

**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
February 2, 2021, 6:00 PM**

In order to insure the public safety and to comply with the CDC social distancing guidelines during the COVID-19 crisis, this work session is being held via the Zoom virtual media app. Public Input will be considered at the beginning of the work session for non-agenda items. The public will be given an opportunity to speak on each agenda item. Public input will be accepted via email to emasker@coolbaughtwp.org and in the chat box of the Zoom app. The work session is being recorded to aid in the preparation of the minutes. When speaking please state your name and the community or city that you live in.

1. Discussion on Tax Collector Resolution
2. Discussion on Fire Tax Disbursement Resolution
3. Other Business
4. Public Input

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Coolbaugh Township Fire Tax Revenue Distribution 2021
Monroe County, Pennsylvania
Resolution #05-2021

Per Coolbaugh Township Resolution No. 20-2020, Fire Tax revenue shall be distributed to eligible volunteer fire companies “within the discretion of the Board of Supervisors and shall not exceed \$60,000 per calendar year”. The application requirements and/or guidelines for disbursement referenced in Section 3 of Resolution No. 20-2020 are as follows:

Eligible Applicants

Gouldsboro Volunteer Fire Company
Thornhurst Volunteer Fire Company
Tobyhanna Township Volunteer Fire Company

Eligible applicants may submit individual applications for individual projects and/or coordinate with each other and submit joint applications for joint projects. It is recommended that the eligible applicants coordinate their respective applications for disbursement in order to ensure the best interests of the community, service area, and in particular the residents of Coolbaugh Township, are met. In addition, it is recommended that the eligible applicants coordinate their respective applications in order to make the best and most efficient use of the funds per calendar year.

Application Period

April 1st, 2021 – May 31st, 2021.

Disbursement Qualifications

Each eligible fire company applicant requesting a disbursement under Resolution No. 20-2020 must submit an application in writing containing the following minimum information:

- A description of the purchases, projects, or plans for the requested disbursement.
 - Funds must be used for capital improvements in accordance with the Second Class Township Code and Resolution No. 20-2020.
- Summary of how the capital improvements will benefit the community, service area, and/or mutual aid abilities.

- Total amount of requested funds for the current application period, not to exceed \$60,000 total.
- Cost estimates and/or proposals reflecting the disbursement amount requested.
- Whether the eligible applicant has informed/discussed its application with the other eligible fire company applicants.

Applications may be submitted via mail to:

Coolbaugh Township Board of Supervisors

5520 Municipal Drive

Tobyhanna, PA 18466

Or via email to:

Mthompson@coolbaughtwp.org

Evaluation

The Coolbaugh Township Board of Supervisors will evaluate all application submissions based on the following criteria, but the decision for disbursement shall be within the sole discretion of the Coolbaugh Township Board of Supervisors:

- Urgency and/or necessity of capital improvements.
- Long-term planning goals.
- Overall benefit of capital improvements to the community and service area.
- Needs of the eligible fire company applicant and the fire protection needs of the community and services area.
- Impact on the other eligible fire company applicants.
- Remaining amount of funds after granting funds in response to application(s) for the calendar year.
- Compliance with the requirements and/or limitations of the Pennsylvania Second Class Township Code.
- Whether the applicant has informed/discussed the application with the other eligible fire company applicants and the response to the same, if any.

Disbursement Period

The Coolbaugh Township Board of Supervisors shall vote on disbursement amounts at their first meeting in July of the application year. Funds shall be released within a reasonable amount of time after approved/granted by the Coolbaugh Township Board of Supervisors.

The disbursement of funds in any amount to an eligible fire company applicant during an annual application period does not preclude disbursement of funds to the same eligible fire company applicant in future calendar years.

Status of Funds Prior to 2021

Coolbaugh Township shall continue to maintain all current/existing interest-bearing accounts containing funds allocated to each of the participating fire companies prior to January 1st, 2021. These funds may be distributed for use for capital improvements at any time upon receipt of a written request with qualifying documentation from the account's respective fire company, subject to the approval of the Coolbaugh Township Board of Supervisors. However, the disbursement of funds collected from the Fire Tax after January 1, 2021 shall be in accordance with Resolution No. 20-2020 and subject to the guidelines contained herein.

Adopted, this ____ day of _____, 2021 at a regularly scheduled meeting of the Board of Supervisors of the Township of Coolbaugh held at 5520 Municipal Drive, Tobyhanna, Pennsylvania.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

William Weimer, Chairman

Tony Lamantia, Vice-Chairman

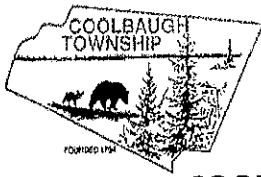
Lynn Kelly, Supervisor

Alma I Ruiz-Smith, Supervisor

ATTEST:

Erin Masker, Township Secretary

Clare Colgan, Supervisor



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
February 2, 2021**

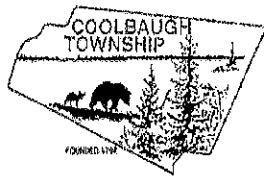
Roll Call

BOARD OF SUPERVISORS

___ B. Weimer ___ T. Lamantia ___ A. Ruiz-Smith ___ C. Colgan ___ L. Kelly
___ Solicitor Armstrong ___ E. Masker

In order to insure the public safety and to comply with the CDC social distancing guidelines during the COVID-19 crisis, this meeting is being held via the Zoom virtual media app. 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. Public input will be accepted via email to emasker@coolbaughtwp.org and in the chat box of the Zoom app. The meeting is being recorded to aid in the preparation of the minutes. When speaking please state your name and the community or city that you live in.

1. Public Input
2. Approval of Minutes :
 - January 19, 2021 Regular Meeting Minutes
3. Authorization to Advertise 2021 Meeting Schedule for Committees and Commissions
4. Authorization to Advertise Spring Leaf Collection
5. Adoption of Resolution #04-2021: Tax Collector Compensation 2022-2025
6. Resolution #05-2021: Fire Tax Distribution Procedure Resolution
7. Authorization to Send a Letter of Support for EAC for the application of the 1% for Nature Grant to purchase Benches and Trail Material to Extend the Trails on the Wiley Preserve Property



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8. Parks and Recreation Recommendation of Field Usage for Tobyhanna Little League

9. Resolution #06-2021: Authorization for Tax Collector Gratz Washenik to serve as Interim Tax Collector for Mount Pocono Borough

10. Current obligations

• General Fund	\$	329,888.71
• Sewer Fund	\$	<u>10,213.04</u>
Total Disbursements	\$	340,101.75

11. Solicitor Armstrong Comments/Updates

12. Other Business

13. Board of Supervisors Executive Session

14. Adjournment

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February 2, 2021

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

Please print the following legal advertisement on Friday, February 5, 2021:

Notice is hereby given that in order to insure the public safety during the COVID-19 crisis, the regular public meetings of the Coolbaugh Township Planning Commission, Environmental Advisory Council and Parks and Recreation Commission will be held via audio and video conferencing via the Zoom Video Communication App during calendar year 2021 until otherwise notified by the Township in accordance with the schedule below. The public is invited to log on to watch, listen to and participate in the meetings live via the above-referenced Zoom App. Public comment will be taken during the meetings in the comments section on Zoom. Zoom Login information will be made available on the Coolbaugh Township website at 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 the front door of the Coolbaugh Township Municipal Building at 5520 Municipal Drive, Tobyhanna, Pennsylvania 18466. The Boards, Commissions and Council will conduct business listed on the agenda and any other business that comes before them. **All interested parties are invited to participate as set forth herein.**

During 2021 the following meetings will be held monthly as follows:

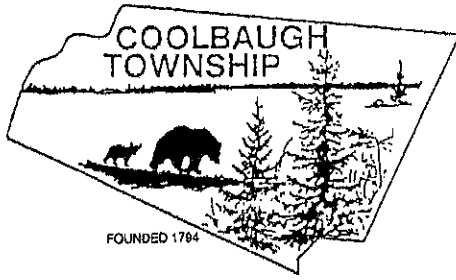
The Coolbaugh Township Planning Commission will meet on the second Monday of the month at 6:30pm.

The Coolbaugh Township Parks and Recreation Commission will meet on the fourth Tuesday of the month at 6:30pm with the exception of December when their meeting is canceled due to the holiday.

The Coolbaugh Township Environmental Advisory Council will meet on the fourth Tuesday of the month at 7:00pm with the exception of November when their meeting is canceled due to the holiday.

Coolbaugh Township Board of Supervisors

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**NOTICE
COOLBAUGH TOWNSHIP LEAF COLLECTION**

BURNING LEAVES IS PROHIBITED IN COOLBAUGH TOWNSHIP BY LOCAL AND COUNTY REGULATIONS

2021 Spring Leaf Collection Schedule

Leaves **MUST BE RAKED** to the road's edge (**NO** bags or rigid containers) by 7 AM on the scheduled pickup dates and **MUST** be free of twigs, sticks, branches, brush, rocks, stones, cans, bottles, trash or other foreign matter to avoid equipment breakdown.

****It is illegal and subject to a fine if landscapers and garden services dump loads of leaves on a Township road or right-of-way****

PICKUP DATES:

(May be adjusted in the event of adverse weather)

May 3- May 7	Pocono Farms *Residents on cul-de-sacs must deposit leaves on nearest Township road or at the compost facility noted below
May 10- May 14	Pocono Farms East *Residents on cul-de-sacs must deposit leaves on nearest Township road or at the compost facility noted below
May 17 – May 21	Tobyhanna Village & surrounding areas not in private developments
May 25- May 28	Pickup at one location specified by the Community Associations in private developments
June 1- June 4	Pocono Summit

****Note to residents & local landscapers/garden services:** Un-bagged leaves may be deposited inside the fence in designated areas of the Coolbaugh Twp. Road Department Compost Facility at 549 Laurel Drive, Tobyhanna.

Brush and Tree branches exceeding 10" across will not be accepted. **NO** tree stumps.

Coolbaugh Township Board of Supervisors

For further information visit: www.coolbaughtwp.org or call 570.894.8490

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**COOLBAUGH TOWNSHIP
MONROE COUNTY, PENNSYLVANIA
RESOLUTION # 04-2021**

WHEREAS, Coolbaugh Township is a Township of the Second Class in the County of Monroe of the Commonwealth of Pennsylvania, and

WHEREAS, it is the responsibility of the Board of Supervisors of Coolbaugh Township to establish the compensation of the Tax Collector and is required under Section 5511.36a of the Pennsylvania Local Tax Collection Law to implement changes in compensation prior to February 15th in the year of the municipal election.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Coolbaugh Township adopts an annual increase of _____% to the present salary of \$25,599.43 for the tax collector compensation as follows;

2022 at \$ _____

2023 at \$ _____

2024 at \$ _____

2025 at \$ _____

RESOLVED AND ENACTED, this 2nd day of February, 2021, at a regularly scheduled meeting of the Board of Supervisors of the Township of Coolbaugh held in Tobyhanna, Pennsylvania.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

William Weimer, Chairman

Anthony Lamantia, Vice-Chairman

Lynn Kelly, Supervisor

Alma I. Ruiz-Smith, Supervisor

Clare Colgan, Supervisor

ATTEST:

Erin Masker, Township Secretary

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Adopted, this ____ day of _____, 2021 at a regularly scheduled meeting of the Board of Supervisors of the Township of Coolbaugh held at 5520 Municipal Drive, Tobyhanna, Pennsylvania.

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William Weimer, Chairman

Tony Lamantia, Vice-Chairman

Lynn Kelly, Supervisor

Alma I Ruiz-Smith, Supervisor

ATTEST:

Erin Masker, Township Secretary

Clare Colgan, Supervisor

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To: Coolbaugh Township Board of Supervisors

From: Coolbaugh Township Parks and Recreation Commission

Date: Wednesday, January 27, 2021

Re: Tobyhanna Athletic Association Field Usage Recommendation

Dear Coolbaugh Township Board of Supervisors,

The Coolbaugh Township Parks and Recreation Commission would like to recommend the approval of the Armed Forces Field, Volunteer Field and Freedom Field Usage for Tobyhanna Athletic Association for Monday through Friday from 5:00pm-9:00pm and Saturdays from 9:00am- 9:00pm from April 3rd, 2021 through October 30th, 2021.

Thank you for your consideration of our recommendation and for your continued support.

Sincerely,

Coolbaugh Township Parks and Recreation Commission

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
FEBRUARY 02, 2021**

DATE	CK #	DESCRIPTION	AMOUNT
1/25/2021		Payroll Transfer	\$ 45,000.00
2/2/2020		General Fund	\$ 284,888.71
2/2/2021		Total General Fund	\$ 329,888.71
2/2/2021		Sewer Fund	\$ 10,213.04
		TOTAL DISBURSEMENTS	\$ 340,101.75

CASH TRIAL BALANCE AS OF FEBRUARY 02, 2021

General Fund Checking	\$ 2,115,882.05
Fire Tax/Coolbaugh Twp VFD	273,368.45
Fire Tax/Gouldsboro VFD	15,235.66
Fire Tax/Thornhurst VFD	36,427.65
Fire Tax/Tobyhanna Twp. VFD	61,141.97
EMS Fund	-
Payroll Checking	2,597.32
Rainy Day Fund Savings	948,276.26
Total General Fund	\$3,452,929.36
Sewer Fund Checking	13,698.37
Sewer PennVest Checking	92.91
Total Sewer Fund	\$ 13,791.28
Capital Projects Fund Checking	\$ 14,527.35
Emerg. Services Fund Money Market	200,582.15
Emerg. Services Fund Checking	20,819.38
Total Emergency Services Fund	\$ 221,401.53
Liquid Fuels Fund Checking	\$ 168,352.96
Escrow Fund Checking	279,498.64
Escrow Fund Clarius Checking	441,278.59
Total Escrow Fund	\$ 720,777.23
TOTAL ALL FUNDS	\$ 4,591,779.71

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

Check#	Vendor	Description	Payment	Check Total
7240	1414 - BUSINESS RADIO LICENSING	PO 19563 KNCZ243 FCC LICENSE	105.00	105.00
7241	1113 - CARD MEMBER SERVICES	PO 19590 MSFT/ADOBE/MASK/SUPPLIES	2,092.16	2,092.16
7242	724 - CINTAS	PO 19546 UNIFORMS	123.46	123.46
7243	1240 - CINTAS CORPORATION	PO 19577 SHOP TOWELS- UNIFORMS	123.46	123.46
7244	8 - D.G. NICHOLAS CO.	PO 19544 WASHER FLUID	40.68	
		PO 19593 SUPPLIES SNOW FLOWS	105.95	146.63
7245	52 - DALEVILLE ACE HARDWARE	PO 19548 BRASS KEYS	27.08	
		PO 19586 HILLMAN FASTENERS	6.36	33.44
7246	1085 - DE LAGE LANDEN	PO 19571 PRINTERS	152.75	152.75
7247	255 - FIVE STAR EQUIPMENT, INC.	PO 19545 544J PARTS	11.79	11.79
7248	1384 - FRASER ADVANCED INFO. SYSTEMS	PO 19550 COPIERS 2 SHARP	259.99	259.99
7249	32 - GRAINGER	PO 19559 SUPPLIES	33.64	33.64
7250	522 - GRATZ WASHENIK TAX COLLECTOR	PO 19587 SUPPLIES	596.85	596.85
7251	48 - H. CLARK CONNOR	PO 19575 ZONING HEARING	1,177.50	1,177.50
7252	1192 - HIGHMARK BLUE SHIELD	PO 19554 FEB 2021	37,749.43	37,749.43
7253	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 19514 DOLLAR GEN'L/MESSER/LPC/LAND DEVELOPMENT	1,112.15	
		PO 19514 DOLLAR GEN'L/MESSER/LPC/LAND DEVELOPMENT	1,112.15	2,224.30
7254	891 - LOWE'S	PO 19588 SUPPLIES FOR MAINT. & REPAIRS	196.18	196.18
7255	1360 - METS MART	PO 19572 GASOLINE- ZONING/ MAINT/DPW	424.82	424.82
7256	917 - MILLENNIUM ADMINISTRATORS	PO 19540 DECEMBER 2020 ADMIN FEE	500.00	500.00
7257	302 - MONROE COUNTY TREASURERS OFFICE	PO 19552 TAX COLLECTOR COMPUTER	194.04	
		PO 19585 SUPPLIES	20.06	214.10
7258	74 - NAPA AUTO PARTS OF DALEVILLE	PO 19574 SUPPLIES	27.43	27.43
7259	1049 - NORTHEAST HYDRAULICS CO	PO 19547 Z HOSE	140.76	
		PO 19568 Z HOSE END FITTING	99.70	240.46
7260	452 - OFFICE DEPOT	PO 19578 SUPPLIES	74.45	74.45
7261	81 - P P & L	PO 19556 43281-27004 MUNICIPAL	2,038.23	
		PO 19557 89631-95000 TEGAWITHA RD	33.20	
		PO 19558 64488-49005 CORP.DRIVE	78.04	
		PO 19579 36034-04005 echo lake	38.45	
		PO 19580 39910-23005 196	47.55	
		PO 19581 88900 24001 MAINT. GARAGE	33.37	
		PO 19582 89343-21023 SPEED LIMIT	28.22	
		PO 19583 54691 27003 DPW	461.77	2,758.83
7262	83 - PANKO REPORTING	PO 19562 ZONING HEARING BOARD	175.00	175.00
7263	1021 - PAPCO	PO 19561 FUEL	1,202.80	1,202.80
7264	86 - PENNSYLVANIA AMERICAN WATER CO	PO 19589 1024-210029765280	120.38	120.38
7265	94 - POCONO MOUNTAIN REGIONAL EMS	PO 19594 FEB	10,000.00	10,000.00
7266	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 19564 MORTGAGE JAN	6,312.62	
		PO 19595 FEB	192,439.08	198,751.70
7267	95 - POCONO RECORD	PO 19567 COVID 19-LIBRARY -MEETINGS	639.56	639.56
7268	206 - PSATS	PO 19560 CDL	180.00	180.00
7269	206 - PSATS	PO 19573 PSATS CLASSES	795.00	795.00
7270	1411 - RIVERSIDE CONSTRUCTION MATERIALS INC	PO 19576 ICE CONTROL	16,935.99	16,935.99
7271	111 - SHERWIN WILLIAMS	PO 19555 PAINT	44.07	44.07
7272	286 - SUBURBAN PROPANE	PO 19570 PROPANE GAS DPW	1,309.36	
		PO 19592 DIESEL FUEL	4,428.61	5,737.97
7273	1055 - TULPEHOCKEN SPRING WATER INC	PO 19553 BOTTLE WATER	43.28	43.28
7274	892 - VERIZON WIRELESS	PO 19569 PHONE	996.29	996.29
TOTAL				284,888.71

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	284,888.71
01.400.000	GENERAL GOV'T	9,079.44			
01.403.000	TAX COLLECTION	810.95			
01.404.000	LAW	1,302.02			
01.405.000	MUNICIPAL OFFICE	639.56			
01.409.000	BUILDING & PLANTS	3,284.77			
01.410.000	POLICE	198,751.70			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.414.000	ZONING OFFICE	855.21			
01.418.000	ZONING HEARING BOARD	1,352.50			
01.430.000	DPW-HIGHWAYS ROADS STREETS	7,856.12			
01.432.000	DPW-SNOW & ICE REMOVAL	16,935.99			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP, YEAR	NON-BUDGETARY	CREDIT
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	225.46			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	531.31			
01.487.000	EMPLOYEE BENEFITS	33,263.68			
TOTALS FOR	GENERAL FUND	284,888.71	0.00	0.00	284,888.71

Total to be paid from Fund 01 GENERAL FUND

284,888.71
 =====
 284,888.71

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
2587	724 - CINTAS	PO 19543 WWTP FIRST-AID REFILL	492.04	492.04
2588	342 - ENVIRONMENTAL RESOURCES ASSOCIATES	PO 19502 12/24/2020 SLUDGE HAULING	319.20	
		PO 19507 12/11/2020 SLUDGE HAULING	502.74	
		PO 19508 12/18/2020 SLUDGE HAULING	359.10	
		PO 19549 12/28 SLUDGE REMOVAL	359.10	1,540.14
2589	1251 - ENVIRONMENTAL SERV. CORP.	PO 19542 WWTP SLUDGE REMOVAL	502.74	
		PO 19566 SLUDGE REMOVAL 12/31 - 1/07/2021	1,005.48	1,508.22
2590	1030 - KYLE M. KNECHT	PO 19591 BOOTS WWTP	264.99	264.99
2591	699 - MAIN POOL & CHEMICAL CO	PO 19541 SULFATE SOLUTIONS -WWTP	546.00	546.00
2592	81 - P P & L	PO 19584 2649126001 WWTP- 04090-21003 PUMP STA	4,498.65	4,498.65
2593	439 - YOUNG & HAROS,LLC	PO 19551 WALMART LITIGATION	1,363.00	1,363.00
TOTAL				10,213.04

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	10,213.04
08.429.200	SUPPLIES	1,303.03			
08.429.314	PROFESSIONAL FEE SOLICITOR	1,363.00			
08.429.361	ELECTRIC	4,498.65			
08.429.452	SLUDGE HAULING	3,048.36			
TOTALS FOR SEWER FUND		10,213.04	0.00	0.00	10,213.04

Total to be paid from Fund 08 SEWER FUND

10,213.04

10,213.04