

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

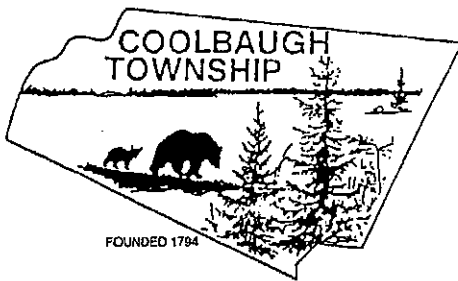
**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
May 1, 2018, 6:00PM**

1. Tobyhanna Township Inter Municipal Agreement- Compost Facility

2. Discussion on Board Liaison Position Descriptions
 - Liaison for Admin/Secretary:
 - Liaison for Code Enforcement
 - Liaison for Department of Public Works
 - Liaison for Facilities
 - Liaison for Financial

3. Other Business

4. Public Input



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
May 1, 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

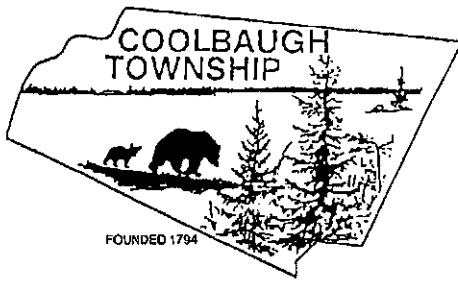
2. Approval of minutes / notes
 - April 17, 2018 Regular Meeting minutes

3. Clarius Partners- Arcadia North Lot 2- Discussion on Earthmoving Agreement (Taivo Tammaru- Clarius Partners, and Attorney George Asimos)

4. Pocono Mountain Municipal Airport- Status/ Bond

5. Changing Water in the Break Room at the District Magistrate Office

6. Project Work Request Form for Staff and Supervisors



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7. Authorization for Chairman Weimer and Vice Chairman Lamantia to Discuss Emergency Services and with Solicitor Patrick Armstrong and Engage his Service to work on Coolbaugh Township Volunteer Fire Company Bylaws and Standard Operating Procedures

8. Elevator Oil Change- Building #2

9. Addition of Assist Motor for helping with Starting and Stopping the Elevator- Building #2 (Solid State Starter)

10. Authorization to Advertise for 2018 Paving Bids

11. Application for Installation of Four Fire Hydrants in the area of A Pocono Country Place

12. Current obligations

• General Fund	\$	295,639.64
• Coolbaugh Twp. VFC	\$	140,000.00
• Sewer Fund	\$	18,230.48
• Escrow Fund	\$	<u>21,608.02</u>
Total Disbursements	\$	475,478.14

13. Other business

14. Board of Supervisors Executive Sessions

15. Adjournment

2

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES

April 17, 2018

The meeting was called to order by Chairman William Weimer at 7:09 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:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Patricia Rosendale, Treasurer and Meredith Thompson, Assistant Business Manager

Staff absent:

None

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

- D. Pope asked the status of the fines being imposed for the illegal dumping at the Recycling Center, being advised by Mr. Weimer that Monroe County Waste Authority truck drivers are dumping any items that are left outside of the blue recycling bins. Ms. Ruiz-Smith asked that a letter be sent regarding the issue to the MCWA.
- V. Massaro stated that there is dumping occurring at the Dana's Restaurant property again, being advised that Mr. Keane, Codes Enforcement Officer has taken them to court to have the issue resolved.

2. Approval of minutes / notes : April 3, 2018 Meeting

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the meeting minutes of April 3, 2018 as written.

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

3. Monthly Reports

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

P. Williams asked about the amount of investigative hours with Ms. Ruiz-Smith stated that she spoke to the Chief and he stated it is due to drug investigations. Mr. Weimer stated that the new K-9 car is done and there is retro reflective sticker on the back of the car for Coolbaugh Township's sponsorship of the car.

➤ Pocono Mountain Regional EMS- Presented by B. Weimer

➤ Coolbaugh Township VFC- Presented by J. McManus

➤ Gouldsboro VFD- Presented by B. Weimer.

➤ Thornhurst Fire & Rescue Ambulance- Presented by B. Weimer.

➤ Tobyhanna Township VFC- Presented by B. Weimer.

➤ Pocono Mountain Public Library- Presented by P. Williams

*Item #12 was moved to the #4 spot for this meeting in order to discuss funds/budgeting for items before approving requests for funding. *

4. Current Obligations

• General Fund	\$	217,978.37
• Sewer Fund	\$	17,962.50
• Escrow Fund	\$	<u>8,790.85</u>
Total Disbursements	\$	244,731.72

Ms. Kelly made a motion second by Mr. Weimer to pay our current obligations in the amount of \$244,731.72

- Discussion: Ms. Ruiz-Smith asked for clarification on check#4208. Ms. Ruiz-Smith asked if an invoice was received for the electrical work at the church in Building #2 being advised by M. Thompson that an electrician was not hired to complete the work and that it was completed by DPW, but she will confirm with DPW Assistant Foreman. Ms. Ruiz-Smith would like confirmation on that as she was advised that an electrician was to be hired to do the work properly. Ms. Ruiz-Smith asked for clarification on what budget line items the Coolbaugh Township VFC requests for funding would be coming from. Mr. Lamantia requested that the invoices for Gilmore and Associates be more specific as to the work that is being completed and who is requesting the work.
- Vote: All in favor, motion passes.

5. Coolbaugh Twp. Volunteer Fire Company Request for Disbursement of Annual Stipend in the Amount of \$114,000.00 from the General Fund

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to authorize the disbursement in the amount of \$114,000.00 from the General Fund to the Coolbaugh Township Volunteer Fire Co. as requested.

- Discussion: P. Williams stated that a check was already cut for this in tonight's bill package. Mr. Weimer stated that this item was on the agenda before the approval of bills to be paid and therefore if there was no request to change the order of the agenda items this would be approved before the bill payout.
- Vote: All in favor, motion passes.

6. Coolbaugh Twp. Volunteer Fire Company Request for Disbursement in the Amount of \$100,000.00 for the Annual Payment on the Twin Sutphen Engines from the Fire Tax Fund

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the request for disbursement in the amount of \$100,000.00 from the Fire Tax Fund for the annual payment on the Twin Sutphen Engines.

- Discussion: Ms. Ruiz-Smith thanked Tomas Keane and Bill Weimer for the presentation that they made at the COG meeting and for donating the retired fire truck to the County Fire School. Mr. Weimer stated that Coolbaugh Twp. VFC believes in training volunteer firefighters and stated that the truck they donated will be able to assist with that. Mr. Weimer also stated that when they donated the truck the county did some necessary work to the truck. Mr. Weimer stated that this is payment #2 or 10.
- Vote: All in favor, motion passes

7. Coolbaugh Twp. Volunteer Fire Company Request for Disbursement in the Amount of \$44,000.00 for Capital Improvements

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize the disbursement in the amount of \$44,000.00 to the Coolbaugh Township Volunteer Fire Co. for capital improvements as listed on their request.

- Discussion: Ms. Ruiz-Smith asked who will be completing the electrical repairs.
- Vote: All in favor, motion passes.

8. Emergency Electrical Repair to the WWTP

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the emergency electrical repair at the WWTP in the amount of \$9,867.00 to electrician Vincent Piacente Electrical Contractors.

- Discussion: Mr. Weimer stated that the work was previously completed as it was an emergency, but wanted to make sure everyone was aware of it because the original work completed by North End Electric was not a permanent fix as there were wires draped along the ceiling and exposed wires. Mr. Lamantia stated that whether it is a temporary fix or not, it still needs to comply with codes.
- Vote: All in favor, motion passes.

9. WWTP- HMI Computer Replacement

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the purchase of the HMI Computer for the WWTP at a cost not to exceed \$6,300.00 from Suez/Zenon (GE) with the consideration of the contract changes as advised by Solicitor Armstrong.

- Discussion: Solicitor Armstrong stated that the changes would include modifications as to the responsibility of the equipment should it not be compatible with our current system/ hook up, changing the state of NY to PA as well as confirmation that the equipment can be installed by a local electrician and would not void the warranty. D. Kavitski stated that this company is located in Canada and is the only company that can program the computer, stating that if we were to purchase the computer from another vendor would still require the expense of shipping to Suez for programming. D. Kavitski also stated the hook up should be a plug and play type installation and if Suez needed to send a technician to do this, the Township would have to pay the travel expenses including lodging and meals, therefore he believes that they could have an electrician in the area hook it up and Suez could remotely connect and make sure that the system is working properly.
- Vote: All in favor, motion passes.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the installation of the computer at the WWTP at a cost not to exceed \$1000.00.

- Discussion: Ms. Ruiz-Smith stated that she is not comfortable with that amount as it could be more if the Suez Company has to send someone and that she would prefer authorizing for \$3,500.00 to be safe.

Mr. Weimer amended his motion and Ms. Ruiz-Smith her second to authorize the installation at a cost not to exceed 3,500.00.

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

10. Acceptance of Patricia Torregrossa's Resignation from the Pocono Mountain Public Library Board of Trustees and Authorization to Advertise

Ms. Ruiz-Smith made a motion second by Mr. Weimer to regretfully accept the resignation of Patricia Torregrossa from the Pocono Mountain Public Library Board of Trustees and appoint Ms. Jill Gunther to the vacant position as stated in her letter of interest dated April 12, 2018.

- Discussion: P. Williams stated that Ms. Torregrossa has been a dedicated member of many years and is resigning due to health reasons and has been
- Vote: 4-0-1, motion passes. (Ms. Kelly abstained due to her employment with the library)

11. Batting Cage Repair Estimate

Ms. Kelly made a motion to submit the claim which would cover \$1025.00 of the cost and TAA would pay the deductible of \$2500.00.

Motion dies without a second

- Discussion: Ms. Ruiz-Smith stated that we should fix it and not submit it to the insurance and pay for it out of the general fund. The public stated that you have insurance for a reason. Ms. Ruiz-Smith stated that it would increase the premium. M. Fairservice stated that it is an act of God and that is what the Township carries insurance for. P. Williams stated that the Township is not being negligent so there is no reason not to submit it.

Ms. Ruiz-Smith made a motion second by Ms. Colgan for discussion to pay the \$1,500.00 out of the General Fund and TAA will pay the difference.

- Discussion: Ms. Colgan asked where the \$1,500.00 figure is coming from stating that it would be \$1,025.00 not \$1,500.00. Solicitor Armstrong asked for clarification on the other potential claim as far as the date. Mr. Weimer stated that it was a different day and would be a separate claim then the batting cage.

Ms. Ruiz-Smith amended her motion to \$1,025.00 and Ms. Kelly her second.

- Discussion: Ms. Kelly asked if the Board would consider splitting the cost if we are not going to submit it to the insurance. Mr. Weimer stated that he is not in favor of paying out of the Township general fund and submit it to the insurance. M. Fairservice asked if there are pictures since the work to repair it has already begun, being advised that they were already submitted.
- Vote: 1-4-0, motion fails. (Ms. Ruiz-Smith in favor)

Ms. Colgan made a motion second by Mr. Weimer to submit the claim to the insurance company with TAA paying the \$2,500.00 deductible.

- Discussion: Solicitor Armstrong asked Ms. Masker if the Athletic Association is prepared to pay the cost associated with the repair, being advised that yes as it is currently a safety issue with opening day being held this weekend.
- Vote: 4-1-0, motion passes. (Ms. Ruiz-Smith opposed)

12. Authorize Solicitor Patrick Armstrong to attend the Hearing on Hamlet Drive Property

Mr. Weimer made a motion second by Ms. Kelly to authorize Solicitor Patrick Armstrong to represent Coolbaugh Township in court regarding the Hamlet Drive case.

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

13. Other Business

Mr. Weimer stated that we have the Pocono Mountain Municipal Airport in attendance this evening. Solicitor Patrick Armstrong stated that last year the Board granted conditional approval for the PMMA land

development plan. This plan has already been before you and is only before you this evening as the applicant has been working to comply with the conditions. The applicant has already negotiated the improvements agreement with prior Solicitor Hanna and just wanted to discuss this with the Board as this agreement is not the same agreement as Solicitor Armstrong would have used, as he has a couple clarifications for the agreement. There is public funds being used for this project and the agreement is that the Airport and Coolbaugh Township will be listed as co-benefactors on the contractors insurance. Solicitor Armstrong believes that there is no reason not to approve the signing of the plans and improvements agreement contingent upon confirmation of all the conditions of Russell Kresge's review letter being met and subject to the applicant providing a fully executed performance bond with the associated contract for the work to be completed. Solicitor Armstrong stated that he does not want to throw a wrench in the project, but wanted the Board to know that it was negotiated prior.

Ms. Kelly made a motion second by to authorize the signing of the plans for the airport and the agreement as presented with the conditions that Russ Kresge verifies that the conditions have been met and we receive the certificate of insurance and insurance bond.

- **Discussion:** Ms. Ruiz-Smith asked if there is a space for the foam trailer, being advised by Mr. Weimer that he received a letter that thanked him for the presentation but that there is no funding available.
 - **Vote:** All in favor, motion passes.
- Mr. Weimer stated that there was an elevator rescue at Building #2 over the weekend which the Coolbaugh Township VFC and DPW were able to resolve, stating that the motor is shot and the elevator is out of service until the repairs are made. Mr. Weimer stated that he received an estimate in the amount of \$8,650.00. Ms. Kelly asked if any of the items are covered under the warranty, being advised that they are not. Mr. Lamantia asked if the estimate came from the company that does the servicing regularly, being advised that it is. Ms. Ruiz-Smith asked if there is any agreement that we provide elevator service for the food pantry, being advised that they carry out food for those that are unable to stated that she would like to contact another company in order to have a back-up. Mr. Lamantia asked how the elevator being down will work with ADA requirements. P. Williams stated that it should be ok to put it off until the next meeting as they are able to get the food to the cars of those that are unable to come downstairs. Mr. Weimer stated that he would question looking at another company if we have a current maintenance agreement with this company as we do not want to void anything.
 - Mr. Weimer stated that he has the detour maps for April 25, 2018 if anyone should want to see them.
 - Mr. Weimer stated that with opening day coming up they put up the netting and with the unexpected ice storm that came in, it crushed the poles and the netting. The estimate is to take down the existing fencing that was damages and replace it and replace the poles and reinstall dugout roofs and cables for a cost of \$14,425.00. The quote came from the company that installed it. Solicitor Armstrong stated that it will require at least two more quotes by phone are required. Ms. Kelly suggested that the Board authorize submitting the claim to the insurance company. Mr. Weimer asked Solicitor Armstrong how to handle the phone quotes if we call and they are not interested in the project as had happened in the past, being advised to document it.

Ms. Kelly made a motion second by Ms. Colgan to submit the additional weather disaster at the park as a claim to the insurance company and we will request two more quotes.

- **Discussion:** M. Fairservice asked if this was the original company that initially did the work and maybe they could take it into consideration maybe he could give us a break on the cost and requested a copy of the quotes received. Mr. Lamantia asked why the correct poles weren't installed the first time, being advised the original project did not include installation of new poles.
- **Vote:** All in favor, motion passes.

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize Russ Kresge to do a review of three properties for viability of a baseball field to include the Hemlock property, the Field by the Township Building and the Mountain Center Property.

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

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize Attorney Armstrong to review the deed to all open space properties for requirements of passive/aggressive.

- Discussion: None
 - Vote: All in favor, motion passes.
- Ms. Ruiz-Smith stated that there were pictures provided at the previous meeting of the Veteran's Memorial and wanted to know the overrun cost associated with the project. Township Treasurer, Patricia Rosendale stated that they are under budget. Mr. Pope stated that it will be set this week and he will coordinate with DPW.
 - Mr. Weimer asked that in the future any questions be forwarded on to the staff to receive answers prior to the meeting.
 - Ms. Ruiz-Smith asked if the Board would like her to research grants for the purchase of the foam trailer for the airport location, with Mr. Weimer stating that it is worth a try and that they suggested going to the Office of Emergency Management to assist with funding. Ms. Ruiz-Smith will be having breakfast with Congressman Courtright and will speak to him to see if his office is able to help obtain funding for the purchase.
 - Ms. Ruiz-Smith stated that due to Mr. Weimer's admiration of the Pocono Mountains she secured donations through the COG, Monroe County Visitors Bureau, the Economic Development Corporation and other area businesses which will be raffled off at PSATS to represent Monroe County.
 - Mr. Weimer stated that he received a request to purchase first grind through the Beast at \$1.00 per yard from Mr. Steven Castone

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the sale of first grind through the Beast at \$1.00 per yard to Steven Castone which is to be loaded himself.

- Discussion: Ms. Ruiz-Smith asked who is responsible for trees on powerlines on Route 423 being advised that the power company will drop the trees but unsure if they will haul them away. Ms. Ruiz-Smith stated that she contacting Township Treasurer, Pat Rosendale to contact PPL about the trees.
- Vote: All in favor, motion passes.

14. Board of Supervisors Executive Sessions

- After: Tuesday, April 17, 2018 from 8:55 pm- 9:25 pm Re: Legal/ Police Department

Board recessed for Executive Session at 8:55pm and reconvened at 9:25pm.

15. Adjournment

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

- Vote: All in favor, motion passed.

Meeting adjourned at 9:25pm.

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, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
April 17, 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:

Patrick Armstrong, Township Solicitor, Erin Masker, Township Secretary, Patricia Rosendale, Township Treasurer and Meredith Thompson, Assistant Business Manager

Staff absent:

None

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

1. Controlling Costs at the WWTP

Mr. Weimer stated that there are multiple items that have been paid for by a Purchase Order at the Wastewater Treatment Plant that are being called emergency repairs and now we need to purchase a \$6,000.00 computer for the plant. Dave Kavitski, WWTP Engineer was in attendance and explained that the plant is run by a PLC – Programmable Logic Controller which is a touch screen computer that is not going to last much longer as they have currently been advised to pull out a fuse in order to try to save on the life until a new computer is purchased. Mr. Kavitski stated that this is the most crucial piece of equipment in the plant as it is the only piece of equipment that is able to make an adjustment should one be needed in order to keep the plant operational. The loss of this computer could result in the WWTP backing up and essentially could lead to back up into homes as well as being in violation with DEP which could cost up to \$10,000.00 a day in fines until compliance is met. Mr. Weimer asked what the turnaround time is when it is ordered being advised that if it is in stock it would take 5-6 hours to program it and then send it out, once it is received it would need to be connected which is a couple of plugs and should be fairly simple. Mr. Kavitski stated that it is coming from Canada also stating that no matter where it is purchased from, it would require being shipped to Canada to be programmed as the Suez Company is the only company able to program it with the software that is needed. Ms. Kelly asked what the warning signals were that the system was going and asked when it was noticed why the Board was not notified right away of the issue. Mr. Kavitski stated that the screen started getting lighter and began flashing. Ms. Ruiz-Smith stated that this is not the time to point fingers and that the Board needs to make a decision to replace the computer so we do not face any other ramifications moving forward with respect to expenses that could be incurred with a system malfunction and backing up into residents homes and/or fines from DEP. Mr. Weimer stated that replacement parts and computers are something that needs to be brought to the Board with a life expectancy so that we are able to budget for the expected replacements instead of everything being an emergency repair. Mr. Kavitski said that they can inventory the plant and be able to put a list together to present to the Board moving forward. Mr. Weimer stated that the Safety Committee did a walkthrough of the plant and the place was a mess with many OSHA violations and stated that this needs to be cleaned up. Solicitor Armstrong stated that he has some concerns on the wording that is within the contract with Suez/GE with regard to the purchase

terms of the computer. He will put these concerns together in an email in order to see if the changes can be made. Mr. Armstrong would like the motion when made to include the condition of requesting these changes. Ms. Rosendale, Township Treasurer asked for clarification on Suez, as she has always made payments to Zenon, being advised that they are the same, Suez/Zenon and GE. Mr. Weimer stated that Dave Kavitski and Ken Fulford will be in attendance at the May 15, 2018 work session to discuss the issues and the accountability of the WWTP and the upkeep.

- **Discussion:** H. Smith stated that members of the Board have gone to the WWTP and have had nothing to say about the state of it, and now there are exposed wires and issues. We need to let the companies that are contracted know what we expect of them in order to keep the plant clean and operational. D. Kavitski stated that Ken Fulford is the operations of the plant and he is the engineer. M. Fairservice asked when OSHA comes in and we have fines who do we go to, stating that it is unsafe for our DPW workers to even be in there. D. Pope stated that he ran the sewer plant at the Army Depot stating that every asset had a maintenance list and suggested that the Board should also consider purchasing additional parts to have on hand.

2. 50/70 Field Partnership with the Mountain Center- Tim Lee

Ms. Colgan stated that she and Ms. Kelly were approached by Mr. Tim Lee of the Mountain Center stating that he is interested in a community partnership and stated that he has land available for a baseball field. Ms. Colgan stated that she would like the Board to consider installing a 50/70 field on the property which is located at the Mountain Center in which the Athletic Association would have first rights to use. Ms. Ruiz-Smith stated that she is not in favor of using someone else's land to put the field when we have our own land that we could use. Ms. Ruiz-Smith stated that the Board was opposed to entering into a community partnership with Pastor Trewick when he came to a meeting to build a rec center on land that the church owns in Pocono Summit. Ms. Ruiz-Smith stated that we have land right next to the Township Building that we could use for a field. Ms. Kelly stated that there are springs below the ground on the land next to the Township and stated that it cost the library over \$700,000.00 in dirt work to be able to build. Mr. Lamantia stated that we should be using our own land as we also have open space properties that we may be able to look into using. Ms. Colgan asked that the Board allow her to work with Patrick Armstrong to research the deeds for the open space properties as there may be issues with them with regards to being passive/aggressive which may limit the approved usage. Ms. Colgan would also like to have Township Engineer, Russ Kresge look at the properties and see if they would be able to be used for a baseball field.

Discussion: M. Fairservice asked about the Hemlock property being previously owned by the library and if the Township purchased it from them. Ms. Colgan stated that the property was purchased from open space grant money. Ms. Fairservice stated that a 50/70 field only serves a small group of children and stated that we do not have an adult field, with Mr. Lamantia stating that a 50/70 field can be used for adults. M. Fairservice stated that we need to build a new basketball court at the Park, with Mr. Weimer stating that the funding for the basketball court is already budgeted for, stating that he is a fan of baseball and whether the field serves one or five thousand children he is in favor of it.

3. Discussion on Board Liaison Position Descriptions

Liaison for Admin/Secretary

Liaison for Code Enforcement

Liaison for Department of Public Works

Liaison for Facilities

Liaison for Finance

Mr. Weimer asked that each Board member write down their idea of job descriptions for the next work session when this will be discussed.

4. Other Business

Nothing was heard

5. Public Input

Nothing was heard

The Work Session ended at 7:01 pm.

12

**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
MAY 01, 2018**

DATE	CK #	ITEM	AMOUNT
4/25/2018		Payroll	\$ 33,000.00
5/1/2018		General Fund	262,639.64
5/1/2018		Total General Fund	295,639.64
5/1/2018		Coolbaugh Township VFD Fire Tax	140,000.00
5/1/2018		Escrow Fund	21,608.02
5/1/2018		Sewer Fund	18,230.48
		Total Disbursements	\$ 475,478.14



TRIAL BALANCE AS OF May 01, 2018			
General Fund Checking	829,349.02	Emerg. Services Fund Money Market	147,188.18
Fire Tax/Coolbaugh Twp VFD	106,638.13	Emerg. Services Fund Checking	21,405.52
Fire Tax/Gouldsboro VFD	21,278.74	Total Emergency Services Fund	168,593.70
Fire Tax/Thornhurst VFD	20,208.37	Liquid Fuels Fund Checking	705,515.25
Fire Tax/Tobyhanna Twp. VFD	51.40	Escrow Fund Checking	188,659.29
Payroll Checking	2,859.30	Escrow Fund Clarius Checking	433,741.62
Rainy Day Fund Savings	931,952.07	Total Escrow Fund	622,400.91
Total General Fund	1,912,337.03		
Sewer Fund Checking	915.86		
Sewer PennVest Checking	76.62	Total all Funds	3,423,781.92
Total Sewer Fund	992.48		
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
4216	1105 - ABLE AUTO SERVICE, INC.	PO 14535 SAFETY INSPECTION STICKER 2015 F550	35.00	
		PO 14571 SAFETY INSPECTION/ATR FUSE	60.00	95.00
4217	1114 - ADVANCED BUSINESS EQUIP.	PO 14520 LEXMARK CONTRACT/ COLOR TONER	85.23	85.23
4218	831 - ALL DOOR SALES, INC	PO 14575 DPW-HOOKED DOOR TO MOTOR/OILED	95.00	95.00
4219	1214 - ALMA I. RUIZ-SMITH	PO 14591 MILEAGE FOR PSATS	163.50	163.50
4220	914 - AMERIHEALTH CASUALTY SERVICES	PO 14570 LIFE INS./SHORT TERM DISABILITY	1,803.31	1,803.31
4221	1283 - APR SUPPLY CO.	PO 14551 SUPPLIES	3.32	3.32
4222	1240 - CINTAS CORPORATION	PO 14527 MATS/ UNIFORMS	98.11	
		PO 14572 UNIFORMS/ MATS	82.56	
		PO 14589 UNIFORMS	61.74	
		PO 14590 UNIFORMS	61.74	304.15
4223	711 - CINTAS FIRE PROTECTION	PO 14557 EXTINGUISHERS/GARAGE/DPW/MUNICIPAL	1,179.79	1,179.79
4224	190 - COOLBAUGH SEWER FUND	PO 14530 EDU MUNICIPAL CENTER	374.82	374.82
4225	1120 - COUNTY WASTE	PO 14539 RECYCLE	649.00	649.00
4226	8 - D.G. NICHOLAS CO.	PO 14538 TIE STRAPS FOR TRUCK	11.84	11.84
4227	52 - DALEVILLE ACE HARDWARE	PO 14533 SUPPLIES BLDG MAINT	146.95	146.95
4228	1085 - DE LAGE LANDEN	PO 14548 (2)TOSHIBA COPIERS LEASE	208.80	
		PO 14554 LEXMARK COPIERS (3) LEASE - MARCH	124.87	333.67
4229	1297 - DUNMORE MATERIALS	PO 14568 REPAIR UNDERPASS	201.50	201.50
4230	342 - ENVIRONMENTAL RESOURCES ASSOCIATES	PO 14553 GRANT WRITING	2,270.34	2,270.34
4231	1147 - ERIN MASKER	PO 14588 MILEAGE FOR PSATS	132.98	132.98
4232	19 - F & S SUPPLY COMPANY, INC.	PO 14532 PLOW PARTS	93.25	93.25
4233	32 - GRAINGER	PO 14576 PARK-REPAIR- LARGE C CLIPS-ALUMINUM	269.94	
		PO 14577 LARGE CLIPS ALUMINUM BLACK FOR PARK	45.80	315.74
4234	1074 - GREEN MAN EXTERMINATOR	PO 14566 EXTERMINATOR 2018-2019	625.00	625.00
4235	1296 - GRIM,BIEHN & THATCHER	PO 14547 PROFESSIONAL SERVICES	1,395.50	1,395.50
4236	535 - HANOVER ENGINEERING ASSOC., INC.	PO 14587 SEO	2,961.51	2,961.51
4237	1192 - HIGHMARK BLUE SHIELD	PO 14556 HEALTH INS /MAY	29,728.30	29,728.30
4238	1210 - HUNTER KEYSTONE PETERBUILT	PO 14537 INSPECTION STICKER FOR PETERBILT 20	95.50	95.50
4239	917 - MILLENNIUM ADMINISTRATORS	PO 14559 MARCH SERV.CHG ADMIN/HEALTH INS.	500.00	500.00
4240	584 - MONROE COUNTY GENERAL FUND	PO 14542 INTEREST ON COUNTY FUNDS FOR TAXES	51.63	51.63
4241	937 - MOUNT POCONO FENCE	PO 14555 BATTING CAGE BALLFIELD	1,025.00	1,025.00
4242	582 - ODB	PO 14569 AUTO LUBER/BRACKET- PARTS FOR LEAF	456.02	456.02
4243	81 - P P & L	PO 14521 43281-27004 MUNICIPAL CENTER	1,979.53	
		PO 14522 64488-49005 611 CORP CENTER	68.74	
		PO 14523 89631-95000 TEGWITHA ROAD /IND'L DR	33.71	
		PO 14545 54691-27003 LAUREL DR/DPW	507.06	
		PO 14546 66091-27000 SPEED SIGN/89343-21023	59.11	
		PO 14549 88900-24001 196 WILDFLOWER	35.21	
		PO 14564 39910-23005 196 COUNTRY PL	34.25	
		PO 14565 36034-04005 ECHO LAKE	39.55	2,757.16
4244	81 - P P & L	PO 14567 51540-24008 196 KNOLLWOOD	30.20	
		PO 14583 8/5457-022009 423 BALLFIELD	375.78	
		PO 14584 07254-41006 PROJECT ST BALLFIELD LI	15.20	
		PO 14585 88094-98000 940 SUMMIT ST	37.90	
		PO 14586 98496-55008 7 KINGS WAY	49.98	509.06
4245	1021 - PAPCO	PO 14560 DIESEL FUEL	3,808.54	3,808.54
4246	86 - PENNSYLVANIA AMERICAN WATER CO	PO 14541 GARAGE/MUNICIPAL CENTER	486.28	486.28
4247	94 - POCONO MOUNTAIN REGIONAL EMS	PO 14526 MAY	8,333.33	8,333.33
4248	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 14544 MAY	183,721.01	183,721.01
4249	713 - RED DIAMOND GRAPHICS	PO 14558 2 DECALS DONATED PMRP	80.00	
		PO 14573 DECALS EMERG. MANGEM'T VEHICLE	395.00	
		PO 14580 LETTERING DOOR LOGOS (2)FOR 2018 FO	250.00	725.00
4250	104 - S & H SUPPLY CO., INC.	PO 14531 SUPPLIES /NUTS/SCREWS/ BLK WIRE TIE	21.28	
		PO 14534 BLACK WIRE TIES	72.00	
		PO 14536 PRESSURE SWITCH/ GAUGE-DPW	29.48	122.76
4251	109 - SCRANTON CRAFTSMEN, INC.	PO 14550 REPAIR RAILING EMPLOYEE ENTRANCE	475.00	475.00
4252	111 - SHERWIN WILLIAMS	PO 14578 PARK TABLES/GATES	83.87	83.87
4253	300 - STADIUM INTERNATIONAL TRUCKS	PO 14561 2013 INT'L 7600	5,223.77	
		PO 14582 2012 INT'L REPAIR	9,601.52	14,825.29
4254	1211 - TRANSEEDGE TRUCK CENTER	PO 14552 2017 VOLVO PA INSPECTION	76.88	76.88
4255	1055 - TULPEHOCKEN SPRING WATER INC	PO 14540 BOTTLE WATER	68.40	68.40
4256	119 - VERIZON	PO 14529 PHONES	854.85	854.85
4257	892 - VERIZON WIRELESS	PO 14581 PHONES	694.36	694.36

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
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TOTAL

262,639.64

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.101.000	GENERAL FUND CHECKING			0.00	262,639.64
01.400.000	GENERAL GOV'T			6,487.97	
01.403.000	TAX COLLECTION			51.63	
01.404.000	LAW			1,395.50	
01.409.000	BUILDING & PLANTS			6,032.22	
01.410.000	POLICE			183,721.01	
01.412.000	AMBULANCE / RESCUE			8,333.33	
01.413.000	SEO / BUILDING CODE			2,961.51	
01.414.000	ZONING OFFICE			250.00	
01.426.000	COMPOST FACILITY			2,270.34	
01.427.000	SOLID WASTE COLLECTION / DISPO			649.00	
01.430.000	DPW-HIGHWAYS ROADS STREETS			4,059.62	
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN			388.65	
01.437.000	DPW-REPAIR OF TOOLS & MACHINER			15,645.26	
01.437.026				395.00	
01.438.000	DPW-HIGHWAY REPAIR & MAINT			201.50	
01.454.000	PARKS			1,908.87	
01.487.000	EMPLOYEE BENEFITS			27,888.23	
TOTALS FOR	GENERAL FUND	0.00	0.00	262,639.64	262,639.64

Total to be paid from Fund 01 GENERAL FUND

262,639.64

262,639.64

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<<<<List of Bills - (85101000) ESCROW FUND CHECKING<<
 <<<< ESCROW <<

Check#	Vendor	Description	Payment	Check Total
1144	1298 - ROBERT BECKER	PO 14579 FIRE ESCROW REFUND	21,608.02	21,608.02
TOTAL				21,608.02

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
85.101.000	ESCROW FUND CHECKING			0.00	21,608.02
85.250.040	BECKER, ROBERT			21,608.02	
TOTALS FOR	ESCROW	0.00	0.00	21,608.02	21,608.02

Total to be paid from Fund 85 ESCROW

21,608.02
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 21,608.02

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

<<<< SEWER FUND <<

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Check#	Vendor	Description	Payment	Check Total
2008	228 - ATC	PO 14574 WARMART/WWTP ENGINEERING SERVICES	1,675.00	1,675.00
2009	711 - CINTAS FIRE PROTECTION	PO 14562 EXTINGUISHERS WWTP	441.25	441.25
2010	771 - COMMONWEALTH OF PA	PO 14543 DCED LOAN 99900048	965.35	965.35
2011	1294 - GOTTA GO SEPTIC'S	PO 14563 SLUDGE HAULING	320.00	320.00
2012	81 - P P & L	PO 14524 04090-21003 PUMP STA	183.74	
		PO 14528 26491-26001 WWTP	4,744.16	4,927.90
2013	119 - VERIZON	PO 14529 PHONES	213.98	213.98
2014	764 - VINCENT PIACENTE ELECTRICAL CONTR.	PO 14525 WWTP/ ELECTRICAL WIRING VIOLATIONS	9,687.00	9,687.00
TOTAL				18,230.48

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
08.101.000	CHECKING			0.00	18,230.48
08.269.500	PENWORKS 2008 GOB			784.40	
08.429.300	OTHER SERVICES & CHARGES			441.25	
08.429.313	ENGINEERING SERVICES			1,675.00	
08.429.320	TELEPHONE			213.98	
08.429.361	ELECTRIC			4,927.90	
08.429.374	MAINT/REPAIR EQUIPMENT			9,687.00	
08.429.452	SLUDGE HAULING			320.00	
08.472.106	PENWORKS INTEREST LN #99900048			180.95	
TOTALS FOR	SEWER FUND	0.00	0.00	18,230.48	18,230.48

Total to be paid from Fund 08 SEWER FUND 18,230.48

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18,230.48