

1. Discussion on 2018 International Fire Code/Ordinance
2. Public Input

TOWNSHIP OF COOLBAUGH
ORDINANCE NO. _____

AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA, ADDING A NEW ARTICLE II, INTERNATIONAL FIRE CODE, TO CHAPTER 208 OF THE CODE OF ORDINANCES OF COOLBAUGH TOWNSHIP, ADOPTING THE 2018 EDITION OF THE *INTERNATIONAL FIRE CODE*, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES, AND FROM CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE TOWNSHIP OF COOLBAUGH; AND PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES.

WHEREAS, the Township of Coolbaugh is a Second Class Township, organized and operating in accordance with the laws of the Commonwealth of Pennsylvania; and

WHEREAS, Section 1527 of the Pennsylvania Second Class Township Code provides that the corporate powers of the Board of Supervisors include the ability to secure the safety of persons or property within the Township (53 P.S. §66527);

WHEREAS, Section 1601 of the Pennsylvania Second Class Township Code provides that the Board of Supervisors may adopt Ordinances in which general or specific powers of the Township may be exercised, and, by the enactment of subsequent Ordinances, the Board of Supervisors may amend, repeal, or revise existing Ordinances (53 P.S. §66601);

WHEREAS, the Pennsylvania Second Class Township Code provides that the Board of Supervisors may adopt Ordinances that regulate and/or incorporate the fire prevention code and impose penalties for violations of those regulations (53 P.S. §66805);

WHEREAS, the Board of Supervisors finds it to be in the best interests of the health, safety and general welfare of the Township to amend Chapter 208, Firesafety Requirements, of the Coolbaugh Township Code of Ordinances by adopting the International Fire Code to regulate fire and life safety; and,

WHEREAS, the proposed amendments have been advertised, considered, and reviewed in accordance with Pennsylvania law.

NOW, THEREFORE, in consideration of the foregoing, be it **ENACTED** and **ORDAINED** by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that Chapter 208, Firesafety Requirements, of the Coolbaugh Township Code of Ordinances is **AMENDED** as follows:

ARTICLE 1:

Chapter 208, Firesafety Requirements, of the Code of Ordinances of Coolbaugh Township is hereby amended by the addition of a new Article II, INTERNATIONAL FIRE CODE, to read as follows:

Article II International Fire Code

§ 208-10 International Fire Code adopted.

That a certain document, copies of which are on file at the Coolbaugh Township municipal building, being marked and designated as the International Fire Code, 2018 edition, including Appendix chapters A, B, C, D, F, H, I, and J, as published by the International Code Council (hereinafter referred to as "International Fire Code"), shall be and is hereby adopted as the Fire Code of the Township of Coolbaugh in the State of Pennsylvania, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said International Fire Code on file in the office of the Township of Coolbaugh are hereby referred to, adopted, and made a part hereof, as fully set out in this part, with the additions, insertions, deletions and changes, if any, of this part.

§ 208-11 . Revisions

The following sections of the International Fire Code are hereby revised:

- A. Section 101.1: Insert: Township of Coolbaugh.
- B. Section 110.4: Insert: Summary Offense; \$1000.00; 30 days.
- C. Section 112.4: Insert: \$100.00; \$500.00.

§ 208-12 Effect on new construction; conflicts with UCC.

- A. This Article shall not apply to new construction that is otherwise regulated or under construction through permits issued under the Pennsylvania Uniform Construction Code and the International Codes which are mandatorily adopted by the Township of Coolbaugh thereunder (collectively the "UCC").
- B. To the extent of any conflict between the provisions of the UCC (including, without limitation, the International Fire Code to the extent the International Fire Code is referenced by the International Building Code), the provisions of the UCC shall apply.

§ 208-13 Effect on conflicts with Chapter 208, Firesafety Requirements

To the extent of any conflict between the provisions of Sections 208-1 to 208-8 of the Coolbaugh Township Code of Ordinances and the International Fire Code, the more restrictive provision shall apply.

§208-14 Penalty

This Article may be enforced by the Fire Code Official or their designee, and any other person(s) appointed by the Board of Supervisors. Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a magisterial district judge in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than \$1,000 for the plus costs. Each day that a violation of this Part continues or each section of this Part which shall be found to have been violated shall constitute a separate offense.

In addition to the above, the Township may institute an action for injunctive relief to prohibit or abate any activity in violation of the provisions of this part.

ARTICLE 2:

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Supervisors of Coolbaugh Township hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

ARTICLE 3:

That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect immediately.

ARTICLE 4:

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed, except for Sections 208-1 to 208-8 in which case the more restrictive provision shall control.

ORDAINED AND ENACTED this _____ day of _____, 2025.

TOWNSHIP OF COOLBAUGH

William Weimer, Chair

Alma I. Ruiz-Smith, Vice-Chair

Clare Colgan, Member

Attest:

Lynn Kelly, Member

Meredith Thompson
Business Manager

Cara Rogan, Member



**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
REGULAR MEETING AGENDA
September 2, 2025**

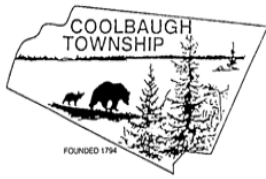
Roll Call

BOARD OF SUPERVISORS

____ **B. Weimer** ____ **A. Ruiz-Smith** ____ **C. Colgan** ____ **L. Kelly** ____ **C. Rogan**
____ **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:
 - August 19, 2025- Regular Meeting Minutes
3. Release of Financial Security for Lowe's Parking Lot Expansion in the Amount of \$107,404.65
4. Authorization to Advertise the Sludge Hauling Bid for January 1, 2026-December 31, 2027
5. Authorization of Disbursement of Funds in the Amount of \$25,000.00 to Gouldsboro Volunteer Fire Company for Rapid Intervention Team Equipment
6. Authorization to Advertise the Public Hearing for the 2018 International Fire Code
7. Resolution #11-2025- Monroe County LSA Grant Request
8. Resolution #12-2025: Disposition of Township Records



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WWW.COOLBAUGHTWP.ORG

9. Coolbaugh Township Minimum Municipal Obligation for 2026 Non-Uniformed Pension Plan in the Amount of \$104,743.81

10. Current Obligations

• General Fund	\$ 503,762.58
• EMS Fund	\$ 425,000.00
• Sewer Fund	\$ 42,046.49
Total Disbursements	\$ 970,809.07

11. Business Manager Comments/Updates

12. Solicitor Armstrong Comments/Updates

13. Board of Supervisors Executive Sessions

14. Adjournment

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES

August 19, 2025

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

Board Members Present:

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

Board Members Absent:

None

Staff Present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary Meredith Thompson, Business Manager, and Darren Dixon, Controller

Staff Absent:

None

The Board of Supervisors Presented Township Treasurer, Patricia Rosendale with a Plaque in Appreciation of her 25 years of service as an employee of the Township. Chairman Weimer thanked Ms. Rosendale for her service and stated that he looks forward to the future.

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

- M. Wood stated that there is a resident across from Lexington Woods that is putting junk out to the street for people to pick up for free, stating that it has been there for over a month and no one is taking it. She also stated that there is a fellow living there with this resident and he is working on vehicles and selling them, stating she did not believe that was allowed. Mr. Weimer stated that he will follow up.

2. Approval of minutes / notes:

- August 5, 2025- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the August 5, 2025 meeting minutes as presented.

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

3. Monthly Reports

- **Pocono Mountain Regional Police Report-** Presented by Mr. Weimer; he stated the department has been continuing to speak at community events to bring awareness to the fraud that is going on and how to combat it. Mr. Weimer stated that he has the speed studies that have been conducted recently on Route 611, 423 and 196. He will provide them to the Board. Ms. Kelly asked

how the signs read the vehicles on multiple lanes of travel as she would like to know if it is capturing the entire picture.

- **Pocono Mountain Regional EMS Report-** Presented by A. Schrader reviewing the call increases and mutual aid calls that they are now able to pick up since they have been fully staffed over the past few months. He stated that they provided the report that they have been giving the Board as well as a new report that they have been providing to the other municipalities, stating that the new report gives a better picture of all the calls and provides more information. He asked if the Board would be ok with the new report being provided in place of the old one, the Board agreed that it would be fine. He stated that they have over 74 standbys scheduled between now and October for community events and football games. Ms. Ruiz-Smith asked how the change in insurance coverage is affecting the payments being made to the EMS for patients.

4. **Zoning and Short-Term Rental Report**

Presented by Mr. Weimer.

5. **PMREMS Request for Release of Tax Funds in the Amount of \$425,000.00**

Mr. Weimer made a motion second by Ms. Rogan to Approve the Release of the Tax Funds in the Amount of \$425,000.00 to the Pocono Mountain Regional EMS.

- **Discussion:** Mr. Dixon asked what the funds will be used for, being advised that the funds will be used for the new building construction.
- **Vote:** All in favor, motion passes.

6. **PMREMS Request for DPW to Demolish the EMS Building Located at 135 Tegawitha Road, Tobyhanna with a future date to be determined**

Ms. Rogan made a motion second by Mr. Weimer to Approve the Request for DPW to Demolish the Pocono Mountain Regional EMS building located at 135 Tegawitha Road, Tobyhanna with the date to be determined.

- **Discussion:** A. Schrader, PMREMS Chief Operations Officer, stated that they had their bid opening for their new building, and the bid amounts were what they expected therefore they will be moving forward with their new EMS building construction. Ms. Ruiz-Smith asked if they would be reimbursing the Township for the DPW wages, being advised by Mr. Weimer that they would not. Ms. Kelly asked about the details of the demo work, being advised that it is provided on page 2 of the request letter. She asked if the propane tank will be emptied prior to it being moved, being advised that it will be. Ms. Kelly also asked if the generator will be disconnected prior to being moved by DPW, being advised that it will be by the electrical contractor. Solicitor Armstrong asked when work will begin, anticipated end of year. Mr. Weimer stated that once the snow falls, he will not have the manpower to complete it. Solicitor Armstrong asked about the specific scope of work and advised that we will need to reach out to the Insurance carrier to ensure we have the proper insurance coverage, disconnection of propane tank and generator(s), permits, approvals, inspections, and dumpsters will be the responsibility of PMREMS. Indemnification/ Hold Harmless agreements will be required. M. Peterson suggested that the union representative be contacted to ensure the scope of work is permitted within the union contract. Solicitor Armstrong concurred.

Motion was amended**

Ms. Rogan made a motion second by Mr. Weimer to conditionally approve the request for DPW to Demolish the EMS building located at 135 Tegawitha Road, Tobyhanna, PA conditioned on ensuring that

all required insurance is in place, Indemnification and Hold Harmless Agreements are recorded to include that the township is not requesting to be reimbursed for the expense associated with having DPW complete this work, verification with DPW union that the scope of work is within the union contract, and outlining that all permits, inspections, approvals, dumpsters are the responsibility of the Pocono Mountain Regional EMS.

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

7. Coolbaugh Township Volunteer Fire Company Request for Release of Tax Funds in the Amount of \$750,000.00 for the partial down payment on the new fire trucks

Ms. Rogan made a motion second by Ms. Colgan to Approve the Coolbaugh Township VFC Request for the Release of Tax Funds in the Amount of \$750,000.00 for the partial down payment on the new fire trucks.

- **Discussion:** Ms. Kelly confirmed that the balance in the account on the bill packet is after the release of the \$750,000.00 as there is 711,296.93 listed as the balance. Mr. Dixon confirmed that balance reflects the payment already being deducted.
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained)

8. Approval of North End Electric Invoice dated July 30, 2025 in the amount of \$24,683.41 for Repairs at the WWTP

Ms. Thompson stated that this is the invoice for the work that was already completed that the operators did not follow the proper procedures and mistook a budgeted expense for an approved expense. Therefore, the work has already been completed. Ms. Thompson stated that she spoke with the operator and made the process very clear moving forward and believes that they understand the procedures now. This would normally have to be bid out as it is slightly over the bid threshold, but the contractor is a costars vendor so even though it was not the proper procedure, there will be no issues relating to bid thresholds.

Mr. Weimer made a motion second by Ms. Colgan to Approve the North End Electric Invoice dated July 30, 2025 in the amount of \$24,683.41 for Repairs at the WWTP.

- **Discussion:** None
- **Vote:** 4-1-0, motion passes.

9. Approval of North End Electric Quote dated August 14, 2025 in the amount of \$51,316.90

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Approve the North End Electric Quote dated August 14, 2025 in the amount of \$51,316.90.

- **Discussion:** None
- **Vote:** 4-1-0, motion passes.

10. Approval of Minor Subdivision Joining Lots 59,60,61 & 62, Block B, Pocono Forest Developments, Property Owner(s): Barry & Anna Haydt

Ms. Colgan made a motion second by Ms. Rogan to approve the Minor Subdivision Joining Lots 59,60,61 & 62, Block B, Pocono Forest Developments, Property Owner(s): Barry & Anna Haydt.

- **Discussion:** Ms. Ruiz-Smith questioned the comment in the MCPC review letter relating to the distance between the on-lot septic and the well, which states that it does not meet the required 100' distance. She asked that this be resolved by determining if a well isolation waiver is on file already and if not, we should have one in place. Solicitor Armstrong stated that they are not

proposing any development on the property so nothing is changing but stated that he will look into it. Motion was amended.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to grant conditional approval of the Minor Subdivision Joining Lots 59,60,61 & 62, Block B, Pocono Forest Developments, Property Owner(s): Barry & Anna Haydt conditioned on resolving the MCPC comment relating to the well distance from the on-lot septic.

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

11. Approval of Minor Subdivision Joining Lots 4228 & 4229, Stillwater Lake Civic Association, Property Owner(s): Charles & Marilyn Hoover

Ms. Ruiz-Smith made a motion second by Mr. Weimer to Grant Conditional Approval of the Minor Subdivision Joining Lots 4228 & 4229, Stillwater Lake Civic Association, Property Owner(s): Charles & Marilyn Hoover, conditioned on addressing all outstanding comments in Township Engineer, Greg Haas's letter dated August 12, 2025.

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

12. Authorization to Advertise the 2025 Fall Leaf Collection Schedule

Mr. Weimer made a motion second by Ms. Colgan to Approve the Advertisement of the 2025 Leaf Collection Schedule.

- **Discussion:** Ms. Ruiz-Smith asked if it is ok for her to share with her community as did S. Anderson-Kreig, being advised that it is fine, anyone can share it.
- **Vote:** All in favor, motion passes.

13. Parks and Recreation Music in the Park- Additional Cost for Certificate of Insurance for the Band Derailed

Ms. Colgan stated that there is no action to be taken on this matter as Parks and Recreation have canceled this event.

5. Controller Reports

Presented by Mr. Dixon; he reviewed the delinquent accounts for the sewer and stated that .

6. Current Obligations

• General Fund	\$ 172,772.97
• Escrow Fund	\$ 61,270.29
• Sewer Fund	\$ 13,980.26
• Coolbaugh Township VFC	<u>\$ 750,000.00</u>
Total Disbursements	\$ 998,023.52

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Approve the Current Obligations in the Amount of \$998,023.52.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on checks #12342, 12343, 12354 and 12368.
- **Vote:** All in favor, motion passes.

7. Business Manager Comments/Updates

Ms. Thompson stated the internships are all wrapped up and she anticipates a resolution for the destruction of documents from the work that was completed and will be on the next meeting agenda. She stated that the record retention intern cleaned up a lot of the files in the attic. She thanked the Board

for their support on having the interns here. Ms. Ruiz-Smith asked if there are any other projects that could be completed by an intern this coming semester. Ms. Thompson stated that she will plan for next year as the budget for interns is almost depleted but stated that in the past, we were able to call in an intern to help out when we were short staffed. She stated that the Safety Committee has been completing their safety inspections at township facilities and following their meeting today they inspected the WWTP with a risk assessor from Brown and Brown Insurance. He provided great feedback and some items that we will need to address with the operators.

Ms. Thompson asked for a brief executive session for personnel following the meeting.

8. Solicitor Armstrong Comments/Updates

Solicitor Armstrong asked that the Board acknowledge the revised agreements for Townshend which is the new owner of the property located at 1180 Corporate Center Drive. Mr. Weimer was previously authorized to execute the agreements, but the date needed to be changed so these are just the updated version. Solicitor Armstrong also advised that the new owner would like confirmation that upon closing on the property that the plans will be executed for filing at the county. He has prepared the letter for Ms. Masker to sign which states that upon receipt of the Letter of Credit and outstanding escrow account fees for professional services if there are any, the plans and agreements will be released for the new owner to record. The Board concurred that they do not take issue with the agreements and letter being executed.

Ms. Kelly asked if we receive copies of the cost estimates relating to the construction of the buildings that are associated with the land development plans that come before the Board. She stated that she would like to have these provided in order to be able to compare the cost to build with the cost that buildings are assessed at. She stated that the township just received a notice of a decrease in assessed value from the county for the Arcadia property (NFI) reflecting a decrease of \$10,000,000.00. Solicitor Armstrong stated that the cost estimate we receive is for the improvements on the property, he stated that building codes may get a copy of it for their permitting process. He also suggested that the Board have a conversation with the county and school district to discuss the concerns with the assessment revisions. Ms. Ruiz-Smith stated that the building has been sold multiple times, which provided the township with transfer taxes.

Solicitor Armstrong requested a brief executive session for Legal.

9. Board of Supervisors Executive Sessions

- August 19, 2025 from 7:25pm-7:34pm- Re: Personnel & Legal

10. Adjournment

Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 7:11pm.

- **NEXT BOARD WORK SESSION / MEETINGS:**

At the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna PA 18466 Work Session/ Business Meeting Tuesday, September 2, 2025 at 6:00pm

Submitted by: _____ Date: _____
Erin Masker, Township Secretary

Witnessed by: _____ Date: _____
William Weimer, Chairman

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September 2, 2025

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

Please print the following legal advertisement on Friday, September 12, 2025 and Tuesday, September 16, 2025

NOTICE TO BIDDERS

SEALED BIDS WILL BE ACCEPTED BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP until Tuesday, October 14, 2025 at 10:00am, at the Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA for a two-year contract for the pumping and hauling of sludge from the Coolbaugh Township Sewer Treatment Plant for offsite disposal at the contractor's approved site. Bids will be publicly opened and read shortly after 10:00 a.m., prevailing time, on October 14, 2025 by the Township.

The bids will be received for the removal, transport and disposal of sludge from the Coolbaugh Township Sewer Treatment Plant for a two-year period beginning on January 1, 2026 and ending on December 31, 2027. All disposal and permit costs are the complete responsibility of the bidder.

Detailed specifications and the Bid Documents may be obtained at the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, Pennsylvania 18466, Monday through Friday, 8:00 a.m. to 4:30 p.m., by going on-line to www.coolbaughtwp.org and / or by calling 570.894.8490 ext.3.

All bids must be placed in a sealed envelope, plainly marked with "Coolbaugh Township Sludge Pumping, Hauling and Disposal Bid."

Each bid must be accompanied by a Certified Check, Treasurers Check, or Bid Bond in the amount of ten percent (10%) of the estimated total contract price. The successful bidder shall, within 20 days after notification of award, enter into a written contract with the Township, and deliver a Performance Bond guaranteeing performance of the contract in the amount of 100% of the total contract price.

All bids must be submitted using the Bid Form attached to the Bid Documents and must be accompanied by a properly executed, Non-Collusion Affidavit provided as part of the Bid Documents.

The Township expressly reserves the right to reject or accept any or all bids or parts of bids and may re-advertise if the best interests of the Township are to be hereby promoted. The Township may waive technical defects if, in its judgment, the best interests of the Township shall so require. No bid may be considered from any person, firm or corporation who has defaulted in the performance of any contract or agreement previously made with the Township or conclusively shown to have failed to perform satisfactorily such contract or agreement with the Township.

All bids shall remain irrevocable for 60 days after the actual date of opening thereof.

The bid will be awarded at the October 21, 2025 Board of Supervisors meeting at 6:00pm or as soon thereafter as the agenda allows at the Municipal Center. The Township Board of Supervisors hereby reserves the right to reject any and all bids and the right to award part or all of any bid.

Erin Masker
Township Secretary/ Administrative Assistant

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Gouldsboro Volunteer Fire Company, Inc.

PO Box 301 | Gouldsboro, Pennsylvania 18424

570-842-2663 | station55fire@yahoo.com

August 22, 2025

Gouldsboro Volunteer Fire Company would like to request a disbursement for 2025 of \$25,000. Our plan for this disbursement is to use the funds towards upgrading our RIT (rapid intervention team) equipment which is used to rescue downed firefighters. This will include two breathing apparatus RIT packs and a FAST rescue board. The new RIT packs will be compatible with our new SCBA (self-contained breathing apparatus) that we purchased through a federal grant last December. The grant funds we received did not cover the RIT packs. The rescue board is a tool that we do not currently have but can be used in a variety of rescue situations.

The other part of this purchase request is for a battery-operated hydraulic cutter for vehicle rescue operations. We currently have vehicle rescue tools that require hoses and are run by a pump on our rescue truck. Battery-operated tools provide more versatility by allowing us to take the tool where we need to go without a hose which can be cumbersome in some situations.

The total cost for the RIT equipment is \$14,431 and the hydraulic cutter is quoted at \$10,975. We are hopeful that you will be able to assist us in 2025 with this critically important equipment upgrade project.

Thank you for your consideration of the tax funds and for all that you do to recognize the volunteer fire departments that serve Coolbaugh Township. If you should have any questions, please contact us.

Regards,

A handwritten signature in black ink, appearing to read "Denise Rinaldi".

Denise Rinaldi
Treasurer

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RESOLUTION #11-2025

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP,
MONROE COUNTY, AUTHORIZING THE REQUEST OF A MONROE COUNTY LOCAL
SHARE ASSESSMENT GRANT**

Be it RESOLVED, that the Coolbaugh Township of Monroe County hereby requests a Monroe County Local Share Assessment grant of \$855,977.22 from the Commonwealth Financing Authority to be used for Coolbaugh Campus Safety & Renovation Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate William Weimer, Chairman and Meredith Thompson, Business Manager as the official(s) to execute all documents and agreements between the Coolbaugh Township Board of Supervisors and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Erin Masker, duly qualified Secretary of Coolbaugh Township, Monroe County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Coolbaugh Township Board of Supervisors at a regular meeting held on September 2nd, 2025 and said Resolution has been recorded in the Minutes of the Coolbaugh Township Board of Supervisors and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Coolbaugh Township Board of Supervisors, this 2nd day of September, 2025.

COOLBAUGH TOWNSHIP
BOARD OF SUPERVISORS

ATTEST:

Erin Masker, Township Secretary

William Weimer, Chairman

Alma I Ruiz-Smith, Vice Chair

Clare Colgan, Supervisor

Lynn Kelly, Supervisor

Cara Rogan, Supervisor

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**COOLBAUGH TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION 12-2025

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP
OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AUTHORIZING
THE DESTRUCTION OF SPECIFIC RECORDS.**

WHEREAS, Coolbaugh Township adopted Resolution 09-2022 on or about October 18, 2022 which declared its intent to follow the schedule and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, as amended March 28, 2019 and as may be further amended.

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania in accordance with the above cited Municipal Records Manual, herby authorizes disposition of the public records listed on the attached Exhibit A.

DULY ADOPTED the 2nd day of September, 2025 by the Coolbaugh Township Board of Supervisors, Monroe County, Pennsylvania, in lawful session duly assembled.

COOLBAUGH TOWNSHIP

BOARD OF SUPERVISORS

ATTEST:

Erin Masker, Township Secretary

William Weimer, Chairman

Alma I. Ruiz-Smith, Vice Chair

Clare Colgan, Supervisor

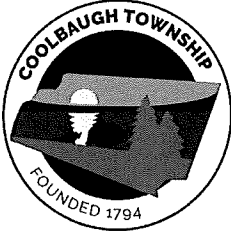
Lynn Kelly, Supervisor

Cara Rogan, Supervisor

EXHIBIT A

BOX #	DOCUMENT YEAR	DESCRIPTION	FORMAT	RETENTION PERIOD	CODE
1	2009	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
2	2007	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
3	2006	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
4	2008	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
5	2007	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
6	2008	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
7	2009	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
8	2011	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
9	2011	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
10	2012	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
11	2015	Bank Statements and Reconciliation	Paper	7 YEARS	FN-9
12	2014	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
13	2015	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
14	2015	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
15	2013	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
16	2016	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
17	2016	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
18	2017	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2
19	2010	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
20	2012	Accounts Recievable Files and Ledgers	Paper	7 YEARS	FN-3
21	2014	Accounts Payable Files and Ledgers	Paper	7 YEARS	FN-2

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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

To: Board of Supervisors

From: Patricia Rosendale

Date: September 2nd, 2025

**Subject: MINIMUM MUNICIPAL OBLIGATION FOR 2026
NON-UNIFORMED PENSION PLAN**

1.) Estimated Payroll for Plan Participants (1-1-2025 to 8-31-2025) (9-1-2025 to 12-31-2025 Estimated)	\$1,022,438.06
2.) Normal Cost Percentage	10.00%
3.) Total Normal Cost (Item #1 x Item #2)	\$ 102,243.81
4.) Estimated Administrative Expense	\$ 2,500
5.) Minimum Municipal Obligation (Item #3 + Item #4)	\$ 104,743.81

Patricia Rosendale Treasurer
(Enter Name & Title)

Date: Signed -Approved -Certified

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
SEPTEMBER 02 ,2025**

DATE	CK #	DESCRIPTION	AMOUNT
8/19/2025		Payroll	\$ 60,000.00
8/25/2025		Pension	\$ 12,000.00
9/2/2025		General Fund	\$ 431,762.58
9/2/2025		Total General Fund	\$ 503,762.58
9/2/2025		Sewer Fund	\$ 42,046.49
9/2/2025		Total Sewer Fund	\$ 42,046.49
9/2/2025		Pocono Mt EMS (Tax Fund)	\$ 425,000.00
9/2/2025		Total Pocono Mt. Regional EMS	\$ 425,000.00
09/02/205		TOTAL DISBURSEMENTS	\$ 970,809.07

CASH TRIAL BALANCE AS OF SEPTEMBER 02,2025

General Fund Checking	\$ 9,499,753.27
American Rescue Plan	1,781,123.40
Payroll Checking	472.90
Rainy Day Fund Savings	998,999.42
Total General Fund	\$ 12,280,348.99
Fire Tax/Coolbaugh Twp VFD	716,644.04
Fire Tax- Volunteer Fire Departments	101,149.91
Fire Tax- Coolbaugh Fire Building Fund	1,024,035.82
Total Fire Fund	\$ 1,841,829.77
EMS	30,194.62
Total EMS Fund	\$ 30,194.62
Sewer Fund Checking	186.85
Sewer PennVest Checking	52.43
Total Sewer Fund	\$ 239.28
Capital Projects Fund Checking	16,715.49
Total Capital Projects Fund	\$ 16,715.49
Emerg. Services Fund Money Market	209,052.94
Emerg. Services Fund Checking	21,698.60
Total Emergency Services Fund	\$ 230,751.54
Liquid Fuels Fund Checking	534,660.26
Total Liquid Fuels Fund	\$ 534,660.26
Escrow Fund Checking	604,603.88
Escrow Fund Clarius Checking	62,476.66
Total Escrow Fund	\$ 667,080.54
TOTAL ALL FUNDS	\$ 15,601,820.49

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

Check#	Vendor	Description	Payment	Check Total
12380	1616 - ALFRED MASKER	PO 27280 BOOT ALLOWANCE	159.98	159.98
12381	1330 - AMAZON CAPITAL SERVICES	PO 27268 MAIN BLDG EXIT LIGHT	356.47	
		PO 27285 MARKERS FOR SNOW PLOW	78.00	434.47
12382	1039 - AMERICAN UNITED LIFE INS. CO.	PO 27277 SEPT	1,530.17	1,530.17
12383	1483 - AUTO PARTS OF MT POCONO	PO 27248 PARTS #3	96.57	
		PO 27249 SIGN TK	49.98	
		PO 27258 BATTERY KEY FOB #3-#4	9.81	
		PO 27259 BATTERY CAR ALARM #1-#2	26.43	
		PO 27266 ROLLER-FILTERS	53.43	
		PO 27292 MINI BULB TK#7	2.97	239.19
12384	1478 - BLUE RIDGE LUMBER	PO 27252 UNDER PASS Drain Channel REPAIR	294.88	294.88
12385	1567 - CANON FINANCIAL SERVICES, INC.	PO 27235 COPIER 8/1-831/2025	189.50	189.50
12386	177 - CCI WASTE & RECYCLING SERVICE, INC.	PO 27286 8/11/2025	1,179.00	1,179.00
12387	1240 - CINTAS CORPORATION	PO 27245 MATS/UNIFORMS	494.27	
		PO 27246 UNIFORMS	42.49	
		PO 27261 SHOP TOWELS/UNIFORMS	96.55	
		PO 27262 UNIFORMS	42.49	675.80
12388	52 - DALEVILLE ACE HARDWARE	PO 27267 RAKES -PARK	51.98	
		PO 27282 TRIMMER	259.00	310.98
12389	578 - GENERAL CODE	PO 27254 CODE ANALYSIS	3,020.00	3,020.00
12390	1485 - H & K GROUP, INC	PO 27289 ANTI SKID	3,161.05	3,161.05
12391	48 - H. CLARK CONNOR	PO 27281 PLANNING COMM.	595.00	595.00
12392	1192 - HIGHMARK BLUE SHIELD	PO 27244 SEPTEMBER	47,685.29	47,685.29
12393	1030 - KYLE M. KNECHT	PO 27288 BOOT ALLOWANCE	300.00	300.00
12394	1619 - MULLEN'S MARKINGS	PO 27291 YELLOW & WHITE LINES	57,200.46	57,200.46
12395	1484 - NAPA AUTO PARTS	PO 27250 FUEL FILTER	174.92	
		PO 27251 SIP PUMP	5.28	180.20
12396	74 - NAPA AUTO PARTS	PO 27265 WIPER BLADES	68.48	68.48
12397	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 27283 PREVENTIVE MAINTENANCE	19,305.49	19,305.49
12398	81 - P P & L	PO 27236 89343-21023 SPEED LIMIT	24.99	
		PO 27237 54691-27003 LAUREL DR	360.66	
		PO 27240 43281-27004 MUNICIPAL CENTER	1,750.21	
		PO 27241 89631-95000 TRAFFIC SIGNAL	30.04	
		PO 27242 64488-49005 611	78.68	
		PO 27255 88900-24001 GARAGE	33.69	
		PO 27256 36034-04005 ECHO LAKE	41.16	
		PO 27264 39910-23005 196	58.52	2,377.95
12399	81 - P P & L	PO 27276 51540-24008 196 NEAR KNOLLWOOD	28.13	
		PO 27279 85457-02009 BASEBALL FIELD	512.71	540.84
12400	910 - PA UC FUND	PO 27287 2ND QTR FEDERAL TAX	252.85	252.85
12401	86 - PENNSYLVANIA AMERICAN WATER CO	PO 27257 GARAGE /FIRE HYDRANTS/MUNICIPAL CENTER	2,391.32	2,391.32
12402	94 - POCONO MOUNTAIN REGIONAL EMS	PO 27234 SEPTEMBER	10,000.00	10,000.00
12403	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 27243 SEPTEMBER	272,248.37	272,248.37
12404	104 - S & H SUPPLY CO., INC.	PO 27260 MICRON RATING FILTERS	21.94	21.94
12405	105 - S & S TOOLS & SUPPLIES	PO 27284 HARDWARE	499.90	499.90
12406	110 - SHERWOOD FREIGHTLINER, & WESTERN STAR INC	PO 27278 PARTS	265.06	265.06
12407	1420 - TOPP BUSINESS SOLUTIONS	PO 27270 OVERAGE CHARGE 4/30-7/30/2025	297.55	297.55
12408	1548 - TRAISR, LLC	PO 27253 SaaS- JULY	1,000.00	1,000.00
12409	119 - VERIZON	PO 27293 PHONES	2,136.62	2,136.62
12410	892 - VERIZON WIRELESS	PO 27272 PHONES	1,155.92	1,155.92
12411	1551 - WORLD FUEL SERVICES, INC	PO 27271 BIO DIESEL	1,639.82	1,639.82
12412	1618 - YEVGANIY IYYAYEV	PO 27290 TAX REFUND	404.50	404.50
TOTAL				431,762.58

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	431,762.58
01.400.000	GENERAL GOV'T	11,510.97			
01.403.000	TAX COLLECTION	404.50			
01.409.000	BUILDING & PLANTS	3,631.29			
01.410.000	POLICE	272,248.37			
01.411.000	FIRE	2,286.00			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.414.000	ZONING OFFICE	4,056.24			
01.419.000	PLANNING COMMISSION	595.00			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.427.000	SOLID WASTE COLLECTION / DISPO	1,179.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	59,526.94			
01.432.000	DPW-SNOW & ICE REMOVAL	3,161.05			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	19,567.01			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	1,294.59			
01.454.000	PARKS	564.69			
01.487.000	EMPLOYEE BENEFITS	41,736.93			
TOTALS FOR	GENERAL FUND	431,762.58	0.00	0.00	431,762.58

Total to be paid from Fund 01 GENERAL FUND

431,762.58

431,762.58

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3464	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 27232 ACT 537 PLAN	1,012.50	
		PO 27233 WWTP	9,877.15	10,889.65
3465	1251 - ENVIRONMENTAL SERV. CORP.	PO 27247 8/15 -SLUDGE HAULING	635.20	
		PO 27273 8/1 SLUDGE REMOVAL	397.00	1,032.20
3466	32 - GRAINGER	PO 27275 PARTS WWTP	65.22	65.22
3467	699 - MAIN POOL & CHEMICAL CO	PO 27269 WWTP SULFATE SOLUTION	1,212.00	1,212.00
3468	936 - NORTH END ELECTRIC	PO 27263 ABS Submersible Pumps (2)	24,683.41	24,683.41
3469	81 - P P & L	PO 27238 26491-26001 WWTP	3,188.33	
		PO 27239 04090-21003 PUMP STA	108.37	3,296.70
3470	119 - VERIZON	PO 27294 WWTP/PHONES	867.31	867.31
TOTAL				42,046.49

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	42,046.49
08.429.200	SUPPLIES	1,212.00			
08.429.313	ENGINEERING SERVICES	10,889.65			
08.429.320	TELEPHONE	867.31			
08.429.361	ELECTRIC	3,296.70			
08.429.374	MAINT/REPAIR EQUIPMENT	65.22			
08.429.452	SLUDGE HAULING	1,032.20			
08.429.700	CAPITAL PURCHASES	24,683.41			
TOTALS FOR	SEWER FUND	42,046.49	0.00	0.00	42,046.49

Total to be paid from Fund 08 SEWER FUND

42,046.49

42,046.49

List of Bills - (05101000) EMS Checking

EMS FUND

Check#	Vendor	Description	Payment	Check Total
1006	94 - POCONO MOUNTAIN REGIONAL EMS	PO 27274 TAX FUND	425,000.00	425,000.00
TOTAL				425,000.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
05.101.000	EMS Checking			0.00	425,000.00
05.412.000	TAX DISBURSEMENTS	425,000.00			
TOTALS FOR	EMS FUND	425,000.00	0.00	0.00	425,000.00

Total to be paid from Fund 05 EMS FUND

425,000.00

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425,000.00