

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

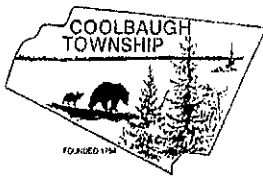
**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
April 2, 2019, 6:00PM**

1. Nepotism Policy

2. Mutual Aid Agreement- Pocono Township

3. Other Business

4. Public Input



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
April 2, 2019, 2019, 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. When speaking please state your name and the city or community that you reside in. This meeting is being recorded to aid in the preparation of the minutes.

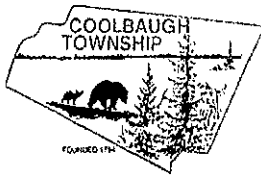
1. Public input

2. Approval of minutes / notes
 - March 19, 2019 Regular Meeting Minutes

3. Authorization to Advertise for 2019 Road Paving Bid

4. Acceptance of Margaret Miller's resignation from Parks and Recreation Commission and the Environmental Advisory Council and Authorize Advertising the Open Positions

5. EAC Request for Reimbursement to Attend the EAC Network Conference on Saturday, May 18th at the cost of \$35.00 for the day per person



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6. EAC Request for Township Solicitor to do Title Research on the Tannery Property

7. Waste Not Technologies, Patrick Kelley Request for a letter stating that all Conditions of the land development of Waste Not Technologies have been met

8. Coolbaugh Township Anniversary Celebration Committee

9. Approve the Use of Township Vehicles, Mileage Reimbursement and Expenses for PSATS

10. Current obligations

• General Fund	\$	341,665.67
• Sewer Fund	\$	13,287.79
• Escrow Fund	\$	<u>580.00</u>
Total Disbursements	\$	355,533.46

11. Solicitor Armstrong Comments/Updates

12. Other business

13. Board of Supervisors Executive Sessions

Next monthly meeting will be held on Tuesday April 23, 2019

14. Adjournment

10

**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
APRIL 02, 2019**

DATE	CK #	DESCRIPTION	AMOUNT
3/27/2019		Payroll Transfers	\$ 57,200.00
3/28/2019	5243	Teamsters Local 773 -Dues March	632.00
4/2/2019		General Fund	<u>283,833.67</u>
		Total General Fund Disbursements	341,665.67
4/2/2019		Escrow Fund Disbursements	580.00
4/2/2019		Sewer Fund Disbursements	<u>13,287.79</u>
		TOTAL DISBURSEMENTS	<u>\$ 355,533.46</u>

CASH TRIAL BALANCE AS OF APRIL 2, 2019

General Fund Checking	\$ 1,349,205.77
Fire Tax/Coolbaugh Twp VFD	116,121.46
Fire Tax/Gouldsboro VFD	33,463.94
Fire Tax/Thornhurst VFD	42,436.11
Fire Tax/Tobyhanna Twp. VFD	22,159.30
Payroll Checking	617.72
Rainy Day Fund Savings	<u>938,024.54</u>
Total General Fund	2,502,028.84
Sewer Fund Checking	4,125.28
Sewer PennVest Checking	<u>76.62</u>
Total Sewer Fund	4,201.90
Capital Projects Fund Checking	<u>14,197.07</u>
Emerg. Services Fund Money Market	198,328.56
Emerg. Services Fund Checking	<u>21,555.81</u>
Total Emergency Services Fund	219,884.37
Liquid Fuels Fund Checking	<u>767,545.58</u>
Escrow Fund Checking	171,515.37
Escrow Fund Clarius Checking	<u>436,320.71</u>
Total Escrow Fund	607,836.08
TOTAL ALL FUNDS	<u>\$ 4,115,693.84</u>

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

Check#	Vendor	Description	Payment	Check Total
5244	44 - AIRGAS USA,LLC	PO 16294 OXYGEN CYL -DPW	119.03	119.03
5245	1330 - AMAZON CAPITAL SERVICES	PO 16312 SPLITTER/PORT FOR CAMERAS	29.07	29.07
5246	1039 - AMERICAN UNITED LIFE INS. CO.	PO 16300 APRIL -LIFE/DISABILITY INSURANCE	1,346.90	1,346.90
5247	1305 - ANDERSON EQUIPMENT COMPANY	PO 16279 PART FOR BEAST	255.14	
		PO 16310 WIPER INSERT CARBIDE SPRINKLE	209.11	
		PO 16325 PARTS FOR BEAST -ROLLER STEEL GUIDE	174.51	638.76
5248	1276 - BARRY ISETT& ASSOC.INC	PO 16280 FIRE ALARMS DRAWINGS	1,586.25	1,586.25
5249	4 - CHEMUNG SUPPLY CORP.	PO 16309 FLOW CUTTING EDGES9 ROOT PLOWS)	5,944.00	5,944.00
5250	724 - CINTAS	PO 16254 FIRST AID KITS -DPW- GARAGE- ADMIN	240.82	240.82
5251	1240 - CINTAS CORPORATION	PO 16257 MATS	14.02	
		PO 16258 UNIFORMS	81.14	
		PO 16284 MATS	14.02	
		PO 16285 UNIFORMS 3/25	79.64	188.82
5252	1120 - COUNTY WASTE	PO 16328 40 YD REMOVAL	649.00	649.00
5253	1312 - CREATIVE WORKS	PO 16293 WEB-SITE DEVELOPMENT PROJECT -SECON	2,462.50	2,462.50
5254	652 - CYPHERS TRUCK PART	PO 16319 LAST 2 TOOLS NEEDED FOR PA INSPECT	52.87	
		PO 16320 AIR BRAKE PINS FOR STOCK	10.55	63.42
5255	8 - D.G. NICHOLAS CO.	PO 16269 AIR FILTER FOR 350 SIGN TRUCK	30.88	
		PO 16296 WINTER BLADES - STOCK	53.74	
		PO 16306 PERMAREX ANTI-SE FOR BEAST	19.83	
		PO 16307 SUPPLIES- STOCK	80.04	
		PO 16316 HOSE FOR LOADER	51.39	
		PO 16317 HOSE'S FOR STOCK FOR LOADER	102.78	338.66
5256	1085 - DE LAGE LANDEN	PO 16308 COPIERS- TOSHIBA -APRIL	208.80	208.80
5257	151 - E.M. KUTZ, INC.	PO 16274 ANGLE CYLINDER FOR PLOW	1,550.00	1,550.00
5258	19 - F & S SUPPLY COMPANY, INC.	PO 16283 PLOW CUTTING EDGE- PICK UP -STOCK	430.06	430.06
5259	1327 - FRASER ADVANCED INFO.SYSTEMS	PO 16273 TONER - LEXMARK SHIPPING	10.00	10.00
5260	1270 - GEORGE ELY ASSOCIATES, INC.	PO 16304 BLEACHERS -BASKETBALL AREA	2,850.00	2,850.00
5261	810 - GIBBONS FORD	PO 16297 EMERG. REPAIR F-350 FORD -ENGINE LI	1,163.35	1,163.35
5262	1192 - HIGHMARK BLUE SHIELD	PO 16259 APRIL 2019 HEALTH INS.	33,413.38	33,413.38
5263	1140 - HOURIGAN KLUGER & QUINN	PO 16270 AUDIT CONFIRM LETTER	64.50	64.50
5264	1210 - HUNTER KEYSTONE PETERBUILT	PO 16321 AIR VALVES -AIR LEAK 07 PETERBUILT	136.96	136.96
5265	1333 - JACKIE CARUSO	PO 16330 ACT 172 PROPERTY TAX CREDIT 2018	45.03	45.03
5266	1334 - JOE WICMANDY	PO 16329 ACT 172 PROPERTY TAX CREDIT 2018	61.80	61.80
5267	68 - MAY EQUIPMENT	PO 16318 PARTS FOR WASHER- BALANCE	5,094.00	5,094.00
5268	232 - MECHANICAL SERVICE COMPANY	PO 16290 MAINTENANCE AGREEMENT FOR GENERATOR	3,270.00	3,270.00
5269	241 - MONROE COUNTY CONTROL CENTER	PO 16292 CONTROL CENTER FIRE/EMS	4,503.52	4,503.52
5270	74 - NAPA AUTO PARTS OF DALEVILLE	PO 16315 U-BOX SPREADER BATTERY	114.48	114.48
5271	1049 - NORTHEAST HYDRAULICS CO	PO 16298 MISC SEALS/SHOP SUPPLIES/PARTS/NEW	992.51	992.51
5272	81 - P P & L	PO 16260 89343-21023 SCHOOL SPEED SIGN	27.44	
		PO 16261 54691-27003 LAUREL DR	469.05	
		PO 16264 89631-95000 TEGAWITHA	33.31	
		PO 16265 64488-49005 CORP DR	75.60	
		PO 16266 43281-27004 MUNICIPAL CENTER	2,294.13	
		PO 16277 88900-24001 196 wildflower39910-23	65.06	
		PO 16278 36034-04005 ECHO LAKE	37.15	
		PO 16286 51540-24008 196 KNOLLWOOD	29.07	3,030.81
5273	81 - P P & L	PO 16287 07251-41006 BALLFIELD/PROJECT ST	14.12	
		PO 16288 85457-02009 423 BALLFIELD	381.96	
		PO 16323 98496-55008 7 KINGS WAY	52.53	
		PO 16324 88094-98000 940 SUMMIT ST	38.44	487.05
5274	1021 - PAPCO	PO 16272 FUEL	4,528.77	4,528.77
5275	86 - PENNSYLVANIA AMERICAN WATER CO	PO 16271 GARAGE	25.35	
		PO 16299 MUNICIPAL CENTER	279.91	305.26
5276	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 16282 SUPPLIES MUNICIPAL CENTER	650.99	650.99
5277	1326 - PENNSYLVANIA SCDU	PO 16326 2107102215	230.77	230.77
5278	1113 - PEOPLES SECURITY BANK & TRUST	PO 16327 LETTER OF CREDIT FEE -196 PROJECT	3,355.75	3,355.75
5279	89 - PETTY CASH	PO 16314 FUEL FOR BEAST ON TRIP FROM REPAIR/	218.54	218.54
5280	1254 - PHILADELPHIA INS. COMPANIES	PO 16322 INSURANCE FOR VOLUNTEERS	300.00	300.00
5281	430 - POCONO ACE HARDWARE	PO 16256 TAPE RULER (2) 1-1/4 X25 LARGE	35.98	
		PO 16268 COAT HAT HOOKS- DPW	12.20	
		PO 16302 SUPPLIES FOR PARK	127.00	
		PO 16305 HILLMAN FASTENERS	2.60	177.78
5282	143 - POCONO LAKE SUPPLY CO.	PO 16295 LASER DETECTOR KIT	625.00	625.00

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

Check#	Vendor	Description	Payment	Check Total
5283	94 - POCONO MOUNTAIN REGIONAL EMS	PO 16250 DONATION APRIL 2019	10,000.00	10,000.00
5284	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 16251 APRIL 2019	186,262.11	186,262.11
5285	1203 - RUSSELL R. KRESGE JR.	PO 16313 ALDI/DOLLAR GEN'L/ MEETINGS /CLARTU	2,233.00	2,233.00
5286	623 - SERVICE TIRE TRUCK CENTERS	PO 16255 BROOM CASTOR WHEELS	111.42	
		PO 16267 LOADER TIRE SIDE WALL HOLE	2,578.72	2,690.14
5287	1199 - SPYTRONICS ELECTRONIC SECURITY	PO 16303 MONITOR HOOKUPS/RDMI	214.00	214.00
5288	892 - VERIZON WIRELESS	PO 16311 PHONES	1,008.08	1,008.08
TOTAL				283,833.67

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	283,833.67
01.200.500	PA GARNISHMENT			230.77	
01.400.000	GENERAL GOV'T	9,717.70			
01.401.000	MANAGER -EXECUTIVE	29.98			
01.403.000	TAX COLLECTION	106.83			
01.404.000	LAW	64.50			
01.408.000	ENGINEER	303.00			
01.409.000	BUILDING & PLANTS	7,625.07			
01.410.000	POLICE	186,262.11			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.414.000	ZONING OFFICE	450.00			
01.415.000	EMERGENCY MANAGEMENT	4,503.52			
01.426.000	COMPOST FACILITY	255.14			
01.427.000	SOLID WASTE COLLECTION / DISPO	649.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	11,613.45			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	358.60			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	14,279.46			
01.454.000	PARKS	3,373.08			
01.486.000	INSURANCE	300.00			
01.487.000	EMPLOYEE BENEFITS	30,355.71			
01.499.100	MISCELLANEOUS	3,355.75			
TOTALS FOR GENERAL FUND		283,602.90	0.00	230.77	283,833.67

Total to be paid from Fund 01 GENERAL FUND

283,833.67

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283,833.67

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1184	1203 - RUSSELL R. KRESGE JR.	PO 16313 ALDI/DOLLAR GEN'L/ MEETINGS /CLARIU	580.00	580.00
TOTAL				----- 580.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	580.00
85.250.272	CLARIUS PARTNERS (ARCADIA N, LOT 2)			200.00	
85.250.307	DOLLAR GENERAL SEWER			240.00	
85.250.320	ALDI INC.			40.00	
85.250.322	VERIZON-LAKE CAROBETH			100.00	
TOTALS FOR		0.00	0.00	580.00	580.00

Total to be paid from Fund 85 ESCROW

580.00

580.00

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
2164	228 - ATC	PO 16252 MISCELLANEOUS /WALMART/MT CENTER	3,950.00	
		PO 16253 2018 CHAPTER 94 REPORT	1,560.00	5,510.00
2165	771 - COMMONWEALTH OF PA	PO 16275 PENNWORKS LOAN - 9990048	965.35	965.35
2166	547 - DELAWARE RIVER BASIN COMMISSION	PO 16289 ANNUAL FEE FOR WATER ALLOCATION /WA	626.00	626.00
2167	1294 - GOTTA GO SEPTIC'S	PO 16281 03/21/2019- SLUDGE REMOVAL	225.00	225.00
2168	699 - MAIN POOL & CHEMICAL CO	PO 16291 SULFATE SOLUTION - WWTP	526.00	526.00
2169	81 - P P & L	PO 16262 WWTP 26491-26001	3,983.15	
		PO 16263 04090-21003 PUMP STA	227.79	4,210.94
2170	318 - PA RURAL WATER	PO 16276 2019 MEMBERSHIP DUES SIGLE SYSTEM	247.00	247.00
2171	764 - VINCENT PIACENTE ELECTRICAL CONTR.	PO 16301 REBUILT LAMP UV/REMOVE CIRCUIT BOA	977.50	977.50
TOTAL				13,287.79

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	13,287.79
08.269.500	PENNWORKS 2008 GOB			798.90	
08.429.200	SUPPLIES	526.00			
08.429.300	OTHER SERVICES & CHARGES	873.00			
08.429.313	ENGINEERING SERVICES	5,510.00			
08.429.361	ELECTRIC	4,210.94			
08.429.373	MAINT/REPAIR BUILDING	977.50			
08.429.452	SLUDGE HAULING	225.00			
08.472.106	PENNWORKS INTEREST LN #99900048	166.45			
TOTALS FOR SEWER FUND		12,488.89	0.00	798.90	13,287.79

Total to be paid from Fund 08 SEWER FUND

13,287.79
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13,287.79