

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
WORK SESSION AGENDA
October 2, 2018, 6:00PM

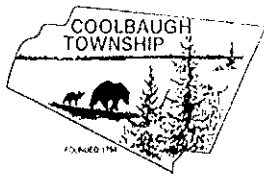
1. Mountain Center Request for Assistance with Funding Toward the Culvert Replacement

2. Discussion on Industrial Zoning to Include Travel Plazas

3. PMMAA Discussion on Rezoning Property to Industrial Zoning

4. Other Business

5. Public Input



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
October 2, 2018, 7:00 PM**

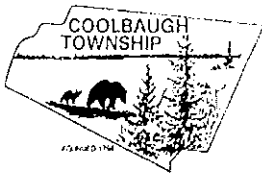
Roll Call

BOARD OF SUPERVISORS

___ B. Weimer ___ T. Lamantia ___ A. Ruiz-Smith ___ C. Colgan ___ L. Kelly
___ Solicitor Armstrong ___ E. Masker

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
 - September 18, 2018 Regular Meeting minutes
3. Authorization for Temporary Repair to Culvert Pipe on Cayuga Drive
4. A Pocono Country Place Resolution Request for Small Games of Chance Act
5. Parks and Recreation Request for DPW to Work at the Ghoulbaugh Event on October 27, 2018
6. Declaration of October as National Domestic Violence Awareness Month
7. COG Updates



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8. Current obligations

• General Fund	\$	318,224.78
• Sewer Fund	\$	10,693.04
• Escrow Fund	\$	<u>16,672.77</u>
Total Disbursements	\$	345,590.59

9. Solicitor Comments

10. Other business

11. Board of Supervisors Executive Sessions

12. Adjournment

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
September 18, 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, 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. Pocono Mountain Municipal Airport Authority- Request for re-zoning of parcel of land

Attorney Geoffrey Worthington was in attendance on behalf of the PMMAA to discuss the possibility of changing the zoning district on the parcel of land that is across from the airport to an Industrial District which is currently zoned C-2. The Airport Authority would like to have the opportunity to rent out the area for the storage of empty trailers on the outer perimeter where it is not regulated by the FAA. Attorney Worthington presented the Board with a copy of the zoning map for the area of the airport and the surrounding properties for review.

- **Discussion:** Ms. Ruiz-Smith asked if there are still plans for a restaurant on the property which was discussed a while back, being advised that is not the plan at this time. Mr. Bill Mullen stated that J & J and Walmart are both interested in being able to store empty trailers on the property but the current zoning does not allow for that use. Mr. Mullen stated that the income from that property would help fund the airport expenses. Solicitor Armstrong stated that in considering this option the Board should consider the surrounding zoning districts and the effects that it will have on them, as well as compare the permitted uses and whether this would be a permitted use or a special exception which would be granted by the Zoning Hearing Board. Solicitor Armstrong stated that if the Airport chooses to move forward on this they should enter into a professional service agreement and post a bond to cover the expenses associated with the action, stating that the request would require a recommendation from the Township Planning Commission. Code Enforcement/ Zoning Officer Tomas Keane stated that a parking lot would be an accessory use to a structure stating that it may be possible to use the airport as the structure depending on the distance as set per the Ordinance. This would have to be determined. Ms. Ruiz-Smith applauds the idea for adding business in the Township. M. Fairservice stated that all other cases that came before the Board were told to start at the Planning Commission level, asking why this is any different. Solicitor Armstrong stated that it does not have to start at that level, but will still need their review and recommendation. Mr. Weimer asked Ms. Masker to put this on the upcoming work session for further discussion.

2. Discussion Re: Samaritan EMS as Backup Coverage for PMREMS

Mr. Weimer stated that he received an email from Gary Hoffman at Monroe County 911 asking if Coolbaugh Township would want to discuss the opportunity of Samaritan EMS coming off the Tobyhanna Army Depot base to assist as a backup to PMREMS when they are needed. Mr. Weimer stated that they are looking to expand their coverage area in their new contract to assist with BLS service if there are no PMREMS units available on the mountain stating that this is not to replace PMREMS but would be in addition to their service. Mr. Weimer stated that there would be one ambulance that would stay on the base and a second unit would be sent out as backup when needed.

- **Discussion:** Ms. Ruiz-Smith asked if we would have to fund them being advised by Mr. Weimer that we would not.

3. Municipal Center Security Cameras

Ms. Ruiz-Smith stated that she invited Chris from AIC to attend the work session to give a presentation on his proposal from AIC for the municipal center security cameras. Chris reviewed the specs of the system proposed with two NVR systems stating if one system fails the other unit works as a backup to provide footage. Chris stated that there is a backup battery life of 45 minutes should the power go out and stated that there are two camera options available and the system warranty is a one year warranty. Chris discussed the potential switching of companies for the equipment provided which would change the warranty to a three year warranty should they make the change before our installation, stating that the actual camera would be warrantied for three years for vandalism. He also stated that it can record up to 45 days of storage and stated that the system is motion activated and that if there are any issues with saving 45 days he will come in and upgrade the system for free.

- **Discussion:** Mr. Weimer asked if there are multiple cables for the system being advised it is one CAT five cable. Chris stated that as long as the local router is up and running the system will continue to record, stating that if the network went down then the system would also continue to record but would not be a live feed until the system is back up. Solicitor Armstrong stated that he reviewed the camera locations stating that there are no issues with privacy based on the locations. Mr. Weimer asked if there would be an option to give the police a login to be able to view the cameras if needed being advised there are up to fifteen logins available plus the administrator, stating users are only allowed to view the footage. Mr. Lamantia asked about the angle of the footage being advised that it is a 170 degree angle and will record the angle that it is facing.

4. Other Business

Nothing was heard

5. Public Input

Nothing was heard.

The Work Session ended at 6:44pm.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
September 18, 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 the 911 Readdressing project has been completed
- M. Fairservice stated that the Touch a Truck event went well and thanked the Township, PMREMS and the Coolbaugh Township fire company for all of their assistance stating that Parks and Rec will be discussing a parking lot expansion project at their upcoming meeting.
- D. Pope stated that the pipe installed at the underpass seems to be working well.
- Ms. Ruiz-Smith stated that she reported to the Pocono Mountain Regional Police Commission the concerns Mr. Pope raised about patrolling on Pope Road.

2. Approval of minutes / notes : August 30, 2018 Budget Meeting and September 4, 2018 Meeting Minutes

Ms. Kelly made a motion second by Ms. Colgan to approve the budget meeting minutes of August 30, 2018 as written.

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

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the meeting minutes of September 4, 2018 as written.

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

3. Monthly Reports

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

- Pocono Mountain Regional EMS-Presented by M. Lemley. Mr. Weimer stated that the Board discussed the possibility of designating Samaritan EMS to assist with coverage if available stating they would provide mutual aid to PMREMS and asked Mr. Lemley if PMREMS had any issue with that being advised that they did not. *Mr. Weimer made a motion second by Ms. Ruiz-Smith to designate Samaritan EMS as a mutual aid to assist PMREMS when coverage is needed.*
 - Discussion: H. Smith asked if all Municipalities had to accept this being advised it is just for Coolbaugh Township. Ms. Masker asked if there is a reciprocal agreement with PMREMS as far as residents that paid the \$75.00 to PMREMS to cover transport and Mr. Lemley stated that he would believe it would carry over but they would have to have a discussion with Samaritan EMS. Mr. Lemley stated that when he or Denise is working in the office and a truck is needed on the road they also take out trucks for calls to assist when they are busy.
 - Vote: All in favor, motion passes.
- Coolbaugh Township VFC- Presented by T. Keane
- Gouldsboro VFD- Presented by Mr. Weimer
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Weimer.
- Tobyhanna Township VFC- Presented by T. Counterman.
- Pocono Mountain Public Library- Presented by A. Shincovich, stating that the stats for the summer programs are also provided. Ms. Shincovich also discussed Hoopla which is a streaming option that is now available to library card holders which allows audio books, streaming music, movies and other media. Ms. Shincovich also stated that the library amnesty program is going on for long overdue materials to be returned without paying the fine in order to try to replenish the items back into circulation.

4. PMRPD Minimum Municipal Obligation for 2019

- PMRP Union Pension- \$247,741.70
- PMRP Non-Union- \$3,351.80

Ms. Kelly made a motion second by Mr. Weimer to approve 2019 PMRP Minimum Municipal Obligation as presented.

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

5. Municipal Center Security Cameras

Ms. Kelly made a motion second by Mr. Lamantia to table this agenda item to allow the other vendor to make a presentation at a future meeting.

- Vote: 4-1-0, motion passes. (Ms. Ruiz-Smith opposed)

6. LSA Letter of Support Request from the Pocono Mountain Municipal Airport Authority for funding for the fuel farm replacement

Ms. Kelly made a motion second by Mr. Weimer to approve the LSA letter of support for the Pocono Mountain Municipal Airport Authority for funding for the fuel farm replacement.

- Discussion: H. Smith asked who owns the fuel being advised it is owned by the airport. Mr. Bill Mullen from the PMMAA stated that the fuel farm is over 50 years old and income from fuel sales account for 80% of the income to the airport. Mr. Mullen stated that they found a funding source that provides a 75%/25% match stating that the LSA funding request is in the amount of \$300,000 with the public funding in the amount of \$900,000.00.
- Vote: All in favor, motion passes.

7. LSA Letter of Support Request from Coolbaugh Township Volunteer Fire Company for funding in the amount of \$125,000.00 for the warming station upgrades

Ms. Kelly made a motion second by Ms. Colgan to approve the LSA letter of support request from the Coolbaugh Township Volunteer Fire Company for funding for the warming station upgrades in the amount of \$125,000.00.

- Discussion: Ms. Ruiz-Smith stated that she spoke to Jennifer at Maureen Madden's office and advised Mr. Keane that if the grant request is not approved as an upgrade that the next submission should be submitted as a rebuild.
- Vote: All in favor, motion passes.

8. LSA Letter of Support for the Pocono Services for Families and Children for the replacement of the HVAC system and the Lighting

Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve the LSA letter of support for Pocono Services for Families and Children for the replacement of the HVAC system and the lighting.

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

9. Planning Commission Recommendation to Grant Approval of the Sewage Planning Module for Dollar General

Ms. Ruiz-Smith made a motion second by Mr. Weimer to grant approval of the Sewage Planning Module for Dollar General.

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

10. Adoption of Resolution #07-2018- Sewage Planning Module for Dollar General

Ms. Ruiz-Smith made a motion second by Mr. Weimer to adopt resolution #07-2018 to be executed by our Township Secretary/Administrative Assistant Erin Masker.

- Discussion: Ms. Ruiz-Smith stated that Dollar General has been a pleasure to work with.
- Vote: All in favor, motion passes.

11. Building #2 Bell Tower Water Infiltration Remediation Proposal

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the proposal from Anderson Masonry at a cost not to exceed \$10,000.00.

- Discussion: Solicitor Armstrong asked if the proposal was reviewed and ok with the Township Engineer, Russ Kresge being advised by Ms. Ruiz-Smith that it was.
- Vote: All in favor, motion passes.

12. Contract to Clean Out the Bio Reactor at the Waste Water Treatment Plant

Ms. Kelly made a motion second by Mr. Weimer to award Biro's the contract to clean out the bio reactor at the waste water treatment plant in the amount of \$9,605.00.

- Discussion: Ms. Ruiz-Smith asked if this was one of the items on Dave Kavitski's list
- Vote: All in favor, motion passes.

13. Network and Security Assessment in the amount of \$500.00

Mr. Weimer made a motion second by Ms. Colgan to authorize Team Logic to perform a network and security assessment on our system at the cost of \$500.00.

- Discussion: Ms. Ruiz-Smith asked why we are having this done being advised by Ms. Mills that we are looking into a new IT support company.
- Vote: All in favor, motion passes.

14. Zoning Hearing Board Request for Planning Commission to review Ordinances pertaining to §27-1107.1, Individual Businesses Identification Signs and Parking.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the Planning Commission to review Ordinances pertaining to §27-1107.1, Individual Businesses Identification Signs and Parking.

- Discussion: Ms. Ruiz-Smith stated that this has become an issue with businesses putting signs up in accordance to their corporate guidelines stating that the precedence has already been set at the medical building which has multiple signs up. Mr. Weimer stated the Planning Commission needs to keep an open mind to have rules that are friendly for businesses stating that instead of welcoming businesses we are making it hard for them. Mr. Weimer stated that he challenges the Planning Commission to come up with good recommendations as far as signage and parking to bring back to the Board. Ms. Ruiz-Smith stated that this process comes with an expense as we will need to work with Carson Helfrich on making these revisions. Mr. Penn from Mount Pocono stated that they are currently working on their ordinances as well for signage and stated that maybe we could work together on them.
- Vote: All in favor, motion passes.

15. Halloween Trick or Treat Times / Authorization to Advertise

Mr. Weimer made a motion second by Ms. Kelly to authorize trick or treat time on October 31, 2018 from 5:00pm-8:00pm and authorize the advertisement.

- Discussion: Ms. Ruiz-Smith asked about the day before Halloween with Mr. Lamantia stating that he would like to see a curfew for the evening before which there was never a motion made on in the past.
- Vote: All in favor, motion passes.

16. Authorization to Advertise Open DPW Position

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the advertisement of the open DPW position for a CDL or Non CDL position at the rate as set by the current CBA.

- Discussion: Mr. Weimer stated that the position opened up due to the retirement of an employee. Rate would start at \$12.10 an hour for Non CDL and \$16.10 for CDL Class B and \$17.10 for CDL Class A. Ms. Colgan asked if the position was a CDL position being advised yes in the winter and no the rest of the year but there are two new employees with their CDL.
- Vote: All in favor, motion passes.

17. Authorization to Hire A Company to Design the Township Website

Ms. Ruiz-Smith made a motion to table no second was heard, motion failed.

Ms. Kelly made a motion second by Ms. Colgan to hire Creative Works to design the Township website at the cost of \$9,850.00.

- Discussion: Ms. Ruiz-Smith stated that she sent an email with information for another vendor which would like to put in a quote and stated that the cost provided was too much. Ms. Mills reviewed the websites of the vendors for which two quotes were received stating that creative works provides training for updating the site as needed and stated that they have a lower hourly rate. Mr. Keane stated that the biggest issue we have is that our website does not have fillable forms that can be filled out and emailed without having to be printed out, scanned and emailed.

- Vote: 4-1-0, motion passes. (Ms. Ruiz-Smith opposed)

18. Route 196 Turning Lane Contractor Change Orders

- #3-2018 in the amount of \$19,807.96: Cost of Temporary Signal Modification During Construction and Escalations in Labor Cost per the Prevailing Wages
- #4-2018 in the amount of \$10,851.83: Re-Bidding of the Striping Portion as the Original Bidder no longer provides the specific type of markings required by the permit

Mr. Weimer made a motion second by Ms. Colgan to approve change orders #3-2018 in the amount of \$19,807.68 and #4-2018 in the amount of \$10,851.83 for the Route 196 Turning Lane Project.

- Discussion: Ms. Ruiz-Smith asked why the temporary traffic signal wasn't included in the original bid and stated that the price for line painting was included. Mr. Lamantia asked why we are paying more for line painting. Solicitor Armstrong stated that he has not seen the contract but stated the contract was entered into three years ago and that the first change order is because the temporary signal modification was not required when the project went out to bid and the second one is required because the company that originally provided the quote no longer provides the service. Ms. Kelly stated that the change in cost is also due to the time that has lapsed since we entered the agreement. H. Smith stated this is the costliest project the Township has ever done. D. Pope stated that the contractor should have to hire someone at the cost that was allotted. V. Massaro asked if the Township doesn't agree to the change orders what happens to the project. Solicitor Armstrong stated that the contractor is respecting their contract and cannot control the other aspects of the contract for services that they are not providing. T. Counterman asked if these change orders are from an outside contract or part of the entire contract.
- Vote: 3-2-0, motion passes. (Ms. Ruiz-Smith and Mr. Lamantia opposed)

19. Monsignor McHugh Request for Donation for the Penndot Paint the Plow Contest

Ms. Colgan made a motion to make a donation for the Penndot Paint the Plow contest, no second was heard.

Motion Failed

20. Controller Report

Presented by Ms. Mills as of August 31, 2018

- Discussion: Ms. Colgan asked what the cost is that has been saved since hiring the in house mechanic with Mr. Lamantia stating that the employee would need an AEI book to determine the cost of the services that are being done.

21. Current obligations

• General Fund	\$	118,090.97
• Escrow	\$	3,264.00
• Sewer Fund	\$	<u>1,967.33</u>
Total Disbursements	\$	123,322.30

Ms. Kelly made a motion second by Mr. Weimer to pay our current obligations in the amount of \$123,322.30.

- Discussion: Ms. Ruiz-Smith asked for clarification on checks # 4655, #4660, #4668 and #4680 also requesting a complete financial report from Ms. Mills on the Route 196 project.
- Vote: All in favor, motion passes.

22. Other business

❖ Discussion on possible zoning change to allow Travel Plazas in Industrial Zoned Areas

Mr. Weimer stated that he would like the Board to consider allowing Travel Plazas in the Industrial District.

Solicitor Armstrong stated that the Board could choose to allow travel plazas as a permitted use or by special exception stating that it could be included on the chart of uses and changed by an Ordinance. Solicitor

Armstrong stated that this will also need to be reviewed by the Monroe County Planning Commission as well as the Township Planning Commission. Solicitor Armstrong stated that if the Board is interested in adding this to the Ordinance we could hold off on the Codification so that we will only have to hold one hearing and can make a complete submission to the MCPC for review as each time there is a change the entire Ordinance must be submitted. Ms. Ruiz-Smith stated that she is working with a developer and engineer that are interested in putting a truck stop in Coolbaugh Township.

❖ Discussion on Hiring an Engineer to Obtain the Value of the Township's Waste Water Treatment Plant

Mr. Weimer made a motion second by Ms. Ruiz-Smith to advertise an RFP to hire an engineer to determine the value of the Wastewater Treatment Plant.

- Discussion: Solicitor Armstrong stated that there are other professionals that can determine the value of the WWTP stating that he has some companies that have worked with other municipalities that he can share with the Board.

Motion was amended to change engineer to professional.

- Discussion: Ms. Ruiz-Smith stated that he and Mr. Weimer are the lead people on the WWTP project and wants the Board to come to them about anything pertaining to this.
- Vote: All in favor, motion passes.

- ❖ Mr. Weimer stated that there is a major issue with the drain at Cayuga and that he is afraid the pipe will collapse. Mr. Weimer stated that he would like the Boards permission to engage Township Engineer, Russell Kresge to come out and take a look at the problem as well as engaging our Township Solicitor so that there can be a plan to move forward before it becomes much worse. Mr. Weimer stated that a collapse of the road due to the deterioration of the pipe is highly probably. Solicitor Armstrong stated that there are provisions in the code about the process to be followed for closing roads and providing detours. Mr. Weimer stated that we would also have to notify the school, PMRPD, PMREMS and other entities.

Ms. Colgan made a motion second by Ms. Kelly to grant conditional approval to DPW to temporarily shut down Cayuga Drive if Township Engineer, Russell Kresge evaluates and determines that it needs to be shut down due to structural concerns.

- Discussion: D. Pope stated that the Township could reduce the weight limit. Mr. Lamantia stated to close the road. M. Fairservice stated that now is your chance to close the road as that intersection has been an issue in the past. Mr. Lamantia stated that this is a safety issue. Ms. Kelly stated that she has no problem with closing it temporarily. M. Fairservice stated that the biggest concern is the property owner at this location with Solicitor Armstrong stating that if this has been a public road for years, then it is a public road. Ms. Ruiz-Smith is concerned with sink holes that will cause an accident or injury.
- Vote: All in favor, motion passes.

- ❖ Mr. Lamantia stated that if we have quotes coming in for a meeting agenda then all vendors need to be invited to make a presentation at the same time so that we can make the decisions that need to be made instead of pushing things off and stated that we should be providing specs to those that are providing quotes so that all are for the same items (apples to apples).

- ❖ Ms. Colgan stated that Touch a Truck went well thanking the Township, DPW, the Coolbaugh Township VFC and the other area agencies that participated.
- ❖ Ms. Ruiz-Smith stated that regarding the quotes for the security cameras, we have had people come in one at a time and not all proposals have made a presentation in the past, stating that according to the code we are to award it to whichever one is cheaper. Ms. Ruiz-Smith stated that the one proposal she received is \$4,100.00 less. Solicitor Armstrong stated that the project was not awarded this evening.
- ❖ Solicitor Armstrong stated that the final development agreement, stormwater facilities maintenance agreement and memorandum of development agreement are available for the Board to consider executing this evening for Arcadia North- Clarius Partners, LLC. Solicitor Armstrong stated that there are no public improvements dedicated to Coolbaugh Township however they are agreeable to post a bond for the \$394,137.27 maintenance retainer after the project is complete stating that the total bond already posted for the project is over 10 million dollars.

Ms. Kelly made a motion second by Ms. Colgan to authorize the execution of the final land development agreement, Stormwater facilities maintenance agreement and memorandum of development agreement for Arcadia North-Clarius Partners, LLC.

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

The board recessed for executive session from 9:23pm-9:48pm when they reconvened.

Ms. Kelly made a motion second by Ms. Ruiz-Smith to appoint Mr. Weimer and Ms. Colgan as well as Ms. Mills and Ms. Thompson from the staff to begin contract talks with the Mount Pocono Municipal Authority re: the potential sale of the Waste Water Treatment Plant.

- Discussion: Ms. Ruiz-Smith stated that she would like to make the Municipal Authority representatives in attendance aware that the Board is also speaking with PA American and Aqua about the WWTP as well. Mr. Oser from Mount Pocono Borough stated he is not part of the discovery team for this project stating that Mr. Penn and Ms. Montanez will be the contacts. Mr. Oser stated that the Authority received proposals from 22 companies from an RFP that they sent out and they would be happy to share those names with the Board. Ms. Ruiz-Smith and Mr. Weimer will meet with Aqua and Pa American. Ms. Ruiz-Smith asked how the Authority would fund this purchase being advised by Mr. Penn that cannot be determined until the cost is determined but Ms. Oser stated that the Authority has a line of credit. Mr. Oser stated that they are not interested in regionalization but they want to centralize with Mount Pocono Authority as the controlling factor.
- Vote: All in favor, motion passes.

Mr. Weimer asked Ms. Masker to add a section to the agenda for Solicitor Comments.

23. Board of Supervisors Executive Session:

- After: Tuesday, September 18, 2018 from 9:23pm-9:48pm Re: Legal

24. 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 10:01 pm.

8

COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
OCTOBER 02, 2018

DATE	CK #	ITEM	AMOUNT	
9/25/2018		Payroll		\$ 42,000.00
9/18/2018	4686	Ford Credit Final Paym't 2014 F350	1,028.77	
9/18/2018	4687	East Stroudsburg Univ.Workshop	80.00	
10/2/2018		General Fund		275,116.01
10/2/2018		Total General Fund		318,224.78
10/2/2018		Escrow Fund		16,672.77
10/2/2018		Sewer Fund		10,693.04
		Total Disbursements		\$ 345,590.59

TRIAL BALANCE AS OF OCTOBER 02, 2018

General Fund Checking	3,043,240.94	Emerg. Services Fund Money Market	147,752.65
Fire Tax/Coolbaugh Twp VFD	272,475.75	Emerg. Services Fund Checking	21,487.61
Fire Tax/Gouldsboro VFD	33,358.06	Total Emergency Services Fund	169,240.26
Fire Tax/Thornhurst VFD	42,301.85	Liquid Fuels Fund Checking	710,280.32
Fire Tax/Tobyhanna Twp. VFD	22,089.18	Escrow Fund Checking	133,865.55
Payroll Checking	425.83	Escrow Fund Clarius Checking	434,940.19
Rainy Day Fund Savings	935,058.19	Total Escrow Fund	568,805.74
Total General Fund	4,348,949.80		
Sewer Fund Checking	18,761.71		
Sewer PennVest Checking	78.35	Total all Funds	5,830,162.09
Total Sewer Fund	18,840.06		
Capital Projects Fund Checking	14,045.91		

<<<<Report Printed << 2018-09-27 10:24:36 <<

COOLBAUGH TOWNSHIP<

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
4688	1105 - ABLE AUTO SERVICE, INC.	PO 15297 SAFETY INSPECTION STICKER/INSPECTIO	35.00	35.00
4689	1039 - AMERICAN UNITED LIFE INS. CO.	PO 15331 LIFE INS. /OCTOBER	893.91	893.91
4690	1305 - ANDERSON EQUIPMENT COMPANY	PO 15343 PARTS FOR BEAST	243.91	
		PO 15349 PARTS FOR BEAST	3,723.20	3,967.11
4691	33 - BROWN & BROWN OF LEHIGH VALLEY, INC	PO 15358 INSURANCE FOR VETS MEMORIAL	51.00	51.00
4692	1240 - CINTAS CORPORATION	PO 15301 FLOOR MATS/UNIFORMSW DPW/MAINT.	97.14	
		PO 15338 UNIFORMS DPW/MAINT	114.20	
		PO 15339 UNIFORMS DPW	86.96	
		PO 15346 MATS	155.55	
		PO 15347 UNIFORMS	82.84	536.69
4693	1312 - CREATIVE WORKS	PO 15359 DEPOSIT FOR NEW WEB-SITE	4,925.00	4,925.00
4694	8 - D.G. NICHOLAS CO.	PO 15296 #2nd PIGTAIL WIRE FOR CONNECTION	2.12	
		PO 15298 2012 INT'L 7400 PIGTAIL WIRE CONNEC	83.75	
		PO 15299 TOUCH TRUCK CLEANING SUPPLIES	71.41	
		PO 15302 PB BLASTER /FOR ALL TRUCKS	50.64	
		PO 15303 TACKY GREASE/ RTU RED /BEAST	105.00	
		PO 15355 BATTERY CABLE FOR V-BOX SPREADER	16.66	
		PO 15360 PART FOR MUNICIPAL CTN	4.84	334.42
4695	1085 - DE LAGE LANDEN	PO 15332 2 COPIERS OCTOBER	208.80	208.80
4696	135 - EUREKA STONE QUARRY	PO 15371 ANTI SKID	1,914.97	1,914.97
4697	19 - F & S SUPPLY COMPANY, INC.	PO 15366 PART FOR SALT SPREADER HONDA ENGINE	1,075.20	1,075.20
4698	461 - FASTENAL	PO 15336 BEAST PARTS	143.76	143.76
4699	1296 - GRIM,BIEHN & THATCHER	PO 15321 ALDI/DOLLAR GEN'L/POLICE MATTERS/AR	2,256.00	2,256.00
4700	48 - H. CLARK CONNOR	PO 15365 PLANNING COMMISSION- LEGAL SERVICES	450.00	450.00
4701	535 - HANOVER ENGINEERING ASSOC., INC.	PO 15367 SEO	7,848.90	
		PO 15370 196 COOLTWP TEMP CONSTRUCTION INSPE	672.41	8,521.31
4702	1192 - HIGHMARK BLUE SHIELD	PO 15305 HEALTH INS OCTOBER	31,171.06	31,171.06
4703	1274 - MICHELE FAIRSERVICE	PO 15295 TOUCH A TRUCK DONUTS/COFFEE/BANNER	91.96	91.96
4704	917 - MILLENNIUM ADMINISTRATORS	PO 15350 ADMIN FEES/AUGUST	500.00	500.00
4705	241 - MONROE COUNTY CONTROL CENTER	PO 15362 FIRE/EMS CALLS	4,503.52	4,503.52
4706	937 - MOUNT POCONO FENCE	PO 15323 LINK FENCE FOR BASKETBALL COURT-25%	2,802.50	2,802.50
4707	452 - OFFICE DEPOT	PO 15335 FOLDERS/ PAPER/ VARIOUS SUPPLIES	155.66	155.66
4708	81 - P P & L	PO 15310 54691-27003 LAUREL DRIVE	91.45	
		PO 15311 89631-95000 TEGAWITHA RD	34.80	
		PO 15324 36034-004005 ECHO LAKE DRIVE	80.32	
		PO 15325 66091-27000 SCHOOL SPEED SIGN (NORT	57.78	
		PO 15326 88900-24001 196 WILDFLOWER	69.68	
		PO 15327 64488-49005 RTE 611/ CORP.DRIVE	76.30	
		PO 15328 89343-21023 SCHOOL SPEED SIGN (SOUT	113.20	
		PO 15329 43281-27004 MUNICIPAL CENTER (2 MO	3,597.10	4,120.63
4709	81 - P P & L	PO 15334 39910-23005 196/COUNTRY PLACE	33.72	
		PO 15352 07251-41006 PROJECT ST- BALLFIELD	14.66	
		PO 15353 85457-02009 423 BALLFIELD	385.83	434.21
4710	1021 - PAPCO	PO 15348 FUEL BIO CLEAR LSD BLEND	4,509.90	4,509.90
4711	86 - PENNSYLVANIA AMERICAN WATER CO	PO 15309 WATER/GARAGE/MUNICIPAL CENTER	118.43	118.43
4712	89 - PETTY CASH	PO 15345 TOUCH A TRUCK/KITCHEN SUPPLIES/MEET	208.95	208.95
4713	430 - POCONO ACE HARDWARE	PO 15304 CONNECTING LINK/ROLLER CHAIN	16.90	
		PO 15340 REPAIR WEED WACKER	8.48	
		PO 15354 HILLMAN FASTENERS FOR V- SPREADER	8.70	
		PO 15357 ODD JOBS/STOCK	26.08	60.16
4714	94 - POCONO MOUNTAIN REGIONAL EMS	PO 15307 OCTOBER	8,333.33	8,333.33
4715	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 15308 OCTOBER MORTGAGE/CONTRACT	186,877.32	186,877.32
4716	206 - PSATS	PO 15306 WEBINAR	30.00	30.00
4717	206 - PSATS	PO 15363 WEBINARS-	30.00	30.00
4718	105 - S & S TOOLS & SUPPLIES	PO 15314 SEVERAL DRILL BITS VARIOUS SIZES /B	315.21	
		PO 15315 VARIOUS PARTS /SOCKET SET/FOR WORKI	148.23	
		PO 15316 MARKING PAINT/ WORK GLOVES/FLAT WAS	244.96	
		PO 15356 FOR NEW SIGN TRUCK TOOLS	996.00	1,704.40
4719	1265 - SCHAEGLER YESCO	PO 15341 OUTSIDE LIGHTS DPW PHOTO CONTROL	307.88	
		PO 15342 OUTSIDE LIGHTS BY DOOR	277.42	
		PO 15344 LED LIGHTS DPW	245.18	830.48
4720	300 - STADIUM INTERNATIONAL TRUCKS	PO 15351 REPAIR INTERNATIONAL 7400	623.17	623.17
4721	801 - STIFF OIL CO.	PO 15337 DPW GARAGE HEAT	1,738.13	1,738.13
4722	756 - UGI Utilities	PO 15364 GARAGE HEAT	13.12	13.12

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
4723	892 - VERIZON WIRELESS	PO 15361 PHONES	945.91	945.91
TOTAL				275,116.01

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	275,116.01
01.400.000	GENERAL GOV'T	10,955.50			
01.401.000	MANAGER -EXECUTIVE	68.26			
01.402.000	FINANCIAL ADMIN	17.14			
01.404.000	LAW	2,256.00			
01.409.000	BUILDING & PLANTS	4,994.44			
01.410.000	POLICE	186,877.32			
01.412.000	AMBULANCE / RESCUE	8,333.33			
01.413.000	SEO / BUILDING CODE	7,954.50			
01.414.000	ZONING OFFICE	32.92			
01.415.000	EMERGENCY MANAGEMENT	4,503.52			
01.419.000	PLANNING COMMISSION	450.00			
01.426.000	COMPOST FACILITY	387.67			
01.430.000	DPW-HIGHWAYS ROADS STREETS	7,146.50			
01.432.000	DPW-SNOW & ICE REMOVAL	1,914.97			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	851.63			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	6,965.16			
01.454.000	PARKS	2,934.56			
01.486.000	INSURANCE	51.00			
01.487.000	EMPLOYEE BENEFITS	28,421.59			
TOTALS FOR	GENERAL FUND	275,116.01	0.00	0.00	275,116.01

Total to be paid from Fund 01 GENERAL FUND 275,116.01
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 275,116.01

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

<<<< ESCROW <<

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Check#	Vendor	Description	Payment	Check Total
1163	1311 - GERARDINA COLON	PO 15322 FIRE ESCROW REIMBURSEMENT	13,404.00	13,404.00
1164	1296 - GRIM,BIEHN & THATCHER	PO 15321 ALDI/DOLLAR GEN'L/POLICE MATTERS/AR	2,240.00	2,240.00
1165	535 - HANOVER ENGINEERING ASSOC., INC.	PO 15368 DOLLAR GENERAL	854.01	
		PO 15369 ALDI	174.76	1,028.77
TOTAL				16,672.77

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	16,672.77
85.250.003	LUISA Y CASTRO FIRE ESCROW			13,404.00	
85.250.284	ARCADIA NORTH NORTH PHASE			832.00	
85.250.307	DOLLAR GENERAL SEWER			854.01	
85.250.308	DOLLAR GENERAL SITE DEVELOPMENT			944.00	
85.250.317	WOJTACH YAROSLAW			224.00	
85.250.333	ALDI -SEWER			414.76	
TOTALS FOR	ESCROW	0.00	0.00	16,672.77	16,672.77

Total to be paid from Fund 85 ESCROW

16,672.77

16,672.77

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

Check#	Vendor	Description	Payment	Check Total
2071	228 - ATC	PO 15317 MISC. WORK WWTP/WALMART	3,605.00	3,605.00
2072	1294 - GOTTA GO SEPTIC'S	PO 15313 SLUDGE REMOVAL 8/15	400.00	
		PO 15318 SLUDGE REMOVAL9/13	320.00	
		PO 15319 SLUDGE REMOVAL 5/17	320.00	
		PO 15320 SLUDGE REMOVAL6/21	320.00	1,360.00
2073	160 - NORTHEAST CHEMICAL& SUPPLY CO., INC.	PO 15372 DENSE SODA ASH	885.80	885.80
2074	81 - P P & L	PO 15312 04090-21003 PUMP STA WWTP	127.74	
		PO 15330 26491-26001 WWTP (2 MONTHS)	4,236.24	4,363.98
2075	162 - USA BLUE BOOK	PO 15333 REPLACEMENT UV BLUBSS	478.26	478.26
TOTAL				10,693.04

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	10,693.04
08.429.200	SUPPLIES	1,364.06			
08.429.313	ENGINEERING SERVICES	3,605.00			
08.429.361	ELECTRIC	4,363.98			
08.429.452	SLUDGE HAULING	1,360.00			
TOTALS FOR	SEWER FUND	10,693.04	0.00	0.00	10,693.04

Total to be paid from Fund 08 SEWER FUND

10,693.04
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 10,693.04