

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
RE-ORGANIZATIONAL/ BUSINESS MEETING  
January 4, 2021, 6:00PM**

**Roll Call**

**BOARD OF SUPERVISORS**

\_\_\_B. Weimer \_\_\_T. Lamantia \_\_\_L. Kelly \_\_\_A. Ruiz-Smith \_\_\_C. Colgan  
\_\_\_Solicitor Armstrong \_\_\_E. Masker

In order to insure the public safety during the COVID-19 crisis, this meeting is available by audio and video conferencing via the Zoom Video Communication App. The public is invited to log on to watch and listen to the meeting live via the above-referenced virtual media. Public comment will be taken by email prior to the meeting addressed to [emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org) and during the meeting in the comments section on Zoom. The comments and email will be closely monitored and announced, where appropriate, as they come in. Public input will be considered at the end of the meeting for non-agenda items. The public will be given an opportunity to comment on each agenda item. When commenting 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 # 01-2021 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)- Both Terms Ending December 31, 2023
  - Board of Supervisors appointment of Chairman to the EAC
  - Appointment of Board Liaison to the Environmental Advisory Council
9. One appointment to the Parks and Recreation Commission - Term Ending December 31, 2025
  - Appointment of Board Liaison to the Parks and Recreation Commission
10. One appointment to the Planning Commission- Term ending December 31, 2024
11. Two appointments to the UCC Board of Appeals- One Term ending December 31, 2024 and One Term Ending December 31, 2025
12. Two appointment to the Zoning Hearing Board- Both Terms ending December 31, 2023
13. One appointment to the Pocono Mountain Public Library Board of Trustees –Term ending December 31, 2023

14. Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Services
15. Three annual appointments to the Pocono Mountain Regional Police Commission
16. Annual appointment of Vacancy Board Chairperson
17. Selection of Municipal Representative and Alternate Representative to attend Council of Government Meetings for 2021
18. Authorization to advertise Board of Supervisors Meeting/Work Sessions for 2021
19. Establish Holidays for Township Employees and Authorize the Advertisement of Holidays
20. Approval of minutes/notes:
  - December 15, 2020- Public Hearing Minutes
  - December 15, 2020 Regular Meeting Minutes
21. Certify Delegates and Appoint One Delegate to Serve as the Voting Delegate to the Pennsylvania State Association of Township Supervisors' (PSATS) Annual Convention
22. Adoption of Township Resolution Number #02-2021- Appointment of Certified Public Accountant
23. Authorization to BCM Engineers to prepare Municipal Wasteload Management (Chapter 94) Report for the calendar year 2020
24. Approval of Special Council for Waste Water Treatment Plant Legal Matters
25. Approval of BCM Rates for 2021 - Waste Water Treatment Plant Engineer
26. Set the mileage rate for reimbursement according to the 2021 IRS Rate of .56¢ per mile

27. Request for Waiver of Procedural Time Requirement for the Minor Subdivision of Jason Fea until February 28, 2021

28. Awarding of Municibid Winner, Michael Rowles for the (2) Stihl HT-75 Pole Saws (Item #32329308) in the amount of \$161.00

29. Awarding of Municibid Winner, James Davis, Jr. for the Bomford Model BX325 Flail Mower (Item #32328077) in the amount of \$725.00

30. Awarding of Municibid Winner, Brian Spellman for the 2007 Peterbilt Model 240 Dump Truck (Item #32323704) in the amount of \$37,100.00

31. Awarding of Municibid Winner, Jeffrey Nesler for the 2014 Ford F-250 Pickup Truck (Item #32325280) in the amount of \$28,100.00

32. Current obligations

• General Fund	\$ 156,629.67
• Escrow Fund	\$ 979.00
• Sewer Fund	<u>\$ 8,817.11</u>
Total Disbursements	\$ 166,425.78

33. Solicitor Armstrong Comments/ Updates

- Pocono Transcrete Request for Release of Cash Escrow

34. Public Input

35. Other business

36. Board of Supervisors Executive Sessions

- Prior: Monday, January 4, 2021 Before the Meeting- Re: Legal

37. Adjournment

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January 5, 2021

Pocono Record  
Legal Ad Department  
ATTN: Patty  
511 Lenox Street  
Stroudsburg, PA 18360

Please print the following legal advertisement on Friday, January 8, 2021

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**Coolbaugh Township Board of Supervisors  
Notice of Meeting Schedule for the calendar year 2021**

**Notice is hereby given** that in order to insure the public safety during the COVID-19 crisis, the public hearings, work sessions and regular public meetings of the Coolbaugh Township Board of Supervisors will be held via audio and video conferencing via the Zoom Video Communication App during calendar year 2021 until otherwise notified by the Township. The public is invited to log on to watch, listen to and participate in the meetings live via the above-referenced Zoom App. The Board of Supervisors' work sessions and regular public meetings will be held on the first and third Tuesdays of each month during calendar year 2021 beginning at 6:00 pm with the following **limited exceptions**: There will be no work session or regular meeting held on April 20, 2021, May 18, 2021, August 3, 2021 or November 2, 2021. The April 20, 2021 work session and regular meeting will be held on Thursday, April 22, 2021 due to a training seminar. The May 18, 2021 work session and regular meeting will be held on Wednesday, May 19, 2021 due to elections. The August 3, 2021 work session and regular meeting will be held on Monday, August 2, 2021 due to National Night Out. The November 2, 2021 work session and regular meeting will be held on Monday, November 1, 2021 due to the election. All of the above-referenced Board of Supervisors' work sessions will begin at 6:00 p.m. and the regular public meetings will immediately follow the work sessions.

Public comment will be taken by email prior to the meetings addressed to [emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org) and during the meetings in the comments section on Zoom. Meeting Agendas and Zoom Login information will be made available on the Coolbaugh Township website at [www.coolbaughtwp.org](http://www.coolbaughtwp.org) prior to the meetings. The details on how to access the meetings live via Zoom will be available on the Coolbaugh Township website under the public notice section and on the front door of the Coolbaugh Township Municipal Building at 5520 Municipal Drive, Tobyhanna, Pennsylvania 18466. The meeting agendas will be posted on the Township website and on the front door of the Coolbaugh Township Municipal Building prior to each meeting. The Board of Supervisors will conduct business listed on the agenda and any other business that comes before it. **All interested parties are invited to participate as set forth herein.** The Board of Supervisors may consider and take action on any Township business at all of the above-referenced work sessions and regular meetings.

Coolbaugh Township Board of Supervisors

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January 5, 2021

Pocono Record  
Legal Ad Department  
ATTN: Patty  
511 Lenox Street  
Stroudsburg, PA 18360

Please print the following legal advertisement on Friday, January 8, 2021:

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**THE COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**, on January 4, 2021 voted to observe the following legal Holidays in Coolbaugh Township during 2021 and January 1, 2022.

Monday	January 18	Martin Luther King, Jr. Day
Monday	February 15	Presidents' Day
Friday	April 2	Good Friday
Monday	May 31	Memorial Day
Monday	July 5	4 <sup>th</sup> of July
Monday	September 6	Labor Day
Thursday	November 11	Veterans Day Holiday
Thursday	November 25	Thanksgiving Day
Friday	November 26	Day after Thanksgiving
Friday	December 24	Christmas Eve
Monday	December 27	Christmas Day
Friday	December 31	New Year's Eve
Monday	January 3	New Year's Day

Coolbaugh Township Offices will be closed for business on these dates.

Coolbaugh Township Board of Supervisors



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**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
JANUARY 04,2020**

<b>DATE</b>	<b>CK #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
12/29/2020		Payroll Transfer	\$ 50,000.00
12/28/2020	7159	De Lage (Lexmark Copiers)Final Paym't)	\$ 682.32
1/4/2020		<b>General Fund</b>	\$ 105,947.35
1/4/2020		<b>Total General Fund</b>	<b>\$ 156,629.67</b>
1/4/2020		<b>Escrow Fund</b>	\$ 979.00
1/4/2020		<b>Sewer Fund</b>	\$ 8,817.11
		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 166,425.78</b>

**CASH TRIAL BALANCE AS OF JANUARY 04,2020**

General Fund Checking	\$ 2,456,210.38
Fire Tax/Coolbaugh Twp VFD	242,466.15
Fire Tax/Gouldsboro VFD	15,229.22
Fire Tax/Thornhurst VFD	36,412.23
Fire Tax/Tobyhanna Twp. VFD	61,116.09
Payroll Checking	4,777.50
Rainy Day Fund Savings	948,276.26
<b>Total General Fund</b>	<b>\$3,764,487.83</b>
Sewer Fund Checking	15,840.64
Sewer PennVest Checking	92.91
<b>Total Sewer Fund</b>	<b>\$ 15,933.55</b>
Capital Projects Fund Checking	<b>\$ 14,527.04</b>
Emerg. Services Fund Money Market	200,497.24
Emerg. Services Fund Checking	20,810.56
<b>Total Emergency Services Fund</b>	<b>\$ 221,307.80</b>
Liquid Fuels Fund Checking	<b>\$ 168,371.29</b>
Escrow Fund Checking	221,770.22
Escrow Fund Clarius Checking	441,091.78
<b>Total Escrow Fund</b>	<b>\$ 662,862.00</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 4,847,489.51</b>

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

Check#	Vendor	Description	Payment	Check Total
7160	735 - AIR BRAKE & EQUIPMENT CO., INC	PO 19446 Stock Hose	35.56	35.56
7161	1305 - ANDERSON EQUIPMENT COMPANY	PO 19453 Beast Parts and Repair	12,015.55	12,015.55
7162	1113 - CARD MEMBER SERVICES	PO 19476 ADOBE/PARTS/MSFT/BEST BUY/CALL EM-ALL/RE	1,115.83	1,115.83
7163	5 - CARGILL, INCORPORATED	PO 19426 SALT ANTI SKID	1,875.30	
		PO 19439 ICE CONTROL SALT	1,864.90	
		PO 19440 ICE CONTROL SALT	6,966.18	10,706.38
7164	1179 - CAT FINANCIAL COMMERCIAL ACCOUNT	PO 19468 PARTS -BEAST	3,779.73	3,779.73
7165	1240 - CINTAS CORPORATION	PO 19428 SHOP TOWELS	35.00	
		PO 19429 UNIFORMS	97.13	
		PO 19472 MATS/UNIFORMS	262.05	
		PO 19485 UNIFORMS	88.46	482.64
7166	1372 - COMMONWEALTH SIGNS LLC	PO 19443 MEMORIAL BLVD SIGNS	260.60	260.60
7167	652 - CYPHERS TRUCK PARTS	PO 19451 Truck Parts	122.52	122.52
7168	8 - D.G. NICHOLAS CO.	PO 19421 FLOOR - DRY ALL PURPOSE	81.00	
		PO 19431 Truck Supplies 12/11/20	63.49	
		PO 19432 HYD / Transmission 12/15	23.22	
		PO 19433 Snow Plow Oil	17.23	
		PO 19434 Winter Wiper Blade	14.30	
		PO 19447 E-Clip Assortment	17.84	
		PO 19455 CLEANER LOX VAC/MINI FUSE	39.52	
		PO 19474 SUPPLIES	125.40	382.00
7169	1010 - DAVID FAIRSERVICE	PO 19430 BOOT REMBURSEMENT	223.72	223.72
7170	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 19450 Recycling	12.00	12.00
7171	255 - FIVE STAR EQUIPMENT, INC.	PO 19418 HYDRAULIC OIL	151.12	
		PO 19419 O-RING/HYDRAULIC OIL	601.52	752.64
7172	1384 - FRASER ADVANCED INFO. SYSTEMS	PO 19435 Sharp Copiers 12/1 - 12/31	259.99	259.99
7173	1327 - FRASER ADVANCED INFO. SYSTEMS	PO 19436 Lexmark 9/27 - 12/26	217.55	
		PO 19437 Lexmark Usage Charges 9/27 - 12/26	110.27	327.82
7174	1296 - GRIM, BIEHN & THATCHER	PO 19425 196/ MWTP/LIBRARY/RAY PRICE JEEP/DPW /OP	3,914.00	3,914.00
7175	517 - GUY DOLEIDEN	PO 19417 2020 BOOTS	234.99	234.99
7176	535 - HANOVER ENGINEERING ASSOC., INC.	PO 19469 SEO	5,350.88	5,350.88
7177	1192 - HIGHMARK BLUE SHIELD	PO 19479 JAN 2021	37,749.43	37,749.43
7178	386 - JAMES FRUTCHEY III	PO 19414 REIMBURSEMENT HEALTH INSURANCE	277.85	277.85
7179	891 - LOWE'S	PO 19477 COURT BREAK ROOM/LIGHTS DEMO HOUSE/FLAGE	425.12	425.12
7180	1319 - MANAGEMENT SCIENCE ASSOC. INC.	PO 19415 SAVVY CITIZEN 2/8/2021-2/7/2022	2,189.00	2,189.00
7181	917 - MILLENNIUM ADMINISTRATORS	PO 19423 NOVEMBER ADMIN FEE	500.00	500.00
7182	241 - MONROE COUNTY CONTROL CENTER	PO 19422 FIRST INSTALLMENT 2021	5,017.62	5,017.62
7183	302 - MONROE COUNTY TREASURERS OFFICE	PO 19457 SUPPLIES -TAX OFFICE	6,642.08	6,642.08
7184	74 - NAPA AUTO PARTS OF DALEVILLE	PO 19458 FISHER PLOW HOSES	65.56	
		PO 19459 FISHER PLOW	57.35	
		PO 19471 544J LOADER	11.48	134.39
7185	1049 - NORTHEAST HYDRAULICS CO	PO 19438 Weathershield Hose	291.85	
		PO 19456 WEATHERSHIELD HOSE 2008 TANDEM	99.70	391.55
7186	452 - OFFICE DEPOT	PO 19448 Supplies	147.14	147.14
7187	81 - P P & L	PO 19460 07251-41006 PARK	13.56	
		PO 19461 89343-21023 SCHOOL SPEED	26.95	
		PO 19462 54691-27003 LAUREL DR	404.51	
		PO 19465 39910-23005 196 COUNTY PLACE	51.12	
		PO 19466 88900-24001 GARAGE	33.17	
		PO 19467 36034-04005 ECHO LAKE	39.61	
		PO 19478 51540-24008 196 KNOLLWOOD	28.97	
		PO 19482 89631-95000 TEGAWITH RD	30.87	628.76
7188	81 - P P & L	PO 19483 64488-49005 CORP DRIVE	80.19	
		PO 19484 43281-27004 MUNICIPAL CTN	1,877.51	1,957.70
7189	1021 - PAPCO	PO 19441 B2 Clear ULSD-W	3,829.62	
		PO 19442 #2 ULS Heating Oil	1,446.80	5,276.42
7190	86 - PENNSYLVANIA AMERICAN WATER CO	PO 19420 1024-210029765280	62.86	62.86
7191	95 - POCONO RECORD	PO 19449 PROPOSED BUDGET/SNOW REMOVAL/CDC SOCIAL	1,073.80	1,073.80
7192	206 - PSATS	PO 19424 VIRTUAL CLASS - ELECTED AUDITORS	35.00	35.00
7193	623 - SERVICE TIRE TRUCK CENTERS	PO 19452 Flat Tire Repair	39.00	39.00
7194	738 - TEAMSTERS LOCAL 773	PO 19416 UNION DUES JAN. 01 2001	709.00	709.00
7195	1226 - TRIAD TRUCK EQUIPMENT, INC	PO 19473 2021 MACK	68.00	68.00
7196	929 - UNITED CONCORDIA LIFE & HE	PO 19481 JAN 2021	1,713.40	1,713.40
7197	119 - VERIZON	PO 19470 PHONES	932.38	932.38
TOTAL				105,947.35

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

Check#	Vendor	Description	Payment	Check Total	
<b>Summary By Account</b>					
ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	105,947.35
01.230.650	UNION DUES			709.00	
01.400.000	GENERAL GOV'T	9,220.12			
01.401.000	MANAGER -EXECUTIVE	254.00			
01.403.000	TAX COLLECTION	6,642.08			
01.404.000	LAW	3,088.00			
01.405.000	MUNICIPAL OFFICE	1,073.80			
01.409.000	BUILDING & PLANTS	1,304.53			
01.413.000	SEO / BUILDING CODE	5,350.88			
01.414.000	ZONING OFFICE	973.14			
01.415.000	EMERGENCY MANAGEMENT	5,017.62			
01.426.000	COMPOST FACILITY	12,015.55			
01.430.000	DPW-HIGHWAYS ROADS STREETS	6,149.36			
01.432.000	DPW-SNOW & ICE REMOVAL	10,706.38			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	2,800.33			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	5,556.39			
01.437.240.077	#10 2021 MACK GRANITE	68.00			
01.454.000	PARKS	13.56			
01.487.000	EMPLOYEE BENEFITS	35,004.61			
<b>TOTALS FOR</b>	<b>GENERAL FUND</b>	<b>105,238.35</b>	<b>0.00</b>	<b>709.00</b>	<b>105,947.35</b>

Total to be paid from Fund 01 GENERAL FUND

105,947.35

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105,947.35

## List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1228	1296 - GRIM,BIEHN & THATCHER	PO 19425 196/ WWTP/LIBRARY/RAY PRICE JEEP/DPW /OP	979.00	979.00
	TOTAL			----- 979.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	979.00
85.250.045	DUNKIN DONUTS			352.00	
85.250.355	MESSER,LLC LAND DEVELOPMENT			35.00	
85.250.370	CENTER ROCK -POCONO JEEP			592.00	
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TOTALS FOR	ESCROW	0.00	0.00	979.00	979.00
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Total to be paid from Fund 85 ESCROW

979.00  
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979.00

### List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
2573	1251 - ENVIRONMENTAL SERV. CORP.	PO 19444 Sludge Hauling 12/4 & Maintenance	1,562.28	1,562.28
2574	1296 - GRIM,BIEHN & THATCHER	PO 19425 196/ WWTP/LIBRARY/RAY PRICE JEEP/DPW /OP	192.00	192.00
2575	699 - MAIN POOL & CHEMICAL CO	PO 19480 SULFATE SOLUTION-WWTP	546.00	546.00
2576	936 - NORTH END ELECTRIC	PO 19445 Main Lift Station - Controls Resetting	315.00	
		PO 19454 UNION PVDF -WWTP	11.44	326.44
2577	160 - NORTHEAST CHEMICAL& SUPPLY CO.,INC.	PO 19427 50lb BAGS SODA ASH	961.40	961.40
2578	81 - P P & L	PO 19463 04090-21003 PUMP STA	188.56	
		PO 19464 26491-26001 WWTP	3,733.76	3,922.32
2579	119 - VERIZON	PO 19470 PHONES	223.41	223.41
2580	439 - YOUNG & HAROS,LLC	PO 19475 WALMART LITIGATION	1,083.26	1,083.26
TOTAL				8,817.11

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	8,817.11
08.429.200	SUPPLIES	1,518.84			
08.429.314	PROFESSIONAL FEE SOLICITOR	1,275.26			
08.429.320	TELEPHONE	223.41			
08.429.361	ELECTRIC	3,922.32			
08.429.374	MAINT/REPAIR EQUIPMENT	315.00			
08.429.375	MAINT/REPAIR COLLECTION SYSTEM	1,275.00			
08.429.452	SLUDGE HAULING	287.28			
TOTALS FOR SEWER FUND		8,817.11	0.00	0.00	8,817.11

Total to be paid from Fund 08 SEWER FUND

8,817.11  
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8,817.11