



**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  
February 4, 2025, 6:00PM**

1. Discussion on Act 537 Plan- Eric Trembly and Dave Kavitski
2. Public Comment



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

**Roll Call**

**BOARD OF SUPERVISORS**

\_\_\_ B. Weimer \_\_\_ C. Rogan \_\_\_ L. Kelly \_\_\_ C. Colgan \_\_\_ A. Ruiz-Smith  
\_\_\_ 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:
  - January 21, 2025- Regular Meeting Minutes
3. Adoption of Resolution #04-2025: Setting of Tax Collector Compensation
4. Conditional Approval of Minor Subdivision Joining Lots 32-47, Section L, Property Owner(s): Nicholas Romano
5. Authorize Execution of the 2025 Annual Northeast Signal Contract in the Amount of \$7,950.00
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
7. Parks and Recreation Recommendation of Park Bench Purchase in Remembrance of Lawrence "Micky" Denig, Tobyhanna Little League Board Member
8. Memorandum of Agreement for On-Call Department of Public Works Positions
9. Authorization to Advertise for Temporary DPW Assistance



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10. Current Obligations

• General Fund	\$ 393,059.83
• Escrow Fund	\$ 49,365.80
• Sewer Fund	<u>\$ 32,804.92</u>
<b>Total Disbursements</b>	<b>\$ 475,230.55</b>

11. Business Manager Comments/Updates

12. Solicitor Armstrong Comments/Updates

13. Board of Supervisors Executive Sessions

14. Adjournment

2

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION MINUTES**  
**January 21, 2025**

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

**Board Members Present:**

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

**Board Members Absent:**

None

**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 Proposed Amendments- ADA Provisions within the Coolbaugh Township Zoning Ordinance**

Solicitor Armstrong stated that concerns with the ADA compliance in the Township Ordinance were brought as a concern by Ms. Ruiz-Smith as it related to the setbacks for the construction of an ADA access point into a resident's property. She stated that residents have the right to have access to their property and in some cases it requires that they be handicap accessible. She stated that they should not have to pay thousands of dollars to go before the Zoning Hearing Board to achieve this. Therefore, the ordinance needs to be reviewed, and it needs to be determined what changes are necessary to be able to achieve this access. Solicitor Armstrong stated that the setbacks would need to be revised, and the Board would need to determine what the magic number is for those setbacks which would be for the sides, front and rear of the property. Mr. Keane stated that it would need to be worded in a way that the setbacks would not impede on the Right of Way in the front of the property. Stating that we need to ensure that there are no projections built in the ROW, whether a township ROW or PennDot ROW. Solicitor Armstrong stated that he made some revisions to the ordinance, but in conversations with Mr. Keane, it appears that there is further discussion that needs to take place. Therefore, if the Board agrees, he will work through the ordinance revisions with the Zoning Department and then bring a draft back to the Board at a future work session for review. The Board agreed. Mr. Weimer asked what would happen with a corner lot, stating that we need to make sure that the setbacks agreed to address those properties as well. This will be before the Board at a future work session for discussion.

**2. America250 PA/National Night Out Event**

Ms. Thompson stated that she and Ms. Masker are the Co-Team Leaders of the Service250 team for the Monroe County America 250 PA initiative, which is comprised of Military and First Responders (Fire, Police and EMS). At a previous meeting we discussed the initiative and when Ms. Rogan brought up hosting a National Night Out Event, that falls in line with our Service250 team, therefore we are before the Board this evening with an update as to what we have been working on and would like the Board's approval to hold a NNO event on January 26, 2025 at the Township Park. The Board was in agreement and believes it is a good idea for the community. Ms. Masker will begin sending sponsorship requests to businesses and try to secure funds as well as in-kind donations as we would like to make this a free event for the public. We have been working with Jennifer at Pocono Township and have some good ideas that we have spoken about. Ms. Rogan stated that she has sent out some emails to agencies that many on the mountain may not know exist in hopes to have them attend the event. She thinks that the first event being partnered with the America250 event will have a great turnout. She stated that the idea of an art contest was discussed in which we could get participation from the local schools to participate as well as the

idea of a time capsule. Ms. Ruiz-Smith asked if there is a line item in the budget for entertainment and was advised that there is and that we will begin allocating funds once we move through the planning process. She stated that she knows of a band that she may be able to get to participate but she is unsure what they would charge if at all. Ms. Thompson stated that we can advertise it at the County level since it is for the America250 initiative. Ms. Rogan thinks that it will be a good thing to have for all the township residents and not just those that live in private communities. This event will be open to everyone. Ms. Ruiz-Smith commended Ms. Masker and Ms. Thompson for their work on the county initiative and stated that they were recognized at the County Kickoff Event held at NCC Monroe. The event was well attended and well put together stating that both represent the Township with professionalism and ended up with a long list of people that are interested in being a part of their team.

### **3. Public Input**

Nothing was heard.

Work Session ended at 6:20pm.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**January 21, 2025**

The meeting was called to order by Chairman Weimer at 6:20pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

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

**Board Members Absent:**

None

**Staff Present:**

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

**Staff Absent:**

None

**Announcements**

Mr. Weimer announced the following:

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

**1. Public input**

- D. Pope stated that STR's are an issue and asked if the Board saw the news about the incident in Tobyhanna Township. He also stated that the Tractor Supply water detention basin needs to be looked at. There are still political signs on Main Street.
- J. Smith-Hughes thanked that Board for everything they continued to do.

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

- January 6, 2025 Re-Org/ Regular Meeting Minutes

*Ms. Colgan made a motion second by Ms. Rogan to approve the January 6, 2025 Re-Org/Regular Meeting Minutes.*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Ms. Ruiz-Smith abstained)

**3. Monthly Reports**

- **Pocono Mountain Regional Police Report-** *Presented by Mr. Weimer; he stated that there have been some promotions within the police department and new officers sworn in. The grants have been closed out and all equipment has been received. Ms. Kelly stated that there was an officer spotted that had pulled over an 18-wheeler on Route 423, so she thanked them for staying on top of that.*
- **Pocono Mountain Regional EMS Report-** *Presented by Ms. Colgan.*
- **Coolbaugh Township Volunteer Fire Company-** Presented by M. Spitz; Mr. Weimer stated that the average firefighters per call is very low and asked what they are doing for recruitment and retention. Mr. Keane stated that they had a meeting and will be having another one to continue discussions.
- **Gouldsboro Volunteer Fire Company-** Presented by
- **Pocono Summit Volunteer Fire Company-**No report presented
- **Thornhurst Volunteer Fire Company-** Presented by Chief Dan Searfoss

**4. Coolbaugh South Owners, LLC. Assignment and Assumption of Development Agreement**

Solicitor Armstrong stated that Coolbaugh South Owners, LLC. is the current owner of the warehouse located at 1901 Corporate Center Drive, Tobyhanna and that they are in the process of selling the property. In doing so they will be assigning the development agreement and financial responsibility for the remaining 18-month maintenance period to the new owner as all improvements have been made and verified by the Township Engineer. The Township is required to agree to this reassignment. Ms. Kelly asked who is responsible for the lateral sewer line the runs from that building, being advised by Attorney Charles Suhr (Applicant Attorney) that he believes it would be the responsibility of the property owner. Solicitor Armstrong stated that it would not be the responsibility of the Township as we did not take ownership of it at any time. The agreement will be between the Township, the current owner and the new owner. Ms. Kelly stated that we have since changed the stormwater ordinance with regard to a set schedule of inspection and stated that she read in the agreement that the township has the approval to go on the property and conduct inspections for the purpose of stormwater management. She asked if this covers us moving forward although there is no set schedule for inspections, being advised by Solicitor Armstrong that it does. Attorney Suhr stated that it is anticipated that the closing will occur in the middle of February and that he will bring the agreements and financial security to the township and provide them to Ms. Masker will be able to swap out the previous owner and new owner security at the same time as in the past. Solicitor Armstrong stated that he has minor edits to the draft agreement.

*Mr. Weimer made a motion second by Ms. Colgan to Approve and Authorize the Execution of the Second Addendum to the Development Agreement when it is finalized and also Consent to the Assignment between the New and Current Owner.*

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

**5. Release of Fire Tax Escrow in the amount of \$31,270.26 for Property Located at 8405 Porcupine Drive, Tobyhanna, PA 18466, Property Owner: Josefa Cotto**

*Mr. Weimer made a motion second by Ms. Rogan to Release of Fire Tax Escrow in the amount of \$31,270.26 for Property Located at 8405 Porcupine Drive, Tobyhanna, PA 18466, Property Owner: Josefa Cotto.*

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

**6. Release of Fire Tax Escrow in the amount of \$16,000.00 for Property Located at 5240 Pioneer Trail, Pocono Pines, PA 18350, Property Owner: JoAnn Manzo**

*Ms. Rogan made a motion second by Mr. Weimer to Release of Fire Tax Escrow in the amount of \$16,000.00 for Property Located at 5240 Pioneer Trail, Pocono Pines, PA 18350, Property Owner: JoAnn Manzo.*

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

**7. Authorization to Advertise Proposed Coolbaugh Township Zoning Ordinance Amendment for ADA Provisions**

*Ms. Colgan made a motion second by Ms. Rogan to Table the Authorization to Advertise Proposed Coolbaugh Township Zoning Ordinance Amendment for ADA Provisions.*

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

**8. Authorization to Advertise the 2025 Spring Leaf Collection Dates**

*Mr. Weimer made a motion second by Ms. Colgan to Authorize Advertising the 2025 Spring Leaf Collection dates.*

- **Discussion:** Ms. Rogan stated that she doesn't live in a community and asked if they will be picked up with the Pocono Farms collection, being advised by Mr. Weimer that they would.
- **Vote:** All in favor, motion passes.



**9. Supervisor Rogan Request to Register for PMGA and Attend the Upcoming Township Secretaries and Administrative Assistant's Class**

*Mr. Weimer made a motion second by Ms. Colgan to Authorize Supervisor Rogan to be Registered for the PMGA certification and the Township Secretaries and Administrative Assistant's Class.*

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

**10. Authorization to Advertise Date and Approve Expenditures as budgeted for America250 PA/ National Night Out Event**

*Ms. Rogan made a motion second by Mr. Weimer to Authorize Advertising July 26, 2025 as National Night Out/America25 PA event and Approve the Expenditures as Budgeted in the 2025 Budget for the Event.*

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

**11. Authorization to Coordinate with ESU for 2025 Seasonal Internships (Financial Intern and Record Clerk Intern) – Up to 25 Hours Per Week, May – August 2025**

*Ms. Colgan made a motion second by Ms. Rogan to Authorize Ms. Thompson to Coordinate with ESU for 2025 Seasonal Internships (Financial Intern and Record Clerk Intern) – Up to 25 Hours Per Week, May – August 2025.*

- **Discussion:** Ms. Ruiz-Smith asked if any of these positions could turn into permanent positions with Ms. Thompson stating that it would depend on where the interns are in their education.
- **Vote:** All in favor, motion passes.

**12. Authorization to Advertise DPW Vacancies**

*Mr. Weimer made a motion second by Ms. Colgan to Authorize Advertising the DPW Vacancies.*

- **Discussion:** Mr. Weimer stated that DPW is looking for three employees but would like to hire two at this time to allow for training. He stated that they are looking to hire individuals that have experience with heavy machine operation and not necessarily a CDL when hired. The position would allow the employee to get their CDL within a given timeframe while also providing them with time for training. He stated that he would like to get the guys that are doing the construction and maintenance at the complex back to DPW and that is why he is looking to hire someone with heavy machinery and construction experience. Ms. Ruiz-Smith asked if our rates are comparable to other municipalities and was advised that with the new CBA they are. Ms. Thompson will work with the union representative on the details prior to sending out the advertisement.
- **Vote:** All in favor, motion passes.

**13. Park Master Plan**

Ms. Colgan stated that Parks and Recreation Committee have been working on the park master plan and stated that the Board was provided with the revised draft. The revised plan shows that the exercise stations have been relocated and stated that the first phase of improvements includes pickleball and a rock-climbing wall. The improvements will be completed in phases and based on funding and grant availability. Ms. Colgan stated that they would like Board approval to continue moving forward with the engineering phase and in doing so request to be able to use funds that were budgeted in the 2025 budget for engineering.

*Ms. Kelly made a motion second by Ms. Colgan to Authorize the Expenditure of funds for the Parks Master Plan as budget for 2025.*

- **Discussion:** Ms. Ruiz-Smith asked how Parks will ensure that future boards will support funding this project as it is a multi-year project. Ms. Colgan stated that Parks will have to speak with the Boards in the future and express to them the importance of continued improvements in accordance with the requirements set forth by the Legacy of Parks.
- **Vote:** All in favor, motion passes.

**14. Controller Report**

Presented by Mr. Dixon

**15. Current obligations**

<b>General Fund</b>	<b>\$ 199,356.76</b>
<b>Escrow Fund</b>	<b>\$ 1,995.00</b>
<b>Sewer Fund</b>	<b>\$ 15,650.93</b>
<b>Total Disbursements</b>	<b>\$ 217,002.69</b>

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to pay the current obligations in the amount of \$ 217,002.69.*

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

**16. Business Manager Comments/Updates**

- Ms. Thompson stated that she and Mr. Keane will be conducting interviews this week for the Code Enforcement Vacancy.
- She also stated that Mr. Dixon had tablets installed in the foyer for residents to be able to apply for permits and stated that she has received the first draft of the recycling card permit and stated that it appears that it will work out perfectly. Residents will apply online and when they come to the yard, they will show proof of residence and then DPW will pull it up in the system and be able to note the date that they were at the yard and whether it was for Mulch or Bulk Drop off. The Township will not longer issue punch cards. If anyone is having trouble once the permit goes live, they can come to the township building and we will be able to assist them with applying. She stated that Ms. Masker will include the information in the advertisement when it goes out. Mr. Weimer asked for a sign with the QR code for people to be able to sign up for savvy and for people to be able to apply for their recycling cards.
- Ms. Thompson stated that the WWTP Engineers will be in attendance at the next work session and asked that if any Board members have questions on the Act 537 plan, that they be provided by the end of this week so that they can be addressed at the work session.
- Ms. Thomspson asked for a brief executive for personnel.

**17. Solicitor Armstrong Comments/Updates**

- Solicitor Armstrong requested a brief executive session for Legal/Litigation

Ms. Kelly asked Solicitor Armstrong if he followed up on her previous request relating to revisiting the review of the Sewage Planning Module for PMCC North Lots 1 & Lot 2 since the initial submission was prior to the Jurisdictional Determination was received which showed discrepancies. Solicitor Armstrong stated that he will look into it.

**18. Board of Supervisors Executive Sessions**

- Tuesday, January 21, 2025 from 7:30pm to 8:01pm Re: Personnel and Legal/Litigation

**19. Adjournment**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan adjourn at 7:20pm.*

**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 4, 2025 at 6:00pm

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

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_  
William Weimer, Chairman

3

**Gratz Washenik**  
**Tax Collector**  
**Coolbaugh Township**  
**Tobyhanna Township**

Coolbaugh Municipal Center  
5574 Municipal Drive  
Tobyhanna, PA 18466  
570-894-5952  
[washenik@ptd.net](mailto:washenik@ptd.net) e-mail

January 27, 2025

**Board of Supervisors**  
**Coolbaugh Township**  
5520 Municipal Drive  
Tobyhanna PA 18466

**VIA e-mail to [emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org)**

Dear Board;

As February 2025 is the required time to set the Township " Tax Collector Compensation Resolution".

I humbly request an annual 3% in the compensation for this position.

Many thanks. Your cooperation in this matter is greatly appreciated.

Please feel free to call with any questions or if I may assist in any way.

Sincerely,



Gratz Washenik  
Tax Collector

Option 1

**COOLBAUGH TOWNSHIP  
Monroe County, Pennsylvania  
Resolution # 04-2025**

**WHEREAS**, Coolbaugh Township is a Township of the Second Class in the County of Monroe of the Commonwealth of Pennsylvania, and

**WHEREAS**, it is the responsibility of the Board of Supervisors of Coolbaugh Township to establish the compensation of the Tax Collector and is required under section 5511.36a of the Pennsylvania Local Tax Collection Law to implement changes in the compensation prior to February 15<sup>th</sup> in the year of the municipal election.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of Coolbaugh Township adopts an annual increase to the present salary of \$27,708.98 for the tax collector compensation as follows;

2026 at 2.0% for a total annual compensation in the amount of \$28,263.16

2027 at 2.0% for a total annual compensation in the amount of \$28,828.42

2028 at 2.0% for a total annual compensation in the amount of \$29,404.99

2029 at 2.0% for a total annual compensation in the amount of \$29,993.09

**RESOLVED AND ENACTED**, this \_\_\_\_ day of \_\_\_\_\_, 2025, at a regularly scheduled meeting of the Board of Supervisors of the Township of Coolbaugh held at 5520 Municipal Drive, Tobyhanna, Pennsylvania.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

\_\_\_\_\_  
William Weimer, Supervisor

\_\_\_\_\_  
Cara Rogan, Supervisor

\_\_\_\_\_  
Clare Colgan, Supervisor

\_\_\_\_\_  
Lynn Kelly, Supervisor

ATTEST:

\_\_\_\_\_  
Erin Masker, Township Secretary

\_\_\_\_\_  
Alma I Ruiz-Smith, Supervisor

Option 2

**COOLBAUGH TOWNSHIP  
Monroe County, Pennsylvania  
Resolution # 04-2025**

**WHEREAS**, Coolbaugh Township is a Township of the Second Class in the County of Monroe of the Commonwealth of Pennsylvania, and

**WHEREAS**, it is the responsibility of the Board of Supervisors of Coolbaugh Township to establish the compensation of the Tax Collector and is required under section 5511.36a of the Pennsylvania Local Tax Collection Law to implement changes in the compensation prior to February 15<sup>th</sup> in the year of the municipal election.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of Coolbaugh Township adopts an annual increase to the present salary of \$27,708.98 for the tax collector compensation as follows;

2026 at 3.0% for a total annual compensation in the amount of \$28,540.25

2027 at 3.0% for a total annual compensation in the amount of \$29,369.46

2028 at 3.0% for a total annual compensation in the amount of \$30,278.35

2029 at 3.0% for a total annual compensation in the amount of \$31,186.70

**RESOLVED AND ENACTED**, this \_\_\_\_\_ day of \_\_\_\_\_, 2025, at a regularly scheduled meeting of the Board of Supervisors of the Township of Coolbaugh held at 5520 Municipal Drive, Tobyhanna, Pennsylvania.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

\_\_\_\_\_  
William Weimer, Supervisor

\_\_\_\_\_  
Cara Rogan, Supervisor

\_\_\_\_\_  
Clare Colgan, Supervisor

\_\_\_\_\_  
Lynn Kelly, Supervisor

ATTEST:

\_\_\_\_\_  
Erin Masker, Township Secretary

\_\_\_\_\_  
Alma I Ruiz-Smith, Supervisor

**4**

**Erin Masker**

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**From:** Clark Cree <ccree@wilkinsonassoc.com>  
**Sent:** Tuesday, October 22, 2024 10:06 AM  
**To:** Erin Masker  
**Subject:** RE: Romano Lot Joinder - Review #3

Erin,

Thank you for the quick turnaround.

I am checking with Mr. Romano for this information and will act on it as soon as I hear back.

Thank you,

Clark

---

**From:** Erin Masker <emasker@coolbaughtwp.org>  
**Sent:** Tuesday, October 22, 2024 9:37 AM  
**To:** Clark Cree <ccree@wilkinsonassoc.com>  
**Subject:** FW: Romano Lot Joinder - Review #3

Please see the email below and provide the revisions as necessary. We have not received the MCPC review letter, please confirm that you have provided the plan to the MCPC for review. Thanks!

Sincerely,



*Erin Masker*

Township Secretary/ Administrative Assistant  
5520 Municipal Drive  
Tobyhanna, PA 18466  
570.894.8490 ext. 3  
[emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org)





**Erin Masker**

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**From:** Greg Haas <ghaas@kceinc.com>  
**Sent:** Wednesday, January 29, 2025 9:04 AM  
**To:** Erin Masker  
**Subject:** RE: Romano Review

Erin,

Because there must have previously been a Lot Joinder that created the now existing Lot 40A, it makes sense to me to propose Lot 40B now. So I'm fine with what the Surveyor is proposing now in lieu of what the County recommends.

Regards,  
Greg

Gregory S. Haas, P.E.  
Keystone Consulting Engineers, Inc.  
Kresgeville, PA | [ghaas@kceinc.com](mailto:ghaas@kceinc.com) | cell: 570.249.0209 | [www.KCEinc.com](http://www.KCEinc.com)

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**From:** Erin Masker <emasker@coolbaughtwp.org>  
**Sent:** Wednesday, January 29, 2025 8:54 AM  
**To:** Greg Haas <ghaas@kceinc.com>  
**Subject:** RE: Romano Review

Are you good with the Romano MCPC Review previously sent and does the lot number have to changed in accordance with this letter?

Sincerely,

*Erin Masker*

Township Secretary/ Administrative Assistant  
5520 Municipal Drive  
Tobyhanna, PA 18466  
570.894.8490 ext. 3  
[emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org)

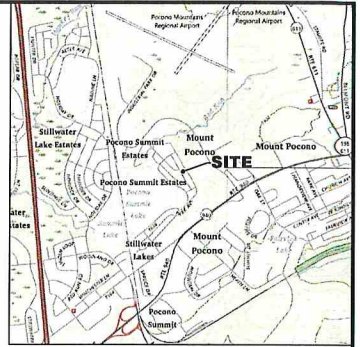


**CURRENT LEGAL DESCRIPTION**  
**228 SUTTON PLACE, POCONO SUMMIT, PENNSYLVANIA**

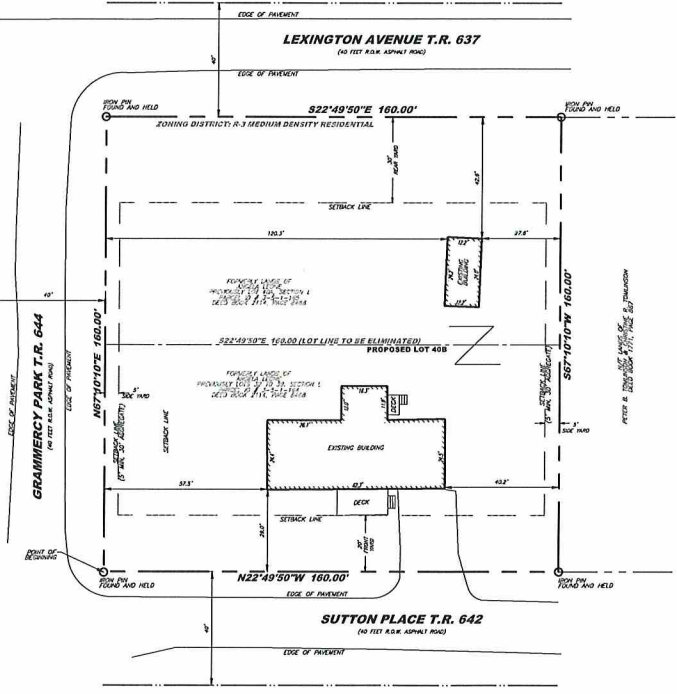
ALL THOSE CERTAIN LOTS OR PIECES OF GROUND SITUATED IN THE TOWNSHIP OF COOLBAUGH, COUNTY OF MONROE AND COMMONWEALTH OF PENNSYLVANIA, ALSO KNOWN AS "PROPOSED LOT 408", AND DESCRIBED AS FOLLOWS:

- BEGINNING AT A POINT OF INTERSECTION OF THE EASTERLY RIGHT-OF-WAY LINE OF GRAMMERY PARK AS Laid OUT 40 FEET WIDE, WITH THE SOUTHERLY RIGHT-OF-WAY LINE OF SUTTON PLACE AS Laid OUT 40 FEET WIDE AND RUNNING, THENCE:
1. NORTH 67 DEGREES 10 MINUTES 10 SECONDS EAST, A DISTANCE OF 160.00 FEET;
  2. THENCE SOUTH 23 DEGREES 49 MINUTES 50 SECONDS EAST, A DISTANCE OF 160.00 FEET;
  3. THENCE SOUTH 83 DEGREES 10 MINUTES 10 SECONDS WEST, A DISTANCE OF 160.00 FEET;
  4. THENCE NORTH 23 DEGREES 49 MINUTES 50 SECONDS WEST, A DISTANCE OF 160.00 FEET, TO THE POINT OF AND PLACE OF BEGINNING.

CONTAINING: 25,600 SQUARE FEET OR 0.588 ACRES



**LOCATION MAP**  
SCALE: 1" = ±2,000'



**OWNER'S CERTIFICATION**

On this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_, before me, the undersigned personally appeared \_\_\_\_\_, who being duly sworn according to the law, deposes, affirms, confirms and says that he/she is the legal owner of the property depicted on this plan, and that there are no lawsuits, claims and/or legal actions pending that would affect the title of the property, and further that this Minor Subdivision/Lot Consolidation Plan was made and submitted at the direction of the above-referenced owner of the property and that he/she acknowledges that the same be by his/her own act and that said owner desires the same to be approved and recorded in accordance with the law.

(Signature of Applicant/Owner) \_\_\_\_\_

(Signature of Notary) \_\_\_\_\_ My commission expires: \_\_\_\_\_

(SEAL)

**GENERAL NOTES:**

1. WHEN ELEMENTS ARE NOT DELINEATED SPECIFICALLY, THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECTS OF ALTERING, RESERVING OR ESTABLISHING ANY EASEMENTS OR RECORDS EXISTING ON OR OVER SUBJECT PROPERTY.
2. THE LOTS BEING SHOWN SHALL NOT BE SUBDIVIDED INTO SMALLER LOTS WITHOUT THE APPROVAL OF COOLBAUGH TOWNSHIP.
3. BY APPROVAL OF THIS PLAN, THE TOWNSHIP HAS NOT CONFIRMED THE PRESENCE, ABSENCE, AND/OR EXTENT OF WETLANDS, WHETHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO CHAPTER 400, ZONING, OF THE CODE OF THE TOWNSHIP OF COOLBAUGH.
5. IF THE PROPERTY REQUIRES ACCESS TO A STATE HIGHWAY, THIS PLAN REQUIRES ACCESS TO A HIGHWAY UNDER THE JURISDICTION OF THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION AND A HIGHWAY OCCUPANCY PERMIT IS REQUIRED PURSUANT TO SECTION 430 OF THE ACT OF JUNE 1, 1945 (P.L. 1242, NO. 426), KNOWN AS THE "STATE HIGHWAY LAW", BEFORE ANY DRIVEWAY ACCESS TO A STATE HIGHWAY IS PERMITTED.

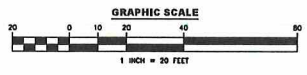
**BOARD OF SUPERVISORS' CERTIFICATION:**

AT A PUBLIC MEETING HELD ON \_\_\_\_\_, 20\_\_\_\_, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND, BY A MOTION DULY ENACTED, APPROVED THE JOINING OF LOTS \_\_\_\_\_ AND \_\_\_\_\_ AS ORIGINALLY SHOWN ON THE PLAN TITLED \_\_\_\_\_ AND RECORDED IN THE MONROE COUNTY COURTHOUSE IN VOLUME \_\_\_\_\_

**SURVYOR'S CERTIFICATION:**

I HEREBY CERTIFY THAT A SURVEY OF 228 SUTTON PLACE, POCONO SUMMIT IN THE TOWNSHIP OF COOLBAUGH, COUNTY OF MONROE, PENNSYLVANIA WAS CONDUCTED BY ME OR UNDER MY DIRECT SUPERVISION ON DECEMBER 20, 2023. THIS IS A TRUE AND CORRECT SURVEY OF THE ABOVE DESCRIBED LAND.

1. THERE ARE NO BOUNDARY LINE CONFLICTS, ENCROACHMENTS, OR OVERLAPPING OF IMPROVEMENTS OR EASEMENTS EXCEPT AS SHOWN HEREON.
2. THIS SURVEY SHOWS THE LOCATION OF ALL IMPROVEMENTS SITUATED ON THE PROPERTY SURVEYED AT GROUND LEVEL, UNLESS NOTED OTHERWISE.
3. THE PROPERTY SURVEYED HAS DIRECT FRONTAGE ON SUTTON PLACE, GRAMMERY PARK, CENTRAL PARK.
4. THE PROPERTY BOUNDARY SHOWN HEREON FORMS A MATHEMATICALLY CLOSED FIGURE.



**SITE DATA:**

REPORTED OWNER: NICHOLAS M. ROMANO  
 228 SUTTON PLACE  
 POCONO SUMMIT, PENNSYLVANIA 18348

SITE ADDRESS: 228 SUTTON PLACE  
 POCONO SUMMIT, PENNSYLVANIA 18348

FILE NUMBER: 03-3-1-184  
 RECORD LOCATION: DEED BOOK 2342, PAGE 547

SOURCE OF TITLE: BEING THE SAME PREMISES WHICH WERE FEDERAL, JOINTER COLCA, AND CHANGING DEEDS OF MONROE COUNTY RECORDED IN DEED BOOK 2178, PAGE 1628, COUNTY AND MONROE COUNTY, BY A DEED DATED DECEMBER 8, 2001, AND RECORDED IN THE OFFICE OF THE RECORDER OF DEEDS OF MONROE COUNTY RECORDED IN DEED BOOK 2178, PAGE 1628, COUNTY AND MONROE COUNTY, AND CONVERTED INTO ANGELO LEONE, BEING THE SAME PREMISES WHICH ANGELO LEONE, BY DEED DATED DECEMBER 10, 2008 AND RECORDED IN THE OFFICE OF THE RECORDER OF DEEDS OF MONROE COUNTY IN DEED BOOK 2342, PAGE 547, DONATED AND CONVERTED INTO NICHOLAS M. ROMANO.

EXISTING PARCEL ID NUMBERS TO BE CONSOLIDATED: 03-3-1-184, 3-5-1-184.

PROPOSED PARCEL ID NUMBER: 03-3-1-184  
 TOTAL TRACT AREA (GROSS): 0.588 ACRES (25600 S.F.)  
 SOURCE OF HORIZONTAL DATUM: NAD83 BASED ON NITG GPS OBSERVATION  
 HORIZON BASED ON NITG GPS OBSERVATION

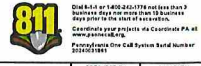
- SURVEY NOTES:**
1. IF THIS DOCUMENT DOES NOT CONTAIN A RED INK OR PASTED IMPRESSION SEAL OF THE PENNSYLVANIA PROFESSIONAL SURVEYOR, IT IS NOT AN ADVERTISED ORIGINAL DOCUMENT AND MAY HAVE BEEN ALTERED.
  2. THE PROPERTY SHOWN HEREON IS LOCATED WITHIN A ZONE X AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER FLOOD INSURANCE RATE MAP PANEL NO. 22052C022C, WITH AN EFFECTIVE DATE MAY 7, 2012.
  3. THE LOCATION OF ALL UTILITIES ARE APPROXIMATE. ALL LOCATIONS AND SIZES ARE BASED ON UTILITY MARK-OUTS, ABOVE GROUND STRUCTURES THAT WERE VISIBLE AND ACCESSIBLE IN THE FIELD AND MAPS OR PLANS AS LOTTED IN THIS RECORDERS AVAILABLE AT THE TIME OF THE SURVEY. MARKABLE 40-FOOT PLANS AND UTILITY MARK-OUTS DOES NOT ENSURE MAPPING OF ALL UNDISCOVERED UTILITIES AND STRUCTURES, AND ENCOURAGES FIELD WORKERS USING THE PROVISIONS OF THIS SURVEY TO LOCATE BURIED UTILITIES, STRUCTURES OR HOUSE CONNECTIONS, BEFORE ANY EXCAVATION IS TO COMMENCE. ALL UNDISCOVERED UTILITIES SHALL BE VERIFIED AS TO THEIR LOCATIONS, SIZE AND DEPTH BY THE PROPER UTILITY COMPANIES (PENNSYLVANIA ONE CALL, INC.) (800-242-1778 OR DIAL 8-1-1).
  4. THIS PLAN IS BASED ON INFORMATION PROVIDED BY A SURVEY OPERATED IN THE FIELD (DECEMBER 20, 2023) BY WILKINSON & ASSOCIATES, INC. AND OTHER REFERENCE MATERIAL AS LISTED HEREON. THIS SURVEY HAS INTERFERED WITHOUT THE BENEFIT OF A TITLE REPORT.
  5. THE INFORMATION SHOWN HEREON CORRECTLY REPRESENTS THE CONDITIONS FOUND AS OF THE DATE OF FIELD SURVEY.
  6. THE PURPOSE OF THIS SURVEY IS TO SHOW RECORD TITLE AND FIELD EVIDENCE, AND THEIR MOST PROBABLE RELATIONSHIPS, BASED UPON THE LAND SURVEYOR'S KNOWLEDGE, INFORMATION AND BELIEF. IT IS NOT THE INTENT OF THIS SURVEY TO DETERMINE THE ACTUAL EXTENT AND LOCATION OF TITLE, RIGHTS AND INTEREST OF THE SUBJECTED PARCEL.
  7. THIS PARCEL MAY BE SUBJECT TO RESTRICTIONS, COVENANTS AND/OR EASEMENTS, EITHER WRITTEN OR UNWRITTEN.
  8. THE UNDERSIGNED IS NOT QUALIFIED TO MAKE ANY DETERMINATIONS OF THE EXISTENCE OR NON-EXISTENCE OF WETLANDS AND/OR CONTAMINATION AFFECTING THIS SURVEY. HOWEVER, NO STATEMENT IS MADE MADE OR IMPLIED NOR SHOULD IT BE CONSTRUED THAT NO WETLANDS OR CONTAMINATION IS SHOWN.
  9. NO GASEMENT DOCUMENTATION WAS PROVIDED UNLESS SHOWN HEREON.
  10. THE BASIS OF THE REVENUES OF THE SURVEY ARE FOR THE RECORDING INFORMATION ABOVE.
  11. ACCORDING TO MONROE COUNTY'S AVAILABLE PUBLIC RECORDS OF PARCELS (03-3-1-184) LOCATED AT 228 SUTTON PLACE, POCONO SUMMIT, 18348, UTILITIES AVAILABLE ON SITE INCLUDE ELECTRIC, WELL AND SEPTIC.
  12. BUILDING SETBACKS ARE SHOWN HEREON PER EXISTING NON-CONFORMING LOT.
- REFERENCES:**
1. PLAN ENTITLED "PLOTTING & POCONO SUMMIT LAKES INC. SECTION L, LOTS 32 TO 39 AND LOTS 40 TO 47, PLOT BOOK 6, PAGE 56, PREPARED BY LEO A. JOHNSMAN, JR., DATED MAY 31, 1958, AND LAST REVISED APRIL 1, 1960.

**PA ONE CALL:**

TICKET NO: 20140031881  
 WILKINSON & ASSOCIATES, INC. DOES NOT GUARANTEE THE ACCURACY OF THE LOCATIONS FROM EXISTING SUBSURFACE LINES, STRUCTURES, ETC. SHOWN ON THE PLANS. NOR DOES WILKINSON & ASSOCIATES, INC. GUARANTEE THAT ALL SUBSURFACE UTILITY LINES, STRUCTURES, ETC. ARE SHOWN.

THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATIONS OF ALL SUBSURFACE UTILITY LINES, STRUCTURES, ETC. BEFORE THE START OF WORK BY CALLING THE PENNSYLVANIA ONE CALL SYSTEM AT 1-800-242-1778 OR BY DIALING 8-1-1.

COMPANY/UTILITY	CONTACT PERSON	PHONE	EMAIL
COMPANY/ELECTRIC UTILITIES CORPORATION	ADDRESS: 437 BLUE CANYON RD	POCONO, PA 18348	PHONE: 370-450-5684
COMPANY/SEWER SERVICES/BELLEVUE RIDGE COMMUNICATION	ADDRESS: 1518 DEERLARK AVE	PALESTINE, PA 18201	PHONE: 570-831-7913
COMPANY/CONTRACTOR/BLISS	ADDRESS: 1000 N. 18TH ST	PHILADELPHIA, PA 19103	PHONE: 215-762-8384
COMPANY/UTLITIES INC	ADDRESS: 3123 CITY LINE RD	POCONO, PA 18348	PHONE: 570-831-7913
COMPANY/PAVING SERVICES/STEWART	ADDRESS: 1000 N. 18TH ST	PHILADELPHIA, PA 19103	PHONE: 215-762-8384



NO.	DATE	DESCRIPTION	BY
1	12/20/23	FILED FOR RECORDATION	CC
2	12/20/23	FILED FOR RECORDATION	CC

**PROJECT:** LOT CONSOLIDATION  
 228 SUTTON PLACE  
 POCONO SUMMIT, PA 18348  
 COUNTY OF MONROE  
 TOWNSHIP OF COOLBAUGH

**PREPARED BY:** NICHOLAS M. ROMANO  
 228 SUTTON PLACE  
 POCONO SUMMIT, PA 18348

**LOT JOINDER PLAN**

**WILKINSON & ASSOCIATES, INC.**  
 THE COMMONS VALLEY FORTGE  
 1120 VALLEY FORTGE ROAD, SUITE 22  
 PHOENIXVILLE, PA 19357  
 PHONE (610) 415-1220 FAX (610) 415-1224

374 CIRCLE OF PROGRESS DRIVE  
 POTTSVILLE, PA 19464  
 PHONE (610) 323-3600

PREPARED BY: NICHOLAS M. ROMANO  
 CHECKED BY: CLARK C. CHEE  
 DATE: 01-04-2024  
 SCALE: 1" = 20'

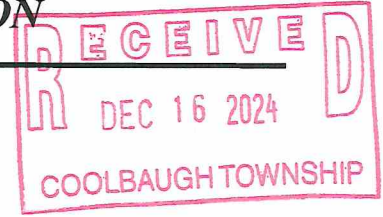
PROJECT NO: 23-0101

701 Main Street, Suite 405  
Stroudsburg, PA 18360



Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## MONROE COUNTY PLANNING COMMISSION



December 11, 2024

Erin Masker, Secretary/Administrative Assistant  
Coolbaugh Township Board of Supervisors  
5520 Municipal Dr.  
Tobyhanna, PA 18466

Re: Nicholas M. Romano  
Pocono Summit Lakes Inc.  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #210-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns to a 0.58-acre site located on the easterly side of Sutton Place, at its intersection with Gramercy Park. The plan proposes to join Lot 40 of 0.29 acres and Lot 32 of 0.29 acres, into one parcel. The newly shaped "Lot 40B" will then consist of 0.58 acres. Lot 32 is currently developed and contains a single-family residence while Lot 40 contains an outbuilding. The site is served by onsite water supply and sewage disposal systems. This site is located in a Medium Density Residential (R-3) Zoning District.

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

1. The plan proposes a new Lot number, Lot 40B. It is recommended that the new Lot number be linked to the parcel containing the existing dwelling, Lot 32B.
2. Because this plan is a joining of lots and no further development is proposed at this time, this minor subdivision has addressed all other pertinent County review factors.

It is recommended that approval of this plan be conditioned upon the above-listed comments being satisfactorily addressed, the plan achieving compliance with applicable Township ordinances, and the Township Engineer's review.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on January 14, 2025, at 5:00 p.m. at 701 Main Street Suite 405. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

Page Two  
Nicholas M. Romano  
Pocono Summit Lakes Inc.  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #210-24

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved.

If you have any questions or if we can be of further assistance please feel free to contact me.

---

Sincerely yours,



Kim Borger  
Planner/Addressing Coordinator

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Ccc: Clark C.Cree, P.L.S.

5

# Northeast Signal & Electric Company Inc.

773 SR 11

Factoryville, PA 18419

# Estimate

Phone # 570-945-3388

Fax # 570-945-3042

E-Mail: support@nsecoinc.com

Date	Estimate #
1/22/2025	12227

Name / Address	Project
Coolbaugh Township 5520 Municipal Drive Tobyhanna, PA 18466	2025 Preventative Maintenance

Item	Description	Qty	U/M	Unit Cost	Total
	2025 ANNUAL PREVENTATIVE MAINTENANCE				
	<p><b>SCOPE OF WORK:</b> Furnish maintenance &amp; protection of traffic, labor, material and equipment necessary to perform annual preventative maintenance &amp; signal inspection at the intersections listed below. This service includes cleaning the signal lenses, vacuuming the soot from the controller cabinets, replacing ventilation filters, a check of the controller's operating systems, and an overall inspection of the intersection's equipment such as poles, signals, sensors, signs, pavement markings, etc. This service is recommended by Penn DOT to be performed annually for all signalized intersections in accordance with Publication 191.</p> <p>1) SR196 &amp; Echo Lake Road 2) SR196 &amp; Wildflower 3) SR611 (Memorial Blvd) &amp; Veterans Dr. (Walmart) 4) SR611 (Memorial Blvd) &amp; SR423 (Prospect St) 5) SR940 (Pocono Summit Rd), Commerce St &amp; Summit Ave 6) SR611 (Memorial Blvd) &amp; Corporate Center Dr. 7) SR196 &amp; Country Place Dr 8) SR196, Kings Way, Seven Nations Drive</p> <p>9) Corporate Center Dr &amp; Tagawitha Rd- Flasher/Emergency Signal Control Beacon 10) SR435 &amp; SR507- Flashing Intersection Control Beacon 11) SR196 (Sterling)/Idlewild Dr/Knollwood Dr- Flashing Intersection Control Beacon</p>				
Service	Labor and Equipment- Signals	8.0	EA	825.00	6,600.00
Service	Labor and Equipment- Flashing Control Beacons	3.0	EA	450.00	1,350.00
	**Please contact our office with any questions pertaining to this annual maintenance quote.**				
	Name _____ Date _____ Printed Name and Title				
	Signature _____				
	(Signature constitutes acceptance of the prices and provisions stated above. The approved and signed Estimate may be faxed/mailed to our office to expedite the scheduling of work.)				
Quote Valid for 90 Days. PAYMENT IS NOT DUE UNTIL SERVICES ARE COMPLETED.					<b>Total</b>

# Northeast Signal & Electric Company Inc.

773 SR 11

Factoryville, PA 18419

# Estimate

Phone # 570-945-3388

Fax # 570-945-3042

E-Mail: support@nsecoinc.com

Date	Estimate #
1/22/2025	12227

Name / Address	Project
Coolbaugh Township 5520 Municipal Drive Tobyhanna, PA 18466	2025 Preventative Maintenance

Item	Description	Qty	U/M	Unit Cost	Total
	<p>NOTES: The preventative maintenance listed must be approved annually prior to the start of any work. Prices are subject to review on an annual basis to compensate for increased operating costs. No work outside the scope of work will be performed without prior authorization. Should any items be found inoperable, worn, damaged, missing, or in any other way deemed unacceptable, these items will be documented and quoted in an Estimate for consideration and approval and would be completed at a later date. This service does not suggest, or imply any warranties or guarantees on the intersection or any of its equipment. Aside from this annual service, NSE doesn't monitor signal operation or perform random inspections. All malfunctions must be reported to our office and repair services will be dispatched on an "on-call" basis. All service work will be "on-call" at the direction of authorized agents such as municipal police, municipal officials, PA State Police, county 911 communication centers, or other authorized municipal representatives.</p>				
Quote Valid for 90 Days. PAYMENT IS NOT DUE UNTIL SERVICES ARE COMPLETED.				<b>Total</b>	<b>\$7,950.00</b>

6



To: Coolbaugh Township Board of Supervisors

From: Coolbaugh Township Parks and Recreation Commission

Date: Friday January 30, 2025

## **Re: Tobyhanna Athletic Association Fields Usage Recommendation**

Dear Coolbaugh Township Board of Supervisors,

The Coolbaugh Township Parks and Recreation Commission recommends the approval of the Armed Forces Field, Volunteer Field and Freedom Field Usage for Tobyhanna Athletic Association April 1<sup>st</sup>, 2025 through October 30<sup>th</sup>, 2025, Monday – Friday 5:00PM – 9:00PM, Saturday 9:00AM to 9:00PM and Sunday 10:00AM-4:00PM. A written official schedule of practice and/or games, field assignment and actual times for Monday through Friday, Saturday and Sunday will be provided to Parks and Recreation board once finalized by TAA and will be posted to the township website.

Certificate of Insurance has been provided along with their request. Usage is also contingent on Parks and Recreation functions and/or other requests which may come before the board.

Thank you for your consideration of our recommendation and for your continued support.

Sincerely,

Coolbaugh Township Parks and Recreation Commission

7

To: Coolbaugh Township Board of Supervisors

From: Coolbaugh Township Parks and Recreation Commission

Date: January 30, 2025

## **Re: Memorial Bench Recommendation**

---

Dear Coolbaugh Township Board of Supervisors,

The Coolbaugh Township Parks and Recreation Commission would like to recommend the approval of the purchase of a memorial bench in honor of TAA Board Member Lawrence "Micky" Denig that passed away unexpectedly. The bench should be similar to the ones that are currently at the park and will be purchased by his family. Coordination of the ordering and placement of the bench should be through DPW Foreman, Kyle Knecht.

Thank you for your consideration of our recommendation and for your continued support.

Sincerely,

Coolbaugh Township Parks and Recreation Commission

8

**COOLBAUGH TOWNSHIP AND TEAMSER LOCAL 773**  
**MEMORANDUM OF AGREEMENT**

By and between Coolbaugh Township (“Township”) and the International Brotherhood of Teamsters Local Union 773 (“Union”) collectively hereinafter as the “parties.”

Whereas, the parties are governed by a collective bargaining agreement which covers a period of May 1, 2024 through April 30, 2029; and

Now therefore, intending to be legally bound, the parties agree to the following:

**Emergency Call List Personnel**

If all available bargaining unit workers are working, the township may utilize qualified individuals to assist the bargaining unit personnel by operating equipment for periods of time not to exceed a week or for a specific project which may not exceed a week or for emergency situations not to exceed a week. This section will not be used to deprive any bargaining unit member of work, regular or overtime, or to diminish the workforce by using such call list personnel to temporarily or permanently replace current members. This MOA will be subject to the grievance procedure in Article 5.

This agreement shall not be interpreted to amend and/or change any provisions of the parties’ collective bargaining agreement which is not specifically addressed herein.

As of this date, this agreement is fully executed by both parties and the parties agree to be legally bound to its terms and conditions.

Coolbaugh Township  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Teamster Local 773  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

9

Coolbaugh Township is currently hiring seasonal equipment operators to assist the Department of Public Works. On-call availability is required including nights, weekends and holidays. This is a part-time, temporary position. Work hours and duration of assignments may vary.

Rate of Pay: \$25.00 per hour

### **Essential Duties and Responsibilities:**

- Requires the ability to repair, upgrade, maintain, clear snow from Township roads, and perform other general maintenance tasks to improve Township grounds and facilities. May operate light, medium, or heavy equipment, or perform skilled work depending on level of experience, training, and the needs of the Public Works Department.
- Repair and perform general maintenance tasks on Township roads, apply asphalt, cold patching materials and concrete.
- Repair or replace storm drainage pipes, grade and clean shoulders, widen roads.
- Repair or erect road signs and maintain guiderails.
- Maintain and mow road banks, remove leaves with vacuum, use hand shovels to dig trenches, load trucks and spread material.
- Operate manual, pneumatic and power maintenance tools, such as, but not limited to, rakes, picks, hammers, jackhammers, hydraulic tampers, saws, and chain saws.
- Operate light or medium weight trucks to pull auxiliary equipment or haul materials, such as stone, sand, gravel, dirt, cinders, wood trash, pipes, timber, machinery, tools, etc.
- Operate snowplows to clear Township roads.
- Survey conditions of roads and inform Road Foreman of poor conditions or problems.
- Replace worn or damaged parts on vehicles and equipment, such as hoses, wiring and belts, perform routine maintenance tasks, such as change oil, check fluids, tires, battery, radiator, transmission, brakes, wash and grease equipment and parts.
- Perform routine grounds and maintenance tasks at municipal buildings, township parks and open space properties.
- Perform general maintenance and cleaning tasks at the road department garage, store tools in proper location, keep work area clean and orderly.
- Keep maintenance records as directed.
- Perform other related duties as assigned.

### **Education and/or Work Experience Requirements:**

- A minimum of a high school diploma or equivalent.
- A minimum of two (2) years of experience associated with operating light, medium and heavy equipment related to road maintenance.
- On-call availability required, including days, nights, weekends, and holidays.
- Must possess a valid Pennsylvania Driver's License  
Class A or B Commercial Driver's License preferred.

### **Physical Requirements:**

- Ability to perform the essential job functions consistently, safely, and successfully within the ADA, FMLA and other federal, state, and local standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Must be able to lift and carry up to 75lbs.
- Must be able to talk, listen, and speak clearly on the telephone.
- Must be able to traverse uneven grounds, ascend/descend ladders and stairs.
- The position will require travel to various work sites and mobility in extreme weather conditions.

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

**10**



**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
FEBRUARY 04,2025**

<b>DATE</b>	<b>CK #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1/27/2025		Pension Transfer	\$ 13,000.00
2/4/2025		General Fund	\$ 380,059.83
2/4/2025		<b>Total General Fund</b>	<b>\$ 393,059.83</b>
2/4/2025		Escrow Fund	\$ 49,365.80
2/4/2025		<b>Total Escrow Fund</b>	<b>\$ 49,365.80</b>
2/4/2025		Sewer Fund	\$ 32,804.92
2/4/2025		<b>Total Sewer Fund</b>	<b>\$ 32,804.92</b>
		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 475,230.55</b>

**CASH TRIAL BALANCE AS OF FEBRUARY 04,2025**

General Fund Checking	\$ 7,708,686.11
Fire Tax/Coolbaugh Twp VFD	526,931.97
Fire Tax- Coolbaugh Fire Building Fund	1,012,218.77
Fire Tax- Volunteer Fire Departments	1,038.76
EMS	31,460.52
American Rescue Plan	1,875,218.03
Payroll Checking	818.60
Rainy Day Fund Savings	987,945.63
<b>Total General Fund</b>	<b>\$12,144,318.39</b>
Sewer Fund Checking	5,519.02
Sewer PennVest Checking	3.85
<b>Total Sewer Fund</b>	<b>\$ 5,522.87</b>
Capital Projects Fund Checking	<b>\$ 16,307.13</b>
Emerg. Services Fund Money Market	206,940.34
Emerg. Services Fund Checking	21,479.33
<b>Total Emergency Services Fund</b>	<b>\$ 228,419.67</b>
Liquid Fuels Fund Checking	<b>\$ 183,634.55</b>
Escrow Fund Checking	725,218.10
Escrow Fund Clarius Checking	61,845.29
<b>Total Escrow Fund</b>	<b>\$ 787,063.39</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 13,365,266.00</b>

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

Check#	Vendor	Description	Payment	Check Total
11696	831 - ALL DOOR SALES, INC	PO 26190 DOOR#4	495.00	495.00
11697	1330 - AMAZON CAPITAL SERVICES	PO 26191 SUPPLIES	279.02	279.02
11698	1039 - AMERICAN UNITED LIFE INS. CO.	PO 26179 JAN/FEB	2,888.28	2,888.28
11699	1483 - AUTO PARTS OF MT POCONO	PO 26138 SUPPLIES	94.02	
		PO 26169 OIL	22.41	
		PO 26185 FUEL TREATMENT	39.58	156.01
11700	1567 - CANON FINANCIAL SERVICES, INC.	PO 26135 01/01/-01/31/2025	164.50	164.50
11701	724 - CINTAS -	PO 26143 ADMIN/DPW	170.40	
		PO 26152 SHOP TOWELS/UNIFORMS	86.72	257.12
11702	1240 - CINTAS CORPORATION	PO 26148 UNIFORMS	51.20	
		PO 26149 SHOP TOWELS/UNIFORMS	86.72	
		PO 26151 UNIFORMS	51.20	189.12
11703	52 - DALEVILLE ACE HARDWARE	PO 26134 SUPPLIES	22.34	22.34
11704	151 - E.M. KUTZ, INC.	PO 26167 PARTS 2011 INT'L	806.97	806.97
11705	48 - H. CLARK CONNOR	PO 26184 ZHB	612.50	612.50
11706	1192 - HIGHMARK BLUE SHIELD	PO 26150 FEB	51,997.71	51,997.71
11707	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 26144 ZONING/FIRE CO/IMPERIAL/CHIPOTLE/LANDSON	5,504.38	5,504.38
11708	891 - LOWE'S	PO 26141 FILTERS/ALL TRUCKS	225.85	225.85
11709	1550 - LOWES SALES & SERVICE	PO 26142 PARTS	1,472.67	1,472.67
11710	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 26136 SIGNAL REPAIR/611 & CORP. CENTER	420.00	420.00
11711	81 - P P & L	PO 26155 88900-24001 GARAGE	33.67	
		PO 26156 39910-23005 196	56.60	
		PO 26157 36034-04005 ECHO LAKE	41.51	
		PO 26158 89343-21023 SCHOOL SPEED	24.50	
		PO 26159 64488-49005 RTE 611	91.79	
		PO 26160 43281-27004 MUNICIPAL CENTER	3,181.36	
		PO 26161 89631-95000 TEGAWITHA RD	30.73	
		PO 26163 54691-27003 DPW	672.18	4,132.34
11712	81 - P P & L	PO 26188 51540-24008 KNOLLWOOD	27.65	
		PO 26189 07251-41006 PARK	15.72	43.37
11713	86 - PENNSYLVANIA AMERICAN WATER CO	PO 26180 FIRE HYDRANT/GARAGE/MUNICIPAL CENTER	2,707.28	2,707.28
11714	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 26183 SUPPLIES	790.52	790.52
11715	1014 - PETROCHOICE	PO 26186 MOBIL NUTO	1,122.71	1,122.71
11716	94 - POCONO MOUNTAIN REGIONAL EMS	PO 26131 FEBURARY	10,000.00	10,000.00
11717	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 26132 FEBRUARY	272,248.37	272,248.37
11718	1216 - POCONO MOUNTAINS C.O.G.	PO 26145 MEMBERSHIP DUES 2025	350.00	350.00
11719	1343 - RICHARD SULLIVAN	PO 26146 REIMBURSEMENT	312.46	312.46
11720	104 - S & H SUPPLY CO., INC.	PO 26170 GARDEN HOSE	13.70	13.70
11721	1265 - SCHAEGLER YESCO	PO 26166 OUTSIDE LIGHTS DPW	73.32	
		PO 26168 LIGHT BULBS DPW	295.25	368.57
11722	1540 - SILVI CEMENT/SLAG/SALT	PO 26175 SALT	11,332.40	
		PO 26176 SALT	1,793.34	13,125.74
11723	1420 - TOPP BUSINESS SOLUTIONS	PO 26165 REPAIR COPIER	57.98	57.98
11724	1548 - TRAISSR, LLC	PO 26147 MONTHLY FEE DEC	1,000.00	1,000.00
11725	1374 - TRANSEdge TRUCK CENTERS	PO 26140 PARTS 2019 VOLVO	1,155.67	1,155.67
11726	892 - VERIZON WIRELESS	PO 26139 MOBILE PHONES	1,256.73	1,256.73
11727	122 - WEST END PRINTING	PO 26177 BUSINESS CARDS	695.00	695.00
11728	1551 - WORLD FUEL SERVICES, INC	PO 26154 HEATING OIL	3,484.64	3,484.64
11729	1551 - WORLD FUEL SERVICES, INC	PO 26192 FUEL	1,703.28	1,703.28
TOTAL				380,059.83

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	380,059.83
01.400.000	GENERAL GOV'T	10,255.59			
01.408.000	ENGINEER	5,366.88			
01.409.000	BUILDING & PLANTS	6,225.93			
01.410.000	POLICE	272,248.37			
01.411.000	FIRE	2,320.80			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.414.000	ZONING OFFICE	1,137.50			
01.418.000	ZONING HEARING BOARD	612.50			
01.430.000	DPW-HIGHWAYS ROADS STREETS	5,784.67			
01.432.000	DPW-SNOW & ICE REMOVAL	13,125.74			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	692.78			



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

Check#	Vendor	Description	Payment	Check Total
1365	1584 - JOANN MANZO	PO 26171 ESCROW	16,000.00	16,000.00
1366	1593 - JOSEFA COTTO	PO 26172 FIRE ESCROW	31,270.26	31,270.26
1367	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 26144 ZONING/FIRE CO/IMPERIAL/CHIPOTLE/LANDSON	2,095.54	2,095.54
	TOTAL			49,365.80

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	49,365.80
85.250.024	COTTO JOSEFA -LOSS 4/27/2022			31,270.26	
85.250.026	JOANN MANZO - FIRE ESCROW			16,000.00	
85.250.212	FARDELLA - LOT CONSOLIDATION			158.13	
85.250.213	PAWLOWSKI - LOT CONSOLIDATION			31.63	
85.250.217	EDWARDS / SCOTT - LOT CONSOLIDATION			31.63	
85.250.247	STILLWATER - LOT CONSOLIDATION			63.25	
85.250.338	POSH HOSPITALITY DEVELOPMENT LLC - LAND			537.63	
85.250.339	POSH HOSPITALITY - SUBDIVISION PLAN			284.63	
85.250.343	PA AMERICAN - 234 POCONO RD - LAND DEVELOPMENT			126.50	
85.250.392	MAPLETREE			537.63	
85.250.458	LANDSTON EQUITIES LLC			103.13	
85.250.593	IMPERIAL REALTY PROPERTY			189.75	
85.250.595	COOLBAUGH SOUTH OWNER LLC			31.63	
<b>TOTALS FOR</b>	<b>ESCROW</b>	<b>0.00</b>	<b>0.00</b>	<b>49,365.80</b>	<b>49,365.80</b>

Total to be paid from Fund 85 ESCROW  
49,365.80  
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## List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3347	228 - ATC GROUP SERVICES, LLC DEPOSITORY	PO 26178 MISC/ MOUNTAIN CENTER	8,672.50	
		PO 26181 ACT 537 PLAN	6,402.50	15,075.00
3348	771 - COMMONWEALTH OF PA	PO 26153 FEB LOAN# P24001544-429	965.35	965.35
3349	652 - CYPHERS TRUCK PARTS	PO 26187 FUEL FILTERS	44.20	44.20
3350	1251 - ENVIRONMENTAL SERV. CORP.	PO 26173 SLUDGE REMOVAL 1/17	277.90	277.90
3351	699 - MAIN POOL & CHEMICAL CO	PO 26174 ALUMINUM SULFATE	1,212.00	1,212.00
3352	936 - NORTH END ELECTRIC	PO 26182 REPAIR	7,711.14	7,711.14
3353	81 - P P & L	PO 26162 26491-26001 WWTP	7,106.70	
		PO 26164 04090-21003 PUMP STA	292.63	7,399.33
3354	439 - YOUNG & HAROS, LLC	PO 26137 WAL-MART	120.00	120.00
TOTAL				32,804.92

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	32,804.92
08.269.500	PENNWORKS 2008 GOB			901.72	
08.429.200	SUPPLIES	1,212.00			
08.429.313	ENGINEERING SERVICES	15,075.00			
08.429.314	PROFESSIONAL FEE SOLICITOR	120.00			
08.429.361	ELECTRIC	7,399.33			
08.429.374	MAINT/REPAIR EQUIPMENT	7,755.34			
08.429.452	SLUDGE HAULING	277.90			
08.472.106	PENNWORKS INTEREST LN #99900048	63.63			
TOTALS FOR SEWER FUND		31,903.20	0.00	901.72	32,804.92

Total to be paid from Fund 08 SEWER FUND

32,804.92  
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32,804.92