

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

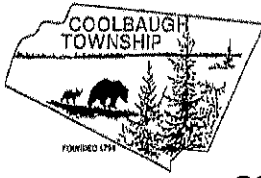
5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

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

WWW.COOLBAUGHTWP.ORG

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION AGENDA
November 21, 2023, 6:00PM**

1. Discussion on WWTP Act 537 Special Study-Dave Kavitski
2. Public Input



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
November 21, 2023**

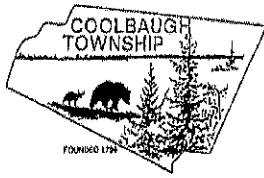
Roll Call

BOARD OF SUPERVISORS

___ B. Weimer ___ L. Kelly ___ A. Ruiz-Smith ___ C. Colgan ___ 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.

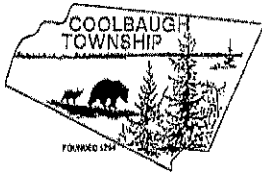
1. Public input
2. Approval of minutes / notes:
 - November 6, 2023-Regular Meeting Minutes
3. Monthly/Quarterly Reports
 - Pocono Mountain Regional Police Commission
 - Pocono Mountain Regional EMS
4. Codes and Zoning Report/ Short Term Rental Report
5. E-911 Report
6. DPW Update/Programs
7. Authorization to Issue a Replacement Check (\$16,547.50) to Arcadia North Land to Include the Interest Accumulated in the Account Withholding the Required \$60,420.72 for the 18-month Maintenance Period (Clarius Partners LLC- 2077 Corporate Center Drive)
8. Acknowledgement of Withdrawal of ABC Pocono Homes Subdivision Plan (1545 Prospect Street, Tobyhanna)



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9. Awarding of the 2012 International Model 7400 SFA to Municibid Winner James Berry in the amount of \$20,100.00
10. Request for Release of Crime Watch Funds in the Amount of \$250.00 for A Pocono Country Place Community
11. Request for Release of Crime Watch Funds in the Amount of \$250.00 for Pocono Farms Country Club Community
12. Authorization to Advertise Notice of Intent to appoint a Certified Public Accountant at the Board of Supervisors Re-Organizational Meeting
13. Authorization to Advertise Public Inspection of the 2024 Proposed Budget to be published on November 27, 2023
14. Authorization to Advertise the 2024 Re-Organizational Meeting Scheduled for Tuesday, January 2, 2024 at 6:00pm
15. Authorization to Engage Grim, Biehn and Thatcher Law Firm to Represent Coolbaugh Township in Assessment Appeals for Commercial and Industrial Zoned Properties
16. Approval of the Union Collective Bargaining Agreement
17. Resolution #15-2023: Resolution to Update the Personnel Manual to Align with the Terms in the Collective Bargaining Agreement for the Administrative Non-Union Staff
18. Walmart WWTP Agreement
19. Discussion on LPC Pocono, LLC. Coolbaugh Twp/Mount Pocono Borough Tax Split Agreement/ Disbursements (145 Market Way)
20. Appointment of Paul Gallagher Saba (04167) from Hanover Engineering as a Sewage Enforcement Officer for Coolbaugh Township



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21. Controller Report

22. Current obligations

• General Fund	\$ 506,342.25
• Escrow Fund	\$ 1,923.00
• Sewer Fund	\$ 40,187.25
Total Disbursements	\$ 548,452.50

23. Business Manager Comments/Updates

24. Solicitor Armstrong Comments/Updates

25. Board of Supervisors Executive Sessions

26. Adjournment

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MINUTES
November 6, 2023

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, Lynn Kelly, Cara Rogan, and Clare Colgan

Board Members absent:

Alma I. Ruiz-Smith

Staff present:

Sean Duffy, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, and Tomas Keane, Director of Codes and Zoning

Staff absent:

None

Members of VFW Post 509 was in attendance and participated in a Veterans Day Ceremony which included a prayer and the pledge of allegiance. Following their presentation, Mr. Weimer thanked them for their service to the country and service in the community. He presented them with a donation in the amount of \$5,000.00.

1. Discussion on Act 167 Ordinance Amendments- Township Engineer, Greg Haas

Greg Haas, Township Engineer was in attendance and stated that the Board was presented with the revised Act 167 plan which is the model from the county that he recommended revisions to. He stated that the most important reason that the county wants the municipalities to pass an updated plan is due to the increased buffers, stating that Coolbaugh Township has already passed an ordinance with increased buffers therefore you are ahead of many others. He stated that the deadline to pass the ordinance was May but because we already have buffers that are more than what they were even asking for and are working on the revised ordinance they will not be as concerned. He stated that other municipalities that he is working on have asked that he stop doing any more to see how it all ends up. Overall, the changes that are proposed are not too drastic and are in line with what is in the Township's current Act 167. G. Haas stated that in his opinion, the Township could adopt the model ordinance with his recommended changes and meet the intent of the county model ordinance.

- **Discussion:** Ms. Kelly asked if the ordinance could include requiring developers to test the tributaries and streams prior to construction as well as at completion of construction due to the high-quality waters. She also questioned the requirement of impervious areas relating to the required parking spaces that are being constructed that are not being used and asked if there is a way to require that they sweep the pavement properly to ensure that the salt is not going into the waterways? G. Haas, Township Engineer stated that we could but that developers may have excuses to not be able to do it adequately due to machinery not being available or companies to be able to do it. He stated that we could do periodic inspections which are on a schedule of years 3,6,8 and 10 and stated that if there are going to be issues that arise, they would most likely be within the first ten years. He will provide us with a fee schedule that would be incorporated into an escrow account to cover the cost of the inspections for those years. After a lengthy discussion, it was agreed that G. Haas would clean up the ordinance in accordance with the discussions of this evening and the Board will review it at the first meeting of December on the work session.

2. Public Input

M. Peterson thanked the Board for passing the resolution for the Act 172 Volunteer Credit at the last meeting.
Work Session ended at 6:33pm.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
November 6, 2023

The meeting was called to order by Chairman Weimer at 6:33pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Lynn Kelly, Cara Rogan, and Clare Colgan

Board Members absent:

Alma I. Ruiz-Smith

Staff present:

Sean Duffy, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager and Tomas Keane, Director of Codes and Zoning

Announcements:

Mr. Weimer announced the following:

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

1. **Public input**

- D. Pope asked if fines will be imposed on 1189 Pope Road for not pumping in accordance with the agreement that they signed being advised by Mr. Weimer that they will follow up with the Township SEO.
- D. Pope asked about the status of cutting back the overhanging tree on Laurel Drive.

2. **Approval of minutes / notes:**

- October 17, 2023 Regular Meeting Minutes

Ms. Kelly made a motion second by Ms. Colgan to approve the minutes of the October 17, 2023 meeting as presented.

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

3. **WGH Trucking Land Development Plan-Request for Coolbaugh Township to be the Applicant on the PennDot HOP (566 Route 196, Tobyhanna)**

Chris McDermott of Reilly Associates was in attendance and reviewed with the Board that the Land Development Plan of WGH Trucking received conditional approval and are awaiting their PennDot HOP. He stated that they requested that the developer construct a swale with pipe on Kings Way/Route 196, stating that there are already water issues there and this would resolve them. He stated that PennDot is requiring them to have the Township as the permittee for this portion of work. This permit will be separate from the driveway entrance HOP and the developer will be responsible for the cost of the permitting and the work; there would be no cost to the township. Discussion continued with the Board confirming that they would not be responsible for anything aside from agreeing to be the permittee, being advised that is accurate. Township Engineer, Greg Haas agreed that would be the case and what is being required by PennDot with Solicitor Duffy stating that there is an agreement that they Township will want to have the applicant sign; a hold harmless indemnification agreement to ensure that the Township is not responsible for any of the work, or the cost associated with it.

Ms. Kelly made a motion second by Ms. Colgan to Authorize Chairman William Weimer as the Signing Agent for the PennDOT HOP permit application for the swale work for the land development plan of WGH Trucking.

- **Discussion:** J. Smith-Hughes stated that the location of this proposed development is a dangerous location and that there is a bus stop and residential properties right next to them. She asked that the Board consider this when making their decision.
- **Vote:** All in favor, motion passes.

4. **Minor Subdivision Joining Lots 6 & 7-8, Block A-75, Section 12, Arrowhead Lake, Property Owner(s): John Paul Taylor & Julia Varga**

Ms. Kelly made a motion second by Ms. Rogan to Approve the Minor Subdivision Joining Lots 6 & 7-8, Block A-75, Section 12, Arrowhead Lake, Property Owner(s): John Paul Taylor & Julia Varga

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

5. **Resolution #14-2023: Designation of Signing Agent for the FEMA Grant Award**

Mr. Weimer made a motion second by Ms. Colgan to Adopt Resolution #14-2023 Authorizing Business Manager, Meredith Thompson as the Signing Agent for the FEMA grant documents.

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

6. **Parks and Recreation Request to Advertise for Volunteers for the 50th Anniversary Event Committee**

Ms. Colgan stated that Parks and Recreation would like to request that Ms. Masker send out a Savvy and post on social media to see what people would like at the event and have a survey attached to it and to try to get volunteers that want to participate in a 50th anniversary event planning committee. The event would be held in 2024 as the park will be 50 years old on July 1st. She stated that they would like the interested volunteers to attend their November meeting.

Mr. Weimer made a motion second by Ms. Colgan to authorize sending out a Savvy Citizen App notification and Social Media posts to include a survey and to find volunteers to form a 50th Anniversary celebration committee.

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

7. **Authorization to Advertise the Public Hearing for the Ordinance Amendment Re: Timeline for Inactive Plans**

Mr. Weimer made a motion second by Ms. Rogan to Authorize Advertising the Public Hearing for the Ordinance Amendment Re: Timeline for Inactive Plans to be held on December 5, 2023 at 6:00pm.

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

8. **Authorization to Advertise the following:**

➤ **Notice of Vacancies on Various Boards, Commissions and Council**

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Advertisement of Vacancies on Various Boards, Commissions and Council.

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

➤ **Notice to Residents- Any vehicle left on Township Right of Way during periods of ice or snow removal will be towed at owner's expense.**

Mr. Weimer made a motion second by Ms. Rogan to Authorize the Advertising of the Notice to Residents- Any vehicle left on Township Right of Way during periods of ice or snow removal will be towed at owner's expense.

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

9. Walmart WWTP Agreement

Ms. Kelly made a motion second by Ms. Rogan to Table the Walmart WWTP Agreement.

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

10. Current obligations

• General Fund	\$ 477,329.97
• Escrow Fund	\$ 4,595.28
• Sewer Fund	<u>\$ 15,587.77</u>
Total Disbursements	\$ 497,513.02

Ms. Colgan made a motion second by Ms. Rogan to pay the current obligations in the amount of \$497,513.02.

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

11. Business Manager Comments/Updates

- Ms. Thompson stated that the Act 537 Special Study is on the next work session and asked that any questions be emailed to her in advance so that Dave Kavitski, WWTP Engineer, will be able to provide answers at the work session.
- Ms. Thompson stated that she and Ms. Masker have reached out to Tom Ford regarding the Township newsletter and stated they're on target for the first edition to be released in the beginning of 2024.
- Ms. Thompson stated that she has been contacted by other municipalities over the past few weeks regarding some of our best practices relating to our ordinances that are in place, specifically the STR process and this speaks to the good things that we are working on in the township.

12. Solicitor Duffy Comments/Updates

Solicitor Duffy stated that he has nothing to report.

Ms. Kelly asked the Board to consider sending legal representation to the appeals hearings at the county for industrial and commercial properties stating that the Thompson Logistics property (Former J&J building) received an assessment revision decreasing the amount of their assessment by 26 million dollars. She stated this will affect the township millage which will affect our budget and our emergency services that receive funding based off of the millage. Ms. Kelly stated that there is now an appeal that was received from CVS on Route 940. She stated the school board usually attends these hearings or has in the past and stated we should look into this. The Board agreed it may be a good idea and Solicitor Duffy stated that he will speak to Solicitor Armstrong about the Board's concerns.

13. Board of Supervisors Executive Sessions

- Thursday, November 9, 2023 from 6:29pm-7:10pm Re: Personnel

14. Adjournment

Ms. Colgan made a motion second by Ms. Rogan to adjourn at 7:14pm.

NEXT WORK SESSION/ REGULAR BOARD MEETING:

Regular Meeting Tuesday, November 21, 2023, at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

- Work Session/Regular Meeting – 6:00pm

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

Witnessed by: _____ Date: _____
William Weimer, Chairman

3

**2023 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
COOLBAUGH TOWNSHIP**

	Enforcement													2022	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	OCTOBER	Prior YTD
Total Calls	422	374	408	424	499	434	504	441	384	355			4245	385	4358
<i>Complaints</i>	388	352	379	402	481	419	483	411	360	335			4010	353	4072
<i>Accidents</i>	34	22	29	22	18	15	21	30	24	20			235	32	286
Criminal Arrests	25	30	29	22	25	24	27	10	33	38			263	33	256
Traffic Arrests	40	42	63	29	62	49	59	37	59	89			529	63	451
Vehicle Code Warnings	44	47	63	34	73	40	56	47	70	55			529	58	363
Ordinance Arrests	4	0	2	0	0	6	1	0	1	6			20	3	25

Patrol	730.42	650.96	875.87	734.05	687.62	733.62	689.46	608.28	846.07	1193.70			7750.05
Investigation	666.00	568.93	509.57	584.88	632.30	583.97	563.10	411.53	598.34	580.00			5698.62
Paperwork	166.05	131.75	118.95	122.52	134.83	115.10	106.37	99.96	142.00	121.02			1258.55
Court	59.22	66.91	98.22	22.67	35.56	35.25	41.50	34.42	28.58	38.80			461.13
Assigned	1088.65	985.12	897.49	1082.39	1113.31	1052.49	968.28	1121.01	1019.80	1110.10			10438.64

Hours Actual vs Purchased													
Total Actual Time	2710.34	2403.67	2500.10	2546.51	2603.62	2520.43	2368.71	2275.20	2634.79	3043.62			25606.99
Hours Purchased	2664.59	2406.65	2664.59	2578.99	2664.59	2578.99	2664.59	2664.59	2578.99	2664.59			26131.14
Hours Over/Under	45.75	-2.98	-164.49	-32.48	-60.97	-58.56	-295.88	-389.39	55.80	379.03			-524.15

Hours Over/Under Balance YTD													
Cumulative Carry Over	-135.99												
Current O/U	-90.24	-93.22	-257.71	-290.19	-351.15	-409.71	-705.59	-1094.98	-1039.18	-660.14			

Percentage of Hours													
% Actual	38.36%	37.66%	35.38%	37.24%	36.85%	36.85%	33.52%	32.20%	38.53%	43.07%			
% Purchased	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%			
% Over/Under	0.65%	-0.05%	-2.33%	-0.47%	-0.86%	-0.86%	-4.19%	-5.51%	0.82%	5.36%			

2023 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TOTAL ENFORCEMENT													2022		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	OCTOBER	Prior YTD
Total Calls	1073	927	1081	1149	1272	1181	1385	1289	1046	953			11356	1025	11629
<i>Complaints</i>	969	858	998	1070	1194	1108	1303	1188	968	878			10534	917	10718
<i>Accidents</i>	104	69	83	79	78	73	82	101	78	75			822	108	911
Criminal Arrests	96	83	82	76	68	79	78	76	100	94			832	87	774
Traffic Arrests	109	110	235	140	199	204	262	174	198	180			1811	174	1536
Vehicle Code Warnings	130	154	260	172	208	175	211	171	179	126			1786	159	1319
Ordinance Arrests	12	4	6	6	10	18	9	6	13	16			100	10	56

Total Hours													
Patrol	2030.85	1915.10	2557.02	2197.86	2207.52	2145.02	2511.64	2028.67	2132.98	2186.68			21913.34
Investigation	1591.10	1326.62	1559.46	1325.59	1449.20	1451.27	1543.84	1612.96	1476.88	1482.37			14819.29
Paperwork	403.36	378.02	355.43	343.46	309.23	314.38	304.79	330.60	370.82	296.62			3406.71
Court	153.80	149.91	214.10	101.79	147.76	137.31	138.03	121.07	153.99	156.54			1474.30
Assigned	2886.89	2612.36	2379.99	2870.30	2952.29	2791.02	2567.71	2972.70	2704.32	2943.79			27681.37
Total Actual Time	7066.00	6382.01	7066.00	6839.00	7066.00	6839.00	7066.01	7066.00	6838.99	7066.00			69295.01

Assigned Time													
Training	880.23	761.50	531.20	689.67	897.75	504.50	727.00	1276.15	1027.83	1286.42			8582.25
Assists	2.93	2.09	0.20	12.40	2.81	9.84	4.40	9.33	8.47	1.25			53.72
Admin	2003.73	1848.76	1848.59	2168.23	2051.73	2276.68	1836.30	1687.22	1668.03	1656.12			19045.39
Total	2886.89	2612.35	2379.99	2870.30	2952.29	2791.02	2567.70	2972.70	2704.33	2943.79			27681.36

ACTIVITY OUTSIDE JURISDICTION (Included In Totals Above)															
Calls Outside our Jurisdiction	3	2	4	8	1	4	0	0	2	2			26	2	18
Arrests Outside our Jurisdiction	0	0	0	0	0	0	0	0	0	0			0	0	0

**2023 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
TOBYHANNA TOWNSHIP**

	Enforcement												2022		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	OCTOBER	Prior YTD
Total Calls	269	215	287	287	275	307	351	303	267	236			2797	258	2883
<i>Complaints</i>	234	198	264	262	257	287	332	274	246	212			2566	220	2627
<i>Accidents</i>	35	17	23	25	18	20	19	29	21	24			231	38	256
Criminal Arrests	19	19	26	18	13	24	13	21	25	17			195	20	200
Traffic Arrests	37	37	51	42	24	74	65	54	44	31			459	25	384
Vehicle Code Warnings	28	32	65	55	49	67	83	66	35	26			506	29	386
Ordinance Arrests	2	0	0	0	0	1	0	0	0	4			7	2	7

Hours Breakdown													
Patrol	843.98	792.64	1069.26	902.32	889.25	913.58	956.60	910.62	650.78	297.50			8226.53
Investigation	290.78	339.82	343.17	251.06	312.40	466.35	431.67	463.87	356.28	286.52			3541.92
Paperwork	98.05	104.80	97.28	78.37	70.07	85.20	91.85	108.36	75.69	58.45			868.12
Court	32.23	17.00	29.00	37.92	56.95	31.72	15.50	39.40	55.70	26.33			341.75
Assigned	884.83	800.69	729.47	879.75	904.88	855.45	787.00	911.13	828.88	902.27			8484.35

Hours Actual vs Purchased													
Total Actual Time	2149.87	2054.95	2268.18	2149.42	2233.55	2352.30	2282.62	2433.38	1967.33	1571.07			21462.67
Hours Purchased	2165.73	1956.08	2165.73	2096.15	2165.73	2096.15	2165.73	2165.73	2096.15	2165.73			21238.92
Hours Over/Under	-15.86	98.87	102.45	53.27	67.82	256.15	116.89	267.65	-128.82	-594.66			223.75

Hours Over/Under Balance YTD													
Cumulative Carry Over	88.34												
Current O/U	72.48	171.35	273.80	327.07	394.89	651.03	767.92	1035.58	906.75	312.09			

Percentage of Hours													
% Actual	30.43%	32.20%	32.10%	31.43%	31.61%	34.40%	32.30%	34.44%	28.77%	22.23%			
% Purchased	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%			
% Over/Under	-0.22%	1.55%	1.45%	0.78%	0.96%	3.75%	1.65%	3.79%	-1.88%	-8.42%			

**2023 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
MOUNT POCONO BOROUGH**

	Enforcement												2022		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	OCTOBER	Prior YTD
Total Calls	162	150	175	176	207	177	236	215	174	170			1842	189	1922
<i>Complaints</i>	139	131	163	156	187	155	217	192	151	149			1640	168	1704
<i>Accidents</i>	23	19	12	20	20	22	19	23	23	21			202	21	218
Criminal Arrests	41	23	10	27	18	23	32	25	34	33			266	21	187
Traffic Arrests	26	26	96	56	98	66	122	53	76	46			665	78	542
Vehicle Code Warnings	49	62	106	67	72	48	65	35	54	22			580	62	432
Ordinance Arrests	6	4	0	6	10	11	8	4	12	6			67	5	22

Hours Breakdown													
Patrol	260.83	256.95	250.79	245.26	279.85	209.27	303.37	207.83	244.50	98.65			2357.30
Investigation	276.47	143.98	259.77	202.91	251.89	160.01	217.20	272.84	253.18	321.55			2359.80
Paperwork	78.02	70.01	67.97	61.98	48.57	53.88	57.45	51.47	94.82	66.75			650.92
Court	29.70	37.75	46.08	24.20	34.75	24.42	68.08	23.75	28.34	19.25			336.32
Assigned	362.30	327.85	298.69	360.22	370.51	350.27	322.25	373.07	339.39	369.45			3474.00

Hours Actual vs Purchased													
Total Actual Time	1007.32	836.54	923.30	894.57	985.57	797.85	968.35	928.96	960.23	875.65			9178.34
Hours Purchased	886.78	800.94	886.78	858.29	886.78	858.29	886.78	886.78	858.29	886.78			8696.52
Hours Over/Under	120.54	35.60	36.52	36.28	98.79	-60.44	81.57	42.18	101.94	-11.13			481.82

Hours Over/Under Balance YTD													
Cumulative Carry Over	79.52												
Current O/U	200.06	235.66	272.17	308.45	407.24	346.79	428.36	470.54	572.47	561.34			

Percentage of Hours													
% Actual	14.26%	13.11%	13.07%	13.08%	13.95%	11.67%	13.70%	13.15%	14.04%	12.39%			
% Purchased	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%			
% Over/Under	1.71%	0.56%	0.52%	0.53%	1.40%	-0.88%	1.15%	0.60%	1.49%	-0.16%			

**2023 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
TUNKHANNOCK TOWNSHIP**

	Enforcement												2022		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	OCTOBER	Prior YTD
Total Calls	142	132	134	177	188	163	186	228	149	118			1617	134	1565
<i>Complaints</i>	133	125	122	171	174	152	172	214	142	115			1520	122	1468
<i>Accidents</i>	9	7	12	6	14	11	14	14	7	3			97	12	97
Criminal Arrests	7	8	11	7	9	5	4	15	8	5			79	6	79
Traffic Arrests	1	2	8	11	6	11	8	17	8	13			85	6	113
Vehicle Code Warnings	1	6	8	14	5	12	3	20	10	17			96	7	98
Ordinance Arrests	0	0	0	0	0	0	0	1	0	0			1	0	2

Hours Breakdown													
Patrol	31.55	66.27	80.38	102.28	129.09	75.21	341.90	122.44	247.95	452.96			1650.03
Investigation	237.67	180.30	334.20	185.48	160.57	129.96	169.12	326.20	171.43	197.54			2092.47
Paperwork	39.32	40.73	48.53	56.87	43.80	34.53	29.85	46.20	44.39	31.13			415.35
Court	12.00	10.75	25.75	6.75	8.25	28.92	8.40	19.50	11.50	62.91			194.73
Assigned	314.96	285.01	259.66	313.15	322.09	304.50	280.14	324.32	295.04	321.17			3020.04

Hours Actual vs Purchased													
Total Actual Time	635.50	583.06	748.52	664.53	663.80	573.12	829.41	838.66	770.31	1065.71			7372.62
Hours Purchased	770.90	696.28	770.90	746.13	770.90	746.13	770.90	770.90	746.13	770.90			7560.08
Hours Over/Under	-135.40	-113.22	-22.38	-81.60	-107.10	-173.01	58.51	67.76	24.18	294.81			-187.46

Hours Over/Under Balance YTD													
Cumulative Carry Over	109.09												
Current O/U	-26.31	-139.53	-161.91	-243.51	-350.61	-523.63	-465.12	-397.36	-373.18	-78.37			

Percentage of Hours													
% Actual	8.99%	9.14%	10.59%	9.72%	9.39%	8.38%	11.74%	11.87%	11.26%	15.08%			
% Purchased	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%			
% Over/Under	-1.92%	-1.77%	-0.32%	-1.19%	-1.52%	-2.53%	0.83%	0.96%	0.35%	4.17%			

2023 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

BARRETT TOWNSHIP

	Enforcement												2022		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	OCTOBER	Prior YTD
Total Calls	75	54	73	77	102	96	108	102	70	72			829	57	883
<i>Complaints</i>	72	50	66	72	94	91	99	97	67	65			773	52	830
<i>Accidents</i>	3	4	7	5	8	5	9	5	3	7			56	5	53
Criminal Arrests	4	3	6	2	3	3	2	5	0	1			29	7	52
Traffic Arrests	5	2	17	2	9	4	8	10	8	1			66	2	44
Vehicle Code Warnings	7	6	17	2	9	8	4	4	10	6			73	3	38
Ordinance Arrests	0	0	0	0	0	0	0	1	0	0			1	0	0

Hours Breakdown													
Patrol	164.07	148.28	280.72	213.95	221.71	213.34	220.31	179.50	143.68	143.87			1929.43
Investigation	120.18	93.59	112.75	101.26	92.04	110.98	162.75	138.52	97.65	96.76			1126.48
Paperwork	21.92	30.73	22.70	23.72	11.96	25.67	19.27	24.61	13.92	19.27			213.77
Court	20.65	17.50	15.05	10.25	12.25	17.00	4.55	4.00	29.87	9.25			140.37
Assigned	236.15	213.69	194.68	234.79	241.50	228.31	210.04	243.17	221.21	240.80			2264.34

Hours Actual vs Purchased													
Total Actual Time	562.97	503.79	625.90	583.97	579.46	595.30	616.92	589.80	506.33	509.95			5674.39
Hours Purchased	578.00	522.05	578.00	559.43	578.00	559.43	578.00	578.00	559.43	578.00			5668.33
Hours Over/Under	-15.03	-18.26	47.90	24.54	1.46	35.87	38.92	11.80	-53.10	-68.05			6.06

Hours Over/Under Balance YTD													
Cumulative Carry Over	-141.01												
Current O/U	-156.04	-174.30	-126.40	-101.86	-100.39	-64.52	-25.60	-13.80	-66.90	-134.95			

Percentage of Hours													
% Actual	7.97%	7.89%	8.86%	8.54%	8.20%	8.70%	8.73%	8.35%	7.40%	7.22%			
% Purchased	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%			
% Over/Under	-0.21%	-0.29%	0.68%	0.36%	0.02%	0.52%	0.55%	0.17%	-0.78%	-0.96%			

2023 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

	ASSISTS													2022	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	OCTOBER	Prior YTD
Ambulance Assists	23	14	27	29	24	26	32	33	29	21			258	23	251
Fire Assists	5	3	4	8	8	6	4	6	4	3			51	4	46
Assist to other Agencies	19	4	9	13	13	8	8	15	6	9			104	13	109
Bristol Twp PD													1		
Chelsea PD													1		
Hillsborough PD	1												1		
NJ State Parole													1		
NYPD							2						1		
Pocono Township		1	1	2	2			3	2	1			1		
PSP Stroud	3	1		1	2	1	1	3	1	1			1		
SARP	1		1			1				1			1		
Scranton PD													1		

1		2	3	4	5	6
Classification of Offenses PART I OFFENSES		Offenses Reported or known to police (include unfounded and attempted)	Unfounded, i.e. False or Baseless Complaints	Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	Number of Clearances Involving only Persons under 18
01. CRIMINAL HOMICIDE						
A. Murder and Nonnegligent Manslaughter	11				-	
B. Manslaughter by Negligence	12					
02. FORCIBLE RAPE Total	20	2	-	2	1	-
A. Rape by Force	21	2		2	1	
B. Assault to Rape-Attempts	22					
03. ROBBERY Total	30					
A. Firearm	31					
B. Knife or cutting instrument	32					
C. Other Dangerous Weapon	33					
D. Strong Arm(hands, feet, etc.)	34					
04. ASSAULT Total	40	13	-	13	12	3
A. Firearm	41					
B. Knife or cutting instrument	42					
C. Other Dangerous Weapon	43					
D. Hands, fist, feet, etc.	44	1		1	1	
E. Other Assaults-Not aggravated	45	12	-	12	11	3
05. BURGLARY Total	50	1	-	1		
A. Forcible Entry	51	1		1		
B. Unlawful Entry-No force	52		-			
C. Attempted forcible entry	53					
06. LARCENY - THEFT (except motor vehicle theft)	60	48		48	22	2
07. MOTOR VEHICLE THEFT Total	70					
A. Autos	71				-	-
B. Trucks and Buses	72					
C. Other Vehciles	73					
09. ARSON	90	1		1		
TOTAL PART I OFFENSES	77	65		65	35	5

1 Classification of Offenses PART II OFFENSES	2 Offenses Reported or known to police (include unfounded and attempted)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	5 Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	6 Number of Clearances Involving only Persons under 18
100. Forgery and Counterfeiting	1		1		
110. Fraud	12	-	12		
120. Embezzlement			-		
130. Stolen Prop., Rec., Possess., Buying			-	-	-
140. Vandalism	6	1	5		
150. Weapons, Carrying, Possess, etc.	4		4	3	
160. Prostitution and Commercialized Vice			-		
170. Sex Offenses (except 02 and 160)	5		5	4	-
180. Drug Abuse Violations Total	8		8	7	1
Sale/mfg. 18A. Opium-Cocaine	1		1		
18B. Marijuana			-		
18C. Synthetic			-		
18D. Other			-		
Possession 18E. Opium-Cocaine	3		3	3	
18 F. Marijuana	4		4	3	1
18G. Synthetic			-	1	-
18H. Other			-		
190. Gambling Total					
19A. Book Making			-		
19B. Numbers, Etc.			-		
19C. Other			-		
200. Offenses Against Family & Children	10	1	9	4	
210. Driving Under the Influence	4		4	7	-
220. Liquor Laws			-		
230. Drunkenness	2		2	2	
240. Disorderly Conduct	60	5	55	43	11
250. Vagrancy			-		
260. All Other Offenses (except traffic)	47	4	43	28	
TOTAL PART II OFFENSES	159	11	148	98	12

Pocono Mountain Regional Police UCR Crime Stats
OCTOBER 2023

	DEPART TOTAL	TOBY	TUNK	BORO	COOL	BAR	OUT	SRO
Homicide	0	0	0	0	0	0	0	0
Rape	2	1	0	1	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Assaults	9	1	0	2	6	0	0	4
Burglary	1	0	0	0	1	0	0	0
Larceny - Thefts	46	9	1	29	7	0	0	2
Stolen Vehicles	0	0	0	0	0	0	0	0
Arson	1	0	0	0	1	0	0	0
Forgery	0	0	0	0	0	0	0	1
Fraud	12	2	2	2	6	0	0	0
Embezzlement	0	0	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0	0	0
Vandalism	6	1	1	0	3	1	0	0
Weapons	4	1	0	2	0	1	0	0
Prostitution	0	0	0	0	0	0	0	0
Sex Offenses	5	0	2	0	3	0	0	0
Drug Violations	6	0	0	3	3	0	0	2
Gambling	0	0	0	0	0	0	0	0
Offenses Family	3	1	0	0	1	1	0	7
DUI	4	2	0	1	0	1	0	0
Liquor Laws	0	0	0	0	0	0	0	0
Drunkenness	2	1	0	1	0	0	0	0
Disorderly Conducts	43	9	6	9	14	5	0	17
All Others	44	12	5	5	21	1	0	3
UCR TOTALS	188	40	17	55	66	10	0	36

Domestics	70	15	10	6	36	3	0	0
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MOUNT POCONO BOROUGH
Larceny - Thefts Breakdown 2023

	TOTAL	RESIDENTIAL	COMMERCIAL
January	14	0	14
February	13	1	12
March	14	0	14
April	17	0	17
May	14	0	14
June	14	0	14
July	24	1	23
August	24	2	22
September	21	3	18
October	29	3	26
November	0		
December	0		
2023 Total	184	10	174

**Pocono Mountain Regional
Emergency Medical Services**

“Excellence, Honor, and Compassion”

Coolbaugh Township EMS Activity		October 2023		
Total Coolbaugh Calls October 2023: 221		Total PMREMS Calls October 2023: 542		
Total Coolbaugh Calls QTD: 674		Total PMREMS Calls QTD: 2,365		
Total Coolbaugh Calls YTD: 2,172		Total PMREMS Calls YTD: 5,387		
		August	September	October
Non-Emergency Transports		41	37	45
Calls Lost to Mutual aid		35	43	25
Calls Picked Up from Mutual Aid		20	21	13



Fire Company: **Gouldsboro Vol Fire Co**

Month: October 2023

Total Monthly Calls: 12

Total Calls YTD: 150

2Total dispatched in Coolbaugh MTD: 2

Total dispatched in Coolbaugh YTD: 32

Total Mutual Aid Calls to Other Townships: 1

Total Man Hours (Calls) Month: 52.25

Total Man Hours (Calls) YTD: 785

Training Hours Month: 255

Training Hours YTD: 2096.5

Total Man Hours Business Month: 931

Total Man Hours Business YTD: 7935

Total Hours MTD: 1238.25

Total Hours YTD: 10816.5

Monthly Call Breakdown Report

Call Type	# per Month
Automatic Alarm	3
Dwelling Fire	1
Fire, other	
Extrication	
Hazmat	
Lift Assist/EMS Assist/ Medivac Landing	2
Mutual Aide	1
CO Alarm/Investigation	2
Odor Investigation - remove smoke	
Structure (Commercial) Fire	
Traffic Control Only	
Vegetation (Brush) Fire	
Vehicle Accident	2
Vehicle Fire	
Wires Down/ Tree on Wires/ Tree Across Road	
Special Type of incident	1
Total Calls per Month	12

Average #firefighters per call: 5

Please submit monthly call reports via mail, email or fax:

Coolbaugh Township Municipal Building

Attn: Erin Masker

5520 Municipal Drive

Tobyhanna, PA 18466

Email: emasker@coolbaughtwp.org

Fax: 570-894-8413

Monthly report due by the Wednesday before the meeting.

Fire Company: **Pocono Summit VFC**

Oct-23

Total Montly Calls: 28

Total Calls YTD: 358

Total Mutual Aid Calls to Other Townships:

Month: 27	YTD: 77	
Coolbaugh: 3		44
Pocono Twp: 0		7
Mt. Pocono: 0		0
Tobyhanna TWP Bureau Of Fire: 19		25
Tunkhannock: 0		1
Total Man Hours (Calls) Month: 65	Total Man Hours (Calls) YTD: 1,560	
Training Hours Month: 1,200	Training Hours YTD: 3,600	
Total Man Hours Business Month: 2,000	Total Man Hours Business YTD: 7,190	
Total Hours MTD: 3,265	Total Hours YTD: 12,350	

Monthly Call Breakdown Report

Call Type	# per Month
Automatic Alarm	16
Dwelling Fire	1
Fire, other	
Extrication	2
Hazmat	3
Lift Assist/EMS Assist/ Medivac Landing	
Severe Weather	
Odor Investigation - remove smoke	
Structure (Commercial) Fire	
Traffic Control Only	
Vegetation (Brush) Fire	
Vehicle Accident	2
Vehicle Fire	2
Wires Down/ Tree on Wires/ Tree Across Road	
Special Type of incident	2
Total Calls per Month	28
Average #firefighters per call	13



Pocono Mountain Public Library Services to Patrons in 2023:

<u>LIBRARY SERVICE</u>	<u>2023 OCTOBER</u>	<u>2023 Year-To-Date</u>	<u>2022 YEAR END</u>
Circulations	1,692	15,350	14,938
E-Books—All Platforms	197	2,541	2,287
Gate Count	1,614	16,371	18,052
Wi-Fi Usage	1,249	11,500	
Computer Use	118	1,168	1,132
Printing, Faxing, Scanning	247	2,650	2,618
Essential Documents	13	134	<i>204+ average</i>
Reference & Computer Help	580	6,070	5,701
Social Interactions (10 min+)	165	1,696	<i>1,002+ average</i>
Kids Programs & Outreach	9	211	247
Kids Program Attendance	248	2,780	3,379
Kids Learn at Home Activities	0	1,401	<i>No Data Collected</i>
Adult & Teen Programs	9	112	80
Adult & Teen Attendance	75	946	594
YouTube Channel Video Views	463	7,449	8,902
Website Views	1,262	12,641	13,324
New Patron Cards	25	254	216

Happy Thanksgiving!

4



COOLBAUGH TOWNSHIP Codes & Zoning Department

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

11/17/2023

Erin

Codes and Zoning Report for BOS Meeting Nov 21st, 2023. All totals are year to date.

Zoning Permit Applications:	883
Alarm Permit Applications:	40
Sewage Permit Applications	80
Open Property Violations:	59
Open Zoning Violations:	80
Open Alarm Violations:	107
Open Littering Violations:	0
Open Nuisance Violations:	30
Open Sewage Violations:	44
Open Right of Way Violations	4
Open Fireworks Violations	0
SMO Pumping Reports Received	793
SMO Pumping Permits Expired	879

STR Permit Applications Processed 710

Active	Pending	Revoked	Expired	Total
1044	268	24	151	1453

Sincerely

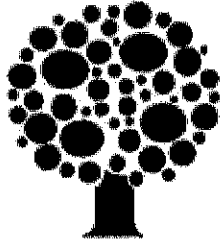
Tomas Keane

Director of Codes & Zoning

5

TOTAL PROPERTIES	7 10/10/2023	16453	[REDACTED]	10/10/2023	16454	DIFFERENCE	1
NOT CHECKED		0	[REDACTED]	NOT CHECKED	0	[REDACTED]	0
UNDEVELOPED		4807	[REDACTED]	UNDEVELOPED	4805	[REDACTED]	2
N/A		222	[REDACTED]	N/A	222	[REDACTED]	0
OK		9759	[REDACTED]	OK	9767	[REDACTED]	8
NO SIGN		504	[REDACTED]	NO SIGN	501	[REDACTED]	3
SIZE		566	[REDACTED]	SIZE	563	[REDACTED]	3
HEIGHT		105	[REDACTED]	HEIGHT	105	[REDACTED]	0
INCORRECT		95	[REDACTED]	INCORRECT	95	[REDACTED]	0
LOCATION		40	[REDACTED]	LOCATION	39	[REDACTED]	1
S&H		229	[REDACTED]	S&H	230	[REDACTED]	1
VACANT		110	[REDACTED]	VACANT	110	[REDACTED]	0

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A Pocono Country Place Property Owners Association

112 Recreation Drive Tobyhanna, PA 18466-9599

November 7, 2023

Board of Supervisors
Coolbaugh Township
5550 Memorial Boulevard
Tobyhanna, Pennsylvania 18466

RE: Neighborhood Watch Committee Funds

Dear Coolbaugh Township Supervisors:

I am respectfully requesting \$250.00 for our Neighborhood Watch Program and the efforts of the Volunteers of A Pocono Country Place Property Owners Association, POA.

I understand that funds may be available to assist the program we run.

Should you have any further questions, please do not hesitate to contact me directly.

Sincerely,

Cathleen M. Dunn

Cathleen M. Dunn
Community Manager

/cl

Office: 570-894-8356 A Private Residential Community Fax: 570-894-8880

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November 15, 2023

To the Board of Supervisors of Coolbaugh Township.

Dear Board,

I would like to thank you for your generous grant last year for our Crime Watch program, it was greatly appreciated. Now that 2023 is nearing an end, I am asking if you would be able to assist our Crime Watch once more. Whatever funds you may be able to provide would be used for purchasing additional magnetic signage designating the Crime Watch drivers' vehicles and other supplies for our drivers.

Thank you for your consideration for whatever monies you may be able to provide.

Respectfully yours,

Artie Furman
Director of Public Safety and Compliance PFCCA
182 Lake Road Tobyhanna, PA 18466
ph (570)-894-4435 ex. 105
fax(570)-894-8400
email afurman@poconofarms.com

12

November 21, 2023

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

Please print the following legal advertisement on Friday, November 24, 2023:

**Coolbaugh Township
Public Notice**

In accordance with the Pennsylvania Second Class Township Code, Section 917.(b)(1) and (2), the Coolbaugh Township Board of Supervisors is giving notice of its intent to appoint a certified public accountant, or firm of certified public accountants, to complete an audit of the Township's financial records at its annual organization meeting to be held on Tuesday, January 2, 2024.

Coolbaugh Township Board of Supervisors

13

November 21, 2023

Pocono Record
Legal Advertisement
511 Lenox Street
Stroudsburg, PA. 18360

Please print the following in the Legal Advertisement section of the Pocono Record on **Tuesday, November 28, 2023:**

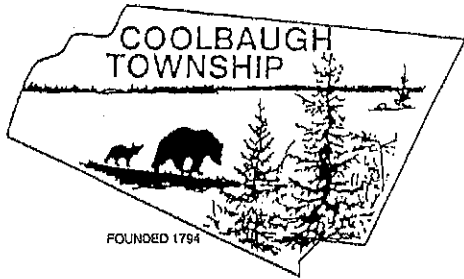
**NOTICE
Coolbaugh Township
2024 Proposed Budget**

The Coolbaugh Township, Monroe County, Proposed 2024 Budget has been completed and is open for public inspection at the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, Pennsylvania between the hours of 8:00 am and 4:30 pm Monday through Friday.

The Board of Supervisors will consider public comment and input prior to adopting the proposed 2024 Budget at its regularly scheduled meeting on Tuesday, December 19, 2023 which will begin at 6:00 pm with a work session, followed immediately by the regular meeting. The work session and regular meeting will be held at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, Pennsylvania.

Coolbaugh Township Board of Supervisors

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**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

November 21, 2023

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

Please print the following legal advertisement on Monday, November 24, 2023

THE COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS will hold its Re-Organizational Meeting on Tuesday, January 2, 2024 beginning at 6:00 p.m. at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA. The public is invited to attend the meeting. The meeting agenda will be posted on the Township website and at the Coolbaugh Township Municipal Building. The Board of Supervisors will conduct business on the agenda and any other business that comes before it in a manner consistent with Pennsylvania law. **All interested parties are invited to attend the above-referenced public meeting as set forth herein.**

Coolbaugh Township Board of Supervisors

17

**COOLBAUGH TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION 15-2023

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING THE PERSONNEL POLICY MANUAL OF COOLBAUGH TOWNSHIP ADOPTED UNDER RESOLUTION 06-2002 BY AMENDING SECTIONS 109, 111, 112, 114, AND 122 IN PART 1 OF THE PERSONNEL POLICY MANUAL.

WHEREAS, Coolbaugh Township adopted Resolution 06-2002 on or about January 15, 2002 which approved and adopted the Personnel Policy Manual of Coolbaugh Township; and,

WHEREAS, the Board of Supervisors of Coolbaugh Township intends to amend sections 109, 111.3, 112, 114, and 122 in Part 1 of the Personnel Policy Manual of Coolbaugh Township as set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that it intends to and hereby does amend the Personnel Policy Manual of Coolbaugh Township, as adopted by Resolution 06-2002, at Part 1, Sections 109, 111, 112, 114, and 122 as follows:

I. AMENDMENT TO PART 1, SECTION 109 - HOLIDAYS

Part 1, Section 109 of the Personnel Policy Manual of Coolbaugh Township, as adopted under Resolution 06-2002, is hereby amended to read as follows:

109.6. Regular full-time employees who have completed their probationary period shall receive three (3) personal days (24 hours) per calendar year.

109.7. Regular part-time employees shall receive personal day/days on a pro-rata basis.

109.8. Any employee leaving employment with the Township shall be paid out for all accrued, not used personal time, providing they provide two weeks' notice. Employees retiring must provide three months' notice.

II. AMENDMENT TO PART 1, SECTION 111 - VACATION

Part 1, Section 111 of the Personnel Policy Manual of Coolbaugh Township, as adopted under Resolution 06-2002, is hereby amended to read as follows:

111.3. Beginning January 1 of the year following employment by the Township, regular full-time employees shall earn vacation time according to the schedule in Table 2.

Table 2	
January 1 of the first calendar year following date of hire	5 days (40 hours)
January 1 of the 2nd, 3rd, and 4th calendar years following the date of hire	10 days (80 hours)
January 1 of the 5th calendar year following the date of hire	12 days (96 hours)
January 1 of the 6th calendar year following the date of hire	15 days (120 hours)
January 1 of the 7th and 8th calendar year following the date of hire	16 days (128 hours)
January 1 of the 9th and 10th calendar year following the date of hire	18 days (144 hours)
January 1 of the 11th calendar year following the date of hire	20 days (160 hours)
January 1 of the 12th through 16th calendar year following the date of hire the employee will earn one additional vacation day up to a maximum of 25 days each year.	

III. AMENDMENT TO PART 1, SECTION 112 – SICK LEAVE

Part 1, Section 112 of the Personnel Policy Manual of Coolbaugh Township, as adopted under Resolution 06-2002, is hereby amended to read as follows:

- 112.1. Employees may carry over sick days from year to year with a maximum accrual of forty-five (45) sick days.

- 112.4. An employee leaving the township and gives two weeks' notice, shall be paid one half (½) of any accrued unused sick time. An employee terminated for cause will not be paid out any accrued unused sick time.

- 112.5. Upon retirement, the employee shall be paid out any earned but unused sick days, up to a maximum of forty-five (45) days, at his/her current hourly rate of pay. Employees retiring must provide three months' notice.

IV. AMENDMENT TO PART 1, SECTION 114 - BEREAVEMENT

Part 1, Section 114 of the Personnel Policy Manual of Coolbaugh Township, as adopted under Resolution 06-2002, is hereby amended to read as follows:

- 114.1. Upon the death of an employee's/spouse's immediate family member, defined as spouse, parent, stepparent, brother, sister, child, stepchild, grandparent, or grandchild, he/she shall be given a five (5) day leave of absence with pay for 5 consecutive workdays - one of which may be saved for the date of service. Upon the death of an employee's extended family member, defined as aunt,

uncle, niece, or nephew, the employee shall be given a three (3) day leave of absence with pay for 3 consecutive workdays – one of which may be saved for the date of service.

114.2. Pay for each day will be at the employee's regular straight time hourly rate.

114.3. If the employee requires more leave than as defined in 114.1, requests for additional time must be presented to the Board of Supervisors for approval. Additional leave will be deducted from personal, sick, and/or vacation time balances, and only, if necessary, approved without pay.

V. EFFECTIVE DATE

This Resolution and amendment to the Personnel Policy Manual of Coolbaugh Township shall become effective immediately upon final enactment.

COOLBAUGH TOWNSHIP
BOARD OF SUPERVISORS

ATTEST:

Erin Masker, Township Secretary

William Weimer, Chairman

Lynn Kelly, Vice Chair

Clare Colgan, Supervisor

Alma I. Ruiz-Smith, Supervisor

Joseph Rogan, Supervisor

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SETTLEMENT AGREEMENT WITH RELEASE

This Settlement Agreement with Release (“Settlement Agreement”) is hereby entered into this ___ day of November, 2023, by and among **Coolbaugh Township**, a Pennsylvania Township of the Second Class with offices at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania, 18466, (“**Coolbaugh**”), Walmart Inc. formerly known as Walmart Stores, Inc., with an address of 702 Southwest 8th Street, Bentonville, Arkansas, 72716, and Wal-Mart Stores East, LP, a Delaware Limited Partnership, with an address of 100 Veterans Drive, Tobyhanna, PA 18466 (collectively “**Walmart**”).

BACKGROUND

- I. WHEREAS, Walmart owns and operates a Regional Distribution Center Number 6080, located at 100 Veterans Drive in Coolbaugh Township, Monroe County, Pennsylvania (the “DC”).
- II. WHEREAS, Walmart has previously discharged effluent (the “Walmart Effluent”) from a wastewater pretreatment system at the DC (“the Pretreatment Plant”) to the sewage treatment plant owned and operated by Coolbaugh (the “WWTP”) pursuant to a Significant Industrial User Pretreatment Permit (the “Permit”), which contained flow and pollutant discharge limits.
- III. WHEREAS, the Permit expired on December 31, 2022.
- IV. WHEREAS, Walmart is not currently discharging to the WWTP. Walmart’s wastewater is currently pumped and hauled off-site and treated by a contractor.
- V. WHEREAS, on December 30, 2022, Coolbaugh issued a Notice of Violation to Walmart for alleged violations of the Permit and the Coolbaugh Township Sewers and Sewage Disposal Ordinance, Chapter 18, Part 1 [now Chapter 316] of the Coolbaugh Township Code of Ordinances (“the NOV”).
- VI. WHEREAS, Coolbaugh believes it could seek injunctive relief or pursue a judgment against Walmart for the alleged violations in the NOV.
- VII. WHEREAS, Walmart denies the allegations in the NOV, but in the interest of avoiding the uncertainties and costs of litigation, the parties agree that it is in their mutual best interests to resolve the matters discussed herein without resorting to litigation of any kind.
- VIII. WHEREAS, Walmart has submitted to Coolbaugh an engineering report dated August 1, 2023 (“Engineering Report”) and a repair schedule dated August 1, 2023 (“Repair Schedule”). The Engineering Report and Repair Schedule detail plans to address the allegations contained in the NOV.
- IX. WHEREAS, the Engineering Report and Repair Schedule, and all terms contained therein, are incorporated as part of this Settlement Agreement. The Engineering Report and Repair Schedule are enclosed with this Settlement Agreement as Appendix A and B, respectively.

- X. WHEREAS, the Parties agree that the scope of this Settlement Agreement is intended to resolve the alleged violations in the NOV.

AGREEMENT

NOW, THEREFORE, in consideration of the recitals above, the rights and duties expressed below, and their intention to be legally bound, Coolbaugh and Walmart agree as follows:

1. **Recitals.** The recitals set forth above are true and correct and are incorporated by reference.
2. **Pretreatment Plant Repairs and Recommissioning.** Walmart shall repair and recommission the Pretreatment Plant in accordance with the Engineering Report and Repair Schedule. If during the course of repairing and recommissioning the Pretreatment Plant Walmart determines that the Repair Schedule or Engineering Report must be modified due to factors beyond Walmart's reasonable control ("Upset Conditions"), Walmart shall promptly notify the Township of the necessary modifications for the Township's approval. An Upset Condition may constitute an affirmative defense from any action brought by the Township to enforce the terms of this Settlement Agreement.
3. **Renewed Permit Application.** Walmart shall submit to Coolbaugh an application for a renewed Significant Industrial User Pretreatment Permit ("the Renewed Permit"). The Engineering Report and Repair Schedule shall be included with Walmart's application for the Renewed Permit.
4. **Renewed Permit Issuance.** The Engineering Report and Repair Schedule shall be incorporated as special conditions in the Renewed Permit issuance. Coolbaugh agrees that repairing and recommissioning the Pretreatment Plant in accordance with the Engineering Report and Repair Schedule is not a pre-requisite to Coolbaugh's issuance of the Renewed Permit.
5. **Discharges.** Walmart shall not discharge from the Pretreatment Plant until:
 - a. Walmart receives a Renewed Permit from Coolbaugh;
 - b. Walmart meets all conditions of the Ordinance and Renewed Permit, including but not limited to repairing and recommissioning the Pretreatment Plant in accordance with the Engineering Report and Repair Schedule; and
 - c. Walmart employs a qualified operator to operate the Pretreatment Plant.
6. **Monthly EDU Charges.** Walmart shall continue to pay monthly EDU charges to Coolbaugh under this Settlement Agreement until the NOV has been withdrawn in accordance with Paragraph 9 of this Settlement Agreement. Nothing in this Paragraph absolves Walmart from paying future required EDU charges.

7. **Long-Term Engineering Report.** Within four (4) months of Walmart initiating repairs and recommissioning activities at the Pretreatment Plant in accordance with Paragraph 5.b of this Settlement Agreement, Walmart shall submit to the Township an additional engineering report describing the long-term plan to repair and recommission the Pretreatment Plant (“the Long-Term Engineering Report”). Although Walmart shall retain sole discretion over the engineering, design, and implementation decisions included in the Long-Term Engineering Report, the Township may review the Long-Term Engineering Report and shall have sole discretion to determine whether Walmart’s proposed long-term plan to repair and recommission the Pretreatment Plant will satisfy the Township’s Ordinance and the Renewed Permit.
8. **Settlement Payment.** Within forty-five (45) days of the effective date of this Settlement Agreement, Walmart shall pay Coolbaugh, via wire transfer, the sum of Ten Thousand Eight Hundred Dollars (\$10,800.00) for the engineering and legal fees that Coolbaugh has incurred in connection with this Settlement Agreement.
9. **Withdrawal of NOV.** The NOV shall be deemed immediately withdrawn once the terms in Paragraphs 1 through 8 of this Settlement Agreement are satisfied.
10. **Release of Walmart.** Upon satisfaction of the terms in Paragraphs 1 through 8 of this Settlement Agreement, Coolbaugh releases, relinquishes and discharges forever Walmart and its affiliates, parents, subsidiary corporations, shareholders, officers, associates, agents, representatives, attorneys, successors, and assigns from any and all debts, suits, causes of action, damages, claims, warranties, or lawsuits, of any kind or nature, whatsoever, arising from the NOV or allegations contained therein (collectively, the “Matters Released”). Walmart’s obligations under this Settlement Agreement shall terminate once Paragraphs 1 through 8 of this Settlement Agreement are satisfied.
11. **Exception to Release.** Nothing in this Settlement Agreement is intended to extinguish, or in any way prejudice, Coolbaugh’s ability to enforce the terms and conditions of this Settlement Agreement, the Township’s Ordinance, or any subsequent alleged violations of the Renewed Permit. Nothing in this Settlement Agreement constitutes an admission of liability or a waiver of any defenses by Walmart in any action brought by the Township to enforce the terms of this Settlement Agreement, the Township’s Ordinance, or subsequent alleged violations of the Renewed Permit.
12. **Termination of Settlement Agreement.** This Settlement Agreement shall terminate once Paragraphs 1 through 8 of this Settlement Agreement are satisfied and once the NOV has been deemed withdrawn in accordance with Paragraph 9 of this Settlement Agreement. The termination of this Settlement Agreement does not extinguish, or in any way prejudice, the Township’s ability to enforce the terms and conditions of the Township’s ordinance or subsequent alleged violations of the Renewed Permit. The termination of this Settlement Agreement shall not constitute an admission of liability or a waiver of any defenses by Walmart in any action

brought by the Township to enforce the Township's Ordinance or subsequent alleged violations of the Renewed Permit.

13. **Public Disclosure of Settlement Agreement.** Any press release or other document issued by Coolbaugh for the purpose of describing this Settlement Agreement shall, in advance of its release to the public, be submitted to Walmart for comment, revision and approval, which shall not be unreasonably withheld, except as otherwise may be required under the Pennsylvania Right-to-Know Law.
14. **Successors and Assigns.** This Settlement Agreement is for the benefit of, and is binding upon, the Parties, their successors, and assigns.
15. **Coolbaugh Covenant Not to Sue.** Coolbaugh covenants that from the date of this Settlement Agreement, and at all times after the date of this Settlement Agreement, it will not commence, prosecute or cause to be commenced or prosecuted, any suit or other proceeding against Walmart arising out of the Matters Released, except as may be necessary to enforce the terms of this Settlement Agreement, the Township's Ordinance, or any subsequent alleged violations of the Renewed Permit.
16. **Walmart Covenant Not to Sue.** Walmart covenants that from the date of this Settlement Agreement, and at all times after the date of this Settlement Agreement, it will not commence, prosecute or cause to be commenced or prosecuted, any suit or other proceeding against Coolbaugh, its Supervisors or employees, to recover any of the costs of the repairing and recommissioning the Pretreatment Plant in accordance with the Engineering Report and Repair Schedule, and Walmart hereby releases Coolbaugh, its Supervisors and employees from same.
17. **Entire Agreement; Modification.** This Settlement Agreement supersedes all prior discussions and agreements among the parties with respect to the matters contained herein. It contains the sole and entire understanding among the parties with respect to the matters herein referenced. All other promises, inducements, offers and solicitations, agreements, commitments, representations, and warranties made among the parties are merged into this Settlement Agreement. This Settlement Agreement shall not be modified or amended in any manner except by a written instrument executed by and on behalf of all the parties.
18. **Governing Law.** This Settlement Agreement shall be governed and enforced in accordance with the laws of the Commonwealth of Pennsylvania.
19. **Parties Bound.** This Settlement Agreement shall bind and inure to the benefit of the parties and their respective heirs, successors, and assigns.
20. **Counterparts.** This Settlement Agreement may be executed and delivered in any number of counterparts, each of which shall be regarded for all purposes as an original; all counterparts shall constitute one in the same legal instrument.

21. **No Prejudice.** This Settlement Agreement is entered into and made by the parties without admission of any liability, law, or fact whatsoever and without admission against or prejudice to any position that any party may adopt in subsequent litigation, in any related dispute resolution process matters or in any other prosecutions of legal breaches.
22. **Severability.** Should any portion, word, clause, phrase, sentence, or paragraph of this Settlement Agreement be declared void or unenforceable, upon written agreement of the parties, such portion shall be considered independent and severable from the rest, the validity of which shall remain unaffected. Notwithstanding this severability clause, Paragraph 8 (“Settlement Payment”) is material and the failure of said Paragraph 8 is the failure of consideration, causing the agreement to be void from the date that Paragraph 8 is held invalid.
23. **Amendment or Modification.** This Settlement Agreement may not be amended, altered, modified, or otherwise changed except in writing signed by an authorized representative of the affected parties to this Settlement Agreement and expressly stating that it is an amendment to this Settlement Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day, month and year first above written.

TOWNSHIP OF COOLBAUGH

By: _____

Name:

Title:

Date:

WALMART INC.

By: _____

Name:

Title:

Date:

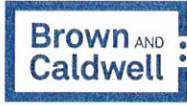
WAL-MART STORES, EAST LP

By: _____

Name:

Title:

Date:



Technical Memorandum

990 Hammond Drive, Suite 400
Atlanta, GA 30328

T: 770.394.2997

Prepared for: Walmart

Project Title: DC 6080 Tobyhanna PA, Wastewater Treatment Plant (WWTP) Assessment

Project No.: 160019

Technical Memorandum

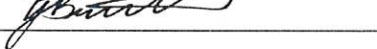
Subject: Tobyhanna Distribution Center WWTP Engineering Report – Revision 2 – Mobile Treatment and Long-Term Strategy

Date: August 1, 2023

To: Michael Moskalik, Maintenance OPS Manager

From: Jack Polce

Copy to: Joshua Sanders, Dave Matteson

Prepared by: 
Djordje Vilimanovic, Project Engineer

Reviewed by: 
Jack Polce, Project Manager

Limitations:

This document was prepared solely for Walmart in accordance with professional standards at the time the services were performed and in accordance with the contract between Walmart and Brown and Caldwell dated May 28, 2020. This document is governed by the specific scope of work authorized by Walmart; it is not intended to be relied upon by any other party except for regulatory authorities contemplated by the scope of work. We have relied on information or instructions provided by Walmart and other parties and, unless otherwise expressly indicated, have made no independent investigation as to the validity, completeness, or accuracy of such information.

Section 1: Scope of Work

Brown and Caldwell (“BC”) was contracted by Walmart to perform site visits to its Tobyhanna distribution centers (“Facility’s”) out of service wastewater treatment plant (“WWTP”) to determine what repairs or modifications would be required to return the WWTP to service.

BC conducted WWTP site visits in March and April of 2023. A Walmart maintenance staff member accompanied the BC team during each visit. The maintenance staff member was very knowledgeable of the WWTP operations, knowledgeable on what the historical challenges have been and supported the emptying of all the tanks to facilitate a full inspection of the system. Based on these detailed inspections, it was determined that additional equipment needs were required, which increased the costs to repair the existing WWTP significantly. In addition to cost increases there were several other significant new challenges identified for this approach, including original equipment manufacturers (“OEMs”) no longer being in business, higher wet weather flows during rain and snow weather events, extensive truck traffic resulting in potential spikes of sanitary waste, truck maintenance activities that result in oily wastewater discharges to the sewer, and other floor washing and cleaning activities that impact wastewater flows and contaminant loads to the WWTP. Each of these items require further investigation and analysis to determine the impact to the WWTP.

Given the additional findings noted, BC proposed a mobile treatment system approach to address the wastewater needs. Two vendors were contacted that offer mobile treatment systems that can provide the necessary treatment of the estimated range of wastewater flows and contaminant loads and can meet current wastewater discharge compliance. Further investigation and analysis will be conducted in parallel to vendor selection to better understand the current and future flows and loads. This engineering report provides a summary of the mobile treatment system approach and outlines the path forward for the long-term treatment strategy at the Facility.

Section 2: Mobile Treatment Equipment

Following the site visits conducted in March and April of 2023, BC contacted several vendors that offer mobile treatment options to address the Tobyhanna WWTP needs. Currently, there is limited wastewater flow and contaminant loading data available to confirm the design basis criteria. However, BC conducted sampling at the WWTP in April 2023 and used this data to determine what treatment equipment is most suitable for the Facility. Table 1 outlines the major equipment components for the conceptual mobile treatment system (note that equipment selection may be adjusted based on selected vendor):

Table 1. Mobile Treatment System Equipment	
Treatment Equipment	Process Description
Influent Screening	To remove large debris. Future recommendation is to install chopper pumps in lift station
Oil Emulsion Break Tank	Goal will be to eliminate this step by removing any potential for oil discharges to the WWTP prior to commissioning of the mobile system
Dissolved Air Flotation (DAF)	Goal will be to eliminate this step by removing any potential for oil discharges to the WWTP prior to commissioning of the mobile system
Frac Tanks (3)	For equalization, initial aeration, odor control and sludge holding.
Membrane Bioreactor (MBR) or Other Biological Treatment	For biological treatment to remove BOD/COD and for TSS removal.



Table 1. Mobile Treatment System Equipment	
Treatment Equipment	Process Description
Effluent / Blending Tank	For collection of demineralized water from RO/IX, to blend with raw wastewater to add alkalinity back in and meet discharge requirements.
Prefiltration (Cartridge or Pressure Filter)	For solids removal to protect RO / IX system.
Reverse Osmosis (RO) or Ion Exchange (IX)	For TDS removal.

2.1 Assumptions

No process investigation was performed for the mobile treatment system. No data analysis was done to verify the plant sizing and performance. However, two samples were obtained to gather some baseline information for the discussions with the vendors. Additional sampling and analysis will be needed to confirm the design basis (wastewater flows and contaminant loads) for the mobile treatment system prior to commissioning of the system.

Discussions with Komline-Sanderson (KS), the manufacturer of the existing dissolved air flotation system (DAF), indicate that the entire DAF system should be replaced; therefore, if DAF is determined to be needed for the mobile treatment system, a rental unit will be specified. The objective will be to evaluate the potential sources of oil and grease (which may be coming from the truck maintenance area) and eliminate the potential for discharging this material. Additionally, the potential for kitchen wastes will be investigated and eliminated if such wastes are present.

A process flow diagram (PFD) of the proposed mobile treatment system is attached to this report. Equipment selection may be adjusted based on selection of system vendor.

The mobile treatment system is anticipated to be a modular design and potentially containerized. However, given the potential for significant fluctuations in weather conditions in the Tobyhanna, PA region, the mobile treatment system will be installed in building structure (ClearSpan, or similar) for controlled heating, ventilation, and air conditioning (HVAC).

The mobile treatment system will include a TDS monitor and alarm.

The flowmeter at the compliance point was not evaluated as the system is not currently discharging. When the mobile wastewater treatment system is commissioned and discharge is initiated, the flowmeter will be recalibrated and verified. The effluent composite sampler will be inspected and tubing (including both the suction tubing from the discharge to the sampler and the flex tubing in the sampler’s peristaltic pump) should be replaced.

Section 3: Path Forward

3.1 Staffing and Preparation for Mobile Treatment

Walmart will need to hire a dedicated operator for the mobile treatment system operations who can lead the day-to-day operations of the WWTP. An updated operations and maintenance plan and standard operating procedures will need to be developed for the mobile treatment system. These materials can be used to train support staff. The mobile system will be automated, thus is not anticipated that operations staff will need to be onsite around the clock.

Maintenance for the WWTP equipment should be included in the site asset management system. The system should not require a dedicated mechanic, but site mechanics should be familiar with the system and



available for repairs. Additionally, the equipment vendors will be available for any system operational troubleshooting.

A small lab space should be established in the WWTP building for performing standard operational tests such as chemical oxygen demand and total suspended solids.

3.2 Scheduling

Enclosed with this engineering report is an updated proposed implementation schedule from Notice to Proceed. The schedule for commissioning of the mobile treatment system will include procurement of the necessary equipment, installation of equipment and interconnecting piping, and then seeding and acclimation of the MBR.

This mobile treatment system is projected to be onsite within approximately 20 weeks from notice to proceed. There are several assumptions and exclusions that will be addressed during the engineering and design phase for this option including confirmation of design basis, design of interconnecting piping and preparation of the implementation plan. There is expected to be some supply chain challenges for metals-based products such as pumps however procurement of electronics-based products such as inline probes and controllers is expected to present the biggest challenge with schedule. Based on current evaluation BC has not assumed installation of motor control centers, variable frequency drives or similar due to lead times as long as 12 months. However, these components are relevant for the long-term WWTP strategy and will be evaluated and addressed as a component of this strategy to minimize impacts.

The mobile MBRs will need to be seeded as part of start-up/commissioning. This reactor is the main treatment mechanism for the system, so it will need to be allowed to acclimate and establish steady state prior to the discharge of any of the system's treated wastewater. It is assumed that a minimum of 1-2 months acclimation will be required to reach steady state in the MBR system.

If during the commissioning process it is determined that the compliance schedule must be modified, Walmart will promptly notify the Township of the necessary modifications.

3.3 Long-Term WWTP Strategy

During the design and procurement phase for the mobile treatment system, BC will support Walmart to initiate engineering activities for the long-term WWTP strategy. The long-term strategy has various key activities that will be critical to establishing the basis of design for a new WWTP. While these activities will need to be further developed, presented to Walmart, and authorized prior to moving forward, below is a summary of the major steps for implementing the long-term strategy:

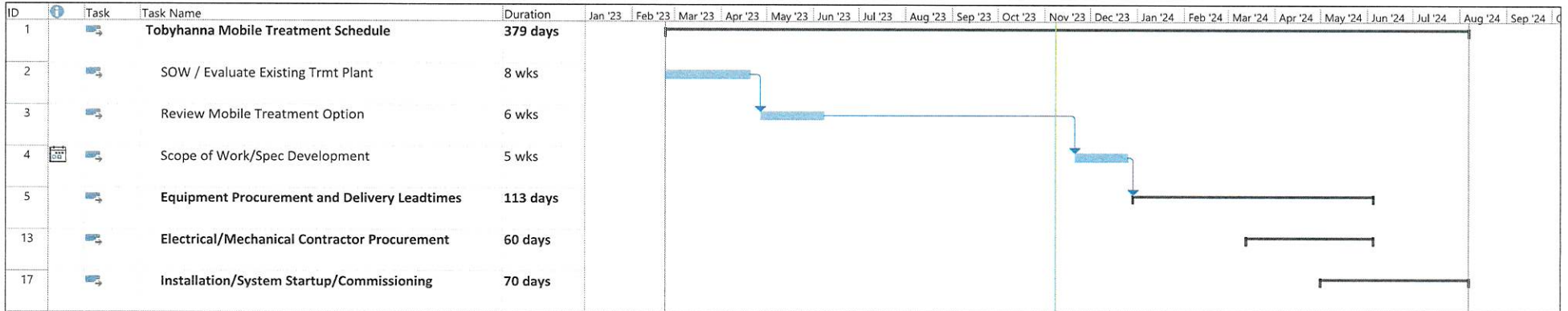
- Establish a wastewater sampling and analysis program. This will be investigated in the field to determine a reasonable list of locations for sampling and analysis and will support the development of the design basis for treatment flows and loads.
- Identify existing sewer lines, catch basins and manholes that are leaking and/or allowing surface water or groundwater infiltration into the sewer system, using camera or visual inspections which will reduce erroneous flows and TDS loads to the WWTP.
- Investigate activities in the Facility that are generating wastewater to determine if there are source controls that can be implemented to potentially eliminate and/or reduce erroneous flows and loads to the WWTP. This includes investigation of the truck maintenance area, cleaning chemical usage for floor washing or other cleaning activities, kitchen or break room activities, etc.
- Establish the design basis for flow and load of the WWTP and evaluate treatment technologies to select an alternative for design and implementation.



- Prepare the design of the selected treatment strategy and develop the procurement and implementation for the selected strategy. The long term WWTP will include a TDS monitor and alarm.
- Procure equipment, construct the new WWTP, and develop/implement start-up and commissioning plan.

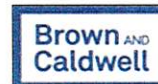
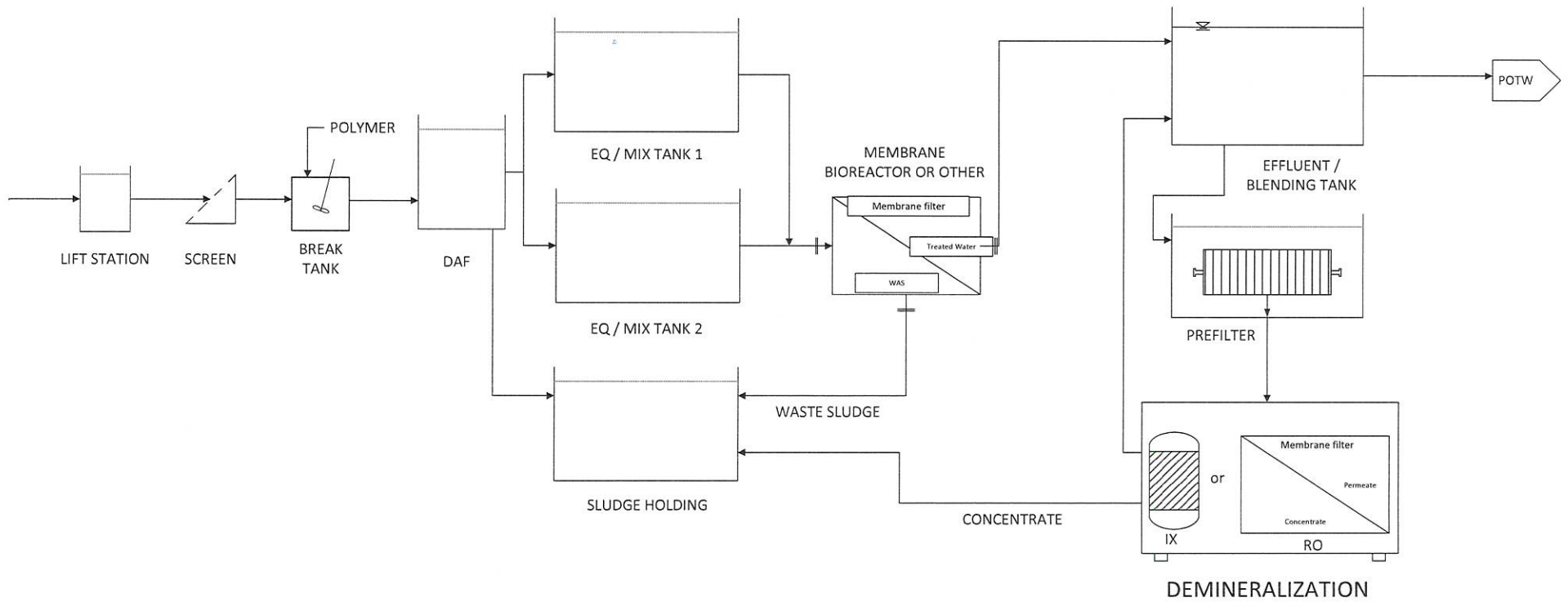
From a scheduling perspective, the objective will be to gain approval from Walmart and accomplish the long-term strategy in a stepwise approach in parallel with the design, procurement, installation, and commissioning of the mobile treatment system.





Project: Table 1 - Schedule_Rev Date: Wed 11/8/23	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

WALMART – Tobyhanna, PA Distribution Center



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HanoverEngineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

November 16, 2023

Ms. Erin Masker, Township Secretary
Board of Supervisors
Coolbaugh Township
5520 Municipal Drive
Tobyhanna, PA 18466

RE: Additional Sewage Enforcement Officer
Request for Appointment

Dear Board of Supervisors:

Our records indicate the currently appointed Sewage Enforcement Officers for Coolbaugh Township are Scott Brown, Luke Eggert, Christopher Taylor, Pamela Kemecsy, and Jacob Schray.

At this time, we would like to request the Township consider adding Paul Gallagher Saba to the list of appointed Sewage Enforcement Officers. Jake Schray will remain the Township's primary contact and will continue to perform the majority of sewage enforcement officer work within the Township. Having Paul available if scheduling conflicts arise will serve to ensure comprehensive coverage for the Sewage Enforcement Officer workload as we approach the holiday season and the close of 2023.

As always, all Sewage Enforcement Officer duties performed by our staff will be in accordance with the Pennsylvania Sewage Facilities Act, all Township Ordinances relating to Onlot Sewage Disposal, and the Township's Fee Schedule for Onlot Sewage Disposal Systems.

If the Township does appoint Mr. Gallagher Saba, the following information regarding his appointment will need to be forwarded to the Department of Environmental Protection:

Paul Gallagher Saba
Sewage Enforcement Officer Certification Number 04167
Address – 252 Brodhead Road, Suite 100, Bethlehem, PA 18017

Thank you for your consideration of this matter. If you have any questions, please do not hesitate to contact me.

Respectfully,

HANOVER ENGINEERING

Jacob A. Schray, SEO

jas:jas/sas

T:\Hanover Corporate\Yearly Rates\Reappointment-Rate.Letters\2024 Reappointment Letters\SEO-PaulGallagherSaba 11-16-2023\Coolbaugh_PGS_ApptRequest_2023-11-16.doc

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COOLBAUGH TOWNSHIP

Board of Supervisors

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

FINANCIAL REPORT - BOARD OF SUPERVISORS
NOVEMBER 21, 2023 BOARD MEETING
AS OF OCTOBER 31, 2023

Revenue

2023 General Fund Budget = \$8,589,560

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Real Estate Taxes (Current & Delinquent)	\$ 3,981,199	98%
Earned Income Tax	1,669,595	98%
Real Estate Transfer Tax	864,011	102%
LST	261,152	73%
Licenses & Permits	305,377	88%
Rents	29,333	62%
Zoning Fees	150,226	235%
Fines & Forfeits	20,931	75%
Building Code Fees	82,756	276%
Grant Proceeds	-	0%
All other sources	426,028	60%
Total Revenue	\$ 7,790,609	

Expense

2023 General Fund Budget = \$8,589,560

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Pocono Mountain Regional Police Dept.	\$ 2,352,912	82%
Salaries	1,073,355	78%
Capital Purchases	709,318	57%
Employee Benefits	636,518	73%
Fire	301,910	81%
GOB Principal & Interest Payment	53,180	100%
Interfund Transfers	160,000	77%
Contracted Services	196,242	89%
Road Materials	129,049	68%
Pocono Mountain EMS	100,000	100%
Insurance	149,936	78%
Vehicle Repair & Maintenance	69,269	77%
Fuel	62,119	61%
Legal Fees	82,478	129%
Utilities	60,904	76%
Engineering	19,920	27%
Control Center	32,301	100%
All other sources	197,401	44%
Total Expense	\$ 6,386,813	

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
NOVEMBER 21, 2023**

DATE	CK #	DESCRIPTION	AMOUNT
11/16/2023		Payroll Transfer	\$ 52,000.00
11/21/2023		General Fund	\$ 454,342.25
11/21/2023		Total General Fund	\$ 506,342.25
11/21/2023		Escrow	\$ 1,923.00
11/21/2023		Total Escrow	\$ 1,923.00
11/21/2023		Sewer Fund	\$ 40,187.25
11/21/2023		Total Sewer Fund	\$ 40,187.25
		TOTAL DISBURSEMENTS	\$ 548,452.50

CASH TRIAL BALANCE AS OF NOVEMBER 21, 2023

General Fund Checking	\$ 7,008,610.76
Fire Tax/Coolbaugh Twp VFD	296,723.65
Fire Tax- Volunteer Fire Departments	80.98
Fire Tax- Coolbaugh Fire Building Fund	662,603.87
EMS	108,388.11
American Rescue Plan	2,069,712.62
Payroll Checking	1,950.52
Rainy Day Fund Savings	960,008.88
Total General Fund	\$11,108,079.39
Sewer Fund Checking	2,131.94
Sewer PennVest Checking	7.40
Total Sewer Fund	\$ 2,139.34
Capital Projects Fund Checking	\$ 15,365.70
Emerg. Services Fund Money Market	202,197.36
Emerg. Services Fund Checking	20,987.03
Total Emergency Services Fund	\$ 223,184.39
Liquid Fuels Fund Checking	\$ 270,594.18
Escrow Fund Checking	716,340.06
Escrow Fund Clarius Checking	100,722.48
Total Escrow Fund	\$ 817,062.54
TOTAL ALL FUNDS	\$ 12,436,425.54

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

Check#	Vendor	Description	Payment	Check Total
10286	1105 - ABLE AUTO SERVICE, INC.	PO 24147 REPAIR	793.38	793.38
10287	1483 - AUTO PARTS OF MT POCONO	PO 24118 ROSE -DUMP TRUCK	579.43	
		PO 24123 EXHAUST FLUID	285.95	865.38
10288	1148 - BARTRON SUPPLY INC	PO 24161 TOGGLE/ROCKER	67.27	67.27
10289	1059 - BILL'S SHOPRITE	PO 24128 FUEL	46.97	46.97
10290	1470 - CCI WASTE	PO 24159 RECYCLE	1,285.00	1,285.00
10291	724 - CINTAS -	PO 24102 FIRST AID CABINET	137.63	
		PO 24124 FIRST AID CABINET	107.43	245.06
10292	1240 - CINTAS CORPORATION	PO 24114 MATS/UNIFORMS	459.69	
		PO 24115 SHOP TOWELS/UNIFORMS	51.59	
		PO 24137 SHOP TOWELS/UNIFORMS	64.63	
		PO 24153 UNIFORMS	51.59	
		PO 24156 UNIFORMS	59.34	
		PO 24157 UNIFORMS	177.40	864.24
10293	52 - DALEVILLE ACE HARDWARE	PO 24136 LEAF SUCKER -PARTS	36.12	36.12
10294	1085 - DE LAGE LANDEN	PO 24144 COPIERS	7.75	
		PO 24165 COPIERS	99.18	106.93
10295	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 24109 RECYCLING	18.00	
		PO 24162 SHREDDING	1,000.00	
		PO 24163 RECYCLING	22.50	1,040.50
10296	1495 - EDMUNDS GOVTECH, INC	PO 24131 ACCOUNTING SYSTEM-MAINT	2,247.00	2,247.00
10297	1113 - ELAN FINANCIAL SERVICES	PO 24150 DPW/PARK HALLOWEEN/MOUSE PAD/MSFT/ADV	1,395.59	1,395.59
10298	1384 - FRASER ADVANCED INFO.SYSTEMS	PO 24164 COPIERS	309.19	309.19
10299	95 - GATE HOUSE MEDIA PA HOLDINGS, INC.	PO 24151 LEAF COLLECTION AD	210.95	210.95
10300	32 - GRAINGER	PO 24129 LED BULBS	232.87	
		PO 24133 ELECTRIC ACTUATOR	474.87	707.74
10301	1250 - GUYETTE COMMUNICATIONS	PO 24134 PHONES	100.00	100.00
10302	48 - H. CLARK CONNOR	PO 24149 PLANNING COMMISSION	875.00	875.00
10303	54 - H.A. BERKHEIMER, INC.	PO 24119 LST	379.40	379.40
10304	1140 - HOURIGAN KLUGER & QUINN	PO 24104 MISC	3,895.50	3,895.50
10305	1536 - IDN-HARDWARE SALES INC.	PO 24158 KNOBSET NEW GARAGE	594.00	594.00
10306	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 24117 ZONING/MESSER/LOWES/WGH/MEETINGS/BEST IN	2,369.00	2,369.00
10307	891 - LOWE'S	PO 24146 SUPPLIES	304.08	304.08
10308	917 - MILLENNIUM ADMINISTRATORS	PO 24103 NOVEMBER	500.00	500.00
10309	1437 - NATIONAL WASTE DISPOSAL, INC	PO 24116 OCTOBER-MUNICIPAL/DPW WWTP	345.00	345.00
10310	81 - P P & L	PO 24122 88094-98000 940/ 49924-86007 IND'L PAR	84.93	
		PO 24132 STREBET LIGHTS	1,079.87	
		PO 24135 85457-02009 BASEBALL FIELD	366.03	
		PO 24139 89631-95000 TEGAWITHA RD	29.15	
		PO 24140 64488-49005 611	69.34	
		PO 24141 43281-27004 MUNICIPAL	1,168.07	2,797.39
10311	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 24126 FAX/CBT	143.87	143.87
10312	206 - PSATS	PO 24108 TESTING	120.00	120.00
10313	1265 - SCHAEDLER YESCO	PO 24145 PARTS	193.74	193.74
10314	1375 - STEPHEN WEBER	PO 24155 BOOT REMBURSEMENT	300.00	300.00
10315	161 - STEPHENSON EQUIPMENT INC.	PO 24152 BEAST	413,588.20	413,588.20
10316	286 - SUBURBAN PROPANE	PO 24110 PROPANE	1,009.44	
		PO 24130 FUEL	2,520.33	
		PO 24167 DIESEL	2,856.59	6,386.36
10317	1215 - SUPER HEAT, INC.	PO 24166 BOILER/549 LAUREL DR	1,571.19	1,571.19
10318	329 - THORNHURST VOLUNTEER FIRE & RESCUE	PO 24107 DONATION	5,000.00	5,000.00
10319	31 - TK ELEVATOR CORPORATION	PO 24113 OCT	338.50	
		PO 24148 11/1-11/30/2023	338.50	677.00
10320	1151 - TOMAS KEANE	PO 24160 INS. REIMBURSEMENT	350.00	350.00
10321	1055 - TULPEHOCKEN SPRING WATER INC	PO 24138 BOTTLE WATER	117.72	117.72
10322	756 - UGI Utilities	PO 24127 GARAGE 411002865458	122.15	
		PO 24154 411002865219 MUNICIPAL	1,121.16	1,243.31
10323	929 - UNITED CONCORDIA LIFE & HE	PO 24125 DEC	1,624.03	1,624.03
10324	119 - VERIZON	PO 24120 PHONES	646.14	646.14
TOTAL				454,342.25

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	454,342.25
01.391.000	PROCEEDS OF GENERAL ASSET SALE			-60,000.00	

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.400.000	GENERAL GOV'T	4,139.56			
01.402.000	FINANCIAL ADMIN	18.01			
01.403.000	TAX COLLECTION	379.40			
01.404.000	LAW	3,895.50			
01.405.000	MUNICIPAL OFFICE	320.34			
01.408.000	ENGINEER	387.50			
01.409.000	BUILDING & PLANTS	7,329.29			
01.411.000	FIRE	5,000.00			
01.414.000	ZONING OFFICE	2,058.45			
01.419.000	PLANNING COMMISSION	875.00			
01.426.000	COMPOST FACILITY	473,588.20			
01.427.000	SOLID WASTE COLLECTION / DISPO	2,285.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	7,694.14			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	1,351.49			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	1,760.35			
01.454.000	PARKS	1,027.95			
01.458.000	CONTRIBUTIONS	45.15			
01.487.000	EMPLOYEE BENEFITS	2,186.92			
TOTALS FOR	GENERAL FUND	514,342.25	0.00	-60,000.00	454,342.25

Total to be paid from Fund 01 GENERAL FUND

454,342.25

454,342.25

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1330	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 24117 ZONING/MESSER/LOWES/WGH/MEETINGS/BEST IN	1,923.00	1,923.00
	TOTAL			1,923.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	1,923.00
85.250.229	WGH TRUCKING / HERRERA			88.50	
85.250.233	BESTINVEST, LLC LOT CONSOLIDATION			91.50	
85.250.236	KAISER LOT CONSOLIDATION			91.50	
85.250.238	TAYLOR/VARGA LOT CONSOLIDATION			244.00	
85.250.272	ARCADIA NORTH LAND LLC C/O CLARIUS			457.50	
85.250.355	MESSER, LLC LAND DEVELOPMENT			706.00	
85.250.598	NORTHAMPTON FARMS			244.00	
TOTALS FOR	ESCROW	0.00	0.00	1,923.00	1,923.00

Total to be paid from Fund 85 ESCROW

1,923.00

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1,923.00

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3110	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 24105 WALMART/MISC/SCHOOL	5,277.00	
		PO 24106 SPECIAL STUDY	2,880.00	8,157.00
3111	1251 - ENVIRONMENTAL SERV. CORP.	PO 24143 PUMP STA CLEANING/SLUDGE HAULING	1,277.34	1,277.34
3112	1437 - NATIONAL WASTE DISPOSAL,INC	PO 24116 OCTOBER-MUNICIPAL/DPW WWTP	180.00	180.00
3113	160 - NORTHEAST CHEMICAL& SUPPLY CO.,INC.	PO 24111 SODA ASH	1,350.20	1,350.20
3114	162 - USA BLUE BOOK	PO 24121 SUPPLIES	181.63	181.63
3115	1445 - UTILITY SERVICE CO. INC.	PO 24142 FILTER STEEL MBR WWTP	28,321.08	28,321.08
3116	439 - YOUNG & HAROS,LLC	PO 24112 WAL MART	720.00	720.00
TOTAL				40,187.25

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	40,187.25
08.429.200	SUPPLIES	1,531.83			
08.429.313	ENGINEERING SERVICES	8,877.00			
08.429.374	MAINT/REPAIR EQUIPMENT	28,321.08			
08.429.452	SLUDGE HAULING	1,277.34			
08.429.453	CONTRACTED SERVICE -TRASH	180.00			
TOTALS FOR SEWER FUND		40,187.25	0.00	0.00	40,187.25

Total to be paid from Fund 08 SEWER FUND

40,187.25

40,187.25