



**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466  
(570) 894-8490 \* FAX (570) 894-8413  
WWW.COOLBAUGHTWP.ORG

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**WORK SESSION AGENDA**

**June 18, 2024, 6:00PM**

**\*\*CANCELED\*\***

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**REGULAR MEETING AGENDA**

**June 18, 2024**

**Roll Call**

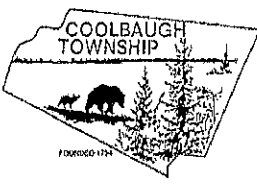
**BOARD OF SUPERVISORS**

\_\_\_ B. Weimer \_\_\_ C. Rogan \_\_\_ C. Colgan \_\_\_ A. Ruiz-Smith \_\_\_ L. Kelly  
\_\_\_ Solicitor Oetinger \_\_\_ E. Masker

Presentation of 50 Years of Service Award to David Fairservice

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.

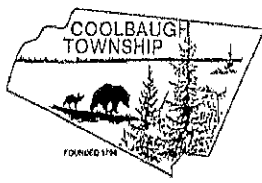
1. Public input
2. Approval of minutes / notes:
  - June 4, 2024- Regular Meeting Minutes
3. Monthly Reports
  - Pocono Mountain Regional Police Report
  - Pocono Mountain Regional EMS Report
4. Zoning and Short-Term Rental Report
5. Minor Subdivision Joining Lots 1 & 2, Block A-1706; Property Owner(s) Michelle Delaney
6. Authorization to Advertise the Sale of the Following Items on Municibid:
  - 2015 Ford F550 4WD DRW XL Dump Truck
  - John Deere Tiger Boom Roadside Mower



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7. Authorize Advertisement for the Cable Franchise Agreement Public Hearing
8. Authorize the Preparation of Bid Documents and Plans Associated with the Replacement of Windows in Building #2 by Buchart Horn Architects in the Amount of \$30,000.00
9. Authorization for Township Engineer to Prepare Bid Spec Proposal for the Front Step Replacement at the Township Municipal Building (5520 Municipal Drive)
10. Authorize the Repairs and Maintenance at the Traffic Signal located at Route 196/Echo Lake Road in the Amount of \$ 2,210.00 as per the quote received from Northeast Signal
11. Resolution # 08-2024: A Resolution of the Board of Supervisors of the Township of Coolbaugh, Monroe County, Pennsylvania Authorizing the Destruction of Specific Records
12. Resolution #09-2024: A Resolution of the Board of Supervisors of the Township of Coolbaugh, Monroe County, Pennsylvania, Amending the Family Medical Leave Act (FMLA) Policy of Coolbaugh Township Adopted Under Resolution 13-2017
13. Approval for Purchase of a 2 Position Flow Control Valve Actuator and Installation as per the North End Electric Quote in the Amount of \$6,448.00 (2024 Budget Item)
14. Coolbaugh Township VFC Request for Release of 2024 Stipend in the Amount of \$165,000.00 for Operational Expenses
15. Coolbaugh Township VFC Request for the Release of Tax Funds in the Amount of \$22,354.61 to Repay Coolbaugh Township for the Re-Assessment
16. Coolbaugh Township VFC Request for Release of Tax Funds in the Amount of \$350,000.00 for Annual Truck Payments (\$150,000.00 Rescue Payment/ \$50,000.00 Tanker Payment) and Refurbishment Expenses (Tanker 2-2003 Freightliner)
17. Coolbaugh Township VFC Request to Transfer \$330,000.00 to the Fire Station Building Account



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18. Parks and Recreation Request to Purchase Four Bat Boxes for the Park in the Amount of \$92.00 from Jacob Brewer
  
19. Authorize the Execution of the Arcadia North Land Agreement for Replacement of Line of Credit with a Cash Escrow in the Amount of \$20,000.00 (Clarius Partners Land Development-2077 Corporate Center Drive, Tobyhanna)
  
20. Approval of Food Voucher(s) and Band Expenses related to the Parks 50<sup>th</sup> Anniversary Celebration Update (June 29, 2024 12PM-5PM)
  
21. Controller Report
  
22. Current Obligations
  - General Fund \$ 120,953.16
  - Escrow Fund \$ 14,699.95
  - Sewer Fund \$ 2,772.72
  - Total Disbursements \$ 138,425.83**
  
23. Business Manager Comments/Updates
  
24. Solicitor Armstrong Comments/Updates
  
25. Board of Supervisors Executive Sessions
  
26. Adjournment

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES**

**June 4, 2024**

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

**Board Members Absent:**

None

**Staff Present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, and Tomas Keane, Director of Codes and Zoning

**Staff Absent:**

None

**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 asked about the ordinance to clean up your property and stated that the trash is still on Pope Road. He also asked what happened to the door at the firehouse, being advised by Mr. Weimer that a slide out tray on a truck popped out and struck the building.
- C. Hannig property owner in Coolbaugh Township and Owner of Spread-Eagle Realty spoke about his concerns with the proposed wetland buffers and the effects that they will have on his property that has yet to be developed in Pocono Mountain Corporate Center East (Mountain Healthcare Center). He discussed his professional history being a member of the Builder's Association, one of the founders of the now Brodhead Watershed Association, served on the Industrial Authority as well as serving on the Monroe 2020 Comprehensive Plan Committee. stated that his property is 2.17 acres and known as Lot 4 in the subdivision. The property was purchased over 20 years ago for continued development but has not been built on yet. He stated that if the pending ordinance is adopted, his usable property would go from 2.17 acres to 1,250 sq. ft and would have no value after paying taxes on it for 20 years. He asks that the Board consider other ways to fend off unwanted development and should not include excessive buffers which limit property use.
- V. Paoletti asked how the recent verdict in the Supreme Court case of Sackett vs. the EPA will affect the proposed stormwater ordinance enforcement in the township. He stated that it passed on October 23, 2023.
- M. Peterson thanked Ms. Ruiz-Smith on behalf of the Wenton Family for recognizing Jason and Georgette at the Memorial Day Ceremony. It was a great honor for them. Ms. Ruiz-Smith thanked M. Peterson for being the Keynote speaker at the event, stating that he did an amazing job.
- J. Miller asked when the old Churnock building would be torn down, stating that it looks terrible and is a bad reflection on the town. Mr. Keane will investigate the status of it as a dangerous structure.
- K. Colossi stated that there is a real issue with the Airbnb's in the township and stated that they are now being threatened by the property owner of the one next to her house. She stated that she was almost hit by their car; they are always speeding. There are police reports on file, and nothing is being done to shut them down. Discussion continued and Mr. Weimer will follow up with the police dept on the issues.

- M. Belcastro stated that there are continuous parties, smoking weed and now there was a shooting in PFE. She stated that we need to do something because it is getting out of control. Ms. Kelly stated that the HOA's can ban them. Mr. Weimer stated that the HOA's rules can be stricter but cannot be less restrictive than the township ordinance. Mr. Weimer stated that there are avenues that HOA's can take and stated that he urges everyone to remember that this ordinance was put into place so that we are able to enforce STR's that are not following the rules, if there are no rules than what can you enforce.
- M. Schlegel asked what the HOA can do and was advised by Mr. Weimer to contact the HOA's Solicitor and provide them with the township ordinance and a list of what you would like to see happen and the Solicitor should be able to advise you on your options. Mr. Weimer also encouraged the residents to attend the Police Commission meeting next Tuesday (June 11) to voice your concerns and ask your questions.
- Mr. Hannig stated that sewage overflow is also an issue with the STR's.
- M. Nicholl was in attendance from the Poconos Association of Vacation Rental Owners and asked if the Board could have the problem rentals in the township removed from the rental sites and also asked about the status of the proposed ordinance for the STR's relating to those with permits being revoked but that previously had an STR permit with not issues. Ms. Ruiz-Smith stated that the concerns that Mr. Nicholl had when she and Mr. Oddy met with him mainly result in pervious vs. non pervious lot coverage. Properties that have a zoning violation because they have stone covering their yards instead of grass. He stated that is correct and stated that they would simply like a grace period to be able to remedy the issues before their permit is revoked. This will be put on a future work session agenda for discussion.
- A resident asked about procedures for filling a pool and if you are allowed to do it by a hose with well water.

## 2. Approval of minutes / notes:

- May 21, 2024- Regular Meeting Minutes
- May 21, 2024- Public Hearing Minutes

*Ms. Colgan made a motion second by Ms. Rogan to Approve the Minutes from the May 21, 2024 meeting as presented.*

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

*Ms. Rogan made a motion second by Ms. Colgan to Approve the Public Hearing Minutes from the May 21, 2024 meeting as presented.*

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

## 3. Space for Rent- Marilyn Calderon

*Mr. Weimer made a motion second by Ms. Colgan to table agenda item #3 and put on a future meeting if still interested.*

- **Vote:** All in favor, motion passes.

## 4. DPW Phone Upgrade

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to Authorize the DPW Phone Upgrade in the amount of up to \$9,000.00 in accordance with the quotes received from Guyette.*

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

## 5. Review and Approval of the Draft Memorandum of Understanding Relating to the Collective Bargaining Agreement Updates

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Memorandum of Understanding relating to the Collective Bargaining Agreement Updates as presented.*

- **Discussion:** Ms. Thompson stated that the MOU covers the updated job descriptions for union employees , bereavement leave and FMLA policies. She stated that once this is approved there will be a resolution to be adopted for the CBA which will incorporate everything into one document and clean it up.
- **Vote:** All in favor, motion passes.

**6. EAC Request for Approval to spend up to \$3,000 for the purchase of two Mayfly Data Logger devices to begin a water quality monitoring program in Coolbaugh Township**

*Mr. Weimer made a motion second by Ms. Rogan to Approve the EAC request to spend up to \$3000.00 for the purchase of two Mayfly Data Logger devices to begin a water quality monitoring program in Coolbaugh Township.*

- **Discussion:** Ms. Ruiz-Smith asked if the purchase will also require training and updates to be purchased and if so, suggested that it be researched and added into the budget each year to ensure that there are no surprise expenses throughout the year which will enable the device to always work appropriately. Ms. Kelly stated that they will be trained to monitor the logger and she will make sure that the members investigate potential updates and plan accordingly for their budget requests. She stated the monitoring will be done in cooperation with the Tobyhanna Conservation Association and is only the first purchase in the process.
- **Vote:** All in favor, motion passes.

**7. Current Obligations**

<b>General Fund</b>	<b>\$ 587,000.05</b>
<b>Escrow Fund</b>	<b>\$ 7,843.56</b>
<b>Sewer Fund</b>	<b>\$ <u>7,225.85</u></b>
<b>Total Disbursements</b>	<b>\$ 602,069.46</b>

*Ms. Colgan made a motion second by Ms. Rogan to authorize paying the Current Obligations in the amount of \$602,069.46.*

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

**8. Business Manager Comments/Updates**

- Ms. Thompson stated that we received the insurance renewal rate from Brown and Brown, which reflected a 10% increase for the liability insurance and stated that we are switching to another carrier which will be an increase of 3% instead. We will also be paying an additional \$75.00 per year for the insurance at the mansion which needed to be updated.
- Ms. Thompson stated that we are moving forward with the membrane tank upgrade at the WWTP and stated that DPW will be involved with the process to take it off the truck when it arrives. She stated that they are going to try to do the consolidation that was scheduled and the membrane upgrade at the same time if it is possible.
- Ms. Thompson reminded residents that there is a bulk drop off scheduled for this Friday and Saturday from 7:30am-3pm and advised that cards are issued at the municipal center during normal business hours with proof of residency being required.

**9. Solicitor Armstrong Comments/Updates**

Solicitor Armstrong had nothing to report but asked for a brief executive session following the meeting for Legal.

**10. Board of Supervisors Executive Sessions**

- o Tuesday, June 4, 2024 from 7:24pm-7:58pm Re: Legal

**11. Adjournment**

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 7:05pm.*

**NEXT BOARD WORK SESSION / MEETINGS:**

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

- Work Session/ Business Meeting Tuesday, June 18, 2024 at 6:00pm

Submitted by: \_\_\_\_\_  
Erin Masker, Township Secretary

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	MAY	Prior YTD
<b>Total Calls</b>	373	356	395	397	432								1953	499	2127
<i>Complaints</i>	345	340	375	387	404								1851	481	2002
<i>Accidents</i>	28	16	20	10	28								102	18	125
<b>Criminal Arrests</b>	17	22	14	18	21								92	25	130
<b>Traffic Arrests</b>	53	80	123	87	54								397	62	236
<b>Vehicle Code Warnings</b>	44	52	111	84	54								345	73	261
<b>Ordinance Arrests</b>	4	1	5	1	0								11	0	6

Hours Breakdown														
<b>Patrol</b>	1128.82	996.01	958.49	908.22	748.60									4740.14
<b>Investigation</b>	508.92	541.55	585.40	551.46	607.49									2794.82
<b>Paperwork</b>	111.10	115.30	158.60	128.05	152.92									665.97
<b>Court</b>	52.27	32.80	60.88	39.58	69.42									254.95
<b>Assigned</b>	955.56	802.19	881.08	996.08	1015.56									4650.47

Hours Actual vs Purchased														
<b>Total Actual Time</b>	2756.67	2487.85	2644.45	2623.39	2593.99									13106.35
<b>Hours Purchased</b>	2664.59	2406.65	2664.59	2578.99	2664.59									12979.40
<b>Hours Over/Under</b>	92.08	81.20	-20.14	44.40	-70.60									126.95

Hours Over/Under Balance YTD														
<b>Cumulative Carry</b>	-135.99													
<b>Current O/U</b>	-43.91	37.29	17.15	61.55	-9.04									

Percentage of Hours														
<b>% Actual</b>	39.01%	38.98%	37.42%	38.36%	36.71%									
<b>% Purchased</b>	37.71%	37.71%	37.71%	37.71%	37.71%									
<b>% Over/Under</b>	1.30%	1.27%	-0.29%	0.65%	-1.00%									

**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT**

TOTAL ENFORCEMENT														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	MAY	Prior YTD
<b>Total Calls</b>	<b>1005</b>	<b>903</b>	<b>1035</b>	<b>1069</b>	<b>1129</b>								<b>5141</b>	1270	5483
<i>Complaints</i>	916	842	973	1005	1049								4785	1193	5072
<i>Accidents</i>	89	61	62	64	80								356	77	411
<b>Criminal Arrests</b>	<b>61</b>	<b>72</b>	<b>89</b>	<b>45</b>	<b>59</b>								<b>326</b>	68	405
<b>Traffic Arrests</b>	<b>151</b>	<b>172</b>	<b>277</b>	<b>244</b>	<b>229</b>								<b>1073</b>	199	790
<b>Vehicle Code Warnings</b>	<b>144</b>	<b>185</b>	<b>295</b>	<b>254</b>	<b>214</b>								<b>1092</b>	207	920
<b>Ordinance Arrests</b>	<b>7</b>	<b>10</b>	<b>13</b>	<b>15</b>	<b>12</b>								<b>57</b>	10	34

Total Hours															
<b>Patrol</b>	2638.49	2599.12	2426.73	2263.22	2133.95								<b>12061.51</b>		
<b>Investigation</b>	1413.26	1205.85	1699.91	1415.03	1542.99								<b>7277.04</b>		
<b>Paperwork</b>	279.02	318.60	432.07	316.00	435.00								<b>1780.69</b>		
<b>Court</b>	201.27	131.17	170.83	203.33	260.99								<b>967.59</b>		
<b>Assigned</b>	2533.96	2127.26	2336.46	2641.43	2693.07								<b>12332.18</b>		
<b>Total Actual Time</b>	<b>7066.00</b>	<b>6382.00</b>	<b>7066.00</b>	<b>6839.00</b>	<b>7066.00</b>								<b>34419.01</b>		

Assigned Time															
<b>Training</b>	920.75	686.02	781.35	1008.80	1099.48								<b>4496.40</b>		
<b>Assists</b>	0.87	15.70	22.50	4.33	9.45								<b>52.85</b>		
<b>Admin</b>	1612.34	1425.54	1532.61	1628.29	1584.14								<b>7782.92</b>		
<b>Total</b>	<b>2533.96</b>	<b>2127.26</b>	<b>2336.46</b>	<b>2641.42</b>	<b>2693.07</b>								<b>12332.17</b>		

ACTIVITY OUTSIDE JURISDICTION (Included In Totals Above)																
<b>Calls Outside our Jurisdiction</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>4</b>									<b>14</b>		
<b>Arrests Outside our Jurisdiction</b>	<b>0</b>	<b>0</b>	<b>0</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	MAY	Prior YTD
<b>Total Calls</b>	239	214	271	304	258								1286	273	1331
<i>Complaints</i>	215	197	254	284	240								1190	256	1214
<i>Accidents</i>	24	17	17	20	18								96	17	117
<b>Criminal Arrests</b>	13	9	26	19	17								84	13	96
<b>Traffic Arrests</b>	35	38	76	60	64								273	24	189
<b>Vehicle Code Warnings</b>	45	73	93	59	53								323	48	228
<b>Ordinance Arrests</b>	0	3	2	0	2								7	0	2

Hours Breakdown														
<b>Patrol</b>	1018.65	1090.65	1057.83	773.70	821.72									4762.55
<b>Investigation</b>	331.12	183.60	460.68	385.88	388.74									1750.02
<b>Paperwork</b>	69.67	84.66	109.85	102.24	103.15									469.57
<b>Court</b>	19.33	24.37	42.17	26.20	42.48									154.55
<b>Assigned</b>	776.66	652.01	716.12	809.60	825.43									3779.82

Hours Actual vs Purchased														
<b>Total Actual Time</b>	2215.43	2035.29	2386.65	2097.62	2181.52									10916.51
<b>Hours Purchased</b>	2165.73	1956.08	2165.73	2096.15	2165.73									10549.42
<b>Hours Over/Under</b>	49.70	79.21	220.92	1.47	15.79									367.09

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	88.34												
<b>Current O/U</b>	138.04	217.25	438.17	439.64	455.43	455.43	455.43	455.43	455.43	455.43	455.43	455.43	455.43

Percentage of Hours													
<b>% Actual</b>	31.35%	31.89%	33.78%	30.67%	30.87%								
<b>% Purchased</b>	30.65%	30.65%	30.65%	30.65%	30.65%								
<b>% Over/Under</b>	0.70%	1.24%	3.13%	0.02%	0.22%								

**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
MOUNT POCONO BOROUGH**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	MAY	Prior YTD
<b>Total Calls</b>	183	140	160	162	166								811	207	870
<i>Complaints</i>	169	127	147	141	145								729	187	776
<i>Accidents</i>	14	13	13	21	21								82	20	94
<b>Criminal Arrests</b>	25	30	34	4	14								107	18	119
<b>Traffic Arrests</b>	46	30	62	73	83								294	98	302
<b>Vehicle Code Warnings</b>	33	26	55	70	84								268	72	356
<b>Ordinance Arrests</b>	3	6	0	13	6								28	10	26

Hours Breakdown														
<b>Patrol</b>	91.55	95.48	87.29	179.36	233.79									687.47
<b>Investigation</b>	261.52	189.03	284.83	155.57	201.83									1092.78
<b>Paperwork</b>	54.08	76.42	79.93	34.67	70.02									315.12
<b>Court</b>	104.42	41.25	33.46	96.07	111.50									386.70
<b>Assigned</b>	318.01	266.97	293.23	331.50	337.98									1547.69

Hours Actual vs Purchased														
<b>Total Actual Time</b>	829.58	669.15	778.74	797.17	955.12									4029.76
<b>Hours Purchased</b>	886.78	800.94	886.78	858.29	886.78									4319.58
<b>Hours Over/Under</b>	-57.20	-131.79	-108.04	-61.12	68.34									-289.82

Hours Over/Under Balance YTD														
<b>Cumulative Carry Over</b>	79.52													
<b>Current O/U</b>	22.32	-109.47	-217.52	-278.64	-210.30									

Percentage of Hours														
<b>% Actual</b>	11.74%	10.48%	11.02%	11.66%	13.52%									
<b>% Purchased</b>	12.55%	12.55%	12.55%	12.55%	12.55%									
<b>% Over/Under</b>	-0.81%	-2.07%	-1.53%	-0.89%	0.97%									



**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
TUNKHANNOCK TOWNSHIP**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	MAY	Prior YTD
<b>Total Calls</b>	131	117	123	127	163								661	189	774
<i>Complaints</i>	121	109	117	122	152								621	175	726
<i>Accidents</i>	10	8	6	5	11								40	14	48
<b>Criminal Arrests</b>	3	9	8	1	5								26	9	42
<b>Traffic Arrests</b>	10	12	10	16	25								73	6	28
<b>Vehicle Code Warnings</b>	16	24	26	25	16								107	5	34
<b>Ordinance Arrests</b>	0	0	1	0	0								1	0	0

Hours Breakdown														
<b>Patrol</b>	165.00	196.52	158.18	203.73	184.05									907.48
<b>Investigation</b>	165.18	173.37	178.95	176.12	193.73									887.35
<b>Paperwork</b>	21.27	33.00	41.68	33.35	62.65									191.95
<b>Court</b>	10.75	11.97	8.20	27.30	10.95									69.17
<b>Assigned</b>	276.46	232.08	254.91	288.18	293.81									1345.44

Hours Actual vs Purchased														
<b>Total Actual Time</b>	638.66	646.94	641.92	728.68	745.19									3401.39
<b>Hours Purchased</b>	770.90	696.28	770.90	746.13	770.90									3755.11
<b>Hours Over/Under</b>	-132.24	-49.34	-128.98	-17.45	-25.71									-353.72

Hours Over/Under Balance YTD														
<b>Cumulative Carry</b>	109.09													
<b>Current O/U</b>	-23.15	-72.49	-201.47	-218.92	-244.63									

Percentage of Hours														
<b>% Actual</b>	9.04%	10.14%	9.08%	10.65%	10.55%									
<b>% Purchased</b>	10.91%	10.91%	10.91%	10.91%	10.91%									
<b>% Over/Under</b>	-1.87%	-0.77%	-1.83%	-0.26%	-0.36%									

**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
BARRETT TOWNSHIP**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	MAY	Prior YTD
<b>Total Calls</b>	77	72	84	77	106								416	102	381
<i>Complaints</i>	65	65	78	69	104								381	94	354
<i>Accidents</i>	12	7	6	8	2								35	8	27
<b>Criminal Arrests</b>	3	2	7	3	2								17	3	18
<b>Traffic Arrests</b>	7	12	6	7	2								34	9	35
<b>Vehicle Code Warnings</b>	6	10	7	16	3								42	9	41
<b>Ordinance Arrests</b>	0	0	0	1	4								5	0	0

Hours Breakdown														
<b>Patrol</b>	234.47	220.46	164.94	198.21	145.79									963.87
<b>Investigation</b>	146.52	118.30	190.05	146.00	151.20									752.07
<b>Paperwork</b>	22.90	9.22	42.01	17.69	46.26									138.08
<b>Court</b>	14.50	20.78	26.12	14.18	26.64									102.22
<b>Assigned</b>	207.28	174.01	191.12	216.07	220.29									1008.77

Hours Actual vs Purchased														
<b>Total Actual Time</b>	625.67	542.77	614.24	592.15	590.18									2965.01
<b>Hours Purchased</b>	578.00	522.05	578.00	559.43	578.00									2815.47
<b>Hours Over/Under</b>	47.67	20.72	36.24	32.72	12.18									149.54

Hours Over/Under Balance YTD														
<b>Cumulative Carry</b>	-141.01													
<b>Current O/U</b>	-93.34	-72.62	-36.38	-3.66	8.53									

Percentage of Hours														
<b>% Actual</b>	8.85%	8.50%	8.69%	8.66%	8.35%									
<b>% Purchased</b>	8.18%	8.18%	8.18%	8.18%	8.18%									
<b>% Over/Under</b>	0.67%	0.32%	0.51%	0.48%	0.17%									

**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT**

**ASSISTS**

**2023**

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	MAY	Prior YTD
<b>Ambulance Assists</b>	25	15	27	21	16								104	24	117
<b>Fire Assists</b>	6	4	4	2	5								21	8	28
<b>Assist to other Agencies</b>	16	16	12	9	12								65	13	58

Burdentown Twp					1										
Jim Thorpe PD					1										
Lehigh Twp PD			1		1										
Mercer PSP					1										
New York State Justice					1										
Stroud PSP	3				4										
Tobyhanna Army Depot					1										
Tredyffrin PD					1										
Wyoming PSP					1										



1 Classification of Offenses <b>PART I 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
<b>01. CRIMINAL HOMICIDE</b>						
A. Murder and Nonnegligent Manslaughter	11					
B. Manslaughter by Negligence	12					
<b>02. FORCIBLE RAPE</b> <b>Total</b>	20					
A. Rape by Force	21					
B. Assault to Rape-Attempts	22					
<b>03. ROBBERY</b> <b>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</b> <b>Total</b>	40	18		18	15	2
A. Firearm	41	1		1		
B. Knife or cutting instrument	42	-		-		
C. Other Dangerous Weapon	43	-		-		
D. Hands, fist, feet, etc.	44	5		5	3	-
E. Other Assaults-Not aggravated	45	12	-	12	12	2
<b>05. BURGLARY</b> <b>Total</b>	50	1		1		
A. Forcible Entry	51	1		1		
B. Unlawful Entry-No force	52					
C. Attempted forcible entry	53					
<b>06. LARCENY - THEFT</b> (except motor vehicle theft)	60	18	1	17	6	1
<b>07. MOTOR VEHICLE THEFT</b> <b>Total</b>	70	4		4	3	1
A. Autos	71	3		3	2	-
B. Trucks and Buses	72					
C. Other Vehcles	73	1		1	1	1
<b>09. ARSON</b>	90					
<b>TOTAL PART I OFFENSES</b>	77	41	1	40	24	4

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			-		
110. Fraud	19	1	18		
120. Embezzlement			-		
130. Stolen Prop., Rec.,Possess.,Buying	1		1	1	
140. Vandalism	7		7	1	
150. Weapons, Carrying, Possess, etc.	3		3		
160. Prostitution and Commercialized Vice			-		
170. Sex Offenses (except 02 and 160)	2		2		
180. Drug Abuse Violations Total	8		8	3	
Sale/mfg. 18A. Opium-Cocaine	3		3	1	
18B. Marijuana			-		
18C. Synthetic			-		
18D. Other			-		
Possession 18E. Opium-Cocaine			-	1	
18 F. Marijuana	5		5	1	-
18G. Synthetic			-		-
18H. Other			-		
190. Gambling Total			-		
19A. Book Making			-		
19B. Numbers, Etc.			-		
19C. Other			-		
200. Offenses Against Family & Children	13		13	3	
210. Driving Under the Influence	7		7	6	-
220. Liquor Laws	2		2		
230. Drunkenness	2		2	2	
240. Disorderly Conduct	56	7	49	45	10
250. Vagrancy			-		
260. All Other Offenses (except traffic)	56	13	43	34	
<b>TOTAL PART II OFFENSES</b>	<b>176</b>	<b>21</b>	<b>155</b>	<b>95</b>	<b>10</b>

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

	<b>DEPART TOTAL</b>	<b>TOBY</b>	<b>TUNK</b>	<b>BORO</b>	<b>COOL</b>	<b>BAR</b>	<b>OUT</b>	<b>SRO</b>
Homicide	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Assaults	14	3	1	5	4	1	0	4
Burglary	1	1	0	0	0	0	0	0
Larceny - Thefts	16	4	0	5	7	0	0	2
Stolen Vehicles	4	1	1	1	1	0	0	0
Arson	0	0	0	0	0	0	0	0
Forgery	0	0	0	0	0	0	0	0
Fraud	18	6	2	1	8	1	0	1
Embezzlement	0	0	0	0	0	0	0	0
Stolen Property	1	0	0	0	0	1	0	0
Vandalism	7	2	1	1	2	1	0	0
Weapons	3	1	1	0	1	0	0	0
Prostitution	0	0	0	0	0	0	0	0
Sex Offenses	2	1	0	0	1	0	0	0
Drug Violations	4	3	0	0	1	0	0	4
Gambling	0	0	0	0	0	0	0	0
Offenses Family	5	0	0	2	2	1	0	8
DUI	7	1	0	3	3	0	0	0
Liquor Laws	2	1	0	0	1	0	0	0
Drunkenness	2	1	0	0	1	0	0	0
Disorderly Conducts	44	8	6	8	20	2	0	12
All Others	56	12	4	2	31	7	0	0
<b>UCR TOTALS</b>	<b>186</b>	<b>45</b>	<b>16</b>	<b>28</b>	<b>83</b>	<b>14</b>	<b>0</b>	<b>31</b>

Domestics	72	7	16	4	42	3	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	17	0	17
April	6	0	6
May	5	1	4
June	0		
July	0		
August	0		
September	0		
October	0		
November	0		
December	0		
2024 Total	64	4	60



## Pocono Mountain Regional Emergency Medical Services

“Excellence, Honor, and Compassion”

Coolbaugh Township EMS Activity		May 2024		
Total Coolbaugh Calls May 2024: 212		Total PMREMS Calls May 2024: 563		
Total Coolbaugh Calls QTD: 595		Total PMREMS Calls QTD: 1,593		
Total Coolbaugh Calls YTD: 1,083		Total PMREMS Calls YTD: 2,718		
		March	April	May
Non-Emergency Transports		53	37	47
Calls Lost to Mutual aid		27	29	41
Calls Picked Up from Mutual Aid		25	17	24



Fire Company: **Gouldsboro Vol Fire Co**

Month: May 2024

**Total Monthly Calls: 17**

**Total Calls YTD: 73**

Total dispatched in Coolbaugh MTD: 6

Total dispatched in Coolbaugh YTD: 19

**Total Mutual Aid Calls to Other Townships: 3**

Total Man Hours (Calls) Month: 64.5

Total Man Hours (Calls) YTD: 224

Training Hours Month: 154

Training Hours YTD: 534

Total Man Hours Business Month: 800.5

Total Man Hours Business YTD: 3860

Total Hours MTD: 1019

Total Hours YTD: 4618

**Monthly Call Breakdown Report**

Call Type	# per Month
Automatic Alarm	3
Dwelling Fire	
Fire, other	
Extrication	
Hazmat	
Lift Assist/EMS Assist/ Medivac Landing	6
Mutual Aide	2
CO Alarm/Investigation	
Odor Investigation - remove smoke	
Structure (Commercial) Fire	
Traffic Control Only	
Vegetation (Brush) Fire	1
Vehicle Accident	1
Vehicle Fire	1
Wires Down/ Tree on Wires/ Tree Across Road	2
Special Type of incident - Search	1
<b>Total Calls per Month</b>	<b>17</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.





# Pocono Mountain Public Library

~Serving Coolbaugh Township & Mount Pocono Borough since 1975~

## Services to Patrons in 2024:

LIBRARY SERVICE	2024 May	2024 To Date	2023 YEAR END
Circulations	1,325	6,918	18,047
E-Books—All Platforms	185	1,514	3,396
Gate Count	1,559	7,918	19,639
Wi-Fi Usage	849	4,226	14,015
Computer Use	96	509	1,379
Printing, Faxing, Scanning	317	1,525	3,149
Essential Documents	63	221	154
Reference & Computer Help	552	3,109	7,153
Social Interactions (10 min+)	211	878	1,982
Kids Programs & Outreach	9	205	225
Kids Program Attendance	107	389	2,046
Adult & Teen Programs	9	42	129
Adult & Teen Attendance	67	348	1,105
YouTube Channel Video Views	428	1,981	8,365
Website Views	1,234	6,382	14,760
New Patron Cards	28	132	290

The library received specialized robots, circuit building kits, Legos, iPads, Keva Planks and more as part of a Remake Learning Grant from the IU-20. We had a special STEM (Science, Technology, Engineering and Math) program on May 8 to let the kids use iPads and color based schema to program and control the Ozobots and Sphero Bolts. These educational robots are small orbs and look a lot like BB-8 from *Star Wars: The Force Awakens!*

We will continue to provide STEM programs for our kids and families as part of a broader digital literacy initiative to get kids in K—12 excited about sciences and prepared for the future.

The library's Summer Reading Program begins July 9 with lots of fun programs and events for adults, teens and kids!





**4**



## COOLBAUGH TOWNSHIP Codes & Zoning Department

5520 Municipal Drive, Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
www.coolbaughtwp.org

6/13/2024

Erin

### Codes and Zoning Report for BOS Meeting June 18th, 2024. All totals are year to date.

<u>Zoning Permit Applications:</u>	<u>440</u>	<u>Open Nuisance Violations:</u>	<u>32</u>
<u>Alarm Permit Applications:</u>	<u>53</u>	<u>Open Sewage Violations:</u>	<u>44</u>
<u>Sewage Permit Applications</u>	<u>40</u>	<u>Open Right of Way Violations</u>	<u>2</u>
<u>Open Property Violations:</u>	<u>47</u>	<u>Open Fireworks Violations</u>	<u>0</u>
<u>Open Zoning Violations:</u>	<u>77</u>	<u>SMO Pumping Reports Received</u>	<u>312</u>
<u>Open Alarm Violations:</u>	<u>122</u>	<u>SMO Pumping Permits Expired</u>	<u>984</u>
<u>Open Littering Violations:</u>	<u>0</u>		
<u>STR Permit Applications Processed</u>	<u>496</u>		

<u>Active</u>	<u>Pending</u>	<u>Revoked</u>	<u>Expired</u>	<u>Total</u>
<u>1194</u>	<u>213</u>	<u>14</u>	<u>63</u>	<u>1484</u>

Sincerely

*Tomas Keane*

Director of Codes & Zoning

**5**

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## Erin Masker

---

**From:** Greg Haas <ghaas@kceinc.com>  
**Sent:** Thursday, June 13, 2024 12:55 PM  
**To:** Jonathan Shupp  
**Cc:** Erin Masker  
**Subject:** RE: FW: Delaney Lot Joinder

Jon & Erin,

This is good to go!

Regards,  
Greg

Gregory S. Haas, P.E.  
Keystone Consulting Engineers, Inc.  
Kresgeville, PA | [ghaas@kceinc.com](mailto:ghaas@kceinc.com) | cell: 570.249.0209 | [www.KCEinc.com](http://www.KCEinc.com)

***We're looking for exceptional people to join the KCE Team!***

Learn about career opportunities [here](#).

**From:** Jonathan Shupp <jlssurveying@gmail.com>  
**Sent:** Thursday, June 13, 2024 12:51 PM  
**To:** Greg Haas <ghaas@kceinc.com>  
**Cc:** Erin Masker <emasker@coolbaughtwp.org>  
**Subject:** Re: FW: Delaney Lot Joinder

Greg,

Please find the revised deed.

Jon

On Thu, Jun 13, 2024 at 9:35 AM Greg Haas <[ghaas@kceinc.com](mailto:ghaas@kceinc.com)> wrote:

FW: Delaney Lot Joinder  
Erin,

Yes! Just that and signatures on the Plan.

Regards,

Greg



701 Main Street, Suite 405  
Stroudsburg, PA 18360



Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## ***MONROE COUNTY PLANNING COMMISSION***

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March 12, 2024

Erin Masker, Secretary/Administrative Assistant  
Coolbaugh Township Board of Supervisors  
5520 Municipal Dr  
Tobyhanna, PA 18466

Re: Michelle Delaney Lot Joinder  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #42-24

Dear Ms. Masker,

Our office has received a copy of the above noted minor subdivision with concerns to a 0.551-acre site located on the southeasterly side of Wyalusing Drive, across from its intersection with Conoquessing Drive. The plan is proposing to combine two lots to create a single parcel: Lot 1 of 0.2755 acres, and Lot 2 of 0.2755 acres. This lot joinder creates Proposed Lot 1A of 0.551 acres. This site is to be served by on-site water and on-site sewage disposal systems. This site is located within the Residential (R-3) Zoning District with no development proposed at this time.

I have reviewed the proposed minor subdivision based on generally accepted planning principles and environmental concerns. The following comments are offered:

1. It appears that there are no building setback lines delineated on the plan. This should be addressed.
2. Because no further development is proposed at this time, this minor subdivision has addressed all other pertinent County review factors.

It is recommended that approval of this plan be conditioned upon the above-listed comments being satisfactorily addressed, the plan achieving compliance with applicable Township ordinances, and the Township Engineer's review.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on April 9, 2024, at 5:00 p.m. at 701 Main Street, Suite 405 Stroudsburg. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved.

Page Two  
Michelle Delaney Lot Joinder  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #42-24

If you have any questions or if we can be of further assistance please feel free to contact me.

Sincerely yours,

Ryan Poust  
GIS Analyst

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**PUBLIC NOTICE**

**Public Hearing Regarding Cable Franchise Renewal for  
the Township of Coolbaugh**

Notice is hereby given that the Township of Coolbaugh will hold a public hearing regarding cable franchise renewal. The public hearing will take place on \_\_\_\_\_, 2024 at \_\_\_ p.m. at the Township Building located at 5520 Municipal Drive, Tobyhanna, PA 18466. Citizens are invited to testify. The purpose of the public hearing is to review the past performance of the cable operator, Blue Ridge, and to identify the future cable-related community needs of the Township. Questions may be directed to Meredith Thompson - Business Manager - at (570) 894-8490.

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**COOLBAUGH TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION 08-2024**

**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 18<sup>th</sup> day of June, 2024 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

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

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

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

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

## EXHIBIT A

BOX #	DOCUMENT YEAR	DESCRIPTION	FORMAT	RETENTION PERIOD	CODE
1	2000	Accounts Payable	Paper	7 YEARS	FN-2
2	2001	Accounts Payable	Paper	7 YEARS	FN-2
3	2002	Accounts Payable	Paper	7 YEARS	FN-2
4	2003	Accounts Payable	Paper	7 YEARS	FN-2
5	2003	Accounts Payable	Paper	7 YEARS	FN-2
6	2003	Accounts Payable	Paper	7 YEARS	FN-2
7	2004	Accounts Payable	Paper	7 YEARS	FN-2
8	2005	Accounts Payable	Paper	7 YEARS	FN-2
9	2006	Accounts Payable	Paper	7 YEARS	FN-2
10	2006	Accounts Payable	Paper	7 YEARS	FN-2
11	2006	Accounts Payable	Paper	7 YEARS	FN-2
12	2007	Accounts Payable	Paper	7 YEARS	FN-2
13	2008	Accounts Payable	Paper	7 YEARS	FN-2
14	2008	Accounts Payable	Paper	7 YEARS	FN-2
15	2008	Accounts Payable	Paper	7 YEARS	FN-2
16	2008	Accounts Payable	Paper	7 YEARS	FN-2
17	2009	Accounts Payable	Paper	7 YEARS	FN-2
18	2009	Accounts Payable	Paper	7 YEARS	FN-2
19	2010	Accounts Payable	Paper	7 YEARS	FN-2
20	2011	Accounts Payable	Paper	7 YEARS	FN-2
21	2011	Accounts Payable	Paper	7 YEARS	FN-2
22	2011	Accounts Payable	Paper	7 YEARS	FN-2
23	2012	Accounts Payable	Paper	7 YEARS	FN-2
24	2012	Accounts Payable	Paper	7 YEARS	FN-2
25	2013	Accounts Payable	Paper	7 YEARS	FN-2
26	2014	Accounts Payable	Paper	7 YEARS	FN-2
27	2014	Accounts Payable	Paper	7 YEARS	FN-2
28	2014	Accounts Payable	Paper	7 YEARS	FN-2
29	2015	Accounts Payable	Paper	7 YEARS	FN-2
30	2015	Accounts Payable	Paper	7 YEARS	FN-2
31	2016	Accounts Payable	Paper	7 YEARS	FN-2
32	2016	Accounts Payable	Paper	7 YEARS	FN-2
33	2016	Accounts Payable	Paper	7 YEARS	FN-2

**12**

**COOLBAUGH TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION 09-2024**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP  
OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING THE  
FAMILY MEDICAL LEAVE ACT (FMLA) POLICY OF COOLBAUGH  
TOWNSHIP ADOPTED UNDER RESOLUTION 13-2017.**

**WHEREAS**, Coolbaugh Township adopted Resolution 13-2017 on or about November 21, 2017 which approved and adopted the Family Medical Leave Act (FMLA) policy of Coolbaugh Township; and,

**WHEREAS**, the Board of Supervisors of Coolbaugh Township intends to amend the calculation of leave of the Family Medical Leave Act (FMLA) policy of Coolbaugh Township as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that it intends to and hereby does amend the Family Medical Leave Act (FMLA) policy of Coolbaugh Township, as adopted by Resolution 13-2017, as follows:

**I. AMENDMENT TO CALCULATION OF LEAVE**

The calculation of leave of the Family Medical Leave Act (FMLA) policy of Coolbaugh Township, as adopted under Resolution 13-2017, is hereby amended to read as follows:

Eligible employees are able to take up to 12 weeks of unpaid FMLA leave within a 12-month period. The Township uses a fixed 12-month year starting from the employee's anniversary date. The Township measures the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Township will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

**II. EFFECTIVE DATE**

This Resolution and amendment to the Family Medical Leave Act (FMLA) policy of Coolbaugh Township shall become effective immediately upon final enactment.

COOLBAUGH TOWNSHIP

ATTEST:

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

BOARD OF SUPERVISORS

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

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

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

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

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

**14**



# Coolbaugh Township Volunteer Fire Company

Organized October 19, 1948  
TOBYHANNA, PENNA. 18466  
<http://www.coolfire25.com>

Members of:

THE FIREMENS ASSOCIATION  
STATE OF PENNA.  
NORTHEASTERN PENNSYLVANIA  
FIREMENS FEDERATION  
POCONO MOUNTAINS  
MUTUAL AID ASSOCIATION

Members of:

MONROE COUNTY  
FIREMENS ASSOCIATION  
FOUR COUNTY  
FIREMENS ASSOCIATION

To the Coolbaugh Township Board of Supervisors,

The Coolbaugh Township Volunteer Fire Company is looking for the Board of Supervisors to release the stipend allotted in the budget for 2024 in the amount of \$165,000.

This installment will supplement the 2024 budget for operating expenses. We appreciate your continued support for our company to operate and respond to emergencies in and around our municipality.

Thank you.

Sincerely,



Tomas Keane

President – Coolbaugh Township Volunteer Fire Company

**15**

# Coolbaugh Township Volunteer Fire Company

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MUTUAL AID ASSOCIATION

Members of:

MONROE COUNTY  
FIREMENS ASSOCIATION  
FOUR COUNTY  
FIREMENS ASSOCIATION

To the Coolbaugh Township Board of Supervisors,

The Coolbaugh Township Volunteer Fire Company is looking for the Board of Supervisors to release tax monies in the amount of \$22,354.61 for the reassessment that occurred causing a shortfall to the township to payback.

We know as a fire company that you have supported us in every capacity even to cover the reassessment. We feel it is our responsibility to use the tax fund to repay what is necessary and not take anything away from the general fund. Our gratitude for the support is appreciated and we understand that you still may want to cover the repayment, but this is the right thing to do on our end for the Board of Supervisors and our taxpayers.

Thank you.

Sincerely,



Tomas Keane

President – Coolbaugh Township Volunteer Fire Company

**16**

# Coolbaugh Township Volunteer Fire Company

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TOBYHANNA, PENNA. 18466  
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FIREMENS FEDERATION  
POCONO MOUNTAINS  
MUTUAL AID ASSOCIATION

Members of:

MONROE COUNTY  
FIREMENS ASSOCIATION  
FOUR COUNTY  
FIREMENS ASSOCIATION

To the Coolbaugh Township Board of Supervisors,

As always we wanted to thank you for all the support you have given your home fire company comprised of an all volunteer crew. At this time we are asking for assistance for capital and Apparatus release of funds for the new Tanker and Rescue payments. We are also asking for support to help us save money and refurbish the 2003 Tanker. As it is in pretty good shape, but in need of a makeover to update the pump, dump chutes, lighting, interior cab and pump. This overhaul will allow us to keep this in the fleet for several more years instead of spending approximately \$600,000 for a replacement. Apparatus request is for Rescue payment of \$150,000 and \$50,000 for the Tanker. The request for the refurbishment is \$150,000. We will submit at a later date for operational/capital expense reimbursement.

Breakdown of Request:

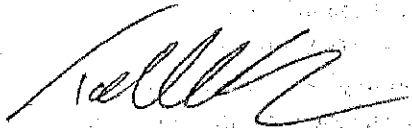
Release of 150,000 for Refurbishment of Tanker 2, 2003 Freightliner

Release of 50,000 for the annual Tanker payment

Release of 150,000 for the annual rescue payment

As always we appreciate your time and consideration for this request.

Sincerely,



Tomas Keane

President – Coolbaugh Township Volunteer Fire Company

**17**

# Coolbaugh Township Volunteer Fire Company

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MUTUAL AID ASSOCIATION

Members of:

MONROE COUNTY  
FIREMENS ASSOCIATION  
FOUR COUNTY  
FIREMENS ASSOCIATION

To the Coolbaugh Township Board of Supervisors,

We are eternally grateful for the support you have given the fire company for the project of building a new fire station (HeadQuarters) on route 196. With the taxes collected, we are asking the township to move \$330,000 dollars into the separate building account this year to continue the savings fund for this 11 plus million dollar project. We believe that working side by side with the township to create this staple in the community will not only help bolster volunteerism, but also to prepare for the inevitable of a paid service 15 years down the road. Thank you again!!

Sincerely,



Tomas Keane

President – Coolbaugh Township Volunteer Fire Company

**18**



To: Coolbaugh Township Board of Supervisors

From: Coolbaugh Township Parks and Recreation Commission

Date: June 10, 2024

.....  
Dear Board of Supervisors:

The Coolbaugh Township Parks and Recreation Commission requests approval to purchase Bat boxes to be placed in the park to encourage a population of bats as a natural solution to control mosquitos and other biting insects. Each box is made of Pennsylvania white pine and finished with charr to prevent rot and insects. These bat boxes were included as part of our 2024 budget. We would like funding to purchase two small bat boxes ~7.2 x 18 in ' at \$16 each and two large bat boxes ~ 19 x 9.5 in at \$30 each for a Total Cost of \$92.00. The boxes will be purchased from Woodworker, Jacob Blew.

We thank you for your consideration in this request.

Sincerely,

Coolbaugh Township Parks and Rec.

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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

### FINANCIAL REPORT - BOARD OF SUPERVISORS

JUNE 18, 2024 BOARD MEETING

AS OF MAY 31, 2024

#### Revenue

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

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Real Estate Taxes (Current & Delinquent)	\$ 2,604,641	65%
Earned Income Tax	1,042,927	51%
Real Estate Transfer Tax	379,069	40%
LST	185,793	79%
Licenses & Permits	152,994	43%
Rents	14,835	42%
Zoning Fees	90,876	96%
Fines & Forfeits	20,235	75%
Building Code Fees	8,153	17%
Grant Proceeds	-	0%
All other sources	134,184	15%
<b>Total Revenue</b>	<b>\$ 4,633,706</b>	

#### Expense

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

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Pocono Mountain Regional Police Dept.	\$ 1,258,639	41%
Salaries	545,175	35%
Capital Purchases	241,479	33%
Employee Benefits	372,089	38%
Fire	10,295	3%
Interfund Transfers	151,991	24%
Contracted Services	93,347	38%
Road Materials	97,629	56%
Pocono Mountain EMS	50,000	50%
Insurance	80,235	40%
Vehicle Repair & Maintenance	38,501	43%
Fuel	40,652	40%
Legal Fees	27,545	27%
Utilities	35,381	44%
Engineering	13,361	12%
Control Center	18,896	50%
All other sources	219,570	38%
<b>Total Expense</b>	<b>\$ 3,294,785</b>	

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**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
JUNE 18, 2024**

<b>DATE</b>	<b>CK #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
6/10/2024		Payroll Transfer	\$ 68,000.00
6/4/2024		General Fund	\$ 52,953.16
6/4/2024		<b>Total General Fund</b>	<b>\$ 120,953.16</b>
6/4/2024		Escrow Fund	\$ 14,699.95
6/4/2024		<b>Total Escrow Fund</b>	<b>\$ 14,699.95</b>
6/4/2024		Sewer Fund	\$ 2,772.72
6/4/2024		<b>Total Sewer Fuels</b>	<b>\$ 2,772.72</b>
		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 138,425.83</b>

**CASH TRIAL BALANCE AS OF JUNE 18, 2024**

General Fund Checking	\$ 9,027,194.31
Fire Tax/Coolbaugh Twp VFD	1,304,248.58
Fire Tax- Coolbaugh Fire Building Fund	669,876.82
Fire Tax- Volunteer Fire Departments	120,098.04
EMS	339,431.08
American Rescue Plan	2,026,509.48
Payroll Checking	862.38
Rainy Day Fund Savings	975,185.55
Total General Fund	<u>\$14,463,406.24</u>
Sewer Fund Checking	8,292.02
Sewer PennVest Checking	55.49
Total Sewer Fund	<u>\$ 8,347.51</u>
Capital Projects Fund Checking	<u>\$ 15,841.96</u>
Emerg. Services Fund Money Market	204,346.90
Emerg. Services Fund Checking	21,210.14
Total Emergency Services Fund	<u>\$ 225,557.04</u>
Liquid Fuels Fund Checking	<u>\$ 622,373.15</u>
Escrow Fund Checking	713,765.20
Escrow Fund Clarius Checking	61,070.23
Total Escrow Fund	<u>\$ 774,835.43</u>
<b>TOTAL ALL FUNDS</b>	<u><u>\$ 16,110,361.33</u></u>

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

Check#	Vendor	Description	Payment	Check Total
11022	1418 - AFFORDABLE AUTO PARTS	PO 25051 PARTS	1,505.00	1,505.00
11023	44 - AIRGAS USA,LLC	PO 25058 OXYGEN/ARGON/ACETYLENE	137.44	
		PO 25071 OXYGEN	155.57	293.01
11024	560 - ALLSTATE SEPTIC SYSTEM,LLP	PO 25060 RENTALS	740.00	
		PO 25095 5/31 WASTE REMOVAL	1,250.00	1,990.00
11025	1330 - AMAZON CAPITAL SERVICES	PO 25057 BACK-UP /BATTERY	158.35	
		PO 25097 PARTS ROAD SIDE MOWER	278.24	
		PO 25100 PARTS	32.12	468.71
11026	1483 - AUTO PARTS OF MT POCONO	PO 25082 BATTERY	55.47	55.47
11027	1565 - C & D CONTRACTOR AND SONS,INC.	PO 25102 ROAD REPAIR	10,500.00	10,500.00
11028	1240 - CINTAS CORPORATION	PO 25079 SHOP TOWELS/UNIFORMS	66.73	
		PO 25080 UNIFORMS	57.04	
		PO 25092 SHOP TOWELS/UNIFORMS	66.73	
		PO 25093 UNIFORMS	53.28	243.78
11029	1060 - COHEN LAW GROUP	PO 25091 CABLE FRANCHISE RENEWAL	3,513.33	3,513.33
11030	652 - CYPHERS TRUCK PARTS	PO 25065 PARTS	43.93	43.93
11031	52 - DALEVILLE ACE HARDWARE	PO 25046 PARK	76.95	
		PO 25085 PAINT FOR TRAILER	195.96	
		PO 25086 SUPPLIES	123.86	396.77
11032	1085 - DE LAGE LANDEN	PO 25108 COPIERS	99.18	99.18
11033	1566 - DENNIS MOTKO	PO 25109 WITHDRAW APPLICATION	200.00	200.00
11034	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 25068 RECYCLING	18.00	18.00
11035	504 - DONALD DEROO	PO 25063 BOOT REIMBURSEMENT	213.01	213.01
11036	1259 - ED'S AUTO SERVICE & TOWING	PO 25101 TRANSPORT 2 FORD SUPERDUTYS	1,200.00	1,200.00
11037	1113 - ELAN FINANCIAL SERVICES	PO 25075 MSFT/ROAD WARRIOR/ADOBE/PARK/VETERANS DA	2,862.87	2,862.87
11038	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 25062 JUNE	287.51	287.51
11039	1384 - FRASER ADVANCED INFO.SYSTEMS	PO 25107 COPIER	329.19	329.19
11040	1425 - FRASER ADVANCED SYSTEMS	PO 25053 CONTRACT 3/6-6/5	1,305.12	1,305.12
11041	578 - GENERAL CODE	PO 25055 ANNUAL MAINT	1,195.00	1,195.00
11042	1074 - GREEN MAN EXTERMINATOR	PO 25090 EXTERMINATOR	250.00	250.00
11043	1140 - HOURIGAN KLUGER & QUINN	PO 25106 FMLA	637.00	637.00
11044	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 25110 WGH/LANDSTON/PAWC/ACT 167/NORTHAMPTON/20	5,555.77	5,555.77
11045	616 - KIMBALL MIDWEST	PO 25098 LUBRICANT	134.52	134.52
11046	891 - LOWE'S	PO 25087 PARTS DPW/WWTP/OLD CHURCH ALARMS	232.71	232.71
11047	917 - MILLENNIUM ADMINISTRATORS	PO 25048 ADMIN JUNE	500.00	500.00
11048	1522 - NAGLE ELEVATOR INSPECTION	PO 25089 STATE INSPECTIONS	95.00	95.00
11049	74 - NAPA AUTO PARTS	PO 25081 PARTS	78.70	78.70
11050	1437 - NATIONAL WASTE DISPOSAL, INC	PO 25070 WASTE DISPOSAL 6/4/2024	324.00	
		PO 25072 MAY/JUNE WASTE REMOVAL	690.00	1,014.00
11051	183 - NORTHEAST SIGNAL & ELECTRIC CO.,INC	PO 25105 196 ECHO LAKE	2,460.17	2,460.17
11052	1523 - NUSO,LLC	PO 25069 PHONES	159.41	159.41
11053	81 - P P & L	PO 25044 83201-80003 STREET LIGHTS	1,053.61	
		PO 25052 84771-32002 507 SIGNAL LIGHTS	26.31	
		PO 25073 49924-86007 IND'L PARK	25.23	1,105.15
11054	86 - PENNSYLVANIA AMERICAN WATER CO	PO 25054 FIRE HYDRANT/GARAGE	2,219.09	2,219.09
11055	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 25084 FAX/CBT	36.43	36.43
11056	206 - PSATS	PO 25059 CODE ENFORCEMENT	35.00	35.00
11057	1385 - QUADIENT LEASING USA, INC	PO 25049 COPIER LEASE 6/22-9/24	449.85	449.85
11058	1343 - RICHARD SULLIVAN	PO 25043 INS REIMBURSEMENT	350.00	350.00
11059	104 - S & H SUPPLY CO., INC.	PO 25077 FILTER/PARK	132.96	132.96
11060	1046 - SCOTT'S SIGNS PRINTING	PO 25083 APPRECIATION PLAQUE	120.00	120.00
11061	1054 - SHOPRITE OF MT POCONO	PO 25088 FUEL	93.70	93.70
11062	161 - STEPHENSON EQUIPMENT INC.	PO 25047 PARTS TIGER MOWER	443.68	
		PO 25066 V BELT	121.72	
		PO 25078 CREDIT/ TIGER MOWER	-138.36	
		PO 25096 ROAD SIDE TIGER MOWER	287.31	714.35
11063	31 - TK ELEVATOR CORPORATION	PO 25045 MAINT 6/-6/30	358.81	358.81
11064	1420 - TOPP BUSINESS SOLUTIONS	PO 25094 CANON SCANNER	1,195.00	
		PO 25104 PART	57.98	1,252.98
11065	1226 - TRIAD TRUCK EQUIPMENT, INC	PO 25064 SPACE CHAINS FOR TRUCK	877.00	877.00
11066	756 - UGI Utilities	PO 25041 411002865458 GARAGE	68.40	
		PO 25042 411002865219 MUNICIPAL CENTER	1,018.79	1,087.19
11067	929 - UNITED CONCORDIA LIFE & HE	PO 25074 JULY	1,917.94	1,917.94
11068	119 - VERIZON	PO 25099 PHONES	638.25	
		PO 25103 PHONES	399.28	1,037.53
11069	930 - WILKES-BARRE MATERIALS	PO 25040 COLD PATCH	748.70	748.70
11070	1551 - WORLD FUEL SERVICES, INC	PO 25050 HEATING OIL	2,579.32	2,579.32

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

Check#	Vendor	Description	Payment	Check Total
TOTAL				52,953.16

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	52,953.16
01.362.000	PUBLIC SAFETY			200.00	
01.400.000	GENERAL GOV'T	5,853.91			
01.404.000	LAW	4,150.33			
01.408.000	ENGINEER	4,155.52			
01.409.000	BUILDING & PLANTS	4,216.55			
01.411.000	FIRE	2,057.15			
01.414.000	ZONING OFFICE	1,385.31			
01.418.000	ZONING HEARING BOARD	246.10			
01.430.000	DPW-HIGHWAYS ROADS STREETS	5,813.12			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	2,623.90			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	5,043.82			
01.438.000	DPW-HIGHWAY REPAIR & MAINT	748.70			
01.439.000	DPW-HIGHWAY CONSTR & REBUILDIN	10,500.00			
01.454.000	PARKS	2,652.11			
01.457.000	CIVIL & MILITARY CELEBRATIONS	581.05			
01.487.000	EMPLOYEE BENEFITS	2,725.59			
<b>TOTALS FOR GENERAL FUND</b>		<b>52,753.16</b>	<b>0.00</b>	<b>200.00</b>	<b>52,953.16</b>

Total to be paid from Fund 01 GENERAL FUND

52,953.16

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52,953.16

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

Check#	Vendor	Description	Payment	Check Total
1348	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 25110 WGH/LANDSTON/PAWC/ACT 167/NORTHAMPTON/20	14,699.95	14,699.95
	TOTAL			----- 14,699.95

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	14,699.95
85.250.224	DELANEY - LOT CONSOLIDATION			31.63	
85.250.229	WGH TRUCKING / HERRERA			94.88	
85.250.243	ROMANO - LOT CONSOLIDATION			347.88	
85.250.244	HOLM - LOT CONSOLIDATION			347.88	
85.250.328	TOBYHANNA DEVELOPMENT - 1545 PROSPECT ST			1,009.38	
85.250.387	PMCC NORTH - LOT 2			1,043.64	
85.250.392	MAPLETREE			126.51	
85.250.455	AMERICAN WATER			31.63	
85.250.458	LANDSTON EQUITIES LLC			10,116.89	
85.250.598	NORTHAMPTON FARMS			1,549.63	
-----					
TOTALS FOR	ESCROW	0.00	0.00	14,699.95	14,699.95
=====					

Total to be paid from Fund 85 ESCROW

14,699.95

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14,699.95



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

Check#	Vendor	Description	Payment	Check Total
3236	364 - DISTRICT COURT 43-3-01	PO 24643 CONSTABLE - 557 MAIN STREET	60.00	60.00
3237	1251 - ENVIRONMENTAL SERV. CORP.	PO 25056 SLUDGE REMOVAL	817.82	
		PO 25076 6/10/2024 SLUDGE REMOVAL	397.00	1,214.82
3238	891 - LOWE'S	PO 25087 PARTS DPW/WWTP/OLD CHURCH ALARMS	28.44	28.44
3239	876 - Microbac Laboratories, Inc.	PO 25061 TESTING	448.46	448.46
3240	1437 - NATIONAL WASTE DISPOSAL, INC	PO 25070 WASTE DISPOSAL 6/4/2024	201.00	
		PO 25072 MAY/JUNE WASTE REMOVAL	360.00	561.00
3241	936 - NORTH END ELECTRIC	PO 25067 ACTUATOR	460.00	460.00
TOTAL				2,772.72

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	2,772.72
08.429.300	OTHER SERVICES & CHARGES	60.00			
08.429.374	MAINT/REPAIR EQUIPMENT	488.44			
08.429.451	OUTSIDE LAB TESTING	448.46			
08.429.452	SLUDGE HAULING	1,214.82			
08.429.453	CONTRACTED SERVICE -TRASH	561.00			
TOTALS FOR SEWER FUND		2,772.72	0.00	0.00	2,772.72

Total to be paid from Fund 08 SEWER FUND

2,772.72

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2,772.72