



**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
PUBLIC HEARING
DECEMBER 5, 2023, 6:00PM**

1. Comments on Proposed Ordinance # 155-2023: An Ordinance Amending the Coolbaugh Township Subdivision and Land Development Ordinance at Chapter 355 of the Code of Ordinances of Coolbaugh Township by Establishing Time Deadlines for Inactive Plans
2. Closing

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LEGAL NOTICE

Notice is hereby given that the Coolbaugh Township Board of Supervisors will hold a public hearing on December 5, 2023 at 6:00 p.m., at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, Pennsylvania 18466, to receive public comment and to consider and possibly adopt an ordinance, of which this notice is a summary, amending the Coolbaugh Township Subdivision and Land Development Ordinance, Chapter 355, by establishing time deadlines for inactive plans. The title of the proposed ordinance is as follows:

AN ORDINANCE AMENDING THE COOLBAUGH TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AT CHAPTER 355 OF THE CODE OF ORDINANCES OF COOLBAUGH TOWNSHIP BY ESTABLISHING TIME DEADLINES FOR INACTIVE PLANS.

A copy of the full text of the above-referenced ordinance is available for review at the Township offices, the Monroe County Law Library, and the offices of this newspaper during normal business hours. All interested parties are invited to attend the above-referenced public hearing.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
5520 Municipal Drive
Tobyhanna, Pennsylvania 18466

ATTEST:

I do hereby certify that this is a true and correct copy of the proposed Ordinance of Coolbaugh Township amending Chapter 355 of the Code of Ordinances, Subdivision and Land Development, establishing time deadlines for inactive plans, being advertised for enactment by the Coolbaugh Township Board of Supervisors on December 5, 2023.

Verin Maske

**BOARD OF SUPERVISORS OF
THE TOWNSHIP OF COOLBAUGH
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 155-2023

**AN ORDINANCE AMENDING THE COOLBAUGH TOWNSHIP
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AT
CHAPTER 355 OF THE CODE OF ORDINANCES OF COOLBAUGH
TOWNSHIP BY ESTABLISHING TIME DEADLINES FOR INACTIVE
PLANS.**

WHEREAS, Coolbaugh Township has previously ordained and enacted an ordinance entitled the Coolbaugh Township Subdivision and Land Development Ordinance found at Chapter 355 of the Coolbaugh Township Code of Ordinances; and

WHEREAS, the Pennsylvania Municipalities Planning Code, at Section 503(1) does authorize and enable the Township to include in its Subdivision and Land Development Ordinance provisions regulating the submittal and processing of plans; and

WHEREAS, the Board of Supervisors of Coolbaugh Township has determined that delays by a developer in submitting revised plans in a reasonable and timely manner results in inefficiencies and delays in final approvals; and

WHEREAS, the Board of Supervisors of Coolbaugh Township has determined that both municipalities and developers are held to a reciprocal good faith standard in addressing defects in a pending subdivision and land development plan.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that Chapter 355, Subdivision and Land Development, of the Coolbaugh Township Code of Ordinances is hereby amended as follows:

ARTICLE I.

Chapter 355, Subdivision and Land Development, of the Coolbaugh Township Code of Ordinances is hereby amended by adding a new Section 355-15.J. to read as follows:

§355-15.J. Any preliminary plan filed with the Township which has not been revised within six (6) months from the date of the last Township Engineer's review letter shall be deemed inactive and may be denied for failure to promptly process the plan in accordance with Township ordinances.

ARTICLE II.

Chapter 355, Subdivision and Land Development, of the Coolbaugh Township Code of Ordinances is hereby amended by adding a new Section 355-16.N. to read as follows:

§355-16.N. Any final plan filed with the Township which has not been revised within six (6) months from the date of the last Township Engineer's review letter shall be deemed inactive and may be denied for failure to promptly process the plan in accordance with Township ordinances.

ARTICLE III.

Chapter 355, Subdivision and Land Development, of the Coolbaugh Township Code of Ordinances is hereby amended by adding a new Section 355-17.K. to read as follows:

§355-17.K. Any minor subdivision plan filed with the Township which has not been revised within six (6) months from the date of the last Township Engineer's review letter shall be deemed inactive and may be denied for failure to promptly process the plan in accordance with Township ordinances.

ARTICLE IV. SEVERABILITY

It is hereby declared to be the legislative intent that if a court of competent jurisdiction declares any provisions of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective. The Board of Supervisors hereby declares that it would have passed this Ordinance and each section or part thereof, other than any part declared invalid, if it had advance knowledge that any part would be declared invalid.

ARTICLE V. REPEALER.

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

ARTICLE VI. EFFECTIVE DATE.

This Ordinance shall become effective five (5) days after enactment.

DULY ENACTED AND ORDAINED this ____ day of _____ 20____, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, in lawful session duly assembled.

Board of Supervisors of Coolbaugh Township

By: _____
William Weimer, Chairman

By: _____
Lynn Kelly, Vice-Chair

By: _____
Clare Colgan, Supervisor

By: _____
Alma I. Ruiz-Smith, Supervisor

By: _____
Joseph Rogan, Supervisor

ATTEST:

Erin Masker, Township Secretary

[TOWNSHIP SEAL]



COOLBAUGH TOWNSHIP Planning Commission

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

To: Board of Supervisors
Patrick Armstrong, Township Solicitor

From: Coolbaugh Township Planning Commission

Date: October 11, 2023

RE: Coolbaugh Township Proposed Ordinance Establishing Time Deadlines for Inactive Plans.

Dear Board of Supervisors and Solicitor Armstrong,

At their October 10, 2023 meeting, the Coolbaugh Township Planning Commission recommended the approval of the Proposed Ordinance Establishing Deadlines for Inactive Plans.

Thank you for your consideration of this recommendation.

Sincerely,
Coolbaugh Township Planning Commission

Erin Masker
Township Secretary/Administrative Assistant

701 Main Street, Suite 405
Stroudsburg, PA 18360



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

MONROE COUNTY PLANNING COMMISSION

November 1, 2023

Erin Masker, Administrative Assistant
Coolbaugh Township
5520 Municipal Drive
Tobyhanna, PA 18466

Re: Inactive Plan Processing
Subdivision and Land Development Ordinance Amendments
Coolbaugh Township
MCPC review #184-23

Dear Ms. Masker:

The above cited amendments were reviewed by Eric Koopman, Lead Senior Planner on behalf of the Monroe County Planning Commission. You will find his comments enclosed. Should you have any special concerns regarding these comments, please contact us immediately.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on November 14, 2023 at 5:00 p.m. at the Monroe County Administrative Center. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

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

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

Sincerely yours,

A handwritten signature in blue ink that reads "Christine Meinhart-Fritz".

Christine Meinhart-Fritz
Director

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

TO: Christine Meinhart-Fritz, Director

FROM: Eric Koopman, Lead Senior Planner 

DATE: November 1, 2023

SUBJECT: Inactive Plan Processing
Subdivision and Land Development Ordinance Amendments
Coolbaugh Township
MCPC review #184-23

The Township of Coolbaugh is proposing amendments to its subdivision and land development ordinance concerning plan processing. Specifically, the amendments would establish a period of six (6) months from the time a plan is filed until it is deemed inactive and may be denied for failure to promptly process the plan.

The above mentioned amendments have been reviewed on the basis of generally accepted planning principles and the provisions set forth by the Pennsylvania Municipalities Planning Code (PMPC), as amended. The following comments are offered:

1. The proposed ordinance amendments are generally consistent with the PMPC, Act 247 of 1968, as amended, in terms of following required procedures.
2. It is recommended that the Township discuss establishing this standard with their solicitor to confirm that the specific time period for deeming a plan to be inactive is consistent with the PMPC.
3. It is recommended that the Township replace the "six month" period with "180 days" to improve clarity of the ordinance and procedure.
4. If any revisions are made to the proposed ordinance amendments, they must be resubmitted to the MCPC for review prior to adoption. This requirement was affirmed by the Pennsylvania Commonwealth Court in *Hanover Healthcare Plus, Inc. v. Zoning Hearing Board of Penn Township* 875 A.2d 1255 (Pa. Cmwlth 2005). It is recommended that the Township discuss this with their solicitor.
5. The Staff has reviewed the proposed ordinance amendments and recommends they be adopted subject to the above noted comments being satisfactorily addressed.

In an attempt to maintain a library of municipal ordinances, we request that any adopted ordinance amendments (Zoning, Zoning Map and SALDO) be sent to the MCPC within 30 days of enactment as specified in the PMPC.



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
December 5, 2023**

Roll Call

BOARD OF SUPERVISORS

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

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

1. Public input
2. Approval of minutes / notes:
 - November 19, 2023 Regular Meeting Minutes
3. Authorization to Advertise 2024 Township Shred Event Dates-Proposed May 4th and October 5th, 2024 (To be advertised in April 2024)
4. Authorization to Advertise 2024 Proposed Bulk Drop Off Dates:
 - Friday, April 5th and Saturday, April 6th, 2024
 - Friday, June 7th and Saturday, June 8th, 2024
 - Friday, August 2nd and Saturday, August 3rd, 2024
 - Friday, October 4th and Saturday, October 5th, 2024
5. Adoption of Ordinance # 155-2023: An Ordinance Amending the Coolbaugh Township Subdivision and Land Development Ordinance at Chapter 355 of the Code of Ordinances of Coolbaugh Township by Establishing Time Deadlines for Inactive Plans
6. Waiver of Employee Paid Premiums for Health Insurance Benefits from January 1, 2024 through December 2029



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7. Current obligations

• General Fund	\$ 400,247.58
• Escrow Fund	\$ 40,301.76
• Sewer Fund	<u>\$ 42,950.65</u>
Total Disbursements	\$ 483,499.99

8. Business Manager Comments/Updates

9. Solicitor Armstrong Comments/Updates

10. Board of Supervisors Executive Sessions

11. Adjournment

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
November 21, 2023

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

Board Members present:

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

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Tomas Keane, Director of Codes and Zoning and Clinton Oddy, Code Enforcement/Zoning Officer

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

- M. Wood stated that the Historical Society will be having their holiday celebration on December 2, 2023 from 3pm-5pm at the mansion and there will be light refreshments and live music. All are welcome.
- M. Wood also thanked the Coolbaugh Township VFC for the use of their hall for their event earlier this month.

2. Approval of minutes / notes:

- November 6, 2023 Regular Meeting Minutes

Ms. Kelly made a motion second by Ms. Colgan to approve the minutes of the November 6, 2023 meeting as presented.

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

3. Walmart WWTP Agreement (moved from Agenda Item #18)

Ms. Ruiz-Smith made a motion second by Ms. Kelly to Approve the Walmart WWTP Agreement.

- Discussion: None.
- Vote: 3-0-2, motion passes. (Mr. Weimer and Ms. Colgan abstained)

4. Monthly/Quarterly Reports

- Pocono Mountain Regional Police Commission- Presented by Mr. Weimer
- Pocono Mountain Regional EMS- Presented by AJ Schrader

5. Codes and Zoning Report/ Short Term Rental Report

Presented by Mr. Keane

6. E-911 Report

Presented by Mr. Keane, it was agreed that this report will be presented on a quarterly basis moving forward.

7. DPW Update/Programs

Mr. Weimer stated that with the weather changing, DPW will be focusing on maintaining the road conditions and stated that the last leaf collection for the season will be on Monday, November 27, 2023. He stated that the Coolbaugh Township VFC brought their engine to the DPW yard to clean the beast to prepare for sale.

Supervisor Rogan's call was lost at 6:08pm.

8. Authorization to Issue a Replacement Check (\$16,547.50) to Arcadia North Land to Include the Interest Accumulated in the Account Withholding the Required \$60,420.72 for the 18-month Maintenance Period (Clarius Partners LLC- 2077 Corporate Center Drive)

Mr. Weimer made a motion second by Ms. Ruiz-Smith to issue a replacement check made payable to Arcadia North Land in the amount of \$16,547.50 and also the additional interest that was accumulated in the account and to leave the required amount of \$60,420.72 for the 18-month Maintenance Period as per the Development Agreement.

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

9. Acknowledgement of Withdrawal of ABC Pocono Homes Subdivision Plan (1545 Prospect Street, Tobyhanna)

Ms. Kelly made a motion second by Ms. Colgan to Acknowledge the Withdrawal of ABC Pocono Homes Subdivision Plan (1545 Prospect Street, Tobyhanna).

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

10. Awarding of the 2012 International Model 7400 SFA to Municibid Winner James Berry in the amount of \$20,100.00

Mr. Weimer made a motion second by Ms. Colgan to Award the 2012 International Model 7400 SFA to Municibid Winner James Berry in the amount of \$20,100.00.

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

11. Request for Release of Crime Watch Funds in the Amount of \$250.00 for A Pocono Country Place Community

Ms. Colgan made a motion second by Ms. Kelly to Release the Crime Watch Funds in the Amount of \$250.00 for A Pocono Country Place Community.

- Discussion: M. Wood asked if she was to create a committee to clean up along the roads in Lexington Woods would the Township pick up the bags of trash? Mr. Weimer stated that he could coordinate that with advanced notice of when it would be taking place.
- Vote: All in favor, motion passes.

12. Request for Release of Crime Watch Funds in the Amount of \$250.00 for Pocono Farms Country Club Community

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Release the Crime Watch Funds in the Amount of \$250.00 for Pocono Farms Country Club Community.

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

13. Authorization to Advertise Notice of Intent to appoint a Certified Public Accountant at the Board of Supervisors Re-Organizational Meeting

Ms. Kelly made a motion second by Ms. Colgan to Authorize Advertising the Notice of Intent to appoint a Certified Public Accountant at the Board of Supervisors Re-Organizational Meeting.

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

14. Authorization to Advertise Public Inspection of the 2024 Proposed Budget to be published on November 28, 2023

Mr. Weimer made a motion second by Ms. Kelly to Authorize the Advertisement for Public Inspection of the 2024 Proposed Budget to be published on November 28, 2023.

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

15. Authorization to Advertise the 2024 Re-Organizational Meeting Scheduled for Tuesday, January 2, 2024 at 6:00pm

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Advertisement of the 2024 Re-Organizational Meeting Scheduled for Tuesday, January 2, 2024 at 6:00pm

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

16. Authorization to Engage Grim, Biehn and Thatcher Law Firm to Represent Coolbaugh Township in Assessment Appeals for Commercial and Industrial Zoned Properties

Ms. Kelly made a motion second by Ms. Colgan to Authorize Engaging Grim, Biehn and Thatcher Law Firm to Represent Coolbaugh Township in Assessment Appeals for Commercial and Industrial Zoned Properties.

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

17. Approval of the Union Collective Bargaining Agreement

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Approve the Union Collective Bargaining Agreement.

- Discussion: Ms. Ruiz-Smith thanked the staff that assisted with the process, stating that it was a great experience, and she believes that the union members are happy with the agreement.
- Vote: All in favor, motion passes.

18. Resolution #15-2023: Resolution to Update the Personnel Manual to Align with the Terms in the Collective Bargaining Agreement for the Administrative Non-Union Staff

Mr. Weimer made a motion second by Ms. Colgan to Adopt Resolution #15-2023: Resolution to Update the Personnel Manual to Align with the Terms in the Collective Bargaining Agreement for the Administrative Non-Union Staff.

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

19. Discussion on LPC Pocono, LLC. Coolbaugh Twp/Mount Pocono Borough Tax Split Agreement/ Disbursements (145 Market Way)

Solicitor Armstrong stated that the Board of Supervisors agreed to and signed the agreement which outlined the tax split for the property located at 145 Market Way; part of which is in Mount Pocono Borough and part in Coolbaugh Township. The split for taxes on the building would be 50/50 and the tax on the land would be 65% Coolbaugh and 35% Mount Pocono. The county is not accepting the agreement that was previously signed and taken to the Monroe County Courthouse for filing by the Solicitor for the borough. Solicitor Armstrong stated that there are two things we can do at this time, the Township can collect the tax money and then cut a check to the Borough for their portion, or he stated that he can contact the county and try to get them to accept the agreement and issue the checks accordingly for taxes collected. The Board agreed that they would like Solicitor Armstrong to contact the county and try to get them to handle this instead of the township having to issue checks to the Borough.

- Discussion: Ms. Ruiz-Smith stated that this is the same situation as Pocono Manor, which is located within the boundaries of three different municipalities. Ms. Kelly asked what the county does about the Lowes in Mount Pocono stating that part of that is Coolbaugh Twp. and part is in Mount Pocono

Borough. Solicitor Armstrong will contact Monroe County Courthouse, discuss the situation, and try to get them to cut the checks to each municipality separately.

20. Appointment of Paul Gallagher Saba (04167) from Hanover Engineering as a Sewage Enforcement Officer for Coolbaugh Township

Ms. Kelly made a motion second by Ms. Colgan to Appoint Paul Gallagher Saba SEO#04167 as an additional Sewage Enforcement Officer with Township SEO Jake Schray remaining the primary contact and Paul as additional help.

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

21. Controller Report

Presented by Mr. Weimer.

22. Current obligations

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

Ms. Colgan made a motion second by Ms. Kelly to pay the current obligations in the amount of \$548,452.50.

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

23. Business Manager Comments/Updates

Nothing to report, Ms. Thompson was not in attendance.

24. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that his office is preparing a memo to send out to their clients regarding updates to the Sunshine Act stating that the rules on amending an agenda have changed and is now for de minimis items or items that are brought up by the public that are an emergency event. He stated as long as the agenda item being added does not include spending money or entering into an agreement, it could potentially be added to the amended agenda. He stated that an example would be an emergency repair or replacement of a sign. Mr. Weimer asked if we are able to schedule a special meeting should something come up that we need to act on prior to the next scheduled meeting, being advised that as long as it is advertised that should not be an issue.

- Discussion: M. Wood stated that there should be a sign added to the intersection of Harvest Lane with Mr. Weimer stating that the location in the median that is being discussed is a PennDot road that is in Tobyhanna Township, and they would have to add it.

25. Board of Supervisors Executive Sessions

- Sunday, November 19, 2023 from 11:18am-11:29am Re: Personnel

Marty Nicoll, Managing Director of Ideal Property Management was in attendance and expressed his concerns with the township policy for Short Term Rental Renewals, stating that permits were previously issued and now owners are being told that they have zoning violations, and their permits are being revoked. He stated that the properties are reserved, they are losing rental income, paying fines to Airbnb/VRBO, and having their ratings go down because they have to cancel reservations since they are not being issued their renewal permits. He asked that the Board consider changing the policy to allow for the property owner to remedy their violations without their permits being immediately revoked. Maybe the Board could consider a 60-day extension to allow for the issues to be resolved. Mr. Weimer stated that he will meet with the Township STR officers and discuss the concerns. M. Nicoll stated that they want to be good neighbors.

26. Adjournment

Ms. Ruiz-Smith made a motion second by Ms. Colgan to adjourn at 6:43pm.

NEXT WORK SESSION/ REGULAR BOARD MEETING:

Regular Meeting Tuesday, December 5, 2023, at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

- Public Hearing/Work Session/Regular Meeting – 6:00pm

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

Witnessed by: _____ Date: _____
William Weimer, Chairman

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COOLBAUGH TOWNSHIP FREE!!

COMMUNITY SHRED EVENT



Saturday, May 4, 2024
and
Saturday, October 5, 2024
9:00AM-2:30PM

Coolbaugh Twp. Volunteer Fire Co.
652 LAUREL DRIVE
TOBYHANNA, PA 18466

Must Bring Valid Photo ID to Prove Residency in the Township.
Shredding services will be provided on-site by DES Community Partners
Recycling. There is a 20-box maximum per residence.

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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

COOLBAUGH TOWNSHIP RECYCLING CENTER SCHEDULE – 2024

The Coolbaugh Township Drop Off and Recycling Site located at 549 Laurel Drive, Tobyhanna, PA will be open on the following **days in 2024**
from 7:30 am – 3:00 pm
(Closed from noon – 12:30 pm for lunch):

- Friday, April 5, 2024
- Saturday, April 6, 2024
- Friday, June 7, 2024
- Saturday, June 8, 2024
- Friday, August 2, 2024
- Saturday, August 3, 2024
- Friday October 4, 2024
- Saturday October 5, 2024

Recycling cards for Township residents may be picked up at the Municipal Office, 5520 Municipal Drive, Tobyhanna Monday through Friday from 8:00 am – 4:30 pm **beginning Monday, February 12, 2024. Please bring proof of residency. Residents are required to unload their own vehicles at the Recycling Center.**

PLEASE NOTE: Electronic devices covered under the Covered Device Recycling Act (computers, TVs, monitors, printers, laptops, etc.) are accepted free of charge. Vehicles containing only covered electronic devices will not be charged a load fee.



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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
DECEMBER 05,2023**

DATE	CK #	DESCRIPTION	AMOUNT
11/28/2023		Payroll Transfer	\$ 50,000.00
12/5/2023		General Fund	\$ 350,247.58
12/5/2023		Total General Fund	\$ 400,247.58
12/5/2023		Escrow Clarius	\$ 40,301.76
12/5/2023		Total Escrow Clarius	\$ 40,301.76
12/5/2023		Sewer Fund	\$ 42,950.65
12/5/2023		Total Sewer Fund	\$ 42,950.65
		TOTAL DISBURSEMENTS	\$ 483,499.99

CASH TRIAL BALANCE AS DECEMBER 05,2023

General Fund Checking	\$ 6,822,597.35
Fire Tax/Coolbaugh Twp VFD	298,519.52
Fire Tax- Volunteer Fire Departments	80.98
Fire Tax- Coolbaugh Fire Building Fund	662,603.87
EMS	108,772.01
American Rescue Plan	2,069,712.62
Payroll Checking	496.64
Rainy Day Fund Savings	960,008.88
Total General Fund	\$10,922,791.87
Sewer Fund Checking	5,799.83
Sewer PennVest Checking	7.40
Total Sewer Fund	\$ 5,807.23
Capital Projects Fund Checking	\$ 15,365.70
Emerg. Services Fund Money Market	202,197.36
Emerg. Services Fund Checking	20,987.03
Total Emergency Services Fund	\$ 223,184.39
Liquid Fuels Fund Checking	\$ 270,594.18
Escrow Fund Checking	716,340.06
Escrow Fund Clarius Checking	60,420.72
Total Escrow Fund	\$ 776,760.78
TOTAL ALL FUNDS	\$ 12,214,504.15

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

Check#	Vendor	Description	Payment	Check Total
10327	226 - A POCONO COUNTRY PLACE	PO 24192 CRIME WATCH	250.00	250.00
10328	1330 - AMAZON CAPITAL SERVICES	PO 24183 TONER DPW	111.89	
		PO 24209 SUPPLIES	501.30	613.19
10329	1039 - AMERICAN UNITED LIFE INS. CO.	PO 24200 DECEMBER	1,428.15	1,428.15
10330	1537 - B&R SHOP D&M GARAGE DOOR INC	PO 24206 OVER PAYMENT ON SHORT TERM RENTAL	180.00	180.00
10331	1240 - CINTAS CORPORATION	PO 24186 UNIFORMS/SHOP TOWELS	64.63	
		PO 24187 UNIFORMS	51.59	
		PO 24201 UNIFORMS/SHOP TOWELS	116.22	232.44
10332	190 - COOLBAUGH SEWER FUND	PO 24203 SEWER	1,015.78	1,015.78
10333	255 - FIVE STAR EQUIPMENT, INC.	PO 24171 AIR FILTERS	180.59	
		PO 24173 FILTERS	243.38	423.97
10334	250 - GOULDSBORO VOLUNTEER FIRE CO.	PO 24211 DONATION	5,000.00	5,000.00
10335	535 - HANOVER ENGINEERING ASSOC., INC.	PO 24195 SEO	9,185.23	9,185.23
10336	1192 - HIGHMARK BLUE SHIELD	PO 24184 DEC	43,757.18	43,757.18
10337	1344 - JOHN FEDISH	PO 24202 BOOT REMBURSEMENT	99.97	99.97
10338	277 - LONG LIFE SPRINGS, INC.	PO 24174 SUPPLIES	76.32	
		PO 24175 WASHERS	139.76	216.08
10339	637 - MARSHALL POPE	PO 24172 BOOT REMBURSEMENT	299.91	299.91
10340	1522 - NAGLE ELEVATOR INSPECTION	PO 24185 STATE INSPECTION	95.00	95.00
10341	262 - NEPA	PO 24188 2024 MEMBERSHIP	295.00	295.00
10342	81 - P P & L	PO 24177 88900-24001 GARAGE	30.01	
		PO 24178 54691-27003 DPW	491.43	
		PO 24179 36034-04005 ECHO LAKE	34.91	
		PO 24191 39910-23005 196/COUNTRY PLACE	43.36	
		PO 24196 51540-24008 196	347.59	
		PO 24197 07251-41006 REST ROOMS	14.72	
		PO 24198 88094-98000	25.23	987.25
10343	86 - PENNSYLVANIA AMERICAN WATER CO	PO 24190 WATER-DPW/GARAGE/MUNICIPAL	2,168.07	2,168.07
10344	1169 - POCONO FARMS CCA	PO 24193 CRIME WATCH	250.00	250.00
10345	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 24189 DECEMBER	274,133.18	274,133.18
10346	286 - SUBURBAN PROPANE	PO 24182 FUEL	1,280.05	
		PO 24205 DIESEL	6,507.74	7,787.79
10347	120 - SUNDANCE NETWORKS INC.	PO 24210 MAINT.	807.26	807.26
10348	892 - VERIZON WIRELESS	PO 24199 PHONES	1,022.13	1,022.13
TOTAL				350,247.58

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	350,247.58
01.321.000	LICENSES & PERMITS			180.00	
01.400.000	GENERAL GOV'T	8,195.11			
01.401.000	MANAGER -EXECUTIVE	405.18			
01.402.000	FINANCIAL ADMIN	260.25			
01.409.000	BUILDING & PLANTS	3,800.29			
01.410.000	POLICE	274,133.18			
01.411.000	FIRE	5,000.00			
01.413.000	SEO / BUILDING CODE	9,185.23			
01.414.000	ZONING OFFICE	130.87			
01.415.000	EMERGENCY MANAGEMENT	500.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	8,532.00			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	451.09			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	640.05			
01.454.000	PARKS	14.72			
01.487.000	EMPLOYEE BENEFITS	38,819.61			
TOTALS FOR GENERAL FUND		350,067.58	0.00	180.00	350,247.58

Total to be paid from Fund 01 GENERAL FUND

350,247.58

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350,247.58

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1331	1444 - CLARIUS PARTERS LLC	PO 24213 APPROVED REDUCTION	40,301.76	40,301.76
TOTAL				----- 40,301.76

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	40,301.76
85.250.303	CLARIUS ESCROW			40,301.76	
TOTALS FOR		0.00	0.00	40,301.76	40,301.76

Total to be paid from Fund 85 ESCROW

40,301.76
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40,301.76

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3117	771 - COMMONWEALTH OF PA	PO 24208 PENNWORKS	975.19	975.19
3118	1251 - ENVIRONMENTAL SERV. CORP.	PO 24170 SLUDGE REMOVAL	357.30	
		PO 24212 11/29/2023 SLUDGE REMOVAL	714.60	1,071.90
3119	32 - GRAINGER	PO 24204 WWTP	509.28	509.28
3120	699 - MAIN POOL & CHEMICAL CO	PO 24176 SULFATE	1,212.00	1,212.00
3121	936 - NORTH END ELECTRIC	PO 24207 WWTP PUMP VALVES	9,588.38	9,588.38
3122	81 - P P & L	PO 24180 26491-26001 WWTP	2,737.78	
		PO 24181 04090-21003 PUMP STA	138.12	2,875.90
3123	1445 - UTILITY SERVICE CO. INC.	PO 24194 REPAIRS FILTER	26,718.00	26,718.00
TOTAL				42,950.65

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	42,950.65
08.269.500	PENNWORKS 2008 GOB			892.24	
08.429.200	SUPPLIES	1,212.00			
08.429.361	ELECTRIC	2,875.90			
08.429.374	MAINT/REPAIR EQUIPMENT	36,815.66			
08.429.452	SLUDGE HAULING	1,071.90			
08.472.106	PENNWORKS INTEREST LN #99900048	82.95			
TOTALS FOR	SEWER FUND	42,058.41	0.00	892.24	42,950.65

Total to be paid from Fund 08 SEWER FUND

42,950.65

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42,950.65