

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

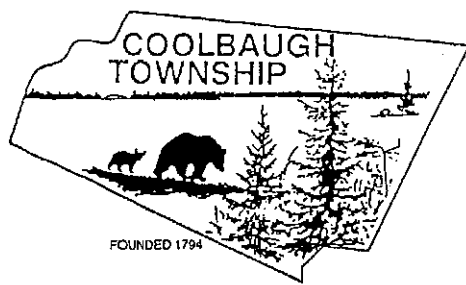
5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
MARCH 3, 2015, 6:00 PM**

1. New Intermunicipal agreements – (35 minutes)

2. Other business – (10 minutes)

3. Public input – (5 minutes)



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
MARCH 3, 2015, 7:00 PM**

Roll Call

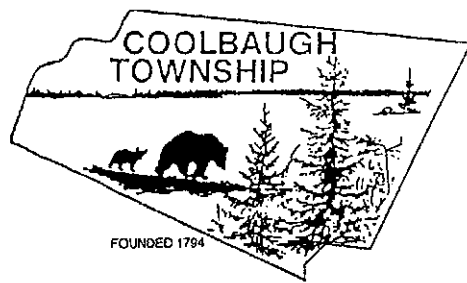
BOARD OF SUPERVISORS

___ **B. Weimer** ___ **J. Adams** ___ **L. Kelly** ___ **F. Pope** ___ **R. Zito**

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
 - February 17, 2015 Regular Meeting minutes
 - February 17, 2015 Work Session notes
3. Minor Subdivision to join lots 15 & 16, section K, APCP; owners: Carl & Ana Stocks
4. Business Manager / Controller's report
5. Current obligations

• General Fund	\$325,773.78
• Sewer Fund	\$ 8,175.02
• Capital Projects Fund	\$ 79.80
• Emergency Services Fund	\$ 0.00
• Liquid Fuels Fund	\$ 0.00
• Escrow Fund	\$ <u>2,516.99</u>
Total Disbursements	\$336,505.59



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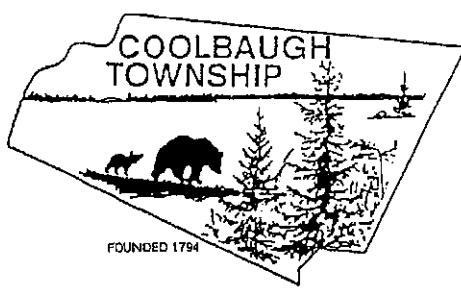
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6. Other business

7. Board of Supervisors Executive Sessions

- Held prior – Tuesday, February 20, 2015 at 8:10 pm RE: Personnel & Legal
- Subsequent – Tuesday, March 3, 2015 after the Regular meeting RE: Personnel

8. Adjournment



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES FEBRUARY 17, 2015

The meeting was called to order by Vice-Chairman Juan Adams at 7:03 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

William Weimer

Staff present:

Doug Hein, Business Manager / Controller; Jerry Hanna, Solicitor

Announcements:

Mr. Adams 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

- C. LaBosco asked for an update on the SR 196/APCP main gate turning lane project. Mr. Hein said bid documents were almost ready and it should be bid shortly. F. Pope asked if there was a problem with the person in APCP contesting it; Mr. Hanna said no.
- D. Pope said that per an article in the paper the CTVFD appeared to not be handling its finances properly as it received a bad audit report. K. Ambrogio summarized the issues and stated the auditor was satisfied with their answers.
- G. McCammon outlined his issues with his doctor bills not being paid by workers' compensation. Mr. Hein and Ms. Kelly said they would meet him on Thursday in Mr. Hein's office to discuss.

2. Approval of minutes / notes

Ms. Kelly made a motion, seconded by Mr. Pope to approve the minutes of the February 3, 2015 meeting as presented.

- **Discussion:** None.
- **Vote:** All in favor, motion passed.
- **Note:** Work session notes from February 3, 2015 will be posted to the web site along with the minutes.

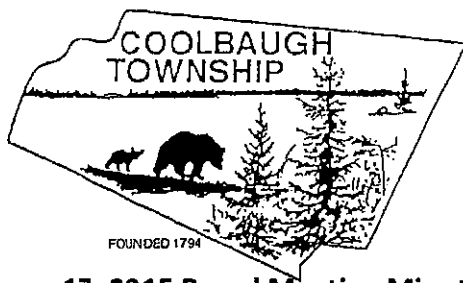
3. Monthly reports

- Pocono Mountain Regional Police Department – **Given by Mr. Adams**
- Pocono Mountain Regional EMS – **Given by Mr. Pope**
- Coolbaugh Township VFD – **Given by Chief K. Ambrogio for VFD**
- Gouldsboro VFD – **Given by Mr. Pope as submitted by VFD**
- Pocono Summit VFD – **Given by Mr. Chief G. Talmadge for VFD**
- Thornhurst VFD – **None**
- Tobyhanna Township VFD – **Given by Chief Troy Couterman for VFD**

4. Resolution #05-2015 authorizing reduction in interest rate on PMRPD headquarters mortgage

Mr. Pope made a motion, seconded by Mr. Adams to approve the resolution.

- **Discussion:** Ms. Kelly stated there is no change in terms or dollar amount just in interest rate; she would like closing documents and closing costs. It was agreed that each municipality must pass a similar resolution.



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- **Vote:** Three in favor, Ms. Kelly against; motion passed.

5. Purchase of Gator for Parks Department

Ms. Kelly made a motion, seconded by Mr. Adams to purchase a John Deere TS in the amount of \$7,218.51.

- **Discussion:** Mr. Pope said that the equipment being considered wasn't equal. He asked that Steve Weber get quotes from three John Deere dealers. The motion was rescinded and will be considered at the March 3rd meeting.

6. Manpower employment agreement

Mr. Zito made a motion, seconded by Mr. Adams to approve the employment agreement with Manpower.

- **Discussion:** None
- **Vote:** Three in favor, Mr. Pope against; motion passed.

7. Revision to time clock policy

Mr. Zito made a motion, seconded by Ms. Kelly to approve the revision to the time clock policy.

- **Discussion:** M. Fairservice asked what the revision was. She was told that the sentence "If benefit time is used during the shift, the employee will punch out then back in when he/she returns in order to account for this time." was added.
- **Vote:** All in favor, motion passed.

8. Business Manager / Controller's report

Mr. Hein gave a brief report of the finances as of February 11, 2015.

9. Current obligations

• General Fund	\$393,200.72
• Coolbaugh Twp. Fire Tx.	\$ 9.46
• Sewer Fund	\$ 10,032.65
• Capital Projects Fund	\$ 0.00
• Emergency Services Fund	\$ 0.00
• Escrow Fund	\$ 0.00
• Total Disbursements	\$403,242.83

Ms. Kelly made a motion, seconded by Mr. Adams to approve the current obligations.

- **Discussion:** Ms. Fairservice asked what check #5108 to Business Card was for; she was told it is the Township credit card.
- **Vote:** All in favor, motion passed.

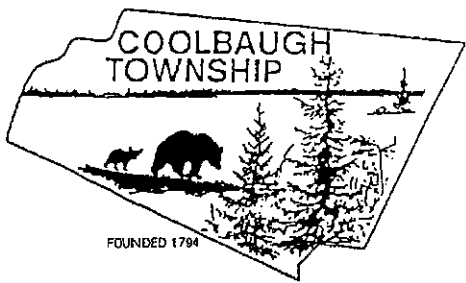
10. Other business

Ms. Kelly made a motion, seconded by Mr. Adams to authorize the Tax Collector to appoint a Deputy.

- **Discussion:** None
- **Vote:** All in favor, motion passed.

Mr. Adams made a motion, seconded by Mr. Zito to approve a lease with Rep. David Parker for 170 sq. ft. of space in the Township Community Services Center, with Township DPW employees doing all necessary renovation work.

- **Discussion:** Ms. Kelly stated the employees had reservations about doing the work. Mr. Zito and Mr. Adams stated they had confidence in them.
- **Vote:** Three in favor, Ms. Kelly against only because she believes we should have a contractor do the work; she wants Rep. Parker in the space; motion passed.



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**February 17, 2015 Board Meeting Minutes
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Ms. Kelly made a motion, seconded by Mr. Zito to hire Richard Goldberg of Hourigan, Kluger & Quinn as the Township labor attorney.

- **Discussion:** None
- **Vote:** All in favor, motion passed.

Ms. Kelly read a letter from PMREMS regarding their operations.

11. Board of Supervisors Executive Sessions

- Held Prior – Tuesday, February 3, 2015 at 7:40 pm RE: Personnel & Legal
- Subsequent – Tuesday, February 17, 2015 after the regular meeting RE: Personnel & Legal

12. Adjournment

There being no further business, a motion was made by Mr. Zito, seconded by Mr. Pope to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 8:09 pm.

NEXT REGULAR BOARD MEETING: Tuesday, March 3, 2015 at the Coolbaugh Township Municipal Office meeting room.

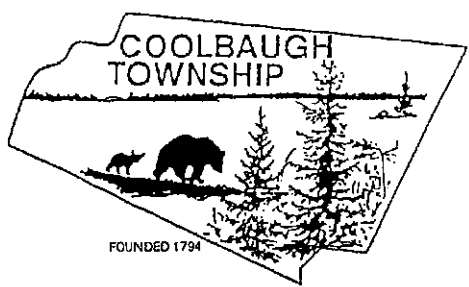
- **Work Session – 6:00 pm**
- **Business Meeting – 7:00 pm**

Submitted by: _____
Douglas A. Hein, Business Manager / Controller

Reviewed by: _____
Lynn Kelly, Township Secretary

Witnessed by: _____
Bill Weimer, Chairman

Date: _____



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
FEBRUARY 17, 2015**

The work session was called to order by Vice-Chairman Juan Adams at 6:06 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

Bill Weimer

Staff present:

Jerry Hanna, Solicitor & Doug Hein, Business Manager / Controller

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

1. New Intermunicipal recycling agreements

Ms. Kelly gave a summary of the discussion from the last meeting regarding window stickers and punch cards for contractors. Contractors would pay a fee depending on the size of their truck (\$250-\$750 was discussed). Passes would allow them twelve (12) free times to bring in brush and take out mulch). POA's would be charged at a lower rate than contractors. It was suggested that, based on 10-15 minutes to grind the brush, an hour to change the screen and 10-15 minutes to grind the brush a second time that the Township could charge two hours' time including fuel and labor. M. Fairservice reminded the Supervisors that they last stated that contractors from other municipalities should drop their brush at their own municipality who would then bring it to Coolbaugh. Discussion was held about purchasing a portable scale. It was suggested that we send a letter to the other municipalities stating the Beast needs \$38,000 in repairs and set an amount they need to contribute. Mr. Hein was directed to find the original grant application and get a detailed cost to bring the Beast up to good working order. This is to be brought to the next work session.

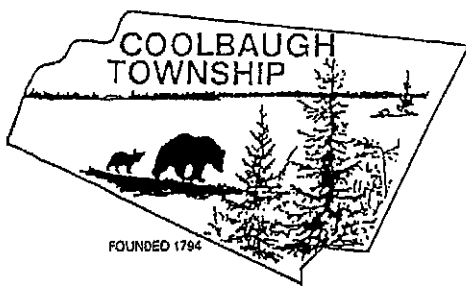
2. Other Business

None

3. Public Input

None

The Work Session ended at 6:43 pm.



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**FINANCIAL REPORT
FOR BOARD OF SUPERVISORS
MARCH 3, 2015 BOARD MEETING**

I have presented you with the preliminary Trial Balance and final Budget Trial Balance (P & L Statement) for all funds as of January 31, 2015. The P & L has been revised to show a comparison to last year.

General Fund revenues are at 4% of the total budget. Compared to 2014, the Township has, in 2015, collected approximately \$48,000 less in revenue. Total revenues to date are \$279,665. Instead of issuing a TAN as in prior years to cover expenses for the first few months until tax revenues come in, we have borrowed \$650,000 from our General Fund savings account. General Fund expenses are \$387,764 or 5% of the total budget. They are on budget for the year and lower than 2014. Debt service payments for all funds are being made as scheduled.

Sewer revenues are \$37,212 against expenses of \$28,530. Debt service payments were 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 will be ready shortly and the project should be able to be completed by the end of the 2015 construction season. 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,

Douglas A. Hein
Business Manager / Controller

**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
MARCH 03, 2015**

DATE	CK #	ITEM	AMOUNT	
2/17/2015		Payroll		\$ 44,000.00
2/17/2015	5149	H.Clark Connor	390.00	
2/17/2015	5150	Jerry F. Hanna	2,366.00	
3/3/2015		General Fund		278,977.78
		Total General Fund		325,733.78
3/3/2015		Capital Projects Fund	-	79.80
3/3/2015		Escrow Fund		2,516.99
3/3/2015		Sewer Fund		8,175.02
		Total Disbursements		\$ 336,505.59



TRIAL BALANCE AS OF MARCH 03, 2015			
General Fund Checking	7,142.76	Emerg. Services Fund Money Market	144,349.14
Fire Tax/Coolbaugh Twp VFD	175,299.18	Emerg. Services Fund Checking	20,992.64
Fire Tax/Gouldsboro VFD	40,253.67	Total Emergency Services Fund	165,341.78
Fire Tax/Pocono Summit VFD	40,253.67		
Fire Tax/Thornhurst VFD	20,104.97	Liquid Fuels Fund Checking	10,087.29
Payroll Checking	847.22		
Rainy Day Fund Savings	115,243.40	Escrow Fund Checking	109,227.82
Total General Fund	399,144.87	Escrow Fund Clarius Checking	424,921.27
		Total Escrow Fund	536,366.97
Sewer Fund Checking	12,129.65		
Sewer PennVest Checking	26.26		
Total Sewer Fund	12,155.91		
Capital Projects Fund Checking	13,967.56	Total All Funds	1,137,064.38

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

Check#	Vendor	Description	Payment	Check Total
5151	1137 - ABI ABSOLUTE	PO 9212 EQUIP	15,107.52	15,107.52
5152	44 - AIRGAS USA,LLC	PO 9202 SUPPLIES	50.65	50.65
5153	1039 - AMERICAN UNITED LIFE INS. CO.	PO 9216 life ins	629.60	629.60
5154	914 - AMERIHEALTH CASUALTY SERVICES	PO 9205 wc	5,255.64	5,255.64
5155	1053 - AMP PRODUCTS LLC	PO 9199 SUPPLIES	323.35	323.35
5156	52 - BILL'S ACE HARDWARE	PO 9210 part	18.85	18.85
5157	33 - BROWN & BROWN OF LEHIGH VALLEY, INC	PO 9230 BOND	50.00	50.00
5158	5 - CARGILL, INCORPORATED	PO 9209 ice control	6,667.29	6,667.29
5159	530 - CAT ACCESS ACCOUNT	PO 9207 repair	510.98	510.98
5160	177 - CCI WASTE & RECYCLING SERVICE,INC.	PO 9232 dumpster	479.00	479.00
5161	8 - D.G. NICHOLAS CO.	PO 9176 supplies	36.72	
		PO 9182 supplies	184.24	
		PO 9193 SUPPLIES	114.74	
		PO 9211 OIL FILTER	99.66	
		PO 9213 SUPPLIES	26.57	
		PO 9214 SUPPLIES	204.32	
		PO 9218 part	79.80	746.05
5162	8 - D.G. NICHOLAS CO.	PO 9235 supplies	40.60	40.60
5163	1085 - DE LAGE LANDEN	PO 9226 COPIER	208.80	208.80
5164	151 - E.M. KUTZ, INC.	PO 9204 parts	100.36	
		PO 9227 SUPPLIES	31.38	131.74
5165	18 - F & L DOORS, INC.	PO 9244 GARAGE ROAD DEPT	125.00	125.00
5166	918 - FIRST PRIORITY LIFE	PO 9206 MARCH	18,254.32	18,254.32
5167	255 - FIVE STAR EQUIPMENT, INC.	PO 9185 MISC	153.28	
		PO 9197 wiper blade	13.18	166.46
5168	169 - FLORENCE GERRITY	PO 9175 pension	406.98	406.98
5169	806 - GILMORE & ASSOCIATES	PO 9180 Engineering fees	20,348.90	20,348.90
5170	32 - GRAINGER	PO 9239 supplies	208.46	208.46
5171	1074 - GREEN MAN EXTERMINATOR	PO 9184 2015-2016	550.00	550.00
5172	535 - HANOVER ENGINEERING ASSOC., INC.	PO 9228 SEO	1,504.46	1,504.46
5173	1139 - HERSEY LODGE	PO 9243 SUPERVISORS PSATS	3,303.36	3,303.36
5174	1138 - HILTON GARDEN INN HERSHEY	PO 9242 PSATS CONVENTION	317.84	317.84
5175	1112 - JOSEPH W. ROGAN	PO 9215 PROCESS SERVICE	225.00	225.00
5176	917 - MILLENNIUM ADMINISTRATORS	PO 9223 FED ADMIN FEE	500.00	500.00
5177	584 - MONROE COUNTY GENERAL FUND	PO 9231 interest on county funds	49.50	49.50
5178	751 - MONROE COUNTY PROTHONOTARY'S OFFICE	PO 9220 notary reg	2.75	2.75
5179	768 - MONROE COUNTY RECORDER OF DEEDS	PO 9221 notary registration	35.50	35.50
5180	74 - NAPA AUTO PARTS OF DALEVILLE	PO 9196 parts	8.24	8.24
5181	936 - NORTH END ELECTRIC	PO 9208 REPAIR	353.00	353.00
5182	1061 - OFFIT KURMAN	PO 9170 Services through 1/31/2015	5,487.00	5,487.00
5183	81 - P P & L	PO 9178 electric	146.25	
		PO 9171 electric	433.92	
		PO 9200 ELECTRIC	50.05	
		PO 9225 ELECTRIC	250.38	
		PO 9233 electric	67.08	947.68
5184	507 - PA DEP	PO 9203 storage tanks registration	100.00	100.00
5185	1021 - PAPCO	PO 9240 propane	947.21	947.21
5186	1135 - PATRICIA CASSARINO	PO 9191 TAX REFUND	49.55	49.55
5187	86 - PENNSYLVANIA AMERICAN WATER CO	PO 9201 WATER	158.15	158.15
5188	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 9181 green melt	446.95	446.95
5189	89 - PETTY CASH	PO 9234 petty cash	222.35	222.35
5190	430 - POCONO ACE HARDWARE	PO 9192 SUPPLIES	28.33	28.33
5191	94 - POCONO MOUNTAIN REGIONAL EMS	PO 9173 donation	8,333.33	8,333.33
5192	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 9174 budget	179,446.51	
		PO 9237 march	3,403.11	182,849.62
5193	181 - PSATS	PO 9238 workshop fee	50.00	50.00
5194	1136 - RONNIE HEADEN	PO 9190 TAX REFUND	205.45	205.45
5195	300 - STADIUM INTERNATIONAL TRUCKS	PO 9186 parts	401.16	
		PO 9187 misc	120.38	521.54
5196	1055 - TULPEHOCKEN SPRING WATER INC	PO 9195 WATER	141.45	141.45
5197	381 - UNIFIRST CORPORATION	PO 9172 mats	93.06	
		PO 9194 UNIFORMS	83.52	

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

Check#	Vendor	Description	Payment	Check Total
		PO 9236 uniforms	83.52	260.10
5198	867 - VEN-MAR SALES INC.	PO 9217 safety gloves	198.25	198.25
5199	119 - VERIZON	PO 9177 phones	718.35	718.35
5200	892 - VERIZON WIRELESS	PO 9241 phones`	716.53	716.53
5201	1134 - WOODS HILL MANAGEMENT	PO 9188 TAX REFUND	10.28	
		PO 9189 TAX REFUND	4.57	
		PO 9198 FIRE TAX DELIQ TAX	1.25	16.10
	TOTAL			----- 278,977.78

Total to be paid from Fund 01 GENERAL FUND

278,977.78

278,977.78

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

Check#	Vendor	Description	Payment	Check Total
1518	856 - AQUA WASTEWATER	PO 9219 disposal	552.08	552.08
1519	228 - CARDNO ATC	PO 9179 walmart	6,052.50	6,052.50
1520	81 - P P & L	PO 9178 electric	593.32	593.32
1521	119 - VERIZON	PO 9177 phones	289.12	289.12
1522	439 - YOUNG & HAROS,LLC	PO 9183 school violations	688.00	688.00
TOTAL				8,175.02

Total to be paid from Fund 08 SEWER FUND

8,175.02

=====

8,175.02

**List of Bills - (15100000) GOB- CAPITAL PROJECTS
CAPITAL PROJECTS**

Check#	Vendor	Description	Payment	Check Total
394	949 - H.A. WEIGAND INC	PO 9222 SIGNS	79.80	79.80
	TOTAL			----- 79.80
Total to be paid from Fund 15 CAPITAL PROJECTS			79.80	
			<u>79.80</u>	

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1054	806 - GILMORE & ASSOCIATES	PO 9180 Engineering fees	2,336.59	2,336.59
1055	535 - HANOVER ENGINEERING ASSOC., INC.	PO 9229 SMOKE RIDGE SEWER	180.40	180.40
	TOTAL			----- 2,516.99
Total to be paid from Fund 85 ESCROW			2,516.99	
			<u>2,516.99</u>	