

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING PACKET

MONDAY, JANUARY 5, 2015

7:00PM

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

January 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Board of Supervisors 7:00pm	6 Board of Auditors 4:00pm	7	8	9	10
11	12 Planning Commission 6:30pm	13	14	15	16	17
18	19	20 Board of Supervisors 6:00pm / 7:00pm	21	22 Environmental Advisory Council 7:00pm	23	24
25	26	27 Parks & Recreation Commission 6:30pm	28	29	30	31

**Coolbaugh Township Board of Supervisors Re-
Organizational / Business Meeting Agenda
January 5, 2015 - 7:00 PM**

Roll Call

BOARD OF SUPERVISORS:

_____Adams, _____Kelly, _____Pope, _____Weimer, _____Zito

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

1. Organization of the Board of Supervisors
 - Election for the Board of Supervisors / Chairman
 - Election for the Board of Supervisors / Vice-Chairman

2. Appointment or Reappointment
 - Secretary
 - Treasurer
 - Assistant Treasurer
 - Road Master

3. Appointment or Reappointment
 - Township Solicitor
 - Planning Commission
Solicitor
 - Zoning Hearing Board
Solicitor

4. Appointment or Reappointment
 - Engineer
 - Sewage Enforcement Officers
5. Township Resolution Number 01-2015 re: Depositories of Township Funds
6. Establish the Amount of the Treasurer's Bond - \$500,000.00
7. Appointment of Municipal Representative and Alternate Municipal Representative to serve on the Monroe County Tax Collection Committee
8. One appointment to the Environmental Advisory Council (EAC) - terms ending December 31, 2019
 - Board of Supervisors appointment of Chairman to the EAC
9. One appointment to Parks and Recreation Commission - term ending December 31, 2019
 - Appointment of Board Liaison to the Parks and Recreation Commission
10. One appointment to the Planning Commission - term ending December 31, 2018
11. One appointment to the Pocono Mountain Public Library Board of Trustees - term ending December 31, 2017
12. Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Services
13. Three annual appointments to the Pocono Mountain Regional Police Commission
14. Two appointments to the Zoning Hearing Board - term ending December 31, 2017
15. Annual appointment of Vacancy Board Chairperson
16. Selection of Municipal Representative and alternate Representative to attend Council of Government Meetings
17. Authorization to BCM Engineers to prepare Municipal Wasteload Management (Chapter 94) Report for the calendar year 2014

- 18. Authorization to advertise Board of Supervisors Meetings / Work Sessions for 2014
- 19. Establish Holidays For Township Employees
- 20. Adoption of Township Resolution Number 02-2015 - Appointment of Certified Public Accountant
- 21. Adoption of Township Resolution Number 03-2015 – Additional fees to be collected by Township Tax Collector
- 22. Certify Delegates and appoint one Delegate to serve as the Voting Delegate to the Pennsylvania State Association of Township Supervisors' Annual Convention
- 23. Approval of Special Meeting Minutes – December 30, 2014
- 24. Business Manager / Controller Financial Report
- 25. Current Obligations

12/17/14	Payroll	\$ 39,000.00
12/23/14	General Fund	\$ 50,299.57
12/30/14	General Fund	\$ 7,149.36
01/06/15	General Fund	\$ 6,315.11
		\$102,764.04
12/23/14	Sewer Fund	\$ 4,930.52
12/30/14	Sewer Fund	\$ 815.75
01/06/15	Sewer Fund	\$ 965.35
		\$ 6,711.62

Total Disbursements

\$109,475.66

- 26. Other Business
- 27. Public Input
- 28. Board of Supervisors Executive Sessions

Held Prior: Tuesday, December 30, 2014 at 6:00 pm RE: Legal

Subsequent: None scheduled

- 29. Adjournment

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

MONDAY, JANUARY 5, 2015

TAB 23

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, DECEMBER 30, 2014
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:13 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 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

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. Joe O'Boyle asked why the Pocono Mountain Economic Development Corporation applied for a permit to breach Tegawitha Lake Dam. Ms. Kelly replied it was for repairs to pipes below the dam. Mr. O'Boyle asked if the bridge over Hummler Run was complete; Mr. Weimer replied that it was.

2. **Approval of Minutes / Notes**

- December 16, 2014 Regular Minutes
- December 16, 2014 Work Session Notes

The minutes of December 16, 2014 were reviewed and considered for approval.

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

- **Discussion:** Changes were noted in item #11 (sale of Elgin Geo-Vac / sale of Lay-Mor Sweeper) to add discussion comments. Both the motion and second were amended to reflect the changes.
- **Vote:** All in favor; motion passed.

At this time, Ms. Kelly asked Atty. Nick Haros to update the Supervisors on the status of the Wal-Mart SIUP (permit) for the Wastewater Treatment Plant

Mr. Haros stated that current permit will expire at midnight 12/31/2014 and that a new permit will run 1/1/2015 through midnight 12/31/2016. He said that and the attorney for Wal-Mart had rewritten certain sections of the permit after having input from Mr. Dave Kavitski and Mr. Ken Fulford. Mr. Haros recommended adoption of the permit.

Mr. F. Pope made a motion, seconded by Mr. Adams to approve the SIUP for Wal-Mart based on Mr. Haros' recommendation.

- **Discussion:** None.
- **Vote:** Four in favor. One abstained (Mr. Weimer abstained due to his employment by Wal-Mart). Motion passed.

3. Adoption of Coolbaugh Township 2015 Budget / Approval of Township Resolution #05-2014

Mr. Weimer made a motion, seconded by Mr. Zito to adopt the 2015 Budget and approve Township Resolution #05-2014.

- **Discussion:** None
- **Vote:** Four in favor. One opposed (Mr. Adams). Motion passed.

4. Resignation of Robert M. Zito as Coolbaugh Township Secretary, effective 1/5/2015.

Mr. Weimer made a motion, seconded by Ms. Kelly to accept the Mr. Zito's resignation effective 1/5/2015.

- **Discussion:** Mr. F. Pope asked if second class Townships needed a Secretary to run. Mr. Hanna said they did. Mr. Zito stated that he was doing this as a formality to let the Board know he did not want the position in 2015. Mr. D. Pope & Ms. Fairservice both gave thanks to Mr. Zito for a job well done.
- **Vote:** Four in favor. One abstained (Mr. Zito). Motion passed.

5. **Termination of Associate Secretary position, effective 12/31/2014.**

Mr. Weimer made a motion, seconded by Mr. Zito (based on 2015 budget and with regret) to terminate the Associate Secretary position effective 12/31/2014.

- **Discussion:** None
- **Vote:** Three in favor (Ms. Kelly, Mr. Weimer and Mr. Zito). Two opposed (Mr. Adams & Mr. F. Pope). Motion passed.

6. **Current Obligations**

Before them, the Supervisors had details of the Township's current obligations totaling \$99,265.61.

Mr. F. Pope made a motion, seconded by Mr. Adams to pay current obligations in the amount of \$99,265.61.

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

7. **Other Business**

Ms. Kelly presented the updated lease agreement for District Court 43-3-01 (Judge Anthony Fluegel), in the amount of \$2,562.30 per month, expiring 12/31/2015 as presented by Mr. Hein and approved by Monroe County. Mr. Weimer made a motion, seconded by Mr. Adams to approve the lease for 2015.

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

Mr. Weimer wanted to thank DPW for their assistance with tearing down part of the building during the structure fire on Main Street earlier in the month.

Mr. Zito said that he was asked by a resident to let the public know that the Disabled American Veterans of the Poconos holds a free breakfast at Billy's Diner in Tannersville on the 3rd Saturday of each month at 9:00am, and that all were invited.

Mr. Weimer asked that people look at the CTVFD Facebook page to support one of their members.

8. **Board of Supervisors Executive Sessions**

- Held prior: Tuesday December 30, 2014 at 6:00 pm re: Legal
- Held prior: Tuesday December 30, 2014 at 6:30 pm re: Legal
- Subsequent: None

9. **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 7:38 pm.

NEXT REGULAR BOARD MEETING: Monday, January 5, 2014 at the Coolbaugh Township Municipal Office meeting room for the purpose of reorganization and other business.

- **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: _____

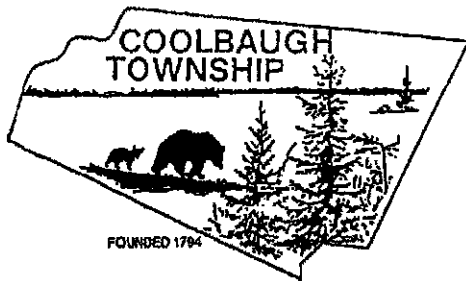
**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

MONDAY, JANUARY 5, 2015

TAB 24

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5550 Memorial Blvd., Tobyhanna, PA 18486
(570) 894-8490 • FAX (570) 894-8413

**FINANCIAL REPORT
FOR BOARD OF SUPERVISORS
JANUARY 5, 2015 BOARD MEETING**

I have presented you with the final Trial Balance and final Budget Trial Balance (P & L Statement) for all funds as of November 30, 2014. The P & L has been revised to show a comparison to last year.

General Fund revenues are at 96% of the total budget. Compared to 2013, the Township has, in 2014, collected approximately the same amount revenue. Total revenues to date are \$6,692,651. Instead of drawing on the TAN as in prior years to cover expenses for the first few months until tax revenues come in, we have borrowed \$800,000 from our General Fund savings account; to date it has all been paid back. General Fund expenses of \$6,262,232 are at 90% of the total budget. They are on budget for the year and are in line with 2013. Debt service payments for all funds were all made as scheduled.

Sewer revenues are \$306,933 against expenses of \$353,038. Debt service payments are being 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,

A handwritten signature in black ink, appearing to read "Douglas A. Hein". The signature is stylized and written in a cursive-like font.

Douglas A. Hein
Business Manager / Controller

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

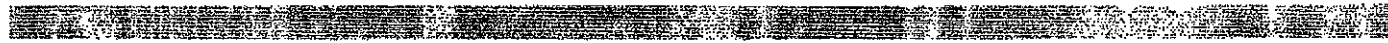
MONDAY, JANUARY 5, 2015

TAB 25

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
 January 05, 2015

DATE	CK #	ITEM	AMOUNT	
12/17/2014		Payroll		\$ 39,000.00
12/23/2014		General Fund	50,299.57	
12/30/2014		General Fund	7,149.36	
1/6/2014		General Fund	6,315.11	
		Total General Fund		102,764.04
12/23/2014		Sewer Fund		4,930.52
12/30/2014		Sewer Fund		815.75
1/6/2015		Sewer Fund		965.35
		Total Disbursements		\$ 109,475.66



TRIAL BALANCE AS OF JANUARY 05, 2014			
General Fund Checking	69,274.56	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	Total Emergency Services Fund	165,156.44
Fire Tax/Pocono Summit VFD	40,208.54		
Fire Tax/Thornhurst VFD	20,082.43	Liquid Fuels Fund Checking	10,084.61
Payroll Checking	1,846.27		
Rainy Day Fund Savings	915,243.40	Escrow Fund Checking	97,867.29
Total General Fund	1,261,976.69	Escrow Fund Clarius Checking	424,444.94
		Total Escrow Fund	522,312.23
Sewer Fund Checking	9,127.24		
Sewer PennVest Checking	26.26		
Total Sewer Fund	9,153.50		
Capital Projects Fund Checking	14,047.06	Total All Funds	1,982,730.53

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COOLBAUGH TOWNSHIP

Check Register - (01101000) GENERAL FUND CHECKING

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
12/23/2014	3463	1105 ABLE AUTO SERVICE, INC.	40.00			
12/23/2014	3464	900 ALTEC CAPITAL SERVICES, LLC	1,857.50			
12/23/2014	3465	1039 AMERICAN UNITED LIFE INS. CO.	743.68			
12/23/2014	3466	530 CAT ACCESS ACCOUNT	570.38			
12/23/2014	3467	134 CBI	1,578.44			
12/23/2014	3468	190 COOLBAUGH SEWER FUND	374.82			
12/23/2014	3469	8 D.G. NICHOLAS CO.	877.08			
12/23/2014	3470	1085 DE LAGE LANDEN	208.80			
12/23/2014	3471	13 DEVELOPMENTAL EDUCATION SERVICES	10.00			
12/23/2014	3472	757 DIRECT ENERGY	1,917.81			
12/23/2014	3473	504 DONALD DEROO	700.00			
12/23/2014	3474	151 E.M. KUTZ, INC.	34.50			
12/23/2014	3475	918 FIRST PRIORITY LIFE	22,391.84			
12/23/2014	3476	798 GILES & RANSOME INC	2,681.67			
12/23/2014	3477	522 GRATZ WASHENIK TAX COLLECTOR	417.61			
12/23/2014	3478	535 HANOVER ENGINEERING ASSOC., INC.	2,345.96			
12/23/2014	3479	179 JERRY F. HANNA	2,366.00			
12/23/2014	3480	834 MESKO GLASS & MIRROR CO, INC	1,190.00			
12/23/2014	3481	74 NAPA AUTO PARTS OF DALEVILLE	1.41			
12/23/2014	3482	76 NIVERT METAL SUPPLY, INC.	53.72			
12/23/2014	3483	81 P P & L	1,512.21			
12/23/2014	3484	1021 PAPCO	5,532.37			
12/23/2014	3485	86 PENNSYLVANIA AMERICAN WATER CO	100.37			
12/23/2014	3486	739 PENTELEDATA	5.85			
12/23/2014	3487	430 POCONO ACE HARDWARE	93.56			
12/23/2014	3488	713 RED DIAMOND GRAPHICS	20.00			
12/23/2014	3489	300 STADIUM INTERNATIONAL TRUCKS	255.88			
12/23/2014	3490	790 STS TIRE AUTO CENTERS	253.00			
12/23/2014	3491	381 UNIFIRST CORPORATION	263.60			
12/23/2014	3492	1123 UNIQUESOURCE	377.25			
12/23/2014	3493	867 VEN-MAR SALES INC.	147.26			
12/23/2014	3494	119 VERIZON	728.93			
12/23/2014	3495	892 VERIZON WIRELESS	648.07			
			50,299.57			
			50,299.57			

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

Check#	Vendor	Description	Payment	Check Total
3496	5 - CARGILL, INCORPORATED	PO 8970 salt	1,319.66	1,319.66
3497	73 - MOUNTAIN SERVICES	PO 8969 INSPECTIONS	364.00	364.00
3498	1049 - NORTHEAST HYDRAULICS CO	PO 8959 parts	97.93	97.93
3499	452 - OFFICE MAX CONTRACT	PO 8966 SUPPLIES	34.12	34.12
3500	81 - P P & L	PO 8960 electric	97.56	
		PO 8962 ballfield	267.27	
		PO 8965 ELECTRIC	86.72	451.55
3501	1021 - PAPCO	PO 8961 fuel	2,085.63	2,085.63
3502	1014 - PETROCHOICE	PO 8967 FUEL	2,519.45	2,519.45
3503	206 - PSATS CDL PROGRAM	PO 8963 CDL DRUG TEST	190.00	190.00
3504	381 - UNIFIRST CORPORATION	PO 8959 uniforms	87.02	87.02
TOTAL				7,149.36

Total to be paid from Fund 01 GENERAL FUND 7,149.36
7,149.36

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

Check#	Vendor	Description	Payment	Check Total
3505	226 - A POCONO COUNTRY PLACE	PO 8974 ROAD ACCESS	1,000.00	1,000.00
3506	716 - GFOA -PA	PO 8975 DUES/JAN	75.00	75.00
3507	634 - MACROSMITH INC	PO 8973 JAN	1,837.00	1,837.00
3508	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 8972 JAN	3,403.11	3,403.11
TOTAL				6,315.11

Total to be paid from Fund 01 GENERAL FUND 6,315.11
6,315.11

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COOLBAUGH TOWNSHIP

Check Register - (08101000) CHECKING

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
12/23/2014	1409	856 AQUA WASTEWATER	558.78			
12/23/2014	1410	757 DIRECT ENERGY	2,625.26			
12/23/2014	1411	876 Microbac Laboratories, Inc.	124.00			
12/23/2014	1412	160 NORTHEAST CHEMICAL& SUPPLY CO.,INC.	830.15			
12/23/2014	1413	81 P P & L	506.12			
12/23/2014	1414	119 VERIZON	286.21			
			<u>4,930.52</u>			
			4,930.52			

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COOLBAUGH TOWNSHIP

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

Check#	Vendor	Description	Payment	Check Total
1415	699 - MAIN POOL & CHEMICAL CO	PO 8964 SULFATE	567.75	567.75
1416	876 - Microbac Laboratories, Inc.	PO 8968 TESTING	124.00	
		PO 8971 testing	124.00	248.00
TOTAL				<u>815.75</u>

Total to be paid from Fund 08 SEWER FUND

815.75

815.75

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COOLBAUGH TOWNSHIP

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

Check#	Vendor	Description	Payment	Check Total
1417	706 - PENN WORKS PUBLIC	PO 8976 JAN 2015	965.35	965.35
TOTAL				<u>965.35</u>

Total to be paid from Fund 08 SEWER FUND

965.35

965.35