

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
RE-ORGANIZATIONAL/ BUSINESS MEETING
January 7, 2019, 7:00PM**

Roll Call

BOARD OF SUPERVISORS

____ **B. Weimer** ____ **T. Lamantia** ____ **L. Kelly** ____ **A. Ruiz-Smith** ____ **C. Colgan**
____ **Solicitor Armstrong** ____ **E. Masker**

Public input will be considered at the **end** of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda item. When speaking please state the city or community that you reside in. This meeting is being recorded to aid in the preparation of the minutes.

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
 - Road Master

3. Appointment of Board Liaison Positions
 - Liaison for Admin/Secretary
 - Liaison for Code Enforcement
 - Liaison for Financial

(Liaison for Public Works and Liaison for Facilities fall under the Roadmaster Position and have been eliminated)

4. Appointment or Reappointment
 - Township Solicitor
 - Planning Commission Solicitor
5. Appointment or Reappointment
 - Engineer
 - Sewage Enforcement Officers
6. Township Resolution Number # 01-2019 re: Depositories of Township Funds
7. Establish the Amount of the Treasurer's Bond- \$650,000.00
8. Appointment of Municipal Representative and Alternate Municipal Representative to serve on the Monroe County Tax Collection Committee
9. Two appointments to the Environmental Advisory Council (EAC)- Term ending December 31, 2021
 - Board of Supervisors appointment of Chairman to the EAC
 - Appointment of Board Liaison To the Environmental Advisory Council
10. Appointment of Board Liaison to the Parks and Recreation Commission
11. One appointment to the Planning Commission- Term ending December 31, 2022
12. One appointment to the UCC Board of Appeals- Term ending December 31, 2023
13. One appointment to the Pocono Mountain Public Library Board of Trustees – Term ending December 31, 2021

14. Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Services
15. Three annual appointments to the Pocono Mountain Regional Police Commission
16. Two appointments to the Zoning Hearing Board- One Regular Appointment and One Alternate Appointment Terms ending December 31, 2021
17. Annual appointment of Vacancy Board Chairperson
18. Selection of Municipal Representative and Alternate Representative to attend Council of Government Meetings for 2019
19. Authorization to advertise Board of Supervisors Meeting/Work Sessions for 2019
20. Establish Holidays for Township Employees and Authorize the Advertisement of Holidays
21. Approval of minutes / notes
 - December 18, 2018 Public Hearing Minutes
 - December 18, 2018 Regular Meeting Minutes
22. Certify Delegates and Appoint One Delegate to Serve as the Voting Delegate to the Pennsylvania State Association of Township Supervisors' (PSATS) Annual Convention
23. Adoption of Township Resolution Number #02-2019- Appointment of Certified Public Accountant
24. Adoption of Township Resolution #03-2019- Three (3) Mill Fire Company Tax Disbursement
25. Authorization to BCM Engineers to prepare Municipal Wasteload Management (Chapter 94) Report for the calendar year 2018

26. Approval of Special Council for Waste Water Treatment Plant Legal Matters

27. Approval of BCM Rates for 2019 - Waste Water Treatment Plant Engineer

28. Acceptance of Resignation from Clare Colgan from the Parks and Recreation Commission

29. Set the mileage rate for reimbursement according to the 2019 IRS Rate of 58¢ per mile

30. Current obligations

• General Fund	\$ 292,804.09
• Sewer Fund	<u>\$ 18,043.46</u>
Total Disbursements	\$ 310,847.55

31. Solicitor Armstrong Comments/ Updates

32. Public Input

33. Other business

34. Board of Supervisors Executive Sessions

- After: Monday, January 7, 2019 following the meeting Re: Legal

35. Adjournment

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COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
JANUARY 08, 2019

DATE	CK #	ITEM	AMOUNT
1/3/2019		Payroll	\$39,000.00
1/8/2019		General Fund	253,804.09
1/8/2019		Total General Fund	292,804.09
1/8/2019		Sewer Fund	18,043.46
		Total Disbursements	\$ 310,847.55

TRIAL BALANCE AS OF JANUARY 08, 2019

General Fund Checking	2,365,028.83	Emerg. Services Fund Money Market	1,981,250.34
Fire Tax/Coolbaugh Twp VFD	300,403.53	Emerg. Services Fund Checking	21,533.18
Fire Tax/Gouldsboro VFD	33,428.81	Total Emergency Services Fund	2,002,783.52
Fire Tax/Thornhurst VFD	42,391.56	Liquid Fuels Fund Checking	141,914.88
Fire Tax/Tobyhanna Twp. VFD	22,136.03	Escrow Fund Checking	144,270.54
Payroll Checking	1,563.40	Escrow Fund Clarius Checking	435,862.64
Rainy Day Fund Savings	936,556.84	Total Escrow Fund	580,133.18
Total General Fund	3,701,509.00		
Sewer Fund Checking	10,910.97		
Sewer PennVest Checking	82.24	Total all Funds	6,451,450.95
Total Sewer Fund	10,993.21		
Capital Projects Fund Checking	14,117.16		

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

Meeting Date: 01/08/2019 For bills from 12/28/2018 to 01/03/2019

Check#	Vendor	Description	Payment	Check Total
4965	1039 - AMERICAN UNITED LIFE INS. CO.	PO 15824 JAN 2019	877.48	877.48
4966	1240 - CINTAS CORPORATION	PO 15788 MATS	152.13	
		PO 15817 UNIFORMS DEC 2018	184.70	
		PO 15827 MATS /UNIFORMS	86.55	
		PO 15844 FIRST AID CADINETS-GARAGE DPW/OFFIC	142.31	565.69
4967	652 - CYPHERS TRUCK PART	PO 15835 QUICK RELEASE	7.58	7.58
4968	8 - D.G. NICHOLAS CO.	PO 15808 BUCKET HOSE FOR LOADER/CAB AIR ELEM	148.67	
		PO 15810 SHOULDER MOWER;/FLUIDS FOR ALL TRUC	251.26	
		PO 15819 2015 ford f2510 air filter	30.09	430.02
4969	1085 - DE LAGE LANDEN	PO 15792 LEXMAR COPYERS	139.15	
		PO 15828 COPIERS	208.80	347.95
4970	151 - E.M. KUTZ, INC.	PO 15789 AIR VALVE/SPREADER PARTS/BAR ASSEMB	712.08	712.08
4971	30 - GOTTA GO POTTIES	PO 15836 11/9-12/10 HANDICAP UNIT	400.00	400.00
4972	48 - H. CLARK CONNOR	PO 15815 PLANNING COMMISSION	690.00	690.00
4973	535 - HANOVER ENGINEERING ASSOC., INC.	PO 15791 SEO	5,550.48	
		PO 15812 COOLBAUGH TEMP.CONSTR.	5,599.43	11,149.91
4974	1192 - HIGHMARK BLUE SHIELD	PO 15816 JAN 2019	27,875.43	27,875.43
4975	1210 - HUNTER KEYSTONE PETERBUILT	PO 15821 QUICK RELEASE VALVE PETER BUILT SIN	67.01	
		PO 15831 CLAMP-TORQUE HD INT'L TANDEM DUMP T	19.72	
		PO 15846 BRAKE ADJUSTER #10	90.21	176.94
4976	1217 - LAWN SPECIALTIES	PO 15813 SPRAY FIELDS	695.26	695.26
4977	917 - MILLENNIUM ADMINISTRATORS	PO 15799 NOV ADMIN FEE	500.00	500.00
4978	74 - NAPA AUTO PARTS OF DALEVILLE	PO 15811 MIRROR FOR SINGLE AXLE DUMP TRUCK	28.68	28.68
4979	452 - OFFICE DEPOT	PO 15834 PENCILS/SUPPLIES	59.01	59.01
4980	81 - P P & L	PO 15795 89343-21023 SPEED LIMIT SIGN	27.66	
		PO 15796 54691-27003 LAUREL DR	413.95	
		PO 15801 39910-23005 196 COUNTRY PLACE	32.53	
		PO 15802 36034-04005 ECHO LAKE	38.42	
		PO 15803 88900-24001 196 WILDFLOWER	33.55	
		PO 15823 07251-41006 PROJECT ST	14.63	
		PO 15826 51540-24008 196 KNOLLWOOD	29.62	
		PO 15838 98496-55008 7 KINGSWAY	55.29	645.65
4981	1021 - PAPCO	PO 15832 FUEL	2,766.21	2,766.21
4982	86 - PENNSYLVANIA AMERICAN WATER CO	PO 15794 GARAGE	121.34	121.34
4983	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 15845 CBT/FAX	153.61	153.61
4984	430 - POCONO ACE HARDWARE	PO 15809 SPREADER PARTS	24.70	
		PO 15820 SAW CHAINS	28.98	
		PO 15830 GORILLA TAPE	17.98	
		PO 15833 REPAIR CHAIN SAW	40.00	111.66
4985	94 - POCONO MOUNTAIN REGIONAL EMS	PO 15841 JAN 2019	10,000.00	10,000.00
4986	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 15850 JAN 2019	186,262.11	186,262.11
4987	95 - POCONO RECORD	PO 15790 ADV BUDGET/SNOW REMOVAL/PUBLIC NOTI	976.92	976.92
4988	206 - PSATS	PO 15785 WEBINAR	30.00	30.00
4989	206 - PSATS	PO 15849 DUES	3,059.00	3,059.00
4990	102 - RELIABLE SIGN AND STRIPING, INC.	PO 15843 NO TRAILERS/NO OVERNIGHT PKING	223.50	223.50
4991	104 - S & H SUPPLY CO., INC.	PO 15839 BASEMENT TWP MAIN BLDING	76.30	76.30
4992	111 - SHERWIN WILLIAMS	PO 15793 PAINT FOR MANSON/BASEMENT MAIN BLD	219.04	
		PO 15837 PAINT FOR BASEMENT	60.83	279.87
4993	756 - UGI Utilities	PO 15818 MUNICIPAL CENTER	3,221.58	3,221.58
4994	892 - VERIZON WIRELESS	PO 15822 PHONES	1,054.31	1,054.31
4995	122 - WEST END PRINTING	PO 15825 WINDOW ENVELOPES	306.00	306.00
TOTAL				253,804.09

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	253,804.09
01.400.000	GENERAL GOV'T	8,951.03			
01.405.000	MUNICIPAL OFFICE	991.44			
01.409.000	BUILDING & PLANTS	4,463.63			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.410.000	POLICE	186,262.11			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.413.000	SEO / BUILDING CODE	5,550.48			
01.414.000	ZONING OFFICE	350.49			
01.419.000	PLANNING COMMISSION	690.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	3,152.90			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	455.20			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	1,448.98			
01.439.000	DPW-HIGHWAY CONSTR & REBUILDIN	5,599.43			
01.454.000	PARKS	1,095.26			
01.487.000	EMPLOYEE BENEFITS	24,793.14			
TOTALS FOR	GENERAL FUND	253,804.09	0.00	0.00	253,804.09

Total to be paid from Fund 01 GENERAL FUND

253,804.09

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253,804.09

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

Meeting Date: 01/08/2019 For bills from 12/27/2018 to 01/03/2019

Check#	Vendor	Description	Payment	Check Total
2113	228 - ATC	PO 15786 WAL-MART/MT CENTER	9,100.00	9,100.00
2114	771 - COMMONWEALTH OF PA	PO 15814 99900048 LOAN	965.35	965.35
2115	1294 - GOTTA GO SEPTIC'S	PO 15829 12/20/2018	440.00	
		PO 15840 12/27/2018 WWTP PUMPED	400.00	
		PO 15847 09/20/2018	400.00	1,240.00
2116	876 - Microbac Laboratories, Inc.	PO 15804 testing 12/10/2018	155.80	
		PO 15805 TESTING 12/18/2018	155.80	
		PO 15806 TESTING 12/18/2018	155.80	
		PO 15807 TESTING 12/13/2018	155.80	
		PO 15842 12/26 TESTING WWTP	155.80	779.00
2117	81 - P P & L	PO 15797 26491-26001 WWTP	4,282.68	
		PO 15798 04090-21003 PUMP STA	276.43	4,559.11
2118	439 - YOUNG & HAROS,LLC	PO 15800 WAL-MART	720.00	720.00
2119	612 - ZENON ENVIRONMENTAL CORP	PO 15848 WWTP -SERVICE CONTROL/PROGRAMMING	680.00	680.00
TOTAL				18,043.46

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	18,043.46
08.269.500	PENNWORKS 2008 GOB			794.92	
08.429.313	ENGINEERING SERVICES	9,100.00			
08.429.314	PROFESSIONAL FEE SOLICITOR	720.00			
08.429.361	ELECTRIC	4,559.11			
08.429.374	MAINT/REPAIR EQUIPMENT	680.00			
08.429.451	OUTSIDE LAB TESTING	779.00			
08.429.452	SLUDGE HAULING	1,240.00			
08.472.106	PENNWORKS INTEREST LN #99900048	170.43			
TOTALS FOR	SEWER FUND	17,248.54	0.00	794.92	18,043.46

Total to be paid from Fund 08 SEWER FUND

18,043.46

18,043.46