

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

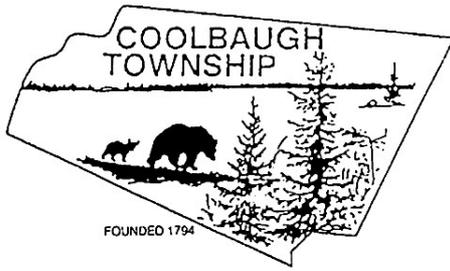
5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
June 5, 2018, 6:00PM**

1. Discussion on Building Code Inspection Companies – Barry Issett & Associates

2. Other Business

3. Public Input



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MUNICIPAL CENTER**

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
June 5, 2018, 7:00 PM**

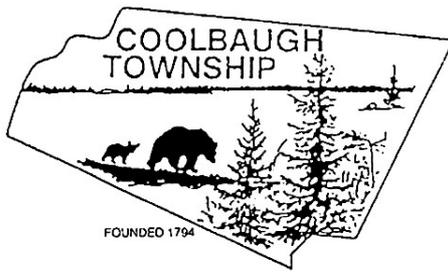
Roll Call

BOARD OF SUPERVISORS

___ B. Weimer ___ T. Lamantia ___ A. Ruiz-Smith ___ C. Colgan ___ L. Kelly

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
 - May 11, 2018 Special Meeting Minutes
 - May 16, 2018 Regular Meeting minutes
3. Update on Veterans Memorial Unveiling
4. Authorization to send a letter re: the Industrial Park Drive Paving Issue from 2017 Paving Contract
5. Resolution # 05- 2018 : Establishing a Uniform Construction Code(UCC) Board of Appeals
6. Awarding of the 2018 Road Paving Bid



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7. EAC Request to Purchase a Solar Light for the Wiley Preserve Sign

8. Current obligations

• General Fund	\$	363,019.45
• Sewer Fund	\$	8,151.84
• Escrow Fund	\$	<u>3,370.00</u>
Total Disbursements	\$	374,541.29

9. Other business

10. Board of Supervisors Executive Sessions

- Prior: Tuesday, May 29, 2016 at 5:30pm- 7:00pm Re: Legal

11. Adjournment

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING MINUTES

May 11, 2018

The meeting was called to order by Chairman William Weimer at 6:01 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Anthony Lamantia, Lynn Kelly, Alma I. Ruiz-Smith and Clare Colgan

Board Members absent:

None

Staff present:

Erin Masker, Township Secretary and Meredith Thompson, Asst. Business Manager

Staff absent:

Patrick Armstrong, 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, please remember to state your name and city before speaking.

1. Public Input

Nothing was heard

2. Veterans Memorial Ceremony

- Budget
- Brainstorming
- Speakers/Guests
- Task List

Mr. Weimer stated that he called this meeting to make sure that everyone is on the same page with the way this day will be handled which includes the actual unveiling as well as the guest list and other items, as it was his understanding that H. Smith and D. Pope would be handling the event as they have been the voice of the project. D. Pope stated that they would like to purchase a wreath stand and a wreath to have placed at the memorial by the Ladies Auxiliary of Posts 509 and 3448. Ms. Ruiz-Smith stated that Walter Price is willing to donate the wreath and stand, and asked that D. Pope get her the information and she will tell him how much it is, the Board agreed that the ordering will be handled through the VFW. H. Smith asked if DPW could make two handicap spots by the path to the memorial. H. Smith stated that we will need someone to sing the National Anthem and play Taps. H. Smith told D. Moyer that there is some work that needs to be done out by the memorial due to the rocks in the dirt from the sewer line work that his company completed. H. Smith stated that this is not to be a political event, it is for the veterans past, present and future to be honored, the Board agreed.

Ms. Ruiz-Smith presented the Board with an outline of tasks and items that will need to be taken care of as well as the staff and Board members that will be responsible for them. After some discussion it was decided by the Board that there would not be a meal served, but instead cookies, donuts, coffee, tea and a cold drink such as iced tea or lemonade which are being donated by an anonymous individual would be served inside the Historical Society Building. The sound system will be provided by One Living Hope Church as well as the Pastor singing the National Anthem and God Bless America. Ms. Ruiz-Smith will coordinate these items as well as the playing of Taps by the

PMSD Band if possible and the media aspect of the event. Potential guest speakers for the event will be Congressman Matt Cartwright, Sgt. Major Mark Baylis, General Anthony Carelli, B.C. the Colonel of the Tobyhanna Army Depot, Frank Zardecki, and Lisa Kaye of Veterans Affairs with the keynote speaker being either Frank or the Colonel. The VFW Chaplain will give the prayer at the beginning and end of the ceremony. The Welcome speeches will be delivered by Mr. Weimer, D. Pope and H. Smith. Mr. Weimer and DPW will take care of the logistics for the event as well as providing the gators for transportation and hand held radios for communication. D. Pope and Mr. Lamantia will also be bringing their golf carts for transporting guests as well. D. Pope stated that he will speak to Gotta Go about donating porta potties. The guest list was discussed and it was determined who would receive a flyer invitation and who would receive a formal invitation. Ms. Masker and Ms. Colgan will handle the invitations. D. Pope will work on the timeline for the event. Ms. Ruiz-Smith will be making a custom cover for the monument. The event will be held rain or shine with the library conference space as a backup which has already been reserved. Folding chairs will be needed and provided by the Township, Fire Co, and Historical Society. A place setting for the missing soldier will be set at the ceremony, D. Pope will check with the historical society to see if they have one available. Mr. Weimer will speak to Pocono Twp. VFC about sending a ladder truck up to fly the larger flag at the entrance to the parking lot.

Ms. Colgan made a motion second by Ms. Kelly to authorize a budget for the Veterans Memorial Ceremony not to exceed \$1,000.00.

- Discussion: D. Pope thanked the Board again for their support on this project.
- Vote: All in favor, motion passes.

3. Other Business

Ms. Kelly made a motion second by Mr. Lamantia to authorize the payment of the People's Security Bank credit card and replenishment of Petty Cash in anticipation of Ms. Rosendale, Township Treasurer being on a leave of absence for medical beginning on May 17, 2018.

- Discussion: Ms. Kelly stated that these items will also be listed on the bill packet for the next meeting.
- Vote: All in favor, motion passes.

Ms. Colgan stated that she received a call from Savvy Citizen which was a vendor at PSATS and they would like to do a presentation at a Board of Supervisors work session stating that they will send over the power point presentation and have to conference call in as they are not located close by. Chairman Weimer suggested that they be added to a future meeting where time allows.

Ms. Ruiz-Smith asked Ms. Colgan for the contact information for the Liberty Travel Station so that she can contact them regarding their interest in putting in a truck stop, with Ms. Colgan responding that she will get her that information when they are available as they recently had a death in their family and are opening other travel centers currently.

Mr. Weimer stated that he and Ms. Thompson had a meeting with Cork and another gentleman from Permit Manager re: software to assist in road maintenance and repairs as well as the MS4 report in the future. More information will be coming forth on this system as he and Ms. Thompson both believe it will be beneficial to the Township.

Ms. Kelly stated that when Ms. Mills returns the Controller report will be presented to the Board as in the past, stating that the Genco building was sold to Fedex and there was a significant amount of tax money deposited into the bank account which Ms. Rosendale spoke to Ms. Mills about and part of the money was transferred into the rainy day fund.

4. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Mr. Lamantia to adjourn.

- Vote: All in favor, motion passed.

Meeting adjourned at 7:50 pm.

NEXT REGULAR BOARD MEETING: Wednesday, May 16, 2018 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Erin Masker, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
May 16, 2018**

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

Board Members present:

William Weimer, Anthony Lamantia, Lynn Kelly, Alma I. Ruiz-Smith and Clare Colgan

Board Members absent:

None

Staff present:

John Rice, Solicitor, Erin Masker, Township Secretary, and Meredith Thompson, Assistant Business Manager

Staff absent:

Patrick Armstrong, Township Solicitor

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

1. Projects at the WWTP- Dave Kavitski, Ken Fulford and Joe Reihm

Mr. Weimer stated that there are multiple concerns about the operations and upkeep at the wastewater treatment plant and stated that there are poor decisions being made with regard to the replacement and repairs of key equipment in the plant. We have recently received multiple bills for computers and other expenses which were not budgeted for or brought to the Board prior to them becoming an emergency repair. Mr. Weimer stated that this is unacceptable and needs to be rectified. He would like to have an itemized listing of the equipment in the Wastewater Treatment Plant as well as the cost to replace them, the life expectancy of each item and when the anticipated replacement of each item will occur so that the Board can budget for these items and be able to plan ahead proactively. D. Kavitski stated that we are currently awaiting the delivery of the HMI computer which essentially runs the plant and are in need of a replacement desktop computer at the plant which an estimate has been provided for in the amount of \$910.54. D. Kavitski stated that the Board used to have him come in to a meeting quarterly to provide updates and he believes maybe this should be occurring again in order to keep everyone on the same page. Ms. Ruiz-Smith asked if there is someone going into the plant daily that is responsible for a punch list of items being advised that there is. Ms. Ruiz-Smith stated that we can't be waiting until the last minute to be notified that there is something that needs replacing as we are then left with no options but to purchase it immediately with no time to shop around. K. Fulford stated that his rate is a flat rate that has not changed since he has been with the Township and stated that he is a team player and wants to do what the Township wants. Mr. Weimer discussed the issue with the temporary electrical work that was completed stating that the work that was done could have resulted in injury or worse. Ms. Kelly stated that the company that was hired to do the work is no longer allowed to do work within Coolbaugh Township. Ms. Kelly stated that she would like our Township Solicitor to review the contract between the Township and K.L. Fulford which originated 13 years ago to make changes and outline the work that needs to be completed at the WWTP. Mr. Weimer stated that the housekeeping at the plant needs to be pristine and should be treated as if it was your house as it is currently in major need of attention. Mr. Weimer stated that if there is anything that will help them to do their job to please let us know. Mr. Weimer stated that the safety committee went to the plant and took pictures which showed many OSHA violations and unsafe conditions. Mr. Weimer asked that Mr.

Kavitski get Ms. Ruiz-Smith the information on the plant capacity as well as to revisit the ACT 537 for updating. Ms. Ruiz-Smith stated that she is assessing the security of the complex and Township owned properties asking if the gentlemen could provide her with any concerns or safety measures that could be taken at the plant as it is located by the Mountain Center where there are children daily. J. Reihm stated that they are in need of shelves in the plant and Mr. Weimer stated that he can get us the information and he will have Kyle price out the materials and get it taken care of. D. Kavitski stated that he was able to speak to Keystone Engineering which he has used in the past stating that they should be able to do the update and installation of the HMI for approximately \$1,000.00. Mr. Weimer stated that the Board will act on that during the meeting.

- **Discussion:** H. Smith stated that members of the Board have more patience than he does stating that if it was anyone else not doing their job they would have been fired. Ms. Ruiz-Smith believes in second chances and is confident in the plan that is now being put into place. D. Pope stated that waiting to meet again quarterly is concerning as there are many issues that can arise with the day to day operations. Mr. Weimer asked D. Pope what would be valuable information to request being advised a list of the people that are working in the plant daily, incident reports and any influx at the plant. D. Pope asked how the electrician was able to get a license with completing work like that. Mr. Weimer asked Ms. Masker to add the WWTP to the work session on July 17, 2018.

2. Mobile Emergency Operation Center

Mr. Weimer stated that he provided Ms. Ruiz-Smith with information on a variety of mobile command centers for emergency management which range in price from \$100,000.00 to \$600,000.00 depending on the additional items that are requested. Ms. Ruiz-Smith stated that she is working to secure funding for the purchase of the vehicle and finds the prices to be really reasonable. She would like Mr. Weimer to provide her with the pricing breakdown for each vehicle and a list of target areas which the vehicle would service in our community to include impacts-infrastructure based on the commercial and residential properties in our community.

3. Other Business

Mr. Weimer stated that he received a response from the Monroe County Waste Authority and has also put in a call to Jim Lambert to discuss the concerns. Mr. Weimer stated that the letter basically says that it is the Townships responsibility to clean up the area. Ms. Ruiz-Smith stated that she will speak to him regarding the issue and see if they can come to a solution. Mr. Weimer stated that putting the bins behind that gates would be a disservice to the residents as they would only be able to drop off their items during regular DPW business hours. Mr. Lamantia asked why we are unable to catch people dumping with the cameras that we paid to install at the center being advised by Mr. Keane that we would have to watch hours of footage in order to try to catch people and depending on how they park we are not always able to get a license plate number. Mr. Weimer asked where the Board would like the Board to give some thought as to where they would like the bins relocated to.

4. Public Input

Nothing was heard

The Work Session ended at 6:56 pm.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES

May 16, 2018

The meeting was called to order by Chairman William Weimer at 7:05 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Anthony Lamantia, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

Board Members absent:

None

Staff present:

John Rice, Solicitor, Erin Masker, Township Secretary and Meredith Thompson, Assistant Business Manager

Staff absent:

Patrick Armstrong, 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, please remember to state your name and city before speaking.

Emergency Services/Community Recognition Awards

Mr. Weimer and Ms. Colgan presented the following awards thanking all for their outstanding service and dedication to the community stating that the Board is extremely proud of the volunteers that serve our community.

DPW- Excellence in Service Award

Pocono Mountain Regional EMS- Emergency Award of Excellence, presented to Denise Doremus and Mark Lemley

Coolbaugh Township VFC- Emergency Services Award of Excellence, presented to Assistant Chief George Dobson

Gouldsboro VFC- Emergency Services Award of Excellence, presented to Chief David Miller

Thornhurst VFC- Emergency Services Award of Excellence, presented to Chief Dave McFadden

Tobyhanna Township VFC- Emergency Services Award of Excellence, presented to Chief Troy Counterman and President/Asst. Chief Ed Tutrone

A Pocono Country Place Security Officer Benjamin Wysocki- Outstanding Service Award

Coolbaugh Township VFC- Outstanding Service Award, presented to President Tomas Keane

Gouldsboro VFC- Outstanding Service Award, presented to Chief George Miller

1. Public Input

- D. Pope asked what the problem at the gas station is on 611, with Mr. Weimer responding that there were permitting issues as repairs were being made without any permits as well as the sign requirements not being followed according to the Township ordinance. Ms. Kelly stated that the issues could have been resolved before any work was done had the application for permits been applied for.
- N. Barzeva, owner of the gas station on Memorial Blvd stated that they are the 5th owner and they are now being told that they have to apply for a Highway Occupancy Permit by Township Zoning Officer Joe Brady, and she is unsure why they would have to apply for the HOP when no other owner has

had to have one. Ms. Kelly asked if they will be changing the use of the property or the footprint of the building, being advised that they were not. Solicitor John Rice stated that he does not believe that they need an HOP as they should be grandfathered in but will confirm and get back to the Township. Mr. Weimer advised Solicitor Rice to contact Mr. Keane as he is the boss of that department. N. Barzeva stated that there are other property owners that do not have an HOP and were not required to get one when the property changed hands. Mr. Keane stated that he has put in multiple calls to PennDot regarding the issue with no response being received.

- H. Smith stated that it seems like the same business owners are being made to do things that others aren't.

2. Approval of minutes / notes : May 1, 2018 Meeting

Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve the meeting minutes of May 1, 2018 with one correction, changing the dollar amount of the Veterans Memorial Pavers from \$200.00 to \$206.00.

- Discussion: None
- Vote: All in favor, motion passes

3. Monthly Reports

➤ Pocono Mountain Regional Police Department- Presented by Ms. Kelly

Ms. Ruiz-Smith updated everyone per Mr. Weimer's previous request stating that there are 12 unmarked cars that are used by detectives, and SWAT team members not only for undercover patrolling. Ms. Ruiz-Smith asked Chief Wagner about the potential for a substation on our campus with him responding that he doesn't want his officers behind a desk stating that is why they have computers in their cars.

- Pocono Mountain Regional EMS-Presented by M. Lemley, reminding everyone of their Community Drive Event at Ray Price in Mount Pocono on May 19, 2018 from 9am-3:00pm. Mr. Weimer thanked PMREMS for the training that they held at the Coolbaugh Township VFC.
- Coolbaugh Township VFC- Presented by G. Dobson
- Gouldsboro VFD- Presented by D. Renaldi thanking the Board for the funding for capital last year and stated that they purchased a utility/brush truck which they have here this evening for everyone to see.
- Thornhurst Fire & Rescue Ambulance- Presented by D. McFadden
- Tobyhanna Township VFC- Presented by T. Counterman
- Pocono Mountain Public Library- Presented by P. Williams, stating that the hole in the parking lot is not affecting the geothermal unit and that they will be pumping water into hole for further research of the cause of the issue.

4. Authorization to Sell the 2013 International Truck on Municibid

Ms. Ruiz-Smith made a motion second by Ms. Colgan to advertise the sale of the 2013 International Truck on Municibid for a period of thirty days

- Discussion: Mr. Weimer stated to sell it to the highest bidder after the 30 day period.
- Vote: All in favor, motion passes.

5. Authorization to Purchase a 2019 Volvo VHD64F300 and Dump Body Package for a total cost of \$214,782.98
Mr. Weimer made a motion second by Ms. Ruiz-Smith to purchase a 2019 Volvo VHD64F300 truck and dump body package for a total cost of \$214,782.98.
- Discussion: Mr. Weimer stated that this will replace the 2013 that was previously authorized to be sold and is being purchased from liquid fuel funds. Mr. Weimer stated that this is a costars company and that there is a new plow on the market that he had DPW representatives check out from Triad and they were happy with it.
 - Vote: All in favor, motion passes.

****Board recessed for Executive Session at 7:45pm and reconvened at 8:08pm.****

6. Hiring of Two DPW Workers
Ms. Kelly made a motion second by Ms. Colgan to hire John Fedish and George Dobson for DPW conditional upon CDL verification and passing the drug screening.
- Discussion: Ms. Ruiz-Smith is thrilled as this will provide Coolbaugh Township VFC with drivers. D. Pope asked what they are going to be doing with Mr. Weimer stating that John and Guy will be doing the mechanic work on the trucks to free up the time being sent away for work stating that John has his inspection license as well and George is the replacement for an open DPW position that was never filled when vacated.
 - Vote: All in favor, motion passes.
7. Authorization to Advertise Code Enforcement Position
Ms. Ruiz-Smith made a motion second by Mr. Lamantia to authorize the advertising of the Code Enforcement position
- Discussion: D. Pope asked who the current Code Enforcement person is with Mr. Weimer stating that it is Mr. Keane. Closeout advertisement on June 22, 2018
 - Vote: All in favor, motion passes
8. Parks and Recreation Recommendation for Multi-Purpose Field Usage- Coolbaugh Soccer Association
Ms. Colgan made a motion second by Ms. Kelly to approve the Coolbaugh Soccer Association Multi-Purpose field usage request for June 16/2018-August 11, 2018 on Tuesdays from 4:30pm-8:30pm and Wednesday-Saturday from 6:00pm-8:30pm.
- Discussion: Ms. Ruiz-Smith stated that we should not be giving usage on the fourth of July so other families can use the park. Ms. Colgan stated we already gave usage to the other Soccer Assn. at a previous meeting.
 - Vote: 4-1-0, motion passes (Ms. Ruiz-Smith opposed)
9. Planning Commission Recommendation of Approval for 90 Day Extension Request through September 8, 2018 received from Dunkin Donuts Drive Thru
Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve the request for 90 day extension of time for the land development plan of Dunkin Donuts Drive Thru until September 8, 2018.
- Discussion: None
 - Vote: All in favor, motion passes.

10. Request for an Advertisement Donation received from the Mountain Center for their Golf Outing Event
Ms. Ruiz-Smith made a motion second Mr. Weimer to authorize making a donation for a golf hole sponsorship in the amount of \$100.00 for the Mountain Center Golf Outing Event
 - Discussion: D. Pope asked how much they pay in taxes with Ms. Kelly stating that they provide very valuable services to the residents in our community.
 - Vote: All in favor, motion passes.

11. Authorization for DPW to work at the Shred Event on Saturday, May 19, 2018 from 9am-3:30pm at the Coolbaugh Twp. Volunteer Fire Company Parking Lot at the Overtime Rate of Pay
Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize two DPW workers to work the Shred Event on Saturday, May 19, 2018 from 9am-3:30pm at the overtime rate of pay.
 - Discussion: Ms. Ruiz-Smith stated that Pocono Mountain Regional Police will be bringing their shredding to the event and have coordinated with Ms. Masker.
 - Vote: All in favor, motion passes.

12. Authorization for DPW to work on Saturday, June 16, 2018 for the Veterans Memorial Unveiling event at the Overtime Rate of Pay
Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize four DPW workers to work at the Veterans Memorial Unveiling on June 16, 2018 from 10am-3pm at the overtime rate of pay
 - Discussion: Mr. Weimer stated that he has the fire police in place for the event.
 - Vote: All in favor, motion passes.

13. Minor Subdivision joining lots 308 & 309, Sterling Estates, Property Owner(s)-Christine Rivera & Ramon A. Bencosme
Ms. Kelly made a motion second by Ms. Colgan to approve the minor subdivision joining lots 308 & 309, Sterling Estates, property owners Christine Rivera and Ramon A. Bencosme
 - Discussion: Ms. Ruiz-Smith stated that she believes there is an issue on MCPC review letter with respect to the sewer and water service in the community and requested that it be verified. Solicitor Rice stated that has nothing to do with the lot consolidation as you are just approving the joining of the two lots.
 - Vote: All in favor, motion passes.

14. Minor Subdivision joining lots 12 & 13, Block 1506, Section 15, Arrowhead North, Property Owner(s)-Linda Ardito
Ms. Kelly made a motion second by Ms. Colgan to approve the minor subdivision joining lots 12& 13, Block 1506, Section 15, Arrowhead North, Property Owner Linda Ardito
 - Discussion: None
 - Vote: All in favor, motion passes.

15. Minor Subdivision joining of lots 158 & 159, Section J, A Pocono Country Place, Property Owner(s) Victoria M. DeBarbieri

Ms. Kelly made a motion second by Mr. Weimer to approve the minor subdivision joining lots 158 & 159, Section J, A Pocono Country Place, Property Owner Victoria M. DeBarbieri

- Discussion: None
- Vote: All in favor, motion passes

16. Minor Subdivision joining of lots 2 & 19, Block A-2104, Section 21, Arrowhead North, Property Owner(s)- Sara E. & Bradley S. Landis

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the minor subdivision joining lots 2 & 19, Block A-2104, Section 21, Arrowhead North, Property Owners Sara E. and Bradley S. Landis

- Discussion: None
- Vote: All in favor, motion passes

17. Current Obligations

• General Fund	\$	67,102.13
• Sewer Fund	\$	1,383.35
Total Disbursements	\$	68,485.48

Ms. Ruiz-Smith made a motion second by Mr. Weimer to pay our current obligations in the amount of \$68,485.48.

- Discussion: Ms. Ruiz-Smith asked for clarification on check#4268, 4277 & 4278. D. Pope asked for clarification on check # 4292.
- Vote: All in favor, motion passes.

18. Other Business

Ms. Kelly stated that the Board needs to schedule an executive session for the police contract with Attorney George Reihner. The Board agreed to meet with the attorney on May 29, 2018 at 5:30pm if he is available.

Ms. Colgan made a motion second by Ms. Kelly to purchase a Dell Optiplex 3050 Computer for the Wastewater Treatment Plant in the amount of \$910.54.

- Discussion: None
- Vote: All in favor, motion passes

Mr. Weimer made a motion second by Ms. Colgan to approve Keystone Engineering for up to \$1,200.00 for installation and travel of the WWTP computer.

- Discussion: None
- Vote: All in favor, motion passes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize Township Solicitor Patrick Armstrong to create and ordinance for a UCC Code of Appeals Board for the next meeting

- Discussion: Ms. Ruiz-Smith stated that she has the background to serve on this Board and is interested. Ms. Kelly stated that this Board will have to be comprised of certain professionals and stated that a Supervisor would not be able to sit on it. Solicitor Rice stated that it would need to be advertised 7 days prior to the next meeting of the professionals that the Township is seeking to serve on this Board.
- Vote: All in favor, motion passes

Mr. Weimer made a motion second by Ms. Kelly to advertise appointments to UCC Code of Appeals Board for qualified professionals.

- Discussion: None
- Vote: All in favor, motion passes

Ms. Kelly stated that she received a call from Melissa Maupin in which she stated that we are close to being ready to get started with the Route 196 project and should be scheduling the pre-construction meeting. Ms. Kelly stated that there was an issue with obtaining the original mylars that were filed by previous Township Solicitor Hanna as they were destroyed after the County created their electronic files, and PennDot requires the originals. Therefore Joe Carlin sent over a copy of the mylars for the Right Of Way to be signed from PennDot. As soon as this is complete we should be good to move forward as Joe Carlin stated that this should be the only item that is outstanding. Ms. Kelly will be contacting Melissa Maupin at PennDot to request that they expedite the signatures. Mr. Lamantia questioned that we are being billed for completing the same job twice in order to satisfy PennDot. Ms. Ruiz-Smith stated that we need this project to get started as our LSA grant is only extended until October of 2018. Mr. Lamantia asked if it would be appropriate to have a PennDot representative come to a meeting and see what the issue is with this project and all the back and forth.

Mr. Weimer thanked DPW and the Coolbaugh Twp. VFC for working hard and coordinating throughout the storm, stating that we fared well compared to other Municipalities.

D. Pope stated that he handed in the last bill for the Veterans Memorial Monument in the amount of \$7,300.00 that needs to be paid.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to pay the last bill in the amount of \$7,300.00 payable to Mark Berger for the Veterans Memorial.

- Discussion: None
- Vote: All in favor, motion passes

Ms. Ruiz-Smith stated that she received the template from DPW and she purchased the material in order to make the cover for the unveiling of the monument.

19. Board of Supervisors Executive Sessions

- During: Tuesday, May 16, 2018 from 7:45pm – 8:08 pm Re: Personnel

20. Adjournment

There being no further business, a motion was made by Mr. Lamantia second by Ms. Ruiz-Smith to adjourn.

- Vote: All in favor, motion passed.

Meeting adjourned at 9:04pm.

NEXT REGULAR BOARD MEETING: Tuesday, June 5, 2018 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____

8

COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
JUNE 05, 2018

DATE	CK #	ITEM	AMOUNT	
5/25/2018		Payroll		\$ 33,232.25
5/30/2018	4306	Pocono Services for Family & Child	100.00	
5/30/2018	4307	Wayne Bank	8,388.62	
6/5/2018		General Fund		321,298.58
6/5/2018		Total General Fund		363,019.45
6/5/2018		Escrow Fund		3,370.00
6/5/2018		Sewer Fund		8,151.84
		<i>Total Disbursements</i>		\$ 374,541.29

TRIAL BALANCE AS OF June 5, 2018

General Fund Checking	3,410,775.07	Emerg. Services Fund Money Market	147,421.58
Fire Tax/Coolbaugh Twp VFD	359,739.48	Emerg. Services Fund Checking	21,439.46
Fire Tax/Gouldsboro VFD	33,289.72	Total Emergency Services Fund	168,861.04
Fire Tax/Thornhurst VFD	42,218.81	Liquid Fuels Fund Checking	706,343.34
Fire Tax/Tobyhanna Twp. VFD	22,051.44	Escrow Fund Checking	189,024.88
Payroll Checking	568.93	Escrow Fund Clarius Checking	433,965.62
Rainy Day Fund Savings	931,952.07	Total Escrow Fund	622,990.50
Total General Fund	4,800,595.52		
Sewer Fund Checking	21,380.17		
Sewer PennVest Checking	5,409.99	Total all Funds	6,339,523.11
Total Sewer Fund	26,790.16		
Capital Projects Fund Checking	13,942.55		

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List of Bills - (01101000) GENERAL FUND CHECKING

GENERAL FUND

Check#	Vendor	Description	Payment	Check Total
4308	1105 - ABLE AUTO SERVICE,INC.	PO 14660 BATTERY SPEC 2014 F-350	143.49	
		PO 14661 2011 FORD ESCAPE AIR CONDITIONER	145.00	
		PO 14691 FUEL FILTER 2014 FORD 250	241.97	
		PO 14706 INSPECTION 2011 FORD F550	35.00	
		PO 14721 INSPECTION 2011 FORD ESCAPE	35.00	
		PO 14726 REPLACE PRESSURE SENSOR	224.60	825.06
4309	1114 - ADVANCED BUSINESS EQUIP.	PO 14669 TOSHIBA BLACK TONER	18.00	18.00
4310	44 - AIRGAS USA,LLC	PO 14753 SUPPLIES	360.28	360.28
4311	1039 - AMERICAN UNITED LIFE INS. CO.	PO 14725 LIFE INSURANCE PREMIUM JUNE	838.92	838.92
4312	914 - AMERIHEALTH CASUALTY SERVICES	PO 14570 LIFE INS./SHORT TERM DISABILITY	1,803.31	1,803.31
4313	1148 - BARTON SUPPLY INC	PO 14749 FILTER JD SHOULDER MOWER	21.73	21.73
4314	569 - CARROT TOP INDUSTRIES	PO 14710 FLAGS	362.75	362.75
4315	724 - CINTAS	PO 14659 MATS /UNIFORMS	83.34	
		PO 14685 FIRST AID CABINETS REFILLGARAGE-DPW	140.34	223.68
4316	1240 - CINTAS CORPORATION	PO 14732 UNIFORMS/MATS	83.34	
		PO 14747 MATS/UNIFORMS	85.67	169.01
4317	1120 - COUNTY WASTE	PO 14724 DPW	1,298.00	
		PO 14736 DPW	2,596.00	3,894.00
4318	1085 - DE LAGE LANDEN	PO 14712 TOSHIBA COPIER LEASE	208.80	208.80
4319	151 - E.M. KUTZ,INC.	PO 14667 AIR CYLINDER	133.23	133.23
4320	1259 - ED'S AUTO SERVICE & TOWING	PO 14715 INSPECTION 2003 TAG ALONG	111.61	
		PO 14716 INSPECTION 2006 BIG TEX	111.61	
		PO 14717 INSPECTION 2012 HAULMARK	111.61	334.83
4321	1266 - FAIRVIEW MONUMENT CO	PO 14699 VETERAN MEMORIAL	7,300.00	7,300.00
4322	255 - FIVE STAR EQUIPMENT,INC.	PO 14684 LOADER WINDOW	30.21	30.21
4323	578 - GENERAL CODE	PO 14735 CODING/ORDINANCE	3,758.40	3,758.40
4324	1296 - GRIM,BIEHN & THATCHER	PO 14681 GENERAL MATTERS/ARCADIA/POCONO MT A	2,731.00	
		PO 14698 PROFESSIONAL SERVICES	4,571.00	7,302.00
4325	48 - H. CLARK CONNOR	PO 14750 ZONING HEARING BOARD	630.00	630.00
4326	535 - HANOVER ENGINEERING ASSOC.,INC.	PO 14740 SEO	2,293.15	2,293.15
4327	1192 - HIGHMARK BLUE SHIELD	PO 14690 HEALTH INSURANCE/JUNE	29,728.30	29,728.30
4328	1210 - HUNTER KEYSTONE PETERBUILT	PO 14727 EXHAUST/BRAKES	348.10	348.10
4329	891 - LOWE'S	PO 14695 MOWER SUPPLIES	189.05	189.05
4330	775 - MALLEFINANCE	PO 14722 POSTAGE MACHINE	285.00	285.00
4331	68 - MAY EQUIPMENT	PO 14719 PRESSURE WASHER PARTS	250.32	250.32
4332	917 - MILLENNIUM ADMINISTRATORS	PO 14723 ADMIN SERVICE	500.00	500.00
4333	858 - MUNICIPAL CAPITAL	PO 14729 2016 7400 LEASE PAYMENT	37,003.96	37,003.96
4334	1049 - NORTHEAST HYDRAULICS CO	PO 14742 SIGN MACHINE ENGINE REPAIR	535.94	535.94
4335	183 - NORTHEAST SIGNAL & ELECTRIC CO.,INC	PO 14665 196/KINGSWAY	8,780.40	8,780.40
4336	582 - ODB	PO 14748 LEAF UNIT REPAIR/AUTO LUBER	543.48	543.48
4337	452 - OFFICE DEPOT	PO 14687 MARKERS/ADHESIVE TAPE	37.49	
		PO 14713 FAX REPLACEMENT	299.99	
		PO 14714 TONER	44.49	
		PO 14733 INVITATIONS VETERANS MEMORIAL CEREM	13.69	
		PO 14737 ENVELOPES FOR VETERANS MONUMENT CER	15.27	410.93
4338	81 - P P & L	PO 14677 RT 611 AND CORPORATE DRIVE	71.89	
		PO 14678 TEGAWITHA RD AND INDUST DRIVE	35.43	
		PO 14679 MUNICIPAL CENTER	1,323.90	
		PO 14700 54691-27003 LAUREL DR DPW	785.87	
		PO 14701 36034 04005 ECHO LAKE 196	116.56	
		PO 14704 88900-24001 196 AT WILDFLOWER	69.06	
		PO 14705 SPEED SIGN	58.20	
		PO 14709 RT 196 AND COUNTRY PLACE	102.34	2,563.25
4339	81 - P P & L	PO 14731 196 AT KNOLLWOOD	28.61	
		PO 14738 7 KINGS WAY RT 196 98496-55008	47.45	
		PO 14743 88094-9800 940 AND SUMMIT ST	38.27	
		PO 14744 84771-32002 507 SIGNAL LIGHTS	260.83	
		PO 14745 07251-41006 PROJECT ST	15.13	
		PO 14746 85457-02009 RT 423 BASEBALL FIELD	582.90	973.19
4340	804 - P&D EMERGENCY SERVICE	PO 14682 ALL RADIOS PROGRAMED	214.20	214.20
4341	804 - P&D EMERGENCY SERVICE	PO 14741 TRUCK RADIO PROGRAMMING/EQUIPMENT	340.00	340.00
4342	83 - PANKO REPORTING	PO 14739 ZONING HEARING BOARD	167.50	167.50
4343	1021 - PAPCO	PO 14686 FUEL	4,357.95	4,357.95
4344	86 - PENNSYLVANIA AMERICAN WATER CO	PO 14673 5520 MUNICIPAL DR	109.46	
		PO 14674 5550 MUNICIPAL DRIVE	27.53	136.99
4345	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 14754 SUPPLIES/PAPERTOWELS/SOAP	651.70	651.70
4346	430 - POCONO ACE HARDWARE	PO 14670 RAKE BOW/ TAMER W HANDLE	66.57	
		PO 14692 SPRAY PAINT/STENCIL/DRILL BIT	40.33	
		PO 14696 GAS CAN/OIL	70.16	
		PO 14697 STIHL GAS TRIMMER	299.95	
		PO 14720 GLOVES/TAPE/BLADES	78.15	555.16
4347	143 - POCONO LAKE SUPPLY CO.	PO 14728 ROPE/PULLEY TREL REMOVAL	206.00	206.00
4348	94 - POCONO MOUNTAIN REGIONAL EMS	PO 14662 JUNE DONATION	8,333.33	8,333.33
4349	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 14663 JUNE	183,721.01	
		PO 14734 MORTGAGE INVOICE JUNE	3,156.31	186,877.32
4350	95 - POCONO RECORD	PO 14675 LEAF COLLECTION	335.40	
		PO 14676 VETERANS MEMORIAL PUBLIC NOTICE	43.22	
		PO 14688 PUBLIC NOTICE PAVING BIDS	275.48	
		PO 14711 ADV/ ZONING	99.08	753.18
4351	206 - PSATS	PO 14666 DRUG SCREEN	240.00	240.00
4352	1203 - RUSSELL R. KRESGE JR.	PO 14751 ENGINEER	2,017.00	2,017.00
4353	104 - S & H SUPPLY CO., INC.	PO 14693 PARK PLUMBING PARTS	8.86	
		PO 14707 PVC CAP	12.18	21.04
4354	300 - STADIUM INTERNATIONAL TRUCKS	PO 14683 INTER"L 7400	63.75	63.75
4355	790 - STS TIRE AUTO CENTERS	PO 14672 REPAIR LOADER TIRE	180.00	180.00

4356	120 - SUNDANCE NETWORKS INC.	PO 14668	CONSULTING/SUPPORT WWTP/ ROAD GARAG	480.50	480.50
4357	1226 - TRIAD TRUCK EQUIPMENT, INC	PO 14730	WHEELS/ BEARINGS	1,219.50	1,219.50
4358	119 - VERIZON	PO 14664	PHONES	874.00	874.00
4359	892 - VERIZON WIRELESS	PO 14718	PHONES	929.97	929.97
4360	122 - WEST END PRINTING	PO 14708	BUSINESS CARDS - THOMPSON, M	60.20	60.20
TOTAL					321,298.57

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	321,298.57
01.400.000	GENERAL GOV'T	6,554.67			
01.402.000	FINANCIAL ADMIN	44.49			
01.404.000	LAW	7,302.00			
01.405.000	MUNICIPAL OFFICE	1,150.86			
01.408.000	ENGINEER	490.00			
01.409.000	BUILDING & PLANTS	10,777.60			
01.410.000	POLICE	186,877.32			
01.412.000	AMBULANCE / RESCUE	8,333.33			
01.413.000	SEO / BUILDING CODE	2,293.15			
01.418.000	ZONING HEARING BOARD	797.50			
01.419.000	PLANNING COMMISSION	238.50			
01.430.000	DPW-HIGHWAYS ROADS STREETS	39,877.67			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	10,932.94			
01.436.000	DPW-STORM SEWERS & DRAINS	40.33			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	4,575.83			
01.454.000	PARKS	812.89			
01.457.000	CIVIL & MILITARY CELEBRATIONS	7,328.96			
01.487.000	EMPLOYEE BENEFITS	32,870.53			
TOTALS FOR	GENERAL FUND	321,298.57	0.00	0.00	321,298.57

Total to be paid from Fund 01 GENERAL FUND

321,298.57
 =====
 321,298.57

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List of Bills - (85101000) ESCROW FUND CHECKING

ESCROW

Check#	Vendor	Description	Payment	Check Total
1145	1296 - GRIM,BIEHN & THATCHER	PO 14681 GENERAL MATTERS/ARCADIA/POCONO MT A	1,840.00	1,840.00
1146	1203 - RUSSELL R. KRESGE JR.	PO 14751 ENGINEER	1,530.00	1,530.00
TOTAL				3,370.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	3,370.00
85.250.045	DUNKIN DONUTS			110.00	
85.250.254	ARCADIA			816.00	
85.250.270	POCONO MT MUNICIPAL AIRPORT			1,204.00	
85.250.272	CLARIUS PARTNERS (ARCADIA N, LOT 2)			1,240.00	
TOTALS FOR	ESCROW	0.00	0.00	3,370.00	3,370.00

Total to be paid from Fund 85 ESCROW
 3,370.00
 =====
 3,370.00