



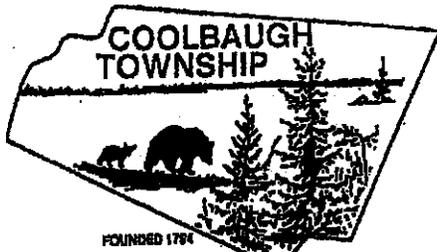
**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**
5520 Municipal Drive, Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

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

1. Zoning/ Brian Heverin

2. Other Business

3. Public Input



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

8320 Municipal Drive, Tobyhanna, PA 18468
(570) 884-8490 - FAX (570) 884-8418

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
March 6, 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

- February 20, 2018 Regular Meeting minutes

3. Parks and Recreation Recommendation to Approve Multi-Purpose Field Usage for Eric Mavila as requested

4. Park- Authorization to Advertise for Summer/Seasonal Parks Position

5. Authorize to purchase the Sign Truck by the specifications provided

6. Specifications for the new Zoning/Administration Vehicle



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

6520 Municipal Drive, Tobyhanna, PA 18486
(570) 894-8490 • FAX (570) 894-8413

7. Selection of the Attorney to replace Mr. Hanna who is retiring.

8. Dangerous Structure Update

9. Support for the gate at the Pocono Mountain Industries parking Lot on 196 (formerly the Church of God Property)

10. Request for mileage to attend grant writing program.

11. Current obligations

• General Fund	\$	617,350.50
• Sewer Fund	\$	7,252.66
• Escrow Fund	\$	<u>00.0</u>
Total Disbursements	\$	624,603.16

12. Other business

13. Adjournment

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
TUESDAY, FEBRUARY 20, 2018
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, Alma I. Ruiz-Smith, Clare Colgan, and Lynn Kelly.

Board Members Absent:

None

Staff present:

Jerry Hanna, Solicitor, Maureen Mills, Business Manager

Staff Absent:

Erin Masker, 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**

- No public input

2. **Approval of Minutes/Notes**

Ms Ruiz-Smith made a motion second by Mr. Lamantia to approve the minutes for February 6, 2018.

- Discussion: None
- Vote: All in favor. Motion carries 5-0

3. **Presentation by Michael Albert from Monroe County United Way on 2018 initiatives**

- *Mr. Albert gave a report on the work done by the United Way in Monroe County and the partners that they are working with to achieve:*
 - Access to Healthy Food*
 - Support for Working Families*
 - Help When Needed Most*

4. **Monthly Reports**

- Pocono Mountain Regional Police Department presented by Ms. Kelly
- Pocono Mountain Regional EMS – presented by M. Lemley
- Coolbaugh Township VFD – presented by T. Keane.
- Gouldsboro VFD – read by B. Weimer

- Thornhurst Fire & Rescue Ambulance - presented by D. Wagner
- Tobyhanna Township VFD – presented by T. Counterman.
- Pocono Mountain Public Library – presented by A. Shincovich

5. Aldi, Inc.- Indemnification Agreement to Begin Site Work and Excavation for the Foundation

Mr. Weimer made a motion second by Ms. Colgan to approve the Indemnification Agreement

- Discussion-Everyone is glad to see this is finally happening.
- Vote: All in favor, motion passed. 5-0

6. Dangerous Structure Report

Mr. Weimer made a motion second by Mr. Lamantia to table the Dangerous Structure report until the next meeting

- Discussion: Ms. Kelly stated that she had not finished the report.
- Vote: All in favor, motion passed. 5-0

7. 2017 Overview-E-911 Readdressing

Mr. Keane gave a report on the E-911 signs with 25% of the township in compliance and that once the weather breaks he will begin again. Mr. Weimer stated that with the hiring of new personal we would need to be on the lookout for another vehicle.

8. 2018 Road Paving Project

Mr. Weimer made the motion second by Ms. Ruiz-Smith to approve the listed roads based on the amount of funding received The Roads to be included are:

Laurel Drive T-631

From Main Street to Echo Lake Road
From Echo Lake Road to SR 611

Kilmer Drive, T-601

From Fairway Drive to Cayuga Drive

Cobblewood Drive T-710

Mt. Pocono Line to Turnaround

Pointe Street T-708

Mt. Pocono Line to Stacy Lane

Mountain Drive T-708

Mt. Pocono Line to Mt. Pocono Line

Stacey Lane T-711

Cobblewood Drive to Turnaround

Summit Avenue T- 401

SR 314 to Tobyhanna Township Line

These are at an estimated cost of \$483,061

Green Road T-589

Hemlock Drive to SR 196

Monroe Drive T-706

Echo Lake to Kilmer Drive

Paupack Lane T 707

Echo Lake to Kilmer Drive

These are at a cost of \$159,959. For a total of \$643,020

- Discussion: None.
- Vote: All in favor, motion passes. 5-0

9. **Authorization to Pay the \$75.00 (per Person) Registration fee and Mileage for Planning Commission and Zoning Hearing Board Members to Attend the PSAB Zoning Course at Middle Smithfield Township on March 6, 13, 20,2018**

Ms. Kelly made a motion second by Mr. Lamantia to allow any Planning Commission or Zoning Hearing Board Members to attend the PSAB Zoning Course at Middle Smithfield.

Discussion: When asked by Ms. Kelly how many this would entail Ms. Colgan replied that at this time there was only 1 member that had showed an interest in attending and that several others had prior commitments and could not attend. Ms. Ruiz-Smith stated that she was against paying for this as it was not a budgeted item. Mr. Lamantia stated that education was needed to benefit the township.

Vote: motion passed 4-1-(Ms Ruiz-Smith voted no)

10. **Authorization of Minor Repairs to the Old Head Start Area for One Living Hope Community Church**

Ms. Kelly made the motion second by Mr. Weimer to allow DPW and outside vendors to do minor repairs not to exceed \$1000 with the church deciding what would be covered.

Discussion: None

Vote: All in favor motion carries 5-0

11. **Controller Report**

Presented by M. Mills as of January 31, 2018.

12. **Current Obligations**

• General Fund	\$ 133,957.34
• Escrow Fund	\$ 140.
• Sewer Fund	<u>\$ 18,013.67</u>
Total Disbursements	\$ 152,111.01

Ms. Colgan made a motion second by Ms. Kelly to pay the current obligations in the amount of \$152,111.01

- Discussion: None
- Vote: All in favor; motion passed. 5-0

13. Other Business

1. Ms Kelly made a motion second by Mr. Weimer to allow Kyle Knecht and Don DeRoo to attend PSATS conference for 1 day for the exhibits at a rate of \$65 per person.
2. Ms. Ruiz-Smith made a motion second by Mr. Lamantia to accept the letter from PMREMS for the release of \$13,000 capital fund contribution for the purchase of power stretchers

14. Executive Session

- February 20,2018 Legal 8:10 pm to 9:15 pm
- February 22, 2018 Legal 5:30 pm to 7:15 pm
- February 26, 2018 Legal 6:00 pm to 7:20 pm
- February 28, 2018 Legal 5:08 pm to 6:55 pm

15. Adjournment

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

Meeting adjourned at 8:00 pm.

NEXT REGULAR BOARD MEETING: Tuesday, March 6, 2018 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Clare Colgan, Supervisor/Administrative Liason

Witnessed by: _____
William Weimer, Chairman

Date: _____

**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
MARCH 06, 2018**

DATE	CK #	ITEM	AMOUNT	
2/27/2018		Payroll		\$ 32,589.30
2/22/2018	4041	Pocono Regional EMS	13,000.00	
2/23/2018	4042	Red Diamond (DPW Shirts)	107.50	
3/6/2018		General Fund		571,653.70
		Total General Fund		617,350.50
3/6/2018		Sewer		7,252.66
		Total Disbursements		\$ 624,603.16

TRIAL BALANCE AS OF MARCH 06, 2018

General Fund Checking	1,142,224.02	Emerg. Services Fund Money Market	147,188.18
Fire Tax/Coolbaugh Twp VFD	155,096.73	Emerg. Services Fund Checking	21,405.52
Fire Tax/Gouldsboro VFD	21,256.02	Total Emergency Services Fund	168,593.70
Fire Tax/Thornhurst VFD	20,186.80	Liquid Fuels Fund Checking	94,915.48
Fire Tax/Tobyhanna Twp. VFD	51.40	Escrow Fund Checking	198,491.72
Payroll Checking	90.52	Escrow Fund Clarius Checking	433,278.54
Rainy Day Fund Savings	930,460.79	Total Escrow Fund	631,770.26
Total General Fund	2,269,366.28		
Sewer Fund Checking	11,501.58		
Sewer PennVest Checking	76.62	Total all Funds	3,190,135.90
Total Sewer Fund	11,578.20		
Capital Projects Fund Checking	13,911.98		

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COOLBAUGH TOWNSHIP<

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
4043	1105 - ABLE AUTO SERVICE, INC.	PO 14258 2015 FORD F550 AIR FILTER/AIR CLEAN	113.06	
		PO 14266 ENGINE EMISSIONS CR/2011 FORD ESCAP	58.90	171.96
4044	1114 - ADVANCED BUSINESS EQUIP.	PO 14269 OVERAGE CHG/COPIER	7.73	
		PO 14270 LEXMARK COPIERS USAGE/BASE RATE	99.81	107.54
4045	1039 - AMERICAN UNITED LIFE INS. CO.	PO 14279 FEB	721.63	
		PO 14292 MARCH	721.63	1,443.26
4046	1240 - CINTAS CORPORATION	PO 14252 UNIFORMS	75.08	
		PO 14253 UNIFORMS	75.08	150.16
4047	8 - D.G. NICHOLAS CO.	PO 14238 PARTS	36.33	
		PO 14241 NEW VOLVO LUBE-FUEL SPIN-ON/PLOW PA	279.28	
		PO 14244 PLOW HOSES/OILO FILTERS	119.18	
		PO 14246 OIL FILTER	52.68	
		PO 14302 SILICONE SPRAY	3.75	491.22
4048	1085 - DE LAGE LANDEN	PO 14248 lexmark copiers JAN/FEB	260.94	260.94
4049	1085 - DE LAGE LANDEN	PO 14275 LEASE COPIERS	208.80	208.80
4050	151 - E.M. KUTZ, INC.	PO 14240 PLOW WHEEL HUBS	617.50	617.50
4051	1291 - FRANK ENCH JR.	PO 14306 TAX REFUND - CORRECTED BLDG INFO	765.03	765.03
4052	926 - GENERAL SUPPLY	PO 14259 STD KEY BLANKS	33.12	33.12
4053	926 - GENERAL SUPPLY	PO 14274 KEYS FOR CHURCH	153.60	153.60
4054	806 - GILMORE & ASSOCIATES	PO 14303 196 COUNTRY PLACE	1,785.00	1,785.00
4055	32 - GRAINGER	PO 14265 FRAME SURFACE MOUNT/COURT	98.15	
		PO 14272 WALL HEATER/ FOR COURT	481.50	
		PO 14273 CORNER BRACES FOR CHAIR	8.14	
		PO 14297 CHAIR CORNER BRACES/COURT	65.12	
		PO 14298 PIPE FITTINGS INSULATION/COURT	77.21	
		PO 14299 PIPE INSULATION	478.95	1,209.07
4056	904 - GRECCO PAINTING	PO 14291 COURT/PAINT	1,680.00	1,680.00
4057	535 - HANOVER ENGINEERING ASSOC., INC.	PO 14242 SEO	2,228.78	2,228.78
4058	1192 - HIGHMARK BLUE SHIELD	PO 14267 MARCH	29,728.30	29,728.30
4059	775 - MAILFINANCE	PO 14264 MAIL MACHINE MARCH	285.00	285.00
4060	917 - MILLENNIUM ADMINISTRATORS	PO 14289 ADMIN EXPENSE	500.00	500.00
4061	584 - MONROE COUNTY GENERAL FUND	PO 14239 2017 INT. RETURN PURSUANT TO TAX CO	51.63	51.63
4062	1049 - NORTHEAST HYDRAULICS CO	PO 14257 PLOW PARTS	412.34	412.34
4063	81 - P P & L	PO 14254 64488-49005 611 & CORP DRIVE	163.43	
		PO 14261 85457-02009 423 BASEBALLFIELD	338.41	
		PO 14262 07251-41006 PROJECT STREET	15.46	
		PO 14263 51540-24008 KNOLLWOOD	29.83	
		PO 14268 36034-04005 - ECHO LAKE DR	38.86	
		PO 14284 54691-27003 LAUREL DR.DPW	475.12	
		PO 14294 88094-98000 940 SUMMIT ST	37.35	
		PO 14295 98496-55008 7 KINGS WAY	48.81	1,147.27
4064	81 - P P & L	PO 14296 88900-24000 196 WILDFLOWER	65.21	
		PO 14304 89343-21023 SCHOOL SPEED LIMITS S	85.14	150.35
4065	1021 - PAPCO	PO 14271 CLEAR ULSD-W	4,220.81	4,220.81
4066	430 - POCONO ACE HARDWARE	PO 14260 MOPS/SOAPSOFT/CLEANER	42.04	42.04
4067	94 - POCONO MOUNTAIN REGIONAL EMS	PO 14249 MARCH	8,333.33	8,333.33
4068	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 14250 MARCH	183,721.01	
		PO 14251 MORTGAGE	3,156.31	186,877.32
4069	95 - POCONO RECORD	PO 14276 ADV RECYCLING/	236.68	236.68
4070	713 - RED DIAMOND GRAPHICS	PO 14301 DPW SHIRT	35.00	35.00
4071	1265 - SCHAEDLER YESCO	PO 14277 BULBS FOR FUEL ISLAND	46.72	46.72
4072	111 - SHERWIN WILLIAMS	PO 14278 PAINT/ COURT	117.40	
		PO 14288 PAINT/ FOR COURT	667.74	
		PO 14290 CHURCH/PAINT	25.99	811.13
4073	300 - STADIUM INTERNATIONAL TRUCKS	PO 14280 TRUCK MIRROR	52.84	52.84
4074	1215 - SUPER HEAT, INC.	PO 14282 GARAGE BOILER	127.50	
		PO 14283 BATHROOM LEAK COURT	127.50	
		PO 14286 RADIATOR LEAKING AT COURT BLDG	1,285.90	1,540.90
4075	587 - THE BANK OF NEW YORK MELLON	PO 14305 GOB 2013	309,046.88	309,046.88
4076	1226 - TRIAD TRUCK EQUIPMENT, INC	PO 14243 BLADE GUIDE KIT	78.00	
		PO 14256 TARP PARTS	1,406.00	
		PO 14287 REPAIR 2006 PETERBUILT	3,611.00	5,095.00
4077	892 - VERIZON WIRELESS	PO 14300 PHONES	379.04	379.04

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

Check#	Vendor	Description	Payment	Check Total
4079	122 - WEST END PRINTING	PO 14245 BOS/BUSINESS CARDS	66.60	66.60
4080	930 - WILKES-BARRE MATERIALS	PO 14285 SPECIAL COLD PATCH	638.54	638.54
TOTAL				571,653.70

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
				0.00	571,653.70
01.101.000	GENERAL FUND CHECKING				
01.400.000	GENERAL GOV'T	5,486.30			
01.403.000	TAX COLLECTION	816.66			
01.405.000	MUNICIPAL OFFICE	187.58			
01.409.000	BUILDING & PLANTS	16,624.74			
01.410.000	POLICE	186,877.32			
01.412.000	AMBULANCE / RESCUE	8,333.33			
01.413.000	SEO / BUILDING CODE	2,228.78			
01.426.000	COMPOST FACILITY	49.10			
01.427.000	SOLID WASTE COLLECTION / DISPO	1,406.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	6,172.93			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	468.63			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	5,434.86			
01.438.000	DPW-HIGHWAY REPAIR & MAINT	638.54			
01.454.000	PARKS	353.87			
01.471.000	PRICIPAL PAYMENTS	309,046.88			
01.487.000	EMPLOYEE BENEFITS	27,528.18			
TOTALS FOR	GENERAL FUND	571,653.70	0.00	0.00	571,653.70

Total to be paid from Fund 01 GENERAL FUND

571,653.70

571,653.70

<<<<List of Bills - (08101000) CHECKING<<

<<<< SEWER FUND <<

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Check#	Vendor	Description	Payment	Check Total
1987	771 - COMMONWEALTH OF PA	PO 14255 MARCH	965.35	965.35
1988	936 - NORTH END ELECTRIC	PO 14293 WWTP REPLACE MOTOR/EMERG REPAIR	1,810.00	1,810.00
1989	81 - P P & L	PO 14247 PUMP STA/WWTP	4,477.31	4,477.31
TOTAL				7,252.66

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
08.101.000	CHECKING			0.00	7,252.66
08.429.361	ELECTRIC	4,477.31			
08.429.374	MAINT/REPAIR EQUIPMENT	1,810.00			
08.471.105	PENWORKS PRINCIPAL LN #99900048	781.79			
08.472.106	PENWORKS INTEREST LN #99900048	183.56			
TOTALS FOR	SEWER FUND	7,252.66	0.00	0.00	7,252.66

Total to be paid from Fund 08 SEWER FUND

7,252.66

7,252.66