

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

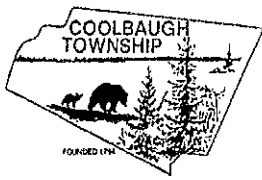
**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
Work Session Agenda
March 3, 2020, 6:00 PM**

1. Discussion on Proposed Parking and Sign Ordinance Amendments

2. Discussion on Coolbaugh Township Veterans Committee Resolution

3. Other Business

4. Public Input



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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
March 3, 2020

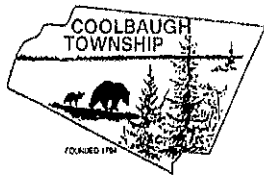
Roll Call

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 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 :
 - February 18, 2020 Regular Meeting minutes
3. Authorization to Advertise Public Hearing for Proposed Ordinance #141-2020: Parking and Sign Ordinance Amendment
4. Authorization to Advertise Spring Leaf Cleanup Dates
5. Parks and Recreation Recommendation of Multi-Purpose Field Usage Approval for Coolbaugh Soccer Academy- Wednesdays-Saturdays, June 13th -August 22nd , 2020 from 4:00pm-8:30pm
6. Parks and Recreation Recommendation of Basketball Court Usage Approval for Forever Dedicated Basketball Association- Tuesdays and Thursdays from July 9th through August 18th, 2020 from 6:00pm-9:00pm



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7. Parks and Recreation Recommendation of Armed Forces Field, Volunteer Field and Freedom Field Usage Approval for Tobyhanna Athletic Association- Monday through Friday from 5:00pm-9:00pm and Saturdays from 9:00am-9:00pm from April 1st through October 30th, 2020

8. Parks and Recreation Recommendation to Approve the Request of Mr. & Mrs. Karl Pope to Purchase a Memorial Bench Similar to the one at the Park in Memory of TAA Coach Neil Carlson

9. Parks and Recreation Recommendation to Purchase Two Bleachers for the Basketball Courts at the Park not to exceed \$3,500.00

10. EAC Requests:

- Create a Facebook Page and Instagram Page for Environmental Advisory Council Events

- Earth Day Clean Up Event at the Wiley Property- Saturday April 25, 2020 (back up date April 18, 2020) from 12-4pm. Permission to have it advertised on Savvy Citizen App. and Keep PA Beautiful

- Request to spend \$150.00 on supplies for the Earth Clean Up Event (garbage bags, food, water and trash grabbers)

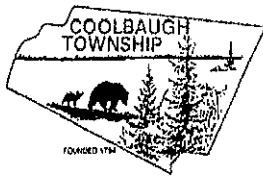
- EAC Request for Approval for up to 3 Current EAC Members and a Supervisor to attend the EAC Conference in Upper Marion/ King of Prussia on May 2nd 2020. The cost would be \$55.00 a person attending if registered by March 31, 2020.

11. Current obligations

| | | |
|----------------------------|-----------|-------------------|
| • General Fund | \$ | 356,194.01 |
| • Escrow Fund | \$ | 2,205.00 |
| • Sewer Fund | \$ | <u>8,871.03</u> |
| Total Disbursements | \$ | 367,270.04 |

12. Solicitor Armstrong Comments/Updates

13. Other business



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14. Board of Supervisors Executive Session

15. Adjournment

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
MARCH 03, 2020**

| DATE | CK # | DESCRIPTION | AMOUNT |
|-------------|-------------|---------------------------------|----------------------|
| 2/25/2020 | | Payroll Transfers | \$45,000.00 |
| 3/3/2020 | | General Fund | 311,194.01 |
| | | Total General Fund | \$356,194.01 |
| 3/3/2020 | | Escrow | 2,205.00 |
| 3/3/2020 | | Sewer Fund Disbursements | 8,871.03 |
| | | TOTAL DISBURSEMENTS | \$ 367,270.04 |

CASH TRIAL BALANCE AS OF MARH 03, 2020

| | |
|-----------------------------------|-------------------------------|
| General Fund Checking | \$ 1,417,298.25 |
| Fire Tax/Coolbaugh Twp VFD | 185,942.07 |
| Fire Tax/Gouldsboro VFD | 3,178.47 |
| Fire Tax/Thornhurst VFD | 14,300.32 |
| Fire Tax/Tobyhanna Twp. VFD | 44,377.74 |
| Payroll Checking | 3,011.17 |
| Rainy Day Fund Savings | 942,642.55 |
| Total General Fund | <u>2,610,750.57</u> |
| Sewer Fund Checking | 20,920.27 |
| Sewer PennVest Checking | 93.54 |
| Total Sewer Fund | <u>21,013.81</u> |
| Capital Projects Fund Checking | <u>14,469.69</u> |
| Emerg. Services Fund Money Market | 199,528.84 |
| Emerg. Services Fund Checking | 20,710.06 |
| Total Emergency Services Fund | <u>220,238.90</u> |
| Liquid Fuels Fund Checking | <u>918.51</u> |
| Escrow Fund Checking | 161,196.69 |
| Escrow Fund Clarius Checking | 438,961.31 |
| Total Escrow Fund | <u>600,158.00</u> |
| TOTAL ALL FUNDS | <u>\$ 3,467,549.48</u> |

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

| Check# | Vendor | Description | Payment | Check Total |
|--------|--|---|------------|-------------|
| 6294 | 1338 - A & A SAFETY INC. | PO 18114 SIGN POST DRIVER ADAPTER | 700.00 | 700.00 |
| 6295 | 1258 - AM TRUST NORTH AMERICA | PO 18066 WORKERS COMP | 6,112.00 | |
| | | PO 18097 WORKERS COMP FINAL AUDIT PREMIUM 2019 | 10,207.00 | 16,319.00 |
| 6296 | 1039 - AMERICAN UNITED LIFE INS. CO. | PO 18124 MARCH 3/1-3/31/2020 | 1,187.43 | 1,187.43 |
| 6297 | 1305 - ANDERSON EQUIPMENT COMPANY | PO 18123 RAKER/ WASHER CUTTERBODY BOLT /CUTTERBOD | 4,926.66 | 4,926.66 |
| 6298 | 1148 - BARTRON SUPPLY INC | PO 18046 SEAT KIT GATOR | 77.14 | |
| | | PO 18086 84" SWEEPER P.O.#0513 | 6,703.00 | |
| | | PO 18087 INSTALL CAB ON 4X2 GATOR PO#0512 | 5,143.06 | 11,923.20 |
| 6299 | 5 - CARGILL, INCORPORATED | PO 18083 DEICER SALT- ICE CONTROL | 12,121.05 | 12,121.05 |
| 6300 | 724 - CINTAS | PO 18058 FIRST AID CABINET - GARAGE- ADMIN -DPW | 126.59 | 126.59 |
| 6301 | 1240 - CINTAS CORPORATION | PO 18061 UNIFORMS | 92.24 | |
| | | PO 18062 SHOP TOWELS -DPW | 34.32 | |
| | | PO 18104 UNIFORMS/SCRAPER TOWELS | 34.91 | |
| | | PO 18105 UNIFORMS | 92.04 | 253.51 |
| 6302 | 1372 - COMMONWEALTH SIGNS LLC | PO 18109 MANLICHER STREET SIGN | 27.56 | 27.56 |
| 6303 | 8 - D.G. NICHOLAS CO. | PO 18043 FLUID FOR ALL TRUCKS- DEFROSTER | 199.95 | |
| | | PO 18079 DEFOGGER REPAIR KIT- 2019 VOLVO | 16.14 | |
| | | PO 18090 DUCT TAPE/DEICER | 31.05 | |
| | | PO 18119 RHREAD LOCK - RED FOR BEAST | 68.37 | 315.51 |
| 6304 | 52 - DALEVILLE ACE HARDWARE | PO 18095 BOLTS FOR STOCK | 9.00 | |
| | | PO 18098 RENTAL WRENCH 48" ALUM PIPE 6"- FOR PIP | 29.70 | |
| | | PO 18107 PARK BOLTS FOR TABLES | 63.97 | |
| | | PO 18112 DUCK TAPE PRO- MUNICIPAL CENTER | 9.99 | 112.66 |
| 6305 | 1085 - DE LAGE LANDEN | PO 18081 3 LEXMAR 2/1-2/28 MAINT. | 124.87 | |
| | | PO 18101 2 COPIERS 3/1/- 3/31/2020 MAINT | 208.80 | 333.67 |
| 6306 | 13 - DEVELOPMENTAL EDUCATION SERVICES | PO 18048 RECYCLING | 16.00 | 16.00 |
| 6307 | 504 - DONALD DEROO | PO 18063 BOOTS ALLOWANCE | 144.99 | 144.99 |
| 6308 | 135 - EUREKA STONE QUARRY | PO 18117 ANTI-SKID | 5,335.16 | 5,335.16 |
| 6309 | 18 - F & L DOORS, INC. | PO 18118 SALT SHED DOOR - DPW | 470.00 | 470.00 |
| 6310 | 255 - FIVE STAR EQUIPMENT, INC. | PO 18096 AIR FILTER CUTTING EDGE/ LOADER | 1,039.62 | 1,039.62 |
| 6311 | 1327 - FRASER ADVANCED INFO.SYSTEMS | PO 18076 OVERAGE COPIERS 11/6-2/5/2020 | 84.02 | 84.02 |
| 6312 | 201 - GENERAL RECREATION, INC. | PO 18060 STANDARD KEY BLANKS/KEY BLANKS- MUNICIPA | 51.12 | 51.12 |
| 6313 | 1296 - GRIM,BIEHN & THATCHER | PO 18088 LPC POCONO LAND DEVELOPMENT/MESSER/ARCAD | 4,085.50 | 4,085.50 |
| 6314 | 48 - H. CLARK CONNOR | PO 18102 PLANNING COMMISSION | 720.00 | 720.00 |
| 6315 | 1192 - HIGHMARK BLUE SHIELD | PO 18082 HEALTH INS.- MARCH 2020 | 34,125.97 | 34,125.97 |
| 6316 | 616 - KIMBALL MIDWEST | PO 18125 LUBRICANT- DPW STOCK | 215.76 | 215.76 |
| 6317 | 775 - MAILFINANCE | PO 18120 MAIL MACHINE | 285.00 | 285.00 |
| 6318 | 1373 - MICROFINISH LLC | PO 18110 TOUCH UP PAINT- STOCK | 48.99 | 48.99 |
| 6319 | 917 - MILLENNIUM ADMINISTRATORS | PO 18057 JAN ADMIN FEE | 500.00 | |
| | | PO 18093 ESCROW- REIMBURSEMENT HEALTH INS | 5,000.00 | 5,500.00 |
| 6320 | 1049 - NORTHEAST HYDRAULICS CO | PO 18070 PLOW / SPREADER PARTS-DPW | 195.07 | 195.07 |
| 6321 | 183 - NORTHEAST SIGNAL & ELECTRIC CO., INC | PO 18065 940- SUMMIT & COMMERCE- REPAIR | 220.00 | 220.00 |
| 6322 | 452 - OFFICE DEPOT | PO 18050 SUPPLIES | 51.69 | |
| | | PO 18071 TONER FAX MACH. | 44.49 | 96.18 |
| 6323 | 81 - P P & L | PO 18052 36034-04005 -ECHO LAKE | 37.94 | |
| | | PO 18055 89343-21023 SCHOOL SPEED SIGN | 28.10 | |
| | | PO 18056 54691-27003 DPW | 513.98 | |
| | | PO 18059 8890024001 GARAGE | 33.62 | |
| | | PO 18067 43281-27004 MUNICIPAL CENTER | 2,212.02 | |
| | | PO 18068 64488-49005 611 CORP. DRIVE | 80.74 | |
| | | PO 18080 39910-23005 196 COUNTRY PLACE | 49.17 | |
| | | PO 18084 89631-95000 TEGAWITHA RD AND INDUSTRIAL | 34.13 | 2,989.70 |
| 6324 | 81 - P P & L | PO 18099 51540-24008 196 KNOLLWOOD | 30.06 | |
| | | PO 18100 07251-41006 RESTROOMS PARK | 13.91 | |
| | | PO 18106 85457-02009 BALLFIELD | 393.55 | |
| | | PO 18121 98496-55008 7 KINGSWAY | 53.23 | |
| | | PO 18122 88094-98000 940 SUMMIT | 38.92 | 529.67 |
| 6325 | 1021 - PAPCO | PO 18116 B2 CLEAR ULSD-W | 2,538.80 | 2,538.80 |
| 6326 | 86 - PENNSYLVANIA AMERICAN WATER CO | PO 18054 GARAGE | 30.92 | |
| | | PO 18073 1024-210029765280 MUNICIPAL CENTER | 191.56 | 222.48 |
| 6327 | 94 - POCONO MOUNTAIN REGIONAL EMS | PO 18044 MARCH 2020 | 10,000.00 | 10,000.00 |
| 6328 | 93 - POCONO MOUNTAIN REGIONAL POLICE DEP | PO 18045 MARCH | 189,991.21 | 189,991.21 |
| 6329 | 713 - RED DIAMOND GRAPHICS | PO 18069 RECYCLING SIGNS | 312.00 | 312.00 |
| 6330 | 104 - S & H SUPPLY CO., INC. | PO 18108 ZIP TIES FOR NETS PARKS | 54.00 | 54.00 |
| 6331 | 1046 - SCOTT'S SIGNS PRINTING | PO 18111 NAME PLATES PARKS/ EAC | 320.00 | 320.00 |
| 6332 | 623 - SERVICE TIRE TRUCK CENTERS | PO 18113 FOAM FILL REFILL - BROOM TIRES | 48.75 | 48.75 |
| 6333 | 1356 - STOTZ & FATZINGER OFFICE SUPPLY | PO 18074 CHAIRS/ DESK RISER -(APPROVED 2020 BUDGE | 848.05 | 848.05 |
| 6334 | 738 - TEAMSTERS LOCAL 773 | PO 18085 MARCH 2020 UNION DUES | 681.00 | 681.00 |

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

| Check# | Vendor | Description | Payment | Check Total |
|--------|-------------------------------------|---|---------|-------------|
| 6335 | 1226 - TRIAD TRUCK EQUIPMENT, INC | PO 18077 PLOW CRANKS FOR SNOW PLOWS | 141.00 | |
| | | PO 18089 SHOVEL HOLDER/AUGER MOTOR- STOCK PARTS | 485.00 | |
| | | PO 18091 BONNELL PLOW LANDING GEAR | 130.00 | |
| | | PO 18092 CREDIT-RETURN | -134.00 | 622.00 |
| 6336 | 1055 - TULPEHOCKEN SPRING WATER INC | PO 18072 BOTTLE WATER-ADMIN-COURT-GARAGE-DPW | 60.68 | 60.68 |
| 6337 | 892 - VERIZON WIRELESS | PO 18103 PHONES | 939.45 | 939.45 |
| 6338 | 122 - WEST END PRINTING | PO 18078 BUSINESS CARDS- M.T. | 56.00 | 56.00 |
| TOTAL | | | | 311,194.01 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|-------------------|--------------------------------|-------------------|--------------|---------------|-------------------|
| 01.101.000 | GENERAL FUND CHECKING | | | 0.00 | 311,194.01 |
| 01.230.650 | UNION DUES | | | 681.00 | |
| 01.400.000 | GENERAL GOV'T | 8,100.27 | | | |
| 01.401.000 | MANAGER -EXECUTIVE | 56.00 | | | |
| 01.404.000 | LAW | 3,168.00 | | | |
| 01.409.000 | BUILDING & PLANTS | 8,479.53 | | | |
| 01.410.000 | POLICE | 189,991.21 | | | |
| 01.412.000 | AMBULANCE / RESCUE | 10,000.00 | | | |
| 01.414.000 | ZONING OFFICE | 1,013.68 | | | |
| 01.419.000 | PLANNING COMMISSION | 720.00 | | | |
| 01.426.000 | COMPOST FACILITY | 4,998.66 | | | |
| 01.427.000 | SOLID WASTE COLLECTION / DISPO | 240.00 | | | |
| 01.430.000 | DPW-HIGHWAYS ROADS STREETS | 9,551.08 | | | |
| 01.432.000 | DPW-SNOW & ICE REMOVAL | 5,335.16 | | | |
| 01.433.000 | DPW-TRAFFIC SIGNS STREET SIGN | 1,113.83 | | | |
| 01.437.000 | DPW-REPAIR OF TOOLS & MACHINER | 2,540.79 | | | |
| 01.439.000 | DPW-HIGHWAY CONSTR & REBUILDIN | 12,121.05 | | | |
| 01.454.000 | PARKS | 525.43 | | | |
| 01.486.000 | INSURANCE | 16,319.00 | | | |
| 01.487.000 | EMPLOYEE BENEFITS | 36,239.32 | | | |
| TOTALS FOR | GENERAL FUND | 310,513.01 | 0.00 | 681.00 | 311,194.01 |

Total to be paid from Fund 01 GENERAL FUND

311,194.01

311,194.01

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

| Check# | Vendor | Description | Payment | Check Total |
|--------|------------------------------|---|----------|-------------|
| 1208 | 1296 - GRIM,BIEHN & THATCHER | PO 18088 LPC POCONO LAND DEVELOPMENT/MESSER/ARCAD | 2,205.00 | 2,205.00 |
| TOTAL | | | | 2,205.00 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|-------------------|----------------------------------|------------|--------------|---------------|----------|
| 85.101.000 | ESCROW FUND CHECKING | | | 0.00 | 2,205.00 |
| 85.250.284 | ARCADIA NORTH NORTH PHASE | | | 400.00 | |
| 85.250.308 | DOLLAR GENERAL SITE DEVELOPMENT | | | 160.00 | |
| 85.250.340 | LPC (FORMERLY RIDGE DEVELOPMENT) | | | 1,627.50 | |
| 85.250.355 | MESSER, LLC LAND DEVELOPMENT | | | 17.50 | |
| TOTALS FOR ESCROW | | 0.00 | 0.00 | 2,205.00 | 2,205.00 |

Total to be paid from Fund 85 ESCROW

2,205.00

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2,205.00

List of Bills - (08101000) CHECKING SEWER FUND

| Check# | Vendor | Description | Payment | Check Total |
|--------|--|---|----------|-------------|
| 2353 | 724 - CINTAS | PO 18047 WWTP EYE WASH STATION | 491.81 | 491.81 |
| 2354 | 9 - DAVE'S CONSTRUCTION | PO 18094 DECAYED BRACKET FOE SIDE RAIL FOR PUMP # | 1,355.00 | 1,355.00 |
| 2355 | 1251 - ENVIRONMENTAL SERV. CORP. | PO 18049 1/14/2020 SLUDGE HAULING | 502.74 | |
| | | PO 18115 2/21/2020 SLUDGE REMOVAL -WWTP | 502.74 | 1,005.48 |
| 2356 | 32 - GRAINGER | PO 18064 FUSE GLASS,MDL- WWTP | 27.64 | 27.64 |
| 2357 | 1296 - GRIM,BIEHN & THATCHER | PO 18088 LPC POCONO LAND DEVELOPMENT/MESSER/ARCAD | 273.80 | 273.80 |
| 2358 | 160 - NORTHEAST CHEMICAL& SUPPLY CO., INC. | PO 18075 SODA ASH -WWTP | 961.40 | 961.40 |
| 2359 | 81 - P P & L | PO 18051 04090-211003 WWTP PUMP STA | 185.99 | |
| | | PO 18053 26491-26001 WWTP | 4,569.91 | 4,755.90 |
| TOTAL | | | | 8,871.03 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|-------------------|----------------------------|-----------------|--------------|---------------|-----------------|
| 08.101.000 | CHECKING | | | 0.00 | 8,871.03 |
| 08.429.200 | SUPPLIES | 1,480.85 | | | |
| 08.429.314 | PROFESSIONAL FEE SOLICITOR | 273.80 | | | |
| 08.429.361 | ELECTRIC | 4,755.90 | | | |
| 08.429.374 | MAINT/REPAIR EQUIPMENT | 1,355.00 | | | |
| 08.429.452 | SLUDGE HAULING | 1,005.48 | | | |
| TOTALS FOR | SEWER FUND | 8,871.03 | 0.00 | 0.00 | 8,871.03 |

Total to be paid from Fund 08 SEWER FUND

8,871.03
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8,871.03