

**COOLBAUGH TOWNSHIP BOARD OF  
SUPERVISORS**

**REGULAR MEETING PACKET**

**TUESDAY, DECEMBER 30, 2014**

**Coolbaugh Township Board of Supervisors  
December 30, 2014 - 7:00 pm  
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  
  
December 16, 2014 Regular Minutes  
December 16, 2014 Work Session Notes
3. Adoption of Coolbaugh Township 2015 Budget / Approval of Township Resolution #? – 2014
4. Resignation of Robert M. Zito as Coolbaugh Township Secretary, effective 1/5/2015.
5. Termination of Associate Secretary position, effective 12/31/2014.
6. Current Obligations

General Fund	\$	89,299.57
Escrow Fund	\$	5,035.52
Sewer Fund	\$	4,930.52
Total Disbursements	\$	<hr/> 99,265.61

Board of Supervisors  
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7. Other Business

8. Board of Supervisors Executive Sessions

Held Prior: Tuesday, December 30, 2014 @ 6:00 pm - re: Legal

Subsequent: None Scheduled

9. Adjournment

**COOLBAUGH TOWNSHIP BOARD OF  
SUPERVISORS**

**REGULAR MEETING**

**TUESDAY, DECEMBER 30, 2014**

**TAB 2**

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, DECEMBER 16, 2014  
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:07 pm in the meeting room of the Pocono Mountain Public Library, 5500 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Staff present:**

Doug Hein, Business Manager / Controller; Jerry Hanna, Solicitor; and Tomas Keane, Codes Enforcement Officer

**Announcements:**

Ms. Kelly 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**

- Mr. S. Planchock questioned several items in the 2015 proposed budget. He also questioned if Mr. Frutchey voted on the PMRPC to sue Coolbaugh Township.

2. **Approval of Minutes / Notes**

- December 2, 2014 Regular Minutes
- December 2, 2014 Work Session Notes

The minutes of December 2, 2014 were reviewed and considered for approval.

**Mr. Adams made a motion, seconded by Mr. F. Pope to approve the minutes of December 2, 2014 as presented.**

- **Discussion:** Changes were noted in item #5 on page 3 and item #7 on page 4. Both the motion and second were amended to reflect the changes.
- **Vote: Four in favor, One abstained (Mr. Weimer). Motion passed.**

3. **2014 Monthly Reports**

- **Thornhurst Volunteer Fire and Rescue Company** Judy Remak presented the report.
- **Coolbaugh Township Volunteer Fire Company** No one was present.
- **Pocono Mountain Regional EMS** Denise Rinaldi presented the report.
- **Pocono Mountain Regional Police** Mr. Adams presented the report; Mr. Weimer stated that Chris Wagner has been promoted from Acting Chief to Chief of PMRPD.

4. **Minor Subdivision joining lots 15 & 16, Block 1601, Section 16, Arrowhead Lake, Property Owners – David & Andria Saia**

**Mr. Adams made a motion, seconded by Mr. Weimer to approve the minor subdivision.**

- **Discussion:** None.
- **Vote:** All in favor. Motion passed.

5. **Minor Subdivision joining lots 16 & 17, Block 2104, Section 21, Arrowhead Lake, Property Owners – Carol & William Parsons, Jr.**

**Mr. Adams made a motion, seconded by Mr. Weimer to approve the minor subdivision.**

- **Discussion:** Mr. Zito noted the new lot number should be 16, not 61 as noted on the application. Both the motion and second were amended to reflect this.
- **Vote:** All in favor. Motion passed.

6. **Minor Subdivision joining lots 5713 & 5714, Section R, Pocono Farms, Property Owner – Bruce Wheeler**

**Mr. Adams made a motion, seconded by Mr. Weimer to approve the minor subdivision.**

- **Discussion:** None.
- **Vote:** All in favor. Motion passed.

7. **Quarterly Update – Dangerous Structures**

Ms. Kelly gave an update on the dangerous structures being tracked by the Township Zoning Officer. Public comments: Ms. P. Williams asked if Dana's Restaurant on State Route 196 was on the list. She was told it was not. Ms. M. Fairservice asked if 608 Main St. was the house that just burned. She was told that it was. Mr. J. Rogan stated that 608 Main St. is up for tax sale.

8. **Adoption of Ordinance #123-2014 – authorizing the participation in the PSATS Unemployment Compensation Group Trust**

Mr. Hein stated that the UC Trust agreement had been updated by the trustees and that the Township needed to approve the changes in order to remain in the Trust.

**Mr. Weimer made a motion, seconded by Mr. Adams to approve adopting the ordinance.**

- **Discussion:** None.
- **Vote:** All in favor. Motion passed.

9. **Authorization to advertise Notice of Organizational Meeting for various boards, commissions and council**

**Mr. Adams made a motion, seconded by Mr. F. Pope to approve advertising the meetings.**

- **Discussion:** None.
- **Vote:** All in favor. Motion passed.

10. **Gouldsboro Volunteer Fire Company request for \$5,200 from the one mill fire tax for the purchase of a Thermal Imaging Camera**

Denise Rinaldi made the request on behalf of the Gouldsboro VFC for a thermal imaging camera which was on special from the vendor at approximately half the regular cost.

**Mr. Weimer made a motion, seconded by Mr. F. Pope to approve the purchase.**

- **Discussion:** None.

- **Vote: All in favor. Motion passed.**

#### 11. Sale of Elgin Geovac / Sale of Lay-Mor Sweeper

**Mr. F. Pope made a motion, seconded by Mr. Weimer to approve the sale of the Elgin Geovac to David Eichenlaub for \$30,100.**

- **Discussion: None.**
- **Vote: All in favor. Motion passed.**

**Mr. Adams made a motion, seconded by Mr. Weimer to approve the sale of the Lay-Mor Sweeper to Joseph Schoffstall for \$9,800.**

- **Discussion: None.**
- **Vote: All in favor. Motion passed.**

#### 12. Business Manager / Controller's Financial Report

Mr. Hein gave a brief overview of the financial position as of December 10, 2014.

#### 13. Current Obligations

Before them, the Supervisors had details of the Township's current obligations totaling \$263,294.37.

**Mr. Adams made a motion, seconded by Mr. Weimer to pay current obligations in the amount of \$263,294.37.**

- **Discussion: None.**
- **Vote: All in favor. Motion passed.**

#### 14. Other Business

Ms. Kelly stated that the Board had discussed during the Work Session, a request from CCI Waste & Recycling to amend their contract with the Township for drop-off containers to increase their rate per container by \$68.00 due to the fact that they now use Alliance Landfill which is further than Keystone Landfill. Mr. Weimer made a motion,



seconded by Ms. Kelly to not approve the increase request and for Mr. Hein to send a letter to that effect.

- **Discussion:** Mr. Weimer said that CCI has not been very responsive and their service is lacking. Various options were discussed for cancelling the contract and bidding out the services early.
- **Vote: Three in favor (Ms. Kelly, Mr. Weimer and Mr. Zito). Two abstained (Mr. F. Pope and Mr. Adams). Motion passed.**

**15. Board of Supervisors Executive Sessions**

- **Held prior: Tuesday November 18, 2014 at 8:50 pm re: Legal**
- **Held prior: Tuesday December 2, 2014 at 6:10 pm re: Legal**
- **Held prior: Monday December 15, 2014 at 8:15 pm re: Legal**
- **Subsequent: Tuesday December 16, 2014 at 6:20 pm re: Legal**

**16. Adjournment**

There being no further business, a motion was made by Mr. F. Pope, seconded by Mr. Weimer, to adjourn the meeting. All in favor, Motion passed. Meeting adjourned at 8:05 pm.

**NEXT REGULAR BOARD MEETING: December 30, 2014 at the Coolbaugh Township Municipal Office meeting room.**

- **Business Meeting – 7:00pm**

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

Submitted by: \_\_\_\_\_  
**Robert M. Zito, Township Secretary**

Witnessed by: \_\_\_\_\_  
**Lynn Kelly, Chairman**

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

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION  
TUESDAY, DECEMBER 16, 2014  
NOTES**

The work session was called to order by Chairman Lynn Kelly at 6:03 pm in the meeting room of the Pocono Mountain Public Library, 5500 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

William Weimer

**Staff present:**

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

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

**1. CCI Waste & Recycling Service, Inc. – request for an addendum to their contract for a change in their container rate**

Discussion was held regarding merit of CCI Waste's request to increase their per container rate by \$68.00. It was noted that CCI's contract would be expiring June 17, 2015 and since the Township intended to change the Recycling Center schedule we likely would not need to use CCI more than once before the contract expires. It was agreed to send this to Other Business in the Regular Meeting.

**2. Other Business**

None.

**3. Public Input**

None.

**Work session ended at 6:20 pm and the Board proceeded into Executive Session.**

**COOLBAUGH TOWNSHIP BOARD OF  
SUPERVISORS**

**REGULAR MEETING**

**TUESDAY, DECEMBER 30, 2014**

**TAB 3**

**RESOLUTION, ALONG WITH  
APPROPRIATE RESOLUTION NUMBER,  
WILL BE AVAILABLE AT THE MEETING**

**COOLBAUGH TOWNSHIP BOARD OF  
SUPERVISORS**

**REGULAR MEETING**

**TUESDAY, DECEMBER 30, 2014**

**TAB 6**

**COOLBAUGH TOWNSHIP**  
**CASH DISBURSEMENTS AND BALANCES REPORT**  
**December 23, 2014**

DATE	CK #	ITEM	AMOUNT	
12/8/2014		Payroll		\$ 39,000.00
12/16/2014		General Fund	50,299.57	
		Total General Fund		89,299.57
12/16/2014		Escrow Fund		5,035.52
12/16/2014		Sewer Fund		4,930.52
		<b>Total Disbursements</b>		<b>\$ 99,265.61</b>

**TRIAL BALANCE AS OF DECEMBER 23, 2014**

General Fund Checking	61,995.51	Emerg. Services Fund Money Market	144,187.33
Fire Tax/Coolbaugh Twp VFD	175,112.95	Emerg. Services Fund Checking	20,969.11
Fire Tax/Gouldsboro VFD	40,208.54	<b>Total Emergency Services Fund</b>	<b>165,156.44</b>
Fire Tax/Pocono Summit VFD	40,208.54	<b>Liquid Fuels Fund Checking</b>	<b>10,084.61</b>
Fire Tax/Thornhurst VFD	20,082.43	Escrow Fund Checking	97,867.29
Payroll Checking	9,102.04	Escrow Fund Clarius Checking	424,444.94
Rainy Day Fund Savings	915,243.40	<b>Total Escrow Fund</b>	<b>522,312.23</b>
<b>Total General Fund</b>	<b>1,261,953.41</b>	<b>Total All Funds</b>	<b>1,989,446.82</b>
Sewer Fund Checking	15,866.81		
Sewer PennVest Checking	26.26		
<b>Total Sewer Fund</b>	<b>15,893.07</b>		
Capital Projects Fund Checking	14,047.06		

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

Meeting Date: 12/23/2014 For bills from 12/24/2014 to 12/22/2014

Check#	Vendor	Description	Payment	Check Total
3463	1105 - ABLE AUTO SERVICE, INC.	PO 8946 repair	40.00	40.00
3464	900 - ALTEC CAPITAL SERVICES, LLC	PO 8936 LEASE	1,857.50	1,857.50
3465	1039 - AMERICAN UNITED LIFE INS. CO.	PO 8956 JAN2015	743.68	743.68
3466	530 - CAT ACCESS ACCOUNT	PO 8924 repair	570.38	570.38
3467	134 - CBI	PO 8930 REPAIR	1,578.44	1,578.44
3468	190 - COOLBAUGH SEWER FUND	PO 8926 sewer	374.82	374.82
3469	8 - D.G. NICHOLAS CO.	PO 8900 SUPPLIES	329.83	
		PO 8913 supplies	29.94	
		PO 8915 parts	66.15	
		PO 8920 supplies	348.95	
		PO 8938 PART	10.31	
		PO 8947 12 volt	91.90	877.08
3470	1085 - DE LAGE LANDEN	PO 8944 jan 2015	208.80	208.80
3471	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 8904 RECYCLE	10.00	10.00
3472	757 - DIRECT ENERGY	PO 8919 electric	1,917.81	1,917.81
3473	504 - DONALD DEROO	PO 8951 INS DED	700.00	700.00
3474	151 - E.M. KUTZ, INC.	PO 8954 BUSHINGS	34.50	34.50
3475	918 - FIRST PRIORITY LIFE	PO 8943 JAN 2015	22,391.84	22,391.84
3476	798 - GILES & RANSOME INC	PO 8942 MISC	0.37	
		PO 8952 parts	2,681.30	2,681.67
3477	522 - GRATZ WASHENIK TAX COLLECTOR	PO 8945 supplies	417.61	417.61
3478	535 - HANOVER ENGINEERING ASSOC., INC.	PO 8934 SEO	2,345.96	2,345.96
3479	179 - JERRY F. HANNA	PO 8907 MISC	2,366.00	2,366.00
3480	834 - MESKO GLASS & MIRROR CO, INC	PO 8906 WINDSHIELD	595.00	
		PO 8939 WINDSHIELD	595.00	1,190.00
3481	74 - NAPA AUTO PARTS OF DALEVILLE	PO 8931 PART	1.41	1.41
3482	76 - NIVERT METAL SUPPLY, INC.	PO 8955 PART	53.72	53.72
3483	81 - P P & L	PO 8903 ELECTRIC	310.32	
		PO 8918 electric	1,164.09	
		PO 8937 ELECTRIC	16.56	
		PO 8953 ELECTRIC	21.24	1,512.21
3484	1021 - PAPCO	PO 8929 FUEL	5,532.37	5,532.37
3485	86 - PENNSYLVANIA AMERICAN WATER CO	PO 8925 WATER	100.37	100.37
3486	739 - PENTELEDATA	PO 8923 mailbox	5.85	5.85
3487	430 - POCOONO ACE HARDWARE	PO 8901 SUPPLIES	18.87	
		PO 8916 supplies	5.10	
		PO 8921 misc	50.13	
		PO 8935 SUPPLIES	3.08	
		PO 8949 supplies	16.38	93.56
3488	713 - RED DIAMOND GRAPHICS	PO 8932 TRUCK NUMBERS	20.00	20.00
3489	300 - STADIUM INTERNATIONAL TRUCKS	PO 8909 REPAIR	255.88	255.88
3490	790 - STS TIRE AUTO CENTERS	PO 8950 repair	253.00	253.00
3491	381 - UNIFIRST CORPORATION	PO 8917 uniforms	83.52	
		PO 8928 MATS	93.06	
		PO 8948 uniforms	87.02	263.60
3492	1123 - UNIQUESOURCE	PO 8941 MISC	377.25	377.25
3493	857 - VEN-MAR SALES INC.	PO 8908 SUPPLIES	147.26	147.26
3494	119 - VERIZON	PO 8922 phone	728.93	728.93
3495	892 - VERIZON WIRELESS	PO 8957 PHONES	648.07	648.07

TOTAL

50,299.57

Total to be paid from Fund 01 GENERAL FUND

50,299.57

50,299.57

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

Check#	Vendor	Description	Payment	Check Total
1050	535 - HANOVER ENGINEERING ASSOC., INC.	PO 8933 ENGINEERING	5,035.52	5,035.52
	TOTAL			5,035.52
Total to be paid from Fund 85 ESCROW			5,035.52	
			<u>5,035.52</u>	
			5,035.52	



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

Meeting Date: 12/23/2014 For bills from 12/10/2014 to 12/22/2014

Check#	Vendor	Description	Payment	Check Total
1409	856 - AQUA WASTEWATER	PO 8905 SLUDGE REMOVAL	558.78	<del>558.78</del>
1410	757 - DIRECT ENERGY	PO 8919 electric	2,625.26	<del>2,625.26</del>
1411	876 - Microbac Laboratories, Inc.	PO 8927 TESTING	124.00	124.00
1412	160 - NORTHEAST CHEMICAL& SUPPLY CO.,INC.	PO 8914 soda ash	830.15	<del>830.15</del>
1413	81 - P P & L	PO 8918 electric	506.12	<del>506.12</del>
1414	119 - VERIZON	PO 8922 phone	286.21	286.21
TOTAL				<u>4,930.52</u>

Total to be paid from Fund 08 SEWER FUND

4,930.52

4,930.52