



3

+ 1 officer

	2019 Draft 2	2018 Budget	2019 Draft 1 difference	1.41% Increase
<p><b>36 officers</b></p> <p>37 Ofc x 40 Hours/Ofc = Total Hours per Week Divided by 1 Unit of Service = Total Units of Service</p>	<p>6,031,153.33</p> <p>1,480.00</p> <p>148.00</p> <p>40,751.04</p>	<p>5,947,357.00</p> <p>1440</p> <p>144</p> <p>41,301.09</p>	<p>83,796.33</p> <p>40.00</p> <p>4.00</p> <p>(550.05)</p>	
<p><b>MOUNT POCONO</b></p> <p>Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Mt. Pocono</p>	<p>12.13%</p> <p>17.95</p> <p>731,578.90</p>	<p>721,117.04</p>	<p>10,461.86</p>	
<p><b>TOBYHANNA TOWNSHIP</b></p> <p>Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Tobyhanna</p>	<p>30.72%</p> <p>45.47</p> <p>1,852,770.30</p>	<p>1,826,747.22</p>	<p>26,023.08</p>	
<p><b>TUNKHANNOCK TOWNSHIP</b></p> <p>Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Tunkhannock</p>	<p>11.48%</p> <p>16.99</p> <p>692,376.40</p>	<p>682,707.02</p>	<p>9,669.38</p>	
<p><b>COOLBAUGH TOWNSHIP</b></p> <p>Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Coolbaugh</p>	<p>37.06%</p> <p>54.85</p> <p>2,235,145.43</p>	<p>2,204,652.20</p>	<p>30,493.23</p>	
<p><b>BARRETT TOWNSHIP</b></p> <p>Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Coolbaugh</p>	<p>8.61%</p> <p>12.74</p> <p>519,282.30</p>	<p>512,133.52</p>	<p>7,148.78</p>	



**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466  
(570) 894-8490 \* FAX (570) 894-8413  
WWW.COOLBAUGHTWP.ORG

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

**Roll Call**

**BOARD OF SUPERVISORS**

\_\_\_ **B. Weimer** \_\_\_ **T. Lamantia** \_\_\_ **A. Ruiz-Smith** \_\_\_ **C. Colgan** \_\_\_ **L. Kelly**  
\_\_\_ **Solicitor Rice** \_\_\_ **E. Masker**

**Veterans Day Ceremony - VFW Post 509 and VFW Post 3448**

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
  - October 11, 2018 Budget Meeting Minutes
  - October 16, 2018 Regular Meeting Minutes
  - October 25, 2018 Budget Meeting Minutes
  
3. WWTP Removal and Installation of the Left and Right Side Gear Boxes
  
4. Attendance Report of Planning Commission, Parks and Recreation and Environmental Advisory Council
  
5. Update on Ryan's Road and Route 196 Issue



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6. Authorization to Advertise the Public Hearing scheduled for December 4, 2018 at 6:30pm for Zoning Ordinance Amendments pertaining to:
  - Adding Travel Plazas as a Permitted Use in the Industrial Zoned Areas
  - Zoning Map Amendment for Property Tax ID #03/6/1/8-1 owned by the Pocono Mountain Municipal Airport Authority to change from a C-2 to Industrial Zoned Property
  - Changing the Parks and Recreation Membership from 7 members to 5 members
  
7. Authorization to Advertise 2019 Township Shred Event Dates-Proposed May 18, 2019 and October 5, 2019
  
8. 2019 Proposed Bulk Drop Off Dates
  - Friday, April 5<sup>th</sup> and Saturday, April 6<sup>th</sup> , 2019
  - Friday, June 7<sup>th</sup> and Saturday, June 8<sup>th</sup> , 2019
  - Friday, August 2<sup>nd</sup> and Saturday, August 3<sup>rd</sup>, 2019
  - Friday, October 4<sup>th</sup> and Saturday, October 5<sup>th</sup> , 2019
  
9. Authorization to Advertise the following:
  - Notice of vacancies on various boards, commissions and council
  
  - Notice to Residents- Any vehicle left on Township Right of Way during periods of ice or snow removal will be towed at owner's expense.
  
10. Resolution # 09- 2018: Approval of the 2019 Budget for Pocono Mountain Regional Police
  
11. Current obligations

• General Fund		\$	479,526.27
• Sewer Fund		\$	25,066.99
• Escrow Fund		<u>\$</u>	<u>3,698.58</u>
<b>Total Disbursements</b>		<b>\$</b>	<b>508,291.84</b>



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12. Solicitor Comments/Updates

13. Other business

14. Adjournment

**2**

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
BUDGET MEETING MINUTES  
October 11, 2018

The meeting 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 and Clare Colgan (by phone)

Board Members absent:

Alma I. Ruiz-Smith

Staff present:

None

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 item.

1. Public Input

Nothing was heard.

2. Wages

The Board went into executive session to discuss wages from 6:03pm-6:55pm

3. Police

Ms. Kelly stated that the Coolbaugh Township portion increased \$30,493.23 which brings the Township contribution to \$2,235,145.43 for 2019 (budget draft 2). Discussion ensued about traffic devices that collect speeding data on roads as well as traffic light pre-emptors for 33 vehicles which would cost approximately \$16,000.00.

4. Other Business

Nothing was heard.

5. Adjournment

*There being no further business, a motion was made by Mr. Lamantia second by Ms. Colgan to adjourn.*

- *Vote: All in favor, motion passed.*

Meeting adjourned at 7:40pm.

NEXT REGULAR BOARD MEETING: Tuesday, October 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  
October 16, 2018**

The work session was called to order by Chairman William Weimer at 6:02 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 (arrived at 6:26pm), Alma I. Ruiz-Smith and Clare Colgan

**Board Members absent:**

None

**Staff present:**

Patrick Armstrong, Solicitor and Erin Masker, Township Secretary, Maureen Mills, Business Manager and Tomas Keane, Code Enforcement Officer

**Staff absent:**

None

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

**1. Discussion on Savvy Citizen**

Ms. Colgan spoke to Rich from Savvy Citizen and stated that they will bill us on a monthly basis for the remainder of 2018 and then beginning in 2019 they will bill us annually with a two month free discount. Ms. Colgan stated that they have taken on five new municipalities in the last month so they are growing stating that the rates have increased but they have agreed to honor the price that they offered us at PSATS. Ms. Ruiz-Smith questioned the add-on amounts stating that it far exceeds the \$1990.00 annual rate. Ms. Ruiz-Smith asked if there could be a link between our website and savvy citizen for people that are passing through in case there are road closings they would be able to have that information. Mr. Weimer stated that this information is for the residents of the Township. Ms. Colgan stated that the information that will be included on Savvy Citizen will be the information that we input stating that Fire, EMS and Police will also have access to post to it with their own login and password. Mr. Weimer stated that this is a good idea for our residents.

- **Discussion:** None

**2. Discussion on Route 196 Turning Lane- LSA Costs to Date**

Mr. Lamantia stated that the engineering fees are costing as much as the entire project. Discussion ensued about the expenditures and Mr. Weimer stated that we will be looking into the issues once the project is complete so we do not hinder the completion by bringing others into the process at this point.

- **Discussion:** H. Smith stated that the project should have been stopped a long time ago with Mr. Weimer agreeing but stating that it is too late now. M. Fairservice stated that we should be contacting Gilmore and Associates and telling them enough is enough to try to stop some of this continuous billing. Mr. Weimer stated that we tried that before and that was where the blame game started between PennDot and Gilmore. Solicitor Armstrong stated that there are probably regular construction conference calls at this point stating that maybe a Township Representative could keep Gilmore on the line after the call ends and have this conversation with them. Mr. Lamantia stated that a lot

of the back and forth listed on this breakdown is from the beginning to try to get the project started. D. Pope stated that the Township should speak to the State Representative about the issues with PennDot. Mr. Lamantia stated that we need to get the project finished and then have a review to determine all the issues and not get others involved at this point. V. Massaro stated that the breakdown only has dates and amounts but no details as to what they were for. Solicitor Armstrong stated that the amounts coincide with an invoice that was received and paid.

### **3. Discussion on Building Number 2 Repair Proposal**

Mr. Weimer stated that Township Engineer, Russ Kresge sent over his review which outlines the deficiencies in the proposal that was received. Discussion ensued on the direction that the Board would like to proceed which was determined that the Board seemed to agree that the project should be bid out as an all-encompassing project that would span over a period of 24-36 months. The Township will look into grant opportunities which would assist with the cost of the project. Ms. Ruiz-Smith stated that Barry Isett's office has a grant writer that stated that there are a lot of grants available for projects like this one. Ms. Ruiz-Smith stated that Barry Isett's office prepared the initial review which determined the issues and proposed resolutions therefore they would be the best option to prepare the bid specs moving forward. Ms. Ruiz-Smith stated that Mr. Anderson of Anderson masonry did not have the same opportunity as Corey Seese Masonry to tour the building and meet with Russ Kresge before preparing his quote.

- **Discussion:** M. Fairservice stated that when putting a project out to bid everyone meets for a tour on the same day and is provided with the same information and is not able to have any one on one time with anyone before preparing their proposals, stating that is how this should be. If anyone has any questions the question and answer is provided to everyone. Solicitor Armstrong stated that is correct when it is a project that is out for competitive bidding, stating that the current project is under the bid amount. Mr. Lamantia stated that we need to let our professionals take care of this and the Board should not be involved until the bids are presented for approval.

### **4. Other Business**

Ms. Ruiz-Smith stated that she received an email from Tim Lee of Pocono Services for Families and Children stating that he would like to withdraw his request to the Board of Supervisors for assistance with funding the parking lot paving and culvert repair at the Mountain Center Building.

### **5. Public Input**

Nothing was heard.

The Work Session ended at 6:49pm.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
October 16, 2018

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:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary and Maureen Mills, Business Manager/Controller and Tomas Keane, Code Enforcement Officer

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 if an invitation was sent to the VFW Post 509 for the Veterans Day Ceremony, being advised that both Post 509 and Post 3448 will be participating.
- D. Pope stated that there are trucks parked across from the gas station on Main Street.
- M. Fairservice recognized DPW for the hard work that they did on the new basketball court, stating that it is coming along nicely.

2. Approval of minutes / notes : September 27, 2018 Budget Meeting and October 2, 2018 Regular Meeting Minutes

*Ms. Kelly made a motion second by Ms. Colgan to approve the budget meeting minutes of September 27, 2018 as written.*

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

*Ms. Kelly made a motion second by Ms. Colgan to approve the meeting minutes of October 2, 2018 as written.*

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

3. Monthly Reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly. Ms. Kelly also stated that officers are participating in a No Shave November Fundraiser
- Pocono Mountain Regional EMS-Presented by T. Lamantia
- Coolbaugh Township VFC- Presented by T. Keane

- Gouldsboro VFD- Presented by D. Renaldi
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Weimer.
- Tobyhanna Township VFC- Presented by Mr. Weimer
- Pocono Mountain Public Library- Presented by A. Shincovich

#### 4. Planning Commission Recommendation of Approval for the Pocono Mountain Municipal Airport Authority Zoning Map Amendment

*Ms. Ruiz-Smith made a motion second by Mr. Lamantia to proceed forward on the Pocono Mountain Municipal Airport Authority map amendment to the zoning map for parcel ID# 03/6/1/8-1, Deed Book 2111, page 8500 changing the zoning district from a "C-2" to an "I" (Industrial).*

- Discussion: Attorney Geoffrey Worthington was in attendance representing the Airport Authority stating that he attended the Planning Commission meeting this month regarding the request. Solicitor Armstrong stated that should the Board choose to move forward the next step would be to have the applicant sign a professional services agreement to cover the cost of advertising and expenses and finalize the Ordinance and forward it to the County Planning Commission and the Township Planning Commission and allow them the necessary time to provide their comments. Solicitor Armstrong stated that he spoke to General Code regarding the possibility of including the changes into the codification but was advised that it is a long process and advised the Board to move forward with the proposed changes and then move forward with the codification should they choose. Solicitor Armstrong stated that the next time this would be before the Board of Supervisors would be to authorize the advertisement for the hearing stating that we could put this item on the agenda to authorize advertising at the November 5, 2018 meeting and hold the hearing on December 4, 2018 at 6:30pm.
- Vote: All in favor, motion passes.

#### 5. Savvy Citizen

*Ms. Kelly made a motion second by Ms. Colgan to authorize signing a contract with Savvy Citizen to be billed monthly for the remainder of 2018 and then annually for 2019 without any add-ons.*

- Discussion: Ms. Ruiz-Smith asked if this is an auto renewal or will they ask if we want to continue being advised by Ms. Colgan they will ask.
- Vote: All in favor, motion passes.

#### 6. 225<sup>th</sup> Anniversary Celebration (Committee/ Advertisement)

*Ms. Kelly made a motion second by Mr. Weimer to approve the advertisement for committee members for the 225<sup>th</sup> Anniversary Celebration.*

- Discussion: Ms. Shincovich stated that she is happy that the Township is going to be having a celebration for the 225<sup>th</sup> Anniversary volunteering the library if needed as well as herself to be part of the committee.
- Vote: All in favor, motion passes.

#### 7. Building Number 2 Repair Proposal

*Ms. Kelly made a motion second by Mr. Weimer to rescind the contract award of Anderson Masonry for the repairs of Building Number 2 that was previously awarded.*

- Discussion: Ms. Ruiz-Smith stated that someone needs to send him a letter letting him know that it was rescinded.
- Vote: All in favor, motion passes.

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to authorize Barry Isett's firm prepare bid specs for Building #2 to stop the water infiltration to be budgeted over 24-36 months.*

- Discussion: Ms. Kelly stated that the work on this project will be completed by our Business Manager.
- Vote: All in favor, motion passes.

8. Authorization to Amend Township Zoning Ordinance to Include Travel Plazas in the Industrial Zoned Districts  
*Ms. Kelly made a motion second by Mr. Weimer to authorize proceeding and finalizing the zoning use amendment adding the travel plazas as a permitted use in Industrial Zoned Districts and forwarding it on to the County Planning Commission and Township Planning Commission and thereafter advertising it for a December 4 2018 public hearing at 6:30pm.*

- Discussion: Ms. Ruiz-Smith stated she doesn't understand why there is such a rush and why we are not having Carson Helfrich review the Ordinance. Discussion ensued re: permitted use or conditional use and the steps for proceeding as well as the opportunity to move it forward and visit the conditions moving forward. Solicitor Armstrong stated that travel plazas are allowed in C-1 zoning districts and asked the Board if they would like to change that to a permitted use and were advised they are not looking to change that at this point. H. Smith stated that the property across from the Township would be a good spot.
- Vote: 4-0-1, motion passes. (Ms. Colgan abstained due to her employment)

9. Controller Report

Presented by Ms. Mills as of September 30, 2018

- Discussion: None

10. Current obligations

• General Fund	\$ 100,804.25
• Sewer Fund	<u>\$ 2,446.16</u>
Total Disbursements	\$ 103,250.41

*Ms. Colgan made a motion second by Mr. Ruiz-Smith to pay our current obligations in the amount of \$103,250.41.*

- Discussion: Ms. Ruiz-Smith asked for clarification on checks # 4737 and #4765 also asking if we can share upcoming information and hours of operation for the Historical Society and Rail Authority through the Savvy Citizen app, being advised by Ms. Colgan that we can as we control the information that is shared.
- Vote: All in favor, motion passes.

11. Other business

- ❖ Ms. Colgan thanked the Board on behalf of herself and Ms. Masker for the opportunity to attend the two days of training in Mars stating that it was very informative.
- ❖ Mr. Weimer stated that the steel plate for the temporary repair on Cayuga has come in and has already been installed. Township Engineer, Russ Kresge has been authorized to begin the permitting process and work with DEP to be able to get the approval to make a permanent repair in the future.
- ❖ Mr. Weimer stated that there was an issue with the traffic light at Johnson and Johnson but stated that DPW and Northeast Signal were out there fixing it today.
- ❖ Mr. Weimer stated that he spoke with Ms. Masker today and authorized her to begin working with Township Engineer, Russ Kresge on the bid specs for the garage expansion at the park stating that he also spoke to Ms. Mills about forwarding the funds from this year's budget to next year for the completion of the project.

- ❖ Mr. Weimer stated that next month's meeting will be held on Monday November 5, 2018 due to the elections.
- ❖ Ms. Ruiz-Smith stated that we spent over \$7,000.00 on the temporary repair of Cayuga and asked if Mr. Weimer has any idea as to what the permanent repair will cost, with Mr. Weimer responding that it is unknown but that it is at least a year away. Ms. Ruiz-Smith asked if there will be any issues with the temporary repair during the winter being advised there will not be.

*Ms. Ruiz-Smith made a motion to approve her attendance at the Pocono Visitors Bureau annual luncheon as a representative of the Township.*

*\*\*Motion failed due to lack of a second. \*\**

12. Board of Supervisors Executive Session:

- Before: Thursday, October 11, 2018 from 6:03pm-6:55pm Re: Personnel

13. Adjournment

*There being no further business, a motion was made by Ms. Kelly second by Ms. Colgan to adjourn.*

- Vote: All in favor, motion passed.

Meeting adjourned at 8:14 pm.

NEXT REGULAR BOARD MEETING: Monday, November 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: \_\_\_\_\_

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
BUDGET MEETING MINUTES  
October 25, 2018

The meeting was called to order by Chairman William Weimer at 6:02 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

Anthony Lamantia,

Staff present:

Maureen Mills, Business Manager/ Controller and Erin Masker, Township Secretary

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 item. This meeting is being recorded for the preparation of the minutes.

1. Public Input

Nothing was heard.

2. Security Cameras for the Municipal Complex – Spytronics

Rudy Hofbauer from Spytronics was in attendance to speak on the proposal that was submitted for 16 cameras to be placed at the Municipal complex. Mr. Hofbauer stated that there are 12- 6 megapixel cameras and 4 -5 megapixel infrared cameras stating that these cameras can be viewed off-site by having a user name and password. Mr. Hofbauer stated that it is a 4TB system and comes with a 19" monitor that will be placed in the municipal building with both locations being linked to the one system. Mr. Hofbauer stated that his company has been in business for 30 years and works off of word of mouth stating that he has not received any complaints as they are always readily available if any issues arise with the ability to come out to the site within 12-24 hours to resolve any issues.

- Discussion: Ms. Ruiz-Smith asked why there is such a difference in price between his proposal and AIC. Mr. Weimer asked about clarification on the Megapixels on the camera being advised that the lower the number the wider the shot from the camera. M. Fairservice stated that cameras were installed at the recycling center and reminded the Board that they had to install lights as well as upgrade the internet on top of the quote that they received. Mr. Hofbauer stated that we will not know if there is more lighting needed until the cameras are in place stating that they can also be moved and cameras can be added at any time. Mr. Hofbauer stated that these are the same cameras that were installed at the police station.

3. Parks and Recreation Budget Request

Discussion ensued about the priorities of the Parks and Recreation Commission. Items that they would like to purchase for 2019 would be: Bleachers for the new basketball court, park signage, playground equipment, lights for park entrance sign, solar lights for the new basketball court and carry over for the expansion of the

park garage. They also requested funding for their annual events including Ghoulbough, Touch a Truck and Movies in the Park. Discussion also ensued regarding their request for funding for a grant writer to assist with a playground and possibly for the solar lighting.

- Discussion: Mr. Weimer thanked the commission for their hard work and the projects that they have completed and are working on currently. He asked that the commission remember some of the other ideas that were discussed previously including the replacement of the dugouts on the senior field, lights and water at the softball field. M. Fairservice stated that the commission has also discussed clearing away some trees to expand the parking lot that leads to the softball field. Mr. Weimer stated that he would like to meet in the spring to discuss the ideas and come up with a plan. Ms. Ruiz-Smith stated that she is meeting with Ms. Masker and Ms. Colgan to walk the park with the Visitors Bureau in November stating that they have grants available as well. Ms. Colgan stated that the commission would like to go back to a five member board as Ms. Masker's term is up and she would like to step down after this year stating that we also have an attendance issue with a Board member not showing up which leaves the commission with an issue making quorum. Mr. Weimer asked Ms. Masker to speak to Solicitor Armstrong to determine how we would go about making that change.

#### 4. EAC Budget Request

EAC requested funding in the amount of \$5,000.00 to be used for legal services with Solicitor Armstrong in order to begin to resolve the issues with the deeds for the open space properties which include the Tannery and Hemlock properties as they both have issues that need to be resolved before either of those properties could be developed stating that it was found that there are also coal rights on one of the properties that needs to be resolved. M. Miller stated that the council has plans but they are always facing these issues which stop them from moving forward. K. Green discussed the issues that the council is faced with stating that the Monroe County Planning Commission is unsure how the grant even went through with the discrepancies.

- Discussion: Ms. Ruiz-Smith asked if they have spoken to Jennifer at Maureen Madden's office stating that she may be able to assist them at no cost before they spend money trying to resolve the issues stating that she has the connections that may lead them in the right direction. Ms. Mills stated that the council still has \$8,600.00 in their budget that is unspent asking if they want that carried over. Mr. Weimer asked what projects they would like to do as to move forward on the Wiley property as that is the only one that seems to not have any issues, being advised cleaning up the trails, purchase picnic tables and benches as well as attend the annual seminar that will be held in the area this year. It was agreed that they request to carry over \$6,000.00 from the money that was not spent this year in addition to the \$5,000.00 request for legal services.

#### 5. Donations for 2019

Discussion ensued about the donation list from 2018 with Mr. Weimer stating that he met with H. Smith and D. Pope regarding medallions that they would like to place at the base of the flag poles stating that they could also be sponsored should someone choose to. Mr. Weimer stated that he is waiting for the cost. He also stated that we should look into weed treatment at the memorial as well as if there are any special cleaning requirements for the memorial stone. Ms. Ruiz-Smiths stated that the cover that she made for the monument is in the garage to be placed on it for the winter.

## 6. Waste Not Technologies LSA Letter of Support

Ms. Kelly made a motion second by Mr. Weimer to approve the LSA letter of support request from Waste Not Technologies.

- Discussion: Ms. Ruiz-Smith asked that Ms. Masker finds out how many people will be employed at this company.
- Vote: All in favor, motion passes.

## 7. Other Business

- Ms. Ruiz-Smith stated that she spoke to Chief Wagner about items that they may want for next year being advised that they would like car cams which are approximately \$5,000.00 per car. Ms. Ruiz-Smith stated that maybe we could work with other municipalities to come up with the funding for them. Ms. Kelly stated that she likes the traffic pre-emptors for the vehicles which are approximately \$400.00-\$500.00 each.
- Ms. Ruiz-Smith stated that Valor Clinic Foundation is holding a spoon drive to collect metal spoons for the homeless veterans, stating that she would like to have a drop off in the vestibule at the front of our Municipal Building. The Board agreed suggesting one also at the Tax Collectors office.
- Ms. Kelly stated that we received a letter of interest to rent the space downstairs from the group that rents a cubicle in front of building #2. Ms. Ruiz-Smith stated that she has been speaking with Solicitor Armstrong's firm as well as Barry Isett's office regarding renting the space as they may be interested in splitting the space. She would like to be able to show the space to Barry Isett's office before we move forward with renting the space. Ms. Kelly stated that a letter should be sent out to all interested parties letting them know that there are more than one interested party and that if they are interested in discussing the space or viewing the space they should contact our business manager. Ms. Mills stated that Staffing Synergies will stick to their 3 year contract stating they do not use the space. Mr. Weimer stated that the Board needs to determine what they want to charge for rent for the space.
- Ms. Masker stated that she received advertising information from Savvy Citizen which was provided to the Board. The Board agreed on the picture of the Municipal Complex that should be used and was in favor of the other information received. Ms. Masker will contact Savvy Citizen to begin moving forward with the printing of the promotional items.
- Mr. Weimer stated that it will cost \$3,000.00 for the concrete out in front of the Municipal Building stating that we could add another \$1,000.00 to do the back as well.
- Mr. Weimer stated that the leaf collector is down and will need to be repaired.
- Mr. Weimer stated that there was an issue with the heat at the DPW garage.
- Mr. Weimer stated that there are three motor gear boxes down out of four at the WWTP. Ms. Mills stated that it will require two tanks to be pumped. Mr. Weimer asked Ms. Mills to request another quote for the repair.
- Mr. Weimer met with Samaritan EMS and PMREMS at County stating that station 11 (PMREMS) will be the first dispatched and then they are depleted Station 14 (Samaritan) will replace them.
- Mr. Weimer stated that he would like permission to speak with Thornhurst as they have not responded to any calls this year for EMS. The Board agreed that would be ok.

## 8. Adjournment

*There being no further business, a motion was made by Mr. Weimer second by Ms. Colgan to adjourn.*

- Vote: All in favor, motion passed.

Meeting adjourned at 8:16pm.

NEXT REGULAR BOARD MEETING: Monday, November 5, 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: \_\_\_\_\_

***11***

COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS AND BALANCES REPORT  
NOVEMBER 05, 2018

DATE	CK #	ITEM	AMOUNT
10/23/2018		Payroll	\$39,000.00
11/6/2018		General Fund	440,526.27
11/6/2018		Total General Fund	479,526.27
11/6/2018		Escrow	3,698.58
11/6/2018		Sewer Fund	25,066.99
		<b>Total Disbursements</b>	<b>\$ 508,291.84</b>

TRIAL BALANCE AS OF NOVEMBER 05,2018

General Fund Checking	2,777,718.48	Emerg. Services Fund Money Market	147,823.69
Fire Tax/Coolbaugh Twp VFD	280,001.32	Emerg. Services Fund Checking	21,497.94
Fire Tax/Gouldsboro VFD	33,374.10	<b>Total Emergency Services Fund</b>	<b>169,321.63</b>
Fire Tax/Thornhurst VFD	42,322.19	<b>Liquid Fuels Fund Checking</b>	<b>711,322.02</b>
Fire Tax/Tobyhanna Twp. VFD	22,099.81	Escrow Fund Checking	140,445.26
Payroll Checking	813.35	Escrow Fund Clarius Checking	435,149.32
Rainy Day Fund Savings	935,058.19	<b>Total Escrow Fund</b>	<b>575,594.58</b>
<b>Total General Fund</b>	<b>4,091,387.44</b>		
Sewer Fund Checking	1,275.40	<b>Total all Funds</b>	<b>5,563,045.94</b>
Sewer PennVest Checking	76.62		
<b>Total Sewer Fund</b>	<b>1,352.02</b>		
Capital Projects Fund Checking	14,068.25		

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
4785	1011 - 209 ENTERPRISES	PO 15536 AASHTO/ ARPOND PARK BASKETBALL COUR	248.05	248.05
4786	1105 - ABLE AUTO SERVICE, INC.	PO 15471 INSPECTION 2014 FORD SUPER DUTY 350	241.92	241.92
4787	831 - ALL DOOR SALES, INC	PO 15549 ROAD DEPT/ SERVICE ALL DOORS AT LOC	7,566.00	
		PO 15550 PARK -REPLACED VERTICAL TRACKS & WE	188.00	
		PO 15551 SALT SHED & STORAGR SHED REPAIR	677.00	
		PO 15552 MUNICIPAL COMPLEX	725.00	9,156.00
4788	1214 - ALMA I. RUIZ-SMITH	PO 15467 MILEAGE -PSATS FALL FORUM/WOODLANDS	100.82	100.82
4789	901 - ALTEC INDUSTRIES, INC	PO 15528 BUCKET TRUCK YEARLY INSPECTION FORD	819.11	819.11
4790	1258 - AM TRUST NORTH AMERICA	PO 15483 WORKER COMP	7,187.00	7,187.00
4791	1039 - AMERICAN UNITED LIFE INS. CO.	PO 15517 LIFE INS/ DISABILITY	893.91	893.91
4792	1318 - CARDIELLO PROPERTIESLLC	PO 15525 03/4/1/17- 03/4/18-03/4/17-1 TAX R	351.25	351.25
4793	1240 - CINTAS CORPORATION	PO 15479 UNIFORMS	100.61	
		PO 15519 MATS	238.49	
		PO 15544 MAT/UNIFORMS	95.27	434.37
4794	1120 - COUNTY WASTE	PO 15481 RECYCLE CENTER/ TWP CLEAN - UP	5,968.00	5,968.00
4795	1 - CRAMERS HOME BUILDING CENTERS	PO 15509 SYP TREATED PRIME SUPPLIES MUNICIPA	141.50	141.50
4796	652 - CYPHERS TRUCK PART	PO 15505 BANK CLAMPS/PLUGS FOR IMPACT GUN/SO	92.98	92.98
4797	8 - D.G. NICHOLAS CO.	PO 15491 MINI BLUBS/BRAKE CLEANER- FOR ALL T	42.42	
		PO 15503 SPEADER HOSES FOR TRUCKS/GEAR OIL/A	213.22	
		PO 15522 FLOOR DRY ALL PURPOSE	75.00	
		PO 15563 PLOW GREASE	125.96	
		PO 15564 REPAR LEAF TRUCK/ GEAR WRENCH/FITTI	80.64	537.24
4798	1085 - DE LAGE LANDEN	PO 15466 3 LEXMAR PRINTERS-AUG/SEPT/OCT	396.57	
		PO 15520 COPIER (2) UPSTAIRS/DOWNSTAIRS	208.80	605.37
4799	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 15468 RECYCLE	16.00	16.00
4800	151 - E.M. KUTZ, INC.	PO 15487 REPAIR V-BOX SPREADER- BEARING/POLY	329.26	
		PO 15488 GAS ENG. CONTROL KIT/REPAIR	587.00	
		PO 15489 SALT SPEADER U- BOX	580.94	
		PO 15542 VALVE RELIEF SPREADER/CARTRIDGE PLO	333.40	1,830.60
4801	135 - EUREKA STONE QUARRY	PO 15518 ANTI-SKID	14,106.61	14,106.61
4802	1270 - GEORGE ELY ASSOCIATES, INC.	PO 15486 BASKETBALL POST GROUND SLEEVE	686.00	686.00
4803	30 - GOTTA GO POTTIES	PO 15516 HANDICAP RENTAL	400.00	400.00
4804	32 - GRAINGER	PO 15540 GLOVES/ FIRE EXT. FOR AROUND COMPLE	118.12	118.12
4805	1296 - GRIM,BIEHN & THATCHER	PO 15507 ZONING/SEWER/196 PROJECT/CAYUGA/DOL	4,096.00	4,096.00
4806	48 - H. CLARK CONNOR	PO 15541 PLANNING COMMISSION	915.00	915.00
4807	535 - HANOVER ENGINEERING ASSOC., INC.	PO 15534 SEO	6,030.46	
		PO 15558 COOLBAUGH TWP 196	466.06	
		PO 15562 196 COOLBAUGH TWP. TEM	5,037.72	11,534.24
4808	1210 - HUNTER KEYSTONE PETERBUILT	PO 15506 TRANSMISSION OIL FOR DUMP TRUCKS SY	155.38	155.38
4809	616 - KIMBALL MIDWEST	PO 15523 SHOP SUPPLIES FOR ALL TRUCKS & EQUI	199.00	199.00
4810	62 - LAWSON PRODUCTS, INC.	PO 15533 HAND CLEANER/DEGREASER	78.99	78.99
4811	1077 - LINEX STRIPING COMPANY	PO 15510 BASKETBALL COURT STRIPING	500.00	500.00
4812	1319 - MANAGEMENT SCIENCE ASSOC. INC.	PO 15526 SAVVY- CITIZEN ANNUAL SUBSCRIPTION	1,397.00	1,397.00
4813	917 - MILLENNIUM ADMINISTRATORS	PO 15515 SEPT. ADMIN FEE	500.00	500.00
4814	76 - NIVERT METAL SUPPLY, INC.	PO 15469 PO#0376 PLATING ROADWAY/PIPE 611	7,127.60	7,127.60
4815	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 15480 196/ ECHO LAKE REPAIR	1,522.63	
		PO 15497 611 CORP DR	29,601.00	31,123.63
4816	452 - OFFICE DEPOT	PO 15477 TAPE FOR ADDING MACH	9.77	
		PO 15545 OFFICE SUPPLIES	134.57	144.34
4817	81 - P P & L	PO 15472 43281-27004 MUNICIPAL BLDG	3,733.29	
		PO 15473 89343-21023 SPEED SIGN	29.35	
		PO 15474 54691-27003 LAUREL DR DPW	330.35	
		PO 15478 64488-49005 611/CORP CENTER	42.32	
		PO 15485 49924-86007 IND'L PARK TRAFFIC LIGH	75.37	
		PO 15499 88900-24001 196 WILDFLOWER	34.97	
		PO 15500 39910-23005 STOP LIGHT 196 STREET S	32.41	
		PO 15501 36034-04005 STREET LIGHT 196	39.80	4,317.86
4818	81 - P P & L	PO 15512 85427-02009 BASEBALLFIELD	431.00	
		PO 15513 51540-24008 196/ KNOLLWOOD	30.03	
		PO 15514 07251-41006 PROJECT ST	14.61	
		PO 15537 98496-55008 7 KINGSWAY	53.65	
		PO 15538 88094-98000 940 SUMMIT	39.94	
		PO 15547 84771-32002 507 SIGNAL LIGHTS	31.03	600.26
4819	804 - P& D EMERGENCY SERVICE	PO 15470 COMMUNICATIONS RADIO REGISTRATION	272.00	272.00

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

Check#	Vendor	Description	Payment	Check Total
4820	1021 - PAPCO	PO 15482 FUEL	4,796.13	4,796.13
4821	742 - PAPILLON & MOYER EXCAVATING	PO 15524 EQUIPMENT HAULING - FOR LOADER	800.00	800.00
4822	86 - PENNSYLVANIA AMERICAN WATER CO	PO 15527 GARAGE/ MUNICIPAL CENTER	89.42	89.42
4823	430 - POCONO ACE HARDWARE	PO 15492 HILLMAN FASTENERS	11.32	
		PO 15502 GRASS SEED PARK/BASKETBALL AREA	58.47	
		PO 15521 MARKER PAINT/FASTENERS	29.13	
		PO 15530 SUPER IRON OUT- DPW SINKS	35.98	
		PO 15532 PLIER VISE GRIP W/CUT	38.69	
		PO 15565 SHOVELS SNOW/	63.06	236.65
4824	143 - POCONO LAKE SUPPLY CO.	PO 15498 MUNICIPAL CTN WINTER SNOW FENCE SUP	266.25	266.25
4825	94 - POCONO MOUNTAIN REGIONAL EMS	PO 15462 NOV	8,333.33	8,333.33
4826	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 15463 NOV	183,721.01	
		PO 15493 NON-UNIFORM PENSION	3,276.00	
		PO 15494 POLICE PENSION	96,344.34	
		PO 15531 MORTGAGE NOV	3,156.31	286,497.66
4827	206 - PSATS	PO 15543 DEVELOPING YOUR TWP BUDGET	40.00	40.00
4828	1203 - RUSSELL R. KRESGE JR.	PO 15511 BRUNO'S/ALDI DOLLAR GEN'L/J & J/CLA	2,147.00	2,147.00
4829	104 - S & H SUPPLY CO., INC.	PO 15504 MOVING BELL BY MANSON	35.79	
		PO 15529 LEAF SUCKER	23.87	
		PO 15566 CEILING TILES TAX COLLECTORS ROOM	115.12	174.78
4830	111 - SHERWIN WILLIAMS	PO 15546 SUPPLIES FOR LINE PAINTING	24.29	24.29
4831	1317 - TEAMLOGIC IT	PO 15496 NETWORK/SECURITY ASSESSMENT	500.00	500.00
4832	738 - TEAMSTERS LOCAL 773	PO 15548 SEPT / OCT UNION DUES	1,280.00	1,280.00
4833	264 - TOBYHANNA CONSERVATION ASSOCIATION	PO 15555 DONATION 2018	3,500.00	3,500.00
4834	1159 - TOBYHANNA TWP VFC	PO 15556 DONATION 2018	21,000.00	21,000.00
4835	203 - ULTRACON INC.	PO 15484 FUEL PUMP NOT WORKING NOT REGISTERI	346.50	346.50
4836	892 - VERIZON WIRELESS	PO 15539 PHONES	948.11	948.11
4837	244 - VFW POST 509	PO 15554 DONATION 2018	2,500.00	2,500.00
4838	764 - VINCENT PIACENTE ELECTRICAL CONTR.	PO 15508 LIGHTS AT BALL PARK & BATHROOMS	150.00	150.00
TOTAL				440,526.27

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.101.000	GENERAL FUND CHECKING			0.00	440,526.27
01.230.650	UNION DUES			1,280.00	
01.400.000	GENERAL GOV'T	3,662.55			
01.402.000	FINANCIAL ADMIN	9.77			
01.403.000	TAX COLLECTION	351.25			
01.404.000	LAW	4,096.00			
01.408.000	ENGINEER	1,947.00			
01.409.000	BUILDING & PLANTS	14,302.33			
01.410.000	POLICE	186,877.32			
01.411.000	FIRE	21,000.00			
01.412.000	AMBULANCE / RESCUE	8,333.33			
01.413.000	SEO / BUILDING CODE	6,030.46			
01.419.000	PLANNING COMMISSION	915.00			
01.427.000	SOLID WASTE COLLECTION / DISPO	5,968.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	5,817.01			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	31,862.85			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	4,413.28			
01.438.000	DPW-HIGHWAY REPAIR & MAINT	7,127.60			
01.439.000	DPW-HIGHWAY CONSTR & REBUILDIN	19,610.39			
01.454.000	PARKS	2,776.13			
01.457.000	CIVIL & MILITARY CELEBRATIONS	2,500.00			
01.461.000	COMMUNITY DEVELOPMENT	3,500.00			
01.481.000	INTERGOVT EXPENSES	99,620.34			
01.486.000	INSURANCE	7,187.00			
01.487.000	EMPLOYEE BENEFITS	1,338.66			

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
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TOTALS FOR	GENERAL FUND	439,246.27	0.00	1,280.00	440,526.27
		=====	=====	=====	=====

Total to be paid from Fund 01 GENERAL FUND

440,526.27
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440,526.27

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

<<<< ESCROW <<

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Check#	Vendor	Description	Payment	Check Total
1167	1296 - GRIM,BIEHN & THATCHER	PO 15507 ZONING/SEWER/196 PROJECT/CAYUGA/DOL	1,504.00	1,504.00
1168	535 - HANOVER ENGINEERING ASSOC., INC.	PO 15535 LATZANICH SELF STORAGE/ALDI/DOLLAR	583.40	
		PO 15559 DUNKIN DONUTS	34.95	
		PO 15560 DOLLAR GENERAL	675.84	
		PO 15561 ALDI SEWER	180.39	1,474.58
1169	1203 - RUSSELL R. KRESGE JR.	PO 15511 BRUNO'S/ALDI DOLLAR GEN'L/J & J/CLA	720.00	720.00
TOTAL				3,698.58

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
85.101.000	ESCROW FUND CHECKING			0.00	3,698.58
85.250.045	DUNKIN DONUTS			34.95	
85.250.272	CLARIUS PARTNERS (ARCADIA N, LOT 2)			260.00	
85.250.275	J & J LAND DEVELOPMENT			80.00	
85.250.284	ARCADIA NORTH NORTH PHASE			656.00	
85.250.299	POCONO SELF STORAGE			34.95	
85.250.307	DOLLAR GENERAL SEWER			902.49	
85.250.308	DOLLAR GENERAL SITE DEVELOPMENT			640.00	
85.250.320	ALDI INC.			330.00	
85.250.321	BABY BRUNO'S			258.00	
85.250.333	ALDI -SEWER			502.19	
TOTALS FOR	ESCROW	0.00	0.00	3,698.58	3,698.58

Total to be paid from Fund 85 ESCROW

3,698.58

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3,698.58

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

<<<< SEWER FUND <<

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Check#	Vendor	Description	Payment	Check Total
2082	228 - ATC	PO 15460 WALMART/WWTP ENGINEERING SERVICE	7,090.00	
		PO 15461 MISC/WWTP	1,825.00	8,915.00
2083	771 - COMMONWEALTH OF PA	PO 15553 P24001544-429 DCED LOAN/PENNWORKS	965.35	965.35
2084	1294 - GOTTA GO SEPTIC'S	PO 15490 SLUDGE REMOVAL 10/11/2018	400.00	
		PO 15495 SLUDGE REMOVAL 10/18/2018	400.00	
		PO 15557 SLUDGE REMOVAL 10/25/2018	400.00	1,200.00
2085	1296 - GRIM,BIEHN & THATCHER	PO 15507 ZONING/SEWER/196 PROJECT/CAYUGA/DOL	96.00	96.00
2086	520 - K.L. FULFORD ASSOCIATES, INC	PO 15464 SEPT	5,800.00	
		PO 15465 OCTOBER	5,800.00	11,600.00
2087	81 - P P & L	PO 15475 26491-26001 WWT PLANT	2,137.06	
		PO 15476 04090-21003 PUMP STA	153.58	2,290.64
TOTAL				25,066.99

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
08.101.000	CHECKING			0.00	25,066.99
08.269.500	PENNWORKS 2008 GOB			793.59	
08.429.125	CONTRACT SERVICE PLANT	11,600.00			
08.429.313	ENGINEERING SERVICES	8,915.00			
08.429.314	PROFESSIONAL FEE SOLICITOR	96.00			
08.429.361	ELECTRIC	2,290.64			
08.429.452	SLUDGE HAULING	1,200.00			
08.472.106	PENNWORKS INTEREST LN #99900048	171.76			
TOTALS FOR	SEWER FUND	24,273.40	0.00	793.59	25,066.99

Total to be paid from Fund 08 SEWER FUND

25,066.99

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25,066.99