

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
September 5, 2017, 6:00PM
CANCELED**

Executive Session- 6pm

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
September 5, 2017, 7:00 PM**

Roll Call

BOARD OF SUPERVISORS

___ B. Weimer ___ J. Adams ___ L. Kelly ___ T. Lamantia ___ A. Ruiz-Smith

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.

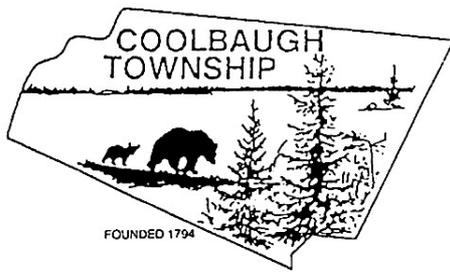
1. Public Input

2. Approval of minutes / notes
 - August 15, 2017 Regular Meeting minutes

3. Pocono Mountain Municipal Airport Authority Request for Letter of Support for LSA Grant

4. Authorization to Purchase Video Detection Camera for SR611 & Veteran's Drive

5. Parks and Recreation Request to Rent Additional Porta Potty for Touch A Truck Event



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6. EAC Request to Advertise Budget Work Session on September 13, 2017 at 6:30pm

7. E-911 Readdressing Update

8. Authorization of Repairs to the Municipal Center Complex Generator

9. PennDot Five Year Municipal Winter Traffic Services Agreement

10. Current obligations

• General Fund	\$ 253,647.24
• Sewer Fund	\$ <u>9,609.29</u>
Total Disbursements	\$ 296,416.93

11. Other business

12. Board of Supervisors Executive Sessions

- Prior- Tuesday, September 5, 2017 at 6:00pm Re: Legal

13. Adjournment

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day Township Closed	5 Canceled- Board of Supervisors Work Session 6:00pm - 7:00pm Board Of Supervisors Regular Meeting 7:00pm - 9:00pm	6	7 Board of Supervisors Budget Work Session Meeting 6:30pm - 7:30pm	8	9
10	11 Planning Commission Meeting 6:30pm - 8:00pm	12 Pocono Mountain Regional Police Committee Meeting 7:00pm - 9:00pm	13	14 Board of Supervisors Budget Work Session Meeting 6:30pm - 7:30pm	15	16
17	18	19 Board of Supervisors Work Session 6:00pm - 7:00pm Board of Supervisors Regular Meeting 7:00pm - 9:00pm	20	21	22	23 Coolbaugh Township Parks and Recreation Touch A Truck Event 11:00am - 3:00pm
24	25	26 Parks & Recreation Meeting 6:30pm - 8:00pm	27	28 Environmental Advisory Council Meeting 6:30pm - 8:00pm	29	30

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
August 15, 2017

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, Lynn Kelly and Alma I. Ruiz-Smith

Board Members absent:

Juan Adams

Staff present:

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary and Maureen Mills, Controller

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

- V. Massaro asked for the status of the Route 196 Turning Lane Project stating that trees have been removed and it is unsightly due to the stumps left behind.
- D. Pope stated that he gave the Board a copy of the proof for the monument and thanked DPW for the great work they are doing in preparation of the monument.
- H. Smith stated that the pavers should be installed prior to the monument and begin selling them, stating that he will forward the information as far as pricing and size of the pavers as soon as it is available.
- D. Pope stated that DPW Assistant Foreman suggested hiring someone to set the monument as it will be heavy and we don't want the liability if something happens.
- H. Smith stated that they changed the design a bit by adding a radius for the flagpoles as opposed to the original straight line of flagpoles.
- P. Williams, Coolbaugh Township Historical Society thanked the Board for the DPW assistance, and thanked Ms. Kelly for attending the Summerfest event stating that they had a good turnout.

2. Approval of minutes / notes : August 5, 2017

Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the meeting minutes of August 5, 2017 as written.

- Discussion: None
- Vote: 3-0-1, motion passes. (Mr. Lamantia abstained due to his absence at that meeting)

3. Monthly Reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly. Mr. Weimer reminded everyone about the upcoming golf outing with J. Hofbauer stating the event is on August 28, 2017 and all golf spots are filled.

- Pocono Mountain Regional EMS- Presented by Mr. Weimer. Ms. Ruiz-Smith stated that there will be a Roundup Fundraising Event on September 7 if anyone is interested in purchasing tickets or sponsoring.
 - Coolbaugh Township VFD- Presented by S. Baker, stating that they are in need of volunteers.
 - Gouldsboro VFD- Presented by Mr. Weimer.
 - Pocono Summit VFD- Presented by G. Tallmadge stating that they are having Bingo every Thursday at 6:30pm.
 - Thornhurst Fire & Rescue Ambulance- Presented by D. Wagner.
 - Tobyhanna Township VFD- Presented by Mr. Weimer stating that Tobyhanna Township is currently at a motor vehicle accident.
 - Pocono Mountain Public Library- Presented by A. Shincovich stating that they have a new e-book product that is available by visiting the library website, you will need your library card number to use the system. A. Shincovich also presented the Board with a check for their annual loan payment in the amount of 20,737.88 as well as an additional principal payment in the amount of 20,300.00, stating that they received these funds from the Dale and Francis Hughes Foundation Grant.
4. Parks and Recreation recommendation to purchase (1) set of bleachers and (2) picnic tables
Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the approval to purchase (1) set of bleachers in the amount of \$862.00 plus shipping costs, and (2) picnic tables in the amount of \$295.00 each plus shipping.
- Discussion: Ms. Ruiz-Smith thanked DPW Assistant Foreman K. Knecht for his diligence in providing the cost for these items.
 - Vote: All in favor, motion passes
5. Authorization for Township Engineer to do a Dangerous Structure Evaluation on several properties located in the Township.
Mr. Lamantia made a motion second by Ms. Kelly to authorize Township Engineer; Russ Kresge to do a dangerous structure evaluation on the properties located at 4145 Falcon Terrace and 3122 Hamlet Drive.
- Discussion: Mr. Lamantia stated that he has met with the Township committee to discuss the ordinances that are currently in place and they are working to make a couple changes to them. Ms. Kelly stated that Mr. Hanna has been very helpful on the blighted property situation stated that they learned that even if a property owner received a demolition permit from Bureau Veritas, that the deeming by Township Officials that the property is a dangerous structure supersedes this permit and the Township can take action in a period much shorter than the five year life of the permit.

****7:30 PM – 7:43PM the Board of Supervisors went into Executive Session Re: Legal****

6. Authorization to Advertise Fall Leaf Cleanup
Ms. Kelly made a motion second by Mr. Weimer to authorize the fall leaf schedule as presented.
- Discussion: Ms. Ruiz-Smith asked how the cleanup works as it relates to having a central location for pickup as stated on the advertisement.
 - Vote: All in favor, motion passes.

7. Northeast Signal & Electrical Company- 2017 Preventative Maintenance Service Contract

Mr. Weimer made a motion second by Mr. Lamantia to approve the 2017 service contract with Northeast Signal & Electric in the amount of \$4,950.00.

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

8. Wastewater Treatment Plant- Approval to Purchase New Pump

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the purchase of a new pump to include labor at a cost up to \$8,000.00.

- Discussion: Mr. Weimer stated that this is the first of two repairs needed and that the other will be budgeted for 2018.
- Vote: All in favor, motion passes.

9. Controller Report

Ms. Mills presented the report as of July 30, 2017.

- Discussion: None

10. Current Obligations

• General Fund	\$	111,856.36
• Sewer Fund	\$	14,052.87
• Escrow Fund	<u>\$</u>	<u>27,290.00</u>
Total Disbursements	\$	153,199.23

Ms. Ruiz-Smith made a motion second by Ms. Kelly to pay our current obligations in the amount of \$153,199.23.

- Discussion: Ms. Ruiz-Smith asked for clarification on check #7471.
- Vote: All in favor, motion passes.

11. Other Business

Ms. Kelly made a motion second by Mr. Lamantia to approve the request from the Coolbaugh Township Volunteer Fire Co. to waive the zoning permit fee for a 24 x 36 shed.

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

Ms. Ruiz-Smith made a motion second by Ms. Kelly to accept resolution #11-2017 with reference to the sewer line owned by Walmart located on the municipal complex.

- Discussion: Ms. Kelly stated that there will be another excavation in the front parking lot in the complex in order to fix the sewer line, stating that Walmart will be responsible to pay for the repairs as they own the line.
- Vote: 3-0-1, motion passes. (Mr. Weimer abstained due to his employment with Walmart)

Mr. Weimer thanked DPW for all their hard work, and Ms. Ruiz-Smith concurred that they have been doing a great job.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to set aside \$25,000.00 restricted funds for the sponsorship of a K9 car for the Pocono Mountain Regional Police Department in 2018.

- Discussion: Mr. Weimer and the Board thanked the officer in attendance for his service. The officer thanked the Board as well.
- Vote: All in favor, motion passes.

12. Board of Supervisors Executive Sessions

- Prior: Tuesday, August 15, 2017 from 6:00 pm- 6:55 pm Re: Legal
- During: Tuesday, August 15, 2017 from 7:31pm-7:43pm Re: Legal
- Subsequent: Tuesday, August 15, 2017 from 8:00pm-8:33pm Re: Legal

13. Adjournment

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

- Vote: All in favor, motion passed.

Meeting adjourned at 7:59pm.

NEXT REGULAR BOARD MEETING: Tuesday, September 5, 2017 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: Erin Masker, Recording Secretary

Reviewed by: _____
Lynn Kelly, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____

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Erin Masker

From: Tomas Keane
Sent: Friday, August 25, 2017 9:43 AM
To: Erin Masker
Subject: Sep 5th 2017 - 911 Report

Explanation of Violation Types

1. No Sign. No sign is posted at the property.
2. Incorrect Size. Sign is posted but it does not meet the ordinance size specifications.
3. Incorrect Height. Sign is correct size but is not installed at the correct height.
4. Incorrect. Multiple violations (size, height, location, incorrect numbers, incorrect color etc.
5. Incorrect Size & Height. Sign is the incorrect size and installed at the incorrect height.
6. Incorrect Location. Sign is the correct Size & Height but installed at incorrect location (incorrect street, on house, incorrect property, incorrect side of street)
7. Address/Vacant. Property has a sign violation but mail cannot be delivered because of incorrect mailing address or property is vacant.
8. N/A. Property may never have a structure built on it (playground, buffer zone between houses, center of a circles.
9. Undev. Property is undeveloped at this time.
10. OK. Property meets the 911 Sign Ordinance.

<u>Total Properties</u>	<u>16,266</u>
<u>Total Checked</u>	<u>11,393</u>
<u>No Sign</u>	<u>1,434</u>
<u>Height</u>	<u>362</u>
<u>Incorrect</u>	<u>153</u>
<u>Size & Height</u>	<u>796</u>
<u>Location</u>	<u>25</u>
<u>Address/Vacant</u>	<u>198</u>
<u>N/A</u>	<u>110</u>
<u>Undeveloped</u>	<u>2,701</u>
<u>OK</u>	<u>4,665</u>

Thank You

Tomas Keane
Code Enforcement/ Right to Know
5520 Municipal Dr
Tobyhanna, PA 18466
Phone (570) 894-8763
Cell (570) 269-6187
www.coolbaughtwp.org

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COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS AND BALANCES REPORT
September 05,2017

DATE	CK #	ITEM	AMOUNT
8/29/2017		Payroll	\$ 30,000.00
8/15/2017	7496	Jerry Hanna Esq.	\$ 2,485.00
	7497	Lowe's	\$ 90.72
	7498	PPL	\$ 82.68
	7499	Sundance Networks Inc.	\$ 412.00
	7500	PA Land Trust Assoc.	\$ 90.00
9/5/2017		General Fund	253,647.24
		Total General Fund	286,807.64
9/5/2017		Sewer	9,609.29
		Total Disbursements	\$ 296,416.93

SEPTEMBER 05,2017			
General Fund Checking	2,129,581.45		
Fire Tax/Coolbaugh Twp VFD	201,333.62	Liquid Fuels Fund Checking	547,144.88
Fire Tax/Gouldsboro VFD	96,150.64	Escrow Fund Checking	193,931.98
Fire Tax/Pocono Summit VFD	40,305.85	Escrow Fund Clarius Checking	431,861.53
Fire Tax/Thornhurst VFD	20,129.74	Total Escrow Fund	625,793.51
Fire Tax/Tobyhanna Twp. VFD	20,050.00	Emergency Service Fund	21,335.51
Payroll Checking	1,545.15	Emergency Service I Money Market	146,706.80
Rainy Day Fund Savings	927,435.90	Total all Funds	4,803,867.91
Total General Fund	3,436,532.35		
Sewer Fund Checking	12,438.78		
Sewer PennVest Checking	76.62		
Total Sewer Fund	12,515.40		
Capital Projects Fund Checking	13,839.46		

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<<<<List of Bills - (01101000) GENERAL FUND CHECKING<<
<<<< GENERAL FUND <<
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<<< Check# Vendor Description Payment Check Total
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7501 1114 - ADVANCED BUSINESS EQUIP. PO 13427 COPIER 18.41 18.41
7502 900 - ALTEC CAPITAL SERVICES, LLC PO 13421 2011 FORD F550 1,857.50 1,857.50
7503 1258 - AM TRUST PO 13424 WORKERS COMP 6,626.90 6,626.90
7504 1039 - AMERICAN UNITED LIFE INS. CO. PO 13453 SEPT LIFE INSURANCE 721.63 721.63
7505 1204 - CHEM-DRY OF THE POCONOS PO 13460 BLDG 2 10X37/ 2ND 10X16 178.00 178.00
7506 1240 - CINTAS CORPORATION PO 13393 UNIFORMS 61.74
PO 13454 UNIFORMS 61.74
PO 13456 UNIFORMS 61.74 185.22
7507 724 - CINTAS FIRST AID & SAFETY PO 13405 FIRST AID SUPPLIES 95.24 95.24
7508 8 - D.G. NICHOLAS CO. PO 13394 OIL FILTERS 92.75
PO 13396 OIL FILTERS 2014 F250 127.25 220.00
7509 52 - DALEVILLE ACE HARDWARE PO 13430 GRASS SEED / SOIL 139.97
PO 13450 DOG PARK WASTE BAGS 13.18 153.15
7510 1085 - DE LAGE LANDEN PO 13409 LEASE COPIERS 208.80 208.80
7511 13 - DEVELOPMENTAL EDUCATION SERVICES PO 13432 RECYCLING 14.00 14.00
7512 51 - EDWARDS CONCRETE PO 13429 VFW MEMORIAL 825.00 825.00
7513 135 - EUREKA STONE QUARRY PO 13448 BULK STONE 302.36
PO 13465 DPW SHED 166.19 468.55
7514 19 - F & S SUPPLY COMPANY, INC. PO 13406 SUPPLIES 63.35 63.35
7515 1270 - GEORGE ELY ASSOCIATES, INC. PO 13466 SOCCER NETS 673.00 673.00
7516 535 - HANOVER ENGINEERING ASSOC., INC. PO 13438 SEO 2,820.22 2,820.22
7517 1192 - HIGHMARK BLUE SHIELD PO 13461 SEPT. HEALTH INS 26,784.68 26,784.68
7518 917 - MILLENNIUM ADMINISTRATORS PO 13428 JULY ADMIN FEE 500.00 500.00
7519 858 - MUNICIPAL CAPITAL PO 13423 2012 INTERNATIONAL 1,614.26 1,614.26
7520 452 - OFFICE MAX CONTRACT PO 13404 SUPPLIES 87.85 87.85
7521 81 - P P & L PO 13412 TEGAWITHA ROAD#89631-95000/SCHOOL S 55.04
PO 13414 CORP. DRIVE 64488-49005 35.78
PO 13415 LAUREL DRIVE DPW-54691-27003 328.86
PO 13416 MUNICIPAL CENTER 43281-27004 212.70
PO 13417 ECHO LAKE 36034-04005 35.81
PO 13419 SCHOOL SIGN 66091-27000/ WILDFLOWER 57.65
PO 13422 RT196 COUNTRY PLACE 39910-23005 30.86 756.70
7522 81 - P P & L PO 13433 KNOLLWOOD 196 28.01
PO 13434 MUNICIPAL CENTER 904.45
PO 13435 TEGAWITHA RD 31.60
PO 13436 RTE 611 CORP. DRIVE 64.51
PO 13446 7 KINGSWAY 98496-55008 50.44
PO 13447 940 SUMMIT 88094-98000 40.56
PO 13449 PROJECT ST BALL FIELD 07251-41006 17.91
PO 13452 BALLFIELD 360.26 1,497.74
7523 81 - P P & L PO 13455 507 SIGNAL LIGHTS 84771-32002 28.64 28.64
7524 1021 - PAPCO PO 13410 FUEL 3,597.12 3,597.12
7525 86 - PENNSYLVANIA AMERICAN WATER CO PO 13402 MUNICIPAL CENTER 156.07
PO 13403 GARAGE 22.47 178.54
7526 1113 - PEOPLES SECURITY BANK & TRUST PO 13400 CALL-EM-ALL/MSFT/ADOBE/ VERIZON PHO 270.72 270.72
7527 430 - POCONO ACE HARDWARE PO 13441 GAS CAN 59.38
PO 13444 NOZZEL GUN/HOSE FOR WASHER 24.76
PO 13445 SAFETY GLASSES 30.67
PO 13462 MORTAR MIX 4.94 119.75
7528 94 - POCONO MOUNTAIN REGIONAL EMS PO 13395 SEPTEMBER 2017 8,333.33 8,333.33
7529 93 - POCONO MOUNTAIN REGIONAL POLICE DEP PO 13408 SEPT 183,721.02
PO 13440 MORTGAGE 3,177.95 186,898.97
7530 166 - R.J. HALL COMPANY INC. PO 13437 PENSION SERVICE AGREEMENT 750.00 750.00
7531 713 - RED DIAMOND GRAPHICS PO 13401 REFLECTIVE DECAL 48.00
PO 13459 SIGNS TOUCH A TRUCK 542.50 590.50
7532 104 - S & H SUPPLY CO., INC. PO 13407 VET MEMORIAL CONCRETE/SHEETING/PIPE 781.23
PO 13411 RENTAL CONCRETE VIBRATOR 50.00 831.23
7533 105 - S & S TOOLS & SUPPLIES PO 13451 WORK GLOVES 102.96 102.96
7534 623 - SERVICE TIRE TRUCK CENTERS PO 13443 LOADER TIRE 210.50 210.50
7535 111 - SHERWIN WILLIAMS PO 13442 PAINT FOR DOORS7FUEL TANK 166.64
PO 13463 PAINT FOR MUNICIPAL CENTER 228.50 395.14
7536 1215 - SUPER HEAT, INC. PO 13464 DPW REPAIR 246.28 246.28
7537 1269 - THE FLAGPOLE COMPANY PO 13458 WALL FLAGPOLE SATIN FINISH 3,124.75 3,124.75
7538 1055 - TULPEHOCKEN SPRING WATER INC PO 13397 BOTTLE WATER 56.70 56.70

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

<<<< GENERAL FUND <<

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Check#	Vendor	Description	Payment	Check Total
7539	119 - VERIZON	PO 13399 PHONES	823.29	823.29
7540	892 - VERIZON WIRELESS	PO 13439 PHONES	718.62	718.62
TOTAL				253,647.24

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
01.101.000	GENERAL FUND CHECKING			0.00	253,647.24
01.400.000	GENERAL GOV'T			6,294.50	
01.401.000	MANAGER -EXECUTIVE			100.00	
01.409.000	BUILDING & PLANTS			2,237.85	
01.410.000	POLICE			186,898.97	
01.412.000	AMBULANCE / RESCUE			8,333.33	
01.413.000	SEO / BUILDING CODE			2,820.22	
01.414.000	ZONING OFFICE			87.85	
01.430.000	DPW-HIGHWAYS ROADS STREETS			7,348.81	
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN			1,000.46	
01.437.000	DPW-REPAIR OF TOOLS & MACHINER			337.75	
01.438.000	DPW-HIGHWAY REPAIR & MAINT			468.55	
01.454.000	PARKS			1,762.95	
01.457.000	CIVIL & MILITARY CELEBRATIONS			4,920.95	
01.480.000	ADP P/R EXPENSE			750.00	
01.486.000	INSURANCE			6,626.90	
01.487.000	EMPLOYEE BENEFITS			23,658.15	
TOTALS FOR	GENERAL FUND	0.00	0.00	253,647.24	253,647.24

Total to be paid from Fund 01 GENERAL FUND 253,647.24

 253,647.24

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

<<<< SEWER FUND <<

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Check#	Vendor	Description	Payment	Check Total
1900	1247 - COMMONWEALTH OF PA	PO 13457 OCTOBER	965.35	965.35
1901	699 - MAIN POOL & CHEMICAL CO	PO 13431 SULFATE SOLUTION	576.10	576.10
1902	936 - NORTH END ELECTRIC	PO 13425 SEWER PLANT ISSUES	1,277.50	
		PO 13426 PUMPS NOT WORKING	750.00	2,027.50
1903	160 - NORTHEAST CHEMICAL& SUPPLY CO.,INC.	PO 13413 SODA ASH	921.80	921.80
1904	81 - P P & L	PO 13418 WWTP/ PUMP STA- SEWER	2,459.75	2,459.75
1905	1220 - RUSSELL REID INC.	PO 13420 SLUDGE REMOVAL	576.80	576.80
1906	119 - VERIZON	PO 13399 PHONES	213.98	213.98
1907	439 - YOUNG & HAROS,LLC	PO 13398 WALMART LITIGATION	1,868.01	1,868.01
TOTAL				9,609.29

< Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT<
08.101.000	CHECKING			0.00	9,609.29
08.429.200	SUPPLIES			1,497.90	
08.429.314	PROFESSIONAL FEE SOLICITOR			1,868.01	
08.429.320	TELEPHONE			213.98	
08.429.361	ELECTRIC			2,459.75	
08.429.374	MAINT/REPAIR EQUIPMENT			2,027.50	
08.429.452	SLUDGE HAULING			576.80	
08.471.105	PENNWORKS PRINCIPAL LN #99900048			775.31	
08.472.106	PENNWORKS INTEREST LN #99900048			190.04	
TOTALS FOR	SEWER FUND	0.00	0.00	9,609.29	9,609.29

Total to be paid from Fund 08 SEWER FUND

9,609.29
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 9,609.29