

**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
October 7, 2025, 6:00PM**

1. 2018 International Fire Code Discussion-Mike Italia, Barry Isett and Associates
2. Public Comment

1

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

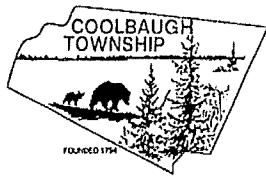
Clare Colgan, Member

Attest:

Lynn Kelly, Member

Meredith Thompson
Business Manager

Cara Rogan, Member



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
October 7, 2025**

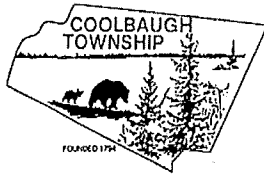
Roll Call

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:
 - September 16, 2025- Regular Meeting Minutes
3. Acknowledge Plan Withdrawal Request for Tobyhanna Self Storage Land Development Plan (489 Route 196)
4. Parks and Recreation Request for DPW to Pick up the Pumpkins from Heckman's for Ghoulbough and to Allow for Two DPW Workers and the Seasonal Park Help to Work the Ghoulbough Event on Saturday, October 25, 2025 from 12:00PM-4:00PM
5. Coolbaugh Township Volunteer Fire Company Request for the Release of Tax Funds for the following:
 - \$16,109.68- Apparatus Maintenance
 - \$311,294.03- Capital Improvements and Operational Expenses
6. Discussion on DPW Assistance at the Coolbaugh Township Volunteer Fire Company Laurel Drive location
7. Authorize signing of the PMREMS Memorandum of Understanding
8. Authorize Advertising Trick or Treat for Friday, October 31, 2025 from 5pm-8pm



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9. Proclamation in Recognition of October as Domestic Violence Awareness Month
10. Authorization to Advertise Full time Code Enforcement Position
11. Code Enforcement Temporary Assignment
12. Authorize the Execution of the Opioid Distributors Settlement Forms from Monroe County
13. Coolbaugh Township Participation in the Veterans Day Parade-Sunday, November 2nd
14. Current Obligations

| | |
|---------------------------|---------------------|
| • General Fund | \$ 693,406.76 |
| • Escrow Fund | \$ 8,553.70 |
| • Sewer Fund | \$ 15,551.26 |
| • Thornhurst VFC Tax Fund | \$ <u>25,000.00</u> |
| Total Disbursements | \$ 742,511.72 |
15. Business Manager Comments/Updates
16. Solicitor Armstrong Comments/Updates
17. Board of Supervisors Executive Sessions
18. Adjournment

Upcoming Events:

- Ghoulbough at the Coolbaugh Township Municipal Park- Saturday, October 25th, 2025 from 1pm-3pm

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MINUTES
September 16, 2025**

The work session 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 Tomas Keane, Director of Codes and Zoning

Staff Absent:

None

1. Act 537 Update- Eric Trembly, ATLAS Engineers

Eric Trembly from ATLAS Engineering was in attendance and discussed the two main updates for the Act 537 plan which focused on the following: Cost of remaining expenses for the year and the status of the study. He stated that he anticipates that the cost for the remainder of the year will be less than \$50,000.00 which will focus on the creation of the document that will focus on the items that are outlined in the executive summary presented. He also stated that the study is moving along and that there is no plan update available as they are moving forward with depicting the delineation on the plans. The Act 537 plan is out of date, and this process will create a plan that will be township-wide which will acknowledge and reflect the developments and HOA's, which also accounts for the EV wetlands and high-quality waterways that are in the township. He stated that the plan will be able to assist with future updates and make it an easier process moving forward as there are many aspects of the process and plan that will not change.

- **Discussion:** Ms. Ruiz-Smith stated that she is aware of a shared community system that serves 15 homeowners and the system is failing, she asked where that leaves the township if all homeowners do not agree to pay for the remediation of the system. Mr. Trembly stated that he is aware of the system and stated that there are covenants in their deeds that require them to contribute to the repairs. He stated that he would encourage the covenants to be required in all homeowner deeds that are in the same situation. At this point in time, it would be a civil issue between the homeowners. Ms. Kelly asked about the other system type that is mentioned in the executive summary which appears to require homeowners to not only maintain an on-lot system but also pay to a community liquid waste system. He stated that this would need to be an option as most lots in the township are too small to allow for a new system to be an option therefore there would need to be another option to

facilitate the needs of the property. He stated that the soils and the lot sizes are key factors for continuity and stated that the existing systems will not last forever. Discussion continued about the Sewage Planning Module requirements and stated that there are lot size requirements that correlate to the hydrologic studies that must be submitted; lots larger than 3 acres are less restrictive than those that are over 10 acres. He stated that these are not met by minimum lot sizes in HOA's. Ms. Kelly asked about the alternative spray irrigation system stating that there is only one piece of property that could utilize it which will now be boxed in due to proposed development, in which case the WWTP will now be boxed in and unable to utilize this system. Mr. Trembly stated that the Township could do a point source discharge if spray irrigation is not an option; he will investigate to provide all avenues for a future discussion. Discussion continued; this will again be on a future work session as the process continues.

2. Public Comment

J. Miller thanked Eric Trembly for his update and asked how long he anticipates that it will take for the report to be completed, being advised that he hopes that it be completed by the end of the year. He asked if the proposed document would contain a cost estimate and risk assessment; being advised that it will probably not be to that level. J. Miller asked when the public will be engaged; Mr. Trembly will have to think about that as this will be a fact-based report that is based on the data collected.

J. Miller stated that at the last meeting a conversation started on possible Fees in Lieu to support the acquisition and maintaining of open space properties. He stated that the conversation was very informative and that based on the conversation he requested that Don Miller and Louis Troutman, Pocono Heritage Land Trust, attend this evening's work session to provide further information and options that may provide funding for open space. D. Miller provided the Board with a printout that highlighted some of the topics discussed at the last meeting. Discussion took place on the open space initiatives that are being carried out by other municipalities and what the options would look like in Coolbaugh Township as well as the natural resources in the township that we need to be sure to protect. Some of the options that L. Troutman reviewed were the fee in lieu option, a municipal open space bond, a percentage of real estate tax allocated for open space or a percentage of real estate transfer tax among other options. They stated that it would all start with determining what would work best for Coolbaugh Township. They are both available to discuss these options and how to proceed with them. Ms. Ruiz-Smith asked how we would be able to find the land and be competitive in purchasing it when developers are paying much more than we would be able to. They stated that there are conversations that would have to be held with the

property owners explaining the importance of the land being used for open space and then being able to create the fund to be able to purchase the land when it becomes available. This would occur with deciding on the initiative that would be implemented in the township. Ms. Kelly stated that there are multiple options that she would be interested in exploring. Discussion continued; this will be scheduled on a future work session for continued discussion.

Work Session ended at 7:10pm.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
September 16, 2025

The meeting was called to order by Chairman Weimer at 7:15pm 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 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

- M. Belcastro of Pocono Farms East was in attendance to express her concerns with the Short-Term Rental that is located next door to her house. She stated that she has lived here for 36 years, and it used to be peaceful, but now she cites loud parties, people walking around with guns, there is trash thrown around the property and the animals are getting into it. She stated that the Monroe County Waste Authority has been out and cited them, but the owners don't care. Mr. Weimer explained the process of the violations on the township's part, advising that a violation is sent out and they have time to clean up the property before it is sent to the court, then they have to be found guilty on three counts before they would be shut down, stating that many times they get the violation and they clean it up and then the violation is closed then once the next occurrence would start the whole process all over again. He advised that she should continue reporting it to the township and the HOA, stating that the HOA may have stricter rules that would be able to help in this situation. Discussion continued and M. Belcastro stated that she will speak to the HOA and continue reporting to the township as she doesn't know what else to do.
- H. Smith stated that he is in favor of the Board exploring the options for funding to obtain open space in the township. He stated that we live in a nice area, why wouldn't we want to invest in it. Ms. Kelly stated that there are multiple options she would be interested in researching to generate income for open space. Discussion continued with the public agreeing that they too would be interested in the potential to obtain open space.

2. Approval of minutes / notes:

- September 2, 2025- Regular Meeting Minutes

Ms. Colgan made a motion second by Ms. Kelly to Approve the September 2, 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 also reviewed the speed study conducted on roads in the township.
- Pocono Mountain Regional EMS Report- Presented by A. Schrader; he thanked the Board for their continued support stating that last month was the busiest month in PMREMS history. He thanked Ms. Ruiz-Smith for the invitation to the 9/11 ceremony stating that it was a nice event as always. He also thanked the township staff for their assistance in coordinating the move to the lower level of the municipal building; they are anticipating moving into the space within the next month, thanking Solicitor Armstrong for his assistance in the preparation of the agreement.

4. Zoning and Short-Term Rental Report

Presented by Mr. Keane, stating that the Citizen Reporting Portal in TRAIRS is moving forward and he will provide an update once it goes live.

5. Authorize Execution of Plans and Agreements for the PA American Water Summit Point PFAS Treatment Improvements Land Development Plan

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Execution of the Plans and Agreements for the PA American Water Summit Point PFAS Treatment Improvements Land Development Plan.

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

6. Thornhurst VFC Request for Release of \$25,000.00 Tax Disbursement for Repairs to Engine/Pumper

Ms. Rogan made a motion second by Mr. Weimer to Authorize the Release of the \$25,000.00 Tax Disbursement for Thornhurst VFC for the Repairs to the Engine/Pumper.

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

7. Pocono Farms East Request to Put Up No Fireworks Signs in the Community on Township Property

M. Schlegel, Pocono Farms East Board member, was in attendance and explained the ongoing issue with the fireworks in the community, many with Airbnb's. They are hopeful that by putting up the signs at the main entrance and frequently traveled roads to make residents and guests in the community aware of the HOA rules. Discussion continued on the proposed locations and photos that were provided, township right of ways and other thoughts on the sign placement and size. After a lengthy discussion it was agreed that due to the size/location of the signs and the concerns that Solicitor Armstrong had about the installation of a sign on Township property that is not in accordance with the township ordinance. The township ordinance outlines the distance from a structure being no less than 200' and the proposed signs would prohibit them all together, therefore he would like to look into it further and also have the Township Engineer review the site and location proposed for the sign to be placed before the Board acts on it.

Mr. Weimer made a motion second by Ms. Colgan to Table the Pocono Farms East Request to Put Up No Fireworks Signs in the Community on Township Property.

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

8. Authorize Execution of the Required Documents Relating to the RACP Grant Application

Mr. Weimer made a motion second by Ms. Rogan to Authorize the Execution of the Required Documents Relating to the RACP Grant Application.

- **Discussion:** Ms. Thompson stated that these grant documents are relating to the building #2 project.
- **Vote:** All in favor, motion passes.

9. Authorize Advertisement of Trailer for Sale on Municibid

Mr. Weimer made a motion second by Ms. Colgan to Authorize Advertising the Trailer for Sale on Municibid.

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

10. Controller Report

Ms. Thomspson presented the Controller Report in the Absence of Mr. Dixon.

11. Current Obligations

| | |
|----------------------------|----------------------|
| • General Fund | \$ 129,657.82 |
| • Escrow Fund | \$ 576.00 |
| • Sewer Fund | \$ 24,947.88 |
| • Gouldsboro VFC | <u>\$ 25,000.00</u> |
| Total Disbursements | \$ 180,181.70 |

Ms. Ruiz-Smith made a motion second by Ms. Rogan to Approve paying the Current Obligations in the Amount of \$180,181.70 as presented.

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

12. Business Manager Comments/Updates

- Ms. Thompson stated that the PMREMS agreement outlined specific garage bays that would be designated for PMREMS, and she stated that those will be changing due to the needs and logistics that were determined after the fact. She asked if this change would require the agreement to have to be changed. Solicitor Armstrong stated that there could just be an addendum to the original agreement.
- Ms. Thompson requested a brief executive session following the meeting for personnel.

13. Solicitor Armstrong Comments/Updates

- Solicitor Armstrong stated that he has an amended ordinance for energy, solar, wind and nuclear that he will provide for the Board to discuss. Mr. Weimer asked that it be added to the work session for the second meeting in October.
- Solicitor Armstrong reminded the Board about the Haydt lot consolidation plan which had the comment in the MCPC review letter relating to the well isolation distance. He stated that the comment in the letter is not a reason to deny the plan and stated that the plan is not changing anything relating to the isolation distance of the well. They have not requested a waiver and therefore there is not anything else necessary to do. Therefore, with the Board's agreement, the Township can finalize the plan for recording at the county. The Board agreed.
- Solicitor Armstrong requested a brief executive session regarding legal.

14. Board of Supervisors Executive Sessions

- Tuesday, September 16, 2025 from 9:00pm-9:16pm Re: Personnel/ Legal.

17. Adjournment

Ms. Colgan made a motion second by Ms. Kelly to adjourn at 8:47pm.

NEXT BOARD WORK SESSION / MEETINGS:

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

Work Session/ Business Meeting Tuesday, October 7, 2025, at 6:00pm

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

Witnessed by: _____ **Date:** _____
William Weimer, Chairman

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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,

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 operational release of funds. We have been working on the insurance claim for damage to the wall, that has since been repaired that led to the walls of the firehouse being repainted. Oddly enough it really needed it and we saved over 30,000 dollars by getting a couple of volunteers to do the paint. As upgrades to the building have been made, unfortunately we have found more problems to deal with. The electric coming into the building does not currently meet the demands for the apparatus and equipment. We are working through that mess now.

This investment to upgrade the Laurel Drive station is planned in waves. The Wildflower station is getting a sign upgrade that will help bring in volunteers and share township messaging. As our volunteers have the time they are making the effort to save as much money as possible and only contract out tasks that cannot be completed in house. The facilities have been neglected for years and without an end in sight for the new station and headquarters we need to bring the two stations up to date. For what has been expended so far we are asking to have the following funds released:

Breakdown of Request:

Release of 16,109.68 for apparatus maintenance

Release of 311,294.03 for capital improvements and operational expenses

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

Sincerely,



Tomas Keane

President – Coolbaugh Township Volunteer Fire Company

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COOLBAUGH TOWNSHIP JOB DESCRIPTION

Job title: CODE ENFORCEMENT OFFICER

Work Location: COOLBAUGH TOWNSHIP

Division/Department: CODES AND ZONING

Reports to: DIRECTOR OF CODES AND ZONING

☒ **Full-Time**

☐ **Part-time**

☐ **Seasonal**

☐ **Exempt**

☒ **Nonexempt**

☐ **Nonexempt/Bargaining**

THE POSITION

Under the direction of the Director of Codes and Zoning, the Code Enforcement Officer will investigate, observe, and resolve issues revolving around the Coolbaugh Township Code of Ordinances, including but not limited to on-site inspections and administrative processing of applications, permits, and correspondence. Work may also involve assisting and/or coordinating compliance activities with other County Agencies. Wages for this position are determined by the Coolbaugh Township Board of Supervisors.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED required.

Certified Home Inspector and/or Passing Score of National Home Inspector Exam and/or 5+ years home inspection experience required.

Minimum two (2) years of clerical experience required.

General knowledge of municipal code enforcement / municipal permitting preferred.

Licensure or Certification:

Valid PA Driver's license required.

Home Inspector Certification preferred.

Necessary Knowledge, Skills, and Abilities:

Computer operations including Microsoft Office and permitting software; Operating office machines, such as scanner, computer, copier and fax machine; Conducting inspections and site visits as required; Ability to understand and interpret building and construction plans; Establishing and maintaining an effective working relationship with all levels of Township management; officials, staff, and the general public; Communicating effectively in person, via telephone, written correspondence, and by e-mail; Meeting deadlines efficiently by applying knowledge of the procedures to fulfill essential job duties; Providing excellent public relations and customer service skills; Working in a multi-task environment; Ability to organize, prioritize, and carry out office work with minimal supervision.

ESSENTIAL JOB DUTIES

Duties may include, but are not limited to, the following:

- Providing efficient and effective customer service to the residents of Coolbaugh Township.
- Performing on-site property inspections as required prior to the issuance of permits.
- Reviewing permit application submissions and performing and documenting follow-up action for completion.

- Receiving requests, complaints and information from the public, Township staff, and elected officials and conducting investigations of potential code violations.
- Conducting field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, and related documentation for code violations.
- Scheduling and performing follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
- Preparing evidence in support of legal actions taken by the Township; appear in court as necessary; testify in court proceedings as required.
- Maintaining accurate documentation and case files on all investigations, inspections, enforcement actions.
- Preparing written reports, memos, and correspondence related to enforcement activities.
- Attending meetings and serving as a resource to other Township departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations.
- Other duties as assigned.

TOOLS AND EQUIPMENT USED

Personal computer, electronic tablet, Township vehicle, GPS devices, fax machine, copy machine, camera, measuring devices, and protective clothing and safety gear.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 30 pounds. On a continuous basis work in an office environment sitting at a desk for long periods of time; travel from job site to job site sitting in vehicle; bend, squat, climb, kneel and twist while performing field work; may be exposed to dust, noise, machinery, moving objects and other vehicles while performing field work; may work on uneven or slippery surfaces; and may intermittently perform field work while exposed to various types of weather including extreme heat during summer months and cold temperatures during the winter months. Daily local travel within the municipality is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollen, and fumes, weather extremes, and biological waste.

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

Print Employee Name:

Employee signature:

Date:

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
OCTOBER 07,2025**

| DATE | CK # | DESCRIPTION | AMOUNT |
|-----------|------|------------------------------------|----------------------|
| 9/17/2025 | | Payroll | \$ 57,000.00 |
| 9/22/2025 | | Pension | \$ 11,000.00 |
| 10/7/2025 | | General Fund | \$ 625,406.76 |
| 10/7/2025 | | Total General Fund | \$ 693,406.76 |
| 10/7/2025 | | Escrow Fund | \$ 8,553.70 |
| 10/7/2025 | | Total Escrow Fund | \$ 8,553.70 |
| 10/7/2025 | | Sewer Fund | \$ 15,551.26 |
| 10/7/2025 | | Total Sewer Fund | \$ 15,551.26 |
| 10/7/2025 | | Fire Tax Fund -VFC- Thornhurst VFC | \$ 25,000.00 |
| 10/7/2025 | | Total Fire Tax Fund -VFC | \$ 25,000.00 |
| 10/7/2025 | | TOTAL DISBURSEMENTS | \$ 742,511.72 |

CASH TRIAL BALANCE AS OF OCTOBER 07,2025

| | |
|--|-------------------------|
| General Fund Checking | \$ 9,455,208.13 |
| American Rescue Plan | 1,751,955.57 |
| Payroll Checking | 2,702.39 |
| Rainy Day Fund Savings | 1,010,237.70 |
| Total General Fund | \$ 12,220,103.79 |
| Fire Tax/Coolbaugh Twp VFD | 739,701.81 |
| Fire Tax- Volunteer Fire Departments | 51,194.25 |
| Fire Tax- Coolbaugh Fire Building Fund | 1,027,461.48 |
| Total Fire Fund | \$ 1,818,357.54 |
| EMS | 36,980.14 |
| Total EMS Fund | \$ 36,980.14 |
| Sewer Fund Checking | 1,219.59 |
| Sewer PennVest Checking | 37.66 |
| Total Sewer Fund | \$ 1,257.25 |
| Capital Projects Fund Checking | 16,832.16 |
| Total Capital Projects Fund | \$ 16,832.16 |
| Emerg. Services Fund Money Market | 209,664.80 |
| Emerg. Services Fund Checking | 21,762.11 |
| Total Emergency Services Fund | \$ 231,426.91 |
| Liquid Fuels Fund Checking | 538,317.78 |
| Total Liquid Fuels Fund | \$ 538,317.78 |
| Escrow Fund Checking | 613,367.63 |
| Escrow Fund Clarius Checking | 62,572.51 |
| Total Escrow Fund | \$ 675,940.14 |
| TOTAL ALL FUNDS | \$ 15,539,215.71 |

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

| Check# | Vendor | Description | Payment | Check Total |
|--------|---|---|------------|-------------|
| 12455 | 1592 - ACRISURE MID-ATLANTIC PARTNERS INS. SERV | PO 27384 ADMIN FEE - SEPT | 500.00 | 500.00 |
| 12456 | 560 - ALLSTATE SEPTIC SYSTEM,LLP | PO 27474 PARK SOCCOR FIELD | 560.00 | 560.00 |
| 12457 | 1258 - AM TRUST FINANCIAL SERVICES INC. | PO 27412 WORKERS COMP | 11,029.00 | 11,029.00 |
| 12458 | 1330 - AMAZON CAPITAL SERVICES | PO 27369 LIGHTS-PART | 199.46 | |
| | | PO 27370 COMPLEX STEP SIGN | 31.57 | |
| | | PO 27373 SUPPLIES | 22.95 | |
| | | PO 27380 SUPPLIES | 249.06 | |
| | | PO 27391 TOOLS | 181.37 | |
| | | PO 27392 SUPPLIES | 102.77 | |
| | | PO 27395 TONER | 139.87 | |
| | | PO 27423 SUPPLIES | 176.25 | 1,103.30 |
| 12459 | 1330 - AMAZON CAPITAL SERVICES | PO 27424 SUPPLIES/PAPER | 259.40 | |
| | | PO 27428 INKJET | 159.99 | |
| | | PO 27464 LED LIGHT | 349.50 | |
| | | PO 27465 EXIT SIGN | 449.97 | 1,218.86 |
| 12460 | 1039 - AMERICAN UNITED LIFE INS. CO. | PO 27427 OCTOBER | 1,408.39 | 1,408.39 |
| 12461 | 1483 - AUTO PARTS OF MT POCONO | PO 27365 PART 2015/2016 INT'L DUMP | 22.50 | |
| | | PO 27388 F350 FORD | 168.39 | |
| | | PO 27456 SPARK PLUGS | 81.37 | |
| | | PO 27468 PART | 285.95 | 558.21 |
| 12462 | 1567 - CANON FINANCIAL SERVICES,INC. | PO 27401 9/1-9/30/2025 | 189.50 | 189.50 |
| 12463 | 569 - CARROT TOP INDUSTRIES | PO 27407 FLAGS MAIN ST | 168.73 | 168.73 |
| 12464 | 724 - CINTAS - | PO 27364 DPW/GARAGE/ADMIN- FIRST AID CABINETS | 196.75 | |
| | | PO 27368 EYE WASH STATIONS - DPW-WWTP | 172.72 | 369.47 |
| 12465 | 1240 - CINTAS CORPORATION | PO 27371 UNIFORMS | 42.49 | |
| | | PO 27372 MATS/UNIFORMS | 494.27 | |
| | | PO 27414 UNIFORMS | 42.49 | |
| | | PO 27415 SHOP TOWELS/UNIFORMS | 94.79 | |
| | | PO 27445 UNIFORMS | 42.49 | |
| | | PO 27446 SHOP TOWELS/UNIFORMS | 94.79 | 811.32 |
| 12466 | 257 - COOLBAUGH FIREMEN'S RELIEF ASSOC | PO 27397 FIRE RELIEF FUND | 147,328.69 | 147,328.69 |
| 12467 | 190 - COOLBAUGH SEWER FUND | PO 27462 SEWER | 374.82 | 374.82 |
| 12468 | 652 - CYPHERS TRUCK PARTS | PO 27455 GREASE ALL TRUCKS | 96.00 | 96.00 |
| 12469 | 52 - DALEVILLE ACE HARDWARE | PO 27389 TANK SPRAYER | 39.99 | |
| | | PO 27435 PAINT | 25.98 | |
| | | PO 27469 WATER SYSTEM DPW | 119.88 | 185.85 |
| 12470 | 13 - DEVELOPMENTAL EDUCATION SERVICES | PO 27377 RECYCLING | 18.00 | 18.00 |
| 12471 | 1296 - GRIM,BIEHN & THATCHER | PO 27470 GENERAL MATTERS/ARCADIA/FIRE CO/ZONING/M | 7,780.25 | 7,780.25 |
| 12472 | 1250 - GUYETTE COMMUNICATIONS | PO 27444 FAX DPW | 225.00 | 225.00 |
| 12473 | 1485 - H & K GROUP, INC | PO 27394 2A ANTI SKID | 335.17 | |
| | | PO 27432 PARK | 599.64 | |
| | | PO 27458 ROAD MATERIAL | 1,294.72 | |
| | | PO 27459 ROAD MATERIAL | 830.04 | |
| | | PO 27460 ROAD MATERIAL | 2,889.81 | |
| | | PO 27461 ROAD MATERIALS | 312.98 | 6,262.36 |
| 12474 | 535 - HANOVER ENGINEERING ASSOC., INC. | PO 27478 SEO | 12,657.00 | 12,657.00 |
| 12475 | 1192 - HIGHMARK BLUE SHIELD | PO 27413 OCTOBER | 47,685.29 | 47,685.29 |
| 12476 | 1591 - JDM CONSULTANTS ,LLC | PO 27433 RACP APPLICATION REIMBURSEMENT | 500.00 | 500.00 |
| 12477 | 1621 - JOHN MISTRETTE | PO 27385 REFUND | 110.00 | 110.00 |
| 12478 | 1203 - KCE KEYSTONE CONSULTING ENGINEERS | PO 27429 PARK/GRANT PROJECTS/PLANNING COMM/LANDST | 13,008.28 | 13,008.28 |
| 12479 | 616 - KIMBALL MIDWEST | PO 27367 SHOP SUPPLIES | 484.90 | |
| | | PO 27425 SUPPLIES | 82.81 | 567.71 |
| 12480 | 232 - MECHANICAL SERVICE COMPANY | PO 27440 FUEL LEAKING GENERATOR | 877.01 | 877.01 |
| 12481 | 1523 - NUSO,LLC | PO 27475 PHONES | 164.13 | 164.13 |
| 12482 | 81 - P P & L | PO 27374 8961-95000 TEGAWITHA RD | 302.03 | |
| | | PO 27375 64488-49005 RTE 611 | 92.05 | |
| | | PO 27376 43281-27004 MUNICIPAL CENTER | 1,477.94 | |
| | | PO 27398 54691-27003 LAUREL DR | 797.50 | |
| | | PO 27409 88900-24001 GARAGE | 33.91 | |
| | | PO 27410 36034-04005 ECHO LAKE | 41.70 | |
| | | PO 27411 89343-21023 SPEED LIMIT SIGN | 24.99 | |
| | | PO 27420 39910-23005 196 | 61.28 | 2,831.40 |
| 12483 | 81 - P P & L | PO 27438 51540-24008 196 | 28.21 | |
| | | PO 27439 07251-41006 RESTROOMS | 0.18 | |
| | | PO 27451 84771-32002 507 SIGNAL LIGHTS | 27.48 | |
| | | PO 27452 85457-02009 BASEBALL FIELD | 785.89 | |
| | | PO 27453 98496-55008 7 KINGSWAY | 61.06 | |
| | | PO 27454 88094-98000 940 SUMMIT | 42.52 | 945.34 |

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

| Check# | Vendor | Description | Payment | Check Total |
|--------|--|--|------------|-------------|
| 12484 | 86 - PENNSYLVANIA AMERICAN WATER CO | PO 27419 DPW/MUNICIPAL/FIRE HYDRANTS | 2,400.34 | 2,400.34 |
| 12485 | 143 - POCONO LAKE SUPPLY CO. | PO 27390 RAKES | 210.00 | 210.00 |
| 12486 | 94 - POCONO MOUNTAIN REGIONAL EMS | PO 27362 OCTOBER | 10,000.00 | 10,000.00 |
| 12487 | 93 - POCONO MOUNTAIN REGIONAL POLICE DEP | PO 27363 OCTOBER | 272,248.37 | |
| | | PO 27466 POLICE PENSION | 46,970.02 | |
| | | PO 27467 NON UNIFORM PENSION | 4,495.79 | 323,714.18 |
| 12488 | 1561 - RJH ELECTRONICS | PO 27441 REPAIR CAMERAS MUNICIPAL CENTER | 1,180.00 | 1,180.00 |
| 12489 | 104 - S & H SUPPLY CO., INC. | PO 27457 CHALK REEL | 18.89 | 18.89 |
| 12490 | 1265 - SCHAEDLER YESCO | PO 27430 SUPPLY | 47.82 | |
| | | PO 27434 OUTSIDE LIGHTS | 94.97 | |
| | | PO 27477 LIGHT BULB | 53.49 | 196.28 |
| 12491 | 623 - SERVICE TIRE TRUCK CENTERS | PO 27471 TIRES F250 2020 | 935.20 | |
| | | PO 27472 2019 VOLVO TIRES | 4,597.76 | 5,532.96 |
| 12492 | 161 - STEPHENSON EQUIPMENT INC. | PO 27405 SEAT ROLLER | 2,007.51 | |
| | | PO 27406 SHOULDER BOOM MOWER | 398.26 | |
| | | PO 27426 PARTS TIGER MOWER | 510.14 | |
| | | PO 27437 SHOULDER MOWER | 184.57 | |
| | | PO 27443 PART ROADSIDE MOWER | 169.14 | 3,269.62 |
| 12493 | 1215 - SUPER HEAT, INC. | PO 27476 BOILER REPAIR | 5,583.93 | 5,583.93 |
| 12494 | 1420 - TOPP BUSINESS SOLUTIONS | PO 27450 TONER | 236.09 | 236.09 |
| 12495 | 1548 - TRAISR,LLC | PO 27402 SaaS-AUGUST | 1,000.00 | |
| | | PO 27404 Sewer Module | 3,000.00 | 4,000.00 |
| 12496 | 1055 - TULPEHOCKEN SPRING WATER INC | PO 27366 BOTTLE WATER | 139.08 | 139.08 |
| 12497 | 892 - VERIZON WIRELESS | PO 27431 PHONES | 2,305.17 | 2,305.17 |
| 12498 | 1469 - VFW 509 AUX | PO 27408 9/6 EVENT | 600.00 | 600.00 |
| 12499 | 1528 - WAYCO INCORPORATED | PO 27421 SHORELINE DR 9.5 WEARING COURSE | 907.37 | 907.37 |
| 12500 | 1587 - WEX BANK | PO 27479 FUEL | 909.49 | 909.49 |
| 12501 | 1551 - WORLD FUEL SERVICES, INC | PO 27381 FUEL | 2,488.16 | |
| | | PO 27448 FUEL | 1,032.89 | |
| | | PO 27449 FUEL | 1,148.40 | 4,669.45 |
| TOTAL | | | | 625,406.76 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|------------|--------------------------------|------------|--------------|---------------|------------|
| 01.101.000 | GENERAL FUND CHECKING | | | 0.00 | 625,406.76 |
| 01.321.000 | LICENSES & PERMITS | | | 110.00 | |
| 01.400.000 | GENERAL GOV'T | 14,369.27 | | | |
| 01.401.000 | MANAGER -EXECUTIVE | 139.87 | | | |
| 01.404.000 | LAW | 5,566.25 | | | |
| 01.405.000 | MUNICIPAL OFFICE | 668.45 | | | |
| 01.408.000 | ENGINEER | 481.27 | | | |
| 01.409.000 | BUILDING & PLANTS | 12,993.87 | | | |
| 01.410.000 | POLICE | 272,248.37 | | | |
| 01.411.000 | FIRE | 149,614.69 | | | |
| 01.412.000 | AMBULANCE / RESCUE | 10,000.00 | | | |
| 01.413.000 | SEO / BUILDING CODE | 12,657.00 | | | |
| 01.414.000 | ZONING OFFICE | 3,400.21 | | | |
| 01.419.000 | PLANNING COMMISSION | 206.25 | | | |
| 01.430.000 | DPW-HIGHWAYS ROADS STREETS | 6,219.26 | | | |
| 01.432.000 | DPW-SNOW & ICE REMOVAL | 5,662.72 | | | |
| 01.433.000 | DPW-TRAFFIC SIGNS STREET SIGN | 681.32 | | | |
| 01.436.000 | DPW-STORM SEWERS & DRAINS | 249.99 | | | |
| 01.437.000 | DPW-REPAIR OF TOOLS & MACHINER | 9,006.49 | | | |
| 01.437.370 | OUTSIDE REPAIRS | 935.20 | | | |
| 01.438.000 | DPW-HIGHWAY REPAIR & MAINT | 907.37 | | | |
| 01.454.000 | PARKS | 14,331.80 | | | |
| 01.457.000 | CIVIL & MILITARY CELEBRATIONS | 600.00 | | | |
| 01.481.000 | INTERGOVT EXPENSES | 51,465.81 | | | |
| 01.486.000 | INSURANCE | 11,029.00 | | | |
| 01.487.000 | EMPLOYEE BENEFITS | 41,862.30 | | | |
| TOTALS FOR | GENERAL FUND | 625,296.76 | 0.00 | 110.00 | 625,406.76 |

List of Bills - (85101000) ESCROW FUND CHECKING
ESCROW

| Check# | Vendor | Description | Payment | Check Total |
|--------|--|---|----------|-------------|
| 1390 | 1296 - GRIM,BIEHN & THATCHER | PO 27470 GENERAL MATTERS/ARCADIA/FIRE CO/ZONING/M | 1,980.00 | 1,980.00 |
| 1391 | 1203 - KCE KEYSTONE CONSULTING ENGINEERS | PO 27429 PARK/GRANT PROJECTS/PLANNING COMM/LANDST | 6,573.70 | 6,573.70 |
| TOTAL | | | | 8,553.70 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|------------|--|------------|--------------|---------------|----------|
| 85.101.000 | ESCROW FUND CHECKING | | | 0.00 | 8,553.70 |
| 85.250.280 | HAYDT - LOT CONSOLIDATION | | | 288.75 | |
| 85.250.283 | HOOVER - LOT CONSOLIDATION | | | 68.75 | |
| 85.250.327 | PMI / MPMA ACT 537 | | | 36.00 | |
| 85.250.328 | TOBYHANNA DEVELOPMENT - 1545 PROSPECT ST | | | 2,201.64 | |
| 85.250.343 | PA AMERICAN - 234 POCONO RD - LAND DEVELOPMENT | | | 1,130.75 | |
| 85.250.392 | MAPLETREE | | | 104.75 | |
| 85.250.458 | LANDSTON EQUITIES LLC | | | 3,904.81 | |
| 85.250.593 | TOWNSHEND INDUSTRIAL ASSET, LLC | | | 680.75 | |
| 85.250.598 | NORTHAMPTON FARMS | | | 137.50 | |
| TOTALS FOR | ESCROW | 0.00 | 0.00 | 8,553.70 | 8,553.70 |

Total to be paid from Fund 85 ESCROW

8,553.70

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8,553.70

List of Bills - (08101000) CHECKING SEWER FUND

| Check# | Vendor | Description | Payment | Check Total |
|--------|-----------------------------------|---|----------|-------------|
| 3480 | 724 - CINTAS - | PO 27364 DPW/GARAGE/ADMIN- FIRST AID CABINETS | 13.54 | |
| | | PO 27368 EYE WASH STATIONS - DPW-WWTP | 166.71 | |
| | | PO 27473 EYEWASH STATION 09/30/2025 | 260.00 | 440.25 |
| 3481 | 771 - COMMONWEALTH OF PA | PO 27422 LOAN#P24001544-429 - SEPT/OCT | 1,930.70 | 1,930.70 |
| 3482 | 1251 - ENVIRONMENTAL SERV. CORP. | PO 27436 9/24 - SLUDGE HAULING | 1,815.75 | |
| | | PO 27447 9/24 Emergency Call Out | 2,019.00 | 3,834.75 |
| 3483 | 699 - MAIN POOL & CHEMICAL CO | PO 27379 SULFATE SOLUTION | 1,328.70 | |
| | | PO 27463 SULFATE SOLUTION | 1,114.75 | 2,443.45 |
| 3484 | 876 - Microbac Laboratories, Inc. | PO 27382 9/4 TESTING | 236.01 | |
| | | PO 27383 9/3 TESTING | 236.01 | |
| | | PO 27387 9/5 TESTING | 236.01 | |
| | | PO 27393 9/8 TESTING | 236.01 | |
| | | PO 27416 09/09 TESTING | 236.01 | |
| | | PO 27417 09/10 TESTING | 236.01 | |
| | | PO 27418 09/11 TESTING | 236.01 | 1,652.07 |
| 3485 | 936 - NORTH END ELECTRIC | PO 27442 GEARBOX REPAIR | 1,185.00 | 1,185.00 |
| 3486 | 81 - P P & L | PO 27399 26491-26001 340 MEMORIAL BLVD | 2,830.46 | |
| | | PO 27400 04090-21003 PUMP STA | 114.84 | 2,945.30 |
| 3487 | 104 - S & H SUPPLY CO., INC. | PO 27403 REPAIR WWTP | 471.70 | 471.70 |
| 3488 | 162 - USA BLUE BOOK | PO 27378 SUPPLIES | 228.04 | 228.04 |
| 3489 | 439 - YOUNG & HAROS,LLC | PO 27386 WAL-MART | 420.00 | 420.00 |
| TOTAL | | | | 15,551.26 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|------------|---------------------------------|------------|--------------|---------------|-----------|
| 08.101.000 | CHECKING | | | 0.00 | 15,551.26 |
| 08.269.500 | PENNWORKS 2008 GOB | | | 1,829.19 | |
| 08.429.200 | SUPPLIES | 2,685.03 | | | |
| 08.429.300 | OTHER SERVICES & CHARGES | 426.71 | | | |
| 08.429.314 | PROFESSIONAL FEE SOLICITOR | 420.00 | | | |
| 08.429.361 | ELECTRIC | 2,945.30 | | | |
| 08.429.374 | MAINT/REPAIR EQUIPMENT | 1,656.70 | | | |
| 08.429.451 | OUTSIDE LAB TESTING | 1,652.07 | | | |
| 08.429.452 | SLUDGE HAULING | 3,834.75 | | | |
| 08.472.106 | PENNWORKS INTEREST LN #99900048 | 101.51 | | | |
| TOTALS FOR | SEWER FUND | 13,722.07 | 0.00 | 1,829.19 | 15,551.26 |

Total to be paid from Fund 08 SEWER FUND

15,551.26
=====

15,551.26

List of Bills - (04102001) Fire Tax - Coolbaugh Twp VFC FIRE TAX FUND

| Check# | Vendor | Description | Payment | Check Total |
|--------|--|------------------------|-----------|-------------|
| 1006 | 329 - THORNHURST VOLUNTEER FIRE & RESCUE | PO 27396 ENGINE/PUMPER | 25,000.00 | 25,000.00 |
| TOTAL | | | | 25,000.00 |

Summary By Account

| ACCOUNT | DESCRIPTION | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | CREDIT |
|------------|------------------------------|------------|--------------|---------------|-----------|
| 04.102.001 | Fire Tax - Coolbaugh Twp VFC | | | 0.00 | 25,000.00 |
| 04.411.000 | TAX DISBURSEMENTS | 25,000.00 | | | |
| TOTALS FOR | FIRE TAX FUND | 25,000.00 | 0.00 | 0.00 | 25,000.00 |

Total to be paid from Fund 04 FIRE TAX FUND

25,000.00

=====

25,000.00