Mountain Public Library- Presented by A. Shincovich, stating that the 10th Annual Jingle Baugh Event will be held on December 2, 2017 from 12pm-4pm, thanking the Board for the DPW assistance with the decorations.

4. Request for Structure Fire Report from Serving Fire Companies for Code/Zoning Violation Enforcements

Mr. Weimer made a motion second by Mr. Lamantia to accept the fire call report form as presented.

- Discussion: Mr. Weimer asked Ms. Masker to email the form to the Presidents and Chief of the fire company. Ms. Ruiz-Smith asked if this report could be incorporated with the ACT 172 with Mr. Weimer advising they are for two different purposes.
- Vote: All in favor, motion passes.

5. Approval of the 2018 Budget for the PMRPC

Mr. Adams made a motion second by Ms. Kelly to approve the 2018 budget-Draft #4 for the Pocono Mountain Regional Police Commission.

- Discussion: Ms. Kelly stated that Draft #4 will not change the coverage or the contribution cost which will remain at 2,204,652.20 for 2018. D. Pope inquired about any increase in hours.
- Vote: All in favor, motion passes.

6. Aldi, Inc.- PennDot Requirement for Sidewalks on Township Right of Way

Mr. Adams made a motion second by Ms. Kelly to approve the request for Coolbaugh Township to be named as the permittee for the sidewalks at the Aldi, Inc. location in Pocono Summit.

- Discussion: Mr. Seawald, Dynamic Engineering was in attendance representing Aldi, Inc. stating that Aldi's will cover the permitting fees, designing, installation fees and cost of maintenance and upkeep in the future and will also enter into an agreement with the Township for final approval. Ms. Kelly presented the Board with pictures of the sidewalks that PennDot made them install at the Stroudsburg location which essentially lead to nowhere.
- Vote: All in favor, motion passes.

7. Review of the Community Room Policy and Procedures

Ms. Kelly made a motion second by Mr. Weimer to accept the policy and procedures for the community room.

- Discussion: Ms. Ruiz-Smith thanked Ms. Mills for this procedure.
- Vote: All in favor, motion passes.

8. Minor Subdivision joining lots 125 & 126, Section D, Stillwater Lake Estates, Property Owner(s)-Rose Mary Giuliano

Mr. Adams made a motion second by Ms. Kelly to approve the Minor Subdivision joining lots 125 & 126, Section D, Stillwater Lake Estates, Property Owner(s)-Rose Mary Giuliano

- Discussion: Ms. Ruiz-Smith stated that we should be including MCPC Comment #1 in this and any future plan to state that any future improvements must come before the Board. Discussion ensued and Ms. Masker stated that comment #1 is included in all subdivision review letter and is seen as what is considered a favorable review for the approval. Solicitor Hanna agreed stating that this is a standard comment which means that there are no comments outstanding and that the plan has met the requirements as set for the Monroe County Planning Commission. Mr. Weimer stated that the same comment is also on the next plan.
- Vote: All in favor, motion passes.

9. Minor Subdivision joining lots 1 & 10, Block 1907, Section 19, Arrowhead Lake, Property Owner(s)-Joseph Stein Pocono Mountain Municipal Airport Authority- PennDot Request for Letter of Acknowledgement for Highway Occupancy Permit

Mr. Adams made a motion second by Ms. Kelly to approve the Minor Subdivision joining lots 1 & 10, Block 1907, Section 19, Arrowhead Lake, Property Owner(s)-Joseph Stein

- Discussion: Solicitor Hanna stated that he spoke with Ms. Masker regarding an issue with this property closing on Friday before the approval had been granted. He stated he received a call from the closing agent and advised that they would be able to complete the joinder deed in the name of the new owners and that they will need to submit the proof of filing to the Township.
- Vote: All in favor, motion passes.

10. Resolution #13-2017: Township Employees Family Medical leave Act Policy

Ms. Kelly made a motion second by Mr. Adams to approve Resolution #13-2017 Township Employees Family Medical Leave Act Policy.

- Discussion: Ms. Ruiz-Smith is happy to be able to offer this to the employees.
- Vote: All in favor, motion passes.

11. Acceptance of Walmart Settlement Agreement and Release

Mr. Adams made a motion second by Ms. Kelly to approve the Walmart Settlement Agreement and Release.

- Discussion: Ms. Ruiz-Smith stated that she will be voting against it as they settled for less than 50% of the original amount and this is the second time they were given a deduction on their fees owed. Mr. Adams stated that he thinks it is the right thing to do as they are our neighbor and provide jobs to residents in our community and will be purchasing additional EDU's which will also bring in more money to the Township. Mr. Weimer stated that he will be abstaining from the vote due to his employment with Walmart Distribution Center.
- Vote: 3-1-1, motion passes (Ms. Ruiz-Smith opposed, Mr. Weimer abstained)

12. Authorization to Advertise Ordinance #129-2017: Act 172-Tax Incentives for Municipal Volunteers of Fire Companies and Nonprofit Emergency Medical Services Agencies

Mr. Adams made a motion second by Mr. Lamantia to Advertise Ordinance #129-2017: Act 172-Tax Incentives for Municipal Volunteers of Fire Companies and Nonprofit Emergency Medical Services Agencies

- Discussion: T. Keane thanked the Board for their support of the volunteers firefighters and members and their hard work on this Ordinance.
- Vote: All in favor, motion passes.

13. Authorization to Advertise Public Inspection of the 2018 Proposed Budget to be published on November 29, 2017

Mr. Adams made a motion second by Mr. Lamantia to Advertise Public Inspection of the 2018 Proposed Budget to be published on November 29, 2017.

- Discussion: Ms. Ruiz-Smith stated that the Board worked as a wonderful team and she believes that the public will be pleased with the budget that was prepared. Mr. Weimer thanked the Board for their hard work and long hours working on the budget.
- Vote: All in favor, motion passes.

14. Awarding of Sludge Hauling Bid for January 1, 2018–December 31, 2019

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the sludge hauling contract for January 1, 2018–December 31, 2019 to B&R Nauman, DBA Gotta Go Septics at the rate of .08¢ per gallon as per their bid proposal.

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

15. Discussion Re: Act 42 of 2017- The Placement of Category 4 Casinos within the Commonwealth

Ms. Kelly gave a brief description of the Act and it was agreed that due to the proximity of Mount Airy Casino to Coolbaugh Township that this Act would not pertain to the Township, although the Board stated that they were not interested in keeping casino's out of the Township as it would provide revenue and jobs for our residents. No further action was required.

16. Controller Report

Ms. Mills presented the report as of October 31, 2017.

- Discussion: None

17. Current Obligations

• General Fund	\$	102,358.12
• Sewer Fund	\$	19,228.99
• Tobyhanna Twp. VFC	\$	20,000.00
• Escrow Fund	\$	<u>1,508.60</u>
Total Disbursements	\$	143,095.71

Mr. Adams made a motion second by Ms. Kelly to pay our current obligations in the amount of \$143,095.71.

- Discussion: Mr. Lamantia asked for clarification on check#7754. Ms. Ruiz-Smith stated that Ms. Mills suggested that she should call and speak to someone regarding this check to see about getting the rates lowered as this check is for Gilmore and Associates re: the Route 196 project. She suggests that the Board give Ms. Mills permission to make the call and try to get the rates lowered. Mr. Lamantia stated that Ms. Mills should not need the permission of the Board to handle this as it is a day to day operation.
- Vote: All in favor, motion passes.

18. Other Business

- Mr. Weimer stated that DPW was out for the snow squall the other morning, stating that winter is here, please be careful.
- Mr. Weimer stated that leaf cleanup will continue until the snow falls.
- Ms. Ruiz-Smith stated that there are discussions among the members of the COG re: mini cell towers and she would request that we begin discussions on this again so that we can lobby our legislatures and approach Carson to review our existing ordinance and see if we are protected. She thanked Ms. Masker for sending her the previous discussion information on this and requested that she add this to the upcoming work session.

19. Board of Supervisors Executive Sessions

- Prior: Tuesday, November 21, 2017 from 6:10 pm- 6:47 pm Re: Legal

20. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Mr. Adams to adjourn.

- Vote: All in favor, motion passed.

Meeting adjourned at 7:47pm.

NEXT REGULAR BOARD MEETING: Tuesday, December 5, 2017 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: _____

Coolbaugh Township Public Hearing Minutes

November 21, 2017

The Public hearing was called to order at 6:00 pm.

Mr. Weimer led the Pledge of Allegiance

Announcements:

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

Mr. Weimer read the public notice that was published in the Pocono Record to advertise the Public Hearing for Ordinance 129-2017.

Public Comments were heard Re: Act 172: Ordinance 129-2017: Tax Incentives for Municipal Volunteers of Fire Companies and Nonprofit Emergency Medical Services Agencies

- T. Keane stated that on behalf of the Coolbaugh Township Volunteer Fire Company he would like to personally thank the Board of Supervisors for their hard work on preparing this Ordinance as well as their continued support of the Emergency Service Volunteers that serve Coolbaugh Township. Mr. Keane thanked the Board for being proactive with the incentives.
- Ms. Ruiz-Smith stated that the Board is continuing to look at other incentive programs to be budgeted in 2019.
- Mr. Weimer stated that there are several incentives discussed including stipends after a certain percentage to reimburse for clothing and per calls attended.

The Board recessed from the Public Hearing for executive session at 6:10pm Re: Legal

The Board reconvened at 6:48pm

Mr. Weimer thanked the Supervisors for their hard work on the incentive program and their support of the volunteer emergency service personnel.

Ms. Ruiz-Smith is grateful to be able to support our volunteers and thanked them for their service.

There being no further comments Mr. Lamantia made a motion to adjourn second by Mr. Adams.

Public Hearing was closed at 6:58pm.

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
DECEMBER 05, 2017**

DATE	CK #	ITEM	AMOUNT	TOTAL
11/21/2017		Payroll	\$	36,301.90
12/5/2017		General Fund		243,846.87
12/5/2017		Total General Fund		280,148.77
12/5/2017		Sewer		3,032.49
12/5/2017		Total Disbursements	\$	283,181.26



TRIAL BALANCE AS OF DECEMBER 05, 2017			
General Fund Checking	1,903,522.03	Emerg. Services Fund Money Market	146,947.29
Fire Tax/Coolbaugh Twp VFD	212,589.19	Emerg. Services Fund Checking	21,380.49
Fire Tax/Gouldsboro VFD	21,221.23	Total Emergency Services Fund	168,327.78
Fire Tax/Pocono Summit VFD	40,351.45	Liquid Fuels Fund Checking	94,675.09
Fire Tax/Thornhurst VFD	20,153.79	Escrow Fund Checking	210,544.06
Fire Tax/Tobyhanna Twp. VFD	50.77	Escrow Fund Clarius Checking	432,569.45
Payroll Checking	338.72	Total Escrow Fund	643,113.51
Rainy Day Fund Savings	928,955.37		
Total General Fund	3,127,182.55		
Sewer Fund Checking	5,157.56		
Sewer PennVest Checking	76.62	Total all Funds	4,052,405.37
Total Sewer Fund	5,234.18		
Capital Projects Fund Checking	13,872.26		

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
7781	1039 - AMERICAN UNITED LIFE INS. CO.	PO 13862 LIFE INSURANCE	721.63	721.63
7782	1240 - CINTAS CORPORATION	PO 13851 MATS	163.09	
		PO 13852 UNIFORMS	55.09	
		PO 13870 UNIFORMS	55.09	
		PO 13871 MATS	9.63	282.90
7783	190 - COOLBAUGH SEWER FUND	PO 13876 SEWER	374.82	374.82
7784	8 - D.G. NICHOLAS CO.	PO 13836 PISTOL TYPE OILER	11.99	
		PO 13865 HOSE GUARD/HYD HOSE FOR BEAST	97.61	109.60
7785	52 - DALEVILLE ACE HARDWARE	PO 13873 SNOW BLOWER PARTS	147.13	147.13
7786	255 - FIVE STAR EQUIPMENT, INC.	PO 13835 CUTTING EDGE /PART FOR CUTTING EDGE	873.92	873.92
7787	535 - HANOVER ENGINEERING ASSOC., INC.	PO 13860 SEWER ENFORCEMENT OFFICER	4,274.39	4,274.39
7788	1192 - HIGHMARK BLUE SHIELD	PO 13840 DECEMBER	26,784.68	26,784.68
7789	775 - MAILFINANCE	PO 13863 POSTAGE MACH	285.00	285.00
7790	917 - MILLENNIUM ADMINISTRATORS	PO 13843 OCT ADMIN FEES	500.00	
		PO 13857 ESCROW	5,000.00	5,500.00
7791	302 - MONROE COUNTY TREASURERS OFFICE	PO 13850 BILL/FORMS/POSTAGE-REMINDERS	1,120.31	1,120.31
7792	74 - NAPA AUTO PARTS OF DALEVILLE	PO 13839 PARTS FOR LEAF SUCKER	2.94	2.94
7793	262 - NEPA	PO 13859 2018 MEMBERSHIP	275.00	275.00
7794	1049 - NORTHEAST HYDRAULICS CO	PO 13875 HOSES FOR LEAF SUCKER/CAPS FOR FLOW	99.68	99.68
7795	582 - ODB	PO 13855 PO 0287 GEAR TOOTH & HOSES FOR LEAF	1,463.78	1,463.78
7796	452 - OFFICE DEPOT	PO 13838 MANILA FOLDERS	112.14	
		PO 13864 SUPLIES	11.39	123.53
7797	81 - P P & L	PO 13844 ECHO LAKE 36034-4005/196 COUNTRY PL	58.53	
		PO 13847 SCHOOL SIGN 66091-27000/DPW	400.66	
		PO 13853 196 WILDFLOWER 88900-24001	32.33	
		PO 13854 SPEED SIGN	26.83	
		PO 13867 940/SUMMIT-KINGSWAY	94.96	
		PO 13868 PROJECT ST/423 BALLFIELD	452.06	1,065.37
7798	81 - P P & L	PO 13869 507 SIGNAL LIGHTS/KNOLLWOOD	57.74	57.74
7799	86 - PENNSYLVANIA AMERICAN WATER CO	PO 13845 BLDG 2	20.69	
		PO 13846 MUNICIPAL BLDG	91.42	112.11
7800	94 - POCONO MOUNTAIN REGIONAL EMS	PO 13841 DEC	8,333.37	8,333.37
7801	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 13842 DEC	183,721.01	
		PO 13858 MORTGAGE/DEC	3,156.31	186,877.32
7802	172 - POCONO MT. LIBRARY	PO 13834 DELIQ TAX	443.80	
		PO 13874 DELIQ TAX	900.49	1,344.29
7803	1215 - SUPER HEAT, INC.	PO 13866 DPW NO HEAT IN GARAGE	170.00	170.00
7804	1055 - TULPEHOCKEN SPRING WATER INC	PO 13849 BOTTLE WATER	56.70	56.70
7805	892 - VERIZON WIRELESS	PO 13856 phones	720.66	720.66
7806	1196 - WRIGHT & REIHNER	PO 13837 SPECIAL LEGAL	2,670.00	2,670.00
TOTAL				243,846.87

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.101.000	GENERAL FUND CHECKING			0.00	243,846.87
01.400.000	GENERAL GOV'T	5,628.82			
01.403.000	TAX COLLECTION	1,120.31			
01.404.000	LAW	2,670.00			
01.405.000	MUNICIPAL OFFICE	112.14			
01.409.000	BUILDING & PLANTS	1,322.41			
01.410.000	POLICE	186,877.32			
01.412.000	AMBULANCE / RESCUE	8,333.37			
01.413.000	SEO / BUILDING CODE	4,274.39			
01.430.000	DPW-HIGHWAYS ROADS STREETS	111.67			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	297.22			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	2,644.72			
01.454.000	PARKS	452.06			
01.456.000	LIBRARY	1,344.29			
01.487.000	EMPLOYEE BENEFITS	28,658.15			

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<

TOTALS FOR	GENERAL FUND	243,846.87	0.00	0.00	243,846.87
		=====	=====	=====	=====

Total to be paid from Fund 01 GENERAL FUND

243,846.87

243,846.87

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

<<<< SEWER FUND <<

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Check#	Vendor	Description	Payment	Check Total
1947	81 - P P & L	PO 13848 WWTP 26491-26001/PUMP STA	2,313.55	2,313.55
1948	1220 - RUSSELL REID INC.	PO 13861 SLUDGE REMOVAL	576.80	576.80
1949	162 - USA BLUE BOOK	PO 13872 NITRATE/SULFURIC ACID TEST STRIPS	142.14	142.14
TOTAL				3,032.49

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
08.101.000	CHECKING			0.00	3,032.49
08.429.200	SUPPLIES	142.14			
08.429.361	ELECTRIC	2,313.55			
08.429.452	SLUDGE HAULING	576.80			
TOTALS FOR	SEWER FUND	3,032.49	0.00	0.00	3,032.49

Total to be paid from Fund 08 SEWER FUND

3,032.49

3,032.49