

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**
5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

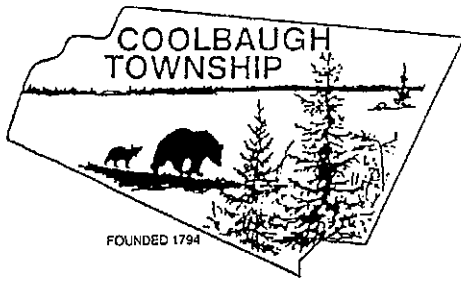
**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
FEBRUARY 3, 2015, 6:00 PM**

1. Recycling Center
 - Contractors & POA passes
 - Fees
 - Admin staffing for passes?

2. New Intermunicipal agreements

3. Other business

4. Public input



**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
FEBRUARY 3, 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

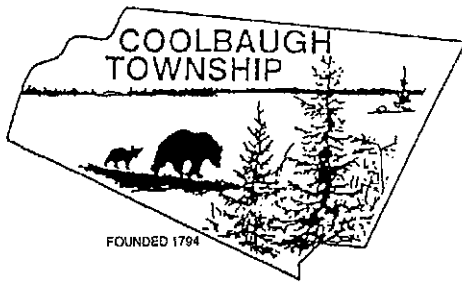
2. Approval of minutes / notes
 - January 20, 2015 Regular Meeting minutes
 - January 20, 2015 Work Session notes

3. Purchase of Parks equipment
 - Field machine
 - Gator

4. EAC annual report and recap

5. EAC by-laws draft

6. Insurance coverage for demolition of dangerous structures



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

7. Wal-Mart fines tolling agreement

8. Business Manager / Controller's report

9. Current obligations

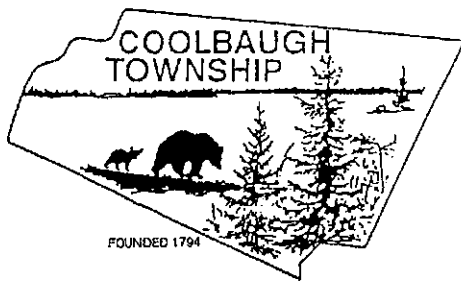
• General Fund	\$300,256.84
• Sewer Fund	\$ 13,615.59
• Capital Projects Fund	\$ 0.00
• Emergency Services Fund	\$ 0.00
• Escrow Fund	<u>\$ 18,634.50</u>
• Total Disbursements	\$332,506.93

10. Other business

11. Board of Supervisors Executive Sessions

- Held prior – Tuesday, January 20, 2015 at 6:30 pm RE: Personnel & Legal
- Held prior – Tuesday, January 20, 2015 at 7:55 pm RE: Personnel & Legal
- Subsequent – Tuesday, February 3, 2015 after the Regular meeting RE: Personnel & Legal

12. Adjournment



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES JANUARY 20, 2015

The meeting was called to order by Chairman William Weimer at 7:02 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

Fred Pope

Staff present:

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

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

- M. Fairservice asked what other municipalities in the intermunicipality recycling agreement were going to be charged. She was told that it had not been renegotiated and that a meeting needs to be set up. Mr. Weimer asked Mr. Hein to get revenue/expense figures for 2014.

2. Approval of minutes / notes

Mr. Zito made a motion, seconded by Mr. Adams to approve the minutes of the January 5, 2015 reorganizational meeting as presented.

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

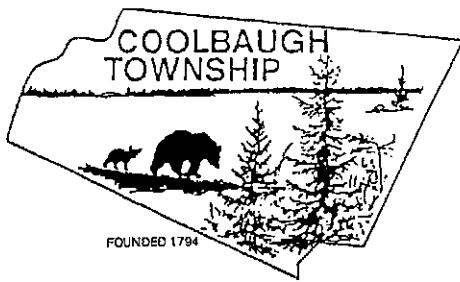
3. Monthly reports

- Pocono Mountain Regional Police Department – **Given by Mr. Adams**
- Pocono Mountain Regional EMS – **Given by Denise Doremus for EMS**
- Coolbaugh Township VFD – **Given by George Dobson for VFD**
- Gouldsboro VFD – **Given by Mr. Weimer as submitted by VFD**
- Pocono Summit VFD – **Given by Mr. Weimer as submitted by VFD**
- Thornhurst VFD – **Given by Mr. Weimer as submitted by VFD**
- Tobyhanna Township VFD – **Given by Chief Troy Couterman for VFD; also submitted 2013 financials**

4. 2015 Fire Tax Resolution #04-2015

Ms. Kelly made a motion, seconded by Mr. Adams to approve the 2015 Fire Tax Resolution, #04-2015.

- **Discussion:** Ms. Kelly read the ordinance. T. Couterman asked when his department should send requests in for funding; he was told to submit by e-mail to Mr. Hein the Wednesday before any meeting.
- **Vote:** All in favor, motion passed.



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

5. One appointment to the Environmental Advisory Council (EAC), term ending December 31, 2019

Mr. Adams made a motion, seconded by Ms. Kelly to appoint Susan Stroker to the EAC, term ending December 31, 2019; motion and second amended to be 2017.

- **Discussion:** Karen Green spoke about the mix up in term ending dates; it was decided that Ms. Green and the Board (Mr. Hein) would research the proper term end dates for the EAC members.
- **Vote:** All in favor, motion passed.
- **Board of Supervisors appointment of Chairman to the EAC**

Ms. Kelly made a motion, seconded by Mr. Zito to reappoint Karen Green as EAC Chairman.

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

6. Authorization to move forward with condemnation process of dangerous structures

- **608 Main Street**
- **1418 Belgravia Drive**

Ms. Kelly made a motion, seconded by Mr. Zito to authorize Bill Burton of Bureau Veritas to begin evaluating the above two fire structures as well as begin the necessary condemnation through the UCC.

- **Discussion:** Ms. Kelly stated she had spoken to Mr. Burton; the Township had sent notices from the Zoning Office and identified the owners. Mr. Burton is certified to testify as to the reason for condemnation and he would verify all utilities have been disconnected. Brian Sanford said he was glad to see progress. Cathy LaBosco said she was glad to see progress also but wondered when the property on Falcon Terrace in APCP would be addressed. She was told it would be next, but ownership and service of notice was still being done.
- **Vote:** All in favor, motion passed.

7. Extension request – Pocono Mountain Office Commons – Phase I, Final Land Development Plan – Arcadia Properties to May 5, 2015

Mr. Zito made a motion, seconded by Mr. Adams to approve the extension request through May 5, 2015.

- **Discussion:** Ms. Green asked where this property was and was told on Rt. 611 at the industrial park where the lot has been cleared.
- **Vote:** All in favor, motion passed.

8. Appointment of Planning Commission Recording Secretary

Ms. Kelly made a motion, seconded by Mr. Weimer to appoint Mr. Zito as recording secretary for the PC at the rate set by the Board of Auditors.

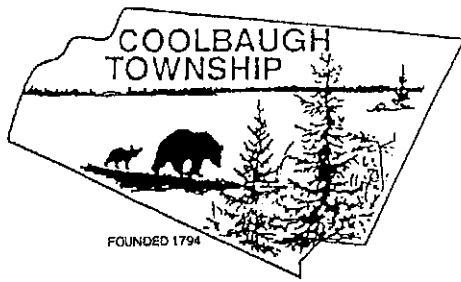
- **Discussion:** Mr. Zito said he would do it at the reorganizational meeting. Ms. Kelly said she felt it was necessary for continuity since Mr. Zito had done it last year. Mr. Adams asked why Mr. Hein couldn't do it until the part time administrative person was hired.
- **Vote:** Ms. Kelly & Mr. Weimer in favor, Mr. Adams against, Mr. Zito abstained, motion failed.
- **Mr. Hein was assigned PC Recording Secretary until a part time person is hired.**

9. Business Manager / Controller's report

Mr. Hein gave a brief report of the finances as of January 14, 2015.

10. Current obligations

• General Fund	\$300,256.84
• Sewer Fund	\$ 13,615.59
• Capital Projects Fund	\$ 0.00
• Emergency Services Fund	\$ 0.00
• Escrow Fund	<u>\$ 18,634.50</u>
• Total Disbursements	\$332,506.93



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

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

- **Discussion:** Ms. Fairservice asked what the check to UGI was for; she was told it was for gas service to Building #2. Ms. LaBosco asked what the check to Time Clock Plus was for; she was told it was for the new time clocks.
- **Vote:** All in favor, motion passed.

11. Other business

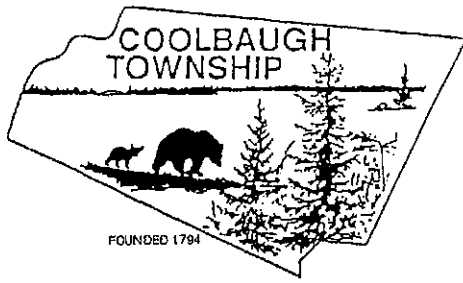
- Paradise Township Comprehensive Plan – Ms. Kelly stated that when a municipality makes changes to their plan, it is a courtesy to give the surrounding municipalities a written copy; the copy will be available for public review.
- Mr. Zito made a motion, seconded by Ms. Kelly to appoint Mr. Hein as the administrative contact for the PC to receive plans, etc.
 - **Discussion:** None.
 - **Vote:** All in favor, motion passed.
- Ms. Kelly made a motion, seconded by Mr. Adams to authorize three separate advertisements for the PC, EAC and P&R boards listing their meeting dates as soon as they are available.
 - **Discussion:** None.
 - **Vote:** All in favor, motion passed.
- Ms. Kelly made a motion, seconded by Mr. Zito to set the drop off/recycle center dates as Saturday April 11, June 6, August 1 and October 3, 2015. Residents will still get four times to drop off for free and four free scoops of mulch.
 - **Discussion:** None.
 - **Vote:** All in favor, motion passed.
- Mr. Weimer stated that Steve Weber would like to know who received the COG bid for salt and cinders so that he can order some. Mr. Hein said he would find out.
- Without malice and with great reluctance, Mr. Zito made a motion, seconded by Mr. Adams, to authorize Neil Morris and Frank Noyes of Offit Kurman law firm to file suit against the PMRPC, Tobyhanna Township, Tunkhannock Township and Mt. Pocono Borough.
 - **Discussion:** Mr. Zito stated that this is the only way to get all our facts before a judge. Ms. Kelly asked that the motion and second be amended to add that the lawyers also defend the suit filed against Coolbaugh Township by PMRPC. Motion and second were amended. Mr. D. Pope asked if this was the suit against Coolbaugh Township and was told yes. Ms. LaBosco asked if this was a declaratory judgment. Mr. Hanna stated it was and that we are adding ours to it.
 - **Vote:** All in favor, motion passed.

12. Board of Supervisors Executive Sessions

- Held Prior – Monday, January 5, 2015 at 8:30 pm RE: Personnel
- Subsequent – Tuesday, January 20, 2015 at 6:50 pm RE: Personnel
- Subsequent – Tuesday, January 20, 2015 after the regular meeting RE: Personnel & Legal

13. Adjournment

There being no further business, a motion was made by Mr. Zito, seconded by Mr. Adams to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 7:51 pm.



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

NEXT REGULAR BOARD MEETING: Tuesday, February 3, 2015 at the Coolbaugh Township Municipal Office meeting room.

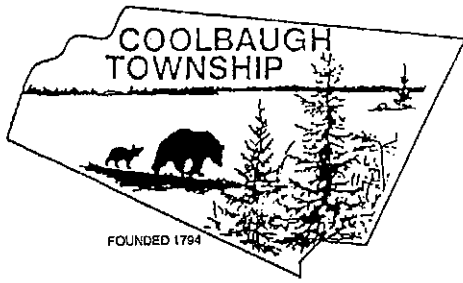
- **Work Session – 6:00 pm**
- **Business Meeting – 7:00 pm**

Submitted by: _____
Douglas A. Hein, Business Manager / Controller

Reviewed by: _____
Lynn Kelly, Township Secretary

Witnessed by: _____
Bill Weimer, Chairman

Date: _____



**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
JANUARY 20, 2015**

The work session was called to order by Chairman Bill Weimer at 6:02 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

Fred Pope

Staff present:

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

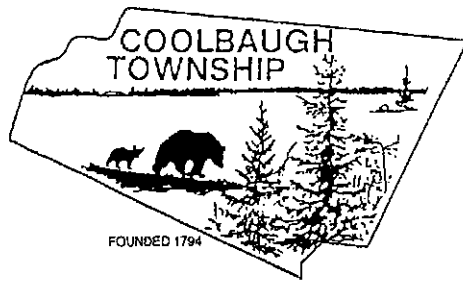
Mr. Weimer announced that this work session is being recorded to aid in the preparation of the notes.

1. Bulk drop –off / recycling center dates and fees

Discussion was held to set dates and times for the drop-off and recycling center. It was determined that initially it will be open on the following Saturdays from 7:30 am – 3:00 pm: April 11, June 6, August 1 and October 3, 2015. Mr. Hein is to place an ad in the Pocono Record. Fee schedule to stay the same. Mr. Hein is also to order recycling cards for 2015. Discussion was held regarding contractors and POA's to determine fees, etc. as well as having drop off open five days per week. Nothing finalized; put on next work session. Possibility of having admin person available on drop off days to handle cards was discussed. To Regular Meeting Other Business to set dates.

2. Other business

- Mr. Zito asked if UGI could be contacted about the work on Industrial Drive being used as a cut through to Wal-Mart. Mr. Hein stated they have been contacted and Steve Weber has looked at it as well.
- Mr. Zito stated that he was asked about why Google Maps, etc. have not been updated with addresses from the 911 readdressing. He was told that was a County issue. Mr. Hein said he would have Mr. Keane call him to look into it since he is handling readdressing signs for the Township.



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

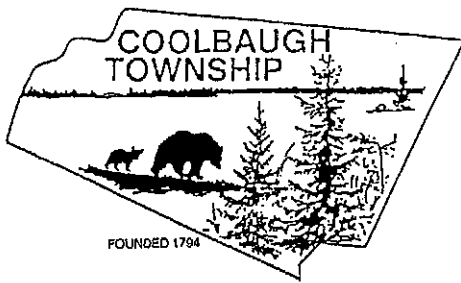
5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

- Mr. Zito asked Solicitor Hanna if the Board needs to formally designate someone to receive plans, etc. for the Planning Commission. Mr. Hanna said it was a good idea to do so. Mr. Zito said he would designate Mr. Hein during Other Business in the Regular Meeting.
- Mr. Zito also asked if the PC meeting dates should be advertised, and was told yes. He will also bring this up under Other Business in the Regular Meeting.

3. Public input

None

The Work Session ended at 6:50 pm and the Board and staff went into Executive Session.



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

**FINANCIAL REPORT
FOR BOARD OF SUPERVISORS
FEBRUARY 3, 2015 BOARD MEETING**

I have presented you with the preliminary Trial Balance and final Budget Trial Balance (P & L Statement) for all funds as of December 31, 2014. The P & L has been revised to show a comparison to last year.

General Fund revenues were at 101% of the total budget. Compared to 2013, the Township had, in 2014, collected approximately the same amount revenue. Total revenues to date were \$7,078,077. Instead of drawing on the TAN as in prior years to cover expenses for the first few months until tax revenues come in, we borrowed \$800,000 from our General Fund savings account. General Fund expenses were \$7,026,018 or 101% of the total budget. They are on budget for the year and higher than 2013. Debt service payments for all funds were all made as scheduled.

Sewer revenues were \$338,297 against expenses of \$381,706. Debt service payments were made on a monthly basis as scheduled for all sewer loans.

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

Should you have any questions about these statements or this report, please let me know. Thank you.

Sincerely,

Douglas A. Hein
Business Manager / Controller

COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
February 03 ,2015

DATE	CK #	ITEM	AMOUNT	
1/20/2015		Payroll		\$ 31,000.00
1/28/2015		Payroll/Pension		7,000.00
1/20/2015	5065	H.Clark Connor	1,125.00	
2/3/2015		General Fund		248,942.64
		Total General Fund		288,067.64
2/3/2015		Escrow Fund	-	2,117.39
2/3/2015		Sewer Fund		18,431.48
		Total Disbursements		\$ 308,616.51



TRIAL BALANCE AS OF February 03,2015			
General Fund Checking	50,744.97	Emerg. Services Fund Money Market	144,266.93
Fire Tax/Coolbaugh Twp VFD	175,208.80	Emerg. Services Fund Checking	20,980.68
Fire Tax/Gouldsboro VFD	40,230.74	Total Emergency Services Fund	165,247.61
Fire Tax/Pocono Summit VFD	40,230.74		
Fire Tax/Thornhurst VFD	20,093.51	Liquid Fuels Fund Checking	10,087.14
Payroll Checking	479.30		
Rainy Day Fund Savings	565,243.40	Escrow Fund Checking	111,687.71
Total General Fund	892,231.46	Escrow Fund Clarius Checking	424,679.26
		Total Escrow Fund	536,366.97
Sewer Fund Checking	7,307.43		
Sewer PennVest Checking	26.26		
Total Sewer Fund	7,333.69	Total All Funds	1,625,314.08
Capital Projects Fund Checking	14,047.21		

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

Check#	Vendor	Description	Payment	Check Total
5066	1105 - ABLE AUTO SERVICE, INC.	PO 9051 INSPECTION	42.40	42.40
5067	900 - ALTEC CAPITAL SERVICES, LLC	PO 9081 feb	1,857.50	1,857.50
5068	914 - AMERIHEALTH CASUALTY SERVICES	PO 9076 WC	5,255.64	5,255.64
5069	33 - BROWN & BROWN OF LEHIGH VALLEY, INC	PO 9079 ACCIDENT INS	500.00	500.00
5070	5 - CARGILL, INCORPORATED	PO 9098 ICE CONTROL	11,617.98	11,617.98
5071	530 - CAT ACCESS ACCOUNT	PO 9082 FEB	514.57	514.57
5072	4 - CHEMUNG SUPPLY CORP.	PO 9055 POST	1,150.00	1,150.00
5073	8 - D.G. NICHOLAS CO.	PO 9047 FILTER	7.63	
		PO 9065 SUPPLIES	91.14	98.77
5074	1085 - DE LAGE LANDEN	PO 9074 COPIER	208.80	208.80
5075	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 9056 RECYCLE	14.00	14.00
5076	757 - DIRECT ENERGY	PO 9092 ELECTRIC	2,635.82	2,635.82
5077	151 - E.M. KUTZ, INC.	PO 9057 SUPPLIES	98.00	98.00
5078	918 - FIRST PRIORITY LIFE	PO 9052 HEALTH INS	22,391.84	22,391.84
5079	169 - FLORENCE GERRITY	PO 9068 FEB 2015	406.98	406.98
5080	32 - GRAINGER	PO 9093 SUPPLIES	110.98	110.98
5081	535 - HANOVER ENGINEERING ASSOC., INC.	PO 9058 SEO	2,343.77	2,343.77
5082	917 - MILLENNIUM ADMINISTRATORS	PO 9085 jan fee	500.00	500.00
5083	73 - MOUNTAIN SERVICES	PO 9077 CONNECTOR	178.15	178.15
5084	418 - MURRY'S TOWING SERVICE CENTER, INC	PO 9060 TOWING	525.00	525.00
5085	76 - NIVERT METAL SUPPLY, INC.	PO 9061 ROD	92.40	92.40
5086	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 9091 611 SR423	1,199.55	1,199.55
5087	452 - OFFICE MAX CONTRACT	PO 9075 SUPPLIES	277.43	
		PO 9087 SUPPLIES	138.64	
		PO 9094 SUPPLIES	16.18	432.25
5088	81 - P P & L	PO 9062 ELECTRIC	619.03	
		PO 9090 ELECTRIC	69.89	
		PO 9095 ELECTRIC	16.53	705.45
5089	1132 - PENN CVS WLKES	PO 9097 PARTS	357.86	357.86
5090	86 - PENNSYLVANIA AMERICAN WATER CO	PO 9063 WATER	90.41	90.41
5091	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 9083 GREEN MELT	446.95	446.95
5092	91 - POCONO 4 WHEEL DRIVE CENTER	PO 9049 PART	275.00	275.00
5093	430 - POCONO ACE HARDWARE	PO 9048 OIL	17.99	17.99
5094	94 - POCONO MOUNTAIN REGIONAL EMS	PO 9067 FEB 2015	8,333.33	8,333.33
5095	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 9066 MORTGAGE	182,849.62	182,849.62
5096	92 - POCONO MOUNTAINS COUNCIL OF GOVTS	PO 9100 2015 DUES	200.00	200.00
5097	172 - POCONO MT. LIBRARY	PO 9072 DELIQ TAX	499.68	499.68
5098	102 - RELIABLE SIGN AND STRIPING, INC.	PO 9088 SIGN	207.40	207.40
5099	104 - S & H SUPPLY CO., INC.	PO 9050 MISC PARTS	19.70	
		PO 9096 SUPPLIES	30.42	50.12
5100	105 - S & S TOOLS & SUPPLIES	PO 9080 SUPPLIES	262.08	262.08
5101	623 - SERVICE TIRE TRUCK CENTERS	PO 9069 REPAIR	253.00	253.00
5102	1131 - STARR UNIFORM CENTER	PO 9078 BADGES	340.00	340.00
5103	381 - UNIFIRST CORPORATION	PO 9070 UNIFORMS/MATS	176.58	
		PO 9099 UNIFORMS	83.52	260.10
5104	119 - VERIZON	PO 9071 PHONES	715.39	715.39
5105	892 - VERIZON WIRELESS	PO 9089 PHONES	903.86	903.86
TOTAL				248,942.64

Total to be paid from Fund 01 GENERAL FUND

248,942.64

 248,942.64

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

Meeting Date: 02/03/2015 For bills from 01/21/2015 to 01/29/2015

Check#	Vendor	Description	Payment	Check Total
1053	535 - HANOVER ENGINEERING ASSOC., INC.	PO 9084 ESCROW	2,117.39	2,117.39
	TOTAL			2,117.39
Total to be paid from Fund 85 ESCROW			2,117.39	
			<u>2,117.39</u>	
			2,117.39	

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

Check#	Vendor	Description	Payment	Check Total
1424	228 - CARDNO ATC	PO 9053 WALMART	7,110.00	
		PO 9054 MISC/SCHOOL	1,425.50	8,535.50
1425	757 - DIRECT ENERGY	PO 9092 ELECTRIC	3,773.16	3,773.16
1426	32 - GRAINGER	PO 9073 WALL PACK	224.60	224.60
1427	1130 - LRM, INC.	PO 9059 OUTPUT CARD	4,144.44	4,144.44
1428	160 - NORTHEAST CHEMICAL& SUPPLY CO., INC.	PO 9086 SODA ASH	849.80	849.80
1429	81 - P P & L	PO 9062 ELECTRIC	581.74	581.74
1430	430 - POCONO ACE HARDWARE	PO 9064 SUPPLIES	37.78	37.78
1431	119 - VERIZON	PO 9071 PHONES	284.76	284.76
	TOTAL			18,431.78
Total to be paid from Fund 08 SEWER FUND			18,431.78	
			<u>18,431.78</u>	