

**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**

**Re-Organizational/ Regular Meeting Agenda**

**Monday, January 6, 2025, 6:00 PM**

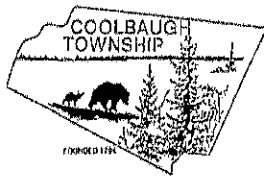
**Roll Call**

**BOARD OF SUPERVISORS**

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

Public input will be considered at the **end** of the meeting. 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. This meeting is being recorded to aid in the preparation of the minutes,

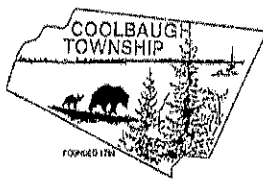
1. Organization of the Board of Supervisors
  - Election for the Board of Supervisor: Chairman
  - Election for the Board of Supervisors: Vice Chairman
2. Appointment or Reappointment:
  - Secretary
  - Treasurer
  - Assistant Treasurer
  - Road Master
3. Appointment or Reappointment:
  - Township Solicitor
  - Planning Commission Solicitor
4. Appointment or Reappointment:
  - Township Engineer
  - Sewage Enforcement Officer



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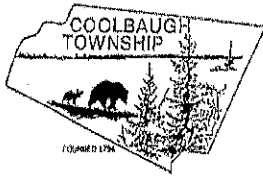
5. Township Resolution #01-2025: Depositories of Township Funds
6. Establish the Amount of the Treasurer and Assistant Treasurer's Bond at \$650,000.00
7. Appointment of Municipal Representative and Alternate Municipal Representative to Serve on the Monroe County Tax Collection Committee
8. Two Appointments to the Environmental Advisory Council (EAC)-Terms Ending December 31, 2027
  - Appointment of EAC Chairperson
  - Appointment of Board Liaison to EAC
9. One Appointment to the Parks and Recreation Commission- Term Expiring December 31, 2029
  - Appointment of Board Liaison to the Parks and Recreation Commission
10. One Appointment to the Planning Commission- Terms Ending December 31, 2028
11. One Appointment to the Zoning Hearing Board- One Term Ending December 31, 2027 and an Alternate Position with a Term Ending on December 31, 2026
12. One Appointment to the UCC Board of Appeals- Term Ending December 31, 2029
13. One Appointment to the Pocono Mountain Public Library Board of Trustees with a Term Ending December 31, 2027
14. Annual Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Services Board
15. Three Annual Appointments to the Pocono Mountain Regional Police Commission



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16. Annual Appointment of the Vacancy Board Chairperson
17. Selection of Municipal Representative and Alternate Representative to Attend the Council of Government Meetings for 2025
18. Authorization to Advertise Board of Supervisors Work Sessions/ Meetings for 2025
19. Authorization to Advertise Committees and Commission Re-Org Meetings for 2025
20. Establish Holidays for Township Employees and Authorize the Advertisement of Holidays
21. Approval of Minutes:
  - December 17, 2024 Regular Meeting Minutes
22. Certify Delegates and Appoint One Delegate to Serve as the Voting Delegate to the Pennsylvania State Association of Supervisors' (PSATS) Annual Convention (May 4-7, 2025)
23. Adoption of Township Resolution #02-2025: Appointment of Certified Public Accountant
24. Authorization for ATLAS Engineering to Prepare Municipal Waste Load Management (Chapter 94) Report for the Calendar Year 2024
25. Approval of Special Council for Wastewater Treatment Plant Legal Matters
26. Approval of ATLAS Engineering Rates for 2025: Wastewater Treatment Plant Engineer
27. Approval of the 2025 Mileage Rate for Reimbursement at .70¢ per mile
28. Adoption of Resolution #03-2025: 2025 Coolbaugh Township Fee Schedule



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29. Conditional Approval of Minor Subdivision Plan Titled "Final Plan Lot Joinder of Coolbaugh Township Volunteer Fire Company, Joining Lots 1 & 2, located at 443/447 Route 196, Tobyhanna

30. Short Term Rental Ordinance Amendment

31. Authorization to Advertise Public Hearing for Orchard BJK to be held at 6pm on February 20, 2025

32. Current obligations

• General Fund	\$ 577,757.01
• Escrow	\$ 8,328.22
• Sewer Fund	<u>\$ 18,318.80</u>
<b>Total Disbursements</b>	<b>\$ 604,404.03</b>

33. Business Manager Comments/Updates

34. Solicitor Armstrong Comments/ Updates

35. Board of Supervisors Executive Session

36. Public Input

37. Adjournment

**18**

January 6, 2025

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

Please print the following legal advertisement on Friday, January 10, 2025

\*\*\*\*\*

**Coolbaugh Township Board of Supervisors**

**Notice of Meeting Schedule for the calendar year 2025**

**Notice is hereby given** that the public hearings, work sessions and regular public meetings of the Coolbaugh Township Board of Supervisors will be held on the first and third Tuesdays of each month during calendar year 2025 beginning at 6:00 pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA with the following **limited exceptions**: There will be no work session or regular meeting held on Tuesday, May 6, 2025, Tuesday, May 20, 2025, Tuesday, August 5, 2025 or Tuesday, November 4, 2025. The May 6, 2025 work session and meeting will be held on Thursday, May 8, 2025 due to an annual training convention. The May 20, 2025 work session and meeting will be held on Monday, May 19, 2025 due to the election. The August 5, 2025 work session and regular meeting will be held on Monday, August 4, 2025 due to National Night Out. The November 4, 2025 work session and meeting will be held on Monday, November 3, 2025 due to the election. All of the above-referenced Board of Supervisors' work sessions will begin at 6:00 p.m. and the regular public meetings will immediately follow the work sessions.

The meeting agendas will be posted on the Township website and in the Coolbaugh Township Municipal Building prior to each meeting. The Board of Supervisors will conduct business listed on the agenda and any other business that comes before it that they are able to act upon. **All interested parties are invited to participate as set forth herein.** The Board of Supervisors may consider and take action on any Township business at all of the above-referenced work sessions and regular meetings.

Coolbaugh Township Board of Supervisors

# 2025

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
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March 2025

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23	24	25	26	27	28	29
30	31					

April 2025

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20	21	22	23	24	25	26
27	28	29	30			

May 2025

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June 2025

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29	30					

July 2025

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27	28	29	30	31		

August 2025

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24	25	26	27	28	29	30
31						

September 2025

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28	29	30				

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30	31	

November 2025

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23	24	25	26	27	28	29
30						

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**19**



January 6, 2025

Pocono Record  
Legal Ad Advertisement  
ATTN: Patty  
511 Lenox Street  
Stroudsburg, Pennsylvania 18360

Please print the following legal advertisement on Thursday, January 9, 2025:

\*\*\*\*\*

### NOTICE

**Notice is hereby given** that the 2025 re-organizational public meetings of the Coolbaugh Township Board of Supervisors, Board of Auditors, Planning Commission, Zoning Hearing Board, Environmental Advisory Council and Parks and Recreation Commission will be held at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA in accordance with the schedule below. The public is invited to participate in the meetings. The Boards, Commissions and Council will conduct business listed on the agenda and any other business that comes before them that they are able to act on. **All interested parties are invited to participate as set forth herein.**

Planning Commission -	Tuesday, January 14 at 6:30 p.m.
Zoning Hearing Board-	Thursday, January 16 at 6:30 p.m.
Environmental Advisory Council	Wednesday, January 22 at 6:00 p.m.
Parks and Recreation Commission -	Tuesday, January 28 at 6:30 p.m.

Coolbaugh Township Board of Supervisors

20

January 6, 2025

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

Please print the following legal advertisement on Friday, January 10, 2025:

\*\*\*\*\*

**THE COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**, on January 2, 2024 voted to observe the following legal Holidays in Coolbaugh Township during 2024 and January 1, 2025.

Monday	January 20	Martin Luther King, Jr. Day
Monday	February 17	Presidents' Day
Friday	April 18	Good Friday
Monday	May 26	Memorial Day
Thursday	June 19	Juneteenth
Friday	July 4	4 <sup>th</sup> of July
Monday	September 1	Labor Day
Tuesday	November 11	Veterans Day Holiday
Thursday	November 27	Thanksgiving Day
Friday	November 28	Day after Thanksgiving
Wednesday	December 24	Christmas Eve
Thursday	December 25	Christmas Day
Wednesday	December 31	New Year's Eve
Thursday	January 1	New Year's Day

Coolbaugh Township Offices will be closed for business on these dates.

Coolbaugh Township Board of Supervisors

**21**

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION MINUTES**  
**December 17, 2024**

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

**Board Members Present:**

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

**Board Members Absent:**

Lynn Kelly

**Staff Present**

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

**Staff Absent:**

None

**1. Discussion on Short Term Rental Zoning Ordinance Amendment**

Mr. Weimer stated that there were a couple of amendments made which included the waiver for the Knox boxes and the maximum occupancy being capped at 14 guests or 2 per bedroom plus 4, whichever is less. Mr. Keane stated that he spoke with Bureau Veritas and the Township SEO and they are in agreement with capping the occupancy for multiple reasons, stating that BV actually preferred less than 14. Mr. Weimer asked if there would be a change of use to a Bed and Breakfast to allow more than the maximum number of guests that we are discussing. Mr. Keane stated that it would have to be in a commercially zoned district and would need to be inspected and meet building code requirements.

- **Discussion:** N. Castro asked if there are going to be any penalties for bad actors; people advertising their properties and/or not registering as an STR. Mr. Weimer discussed the penalties as they are listed in the township zoning ordinance.

**2. Discussion on Increasing Township Sewage Permitting Fees for the 2025 Fee Schedule**

Ms. Masker stated that she met with Mr. Schray, Township SEO, and was advised that our Fee Schedule is much lower than many other municipalities and he provided the proposed updated fees to assist with covering the expenses that are billed by Hanover monthly. Ms. Ruiz-Smith asked if we are going to be increasing the monthly rate per EDU as well for our WWTP customers and Mr. Dixon stated that the last time it was discussed, we would need a study or information from the Act 537 plan to justify raising the rates. Mr. Weimer asked Mr. Dixon to speak with Ms. Thompson about it. Discussion continued about the income in fees to the plant and the amount that it costs to run it. Solicitor Armstrong stated that the Township cannot profit from the fees charged and that there may be a different study required to justify the increase.

**3. Public Comment**

Nothing was heard.

Work Session ended at 6:20pm.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
December 17, 2024**

The meeting was called to order by Chairman Weimer at 6:27pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

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

**Board Members Absent:**

Lynn Kelly

**Staff Present:**

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

**Staff Absent:**

None

**Announcements**

Mr. Weimer announced the following:

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

**1. Public input**

Nothing was heard.

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

- December 3, 2024-Regular Meeting Minutes

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the meeting minutes from December 3, 2024 as presented.*

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

**3. Monthly Reports**

- Pocono Mountain Regional Police Commission- Presented by Mr. Weimer
- Pocono Mountain Regional EMS- Presented by Ms. Colgan

**4. Acceptance of the 902 Municipal Recycling Grant**

*Mr. Weimer made a motion second by Ms. Colgan to accept the 902 Municipal Recycling Grant.*

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

**5. Request for Release of Financial Security for Mapletree (Thomson Logistics Assets, LLC) (2086 Corporate Center Drive, Tobyhanna)**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to release the financial security in the amount of \$3,088,781.29, leaving the required balance in the amount of \$545,079.05 as per Township Engineer Greg Haas's review letter dated December 13, 2024.*

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

**6. Authorization to Advertise the Bid Documents for Building #2 Window Replacement Project**

*Ms. Ruiz-Smith made a motion second by Ms. Rogan to Authorize Advertising the Bid Documents for the Building #2 Window Replacement Project.*

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

**7. Approval of Minor Subdivision Joining Lots 4 & 5, Block A-2006, Section 20, Arrowhead Lakes North, Property Owner(s) Jeffrey M. Wagner**

*Ms. Colgan made a motion second by Ms. Rogan to Approve the Minor Subdivision Joining Lots 4 & 5, Block A-2006, Section 20, Arrowhead Lakes North, Property Owner(s) Jeffrey M. Wagner*

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

**8. Approval of Minor Subdivision Joining Lots 1409 & 1410, Section B, Pocono Farms, Property Owner(s) Robert & Dawn Altomare**

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to Approve the Minor Subdivision Joining Lots 1409 & 1410, Section B, Pocono Farms, Property Owner(s) Robert & Dawn Altomare*

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

**9. Conditional Approval of Minor Subdivision Joining Lots 146 & 147, Section H-I, Stillwater Lake Estates, Property Owner(s): Terrence Edwards & Sandra Scott**

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Grant Conditional Approval of Minor Subdivision Joining Lots 146 & 147, Section H-I, Stillwater Lake Estates, Property Owner(s): Terrence Edwards & Sandra Scott conditioned on satisfying all comments in Township Engineer, Russell Kresge's review letter dated December 5, 2024.*

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

**10. Conditional Approval of Minor Subdivision Joining Lots 640 & 641, Section H, A Pocono Country Place, Property Owner(s) Sean Fardella and Patrick & Lynn Fardella**

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Grant Conditional Approval of Minor Subdivision Joining Lots 640 & 641, Section H, A Pocono Country Place, Property Owner(s) Sean Fardella and Patrick & Lynn Fardella, conditioned on satisfying all comments in Township Engineer, Russell Kresge's review letter dated December 10, 2024.*

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

**11. Request for Waiver of §355-48.D(1)(c)(2) regarding a Double Frontage Property for the Minor Subdivision Plan of John & Shana Pawlowski**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to Approve the Requested Waiver of §355-48.D(1)(c)(2) regarding a Double Frontage Property for the Minor Subdivision Plan of John & Shana Pawlowski as per Township Engineer, Russell Kresge's review letter dated December 6, 2024.*

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

**12. Conditional Approval of Minor Subdivision Joining Lots 1,8 &9, Block A-1712, Section 17, Arrowhead Lakes North, Property Owner(s) John and Shana Pawlowski**

*Ms. Rogan made a motion second by Mr. Weimer to Grant Conditional Approval of the Minor Subdivision Joining Lots 1,8 &9, Block A-1712, Section 17, Arrowhead Lakes North, Property Owner(s) John and Shana Pawlowski conditioned on satisfying all comments in Township Engineer, Russell Kresge's review letter dated December 10, 2024.*

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

**13. Approval of Minor Subdivision Joining Lots 16 & 17, Block A-1405, Section 14, Arrowhead Lakes North, Property Owner(s) Charles Alogna**

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Minor Subdivision Joining Lots 16 & 17, Block A-1405, Section 14, Arrowhead Lakes North, Property Owner(s) Charles Alogna.*

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

**14. Approval of Minor Subdivision Joining Lots 136 & 137, Block A-114, Section 11, Arrowhead Lake, Property Owner(s) Michael & Lucy Wagoner**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the Minor Subdivision Joining Lots 136 & 137, Block A-114, Section 11, Arrowhead Lake, Property Owner(s) Michael & Lucy Wagoner.*

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

**15. Authorization to hire Braxton Hurst as Seasonal Code Enforcement Support – Up to 20hrs per week - \$20.00 per hour**

*Ms. Ruiz-Smith made a motion second by Ms. Rogan to Authorize Hiring Braxton Hurst as Seasonal Code Enforcement Support – Up to 20hrs per week - \$20.00 per hour.*

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

**16. Authorize Advertising 2025 Bulk Drop Off Schedule**

*Ms. Rogan made a motion second by Ms. Colgan to Authorize Advertising the 2025 Bulk Drop Off Schedule.*

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

**17. Authorize Advertising 2025 Shred Event Dates**

*Ms. Colgan made a motion second by Mr. Weimer to Authorize Advertising the 2025 Shred Event Dates.*

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

**18. Adoption of Resolution #16-2024: Adoption of the Proposed 2025 Budget**

*Mr. Weimer made a motion second by Ms. Colgan to Adopt Resolution #16-2024: Adoption of the Proposed 2025 Budget.*

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



**19. Adoption of Resolution #17-2024: Fixing of the Tax Rate for Fiscal Year 2025**

*Mr. Weimer made a motion second by Ms. Colgan to Adopt Resolution #17-2024: Fixing of the Tax Rate for Fiscal Year 2025.*

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

**20. Adoption of Resolution #18-2024: A Resolution by the Coolbaugh Township Board of Supervisors Establishing the Disbursement of the Funds from the One (1.000) Mills Fire Tax Revenue for the Fiscal year 2025**

*Ms. Rogan made a motion second by Ms. Colgan to Adopt Resolution #18-2024: A Resolution by the Coolbaugh Township Board of Supervisors Establishing the Disbursement of the Funds from the One (1.000) Mills Fire Tax Revenue for the Fiscal year 2025.*

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

**21. Certification of Volunteers for the Act 172 Tax Credit**

*Mr. Weimer made a motion second by Ms. Colgan to Certify the Following Volunteers William Drum, Benjamin Drum, Edward Fernandez, and Tyler Rispoli, members of Pocono Summit Volunteer Fire Company that reside in Coolbaugh Township for the tax year 2024.*

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

**22. Authorization to Host Active Transportation for PA Communities LTAP Class**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to Authorize Hosting the Active Transportation for PA Communities LTAP Class to be held at the Coolbaugh Township Volunteer Fire Company at a date to be determined.*

- **Discussion:** Mr. Weimer asked Mr. Keane to confirm that the hall is available and coordinate the date with the township.
- **Vote:** All in favor, motion passes.

**23. Discussion on Wording for Engraved Pavers at the Monroe County Historical Association**

*Mr. Weimer made a motion second by Ms. Colgan to have the pavers that will be placed at the Monroe County Historical Society engraved with Compliments of Coolbaugh Township and include the years of 2023 for last year's donation and 2024 for this year's donation.*

- **Discussion:** Ms. Ruiz-Smith stated that she was not aware that the paver was going to be installed at the MCHA building so she requested that there be a paver placed at the Veterans Monument in the future in memory of the veteran that passed away and she stated she is waiting for information on the gentleman from Commander Byrd at VFW Post 509.
- **Vote:** All in favor, motion passes.

**24. Approval of Topp Business Solutions Copier Contract**

*Ms. Rogan made a motion second by Ms. Colgan to Approve the Topp Business Solutions Copier Contract as presented.*

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

**25. Controller Report**

Presented by Mr. Dixon.

**26. Current obligations**

• General Fund	\$ 117,923.17
• Sewer Fund	\$ <u>13,706.22</u>
<b>Total Disbursements</b>	<b>\$ 131,629.39</b>

*Ms. Rogan made a motion second by Ms. Colgan to Authorize Paying the Current Obligations in the Amount of \$131,629.39 as presented.*

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

**27. Business Manager Comments/Updates**

Ms. Masker presented the Board with information on the America250 county initiative in Ms. Thompsons absence. She stated that the kickoff event is being held on January 9, 2025 at NCC Monroe Campus in Tannersville at 5:30pm. She stated that the snow date will be January 16, 2025. She stated that the Board is invited to attend. Ms. Masker and Ms. Thompson are the leaders of the Service250 team which encompasses Fire, Police, EMS and Military. They will be scheduling meetings with each of the divisions of the Service250 team in the upcoming weeks to help gain momentum for the initiative. In saying that Ms. Masker stated that the Board is in receipt of Ms. Rogan's email requesting that the Board consider a Township National Night Out. Ms. Masker stated that the township NNO could promote the America250 initiative and could be held on a weekend as proposed by Ms. Rogan. Discussion ensued with the Board in agreement with Ms. Masker and Ms. Thompson planning an event for NNO at the Township Park and sending the Board some dates that would work. A. Schrader of PMREMS stated that he could assist with having Medivac land for our event if it is a different date than the APCP NNO. Ms. Masker stated that she will touch base with Ms. Thompson and start the planning process and get some dates out to the Board for planning purposes. She thanked the Board for their support.

**28. Solicitor Armstrong Comments/Updates**

Solicitor Armstrong confirmed with the Board that they will be holding the Public Hearing for Orchard BJK on February 20, 2025, with the Board stating that is correct.

Solicitor Armstrong stated that the ZHB Hearing has been scheduled for Landston Equities regarding the slopes that were identified in a Township Engineer and Zoning Officer Review. The hearing will be held on January 16, 2025 at 6:30pm; the Board authorized Solicitor Armstrong or a representative from his office to attend and stated that Mr. Keane, Director of Codes and Zoning and Mr. Haas, Township Engineer will both be in attendance.

Solicitor Armstrong stated that the Coolbaugh South Warehouse located at 1901 Corporate Center Drive is being sold and the Board will be reviewing a replacement development agreement at a future meeting from the new owner and they will also be providing the replacement financial security so that the financial security that is in place now will be released to Coolbaugh South Owner, LLC. He stated that the Imperial Realty Site is also in the process of being sold. Ms. Ruiz-Smith stated that we will then be receiving transfer tax from both sales.

**29. Board of Supervisors Executive Sessions**

None

**30. Adjournment**

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 7:07pm.*

**NEXT BOARD WORK SESSION / MEETINGS:**

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

- Reorganization/ Business Meeting Monday, January 6, 2025 at 6:00pm

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

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

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

28

**COOLBAUGH TOWNSHIP  
FEE SCHEDULE RESOLUTION  
Resolution # 03-2025**

**A resolution establishing a fee schedule for the Township of Coolbaugh for  
calendar year 2025.**

WHEREAS, the Board of Supervisors of Coolbaugh Township, Monroe County, has determined it necessary to collect certain fees for rendered services and does hereby amend the established Coolbaugh Township Fee Schedule ("Fee Schedule") as attached hereto; and

WHEREAS, it is necessary that an appropriate Fee Schedule be established sufficient to defray the expenses that may be incurred by the Township in connection with consideration of various applications, permits, hearings, and/or other general requests; and

WHEREAS, the Township of Coolbaugh Board of Supervisors annually reviews and amends the Fee Schedule, as necessary. This resolution does hereby repeal and supersede prior resolutions which are inconsistent with the provisions of this resolution.

**NOW, THEREFORE, BE IT RESOLVED THAT** and it is hereby resolved by the Board of Supervisors of the Township of Coolbaugh that the attached Fee Schedule be established and implemented for calendar year 2025 and effective January 6, 2025.

**RESOLVED**, by the Board of Supervisors of the Township of Coolbaugh, this 6<sup>th</sup> day of January 2025.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

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

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

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

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

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

**ATTEST:**

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

# Coolbaugh Township Fee Schedule

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## **Administrative Fees**

Mailing Fee	
Returned Check Charge	Actual Postage
Mileage Reimbursement	\$25.00 plus current bankcharge
	Current IRS Rate

## **Copies of Documents**

Photocopies	
Black and White	\$0.25 per page
Color	\$0.50 per page
Township Code of Ordinances (CD)	\$10.00
Township Code of Ordinances (Hard Bound Copy)	\$150.00
Township Subdivision Ordinance No. 22	\$50.00 plus postage and handling
Township Zoning Ordinance No. 27	\$50.00 plus postage and handling
Township Zoning Map	\$10.00

**\*\*Prepayment required if total fees are estimated to exceed \$100.00\*\***

Drop off Center Fees (per load based on vehicle size)

## **Bulk drop off available to Township Residents with qualifying Township Recycling Card**

**\*\*Fees for Recycling will be charged to residents that have exhausted the four free drop-off punches they were issued for the year. \*\***

### **Township Resident Recycle Cards (One Punch Items)**

Single Item	\$1.00 - \$5.00 depending on size
Automobile	\$10.00
SUV/Minivan	\$30.00
Pickup Truck	\$30.00
Trailer (8ft. Or smaller)	\$30.00
Utility Van/Dump Truck (One Ton)	\$40.00

### **Township Resident Recycle Cards (Two Punch Items)**

Dump Truck (single-axle)	\$50.00
Box Van/U-Haul Vehicles (6-8ft)	\$50.00
Trailer (longer than 8ft.)	\$60.00
Any Enclosed Trailer/Vehicle (up to 10 ft.)	\$60.00

**\*No Tractor Trailers, Tri-Axles, Vehicle or Trailers over 10 feet or Tandems will be accepted\***

**Bulk Drop off available according to designated schedule set annually.**

**Environmental Requirement:** Any refrigerator, freezer or anything containing Freon will be drained and disposed of by a certified technician at our facility at a cost of \$30.00 per unit. If the owner had the unit drained, the Township requires a certificate of disposal.

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.

# Coolbaugh Township Fee Schedule

## Acceptable Electronic Equipment (Essentially anything with a plug that is nonhazardous)

Televisions	Wire/Cabling
Monitors	Hardware
Peripherals	Networking Devices Computer
Printing Devices	Devices
Power Supplies	

## Unacceptable Electronics

Audio/Video Devices	Cartridges
Communication Devices	Telecommunication Devices
Surge Protectors	Batteries
Home Appliances	Fire Alarms
Lab/Test/Measurement devices	Gas-powered Equipment
Fax Machines	Lawn Equipment

Tires (off rims) \$5.00 each (truck tires or car tires)

**COMPOSTING SITE FEES**- Acceptable materials are leaves, grass clippings, brush and tree trimmings.

A pay as you go option is available for Commercial Accounts with rates outlined below.

Type of Vehicle	Coolbaugh Township Resident	Commercial/ Monroe County Resident
Car/Van	No Fee	\$5.00
Pick-Up Truck	No Fee	\$20.00
One Ton Dump Truck	No Fee	\$35.00
Single Axel Dump Truck	No Fee	\$50.00
Tandem Axel Dump Truck	No Fee	\$100.00
Single Axel Utility Trailer	No Fee	\$20.00
Tandem Axel Utility Trailer	No Fee	\$25.00
Heavy Duty Dump Trailer	No Fee	\$35.00
Fifth Wheel Dump Trailer	No Fee	\$100.00
Chipper/Forestry Truck- Wood Chips	No Fee	\$50.00
Chipper/Forestry Truck- Brush/Limbs	No Fee	\$50.00

## Material Loading Fee Schedule

Material/Quantity	Coolbaugh Township Resident	Commercial/Monroe County Resident
Mulch (3 yards or less)	No Fee	\$10.00
Mulch (each additional 3 yards)	No Fee	\$10.00
Compost (3 yards or less)	No Fee	\$20.00
Compost (each additional 3 yards)	No Fee	\$20.00

## LICENSES/ PERMITS

New Alarm Permits \$50.00

\*Alarm Permit should be provided to the alarm installation company prior to installation of system\*

Establish a Use / Change of Use \$100.00

Annual Septic Pumper/Hauler Permit \$30.00

\*Requires annual submission of Certificate of Insurance\*

# Coolbaugh Township Fee Schedule

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## SEWER

## Fees

### **Sewage Permit Application:**

**\$ 450.00**

Includes initial site visit for up to two (2) soil probe evaluations (additional probes conducted during same site visit read at \$40.00 each), review completed application and system design, (additional design reviews \$75.00 each submission), inspect stakeout of the system, and permit issuance.

### **Percolation Testing:**

**\$ 425.00**

Performed by other; witnessed by Township

### **Inspections:**

**\$110.00 each**

Elevated absorption areas (4 inspections)

Inground absorption areas (3 inspections)

### **Call Back Fee:**

**\$ 145.00**

For each site visit and/or inspection or re-inspection in addition to the above or not described elsewhere

### **Tank Replacement Permit:**

**\$ 350.00**

Includes initial site evaluation, application review, permit issuance, and inspection of completed work prior to backfill

### **Well Isolation Distance Waiver Request:**

**\$ 300.00**

## Individual Onlot Sewage Disposal System (Repair or Modification)

### **Repair/Modification Permit Application - Major:**

**\$ 375.00**

Includes initial site visit for investigation and evaluation of the situation by the Township Sewage Enforcement Officer (SEO), permit issuance and one (1) inspection of repairs or modifications not involving installations or alterations to absorption areas. **Note:** For fees relating to repairs or modifications involving the installation of, or alteration to, absorption areas, the fees listed under "New" activity apply (see above).

### **Repair/Modification Permit Application - Minor:**

**\$ 250.00**

Initial site evaluation by the Township Sewage Enforcement Officer (SEO) is not required. Includes review of application, permit issuance and one (1) inspection of repairs or modifications not involving installations or alterations to absorption areas. **Note:** For fees relating to repairs or modifications involving the installation of, or alteration to, absorption areas, the fees listed under "New" activity apply (see above).

## Community Onlot Sewage Disposal System (New or Repair)

All costs for performing permit-related activities shall be reimbursed to the Township by the developer or applicant in accordance with the adopted professional rate schedule in place at the time the services were provided. An escrow account must be established with the Township by the applicant for this purpose.

For the purpose of this calculation, one (1) equivalent dwelling unit (EDU) is equal to 400 gallons per day (gpd) of calculated sewage flow.

**Initial Deposit:**  
**\$ 400.00 per lot or EDU,**  
**or \$1,600.00 minimum**



# Coolbaugh Township Fee Schedule

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## SEWAGE FACILITIES PLANNING MODULE REVIEW

All costs for performing soils investigations and planning module reviews shall be reimbursed to the Township by the developer or applicant in accordance with the adopted professional rate schedule in place at the time the services were provided. An escrow account must be established with the Township by the applicant for this purpose. For the purpose of this calculation, one (1) equivalent dwelling unit (EDU) is equal to 400 gallons per day (gpd) of calculated sewage flow.

**Initial Deposit:**  
**\$400.00 per lot or EDU, or**  
**\$2,175.00 minimum**

## Short Term Rentals

Initial Short-Term Rental License Application Fee	\$200.00
Short Term Rental Annual License Renewal Application Fee	\$150.00
Short Term Rental Re-Inspection Fee	\$40.00

## COOLBAUGH TOWNSHIP WASTEWATER TREATMENT PLANT FEES

Tap-In to Coolbaugh Township's Wastewater Treatment Plant	\$3,500.00 per EDU
Residential and Nonprofit Users, per EDU per month	\$54.34
Commercial establishments & Multi-family dwelling users per EDU per month	\$62.47
Industrial users (including significant users), per EDU per month	\$71.86

**\*If the construction or installation of an individual sewage system or community system, and if any building or structure for which such system is to be installed, has not commenced within three years after issuance of a permit for such system, the said permit shall expire, and a new permit shall be obtained prior to the commencement of said construction or installation.\***

**\*No refunds, either partial or full, shall be made to the applicant if the application is denied.**

## STREETS

Minor Road Opening Application	\$250.00
Major Road Opening Application	\$250.00
*Minimum Escrow Amount Required for Major Road Opening Application	\$500.00
Road Surface Restoration	TBD Based on actual cost
*Surface Restoration Guarantees to be determined at time of application based on cost estimate.	
Emergency Work Permit	\$250.00
*Minimum Escrow Amount for Emergency Work Permit (2 yrs.)	\$10,000.00

## Coolbaugh Township Fee Schedule

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Driveway Permits-residential permit for access driveway to house	\$100.00
New:	\$75.00
Repair/Pave:	
 Driveway Permit- Commercial	 \$250.00
 Public Street and Road Regulations- review of plan and description of street offered for dedication (each street)	 \$500.00

## Coolbaugh Township Fee Schedule

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### SUBDIVISION AND LAND DEVELOPMENT PLANS

### ESCROW FEES

Land Development Plan Application Fee: \$400.00

Land Development Plan up to 10 acres; major subdivision plan  
up to 10 acres \$5,000.00

Land Development Plan over 10 acres; major subdivision plan  
over 10 acres \$10,000.00

Minor Subdivision Plan \$1,000.00

Natural Features & Conservation Ordinance \$250.00  
(Not in conjunction with a Land Development Plan or Subdivision)

Stormwater Ordinance \$1,000.00

**\*All engineering and other appropriate consulting fees shall be paid by the applicant. To accomplish this end, for each project, the Township shall establish an escrow account with a deposit in the amount as outlined above. The invoiced fees plus an administrative fee of 20% will be deducted from the escrow account as incurred. When the project reaches a level of submitting an improvements agreement, \$1,000.00 will be retained in the escrow account to cover final engineering/consulting fees, and the remainder will be returned to the applicant. (In the unlikely event of insufficient funds in the escrow account, the applicant will be billed by the Township for the balance due.)**

Minor Subdivision for combining adjacent lots within recorded subdivisions-Application		\$200.00
Escrow	\$300.00	

# Coolbaugh Township Fee Schedule

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## ZONING ORDINANCE- BUILDING CONSTRUCTION FEES AND PERMITS

Zoning Amendment/ Zone Change Request \$800.00

Zoning Permits-minimum permit application fee for any structure requiring a permit, including but not limited to decks, sheds and pools \$100.00

Zoning Permits -permit application fee for any structure requiring a permit that exceed 200 sq. ft.

Tier 1: 200 sq.ft - 10,000 sq. ft .50¢ per sq. ft

Tier 2: 10,001 sq. ft. - 50,000 sq.ft .05¢ per sq. ft

Tier 3: Add an additional \$5.00 for each additional 500 sq. ft. up to a maximum permit fee total not to exceed \$10,000.00

Cost is based on the gross area of the floor of any building or structure, measured from the exterior walls or from the center lines of walls separating a building or structure, in addition to all decks (whether attached or detached) and any structure that is designed for support of a person, animals or property of any kind. All spaces with structural headroom of 7ft. 6 inches or more, i.e., attics, basements and unfinished cellars shall also be included.

Certificate of Occupancy No Charge

Sign Permit \$100.00

Certificate of Zoning Compliance \$100.00

Public Hearing before the Building Code Board of Appeals \$600.00

Hearing before the Zoning Hearing Board-variance and special exception \$1,500.00

Zoning Hearing Board Continuance Fee \$300.00

(Applicant will also be charged for any excess fees not covered by the fee provided, excluding the Township Solicitor Fees.)

Conditional Use Hearing \$1,250.00 plus additional engineering review fees (if necessary)

(Res. 03-2008, 03/04/2008; as amended by Res. 17-2008, 10/7/2008; amended by Res. 07-2009, 3/3/2009; amended by Res. 05-2011, 03/15/2011; amended by Res. 04-2012, 03/20/2012; amended by Res 06-2017, 03/21/2017; amended by Res. 10-2020, 9/15/2020, amended by Res. 07-2023, amended by Res. 03-2025, 01/06/2025)

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Erin Masker

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**From:** Greg Haas <[ghaas@kceinc.com](mailto:ghaas@kceinc.com)>  
**Sent:** Monday, December 30, 2024 11:32 AM  
**To:** Erin Masker  
**Subject:** Coolbaugh Fire Co Lot Joinder

Erin,

I have reviewed the revised plan titled, "FINAL PLAN LOT JOINDER OF LANDS OF COOLBAUGH TOWNSHIP VOLUNTEER FIRE COMPANY", dated September 6, 2024, and revised on December 27, 2024, prepared by Jonathan Shupp, P.L.S., S.E.O. The following comments are offered with respect to the Coolbaugh Township Code of Ordinances and Application/Checklist.

1. SALDO – Section 355-29. – A draft Joinder Deed shall be submitted for review.
2. SALDO – Section 355-29.A.(2) - The Surveyor's Certification statement shall be signed and dated.
3. SALDO – Section 355-29.A.(21) and Section 355-29.B.(6) – The Owners Statement shall be signed and notarized.

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  
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[ghaas@kceinc.com](mailto:ghaas@kceinc.com) | cell: 570.249.0209 | [www.KCEinc.com](http://www.KCEinc.com)

**in f**

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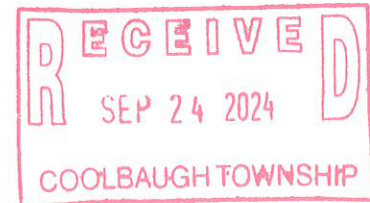
Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## MONROE COUNTY PLANNING COMMISSION

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September 19, 2024

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



Re: Coolbaugh Township Volunteer Fire Co.  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #169-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns about a 19.28-acre site located on the westerly side of Route 196, approximately 730 feet north of its intersection with Renaissance Lane. The plan proposes to join Lot 1 of 18.25 acres and Lot 2 of 1.03 acres, into one parcel. The newly designed "Lot 1A" will then consist of 19.28 acres. The site is currently undeveloped but will be served by on-site water supply and sewage disposal systems. This site is located in a Convenience Commercial (C-1) Zoning District.

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

1. It should be noted that the acreage listed on the plan (19.28 acres) does not correspond with the acreage (22.70 acres) listed in the Assessment records. This discrepancy should be clarified.
2. It appears that Note 9 of the provided materials incorrectly lists the combination of Lot 1 and Lot 1. This should state, the combination of Lot 1 and Lot 2.
3. Because this plan is a joining of lots and no further development is proposed at this time, this minor subdivision has addressed all other pertinent County review factors.

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

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on October 8, 2024, at 5:00 p.m. at 701 Main Street Suite 405. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

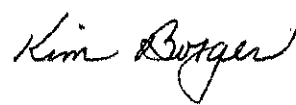


Page Two  
Coolbaugh Township Volunteer Fire Co.  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #169-24

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

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

Sincerely yours,

A handwritten signature in black ink that reads "Kim Borger". The signature is written in a cursive style with a large, stylized "K" and "B".

Kim Borger  
Planner/Addressing Coordinator

Cc: Jonathan Shupp, P.L.S., S.E.O.

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 324 OF THE CODE OF ORDINANCES OF THE TOWNSHIP OF COOLBAUGH, SHORT-TERM RENTALS, BY RESTRICTING SHORT-TERM RENTALS TO THE R-1, R-2, R-3, W-C AND C-3 ZONING DISTRICTS, REQUIRING SEWER INSPECTIONS, PROHIBITING SHORT-TERM RENTALS FROM USING A SEWAGE HOLDING TANK, LIMITING THE OCCUPANCY OF SHORT-TERM RENTALS AND REVISING THE REQUIREMENTS ASSOCIATED WITH SHORT-TERM RENTAL LICENSES.**

**WHEREAS**, the Coolbaugh Township Board of Supervisors adopted Ordinance No. 141-2020 on or about August 18, 2020 and such Ordinance established Chapter 324 of the Code of Ordinances of Coolbaugh Township, Short-Term Rentals, creating regulations and restrictions on short-term rentals within the Township; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has determined that amendments are needed to Chapter 324 of the Code of Ordinances of Coolbaugh Township in order to restrict short-term rentals to within the R-1, R-2, R-3, W-C and C-3 Zoning Districts and further to revise certain requirements associated with short-term rental licenses; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has also determined that amendments are needed to Chapter 324 of the Code of Ordinances of Coolbaugh Township in order to require sewer inspections at certain times for short-term rentals and to prohibit the use of a sewage holding tank by short-term rentals; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has also determined that amendments are needed to the occupancy limitations for short-term rentals.

**NOW THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that Chapter 324 of the Coolbaugh Township Code of Ordinances is hereby amended as follows:

**ARTICLE I.**

Section 324-6 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section J. to read as follows:

**§324-6.**

- J. Short-term rentals shall only be permitted in the R-1, R-2, R-3, W-C and C-3 Zoning Districts in Coolbaugh Township in accordance with the Coolbaugh Township Zoning Ordinance.

**ARTICLE II.**

Section 324-6 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh

Township is hereby amended by adding a new Section K. to read as follows:

**§324-6.**

- K. The sewage disposal system servicing the property shall be subject to Township inspection at the time of each short-term rental license application and/or renewal. In the event the sewage disposal system servicing the property is determined to be inadequate for the proposed short-term rental use, the license may be denied and/or not renewed by the Township.

**ARTICLE III.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending the first paragraph of Section 8.A. to read as follows:

**§324-8.A.**

- A. Application Required; Information. An application for a short-term rental license shall be filed with the designated Township official and a license issued prior to the use of the property as a short-term rental. All applications shall contain the following information:

**ARTICLE IV.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending Sections 8.A.(4) and (5) to read as follows:

**§324-8.A.**

- A.(4) Reserved.

- A.(5) A floor plan of the short-term rental if deemed necessary by the Township.

**ARTICLE V.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending Section 8.A.(10) to read as follows:

**§324-8.A.**

- A.(10) The location, type, approximate age and capacity of the sewage disposal system. The owner of the property shall supply the Township with an evaluation from a Pumper/Hauler certifying the sewage disposal system is properly functioning as intended, and proof that the tank was inspected by a pumper/hauler within three (3) months prior to the date of the application for a short-term rental license, or a renewal thereof.

**ARTICLE VI.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending Section 8.A.(14) to read as follows:

**§324-8.A.**

A.(14) A copy of a current Monroe County Hotel Room Excise Tax Certificate.

## **ARTICLE VII.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending Section 324-8.B. to read as follows:

### **§324-8.B.**

- B. Inspection; Fee. An inspection shall be required prior to the issuance of the short-term rental license and/or renewal. An inspection fee established by Resolution of the Board of Supervisors shall be charged for any inspection deemed necessary by the Township.

## **ARTICLE VIII.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-8.C. to read as follows:

### **§324-8.C.**

- C. Sewer Inspection Fee. The property that is the subject of a short-term rental license application and/or renewal of such a short-term rental license shall be subject to an inspection of the on-lot sewage disposal system providing sewer service to the property. The inspection shall be conducted by the Township and/or an authorized representative and/or consultant of the Township. An inspection fee established by Resolution of the Board of Supervisors shall be charged for such sewer inspections associated with short-term rental license applications and/or renewals.

## **ARTICLE IX.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-8.D. to read as follows:

### **§324-8.D.**

- D. Incomplete Application. In the event the applicant/owner fails to provide the requisite information and/or documentation required in Section 324-8.A. of this Chapter within ninety (90) days of the date of the application, the application shall be deemed invalid and incomplete and shall be subject to denial. Any and all application fees associated with an application that is denied for being invalid and incomplete are nonrefundable and the applicant/owner shall pay the requisite application fee for any new application following such a denial.

## **ARTICLE X.**

Section 324-9.B. of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

### **§324-9.B.**

- B. Renewal Fee. An annual renewal fee shall be established by Resolution of the Board of Supervisors that license holders shall pay when renewing their license issued pursuant to this Chapter. If the fee is not paid within sixty (60) days of the expiration date for the last license issued for the property, the license shall be null and void and application for a new license, not a renewal, shall be required thereafter prior to renting the subject short-term rental.

## **ARTICLE XI.**

Section 324-9 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-9.D. to read as follows:

### **§324-9.D.**

- D. The application and renewal fees referenced in this Section 324-9 are separate and distinct from any applicable inspection fee set forth in this Chapter.

## **ARTICLE XII.**

Section 324-10.A.(1) of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

### **§324-10.A.(1)**

- (1) The owner shall, by written agreement, limit overnight occupancy of the short-term rental to the specific number of occupants designated in the license, with the number of overnight occupants not to exceed two persons per bedroom plus four additional persons per residence or fourteen (14) persons per residence, whichever is less. The total number of overnight occupants of any short-term rental residence shall not exceed fourteen (14). Infants (under two years of age) shall not count towards the limit of overnight occupants. The owner shall further ensure any and all advertisements for and/or marketing of the short-term rental communicates the correct and permitted number of occupants. The owner shall not market the short-term rental in a manner inconsistent with the occupancy limits of this Chapter and/or the license.

## **ARTICLE XIII.**

Section 324-10.A.(3) of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

### **§324-10.A.(3)**

- (3) The number of bedrooms permitted for a short-term rental shall not exceed the number of bedrooms approved for the dwelling unit on the sewage permit issued for such property and/or the number of bedrooms approved by the Township as a result of the on-lot septic inspection associated with the short-term rental license application. All short-term rental properties shall provide proof that the sewage disposal system is adequate to handle such flows by having the system approved by the Sewage Enforcement Officer, or by providing a sewage disposal system permit previously issued by the Sewage Enforcement Officer that is deemed acceptable to the Township. If a sewage disposal system malfunction occurs, the use of the dwelling unit as a short-term rental shall be discontinued immediately upon Township notification until the malfunction is corrected to the Township's satisfaction in accordance with Township and Pennsylvania

Department of Environmental Protection requirements. No short-term rental shall be permitted within a dwelling unit that utilizes a sewage holding tank as its sewage disposal system. A holding tank is not an acceptable on-lot sewage disposal system for a short-term rental use.

#### **ARTICLE XIV.**

Section 324-10.A. of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-10.A(16) to read as follows:

##### **§324-10.A.(16)**

- (16) Short-term rentals are encouraged to have a knox box/emergency key box installed and maintained at the property to ensure emergency service providers, such as fire companies and emergency medical service providers, are able to access the property in the event of an emergency. In the event the owner of a short-term rental does not want to install a knox box/emergency key box at the property, the owner shall sign a waiver/release in a form acceptable to the Township waiving any claims associated with damage caused by emergency service providers when entering the short-term rental in the event of an emergency.

#### **ARTICLE XV.**

Section 324-13 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

##### **§324-13. Marketing.**

The marketing of a short-term rental which exceeds the maximum occupancy requirements permitted by this Chapter or which promotes any other activity that is prohibited by this Chapter shall be used as evidence of a violation of this Chapter during enforcement proceedings. The owner or contact person shall provide to the enforcement officer a copy of all advertisements relating to the short-term rental at the time of license application, license renewal and/or upon request.

#### **ARTICLE XVI. 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 XVII. REPEALER.**

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

#### **ARTICLE XVIII. EFFECTIVE DATE.**

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

**DULY ENACTED AND ORDAINED** this \_\_\_\_ day of \_\_\_\_\_ 2025, 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: \_\_\_\_\_  
Cara Rogan, Vice-Chair

By: \_\_\_\_\_  
Lynn Kelly, Supervisor

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

By: \_\_\_\_\_  
Clare Colgan, Supervisor

ATTEST:

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

[TOWNSHIP SEAL]



## **LEGAL NOTICE**

Notice is hereby given that the Coolbaugh Township Board of Supervisors will hold a public hearing on \_\_\_\_\_, 2025 at 6:00 p.m. at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466, to receive public comment and to consider and possibly adopt an ordinance, of which this notice is a summary, amending Chapter 324 of the Code of Ordinances of Coolbaugh Township, Short Term Rentals, by limiting short term rentals to the R-1, R-2, R-3, W-C and C-3 Zoning Districts, adjusting the requirements for short term rental licenses and license fees; requiring sewer inspections, prohibiting short term rentals from using sewage holding tanks, limiting the occupancy of short-term rentals and establishing, amending and adding certain additional requirements and regulations for short term rental properties within the Township. The title of the proposed ordinance is as follows:

**AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 324 OF THE CODE OF ORDINANCES OF THE TOWNSHIP OF COOLBAUGH, SHORT-TERM RENTALS, BY RESTRICTING SHORT-TERM RENTALS TO THE R-1, R-2, R-3, W-C AND C-3 ZONING DISTRICTS, REQUIRING SEWER INSPECTIONS, PROHIBITING SHORT-TERM RENTALS FROM USING A SEWAGE HOLDING TANK, LIMITING THE OCCUPANCY OF SHORT-TERM RENTALS AND REVISING THE REQUIREMENTS ASSOCIATED WITH SHORT-TERM RENTAL LICENSES.**

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. The Coolbaugh Township Board of Supervisors' regularly scheduled public meeting will immediately follow the public hearing at the above-referenced location.

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 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township, being advertised for enactment by the Coolbaugh Township Board of Supervisors on \_\_\_\_\_, 2025.

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF COOLBAUGH TOWNSHIP, MONROE COUNTY,  
COMMONWEALTH OF PENNSYLVANIA, AMENDING THE COOLBAUGH  
TOWNSHIP ZONING ORDINANCE AT CHAPTER 400 OF THE CODE OF  
ORDINANCES OF COOLBAUGH TOWNSHIP, BY PROVIDING A  
DEFINITION, RESTRICTIONS AND ZONING PROVISIONS FOR SHORT-  
TERM RENTALS**

**WHEREAS**, the Board of Supervisors desires to allow for the proper use of Short-Term Rentals within Coolbaugh Township and to establish proper criteria for the regulation and development of proper and reliable standards for these uses;

**WHEREAS**, the Board of Supervisors has enacted Chapter 324 of the Code of Ordinances of Coolbaugh Township to govern short-term rentals within the Township and such uses shall comply with the requirements, restrictions and provisions governing short-term rentals within Chapter 324; and,

**WHEREAS**, the Board of Supervisors finds that the proposed amendment to the Coolbaugh Township Zoning Ordinance will promote, protect and facilitate the public health, safety and welfare.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, and it is hereby enacted and ordained by the authority of the same as follows:

**ARTICLE I.**

The Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article III, Section 400-10, Definitions, shall be amended by adding new definitions for "Short-Term Rental" and "Transient Use" to read as follows:

**SHORT-TERM RENTAL** – A dwelling unit that is rented and/or leased, in whole or in part, for a transient use in exchange for rent, compensation or remuneration of any kind. This definition applies to all types of dwelling units rented and/or leased for a transient use under this Chapter, unless specifically excluded herein. A short-term rental may include (but not be limited to) single family, two family and multi-family dwelling units, whether or not primarily used as permanent residences or seasonal or vacation homes. A short-term rental shall not include a hotel, motel, bed-and-breakfast, boarding or lodging house or group home as defined in this Chapter, when the property owner or representative is present on-site at the property on a twenty-four-hour-per-day basis. A short-term rental does not include a use wherein there are more than fourteen (14) overnight occupants. A short-term rental shall comply with all the requirements, restrictions and provisions of Chapter 324 of the Code of Ordinances of Coolbaugh Township.

**TRANSIENT USE** - Occupancy, use or possession of a dwelling unit by a person or persons for a period of less than 30 consecutive days, other than the owner(s) of the dwelling unit or tenant(s) of the dwelling unit with a lease for 30 consecutive days or more, and/or the family of such owner(s) or tenant(s); and further excluding temporary stays by unrelated individuals that are guests of the owner or tenant of the dwelling unit without the payment of any type of rent, compensation or other remuneration.

## ARTICLE II.

The Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article X, Standards for Specific Uses, shall be amended by adding a new Section 400-91.3, Short-Term Rentals, to read as follows:

Within the R-1, R-2, R-3, W-C and C-3 Zoning Districts, a short-term rental use shall be permitted as a principal permitted use subject to the Schedule of Uses and the following specific criteria:

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A. A short-term rental use shall comply with all the requirements, restrictions and provisions of Chapter 324 of the Code of Ordinances of Coolbaugh Township.

B. A short-term rental use shall not have more than fourteen (14) overnight occupants. A use allowing for more than fourteen (14) overnight occupants is not a short-term rental use and shall be considered some other use provided for in this Chapter.

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## ARTICLE III.

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 1, Schedule of Uses, is hereby amended by adding Short-Term Rental to the Principal Permitted Uses column in the R-1, R-2, R-3, W-C and C-3 Zoning Districts within Attachment I.

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## ARTICLE IIIIIV.

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 3, Table of Required Parking and Stacking Spaces, is hereby amended by adding "Short-Term Rentals" to read as follows:

Short-Term Rentals	Minimum of one parking space per bedroom, plus additional parking spaces pursuant to the parking requirements of Chapter 324 of the Code of Ordinances of Coolbaugh Township.
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## 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 VI. REPEALER.**

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

**ARTICLE VII. EFFECTIVE DATE.**

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

**DULY ENACTED AND ORDAINED** this \_\_\_\_ day of \_\_\_\_\_, ~~2024~~2025, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, in lawful session duly assembled.

Board of Supervisors of Coolbaugh Township

By: \_\_\_\_\_  
William Weiner, Chairman

By: \_\_\_\_\_  
Cara Rogan, Vice-Chair

By: \_\_\_\_\_  
Clare Colgan, Supervisor

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

By: \_\_\_\_\_  
Lynn Kelly, Supervisor

ATTEST:

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

[TOWNSHIP SEAL]

32

**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
JANUARY 07, 2025**

<b>DATE</b>	<b>CK #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
12/23/2024		Payroll Transfer	\$ 61,000.00
12/26/2024		Pension Transfer	\$ 13,000.00
1/7/2025		Pocono Mt. Library, Inc.	\$ 50,000.00
1/7/2025		General Fund	\$ 453,757.01
1/7/2025		<b>Total General Fund</b>	<b>\$ 577,757.01</b>
1/7/2025		Escrow Fund	\$ 8,328.22
1/7/2025		<b>Total Escrow Fund</b>	<b>\$ 8,328.22</b>
1/7/2025		Sewer Fund	\$ 18,318.80
1/7/2025		<b>Total Sewer Fund</b>	<b>\$ 18,318.80</b>
		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 604,404.03</b>

**CASH TRIAL BALANCE AS OF JANUARY 07, 2025**

General Fund Checking	\$ 8,059,328.09
Fire Tax/Coolbaugh Twp VFD	489,380.93
Fire Tax- Coolbaugh Fire Building Fund	1,010,562.11
Fire Tax- Volunteer Fire Departments	1,038.68
EMS	22,318.45
American Rescue Plan	1,887,326.25
Payroll Checking	739.28
Rainy Day Fund Savings	986,126.96
Total General Fund	<b>\$12,456,820.75</b>
Sewer Fund Checking	2,392.56
Sewer PennVest Checking	11.30
Total Sewer Fund	<b>\$ 2,403.86</b>
Capital Projects Fund Checking	<b>\$ 16,245.17</b>
Emerg. Services Fund Money Market	206,618.56
Emerg. Services Fund Checking	21,445.93
Total Emergency Services Fund	<b>\$ 228,064.49</b>
Liquid Fuels Fund Checking	<b>\$ 182,953.00</b>
Escrow Fund Checking	773,006.73
Escrow Fund Clarius Checking	61,749.13
Total Escrow Fund	<b>\$ 834,755.86</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 13,721,243.13</b>

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

Check#	Vendor	Description	Payment	Check Total
11600	44 - AIRGAS USA, LLC	PO 26010 SUPPLIES	176.20	176.20
11601	1214 - ALMA I. RUIZ-SMITH	PO 25990 INS. Reimbursement	350.00	350.00
11602	1258 - AM TRUST NORTH AMERICA	PO 26041 WORKERS COMP	13,678.00	13,678.00
11603	1330 - AMAZON CAPITAL SERVICES	PO 26036 Office SUPPLIES	66.28	
		PO 26042 Office SUPPLIES	27.35	93.63
11604	898 - ASCENDANCE TRUCKS PENNSYLVANIA LLC	PO 25973 MANIFOLD TK#3	262.04	262.04
11605	1483 - AUTO PARTS OF MT POCONO	PO 26012 WIPER BLADE	15.72	
		PO 26023 FUEL FILTER	8.27	
		PO 26043 AIR FILTER	259.16	283.15
11606	1515 - B SAFE LLC	PO 26009 HISTORIAL ALARM 10/1-09/30/2025	219.46	219.46
11607	33 - BROWN & BROWN OF LEHIGH VALLEY, INC	PO 26030 PACKAGE/RENEWAL	11,381.52	
		PO 26031 AUTO RENEWAL	9,042.58	
		PO 26032 RENEWAL	480.13	20,904.23
11608	1567 - CANON FINANCIAL SERVICES, INC.	PO 26007 SCANNER 12/1-12/31/2024	164.50	
		PO 26033 11/1-11/30/2024	189.50	354.00
11609	177 - CCI WASTE & RECYCLING SERVICE, INC.	PO 25994 40 YARD PICK-UP	1,285.00	
		PO 26004 RECYCLING	3,855.00	5,140.00
11610	724 - CINTAS -	PO 26053 FIRST AID CABINETS	212.85	212.85
11611	1240 - CINTAS CORPORATION	PO 25974 SCRAPER/UNIFORMS	86.72	
		PO 25975 UNIFORMS	51.20	
		PO 26019 SHOP TOWELS/UNIFORMS	86.72	
		PO 26020 UNIFORMS	51.20	
		PO 26046 UNIFORMS	51.20	
		PO 26047 SHOP TOWELS/UNIFORMS	86.72	413.76
11612	1060 - COHEN LAW GROUP	PO 26049 BLUE RIDGE CABLE RENEWAL	3,513.33	3,513.33
11613	52 - DALEVILLE ACE HARDWARE	PO 26044 SINK REPAIR KITCHEN	50.96	50.96
11614	1085 - DE LAGE LANDEN	PO 25999 DEC	94.45	94.45
11615	504 - DONALD DEROO	PO 25977 INS REIMBURSEMENT	350.00	350.00
11616	1547 - EASTERN SALT COMPANY INC	PO 26021 ANTI-SKID	8,039.30	8,039.30
11617	255 - FIVE STAR EQUIPMENT, INC.	PO 25972 FILTER ELEMENT/544K LOADER	75.25	
		PO 25992 544 LOADER/PART	42.51	
		PO 26018 TRACTOR/FILTERS	151.21	268.97
11618	1384 - FRASER ADVANCED INFO. SYSTEMS	PO 25998 COPIER DEC	329.19	329.19
11619	1563 - GANNETT PENNSYLVANIA LOCALIQ	PO 25997 SNOW REMOVAL	149.16	149.16
11620	32 - GRAINGER	PO 26008 EXIT LIGHT BULB	51.80	51.80
11621	535 - HANOVER ENGINEERING ASSOC., INC.	PO 26025 SEO	13,962.65	13,962.65
11622	1192 - HIGHMARK BLUE SHIELD	PO 25987 JAN 2025	51,997.71	51,997.71
11623	1591 - JDM CONSULTANTS, LLC	PO 26054 GRANT WRITING	4,000.00	4,000.00
11624	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 26016 MEETINGS/ ROAD MATTERS/RAY PRICE/IMPERIA	10,758.38	10,758.38
11625	1550 - LOWES SALES & SERVICE	PO 25995 CHAIN PARTS/ALL BIG TRUCKS	524.53	524.53
11626	637 - MARSHALL POPE	PO 25976 INS REIMBURSEMENT	350.00	350.00
11627	232 - MECHANICAL SERVICE COMPANY	PO 26036 BATTERY GENERATOR	410.00	410.00
11628	241 - MONROE COUNTY CONTROL CENTER	PO 26029 DISPATCH FEES 1/1/2024	10,392.85	10,392.85
11629	1522 - NAGLE ELEVATOR INSPECTION	PO 25988 INSPECTION	95.00	95.00
11630	74 - NAPA AUTO PARTS	PO 26052 PARTS SHOULDER MOWER	151.67	151.67
11631	262 - NEPA	PO 25978 2025 MEMBERSHIP	295.00	295.00
11632	81 - P P & L	PO 25980 89631-95000 TEGAWITHA ROAD	29.51	
		PO 25981 43281-27004 MUNICIPAL CENTER	1,800.99	
		PO 25982 64488-49005 611	73.58	
		PO 25984 89343-21023 SCHOOL SPEED LIMIT	24.61	
		PO 25985 54691-27003 DPW	421.96	
		PO 26014 88900-24001 MUNICIPAL GARAGE	30.26	
		PO 26015 36034-04005 ECHO LAKE	35.15	
		PO 26027 51540-24008 KNOLLWOOD	26.66	2,442.72
11633	81 - P P & L	PO 26028 07251-41006 RESTROOM	15.65	
		PO 26048 88094-98000 SUMMIT	35.07	50.72
11634	387 - PATRICIA ROSENDALE	PO 26006 INS REIMBURSEMENT	503.17	503.17
11635	86 - PENNSYLVANIA AMERICAN WATER CO	PO 26034 1024-210048549021	2,490.20	2,490.20
11636	94 - POCONO MOUNTAIN REGIONAL EMS	PO 26002 JAN 2025	10,000.00	10,000.00
11637	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 26001 JAN 2025	272,248.37	272,248.37
11638	206 - PSATS	PO 25983 CDL DRUG TEST	70.00	
		PO 26005 2025 DUES	3,223.00	3,293.00
11639	175 - RAY PRICE MT POCONO FORD SALES, INC	PO 26003 FORD ZONING HOSE ASY	54.14	54.14
11640	105 - S & S TOOLS & SUPPLIES	PO 26045 SIGN BOLTS	235.88	235.88
11641	623 - SERVICE TIRE TRUCK CENTERS	PO 26000 2022 WESTERN STAR TANDEM	1,183.94	
		PO 26013 TIGER MOWER TIRE	145.19	1,329.13
11642	161 - STEPHENSON EQUIPMENT INC.	PO 26017 JOHN DEERE TRACTOR	145.19	145.19
11643	1420 - TOPP BUSINESS SOLUTIONS	PO 26026 COPIES	393.64	393.64



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

Check#	Vendor	Description	Payment	Check Total
11644	1548 - TRAISR,LLC	PO 25991 NOVEMBER	1,000.00	1,000.00
11645	1374 - TRANSEGE TRUCK CENTERS	PO 26024 WIPER MOTOR	144.51	144.51
11646	892 - VERIZON WIRELESS	PO 26022 PHONES	1,257.02	1,257.02
11647	1328 - WATER MEDIC INC	PO 25996 DPW Shop Water System	1,259.36	
		PO 26051 REBED COMM. TANKS DPW	2,810.00	4,069.36
11648	1551 - WORLD FUEL SERVICES,INC	PO 26039 FUEL	3,180.80	
		PO 26040 FUEL	3,046.89	6,227.69
TOTAL				453,757.01

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	453,757.01
01.400.000	GENERAL GOV'T	17,747.68			
01.402.000	FINANCIAL ADMIN	66.28			
01.404.000	LAW	3,513.33			
01.405.000	MUNICIPAL OFFICE	149.16			
01.408.000	ENGINEER	4,442.78			
01.409.000	BUILDING & PLANTS	11,033.65			
01.410.000	POLICE	272,248.37			
01.411.000	FIRE	2,320.29			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.413.000	SEO / BUILDING CODE	13,962.65			
01.414.000	ZONING OFFICE	1,000.00			
01.415.000	EMERGENCY MANAGEMENT	10,392.85			
01.427.000	SOLID WASTE COLLECTION / DISPO	5,140.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	7,217.09			
01.432.000	DPW-SNOW & ICE REMOVAL	8,039.30			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	2,463.18			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	3,399.21			
01.453.000	SPECTATOR RECREATION	219.46			
01.486.000	INSURANCE	34,582.23			
01.487.000	EMPLOYEE BENEFITS	45,819.50			
TOTALS FOR	GENERAL FUND	453,757.01	0.00	0.00	453,757.01

Total to be paid from Fund 01 GENERAL FUND

453,757.01

453,757.01

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

Check#	Vendor	Description	Payment	Check Total
1363	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 26016 MEETINGS/ ROAD MATTERS/RAY PRICE/IMPERIA	8,328.22	8,328.22
TOTAL				8,328.22

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	8,328.22
85.250.212	FARDELLA - LOT CONSOLIDATION			379.51	
85.250.213	PAWLOWSKI - LOT CONSOLIDATION			379.52	
85.250.214	WAGONER - LOT CONSOLIDATION			474.40	
85.250.215	ALTMORE - LOT CONSOLIDATION			442.77	
85.250.216	ALOGNA - LOT CONSOLIDATION			442.77	
85.250.217	EDWARDS / SCOTT - LOT CONSOLIDATION			411.14	
85.250.242	SZYMANSKI - LOT CONSOLIDATION			94.88	
85.250.246	DIONISIO - LOT CONSOLIDATION			63.25	
85.250.249	JEFFREY WAGNER - LOT CONSOLIDATION			63.25	
85.250.312	Ray Price			1,202.34	
85.250.338	POSH HOSPITALITY DEVELOPMENT LLC - LAND			316.25	
85.250.339	POSH HOSPITALITY - SUBDIVISION PLAN			442.75	
85.250.355	MESSER, LLC LAND DEVELOPMENT			189.75	
85.250.387	PMCC NORTH - LOT 2			1,423.13	
85.250.392	MAPLETREE			1,106.88	
85.250.593	IMPERIAL REALTY PROPERTY			895.63	
TOTALS FOR	ESCROW	0.00	0.00	8,328.22	8,328.22

Total to be paid from Fund 85 ESCROW

8,328.22

8,328.22

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

Check#	Vendor	Description	Payment	Check Total
3334	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 25970 ACT 537	8,645.00	
		PO 25971 MISC	1,653.50	10,298.50
3335	1251 - ENVIRONMENTAL SERV. CORP.	PO 25993 SLUDGE HAULING	397.00	
		PO 26037 SLUDGE HAULING	500.22	897.22
3336	699 - MAIN POOL & CHEMICAL CO	PO 26011 SULFATE SOLUTION	1,376.20	1,376.20
3337	81 - P P & L	PO 25986 04090-21003 PUMP STA	171.57	
		PO 25989 26491-26001 WWTP	4,125.09	4,296.66
3338	162 - USA BLUE BOOK	PO 26035 PARTS WWTP	95.80	
		PO 26050 SUPPLIES WWTP	1,290.66	1,386.46
3339	439 - YOUNG & HAROS,LLC	PO 25979 WAL MART	63.76	63.76
TOTAL				18,318.80

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	18,318.80
08.429.200	SUPPLIES	2,666.86			
08.429.313	ENGINEERING SERVICES	10,298.50			
08.429.314	PROFESSIONAL FEE SOLICITOR	63.76			
08.429.361	ELECTRIC	4,296.66			
08.429.374	MAINT/REPAIR EQUIPMENT	95.80			
08.429.452	SLUDGE HAULING	897.22			
TOTALS FOR	SEWER FUND	18,318.80	0.00	0.00	18,318.80

Total to be paid from Fund 08 SEWER FUND

18,318.80

18,318.80

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

Check#	Vendor	Description	Payment	Check Total
11649	172 - POCONO MT. LIBRARY, INC	PO 26055 Operational Loan - 2 of 2 Jan 2025	50,000.00	50,000.00
TOTAL				50,000.00

### Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	50,000.00
01.150.002	LIBRARY LOAN RECEIVABLE			50,000.00	
TOTALS FOR	GENERAL FUND	0.00	0.00	50,000.00	50,000.00

Total to be paid from Fund 01 GENERAL FUND

50,000.00

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50,000.00