

**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
June 6, 2017, 7:00 PM**

Roll Call

BOARD OF SUPERVISORS

___ B. Weimer ___ J. Adams ___ L. Kelly ___ T. Lamantia ___ A. Ruiz-Smith

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.

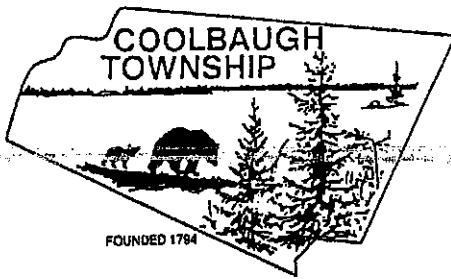
1. Public input

2. Approval of Minutes/Notes
 - May 23, 2017 Regular Meeting minutes

3. Approval to purchase Anti-Skid through the 2017 COG Bid.

4. Awarding of the 2017 Road Paving Bid

5. Approval of the Employee Social Media Policy



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6. Current obligations

• General Fund	\$	343,191.88
• Sewer Fund	\$	<u>7,758.41</u>
Total Disbursements	\$	350,950.29

7. Other business

8. Board of Supervisors scheduled Executive Sessions
None

9. Adjournment

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
TUESDAY, MAY 23, 2017
MEETING MINUTES

The meeting was called to order by Chairman William Weimer at 7:00 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, Juan Adams, and Alma I. Ruiz-Smith.

Board Members Absent:

None

Staff present:

Jerry Hanna, Solicitor

Maureen Mills, Business Manager/Controller

Staff Absent:

Erin Masker, Recording Secretary

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

- None.

2. Approval of Minutes/Notes

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the minutes for May 2, 2017.

- Discussion: None
- Vote: 5-0-0, motion passed.

3. Monthly Reports

- *Pocono Mountain Regional Police Department- Presented by Mr. Adams.*
- *Pocono Mountain Regional EMS – Presented by M. Lumley.*
- *Coolbaugh Township VFD – Presented by T. Keane,*
 - *Discussion: Ms. Ruiz asked if the fire company applied for federal grants and Mr. Keane answered Yes.*
- *Gouldsboro VFD – Presented by Mr. Weimer.*
- *Pocono Summit VFD – Presented by A. Rich.*
- *Thornhurst Fire & Rescue Ambulance – Presented by D. Wagner, stating 1 member completed fire fighter 1, 1 member started EMT class and 1 member starting EMR. He also stated the bridge at arrowhead is 90% complete.*
- *Tobyhanna Township VFD – Presented by T. Counterman.*

- ~~Pocono Mountain Public Library – Presented by Ms. Kelly, noting that the Library is holding a "Dine to Donate" fundraiser on June 8, 2017, 8am - 8pm at Perkins restaurant.~~

4. E911 Report

Code Enforcement Officer, Tomas Keane, presented the Board with the updated totals of properties in compliance as well as properties that are out of compliance along with a spreadsheet breaking down the violations.

- Discussion: Ms. Ruiz-Smith asked if the township requires signs for undeveloped property, Mr. Keane indicated we do not. Ms. Kelly asked what areas he will be working through this summer and Mr. Keane indicated he will be in Pocono Summit and A Pocono County Place.

5. Dangerous Structure Report

Ms. Kelly reviewed the current statuses of the dangerous structures in the Township,

- Discussion: Mr. Lamantia questioned why there has not been any progress on some of the properties since the last report especially since owners are known. Ms. Kelly stated that the zoning officer will send out an administrative letter regarding the status of 4145 Falcon Terrace. Ms. Ruiz-Smith stated that the time frame on the permit should be investigated before any action is taken. Mr. Keane stated that a notice of violation was sent, the owner obtained a demo permit and began some demolition, and any letters sent out is done so as a courtesy and not needed until the 5-year permit timeframe has expired.

Ms. Ruiz-Smith requested a column be added to the report indicating which community the structure is located in.

B. Sanford commented on the lack of progress on the structures compared to other townships which seem to progress much quicker. Mr. Weimer stated that we now have a better process in place, where the more current fire structures are being demolished and cleaned more quickly than in the past. B. Sanford also thanked the township for their efforts.

M. Miller indicated that there is an owner for 3122 Hamlet Dr. and asked if the current status is to go to court. Ms. Kelly stated that the zoning officer sent out a new notice of violation and proceeded to explain the timeframe process.

6. Request for Letter of Support from Tobyhanna Township

Mr. Weimer made a motion second by Mr. Adams to send a letter of support to Tobyhanna Township.

- Discussion: Mr. Ruiz-Smith suggested that we request Tobyhanna Township include the names of the supporting municipalities on their signage.
- Vote: 5-0-0, motion passed.

7. Letter from Pocono Summit Volunteer Fire Company requesting to put up temporary signs in the Township

Mr. Adams made a motion second by Mr. Weimer to approve Pocono Summit Volunteer Fire Company to hang bingo, festival, and other fundraising signs in the township and waive any fees.

- Discussion: Ms. Kelly asked if they would be temporary signs. Mr. Rich indicated they are temporary signs but looking to get a permanent sign in the future. Mr. Weimer advised that a

Pocono Summit VFD board member contact our zoning officer for the process of getting a permanent sign in place.

Vote: 5-0-0, motion passes.

8. Award Trash Hauling Bid for 2 years starting June 18, 2017

Mr. Weimer made a motion second by Ms. Kelly to award the bid to county waste for \$3,617.

- Discussion: Mr. Weimer explained the reasoning for not selecting Waste Management and J.P. Mascaro.
- Vote: 5-0-0 motion passes.

9. 12 Month Period for FMLA

Ms. Ruiz-Smith made a motion second by Mr. Weimer to go by a 12-month period from the anniversary date for FMLA.

- Discussion: Ms. Kelly and Mr. Adams stated that a calendar year, which is the option chosen by the Union, should be selected since one does not provide more advantage over the other. B. Sandford asked if it follows federal guidelines and if the township has checked with other townships practices.
- Vote: 3-2 (Ms. Kelly and Mr. Adams)-0, motion passes.

10. Controller Report

Ms. Mills presented the report as of April 30, 2017.

- Discussion: None

11. Current Obligations

• General Fund	\$	86,288.97
• Escrow Fund	\$	50,049.00
• Sewer Fund	\$	<u>14,872.72</u>
Total Disbursements	\$	151,210.69

Mr. Adams made a motion second by Mr. Weimer to pay the current obligations in the amount of \$151,210.69.

- Discussion: Ms. Ruiz-Smith asked for clarification on checks #7204, #7212, #7237 and #7232. She suggested that future flag purchased be priced at The Flag Store. The board also discussed attorney fee descriptions, engineer fees and the status of the 196 project.
- Vote: 5-0-0; motion passed.

12. Other Business

- Mr. Weimer answered a question from a prior meeting regarding the funds received from PennDOT for road maintenance, which was \$7,588.77 in 2016.
- Ms. Kelly made a motion second by Ms. Ruiz-Smith to extend the construction date to July 1, 2017 for the Walmart WWTP line project.
 - Discussion: None
 - Vote: 4-0-1 (Mr. Weimer abstained), motion passes.

- Ms. Kelly made a motion second by Ms. Ruiz-Smith to hire a temporary labor attorney Richard Goldberg.
 - Discussion: M. Fairservice asked what the hiring was regarding, Mr. Weimer indicated it was for an arbitration case regarding termination.
 - Vote: 5-0-0, motion passes.
- Mr. Lamantia stated that he will be meeting with Ms. Kelly and Mr. Keane on Friday, June 2, 2017 to work on a sample property maintenance ordinance.
- Mr. Weimer stated he is meeting with Ms. Ruiz-Smith & MCTA regarding a transport vehicle for Emergency Management.
- Mr. Weimer explained what constitutes a nuisance alarm and stated how Coolbaugh Township VFD is working with the police department to send citations to frequent violators. He then explained the fines associated with the violations.
- Mr. Weimer informed the board that due to tax monies being collected, they will start seeing DPW budgeted items coming before the board to be voted on.

13. Board of Supervisors Executive Sessions

- Prior – May 23, 2017 at 6:00pm to 6:58 RE: Personnel & Legal

14. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith, seconded by Mr. Adams to adjourn the meeting. 5-0-0; motion passed.

Meeting adjourned at 7:57 pm.

NEXT REGULAR BOARD MEETING: Tuesday, June 6, 2017 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: Maureen Mills

Reviewed by: _____
Lynn Kelly, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____

COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
JUNE 06,2017

DATE	CK #	ITEM	AMOUNT
5/23/2017		Payroll	\$ 36,000.00
5/30/2017	1260	Wayne Bank (2016 Bond)	\$ 15,185.98
6/6/2017		General Fund	292,005.90
		Total General Fund	343,191.88
6/6/2017		Sewer	7,758.41
		Total Disbursements	\$ 350,950.29

TRIAL BALANCE AS OF JUNE 06,2017

General Fund Checking	2,808,070.42	Emerg. Services Fund Money Market	146,466.71
Fire Tax/Coolbaugh Twp VFD	358,266.26	Emerg. Services Fund Checking	21,300.60
Fire Tax/Gouldsboro VFD	75,954.68	Total Emergency Services Fund	167,767.31
Fire Tax/Pocono Summit VFD	20,233.00	Liquid Fuels Fund Checking	622,732.01
Fire Tax/Thornhurst VFD	101.38	Escrow Fund Checking	198,642.43
Fire Tax/Tobyhanna Twp. VFD	50.00	Escrow Fund Clarius Checking	431,154.75
Payroll Checking	1,615.01	Total Escrow Fund	629,797.18
Rainy Day Fund Savings	925,918.92		
Total General Fund	4,190,209.67		
Sewer Fund Checking	33,257.55		
Sewer PennVest Checking	76.62	Total all Funds	5,657,652.49
Total Sewer Fund	33,334.17		
Capital Projects Fund Checking	13,812.15		

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

Check#	Vendor	Description	Payment	Check Total
7255	1105 - ABLE AUTO SERVICE, INC.	PO 13020 REPAIR 2014 FORD F250	483.19	483.19
7256	1068 - ALL PHASE ELECTRIC SUPPLY CO.	PO 13042 LED DRIVER	400.00	400.00
7257	1258 - AM TRUST	PO 12990 WORKERS COMP	6,626.90	6,626.90
7258	1039 - AMERICAN UNITED LIFE INS. CO.	PO 13016 LIFE INS/JUNE	567.54	567.54
7259	1107 - BOBETTE STIFF	PO 13043 SIGNS FOR PARK	3,000.00	3,000.00
7260	1240 - CINTAS CORPORATION	PO 13006 UNIFORMS	61.74	
		PO 13030 UNIFORMS	61.74	123.48
7261	711 - CINTAS FIRE PROTECTION	PO 12997 BLDG 2/DPW TRUCKS	198.53	198.53
7262	190 - COOLBAUGH SEWER FUND	PO 13045 SEWER	374.64	374.64
7263	8 - D.G. NICHOLAS CO.	PO 13002 OIL FILTERS FOR SUPER DUTY F-550	20.27	20.27
7264	52 - DALEVILLE ACE HARDWARE	PO 13029 OREGON TUBE STRAIGHT	26.41	26.41
7265	1259 - ED'S AUTO SERVICE & TOWING	PO 13022 INSPECTION 2012 TRAILER	49.43	
		PO 13023 INSPECTION 2003 TRAILER/BRAKES/TIRE	104.40	153.83
7266	135 - EUREKA STONE QUARRY	PO 13011 COLD PATCH	460.00	460.00
7267	255 - FIVE STAR EQUIPMENT, INC.	PO 13044 EMERG REPAIR GRADER	801.70	801.70
7268	810 - GIBBONS FORD	PO 13038 INSPECTION BUCKET TRUCK	46.19	46.19
7269	806 - GILMORE & ASSOCIATES	PO 13039 196 COUNTRY PL	3,665.25	3,665.25
7270	1250 - GUYETTE COMMUNICATIONS	PO 13026 PHONE CHANGES	212.00	212.00
7271	1192 - HIGHMARK BLUE SHIELD	PO 13010 JUNE HEALTH INS.	26,784.68	26,784.68
7272	775 - MAILFINANCE	PO 13001 MALING MACH.LEASE	285.00	285.00
7273	232 - MECHANICAL SERVICE COMPANY	PO 12998 MAINT. AGREEM'T EMERG GENERATING EQ	3,095.00	3,095.00
7274	917 - MILLENNIUM ADMINISTRATORS	PO 13012 ADMIN FEE	500.00	500.00
7275	858 - MUNICIPAL CAPITAL	PO 13005 2012 INT'L LEASE JUNE	1,614.26	
		PO 13033 2016 7400	37,003.96	38,618.22
7276	74 - NAPA AUTO PARTS OF DALEVILLE	PO 13031 HOSE FITTINGS	55.66	
		PO 13041 ANGLE SWITCH	12.39	68.05
7277	452 - OFFICE MAX CONTRACT	PO 13008 MANILA JACKETS	31.38	
		PO 13028 DPW SUPPLIES	47.86	79.24
7278	81 - P P & L	PO 12996 TEGAWITHA#89631-95000	30.71	
		PO 13004 196 NEAR KNOLLWOOD 51540-24008	26.87	
		PO 13013 STOP LIGHT 196 WILDFLOWER 88900-240	30.72	
		PO 13014 196 COUNTRY PL.	29.90	
		PO 13015 ECHO LAKE 36034-04005	35.46	
		PO 13017 BASEBALL FIELD	556.02	
		PO 13019 PROJECT ST	17.81	
		PO 13027 940 SUMMIT ST#88094-98000	39.65	767.14
7279	81 - P P & L	PO 13035 7 KINGS WAY #98496-55008	49.43	49.43
7280	1021 - PAPCO	PO 13034 FUEL	4,016.44	4,016.44
7281	430 - POCONO ACE HARDWARE	PO 12994 POWER BIT	21.58	
		PO 13003 SAFETY GLASSES/PROTECT OVERHEAD CAM	71.66	
		PO 13025 FAUCET BLDG 2	59.37	
		PO 13032 MISC SUPPLIES BLDG 2	108.64	261.25
7282	94 - POCONO MOUNTAIN REGIONAL EMS	PO 12999 DONATION	8,333.33	8,333.33
7283	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 12991 MORTGAGE	3,177.95	
		PO 13040 JUNE	183,721.02	186,898.97
7284	206 - PSATS	PO 13009 TRAINING	105.00	105.00
7285	111 - SHERWIN WILLIAMS	PO 13037 PAINT FOR FUEL TANK & OIL TANK	199.95	199.95
7286	801 - STIFF OIL CO.	PO 13021 FUEL	1,789.04	1,789.04
7287	119 - VERIZON	PO 13007 PHONES CELL	718.10	718.10
7288	1245 - WITMER PUBLIC SAFETY GROUP INC.	PO 13024 DEFIBRILLATION PADS	379.48	379.48
7289	1196 - WRIGHT & REIHNER	PO 12989 SPECIAL LEGAL	1,897.65	1,897.65
TOTAL				292,005.90

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.101.000	GENERAL FUND CHECKING			0.00	292,005.90
01.400.000	GENERAL GOV'T			5,563.26	
01.401.000	MANAGER -EXECUTIVE			105.00	
01.404.000	LAW			1,897.65	

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.409.000	BUILDING & PLANTS			4,945.76	
01.410.000	POLICE			186,898.97	
01.412.000	AMBULANCE / RESCUE			8,333.33	
01.413.000	SEO / BUILDING CODE			31.38	
01.426.000	COMPOST FACILITY			12.39	
01.430.000	DPW-HIGHWAYS ROADS STREETS			48,709.79	
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN			242.74	
01.437.000	DPW-REPAIR OF TOOLS & MACHINER			1,560.84	
01.454.000	PARKS			3,573.83	
01.486.000	INSURANCE			6,626.90	
01.487.000	EMPLOYEE BENEFITS			23,504.06	
TOTALS FOR	GENERAL FUND	0.00	0.00	292,005.90	292,005.90

Total to be paid from Fund 01 GENERAL FUND

292,005.90

292,005.90

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DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
6/06/2017	1850	520 K.L. FULFORD ASSOCIATES, INC	5,800.00			
6/06/2017	1851	160 NORTHEAST CHEMICAL & SUPPLY CO., INC.	835.40			
6/06/2017	1852	430 POCONO ACE HARDWARE	26.96			
6/06/2017	1853	1220 RUSSELL REID INC.	576.80			
6/06/2017	1854	104 S & H SUPPLY CO., INC.	519.25			
			<u>7,758.41</u>			
			7,758.41			