

**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

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

[WWW.COOLBAUGHTWP.ORG](http://WWW.COOLBAUGHTWP.ORG)

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**WORK SESSION AGENDA**

**March 19, 2024, 6:00PM**

1. Discussion on Mixed Uses Ordinance
2. Discussion on Cable Franchise Agreement
3. Public Input

**1**

**BOARD OF SUPERVISORS OF  
THE TOWNSHIP OF COOLBAUGH  
MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE COOLBAUGH TOWNSHIP ZONING  
ORDINANCE AT CHAPTER 400 OF THE CODE OF ORDINANCES OF  
COOLBAUGH TOWNSHIP BY ADDING A MIXED USE TO BE  
PERMITTED WITHIN CERTAIN ZONING DISTRICTS SUBJECT TO  
CERTAIN RESTRICTIONS AND PROVISIONS.**

**WHEREAS**, Coolbaugh Township has previously ordained and enacted an ordinance entitled the Coolbaugh Township Zoning Ordinance; and

**WHEREAS**, the Board of Supervisors of Coolbaugh Township believes that it is in the best interest of the Township and the residents of the Township to amend the Coolbaugh Township Zoning Ordinance by adding a mixed use development to be permitted within certain zoning districts subject to certain restrictions and requirements for such mixed use developments; and,

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that Chapter 400, Zoning, of the Coolbaugh Township Code of Ordinances is hereby amended as follows:

**ARTICLE I.**

Chapter 400, Zoning, of the Coolbaugh Township Code of Ordinances is hereby amended by adding a new Section 400-\_\_\_\_\_ to read as follows:

§400-\_\_\_\_\_.

Mixed Use Development. The development of a tract of land, building or structure designed to encourage a diversity of compatible land uses such as two or more residential and non-residential uses, provided such uses are permitted in the Zoning District wherein the subject property is located and also specifically provided for in Section \_\_\_\_\_ of this Chapter.

§400-\_\_\_\_\_.

A mixed use development shall only be permitted as a conditional use within the \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ Zoning Districts.

§400-\_\_\_\_\_.

A mixed use development is a development wherein the proposed structure and/or building shall contain a residential and non-residential use. The proposed building shall contain non-residential uses and/or residential amenity uses on the ground floor and multifamily residential dwelling uses on one or more upper levels. In a mixed use development building, commercial, office, and/or residential uses (i.e., garden apartments, apartments, condominiums) shall be permitted in a building on one lot. The permitted non-residential, commercial and office uses within a mixed use development shall be limited to the following:

- \_\_\_ Professional Office
- \_\_\_ Veterinary Clinic
- \_\_\_ Business Office
- \_\_\_ Day Care Center
- \_\_\_ Service Establishment
- \_\_\_ Tavern
- \_\_\_ Microbrewery
- \_\_\_ Restaurant, traditional
- \_\_\_ Office
- \_\_\_ Cultural Center
- \_\_\_ Exercise Club
- \_\_\_ Retail Business
- \_\_\_ ...Possible additional uses...

§400-\_\_\_\_. A mixed use development shall comply with the following requirements and provisions:

- A. Where residential uses are proposed, they shall be on the second and/or third floors of a mixed use development building if possible. Nonresidential uses shall be on the first and second floors only. Residential uses shall occupy at least 75 percent of the second floor of mixed use development buildings.
- B. Minimum Non-Residential Use Requirements. For each land development or subdivision or establishment for Use \_\_\_\_, Mixed Use Development, with an overall lot area greater than 3 acres, the following shall apply:

- (1) The first floor frontage of the building fronting on \_\_\_\_\_ roads shall be reserved for permitted non-residential uses or residential amenity uses. Permitted residential amenity uses may include a gym or similar uses customarily incidental to permitted residential uses.
  - (2) The first floor of buildings on \_\_\_\_\_ roads shall contain a minimum of 500 square feet of non-residential uses, exclusive of residential amenity uses, for every 10 residential units within the building.
  - (3) Parking spaces for all residential units shall be clearly designated and separate from the non-residential parking spaces. The parking spaces for the individual residential units shall be clearly numbered and reserved for the exclusive use of the residential unit occupants.
  - (4) *(Reserved for possible percentage requirements for non-residential and residential uses as part of mixed use development)*
- C. All permitted uses associated with a mixed use development shall be conducted within a completely enclosed building unless expressly authorized. This requirement does not apply to required parking or loading areas, automated teller machines or outdoor seating.
- D. Parking.
- (1) The parking requirements of the individual uses in Section \_\_\_\_\_ (\_\_\_\_\_) shall be satisfied.
  - (2) All off-street parking shall be located to the interior side of the buildings and take access to an interior driveway or alley where feasible and practical as determined by the township.
- E. The maximum building height of a mixed use development building shall be Forty-Five (45) feet.
- F. All mixed use development projects shall be served by a private or public off-site water supply and private or public off-site sewage disposal system.
- G. Minimum site area: Three (3) acres.
- H. Trash receptacles shall be located and landscaped so as to not create an intrusion upon adjacent properties. A trash storage area shall be screened from the street and adjacent properties by a solid fence or wall at least six feet in height and landscaping acceptable to the Township to prevent trash from blowing from the area and to serve as a visual screen for the trash area.
- I. The mixed use development shall be planned and designed as a single complex with an architectural theme that is acceptable to the Township. The architectural design of the

proposed building(s) shall be submitted to the Township Board of Supervisors and Planning Commission for review and approval as part of the conditional use and land development review process.

- J. The distance, at the closest point, between any two buildings or groups of units of attached buildings within a mixed use development shall not be less than fifty (50) feet.
- K. Only those non-residential uses listed within §\_\_\_\_\_ shall be allowed as part of a mixed use development.
- L. Minimum Setback Yards: Front, 50 feet; Side, 25 feet; Rear, 50 feet.
- M. Loading Zone: In the event the Township determines that there needs to be a designated loading zone for the proposed use(s), such a loading zone shall be designed in a manner acceptable to the Township to ensure public health, welfare and safety and shall not be located between the building/structure and any street.
- N. Accessory structures and/or uses shall not be permitted without specific approval from the Board of Supervisors as part of the Conditional Use approval.
- O. Patron access to the non-residential uses shall be via entrances with direct access from the sidewalk along the proposed building.
- P. *(Reserved for possible density, buffer, lot coverage and landscaping requirements.)*

## ARTICLE II. SEVERABILITY.

It is hereby declared to be the legislative intent that if a court of competent jurisdiction declares any provisions of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective. The Board of Supervisors hereby declares that it would have passed this Ordinance and each section or part thereof, other than any part declared invalid, if it had advance knowledge that any part would be declared invalid.

## ARTICLE III. REPEALER.

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

## ARTICLE IV. EFFECTIVE DATE.

This Ordinance shall become effective five (5) days after enactment.

**DULY ENACTED AND ORDAINED** this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, in lawful session duly assembled.

Board of Supervisors of Coolbaugh Township

By: \_\_\_\_\_  
William Weimer, Chairman

By: \_\_\_\_\_  
Joseph Rogan, Vice-Chairman

By: \_\_\_\_\_  
Clare Colgan, Supervisor

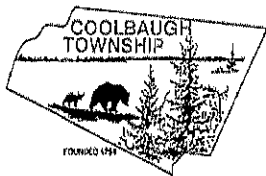
By: \_\_\_\_\_  
Alma I. Ruiz-Smith, Supervisor

By: \_\_\_\_\_  
Lynn Kelly, Supervisor

ATTEST:

\_\_\_\_\_  
Erin Masker, Township Secretary

[TOWNSHIP SEAL]



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**REGULAR MEETING AGENDA**

**March 19, 2024**

**Roll Call**

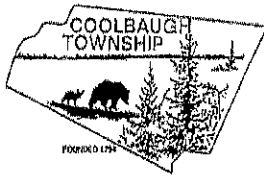
**BOARD OF SUPERVISORS**

\_\_\_\_ **B. Weimer** \_\_\_\_ **C. Rogan** \_\_\_\_ **A. Ruiz-Smith** \_\_\_\_ **C. Colgan** \_\_\_\_ **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.

1. Public input
2. Approval of minutes / notes:
  - February 5, 2024 Re-Org/ Regular Meeting Minutes
3. Monthly/Quarterly Reports
  - Pocono Mountain Regional Police Commission
  - Pocono Mountain Regional EMS
4. Codes and Zoning/ Short Term Rental Report
5. Clarius Partners Request for Reduction of Financial Security in the Amount of \$453,061.83 leaving a Balance Required in the amount of \$20,000.00 (2077 Corporate Center Drive, Tobyhanna)
6. Authorization to Hire Paul Grady for the Seasonal Parks Position
7. Adoption of Resolution #05-2024: Electricity Provider Auction
8. Authorization to Advertise Internship for a Record Clerk Position up to 15 weeks from May through August, up to 25 hours per week





## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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9. Authorize Sending the Proposed Ordinance for Logistics Centers to the Monroe County Planning Commission and the Township Planning Commission for Review
10. Authorization of Attendance to the to the Pennsylvania Municipal Planning Education Institute Course in Community Planning
11. Controller Report
12. Current obligations

• General Fund	\$ 140,641.50
• Escrow Fund	\$ 4,166.94
• Liquid Fuels Fund	\$ 76,112.00
• Sewer Fund	\$ 11,976.19
<b>Total Disbursements</b>	<b>\$ 232,896.63</b>
13. Business Manager Comments/Updates
14. Solicitor Armstrong Comments/Updates
15. Board of Supervisors Executive Sessions
16. Adjournment

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION MINUTES  
March 5, 2024**

The work session was called to order by Chairman William Weimer at 6:00pm in the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

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

**Board Members Absent:**

None

**Staff Present:**

Patrick Armstrong, Solicitor, Meredith Thompson, Business Manager, and Tomas Kean, Director of Codes and Zoning

**Staff Absent:**

Erin Masker, Township Secretary

**1. Discussion on Act 537 Plan- Dave Kavitski**

Dave Kavitski and Jinchun Chen from Atlas Engineering presented the revised Act 537 Plan including submission and implementation timelines to the Board of Supervisors. Ms. Kelly expressed environmental concerns regarding industrial users and the potential impact on stream quality, being advised that industrial waste must be pre-treated. D. Kavitski explained that pre-treatment requirements may be set by EPA advisory and Township ordinance. The Board of Supervisors requested Solicitor Armstrong review pre-treatment requirements with N. Haros. On-lot systems and spray irrigation alternatives for potential industrial development were reviewed. Ms. Kelly proposed using ARP funding for a Township-wide Act 537 study instead of the limited area of the special study. Ms. Ruiz-Smith stated the Board of Supervisors previously agreed to the limited Special Study. Mr. Weimer requested D. Kavitski to follow up with DEP for feedback and potential approval for a full Act 537 study.

- **Discussion:** Resident J. Miller asked which party is responsible for the expense of the project, being advised that potential developers are responsible for both the collection system and the spray irrigation alternatives.

**2. Discussion on Adopting the International Fire Code to Allow for Inspections**

Mr. Weimer discussed the requirement for the Township to adopt portions of the 2018 International Fire Code to allow for inspections of multi-family, commercial, and industrial properties. The Township will purchase copies of the 2018 IFC for review in preparation of the adoption.

**3. Follow Up on Possible Ordinance for Snow on Top of Tractor Trailers**

Mr. Weimer proposed the creation of a draft ordinance that would hold businesses responsible for tractor trailers leaving their properties with snow on top of the trailer. Solicitor Armstrong reviewed the current state statute requiring snow to be removed from vehicles and recommended that snow sweepers be included in land development agreements.

- **Discussion:** M. Peterson suggested that the Board of Supervisors review this provision during their discussion on the logistic center ordinance. J. Miller recommended the Township coordinate with the safety committees at distribution centers and warehouses in the Township

for enforcement. Mr. Weimer requested Solicitor Armstrong research creating an ordinance for vehicle snow removal requirements with enforcement similar to the snow shoveling ordinance.

**4. Public Comment**

None

Work Session ended at 7:27pm.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**March 5, 2024**

The meeting was called to order by Chairman Weimer at 7:33pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

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

**Board Members Absent:**

None

**Staff Present:**

Patrick Armstrong, Solicitor, Meredith Thompson, Business Manager, and Tomas Kean, Director of Codes and Zoning

**Staff Absent:**

Erin Masker, Township Secretary

**Announcements**

Mr. Weimer announced the following:

- 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 expressed concerns with pavement conditions on Main Street. Mr. Weimer advised he will be in touch with representatives at PennDOT.
- M. Peterson requested an update on the potential merger of East Penn Search and Rescue and Thornhurst Volunteer Fire Company. Ms. Rogan stated that the merger was not proceeding, per Thornhurst's response.
- M. Wood asked if a burn ban is in effect for the Township and was advised that there is not one in place. M. Wood and M. Schlegel informed the Board of concerns with illegal burning in the Township.

**2. Approval of minutes / notes:**

- February 20, 2024- Regular Meeting Minutes

*Ms. Rogan made a motion second by Ms. Colgan to approve the minutes of the February 20, 2024 meeting as presented.*

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

**3. Holding Tank Agreement for the Property Located at 368 Stillwater Drive, Pocono Summit, PA; Property Owner(s): Timothy & Heather Crabb**

Heather and Timothy Crabb were present to discuss their request for the installation of two two-thousand gallon holding tanks as a repair solution for the failing on-lot sewage disposal system. They have also requested an evaluation from DEP of a small flow treatment facility and are awaiting a response. The holding tank agreement will provide a temporary solution to be able to convert the property to a long-term rental or place it for sale. The property owners expressed their understanding that short-term rentals may not be

operated on parcels with holding tanks.

*Mr. Weimer made a motion second by Ms. Kelly to authorize conditional approval of a holding tank agreement per the conditions of the 01/17/2024 letter provided by the Township SEO, including provisions that the property may not operate as a short-term rental with a holding tank in place, and with considerations for future technology for alternative systems.*

- **Discussion:** The Board discussed potential alternative systems, community systems, and Stillwater Estates POA's restrictions and enforcement regarding short-term rental properties. Solicitor Armstrong recommended a four-year duration for the agreement terms. M. Peterson asked why two tanks are necessary as opposed to one. The property owners advised that two tanks reduce both the risk of overflow and the frequency of pumping.
- **Vote:** 4-0-1, motion passes. (Supervisor Colgan abstained)

**4. On-Lot Septic Maintenance Agreement for 2187 North Estates Drive, Pocono Summit; Property Owner(s): Isaac Klein**

Isaac Klein was present to discuss his request for an on-lot septic maintenance agreement for the existing system on his property. The property owner had previously requested a holding tank agreement but has found a solution, in collaboration with his engineer and the Township SEO, to use the existing system. Ms. Kelly confirmed that the design is a septic system and asked why it was before the Board. Solicitor Armstrong explained that it is a septic system, but with an operation and maintenance agreement, and recommended Board approval. Ms. Ruiz-Smith confirmed that the SEO has the ability to inspect the system within the terms of the agreement.

*Ms. Ruiz-Smith made a motion second by Ms. Rogan to accept the on-lot septic maintenance agreement as prepared by the Township SEO for the property located at 2187 North Estates Drive.*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Supervisor Colgan abstained)

**5. Approval of Minor Subdivision Joining Lots 38 & 39, Block A-2001, Section 20, Arrowhead Lake, Property Owner(s) Ruby M. Reyes & Edwin Orta**

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve the minor subdivision joining lots 38 & 39, Block A-2001, Section 20, Arrowhead Lake, Property Owner(s) Ruby M. Reyes & Edwin Orta.*

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

**6. Conditional Approval of Minor Subdivision Joining Lots 55 & 57A, Block A-2102, Section 21, Arrowhead North, Property Owner(s): Robert Charles and Robin Lee Brooks, Conditioned on the submission of a Revised Draft Joinder Deed**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the minor subdivision joining lots 55 & 57A, Block A-2102, Section 21, Arrowhead North, Property Owner(s): Robert Charles and Robin Lee Brooks, Conditioned on the submission of a Revised Draft Joinder Deed.*

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

**7. Authorize Advertisement for Seasonal Parks Employment**

*Mr. Weimer made a motion second by Ms. Colgan to authorize advertisement for the seasonal parks position.*

- **Discussion:** Ms. Colgan asked if the Township would be reaching out to last year's employee. M. Thompson advised that the former employee had already applied and was in the pre-screening process and that there are two positions in the 2024 budget.
- **Vote:** All in favor, motion passes.

**8. Current Obligations**

• General Fund	\$ 507,844.55
• Escrow Fund	\$ 7,097.94
• Sewer Fund	<u>\$ 19,577.98</u>
<b>Total Disbursements</b>	<b>\$ 534,520.47</b>

*Ms. Rogan made a motion second by Ms. Colgan to pay the current obligations in the amount of \$534,520.47.*

- **Discussion:** M. Peterson asked for a timeline on the repayment terms of the library tax advancement. M. Thompson explained that the advancement would be repaid monthly beginning in June in equal increments of the disbursement. M. Peterson also asked about the WWTP forward flow pump purchase being paid from the sewer fund, instead of ARP funding. Mr. Weimer explained that the ARP funding was being allocated to specific budgeted items.
- **Vote:** All in favor, motion passes.

**9. Business Manager Comments/Updates**

M. Thompson informed the Board that the Monroe County Waste Authority was conducting litter clean ups in the municipality in conjunction with community service group and had received an update that 84 bags of trash were collected on Hemlock Drive. The administration office is also working to coordinate a cleanup with PMI and the Waste Authority for the area of Industrial Park Drive. M. Thompson updated the Board on the Rt. 196 Safety Study and informed them that a site visit would be conducted in the next few weeks with Township representatives and the PennDOT 3<sup>rd</sup> party contractors performing the study. Ms. Ruiz-Smith asked about the findings of the safety study conducted by PMRPD at the administrative offices. Mr. Weimer stated the findings would be discussed with the Safety Committee. M. Thompson requested an executive session after the meeting for Personnel.

**10. Solicitor Armstrong Comments/Updates**

Solicitor Armstrong informed the Board that he had completed the Open Records Request to the Monroe County Control Center for 911 recordings as discussed at the last public meeting and was waiting for a response. Mr. Weimer asked Solicitor Armstrong to research the inclusion of sound/noise barriers in the SALDO.

**11. Board of Supervisors Executive Sessions**

- Tuesday, March 5, 2024 from 8:33pm – 8:40pm – Personnel

**12. Adjournment**

*Ms. Rogan made a motion second by Ms. Colgan adjourn at 8:25pm.*

**NEXT BOARD WORK SESSION / MEETINGS:**

At the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna PA 18466

- Work Session Friday, March 15, 2024 at 5:00pm
- Work Session/ Business Meeting Tuesday, March 19, 2024 at 6:00pm

Submitted by: \_\_\_\_\_  
Meredith Thompson, Business Manager

Witnessed by: \_\_\_\_\_  
William Weimer, Chairman

Date: \_\_\_\_\_



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2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
COOLBAUGH TOWNSHIP

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
<b>Total Calls</b>	373	356											729	374	796
<i>Complaints</i>	344	340											684	352	740
<i>Accidents</i>	29	16											45	22	56
<b>Criminal Arrests</b>	17	22											39	30	55
<b>Traffic Arrests</b>	53	74											127	42	82
<b>Vehicle Code Warnings</b>	44	52											96	47	91
<b>Ordinance Arrests</b>	4	1											5	0	4

Hours Breakdown													
<b>Patrol</b>	1128.07	996.01											2124.08
<b>Investigation</b>	508.92	541.55											1050.47
<b>Paperwork</b>	111.10	115.30											226.40
<b>Vascar</b>	0.75	0.00											0.75
<b>Court</b>	52.27	32.80											85.07
<b>Assigned</b>	955.56	802.19											1757.75

Hours Actual vs Purchased													
<b>Total Actual Time</b>	2756.67	2487.85											5244.52
<b>Hours Purchased</b>	2664.59	2406.65											5071.24
<b>Hours Over/Under</b>	92.08	81.20											173.28

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	-135.99												
<b>Current O/U</b>	-43.91	37.29											

Percentage of Hours													
<b>% Actual</b>	39.01%	38.98%											
<b>% Purchased</b>	37.71%	37.71%											
<b>% Over/Under</b>	1.30%	1.27%											



2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TOTAL ENFORCEMENT														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
<b>Total Calls</b>	<b>1005</b>	<b>904</b>											<b>1909</b>	<b>925</b>	<b>1995</b>
<i>Complaints</i>	915	841											1756	856	1822
<i>Accidents</i>	90	63											153	69	173
<b>Criminal Arrests</b>	<b>61</b>	<b>72</b>											<b>133</b>	<b>83</b>	<b>179</b>
<b>Traffic Arrests</b>	<b>151</b>	<b>166</b>											<b>317</b>	<b>109</b>	<b>218</b>
<b>Vehicle Code Warnings</b>	<b>144</b>	<b>185</b>											<b>329</b>	<b>153</b>	<b>282</b>
<b>Ordinance Arrests</b>	<b>7</b>	<b>9</b>											<b>16</b>	<b>4</b>	<b>16</b>

Total Hours													
<b>Patrol</b>	2637.74	2599.12											<b>5236.86</b>
<b>Investigation</b>	1413.26	1205.85											<b>2619.11</b>
<b>Paperwork</b>	279.02	318.60											<b>597.62</b>
<b>Vascar</b>	0.75	0.00											<b>0.75</b>
<b>Court</b>	201.27	131.17											<b>332.44</b>
<b>Assigned</b>	2533.96	2127.26											<b>4661.22</b>
<b>Total Actual Time</b>	<b>7066.00</b>	<b>6382.00</b>											<b>13448.00</b>

Assigned Time													
<b>Training</b>	920.75	686.02											<b>1606.77</b>
<b>Assists</b>	0.87	15.70											<b>16.57</b>
<b>Admin</b>	1612.34	1425.54											<b>3037.88</b>
<b>Total</b>	<b>2533.96</b>	<b>2127.26</b>											<b>4661.22</b>

ACTIVITY OUTSIDE JURISDICTION (Included In Totals Above)															
<b>Calls Outside our Jurisdiction</b>	<b>2</b>	<b>4</b>											<b>6</b>		
<b>Arrests Outside our Jurisdiction</b>	<b>0</b>	<b>0</b>											<b>0</b>	<b>0</b>	<b>0</b>



2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TOBYHANNA TOWNSHIP

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
<b>Total Calls</b>	<b>239</b>	<b>216</b>											<b>455</b>	<b>215</b>	<b>484</b>
Complaints	215	199											414	198	432
Accidents	24	17											41	17	52
<b>Criminal Arrests</b>	<b>13</b>	<b>9</b>											<b>22</b>	<b>19</b>	<b>38</b>
<b>Traffic Arrests</b>	<b>35</b>	<b>38</b>											<b>73</b>	<b>37</b>	<b>74</b>
<b>Vehicle Code Warnings</b>	<b>45</b>	<b>73</b>											<b>118</b>	<b>32</b>	<b>60</b>
<b>Ordinance Arrests</b>	<b>0</b>	<b>3</b>											<b>3</b>	<b>0</b>	<b>2</b>

Hours Breakdown													
<b>Patrol</b>	1018.65	1090.65											<b>2109.30</b>
<b>Investigation</b>	331.12	183.60											<b>514.72</b>
<b>Paperwork</b>	69.67	84.66											<b>154.33</b>
<b>Vascar</b>	0.00	0.00											<b>0.00</b>
<b>Court</b>	19.33	24.37											<b>43.70</b>
<b>Assigned</b>	776.66	652.01											<b>1428.67</b>

Hours Actual vs Purchased													
<b>Total Actual Time</b>	2215.43	2035.29											<b>4250.72</b>
<b>Hours Purchased</b>	2165.73	1956.08											<b>4121.81</b>
<b>Hours Over/Under</b>	49.70	79.21											<b>128.91</b>

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	88.34												
<b>Current O/U</b>	138.04	217.25											

Percentage of Hours													
<b>% Actual</b>	31.35%	31.89%											
<b>% Purchased</b>	30.65%	30.65%											
<b>% Over/Under</b>	0.70%	1.24%											



2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
MOUNT POCONO BOROUGH

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
<b>Total Calls</b>	183	139											322	150	312
<i>Complaints</i>	169	125											294	131	270
<i>Accidents</i>	14	14											28	19	42
<b>Criminal Arrests</b>	25	30											55	23	64
<b>Traffic Arrests</b>	46	30											76	26	52
<b>Vehicle Code Warnings</b>	33	26											59	62	111
<b>Ordinance Arrests</b>	3	5											8	4	10

Hours Breakdown													
<b>Patrol</b>	91.55	95.48											187.03
<b>Investigation</b>	261.52	189.03											450.55
<b>Paperwork</b>	54.08	76.42											130.50
<b>Vascar</b>	0.00	0.00											0.00
<b>Court</b>	104.42	41.25											145.67
<b>Assigned</b>	318.01	266.97											584.98

Hours Actual vs Purchased													
<b>Total Actual Time</b>	829.58	669.15											1498.73
<b>Hours Purchased</b>	886.78	800.94											1687.72
<b>Hours Over/Under</b>	-57.20	-131.79											-188.99

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	79.52												
<b>Current O/U</b>	22.32	-109.47											

Percentage of Hours													
<b>% Actual</b>	11.74%	10.48%											
<b>% Purchased</b>	12.55%	12.55%											
<b>% Over/Under</b>	-0.81%	-2.07%											



2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
TUNKHANNOCK TOWNSHIP

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
<b>Total Calls</b>	131	117											248	132	274
<i>Complaints</i>	121	109											230	125	258
<i>Accidents</i>	10	8											18	7	16
<b>Criminal Arrests</b>	3	9											12	8	15
<b>Traffic Arrests</b>	10	12											22	2	3
<b>Vehicle Code Warnings</b>	16	24											40	6	7
<b>Ordinance Arrests</b>	0	0											0	0	0

Hours Breakdown													
<b>Patrol</b>	165.00	196.52											361.52
<b>Investigation</b>	165.18	173.37											338.55
<b>Paperwork</b>	21.27	33.00											54.27
<b>Vascar</b>	0.00	0.00											0.00
<b>Court</b>	10.75	11.97											22.72
<b>Assigned</b>	276.46	232.08											508.54

Hours Actual vs Purchased													
<b>Total Actual Time</b>	638.66	646.94											1285.60
<b>Hours Purchased</b>	770.90	696.28											1467.18
<b>Hours Over/Under</b>	-132.24	-49.34											-181.58

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	109.09												
<b>Current O/U</b>	-23.15	-72.49											

Percentage of Hours													
<b>% Actual</b>	9.04%	10.14%											
<b>% Purchased</b>	10.91%	10.91%											
<b>% Over/Under</b>	-1.87%	-0.77%											



2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

BARRETT TOWNSHIP

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
<b>Total Calls</b>	<b>77</b>	<b>72</b>											<b>149</b>	<b>54</b>	<b>166</b>
Complaints	65	65											130	50	122
Accidents	12	7											19	4	7
<b>Criminal Arrests</b>	<b>3</b>	<b>2</b>											<b>5</b>	<b>3</b>	<b>7</b>
<b>Traffic Arrests</b>	<b>7</b>	<b>12</b>											<b>19</b>	<b>2</b>	<b>7</b>
<b>Vehicle Code Warnings</b>	<b>6</b>	<b>10</b>											<b>16</b>	<b>6</b>	<b>13</b>
<b>Ordinance Arrests</b>	<b>0</b>	<b>0</b>											<b>0</b>	<b>0</b>	<b>0</b>

Hours Breakdown													
<b>Patrol</b>	234.47	220.46											<b>454.93</b>
<b>Investigation</b>	146.52	118.30											<b>264.82</b>
<b>Paperwork</b>	22.90	9.22											<b>32.12</b>
<b>Vascar</b>	0.00	0.00											<b>0.00</b>
<b>Court</b>	14.50	20.78											<b>35.28</b>
<b>Assigned</b>	207.28	174.01											<b>381.29</b>

Hours Actual vs Purchased													
<b>Total Actual Time</b>	625.67	542.77											<b>1168.44</b>
<b>Hours Purchased</b>	578.00	522.05											<b>1100.05</b>
<b>Hours Over/Under</b>	47.67	20.72											<b>68.39</b>

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	-141.01												
<b>Current O/U</b>	-93.34	-72.62											

Percentage of Hours													
<b>% Actual</b>	8.85%	8.50%											
<b>% Purchased</b>	8.18%	8.18%											
<b>% Over/Under</b>	0.67%	0.32%											

**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT**

	ASSISTS													2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
<b>Ambulance Assists</b>	25	15											40	14	37
<b>Fire Assists</b>	6	4											10	3	8
<b>Assist to other Agencies</b>	16	16	0	0	0	0	0	0	0	0	0	0	32	4	23
Kidder Twp PD	1	1													
Belfast PD		1													
Carlise PD		1													
Fairlawn PD		1													
Greenwich PD		1													
Gwynedd Twp PD		1													
Rice Twp PD		1													
Schuylkill Haven PSP		1													
Scranton PD		1													
Stoughton PD		1													
Monroe County Sheriff	3	3													
Pocono Twp PD	2	3													



FEBRUARY 2024

1		2	3	4	5	6
Classification of Offenses <b>PART I OFFENSES</b>		Offenses Reported or known to police (include unfounded and attempted)	Unfounded, i.e. False or Baseless Complaints	Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	Number of Clearances Involving only Persons under 18
<b>01. CRIMINAL HOMICIDE</b>		1	-	1	1	-
A. Murder and Nonnegligent Manslaughter	11	1	-	1	1	-
B. Manslaughter by Negligence	12	-	-	-	-	-
<b>02. FORCIBLE RAPE Total</b>	20	1	-	1	1	-
A. Rape by Force	21	1	-	1	1	-
B. Assault to Rape-Attempts	22	-	-	-	-	-
<b>03. ROBBERY Total</b>	30	-	-	-	-	-
A. Firearm	31	-	-	-	-	-
B. Knife or cutting instrument	32	-	-	-	-	-
C. Other Dangerous Weapon	33	-	-	-	-	-
D. Strong Arm(hands, feet, etc.)	34	-	-	-	-	-
<b>04. ASSAULT Total</b>	40	14	-	14	10	-
A. Firearm	41	-	-	-	-	-
B. Knife or cutting instrument	42	-	-	-	-	-
C. Other Dangerous Weapon	43	-	-	-	-	-
D. Hands, fist, feet, etc.	44	4	-	4	3	-
E. Other Assaults-Not aggravated	45	10	-	10	7	-
<b>05. BURGLARY Total</b>	50	2	-	2	-	-
A. Forcible Entry	51	-	-	-	-	-
B. Unlawful Entry-No force	52	-	-	-	-	-
C. Attempted forcible entry	53	2	-	2	-	-
<b>06. LARCENY - 'THEFT'</b> (except motor vehicle theft)	60	19	2	17	15	-
<b>07. MOTOR VEHICLE THEFT</b>	70	-	-	-	-	-
<b>Total</b>		-	-	-	-	-
A. Autos	71	-	-	-	-	-
B. Trucks and Buses	72	-	-	-	-	-
C. Other Vehciles	73	-	-	-	-	-
<b>09. ARSON</b>	90	-	-	-	-	-
<b>TOTAL PART I OFFENSES</b>	77	37	2	35	27	-

1 Classification of Offenses <b>PART II OFFENSES</b>	2 Offenses Reported or known to police (include unfounded and attempted)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	5 Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	6 Number of Clearances Involving only Persons under 18
100. Forgery and Counterfeiting	1		1		
110. Fraud	21	1	20		
120. Embezzlement			-		
130. Stolen Prop., Rec., Possess., Buying			-		
140. Vandalism	4	1	3		
150. Weapons, Carrying, Possess, etc.			-	1	1
160. Prostitution and Commercialized Vice			-		
170. Sex Offenses (except 02 and 160)	6		6	1	
180. Drug Abuse Violations Total	6	-	6	6	
Sale/mfg. 18A. Opium-Cocaine			-		
18B. Marijuana			-		
18C. Synthetic			-		
18D. Other			-		
Possession 18E. Opium-Cocaine	1		1	1	
18 F. Marijuana	5		5	4	
18G. Synthetic			-		-
18H. Other			-	1	
190. Gambling Total	-	-	-	-	-
19A. Book Making			-		
19B. Numbers, Etc.			-		
19C. Other			-		
200. Offenses Against Family & Children	5	2	3	3	
210. Driving Under the Influence	10		10	8	-
220. Liquor Laws			-		
230. Drunkenness	1		1	2	
240. Disorderly Conduct	48	1	47	33	8
250. Vagrancy			-		
260. All Other Offenses (except traffic)	36	2	34	23	1
<b>TOTAL PART II OFFENSES</b>	<b>138</b>	<b>7</b>	<b>131</b>	<b>77</b>	<b>10</b>

**Pocono Mountain Regional Police UCR Crime Stats**  
**February 2024**

	DEPART TOTAL	TOBY	TUNK	BORO	COOL	BAR	OUT	SRO
Homicide	1	0	0	0	1	0	0	0
Rape	1	0	0	0	1	0	0	0
Robbery	0	0	0	0	0	0	0	0
Assaults	11	2	2	1	5	1	0	3
Burglary	2	0	1	0	1	0	0	0
Larceny - Thefts	19	2	0	13	4	0	0	0
Stolen Vehicles	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Forgery	1	0	0	0	1	0	0	0
Fraud	20	3	2	3	12	0	0	1
Embezzlement	0	0	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0	0	0
Vandalism	4	0	0	1	3	0	0	0
Weapons	0	0	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0
Sex Offenses	6	4	0	0	2	0	0	0
Drug Violations	5	1	0	2	2	0	0	1
Gambling	0	0	0	0	0	0	0	0
Offenses Family	3	2	0	0	1	0	0	2
DUI	10	2	2	5	1	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0
Drunkenness	1	0	0	1	0	0	0	0
Disorderly Conducts	32	7	4	8	12	1	0	16
All Others	30	7	6	3	13	1	0	6
UCR TOTALS	146	30	17	37	59	3	0	29

Domestics	54	9	12	8	20	5	0	0
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**MOUNT POCONO BOROUGH**  
**Larceny - Thefts Breakdown 2024**

	<b>TOTAL</b>	<b>RESIDENTIAL</b>	<b>COMMERCIAL</b>
January	23	3	20
February	13	0	13
March	0		
April	0		
May	0		
June	0		
July	0		
August	0		
September	0		
October	0		
November	0		
December	0		
2024 Total	36	3	33



## Pocono Mountain Regional Emergency Medical Services

**“Excellence, Honor, and Compassion”**

Coolbaugh Township EMS Activity		February 2024		
Total Coolbaugh Calls February 2024: 220		Total PMREMS Calls February 204: 497		
Total Coolbaugh Calls QTD: 488		Total PMREMS Calls QTD: 1124		
Total Coolbaugh Calls YTD: 488		Total PMREMS Calls YTD: 1124		
		December	January	February
Non-Emergency Transports		67	84	53
Calls Lost to Mutual aid		25	28	21
Calls Picked Up from Mutual Aid		28	21	25

<b>Coolbaugh Twp. Vol. Fire Co.</b>	<b>February 2024</b>
<b>Total Calls for the Month: 32</b>	<b>Total Calls YTD: 94</b>
Dispatched in Coolbaugh for the Month: 32	Dispatched in Coolbaugh YTD: 93
Dispatched Mutual Aid for the Month: 0	Dispatched Mutual Aid YTD: 1
<b>Total Incident Hours: 96.64</b>	<b>Total Man Hours (Calls) YTD: 292.97</b>
<b>Total Training Hours: 444.50</b>	<b>Training Hours YTD: 1,071.87</b>
<b>Total Man Hours Business: 102.75</b>	<b>Total Man Hours Business YTD: 157.50</b>
<b>Total Hours for Month: 643.89</b>	<b>Total Hours YTD: 1,522.34</b>
<b><u>Monthly Call Breakdown</u></b>	
<b><u>Call Type</u></b>	<b><u>Call Total</u></b>
Automatic Fire / CO Alarm	10
Lift Assist / EMS Assist / MedEvac	2
Odor / Smoke Investigation	0
Hazmat / Carbon Monoxide	3
Motor Vehicle Crash	9
Motor Vehicle Crash w/ Entrapment	1
Residential Structure Fire	0
Commercial Structure Fire	0
Vehicle Fire	1
Vegetation / Brush Fire	0
Other Type of Fire	0
Traffic Control Only	0
Wires Down / Tree on Wires / Tree Across Road	2
Mutual Aid to Other Municipality	0
Search / Water / Tech Rescue	1
Special Type of Incident / All Other (see below)	3
<i>Non-Emergent Complaints</i>	
<b>Total Calls for Month</b>	<b>32</b>

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Fire Company: **Gouldsboro Vol Fire Co**

Month: February 2024

**Total Monthly Calls: 14**

**Total Calls YTD: 25**

Total dispatched in Coolbaugh MTD: 5

Total dispatched in Coolbaugh YTD: 7

**Total Mutual Aid Calls to Other Townships: 1**

Total Man Hours (Calls) Month: 46.75

Total Man Hours (Calls) YTD: 65.25

Training Hours Month: 110

Training Hours YTD: 178

Total Man Hours Business Month: 704

Total Man Hours Business YTD: 1349

Total Hours MTD: 860.75

Total Hours YTD: 1592.25

**Monthly Call Breakdown Report**

<b>Call Type</b>	<b># per Month</b>
Automatic Alarm	1
Dwelling Fire	1
Fire, other	
Extrication	
Hazmat	
Lift Assist/EMS Assist/ Medivac Landing	
Mutual Aide	1
CO Alarm/Investigation	1
Odor Investigation - remove smoke	3
Structure (Commercial) Fire	
Traffic Control Only	
Vegetation (Brush) Fire	
Vehicle Accident	2
Vehicle Fire	
Wires Down/ Tree on Wires/ Tree Across Road	5
Special Type of incident	
<b>Total Calls per Month</b>	<b>14</b>

Average #firefighters per call: 5

Please submit monthly call reports via mail, email or fax:

Coolbaugh Township Municipal Building

Attn: Erin Masker

5520 Municipal Drive

Tobyhanna, PA 18466

Email: [emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org)

Fax: 570-894-8413

Monthly report due by the Wednesday before the meeting.

**Total Montly Calls: 33****Total Calls YTD: 83****Total Mutual Aid Calls to Other Townships:****Month: 6****YTD: 22****Coolbaugh: 3****13****Mt. Pocono: 0****2****Jackson: 0****1****Pocono Twp: 0****1****Tunkhannock: 3****5****Total Man Hours (Calls) Month: 130****Total Man Hours (Calls) YTD: 288****Training Hours Month: 180****Training Hours YTD: 336****Total Man Hours Business Month: 198****Total Man Hours Business YTD: 366****Total Hours MTD: 508****Total Hours YTD: 990****Monthly Call Breakdown Report**

<b>Call Type</b>	<b># per Month</b>
Automatic Alarm	9
Dwelling Fire	0
Fire, other	3
Extrication	0
Hazmat	0
Lift Assist/EMS Assist/ Medivac Landing	0
Severe Weather	0
Odor Investigation - remove smoke	1
Structure (Commercial) Fire	0
Traffic Control Only	0
Vegetation (Brush) Fire	0
Vehicle Accident	4
Vehicle Fire	3
Wires Down/ Tree on Wires/ Tree Across Road	3
Special Type of incident	10
<b>Total Calls per Month</b>	<b>33</b>
<b>Average #firefighters per call</b>	<b>13</b>



## Pocono Mt Public Library 2024 Monthly Report

2024	Visits by Gate Count	Total Circs Lib Materials	New Cards	Computer Use	Public Wi-Fi	Patron Help & Reference Questions	Social Interactions	All printing Wi-Fi, Email, Mobile & Fax	Essential Docs
Jan	1,097	1,356	12	70	1,006	455	160	201	21
Feb	1,305	1,243	27	119	828	639	177	302	24
March									
April									
May									
June									
July									
Aug									
Sept									
Oct									
Nov									
Dec									
<b>TOTAL</b>	<b>2,402</b>	<b>2,599</b>	<b>39</b>	<b>189</b>	<b>1,834</b>	<b>1,094</b>	<b>337</b>	<b>503</b>	<b>45</b>

## Pocono Mt Public Library 2023 Monthly Report

2023	Visits by Gate Count	Total Circs Lib Materials	New Cards	Computer Use	Public Wi-Fi	Patron Help & Reference Questions	Social Interactions	All printing Wi-Fi, Email, Mobile & Fax	Essential Docs
Jan	1,102	1,214	31	92	846	509	150	225	19
Feb	1,252	1,394	17	99	1,008	518	158	207	12
March	1,356	1,350	15	122	1,351	566	163	281	25
April	1,461	1,101	29	137	1,014	588	131	292	8
May	1,980	1,238	14	117	974	585	165	291	2
June	1,841	1,575	37	129	1,155	695	186	258	22
July	1,983	1,967	29	120	817	650	161	245	1
Aug	2,070	2,035	21	127	1,267	795	186	310	20
Sept	1,712	1,784	36	107	1,819	584	231	294	12
Oct	1,614	1,692	25	118	1,249	580	165	247	13
Nov	1,897	1,402	23	127	1,208	613	157	329	9
Dec	1,371	1,295	13	84	1,307	470	129	170	11
<b>TOTAL</b>	<b>19,639</b>	<b>18,047</b>	<b>290</b>	<b>1,379</b>	<b>14,015</b>	<b>7,153</b>	<b>1,982</b>	<b>3,149</b>	<b>154</b>







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**4**



## COOLBAUGH TOWNSHIP Codes & Zoning Department

5520 Municipal Drive, Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
[www.coolbaughtwp.org](http://www.coolbaughtwp.org)

3/14/2024

Erin

### **Codes and Zoning Report for BOS Meeting March 19th, 2024. All totals are year to date.**

Zoning Permit Applications:	161
Alarm Permit Applications:	32
Sewage Permit Applications	14
Open Property Violations:	51
Open Zoning Violations:	81
Open Alarm Violations:	111
Open Littering Violations:	0
Open Nuisance Violations:	32
Open Sewage Violations:	45
Open Right of Way Violations	2
Open Fireworks Violations	0
SMO Pumping Reports Received	63
SMO Pumping Permits Expired	880

STR Permit Applications Processed	205
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Active	Pending	Revoked	Expired	Total
1139	219	7	52	1419

Sincerely

*Tomas Keane*

Director of Codes & Zoning

**7**

**Coolbaugh Township  
Monroe County Pennsylvania  
Resolution 05-2024**

A RESOLUTION OF Coolbaugh Township AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

March 19, 2024

WHEREAS, the Coolbaugh Township has determined to move forward with the EMEX Reverse Auction in order procure electricity for the Coolbaugh Township and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

FURTHER RESOLVED, that the Business Manager of the Coolbaugh Township is hereby authorized to execute on behalf of the Coolbaugh Township any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction provided that one or more of the following conditions are met:

- 1) The price for a term contract of no more than 12 months is less than \$0.08060/kWh or less than \$0.08060/kWh
- 2) The price for a term contract of no more than 24 months is less than \$0.08320/kWh or less than \$0.08320/kWh
- 3) The price for a term contract of no more than 36 months is less than \$0.08480/kWh or less than \$0.08480/kWh; or
- 4) The price for a term contract of no more than 48 months is less than \$0.08550/kWh or less than \$0.08550/kWh.

**SO RESOLVED**, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

\_\_\_\_\_  
William Weimer, Chairman

**ATTEST:**

\_\_\_\_\_  
Joseph Rogan, Vice-Chair

\_\_\_\_\_  
Erin Masker, Township Secretary

\_\_\_\_\_  
Clare Colgan, Supervisor

\_\_\_\_\_  
Alma I. Ruiz-Smith, Supervisor

\_\_\_\_\_  
Lynn Kelly, Supervisor

8



# COOLBAUGH TOWNSHIP

**Job title: RECORD CLERK INTERN**

**Work Location: COOLBAUGH TOWNSHIP**

**Division/Department: ADMINISTRATION**

**Reports to: BUSINESS MANAGER**

☐ Full-time

☒ Part-time

☒ Seasonal

☐ Exempt

☒ Nonexempt

☐ Nonexempt/Bargaining

**Overview:** The Record Clerk Intern assists in the establishment and maintenance of hard copy and computer filing and record-keeping systems of all active and stored documents and files for the municipality. The internship term is up to 15 weeks, May through August, up to 25 hours per week.

**Essential Duties and Responsibilities:**

- Digitizes, uploads, and attaches electronic files to the corresponding properties within the Township's parcel management software.
- Organizes and stores hard copies of Township documents and records per Township filing systems.
- Prepares a recommendation list of files to be purged in accordance with the Township Record Retention Policy and Pennsylvania Historical and Museum Commission Bureau of the PA State Archives.
- Attendance may be required at Board of Supervisors meetings.
- Assists other administrative staff during absences as required.
- Performs other related duties as required.

**Education, Skill and/or Work Experience Requirements:**

- Currently enrolled as an undergraduate or graduate student.
- Familiarity or strong interest with local government.
- Ability to learn and apply Township policies and procedures.
- Ability to convert documents to electronic formats.
- Ability to navigate proprietary software with training.
- Strong organizational skills related to document management.
- Proficiency in Microsoft Office and Adobe PDF programs.

**Physical Requirements:**

- Utilizes various office equipment such as personal computer, scanner/printer, fax machine, photocopier, and other equipment as necessary to perform daily duties.
- Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds), and ascending and descending multiple levels of stairs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to perform the essential job functions consistently, safely, and successfully with the ADA, FMLA and other federal, state, and local standards.

*This job description is not intended to be an exhaustive list of all possible duties, responsibilities or qualifications associated with this job.*

**Print Employee Name:**

**Employee signature:**

**Date:**

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## COOLBAUGH TOWNSHIP Board of Supervisors

5520 Municipal Drive, Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
[www.coolbaughtwp.org](http://www.coolbaughtwp.org)

### FINANCIAL REPORT - BOARD OF SUPERVISORS

#### MACRH 19, 2024 BOARD MEETING

AS OF FEBRUARY 29, 2024

#### Revenue

2024 General Fund Budget = \$9,132,425

ITEM	AMOUNT	% BUDGET LINE
Real Estate Taxes (Current & Delinquent)	\$ 100,280	2%
Earned Income Tax	419,225	21%
Real Estate Transfer Tax	124,401	13%
LST	100,654	43%
Licenses & Permits	60,681	17%
Rents	5,769	16%
Zoning Fees	25,518	27%
Fines & Forfeits	14,250	53%
Building Code Fees	2,510	5%
Grant Proceeds	-	0%
All other sources	48,945	5%
<b>Total Revenue</b>	<b>\$ 902,233</b>	

#### Expense

2024 General Fund Budget = \$9,132,425

ITEM	AMOUNT	% BUDGET LINE
Pocono Mountain Regional Police Dept.	\$ 514,729	17%
Salaries	198,766	13%
Capital Purchases	7,154	1%
Employee Benefits	144,480	15%
Fire	4,122	1%
Interfund Transfers	70,656	11%
Contracted Services	12,969	5%
Road Materials	56,634	33%
Pocono Mountain EMS	20,000	20%
Insurance	39,372	20%
Vehicle Repair & Maintenance	10,059	11%
Fuel	16,095	16%
Legal Fees	7,718	8%
Utilities	13,209	16%
Engineering	2,084	2%
Control Center	18,896	50%
All other sources	43,636	8%
<b>Total Expense</b>	<b>\$ 1,180,578</b>	

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**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
MARCH 19,2024**

DATE	CK #	DESCRIPTION	AMOUNT
3/5/2024		Payroll Transfer	\$ 48,000.00
3/19/2024		General Fund	\$ 92,641.50
3/19/2024		<b>Total General Fund</b>	<b>\$ 140,641.50</b>
3/19/2024		Escrow Fund	\$ 4,166.94
3/19/2024		<b>Total Escrow Fund</b>	<b>\$ 4,166.94</b>
3/19/2024		Liquid Fuels	\$ 76,112.00
3/19/2024		<b>Total Liquid Fuels</b>	<b>\$ 76,112.00</b>
3/19/2024		Sewer Fund	\$ 11,976.19
3/19/2024		<b>Total Sewer Fuels</b>	<b>\$ 11,976.19</b>
		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 232,896.63</b>

**CASH TRIAL BALANCE AS OF MARCH 19 ,2024**

General Fund Checking	\$ 6,199,707.71
Fire Tax/Coolbaugh Twp VFD	109,937.67
Fire Tax- Volunteer Fire Departments	80.98
Fire Tax- Coolbaugh Fire Building Fund	666,020.68
EMS	11,198.70
American Rescue Plan	2,071,068.63
Payroll Checking	558.96
Rainy Day Fund Savings	969,582.64
<b>Total General Fund</b>	<b>\$10,028,155.97</b>
Sewer Fund Checking	25,942.44
Sewer PennVest Checking	77.72
<b>Total Sewer Fund</b>	<b>\$ 26,020.16</b>
Capital Projects Fund Checking	<b>\$ 15,635.77</b>
Emerg. Services Fund Money Market	203,170.58
Emerg. Services Fund Checking	21,088.04
<b>Total Emergency Services Fund</b>	<b>\$ 224,258.62</b>
Liquid Fuels Fund Checking	<b>\$ 613,497.71</b>
Escrow Fund Checking	722,497.24
Escrow Fund Clarius Checking	60,718.68
<b>Total Escrow Fund</b>	<b>\$ 783,215.92</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 11,690,784.15</b>

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

Check#	Vendor	Description	Payment	Check Total
10782	44 - AIRGAS USA, LLC	PO 24653 SUPPLIES	130.05	130.05
10783	1330 - AMAZON CAPITAL SERVICES	PO 24652 OFFICE SUPPLIES	153.30	
		PO 24672 44-GALLON GARBAGE CANS	2,540.00	
		PO 24677 STORAGE COMPARTMENT	234.30	
		PO 24687 PARTS	75.76	
		PO 24688 PARTS	463.89	3,467.25
10784	1557 - ASHLAND DIESEL ENGINES	PO 24703 REPAIR 2020 INT'L	1,076.50	1,076.50
10785	1483 - AUTO PARTS OF MT POCONO	PO 24683 SUPPLIES	26.34	
		PO 24707 STRAP TRAP FOR TRUCKS	38.12	64.46
10786	569 - CARROT TOP INDUSTRIES	PO 24679 FLAGS/POLE	2,862.81	2,862.81
10787	177 - CCI WASTE & RECYCLING SERVICE, INC.	PO 24651 549 LAUREL DR - WASTE REMOVAL 1/22-1/26	2,570.00	2,570.00
10788	1240 - CINTAS CORPORATION	PO 24657 UNIFORMS	53.28	
		PO 24658 MATS /UNIFORMS	474.34	
		PO 24691 UNIFORMS	120.01	647.63
10789	52 - DALEVILLE ACE HARDWARE	PO 24648 HEATER	159.98	159.98
10790	1085 - DE LAGE LANDEN	PO 24709 03/1-03/31	99.18	99.18
10791	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 24673 RECYCLE	18.00	18.00
10792	1113 - ELAN FINANCIAL SERVICES	PO 24686 TASCA FORD/ASHLAND DIESEL/ADOBE /CALL EM	3,801.22	3,801.22
10793	1147 - ERIN MASKER	PO 24698 REIMBURSEMENT INS	350.00	350.00
10794	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 24663 MARCH	287.51	287.51
10795	1425 - FRASER ADVANCED SYSTEMS	PO 24671 COPIER 02/06/-3/5/2024	1,187.70	1,187.70
10796	54 - H.A. BERKHEIMER, INC.	PO 24659 LST COMMISSION	1,209.62	1,209.62
10797	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 24699 RAY PRICE/CAYUGA/CLARIUS/PMCC/DRAINAGE S	1,738.77	1,738.77
10798	616 - KIMBALL MIDWEST	PO 24681 WHEEL CLEANER	110.03	110.03
10799	1361 - LOCUST RIDGE QUARRY	PO 24647 ANTI-SKID	1,048.81	
		PO 24684 ANTI-SKID	4,005.54	
		PO 24706 ANTI SKID	4,044.19	9,098.54
10800	891 - LOWE'S	PO 24697 REPAIRS TO MUNICIPAL BUILDING/SUPPLIES/B	1,559.04	1,559.04
10801	232 - MECHANICAL SERVICE COMPANY	PO 24682 BOILER	4,650.00	4,650.00
10802	917 - MILLENNIUM ADMINISTRATORS	PO 24669 MARCH FEE	500.00	500.00
10803	1523 - NUSO, LLC	PO 24656 PHONES	159.57	159.57
10804	81 - P P & L	PO 24644 85457-02009 BASEBALL FIELD	326.08	
		PO 24645 88094-98000	34.69	
		PO 24662 84771-32002 SIGNAL LIGHTS	25.52	
		PO 24666 83201-80003 STREET LIGHTS	1,091.26	
		PO 24695 49924-86007 IND'L PARK	25.05	1,502.60
10805	507 - PA DEP	PO 24646 DIESEL TANKS	100.00	100.00
10806	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 24693 FAX/CBT	113.62	113.62
10807	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 24704 GREEN MELT	644.46	644.46
10808	206 - PSATS	PO 24660 CDL PROGRAM TESTING	60.00	60.00
10809	713 - RED DIAMOND GRAPHICS	PO 24678 2023 F350 CREW CAB LETTERING	425.00	425.00
10810	1371 - RTS TRUCK CENTER, INC	PO 24701 2024 FORD - TRUCK EQUIPMENT	6,570.00	6,570.00
10811	1433 - SELECTIVE INSURANCE CO. OF AMERICA	PO 24685 APRIL LIABILITY	10,444.00	10,444.00
10812	120 - SUNDANCE NETWORKS INC.	PO 24654 IT SERVICES	555.00	555.00
10813	738 - TEAMSTERS LOCAL 773	PO 24710 MARCH 2024	741.00	741.00
10814	1556 - TIM'S AUTO BODY	PO 24700 2015 FORD F-250 REPAIR	2,875.47	2,875.47
10815	31 - TK ELEVATOR CORPORATION	PO 24667 MARCH	358.81	358.81
10816	1548 - TRAIRS, LLC	PO 24705 ZONING PERMIT SYSTEM SET UP	3,880.00	3,880.00
10817	756 - UGI Utilities	PO 24694 GARAGE	2,810.54	2,810.54
10818	929 - UNITED CONCORDIA LIFE & HE	PO 24692 APRIL	1,917.94	1,917.94
10819	119 - VERIZON	PO 24690 PHONES	723.54	
		PO 24708 PHONES	858.17	1,581.71
10820	930 - WILKES-BARRE MATERIALS	PO 24664 COLD PATCH	735.23	735.23
10821	1551 - WORLD FUEL SERVICES, INC	PO 24665 FUEL	9,428.31	9,428.31
10822	1451 - ZELENKOWSKIE AXELROD LLC	PO 24668 Final Payment - ARP Services	11,250.00	11,250.00
10823	1554 - ZIEBART OF SCRANTON	PO 24661 2024 F-350 RUST PROTECTION	899.95	899.95
TOTAL				92,641.50

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	92,641.50
01.230.650	UNION DUES			741.00	
01.400.000	GENERAL GOV'T	5,144.81			
01.402.000	FINANCIAL ADMIN	11,250.00			
01.403.000	TAX COLLECTION	1,209.62			

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.405.000	MUNICIPAL OFFICE	217.98			
01.408.000	ENGINEER	1,031.01			
01.409.000	BUILDING & PLANTS	11,907.67			
01.414.000	ZONING OFFICE	3,909.98			
01.427.000	SOLID WASTE COLLECTION / DISPO	2,570.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	20,265.15			
01.432.000	DPW-SNOW & ICE REMOVAL	9,833.77			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	85.26			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	4,856.35			
01.437.370	OUTSIDE REPAIRS	2,875.47			
01.454.000	PARKS	3,573.84			
01.486.000	INSURANCE	10,444.00			
01.487.000	EMPLOYEE BENEFITS	2,725.59			
TOTALS FOR	GENERAL FUND	91,900.50	0.00	741.00	92,641.50

01  
01  
Total to be paid from Fund 01 GENERAL FUND 92,641.50

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92,641.50

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

Check#	Vendor	Description	Payment	Check Total
1342	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 24699 RAY PRICE/CAYUGA/CLARIUS/PMCC/DRAINAGE S	4,166.94	4,166.94
TOTAL				4,166.94

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	4,166.94
85.250.223	BROOKS - LOT CONSOLIDATON			31.63	
85.250.239	PLYER LOT CONSOLIDATION			31.63	
85.250.272	ARCADIA NORTH LAND LLC C/O CLARIUS			602.16	
85.250.312	Ray Price			31.63	
85.250.328	TOBYHANNA DEVELOPMENT - 1545 PROSPECT ST			1,983.51	
85.250.385	PMCC NORTH WAREHOUSE			63.25	
85.250.392	MAPLETREE			126.50	
85.250.595	COOLBAUGH SOUTH OWNER LLC			1,296.63	
TOTALS FOR	ESCROW	0.00	0.00	4,166.94	4,166.94

Total to be paid from Fund 85 ESCROW

4,166.94

4,166.94



**List of Bills - (35100000) CHECKING ACCOUNT  
LIQUID FUELS**

Check#	Vendor	Description	Payment	Check Total
266	1226 - TRIAD TRUCK EQUIPMENT, INC	PO 24702 2023 FORD F550 - CHASSIS	76,112.00	76,112.00
TOTAL				76,112.00

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
35.100.000	CHECKING ACCOUNT			0.00	76,112.00
35.430.740	CAPITAL PURCHASES	76,112.00			
TOTALS FOR	LIQUID FUELS	76,112.00	0.00	0.00	76,112.00

Total to be paid from Fund 35 LIQUID FUELS

76,112.00

76,112.00

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

Check#	Vendor	Description	Payment	Check Total
3177	724 - CINTAS -	PO 24680 SEWER PLANT EYE WASH	412.49	412.49
3178	547 - DELAWARE RIVER BASIN COMMISSION	PO 24696 D-2006-023-CP5	749.00	749.00
3179	364 - DISTRICT COURT 43-3-01	PO 24674 2159 LAKESIDE	60.00	60.00
3180	364 - DISTRICT COURT 43-3-01	PO 24675 1607 CHURCH	60.00	60.00
3181	364 - DISTRICT COURT 43-3-01	PO 24676 2159 LAKESIDE DRIVE	60.00	60.00
3182	1251 - ENVIRONMENTAL SERV. CORP.	PO 24670 03/07/2024 SLUDGE REMOVAL	317.60	
		PO 24689 SLUDGE REMOVAL	357.30	674.90
3183	520 - K.L. FULFORD ASSOCIATES, INC	PO 24650 MARCH	5,800.00	5,800.00
3184	229 - MOYER INSTRUMENTS, INC.	PO 24655 ANNUAL CALIBRATION	880.00	880.00
3185	936 - NORTH END ELECTRIC	PO 24649 3.5 KW ABS PUMP REPAIR	2,720.00	2,720.00
3186	119 - VERIZON	PO 24690 PHONES	559.80	559.80
TOTAL				11,976.19

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	11,976.19
08.429.125	CONTRACT SERVICE PLANT	5,800.00			
08.429.200	SUPPLIES	412.49			
08.429.300	OTHER SERVICES & CHARGES	929.00			
08.429.320	TELEPHONE	559.80			
08.429.374	MAINT/REPAIR EQUIPMENT	3,600.00			
08.429.452	SLUDGE HAULING	674.90			
TOTALS FOR	SEWER FUND	11,976.19	0.00	0.00	11,976.19

Total to be paid from Fund 08 SEWER FUND

11,976.19

11,976.19