

**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  
April 7, 2026, 6:00PM**

**Work Session is Canceled; Regular Meeting will begin at 6:00PM**

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING AGENDA  
April 7, 2026**

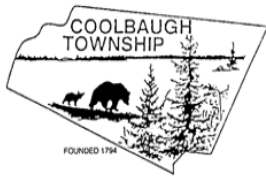
**Roll Call**

**BOARD OF SUPERVISORS**

\_\_\_\_ B. Weimer \_\_\_\_ A. Ruiz-Smith \_\_\_\_ C. Colgan \_\_\_\_ L. Kelly \_\_\_\_ 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:
  - March 17, 2026- Regular Meeting Minutes
3. Conditional Approval of Minor Subdivision Joining Lots 7ABC & 10ABC, Block A106, Section 4, Arrowhead Lake, Property Owner(s) Bejoddy Enterprises, LLC.
4. Authorization of Easement Agreement between Coolbaugh Township and Pocono Services for Families and Children
5. Adoption of Resolution #07-2026: Authorizing William Weimer as the Signer for the C2P2 Grant for the Municipal Park and Authorization for Mr. Weimer to Sign the Grant Match Letter for the Same Grant Application
6. Adoption of Resolution #08-2026: Unpaid Leave Policy
7. Adoption of MOU- Unpaid Leave Policy



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8. Authorization to Advertise 2026 Road Paving Project
  
9. Authorization to coordinate with East Stroudsburg University to advertise 2026 Internship Opportunities for the Period of May-August at \$14.00 per hours / 25 hours per Week
  
10. Coolbaugh Township Volunteer Fire Company MOU
  
11. Authorization for Ms. Eilber and Mr. Knecht to attend the Career Link Career Fest on April 15, 2026, at the cost of \$250.00 for a Booth
  
12. Authorization for Mr. Keane, Director of Codes and Zoning to Participate in the Zoom STR Model Ordinance Webinar
  
13. Current obligations

• General Fund	\$ 511,556.65
• Escrow Fund	\$ 11,354.39
• Sewer Fund	<u>\$ 32,445.55</u>
<b>Total Disbursements</b>	<b>\$ 555,356.59</b>
  
14. Business Manager Comments/Updates
  
15. Solicitor Armstrong Comments/Updates
  
16. Board of Supervisors Executive Sessions
  
17. Adjournment-\*\*Next meeting will be held on Thursday, April 23, 2026 due to PSATS Convention\*\*

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**Coolbaugh Township Board of Supervisors  
Regular Meeting Minutes  
March 17, 2026**

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

**Board Members Absent:**

None

**Staff Present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Eilber, Business Manager, Darren Dixon, Controller and Lourdes Aponte, Zoning Officer

**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**

There was no public input.

**2. Approval of Minutes and Notes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the March 3, 2026 Regular Meeting Minutes.

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

**3. Monthly Reports**

**Pocono Mountain Regional Police- Presented by Mr. Weimer**

- **Discussion:** Ms. Ruiz-Smith asked about the police educational outreach relating to Scams and asked that they schedule with senior-focused organizations including RSVP and the Monroe County Office of Aging locations in Mount Pocono and Stroudsburg.

**Pocono Mountain Regional EMS-** Presented by A. Schrader stating that construction has begun on the new Route 611 facility, with footers in and anticipated occupancy by year-

end, and thanking the Township for allowing them to occupy the basement space as it continues to serve as a temporary base for their operations. He also stated that the email subscription notices are being sent for the annual subscription drive and they are legitimate and not scams. The email subscription drive will help to reduce the cost of postage for mailers via the post office. The Board was provided the specific sender email so residents can verify legitimacy. A. Schrader also announced award of a contract to provide EMS services to the Army Depot, allowing the proceeds to support a fourth 24/7 truck and reinvest in the local community rather than outside the region.

#### **4. Codes, Zoning, and Short-Term Rentals**

Ms. Aponte, Zoning Officer presented the report for the month.

- **Discussion:** Ms. Ruiz-Smtih raised a concern regarding an increasing pile of trash and construction material at a property between Lexington Avenue and Gramercy. Ms. Aponte will follow up with Mr. Keane.

#### **5. Consideration of Reallocating Fees Paid for 8299 Natures Drive, Tobyhanna ZHB Application to ZHB Application Non-Conforming Use Certification**

Solicitor Armstrong explained the property is a pre-existing non-conforming short-term rental that previously operated at 16 occupants with adequate sewage capacity and was granted 16-occupant approval by stipulation under the short-term rental ordinance. A parallel Zoning Hearing Board appeal had been filed under the zoning ordinance, but no hearing was held. After discussion with Mr. Keane, the request for a certificate of non-conformity was withdrawn, there is no fee associated with issuance of such a certificate, and a written correspondence from the Zoning Officer will acknowledge the lawful 16-occupant status. No Board action was required. The Board confirmed future similar cases will be handled case-by-case based on facts and capacity. It is anticipated based on historical data that there are few properties that will qualify.

#### **6. Coolbaugh Township Historical Association Request – Annual Yard Sale**

*Ms. Kelly made a motion second by Ms. Colgan to approve the Coolbaugh Township Historical Association's request to host the annual yard sale at the Municipal Complex on Saturday, August 8, 2026, from 9:00am to 3:00 pm, with a rain date of Sunday, August 9, 2026, including the assignment of a DPW worker to assist.*

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

#### **7. Authorization to Advertise 2026 Spring Leaf Collection**

*Mr. Weimer made a motion second by Ms. Kelly to authorize advertisement of the 2026 Spring Leaf Collection as follows: Pocono Farms and Pocono Summit – April 20–24, 2026; Pocono Farms East – April 27–May 1, 2026; Tobyhanna Village and surrounding areas not in private developments – April 27–May 1, 2026; and one pickup location per private community association between April 27–May 1, 2026.*

- **Discussion:** Mr. Weimer noted the schedule assumes snow will have melted by the collection periods.

- **Vote:** All in favor, motion passes.

**8. Authorization to Coordinate with Monroe County Technical Institute – Seasonal Park Maintenance Employees**

*Mr. Weimer made a motion second by Ms. Colgan to authorize coordination with Monroe County Technical Institute to hire two seasonal park maintenance employees at \$16.00 per hour for up to 25 hours per week.*

- **Discussion:** Ms. Eilber explained the positions are intended for students in the horticulture or related programs needing experience or hours. Ms. Ruiz-Smith asked about hiring minors and equipment safety; Ms. Eilber noted minors had previously worked with only allowable equipment. Ms. Ruiz-Smith asked if background checks would be required for the supervisor over the minors with Solicitor Armstrong suggested consulting the Township’s insurance carrier regarding any minor-specific policies.
- **Vote:** All in favor, motion passes.

**9. Authorization to Release PA American Bond K41554101 – Road Opening Permit, Pocono Farms**

*Ms. Kelly made a motion second by Mr. Weimer to authorize release of PA American bond K41554101 in the amount of \$387,137 for the road opening permit in Pocono Farms.*

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

**10. Amendment to Intermunicipal Sewer Service Agreement with Mount Pocono Municipal Authority**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the amendment to the intermunicipal sewer service agreement with Mount Pocono Municipal Authority.*

- **Discussion:** Solicitor Armstrong summarized the amendment as the product of extended negotiations, providing indemnification and assigning maintenance responsibility to the Authority. The Authority would not agree to financial security, which was considered a deal breaker. He reviewed two minor language deletions requested by Authority counsel that did not change the substance. Ms. Colgan questioned whether she should abstain because her employer provides services to the Authority; Mr. Armstrong advised abstention with a conflict form.
- **Vote:** 4-0-1, motion passes. (Ms. Colgan abstained)

**11. Approval of Estimate –for Atlas Engineering to Complete and Advertise Bid Specifications for Pump Station Replacement at the WWTP**

*Mr. Weimer made a motion second by Ms. Colgan to approve the estimate from Atlas Engineering in the amount of \$10,000 to complete and advertise bid specifications for pump station replacement at the Wastewater Treatment Plant.*

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

**12. Authorize Advertisement of the Public Hearing to be held on Tuesday, May 5, 2026 at 6:30pm: Ordinance of the Township of Coolbaugh Authorizing Execution of a Cable Franchise Agreement Between the Township and Blue Ridge Cable Technologies, Inc.**

*Ms. Colgan made a motion second by Ms. Rogan to authorize advertisement of a public hearing to be held on Tuesday, May 5, 2026 at 6:30pm for an ordinance of Coolbaugh Township authorizing execution of a cable franchise agreement between the Township and Blue Ridge Cable Technologies.*

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

**13. Authorization to Advertise Public Hearing for the Adoption of the Coolbaugh Township Proposed Zoning Map Amendment**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize advertisement of a public hearing for adoption of the Coolbaugh Township proposed zoning map amendment at the second meeting in April, to be held on Thursday, April 23, 2026 at 6:00pm due to PSATS.*

- **Discussion:** Mr. Armstrong stated the Municipalities Planning Code (MPC) requires County and Township Planning Commissions be afforded 30 days to review and comment before the Board adopts the amendment, and that notices, postings, and written property-owner notifications will be handled in accordance with the MPC. M. Peterson expressed concern that advertising the hearing before the Township Planning Commission completes its review could be perceived as fast-tracking; Ms. Masker stated the Planning Commission reviewed the proposed amendment at their meeting this month and has the matter on its April agenda to allow time to receive and review the county PC review. D. Miller asked how the property is being identified, being advised by Solicitor Armstrong that the proposed map amendment would rezone Monroe County Tax Parcel 03-71-25 (PIN 036356000069823), located at 566 Memorial Boulevard and identified as Pocono Mountains Industries, Inc. remaining lands / North Lot 3, from Industrial (I) to Woodland Conservation (WC).
- **Vote:** All in favor, motion passes.

**14. Authorization for Ms. Masker and Ms. Eilber to attend the ESU Economic Summit at Kalahari**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize Ms. Masker and Ms. Eilber to attend the ESU Economic Summit at Kalahari.*

- **Discussion:** Ms. Ruiz-Smith asked to be included as an attendee if she can attend.

*Ms. Kelly amended her motion and Ms. Ruiz-Smith her second to include Ms. Ruiz-Smith as a potential attendee, and the second was amended accordingly.*

- **Discussion:** J Smith-Hughes asked what the funds from the 902-recycling grant would be used for; being advised that it was to purchase a loader. She expressed her appreciation for the DPW workers.
- **Vote:** All in favor, motion passes.

**15. Controller Report**

Presented by Mr. Dixon noting expected receipt of approximately \$180,000 in recycling grant proceeds awarded for a prior year and explained that capital purchases are already at 38% of budget primarily due to the down payment and upfitting costs for the 2027 Western Star truck. He stated that the interfund transfers at 20% of budget reflect advance funding to cover anticipated repair costs for the sewer line repairs on Paper Birch.

**16. Current Obligations**

• General Fund	\$ 129,342.79
• Escrow Fund	\$ 684.00
• Sewer Fund	\$ 8,109.60
<b>Total Disbursements</b>	<b>\$ 138,136.39</b>

*Ms. Colgan made a motion second by Ms. Kelly to approve payment of current obligations in the amount of \$138,136.39.*

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

**17. Business Manager Comments/Updates**

Ms. Eilber stated the following:

- The bioreactor at the WWTP was repaired so it is now up and running so the other membrane will be brought online.
- The MOU for the work that DPW was asked to do for the Coolbaugh Township VFC has been reviewed by the insurance carrier, they have provided their comments and concerns. She will be reviewing this with Solicitor Armstrong; it will be before the board at a future meeting.
- She stated that she and Mr. Dixon met with DPW Foreman and he provided his wish list for the next round of 902 recycling grant submission which includes a bobcat, mini-excavator and a trailer for hauling the machinery. Purchase will be dependent on grant funding received. The grant writer that the township used in the past has retired and Mr. Dixon has reached out to other municipalities to see who they are using for their recycling grant applications. There will be a quote before the Board as soon as it is received.
- Ms. Eilber stated that she will be preparing the proposal for the ESU internships, we will once again be seeking three interns for record retention, zoning and finance. This expense is in the budget.
- Executive Session requested for personnel.

**18. Solicitor Armstrong Comments/Updates**

- Mr. Armstrong requested an Executive Session following the meeting to discuss legal and litigation matters.

**19. Board of Supervisors Executive Sessions**

- **After:** Tuesday, March 17, 2026 from 6:49pm-7:26pm Re: Personnel, Legal and Privileged Communications

**20. Adjournment**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to adjourn the meeting at 6:41pm.*

- **Vote:** All in favor, motion passes.

**NEXT BOARD WORK SESSION / MEETINGS:**

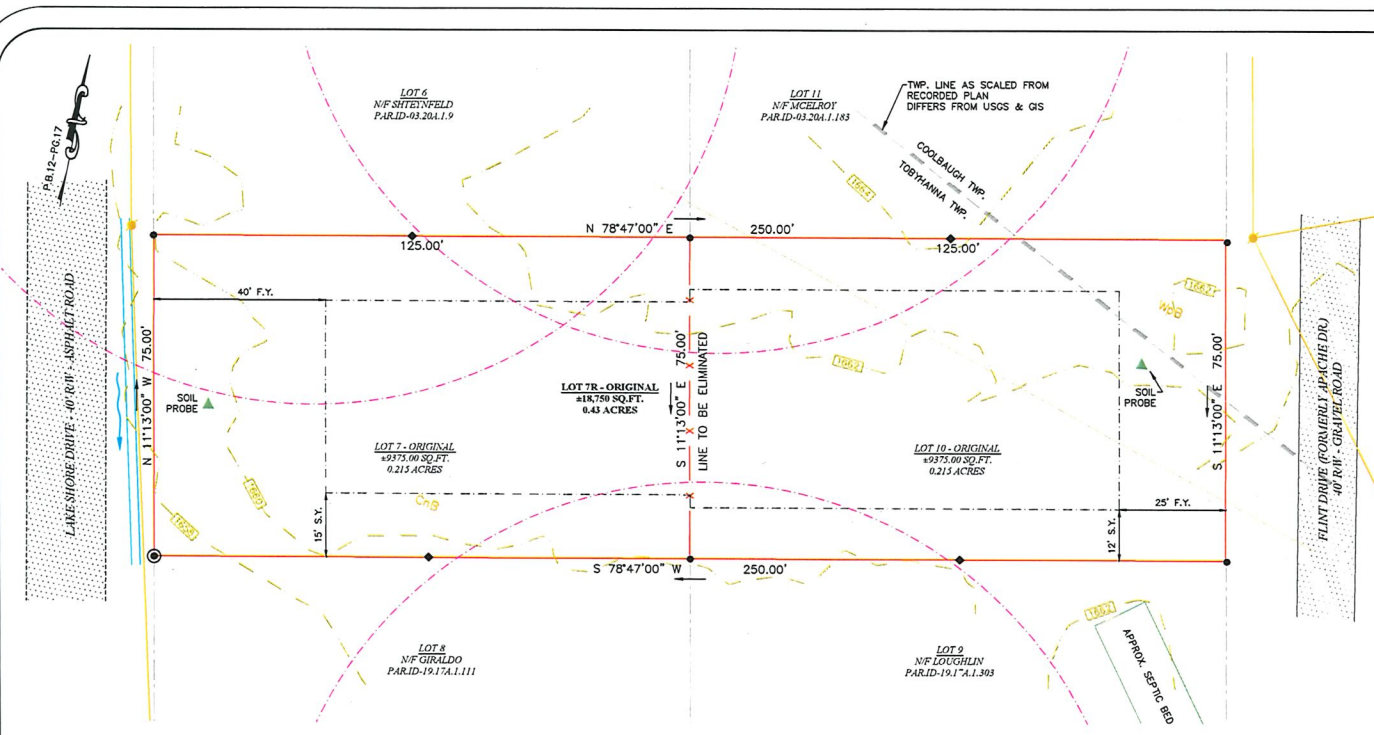
**Meetings are held at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466.**

- Next Regular Board Meeting: Tuesday, April 7, 2026 at 6:00pm

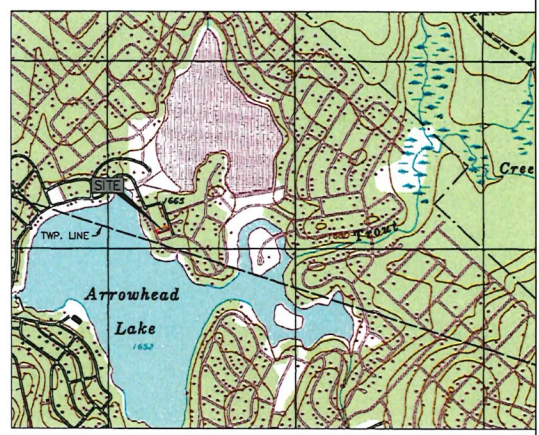
Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Erin Masker, Township Secretary

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

3



LOCATION MAP  
SCALE 1" = 1500'  
TAKEN FROM A PORTION OF USGS  
THORNHURST QUADRANGLE



MONROE COUNTY DEPARTMENT OF PLANNING

COOLBAUGH TOWNSHIP  
BOARD OF SUPERVISORS APPROVAL

AT A PUBLIC MEETING HELD ON \_\_\_\_\_, 2026, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND BY A MOTION DULY ENACTED, APPROVED THE JOINING OF LOTS 7ABC & 10ABC AS ORIGINALLY SHOWN ON THE PLAN TITLED "PLAN OF LOTS - ARROWHEAD LAKE, SECTION 4" DATED JANUARY 1965, LATER REVISED OCTOBER 7, 1968 AND RECORDED IN THE MONROE COUNTY COURTHOUSE ON DECEMBER 16, 1968 IN PLAT BOOK 12 PAGE 17.

**FINAL PLAN - LOT JOINDER**  
**LOT 7ABC & 10ABC - BLOCK A106 - SECTION 4**  
**ARROWHEAD LAKE**  
BEJODDY ENTERPRISES LLC

COOLBAUGH & TOBYHANNA TOWNSHIPS - MONROE COUNTY

**J.M.HENNINGS LAND SURVEYING, LLC.**  
PROFESSIONAL LAND SURVEYING SERVICES  
611 BIDWELL HILL ROAD  
LAKE ARIEL, PA 18436  
PH: 570.510.3978 EMAIL: jmh536@gmail.com

SCALE: 1"=20' DATE: 11/7/2025 PROJECT #: jmh1338

**NOTES:**  
OWNER(S)/DEVELOPER(S):  
BEJODDY ENTERPRISES LLC  
PO BOX 478  
MULLICA HILL NJ 08062

**PARCEL DATA:**  
LOT 10  
VACANT LOT  
TAX PARCEL ID - 03.20A.1.36  
MAP NUMBER - 03630605087302  
DEED BOOK 2681 PAGE 1395

LOT 7  
VACANT LOT  
TAX PARCEL ID 1817A.1.123  
MAP NUMBER - 19630605085297  
DEED BOOK 2667 PAGE 6506

BOTH SITES ARE CURRENTLY VACANT. NO NEW CONSTRUCTION IS BEING PROPOSED AT THIS TIME. NO NEW FLOW IS EXPECTED AT THIS TIME.

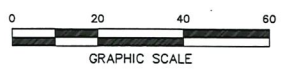
**ZONING DATA:**  
SETBACK LINES ARE SUBJECT TO CHANGE WITH ORDINANCES AND REVISIONS. IT IS THE OWNER'S RESPONSIBILITY TO CHECK WITH THE TOWNSHIP AND/OR THE COMMUNITY ASSOCIATION PRIOR TO CONSTRUCTION.

SETBACKS SHOWN -  
COOLBAUGH TOWNSHIP ZONE R-2, MED. DENSITY RES.  
FRONT YARD 25 FT  
SIDE YARD 12 FT  
REAR YARD 40 FT

TOBYHANNA TOWNSHIP ZONE R-2 MED. DENSITY RES.  
FRONT YARD 40 FT  
SIDE YARD 15 FT  
REAR YARD 40 FT

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFPANNING, OR EXTINGUISHING ANY EASEMENTS OF RECORD ON OR OVER THE SUBJECT PROPERTY.
2. THE LOTS BEING JOINED 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 ON THE SUBJECT PROPERTY, WHETHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP SUBDIVISION AND LAND ORDINANCE AND THE COOLBAUGH TOWNSHIP ZONING ORDINANCE, AS AMENDED.
5. CONTOURS SHOWN AT A 2-FT INTERVAL TAKEN FROM THE PAMAP PROGRAM.
6. NO WELL OR ON-LOT SEPTIC EXISTS AT THIS TIME. THE LOT WILL BE SERVED BY ON-LOT FACILITIES WHEN/IF THE LOT IS DEVELOPED.

**WAIVER REQUEST:**  
§ 355-480 - "WHERE PRACTICAL, ANY LOT WITH AN AREA OF LESS THAN TWO ACRES SHALL HAVE A DEPTH TO WIDTH RATIO NOT EXCEEDING THREE TO ONE," AS THE LOTS ARE ALREADY EXISTING WE CANNOT CHANGE THE OUTER DIMENSIONS OF THE EXISTING LOTS.



**SOILS LEGEND:**  
C&B-CHIPPEWA AND NORWICH SOILS, 0-8% SLOPES, EXTREMELY STONY  
W&B-WELLSBORO CHANNERY LOAM, 0-8% SLOPES, EXTREMELY STONY

**CERTIFICATION OF OWNERSHIP AND ACKNOWLEDGMENT OF PLAN:**

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BEFORE ME, THE UNDERSIGNED PERSONALLY APPEARED THE PRINCIPAL(S) OF BEJODDY ENTERPRISES INC, WHO BEING DULY SWORN ACCORDING TO THE LAW, DEPOSES, AFFIRMS, CONFIRMS AND SAYS THAT HE 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 LOT CONSOLIDATION PLAN WAS MADE AND SUBMITTED AT THE DIRECTION OF THE ABOVE-REFERENCED OWNER OF THE PROPERTY AND THAT HE ACKNOWLEDGES THAT THE SAME BE BY HIS OWN ACT AND THAT SAID OWNER DESIRES THE SAME TO BE APPROVED AND RECORDED IN ACCORDANCE WITH THE LAW.

\_\_\_\_\_ BEJODDY ENTERPRISES LLC

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEAL

\_\_\_\_\_ NOTARY PUBLIC

- PROPERTY BOUNDARY
- LINE TO BE ELIMINATED
- ADJOINING PROPERTY BOUNDARY
- BUILDING SETBACK LINE
- 100' WELL ISO. DISTANCE
- RIGHT OF WAY
- EDGE OF PAVEMENT
- OVERHEAD UTILITY WIRE(S)
- SOILS BOUNDARY LINE
- CONTOUR LINE
- IRON PIPE FOUND
- IRON PIN FOUND
- WOODEN STAKE SET
- UTILITY POLE

**REVISIONS:**  
1. 2/27/2026: AS PER TOWNSHIP ENGINEER AND COUNTY PLANNING COMMENTS.

THIS PLAN IS CERTIFIED ONLY IF IT BEARS THE EMBOSSED SEAL OF JUSTIN MICHAEL HENNINGS PROFESSIONAL LAND SURVEYOR PA LICENSE SU-075396

**Erin Masker**

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**From:** Greg Haas <ghaas@kceinc.com>  
**Sent:** Thursday, March 19, 2026 1:04 PM  
**To:** Erin Masker  
**Subject:** Bejoddy Lot Joinder - Review #2

**CAUTION:** This email originated outside of your organization. Please exercise caution when opening attachments or clicking links, especially if you do not recognize the sender.

Erin,

I have reviewed the plan titled, "Final Plan-Lot Joinder Lot 7ABC & 10ABC – Block A106 – Section 4 Arrowhead Lake", dated November 7, 2025, and revised on February 27, 2026, prepared by J.M. Hennings Land Surveying, LLC. The following comments are offered with respect to the Coolbaugh Township Code of Ordinances and Application/Checklist.

1. SALDO – Section 355-29.A.(2) – The Plan shall be signed and sealed by the registered Professional Land Surveyor responsible for the Plan.
2. SALDO – Section 355-29.A.(21), Section 355-29.B.(6), and Attachment 5 – The 'CERTIFICATION OF OWNERSHIP AND ACKNOWLEDGMENT OF PLAN' statement shall be signed and notarized.
3. General – A note on the Plan requests a waiver from the required lot depth to width ratio. The section of the SALDO referenced states "where practical". I do not believe this waiver is necessary. The note shall be removed from the Plan.

Please let me know if you need anything additional or would like to discuss any of the above in more detail.

Regards,  
Greg

Gregory S. Haas, P.E.



863 Interchange Road, P.O. Box 639  
Kresgeville, PA 18333-0639  
[ghaas@kceinc.com](mailto:ghaas@kceinc.com) | cell: 570.249.0209 | [www.KCEinc.com](http://www.KCEinc.com)

**in f**

***We're looking for exceptional people to join the KCE Team!***

Learn about career opportunities [here](#).

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

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February 18<sup>th</sup>, 2026

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

Re: Bejoddy  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #14-26

Dear Ms. Masker:

Our office has received a copy of the above noted minor subdivision plan with concerns to a 0.43-acre site located on the easterly side of Flint Drive, approximately 150 feet north of its intersection with Paiute Path. The site is currently comprised of two parcels: Lot 7 (0.21-acres) and Lot 10 (0.21-acres). The plan proposes to combine both lots, creating a lot of 0.43-acres. Both lots are currently undeveloped and contain on-lot well and septic systems. The site is located in the Medium Density Residential (R-3) zoning district of Coolbaugh Township where single-family detached dwellings are permitted.

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

1. The plan delineates a majority of the site to be located within Tobyhanna Township whereas Monroe County GIS Records indicate that the site is located entirely in Coolbaugh Township. It should be noted that Lot 7 (Parcel ID #19.17A.1.123) has a Tobyhanna Township Parcel ID number. It is recommended that the Township confirm that the site is located entirely withing Coolbaugh Township.
2. As a result of the proposed subdivision the site will contain frontage on Flint Drive and Lake Shore Drive. It is unclear if the site meets the dimensional requirement to allow for the creation of a double frontage lot under §355-48D of the Ordinance. It should be noted that the plan proposes no development. It is recommended that the Township confirm whether the proposed lot configuration and precedent set is permitted.
3. The plan delineates a septic bed located on Parcel ID #19.17A.1.303. The included checklist lists the site as containing an on-lot septic system and the plan lists no existing easement agreements regarding septic system use. It is recommended that the Township confirm whether the location of the existing system is permitted.

NOT OUR LOT

Page Two  
Bejoddy  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #14-26

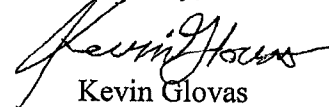
4. It should be noted that the included checklist lists the site as containing an on-lot well system, however; the plan does not delineate any such system. It is recommended that the Township confirm the existence and or location of an on-lot well system on the site.
5. Because this minor subdivision proposes no further development at this time, the submitted plan has addressed all other pertinent County review factors.

It is recommended that approval of this plan be conditioned upon 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 March 10<sup>th</sup>, 2026, at 5:00 p.m. at the Monroe County Planning Commission. 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.

Sincerely,



Kevin Glovas  
Community Planner

cc: Justin M. Hennings, P.L.S

5



DCNR-C2P2

Applicant Information (\* indicates required information)

Applicant/Grantee Legal Name: **COOLBAUGH TOWNSHIP**

Web Application ID: **2012746**

Project Title: **Coolbaugh Township Municipal Park Revitalization Phase 1**

**COOLBAUGH TOWNSHIP** ("Applicant") desires to undertake the project, "**Coolbaugh Township Municipal Park Revitalization Phase 1**" ("Project Title"); and

"**Coolbaugh Township Municipal Park Revitalization Phase 1**" ("Project Title"); and seeks to receive from the Department of Conservation and Natural Resources ("Department") a grant for the purpose of carrying out this project. The application package includes a document entitled "Terms and Conditions of Grant" and the applicant affirms that it understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department **if the applicant is awarded a grant**; and

**The applicant's governing body now resolves and confirms that:**

1. The grant application may be electronically signed on behalf of the applicant by "**William Weimer**" who, at the time of signing, has a **TITLE** of "**Chairman of the Board of Supervisors**" and the email address of "**bweimer@coolbaughtwp.org**" ("Authorized Official").
2. If this Authorized Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. Any resultant Grant Agreement, if awarded to the applicant, and any related amendment to the Grant Agreement may be signed on behalf of the grantee by the Authorized Official who, at the time of signing of the amendment, has the "TITLE" specified in paragraph 1 and the grantee will be bound by the terms of the applicable Grant Agreement or amendment.

I hereby certify that this Resolution was adopted by the

\_\_\_\_\_  
(Identify the governing body of the applicant, e.g. city council, borough council, board of supervisors, board of directors)

of this applicant, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(signature of the governing body - cannot be the person with the same title as specified in paragraph 1)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(title)



## COOLBAUGH TOWNSHIP Board of Supervisors

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5520 Municipal Drive, Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
[www.coolbaughtwp.org](http://www.coolbaughtwp.org)

April 7, 2026

Secretary Cindy Adams Dunn  
Rachel Carson State Office Building  
400 Market Street  
Harrisburg, PA 17105

Dear Secretary Dunn,

If awarded a Park Rehabilitation and Development grant through the Department of Conservation and Natural Resources (DCNR) Community Conservation Partnership Program for the Coolbaugh Township Municipal Park Revitalization Phase 1 Project, Coolbaugh Township, Monroe County, is committed to providing the required dollar local match, \$198,083.75 in the form of cash.

If you have any questions, do not hesitate to contact me.

Sincerely,

William Weimer  
Chairman  
Coolbaugh Township Board of Supervisors

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**COOLBAUGH TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA  
RESOLUTION 08-2026**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING THE PERSONNEL POLICY MANUAL OF COOLBAUGH TOWNSHIP ADOPTED UNDER RESOLUTION 06-2002 BY AMENDING SECTION 118 IN PART 1 OF THE PERSONNEL POLICY MANUAL.**

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

**WHEREAS**, the Board of Supervisors of Coolbaugh Township intends to amend section 118 in Part 1 of the Personnel Policy Manual of Coolbaugh Township as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that it intends to and hereby does amend the Personnel Policy Manual of Coolbaugh Township, as adopted by Resolution 06-2002, at Part 1, Section 118 as follows:

**I. AMENDMENT TO PART 1, SECTION 118 – LEAVE OF ABSENCE WITHOUT PAY**

Part 1, Section 118 of the Personnel Policy Manual of Coolbaugh Township, as adopted under Resolution 06-2002, is hereby amended to include subsection 118.6 to read as follows:

118.6. All sick, vacation, and personal hours must be exhausted prior to taking unpaid time off, except in instances of CDC recommended Covid-19 isolation/quarantine and other unpaid leave otherwise allowed per the Coolbaugh Township Personnel Manual.

**II. EFFECTIVE DATE**

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

COOLBAUGH TOWNSHIP  
BOARD OF SUPERVISORS

ATTEST:

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

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

\_\_\_\_\_  
Alma I. Ruiz-Smith, Vice Chair

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

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

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

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# COOLBAUGH TOWNSHIP

## 2026 Road Paving Project Estimate

Revised 3/26/2026

**Budget \$495,000**

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### Base Bid Roads

<b>Kings Way</b> T-715 (SR 196- 235' to Rob Roy Dr)	1,761'	0.33 Mile	22' wide	<b>\$ 62,469</b>
<b>Salamanca Ln</b> , T-655 (Hemlock Dr to Seneca Way)	2,767'	0.52 Mile	20' wide	<b>\$ 88,440</b>
<b>Echo Lake Rd</b> , T-591 (Lake Rd to Paupack Ln)	3,640'	0.69 Mile	26' wide	<b>\$150,213</b>
<b>Echo Lake Rd</b> , T-591 (Long Woods Rd to Cayuga)	1,531'	0.29 Mile	26' wide	<b>\$ 63,273</b>
<b>Echo Lake Rd</b> , T-591 (Keystone Ln to Laurel Dr)	970'	0.18 Mile	26' wide	<b>\$ 40,024</b>
<b>Heath Ln</b> , T-645 (SR 940 to Twp/Boro Line)	686'	0.13 Mile	22' wide	<b>\$ 23,902</b>
<b>Industrial Park Dr</b> , T-676 (Twp/Boro Line for 100')	100'	0.02 Mile	29' wide	<b>\$ 4,610</b>
<b>Ross Rd</b> , T-659 (Sussex Dr to Drexel Rd)	560'	0.11 Mile	22' wide	<b>\$ 19,531</b>
<b>Jester Ct</b> , T-721 (Victoria Dr to Renaissance Ln)	<u>475'</u>	<u>0.09 Mile</u>	20' wide	<b><u>\$ 15,225</u></b>
<b>TOTALS</b>	12,490'	<b>2.37 Miles</b>		<b>\$467,687</b>

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### Additional Roads - Based on Available Funding

<b>Hamlet Dr</b> , T-758 (Falstaff Dr to Horatio Rd)	1,162'	0.22 Mile	20' wide	<b>\$ 37,092</b>
<b>Geraci Pl</b> , T-720 (Renaissance Ln to Leslie Way)	1,384'	0.26 Mile	22' wide	<b>\$ 48,185</b>
<b>Oak Street</b> T-626 (Main St to Goodwin St)	528'	0.10 Mile	21' wide	<b>\$ 17,692</b>
<b>Sharbaugh Rd</b> , T-634 (SR 611 to Hemlock Dr)	640'	0.12 Mile	25' wide	<b>\$ 25,443</b>

Based on: Leveling Course \$135/TON - Wearing Course \$100/TON - Shoulders (2A) \$40/TON - DY Centerline  
\$ 0.60/LF - Single White Edge Line \$0.30

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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:**

# COOLBAUGH TOWNSHIP

**Job title: FINANCIAL INTERN**

**Work Location: COOLBAUGH TOWNSHIP**

**Division/Department: ADMINISTRATION - FINANCE**

**Reports to: BUSINESS MANAGER**

Full-time

Part-time

Seasonal

Exempt

Nonexempt

Nonexempt/Bargaining

**Overview:** The Financial Intern assists in the daily functions of the financial administration of the Township and under the guidance of the Township Controller. The internship term is up to 15 weeks, May through August, up to 25 hours per week.

**Essential Duties and Responsibilities:**

- Assist the Financial Department in the following:
  - Budgeting
  - Auditing
  - Data analysis
  - Review and evaluation of best practices
  - Technical writing
  - Development of internal procedures
  - Program and financial analysis
  - Balance sheet analysis
  - Other related financial projects
- 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 in a financial, business administration, accounting program or related.
- Familiarity or strong interest with local government.
- 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.

**Physical Requirements:**

- Utilizes various office equipment such as personal computer, 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.
- Reasonable accommodations 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:**

# COOLBAUGH TOWNSHIP

Job title: RECORD CLERK INTERN

Work Location: COOLBAUGH TOWNSHIP

Division/Department: ADMINISTRATION

Reports to: BUSINESS MANAGER

Full-time

Part-time

Seasonal

Exempt

Nonexempt

Nonexempt/Bargaining

**Overview:** The Record Clerk Intern assists in the establishment and maintenance of hard copy and computer filing and record-keeping systems of all active and stored documents and files for the municipality. The internship term is up to 15 weeks, May through August, up to 25 hours per week.

**Essential Duties and Responsibilities:**

- Digitizes, uploads, and attaches electronic files to the corresponding properties within the Township's parcel management software.
- Organizes and stores hard copies of Township documents and records per Township filing systems.
- Prepares a recommendation list of files to be purged in accordance with the Township Record Retention Policy and Pennsylvania Historical and Museum Commission Bureau of the PA State Archives.
- Attendance may be required at Board of Supervisors meetings.
- Assists other administrative staff during absences as required.
- Performs other related duties as required.

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

- Currently enrolled as an undergraduate or graduate student.
- Familiarity or strong interest with local government.
- Ability to learn and apply Township policies and procedures.
- Ability to convert documents to electronic formats.
- Ability to navigate proprietary software with training.
- Strong organizational skills related to document management.
- Proficiency in Microsoft Office and Adobe PDF programs.

**Physical Requirements:**

- Utilizes various office equipment such as personal computer, 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.
- Reasonable accommodations 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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**MEMORANDUM OF UNDERSTANDING  
(ASSISTANCE WITH WORK FOR COOLBAUGH TOWNSHIP VOLUNTEER  
FIRE COMPANY)**

MEMORANDUM OF UNDERSTANDING (“MOU”) made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by and between **COOLBAUGH TOWNSHIP**, 5520 Municipal Drive, Tobyhanna, PA 18466 (hereinafter "Township") and **COOLBAUGH TOWNSHIP VOLUNTEER FIRE COMPANY**, with an office address at 652 Laurel Drive, Tobyhanna, PA, 18466 (hereinafter "CTVFC").

W I T N E S S E T H:

CTVFC hereby specifically requests, approves, consents to, and authorizes the Township and Township employees to enter the property/properties of CTVFC at 652 Laurel Drive, Tobyhanna, PA 18466 and 443 Route 196, Tobyhanna, PA 18466, more particularly described as Monroe County Parcel Nos. 03.11.1.24, 03.7.1.9 (“**Property**”) and perform and/or assist the CTVFC in performing certain work on the Property. In particular, CTVFC requests, approves, consents to and specifically authorizes the Township and Township employees to perform and/or assist the CTVFC in performing the following work at the CTVFC Property:

1. Add additional footers at the fire academy;
2. Perform concrete work at the fire academy;
3. Moving and rolling stone;
4. Mow the 196 property (443 Route 196), subject to review and authorization from the Township Business Manager;
5. Help plant trees and/or general landscaping around the pond, subject to review and authorization from the Township Business Manager;
6. Replace the pipes leading to the pond, subject to review and authorization from the Township Business Manager;
7. Fill in trench to the sign and add seed; and,
8. Smooth out the traffic incident management course at Station 1.

(Numbers 1-8 above shall be hereinafter collectively referred to as “**Work**”) The Township hereby conditionally agrees to proceed with and/or assist with the above-referenced Work on the Property, subject to the advance review and authorization from the Township Business Manager, and further subject to the limitations, terms, and conditions set forth herein. In particular, the Township and CTVFC hereby agree as follows:

1. Work at CTVFC Property.

A. Township, for and in consideration of the covenants and conditions hereinafter contained, including but not limited to the covenants, conditions, and obligations agreed to and to be performed and/or satisfied by the CTVFC, and further in consideration of the public interest in which this MOU is intended to advance, does hereby agree to enter the Property of CTVFC and proceed with and/or assist the CTVFC with the above-referenced Work on the Property, subject to review and authorization from the Township Business Manager. The CTVFC hereby specifically requests, approves, consents to, grants permission to

and authorizes the Township to enter the Property and perform and/or assist with the performance of the Work on the Property. In particular, CTVFC requests and authorizes the Township to perform the Work referenced above on the CTVFC Property.

B. The Township agrees to proceed and/or assist the CTVFC with the above-referenced Work on the Property, subject to the terms and conditions set forth herein and the representations and covenants made by the CTVFC hereunder, and further subject to the advance review and authorization of the Township Business Manager.

C. It is specifically understood by the parties and the parties hereto specifically agree that the Township is only agreeable to and will only proceed with the above-referenced Work on the Property, and nothing more, subject to the advance review and authorization from the Township Business Manager. The Township may, at any time, determine that the Township is not able to and/or authorized to perform the Work, or portions of the Work, for any reason deemed appropriate by the Township. The Township shall not be and is not obligated to perform any of the Work on the CTVFC Property. The intent of this MOU is to grant the Township the right, authority, and ability, but not the obligation, to perform and/or assist with the Work on the Property. The Township may, at any time, determine that the Township will no longer perform and/or assist with the Work, which shall be within the sole discretion of the Township.

D. The CTVFC shall be solely responsible for securing all required approvals and/or permits for the Work. The CTVFC shall also be solely responsible for purchasing, acquiring, renting, securing, and/or otherwise getting the requisite material, resources, supplies, and/or equipment necessary to perform the Work. The Township is not responsible for and is not obligated to purchase, rent, provide, and/or otherwise supply any material, resources, supplies, and/or equipment necessary to perform the Work. The Township is only agreeable to and will only physically perform and/or assist with the above-referenced Work on the Property, nothing more.

E. Following the Township's performance of and/or assistance with the Work, the remaining trash, garbage, material and/or resulting debris shall be the responsibility of CTVFC. CTVFC shall be responsible for the removal of any resulting trash, garbage, debris and/or material and/or for properly removing the remnants of any of the Work from the Property. CTVFC shall be obligated to properly clean up the Property following the Work and ensuring that the Property's condition is brought back to an acceptable condition under Township Ordinances and State and Federal laws. The Township is not responsible for and shall not proceed with the removal of any resulting trash, garbage, debris, and/or material and/or remnants of the Work, and the Township is not responsible for any clean up of the Property following the Work.

F. CTVFC shall be responsible for and shall secure and display all requisite permits and approvals for the Work on the Property prior to the Township proceeding with the same. CTVFC shall be responsible for and shall apply for and secure all necessary permits and approvals associated with the Work to be performed by the Township on the Property.

G. CTVFC shall be responsible for performing all preparatory work deemed

necessary by the Township prior to the Township performing any of the Work. CTVFC shall ensure the Property is in a condition deemed acceptable to the Township prior to beginning the Work. The Township will not begin and/or assist with the Work on the Property until CTVFC properly prepares the Property and ensures the Property is in a condition deemed necessary by the Township for the Work to be performed.

H. CTVFC shall be responsible for and shall provide a dumpster or dumpsters with adequate space to hold any debris from the Work prior to the Township beginning and/or assisting with the Work, if deemed necessary by the Township. CTVFC shall arrange for the delivery of the necessary dumpster or dumpsters at the Property, the removal of the dumpster or dumpsters from the Property, and all costs associated with the dumpsters.

I. The parties agree that all Work of the Township shall be scheduled through and subject to the approval of the Township Business Manager in accordance with the provisions set forth herein. The CTVFC's direct contact at the Township shall be the Township Business Manager.

2. Termination. The Township shall have the right to terminate this MOU at any time with written notice to CTVFC.

3. Township's Actions on Property. CTVFC understands and agrees that the Township shall proceed with the Work on the Property in a manner, form, and time frame deemed appropriate by Township. CTVFC agrees that Township may proceed with the Work on the Property as deemed appropriate and necessary by the Township, without consideration of how or when CTVFC would prefer the same to occur.

4. Assignment. CTVFC agrees not to assign its rights and obligations provided for in this MOU or any interest therein.

5. Requirements of Law. CTVFC shall promptly comply with all statutes, ordinances, rules, orders, regulations, and requirements of the Federal, State and Municipal governments and of any and all of their Departments and Bureaus which are applicable to the actions set forth herein and/or the Work on the Property. CTVFC shall apply for, secure and provide to the Township all necessary permits and approvals needed for the Work on the Property.

6. Nothing contained herein shall be deemed to obligate the Township to make any structural changes to or correct any structural defects on the Property, or to make any repairs, changes or alterations or to add any equipment or device to any building or structure on the Property. CTVFC represents that as of the date of this MOU, the Property is not, to the best of CTVFC' knowledge, in violation of any applicable governmental law, regulation or requirement.

7. Damages; Utilities.

A. Township shall not be liable to CTVFC for damages to the Property or others as a result of the Township's Work on the Property. Township shall also not be liable to

CTVFC for any damage caused to the Property as a result of the Township's Work.

B. In the event utilities serving the Property are disrupted due to the actions of Township, its agents, contractors, servants or employees, CTVFC agrees to and shall indemnify, release, defend and hold Township harmless from any and all claims and/or causes of action resulting from such disruption. In no event shall Township be liable for consequential damages resulting from any disruption of utilities.

C. CTVFC shall execute and deliver to Township without delay such documentation as may be required to turn off, shut off, remove, demolish, destroy, adjust and/or otherwise alter any and all utilities providing service to the Property if deemed necessary by Township prior to performing and/or assisting with the Work. CTVFC shall be solely responsible for securing any and all required approvals from all applicable utility companies, authorities and/or other third parties providing service to the Property and shall be solely responsible for the same.

8. Township's Right to Access. Township, its agents, servants and employees shall have the right to enter the Property for the purpose of inspecting the same and for the purpose of performing and/or assisting with the Work on the Property. CTVFC specifically grants Township the right, license, authority, and easement needed in order for the Township to perform the Work on the Property.

9. Indemnity.

A. CTVFC shall indemnify and hold Township, Township's agents, invitees, managers, employees, and/or representatives (collectively the "Indemnitees") harmless from and against all liabilities, obligations, damages, penalties, claims, costs, charges, causes of action, and expenses, including, without limitation, reasonable attorneys' fees, which may be imposed upon, incurred by, or asserted against any of the Indemnitees and arising, directly or indirectly, out of or in connection with the Township's access to the Property and the Township's actions and/or inactions on the Property in relation to the Work, and/or the actions and/or inactions of the Township's agents, servants, employees, invitees, and/or representatives upon the Property in relation thereto, and/or the actions and/or inactions of the Township's contractors, including but not limited to liabilities, obligations, damages, penalties, costs, charges, or expenses arising out of the negligence or misconduct of Township, its agents, invitees, or employees.

B. To the maximum extent permitted by law, the Indemnitees shall not be liable for, and CTVFC waives all claims for, loss or damage to the CTVFC Property, operations or injury or damage to person or property sustained by CTVFC, or any person claiming by, through, or under CTVFC, resulting from any accident or occurrence in, on, or about the Property and/or due to the Township's or CTVFC's use of and/or actions on the Property, without limitation, claims for loss, theft, injury or damage resulting from the Township proceeding and/or assisting with the Work on the Property and any act, omission or negligence of Township on the Property. To the maximum extent permitted by law, CTVFC agrees to indemnify, release and hold Township harmless from any and all claims and/or causes of action relating to the Township's actions and/or inactions on the Property, and in particular any actions of the Township on the Property relating to the Work.

10. CTVFC's Insurance. Commencing on the date hereof and at all times thereafter, CTVFC shall carry and maintain the following types of insurance with the Township named as an additional insured, at the sole cost and expense of CTVFC:

A. Comprehensive general liability insurance, with a broad form comprehensive general liability endorsement applicable to the Property and its appurtenances, providing coverage which will pay all sums which any named and/or additional named insureds shall be legally liable to pay as damages due to bodily injury (including death) or property damage, in the broadest form of such comprehensive general liability coverage, as endorsed with Broad Form Comprehensive General Liability, from time to time available in the Commonwealth of Pennsylvania. The minimum limits of liability of such insurance shall be no less than Two Million Dollars (\$2,000,000.00) for bodily injury (or death) to any one person, Two Million Dollars (\$2,000,000.00) for bodily injury (or death) for more than one person, and Two Million Dollars (\$2,000,000.00) for property damage, or in lieu thereof, Three Million Dollars (\$3,000,000.00) combined single limit. CTVFC shall have Township named as an additional insured on all such insurance policies.

B. "All Risks" basic property and casualty insurance written for at least the full replacement cost value covering all of CTVFC' property in or on the Property and the full replacement cost of all structures and/or other improvements on the Property. CTVFC shall have Township named as an additional insured on all such insurance policies.

C. Professional liability insurance, of a manner, coverage limit and form deemed acceptable to the Township. CTVFC shall have Township named as an additional insured on all such insurance policies.

D. Environmental liability insurance, of a manner, coverage limit and form deemed acceptable to the Township. CTVFC shall have Township named as an additional insured on all such insurance policies.

E. Any additional insurance coverage deemed necessary by Township in advance of performing the Work.

11. Township's Insurance. Township shall carry, at the sole cost and expense of CTVFC, such additional insurance as deemed necessary by Township in performing the Work on CTVFC' Property, including but not limited to all risk property insurance, comprehensive liability insurance, professional liability insurance, environmental liability insurance and any other insurance deemed necessary by Township in advance of performing the Work covering any and all anticipated actions of the Township in relation to the Work on the Property.

12. Waiver of Subrogation. CTVFC hereby waives any rights it may have against the Township on account of any loss or damage resulting from actions in or about the Property or its contents, arising from any risk covered by fire and extended coverage insurance.

13. Damage in General. CTVFC agrees that Township shall not be liable to CTVFC and CTVFC hereby releases Township from any and all liability and/or claim or

cause of action for any personal injury, damage to real property, loss of income, or damage to or loss of persons or property in or about the Property from any cause whatsoever, including but not limited to Township's actions performed on the Property in relation to this MOU and the Work. Township shall not be liable to CTVFC for any such damage or loss, whether or not such damage or loss results from the negligence of Township.

14. Verbal Agreements. It is hereby mutually agreed and understood that this MOU contains all agreements, promises and understandings between Township and CTVFC and that there are no verbal or oral agreements, promises or understandings of any kind or nature and that no verbal or oral agreements, promises or understandings shall or will be binding upon either Township or CTVFC in any dispute, controversy or proceeding at law.

15. Benefit. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors, and assigns.

17. Remedies Cumulative. All of the remedies herein given to Township and all rights and remedies given to it by law and equity shall be cumulative and concurrent. No termination of this MOU shall deprive Township of any of its remedies or actions against CTVFC for its violation and/or breach of any of the terms of this MOU.

18. Waiver. Neither Township nor CTVFC shall be deemed to have waived any provisions of this MOU, including breach of any term, covenant, provision of this MOU, unless the same has been specifically waived by Township or CTVFC, as the case may be, in writing and executed by an authorized officer of CTVFC or Township. Any waiver of a breach shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition herein contained.

19. Notices. Whenever any demand, request, approval, consent or notice ("Notice") shall or may be given by one party to the other, Notice shall be addressed to the parties at their respective addresses set forth as follows:

Notice to Township shall be addressed to:

Coolbaugh Township Municipal Center  
Coolbaugh Township Board of Supervisors  
5520 Municipal Drive  
Tobyhanna, PA 18466

Notice to CTVFC shall be addressed to:

Coolbaugh Township Volunteer Fire Company  
652 Laurel Drive  
Tobyhanna, PA, 18466

Any such notices shall be delivered by a nationally recognized overnight express courier (i.e.: FedEx), or registered or certified mail return receipt requested, postage prepaid. The date of actual receipt shall be deemed the date of service of Notice. In the event an

addressee refuses to accept delivery, however, then Notice shall be deemed to have been served on either (i) the date delivery is refused, (ii) the next business day in the case of delivery by overnight courier, or (iii) three (3) business days after mailing the notice in the case of registered or certified mail. Either party may, at any time, change its Notice address by giving the other party Notice, in accordance with the above, stating the change and setting forth the new address.

20. Severability. If any term or provision of this MOU, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this MOU, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this MOU shall be enforced to the fullest extent permitted by law.

21. Environmental Matters.

A. CTVFC shall not cause or allow the generation, use, treatment, storage, emission, spill, release, discharge or disposal of Hazardous Substances (as hereinafter defined) existing on or near the Property. CTVFC further specifically states and represents to Township by way of this MOU that CTVFC knows of no generation, use, treatment, storage, emission, spill, release, discharge or disposal of Hazardous Substances (as hereinafter defined) on or near the Property. CTVFC also specifically states and represents to Township by way of this MOU that CTVFC knows of no environmental hazards existing on the Property and/or within and/or attached to any improvements on the Property. CTVFC specifically understands and agrees to secure the requisite permits and approvals necessary for the Township to proceed with the Work on the Property. Further, CTVFC shall be obligated to and shall properly remove all materials from the Property deemed to be an environmental concern prior to the Township proceeding with the Work. CTVFC shall provide the Township with any and all permits and approvals deemed necessary by the Township prior to proceeding with the Work on the Property.

B. Township shall not be responsible for the clean-up or remediation of any Hazardous Substances and/or other material existing on or near the Property and/or resulting from the Township's Work on the Property.

C. CTVFC agrees to and shall indemnify and hold harmless Township, its successors and assigns, from and against any and all liabilities, actions, demands, penalties, losses, costs or expenses (including, without limitation, reasonable attorney's fees, consultants' fees and remedial costs), suits, costs of any settlement or judgment and claims which may be paid, incurred or suffered by Township as a result of the presence on or under the Property of Hazardous Substances and/or materials.

D. "Hazardous Substances" shall mean hazardous or toxic substances, wastes, materials, pollutants and contaminants which are regulated by or included in any law, rule, regulation, or ordinance, enacted, issued or promulgated by any federal, state or local government entity or authority having jurisdiction over the Property or CTVFC's business therein.

23. Captions. The captions, headings, article and section numbers, and index appearing in this MOU have been inserted only for convenience of reference and are intended in no way to define, limit, construe, or circumscribe the scope or intent of the sections or articles designated thereby nor in any way to affect this MOU.

24. Governing law. This MOU shall be construed in accordance with the laws of Pennsylvania. If any provision of this MOU or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this MOU shall not be affected thereby and each provision of this MOU shall be valid and enforceable to the fullest extent permitted by law.

25. Rules of Construction. Time is of the essence of this MOU. Notwithstanding the fact that certain references elsewhere in this MOU to acts required to be performed by CTVFC hereunder omit to state that such acts shall be performed at CTVFC' sole cost and expense, unless the context clearly implies to the contrary each and every act to be performed or obligations to be fulfilled by CTVFC pursuant to this MOU shall be performed or fulfilled at CTVFC' sole cost and expense.

**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be duly executed and their respective seals thereunto affixed as of the day and year first above written.

WITNESS:

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

\_\_\_\_\_

By: \_\_\_\_\_

WITNESS:

COOLBAUGH TOWNSHIP VOLUNTEER FIRE COMPANY

\_\_\_\_\_

By: \_\_\_\_\_



**Coolbaugh Township Volunteer Fire Company**

Organized October 19<sup>th</sup>, 1948

652 Laurel Dr. – Tobyhanna, PA 18466

www.coolfire25.com

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

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

12/11/2025

To the Board of Supervisors:

The Coolbaugh Township Volunteer Fire Company would like to ask permission for DPW to complete the following work at the fire company properties during the next year 2026:

Add additional footers at the fire academy	Clean up around pond, help plant trees
Concrete work at the fire academy	Dredge the pond
Miscellaneous usage of heavy equipment to move props at fire academy	Replace the pipes leading to pond
Moving and rolling stone	Install conduit at station 2 for sign
Helping rig the crane for addition of containers	Fill in trench to sign add seed
Mow the 196 property (443 Route 196)	Smooth out the Traffic incident Management course at Station 1

Although a pretty inclusive list, we may have forgotten a couple of things and would appreciate the opportunity to save the taxpayers money so the fire company does not have to pay contractors to complete this work.

We thank you for your consideration in approving this to help your volunteers out. All of these will of course be when time allows DPW to fit in their schedule.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tomas Keane', with a long horizontal flourish extending to the right.

Tomas Keane, President Coolbaugh Township Volunteer Fire Company

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**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
APRIL 07,2026**

DATE	CK #	DESCRIPTION	AMOUNT
3/30/2026		Payroll	\$ 54,000.00
4/7/2026		General Fund	\$ 457,556.65
4/7/2026		<b>Total General Fund</b>	<b>\$ 511,556.65</b>
4/7/2026		Escrow Fund	\$ 11,354.39
4/7/2026		<b>Total Escrow Fund</b>	<b>\$ 11,354.39</b>
4/7/2026		Sewer Fund	\$ 32,445.55
4/7/2026		<b>Total Sewer Fund</b>	<b>\$ 32,445.55</b>
4/7/2026		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 555,356.59</b>

0

**CASH TRIAL BALANCE AS OF APRIL 07, 2026**

General Fund Checking	\$ 7,472,980.21
American Rescue Plan	1,631,121.59
Payroll Checking	558.44
Rainy Day Fund Savings	1,015,916.89
<b>Total General Fund</b>	<b>\$ 10,120,577.13</b>
Fire Tax/Coolbaugh Twp VFD	235,314.47
Fire Tax- Volunteer Fire Departments	1,299.50
Fire Tax- Coolbaugh Fire Building Fund	1,036,612.85
<b>Total Fire Fund</b>	<b>\$ 1,273,226.82</b>
EMS	22,090.63
<b>Total EMS Fund</b>	<b>\$ 22,090.63</b>
Sewer Fund Checking	872.76
Sewer PennVest Checking	65.88
<b>Total Sewer Fund</b>	<b>\$ 938.64</b>
Capital Projects Fund Checking	17,098.29
<b>Total Capital Projects Fund</b>	<b>\$ 17,098.29</b>
Emerg. Services Fund Money Market	211,269.07
Emerg. Services Fund Checking	21,928.62
<b>Total Emergency Services Fund</b>	<b>\$ 233,197.69</b>
Liquid Fuels Fund Checking	35,329.06
<b>Total Liquid Fuels Fund</b>	<b>\$ 35,329.06</b>
Escrow Fund Checking	655,489.81
Escrow Fund Clarius Checking	63,138.96
<b>Total Escrow Fund</b>	<b>\$ 718,628.77</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 12,421,087.03</b>

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

Check#	Vendor	Description	Payment	Check Total
12996	1330 - AMAZON CAPITAL SERVICES	PO 28409 SUPPLIES	139.99	
		PO 28413 HARD HATS	260.44	
		PO 28414 DRAIN CLEANER	389.99	
		PO 28415 SEWER CAMERA	249.90	
		PO 28416 CAUTION SIGN	194.00	
		PO 28446 LED EMERGENCY LIGHTS	294.86	
		PO 28451 GREEN EXIT SIGN BLDG#2	449.97	
		PO 28452 FLASHLIGHT	370.56	2,349.71
12997	1330 - AMAZON CAPITAL SERVICES	PO 28453 OIL PRESSURE SWITCH	15.99	
		PO 28458 LED HEADLAMP	586.72	
		PO 28469 SUPPLIES	77.85	
		PO 28470 SUPPLIES	294.35	
		PO 28474 GAUGE WHEEL	195.05	1,169.96
12998	1039 - AMERICAN UNITED LIFE INS. CO.	PO 28438 APRIL	1,404.17	1,404.17
12999	1483 - AUTO PARTS OF MT POCONO	PO 28380 F-250 PICK-UP COMPLEX	60.44	
		PO 28407 SPARK PLUG	54.05	
		PO 28417 STRAPS FOR TARPS	24.34	
		PO 28444 FUEL FILTER	67.65	
		PO 28447 REPAIR Z TURN MOWER	10.55	217.03
13000	298 - BANKS VACUUM SALES & SERVICE	PO 28440 REPAIR VACUUM	123.95	123.95
13001	1567 - CANON FINANCIAL SERVICES, INC.	PO 28424 SCANNERS	189.50	189.50
13002	724 - CINTAS -	PO 28459 FIRST AID CABINET	329.68	329.68
13003	1240 - CINTAS CORPORATION	PO 28405 UNIFORMS	42.49	
		PO 28406 SHOP TOWELS/UNIFORMS	108.56	
		PO 28460 UNIFORMS	42.49	
		PO 28461 MATS/UNIFORMS	508.04	701.58
13004	1372 - COMMONWEALTH SIGNS LLC	PO 28385 LESLIE WAY	38.00	38.00
13005	190 - COOLBAUGH SEWER FUND	PO 28397 SEWER	0.30	
		PO 28442 SEWER	420.00	420.30
13006	1639 - CURTIN & HEEFINER LLP	PO 28423 ENCROACHMENT APPEAL	475.00	475.00
13007	52 - DALEVILLE ACE HARDWARE	PO 28386 SUPPLIES	93.57	
		PO 28387 SUPPLIES	129.99	
		PO 28457 SUPPLIES	19.98	243.54
13008	1646 - ENGLE-HAMBRIGHT & DAVIES INC.	PO 28476 BOND TAX COLLECTOR	3,882.00	3,882.00
13009	1147 - ERIN MASKER	PO 28475 INS. DEDUCTIBLE	350.00	350.00
13010	135 - EUREKA STONE QUARRY	PO 28394 STONE PAPER BIRCH	1,368.09	1,368.09
13011	1635 - EXIT SIGN WAREHOUSE	PO 28427 LED EMERGENCY LIGHTS	700.00	700.00
13012	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 28472 APRIL	282.72	282.72
13013	255 - FIVE STAR EQUIPMENT, INC.	PO 28403 FILTER ELEMENT	265.14	
		PO 28445 PARTS/REPAIR	2,731.98	2,997.12
13014	569 - FREEDOM AND GLORY	PO 28426 FLAGS	248.49	248.49
13015	32 - GRAINGER	PO 28437 LIGHT BULBS	70.90	70.90
13016	1064 - GREEN POND NURSERY INC	PO 28455 PARK	2,467.50	2,467.50
13017	1296 - GRIM, BIEHN & THATCHER	PO 28428 1545 PROSPECT/611/LANDSTON /FIRE /118 KO	10,563.50	10,563.50
13018	1485 - H & K GROUP, INC	PO 28450 ANTI-SKID	450.30	450.30
13019	48 - H. CLARK CONNOR	PO 28448 ZHB	1,697.50	1,697.50
13020	1192 - HIGHMARK BLUE SHIELD	PO 28422 APRIL	56,842.26	56,842.26
13021	1140 - HOURIGAN KLUGER & QUINN	PO 28379 GENERAL LABOR MATTERS	612.50	612.50
13022	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 28418 ZONING MAP/LANDSTON/WWTP/WAWA/PARK/MAIN	8,854.25	8,854.25
13023	616 - KIMBALL MIDWEST	PO 28412 HOSE	53.70	53.70
13024	697 - LEON CLAPPER, INC.	PO 28402 TWP BACKFLOW TEST	870.00	870.00
13025	241 - MONROE COUNTY CONTROL CENTER	PO 28381 DISPATCH FEES APRIL	11,432.13	11,432.13
13026	1484 - NAPA AUTO PARTS	PO 28408 SUPPLIES	43.13	43.13
13027	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 28401 SR-423NB	480.00	
		PO 28463 KINGSWAY-196	823.05	1,303.05
13028	1523 - NUSO, LLC	PO 28443 PHONES	166.48	166.48
13029	81 - P P & L	PO 28382 49924-86007 IND"L PARK	25.78	
		PO 28419 43281-27004 MUNICIPAL CENTER	3,126.56	
		PO 28420 64488-49005 RTE 611	88.86	
		PO 28421 89631-95000 IND'L DR	30.89	
		PO 28430 89343-21023 SPEED LIMIT SIGN	27.31	
		PO 28431 54691-27003 DPW	638.12	
		PO 28433 39910-23005 196	60.81	
		PO 28434 36034-04005 ECHO LAKE	43.81	4,042.14
13030	81 - P P & L	PO 28435 88900-24001 GARAGE	35.48	
		PO 28464 98496-55008 7 KINGS WAY	52.46	
		PO 28465 88094-98000 RT 940	41.75	
		PO 28466 85457-02009 BASEBALL FIELD	488.90	

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

Check#	Vendor	Description	Payment	Check Total
		PO 28467 07251-41006 RESTROOMS	16.27	
		PO 28468 51540-24008 KNOLLWOOD	28.75	663.61
13031	86 - PENNSYLVANIA AMERICAN WATER CO	PO 28410 GARAGE/MUNICIPAL/FIRE HYDRANTS	2,471.45	2,471.45
13032	1254 - PHILADELPHIA INS. COMPANIES	PO 28425 LIABILITY	300.00	300.00
13033	1645 - POCONO COUNTIES WDA	PO 28471 CAREER LINK	250.00	250.00
13034	94 - POCONO MOUNTAIN REGIONAL EMS	PO 28375 APRIL	10,000.00	10,000.00
13035	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 28378 APRIL	288,874.05	288,874.05
13036	1273 - POCONO MT INDUSTRIES	PO 28441 MEMBERSHIP 2026	400.00	400.00
13037	1371 - RTS TRUCK CENTER, INC	PO 28473 PARTS	90.18	90.18
13038	109 - SCRANTON CRAFTSMEN, INC.	PO 28398 DRAIN BOX LID TOPS	350.00	350.00
13039	623 - SERVICE TIRE TRUCK CENTERS	PO 28454 TIRE REPAIR LOADER	372.40	372.40
13040	1540 - SILVI CEMENT/SLAG/SALT	PO 28376 SALT	22,416.91	
		PO 28391 SALT	7,645.27	30,062.18
13041	286 - SUBURBAN PROPANE	PO 28392 PROPANE	67.87	
		PO 28404 FUEL	2,365.69	2,433.56
13042	738 - TEAMSTERS LOCAL 773	PO 28449 UNION DUES MARCH 2026	857.00	857.00
13043	1420 - TOPP BUSINESS SOLUTIONS	PO 28456 COPIERS 12/21-03/20/2026	204.04	204.04
13044	1548 - TRAIRS, LLC	PO 28411 RECYCLING PERMITS/SaaS FEB	1,150.00	1,150.00
13045	892 - VERIZON WIRELESS	PO 28439 PHONES	1,149.49	1,149.49
13046	122 - WEST END PRINTING	PO 28399 BUSINESS CARDS	86.00	86.00
13047	930 - WILKES-BARRE MATERIALS	PO 28377 COLD PATCH	882.51	882.51
TOTAL				457,556.65

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	457,556.65
01.230.650	UNION DUES			857.00	
01.400.000	GENERAL GOV'T	10,834.77			
01.401.000	MANAGER -EXECUTIVE	86.00			
01.403.000	TAX COLLECTION	3,882.00			
01.404.000	LAW	10,633.50			
01.405.000	MUNICIPAL OFFICE	372.20			
01.408.000	ENGINEER	1,978.00			
01.409.000	BUILDING & PLANTS	8,591.32			
01.410.000	POLICE	288,874.05			
01.411.000	FIRE	2,313.03			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.414.000	ZONING OFFICE	2,633.50			
01.415.000	EMERGENCY MANAGEMENT	11,432.13			
01.418.000	ZONING HEARING BOARD	1,697.50			
01.430.000	DPW-HIGHWAYS ROADS STREETS	5,051.31			
01.432.000	DPW-SNOW & ICE REMOVAL	30,512.48			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	3,303.56			
01.436.000	DPW-STORM SEWERS & DRAINS	350.00			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	4,264.98			
01.438.000	DPW-HIGHWAY REPAIR & MAINT	882.51			
01.454.000	PARKS	8,302.92			
01.486.000	INSURANCE	300.00			
01.487.000	EMPLOYEE BENEFITS	50,403.89			
TOTALS FOR GENERAL FUND		456,699.65	0.00	857.00	457,556.65

Total to be paid from Fund 01 GENERAL FUND 457,556.65  
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457,556.65

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

Check#	Vendor	Description	Payment	Check Total
1404	1296 - GRIM,BIEHN & THATCHER	PO 28428 1545 PROSPECT/611/LANDSTON /FIRE /118 KO	2,183.00	2,183.00
1405	535 - HANOVER ENGINEERING ASSOC., INC.	PO 28388 611 IND'L CENTER	76.88	
		PO 28389 611 IND'L CENTER	99.00	
		PO 28390 611 IND'L CENTER	1,340.25	1,516.13
1406	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 28418 ZONING MAP/LANDSTON/WWTP/WAWA/PARK/MAIN	7,655.26	7,655.26
TOTAL				11,354.39

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	11,354.39
85.250.327	PMI / MFMA ACT 537			148.00	
85.250.328	TOBYHANNA DEVELOPMENT - 1545 PROSPECT ST			555.00	
85.250.340	LPC (FORMERLY RIDGE DEVELOPMENT)			219.00	
85.250.352	LYMAN - LOT CONSOLIDATION			72.00	
85.250.353	KNIFE - LOT CONSOLIDATION			420.00	
85.250.354	OU - SUBDIVISION PLAN			792.00	
85.250.362	RED ROCK CAPITAL - SKETCH PLAN REVEIEW			72.00	
85.250.363	EVERGREEN FARMS - TEXT AMENDMENT			74.00	
85.250.387	PMCC NORTH - LOT 2			74.00	
85.250.458	LANDSTON EQUITIES LLC			8,835.89	
85.250.598	NORTHAMPTON FARMS			92.50	
<b>TOTALS FOR</b>	<b>ESCROW</b>	<b>0.00</b>	<b>0.00</b>	<b>11,354.39</b>	<b>11,354.39</b>

Total to be paid from Fund 85 ESCROW

11,354.39

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11,354.39

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

Check#	Vendor	Description	Payment	Check Total
3587	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 28383 ACT 537 PLAN	205.00	
		PO 28384 MISC.ASSIGNMENTS	17,947.50	18,152.50
3588	1251 - ENVIRONMENTAL SERV. CORP.	PO 28395 SLUDGE REMOVAL	1,722.00	1,722.00
3589	1296 - GRIM,BIEHN & THATCHER	PO 28428 1545 PROSPECT/611/LANDSTON /FIRE /118 KO	1,239.50	1,239.50
3590	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 28418 ZONING MAP/LANDSTON/WWTP/WAWA/PARK/MAIN	670.00	670.00
3591	699 - MAIN POOL & CHEMICAL CO	PO 28393 SULFATE SOLUTION	1,212.00	1,212.00
3592	876 - Microbac Laboratories, Inc.	PO 28396 TESTING	273.25	273.25
3593	81 - P P & L	PO 28429 26491-26001 WWTP	7,013.97	
		PO 28432 040+0-21003 PUMP STA	236.50	7,250.47
3594	318 - PA RURAL WATER	PO 28436 MEMBERSHIP	297.00	297.00
3595	162 - USA BLUE BOOK	PO 28462 SUPPLIES WWTP	1,448.83	1,448.83
3596	439 - YOUNG & HAROS,LLC	PO 28400 WALMART	180.00	180.00
TOTAL				32,445.55

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	32,445.55
08.429.200	SUPPLIES	2,660.83			
08.429.300	OTHER SERVICES & CHARGES	297.00			
08.429.313	ENGINEERING SERVICES	18,822.50			
08.429.314	PROFESSIONAL FEE SOLICITOR	1,419.50			
08.429.361	ELECTRIC	7,250.47			
08.429.451	OUTSIDE LAB TESTING	273.25			
08.429.452	SLUDGE HAULING	1,722.00			
TOTALS FOR SEWER FUND		32,445.55	0.00	0.00	32,445.55

Total to be paid from Fund 08 SEWER FUND

32,445.55  
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32,445.55