

**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

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

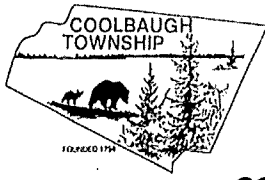
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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**WORK SESSION AGENDA**

**February 18, 2025, 6:00PM**

1. Discussion on Landston Equities/Northampton Farms, LLC. Plans/ Updates (479 Memorial Blvd, Tobyhanna)
2. Public Input



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING AGENDA  
February 18, 2025**

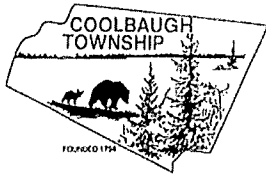
**Roll Call**

**BOARD OF SUPERVISORS**

\_\_\_\_ B. Weimer \_\_\_\_ C. Rogan \_\_\_\_ A. Ruiz-Smith \_\_\_\_ 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:
  - February 4, 2025 -Regular Meeting Minutes
3. Monthly/Quarterly Reports
  - Pocono Mountain Regional Police Commission
  - Pocono Mountain Regional EMS
4. Codes and Zoning/ Short Term Rental Report
5. Restatement and Amendment to the Non-Uniform Pension Plan
6. Authorization of Lease Agreement for Satellite Office Space – State Representative Maureen Madden
7. Authorization to Advertise for Codes and Zoning Internship – East Stroudsburg University
8. Authorization to Advertise Committee and Commission Meeting Schedule for 2025



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9. Controller Report

10. Current obligations

• General Fund	\$ 185,058.81
• Escrow Fund	\$ 1,382.50
• Sewer Fund	<u>\$ 47,983.62</u>
<b>Total Disbursements</b>	<b>\$ 234,424.93</b>

11. Business Manager Comments/Updates

12. Solicitor Armstrong Comments/Updates

13. Board of Supervisors Executive Sessions

14. Adjournment

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION MINUTES**  
**February 4, 2025**

The work session was called to order by Vice-Chair Cara Rogan at 6:00pm in the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

Cara Rogan, Clare Colgan, and Lynn Kelly

**Board Members Absent:**

William Weimer and Alma I. Ruiz-Smith

**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

**1. Discussion on Act 537 Plan-Eric Trembly and Dave Kavitski**

Eric Trembly introduced himself stating that he is an Engineer with Atlas, and he is working on the Act 537 plan currently. He stated that he is currently in the beginning phase of the project and is before the Board of Supervisors discussing the process. He explained that there are multiple steps in this process which will require him to do research of systems in the township, working with the Solicitor on public notices, legal issues and conducting a survey among 1,500 residents regarding their water and on-lot septic systems as that is a requirement of the application. It is anticipated that the surveys will take place in the summer. After these steps are completed, he will be working with the Board to determine how the Act 537 will impact the future growth and land use in the township, the land development plans and the zoning ordinance. An Environmental Impact Assessment will need to be completed to assist with grants and funding streams. Ms. Kelly asked if sewage planning modules are for large land development, being advised that they are and are also a requirement of residential properties. E. Trembly reviewed sketches outlining the soils in the township, none of which are suitable for a conventional septic system. All systems require a sand mound. The soils are very rocky, and the soil is very shallow to hit bedrock. He showed on the maps the abundance of wetlands located throughout the township. He stated that there are eight active sewage treatment systems in the township, approximately fifteen community systems in the township and one cesspool. He will be visiting HOA's and made the Board aware that in doing this research, we may locate failing systems at which point we will have to determine how they will have to be remediated. Ms. Kelly stated that there are STR's that had failing systems and stated that they had no choice but to have a holding tank for the time being until they are able to fix their system if possible, she stated that the township now requires that any property that has to have a holding tank is not allowed to be used as an STR. E. Trembly stated that a holding tank is usually considered a stop gap measure for a failing system. Ms. Kelly asked when a system fails what our responsibility is, being advised that the township is the last line of enforcement. She asked if it would be the same responsibility for a private WWTP system that is located within the Township if a lateral was to break, being advised he thinks it is the same but would have to review the specific situation.

- **Discussion:** J. Miller asked if the Act 537 is specific to sewage, being advised that it is. He asked if the future growth plans will come from the township, being advised that is correct. J. Miller asked as a professional, would you install a sewer pipe under wetlands, being advised on with the proper mitigation and as a last resort. D. Kavitski stated that an alternative would be to place a wetland in another area to replace the one that is affected. J. Miller asked if there will be interaction with the Army Corps of Engineers and the DEP EJ, being advised that would not be until the end of next year and unsure what

the extent of their involvement will be at this point. The Board thanked Mr. Trembly and Mr. Kavitski, and they look forward to working through this process with them.

**2. Public Input**

Nothing was heard.

Work Session ended at 6:58pm.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**February 4, 2025**

The meeting was called to order by Vice-Chair Cara Rogan at 7:03pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

Cara Rogan, Clare Colgan, and Lynn Kelly

**Board Members Absent:**

William Weimer and Alma I. Ruiz-Smith

**Staff Present:**

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

**Staff Absent:**

None

**Announcements**

Ms. Rogan 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**

- J. Miller provided the Board with a copy of a letter written by Chuck Leonard that was in the EDC 2024 Annual Report citing the comment made about Coolbaugh Township having erroneous stormwater buffer rules.

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

- January 21, 2025- Regular Meeting Minutes

*Ms. Colgan made a motion second by Ms. Kelly to approve the January 21, 2025 Regular Meeting Minutes.*

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

**3. Adoption of Resolution #04-2025: Setting of Tax Collector Compensation**

*Ms. Kelly made a motion second by Ms. Rogan to Adopt Resolution 04-2025 setting the Tax Collectors Compensation to reflect a 3% Increase each year of the term beginning with 2026.*

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

**4. Conditional Approval of Minor Subdivision Joining Lots 32-47, Section L, Property Owner(s): Nicholas Romano**

*Ms. Rogan made a motion second by Ms. Colgan to Grant Conditional Approval of the Minor Subdivision Joining Lots 32-47, Section L, Property Owner(s): Nicholas Romano conditioned on addressing all comments in Township Engineer, Greg Haas's letter dated January 29, 2025 and by Submitting Final Signed, Sealed and Notarized Plans for the Board of Supervisors to Execute.*

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

**5. Authorize Execution of the 2025 Annual Northeast Signal Contract in the Amount of \$7,950.00**

*Ms. Rogan made a motion second by Ms. Kelly to Authorize the Execution of the 2025 Annual Northeast Signal Contract in the Amount of \$7,950.00.*

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

**6. Parks and Recreation Recommendation of Armed Forces, Volunteer and Freedom Field Usage Request for Tobyhanna Athletic Association, April 1, 2025-October 30, 2025, Monday through Friday 5pm-9pm; Saturday 9am-9pm and Sunday 10am-4pm**

*Ms. Colgan made a motion second by Ms. Rogan to Approve the Field Usage Request for the Armed Forces, Volunteer and Freedom Field Usage Request for Tobyhanna Athletic Association, April 1, 2025-October 30, 2025, Monday through Friday 5pm-9pm; Saturday 9am-9pm and Sunday 10am-4pm.*

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

**7. Parks and Recreation Recommendation of Park Bench Purchase in Remembrance of Lawrence “Micky Denig, Tobyhanna Little League Board Member**

*Ms. Colgan made a motion second by Ms. Kelly to Approve the Request for the Family of Lawrence “Micky” Denig to Purchase and Place a park bench at the Municipal Park to match the others that are already installed with the coordination of the purchase and installation going through the DPW Foreman.*

- o **Discussion:** Ms. Kelly stated that it is a nice gesture as Micky did good things for Parks.
- o **Vote:** All in favor, motion passes.

**8. Memorandum of Agreement for On-Call Department of Public Works Positions**

*Ms. Rogan made a motion second by Ms. Colgan to Adopt the Memorandum of Agreement for On-Call Department of Public Works Positions.*

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

**9. Authorization to Advertise for Temporary DPW Assistance**

*Ms. Rogan made a motion second by Ms. Colgan to Authorize the Advertisement of the Temporary DPW Assistance.*

- o **Discussion:** Ms. Thompson stated that this will be in case there are a lot of absences and DPW is short on help.
- o **Vote:** All in favor, motion passes.

**10. Current Obligations**

• General Fund	\$ 393,059.83
• Escrow Fund	\$ 49,365.80
• Sewer Fund	\$ <u>32,804.92</u>

Total Disbursements \$ 475,230.55

*Ms. Colgan made a motion second by Ms. Kelly to authorize paying the current obligations in the amount of \$475,230.55.*

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

**11. Business Manager Comments/Updates**

Ms. Thompson stated that Mr. Dixon asked that she make the Board aware that there was an emergency repair in the amount of \$17,164.49 for the 2020 International, stating that it had to be done since it is needed for snow removal. She stated that it has been repaired and is back in service.



**12. Solicitor Armstrong Comments/Updates**

Solicitor Armstrong requested a brief executive session following the meeting regarding ongoing litigation.

**13. Board of Supervisors Executive Sessions**

- Friday, January 31, 2025 from 5:30pm-6:50pm Re: Personnel
- Tuesday, February 4, 2025 from 7:27pm-8:15pm Re: Legal

**14. Adjournment**

*Ms. Colgan made a motion second by Ms. Rogan adjourn at 7:19pm.*

**NEXT BOARD WORK SESSION / MEETINGS:**

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

- Work Session/ Business Meeting Tuesday, February 18, 2025 at 6:00pm

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

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Cara Rogan, Vice Chair

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2025 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

COOLBAUGH TOWNSHIP

Enforcement														2024	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JAN	Prior YTD
<b>Total Calls</b>	435												435	373	373
<b>Criminal Arrests</b>	29												29	17	17
<b>Traffic Arrests</b>	54												54	53	53
<b>Vehicle Code Warnings</b>	52												52	44	44
<b>Ordinance Arrests</b>	4												4	4	4

Hours Breakdown														
<b>Patrol</b>	799.10													799.10
<b>Investigation</b>	626.68													626.68
<b>Paperwork</b>	151.87													151.87
<b>Court</b>	56.70													56.70
<b>Assigned</b>	717.34													717.34

Hours Actual vs Purchased														
<b>Total Actual Time</b>	2351.69													2351.69
<b>Hours Purchased</b>	2664.59													2664.59
<b>Hours Over/Under</b>	-312.90													-312.90

Hours Over/Under Balance YTD														
<b>Cumulative Carry Over</b>	240.04													
<b>Current O/U</b>	-72.86													

Percentage of Hours														
<b>% Actual</b>	33.28%													
<b>% Purchased</b>	37.71%													
<b>% Over/Under</b>	-4.43%													

**2025 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT**

TOTAL ENFORCEMENT														2024	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JAN	Prior YTD
<b>Total Calls</b>	<b>1064</b>												<b>1064</b>	1003	1003
<i>Complaints</i>	972												972	914	914
<i>Accidents</i>	92												92	89	89
<b>Criminal Arrests</b>	<b>80</b>												<b>80</b>	61	61
<b>Traffic Arrests</b>	<b>150</b>												<b>150</b>	151	151
<b>Vehicle Code Warnings</b>	<b>172</b>												<b>172</b>	144	144
<b>Ordinance Arrests</b>	<b>15</b>												<b>15</b>	7	7

Total Hours														
<b>Patrol</b>	2602.02													<b>2602.02</b>
<b>Investigation</b>	1957.45													<b>1957.45</b>
<b>Paperwork</b>	382.75													<b>382.75</b>
<b>Court</b>	221.53													<b>221.53</b>
<b>Assigned</b>	1902.25													<b>1902.25</b>
<b>Total Actual Time</b>	<b>7066.00</b>													<b>7066.00</b>

Assigned Time														
<b>Training</b>	303.18													<b>303.18</b>
<b>Assists</b>	0.45													<b>0.45</b>
<b>Admin</b>	1598.62													<b>1598.62</b>
<b>Total</b>	<b>1902.25</b>													<b>1902.25</b>

ACTIVITY OUTSIDE JURISDICTION (Included In Totals Above)													YTD	2024	
<b>Calls Outside our Jurisdiction</b>	<b>1</b>												<b>1</b>	2	2
<b>Arrests Outside our Jurisdiction</b>	<b>0</b>												<b>0</b>	0	0

2025 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TOBYHANNA TOWNSHIP

	Enforcement													2024	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JAN	Prior YTD
Total Calls	242												242	239	239
Criminal Arrests	14												14	13	13
Traffic Arrests	34												34	35	35
Vehicle Code Warnings	47												47	45	45
Ordinance Arrests	2												2	0	0

Hours Breakdown														
Patrol	1063.57													1063.57
Investigation	280.32													280.32
Paperwork	85.63													85.63
Court	69.63													69.63
Assigned	583.04													583.04

Hours Actual vs Purchased														
Total Actual Time	2082.19													2082.19
Hours Purchased	2165.73													2165.73
Hours Over/Under	-83.54													-83.54

Hours Over/Under Balance YTD														
Cumulative Carry Over														-159.01
Current O/U	-242.55													

Percentage of Hours														
% Actual	29.47%													
% Purchased	30.65%													
% Over/Under	-1.18%													

**2025 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT**

**MOUNT POCONO BOROUGH**

Enforcement														2024	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JAN	Prior YTD
<b>Total Calls</b>	178												178	183	183
<b>Criminal Arrests</b>	18												18	25	25
<b>Traffic Arrests</b>	47												47	46	46
<b>Vehicle Code Warnings</b>	50												50	33	33
<b>Ordinance Arrests</b>	0												0	3	3

Hours Breakdown														
<b>Patrol</b>	343.00													343.00
<b>Investigation</b>	228.65													228.65
<b>Paperwork</b>	85.53													85.53
<b>Court</b>	69.62													69.62
<b>Assigned</b>	238.73													238.73

Hours Actual vs Purchased														
<b>Total Actual Time</b>	965.53													965.53
<b>Hours Purchased</b>	886.78													886.78
<b>Hours Over/Under</b>	78.75													78.75

Hours Over/Under Balance YTD														
<b>Cumulative Carry Over</b>	188.08													
<b>Current O/U</b>	266.83													

Percentage of Hours														
<b>% Actual</b>	13.66%													
<b>% Purchased</b>	12.55%													
<b>% Over/Under</b>	1.11%													

**2025 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT**

**TUNKHANNOCK TOWNSHIP**

Enforcement														2024	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JAN	Prior YTD
<b>Total Calls</b>	131												131	131	131
<b>Criminal Arrests</b>	17												17	3	3
<b>Traffic Arrests</b>	7												7	10	10
<b>Vehicle Code Warnings</b>	18												18	16	16
<b>Ordinance Arrests</b>	0												0	0	0

Hours Breakdown														
<b>Patrol</b>	195.13													195.13
<b>Investigation</b>	709.10													709.10
<b>Paperwork</b>	45.50													45.50
<b>Court</b>	11.00													11.00
<b>Assigned</b>	207.54													207.54

Hours Actual vs Purchased														
<b>Total Actual Time</b>	1168.27													1168.27
<b>Hours Purchased</b>	770.90													770.90
<b>Hours Over/Under</b>	397.37													397.37

Hours Over/Under Balance YTD														
<b>Cumulative Carry Over</b>	20.79													
<b>Current O/U</b>	418.16													

Percentage of Hours														
<b>% Actual</b>	16.53%													
<b>% Purchased</b>	10.91%													
<b>% Over/Under</b>	5.62%													

2025 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

BARRETT TOWNSHIP

Enforcement														2024	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JAN	Prior YTD
Total Calls	77												77	77	77
Criminal Arrests	2												2	3	3
Traffic Arrests	8												8	7	7
Vehicle Code Warnings	5												5	6	6
Ordinance Arrests	1												1	0	0

Hours Breakdown														
Patrol	201.22													201.22
Investigation	112.70													112.70
Paperwork	14.22													14.22
Court	14.58													14.58
Assigned	155.60													155.60

Hours Actual vs Purchased														
Total Actual Time	498.32													498.32
Hours Purchased	578.00													578.00
Hours Over/Under	-79.68													-79.68

Hours Over/Under Balance YTD														
Cumulative Carry Over														-290.24
Current O/U	-369.92													

Percentage of Hours														
% Actual	7.05%													
% Purchased	8.18%													
% Over/Under	-1.13%													



**2025 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT**

	ASSISTS													2024	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JAN	Prior YTD
<b>Ambulance Assists</b>	35												35	25	25
<b>Fire Assists</b>	4												4	6	6
<b>Assist to other Agencies</b>	9												9	16	16

- Bedminster PD 1
- Belleville PD 1
- Fernridge PSP 1
- Jenkins Twp 1
- Kidder TWp 1
- Lansford PD 1
- Monroe County DA 1
- Pocono Twp 1
- Stroud PSP 1

JANUARY 2025

1 Classification of Offenses <b>PART I OFFENSES</b>		2 Offenses Reported or known to police (include unfounded and attempted)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	5 Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	6 Number of Clearances Involving only Persons under 18
<b>01. CRIMINAL HOMICIDE</b>		1	-	1	-	-
A. Murder and Nonnegligent Manslaughter	11	1		1		
B. Manslaughter by Negligence	12	-		-		
<b>02. FORCIBLE RAPE</b>	<b>Total</b>	20	-	-	-	-
A. Rape by Force	21	-		-		
B. Assault to Rape-Attempts	22	-		-		
<b>03. ROBBERY</b>	<b>Total</b>	30	-	-	-	-
A. Firearm	31	-		-		
B. Knife or cutting instrument	32	-		-		
C. Other Dangerous Weapon	33	-		-		
D. Strong Arm(hands, feet, etc.)	34	-		-		
<b>04. ASSAULT</b>	<b>Total</b>	40	13	1	12	13
A. Firearm	41	-		-		
B. Knife or cutting instrument	42	2		2	2	
C. Other Dangerous Weapon	43	-		-	-	
D. Hands, fist, feet, etc.	44	4		4	5	3
E. Other Assaults-Not aggravated	45	7	1	6	6	
<b>05. BURGLARY</b>	<b>Total</b>	50	2	-	2	2
A. Forcible Entry	51	1		1	1	1
B. Unlawful Entry-No force	52	1		1	1	
C. Attempted forcible entry	53	-		-		
<b>06. LARCENY - THEFT</b> (except motor vehicle theft)	60	26	-	26	8	
<b>07. MOTOR VEHICLE THEFT</b>	<b>Total</b>	70	1	-	1	1
A. Autos	71	1		1	1	
B. Trucks and Buses	72	-		-		
C. Other Vehcles	73	-		-		
<b>09. ARSON</b>	90	-		-		
<b>TOTAL PART I OFFENSES</b>	77	43	1	42	24	4

1 Classification of Offenses <b>PART II OFFENSES</b>	2 Offenses Reported or known to police (include unfounded and attempted)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	5 Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	6 Number of Clearances Involving only Persons under 18
100. Forgery and Counterfeiting	-	-	-		
110. Fraud	24	1	23	2	
120. Embezzlement	-	-	-		
130. Stolen Prop., Rec.,Possess.,Buying	-	-	-		
140. Vandalism	2	-	2	1	
150. Weapons, Carrying, Possess, etc.	-	-	-		
160. Prostitution and Commercialized Vice	-	-	-		
170. Sex Offenses (except 02 and 160)	6	1	5	1	
180. Drug Abuse Violations Total	11	-	11	9	-
Sale/mfg. 18A. Opium-Cocaine	4	-	4	3	
18B. Marijuana	-	-	-		
18C. Synthetic	-	-	-		
18D. Other	-	-	-		
Possession 18E. Opium-Cocaine	1	-	1	1	
18 F. Marijuana	5	-	5	5	
18G. Synthetic	-	-	-		
18H. Other	1	-	1		
190. Gambling Total	-	-	-	-	-
19A. Book Making	-	-	-		
19B. Numbers. Etc.	-	-	-		
19C. Other	-	-	-		
200. Offenses Against Family & Children	9	2	7	4	
210. Driving Under the Influence	3	-	3	6	
220. Liquor Laws	-	-	-		
230. Drunkenness	2		2	2	
240. Disorderly Conduct	43	1	42	34	2
250. Vagrancy	-	-	-		
260. All Other Offenses (except traffic)	49	12	37	32	
<b>TOTAL PART II OFFENSES</b>	<b>149</b>	<b>17</b>	<b>132</b>	<b>91</b>	<b>2</b>

**Pocono Mountain Regional Police UCR Crime Stats**  
**JANUARY 2025**

	<b>DEPART TOTAL</b>	<b>TOBY</b>	<b>TUNK</b>	<b>BORO</b>	<b>COOL</b>	<b>BAR</b>	<b>OUT</b>	<b>SRO</b>
Homicide	1	0	1	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Assaults	10	3	0	2	5	0	0	3
Burglary	2	0	1	0	1	0	0	0
Larceny - Thefts	25	5	0	11	7	2	0	1
Stolen Vehicles	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Forgery	0	0	0	0	0	0	0	0
Fraud	24	5	2	3	11	3	0	0
Embezzlement	0	0	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0	0	0
Vandalism	2	0	1	0	1	0	0	0
Weapons	0	0	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0
Sex Offenses	6	2	0	1	3	0	0	0
Drug Violations	9	0	2	3	4	0	0	2
Gambling	0	0	0	0	0	0	0	0
Offenses Family	7	1	2	1	3	0	0	2
DUI	3	1	1	1	0	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0
Drunkenness	2	1	1	0	0	0	0	0
Disorderly Conducts	36	11	4	8	12	1	0	7
All Others	49	12	2	8	24	3	0	0
<b>UCR TOTALS</b>	<b>176</b>	<b>41</b>	<b>17</b>	<b>38</b>	<b>71</b>	<b>9</b>	<b>0</b>	<b>15</b>
Domestics	64	14	9	7	33	1	0	1

**MOUNT POCONO BOROUGH  
Larceny - Thefts Breakdown 2025**

	<b>TOTAL</b>	<b>RESIDENTIAL</b>	<b>COMMERCIAL</b>
January	11	0	11
February	0		
March	0		
April	0		
May	0		
June	0		
July	0		
August	0		
September	0		
October	0		
November	0		
December	0		
<b>2025 Total</b>	<b>11</b>	<b>0</b>	<b>11</b>

Rite Aid - 1  
 Bill's Shop Rite - 1  
 Lowes - 5  
 Comfort Inn & Suites - 1  
 Walmart - 3



# Pocono Mountain Regional Emergency Medical Services

**“Excellence, Honor, and Compassion”**

Coolbaugh Township EMS Activity		January 2025		
Total Coolbaugh Calls January 25: 260		Total PMREMS Calls January 2025: 683		
Total Coolbaugh Calls QTD: 794		Total PMREMS Calls QTD: 1,926		
Total Coolbaugh Calls YTD: 260		Total PMREMS Calls YTD: 683		
		November	December	January
Non-Emergency Transports		62	77	81
Calls Lost to Mutual aid		58	49	67
Calls Picked Up from Mutual Aid		25	22	46

Fire Company: **Gouldsboro Vol Fire Co**

Month: January 2025

**Total Monthly Calls: 17**

**Total Calls YTD: 17**

Total dispatched in Coolbaugh MTD: 3

Total dispatched in Coolbaugh YTD: 3

**Total Mutual Aid Calls to Other Townships: 4**

Total Man Hours (Calls) Month: 61.25

Total Man Hours (Calls) YTD: 61.25

Training Hours Month: 56

Training Hours YTD: 56

Total Man Hours Business Month: 1223

Total Man Hours Business YTD: 1223

Total Hours MTD: 1340.25

Total Hours YTD: 1340.25

**Monthly Call Breakdown Report**

<b>Call Type</b>	<b># per Month</b>
Automatic Alarm	2
Dwelling Fire	3
Fire, other	
Extrication	
Hazmat	
Lift Assist/EMS Assist/ Medivac Landing	4
Mutual Aide	4
CO Alarm/Investigation	1
Odor Investigation - remove smoke	1
Structure (Commercial) Fire	
Traffic Control Only	
Vegetation (Brush) Fire	
Vehicle Accident	1
Vehicle Fire	
Wires Down/ Tree on Wires/ Tree Across Road	1
Special Type of incident	
<b>Total Calls per Month</b>	<b>17</b>

Average #firefighters per call: 6

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

Coolbaugh Township Municipal Building

Attn: Erin Masker

5520 Municipal Drive

Tobyhanna, PA 18466

Email: [emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org)

Fax: 570-894-8413

Monthly report due by the Wednesday before the meeting.

Fire Company: Pocono Summit VFC

Jan-25

Total Montly Calls: 35

Total Calls YTD: 35

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

Month: 7	Total:	
Coolbaugh: 5		5
Pocono Twp: 2		2
Mt. Pocono: 0		0
Tunkhannock: 0		0
Jackson Twp: 0		0

Total Man Hours (Calls) Month: 131

Total Man Hours (Calls) YTD: 131

Training Hours Month: 150

Training Hours YTD: 150

Total Man Hours Business Month: 800

Total Man Hours Business YTD: 800

Total Hours MTD: 1,081

Total Hours YTD:1,081

**Monthly Call Breakdown Report**

Call Type	# per Month
Automatic Alarm	13
Dwelling Fire	1
Fire, other	
Elevator Rescue	
Extrication	2
Hazmat	7
Lift Assist/EMS Assist/ Medivac Landing	1
Severe Weather	
Odor Investigation - remove smoke	1
Structure (Commercial) Fire	
Traffic Control Only	1
Vegetation (Brush) Fire	1
Vehicle Accident	4
Vehicle Fire	
Wires Down/ Tree on Wires/ Tree Across Road	
Special Type of Incident	4
<b>Total Calls per Month</b>	<b>35</b>
Average #firefighters per call	8



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# Coolbaugh Township

5520 Municipal Drive

Tobyhanna PA 18466

Phone: 570-894-8490



## Total Permits for 01/01/2025 to 01/31/2025

Permit Type	# of Permits
Alarm Permit	18
Code Citation	9
Driveway Permit	2
Establish a Business	4
Land Development Permit	5
Recycling Permit	4
Sewage Permit	10
Sewage Pumping Report Permit	20
Short Term Rental/Renewal Application	99
Tenant Registration Form	21
Zoning Hearing Board Permit	1
Zoning Permit	39
<b>Total</b>	<b>232</b>

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**AMENDMENT NO. \_\_\_\_\_**

**COOLBAUGH TOWNSHIP NON-UNIFORMED EMPLOYEES PENSION PLAN**

WHEREAS, Coolbaugh Township (the “Township”), having adopted and established the Coolbaugh Township Non-Uniformed Employees Pension Plan as restated on January 1, 2013 (the “Plan”), said Plan kept on file at the Township office, hereby elects to amend and adopt the Plan as set forth herein.

WHEREAS, The Plan allows the Employer to amend the Plan at any time.

WHEREAS, The Township acknowledges that by passage and adoption of this Resolution, the Township officially accepts and authorizes the amendment to the Plan set forth herein and further authorizes the execution of those documents deemed necessary to implement and maintain the Plan and the instant amendment to the Plan.

WHEREAS, The Township intends this Resolution to be the authorization to adopt and amend the Plan as set forth herein.

WHEREAS, The Township hereby specifically approves and adopts the amended Plan as set forth herein.

NOW, THEREFORE, BE IT RESOLVED AND ENACTED, that the Plan is hereby amended effective **JANUARY 1, 2025** by adding Section 3.01C and amending Section 6.02(a) to read as follows:

**ARTICLE III (CONTRIBUTIONS): ADDING A CONTRIBUTION OPTION**

**Section 3.01C: Optional Form of Sick, Vacation and/or Personal Time Payout Contributions.**

**(a):** Upon retirement/separation from the Township, employee’s will have the option to have a portion of their unused sick, vacation and personal time deposited as Employer Contribution if the requirements are met in accordance with the Personnel Manual & Collective Bargaining Agreement at the time of separation.

**i:** This contribution would be made on top of the Township’s annual required Employer Contribution.

**ii:** Contribution totals are to be within compliance of what is allowable by the IRS on a yearly basis. Each year and total is subject to change based on the limitations set.

**ARTICLE VI (DISTRIBUTIONS OF BENEFITS)**

**Section 6.02: Optional Forms of Distribution (Subsection A)**

(a): Retirement Benefits. The optional forms of retirement benefit shall be the following: (i) a Strait Life Annuity; (ii) Single Life Annuities with certain periods of 5-, 10-, or 15-years; (iii) a Single Life Annuity with installment refund; (iv) Survivorship Life Annuities with installment refund & survivorship percentages of 50%, 66 2/3%, 75%, or 100%;& (v) fixed period annuities for any period of whole months that are not less than 60 months; (vi) a fixed period installment & (vii) fixed payment installment option. A Single Sum payment is also available.

The fixed period installment option is an optional form of benefit under which the Participant elects to receive substantially equal annual payments over a fixed period of whole years. The annual payment may be paid in annual, semi-annual, quarterly, or monthly installments as elected by the Participant. The Participant may elect to receive additional payments.

The fixed payment installment option is an optional form of benefit under which the Participant elects to receive a specified dollar amount each year. The annual payment may be paid in annual, semi-annual, quarterly, or monthly installments as elected by the Participant. The Participant may elect to receive additional payments.

Under the installment options the amount payable in the Participant's first Distribution Calendar Year, as defined in the DEFINITIONS SECTION of Article VII, must satisfy the minimum distribution requirements of Article VII for such year. Distributions for later Distribution Calendar Years must satisfy the minimum distribution requirements of Article VII for such years. If the Participant's Annuity Starting Date does not occur until his second Distribution Calendar Year, the amount payable for such year must satisfy the minimum distribution requirements of Article VII for both the first and second Distribution Calendar Years.

Election of an optional form is subject to the election provisions of the ELECTION PROCEDURES SECTION of this article and the distribution requirements of Article VII.

Any annuity contract distributed shall be nontransferable.

This amendment is made an integral part of the aforesaid Plan and is controlling over the terms of said Plan with respect to the particular items addressed expressly herein. All other provisions of the Plan remain unchanged and controlling. Unless otherwise stated on any page of this amendment, eligibility for benefits and the amount of any benefits payable to or on behalf of an individual who is an Inactive Participant on the effective date(s) stated above, shall be determined according to the provisions of the aforesaid Plan as in effect on the day before he became an Inactive Participant.

Signing this amendment Resolution, the Employer, as plan sponsor, has made the decision to adopt this Plan amendment. The Employer is acting in reliance on its own discretion and on the legal and tax advice of its own advisors.

BE IT FURTHER RESOLVED that in the event any provision, section, sentence, clause or party of this Resolution and/or the Amended Plan Document is held invalid, such invalidity shall not affect or impair any remaining provision, sentence, clause or part of the Resolution and/or the Restated and Amended Plan, it being the intent of the Township that such remainder shall remain in full force and effect.

***SO RESOLVED AND ENACTED***, this \_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

COOLBAUGH TOWNSHIP  
BOARD OF SUPERVISORS

ATTEST:

\_\_\_\_\_  
Township Secretary

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

\_\_\_\_\_  
Cara Rogan, Vice Chair

\_\_\_\_\_  
Clare Colgan

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

\_\_\_\_\_  
Lynn Kelly

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## DISTRICT OFFICE LEASE

This District Office Lease ("Lease") is made between TOWNSHIP OF COOLBAUGH, a political subdivision of the Commonwealth of Pennsylvania ("Landlord") and REPRESENTATIVE MAUREEN MADDEN ("Tenant").

For and in consideration of the mutual covenants and promises hereinafter set forth, the parties hereto agree as follows:

### SECTION 1 - BASIC LEASE PROVISIONS

#### 1.01 Premises.

(a) Premises. Landlord leases to Tenant premises consisting of 260 square feet ("Premises") in the building ("Building") located at 5580 Municipal Drive, Tobyhanna, Pennsylvania 18466.

(b) Common Areas. Tenant and their agents, employees and invitees shall have the nonexclusive right with other tenants and users of the Property to the free use of the common areas in the Building and of the land ("Land") on which the Building is located for the common areas' intended and customary purposes. Common areas include sidewalks, parking areas, driveways, hallways, stairways, common bathrooms, common entrances, and other similar public areas and access ways ("Common Areas"). Landlord may change the Common Areas at any time, provided the changes may not unreasonably interfere with Tenant's access to or use of the Premises. The Building and Land are together referred to as the "Property".

1.02 Use. Tenant shall use the Premises for the operation of a legislative district office of the Pennsylvania House of Representatives (the "Permitted Use"). Landlord represents that the intended use of the Premises by the Tenant complies with all Federal, State, and local laws, including, but not limited to, local zoning and use ordinances.

1.03 Term. The term of this Lease (the "Term") shall begin on March 1, 2025 (the "Lease Commencement Date"). The Term shall end on November 30, 2026 (the "Expiration Date"). The Tenant shall have the right to extend the Term for an additional period of two (2) years by written notice to Landlord at least fifteen (15) days prior to the Expiration Date. In such event, all of the terms and provisions of this Lease shall be in effect for such additional period, the word "Term" shall include such additional two (2) years and the term "Expiration Date" shall be deemed to be November 30, 2028. Notwithstanding the foregoing or any other provision herein to the contrary, the Tenant shall have the right to immediately terminate this Lease in the event the Tenant is no longer a Member of the Pennsylvania House of Representatives or if the Premises are no longer located within the boundaries of the 115<sup>th</sup> Legislative District.

1.04 Signs. Tenant will be permitted to place a sign on the exterior of the Building. Landlord will also list Tenant's name on any directory located at the Building entrance. Tenant shall not place or have placed any other signs, listings, advertisements, or any other notices anywhere else in or on the Building without Landlord's prior written consent.

1.05 Security Upgrades. Tenant is permitted to install, at its sole cost and expense, security upgrades in the Premises and Common Areas adjacent to the Premises. If Tenant's security upgrades require modifications to Common Areas adjacent to the Premises, Tenant will provide landlord advanced notice of the date and time of installation.



## SECTION 2 — RENT

### 2.01 Fixed Rent.

(a) Amount. Tenant shall pay to Landlord base rent ("Fixed Rent") in monthly installments of \$408.20 each by the first day of each calendar month during the Term. If the Term does not commence on the first day or end on the last day of a calendar month, the installment of Fixed Rent for that partial month shall be prorated by multiplying the monthly installment of Fixed Rent by a fraction, the numerator of which is the number of days of such partial month included in the Term and the denominator of which is the total number of days in such calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.

(b) Place of Payment. Each monthly installment of Fixed Rent shall be paid to Landlord at the address of Landlord set forth in paragraph 9.01 of this Lease or at such other location as Landlord may specify from time to time in writing to Tenant.

2.02. Additional Services. In the event the Tenant desires or requires cable hook-up or any other services not required to be provided by Landlord under this Lease, such other services shall be provided at the Tenant's sole cost and expense.

## SECTION 3 — AFFIRMATIVE OBLIGATIONS

3.01 Compliance with Laws. Tenant shall comply with all applicable laws relating to the physical condition of the Premises and all applicable laws relating to the lawful use of the Premises. Landlord represents that the Premises complies with all Federal, State, and local laws, including, but not limited to, regulations or ordinances relating to access for persons with disabilities.

3.02 Services. Landlord shall provide the following at its sole cost and expense: (a) electrical, heat, water, and sewer services; (b) refuse collection; (c) lawn maintenance; (d) snow and leaf removal; and (e) pest control. Landlord shall maintain the Common Areas in good order and in a clean and sanitary condition.

### 3.03 Repairs and Maintenance.

(a) Tenant's Care of Premises. Tenant shall maintain the Premises and fixtures in the Premises in good order, ordinary wear and tear excepted, and in a clean and sanitary condition.

(b) Landlord's Repairs and Maintenance. Landlord shall maintain in good working order, and make all repairs and replacements, at its sole expense, to all structural and other components of the Property including, but not limited to, the roof, ceilings, foundation, exterior walls, interior structural walls, sidewalks, structural components, doors, windows, and Building systems such as mechanical, electrical, HVAC, and plumbing.

(c) Time for Repairs. Repairs or replacements shall be made by Landlord within a reasonable time (depending on the nature of the repair or replacement needed) after receiving notice or Landlord obtaining actual knowledge of the need for a repair or replacement.

### (d) Fire or other Casualty.

(i) In the event the Premises are destroyed by fire or other casualty, Landlord shall promptly restore the Premises to the condition they were in prior to the fire or casualty. If

the Premises are not so restored within sixty (60) days following such destruction, the Tenant shall have the option of: (A) continuing to occupy the habitable portion of the Premises, if any, in which event the Fixed Rent and Additional Rent will be pro-rated accordingly; or (B) terminating this Lease by written notice to Landlord.

(ii) Fixed Rent and Additional Rent shall abate, or shall be pro-rated, for any period of time that the Premises, or any portion thereof, are rendered uninhabitable due to a fire or other casualty.

(iii) Upon termination of this Lease pursuant to this subparagraph, neither Landlord nor Tenant shall have any further rights or obligations under this Lease other than those rights or obligations that may expressly survive termination.

3.04 Surrendering the Premises. Upon the Expiration Date, Tenant shall surrender the Premises to Landlord in broom clean condition, ordinary wear and tear and damage by fire or other casualty excepted. Upon surrender, Tenant shall remove from the Premises its personal property and trade fixtures and shall repair any damage to the Premises caused by the removal. Any items not removed by Tenant as required above shall be considered abandoned. Landlord may dispose of abandoned items as Landlord chooses. In the event the Tenant continues to occupy the Premises after the expiration of the Term, this Lease and all of its terms and conditions shall be in force from month to month until duly terminated by either party upon thirty (30) days' prior written notice.

#### **SECTION 4 – ASSIGNMENT AND SUBLETTING**

Tenant shall not transfer, mortgage, encumber, assign or sublease all or part of the Premises without the prior written consent of the Landlord, except that another member of the Pennsylvania General Assembly may assume this Lease, or Tenant may sublease a portion of the Premises to another member of the Pennsylvania General Assembly, for use as a legislative district office without Landlord's prior written consent. In the case of a permitted assumption, assignment or sublease to another member of the Pennsylvania General Assembly, the Tenant shall provide the Landlord with the name and address of the new assignee or subtenant. For all other assignments or subleases, Tenant must provide Landlord with the name and address of the proposed assignee or subtenant; the nature of the proposed assignee's or subtenant's business it will operate in the Premises; the terms of the proposed assignment or sublease; and reasonable financial information so that Landlord may evaluate the proposed assignee or subtenant. Following any assignment under this section, the Tenant shall have no further rights or obligations under this Lease.

#### **SECTION 5 - INSURANCE**

5.01 Landlord's Insurance. Landlord shall keep the Building insured against damage and destruction by fire and other perils customarily covered. The amount of the insurance shall be equal to the full replacement value of the Building. The insurance shall include a replacement cost endorsement. Notwithstanding anything contained in this Lease, Landlord shall not be obligated to maintain insurance against loss by reason of acts of terrorism.

5.02 Personal Property Insurance. Each party may keep its personal property and trade fixtures in the Premises and Building insured against damage and destruction by fire, vandalism, and other perils.

5.03 Liability Insurance. The Landlord shall maintain commercial general liability insurance for damages because of bodily injury to or personal injury to or death of any person or property damage

occurring in or about the Property in the minimum amount of One Million Dollars (\$1,000,000.00) per occurrence. Tenant has provided the Landlord with a letter from the Bureau of Risk and Insurance Management of the Department of General Services of the Commonwealth of Pennsylvania. Landlord acknowledges and agrees that such letter satisfies any of Tenant's insurance obligations under this Lease.

5.04 Insurance Criteria. Landlord's insurance policies required by this Lease shall:

- (i) be issued by insurance companies licensed to do business in the Commonwealth of Pennsylvania;
- (ii) be primary policies, not contributing with, or in excess of, the coverage that the Tenant may carry;
- (iii) be permitted to be carried through a "blanket policy" or "umbrella" coverage;
- (iv) have commercially reasonable deductibles;
- (v) be written on an "occurrence" basis; and
- (vi) be maintained during the entire Term.

5.05 Evidence of Insurance. Promptly following request of the Tenant, the Landlord shall deliver certificates of insurance to the Tenant evidencing the coverage the Landlord is required to maintain. The policies shall be renewed or replaced and maintained by the Landlord. If the Landlord fails to give the required certificate within thirty (30) days after notice of request for it, the Tenant may obtain and pay for that insurance and receive reimbursement from the Landlord.

## **SECTION 6 - DEFAULT AND REMEDIES**

6.01 Default. Each of the following constitutes a default ("Default"):

(a) Tenant's Failure to Pay. Except as provided in Section 9.15, Tenant's failure to pay Fixed Rent within ten (10) business days after written notice from the Landlord that the same is due.

(b) Tenant's Failure to Perform. Tenant's failure to perform or observe any other obligation of Tenant under this Lease within thirty (30) days after Tenant receives written notice from Landlord of such failure, provided if such failure is not capable of being cured within such 30-day period, so long as Tenant has commenced to cure such failure within such 30-day period, Tenant shall have such additional time, not to exceed an additional thirty (30) days, that is reasonably necessary to promptly and diligently cure the failure. Landlord's notice shall give in reasonable detail the nature and extent of the failure.

(c) Landlord's Failure to Perform. Landlord's failure to perform or observe any of its obligations under this Lease within thirty (30) days after Landlord receives written notice from Tenant of such failure, provided if such failure is not capable of being cured within such 30-day period, so long as Landlord has commenced to cure such failure within such 30-day period, Landlord shall have such additional time, not to exceed an additional thirty (30) days, that is reasonably necessary to promptly and diligently cure the failure. Tenant's notice shall give in reasonable detail the nature and extent of the failure.

6.02 Remedies.

(a) Landlord's Remedies. Upon the occurrence of a Default by Tenant, and the expiration of applicable notice and cure periods without the Default having been cured, Landlord may terminate this Lease in writing. If Landlord exercises the remedy set forth in this paragraph, Tenant agrees to peacefully surrender the Premises to Landlord.

(b) Tenant's Remedies. Upon the occurrence of a Default by Landlord, and the expiration of applicable notice and cure periods without the Default having been cured, Tenant shall have the right to either (i) cure the default and obtain reimbursement from Landlord or abate the Fixed Rent for any costs incurred by Tenant in connection with such cure or (ii) terminate this Lease in writing, at which time all of Tenant's obligations hereunder shall cease and this Lease thereafter shall be of no further force and effect.

**SECTION 7 - LANDLORD'S RIGHT TO ENTER**

7.01 Right to Enter. Landlord and its contractors, agents, servants, and employees may enter the Premises at reasonable times, and at any time in the case of an emergency, without charge, liability, or abatement of Fixed Rent or Additional Rent, to:

- (i) examine the Premises;
- (ii) make reasonable repairs, alterations, improvements, and additions either required by the Lease or advisable to preserve the integrity, safety, and good order of part or all of the Premises or Building;
- (iii) provide services required by this Lease; and
- (iv) comply with applicable laws.

7.02 Entry Conditions. Notwithstanding paragraph 7.01, entry is conditioned upon Landlord giving Tenant at least twenty-four (24) hours advance notice, except in an emergency. In the exercise of its rights under this section 7, Landlord shall use commercially reasonable efforts to minimize interference with the conduct of Tenant's business.

**SECTION 8 – LANDLORD INTEGRITY AND RESPONSIBILITY PROVISIONS**

8.01 Landlord Integrity.

(a) Definitions. For purposes of this paragraph and paragraph 8.02, the following words and phrases shall have the meanings ascribed to them below unless the context clearly indicates otherwise:

- (i) “Confidential information” means information about the Tenant, the House of Representatives or the House Democratic Caucus that is not public knowledge, or available to the public upon request.
- (ii) “Landlord” means the entity that is executing this Lease as Landlord and its directors, officers, partners, and each owner of more than a 5% equity interest.

(iii) “Gratuity” means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.

(b) Standards. Landlord shall maintain the highest standards of integrity in the performance of this Lease and shall take no action in violation of state or federal laws, regulations, or other requirements that govern contracting with a member of the Pennsylvania House of Representatives.

(c) Confidential Information. Landlord shall not disclose to others any confidential information gained by virtue of this Lease.

(d) No Gratuity. Landlord shall not, in connection with this or any other agreement with the Tenant, the Pennsylvania House of Representatives or the House Democratic Caucus, directly or indirectly, offer, give, agree or promise to give to anyone any gratuity for the benefit of or at the direction or request of any officer or employee of the Commonwealth in exchange for this Lease. Except with the consent of the Tenant, Landlord shall not accept or agree to accept from, or give or agree to give to, any person, any gratuity from any person in connection with the performance of the Landlord’s obligations under this Lease.

(e) Representation. Landlord represents and warrants to the Tenant that Landlord is not in violation of any of the provisions of this paragraph. Landlord shall immediately notify the Tenant in writing upon receipt of notice of the violation or potential violation of any of the provisions of this paragraph.

(f) Request of Ethics Counsel. Landlord, upon the request of the Ethics Council for the House Democratic Caucus shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Ethics Council for the House Democratic Caucus to the Landlord's integrity or responsibility as described in this paragraph 8.01 or in paragraph 8.02. Such information may include, but shall not be limited to, Landlord’s business or financial records, or documents or files of any type or form which refer to or concern this Lease. Such information shall be retained by the Landlord for a period of three (3) years beyond the termination of this Lease unless otherwise provided by law or with the consent of the House Democratic Caucus.

(g) Violation. For violation of any of the above provisions, the Tenant or the House Democratic Caucus may terminate this and any other agreement with Landlord, claim liquidated damages in an amount equal to the value of anything received in breach of these provisions, and claim damages for all expenses incurred in obtaining another contractor to complete performance hereunder. These rights and remedies are cumulative, and the use or nonuse of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Tenant, the House Democratic Caucus or the Pennsylvania House of Representatives may have under law, statute, regulation, or otherwise.

8.02. Landlord Responsibility.

(a) Representations. Landlord represents and warrants the following as of the date of its execution of this Lease:

(i) Landlord is not under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority of the Commonwealth or any of its political subdivisions.

(ii) Landlord has no delinquent tax liabilities or other outstanding Commonwealth obligations.

(b) Continuing Obligations. Landlord's obligations pursuant to this paragraph are ongoing from and after the effective date of this Lease through the termination date. Accordingly, Landlord shall have an obligation to inform the Tenant if, at any time during the term of this Lease, Landlord becomes delinquent in the payment of taxes or other Commonwealth obligations. Such notification shall be made within 15 days of the date of delinquency.

## SECTION 9 – MISCELLANEOUS PROVISIONS

9.01 Notices. All notices given by either party to the other shall be in writing and shall be sent: (i) by United States Postal Service registered or certified mail, postage prepaid, or (ii) by prepaid nationally recognized overnight courier service for next business day delivery, addressed to the other party at the addresses listed below.

As to Landlord:

Township of Coolbaugh  
5520 Municipal Drive  
Tobyhanna, PA 18466  
Attention: Meredith Thompson

As to Tenant:

Representative Maureen E. Madden  
PO Box 202115  
Harrisburg, Pennsylvania 17120-2115

with a copy to:

House Democratic Caucus, Office of Chief Counsel  
620 Main Capitol Building  
Harrisburg, Pennsylvania 17120-2220

or to such other address as the respective parties may hereafter designate by notice in writing in the manner specified above. Any notice may be given on behalf of any party by its counsel. Notices given in the manner aforesaid shall be deemed sufficiently served or given for all purposes under this Lease upon the earliest of actual receipt (including receipt of a facsimile copy, but only if an original of such facsimile is properly sent by overnight courier as provided above) or refusal by the addressee, or (A) three (3) days following the date such notices, demands or requests shall be deposited in any Post Office, or branch Post Office regularly maintained by the United States Government, or (B) one (1) business day after delivered to the overnight courier service, as the case may be.

9.02 Partial Invalidity. If any Lease provision is invalid or unenforceable to any extent, then that provision shall be stricken and the remainder of this Lease shall continue in effect and be enforceable to the fullest extent permitted by law.

9.03 No Waiver. The failure of either party to exercise any of its rights is not a waiver of those rights. A party waives only those rights specified in writing and signed by the party waiving its rights.

9.04 Binding on Successors. This Lease shall bind the parties' successors and permitted assigns.

9.05 Governing Law. Disputes arising from this Agreement will be governed by and construed in accordance with, the laws of the Commonwealth of Pennsylvania (without regard to conflict-of-law principles). The parties agree and consent to the exclusive jurisdiction of the courts of the Commonwealth of Pennsylvania for all purposes regarding this Lease.

9.06 Recording. Recording of this Lease is prohibited.

9.07 Survival of Remedies. The parties' remedies shall survive the termination of this Lease.

9.08 Authority of Parties. Each party that is not an individual warrants that it is duly authorized to enter into this Lease, that the person signing on its behalf is duly authorized to execute this Lease, and that no other signatures are necessary.

9.09 Business Days. "Business days" means Monday through Friday, both inclusive, on which commercial banks having offices in the Commonwealth of Pennsylvania are open for business. Throughout this Lease, wherever the term "days" is used the term shall refer to calendar days.

9.10 Entire Agreement. This Lease contains the entire agreement between the parties about the Premises and Building with respect to the period from and after the Lease Commencement Date.

9.11 Time. Time, wherever stated in this Lease, is declared to be of the essence of this Lease.

9.12 No Other Relationship. Nothing contained in this Lease shall be deemed by the parties hereto or by any third party to create the relationship of principal and agent, partners, joint venturers or any other association between Landlord and Tenant, it being expressly understood and agreed that no provisions contained in this Lease nor any act of the parties shall be deemed to create any relationship between Landlord and Tenant other than the relationship of landlord and tenant.

9.13 Quiet Enjoyment. Tenant's right to quiet possession of the Premises shall not be disturbed by Landlord so long as Tenant shall observe and perform all of the material provisions of this Lease to be observed and performed by Tenant, unless this Lease is terminated pursuant to the provisions contained herein.

9.14 Brokers. Tenant represents to Landlord that Tenant has not entered into any agreement for the payment of a broker's fee or commission in connection with this Lease. Landlord shall be responsible for the payment of any and all fees or commissions payable to brokers arising out of the negotiation and execution of this Lease.

9.15 Fiscal Non-Funding. Notwithstanding any provision in this Lease, the parties agree that in the event sufficient funds are not available to Tenant through the Pennsylvania House of Representatives for the payment of any sums due under this Lease, the Tenant shall have the right, at Tenant's option upon written notification to the Landlord, and without penalty to (i) terminate this Lease or (ii) suspend the payment of Fixed Rent and Additional Rent until such sums become available.

9.16 Right-to-Know Law Disclaimer. This Lease is subject to Act 3 of 2008, known as the Pennsylvania Right-to-Know Law (Act of Feb. 14, 2008, P.L. 6, No. 3). This Lease may be transmitted to the Pennsylvania Treasury Department to be posted on a website available for public inspection. Additionally, this Lease may be disclosed pursuant to a right to know request submitted to the House

Democratic Caucus Open Records Officer. Neither the Tenant nor the House of Representatives nor the House Democratic Caucus shall be liable to the Landlord for complying with any such request. Any language or information in this Lease deemed by the Landlord to be trade secrets or confidential information may be subject to redaction prior to transmission of this Lease to the Pennsylvania Treasury Department or disclosure of this Lease under a right to know request. If the Landlord desires to make a redaction request, Landlord shall contact the House Democratic Office of Chief Counsel immediately.

9.17 Sovereign Immunity. It is expressly acknowledged by all parties that Tenant, as a Member of the Pennsylvania House of Representatives Democratic Caucus, is entitled to sovereign immunity. Nothing in this Lease or any modification thereto shall be construed to waive or limit the sovereign immunity of the Commonwealth, the Pennsylvania House of Representatives or its Members and employees, either individually or as a Caucus.

9.18 Counterparts. This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.

9.19 Execution Date. This Lease shall be deemed to be executed upon the last date of execution by all the undersigned.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have executed this Lease as of the dates set forth below.

**LANDLORD:**

**TOWNSHIP OF COOLBAUGH**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Name:**  
**Title:**

**TENANT:**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**REPRESENTATIVE MAUREEN MADDEN**



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# COOLBAUGH TOWNSHIP

**Job title: CODE ENFORCEMENT INTERNSHIP**

**Work Location: COOLBAUGH TOWNSHIP**

**Division/Department: CODES AND ZONING**

**Reports to: DIRECTOR OF CODES AND ZONING**

Full-time

Part-time

Seasonal

Exempt

Nonexempt

Nonexempt/Bargaining

**Overview:** The Code Enforcement Intern assists in the daily functions of the Codes and Zoning Department of the Township and under the guidance of the department Director. The internship term is up to 15 weeks, May through August, up to 25 hours per week.

**Essential Duties and Responsibilities:**

- Assist the Codes and Zoning Department in the following:
  - Reviewing permit application submissions and performing and documenting follow-up action for completion.
  - Scheduling and/or performing site inspections, coordinating and documenting correspondence.
  - GIS mapping and data analysis.
  - Performing audits of permitting systems and deadlines.
  - Development of internal procedures
- Attendance may be required at Board of Supervisors meetings.
- Assists other administrative staff during absences and performs other related duties as required.

**Education, Skill and/or Work Experience Requirements:**

- Current enrollment as an undergraduate or graduate student.
- Familiarity or strong interest with local government.
- Understanding of GIS and data analysis.
- Ability to learn and apply Township policies and procedures.
- Ability to navigate proprietary software with training.
- Strong organizational skills related to document management.
- Proficiency in Microsoft Office and Adobe PDF programs.
- Valid Pennsylvania Driver's license is required.

**Physical Requirements:**

- Utilizes various office equipment such as personal computers, scanner/printer, fax machine, photocopier, and other equipment as necessary to perform daily duties.
- Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds), and ascending and descending multiple levels of stairs. Site-inspection visits may require the ability to traverse uneven ground and exposure to inclement weather conditions.
- Additional tasks include the ability to operate a standard passenger vehicle. This position may require the use of Township owned vehicles and applicants are subject to a pre-employment drug screening.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Ability to perform the essential job functions consistently, safely, and successfully with the ADA, FMLA and other federal, state, and local standards.

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

**Print Employee Name:**

**Employee signature:**

**Date:**

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February 18, 2025

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

Please print the following legal advertisement on Friday, February 21, 2025:

\*\*\*\*\*

During 2025 the following meetings will be held at the Coolbaugh Township Municipal Center, at 5520 Municipal Drive, Tobyhanna, Pennsylvania:

The Coolbaugh Township Planning Commission will meet on the second Tuesday of the month at 6:30 pm.

The Coolbaugh Township Parks and Recreation Commission will meet on the fourth Tuesday of the month at 6:30 p.m. with the exception of the October 28, 2025 meeting which will be held on Wednesday, October 22, 2025 due to preparation of the Ghoulbaugh Event and December when their meeting is canceled due to the holiday.

The Coolbaugh Township Environmental Advisory Council will meet on the fourth Wednesday of the month at 6:00 p.m. with the exception of December when their meeting is canceled due to the holiday.

The Coolbaugh Township Zoning Hearing Board will schedule hearings as needed throughout the year, which will be held on Wednesdays.

Coolbaugh Township Board of Supervisors

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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

#### FEBRUARY 18, 2025 BOARD MEETING

AS OF JANUARY 31, 2025

#### Revenue

2025 General Fund Budget = \$9,600,636

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Real Estate Taxes (Current & Delinquent)	\$ 101,510	2%
Earned Income Tax	55,156	3%
Real Estate Transfer Tax	84,166	9%
LST	12,761	3%
Licenses & Permits	845	0%
Rents	2,873	8%
Zoning Fees	600	0%
Fines & Forfeits	2,556	8%
Building Code Fees	9,507	24%
Grant Proceeds	-	0%
All other sources	16,918	1%
<b>Total Revenue</b>	<b>\$ 286,891</b>	

#### Expense

2025 General Fund Budget = \$9,600,636

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Pocono Mountain Regional Police Dept.	\$ 272,248	8%
Salaries	112,476	7%
Capital Purchases	6,751	1%
Employee Benefits	75,988	7%
Fire	2,320	1%
Interfund Transfers	42,048	5%
Contracted Services	30,142	9%
Road Materials	26,960	16%
Pocono Mountain EMS	10,000	10%
Insurance	48,260	21%
Vehicle Repair & Maintenance	11,338	12%
Fuel	10,207	10%
Legal Fees	8,746	7%
Utilities	7,473	9%
Engineering	10,758	10%
Control Center	10,393	25%
All other sources	27,525	4%
<b>Total Expense</b>	<b>\$ 713,634</b>	

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**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
FEBRUARY 18,2025**

<b>DATE</b>	<b>CK #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
2/5/2025		Payroll Fund	\$ 59,000.00
2/18/2025		General Fund	\$ 126,058.81
2/18/2025		<b>Total General Fund</b>	<b>\$ 185,058.81</b>
2/18/2025		Escrow Fund	\$ 1,382.50
2/18/2025		<b>Total Escrow Fund</b>	<b>\$ 1,382.50</b>
2/18/2025		Sewer Fund	\$ 47,983.62
2/18/2025		<b>Total Sewer Fund</b>	<b>\$ 47,983.62</b>
		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 234,424.93</b>

**CASH TRIAL BALANCE AS OF FEBRUARY 18, 2025**

General Fund Checking	\$ 7,805,855.86
Fire Tax/Coolbaugh Twp VFD	528,159.96
Fire Tax- Coolbaugh Fire Building Fund	1,014,049.09
Fire Tax- Volunteer Fire Departments	1,038.86
EMS	31,629.11
American Rescue Plan	1,857,681.49
Payroll Checking	756.32
Rainy Day Fund Savings	987,945.63
<b>Total General Fund</b>	<b>\$12,227,116.32</b>
Sewer Fund Checking	3,255.21
Sewer PennVest Checking	5,303.85
<b>Total Sewer Fund</b>	<b>\$ 8,559.06</b>
Capital Projects Fund Checking	<b>\$ 16,367.30</b>
Emerg. Services Fund Money Market	207,267.76
Emerg. Services Fund Checking	21,513.31
<b>Total Emergency Services Fund</b>	<b>\$ 228,781.07</b>
Liquid Fuels Fund Checking	<b>\$ 184,295.00</b>
Escrow Fund Checking	724,203.58
Escrow Fund Clarius Checking	61,943.15
<b>Total Escrow Fund</b>	<b>\$ 786,146.73</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 13,451,265.48</b>

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

Check#	Vendor	Description	Payment	Check Total
11731	1592 - ACRISURE MID-ATLANTIC PARTNERS INS. SERV	PO 26231 JAN/FEB ADMIN FEE	1,000.00	1,000.00
11732	735 - AIR BRAKE & EQUIPMENT CO.,INC	PO 26203 TREAT FUEL TANKS	595.54	595.54
11733	44 - AIRGAS USA,LLC	PO 26206 ARGON	142.32	142.32
11734	1330 - AMAZON CAPITAL SERVICES	PO 26242 KITCHEN SUPPLIES	33.34	33.34
11735	898 - ASCENDANCE TRUCKS PENNSYLVANIA LLC	PO 26239 TRANSFER CASE/ INT'L 2020	17,164.49	17,164.49
11736	1483 - AUTO PARTS OF MT POCONO	PO 26251 DIESEL EXHAUST FLUID-ALL TRUCKS	285.95	
		PO 26263 F250 PICK-UP	59.21	
		PO 26275 BATTERY	100.93	
		PO 26285 WASHER FLUID	72.00	518.09
11737	33 - BROWN & BROWN INSURANCE SERVICES	PO 26196 BUSINESS AUTO/LIABILITY	20,904.23	20,904.23
11738	1240 - CINTAS CORPORATION	PO 26195 SHOP TOWELS/UNIFORMS	86.72	
		PO 26235 UNIFORMS	51.20	
		PO 26236 MATS/UNIFORMS	479.71	
		PO 26256 UNIFORMS	51.20	
		PO 26257 SCRAPER/UNIFORMS	91.11	759.94
11739	1248 - CLASSIC QUALITY HOMES	PO 26219 REFUND PERMIT PAYMENT	84.00	84.00
11740	190 - COOLBAUGH SEWER FUND	PO 26268 SEWER/MUNICIPAL CENTER	749.64	749.64
11741	1454 - CYNTHIA WILLIAMS OATIS	PO 26249 GRANT 101 & ACT 57	4,020.00	4,020.00
11742	52 - DALEVILLE ACE HARDWARE	PO 26233 SUPPLIES	170.01	
		PO 26234 TIRE CHAIN BOLTS	49.68	
		PO 26276 SUPPLIES	32.97	252.66
11743	1085 - DE LAGE LANDEN	PO 26262 COPIERS	569.03	569.03
11744	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 26237 RECYCLING	22.50	22.50
11745	1259 - ED'S AUTO SERVICE & TOWING	PO 26198 INTERNATIONAL TOWED	750.00	750.00
11746	1113 - ELAN FINANCIAL SERVICES	PO 26279 SUPPLIES/PSATS/ADV/DPW/INDEED	3,992.63	3,992.63
11747	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 26215 FEB	270.27	270.27
11748	1384 - FRASER ADVANCED INFO.SYSTEMS	PO 26284 SHARP COPIER 2/1-2/28/2025	329.19	329.19
11749	32 - GRAINGER	PO 26213 FLOOR BALLAST	71.31	
		PO 26214 FOOD PANTRY DOOR	541.59	612.90
11750	1296 - GRIM,BIEHN & THATCHER	PO 26204 MAPLETREE/ORCHARD/ZONING/CHIPOTLE/FINISH	4,276.63	4,276.63
11751	517 - GUY DOLEIDEN	PO 26220 INS. REIMBURSEMENT	350.00	
		PO 26238 INS.REIMBURSEMENT	350.00	700.00
11752	48 - H. CLARK CONNOR	PO 26274 PLANNING COMMISSION	735.00	735.00
11753	54 - H.A. BERKHEIMER, INC.	PO 26230 COMMISSION LST JAN/2025	582.35	
		PO 26244 LST	582.35	1,164.70
11754	535 - HANOVER ENGINEERING ASSOC., INC.	PO 26199 SEO	6,914.88	6,914.88
11755	1591 - JDM CONSULTANTS ,LLC	PO 26221 MARCH 2025 GRANT WRITING	4,000.00	4,000.00
11756	616 - KIMBALL MIDWEST	PO 26222 SHOP SUPPLIES	400.77	400.77
11757	891 - LOWE'S	PO 26260 FOOD PANTRY/UTILITY HOSE/EAC GATE	1,041.30	1,041.30
11758	232 - MECHANICAL SERVICE COMPANY	PO 26224 REPAIR MAIN BLDG	755.00	755.00
11759	70 - MESKO GLASS COMPANY INC.	PO 26277 REPLACE DPW HOLE IN DOOR	1,775.00	1,775.00
11760	302 - MONROE COUNTY TREASURERS OFFICE	PO 26248 INTERIM A&B	74.62	74.62
11761	1484 - NAPA AUTO PARTS	PO 26269 FORD SIGN TRUCK	282.96	282.96
11762	1437 - NATIONAL WASTE DISPOSAL, INC	PO 26194 DUMPSTERS	180.00	
		PO 26209 TRASH REMOVAL	345.00	525.00
11763	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 26280 196 TRAFFIC LIGHT	1,050.58	1,050.58
11764	1523 - NUSO, LLC	PO 26226 PHONES	157.04	157.04
11765	582 - OLD DOMINION BRUSH CO, INC.	PO 26264 BROOMS	3,569.60	3,569.60
11766	81 - P P & L	PO 26216 88094-98000 940 SUMMIT	45.81	
		PO 26217 84771-32002 507 SIGNAL LIGHTS	26.70	
		PO 26218 98496-55008 7 KINGSWAY	9.96	
		PO 26227 85457-02009 BASEBALL FIELD	408.78	
		PO 26228 83201-80003 STREET LIGHTS	1,229.79	
		PO 26283 49924-86007 TRAFFIC LIGHT IND'L PK	24.43	1,745.47
11767	507 - PA DEP	PO 26281 BOILER TANKS	100.00	100.00
11768	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 26193 SUPPLIES	292.45	
		PO 26286 SUPPLIES	1,944.95	2,237.40
11769	1514 - RANDALL KICE	PO 26267 BOOT ALLOWANCE	300.00	300.00
11770	1376 - ROCHE SUPPLY	PO 26278 AC/HEAT PUMPS	7,652.00	7,652.00
11771	1371 - RTS TRUCK CENTER, INC	PO 26245 STROBE LIGHT	107.86	107.86
11772	104 - S & H SUPPLY CO., INC.	PO 26223 SIDING REPAIR	24.00	24.00
11773	105 - S & S TOOLS & SUPPLIES	PO 26266 SIGN TK	493.41	493.41
11774	1540 - SILVI CEMENT/SLAG/SALT	PO 26202 SALT	7,449.70	
		PO 26210 SALT	5,508.76	
		PO 26211 SALT	1,835.98	14,794.44
11775	161 - STEPHENSON EQUIPMENT INC.	PO 26252 LEAF SUCKER	2,410.12	2,410.12
11776	286 - SUBURBAN PROPANE	PO 26250 PROPANE DPW	976.46	976.46
11777	120 - SUNDANCE NETWORKS INC.	PO 26225 SOFTWARE	915.00	915.00

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

Check#	Vendor	Description	Payment	Check Total
11778	31 - TK ELEVATOR CORPORATION	PO 26229 MAINT 2/1-2/28/2025	391.10	391.10
11779	1374 - TRANSEdge TRUCK CENTERS	PO 26205 2019 VOLVO PARTS	1,098.27	
		PO 26232 FILTER KIT	168.25	
		PO 26265 VOLVO FILTER	168.25	1,434.77
11780	1055 - TULPEHOCKEN SPRING WATER INC	PO 26255 BOTTLE WATER	63.88	63.88
11781	756 - UGI Utilities	PO 26246 411002865219 MUNICIPAL CTN	3,628.35	
		PO 26247 411002865458 GARAGE	29.12	3,657.47
11782	929 - UNITED CONCORDIA LIFE & HE	PO 26197 FEB	1,698.84	
		PO 26243 MARCH	1,808.39	3,507.23
11783	1587 - WEX BANK	PO 26287 FUEL	1,013.89	1,013.89
11784	1551 - WORLD FUEL SERVICES, INC	PO 26240 FUEL	4,040.46	4,040.46
TOTAL				126,058.81

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	126,058.81
01.361.000	GENERAL GOVERNMENT			84.00	
01.400.000	GENERAL GOV'T	9,309.95			
01.403.000	TAX COLLECTION	1,239.32			
01.404.000	LAW	3,401.63			
01.405.000	MUNICIPAL OFFICE	522.69			
01.409.000	BUILDING & PLANTS	21,318.18			
01.413.000	SEO / BUILDING CODE	6,914.88			
01.414.000	ZONING OFFICE	1,485.16			
01.419.000	PLANNING COMMISSION	735.00			
01.426.000	COMPOST FACILITY	4,020.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	7,134.16			
01.432.000	DPW-SNOW & ICE REMOVAL	14,794.44			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	1,157.48			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	10,342.77			
01.437.370	OUTSIDE REPAIRS	17,164.49			
01.454.000	PARKS	408.78			
01.458.000	CONTRIBUTIONS	170.05			
01.480.000	ADP P/R EXPENSE	91.07			
01.486.000	INSURANCE	20,904.23			
01.487.000	EMPLOYEE BENEFITS	4,860.53			
TOTALS FOR GENERAL FUND		125,974.81	0.00	84.00	126,058.81

Total to be paid from Fund 01 GENERAL FUND 126,058.81

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126,058.81

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

Check#	Vendor	Description	Payment	Check Total
1368	1296 - GRIM,BIEHN & THATCHER	PO 26204 MAPLETREE/ORCHARD/ZONING/CHIPOTLE/FINISH	1,382.50	1,382.50
	TOTAL			----- 1,382.50

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	1,382.50
85.250.312	Ray Price			105.00	
85.250.326	FINISH LINE AUTO BODY			105.00	
85.250.327	PMI / MPMA ACT 537			297.50	
85.250.338	POSH HOSPITALITY DEVELOPMENT LLC - LAND			70.00	
85.250.355	MESSER, LLC LAND DEVELOPMENT			35.00	
85.250.387	PMCC NORTH - LOT 2			192.50	
85.250.392	MAPLETREE			35.00	
85.250.458	LANDSTON EQUITIES LLC			192.50	
85.250.593	IMPERIAL REALTY PROPERTY			140.00	
85.250.595	COOLBAUGH SOUTH OWNER LLC			210.00	
-----					
TOTALS FOR	ESCROW	0.00	0.00	1,382.50	1,382.50
=====					

Total to be paid from Fund 85 ESCROW

1,382.50  
-----  
1,382.50

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

Check#	Vendor	Description	Payment	Check Total
3355	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 26258 ACT 537	20,512.50	
		PO 26259 MISC WWTP	12,790.00	33,302.50
3356	1251 - ENVIRONMENTAL SERV. CORP.	PO 26200 Sludge Hauling 01/28/2025	2,149.90	
		PO 26201 01/28/2025 SLUDGE HAULING	397.00	
		PO 26207 SLUDGE REMOVAL	397.00	2,943.90
3357	520 - K.L. FULFORD ASSOCIATES,INC	PO 26253 FEBRUARY 2025 WWTP	5,800.00	5,800.00
3358	699 - MAIN POOL & CHEMICAL CO	PO 26282 SULFATE SOLUTION	1,212.00	1,212.00
3359	232 - MECHANICAL SERVICE COMPANY	PO 26261 WWTP REPAIR GENERATOR	1,500.95	1,500.95
3360	876 - Microbac Laboratories, Inc.	PO 26208 TESTING 01/24/2025	236.01	
		PO 26212 01/27/2025 TESTING	236.01	
		PO 26241 TESTING 01/28/2025	236.01	
		PO 26270 TESTING WWTP	236.01	
		PO 26271 TESTING WWTP	236.01	
		PO 26272 TESTING WWTP	236.01	
		PO 26273 TESTING WWTP	236.01	1,652.07
3361	1437 - NATIONAL WASTE DISPOSAL,INC	PO 26209 TRASH REMOVAL	180.00	180.00
3362	160 - NORTHEAST CHEMICAL& SUPPLY CO.,INC.	PO 26254 DENSE SODA ASH	1,392.20	1,392.20
TOTAL				47,983.62

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	47,983.62
08.429.125	CONTRACT SERVICE PLANT	5,800.00			
08.429.200	SUPPLIES	2,604.20			
08.429.313	ENGINEERING SERVICES	33,302.50			
08.429.374	MAINT/REPAIR EQUIPMENT	1,500.95			
08.429.451	OUTSIDE LAB TESTING	1,416.06			
08.429.452	SLUDGE HAULING	3,179.91			
08.429.453	CONTRACTED SERVICE -TRASH	180.00			
TOTALS FOR SEWER FUND		47,983.62	0.00	0.00	47,983.62

Total to be paid from Fund 08 SEWER FUND

47,983.62  
-----  
47,983.62