



**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

August 4, 2026, 6:00PM

Work Session Canceled; Regular Meeting will Begin at 6:00PM.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

August 4, 2026, 6:00PM

Roll Call

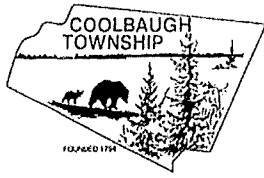
BOARD OF SUPERVISORS

____ B. Weimer ____ A. Ruiz-Smith ____ C. Colgan ____ L. Kelly ____ C. Rogan
____ Solicitor Tuosto ____ 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:
 - July 21, 2026- Regular Meeting Minutes
3. Minor Subdivision Joining Lots 4034 & 4035, Section H, Stillwater Lakes Civic Association, Property Owner(s): Jahmal Allen & Jessica Romeo
4. Minor Subdivision Joining Lots 49 & 51 , Block 100, Section 4, Arrowhead Lake; Property Owner(s): Patrick & Kristen Stewart
5. Gouldsboro Volunteer Fire Company Request for Release of Annual Donation in the Amount of \$25,000.00 for the Purchase of Portable Radios
6. Website Monthly Maintenance Plan
7. Current obligations

• General Fund	\$ 461,355.37
• Escrow Fund	\$ 25,998.14
• Sewer Fund	\$ 22,807.00
Total Disbursements	\$ 510,140.51



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8. Business Manager Comments/Updates
9. Solicitor Tuosto Comments/Updates
10. Board of Supervisors Executive Sessions
11. Adjournment

2

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MINUTES**

July 21, 2026

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

Board Members Present:

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

Board Members Absent:

None

Staff Present

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller, Tomas Keane, Director of Codes and Zoning and Lourdes Aponte, Zoning Officer

Staff Absent:

None

1. Rooftop Solar Presentation - 2086 Corporate Center Drive and 1180 Corporate Center Drive

Garrett Peterson, of Sigma Renewables, presented information regarding proposed rooftop solar installations at 2086 Corporate Center Drive West and 1180 Corporate Center Drive East. He stated that Sigma Renewables develops energy storage and solar projects primarily across the Mid-Atlantic region and is working on approximately 60 similar projects in Pennsylvania. He explained that the proposed systems would operate under PPL's virtual aggregation and metering tariff, which allows energy credits generated at the site to be applied to meters on the site or to other meters owned by the same building owner within PPL territory; the electricity generated would go directly to the grid rather than back into the buildings themselves, and that the structure allows flexibility as tenant usage changes over time. G. Peterson explained that the company is not a tenant, but rather provides development services for the building owner, and that both buildings are intended to have rooftop solar installations. He explained that the energy may be credited to other buildings owned by the same owner within PPL territory, or otherwise purchased by PPL, depending on tenant usage and ownership needs.

- **Discussion:** Solicitor Armstrong explained that after reviewing the zoning ordinance, the proposal does not clearly fit within the current accessory solar use provisions because the scale of the installation appears to exceed the building load and may be considered a second principal commercial use on the property. He explained that the applicant will likely need to proceed before the Zoning Hearing Board and may seek either a favorable zoning interpretation or, in the alternative, a use variance and related dimensional or ordinance variances. G. Peterson stated that the ordinance language appears geared more toward traditional ground-mounted commercial solar installations and does not neatly address rooftop systems of this type. Ms. Ruiz-Smith stated the panels would be rooftop-mounted, not publicly visible, not affecting the footprint of the building, and not altering the essential function of the property, the proposal should not be viewed as problematic under the ordinance. Ms. Kelly asked if

both roofs would be fully covered, the expected lifespan of the panels, system maintenance, and emergency response considerations; being advised that they would. Ms. Kelly asked what the anticipated average panel lifespan. G. Peterson stated approximately 30 to 40 years, and that the project includes a decommissioning plan and lease-based decommissioning obligations. The system is monitored remotely and there is an operations and maintenance agreement. J. Miller expressed support of the rooftop solar concept, stating that many residents would likely approve of this approach as opposed to large-scale clear-cutting for ground-mounted solar farms. He asked if there is a possibility of updating the Township ordinance not only for rooftop solar, but also for other supplemental power alternatives, including technologies that may be associated with future data center development. Solicitor Armstrong stated that once an application is formally submitted for the Zoning Hearing Board, it will then be before the Board at a future meeting, at which time the Board may then consider whether to submit a letter of support, take no position, or otherwise comment on the variance application. Discussion took place on the draft ordinance amendment already in progress that includes solar and other energy-related provisions, and the possibility of revisiting that draft in light of this proposal.

Work session ended at 6:41pm.

Coolbaugh Township Board of Supervisors

Regular Meeting Minutes

July 21, 2026

The meeting was called to order by Mr. Weimer at 6:41pm 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 Eilber, Business Manager, Darren Dixon, Controller, Tomas Keane, Director of Codes and Zoning, and Lourdes Aponte, Zoning Officer

Staff Absent:

None

Announcements

Mr. Weimer announced that public input would be considered at the beginning of the meeting for non-agenda items, that the public would be given an opportunity to speak on each agenda item, and that speakers should state their name and the city or community in which they reside.

1. Public Input

- J. Miller asked about the status of the rezoning matter involving Pocono Mountain Corporate Center North Lot 3 being advised that it is going slow.

2. Approval of Minutes / Notes:

- **July 7, 2026 Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the July 7, 2026 Regular Meeting Minutes as presented.

- **Discussion:** None
- **Vote:** All in favor. Motion passes.

3. Monthly / Quarterly Reports

- **Pocono Mountain Regional Police Report-** Presented by Mr. Weimer; noting that the police force is down seven officers due to a recent resignation. He commended the Police Officers for the work that they put in on the homicide in the township, citing that they made an arrest within 24 hours. Ms. Kelly asked about heavy truck and construction vehicle traffic on Prospect Street, Main Street, and connecting roads, including use of engine brakes and related quality-of-life and safety concerns. C. Dunn stated that the PUC may be able to assist with commercial vehicle inspections and stated she will share the contact information after the

meeting. Additional discussion referenced prior submission of information to PennDOT concerning engine-brake issues, with no response yet received.

- **Pocono Mountain Regional EMS Report-** Presented by A. Schrader; stating that the building project continues to move forward with expected occupancy by the end of the year, He stated that they placed five new heart monitors in service using a private foundation grant totaling \$312,000 and obtained new AEDs through the vendor. The Regional Round Up fundraiser will be held on August 27 at Skytop and is open to the public. Ms. Ruiz-Smith thanked EMS personnel for their response in connection with the care of her mother.
- **Coolbaugh Township Volunteer Fire Company-** Presented by D. Reed .
- **Gouldsboro Volunteer Fire Company-** Presented by D. Miller.
- **Pocono Summit Volunteer Fire Company-** Presented by Mr. Weimer.
- **Thornhurst Volunteer Fire and Rescue-** Presented by D. Serfass; stating that they have fundraising events coming up, including family-oriented events scheduled for August 15 and September 26. Event listings are available on their Facebook Page.
- **Pocono Mountain Public Library-** No report provided.

4. **Codes, Zoning and STR Report**

Presented by Mr. Keane; stating that the Citizen Reporter complaint tool is now live and allows complaints to be tied to specific properties and assigned internally for follow-up. It is available on our website.

- **Discussion-** C. Dunn asked if complainants receive updates after submitting complaints. It was explained that complainants receive an automated acknowledgment and staff may follow up directly if more information is needed, but they do not receive ongoing status updates because of the investigatory nature of enforcement. She also discussed nuisance complaints involving neighbor disputes.

5. **Dangerous Structure Report**

Mr. Keane provided and reviewed the list of dangerous structures throughout the Township, including properties with collapsing structures, falling decks, fire damage, and other unsafe conditions. He explained that the list fluctuates as violations are issued and removed only after the condition is corrected, and that the violation remains with the property regardless of ownership changes.

- **Discussion-** Extensive discussion took place regarding the Township's past and present handling of dangerous structures, including the legal process necessary to obtain court authorization before demolishing private structures. Discussion continued regarding tax-sale and county-owned properties, properties with junk and garbage violations, and concern over potentially hazardous materials at one abandoned property. C. Dunn, A Pocono Country Place Manager, stated that the homeowner's association has spent substantial funds over the years pursuing injunctions and obtaining owner contact information and expressed frustration that the Township had not taken more aggressive action despite earlier commitments and budget discussions.

The Board discussed coordinating more closely with the association, prioritizing the most dangerous structures, and agreed that the Township engineer should review the dangerous-structure list and categorize the properties based on severity so that the Township can determine next steps with assistance from the Solicitor's office where appropriate.

6. Upcoming Zoning Hearing Board Hearing - 7693 Shore Line Drive, Arrowhead Lake; Property Owner: Kim Moore

Mr. Keane reviewed the upcoming Zoning Hearing Board application concerning 7693 Shore Line Drive in Arrowhead Lake, a corner lot where the applicant seeks relief to reduce one required front-yard setback from 25 feet to 12 feet. He stated that the zoning issue arises because corner lots are treated as having two front setbacks and two side setbacks under the ordinance. There have been no permits issued and he is bringing this to the Board to see if they want to take a position at the hearing. Ms. Ruiz-Smith expressed her concern that reducing the setback to 12 feet would be too substantial and could create an undesirable precedent. Solicitor Armstrong explained that the Board could choose to do nothing, send a letter reflecting its position, or actively participate in the hearing through counsel. The general sense of the Board was opposition to the requested setback reduction, though not necessarily a desire to commit significant legal resources to direct participation.

Ms. Ruiz-Smith made a motion second by Supervisor Colgan to authorize a letter indicating that the Board of Supervisors is not in favor of the variance application.

- **Discussion:** J. Miller agreed with Ms. Ruiz-Smith and reiterated that this could set a precedence.
- **Vote:** 4-1-0, motion passes. (Ms. Kelly opposed)

7. Pocono Mountain Regional EMS - Regional Round Up Table Sponsorship

Mr. Weimer and seconded by Ms. Ruiz-Smith to sponsor a table for the Pocono Mountain Regional EMS Regional Round Up.

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

8. Acceptance of Resignation - Kyle Chergosky, effective 07/08/2026

Mr. Weimer made a motion second by Ms. Colgan to accept the resignation of Kyle Chergosky effective July 8, 2026.

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

9. Authorization to Advertise Vacancy - DPW - CDL Class A/B

Mr. Weimer made a motion second by Ms. Colgan to authorize advertisement of the DPW vacancy requiring a CDL Class A or B.

- **Discussion:** Ms. Ruiz-Smith asked when it would be advertised, being advised by the end of the week.
- **Vote:** All in favor, motion passes.

10. Acceptance of Dave Pope's Resignation from Planning Commission effective July 14, 2026 and Authorize Advertising the Vacancy

Ms. Rogan made a motion second by Ms. Colgan to accept Dave Pope's resignation from the Planning Commission effective July 14, 2026 and to authorize advertising the vacancy.

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

11. Controller Report

Presented by Mr. Dixon.

- **Discussion:** Ms. Ruiz-Smith asked whether the Township still maintains a budget line item for dangerous structures, being advised it does not. The matter was noted for discussion during the upcoming budget process.

12. Current Obligations

• General Fund	\$ 128,974.15
• Coolbaugh Twp. VFC	\$ 336,564.37
• Sewer Fund	\$ 15,329.98
• Escrow Fund	\$ 7,595.88
Total Disbursements	\$ 488,464.38

Ms. Colgan made a motion second by Ms. Rogan to approve paying the current obligations in the amount of \$488,464.38.

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

13. Business Manager Comments / Updates

- Ms. Eilber stated that, following significant storms a few weeks earlier, DPW staff inspected Township-owned properties for hazardous trees that may threaten buildings or gathering areas, and that a proposal for tree removal expenses is expected to come before the Board.
- Ms. Eilber also advised that the gazebo located on PAWC property outside the district court is in poor condition, with rotting boards and needed shingle repairs, and that repairs are expected to cost less than \$2,000. Discussion noted that the gazebo is understood to be Township-owned even though it is not located on Township-owned land and that the Township maintains the structure and surrounding grass.
- Ms. Eilber stated that unofficial notice had been received that the Township was awarded a \$500,000 RACP grant for Building 2, to be used for shingles, windows, and exterior work.
- Mr. Weimer stated that he would like to have a presentation from Vialitics, an AI generated road condition technology tool seen at PSATS.
- Ms. Ruiz Smith asked why there was a traffic counter located on Shore Line Drive in Pocono Summit. Mr. Weimer stated that the county has counters out and didn't recall the exact locations that were requested.

- Mr. Weimer stated that DPW recently installed solar-powered speed signs on Echo Lake Drive and on Prospect Road that will be moved periodically to address speeding complaints in different areas.

14. Solicitor Armstrong Comments / Updates

Solicitor Armstrong requested a brief executive session following the meeting for litigation and stated that he will be away for the next meeting but could appear by phone if needed, or he could send someone else from his firm.

15. Board of Supervisors Executive Sessions

- After: Tuesday, July 21, 2026 from 7:57pm-8:12pm Re: Litigation

16. Adjournment

Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 7:51pm.

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

Meetings are held at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna.

Next Regular Board Meeting: Tuesday, August 4, 2026 at 6:00pm.

Submitted by _____ Date _____
Erin Masker, Township Secretary

Witnessed by _____ Date _____
William Weimer, Chairman

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SITE DATA:

SOURCE OF TITLE:

LOT 4035
TAX ID 03.14F.2.209
1160 TRAPPER LANE
DB 2082 PG 9482
AREA = 0.215 ACRES

LOT 4034
PARCEL ID 03.14F.2.208
(VACANT LOT)
DB 2089 PG 3018
0.215 ACRES

TOTAL ACREAGE:

0.430 ACRES

NEW LOT NUMBER:

LOT 4035A

ADDRESS:

1160 TRAPPER LANE

ZONING DISTRICT:

R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COOLBAUGH TOWNSHIP
SETBACKS:

FRONT YARD SETBACK - 25 FEET
SIDE YARD SETBACK - 9 FEET
REAR YARD SETBACK - 24 FEET

PLAN BOOK 20 PAGE 109
SETBACKS:

FRONT YARD SETBACK - 25 FEET
SIDE YARD SETBACK - 10 FEET MIN. (25' COMBINED)
REAR YARD SETBACK - 30 FEET

OWNER'S STATEMENT:

ON THIS ____ DAY OF _____, 2026, BEFORE ME, THE UNDERSIGNED, PERSONALLY APPEARED JESSICA ROME and JAMMAL ALLEN, WHO BEING DULY SWORN, ACCORDING TO THE LAW, DEPOSES, AFFIRMS, CONFIRMS AND SAYS THAT THEY ARE THE LEGAL OWNER OF THE PROPERTY DEPICTED ON THIS PLAN, AND THAT THERE ARE NO LAWSUITS, CLAIMS AND/OR LEGAL ACTIONS PENDING THAT WOULD AFFECT THE TITLE OF THE PROPERTY, AND FURTHER THAT THIS LOT JOINDER PLAN WAS MADE AND SUBMITTED AT THE DIRECTION OF THE ABOVE REFERENCED OWNERS OF THE PROPERTY AND THAT THEY ACKNOWLEDGE THAT THE SAME BE BY THEIR OWN ACT AND THAT THE OWNERS DESIRED THE SAME TO BE APPROVED AND RECORDED IN ACCORDANCE WITH THE LAW.

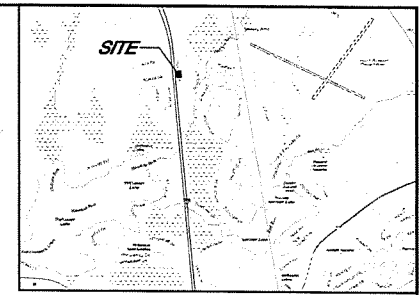
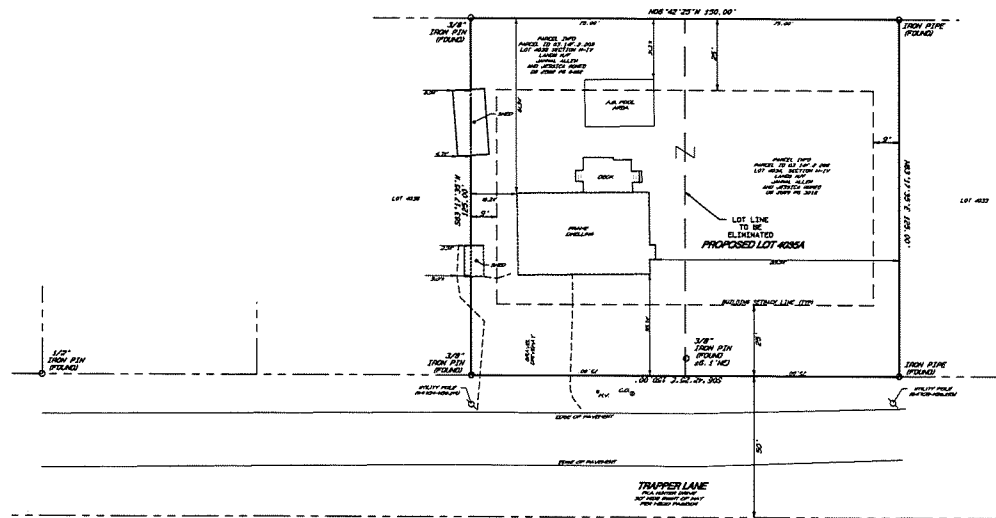
JESSICA ROME
PO BOX 2224
POCONO SUMMIT, PA 18346

JAMMAL ALLEN
PO BOX 2224
POCONO SUMMIT, PA 18346

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

INTERSTATE ROUTE 380



LOCATION MAP

TOWNSHIP 10S, RANGE 1E, SECTION 14, STILLWATER LAKES, DATED 1973.

BOARD OF SUPERVISORS:

AT A PUBLIC MEETING HELD ON _____, 2026, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND BY A MOTION DULY ENACTED, APPROVED THE JOINING OF LOTS 4034 AND 4035 AS ORIGINALLY SHOWN ON THE PLAN TITLED "SECTION 14-IV, STILLWATER LAKES, DATED 1973."

APPROVAL/REVIEW BLOCK

REVIEWED BY THE COUNTY PLANNING COMMISSION

COUNTY PLANNING COMMISSION STAFF PERSON

DATE

GENERAL NOTES:

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING OR EXTENDING ANY EASEMENTS OF RECORD ON OR OVER THE SUBJECT PROPERTY.
2. THE LOTS BEING JOINED SHALL NOT BE SUBDIVIDED INTO SMALLER LOTS WITHOUT THE APPROVAL OF COOLBAUGH TOWNSHIP.
3. BY APPROVAL OF THIS PLAN THE TOWNSHIP HAS NOT CONFIRMED THE PRESENCE, ABSENCE AND/OR THE EXTENT OF WETLANDS, NEITHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 400 - ZONING, AS AMENDED.
5. WATER SUPPLY AND SEWAGE DISPOSAL ARE COMMUNITY CENTRAL.

SURVEYOR'S CERTIFICATION:

I, DEAN JOSEPH SLONAKER, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN, PREPARED FROM A FIELD SURVEY IN MAY OF 2026 AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OR LAND DEVELOPMENT, TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLONAKER, PLS (SU075362)

DATE

TAX ID PARCELS: 03.14F.2.209 + 03.14F.2.208	LANDS OF JESSICA ROME & JAMMAL ALLEN LOT JOINDER PLAN PROPOSED LOT 4035A (EXISTING LOTS 4034 & 4035) SECTION 14-IV, STILLWATER LAKES ESTATES COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
TOTAL AREA: 0.430 AC.	TOTAL LOTS: 2
DATE: 6/20/26	SCALE: 1"=20'
TROUT CREEK, LLC PROFESSIONAL LAND SURVEYING SERVICES Large Valley and Home Locations 484-714-8828 www.troutcreekllc.com	
JOB NO.: 2602026 SHEET NO.: 1 OF 1	



COOL-26-016

July 16, 2026

Erin Masker, Township Secretary / Administrative Assistant (via email)

**RE: ROMEO & ALLEN LOT JOINDER PLAN
REVIEW #1**

Dear Erin,

I have reviewed the above-referenced submission which included the following information.

- Plan titled, "Lands of Jessica Romeo & Jahmal Allen Lot Joinder Plan", dated June 20, 2026, prepared by Trout Creek, LLC, Professional Land Surveying Services.
- Draft Legal Description, no date
- Deed (db 2582, pg. 9482 – Lot 4035)
- Deed (db 2669, pg. 3018 – Lot 4034)
- Monroe County Tax Certifications
- Subdivision Plan, Section H-IV – Stillwater Lakes
- Monroe County Planning Subdivision Review, dated July 20, 2026, prepared by Kevin Glovas.

The submitted items were reviewed for compliance with the applicable requirements of the following ordinances.

- **Chapter 355 Subdivision and Land Development**, adopted by the Board of Supervisors of the Township of Coolbaugh on February 5, 2013, with Amendments noted where applicable ("SALDO")

My review comments are as follows:

CHAPTER 355. SUBDIVISION AND LAND DEVELOPMENT COMMENTS

1. SALDO – Section 355-17.D. – Comments from the Monroe County Planning Commission (**MCPC**) review of the Plan shall be considered.
2. SALDO – Section 355-20.B(2)(e) – Proof of **notification** to the property owner's association/community association shall be provided.
3. SALDO – Section 355-29.A.(2) – The name, address, seal, and signature of the registered **Professional Land Surveyor** responsible for the Plan shall be provided on the Plan. Plans shall be signed and sealed prior to recording.
4. SALDO – Section 355-29.A.(20) – The required **Board of Supervisors statement** shall be added to the Plan. Five (5) signature lines and an area for the Township seal shall be provided on the Plan. The bold & underlined text below should be added to the approval block.

*"At a public meeting held on _____, 20____, the Board of Supervisors of Coolbaugh Township reviewed and, by a motion duly enacted, approved the joining of lots _____ and _____ as originally shown on the plan titled _____ and **recorded in the Monroe County courthouse in _____, Volume _____.**"*

If you have any questions regarding this project, please do not hesitate to contact me at your convenience.

Sincerely,

KEYSTONE CONSULTING ENGINEERS, INC.



Daren J. Martocci
Vice President

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

July 20th, 2026

Erin Masker, Secretary
Coolbaugh Township
5520 Municipal Drive
Tobyhanna, PA 18466

Re: Romeo and Allen
Minor Subdivision
Coolbaugh Township
MCPC Review #112-26

Dear Ms. Masker:

Our office has received a copy of the above noted minor subdivision plan with concerns to a 0.43-acre site located on the westerly side of Trapper Lane, approximately 1000 feet north of its intersection with Holiday Drive. The site is currently comprised of two parcels: Lot 4034 (0.215-acres) and Lot 4035 (0.215-acres). Currently, Lot 4035 is developed, containing a residential dwelling and accessory structure, and Lot 4035 is undeveloped. The site is served by community water and sewer systems. The plan proposes to combine both lots, creating Lot 4035A of 0.43-acres. The site is located in the Medium Density Residential (R-3) zoning district of Coolbaugh Township where single-family detached dwellings are permitted.

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

1. It appears that both lots are not under common ownership. Lot 4035 is owned by Jahmal Allen; whereas, Lot 4034 is owned by Jessica Romeo. It is recommended that the Township ensure that common ownership is secured.
2. It appears the plan does not delineate site contour lines and the location of soils on the site as required by §355-28 of the Ordinance. It is recommended that these details be included to meet all ordinance requirements.
3. It appears that both existing sheds on Lot 4035 are partially located on the adjacent Lot 4036 (Parcel ID #03.14F.2.211). It should be noted that the proposed subdivision will not eliminate this non-conformity. It is recommended that the Township should confirm the ownership and location of the existing sheds.
4. It appears that a pool and two sheds on Lot 4035 are located within the setbacks of the R-3 District (§400 *Attachment 2*). It should be noted that the proposed subdivision will not eliminate these nonconformities.

5. It appears the plan does not include the seal and signature of the qualified professional responsible for the plan as required by §355-28. This information should be included to meet all ordinance requirements.
6. Because this minor subdivision proposes no further development at this time, the submitted plan has addressed all other pertinent County review factors.

It is recommended that approval of this plan be conditioned upon the plan achieving compliance with applicable Township ordinances, and the Township Engineer's review.

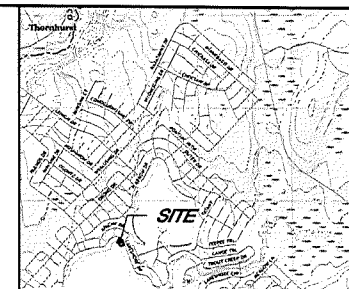
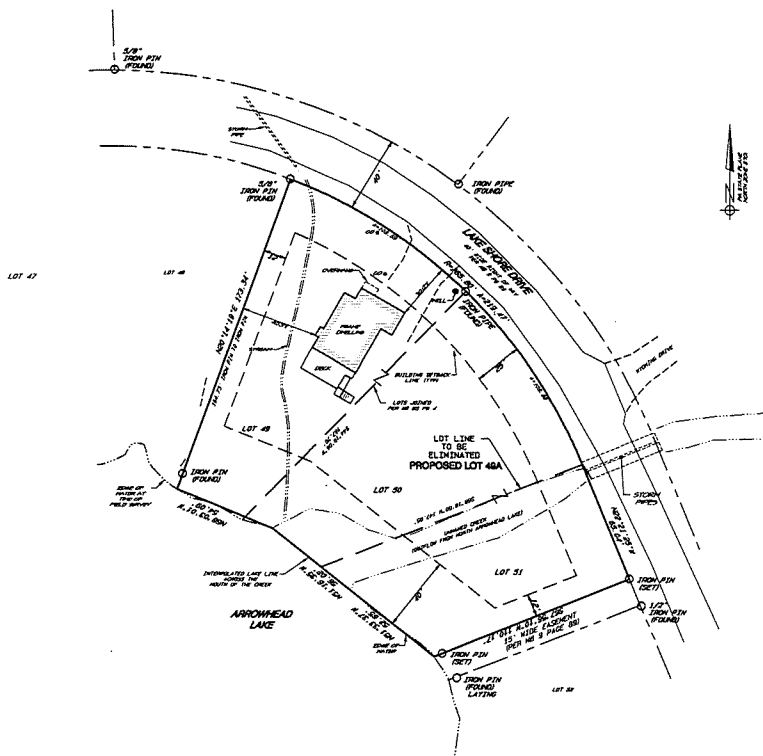
All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on August 11th, 2026, at 5:00 p.m. at the Monroe County Planning Commission. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested 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.

Sincerely,

Kevin Glovas
Community Planner

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LOCATION MAP

USGS T08Y000000 MAP
1000 0 1000 2000
SCALE IN FEET

BOARD OF SUPERVISORS:

AT A PUBLIC MEETING HELD ON _____, 2026, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND BY A MOTION DULY ENACTED, APPROVED THE JOINING OF LOT 49/50 (PREVIOUSLY JOINED) AND LOT 51, ORIGINALLY SHOWN ON THE PLAN TITLED "PLAN OF LOTS, ARROWHEAD LAKE, SECTION 40, DATED JANUARY 1965."

APPROVAL/REVIEW BLOCK

REVIEWED BY THE COUNTY PLANNING COMMISSION

COUNTY PLANNING COMMISSION STAFF PERSON _____ DATE _____

SITE DATA:

SOURCE OF TITLE:

LOTS 49 & 50 (COMBINED)
TAX ID 03.204.1.23
7670 LAKE SHORE DRIVE
DB 2486 PG 1011
AREA = 0.566 ACRES

LOT 51
PARCEL 03.204.1.234
(VACANT LOT)
DB 2650 PG 7497
0.193 ACRES

TOTAL ACREAGE:

0.760 ACRES

NEW LOT NUMBER:

LOT 49A

ADDRESS:

7670 LAKE SHORE DRIVE

ZONING DISTRICT:

R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COOLBAUGH TOWNSHIP

SETBACKS:

FRONT YARD SETBACK - 25 FEET
SIDE YARD SETBACK - 12 FEET
REAR YARD SETBACK - 40 FEET

OWNER'S STATEMENT:

ON THIS _____ DAY OF _____, 2026, BEFORE ME, THE UNDERSIGNED, PERSONALLY APPEARED PATRICK G. STEWART AND KRISTEN J. STEWART, WHO BEING DULY SWORN ACCORDING TO THE LAW, DEPOSED, AFFIRMED, CONFIRMED AND SAYS THAT HE ARE THE LEGAL OWNER OF THE PROPERTY DEPICTED ON THIS PLAN, AND THAT THERE ARE NO LAWSUITS, CLAIMS AND/OR LEGAL ACTIONS PENDING THAT WOULD AFFECT THE TITLE OF THE PROPERTY. AND FURTHER THAT THIS LOT JOINER PLAN WAS MADE AND SUBMITTED AT THE DIRECTION OF THE ABOVE REFERENCED OWNER OF THE PROPERTY AND THAT HE ACKNOWLEDGE THAT THE SAME BE BY OUR OWN ACT AND THAT SAID OWNERS DESIRES THE SAME TO BE APPROVED AND RECORDED IN ACCORDANCE WITH THE LAW.

PATRICK G. STEWART
7670 LAKE SHORE DRIVE
POCONO LAKE, 18347

KRISTEN J. STEWART
7670 LAKE SHORE DRIVE
POCONO LAKE, 18347

MY COMMISSION EXPIRES _____

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

NOTARY PUBLIC

GENERAL NOTES:

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING OR EXTINGUISHING ANY EASEMENTS OF RECORD ON OR OVER THE SUBJECT PROPERTY.
2. THE LOTS BEING JOINED SHALL NOT BE SUBDIVIDED INTO SMALLER LOTS WITHOUT THE APPROVAL OF COOLBAUGH TOWNSHIP.
3. BY APPROVAL OF THIS PLAN THE TOWNSHIP HAS NOT CONFIRMED THE PRESENCE, ABSENCE AND/OR THE EXTENT OF WETLANDS, NEITHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 400 - ZONING, AS AMENDED.
5. WATER SUPPLY IS ON LOT, SEWAGE DISPOSAL IS COMMUNITY CENTRAL.
6. PARCEL AND RIGHT OF WAY LINES SHOWN ARE REFERENCED FROM THE RECORDED DOCUMENTS LISTED ON THIS PLAN ONLY. NO OTHER TITLE RESEARCH OR TITLE REVIEW WAS PERFORMED IN PREPARATION OF THIS PLAN. SUBJECT PARCEL MAY BE SUBJECT TO RESTRICTIONS, COVENANTS, EASEMENTS, ADVERSE POSSESSION CLAIMS, AND/OR AGREEMENTS.

SURVEYOR'S CERTIFICATION:

I, DEAN JOSEPH SLOMOKER, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN, PREPARED FROM A FIELD SURVEY IN MARCH OF 2026 AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OR LAND DEVELOPMENT, TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLOMOKER, PLS (SU075362)

DATE _____

TAX ID PARCELS: 03.204.1.23 & 03.204.1.24		LANDS OF PATRICK G. AND KRISTEN J. STEWART	
TOTAL AREA: TOTAL LOTS: 0.760 AC. 2	LOT JOINER PLAN PROPOSED LOT 49A (EXISTING LOTS 49/50 AND 51)		
DATE: 5/16/26	SCALE: 1"=30'	SECTION 4, BLOCK A-100, ARROWHEAD LAKE COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA	
TROUT CREEK, LLC PROFESSIONAL LAND SURVEYING SERVICES Landlight Valley and Potomac Locations 484-714-0038 www.troutcreekllc.com		JOB NO.: 250026 SHEET NO.: 1 OF 1	

COOL-26-015

June 26, 2026, Revised July 23, 2026

Erin Masker, Township Secretary / Administrative Assistant (via email)

**RE: STEWART LOT JOINDER PLAN
REVIEW #2**

Dear Erin,

I have reviewed the above-referenced submission which included the following information.

- Plan titled, "Lands of Patrick G. & Kristen J. Stewart Lot Joinder Plan Proposed Lot 49A", dated June 20, 2026, prepared by Trout Creek, LLC. ("Plan")
- Draft Joinder Deed
- Monroe County Planning Commission (MCPC) review letter, dated June 30, 2026

The submitted items were reviewed for compliance with the applicable requirements of the following ordinances.

- **Chapter 355 Subdivision and Land Development**, adopted by the Board of Supervisors of the Township of Coolbaugh on February 5, 2013, with Amendments noted where applicable ("SALDO")

My review comments are as follows:

CHAPTER 355. SUBDIVISION AND LAND DEVELOPMENT COMMENTS

1. SALDO – Section 355-17.D. – The Monroe County Planning Commission (**MCPC**) review of the Plan was received and reviewed. Comment #2 refers to the wetlands on the property. We note that the plan does not depict wetlands, but the presence of a FEMA Flood Zone A, and what appears to be an intermittent stream. Further, no new construction is proposed with this applicant. Lastly the plan contains the required Wetland note, found in General Notes #3. Therefore, we require no additional revisions to the plan as a result of the MCPC Comment.

2. SALDO – Section 355-29.A.(2) – The **SURVEYOR'S CERTIFICATION** statement provided on the Plan shall be signed, sealed, and dated.

If you have any questions regarding this project, please do not hesitate to contact me at your convenience.

Sincerely,

KEYSTONE CONSULTING ENGINEERS, INC.



Daren J. Martocci
Vice President

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

June 26th, 2026

Erin Masker, Secretary
Coolbaugh Township
5520 Municipal Drive
Tobyhanna, PA 18466

Re: Stewart
Minor Subdivision
Coolbaugh Township
MCPC Review #99-26

Dear Ms. Masker:

Our office has received a copy of the above noted minor subdivision plan with concerns to a 0.75-acre site located on the westerly side of Lake Shore Drive, directly west of its Wyoming Drive. Currently, the site is developed containing a single-family dwelling which is served by an on-lot well system and community septic system. The plan proposes combining Lot 49 & 51 (0.566-acres) with Lot 51 (0.193-acres) to create Lot 49A (0.75-acres). The site is located in the Medium Density Residential (R-3) Zoning District where the current use is permitted.

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

1. It appears the plan does not delineate site contour lines and soils as required by §355-28 of the Ordinance. The required information should be included on the plan to meet compliance with Ordinance standards.
2. It appears that the site is located within a wetland area which is not clearly delineated on the plan. It should be noted that §355-28 of the Ordinance requires the location of all wetlands to be delineated. The plan proposes no additional development within this area.
3. It appears the plan contains no legend which provides information regarding map symbology (lines and symbols). While a map legend is not explicitly required by the ordinance, it is recommended that this information be provided in alignment with the intent of §355-28 (plan requirements) of the Ordinance. The Township should confirm that the information provided is acceptable.
4. It should be noted that the plan does not contain the name, license number, signature, and seal of the plan preparer as required by §355-28 of the Ordinance. This should be included on the plan to meet full compliance with the Ordinance.

Page Two
Stewart
Minor Subdivision
Coolbaugh Township
MCPC Review #99-26

5. Because this lot combination proposes no further development at this time, the submitted plan has addressed all other pertinent County review factors.

It is recommended that approval of this plan be conditioned upon 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 July 14th, 2026, at 5:00 p.m. at the Monroe County Planning Commission. 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.

Sincerely,

Kevin Glovas
Community Planner

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Gouldsboro Volunteer Fire Company, Inc.

PO Box 301 | Gouldsboro, Pennsylvania 18424

570-842-2663 | station55fire@yahoo.com

July 15, 2026

Gouldsboro Volunteer Fire Company would like to request a disbursement for 2026 of \$25,000. Our plan for this disbursement is to use the funds towards the purchase of portable radios for our firefighters. As you are aware, this equipment is the lifeline for a firefighter while operating on any scene. We currently have firefighters who do not have their own radio to use on incidents. We would like to purchase 3 additional radios with microphones and chargers this year.

The total cost for each complete radio is \$8404.28, totaling \$25,212.84. We are hopeful that you will be able to assist us in 2026 with this critically important communications equipment project.

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

Regards,

Denise Rinaldi
Treasurer

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
AUGUST 04,2026**

DATE	CK #	DESCRIPTION	AMOUNT
7/21/2026		Payroll	\$ 59,000.00
7/23/2026		Pension	\$ 12,000.00
8/4/2026		General Fund	\$ 390,335.37
8/4/2026		Total General Fund	\$ 461,335.37
8/4/2026		Escrow Fund	\$ 25,998.14
8/4/2026		Total Escrow Fund	\$ 25,998.14
8/4/2026		Sewer Fund	\$ 22,807.00
8/4/2026		Total Sewer Fund	\$ 22,807.00
7/21/2026		TOTAL DISBURSEMENTS	\$ 510,140.51
	0		

CASH TRIAL BALANCE AS OF AUGUST 04,2026

General Fund Checking	\$ 9,906,236.82
American Rescue Plan	1,631,026.93
Payroll Checking	864.87
Rainy Day Fund Savings	1,021,489.13
Total General Fund	\$ 12,559,617.75
Fire Tax/Coolbaugh Twp VFD	1,053,465.81
Fire Tax- Volunteer Fire Departments	101,413.36
Fire Tax- Coolbaugh Fire Building Fund	1,041,012.59
Total Fire Fund	\$ 2,195,891.76
EMS	511,181.03
Total EMS Fund	\$ 511,181.03
Sewer Fund Checking	6,199.97
Sewer PennVest Checking	36.07
Total Sewer Fund	\$ 6,236.04
Capital Projects Fund Checking	17,302.66
Total Capital Projects Fund	\$ 17,302.66
Emerg. Services Fund Money Market	212,033.74
Emerg. Services Fund Checking	22,007.99
Total Emergency Services Fund	\$ 234,041.73
Liquid Fuels Fund Checking	613,680.27
Total Liquid Fuels Fund	\$ 613,680.27
Escrow Fund Checking	632,546.70
Escrow Fund Clarius Checking	63,367.49
Total Escrow Fund	\$ 695,914.19
TOTAL ALL FUNDS	\$ 16,833,865.43

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

Check#	Vendor	Description	Payment	Check Total
13361	1330 - AMAZON CAPITAL SERVICES	PO 29083 TV WRAP CLEAN UP	75.88	
		PO 29084 LINE PAINTER	22.87	98.75
13362	1039 - AMERICAN UNITED LIFE INS. CO.	PO 29098 LIFE INS/DISABILITY	1,420.78	1,420.78
13363	1483 - AUTO PARTS OF MT POCONO	PO 29070 SPARK PLUG	34.09	
		PO 29075 AIR FILTER	4.79	
		PO 29076 CONNECTOR VOLVO #4	24.78	
		PO 29100 OIL FILTERS	52.70	116.36
13364	1240 - CINTAS CORPORATION	PO 29056 UNIFORMS	43.77	
		PO 29057 MATS/UNIFORMS	523.34	
		PO 29089 UNIFORMS	43.77	
		PO 29090 UNIFORMS/SHOP TOWELS	95.26	706.14
13365	1372 - COMMONWEALTH SIGNS LLC	PO 29101 SPEED LIMIT SIGNS	584.00	584.00
13366	1312 - CREATIVE WORKS SYSTEM	PO 29073 WEBSITE	245.00	245.00
13367	652 - CYPHERS TRUCK PARTS	PO 29077 PARTS #4 VOLVO	86.66	86.66
13368	52 - DALEVILLE ACE HARDWARE	PO 29081 PARTS	51.98	51.98
13369	1296 - GRIM,BIEHN & THATCHER	PO 29106 LIBRARY/ORCHARD/SARNELLI/CORP.CENTER/BLA	6,012.50	6,012.50
13370	1192 - HIGHMARK BLUE SHIELD	PO 29052 AUGUST	49,983.64	49,983.64
13371	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 29099 ROAD PAVING/ZONING ORD./LPC/CORP. CENTER	17,906.35	17,906.35
13372	183 - NORTHEAST SIGNAL & ELECTRIC CO.,INC	PO 29058 SR611 & CORP CENTER	1,582.50	1,582.50
13373	81 - P P & L	PO 29064 89343-21023 SPEED LIMIT	25.86	
		PO 29065 85457-02009 BALLFIELD	712.12	
		PO 29066 54691-27003 DPW	421.49	
		PO 29068 43281-27004 MUNICIPAL	1,711.17	
		PO 29078 36034-04005 ECHO LAKE	41.78	
		PO 29079 88900-24001 GARAGE	34.48	
		PO 29085 39910-23005 196 & country place	58.64	
		PO 29091 64488-49005 rte 611 corp dr.	78.39	3,083.93
13374	81 - P P & L	PO 29092 89631-95000 TEGAWITHA TRAFFIC LIGHT	30.68	
		PO 29096 07251-41006 RESTROOMS	18.33	
		PO 29097 51540-24008 196	29.73	78.74
13375	86 - PENNSYLVANIA AMERICAN WATER CO	PO 29086 MUNICIPAL/FIRE HYDRANTS/GARAGE	2,568.01	2,568.01
13376	143 - POCONO LAKE SUPPLY CO.	PO 29102 SUPPLIES	4.40	
		PO 29103 SUPPLIES	13.20	17.60
13377	94 - POCONO MOUNTAIN REGIONAL EMS	PO 29053 AUGUST	10,000.00	
		PO 29087 REGIONAL ROUNDUP	750.00	10,750.00
13378	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 29054 AUGUST	288,874.81	288,874.81
13379	206 - PSATS	PO 29095 TESTING	70.00	70.00
13380	104 - S & H SUPPLY CO., INC.	PO 29072 SUPPLIES	130.33	130.33
13381	1640 - SARGENT'S COURT REPORTING SERV.,INC	PO 29105 ZHB	220.70	220.70
13382	1046 - SCOTT'S SIGNS PRINTING	PO 29074 PLANNING COMMISSION	35.00	35.00
13383	161 - STEPHENSON EQUIPMENT INC.	PO 29107 ROAD SIDE MOWER	877.92	877.92
13384	286 - SUBURBAN PROPANE	PO 29069 DIESEL	3,112.89	3,112.89
13385	1656 - THE 20, LLC	PO 29093 COMPUTER MAINT.	405.00	405.00
13386	1420 - TOPP BUSINESS SOLUTIONS	PO 29060 PRINTERS	202.78	202.78
13387	1345 - VITALE & SON	PO 29082 REPAIR	840.00	840.00
13388	122 - WEST END PRINTING	PO 29094 ENVELOPES	273.00	273.00
TOTAL				390,335.37

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	390,335.37
01.400.000	GENERAL GOV'T	10,105.29			
01.404.000	LAW	6,012.50			
01.408.000	ENGINEER	17,087.35			
01.409.000	BUILDING & PLANTS	3,894.91			
01.410.000	POLICE	288,874.81			
01.411.000	FIRE	2,352.04			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.414.000	ZONING OFFICE	813.00			
01.418.000	ZONING HEARING BOARD	220.70			
01.419.000	PLANNING COMMISSION	35.00			
01.427.000	SOLID WASTE COLLECTION / DISPO	75.88			
01.430.000	DPW-HIGHWAYS ROADS STREETS	3,591.66			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	2,466.06			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	1,103.81			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.454.000	PARKS	730.45			
01.487.000	EMPLOYEE BENEFITS	42,971.91			
TOTALS FOR	GENERAL FUND	390,335.37	0.00	0.00	390,335.37

Total to be paid from Fund 01 GENERAL FUND

390,335.37

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390,335.37

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1418	1296 - GRIM,BIEHN & THATCHER	PO 29106 LIBRARY/ORCHARD/SARNELLI/CORP.CENTER/BLA	3,459.50	3,459.50
1419	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 29099 ROAD PAVING/ZONING ORD./LPC/CORP. CENTER	22,538.64	22,538.64
TOTAL				25,998.14

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	25,998.14
85.250.326	FINISH LINE AUTO BODY			72.00	
85.250.328	TOBYHANNA DEVELOPMENT - 1545 PROSPECT ST			2,464.00	
85.250.340	LPC (FORMERLY RIDGE DEVELOPMENT)			129.50	
85.250.341	LPC - STORMWATER			216.00	
85.250.343	PA AMERICAN - 234 POCONO RD - LAND DEVELOPMENT			108.00	
85.250.363	EVERGREEN FARMS - TEXT AMENDMENT			634.00	
85.250.366	SARINELLI - SUBDIVISION PLAN			129.50	
85.250.369	STEWART - LOT CONSOLIDATION			519.50	
85.250.387	PMCC NORTH - LOT 2			166.50	
85.250.392	MAPLETREE			369.00	
85.250.593	TOWNSHEND INDUSTRIAL ASSET, LLC			21,153.14	
85.250.595	COOLBAUGH SOUTH OWNER LLC			37.00	
TOTALS FOR	ESCROW	0.00	0.00	25,998.14	25,998.14

Total to be paid from Fund 85 ESCROW

25,998.14

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25,998.14

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3653	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 29059 MISC/WWTP	9,506.03	
		PO 29071 ACT 537 PLAN	961.72	10,467.75
3654	771 - COMMONWEALTH OF PA	PO 29062 AUGUST #924001544-429	965.35	965.35
3655	1251 - ENVIRONMENTAL SERV. CORP.	PO 29051 7/17 SLUDGEHAULING	574.00	
		PO 29104 SLUDGE REMOVAL	574.00	1,148.00
3656	1655 - KRAMER SHEDS	PO 29088 MINI - BARN	2,500.00	2,500.00
3657	699 - MAIN POOL & CHEMICAL CO	PO 29080 SULFATE	1,328.70	1,328.70
3658	81 - P P & L	PO 29063 26491-26001 WWTP	3,097.17	
		PO 29067 04090-21003 PUMP STA	129.76	3,226.93
3659	162 - USA BLUE BOOK	PO 29061 SUPPLIES WWTP	2,149.90	2,149.90
3660	439 - YOUNG & HAROS,LLC	PO 29055 WAL MART	1,020.37	1,020.37
TOTAL				22,807.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	22,807.00
08.269.500	PENNWORKS 2008 GOB			929.13	
08.429.200	SUPPLIES	3,478.60			
08.429.313	ENGINEERING SERVICES	10,467.75			
08.429.314	PROFESSIONAL FEE SOLICITOR	1,020.37			
08.429.361	ELECTRIC	3,226.93			
08.429.452	SLUDGE HAULING	1,148.00			
08.429.700	CAPITAL PURCHASES	2,500.00			
08.472.106	PENNWORKS INTEREST LN #99900048	36.22			
TOTALS FOR	SEWER FUND	21,877.87	0.00	929.13	22,807.00

Total to be paid from Fund 08 SEWER FUND

22,807.00
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22,807.00