

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

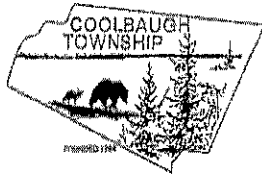
(570) 894-8490 * FAX (570) 894-8413

WWW.COOLBAUGHTWP.ORG

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
March 1, 2022, 6:00PM**

Public input will be considered at the end of the work session. 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. In order to ensure the safety of everyone in attendance, we are requiring that everyone wear a mask and follow CDC guidelines.

1. Pocono Mountain Regional EMS – Renovation Plans and Temporary Office Space
2. Building 2 Update
3. Public Input



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
March 1, 2022**

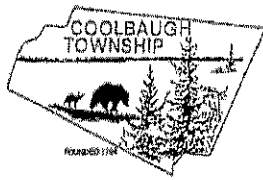
Roll Call

BOARD OF SUPERVISORS

____ B. Weimer ____ C. Colgan ____ A. Ruiz-Smith ____ J. Rogan ____ L. Kelly
____ Solicitor Armstrong ____ E. Masker

Public input will be considered at the beginning of the meeting agenda. 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. In order to ensure the safety of everyone in attendance, we are requiring that everyone wear a mask and follow CDC guidelines.

1. Public input
2. Approval of minutes / notes:
 - February 15, 2022 Regular Meeting Minutes
3. Messer Proposed Land Development Phasing Amendment
4. Pocono Mountain Regional EMS – Township Office Usage
5. TAA Field Usage
6. Spring Leaf Clean up Advertisement
7. Covid-19 Vaccine Incentive – Waiver of Expiration Date
8. Letter of Support – Passenger Rail
9. Approval for DPW Installation of Waterline at CTVFC Station 1



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10. Approval of Professional Services for March 29th, 2022 Work Session

11. Current obligations

• General Fund	\$ 350,365.66
• Escrow Fund	\$ 40,400.00
• Sewer Fund	<u>\$ 9,477.36</u>
Total Disbursements	\$ 400,243.02

12. Business Manager Comments/Updates

13. Solicitor Armstrong Comments/Updates

14. Board of Supervisors Executive Sessions

15. Adjournment

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MINUTES
February 15, 2022**

The work session was called to order by Chairman William Weimer at 6:00pm at the Coolbaugh Township Volunteer Fire Company located at 652 Laurel Drive, Tobyhanna.

Board Members present: William Weimer, Clare Colgan, Alma I. Ruiz-Smith, Lynn Kelly, and Joseph Rogan

Board Members absent: None

Staff present: Patrick Armstrong, Solicitor, Meredith Thompson, Business Manager, and Tomas Keane, Director of Codes and Zoning, Darren Dixon, Controller

1. Zoning Discussion – Summit Auction House – 210 Summit Avenue

Chairman Weimer opened discussion regarding zoning for the property located at 210 Summit Avenue being informed by Mr. Keane that the presenter was running late. Solicitor Armstrong advised that the work session may be closed and reopened once the presenter was in attendance. Public input was heard and the work session closed at 6:07pm. The work session was reopened at 6:38pm by Chairman Weimer. Denise Ford-Sawadogo from the Montclair Brewery expressed interest in purchasing the property at 210 Summit Avenue for a taproom, production of beer, and lodging. She explained that the property is currently zoned R-3 but is adjacent to C-3 zoning and asked for the Board's input regarding a zoning change to C-3 to allow for a brew pub as proposed. Discussion was held regarding lodging, short-term rental properties in the surrounding area, federal and state requirements involving brew pubs, pedestrian access, and parking requirements. Solicitor Armstrong advised the Board to consider that all allowable uses under a C-3 zoned property will be applicable to the proposed zoning change and to review the township's comprehensive zoning plan. Chairman Weimer recommended that Ms. Ford-Sawadogo request to be included on an upcoming Planning Commission agenda to present the zoning change request.

2. Public Input

M. Peterson referenced the holding tank discussion regarding 4171 Sylvan Lane at the January 18, 2022 Board of Supervisors public meeting and stated that he was happy to see regulation for on-lot sewers in the township's short term rental ordinance. He also stated that there has been an improvement in the quality of the lake within his community since the adoption of the short-term rental ordinance.

Work session opened at 6:00pm

Work session closed at 6:07pm

Work session re-opened at 6:38pm

Work session closed at 7:15pm

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
February 15, 2022

The meeting was called to order by Chairman William Weimer at 6:07pm at the Coolbaugh Township Volunteer Fire Company located at 652 Laurel Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Clare Colgan, Alma I. Ruiz-Smith, Lynn Kelly, and Joseph Rogan

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Meredith Thompson, Business Manager, Tomas Keane, Director of Codes and Zoning, Darren Dixon, Controller

Announcements:

Chairman Weimer announced the following:

- In order to ensure the safety of everyone in attendance, everyone is required to wear a mask and follow the applicable CDC guidelines.
- 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 matter.
- The meeting is being recorded to aid in the preparation of the minutes, please remember to state your name and community or city you reside in before speaking.

1. Public input

- D. Pope referenced the township ordinance regarding waste storage and asked if storing garbage in a van was allowable. Mr. Keane stated that he was aware of the garbage concerns at 1189 Pope Road and that the Monroe County Waste Authority was also aware of the issue and following up on it. D. Pope also requested clarification on the requirement of a private hauler. Solicitor Armstrong will review the ordinance.
- M. Fairservice notified the Board that there was a FedEx delivery vehicle parked in the right-of-way at 1189 Pope Road.

2. Approval of minutes / notes:

- **February 1, 2022 Meeting Minutes**

Ms. Kelly made a motion second by Mr. Weimer to approve the February 1, 2022 meeting minutes as presented.

- Discussion: None
- Vote: All in favor, motion passes

3. EAC Request for Support of Monroe County Open Space Development Grant Application

Mr. Weimer made a motion second by Ms. Colgan to provide a letter of support for the grant application and an in-kind donation of DPW labor not to exceed \$5,000 towards the grant matching requirement of \$11,000.

- Discussion: Joyce Onsted, Chair of the Environmental Advisory Council, presented the grant opportunity from Monroe County to request funding to continue a walking trail at the Wiley Preserve property. Ms. Onsted requested a letter of support for the grant application and a contribution of \$5,000, of either cash or in-kind labor, from the township towards the grant match requirement of \$11,000. The Board discussed the timeline of the project, the guidelines of the grant application, and the availability of time in the Department of Public Works.
- Vote: All in favor, motion passes

The regular meeting was closed at 6:38pm to re-open the work session. The regular meeting was re-opened at 7:15pm.

4. Authorization to Advertise for Seasonal Park Maintenance (2 Positions)

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize the advertisement of two seasonal park maintenance positions at the rate of \$12.50 per hour.

- Discussion: Ms. Ruiz-Smith asked if the position was union or non-union, being advised it is a non-union position.
- Vote: All in favor, motion passes

5. Authorization to Release Remaining Fire Escrow Funds in the Amount of \$14,400.00 for 730 Memorial Blvd./3411 Drexel Rd.

Mr. Weimer made a motion second by Ms. Colgan to release remaining fire escrow funds in the amount of \$14,400.00 for 730 Memorial Blvd./3411 Drexel Road.

- Discussion: None
- Vote: All in favor, motion passes

6. Authorization to Release Fire Escrow Funds in the Amount of \$26,000 for 2138 Titania Road

Mr. Weimer made a motion second by Supervisor Rogan to release the fire escrow funds in the amount of \$26,000 for 2138 Titania Road.

- Discussion: Ms. Ruiz-Smith asked where the property was located and if it was a total loss. Mr. Keane informed her it was in Pocono Farms East and was renovated.
- Vote: All in favor, motion passes

7. Approval of Atlas Engineering Act 537 Special Study Cost Proposal in the Amount of \$33,560 (ARPA Funds)

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the Atlas Engineering Act 537 Special Study Cost Proposal in the amount of \$33,560.

- Discussion: Ms. Kelly requested more information regarding the study area and how it will impact residents with on-lot septic systems.

Ms. Ruiz-Smith withdrew her previous motion and made a motion, second by Ms. Colgan, to table the item until there was more information provided by Dave Kavitski.

- Discussion: M. Peterson asked if there was a long-term plan for the use of the ARPA funding. Mr. Weimer explained that wastewater planning was one of the allowable uses for the ARPA funds.
- Vote: All in favor, motion passes

8. Board of Supervisors Meeting Location

Mr. Weimer made a motion second by Ms. Ruiz-Smith to advertise holding public meetings of the Coolbaugh Township Board of Supervisors at the Coolbaugh Township Volunteer Fire Company through May, 2022.

- Discussion: None
- Vote: All in favor, motion passes

9. Controller's Report

Darren Dixon presented the Controller's Report.

10. Current obligations

• General Fund	\$ 127,111.93
• Escrow Fund	\$ 4,236.71
• Sewer Fund	\$ 23,618.19
Total Disbursements	\$ 154,966.83

Ms. Ruiz-Smith made a motion second by Ms. Colgan to pay the current obligations in the amount of \$154,966.83.

- Discussion: None
- Vote: All in favor, motion passes

11. Business Manager Comments/Updates

Ms. Thompson presented an email from Scranton Mayor, Paige Cagnetti, requesting authorization from the Coolbaugh Township Board of Supervisors for a letter of support to be presented to President Biden regarding passenger rail. The Township has not received updated information

about Coolbaugh's involvement in the proposed passenger rail. The Board requested that the Business Manager provide additional information for discussion at their next meeting.

12. Solicitor Armstrong Comments/Updates

No Comments

13. Board of Supervisors Executive Sessions

- Tuesday, February 15th from 7:53pm to 8:20pm re: Legal and Personnel

14. Adjournment

Ms. Ruiz-Smith made a motion, second by Supervisor Rogan to adjourn.

Meeting adjourned at 7:49pm

NEXT REGULAR BOARD MEETING: Tuesday, March 1, 2022, at the Coolbaugh Township Volunteer Fire Company located at 652 Laurel Drive, Tobyhanna, PA.

- Work Session/ Business Meeting – 6:00pm

Submitted by: _____
Meredith Thompson, Business Manager

Witnessed by: _____
William Weimer, Chairman

Date: _____

**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
MARCH 01,2022**

DATE	CK #	DESCRIPTION	AMOUNT
02/23/22		Payroll Transfer	48,000.00
03/01/22		General Fund	302,365.66
03/01/22		Total General Fund	350,365.66
03/01/22		Escrow Fund	40,400.00
03/01/22		Sewer Fund	9,477.36
TOTAL DISBURSEMENTS			400,243.02

CASH TRIAL BALANCE AS OF MARCH 01,2022

General Fund Checking	4,144,423.00
Fire Tax/Coolbaugh Twp VFD	246,608.64
Fire Tax/Gouldsboro VFD	15,294.06
Fire Tax/Thornhurst VFD	36,567.28
Fire Tax/Tobyhanna Twp. VFD	61,376.33
EMS Fund	10,412.34
Fire Tax- Volunteer Fire Depts.	20,012.50
American Rescue Plan Fund	1,067,317.89
Payroll Checking	13,915.24
Rainy Day Fund Savings	952,584.66
Total General Fund	6,568,511.94
Sewer Fund Checking	641.52
Sewer PennVest Checking	12.94
Total Sewer Fund	654.46
Capital Projects Fund Checking	14,530.81
Emerg. Services Fund Money Market	201,350.99
Emerg. Services Fund Checking	20,899.18
Total Emergency Services Fund	222,250.17
Liquid Fuels Fund Checking	31,956.77
Escrow Fund Checking	288,029.37
Escrow Fund Clarius Checking	100,302.49
Total Escrow Fund	388,331.86
TOTAL ALL FUNDS	7,226,236.01

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

Check#	Vendor	Description	Payment	Check Total
8419	44 - AIRGAS USA, LLC	PO 21275 ACETYLENE	93.98	
		PO 21295 ACETYLENE	104.95	198.93
8420	1330 - AMAZON CAPITAL SERVICES	PO 21260 SALT SPREADER MOTOR	219.99	219.99
8421	261 - AMSTERDAM PRINTING & LITHO	PO 21244 EMPLOYMENT APFS	110.28	110.28
8422	1113 - CARD MEMBER SERVICES	PO 21264 ADOBE/CALL EM ALL/MSFT/SUPPLIES/PARTS	414.97	414.97
8423	5 - CARGILL, INCORPORATED	PO 21250 ICE CONTROL	3,562.50	3,562.50
8424	1240 - CINTAS CORPORATION	PO 21245 UNIFORMS	61.95	
		PO 21246 SHOP TOWELS	35.00	
		PO 21282 SHOP TOWELS	116.95	233.90
8425	1 - CRAMERS HOME BUILDING CENTERS	PO 21252 LEAF BLOWER-PARK	479.99	479.99
8426	1312 - CREATIVE WORKS	PO 21230 WEBSITE	52.50	52.50
8427	8 - D.G. NICHOLAS CO.	PO 21291 DIESEL EXHAUST FLUID	269.95	
		PO 21292 AIR FILTER	87.65	357.60
8428	1085 - DE LAGE LANDEN	PO 21243 COPIERS	81.75	81.75
8429	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 21238 RECYCLING	18.00	18.00
8430	1384 - FRASER ADVANCED INFO.SYSTEMS	PO 21242 COPIERS	277.90	277.90
8431	32 - GRAINGER	PO 21239 ROLLER GUIDE	114.14	
		PO 21249 MOTOR FOR FAN-DEW	199.70	313.84
8432	535 - HANOVER ENGINEERING ASSOC., INC.	PO 21258 SEO	9,537.46	9,537.46
8433	1192 - HIGHMARK BLUE SHIELD	PO 21266 MARCH	43,251.34	43,251.34
8434	386 - JAMES FRUTCHY III	PO 21247 CDL	102.50	102.50
8435	637 - MARSHALL POPE	PO 21289 INS. REIMBURSEMENT	200.58	
		PO 21297 BOOT REMIURSEMENT 2021	299.94	500.52
8436	917 - MILLENNIUM ADMINISTRATORS	PO 21257 FEBRUARY ADMIN FEE	500.00	500.00
8437	352 - MONROE COUNTY TREASURERS OFFICE	PO 21254 REMINDER BILLS	1,201.21	1,201.21
8438	452 - OFFICE DEPOT	PO 21267 SUPPLIES	32.76	
		PO 21287 SUPPLIES	340.77	
		PO 21288 SUPPLIES	25.71	399.24
8439	81 - P P & L	PO 21268 89631-95000 IND'L DRIVE	31.64	
		PO 21269 64488-49005 CORP. DRIVE	73.49	
		PO 21270 43281-27004 MUNICIPAL CENTER	2,219.44	
		PO 21271 89343-21023 SCHOOL SPEED SIGN	25.74	
		PO 21272 54691-27003 LAUREL DR DEW	509.53	
		PO 21284 88900-24001	31.05	
		PO 21285 39910-23005 196	43.44	
		PO 21286 36034-04005 ECHO LAKE	36.38	2,970.71
8440	507 - PA DEP	PO 21263 2 TANKS DIESEL STORAGE TANKS	100.00	100.00
8441	86 - PENNSYLVANIA AMERICAN WATER CO	PO 21251 1024-210030846769/1024-210029765280	93.68	93.68
8442	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 21261 GREEN MELT ICE	496.95	496.95
8443	94 - POCONO MOUNTAIN REGIONAL EMS	PO 21240 MARCH	10,000.00	10,000.00
8444	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 21241 MARCH	211,846.50	
		PO 21294 MARCH MORTGAGE	3,156.31	215,002.81
8445	1262 - POCONO RECORD	PO 21262 ADV	426.64	
		PO 21298 ADV PULIC MEETING	346.20	772.84
8446	286 - SUBURBAN PROPANE	PO 21259 FUEL	4,384.36	
		PO 21283 FUEL	3,797.53	8,181.89
8447	738 - TEAMSTERS LOCAL 773	PO 21248 MARCH	741.00	741.00
8448	1226 - TRIAD TRUCK EQUIPMENT, INC	PO 21265 SPINNER DISC	106.00	106.00
8449	1055 - TULPEHOCKEN SPRING WATER INC	PO 21293 BOTTLE WATER	76.03	76.03
8450	119 - VERIZON	PO 21237 PHONES	1,157.41	1,157.41
8451	930 - WILKES-BARRE MATERIALS	PO 21253 COLD PATCH	851.92	851.92
TOTAL				302,365.66

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROF. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	302,365.66
01.230.650	UNION DUES			741.00	
01.400.000	GENERAL GOV'T	8,106.72			
01.402.000	FINANCIAL ADMIN	340.77			
01.403.000	TAX COLLECTION	1,201.21			
01.405.000	MUNICIPAL OFFICE	772.84			
01.409.000	BUILDING & PLANTS	3,659.12			
01.410.000	POLICE	215,002.81			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.413.000	SEO / BUILDING CODE	9,595.93			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.430.000	DPW-HIGHWAYS ROADS STREETS	9,206.51			
01.432.000	DPW-SNOW & ICE REMOVAL	3,562.50			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	210.69			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	922.66			
01.438.000	DPW-HIGHWAY REPAIR & MAINT	851.92			
01.454.000	PARKS	479.99			
01.487.000	EMPLOYEE BENEFITS	37,710.99			
TOTALS FOR	GENERAL FUND	301,624.66	0.00	741.00	302,365.66

Total to be paid from Fund 01 GENERAL FUND

302,365.66

302,365.66

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1263	1458 - SUNNY LIU	PO 21256 3411 BREXEL ROAD	14,400.00	14,400.00
1264	1459 - THOMAS WILLIAMS	PO 21290 FIRE ESCROW	26,000.00	26,000.00
TOTAL				40,400.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	40,400.00
85.250.222	DENNIS, DOREEN & DAVID			26,000.00	
85.250.234	SUNNY LIU			14,400.00	
TOTALS FOR		0.00	0.00	40,400.00	40,400.00

Total to be paid from Fund 85 ESCROW

40,400.00

40,400.00

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
2769	771 - COMMONWEALTH OF PA	PO 21255 MAPCH #99900048	965.35	965.35
2770	1251 - ENVIRONMENTAL SERV. CORP.	PO 21296 SLUDGE REMOVAL	1,364.58	1,364.58
2771	232 - MECHANICAL SERVICE COMPANY	PO 21279 GENERATOR WWTP	1,935.24	1,935.24
2772	876 - Microbac Laboratories, Inc.	PO 21276 TESTING -SCHOOL	179.89	
		PO 21277 LAB TESTING	179.89	
		PO 21278 TESTING	179.89	
		PO 21281 TESTING	179.89	719.56
2773	81 - P P & L	PO 21273 26491-26001 WWTP	4,273.67	
		PO 21274 04090-21003 PUMP STA	218.96	4,492.63
TOTAL				9,477.36

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	9,477.36
08.269.500	PENNWORKS 2008 GOB			852.10	
08.429.361	ELECTRIC	4,492.63			
08.429.374	MAINT/REPAIR EQUIPMENT	1,935.24			
08.429.451	OUTSIDE LAB TESTING	719.56			
08.429.452	SLUDGE HAULING	1,364.58			
08.472.106	PENNWORKS INTEREST LN #99900048	113.25			
TOTALS FOR SEWER FUND		8,625.26	0.00	852.10	9,477.36

Total to be paid from Fund 08 SEWER FUND

9,477.36
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9,477.36