

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

**WORK SESSION / REGULAR MEETING
INFORMATION**

TUESDAY, JULY 1, 2014

- WORK SESSION: 6:00PM
- REGULAR MEETING: 7:00PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>July 2014</h1>						
		1 Bd. of Supervisors Work Session - 6 pm - Reg. Mtg. - 7 pm	2	3	4 4th of July Holiday - Township Offices Closed	5
6	7	8 Pocono Mt. Reg. Police Mtg. - 7 pm Police Headqtrs.	9	10	11 OPEN Recycling & Drop Off Site 7:30 am - 3:00 pm	12 OPEN Recycling & Drop Off Site 7:30 am - 3:00 pm
13	14 Planning Commission Mtg. - 6:30 pm	15 Bd. of Supervisors Work Session 6 pm -Reg. Mtg. - 7 pm	16	17	18	19
20	21	22 Parks & Rec. Mtg. - 6:30 pm.	23	24 EAC Mtg. - 7 pm	25	26
27	28	29	30	31		

**Coolbaugh Township Board of Supervisors
Work Session Agenda
July 1, 2014 - 6:00 p.m.**

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.

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

1. EMS Designation - Thornhurst
2. Temporary Project Construction Inspector Position
3. Cable Franchise Renewal
4. Schedule dates to discuss Volunteer Fire companies Five Year Service Agreement
5. Other Business
6. Public Input

Coolbaugh Township Board of Supervisors
July 1, 2014 - 7:00 p.m.
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
 - June 17, 2014 Regular Minutes
 - June 17, 2014 Work Session Notes
3. EMS Designation - Thornhurst
4. Pocono Mountain Regional Police
 - Discussion / Enforcement - Parking on State Route 611
 - Uniform Crime Reporting System (UCRS)
 - Discussion – PMRP Chief of Police Vacancy
5. Pennsylvania American Water re: installation of three fire hydrants at the following locations:
 - The intersection of Minqua Trail and Seven Nations Drive
 - Minqua Trail at or near Lot 5573
 - The intersection of Minqua Trail and Minisink Circle

6. Adoption of Coolbaugh Township Code of Ordinance #121-2014 - Public Street and Road Regulations Ordinance
7. Status - Hiring of Zoning Codes Enforcement Officer.
8. Appointment of Chris Taylor of Hanover Engineering Associates as Alternate SEO
9. Environmental Resources Associates' Proposal to prepare ACT 101, Section 902 Grant Application
10. Authorization to purchase through CoStars a 2015 Ford F-250 pick-up truck for the Department of Public Works
11. Peoples Security Bank and Trust Company Municipal Term Loan - \$77,118.00 for the 2015 Ford truck
12. Business Manager / Controller's Financial Report
13. Current Obligations

General Fund	\$158,723.99
Sewer Fund	\$13,847.98
Total Disbursements \$172,571.97	
14. Other Business
15. Board of Supervisors Executive Sessions

Held Prior:	Tuesday, June 17, 2014 at 6:35 p.m. re: Personnel
	Tuesday, June 17, 2014 at 8:04 p.m. re: Legal and Personnel
	Saturday, June 21, 2014 at 7:00 a.m. re: Personnel
Subsequent:	None Scheduled
15. Adjournment

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, JULY 1, 2014

TAB 2

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, JUNE 17, 2014
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:00pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Ms. Kelly led those present in the Pledge of Allegiance.

Board Members present:

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

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 would 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. Dave Pope:** Inquired about the special PMRP Commission meeting on June 18th.
- **Mr. Vincent Massaro:** Asked if the Supervisors were still "going through with pulling out of Regional" (PMRP) in light of Chief Lewis' resignation and if the Police Task Force would continue.

2. **Approval of Minutes / Notes**

- June 3, 2014 Regular Meeting Minutes
- June 3, 2014 Work Session Notes

The minutes of June 3, 2014 were reviewed and considered for approval.

Mr. F. Pope made a motion, seconded by Mr. Adams to approve the minutes of June 3, 2014 as presented.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Work Session Notes / Public Hearing Notes

The notes for the work session held on June 3, 2014 were presented for review. It was agreed by consensus that these documents would be published for public viewing on the Township website.

3. 2014 Monthly Reports

- **Coolbaugh Township Volunteer Fire Company** - Mr. Weimer gave a brief report in the absence of CTVFC personnel. He said that a new vehicle was purchased and that a reimbursement request from fire tax revenue will be submitted, along with an anticipated reimbursement request from fire tax revenue to equip the new vehicle.
- **Pocono Mountain Regional Emergency Medical Services** – Mr. Pope gave a brief report stating that in the month of May PMREMS had 437 calls, 191 of which were in Coolbaugh Township. Arrowhead Lakes had nine calls, five of which were ALS. Comments were heard from Mr. Elmer Money.
- **Pocono Mountain Regional** – Mr. Adams gave the report. For the month there were 969 complaints. Coolbaugh Township used 2,292.20 hours for the month, with the year to date figure being 11,617.83. For the year the Township is under 198.72 hours.

After the figures were given a lengthy discussion on getting a more detailed analysis more specific for all participating Townships and general police procedures took place. Public comments were heard from Mr. Massaro, Mr. D. Pope, Ms. Phyllis Williams, Mr. Steve Planchock, Ms. Michelle Fairservice, Township Constable Joseph Rogan, PMRP Sgt. Jeff Bowman, and Ms. Peggy Cooney.

Mr. Zito suggested that he take Mr. Weimer's concerns and send a letter from the Supervisors, collectively, to PMRPC. Sgt. Bowman went on to clarify the Commonwealth's Uniform Crime Reporting requirements, and stated that he believed the detailed information Coolbaugh is seeking is not something that "is not easily done".

4. Update – Dangerous Structures

Ms. Kelly gave an update on the following "fire damaged" properties:

- Falcon Terrace, Belgravia Drive – Notice of violation returned. Service needed.
- Rosemont Terrace, Meadowlark Lane - Notice of violation received. Permit to demolish obtained.
- Boardwalk Drive - Notice of violation received. No response from owner.
- Waterfront Drive - Owner rebuilding.

She then gave an update on the following "blighted" properties:

- Beverly Court, Natures Drive, Eagle Rock Drive, Idlewild Drive, Winding Way, Feather Lane - Boarded and/or secured. In compliance; No violation.
- Bear Trail Drive, Country Place Drive – Open access; Notice of Violation sent.

Mr. Zito asked the Supervisors if Mr. Hein and Mr. Brady could work on finding process servers / constables to serve those owners who have not accepted mailed violations. This will be brought to the July 1st meeting. Public comments were heard from Mr. Joseph O'Boyle and Eileen Lawrence.

5. Minor Subdivision joining lots 11 & 12, Block 48, Section 9, Arrowhead Lake- Property Owners - Edmund & Jacqueline Marcin

Mr. Adams made a motion, seconded by Mr. F. Pope to approve the Minor Subdivision joining lots 11 & 12, Block 48, Section 9, Arrowhead Lake- Property Owners - Edmund & Jacqueline Marcin.

- Discussion: None.
- Vote: All in Favor. Motion Passed.

6. Adoption of Coolbaugh Township Code of Ordinance #120 – 2014: Stormwater Management and Earth Disturbance Ordinance

Mr. Weimer made a motion, seconded by Mr. Zito Pope to adoption Coolbaugh Township Code of Ordinance #120 – 2014: Stormwater Management and Earth Disturbance Ordinance.

- **Discussion:** None.
- **Vote:** Four in Favor. One Opposed (Mr. Adams). Motion Passed.

7. **Business Manager / Controller's Financial Report**

Mr. Hein gave a brief report as of June 10, 2014:

- General Fund revenues – \$4,581,598.00.
- General Fund expenses – \$3,287,476.00

8. **Current Obligations**

Before them, the Supervisors had details of the Township's current obligations totaling \$165,023.32.

Mr. Adams made a motion, seconded by Mr. Weimer to pay current obligations in the amount of \$165,023.32.

- **Discussion:** None.
- **Vote:** All in Favor. Motion Passed.

9. **Other Business**

Authorization to advertise Coolbaugh Township Spring / Summer Leaf Collection, dates to be determined

Mr. Weimer made a motion, seconded by Mr. Zito to authorize advertising the Coolbaugh Township Spring / Summer Leaf Collection, dates to be determined.

- **Discussion:** After discussion, it was agreed that a display ad would be placed one time in both the Journal of the Pocono Plateau and the Pocono Record. The information would also be placed on the Township's website.
- **Vote:** All in Favor. Motion Passed.

Pocono Summit Volunteer Fire Company Parade Permit

Mr. Zito announced that a letter was sent to PennDot on behalf of the PSVFC for their annual parade, to be held on June 28th. No further action is needed at this time.

Executive Session

At this time Mr. Weimer asked for an Executive Session on personnel, and that the meeting be held open.

Recycling Technical Assistance Grant:

Prior to recessing for Executive Session the following motion was made:

Mr. F. Pope made a motion, seconded by Mr. Adams to have Business Manager / Controller Doug Hein begin the process of applying for a Recycling Technical Assistance Grant from the Commonwealth of PA.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Acknowledgement of the Township Department of Public Works

Mr. Weimer thanked the members of the DPW for the expedient assistance given to the Coolbaugh Township Volunteer Fire Company on their paving project.

Township Drop-off Site

Mr. Weimer said after having worked the site several weekends with DPW he would be presenting ways to streamline operations to the Supervisors at a later date. He also thanked the DPW crews for their hard work.

10. Board of Supervisors Executive Sessions

- Ms. Kelly announced that the Board of Supervisors held Executive Sessions:
 - Tuesday, June 3, 2014 @ 9:00pm – Personnel.
 - Tuesday, June 17, 2014 @ 6:35pm – Legal.

Ms. Kelly stated at this time (8:04pm) there would be an Executive Session for Personnel (Zoning) and that the meeting would remain open.

The meeting was reconvened at 9:27pm.

11. Adjournment

There being no further business, a motion was made by Mr. Weimer, seconded by Mr. Adams, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 9:29pm.

NEXT REGULAR BOARD MEETING: July 1, 2014

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

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION
JUNE 17, 2014
NOTES

The work session was called to order by Chairman Lynn Kelly at 6:00pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

Lynn Kelly, Robert M. Zito, Fred Pope and Bill Weimer

Board Members absent:

Juan A. Adams

Staff present:

Jerry Hanna, Solicitor.

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

1. **Recycling:**

- **Proposed Amendment to PADEP ACT 101, Section 902 Municipal Recycling Grant relating to requesting roll off containers**
- **PADEP Section 902 Recycling Grant period is open - if interested in applying for a grant an application must be submitted by August 15, 2014**
- **Leaf Collection**

Mr. Pat Calpin of Environmental Resource Associates was present to discuss the remainder (approximately \$55,000.00) of a grant that was previously awarded to Coolbaugh Township that has not yet been spent.

Mr. Calpin said that this grant was initially written to purchase collection equipment, specifically two "boxes" along with a truck, which is now in our possession.

In discussion it appeared that a viable option, rather than purchasing the boxes as an add-on to the truck we already have, was to purchase an entirely new

leaf collection system, primarily one that was "self-articulating" – able to be operated by a single employee.

Mr. Calpin cautioned the Supervisors that if the truck already purchased were to be liquidated, 90% of the proceeds would go back to the Commonwealth.

It was also noted that the Township is mandated to do a leaf collection program at least twice a year. To date, we have not done the one usually done in spring. Mr. Calpin also urged the Township to do a full accounting of the costs to run the recycling center and adopt an appropriate fee schedule to cover costs. During further discussion the Supervisors learned that a round of grants, opening in July, would be available to cover professional services to do this analysis.

Comments were heard from Mr. Dave Pope.

The following consensus was reached by the Supervisors:

- **Supervisors will find out the date of the original grant award to find out when the grant revision would need to be submitted.**
- **A determination of how to revise the grant will be made at a later date.**
- **An application for the technical assistance grant (to determine the cost of running the recycling center) would be submitted as soon as possible. This will be brought forward to the Regular Meeting.**

3. Other Business

Authorization to advertise a spring leaf cleanup will be brought forward to the Regular Meeting.

4. Public Input

None.

Ms. Kelly adjourned the Work Session at 6:35pm.

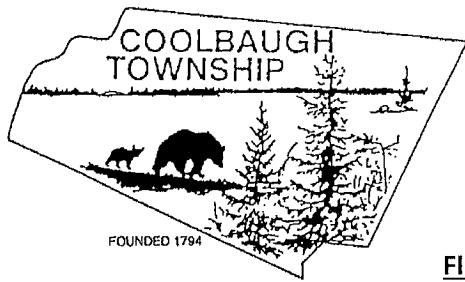
Ms. Kelly announced that the Supervisors would convene an Executive Session to discuss a legal matter at this time.

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, JULY 1, 2014

TAB 12



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

**FINANCIAL REPORT
FOR BOARD OF SUPERVISORS
JULY 1, 2014 BOARD MEETING**

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

General Fund revenues are at 57% of the total budget. Compared to 2013, the Township has in 2014 collected less revenue due to the lower real estate tax and Act 511 tax collections, the receipt in 2013 of Act 101 revenue of \$62,169 as well as the \$41,510 sale of vehicles in 2013. Total revenues to date are \$3,949,606. 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 \$2,995,572 are at 43% of the total budget. They are slightly under budget for the year and are in line with 2013. Debt service payments for all funds were all made as scheduled.

Sewer revenues of are \$165,332 against expenses of \$181,986. Debt service payments are being made on a monthly basis as scheduled for all sewer loans.

All capital projects are moving forward as planned. DCED has approved the transfer of the grant funds from Hemlock Drive to the SR 196 & APCP Main Entrance project. This gives the SR 196 project an extra \$65,000 in grant funding. The grant application for the SR 196 & APCP Main Entrance turn lane project was approved as of Tuesday, January 29, 2013 in the amount of \$511,699. A Pocono Country Place has committed \$135,320 towards the balance of the project. Preliminary engineering studies and meetings are on-going.

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 BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, JULY 1, 2014

TAB 13

COOLBAUGH TOWNSHIP			
JULY 02, 2014			
06/24/14		PAYROLL	\$34,000.00
CASH DISBURSEMENTS			
06/17/14	2834	Vincent Piacente Electrical	885.00
	2835	Jerry Hanna	1,170.00
	2836	Dolores Bracy	132.00
	2837	Dept. Of Conserv. & Nat'l Resources	20.00
06/17/14		GENERAL FUND	122,516.99
*****	*****	TOTAL GENERAL FUND	\$158,723.99
06/17/14		SEWER FUND	13,847.98
		TOTAL DISBURSEMENTS	\$172,571.97

TRIAL BALANCE 07/02/2014

General Fund	\$ 1,238,398.04	Capital Projects	\$ 15,445.55
Payroll Fund	\$ 864.99	Emerg.Ser. Money Mkt	\$ 143,720.89
General Fund(Rainy Day)	\$ 851,155.14	Emerg. Serv. Plgit	\$ 20,901.07
Fire Tax Coolbaugh	\$ 175,273.31	Fire Tax Thornhurst	\$ 20,009.46
Fire Tax Gouldboro	\$ 40,078.47	Fire Tax Summit	\$ 40,078.47
Sewer Fund	\$ 31,853.14	Liquid Fuels	\$ 639,221.47
Sewer Pennvest	\$ 26.26	Escrow Fund	\$ 80,659.27
		Escrow Clarius	\$ 423,071.85

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

Meeting Date: 07/02/2014 For bills from 06/19/2014 to 06/25/2014

Check#	Vendor	Description	Payment	Check Total
2838	44 - AIRGAS EAST	PO 8045 SUPPLIES	78.60	78.60
2839	1068 - ALL PHASE ELECTRIC SUPPLY CO.	PO 8070 PART	76.92	76.92
2840	900 - ALTEC CAPITAL SERVICES, LLC	PO 8024 july	1,857.50	1,857.50
2841	1039 - AMERICAN UNITED LIFE IBNS. CO.	PO 8078 july	699.48	699.48
2842	914 - AMERIHEALTH CASUALTY SERVICES	PO 8026 JULY	5,484.53	5,484.53
2843	52 - BILL'S ACE HARDWARE	PO 8066 supplies	60.74	
		PO 8088 net	5.58	66.32
2844	530 - CAT ACCESS ACCOUNT	PO 8063 JUNE	1,103.00	1,103.00
2845	177 - CCI WASTE & RECYCLING SERVICE, INC.	PO 8027 RECYCLE	479.00	
		PO 8031 CLEAN UP	2,395.00	2,874.00
2846	1 - CRAMERS HOME BUILDING CENTERS	PO 8075 parts	576.26	
		PO 8083 spiral spike	13.20	589.46
2847	8 - D.G. NICHOLAS CO.	PO 8030 SUPPLIES	75.85	
		PO 8043 PART	17.94	
		PO 8049 supplies	184.99	
		PO 8068 SUPPLIES	107.26	
		PO 8087 oil filter	31.52	417.56
2848	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 8044 RECYCLING	15.00	15.00
2849	757 - DIRECT ENERGY	PO 8059 08429	2,354.05	2,354.05
2850	51 - EDWARDS SAND & STONE	PO 8062 PARK	189.00	189.00
2851	461 - FASTENAL	PO 8067 part	1.69	1.69
2852	918 - FIRST PRIORITY LIFE	PO 8058 insurance	20,190.19	20,190.19
2853	169 - FLORENCE GERRITY	PO 8032 PENSION	406.98	406.98
2854	578 - GENERAL CODE	PO 8077 zoning ord	65.00	65.00
2855	30 - GOTTA GO POTTIES	PO 8040 RENTAL	590.00	590.00
2856	241 - MONROE COUNTY CONTROL CENTER	PO 8033 FIRE/EMS	7,495.58	7,495.58
2857	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 8071 REPAIR	703.68	703.68
2858	582 - ODB	PO 8074 parts	97.46	97.46
2859	452 - OFFICE MAX CONTRACT	PO 8060 supplies	48.77	48.77
2860	81 - P P & L	PO 8028 ELECTRIC	369.43	
		PO 8069 ELECTRIC	16.48	
		PO 8076 electric	565.01	950.92
2861	86 - PENNSYLVANIA AMERICAN WATER CO	PO 8057 water	165.78	165.78
2862	739 - PENTELEDATA	PO 8025 MAIL BOX	5.85	5.85
2863	89 - PETTY CASH	PO 8080 MISC	124.98	124.98
2864	430 - POCONO ACE HARDWARE	PO 8042 SUPPLIES	16.68	
		PO 8051 tape	17.98	
		PO 8053 supplies	30.13	
		PO 8055 supplies	5.97	
		PO 8073 SUPPLIES	34.95	
		PO 8082 supplies	24.58	130.29
2865	94 - POCONO MOUNTAIN REGIONAL EMS	PO 8034 DONATION	8,333.33	8,333.33
2866	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 8035 JULY	166,988.81	
		PO 8065 JULY	3,403.11	170,391.92
2867	713 - RED DIAMOND GRAPHICS	PO 8048 SHIRTS	3,672.00	3,672.00
2868	299 - ROBERT ZITO	PO 8061 SEMINAR	119.50	119.50
2869	105 - S & S TOOLS & SUPPLIES	PO 8037 SUPPLIES	482.92	482.92
2870	111 - SHERWIN WILLIAMS	PO 8047 PAINT	35.69	35.69
2871	161 - STEPHENSON EQUIPMENT INC.	PO 8036 PART	48.65	48.65
2872	381 - UNIFIRST CORPORATION	PO 8041 UNIFORMS	78.17	
		PO 8050 uniforms	78.17	
		PO 8084 uniforms	78.17	234.51
2873	1070 - UNITED STATES TREASURY	PO 8079 PCORI Fees per Healthcare Reform Ac	30.00	30.00
2874	119 - VERIZON	PO 8039 PHONES	744.95	744.95
2875	892 - VERIZON WIRELESS	PO 8081 PHONES	599.40	599.40
2876	1071 - Williams Garden Center	PO 8086 bldg shrubs	200.00	200.00

TOTAL

231,675.46

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

Meeting Date: 07/02/2014 For bills from 06/19/2014 to 06/25/2014

Check#	Vendor	Description	Payment	Check Total
1324	856 - AQUA WASTEWATER	PO 8072 DISPOSAL	558.78	558.78
1325	228 - CARDNO ATC	PO 8038 WWTP PUMP WORK	4,915.00	4,915.00
1326	757 - DIRECT ENERGY	PO 8059 08429	4,041.23	4,041.23
1327	697 - LEON CLAPPER, INC.	PO 8089 REPAIR	350.00	350.00
1328	876 - Microbac Laboratories, Inc.	PO 8064 TESTING	372.00	372.00
1329	936 - NORTH END ELECTRIC	PO 8052 repair	985.00	985.00
1330	160 - NORTHEAST CHEMICAL& SUPPLY CO., INC.	PO 8056 soda ash	830.15	830.15
1331	81 - P P & L	PO 8029 ELECTRIC	604.12	604.12
1332	706 - PENN WORKS PUBLIC	PO 8046 JULY	965.35	965.35
1333	119 - VERIZON	PO 8039 PHONES	226.35	226.35
TOTAL				13,847.98

Total to be paid from Fund 08 SEWER FUND

13,847.98

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13,847.98