

**COOLBAUGH TOWNSHIP BOARD OF  
SUPERVISORS**

**WORK SESSION / REGULAR MEETING  
INFORMATION**

**TUESDAY, SEPTEMBER 1, 2014**

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>September 2014</h1>						
	1 <b>Labor Day Holiday Offices CLOSED</b>	2 Bd. of Supervisors Work Session 6 pm - Reg. Mtg - 7 pm	3	4	5 <b>OPEN</b> Recycling / Drop Off Site 7:30 am to 3:00 pm	6 <b>OPEN</b> Recycling / Drop Off Site 7:30 am to 3:00 pm
7	8 Planning Commission Mtg. - 6:30 pm	9 Pocono Mt. Reg. Police Comm. Mtg. -7 pm - Tobyhanna Twp Municipal Center	10	11	12	13 Township Municipal Park 40 <sup>th</sup> Anniversary Celebration
14	15	16 Bd. of Supervisors Public Hearing - 6 pm No Work Session Regular Mtg. 7 pm	17	18	19	20
21	22 Council of Government Mtg. - 7 pm	23 Parks and Recreation Commission Mtg. 6:30 pm	24	25 Environmental Advisory Council Mtg. 7 pm	26	27
28	29	30				

**Coolbaugh Township Board of Supervisors  
Work Session Agenda  
September 2, 2014 - 6:00 p.m.**

The Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting for other issues.

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

1. Blue Ridge Cable Franchise Renewal Agreement
2. Other Business
3. Public Input

**Coolbaugh Township Board of Supervisors**  
**September 2, 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  

August 19, 2014 Regular Minutes  
August 19, 2014 Work Session Notes
3. Appointment / vacancy - Environmental Advisory Council and Parks and Recreation Commission
4. Michelle Silva's request for the use of the fields at the Township Municipal Park for the 4<sup>th</sup> Annual Softball Tournament
5. Estimates for the double coat of tar and chip on Maple Street
6. Blue Ridge Cable Franchise Renewal Agreement
7. Belmont Avenue Box Culvert Engineering Study
8. Authorization to advertise Coolbaugh Township Fall Leaf Collection Notice
9. Business Manager / Controller's Financial Report

Board of Supervisors  
September 2, 2014 Agenda  
Page 2

10.	Current Obligations	
	General Fund	\$280,330.29
	Sewer Fund	\$5,694.48
	Liquid Fuels Fund	\$4,573.86
	<u>Escrow Account Fund</u>	<u>\$605.50</u>
	Total Disbursements	\$291,204.13

11. Other Business

12. Board of Supervisors Executive Sessions

Held Prior: Tuesday, August 19, 2014 at 8:50 p.m. re:  
Personnel

Subsequent: Tuesday, September 2, 2014 at a time to be  
announced for Personnel

13. Adjournment

**COOLBAUGH TOWNSHIP BOARD OF  
SUPERVISORS**

**REGULAR MEETING**

**TUESDAY, SEPTEMBER 2, 2014**

**TAB 2**

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, AUGUST 19, 2014  
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:07 pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Ms. Kelly led those present in the Pledge of Allegiance.

**Board Members present:**

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

**Board Members absent:**

Juan A. Adams.

**Staff present:**

Doug Hein, Business Manager / Controller and Jerry Hanna, Solicitor.

**Announcements:**

Ms. Kelly announced the following:

- Public Input will be considered at the beginning of the meeting for non-agenda items. The public would be given an opportunity to speak on each agenda matter.
- The meeting is being recorded to aid in the preparation of the minutes.

1. **Public Input**

- **Mr. Harry Smith:** Asked if letters authorized at last meeting to be sent to the other members of the PMRPC had been responded to. Received a response from Tobyhanna Twp. for an open public meeting. Also asked if the EDC receives LSA money for constructing a building what happens to the grant money if the building is sold. Ms. Kelly said she would look into it.
- **Mr. George Bernadine:** Asked if the three other PMRPC member municipalities had turned down the closed meeting as was reported in the Pocono Record. Ms. Kelly said nothing official had been received from Mt. Pocono or Tunkhannock Township. A lengthy discussion began with the Board.
- **Ms. Peggy Cooney:** Stated that Coolbaugh should try the open meeting to see if it works. Mr. Zito said it was tried in the past and became a very defensive meeting on all sides and it didn't work.
- **Ms. Judy Remack:** Stated the PMRPC reports to the municipalities that formed it and that the Townships have rights to the information for which they are asking.

4. Arcadia North Business Park, South Phase, Section 1, Lot 2, Distribution Center-Final Land Development Plan-Clarius Partners

Mr. F. Pope made a motion, seconded by Mr. Weimer to approve the Final Land Development Plan based on Planning Commission's recommendation and contingent upon Engineer Russ Kresge's conditions being met.

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

5. Minor Subdivision joining lots 16 & 17, Block 85, Section 13, Arrowhead Lake, Property Owner – Julia Belfor

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

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

6. Township Resolution #05-2014-disbursement of the funds to the four volunteer fire companies that provide coverage to Coolbaugh Township from the one mill fire tax revenue for fiscal year 2014

Mr. F. Pope made a motion to table, seconded by Mr. Weimer

- Discussion: None.
- Vote: All in Favor. Motion to Table Passed.

7. Renewal of the Zenon/GE Water Service Contract for the WWTP

Mr. F. Pope made a motion to approve the contract with Zenon/GE Water Service for 24/7, 365 support at the WWTP, seconded by Mr. Zito

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

8. Business Manager / Controller's Financial Report

Mr. Hein gave a brief report. Total revenue through August 13, 2014 for the General Fund is \$5,376,523. Total expenses through August 13, 2014 are \$4,245,942. All monies drawn from the Rainy Day Fund have been paid back.

9. Current Obligations

Before them, the Supervisors had details of the Township's current obligations totaling \$246,438.58.

Mr. Zito made a motion, seconded by Ms. Kelly to pay current obligations in the amount of \$246,438.58.

- **Discussion:** Mr. Dave Pope questioned check #2996 (General Fund). Mr. F. Pope questioned Tobyhanna Conservation checks for last year and this year (General Fund).
- **All in Favor. Motion Passed.**

#### 10. Other Business

- Mr. Weimer asked for an executive session for personnel following the meeting. He also asked the Parks & Rec members present if they needed more porta-potties for the 40<sup>th</sup> Anniversary celebration; Claire Colgan said no but asked for the ones there to be cleaned. Michele Fairservice asked Mr. Weimer if the soccer field would be lined and he told her yes.
- Mr. Zito stated that as manager of PFE, he wanted to say that PFE supports the police officers and PFE was not given a chance to contribute and be part of the ad in the Pocono Record. He will, as a Township Supervisor, support the officers in coming over to a Coolbaugh PD if one is ever formed and would vote to have them keep their years of service.
- Ms. Kelly stated that the DPW union has met on the collective bargaining agreement and that we need to form our committee to meet with them. She asked who, along with Mr. Hein, would like to be on it. Mr. Zito stated that he and Mr. F. Pope should be on it because Ms. Kelly and Mr. Weimer should stay at arms-length from it and Mr. Adams didn't appear to have the time to dedicate to it. It was agreed that Mr. Zito, Mr. F. Pope and Mr. Hein would be on the bargaining committee and Mr. Weimer would ask the DPW Union Steward if September 9, 2014 at 6:00 pm in the Municipal Building conference room would be acceptable for a first meeting.

#### 11. Board of Supervisors Executive Sessions

- Held prior: Tuesday August 5, 2014 at 6:42 pm re: Legal and at 8:21 pm re: Personnel
- Subsequent: Tuesday August 19, 2014 at 8:50 re: Personnel

#### 12. Adjournment

There being no further business, a motion was made by Mr. F. Pope, seconded by Mr. Weimer, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 8:35 pm.

**NEXT REGULAR BOARD MEETING: September 2, 2014**

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

Submitted by: \_\_\_\_\_

**Robert M. Zito, Township Secretary**

**Witnessed by:** \_\_\_\_\_  
**Lynn Kelly, Chairman**

**Date:** \_\_\_\_\_

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION  
AUGUST 19, 2014  
NOTES**

The work session was called to order by Chairman Lynn Kelly at 6:00 pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members present:**

Juan Adams

**Staff present:**

Doug Hein, Business Manager / Controller and Jerry Hanna, Township Solicitor

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

**1. Disbursement of the funds to the four volunteer fire companies that provide coverage to Coolbaugh Township from the one mill fire tax revenue for fiscal year 2014**

It was agreed that the wording needs to be changed in paragraph three to clarify that the funds are not only for capital apparatus purchases. Discussion was held on how the fire companies should apply for the funds, either before or after they have made their purchases. Possibly broaden it to follow section 3205 A 4 of the Second Class Township Code. It was agreed to take this to another meeting and that Ms. Kelly would talk to Mr. Hanna on this.

**2. Tobyhanna Township Volunteer Fire Company-request to be included in the disbursement of the funds from the one mill fire revenue**

Chief Troy Counterman spoke to the Board about his fire company's responses and the need for support from the Township. He was questioned about his fire company's equipment, biggest challenges, etc.

**3. Coolbaugh Township Compost & Bulk Drop-Off Analysis through July 31, 2014**

Mr. Zito will send letters to the participating municipalities stating that the intermunicipal agreement will not be renewed as is. It was questioned by the public how this will affect the grant that was used to form the

recycling center. Also questioned if grant was received to do the process analysis. Mr. Hein will look into this.

**4. Belmont Avenue Box Culvert**

This needs to be discussed further due to the differing opinions from our engineer and Mt. Pocono's engineer. It was agreed to look at this during budget time.

**5. Other Business**

Skipped

**6. Public Input**

Skipped

**Work session ended at 6:58 pm.**

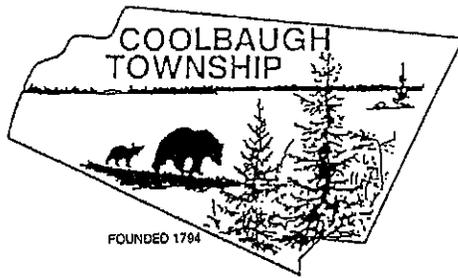
FOR INFORMATION ONLY

**COOLBAUGH TOWNSHIP BOARD OF  
SUPERVISORS**

**REGULAR MEETING**

**TUESDAY, SEPTEMBER 2, 2014**

**TAB 9**



**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

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

**FINANCIAL REPORT  
FOR BOARD OF SUPERVISORS  
SEPTEMBER 2, 2014 BOARD MEETING**

I have presented you with the final Trial Balance and final Budget Trial Balance (P & L Statement) for all funds as of July 31, 2014. The P & L has been revised to show a comparison to last year.

General Fund revenues are at 75% of the total budget. Compared to 2013, the Township has, in 2014, collected approximately the same amount revenue. Total revenues to date are \$5,228,735. Instead of drawing on the TAN as in prior years to cover expenses for the first few months until tax revenues come in, we have borrowed \$800,000 from our General Fund savings account; to date it has all been paid back. General Fund expenses of \$3,853,761 are at 55% of the total budget. They are on budget for the year and are in line with 2013. Debt service payments for all funds were all made as scheduled.

Sewer revenues are \$221,082 against expenses of \$237,967. Debt service payments are being made on a monthly basis as scheduled for all sewer loans.

The remaining capital project, the turn lane at Route 196 and A Pocono Country Place main entrance, is continuing. The permitting process with PennDOT has been going back and forth between them and the engineer, thereby delaying the bidding out of the project. I have applied to DCED and have been granted an extension of the grant through June 30, 2015.

Should you have any questions about these statements or this report, please let me know. Thank you.

Sincerely,

Douglas A. Hein  
Business Manager / Controller

**COOLBAUGH TOWNSHIP BOARD OF  
SUPERVISORS**

**REGULAR MEETING**

**TUESDAY, SEPTEMBER 2, 2014**

**TAB 10**

**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS AND BALANCES REPORT  
September 02, 2014**

DATE	CK #	ITEM	AMOUNT
8/19/2014		Payroll	\$ 38,000.00
<b>General Fund Paid Since Last Meeting</b>			
8/20/2014	3048	Personalized Threadz	150.00
	3050	David Swingle	400.00
	3051	David Swingle	100.00
	3052	David Swingle	100.00
			750.00
9/2/2014		General Fund	241,580.29
			280,330.29
9/2/2014		Sewer Fund	5,694.48
9/2/2014		Liquid Fuels Fund	4,573.86
9/2/2014		Escrow Fund	605.50
<b>Total Disbursements</b>			<b>\$ 291,204.13</b>

**TRIAL BALANCE AS OF SEPTEMBER 2, 2014**

General Fund Checking	624,026.01	Emerg. Services Fund Money Market	143,874.49
Fire Tax/Coolbaugh Twp VFD	114,455.32	Emerg. Services Fund Checking	20,923.61
Fire Tax/Gouldsboro VFD	40,121.31	<b>Total Emergency Services Fund</b>	<b>164,798.10</b>
Fire Tax/Pocono Summit VFD	40,121.31	<b>Liquid Fuels Fund Checking</b>	<b>614,348.71</b>
Fire Tax/Thornhurst VFD	20,038.86	Escrow Fund Checking	103,048.17
Payroll Checking	2,272.27	Escrow Fund Clarius Checking	423,524.05
Rainy Day Fund Savings	1,216,623.96	<b>Total Escrow Fund</b>	<b>526,572.22</b>
<b>Total General Fund</b>	<b>2,057,659.04</b>	<b>Total All Funds</b>	<b>3,383,659.55</b>
Sewer Fund Checking	4,881.55		
Sewer PennVest Checking	26.26		
<b>Total Sewer Fund</b>	<b>4,907.81</b>		
Capital Projects Fund Checking	15,373.67		

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

Meeting Date: 09/02/2014 For bills from 08/24/2014 to 08/27/2014

Check#	Vendor	Description	Payment	Check Total
3053	1039 - AMERICAN UNITED LIFE INS. CO.	PO 8373 SEPT	699.48	699.48
3054	914 - AMERIHEALTH CASUALTY SERVICES	PO 8341 SEPT	5,484.53	5,484.53
3055	202 - BRADCO SUPPLY CO.	PO 8362 PARTS	224.96	224.96
3056	569 - CARROT TOP INDUSTRIES	PO 8326 FLAGS	2,076.38	2,076.38
3057	134 - CBI	PO 8346 REPAIR	751.66	751.66
3058	177 - CCI WASTE & RECYCLING SERVICE, INC.	PO 8378 RECYCLING	479.00	479.00
3059	8 - D.G. NICHOLAS CO.	PO 8361 PARTS	126.30	126.30
3060	24 - DOLORES A. BRACY	PO 8382 august	84.00	84.00
3061	151 - E.M. KUTZ, INC.	PO 8366 SUPPLIES	49.70	49.70
3062	18 - F & L DOORS, INC.	PO 8381 repair	90.00	90.00
3063	1080 - FIRST NATIONAL BANK	PO 8363 TAX REFUND	289.30	289.30
3064	918 - FIRST PRIORITY LIFE	PO 8331 SEPT	23,572.65	23,572.65
3065	255 - FIVE STAR EQUIPMENT, INC.	PO 8343 REPAIR	320.25	
		PO 8349 repair	626.50	946.75
3066	169 - FLORENCE GERRITY	PO 8324 SEPT	406.98	406.98
3067	54 - H.A. BERKHEIMER, INC.	PO 8327 LST	1,783.28	1,783.28
3068	535 - HANOVER ENGINEERING ASSOC., INC.	PO 8370 SEO	2,674.92	2,674.92
3069	247 - M.C.A.T.O.	PO 8376 AD FULL PAGE	85.00	85.00
3070	634 - MACROSMITH INC	PO 8340 SEPT	1,837.00	1,837.00
3071	917 - MILLENNIUM ADMINISTRATORS	PO 8356 ESCROW	5,000.00	
		PO 8368 ADMIN FEE	500.00	5,500.00
3072	74 - NAPA AUTO PARTS OF DALEVILLE	PO 8350 SUPPLIES	5.99	5.99
3073	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 8347 611	232.85	232.85
3074	452 - OFFICE MAX CONTRACT	PO 8337 SUPPLIES	50.49	
		PO 8369 SUPPLIES	45.95	96.44
3075	1061 - OFFIT KURMAN	PO 8321 July 2014 billing	11,403.50	11,403.50
3076	81 - P P & L	PO 8328 ELECTRIC	50.11	
		PO 8333 LAUREL DR	111.99	
		PO 8338 ELECTRIC	305.05	
		PO 8357 ELECTRIC	21.71	
		PO 8371 ELECTRIC	191.25	680.11
3077	81 - P P & L	PO 8377 ELECTRIC	16.50	16.50
3078	86 - PENNSYLVANIA AMERICAN WATER CO	PO 8329 BLDG	128.12	128.12
3079	903 - PENNSYLVANIA LABOR LAW POSTER SERVI	PO 8379 2015	183.75	183.75
3080	89 - PETTY CASH	PO 8375 petty cash	160.53	160.53
3081	430 - POCONO ACE HARDWARE	PO 8335 SUPPLIES	6.72	
		PO 8339 SUPPLIES	10.33	
		PO 8348 supplies	6.70	
		PO 8359 SUPPLIES	28.98	
		PO 8372 LIMESTONE	14.36	67.09
3082	94 - POCONO MOUNTAIN REGIONAL EMS	PO 8323 SEPT	8,333.33	8,333.33
3083	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 8325 SEPT	170,391.92	170,391.92
3084	104 - S & H SUPPLY CO., INC.	PO 8358 SUPPLIES	40.55	40.55
3085	105 - S & S TOOLS & SUPPLIES	PO 8380 supplies	487.35	487.35
3086	111 - SHERWIN WILLIAMS	PO 8374 PAINT	589.18	589.18
3087	381 - UNIFIRST CORPORATION	PO 8345 UNIFORMS	83.52	
		PO 8365 UNIFORMS	83.52	167.04
3088	119 - VERIZON	PO 8336 PHONES	697.72	697.72
3089	892 - VERIZON WIRELESS	PO 8367 PHONES	736.43	736.43

TOTAL

241,580.29

Total to be paid from Fund 01 GENERAL FUND

241,580.29

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241,580.29

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

Meeting Date: 09/02/2014 For bills from 09/03/2014 to 08/27/2014

Check#	Vendor	Description	Payment	Check Total
1356	856 - AQUA WASTEWATER	PO 8330 SLUDGE REMOVAL	558.78	
		PO 8355 SLUDGE REMOVAL	558.78	1,117.56
1357	228 - CARDNO ATC	PO 8334 WALMART	2,415.00	2,415.00
1358	751 - MONROE COUNTY PROTHONOTARY'S OFFICE	PO 8383 hansen	12.00	12.00
1359	936 - NORTH END ELECTRIC	PO 8360 REPAIR	520.00	520.00
1360	81 - P P & L	PO 8332 ELECTRIC	379.62	379.62
1361	706 - PENN WORKS PUBLIC	PO 8342 SEPT	965.35	965.35
1362	119 - VERIZON	PO 8336 PHONES	284.95	284.95
TOTAL				5,694.48

Total to be paid from Fund 08 SEWER FUND

5,694.48

5,694.48

**List of Bills - (35100000) CHECKING ACCOUNT  
LIQUID FUELS**

Meeting Date: 09/02/2014 For bills from 09/03/2014 to 08/27/2014

Check#	Vendor	Description	Payment	Check Total
189	450 - INTERSTATE ROAD MANAGEMENT	PO 8364 ROAD LINE	4,573.86	4,573.86
	TOTAL			4,573.86
Total to be paid from Fund 35 LIQUID FUELS			4,573.86	
			<u>4,573.86</u>	

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

Meeting Date: 09/02/2014 For bills from 09/03/2014 to 08/27/2014

Check#	Vendor	Description	Payment	Check Total
1038	535 - HANOVER ENGINEERING ASSOC., INC.	PO 8344 SEO	605.50	605.50
	TOTAL			----- 605.50
Total to be paid from Fund 85 ESCROW			605.50	
			=====	
			605.50	