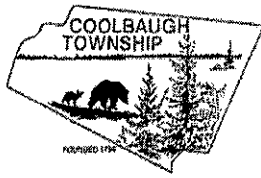


**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

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

1. WWTP Quarterly Updates
2. Proposal to Add Light Manufacturing and Industry as a Conditional Use in a C-2 Office Park District
3. Other Business
4. Public Input



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA**

July 2, 2019, 7:00 PM

Roll Call

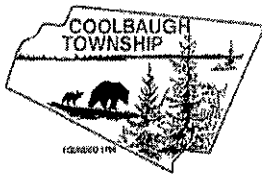
BOARD OF SUPERVISORS

___ **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.

****Presentation of Donation to VALOR Clinic Foundation- Sergeant Major Mark Baylis****

1. Public input
2. Approval of minutes / notes
 - June 18, 2019 Regular Meeting Minutes
 - June 18, 2019 Public Hearing Minutes
3. Waste Water Treatment Plant- Quote for Pump Station Cleaning
4. Waste Water Treatment Plant- Quote for Pipe Jetting
5. Thornhurst Volunteer Fire Company Request for Tax Disbursement in the amount of \$50,304.78 for Fire Station Paving Project
6. Summit Avenue Railroad Paving and Marking Painting



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7. Minor Subdivision joining lots 639 & 640, Section K, A Pocono Country Place, Property Owner(s)-Tor Tonnesen

8. Request for Waiver of Procedural Time Requirement for Property Owner(s) Tyler Kupsky and Nancy Nicodemo

9. Authorization for Attorney Armstrong to Proceed with the Legal Review of PAWC's Letter of Interest and Convey to them any Recommended Changes

10. Nepotism Policy

11. Upcoming Zoning Hearing Board Hearing- Center Rock Realty

12. Current obligations

| | |
|----------------------------|----------------------|
| • General Fund | \$ 325,560.03 |
| • Sewer Fund | \$ 6,678.17 |
| • Escrow Fund | <u>\$ 27,736.39</u> |
| Total Disbursements | \$ 359,974.59 |

13. Solicitor Armstrong Comments/Updates

14. Other business

15. Adjournment

12

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

| DATE | CK # | DESCRIPTION | AMOUNT |
|-------------|-------------|---|-----------------------------|
| 6/12/2019 | | Payroll Transfers | \$ 47,000.00 |
| 6/18/2019 | 5546 | Spytronics Security Cameras | 997.00 |
| | 5547 | American United Life Insurance | 1,054.71 |
| | 5548 | Vitale & Sons - A/C Court (Balance) | 4,671.83 |
| 7/2/2019 | | General Fund | <u>271,836.49</u> |
| | | Total General Fund Disbursements | \$ 325,560.03 |
| 6/18/2019 | 1190 | Roger Traver (Fire Escrow) | 27,170.64 |
| 7/2/2019 | | Escrow Fund | 565.75 |
| 7/2/2019 | | Total Escrow Fund | \$ 27,736.39 |
| 7/2/2019 | | Sewer Fund Disbursements | <u>6,678.17</u> |
| | | TOTAL DISBURSEMENTS | <u>\$ 359,974.59</u> |

CASH TRIAL BALANCE AS OF JULY 02,2019

| | |
|-----------------------------------|-------------------------------|
| General Fund Checking | \$ 3,006,514.75 |
| Fire Tax/Coolbaugh Twp VFD | 653,538.76 |
| Fire Tax/Gouldsboro VFD | 33,519.99 |
| Fire Tax/Thornhurst VFD | 42,507.19 |
| Fire Tax/Tobyhanna Twp. VFD | 22,196.41 |
| Payroll Checking | 2,568.90 |
| Rainy Day Fund Savings | 939,594.77 |
| Total General Fund | <u>4,700,440.77</u> |
| Sewer Fund Checking | 16,375.64 |
| Sewer PennVest Checking | 85.02 |
| Total Sewer Fund | <u>16,460.66</u> |
| Capital Projects Fund Checking | <u>14,280.99</u> |
| Emerg. Services Fund Money Market | 198,660.74 |
| Emerg. Services Fund Checking | 21,591.92 |
| Total Emergency Services Fund | <u>220,252.66</u> |
| Liquid Fuels Fund Checking | <u>509,229.80</u> |
| Escrow Fund Checking | 143,784.34 |
| Escrow Fund Clarius Checking | 436,794.82 |
| Total Escrow Fund | <u>580,579.16</u> |
| TOTAL ALL FUNDS | <u>\$ 6,041,244.04</u> |

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

| Check# | Vendor | Description | Payment | Check Total |
|--------|--|--|------------|-------------|
| 5549 | 1039 - AMERICAN UNITED LIFE INS. CO. | PO 16827 JULY LIFE /DISABILITY INSURANCE | 1,054.79 | 1,054.79 |
| 5550 | 1148 - BARTON SUPPLY INC | PO 16787 MOWER TIRES | 450.00 | 450.00 |
| 5551 | 1240 - CINTAS CORPORATION | PO 16791 MATS | 14.02 | |
| | | PO 16792 UNIFORMS | 81.36 | |
| | | PO 16850 UNIFORMS | 81.36 | |
| | | PO 16851 MATS | 14.02 | 190.76 |
| 5552 | 1120 - COUNTY WASTE | PO 16847 CLEAN-UP JUNE | 6,490.00 | 6,490.00 |
| 5553 | 652 - CYPHERS TRUCK PART | PO 16816 SEAL & BRAKE KIT & PRESSURE GAGE FO | 79.17 | |
| | | PO 16859 WHITE PAINT MARKER-YELLOW AUTO SLAC | 81.58 | 160.75 |
| 5554 | 8 - D.G. NICHOLAS CO. | PO 16788 WIPER BLADES STOCK | 32.50 | |
| | | PO 16790 TO REPAIR METAL DOOR | 3.46 | |
| | | PO 16842 RTV HI TEMP VALVE | 19.97 | |
| | | PO 16845 CINDER SPREADERS -SEALED BEAM | 24.50 | |
| | | PO 16860 FOR BEAST OIL | 384.95 | 465.38 |
| 5555 | 52 - DALEVILLE ACE HARDWARE | PO 16786 COATED GLOVES | 68.93 | 68.93 |
| 5556 | 1085 - DE LAGE LANDEN | PO 16800 3 LEXMAR COPIERS 6/1-6/30 | 124.87 | |
| | | PO 16818 2 COPIERS | 208.80 | 333.67 |
| 5557 | 1069 - Department of the Treasury | PO 16830 FORM 720- EMPLOYER SPONSORED SELF-I | 51.45 | 51.45 |
| 5558 | 13 - DEVELOPMENTAL EDUCATION SERVICES | PO 16796 RECYCLING | 18.00 | 18.00 |
| 5559 | 151 - E.M. KUTZ, INC. | PO 16849 SUPPLIES/PARTS FOR STOCK | 625.95 | 625.95 |
| 5560 | 51 - EDWARDS CONCRETE | PO 16840 CONCRETE FOR SIDEWALKS AT MUNICIPAL | 997.50 | 997.50 |
| 5561 | 135 - EUREKA STONE QUARRY | PO 16804 SIDEWALK JOB MUNICIPAL CENTER | 92.73 | |
| | | PO 16846 FIREHOUSE # 2 PARKING LOT HOT PATCH | 1,150.60 | 1,243.33 |
| 5562 | 19 - F & S SUPPLY COMPANY, INC. | PO 16789 SHOVEL KIT/PUSHER SHOVEL | 124.99 | 124.99 |
| 5563 | 255 - FIVE STAR EQUIPMENT, INC. | PO 16799 SPOOL VALVE- BACKHOE | 2,395.60 | |
| | | PO 16857 BACKHOE HOSES | 548.12 | |
| | | PO 16858 CUTTING EDGE FOR BUCKET | 444.88 | 3,388.60 |
| 5564 | 578 - GENERAL CODE | PO 16805 ANNUAL MAINTENANCE- 6/1/2019-5/31/ | 1,195.00 | 1,195.00 |
| 5565 | 926 - GENERAL SUPPLY | PO 16838 PADLOCKS | 113.40 | 113.40 |
| 5566 | 535 - HANOVER ENGINEERING ASSOC., INC. | PO 16826 SEO | 5,278.46 | |
| | | PO 16839 196 CONSTRUCTION INSPECTOR | 6,179.52 | 11,457.98 |
| 5567 | 1192 - HIGHMARK BLUE SHIELD | PO 16835 JULY HEATH INSURANCE | 33,413.88 | 33,413.88 |
| 5568 | 917 - MILLENNIUM ADMINISTRATORS | PO 16831 MAY HEALTH ADMIN SERVICES | 500.00 | 500.00 |
| 5569 | 74 - NAPA AUTO PARTS OF DALEVILLE | PO 16793 VENT MAINT BLDING FAN | 18.48 | |
| | | PO 16815 LEAF TRUCK DUST CAP/MAGNETIC PICK U | 10.39 | 28.87 |
| 5570 | 81 - P P & L | PO 16817 39910-23005 196 COUNTRY PL | 47.75 | |
| | | PO 16819 SCHOOL SPEED LIMIT 89343-21023 | 27.58 | |
| | | PO 16820 88900-24001 | 33.15 | |
| | | PO 16821 54691-27003 LAUREL DRIVE | 373.45 | |
| | | PO 16822 36034-047005 ECHO LAKE | 38.02 | |
| | | PO 16825 51540-24008 KNOLLWOOD | 29.58 | |
| | | PO 16832 ELECTRIC - MUNIPICAL CENTER | 1,028.22 | |
| | | PO 16848 85457-02009 BALLFIELD-07251-41006 R | 507.76 | 2,085.51 |
| 5571 | 81 - P P & L | PO 16855 89631-35000 TEGAWITHA ROAD | 35.22 | 35.22 |
| 5572 | 542 - PANTHER WASTE SERV | PO 16837 40YD DUMPSTER - CLEAN UP/ROAD TRASH | 550.00 | 550.00 |
| 5573 | 1021 - PAPCO | PO 16834 FUEL | 3,679.91 | 3,679.91 |
| 5574 | 1158 - PENNDOT | PO 16810 196 Project - Inspections | 131.98 | 131.98 |
| 5575 | 86 - PENNSYLVANIA AMERICAN WATER CO | PO 16856 GARAGE | 24.54 | 24.54 |
| 5576 | 88 - PENNSYLVANIA PAPER & SUPPLY CO. | PO 16852 SUPPLIES -MAINT | 523.01 | 523.01 |
| 5577 | 89 - PETTY CASH | PO 16861 SUPPLIES/ MEETING PSATS | 209.04 | 209.04 |
| 5578 | 430 - POCONO ACE HARDWARE | PO 16781 GAP & SEALANT FOR SIDEWALKS | 49.57 | |
| | | PO 16782 OIL/HEATING PROTECTOR- MISC SUPPLIE | 99.24 | |
| | | PO 16784 MARKER PAINT WHITE /RED/YELLOW | 39.27 | |
| | | PO 16794 WEEDWACKER HEADS COMPLEX | 45.98 | |
| | | PO 16795 CARTRIDGE VALVE- FOR CHURCH SINK | 30.59 | |
| | | PO 16803 WEEDWACKER MUNICIPAL CENTER- BLADE | 25.99 | 290.64 |
| 5579 | 143 - POCONO LAKE SUPPLY CO. | PO 16853 CONCRETE BROOM | 56.75 | |
| | | PO 16854 LASER TRANSET KIT | 625.00 | 681.75 |
| 5580 | 94 - POCONO MOUNTAIN REGIONAL EMS | PO 16783 DONATION | 10,000.00 | 10,000.00 |
| 5581 | 93 - POCONO MOUNTAIN REGIONAL POLICE DEP | PO 16797 JULY | 186,262.11 | 186,262.11 |
| 5582 | 95 - POCONO RECORD | PO 16802 PURCHASE LOGS/REVIEW 2019 BUDGET/ZH | 261.96 | 261.96 |
| 5583 | 206 - PSATS | PO 16829 NON CDL Drug Testing | 70.00 | 70.00 |
| 5584 | 1203 - RUSSELL R. KRESGE JR. | PO 16808 ALDI/RAY PRICE 2019 ROAD PAVING/LOT | 2,440.00 | 2,440.00 |
| 5585 | 104 - S & H SUPPLY CO., INC. | PO 16843 FINISH BRUSH COARSE FOR SIDEWALKS | 25.29 | 25.29 |

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

| Check# | Vendor | Description | Payment | Check Total |
|--------|-------------------------------------|--|---------|-------------|
| 5586 | 1265 - SCHAEGLER YESCO | PO 16785 FLUORESCENT BULBS -STOCK | 67.00 | 67.00 |
| 5587 | 111 - SHERWIN WILLIAMS | PO 16824 PAINT FOR LINE PAINTER | 49.98 | |
| | | PO 16841 MUNICIPAL PARKING LOT | 237.90 | 287.88 |
| 5588 | 738 - TEAMSTERS LOCAL 773 | PO 16836 JULY DUES | 632.00 | 632.00 |
| 5589 | 1226 - TRIAD TRUCK EQUIPMENT, INC | PO 16798 LINE FILTER ELEMENT -STOCK | 176.00 | 176.00 |
| 5590 | 1055 - TULPEHOCKEN SPRING WATER INC | PO 16801 BOTTLE WATER/COURT/ DPW/GARAGE/MUNI | 60.68 | 60.68 |
| 5591 | 892 - VERIZON WIRELESS | PO 16814 PHONES | 968.74 | 968.74 |
| TOTAL | | | | 271,836.49 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|-------------------------|--------------------------------|------------|--------------|---------------|------------|
| 01.101.000 | GENERAL FUND CHECKING | | | 0.00 | 271,836.49 |
| 01.230.650 | UNION DUES | | | 632.00 | |
| 01.400.000 | GENERAL GOV'T | 2,717.88 | | | |
| 01.405.000 | MUNICIPAL OFFICE | 130.54 | | | |
| 01.408.000 | ENGINEER | 470.00 | | | |
| 01.409.000 | BUILDING & PLANTS | 4,122.68 | | | |
| 01.410.000 | POLICE | 186,262.11 | | | |
| 01.412.000 | AMBULANCE / RESCUE | 10,000.00 | | | |
| 01.413.000 | SEO / BUILDING CODE | 5,278.46 | | | |
| 01.414.000 | ZONING OFFICE | 270.00 | | | |
| 01.418.000 | ZONING HEARING BOARD | 131.42 | | | |
| 01.419.000 | PLANNING COMMISSION | 690.00 | | | |
| 01.427.000 | SOLID WASTE COLLECTION / DISPO | 7,040.00 | | | |
| 01.430.000 | DPW-HIGHWAYS ROADS STREETS | 4,867.75 | | | |
| 01.432.000 | DPW-SNOW & ICE REMOVAL | 1,150.60 | | | |
| 01.433.000 | DPW-TRAFFIC SIGNS STREET SIGN | 211.30 | | | |
| 01.437.000 | DPW-REPAIR OF TOOLS & MACHINER | 5,974.58 | | | |
| 01.439.000 | DPW-HIGHWAY CONSTR & REBUILDIN | 6,311.50 | | | |
| 01.454.000 | PARKS | 607.00 | | | |
| 01.487.000 | EMPLOYEE BENEFITS | 34,968.67 | | | |
| TOTALS FOR GENERAL FUND | | 271,204.49 | 0.00 | 632.00 | 271,836.49 |

Total to be paid from Fund 01 GENERAL FUND

271,836.49

271,836.49

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

| Check# | Vendor | Description | Payment | Check Total |
|--------|--|--|---------|-------------|
| 1191 | 535 - HANOVER ENGINEERING ASSOC., INC. | PO 16844 ALDI | 113.75 | 113.75 |
| 1192 | 1203 - RUSSELL R. KRESGE JR. | PO 16808 ALDI/RAY PRICE 2019 ROAD PAVING/LOT | 452.00 | 452.00 |
| TOTAL | | | | 565.75 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|-------------------|----------------------------------|-------------|--------------|---------------|---------------|
| 85.101.000 | ESCROW FUND CHECKING | | | 0.00 | 565.75 |
| 85.250.305 | PM CORP. CTN EAST WASTE NOT TECH | | | 312.00 | |
| 85.250.315 | CENTER ROCK REALTY (RAY PRICE) | | | 30.00 | |
| 85.250.320 | ALDI INC. | | | 223.75 | |
| TOTALS FOR | ESCROW | 0.00 | 0.00 | 565.75 | 565.75 |

Total to be paid from Fund 85 ESCROW

565.75

565.75

List of Bills - (08101000) CHECKING SEWER FUND

| Check# | Vendor | Description | Payment | Check Total |
|--------|-----------------------------------|--|----------|-------------|
| 2218 | 724 - CINTAS | PO 16813 WWTP FIRST AID STATION 06/26/2019 | 477.15 | 477.15 |
| 2219 | 771 - COMMONWEALTH OF PA | PO 16828 JULY PENNWORKS LOAN | 975.41 | 975.41 |
| 2220 | 1294 - GOTTA GO SEPTIC'S | PO 16806 6/20 PUMPED | 400.00 | 400.00 |
| 2221 | 876 - Microbac Laboratories, Inc. | PO 16807 06/17/2019 TESTING | 155.80 | |
| | | PO 16809 06/21/2019 TESTING WWTP | 155.80 | |
| | | PO 16811 06/14/2019 TESTING WWTP | 155.80 | |
| | | PO 16812 06/18/2019 TESTING WWTP | 155.80 | 623.20 |
| 2222 | 1122 - NORTH <i>END ELECTRIC</i> | PO 16833 EMERGENCY REPAIR - CLOGGED PUMPS | 1,183.00 | 1,183.00 |
| 2223 | 81 - P P & L | PO 16823 26491-26001 WWTP/PUMP STA | 2,951.20 | 2,951.20 |
| 2224 | 95 - POCONO RECORD | PO 16802 PURCHASE LOGS/REVIEW 2019 BUDGET/ZH | 68.21 | 68.21 |
| TOTAL | | | | 6,678.17 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|-----------------------|---------------------------------|------------|--------------|---------------|----------|
| 08.101.000 | CHECKING | | | 0.00 | 6,678.17 |
| 08.269.500 | PENNWORKS 2008 GOB | | | 817.93 | |
| 08.429.200 | SUPPLIES | 477.15 | | | |
| 08.429.340 | ADS & PRINTING | 68.21 | | | |
| 08.429.361 | ELECTRIC | 2,951.20 | | | |
| 08.429.374 | MAINT/REPAIR EQUIPMENT | 1,183.00 | | | |
| 08.429.451 | OUTSIDE LAB TESTING | 623.20 | | | |
| 08.429.452 | SLUDGE HAULING | 400.00 | | | |
| 08.472.106 | PENNWORKS INTEREST LN #99900048 | 157.48 | | | |
| TOTALS FOR SEWER FUND | | 5,860.24 | 0.00 | 817.93 | 6,678.17 |

Total to be paid from Fund 08 SEWER FUND

6,678.17

6,678.17