

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
RE-ORGANIZATIONAL/ BUSINESS MEETING
January 6, 2020, 6:00PM**

Roll Call

BOARD OF SUPERVISORS

____ **B. Weimer** ____ **T. Lamantia** ____ **L. Kelly** ____ **A. Ruiz-Smith** ____ **C. Colgan**
____ **Solicitor Baylarian** ____ **E. Masker**

Public input will be considered at the end of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda item. When speaking please state the city or community that you reside in. This meeting is being recorded to aid in the preparation of the minutes.

1. Organization of the Board of Supervisors
 - Election for the Board of Supervisors / Chairman
 - Election for the Board of Supervisors / Vice-Chairman

2. Appointment or Reappointment
 - Secretary
 - Treasurer
 - Road Master

3. Appointment or Reappointment
 - Township Solicitor
 - Planning Commission Solicitor

4. Appointment or Reappointment
 - Engineer
 - Sewage Enforcement Officers

5. Township Resolution Number # 01-2020 re: Depositories of Township Funds
6. Establish the Amount of the Treasurer's Bond- \$650,000.00
7. Appointment of Municipal Representative and Alternate Municipal Representative to serve on the Monroe County Tax Collection Committee
8. Two appointments to the Environmental Advisory Council (EAC)- One Term ending December 31, 2021 and One Term Ending December 31, 2022
 - Board of Supervisors appointment of Chairman to the EAC
 - Appointment of Board Liaison To the Environmental Advisory Council
9. Two appointments to the Parks and Recreation Commission - One Term Ending December 31, 2022 and One Term Ending December 31, 2024
 - Appointment of Board Liaison to the Parks and Recreation Commission
10. Two appointments to the Planning Commission- Terms ending December 31, 2023
11. One appointment to the UCC Board of Appeals- Term ending December 31, 2024
12. Two appointments to the Pocono Mountain Public Library Board of Trustees – One Term ending December 31, 2020 and One Term ending December 31, 2022
13. Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Services
14. Three annual appointments to the Pocono Mountain Regional Police Commission
15. Annual appointment of Vacancy Board Chairperson

16. Selection of Municipal Representative and Alternate Representative to attend Council of Government Meetings for 2020
17. Authorization to advertise Board of Supervisors Meeting/Work Sessions for 2020
18. Establish Holidays for Township Employees and Authorize the Advertisement of Holidays
19. Approval of minutes / notes:
 - December 17, 2019 Regular Meeting Minutes
20. Certify Delegates and Appoint One Delegate to Serve as the Voting Delegate to the Pennsylvania State Association of Township Supervisors' (PSATS) Annual Convention
21. Adoption of Township Resolution Number #02-2020- Appointment of Certified Public Accountant
22. Adoption of Township Resolution #03-2020- Authorization of Point Five Seven Seven (0.577) Mill Fire Company Tax Disbursement
23. Authorization to BCM Engineers to prepare Municipal Wasteload Management (Chapter 94) Report for the calendar year 2019
24. Approval of Special Council for Waste Water Treatment Plant Legal Matters
25. Approval of BCM Rates for 2020 - Waste Water Treatment Plant Engineer
26. Set the mileage rate for reimbursement according to the 2020 IRS Rate of 57.5¢ per mile

27. Current obligations

• General Fund	\$ 446,840.76
• Escrow Fund	\$ 9,011.50
• Sewer Fund	<u>\$ 13,446.54</u>
Total Disbursements	\$ 469,298.80

28. Solicitor Baylarian Comments/ Updates

29. Public Input

30. Other business

31. Board of Supervisors Executive Sessions

32. Adjournment

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
JANUARY 06, 2020**

DATE	CK #	DESCRIPTION	AMOUNT
12/20/2019		Payroll Transfers	\$50,000.00
12/23/2019		Pension	7,500.00
12/31/2019		Payroll Transfer	44,000.00
12/30/2019		General Fund	91,774.48
1/6/2020		General Fund	253,566.28
		Total General Fund Disbursements	\$446,840.76
12/30/2019		Escrow Fund Disbursements	9,011.50
12/30/2019		Sewer Fund Disbursements	13,446.54
		TOTAL DISBURSEMENTS	\$ 469,298.80

CASH TRIAL BALANCE AS OF JANUARY 06, 2020

General Fund Checking	\$ 1,852,648.33
General Fund- Plgit	935.31
Fire Tax/Coolbaugh Twp VFD	163,091.79
Fire Tax/Gouldsboro VFD	45,685.69
Fire Tax/Thornhurst VFD	14,291.95
Fire Tax/Tobyhanna Twp. VFD	44,351.75
Payroll Checking	525.98
Rainy Day Fund Savings	944,150.94
Total General Fund	3,065,681.74
Sewer Fund Checking	14,138.87
Sewer PennVest Checking	5,300.39
Total Sewer Fund	19,439.26
Capital Projects Fund Checking	14,450.04
Emerg. Services Fund Money Market	199,411.97
Emerg. Services Fund Checking	20,697.92
Total Emergency Services Fund	220,109.89
Liquid Fuels Fund Checking	917.35
Escrow Fund Checking	165,734.77
Escrow Fund Clarius Checking	438,704.20
Total Escrow Fund	604,438.97
TOTAL ALL FUNDS	\$ 3,925,037.25

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

Check#	Vendor	Description	Payment	Check Total
6110	831 - ALL DOOR SALES, INC	PO 17800 DPW SALT SHED DOOR	250.00	250.00
6111	1211 - ALLENTOWN MACK SALES & SERVICE INC	PO 17751 CYLINDER HEAD 2017 VOLVO	198.40	198.40
6112	1113 - CARD MEMBER SERVICES	PO 17784 CALL EM ALL ADOBE/BUDGET MEETING/EM	303.50	303.50
6113	5 - CARGILL, INCORPORATED	PO 17793 DEICER SALT ICE CONTROL	3,761.02	3,761.02
6114	1367 - CHARLES W. GRIMM CONSTR. INC.	PO 17799 DPW ROOF REPLACEMENT	52,821.00	52,821.00
6115	724 - CINTAS	PO 17812 FIRST AID REFILL 12/27/2019 GARAG	125.01	125.01
6116	1240 - CINTAS CORPORATION	PO 17763 MATS	255.50	
		PO 17804 3X5 ACTIVE SCRAPER	20.61	
		PO 17814 UNIFORMS 12/30/2019	90.74	366.85
6117	849 - COMMUNITY PLANNING & MANAGEMENT LLC	PO 17785 LANDSCAPING ORDINANCE UPDATE- CARSO	337.50	337.50
6118	8 - D.G. NICHOLAS CO.	PO 17765 OIL FILTER /HOSE CLAMO/AIR FILTER 2	19.25	
		PO 17770 HEADLIGHT- HALOGEN	30.58	
		PO 17771 FORD F550 BUCKET TRUCK	250.20	
		PO 17772 AIR FILTER FOR AIR COMPRESSOR/HYDRA	87.15	
		PO 17775 HYDRAULIC FITTINGS 2007 PETRBILT	86.01	
		PO 17797 HYDRAULIC FITTING	51.47	
		PO 17798 AIR /FUEL/HYDRAULIC FILTERS- BOBCAT	97.61	
		PO 17813 BATTERY- YARD TRUCK	135.28	757.55
6119	52 - DALEVILLE ACE HARDWARE	PO 17776 NOZZLE GUN METAL HOSE- MUNICIPAL GA	41.98	
		PO 17781 WALL DOOR STOP KICKDOWN DOOR /DOOR	23.27	65.25
6120	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 17786 RECYCLING	16.00	16.00
6121	898 - FIVE STAR INTERNATIONAL LLC	PO 17774 HANDLE GRAB B-PILLAR BRIGHT	350.92	350.92
6122	1191 - FREY & CO.	PO 17783 LSA GRANT #53652 PERIOD ENDING 09/3	1,950.00	1,950.00
6123	1294 - GOTTA GO SEPTIC'S	PO 17808 SEWER PERMIT DULICATE PD (BETTY MAZ	900.00	900.00
6124	1296 - GRIM, BIEHN & THATCHER	PO 17796 GEN'L MATTERS/ASSESSMENT APPEALS/A	6,383.80	6,383.80
6125	48 - H. CLARK CONNOR	PO 17811 PLANNING COMMISSION 11/21-12/17/201	690.00	690.00
6126	535 - HANOVER ENGINEERING ASSOC., INC.	PO 17795 10/26/-11/29/2019 SEO	8,029.64	8,029.64
6127	1030 - KYLE M. KNECHT	PO 17806 REIMBURSEMENT INS. 2019	86.22	86.22
6128	277 - LONG LIFE SPRINGS, INC.	PO 17780 REPAIR 2012 INT'L 7400	1,653.51	1,653.51
6129	232 - MECHANICAL SERVICE COMPANY	PO 17791 GENERATOR REPAIR - MUNICIPAL CENTER	196.82	196.82
6130	917 - MILLENNIUM ADMINISTRATORS	PO 17788 NOV - ADMIN FEES	500.00	500.00
6131	74 - NAPA AUTO PARTS OF DALEVILLE	PO 17766 PERFECT COMPOUND RUBB	22.10	22.10
6132	1049 - NORTHEAST HYDRAULICS CO	PO 17773 PLOW HOSES	97.82	
		PO 17778 COUPLERS FOR ALL TRUCKS	232.28	330.10
6133	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 17767 196 ECHOLAKE- REPAIR	1,028.10	
		PO 17789 SIGNAL LINES 611 CORP.CENTER FOR PA	605.00	1,633.10
6134	452 - OFFICE DEPOT	PO 17790 SUPPLIES	33.76	33.76
6135	81 - P P & L	PO 17756 54691-27003 LAUREL DR -DPW	470.99	
		PO 17758 89343-21023 SCHOOL SPEED LIMIT	28.74	
		PO 17759 36034-04005 ECHO LAKE	39.14	
		PO 17760 64488-49005 RT 611 CORP DR	86.92	
		PO 17761 89631-95000 TEGAWITHA RD	36.65	
		PO 17762 88900-24001 196 WILDFLOWER	34.47	
		PO 17768 196 & COUNTRY PLACE	50.61	
		PO 17787 51540-24008 196 KNOLLWOOD	30.49	778.01
6136	81 - P P & L	PO 17794 07251-41006 PARK	14.90	
		PO 17801 98496-55008 7 KINGS WAY 196	54.57	
		PO 17802 88094-98000 940 SUMMIT ST	39.56	
		PO 17803 84771-32002 507 SIGNAL LIGHT	30.27	139.30
6137	1021 - PAPCO	PO 17782 PROPANE	936.75	936.75
6138	86 - PENNSYLVANIA AMERICAN WATER CO	PO 17753 1024-210030846769 GARAGE	22.64	
		PO 17754 1024-210029765280 MUNICIPAL CENTER	166.95	189.59
6139	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 17792 ICE MELT- MUNICIPAL CENTER	566.95	566.95
6140	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 17805 MORTGAGE INVOICE OCTOBER 2019	3,156.31	3,156.31
6141	206 - PSATS	PO 17809 CDL PROGRAM- TESTING	120.00	120.00
6142	1203 - RUSSELL R. KRESGE JR.	PO 17777 10/1-11/30 CLARIUS/LPC/MESSER/DOLLA	2,660.00	2,660.00
6143	105 - S & S TOOLS & SUPPLIES	PO 17683 USS FLUID WASHER- STOCK	94.88	
		PO 17684 DRILL BIT/WRENCH/CABLE TIES/NUTS/ G	350.54	
		PO 17685 WRENCH/DRILL BIT/ROLL LOCK DISC	252.25	
		PO 17686 DRILL BIT/CABLE TIES/ SOCKET/UVB CAB	203.91	
		PO 17687 COBALT DRILL BIT/HEX CAP	316.57	1,218.15
6144	1265 - SCHAEGLER YESCO	PO 17807 DPW SHOP BALLAST	55.37	55.37
6145	623 - SERVICE TIRE TRUCK CENTERS	PO 17769 544J LOADER TIRE REPAIR	40.00	40.00
6146	630 - STANLEY MORGAN	PO 17815 BOOTS 2019	85.02	85.02
6147	1055 - TULPEHOCKEN SPRING WATER INC	PO 17755 BOTTLE WATER	66.98	66.98
TOTAL				91,774.48

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

Check#	Vendor	Description	Payment	Check Total
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Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	91,774.48
01.400.000	GENERAL GOV'T	602.71			
01.402.000	FINANCIAL ADMIN	1,950.00			
01.404.000	LAW	6,383.80			
01.405.000	MUNICIPAL OFFICE	33.76			
01.408.000	ENGINEER	1,240.00			
01.409.000	BUILDING & PLANTS	55,047.47			
01.410.000	POLICE	3,156.31			
01.413.000	SEO / BUILDING CODE	8,029.64			
01.414.000	ZONING OFFICE	355.00			
01.419.000	PLANNING COMMISSION	690.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	1,839.11			
01.432.000	DPW-SNOW & ICE REMOVAL	3,761.02			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	2,535.51			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	4,570.73			
01.454.000	PARKS	14.90			
01.480.000	ADP P/R EXPENSE	978.30			
01.487.000	EMPLOYEE BENEFITS	586.22			
<hr style="border-top: 1px dashed black;"/>					
TOTALS FOR	GENERAL FUND	91,774.48	0.00	0.00	91,774.48
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Total to be paid from Fund 01 GENERAL FUND	91,774.48
	91,774.48

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

Check#	Vendor	Description	Payment	Check Total
6148	1258 - AM TRUST NORTH AMERICA	PO 17816 WORKERS COMP	7,091.00	7,091.00
6149	1085 - DE LAGE LANDEN	PO 17825 01/01/-01/31/2020 2 TOSHIBA COPIER	208.80	208.80
6150	716 - GFOA -PA	PO 17822 2020 DUES	75.00	75.00
6151	1192 - HIGHMARK BLUE SHIELD	PO 17817 JANUARY 2020 HEALTH INS	34,121.89	34,121.89
6152	1217 - LAWN SPECIALTIES	PO 17820 SPRAY FIELDS PARK/ BALLFIELD 2020	695.26	695.26
6153	1319 - MANAGEMENT SCIENCE ASSOC. INC.	PO 17821 SAVVY CITIZEN 2020	1,791.00	1,791.00
6154	241 - MONROE COUNTY CONTROL CENTER	PO 17818 JANUARY 2020	4,503.52	4,503.52
6155	94 - POCONO MOUNTAIN REGIONAL EMS	PO 17823 DONATION JAN 2020	10,000.00	10,000.00
6156	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 17826 JAN 2020	189,991.21	
		PO 17828 2020 MORTGAGE INVOICE - JAN	3,156.31	193,147.52
6157	738 - TEAMSTERS LOCAL 773	PO 17819 JAN .DUES 2020	681.00	681.00
6158	31 - THYSSENKRUPP ELEVATOR CORP.	PO 17827 MAINTENANCE 1/1-1/31/2020	306.62	306.62
6159	892 - VERIZON WIRELESS	PO 17824 PHONES	944.67	944.67
TOTAL				253,566.28

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	253,566.28
01.230.650	UNION DUES			681.00	
01.400.000	GENERAL GOV'T	7,230.56			
01.401.000	MANAGER -EXECUTIVE	75.00			
01.409.000	BUILDING & PLANTS	306.62			
01.410.000	POLICE	193,147.52			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.415.000	EMERGENCY MANAGEMENT	4,503.52			
01.454.000	PARKS	695.26			
01.486.000	INSURANCE	7,091.00			
01.487.000	EMPLOYEE BENEFITS	29,835.80			
TOTALS FOR	GENERAL FUND	252,885.28	0.00	681.00	253,566.28

Total to be paid from Fund 01 GENERAL FUND 253,566.28
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253,566.28

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1204	1296 - GRIM,BIEHN & THATCHER	PO 17796 GEN'L MATTERS/ASSESSMENT APPEALS/A	1,291.50	1,291.50
1205	1203 - RUSSELL R. KRESGE JR.	PO 17777 10/1-11/30 CLARIUS/LPC/MESSER/DOLLA	7,720.00	7,720.00
TOTAL				9,011.50

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	9,011.50
85.250.045	DUNKIN DONUTS			350.00	
85.250.256	ARCADIA N. BUS. PARK SECTION 1, S. PHASE			224.00	
85.250.272	CLARIUS PARTNERS (ARCADIA N, LOT 2)			2,290.00	
85.250.308	DOLLAR GENERAL SITE DEVELOPMENT			100.00	
85.250.325	TOBYHANNA STORAGE			650.00	
85.250.340	LPC (FORMERLY RIDGE DEVELOPMENT)			2,197.50	
85.250.355	MESSER, LLC LAND DEVELOPMENT			3,200.00	
TOTALS FOR ESCROW		0.00	0.00	9,011.50	9,011.50

Total to be paid from Fund 85 ESCROW

9,011.50
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9,011.50

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
2316	228 - ATC	PO 17779 WWTP//WALMART/MT CENTER- 2020	5,935.00	5,935.00
2317	1294 - GOTTA GO SEPTIC'S	PO 17752 SLUDGE PUMPED 12/12/2019	400.00	
		PO 17764 SLUDGE PUMPED 12/19/2019	400.00	800.00
2318	1296 - GRIM,BIEHN & THATCHER	PO 17796 GEN'L MATTERS/ASSESSMENT APPEALS/A	1,488.00	1,488.00
2319	160 - NORTHEAST CHEMICAL& SUPPLY CO.,INC.	PO 17810 DENSE SODA ASH- WWTP	961.40	961.40
2320	81 - P P & L	PO 17757 26491-26001 WWTP-04090-21003 PUMP	4,262.14	4,262.14
TOTAL				13,446.54

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	13,446.54
08.429.200	SUPPLIES	961.40			
08.429.313	ENGINEERING SERVICES	5,935.00			
08.429.314	PROFESSIONAL FEE SOLICITOR	1,488.00			
08.429.361	ELECTRIC	4,262.14			
08.429.452	SLUDGE HAULING	800.00			
TOTALS FOR SEWER FUND		13,446.54	0.00	0.00	13,446.54

Total to be paid from Fund 08 SEWER FUND

13,446.54

13,446.54