

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

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

WWW.COOLBAUGHTWP.ORG

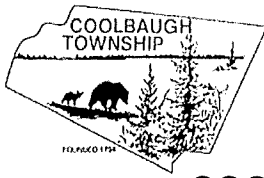
COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

WORK SESSION AGENDA

May 8, 2025, 6:00PM

1. Discussion on Stormwater Study- Pocono Farms and Laurel View Village-Greg Haas, Township Engineer

2. Public Comment



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

May 8, 2025

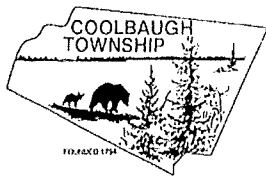
Roll Call

BOARD OF SUPERVISORS

____ **B. Weimer** ____ **A. Ruiz-Smith** ____ **C. Rogan** ____ **C. Colgan** ____ **L. Kelly**
____ **Solicitor Armstrong** ____ **E. Masker**

Public input will be considered at the beginning of the meeting agenda. The public will be given an opportunity to speak on each agenda item. When speaking please state your name and the city or community that you reside in.

1. Public input
2. Approval of minutes / notes:
 - April 15, 2025- Regular Meeting Minutes
3. Release of Fire Tax Escrow in the Amount of \$25,674.20 for the Property Located at 1216 Hawthorn Terrace, Pocono Summit, PA- Property Owner Rhonda Diehl
4. Adoption of Resolution #07-2025: Authorizing the Signer for the DCNR grant application for the Parks Master Plan Improvements- Phase 1
5. Authorization to Execute Letter of Commitment for Matching Funds in the Amount of \$47,126.81 if awarded the DCED Grant for the Parks Master Plan Improvements
6. Authorization to Hire the following Interns at the rate of \$14.00 per hour, up to 25 hours per week from May through August:
 - Zoning/Codes Department-Nicholas Ruiz
 - Record Retention- Kayla McClure
 - Finance Assistant- Jayla Reinert
7. Awarding of the 2025 Road Paving Bid
8. Bid Results for Municipal Step Replacement



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9. Request for Release of Funds for the Coolbaugh Township Volunteer Fire Company

- Stipend in the Amount of \$165,000.00
- Rescue Truck Payment in the Amount of \$ 150,000.00
- Capital & Operating Costs in the Amount of \$235,000.00

10. Authorization for DPW to work overtime for the Memorial Day Veterans Ceremony on Saturday, May 31, 2025 from 1pm-5pm

11. EAC's Water Monitoring Program and Upcoming Training Sessions on the Mayfly Data Logger

12. Discussion and Authorization to Advertise Zoning Ordinance Amendment on Permitted Uses

13. Current Obligations

• General Fund	\$ 614,659.36
• Escrow Fund	\$ 8,882.07
• Sewer Fund	<u>\$ 18,837.41</u>
Total Disbursements	\$ 642,378.84

14. Business Manager Comments/Updates

15. Solicitor Armstrong Comments/Updates

16. Board of Supervisors Executive Sessions

17. Adjournment (Next Meeting will be held on Monday, May 19, 2025 at 6pm due to the elections)

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS WORK SESSION MINUTES

April 15, 2025

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, Clare Colgan, Lynn Kelly

Board Members Absent:

Alma, I. Ruiz-Smith and Cara Rogan

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. Discussion on Act 537 Update (Eric Trembly)

- **Door-to-Door Survey**
- **Township Boundary Edge Conditions and how they affect Sewer Service**

Eric Trembly from ATLAS was in attendance reviewing the status of the Act 537 plan for the Township and reviewed the plans that were discussed at a prior meeting for those Board members that were not in attendance. After reviewing the plans he stated that the next step is to conduct door to door surveys and water sampling for properties that are served by on lot systems. He stated that they must survey 15% of the residents in each area since the Act 537 study is township wide. He stated that he will work with the township and the SEO on this survey and requested that the Township put out a notice when they are knocking door to door so that residents know that it is not a salesperson and in fact someone that is representing the township. Ms. Kelly stated that Tobyhanna Army Depot is an EPA Superfund Site as they have polluted the water in the area and now there are residents that are hooked up to the Army Depot water. She stated that we can give you the area with Mr. Trembly stating that it would be helpful as we probably would not test those properties. Mr. Weimer asked if E-Docs would be an option to obtain permission to test from the residents that are not in the area, with Mr. Trembly stating that he would look into that. Ms. Kelly asked about Sewage Planning Modules and who owns the assets asking if that can be outlined in the plan. He stated that can be outlined in the plan. Solicitor Armstrong stated that we can include it in the Maintenance A Plans and the requirements relating to development with Mr. Trembly stating that he would defer to the Township Engineer on the specifics of properties as there are certain components that address the requirements for the various types of development. Discussion took place about STR's and holding tanks not being permitted for that use. Mr. Weimer asked if he will be able to bring the board the reports of the findings, being advised that he will be bringing two years' worth of reports and findings for the Board to review as well as cost analysis. The Board thanked him for the update and looks forward to working with him on this project.

2. Public Comment

Nate Oiler from RKR Hess reviewed the Messer Agreement stating that the plan added the additional lot which was a condition of the stormwater agreement to tie up loose ends. He stated that this was submitted to the Engineer and the Solicitor, and it was found to address the comments. He thanked the Board for allowing him the two minutes to review the agreement as he has another meeting he needs to attend this evening as well.

Work Session ended at 6:54pm.

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

April 15, 2025

The meeting was called to order by Chairman Weimer at 6:55pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members Present:

William Weimer, Clare Colgan, and Lynn Kelly

Board Members Absent:

Alma I. Ruiz-Smith and Cara Rogan

Staff Present:

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

Staff Absent:

None

Announcements

Mr. Weimer announced the following:

- Public input will be considered at the beginning of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda matter.
- The meeting is being recorded to aid in the preparation of the minutes. Please remember to state your name and community or city you reside in before speaking.

1. Public input

- D. Pope stated that there are still tractor trailers on Pope Road and that there is also an issue with trash on Pope Road. Mr. Keane stated that violations have been sent.
- D. Pope asked about the property that is filling in the wetlands and was advised that the MCCD was notified and that they will be going out this week.
- M. Wood stated that the Coolbaugh Township Historical Association will be holding their annual art celebration and would like the Board to come and judge for the Supervisors award on May 8th prior to the meeting.
- J. Miller thanked Mr. Keane for his efforts in getting the old Churnock's taken down, she is very happy it is gone as it was an eye sore.
- M. Schlegel expressed his concerns with the trucks on the Green Road. Mr. Weimer stated that there are future plans from PennDOT that are planned for Route 196 which include a turning lane onto the Green Road. He stated that it will probably cause more problems with the traffic. He stated that the project will be completed when they find funding.
- H. Smith expressed his concerns with the traffic for parent drop-off and pick up at the Clear Run Campus and the fact that there is no flashing lights on the road alerting drivers. Mr. Weimer stated that he will contact the school.

2. Approval of minutes / notes:

- April 1, 2025 Regular Meeting Minutes

Ms. Colgan made a motion second by Ms. Kelly to approve the April 1, 2025 Regular Meeting Minutes as presented.

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

3. Monthly Reports

- **Pocono Mountain Regional Police Report-** Presented by Mr. Weimer; He stated that Chief Wagner has opted into the drop program and will retire in June/July 2028. He stated that they are currently upfitting the new vehicles. He stated that the pension plan was not doing well but stated that they were going to wait it out in hopes that it will end up favorable. Ms. Kelly stated that if it does not it will be up to the municipalities to make it up financially.
- **Pocono Mountain Regional EMS Report-** Presented by A. Schrader; he stated that they have two trucks coming in and they are hiring for the summer and expanding their hours. He stated that the cost to purchase an ambulance went up 6.5%. He stated that the support from the municipalities is appreciated.
- **Coolbaugh Township VFC-** Presented by Mr. Keane; he stated that they just finished the Fire Inspector 2 class, and they are currently hosting multiple training sessions which they have invited area fire, police and EMS to attend the classes. He stated that they will be having emergency vehicle driver training with the PMRPD.
- **Gouldsboro VFC-** Presented by D. Miller, stating that they will have their annual fish fry on Good Friday.
- **Pocono Summit VFC-** presented by T. Rispoli
- **Thornhurst VFC-** Presented by D. Serfass; he thanked the Coolbaugh Township VFC for the training opportunities that he and his fire company have attended and will continue to attend. He stated that the training that is held is very beneficial and saves them a lot of money from the cost of travel, food, lodging and fuel that they would have to spend if it was not held locally.
- **Pocono Mountain Public Library-** Presented by Ms. Kelly

4. Codes and Zoning/Short Term Rental Report

Mr. Keane reviewed the reports provided and the process for permit application and the recycling permit process. He stated that he is going to try to have a report created that shows the punches at the bulk drop offs.

5. Authorization to Execute the Messer Drainage Plan Stormwater Agreement Draft

Ms. Colgan made a motion second by Mr. Weimer to Authorize the Execution of the Messer Drainage Plan Stormwater Agreement.

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

6. Acknowledge the Withdrawal Request for the Subdivision and Land Development Plans for Posh Hospitality (Proposed Chipotle Restaurant)

The Board acknowledged the withdrawal of the Posh Hospitality Subdivision and Land Development Plan for the proposed Chipotle Restaurant.

7. Planning Commission Comments on Pending Applications pursuant to the PC minutes

Discussion took place on the Planning Commission concerns and recommendation for a letter to be sent to applicants with plans that are considered inactive. Solicitor Armstrong reviewed the plan activity for PMCC North Lots 1 and 2, Landston Equities and Northampton Farms. After a lengthy discussion it was agreed that Solicitor Armstrong would send a letter to the applicants to check on the status of the projects. Ms. Masker stated it is her understanding that Landston Equities is planning to submit for the May PC meeting.

- **Discussion:** J. Miller stated that PMCC Lot 1 is in the middle of a DEP Chapter 105 joint permit review period. He stated that the BOS and PC are not aware of this and stated that the developer should be sharing this information with the township. He stated that the only reason he is aware of the process is through filing RTK requests. Solicitor Armstrong stated that he will confirm that the Township Engineer is receiving this information and any DEP correspondence. He stated that this is an outside agency approval and is a condition of approval. J. Miller stated that lot 2 is in litigation and stated that the developers knew what they were doing when they submitted the plan and now are in litigation and the plan is not going anywhere.

8. Authorization to Advertise the Public Hearing on the Short-Term Rental Zoning Ordinance Amendments

Ms. Colgan made a motion second by Ms. Kelly to authorize advertising the Public Hearing for the Short-Term Rental Zoning Ordinance Amendments for Tuesday, June 3rd, 2025 at 6pm.

- **Discussion:** Solicitor Armstrong stated that the Board has already authorized the public hearing for the standalone ordinance, and this will be advertised for the same night for consideration and possible adoption.
- **Vote:** All in favor, motion passes.

9. Authorization to Hire Seasonal Parks Employees Christopher Jones and Cody Juranek at the rate of \$16.51/ hour for the Seasonal Parks Positions up to 28 hours per week from April-October, 2025

Ms. Colgan made a motion second by Mr. Weimer to Hire Seasonal Parks Employees Christopher Jones and Cody Juranek at the rate of \$16.51/ hour for the Seasonal Parks Positions up to 28 hours per week from April-October, 2025.

- **Discussion:** Mr. Weimer stated that we may hire the next DPW employee from within after seeing how these two seasonal employees work out.
- **Vote:** All in favor, motion passes.

10. Request for Release of Funds for the Coolbaugh Township Volunteer Fire Company

- Stipend in the Amount of \$165,000.00
- Rescue Truck Payment in the Amount of \$ 150,000.00
- Capital & Operating Costs in the Amount of \$235,000.00

Ms. Colgan made a motion second by Ms. Kelly to Table the Request for Release of Funds for the Coolbaugh Township Volunteer Fire Company.

- **Discussion:** Mr. Weimer stated that there are not enough voting members present this evening for this request to be considered as he abstains from the votes relating to the fire company as he is a member.
- **Vote:** All in favor, motion passes.

11. Awarding of Trash Hauling Bids for the Contract Period of June 18, 2025 through June 17, 2027

- Bid #1: Trash/Waste Pickup at Various Locations
- Bid #2: Coolbaugh Township's Drop Off Site Program

Mr. Weimer made a motion second by Ms. Kelly to Award Trash Hauling bid #1: Trash/Waste Pickup at Various Locations to Waste Management and Bid #2: Coolbaugh Township's Drop Off Site Program to CCI both being the lowest bidder.

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

12. Controller Report

Presented by Mr. Dixon; he provided the following updates:

- Ms. Masker has done a great job with the PEMA stormwater grant and stated that we received confirmation that we will be receiving a reimbursement.
- The library loan repayment is due in June.
- The engineering fees for the Act 537 study are increasing as anticipated
- DPW will be working on the front steps at the Municipal Center, they replaced two doors at the DPW garage, the bulldozer has come in and the loader will be purchased.
- Camera and Security Upgrades are underway in designated locations.

13. Current obligations

• General Fund	\$ 363,134.94
• Sewer Fund	\$ 35,653.73
Total Disbursements	\$ 398,788.67

Ms. Colgan made a motion second by Ms. Kelly to pay the current obligations in the amount of \$398,788.67.

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

14. Business Manager Comments/Updates

- Ms. Thompson stated that we are under contract with Penn Strategies for grant writing and they have made us aware of a grant for parks through the DCED which we would be able to use as our match for the DCNR grant if awarded. Ms. Masker reached out to Parks and Recreation to confirm that they are interested in applying for the grant and they are. In order to apply we need to submit a letter of intent right away with the Board agreeing that we can go ahead with that. Ms. Thompson stated that a resolution will be on the next meeting for the authorized signer for the grant.
- Ms. Thompson stated that she and Ms. Masker are planning the National Night Out event and stated that they would like to move forward with providing the necessary deposits to secure reservations for the event, with the Board agreeing that they can move forward with the process and expenditures for this event.
- She stated that there are 20 interns that applied for the three positions that were advertised at ESU, stating that interviews are beginning this week. Mr. Weimer stated that he is interested in interviewing the applicants that are chosen prior to hiring.
- Ms. Thompson requested a brief executive session for Legal.

15. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested a brief executive session for Legal following the meeting.

16. Board of Supervisors Executive Sessions

- After: Tuesday, April 15, 2025 from 8:17pm-8:47 pm

17. Adjournment

(Next meeting will be held on Thursday, May 8th at 6pm due to the Annual PSATS training convention)

Ms. Colgan made a motion second by Ms. Kelly adjourn at 8:09pm.

NEXT BOARD WORK SESSION / MEETINGS:

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

- Work Session/ Business Meeting Thursday, May 8, 2025 at 6:00pm

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

Witnessed by: _____ Date: _____
William Weimer, Chairman

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COOLBAUGH TOWNSHIP Codes & Zoning Department

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

4/29/2025

The property located at 1216 Hawthorn Terrace Pocono Summit PA 18346, with the owner of Rhonda Diehl, suffered major damage resulting from a fire.

The structure has been demolished, site cleaned to Township specifications.

There are no delinquent taxes on the property as per Monroe County Tax Claim Office, certificate number 2876087 attached.

There was a check in the amount of \$25,674.20 received from the insurance company (copy attached)

The fire escrow for the full amount can be returned to the property owner.

Tomas Keane

Director of Codes & Zoning

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RESOLUTION NO. 07-2025
Coolbaugh Township
Monroe County, Pennsylvania

Be it RESOLVED, that the Coolbaugh Township Board of Supervisors of Monroe County hereby requests a Greenways, Trails and Recreation Program (GTRP) A grant of \$267,051.94 from the Commonwealth Financing Authority to be used for Coolbaugh Township Municipal Park Revitalization Phase 1.

Be it FURTHER RESOLVED, that the Applicant does hereby designate _____,
_____ (Name and Title) and _____,
_____ (Name and Title) as the official(s) to execute all documents and agreements between the Township of Coolbaugh and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Erin Masker, duly qualified Secretary of the Township of Coolbaugh, Monroe County PA, hereby certify that the forgoing is a true and correct copy of a

Resolution duly adopted by a majority vote of the Coolbaugh Township Board of Supervisors (Governing Body) at a regular meeting held Tuesday, May 8, 2025 (Date) and said Resolution has been recorded in the Minutes of the Coolbaugh Township Board of Supervisors (Applicant) and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Coolbaugh Township Board of Supervisors (Applicant), this 8th day of May , 2025.

Coolbaugh Township Board of Supervisors
Name of Applicant

Monroe
County

Township Secretary

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COOLBAUGH TOWNSHIP Board of Supervisors

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

May 8, 2025

The Honorable Secretary Rick Siger
Department of Community and Economic Development
400 North Street, 4th Floor
Harrisburg, PA 177120

RE: Exhibit 3- Matching Funds Commitment

Dear Secretary, Siger:

If Coolbaugh Township is awarded a DCED Greenways, Trails, and Recreation Program (GTRP) grant for \$267,051.94 through the Commonwealth Financing Authority, it will provide matching funds of \$47,126.81.

If you have any other questions, please contact me at any time.

Sincerely,
Coolbaugh Township Board of Supervisors

William Weimer, Chairman

Alma I. Ruiz-Smith, Vice-Chairman

Clare Colgan, Supervisor

Lynn Kelly, Supervisor

Cara Rogan, Supervisor

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Coolbaugh Township
 Bid Tally Sheet: 2025 Road Paving
 Friday, May 2, 2025 @ 2:00pm

Company Name	Amount	Addenda	Bid Bond
Northeast Site Contractors	Base: \$ 526,370.40		X
	Additional: \$ 61,505.45		
Pennsy Supply, Inc.	Base: \$ 604,109.02		X
	Additional: \$ 71,187.10		
Wayco, Inc.	Base: \$ 451,169.72		X
	Additional: \$ 71,752.19		
New Enterprise Stone & Lime Co.	Base: \$ 468,625.40		X
	Additional: \$ 68,021.40		
	Base: \$		
	Additional: \$		
	Base: \$		
	Additional: \$		
	Base: \$		
	Additional: \$		
Coolbaugh Township 2025 Paving Bid will be considered for awarding at the Board of Supervisors meeting being held on Thursday, May 8, 2025			

Witnessed: Chris Masker Date: 5/2/25
 Witnessed: Russell R. K... Date: 5/2/25

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May 2, 2025

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

RE: Coolbaugh Township
Municipal Bldg #3 Step Replacement Project
Recommendation for Rejection of Bids

Dear Erin,

On April 25, 2025, Coolbaugh Township/KCE received bids via PennBid for the Municipal Bldg #3 Step Replacement Project. There were two (2) bids received ranging from \$82,745.00 (Base Bid plus Alternate #1) to \$116,793.00 (Base Bid plus Alternate #1). The apparent low bidder was Kobalt Construction, Inc. in the amount of \$82,745.00 as shown in the attached Bid Tabulation.

After reviewing the Bids, we recommend that Coolbaugh Township reject all bids as the bid prices were significantly higher than the 2025 budget amount. We also recommend that the Township consider re-bidding the project, potentially separating the handrail work from the concrete work. The Township should also consider grant opportunities to assist in funding this project.

If you should have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

KEYSTONE CONSULTING ENGINEERS, INC.

J. Scott Stenroos, P.E.

Copy To: Coolbaugh Township Board of Supervisors
Greg Haas, Township Engineer, KCE, via email.

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BID TABULATION

COOLBAUGH TOWNSHIP

STEP REPLACEMENT AT MUNICIPAL BUILDING #3

BID DATE: APRIL 25, 2025 - 9:00 A.M.

Base	Description	UOM	Quantity	Engineer's Estimate		Kobalt Construction, Inc		Multiscape, Inc.	
				Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
#1-1	MOBILIZATION (Section TS-5)	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 7,000.00	\$ 7,000.00	\$ 19,265.00	\$ 19,265.00
#1-2	EXISTING CONCRETE SIDEWALK, STEPS, AND WALKWAY AREA REMOVAL (Section TS-12)	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 7,200.00	\$ 7,200.00	\$ 8,030.00	\$ 8,030.00
#1-3	EXISTING CONCRETE RETAINING WALL AND FOOTER REMOVAL (Section TS-13)	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 1,700.00	\$ 1,700.00	\$ 8,030.00	\$ 8,030.00
#1-4	EXCAVATION AND SITE GRADING WORK (Section TS-14)	CY	13	\$ 385.00	\$ 5,005.00	\$ 500.00	\$ 6,500.00	\$ 260.00	\$ 3,380.00
#1-5	PENNDOT 2A STONE SUBBASE (Section TS-17)	CY	30	\$ 40.00	\$ 1,200.00	\$ 100.00	\$ 3,000.00	\$ 165.00	\$ 4,950.00
#1-6	6" THICK PLAIN CEMENT CONCRETE SIDEWALKS (Section TS-18)	SF	42	\$ 60.00	\$ 2,520.00	\$ 50.00	\$ 2,100.00	\$ 89.00	\$ 3,738.00
#1-7	PLAIN CEMENT CONCRETE STEPS (Section TS-19)	LS	1	\$ 40,000.00	\$ 40,000.00	\$ 32,310.00	\$ 32,310.00	\$ 52,300.00	\$ 52,300.00
#1-8	INCIDENTAL CONSTRUCTION (Section TS-31)	LS	1	\$ 2,300.00	\$ 2,300.00	\$ 5,050.00	\$ 5,050.00	\$ 10,100.00	\$ 10,100.00
TOTAL BASE BID:				\$ 62,025.00		\$ 64,860.00		\$ 109,793.00	
Alt. #1	GUARDRAILS, RAILINGS, AND HANDRAILS - PRIMED AND PAINTED STEEL (Section TS-32)	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 17,885.00	\$ 17,885.00	\$ 7,000.00	\$ 7,000.00
TOTAL BASE BID + ALTERNATE #1: PRIMED AND PAINTED STEEL				\$ 72,025.00		\$ 82,745.00		\$ 116,793.00	
Alt. #2	GUARDRAILS, RAILINGS, AND HANDRAILS - STAINLESS STEEL (Section TS-32)	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 33,950.00	\$ 33,950.00	\$ 15,700.00	\$ 15,700.00
TOTAL BASE BID + ALTERNATE #2: STAINLESS STEEL				\$ 82,025.00		\$ 98,810.00		\$ 125,493.00	
Alt. #3	GUARDRAILS, RAILINGS, AND HANDRAILS - POWDER COATED ALUMINUM (Section TS-32)	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 24,750.00	\$ 24,750.00	\$ 9,820.00	\$ 9,820.00
TOTAL BASE BID + ALTERNATE #3: POWDER COATED ALUMINUM				\$ 72,025.00		\$ 89,610.00		\$ 119,613.00	

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Coolbaugh Township Volunteer Fire Company

Organized October 19th, 1948

652 Laurel Dr. – Tobyhanna, PA 18466

www.coolfire25.com

MONROE COUNTY FIREMENS ASSOCIATION
INTERNATIONAL ASSOCIATION OF FIRE CHIEFS
THE FIREMENS ASSOCIATION OF THE STATE OF
PENNSYLVANIA

NATIONAL VOLUNTEER FIRE COUNCIL
PENNSYLVANIA ASSOCIATION OF ARSON
INVESTIGATORS
INTERNATIONAL ASSOCIATION OF ARSON

4/11/2025

To the Coolbaugh Township Board of Supervisors,

As always, we wanted to thank you for all the support you have given your home fire company comprised of an all-volunteer crew. At this time, we are asking for assistance for capital and Apparatus release of funds for the Rescue payment and capital improvement projects such as the deconstruction and reconstruction of facilities at the main station, hazmat technician training props, burn props and forcible entry training props. By continuing to expand our training facility at station one, we will be able to fully complete a fire academy program in house that will save the members time and money, while keeping the responders close to home, able to respond at a moment's notice. This investment to upgrade the Laurel Drive station is planned in waves to work on the training grounds and interior of the facility with very needed upgrades. Between this year and next year, we plan on completing station 1 and then moving to station 2 for its upgrades. 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. A majority of the work is being done in house to the level of skill we have saving tons of money, and anything out of scope we have hired contractors to ensure compliance with code e.g. Electrician, carpenter etc.

Breakdown of Request:

Release of 150,000 for the annual Rescue Payment

Release of 235,000 for capital, training, and operational costs

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Tomas Keane".

Tomas Keane

President – Coolbaugh Township Volunteer Fire Company



Coolbaugh Township Volunteer Fire Company

Organized October 19th, 1948

652 Laurel Dr. – Tobyhanna, PA 18466

www.coolfire25.com

MONROE COUNTY FIREMENS ASSOCIATION
INTERNATIONAL ASSOCIATION OF FIRE CHIEFS
THE FIREMENS ASSOCIATION OF THE STATE OF
PENNSYLVANIA

NATIONAL VOLUNTEER FIRE COUNCIL
PENNSYLVANIA ASSOCIATION OF ARSON
INVESTIGATORS
INTERNATIONAL ASSOCIATION OF ARSON

4/11/2025

To the Coolbaugh Township Board of Supervisors,

The Coolbaugh Township Volunteer Fire Company is looking for the Board of Supervisors to release the stipend allotted in the budget for 2025 in the amount of \$165,000.

This installment will supplement the 2025 budget for operating expenses. We appreciate your continued support for our company to operate and respond to emergencies in and around our municipality.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Keane", with a long horizontal flourish extending to the right.

Tomas Keane

President – Coolbaugh Township Volunteer Fire Company

Sincerely,

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
MAY 06,2025**

DATE	CK #	DESCRIPTION	AMOUNT
4/29/2025		Payroll Fund	\$ 50,000.00
5/6/2025		General Fund	\$ 564,659.36
5/6/2025		Total General Fund	\$ 614,659.36
5/6/2025		Escrow Fund	\$ 8,882.07
5/6/2025		Total Escrow Fund	\$ 8,882.07
5/6/2025		Sewer Fund	\$ 18,837.41
5/6/2025		Total Sewer Fund	\$ 18,837.41
		TOTAL DISBURSEMENTS	\$ 642,378.84

CASH TRIAL BALANCE AS OF APRIL 15,2025

General Fund Checking	\$ 6,945,453.71
Fire Tax/Coolbaugh Twp VFD	707,827.03
Fire Tax- Coolbaugh Fire Building Fund	1,017,218.73
Fire Tax- Volunteer Fire Departments	1,039.02
EMS	83,885.23
American Rescue Plan	1,851,914.02
Payroll Checking	751.36
Rainy Day Fund Savings	993,426.70
Total General Fund	\$11,601,515.80
Sewer Fund Checking	10,229.25
Sewer PennVest Checking	74.61
Total Sewer Fund	\$ 10,303.86
Capital Projects Fund Checking	\$ 16,480.78
Emerg. Services Fund Money Market	207,834.58
Emerg. Services Fund Checking	21,572.14
Total Emergency Services Fund	\$ 229,406.72
Liquid Fuels Fund Checking	\$ 768,369.48
Escrow Fund Checking	643,315.28
Escrow Fund Clarius Checking	62,112.54
Total Escrow Fund	\$ 705,427.82
TOTAL ALL FUNDS	\$ 13,331,504.46

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

Check#	Vendor	Description	Payment	Check Total
11966	1604 - 6080 BOARDWALK LLC	PO 26598 REFUND	270.00	270.00
11967	560 - ALLSTATE SEPTIC SYSTEM,LLP	PO 26659 RENTAL EXTRA CLEANING	1,000.00	
		PO 26670 RENTAL SOCCER/MULTI	130.00	
		PO 26671 SKATE PARK/MUNICIPAL PARK	130.00	
		PO 26672 BALLFIELD RENTAL	100.00	
		PO 26673 RENTAL PARK/CONCESSION	100.00	
		PO 26674 PARK/SKATE PARK	100.00	1,560.00
11968	1258 - AM TRUST FINANCIAL SERVICES INC.	PO 26590 MAY WORKERS COMP	2,664.00	
		PO 26634 WORKERS COMP MAY	3,389.00	
		PO 26656 2024 AUDIT	3,389.00	9,442.00
11969	1330 - AMAZON CAPITAL SERVICES	PO 26603 SUPPLIES	166.93	
		PO 26633 OTTER BOX	964.08	
		PO 26660 SUPPLIES	94.96	
		PO 26661 SUPPLIES	29.92	1,255.89
11970	1039 - AMERICAN UNITED LIFE INS. CO.	PO 26646 MAY	1,136.64	1,136.64
11971	898 - ASCENDANCE TRUCKS PENNSYLVANIA LLC	PO 26600 FILTERS- ALL TRUCKS	95.27	95.27
11972	1483 - AUTO PARTS OF MT POCONO	PO 26605 PART OES CHEVY	7.49	
		PO 26641 EXHAUST FLUID/ALL TRUCKS	285.95	293.44
11973	1567 - CANON FINANCIAL SERVICES, INC.	PO 26615 APRIL	189.50	
		PO 26680 SCANNER	75.00	264.50
11974	724 - CINTAS -	PO 26635 FIRST AID CABINETS	326.21	326.21
11975	1240 - CINTAS CORPORATION	PO 26588 UNIFORMS	42.22	
		PO 26631 UNIFORMS/ TOWELS	98.77	
		PO 26638 SHOP TOWELS/UNIFORMS	100.54	
		PO 26639 UNIFORMS	39.94	281.47
11976	711 - CINTAS FIRE PROTECTION	PO 26589 FIRE EXTINGUISHER INSPECTION	2,633.94	2,633.94
11977	1248 - CLASSIC QUALITY HOMES	PO 26667 RESCINDED ZHB APPLICATION 03.5.1.55-1	1,500.00	
		PO 26668 RESCINDED ZHB APPLICATION 03.5.1.55-3	1,500.00	3,000.00
11978	190 - COOLBAUGH SEWER FUND	PO 26647 SEWER	374.82	374.82
11979	1312 - CREATIVE WORKS SYSTEM	PO 26585 WEBSITE	35.00	35.00
11980	652 - CYPHERS TRUCK PARTS	PO 26602 TRANS FLUID/BACK UP ALARM	240.80	240.80
11981	52 - DALEVILLE ACE HARDWARE	PO 26651 SUPPLIES	39.96	39.96
11982	504 - DONALD DEROO	PO 26612 INS REIMBURSEMENT	46.23	46.23
11983	1425 - FRASER ADVANCED SYSTEMS	PO 26644 COPIER12/6/2024-3/5/2025	1,334.05	1,334.05
11984	32 - GRAINGER	PO 26625 PARTS -SIGN POSTS	394.00	394.00
11985	1597 - GROFF TRACTOR & EQUIPMENT, LLC	PO 26611 JOHN DEERE BULLDOZER	159,560.50	159,560.50
11986	1485 - H & K GROUP, INC	PO 26597 ANTI-SKID	9,151.14	9,151.14
11987	535 - HANOVER ENGINEERING ASSOC., INC.	PO 26653 SEO	12,932.35	12,932.35
11988	1192 - HIGHMARK BLUE SHIELD	PO 26594 MAY	43,372.87	43,372.87
11989	1536 - IDN-HARDWARE SALES INC.	PO 26606 PART	429.62	429.62
11990	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 26642 MESSER/PARK MUNICIPAL STEPS/PMCC/WGH/RAY	7,297.67	7,297.67
11991	616 - KIMBALL MIDWEST	PO 26599 SUPPLIES	313.87	313.87
11992	1600 - KYLE CHERGOSKY	PO 26630 BOOT ALLOWANCE	289.99	289.99
11993	1030 - KYLE M. KNECHT	PO 26669 CDL REFUND	127.50	127.50
11994	277 - LONG LIFE SPRINGS, INC.	PO 26637 SPRING BRAKE 2016 INT'L	2,690.03	
		PO 26662 2011 INT'L	824.91	3,514.94
11995	1550 - LOWES SALES & SERVICE	PO 26650 VOLVO PLOW TK /CHAIN	578.62	578.62
11996	232 - MECHANICAL SERVICE COMPANY	PO 26592 MAINT. AGREEMENT 4 GENERATORS	4,925.00	4,925.00
11997	1437 - NATIONAL WASTE DISPOSAL, INC	PO 26640 DUMPSTERS	345.00	345.00
11998	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 26593 611 & VETERANS DR	1,383.42	1,383.42
11999	81 - P P & L	PO 26595 49924-86007 IND'L PARK	25.02	
		PO 26613 64488-49005 RTE 611	81.94	
		PO 26614 89631-95000	29.61	
		PO 26616 88900-24001 GARAGE	33.65	
		PO 26617 36034-04005 ECHO LAKE	40.84	
		PO 26618 89343-21023 SCHOOL SPEED SIGN	25.07	
		PO 26619 39910-23005 196	53.69	
		PO 26620 04090-21003 PUMP STA	180.40	470.22
12000	81 - P P & L	PO 26621 43281-27004 MUNICIPAL CENTER	2,154.08	
		PO 26622 54691-27003 LAUREL DR DPW	883.72	
		PO 26654 51540-24008 196 NEAR KNOLLWOOD	28.15	
		PO 26655 07251-41006 RESTROOMS	16.91	
		PO 26676 85457-02009 BASEBALL FIELD	507.22	
		PO 26677 98496-55008 7 KINGSWAY	57.55	
		PO 26678 88094-98000 940 SUMMIT	40.22	3,687.85
12001	86 - PENNSYLVANIA AMERICAN WATER CO	PO 26629 MUNICIPAL CENTER/GARAGE/FIRE HYDRANTS	2,475.48	2,475.48
12002	89 - PETTY CASH	PO 26681 SUPPLIES/POSTAGE /ZONING	170.79	170.79
12003	94 - POCONO MOUNTAIN REGIONAL EMS	PO 26586 DONATION	10,000.00	10,000.00

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

Check#	Vendor	Description	Payment	Check Total
12004	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 26587 CONTRACTED SERVICE	272,248.37	272,248.37
12005	1385 - QUADIENT LEASING USA,INC	PO 26657 COPIER INK	224.75	224.75
12006	713 - RED DIAMOND GRAPHICS	PO 26643 PARK SHIRTS	281.48	281.48
12007	105 - S & S TOOLS & SUPPLIES	PO 26610 GLOVES/HAND TOOLS	408.88	408.88
12008	1548 - TRAIISR,LLC	PO 26596 MARCH	1,000.00	1,000.00
12009	892 - VERIZON WIRELESS	PO 26658 PHONES	1,214.16	1,214.16
12010	1328 - WATER MEDIC INC	PO 26636 DPW	405.00	405.00
12011	1551 - WORLD FUEL SERVICES,INC	PO 26624 FUEL	2,945.93	
		PO 26652 DIESEL	1,879.74	4,825.67
TOTAL				564,659.36

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	564,659.36
01.361.000	GENERAL GOVERNMENT			3,270.00	
01.400.000	GENERAL GOV'T	11,867.88			
01.408.000	ENGINEER	103.13			
01.409.000	BUILDING & PLANTS	17,416.38			
01.410.000	POLICE	272,248.37			
01.411.000	FIRE	2,355.62			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.413.000	SEO / BUILDING CODE	12,932.35			
01.414.000	ZONING OFFICE	1,016.85			
01.430.000	DPW-HIGHWAYS ROADS STREETS	166,917.83			
01.432.000	DPW-SNOW & ICE REMOVAL	9,151.14			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	1,945.91			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	5,316.47			
01.454.000	PARKS	3,851.07			
01.486.000	INSURANCE	9,442.00			
01.487.000	EMPLOYEE BENEFITS	36,824.36			
TOTALS FOR	GENERAL FUND	561,389.36	0.00	3,270.00	564,659.36

Total to be paid from Fund 01 GENERAL FUND

564,659.36

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564,659.36

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1375	535 - HANOVER ENGINEERING ASSOC., INC.	PO 26666 788 RTE 196 SEWAGE	502.00	502.00
1376	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 26642 MESSER/PARK MUNICIPAL STEPS/PMCC/WGH/RAY	8,380.07	8,380.07
TOTAL				8,882.07

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	8,882.07
85.250.229	WGH TRUCKING / HERRERA			1,375.02	
85.250.312	Ray Price			169.63	
85.250.343	PA AMERICAN - 234 POCONO RD - LAND DEVELOPMENT			206.26	
85.250.344	MARATHON PROPERTY INVESTMENTS - PSA			502.00	
85.250.355	MESSER, LLC LAND DEVELOPMENT			240.63	
85.250.387	PMCC NORTH - LOT 2			2,997.51	
85.250.593	IMPERIAL REALTY PROPERTY			3,391.02	
TOTALS FOR	ESCROW	0.00	0.00	8,882.07	8,882.07

Total to be paid from Fund 85 ESCROW

8,882.07

8,882.07

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3396	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 26626 ACT 537	345.00	
		PO 26627 CHAPTER 94	2,890.50	
		PO 26628 WWTP/WALMART	4,428.00	7,663.50
3397	711 - CINTAS FIRE PROTECTION	PO 26584 SEWER PLANT FIRE EXTINGUISHER	281.70	281.70
3398	771 - COMMONWEALTH OF PA	PO 26604 LOAN #99900048- MAY	965.35	965.35
3399	364 - DISTRICT COURT 43-3-01	PO 26663 FILING FEES	149.25	149.25
3400	364 - DISTRICT COURT 43-3-01	PO 26675 CIVIL COMPLAINT	149.25	149.25
3401	1251 - ENVIRONMENTAL SERV. CORP.	PO 26591 4/11 -SLUDGE HAULING	500.22	
		PO 26609 SLUDGE HAULING	500.22	
		PO 26632 SLUDGE HAULING	357.30	
		PO 26648 04/25/2025	500.22	
		PO 26679 PIPE REPAIR WWTP	287.50	2,145.46
3402	699 - MAIN POOL & CHEMICAL CO	PO 26608 SULFATE	1,328.70	1,328.70
3403	876 - Microbac Laboratories, Inc.	PO 26645 TESTING 4/17	236.01	
		PO 26649 04/16/2025	236.01	
		PO 26664 04/21 TESTING	236.01	
		PO 26665 04/18 TESTING	236.01	944.04
3404	81 - P P & L	PO 26623 26491-26001 340 MEMORIAL BLVD WWTP	5,150.16	5,150.16
3405	439 - YOUNG & HAROS,LLC	PO 26607 WALMART	60.00	60.00
TOTAL				18,837.41

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	18,837.41
08.269.500	PENNWORKS 2008 GOB			906.23	
08.429.200	SUPPLIES	1,328.70			
08.429.300	OTHER SERVICES & CHARGES	580.20			
08.429.313	ENGINEERING SERVICES	7,663.50			
08.429.314	PROFESSIONAL FEE SOLICITOR	60.00			
08.429.361	ELECTRIC	5,150.16			
08.429.374	MAINT/REPAIR EQUIPMENT	287.50			
08.429.451	OUTSIDE LAB TESTING	944.04			
08.429.452	SLUDGE HAULING	1,857.96			
08.472.106	PENNWORKS INTEREST LN #99900048	59.12			
TOTALS FOR	SEWER FUND	17,931.18	0.00	906.23	18,837.41

Total to be paid from Fund 08 SEWER FUND

18,837.41

18,837.41