

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

**WORK SESSION /
REGULAR MEETING INFORMATION**

TUESDAY, NOVEMBER 18, 2014

- WORK SESSION: 6:00PM
- REGULAR MEETING: 7:00PM

**Coolbaugh Township Board of Supervisors
November 18, 2014 - 7:00 p.m.
Regular Meeting Agenda**

Roll Call

BOARD OF SUPERVISORS:

_____ Kelly, _____ Adams, _____ Zito, _____ Pope, _____ Weimer

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.

This meeting is being recorded to aid in the preparation of the minutes.

1. Public Input
2. Approval of Minutes / Notes
 - November 3, 2014 Regular Minutes
 - November 3, 2014 Public Hearing Notes
3. 2014 Monthly Reports
 - Thornhurst Volunteer Fire and Rescue Company
 - Coolbaugh Township Volunteer Fire Company
 - Pocono Mountain Regional Emergency Medical Services
 - Pocono Mountain Regional Police
4. Amendment to the Township Code of Ordinances - request for zone change from Rural Residential District (R-1) to Woodland Conservation District (WC) - Smoke Ridge Subdivision
5. Extension request - Ray Price Mount Pocono Ford Land Development Plan - Center Rock Realty Company
6. Proposed Township Resolution #05-2014 – disbursement of the funds from the one mill fire tax revenue for fiscal year 2014 to volunteer fire companies
7. Authorization to advertise additional Budget Work Sessions
8. Authorization to place DPW equipment (Sweeper and LayMor) on Municibid for possible sale.
9. Business Manager / Controller's Financial Report

10. Current Obligations

General Fund	\$	88,576.26
Capital Projects	\$	1,116.00
Sewer Fund	\$	9,732.95
	\$	<hr/>
Total Disbursements	\$	99,425.21

11. Other Business

12. Board of Supervisors Executive Sessions

Held Prior: Tuesday, November 3, 2014 @ 8:47 p.m. re: Legal
Subsequent: None Scheduled

13. Adjournment

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, NOVEMBER 18, 2014

TAB 2

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY, NOVEMBER 3, 2014
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:00 pm in the meeting room of the Pocono Mountain Public Library, 5500 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Staff present:

Tomas Keane, Codes Enforcement Officer

Staff absent:

Doug Hein, Business Manager/Controller

Announcements:

Ms. Kelly 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.

- A Veterans Day Ceremony will be held. Mr. Weimer led those present in the Pledge of Allegiance. Mr. Zito offered opening comments. Mr. F. Pope presented donations to the two VFW Posts in Coolbaugh Township. Commanders of VFW Post 509 and VFW Post 3448 made remarks. Mr. Adams offered closing remarks.

1. **Public Input**

- Mr. Zito offered a moment of silence for Helen Hanna, Sue Pope and Joe Battisto.
- Mr. E. Money – praised volunteer fire departments. He also encouraged people to vote.
- Ms. Foster – spoke about PMRPD and what it will cost to have our own PD. If issue is with Commission Board, solve issues of communication.

2. **Approval of Minutes / Notes**

- October 21, 2014 Regular Minutes
- October 21, 2014 Work Session Notes

The minutes of October 21, 2014 were reviewed and considered for approval.

Mr. Adams made a motion, seconded by Mr. Weimer to approve the minutes of October 21 2014 as presented.

- **Discussion:** None
 - **Vote: 4 in favor, Mr. Zito abstained. Motion Passed.**
- Work Session Notes / Public Hearing Notes**

The notes for the work session held on October 21, 2014 were presented for review. It was agreed that these documents would be published for public viewing on the Township's website.

July 1, 2014 correction of minutes re: Ford F250 and F550 financing

Mr. Weimer made a motion, seconded by Mr. Zito to correct the error in the July 1, 2014 minutes for them to reflect that the 2015 F250 was to be financed through Peoples Security Bank and the 2015 F550 was to be purchased with Liquid Fuels funds.

- **Discussion:** Discussion was held.
- **Vote: All in Favor. Motion Passed.**

3. **Minor Subdivision joining lots 54 & 61, Section G, A Pocono Country Place, Property Owners – Nestor & Cassandra Garcia**

Mr. F. Pope made a motion, seconded by Mr. Adams to approve the minor subdivision.

- **Discussion:** None
- **Vote: All in Favor. Motion Passed**

4. **Arcadia North Business Park, South Phase, Section 1 – request for release of financial security**

Mr. Zito made a motion, seconded by Mr. F. Pope, based on the comments by Russ Kresge in his October 29, 2014 letter, to release \$6,000 of bond # B10 010 457 and to release the entire \$122,023 of bond # B10 010 455.

- **Discussion:** Discussion was held.
- **Vote: All in Favor. Motion Passed.**

5. **E-911 Re-addressing Violations**

- **Authorization to file with court for non-compliance**
- **Clarification of fine amount**
- **Post the names of local businesses that carry the correct re-addressing signs on Township's website**

Mr. F. Pope made a motion, seconded by Mr. Weimer to table the first two items and allow the third.

- **Discussion:** Discussion was held. Mr. Hanna said he would like to meet with Mr. Keane to review filing procedures and possibly meet with Judge Fluegel as well.
- **Vote: All in Favor. Motion to Table Passed.**

6. **Support letter for Dog Goods USA**

Mr. Adams made a motion, seconded by Mr. F. Pope, to send a letter of support with the condition that Dog Goods USA obtain all necessary permits and clearances.

- **Discussion:** Discussion was held.
- **Vote: Three in favor; Ms. Kelly and Mr. Weimer voted against. Motion Passed.**

7. **Estimates – Traffic Signal / Traffic Lights Maintenance Agreement**

Mr. F. Pope made a motion, seconded by Mr. Adams to award the bid to Telco.

- **Discussion:** Discussion was held regarding cost.
- **Vote: 2 in Favor; Ms. Kelly, Mr. Weimer and Mr. Zito voted against. Motion Failed.**

Mr. Weimer made a motion, seconded by Ms. Kelly to award the bid to Northeast Signal.

- **Discussion:** Discussion was held regarding cost.
- **Vote: 3 in Favor; Mr. F. Pope and Mr. Adams voted against. Motion Passed.**

8. **Rineheimer Construction, Inc. – request for waiver of zoning permit fees for the Youth Association of Pocono Mountain Football & Cheerleading – to build a press box at Clear Run School Campus**

Mr. Weimer, seconded by Mr. Adams, to approve waiving zoning permit fees.

- **Discussion:** Discussion was held.
- **Vote: All in Favor. Motion Passed.**

9. **Business Manager / Controller's Financial Report**

Mr. F. Pope read Mr. Hein's report in his absence.

10. **Current Obligations**

Before them, the Supervisors had details of the Township's current obligations totaling \$465,112.49.

Mr. Adams made a motion, seconded by Mr. Weimer to pay current obligations in the amount of \$465,112.49.

- **Discussion:** Ms. Fairservice questioned check #3280 (General Fund).
- **All in Favor. Motion Passed.**

11. **Other Business**

- **Mr. Weimer made a motion, seconded by Ms. Kelly to award a bid to Keystone Fence in the amount of \$13,693.75 to replace the fence around the baseball field. Vote-All in favor, motion passed.**
- **Mr. F. Pope made a motion to contract with Time Clock Plus, seconded by Mr. Weimer. A discussion was held. Mr. Dan Dougherty suggested Easy Clocking bio-metric thumb print reader clocks. Motion and second withdrawn for Mr. Hein to look into Easy Clocking. Mr. F. Pope made a motion to table, seconded by Mr. Weimer. Vote-All in favor, motion to table passed.**

12. **Board of Supervisors Executive Sessions**

- **Held prior: Tuesday October 21, 2014 at 9:00 pm re: Legal and Personnel**
- **Held prior: Tuesday October 28, 2014 at 6:00 pm re: Legal**
- **Subsequent: Monday November 3, 2014 at a time TBD re: Legal**

13. **Adjournment**

There being no further business, a motion was made by Mr. Weimer, seconded by Mr. Adams, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at approximately 8:37 pm.

NEXT REGULAR BOARD MEETING: November 18, 2014 at the Pocono Mountain Public Library second floor conference room.

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

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
PUBLIC HEARING
NOVEMBER 3, 2014
NOTES**

The work session was called to order by Chairman Lynn Kelly at 6:00 pm in the meeting room of the Pocono Mountain Public Library, 5500 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Staff present:

Doug Hein, Business Manager / Controller; Jerry Hanna, Township Solicitor; & Tomas Keane, Codes Enforcement

Mr. Zito announced that this public hearing is being recorded by him and a stenographer to aid in the preparation of the notes. He asked that each person commenting state their name and where they live for the record.

1. Request for change in Zoning District – from Rural Residential District (R-1) to Woodland Conservation District (WC) – Smoke Ridge Subdivision; request made by Boucher & James, Inc. for clients Worthington & Spinieo Pocono Holdings, LLC

Solicitor Hanna stated that the public hearing is in response to request from Boucher & James on behalf of Worthington & Spinieo to change a portion of their land from R-1 to WC. He outlined the law and when the hearing was posted in the paper and on the property. Application was submitted to Coolbaugh Township Planning Commission and Monroe County Planning Commission. MCPC stated in a letter that this is a matter of local determination. CTPC recommended to Board of Supervisors that they grant the change. The meeting was turned over to the owner/applicant.

Attorney Herb Sutfeld, representing Worthington & Spinieo, LLC introduced Chris Spinieo and John Tressler of Boucher & James. He asked the stenographer to swear them in, which she did. Attorney Sutfeld explained the subdivision that had taken place as well as a second subdivision of a 300 acre lot, which is now the lot in question, as it has two zones on it, the R-1 and WC. Attorney Sutfeld called Mr. Tressler as his first witness. Mr. Tressler explained the location of the property and the particular lot in question.

Mr. Zito questioned Mr. Tressler about the lots being created by a reverse subdivision and why one lot was placed in two zones. Atty. Tressler stated that it was due to the Township's zoning change. Ms. Kelly asked about small lots divided out. Mr. Tressler stated that they do not have ownership of those lots and are not trying to change zoning there. Mr. Zito asked about the size of the lots and was told they don't meet the current zoning requirements for building. It was clarified that there are three lots, not two.

Atty. Sutfeld called Mr. Spinio as a witness. He questioned him on Mr. Tressler's testimony. He asked Mr. Spinio about the 300 acre lot and why he believed it to be too large to sell. Mr. Spinio stated that it was too unwieldy and not marketable so he decided to subdivide again. Atty. Sutfeld asked if it would be more marketable if it was all WC. Mr. Spinio said it would be. Mr. Adams asked if there were any current plans for the lots. Mr. Spinio said no, but there were parties interested. Mr. Adams asked what impact it would be if the change was not granted. Mr. Spinio said it would be very difficult to sell. Mr. Pope asked what lots were owned by Mr. Spinio. Atty. Sutfeld pointed them out on the map. All small parcels are owned by other parties.

Public comments were heard from Maria Sutura, Dennis Eckles, Michael Sutura, Dan Price, Scott Naughton, Heidi Eckles, all of whom spoke against the change.

Work session ended at 6:43 pm.

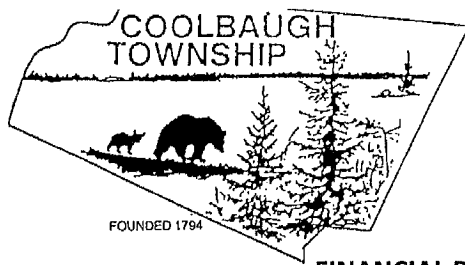
PUBLIC HEARING

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, NOVEMBER 18, 2014

TAB 9



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5550 Memorial Blvd., Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

FINANCIAL REPORT – BOARD OF SUPERVISORS NOVEMBER 18, 2014 BOARD MEETING

Revenues

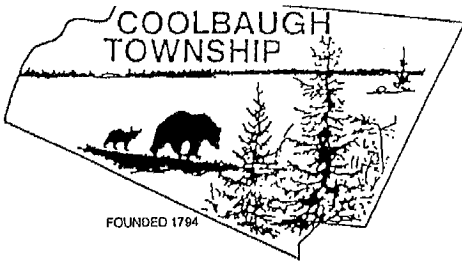
- As of November 10, 2014, total General Fund revenues received were \$6,431,457. This is broken down as follows (2014 budget is \$6,963,787):

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
○ Real estate taxes (current & dlq.)	\$3,867,715	98%
○ Earned income tax	\$1,114,339	86%
○ LST	\$ 297,408	74%
○ R/E transfer tax	\$ 224,676	90%
○ Act 101 recycling grant	\$ 197,574	494%
○ Police pension	\$ 177,671	69%
○ Foreign fire casualty insurance	\$ 145,589	104%
○ Licenses & permits	\$ 127,396	74%
○ Rents	\$ 72,834	91%
○ Game commission	\$ 29,032	100%
○ Fines & forfeits	\$ 26,637	59%
○ Zoning fees	\$ 23,634	68%
○ Miscellaneous	\$ 16,668	111%
○ Recycle	\$ 14,737	327%
○ Building codes fees	\$ 14,235	57%
○ Snow removal	\$ 9,917	147%
○ Interest earned	\$ 8,070	81%
○ All other sources	\$ 63,325	.91%

Expenses

- As November 10, 2014, total General Fund expenses were \$5,875,497, with the largest categories being (2014 budget is \$6,963,787):

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
○ PMRPD	\$1,870,908	89%
○ Salaries	\$ 646,202	86%
○ Employee benefits	\$ 492,004	88%
○ R/E tax distribution to Library	\$ 460,277	87%
○ Bond P&I	\$ 309,094	100%
○ Transfer to sewer account	\$ 175,974	87%
○ Foreign fire casualty insurance	\$ 145,589	104%
○ Coolbaugh Twp. VFD	\$ 127,628	100%
○ Engineering	\$ 123,654	211%
○ Salt & cinders	\$ 115,242	72%
○ Legal fees	\$ 112,549	305%
○ Fuel	\$ 104,538	87%
○ PMREMS	\$ 94,397	94%
○ Utilities	\$ 87,923	80%
○ Lease purchase	\$ 75,434	72%
○ Maint. & repairs – buildings	\$ 70,456	391%*
○ Liability insurance	\$ 64,031	99%
○ Repairs of equipment	\$ 63,321	115%
○ Capital construction	\$ 61,730	26%
○ Control center	\$ 29,982	102%
○ SEO	\$ 28,865	82%
○ Contributions	\$ 27,200	115%



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5550 Memorial Blvd., Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

○ Contr. services township cleanup	\$ 26,183	87%
○ Macrosmith	\$ 20,207	92%
○ Tax collector operating expenses	\$ 6,885	115%
○ All other sources	\$ 509,041	7%

*Due to \$31,184 being spent to date to repair electrical lines into Municipal Office Building.

Cash balances & Reports

- \$800,000 was withdrawn at the beginning of the year from the "Rainy Day Fund" to supplement the General Fund cash account until tax revenue began to flow in; it all has been paid back. This was in place of a tax anticipation note (TAN).
- The cash balances listed on the current obligations sheet in the Board Books represent the balances after tonight's obligations are paid. Enclosed are final financial reports as of October 31, 2014.

**COOLBAUGH TOWNSHIP BOARD OF
SUPERVISORS**

REGULAR MEETING

TUESDAY, NOVEMBER 18, 2014

TAB 10

COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
November 18, 2014

DATE	CK #	ITEM	AMOUNT
11/10/2014		Payroll	\$ 32,000.00
11/6/2014	3313	General Fund Paid Since Last Meeting Peoples Security Bk. (2014 F250)	704.66
			704.66
11/18/2014		General Fund	55,871.60
		Total General Fund	88,576.26
11/18/2014		Capital Projects	1,116.00
11/18/2014		Sewer Fund	- 9,732.95
		Total Disbursements	\$ 99,425.21

TRIAL BALANCE AS OF NOVEMBER 18, 2014			
General Fund Checking	220,938.90	Emerg. Services Fund Money Market	114,115.47
Fire Tax/Coolbaugh Twp VFD	169,548.14	Emerg. Services Fund Checking	20,958.66
Fire Tax/Gouldsboro VFD	40,188.50	Total Emergency Services Fund	135,074.13
Fire Tax/Pocono Summit VFD	40,188.50	Liquid Fuels Fund Checking	614,375.45
Fire Tax/Thornhurst VFD	20,072.42	Escrow Fund Checking	134,194.68
Payroll Checking	429.55	Escrow Fund Clarius Checking	424,233.41
Rainy Day Fund Savings	1,233,286.44	Total Escrow Fund	558,428.09
Total General Fund	1,724,652.45		
Sewer Fund Checking	4,397.55		
Sewer PennVest Checking	26.26		
Total Sewer Fund	4,423.81		
Capital Projects Fund Checking	14,258.12	Total All Funds	3,051,212.05

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

Meeting Date: 11/18/2014 For bills from 11/05/2014 to 11/07/2014

Check#	Vendor	Description	Payment	Check Total
3314	1114 - ADVANCED BUSINESS EQUIP.	PO 8738 COPIER	46.20	46.20
3315	44 - AIRGAS USA,LLC	PO 8754 supplies	171.95	171.95
3316	52 - BILL'S ACE HARDWARE	PO 8748 PARTS	6.06	6.06
3317	1059 - BILL'S SHOPRITE	PO 8737 FUEL	288.64	288.64
3318	202 - BRADCO SUPPLY CO.	PO 8711 supplies	30.00	30.00
3319	849 - COMMUNITY PLANNING & MANAGEMENT LLC	PO 8729 ZONING	20.00	20.00
3320	190 - COOLBAUGH SEWER FUND	PO 8721 edus	374.82	374.82
3321	492 - CS-GRAPHX	PO 8724 ANNUAL SUPPORT	1,850.00	1,850.00
3322	8 - D.G. NICHOLAS CO.	PO 8700 part	11.15	
		PO 8734 circuit breaker	69.74	80.89
3323	1085 - DE LAGE LANDEN	PO 8716 copier	208.80	208.80
3324	757 - DIRECT ENERGY	PO 8756 electric	1,584.18	1,584.18
3325	24 - DOLORES A. BRACY	PO 8723 OCT	48.00	48.00
3326	17 - EXCELL PLUMBING AND HEATING	PO 8720 restrooms	233.00	233.00
3327	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 8710 nov	257.83	257.83
3328	1019 - FORD CREDIT DEPT 67-434	PO 8709 oct	1,028.77	1,028.77
3329	812 - FOSTER & CO.,INC.	PO 8714 supplies	146.98	146.98
3330	798 - GILES & RANSOME INC	PO 8732 BEAST	11,912.88	11,912.88
3331	54 - H.A. BERKHEIMER,INC.	PO 8742 lst	713.31	713.31
3332	535 - HANOVER ENGINEERING ASSOC.,INC.	PO 8718 belmont	1,500.00	1,500.00
3333	1112 - JOSEPH W. ROGAN	PO 8727 PROCESS SERVICE	75.00	75.00
3334	829 - KREITZER SANITATION	PO 8751 trach	239.00	239.00
3335	891 - LOWE'S	PO 8750 misc	64.01	64.01
3336	634 - MACROSMITH INC	PO 8735 dec	1,837.00	1,837.00
3337	858 - MUNICIPAL CAPITAL CORP.	PO 8722 dec	1,614.27	1,614.27
3338	759 - MUNICIPAL SOFTWARE,INC.	PO 8731 support	2,040.00	2,040.00
3339	74 - NAPA AUTO PARTS OF DALEVILLE	PO 8699 parts	124.01	
		PO 8703 part	302.68	426.69
3340	452 - OFFICE MAX CONTRACT	PO 8713 supplies	28.73	28.73
3341	81 - P P & L	PO 8708 electric	26.87	
		PO 8743 electric	869.76	896.63
3342	219 - PA DEPT. OF LABOR & INDUSTRY -	PO 8704 elevator	36.00	36.00
3343	83 - PANKO REPORTING	PO 8739 ZHB	135.00	135.00
3344	387 - PATRICIA EDEN	PO 8741 ins ded	350.00	350.00
3345	86 - PENNSYLVANIA AMERICAN WATER CO	PO 8707 fire	1,189.30	1,189.30
3346	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 8755 cbt	151.85	151.85
3347	430 - POCONO ACE HARDWARE	PO 8701 part	4.04	
		PO 8705 misc	17.85	
		PO 8719 supplies	8.98	
		PO 8736 supplies	17.52	
		PO 8740 supplies	33.69	82.08
3348	172 - POCONO MT. LIBRARY	PO 8745 deliq tax	10,149.61	
		PO 8746 deliq tax	8,911.83	19,061.44
3349	95 - POCONO RECORD	PO 8725 adv	947.80	947.80
3350	1115 - SCHWAAB,INC.	PO 8749 STAMP	136.73	136.73
3351	623 - SERVICE TIRE TRUCK CENTERS	PO 8715 repair	106.50	106.50
3352	300 - STADIUM INTERNATIONAL TRUCKS	PO 8747 parts	1,457.72	1,457.72
3353	120 - SUNDANCE NETWORKS INC.	PO 8744 repair	920.00	920.00
3354	738 - TEAMSTERS LOCAL 773	PO 8726 dec dues	445.00	445.00
3355	31 - THYSSENKRUPP ELEVATOR CORP.	PO 8728 MAINT	251.82	251.82
3356	756 - UGI Utilities	PO 8706 gas	1,182.58	1,182.58
3357	381 - UNIFIRST CORPORATION	PO 8730 uniforms	83.52	83.52
3358	929 - UNITED CONCORDIA LIFE & HEALTH	PO 8753 dec	1,610.62	1,610.62

TOTAL

55,871.60

Total to be paid from Fund 01 GENERAL FUND

55,871.60

55,871.60

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

Check#	Vendor	Description	Payment	Check Total
391	949 - H.A. WEIGAND INC	PO 8712 misc	1,116.00	1,116.00
	TOTAL			1,116.00
Total to be paid from Fund 15 CAPITAL PROJECTS			1,116.00	
			=====	
			1,116.00	

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

Check#	Vendor	Description	Payment	Check Total
1393	757 - DIRECT ENERGY	PO 8756 electric	2,224.80	2,224.80
1394	520 - K.L. FULFORD ASSOCIATES, INC	PO 8702 wwtp	5,800.00	5,800.00
1395	829 - KREITZER SANITATION	PO 8751 trach	238.00	238.00
1396	229 - MOYER INSTRUMENTS, INC.	PO 8717 repair	640.00	640.00
1397	160 - NORTHEAST CHEMICAL& SUPPLY CO., INC.	PO 8752 soda ash	830.15	830.15
TOTAL				9,732.95

Total to be paid from Fund 08 SEWER FUND

9,732.95

=====

9,732.95