

**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466  
(570) 894-8490 \* FAX (570) 894-8413  
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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**Work Session Agenda  
December 17, 2024, 6:00PM**

1. Discussion on Short Term Rental Zoning Ordinance Amendment
  
2. Discussion on Increasing Township Sewage Permitting Fees for the 2025 Fee Schedule
  
3. Public Comment

**1**

**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) ~~All s~~Short-term rentals ~~shall 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 \_\_\_\_\_ 2024, 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]

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# SEWERS

# FEES

## Individual Onlot Sewage Disposal System (New)

<b>Sewage Permit Application:</b> 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. (Increase of \$150.00)	\$450.00
<b>Percolation Testing:</b> Performed by other; witnessed by Township (Increase of \$125.00)	\$425.00
<b>Inspections: (Increase of \$35.00 each)</b> Elevated absorption areas (4 inspections) Inground absorption areas (3 inspections)	\$110.00 each
<b>Call Back Fee: (Increase of \$45.00)</b> For each site visit and/or inspection or re-inspection in addition to the above or not described elsewhere	\$145.00
<b>Tank Replacement Permit: (Increase of \$150.00)</b> Includes initial site evaluation, application review, permit issuance, and inspection of completed work prior to backfill	\$350.00
<b>Well Isolation Distance Waiver Request: (NEW ITEM ADDED)</b>	\$300.00

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

<b>Repair/Modification Permit Application - Major:</b> 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. <b>Note:</b> 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). ( Increase of \$125.00)	\$375.00
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## SEWERS

## FEES

### 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). (Increase of \$100.00)

### 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  
(Increase of \$125.00 and  
Increase of \$500.00)

### Sewage Facilities Planning Modules

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  
(Increase of \$125.00 and  
Increase of \$675.00)



# \* Current \*

## Coolbaugh Township Fee Schedule

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### SEWERS

#### **New On-Lot Sewage Disposal System Activity**

Sewage Permit Application- includes initial site visit for up to two soil probe evaluations (additional probes conducted during same site visit read at \$35.00 each), review completed application and system design, one revised design review, if required (additional design reviews \$35.00 each submission), inspect stakeout of the system and permit issuance. \$300.00

Percolation Testing- performed by other and witnessed by Township \$300.00

#### **Inspections:**

Elevated Absorption Areas- 4 Inspections \$75.00 each

In Ground Absorption Areas- 3 Inspections

Call back Fee- for each site visit and/or re-inspection required in addition to those described above. \$100.00

Tank Replacement Permit \$200.00

#### **Sewage Permit Application (Community System)**

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:  
\$275.00 per lot or EDU, or  
\$1,100.00 minimum  
Review fees in excess of this fee shall be borne by the applicant prior to the issuance of the permit.

### REPAIR/MODIFICATION ON-LOT SEWAGE DISPOSAL SYSTEM ACTIVITY

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

Repair Permit Application- includes initial site visit for investigation/evaluation of the situation, permit issuance, and one inspection of repairs not involving installations or alterations to absorption areas. \$250.00

**NOTE: For fees relating to the repairs involving the installation of, or alteration to, absorption areas reference the fees listed under "New On-Lot Sewage Disposal System Activity."**

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

Initial site evaluation by the Township Sewage Enforcement Officer (SEO) is not required. Includes review of application, issuance of permit and one (1) inspection of repairs or modifications no involving installations or alterations to absorption areas \$150.00

**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)**

# 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:**  
\$275.00 per lot or EDU, or  
\$1,500.00 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

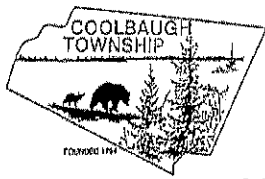
Tap-In to Coolbaugh Township's Wastewater Treatment Plant	\$3,500.00 per EDU
Residential and Nonprofit Users, per EDU per month	\$54.34
Commercial establishments & Multi-family dwelling users per EDU per month	\$62.47
Industrial users (including significant users), per EDU per month	\$71.86

**\*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



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

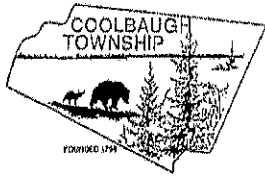
**Roll Call**

**BOARD OF SUPERVISORS**

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

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

1. Public input
2. Approval of minutes / notes:
  - December 3, 2024-Regular Meeting Minutes
3. Monthly Reports
  - Pocono Mountain Regional Police Commission
  - Pocono Mountain Regional EMS
4. Acceptance of the 902 Municipal Recycling Grant
5. Request for Release of Financial Security for Mapletree (Thomson Logistics Assets, LLC) (2086 Corporate Center Drive, Tobyhanna)
6. Authorization to Advertise the Bid Documents for Building #2 Window Replacement Project
7. Approval of Minor Subdivision Joining Lots 4 & 5, Block A-2006, Section 20, Arrowhead Lakes North, Property Owner(s) Jeffrey M. Wagner
8. Approval of Minor Subdivision Joining Lots 1409 & 1410, Section B, Pocono Farms, Property Owner(s) Robert & Dawn Altomare



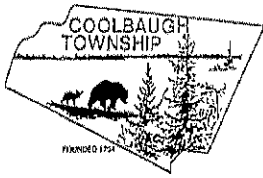
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9. Conditional Approval of Minor Subdivision Joining Lots 146 & 147, Section H-I, Stillwater Lake Estates, Property Owner(s): Terrence Edwards & Sandra Scott
10. Conditional Approval of Minor Subdivision Joining Lots 640 & 641, Section H, A Pocono Country Place, Property Owner(s) Sean Fardella and Patrick & Lynn Fardella
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
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
13. Approval of Minor Subdivision Joining Lots 16 & 17, Block A-1405, Section 14, Arrowhead Lakes North, Property Owner(s) Charles Alogna
14. Approval of Minor Subdivision Joining Lots 136 & 137, Block A-114, Section 11, Arrowhead Lake, Property Owner(s) Michael & Lucy Wagoner
15. Authorization to hire Braxton Hurst as Seasonal Code Enforcement Support – Up to 20hrs per week - \$20.00 per hour
16. Authorize Advertising 2025 Bulk Drop Off Schedule
17. Authorize Advertising 2025 Shred Event Dates
18. Adoption of Resolution #16-2024: Adoption of the Proposed 2025 Budget
19. Adoption of Resolution #17-2024: Fixing of the Tax Rate for Fiscal Year 2025
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



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21. Certification of Volunteers for the Act 172 Tax Credit

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

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

24. Approval of Topp Business Solutions Copier Contract

25. Controller Report

26. Current obligations

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

27. Business Manager Comments/Updates

28. Solicitor Armstrong Comments/Updates

29. Board of Supervisors Executive Sessions

30. Adjournment

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION MINUTES**  
**December 3, 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, Alma I. Ruiz-Smith, Clare Colgan, and Lynn Kelly

**Board Members Absent:**

Cara Rogan

**Staff Present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, and Meredith Thompson, Business Manager

**Staff Absent:**

None

**1. State Representative Maureen Madden's Request for office space at the Municipal Complex for a Satellite Office (Latisha Griffith)**

L. Griffith was in attendance representing State Representative Maureen Madden regarding their desire to continue having a presence on the mountain for the constituents from 9am-4pm on Thursday and Friday. They would be able to provide their own desks and chairs as well as phones and electronic devices. She stated that they would be looking for an office and a waiting area, possibly a cubical for meeting with residents as necessary. Ms. Ruiz-Smith stated that she thinks that they will fall in love with the old church space which would allow the opportunity for an open area as well as the ability to put up cubicles which are available in the basement of building 2. After some discussion, it was agreed that Ms. Thompson would meet with the members of State Representative Madden's office to do a walkthrough of building 2 and see what they believe will work best for them. Mr. Weimer stated that he is happy to hear that although they are moving out of the Mountain Center, he is happy that they are interested in remaining available to our residents nearby. He stated that the Board is currently looking into the going rate per sq. ft. for commercial rental space and will discuss that once they have had a chance to assess the building.

- **Discussion:** None

**2. Public Comment**

J. Smith-Hughes thanked the Board and DPW for everything that they do and continue to do. She also thanked Mr. Weimer for reaching out to the police chief to have a problem vehicle removed from the township right-of-way which was believed to have been from an investigation several years ago. She stated that she has been complaining about this vehicle sitting vacant and is very appreciative of Mr. Weimer's work on having it removed.

Work Session ended at 6:13pm.



**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**December 3, 2024**

The meeting was called to order by Chairman Weimer at 6:14pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

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

**Board Members Absent:**

Cara Rogan

**Staff Present:**

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

**Staff Absent:**

None

**Announcements**

Mr. Weimer announced the following:

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

**1. Public input**

- M. Wood stated that the CTHA will be holding their annual Christmas Celebration at the Wills Mansion on December 14<sup>th</sup> from 12-5 with the Mount Pocono United Methodist Church Bell Choir performing as well. She invited everyone to attend.
- D. Pope stated that there is a major problem on Pope Road regarding a truck tractor parking at his driveway and walking out Pope Road. He stated that the person scared his niece when he was walking down the road. Mr. Weimer stated that he will speak with the DPW Foreman about putting up a blinking sign to indicate that there is no way out/ no turnaround. Mr. Keane stated that when he and Ms. Masker were working on Google Maps for the E911 readdressing project they were able to become accredited based on what they did and the accuracy of the information that was provided. Therefore, he will go in and see if he can add a notation for people to see when they are using Google Maps so that they know that there is no way out on Pope Road and maybe that will help with the truck traffic coming down that road.
- J. Smith-Hughes thanked the Board for all that they did, thanking Ms. Ruiz-Smith for attending their annual meeting and veterans' celebration, Ms. Kelly for her work with the EAC, Ms. Colgan for her contributions to Parks and Recreation and the Ghoulbaugh Event and Mr. Weimer for all he does on the Board, representing the township on the police commission. She also thanked the Township staff for all that they do and for assisting her and her community as needed.

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

- November 19, 2024- Public Hearing Minutes

Ms. Colgan made a motion second by Ms. Kelly to approve the public hearing minutes of November 19, 2024 as presented.

- **Discussion:** None
- **Vote:** 3-0-1, motion passes. (Ms. Ruiz-Smith abstained)

- November 19, 2024-Regular Meeting Minutes

*Ms. Colgan made a motion second by Ms. Kelly to Approve the Regular Meeting Minutes from November 19, 2024 as presented.*

- **Discussion:** None
- **Vote:** 3-0-1, motion passes. (Ms. Ruiz-Smith abstained)

**3. Ray Price Ford Request for Release of Financial Security in the Amount of \$33,600.00 plus any accrued interest with the Remaining Balance of \$22,500.00 being Authorized to be Released upon Satisfying the Remaining Conditions in Township Engineer, Russell Kresge's letter dated November 13, 2024**

Discussion took place on the amount to be released and withheld for the Ray Price Ford Request for Release of Financial Security. Ms. Masker stated that the \$22,500.00 will be withheld until the emergency generator is installed as per the agreement and LDP and the remaining balance will not be released until it is verified by the Township SEO that the system is functioning properly. She stated that Mr. Scray, Township SEO, is in the process of scheduling that inspection.

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to release the financial security held by the township plus any accrued interest following a positive report from the SEO, with \$8,400.00 to remain in the escrow for the required maintenance guarantee.*

- **Discussion:** None
- **Vote:** 3-0-1, motion passes. (Ms. Colgan abstained)

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to release the financial security held by the township plus accrued interest to Ray Price Ford in the amount of \$22,500.00 following the installation of the emergency generator as per Township Engineer, Russell Kresge's review letter dated November 13, 2024.*

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

**4. Approval of the Penn Strategies Two Year Grant Writing Contract**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to Approve the Penn Strategies Two Year Grant Writing Contract.*

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

**5. Current Obligations**

• General Fund	\$ 464,801.43
• Escrow Fund	\$ 28,264.97
• Sewer Fund	<u>\$ 6,546.66</u>
<b>Total Disbursements</b>	<b>\$ 499,613.06</b>

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize paying the current obligations in the amount of \$499,613.06 as presented.*

- **Discussion:** None
- **Vote:** 3-0-1, motion passes. (Ms. Kelly abstained)

**6. Business Manager Comments/Updates**

Ms. Thompson stated that there was an email received that the Board was copied on from an HOA with concerns about zoning and what they saw as an oversight with enforcement. She stated that this is not the

case, and the issue has been investigated and the concerns have been addressed. She asked if the Board would like a response to be sent back to the sender. The Board agreed that there should be a follow-up email sent back with Ms. Ruiz-Smith stated that the township works closely with the HOA that sent the email.

Ms. Thompson thanked the Board for the holiday luncheons that have been provided in the past and asked if the Board is ok with doing the same for the admin and DPW this year with an amount of up to \$300.00. The Board agreed. Ms. Thompson stated that DPW will schedule their luncheon and admin theirs.

Mr. Thompson requested a brief executive session for personnel following the meeting.

#### **7. Solicitor Armstrong Comments/Updates**

Solicitor Armstrong requested a brief executive for legal/litigation following the meeting.

He stated that we received correspondence from Barry Isett Associates relating to the PMI/MPMA transfer of the WWTP in Mount Pocono and the submission to DEP. Township Engineer Greg Haas reviewed the submission and had some minor changes made to the response that is being proposed to be submitted. After a lengthy discussion the Board agreed that they would like to review the response that is being proposed to be submitted prior to concurring with any of the information being provided. Solicitor Armstrong stated that we are being told that it needs to be submitted by this Thursday to DEP. Ms. Kelly questioned the responsibility of Coolbaugh Township as it relates to the system and the fact that it is within the Coolbaugh Township Act 537 plan. It was agreed that the Board would hold off on signing anything for DEP submission until we have received and reviewed the agreement that is mentioned in the submission between Coolbaugh Township and MPMA as well as the response that was reviewed by the Township Engineer. Solicitor Armstrong will reach out to Ms. Martin from BIA tomorrow and let her know the position of the Board and request that the draft agreement be sent over as soon as it is available.

Ms. Ruiz-Smith stated that she has been in contact with Samantha Elliott at the Monroe County Office of Emergency Management and stated that the Pocono Summit Lake Spillway is being added to the Hazard Mitigation Plan as there was question as to who is responsible for the repairs and the cost associated with the repairs.

#### **8. Board of Supervisors Executive Sessions**

- Tuesday, December 4, 2024 from 7:12pm-8:05pm Re: Personnel and Litigation

#### **9. Adjournment**

*Ms. Colgan made a motion second by Mr. Weimer to adjourn at 7:08pm.*

#### **NEXT BOARD WORK SESSION / MEETINGS:**

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

- Work Session/ Business Meeting Tuesday, December 17, 2024 at 6:00pm

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

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

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

3

**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT**

TOTAL ENFORCEMENT														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	NOV	Prior YTD
<b>Total Calls</b>	1005	903	1034	1069	1128	1193	1403	1335	1137	1115	1109		12431	918	12248
<i>Complaints</i>	916	842	973	1006	1049	1103	1308	1244	1051	1013	1028		11533	840	11349
<i>Accidents</i>	89	61	61	63	79	90	95	91	86	102	81		898	78	899
<b>Criminal Arrests</b>	61	72	89	45	59	61	75	68	71	63	76		740	66	898
<b>Traffic Arrests</b>	151	172	277	244	229	139	252	178	185	161	222		2210	221	2025
<b>Vehicle Code Warnings</b>	144	185	295	254	214	164	253	228	226	175	268		2406	271	2055
<b>Ordinance Arrests</b>	7	10	13	15	12	9	15	26	17	7	18		149	29	125

Total Hours													
<b>Patrol</b>	2638.49	2599.12	2426.73	2263.22	2133.95	2004.29	2668.80	2262.66	1996.10	2050.96	2152.74		25197.06
<b>Investigation</b>	1413.26	1205.85	1699.91	1415.03	1542.99	1715.20	1675.73	1748.73	1828.46	1728.32	1654.60		17628.08
<b>Paperwork</b>	279.02	318.60	432.07	316.00	435.00	373.76	388.74	426.05	429.82	411.47	371.13		4181.66
<b>Court</b>	201.27	131.17	170.83	203.33	260.99	157.78	191.27	187.43	206.25	152.64	153.77		2016.73
<b>Assigned</b>	2533.96	2127.26	2336.46	2641.43	2693.07	2587.57	2141.45	2441.13	2378.37	2722.61	2506.76		27110.07
<b>Total Actual Time</b>	7066.00	6382.00	7066.00	6839.00	7066.00	6839.00	7066.00	7066.00	6839.00	7066.00	6839.00		76133.60

Assigned Time													
<b>Training</b>	920.75	686.02	781.35	1008.80	1099.48	822.42	837.75	943.41	1209.62	1208.45	756.58		10274.63
<b>Assists</b>	0.87	15.70	22.50	4.33	9.45	6.75	12.47	30.15	1.40	6.01	0.82		110.45
<b>Admin</b>	1612.34	1425.54	1532.61	1628.29	1584.14	1758.80	1291.24	1467.57	1167.35	1508.14	1749.36		16725.38
<b>Total</b>	2533.96	2127.26	2336.46	2641.42	2693.07	2587.97	2141.46	2441.13	2378.37	2722.60	2506.76		27110.46

ACTIVITY OUTSIDE JURISDICTION (Included In Totals Above)															
<b>Calls Outside our Jurisdiction</b>	2	4	2	2	4	3	4	3	1	3	2		30		
<b>Arrests Outside our Jurisdiction</b>	0	0	0	0	0	0	0	2	0	0	0		2	0	0



**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
COOLBAUGH TOWNSHIP**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	NOV	Prior YTD
<b>Total Calls</b>	<b>373</b>	<b>356</b>	<b>395</b>	<b>397</b>	<b>432</b>	<b>444</b>	<b>519</b>	<b>491</b>	<b>438</b>	<b>411</b>	<b>405</b>		<b>4661</b>	<b>350</b>	<b>4595</b>
<i>Complaints</i>	345	340	375	387	404	419	494	462	413	380	381		4400	326	4336
<i>Accidents</i>	28	16	20	10	28	25	25	29	25	31	24		261	24	259
<b>Criminal Arrests</b>	<b>17</b>	<b>22</b>	<b>14</b>	<b>18</b>	<b>21</b>	<b>27</b>	<b>22</b>	<b>22</b>	<b>31</b>	<b>26</b>	<b>36</b>		<b>256</b>	<b>22</b>	<b>285</b>
<b>Traffic Arrests</b>	<b>53</b>	<b>80</b>	<b>123</b>	<b>87</b>	<b>54</b>	<b>50</b>	<b>88</b>	<b>58</b>	<b>67</b>	<b>59</b>	<b>51</b>		<b>770</b>	<b>92</b>	<b>621</b>
<b>Vehicle Code Warnings</b>	<b>44</b>	<b>52</b>	<b>111</b>	<b>84</b>	<b>54</b>	<b>36</b>	<b>75</b>	<b>65</b>	<b>72</b>	<b>78</b>	<b>94</b>		<b>765</b>	<b>122</b>	<b>651</b>
<b>Ordinance Arrests</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>		<b>17</b>	<b>2</b>	<b>22</b>

Hours Breakdown													
<b>Patrol</b>	1128.82	996.01	958.49	908.22	748.60	719.68	868.93	766.15	667.90	703.68	716.87		<b>9183.35</b>
<b>Investigation</b>	508.92	541.55	585.40	551.46	607.49	678.30	637.43	863.48	938.20	873.50	701.55		<b>7487.28</b>
<b>Paperwork</b>	111.10	115.30	158.60	128.05	152.92	158.70	151.78	185.70	203.87	217.26	153.34		<b>1736.62</b>
<b>Court</b>	52.27	32.80	60.88	39.58	69.42	46.17	73.00	41.58	86.65	50.50	61.57		<b>614.42</b>
<b>Assigned</b>	955.56	802.19	881.08	996.08	1015.56	975.52	807.54	920.55	896.88	1026.69	945.30		<b>10222.95</b>

Hours Actual vs Purchased													
<b>Total Actual Time</b>	2756.67	2487.85	2644.45	2623.39	2593.99	2578.37	2538.68	2777.46	2793.50	2871.63	2578.63		<b>29244.62</b>
<b>Hours Purchased</b>	2664.59	2406.65	2664.59	2578.99	2664.59	2578.99	2664.59	2664.59	2578.99	2664.59	2578.99		<b>28710.13</b>
<b>Hours Over/Under</b>	92.08	81.20	-20.14	44.40	-70.60	-0.62	-125.91	112.87	214.51	207.04	-0.36		<b>534.49</b>

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	-135.99												
<b>Current O/U</b>	-43.91	37.29	17.15	61.55	-9.04	-9.66	-135.57	-22.70	191.81	398.86	398.50		

Percentage of Hours													
<b>% Actual</b>	39.01%	38.98%	37.42%	38.36%	36.71%	37.70%	35.93%	39.31%	40.85%	40.64%	37.70%		
<b>% Purchased</b>	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%		
<b>% Over/Under</b>	<b>1.30%</b>	<b>1.27%</b>	<b>-0.29%</b>	<b>0.65%</b>	<b>-1.00%</b>	<b>-0.01%</b>	<b>-1.78%</b>	<b>1.60%</b>	<b>3.14%</b>	<b>2.93%</b>	<b>-0.01%</b>		



**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
TOBYHANNA TOWNSHIP**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	NOV	Prior YTD
<b>Total Calls</b>	239	214	270	304	258	319	363	387	293	306	282		3235	201	2998
<i>Complaints</i>	215	197	254	285	240	296	338	366	271	285	259		3006	181	2747
<i>Accidents</i>	24	17	16	19	18	23	25	21	22	21	23		229	20	251
<b>Criminal Arrests</b>	13	9	26	19	17	17	18	10	17	19	11		176	19	214
<b>Traffic Arrests</b>	35	38	76	60	64	39	62	38	47	30	62		551	41	500
<b>Vehicle Code Warnings</b>	45	73	93	59	53	75	65	50	58	36	54		661	55	561
<b>Ordinance Arrests</b>	0	3	2	0	2	0	3	10	3	1	3		27	2	9

Hours Breakdown															
<b>Patrol</b>	1018.65	1090.65	1057.83	773.70	821.72	733.00	756.04	793.06	754.40	747.12	837.60		9383.77		
<b>Investigation</b>	331.12	183.60	460.68	385.88	388.74	355.96	445.37	348.32	398.91	318.77	316.98		3934.33		
<b>Paperwork</b>	69.67	84.66	109.85	102.24	103.15	97.48	100.62	91.80	90.73	93.28	80.20		1023.68		
<b>Court</b>	19.33	24.37	42.17	26.20	42.48	31.33	43.27	67.47	20.16	45.12	20.50		382.40		
<b>Assigned</b>	776.66	652.01	716.12	809.60	825.43	793.21	656.36	748.21	728.97	834.48	768.32		8309.37		

Hours Actual vs Purchased															
<b>Total Actual Time</b>	2215.43	2035.29	2386.65	2097.62	2181.52	2010.98	2001.66	2048.86	1993.17	2038.77	2023.60		23033.55		
<b>Hours Purchased</b>	2165.73	1956.08	2165.73	2096.15	2165.73	2096.15	2165.73	2165.73	2096.15	2165.73	2096.15		23335.07		
<b>Hours Over/Under</b>	49.70	79.21	220.92	1.47	15.79	-85.17	-164.07	-116.87	-102.98	-126.96	-72.55		-301.52		

Hours Over/Under Balance YTD															
<b>Cumulative Carry Over</b>	88.34														
<b>Current O/U</b>	138.04	217.25	438.17	439.64	455.43	370.25	206.18	89.32	-13.67	-140.63	-213.18				

Percentage of Hours															
<b>% Actual</b>	31.35%	31.89%	33.78%	30.67%	30.87%	29.40%	28.33%	29.00%	29.14%	28.85%	29.59%				
<b>% Purchased</b>	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%				
<b>% Over/Under</b>	0.70%	1.24%	3.13%	0.02%	0.22%	-1.25%	-2.32%	-1.65%	-1.51%	-1.80%	-1.06%				



**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
MOUNT POCONO BOROUGH**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	NOV	Prior YTD
<b>Total Calls</b>	183	140	160	162	165	193	219	163	173	182	164		1904	172	2014
<i>Complaints</i>	169	127	147	141	145	168	193	143	155	155	146		1689	152	1792
<i>Accidents</i>	14	13	13	21	20	25	26	20	18	27	18		215	20	222
<b>Criminal Arrests</b>	25	30	34	4	14	9	25	13	15	8	21		198	19	285
<b>Traffic Arrests</b>	46	30	62	73	83	36	70	58	38	60	81		637	69	734
<b>Vehicle Code Warnings</b>	33	26	55	70	84	44	90	64	61	49	83		659	68	648
<b>Ordinance Arrests</b>	3	6	0	13	6	6	10	14	11	5	9		83	25	92

Hours Breakdown													
<b>Patrol</b>	91.55	95.48	87.29	179.36	233.79	251.35	365.48	293.39	279.71	266.42	317.13		2460.95
<b>Investigation</b>	261.52	189.03	284.83	155.57	201.83	179.74	234.48	200.45	190.88	177.49	227.65		2303.47
<b>Paperwork</b>	54.08	76.42	79.93	34.67	70.02	50.00	73.51	61.54	74.06	49.59	65.96		689.78
<b>Court</b>	104.42	41.25	33.46	96.07	111.50	50.45	39.97	50.48	69.02	36.23	37.33		670.18
<b>Assigned</b>	318.01	266.97	293.23	331.50	337.98	324.79	268.75	306.36	298.49	341.69	314.60		3402.37

Hours Actual vs Purchased													
<b>Total Actual Time</b>	829.58	669.15	778.74	797.17	955.12	856.33	982.19	912.22	912.16	871.42	962.67		9526.75
<b>Hours Purchased</b>	886.78	800.94	886.78	858.29	886.78	858.29	886.78	886.78	858.29	886.78	858.29		9554.82
<b>Hours Over/Under</b>	-57.20	-131.79	-108.04	-61.12	68.34	-1.96	95.41	25.44	53.87	-15.36	104.38		-28.07

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	79.52												
<b>Current O/U</b>	22.32	-109.47	-217.52	-278.64	-210.30	-212.27	-116.86	-91.42	-37.56	-52.92	51.45		

Percentage of Hours													
<b>% Actual</b>	11.74%	10.48%	11.02%	11.66%	13.52%	12.52%	13.90%	12.91%	13.34%	12.33%	14.08%		
<b>% Purchased</b>	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%		
<b>% Over/Under</b>	-0.81%	-2.07%	-1.53%	-0.89%	0.97%	-0.03%	1.35%	0.36%	0.79%	-0.22%	1.53%		



**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT  
TUNKHANNOCK TOWNSHIP**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	NOV	Prior YTD
<b>Total Calls</b>	131	117	123	127	163	145	191	191	150	125	166		1629	120	1737
<i>Complaints</i>	121	109	117	122	152	133	175	180	135	112	152		1508	110	1630
<i>Accidents</i>	10	8	6	5	11	12	16	11	15	13	14		121	10	107
<b>Criminal Arrests</b>	3	9	8	1	5	6	6	16	7	8	4		73	4	83
<b>Traffic Arrests</b>	10	12	10	16	25	11	11	9	12	5	8		129	15	100
<b>Vehicle Code Warnings</b>	16	24	26	25	16	7	7	34	15	7	19		196	21	117
<b>Ordinance Arrests</b>	0	0	1	0	0	1	1	0	0	0	2		5	0	1

Hours Breakdown													
<b>Patrol</b>	165.00	196.52	158.18	203.73	184.05	157.13	467.94	264.80	157.80	158.20	150.30		2263.65
<b>Investigation</b>	165.18	173.37	178.95	176.12	193.73	353.25	227.65	206.62	195.70	238.31	254.72		2363.60
<b>Paperwork</b>	21.27	33.00	41.68	33.35	62.65	46.18	44.74	57.16	46.25	36.40	47.95		470.63
<b>Court</b>	10.75	11.97	8.20	27.30	10.95	11.00	12.00	17.65	20.43	13.12	6.75		150.12
<b>Assigned</b>	276.46	232.08	254.91	288.18	293.81	282.35	233.63	266.33	259.48	297.04	273.49		2957.76

Hours Actual vs Purchased													
<b>Total Actual Time</b>	638.66	646.94	641.92	728.68	745.19	849.91	985.96	812.56	679.66	743.07	733.21		8205.76
<b>Hours Purchased</b>	770.90	696.28	770.90	746.13	770.90	746.13	770.90	770.90	746.13	770.90	746.13		8306.22
<b>Hours Over/Under</b>	-132.24	-49.34	-128.98	-17.45	-25.71	103.78	215.06	41.66	-66.47	-27.83	-12.92		-100.46

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	109.09												
<b>Current O/U</b>	-23.15	-72.49	-201.47	-218.92	-244.63	-140.86	74.20	115.86	49.39	21.56	8.63		

Percentage of Hours													
<b>% Actual</b>	9.04%	10.14%	9.08%	10.65%	10.55%	12.43%	13.95%	11.50%	9.94%	10.52%	10.72%		
<b>% Purchased</b>	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%		
<b>% Over/Under</b>	-1.87%	-0.77%	-1.83%	-0.26%	-0.36%	1.52%	3.04%	0.59%	-0.97%	-0.39%	-0.19%		



2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

BARRETT TOWNSHIP

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	NOV	Prior YTD
<b>Total Calls</b>	77	72	84	77	106	89	107	100	82	88	90		972	75	904
<i>Complaints</i>	65	65	78	69	104	84	104	90	76	78	88		901	71	844
<i>Accidents</i>	12	7	6	8	2	5	3	10	6	10	2		71	4	60
<b>Criminal Arrests</b>	3	2	7	3	2	2	4	5	1	2	4		35	2	31
<b>Traffic Arrests</b>	7	12	6	7	2	3	21	11	17	7	20		113	4	70
<b>Vehicle Code Warnings</b>	6	10	7	16	3	2	16	15	18	5	16		114	5	78
<b>Ordinance Arrests</b>	0	0	0	1	4	0	0	1	1	0	3		10	0	1

Hours Breakdown													
<b>Patrol</b>	234.47	220.46	164.94	198.21	145.79	143.13	210.41	145.26	136.29	175.54	130.84		1905.34
<b>Investigation</b>	146.52	118.30	190.05	146.00	151.20	147.95	130.80	129.86	104.77	120.25	153.70		1539.40
<b>Paperwork</b>	22.90	9.22	42.01	17.69	46.26	21.40	18.09	29.85	14.91	14.94	23.68		260.95
<b>Court</b>	14.50	20.78	26.12	14.18	26.64	18.83	23.03	10.25	9.99	7.68	27.62		199.62
<b>Assigned</b>	207.28	174.01	191.12	216.07	220.29	211.70	175.17	199.68	194.55	222.71	205.05		2217.63

Hours Actual vs Purchased													
<b>Total Actual Time</b>	625.67	542.77	614.24	592.15	590.18	543.01	557.50	514.90	460.51	541.12	540.89		6122.94
<b>Hours Purchased</b>	578.00	522.05	578.00	559.43	578.00	559.43	578.00	578.00	559.43	578.00	559.43		6227.76
<b>Hours Over/Under</b>	47.67	20.72	36.24	32.72	12.18	-16.42	-20.50	-63.10	-98.92	-36.88	-18.54		-104.82

Hours Over/Under Balance YTD													
<b>Cumulative Carry Over</b>	-141.01												
<b>Current O/U</b>	-93.34	-72.62	-36.38	-3.66	8.53	-7.89	-28.39	-91.49	-190.41	-227.29	-245.83		

Percentage of Hours													
<b>% Actual</b>	8.85%	8.50%	8.69%	8.66%	8.35%	7.94%	7.89%	7.29%	6.73%	7.66%	7.91%		
<b>% Purchased</b>	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%		
<b>% Over/Under</b>	0.67%	0.32%	0.51%	0.48%	0.17%	-0.24%	-0.29%	-0.89%	-1.45%	-0.52%	-0.27%		

2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

	ASSISTS												2023		
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	NOV	Prior YTD
<b>Ambulance Assists</b>	25	15	27	21	16	28	21	29	12	24	27		245	23	281
<b>Fire Assists</b>	6	4	4	2	5	2	8	5	4	5	4		49	1	52
<b>Assist to other Agencies</b>	16	16	12	9	12	5	9	8	15	10	10		122	7	111
Dunmore PSP	2													1	
Fernridge PSP	1					1	2		2		1			1	
Kidder Twp PD	1	1					2				1			1	
New York State Police								1						1	
Pocono Twp PD	2	3	4			1	1	1	1					1	
Tinton Falls NJ														1	
SARP	2		1						2					2	
Stroud PSP	3				4	1	1	1	1	3				2	



1		2	3	4	5	6
Classification of Offenses		Offenses Reported or known to police (include unfounded and attempted)	Unfounded, i.e. False or Baseless Complaints	Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	Number of Clearances Involving only Persons under 18
<b>PART I OFFENSES</b>						
<b>01. CRIMINAL HOMICIDE</b>		1	-	1	-	-
A. Murder and Nonnegligent Manslaughter	11	1		1		
B. Manslaughter by Negligence	12					
<b>02. FORCIBLE RAPE</b> <b>Total</b>	20	3	-	3	2	2
A. Rape by Force	21	3		3	2	2
B. Assault to Rape-Attempts	22	-				
<b>03. ROBBERY</b> <b>Total</b>	30	-	-	-	-	-
A. Firearm	31					
B. Knife or cutting instrument	32					
C. Other Dangerous Weapon	33					
D. Strong Arm(hands, feet, etc.)	34					
<b>04. ASSAULT</b> <b>Total</b>	40	14	-	14	9	3
A. Firearm	41	-				
B. Knife or cutting instrument	42	1		1	1	
C. Other Dangerous Weapon	43	-			-	
D. Hands, fist, feet, etc.	44	4		4	2	1
E. Other Assaults-Not aggravated	45	9		9	6	2
<b>05. BURGLARY</b> <b>Total</b>	50	7	-	7	1	1
A. Forcible Entry	51	4		4	1	1
B. Unlawful Entry-No force	52				-	
C. Attempted forcible entry	53	3		3		
<b>06. LARCENY - THEFT</b> (except motor vehicle theft)	60	19		19	7	2
<b>07. MOTOR VEHICLE THEFT</b> <b>Total</b>	70	1		1	-	-
A. Autos	71					
B. Trucks and Buses	72					
C. Other Vehcles	73	1		1		
<b>09. ARSON</b>	90	-			1	
<b>TOTAL PART I OFFENSES</b>	77	45	-	45	20	8

1 Classification of Offenses <b>PART II OFFENSES</b>	2 Offenses Reported or known to police (include unfounded and attempted)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	5 Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	6 Number of Clearances Involving only Persons under 18
100. Forgery and Counterfeiting	2		2		
110. Fraud	18		18		
120. Embezzlement					
130. Stolen Prop., Rec.,Possess.,Buying					
140. Vandalism	13		13	1	
150. Weapons, Carrying, Possess, etc.	5		5	6	2
160. Prostitution and Commercialized Vice					
170. Sex Offenses (except 02 and 160)	9	1	8	1	
180. Drug Abuse Violations Total	10		10	8	3
Sale/mfg. 18A. Opium-Cocaine	2		2	2	
18B. Marijuana	1		1	1	
18C. Synthetic					
18D. Other					
Possession 18E. Opium-Cocaine	1		1	1	
18 F. Marijuana	4		4	3	3
18G. Synthetic	1		1		
18H. Other	1		1	1	
190. Gambling Total					
19A. Book Making					
19B. Numbers. Etc.					
19C. Other					
200. Offenses Against Family & Children	7	3	4	2	
210. Driving Under the Influence	7		7	11	
220. Liquor Laws					
230. Drunkenness	1		1	1	
240. Disorderly Conduct	46	4	42	37	3
250. Vagrancy					
260. All Other Offenses (except traffic)	57	8	49	43	
<b>TOTAL PART II OFFENSES</b>	<b>175</b>	<b>16</b>	<b>159</b>	<b>110</b>	<b>8</b>



**Pocono Mountain Regional Police UCR Crime Stats  
November 2024**

	<b>DEPART TOTAL</b>	<b>TOBY</b>	<b>TUNK</b>	<b>BORO</b>	<b>COOL</b>	<b>BAR</b>	<b>OUT</b>	<b>SRO</b>
Homicide	1	0	0	0	1	0	0	0
Rape	3	1	1	0	1	0	0	0
Robbery	0	0	0	0	0	0	0	0
Assaults	11	2	0	2	5	2	0	3
Burglary	7	1	2	0	3	1	0	0
Larceny - Thefts	18	7	1	6	4	0	0	1
Stolen Vehicles	1	0	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0
Forgery	2	0	0	1	1	0	0	0
Fraud	18	1	4	5	6	2	0	0
Embezzlement	0	0	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0	0	0
Vandalism	13	3	1	1	8	0	0	0
Weapons	4	1	0	0	2	1	0	1
Prostitution	0	0	0	0	0	0	0	0
Sex Offenses	9	0	2	2	5	0	0	0
Drug Violations	7	0	0	3	3	1	0	3
Gambling	0	0	0	0	0	0	0	0
Offenses Family	5	1	2	1	1	0	0	2
DUI	7	3	1	2	1	0	0	0
Liquor Laws	0	0	0	0	0	0	0	0
Drunkenness	1	0	0	0	1	0	0	0
Disorderly Conducts	40	7	1	10	19	3	0	6
All Others	57	15	7	4	25	6	0	0
<b>UCR TOTALS</b>	<b>204</b>	<b>42</b>	<b>22</b>	<b>37</b>	<b>87</b>	<b>16</b>	<b>0</b>	<b>16</b>

Domestics	80	11	10	12	41	6	0	0
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**MOUNT POCONO BOROUGH**  
**Larceny - Thefts Breakdown 2024**

	<b>TOTAL</b>	<b>RESIDENTIAL</b>	<b>COMMERCIAL</b>
January	23	3	20
February	13	0	13
March	17	0	17
April	6	0	6
May	5	1	4
June	15	3	12
July	11	1	10
August	7	0	7
September	8	0	8
October	20	1	19
November	6	0	6
December	0		
2024 Total	131	9	122





## Pocono Mountain Regional Emergency Medical Services

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

Coolbaugh Township EMS Activity		November 2024		
<b>Total Coolbaugh Calls November 2024: 278</b>		<b>Total PMREMS Calls November 2024: 642</b>		
<b>Total Coolbaugh Calls QTD: 824</b>		<b>Total PMREMS Calls QTD: 1,898</b>		
<b>Total Coolbaugh Calls YTD: 2,601</b>		<b>Total PMREMS Calls YTD: 6,404</b>		
		<b>September</b>	<b>October</b>	<b>November</b>
<b>Non-Emergency Transports</b>		<b>50</b>	<b>90</b>	<b>62</b>
<b>Calls Lost to Mutual aid</b>		<b>48</b>	<b>48</b>	<b>58</b>
<b>Calls Picked Up from Mutual Aid</b>		<b>33</b>	<b>33</b>	<b>25</b>

<b>Coolbaugh Twp. Vol. Fire Co.</b>	<b>November 2024</b>
Total Calls for the Month: 63	<b>Total Calls YTD: 506</b>
Dispatched in Coolbaugh for the Month: 62	Dispatched in Coolbaugh YTD: 497
Dispatched Mutual Aid for the Month: 1	Dispatched Mutual Aid YTD: 9
Total Incident Hours: 63.39	Total Man Hours (Calls) YTD: 1,565.57
Total Training Hours: 123.21	Training Hours YTD: 2,950.86
Total Man Hours Business: 195.3	Total Man Hours Business YTD: 1,385.09
Total Hours for Month: 381.90	Total Hours YTD: 5,901.52
<b>Monthly Call Breakdown</b>	
<b>Call Type</b>	<b>Call Total</b>
Automatic Fire / CO Alarm	17
Lift Assist / EMS Assist / MedEvac	2
Odor / Smoke Investigation	0
Hazmat / Carbon Monoxide	2
Motor Vehicle Crash	9
Motor Vehicle Crash w/ Entrapment	0
Residential Structure Fire	3
Commercial Structure Fire	0
Vehicle Fire	0
Vegetation / Brush Fire	4
Other Type of Fire	0
Traffic Control Only	0
Wires Down / Tree on Wires / Tree Across Road	10
Mutual Aid to Other Municipality	1
Search / Water / Tech Rescue	1
Special Type of Incident / All Other (see below)	14
<i>Assists</i>	
<b>Total Calls for Month</b>	<b>63</b>

Average # of firefighters per call: <u>2.4</u>	
<b>Total Calls in 2024: <u>506</u></b>	

Fire Company: **Gouldsboro Vol Fire Co**

Month: November 2024

**Total Monthly Calls: 39**

**Total Calls YTD: 210**

Total dispatched in Coolbaugh MTD: 6

Total dispatched in Coolbaugh YTD: 43

**Total Mutual Aid Calls to Other Townships: 7**

Total Man Hours (Calls) Month: 92.25

Total Man Hours (Calls) YTD: 610.25

Training Hours Month: 89

Training Hours YTD: 1098.5

Total Man Hours Business Month: 746.5

Total Man Hours Business YTD: 8942

Total Hours MTD: 917.75

Total Hours YTD: 10650.75

**Monthly Call Breakdown Report**

<b>Call Type</b>	<b># per Month</b>
Automatic Alarm	4
Dwelling Fire	
Fire, other	
Extrication	
Hazmat	
Lift Assist/EMS Assist/ Medivac Landing	1
Mutual Aide	7
CO Alarm/Investigation	1
Odor Investigation - remove smoke	5
Structure (Commercial) Fire	
Traffic Control Only	
Vegetation (Brush) Fire	1
Vehicle Accident	1
Vehicle Fire	
Wires Down/ Tree on Wires/ Tree Across Road	19
Special Type of incident -Water	
Other	
<b>Total Calls per Month</b>	<b>39</b>

Average #firefighters per call: 4

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

Coolbaugh Township Municipal Building

Attn: Erin Masker

5520 Municipal Drive

Tobyhanna, PA 18466

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

Fax: 570-894-8413

Monthly report due by the Wednesday before the meeting.

**4**



Pennsylvania  
Department of  
Environmental Protection

November 27, 2024

William Werner  
Coolbaugh Township  
5520 Municipal Dr  
Tobyhanna, Pa 18466-7714

RE: 2024 Pa Dep 902 Grant Coolbaugh  
Recycling Program Grant Number: 202405101081

Dear Mr. Werner:

We are pleased to announce the approval of a Recycling Development and Implementation Grant under Section 902 of the Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101) for Coolbaugh Township. The grant awards **\$180,529.00** of the total **\$200,588.00** project.

If your municipality will not accept this award, please notify me by email at [mvottero@pa.gov](mailto:mvottero@pa.gov) within 30 days from the date of this letter. The grant agreement must be executed within one year of this letter; otherwise funds will lapse.

The email to which this letter is attached requests the signatory information for the grant agreement that will be processed through the electronic grants system. Once the grant has been processed, the eSignature system will send out notification emails first to the primary signatory to complete the eSignature, and once digitally signed, the secondary signatory will then receive the eSignature notification email.

Once the signatory has logged into the eSignature system, a copy of the grant agreement in PDF form will be available to save or print. If there are any issues with the grant agreement at that time, please contact the management technician assigned to your grant or me.

Please be aware that any expenditures you may make prior to the fully executed grant agreement would be at your own risk. The Department provides grant funds on a reimbursement basis. We will forward reimbursement forms to you along with the fully executed grant agreement by email. All grant correspondences must be done electronically through email.

Coolbaugh Township  
November 27, 2024

Page 2

Thank you for your efforts and commitment to recycling. If you have any questions about the grant awards, please contact me.

For more information about DEP's recycling program, please visit our website at [Financial Assistance \(pa.gov\)](https://www.pa.gov)

Sincerely,

A handwritten signature in black ink that reads "Mark Vottero". The signature is written in a cursive, flowing style.

Mark Vottero, Acting Chief  
Municipal Recycling Implementation Section



## OBTAINING LEGAL SIGNATURES ON THE DEP GRANT AGREEMENT

After reading the Agreement, individuals vested with the authority to do the legal business for your organization must sign it. The following chart explains which signatures are required by DEP. If the Agreement is returned with inappropriate signatures, the agreement will be rejected, and the execution process will be delayed.

If your organization does not have someone listed in the capacities below, you will need to enclose a copy of the by-laws or resolution which states the name of the position that has the legal authority to sign Agreements. Please circle and/or flag the appropriate section in the by-laws or resolution.

### LEGAL SIGNATURES CHART

Organization	Grant Recipient (GR)	Witness (W)
Borough	President or Vice President	Secretary or Treasurer
Catholic School	Usually the parish priest has the legal authority to sign contracts. A short-written resolution by the parish council (signed and witness by its President and Secretary) must be included and must state that the parish priest has the authority to sign contracts.	Secretary or Treasurer of the parish council
City	Mayor	City Clerk
College or University	For most colleges, the President has the authority to sign legal documents. Some larger universities may delegate this authority in their by-laws. Please supply a copy of the by-laws with the appropriate section circled/flagged.	Secretary or Treasurer of University
Corporation	President or Vice President	Secretary or Treasurer
County Conservation District	Board Chairperson or Vice Chairperson	Secretary or Treasurer of Board
County	County Commissioner from Majority Party	Chief Clerk
Intermediate Unit	President or Vice President of Intermediate Unit Board	Secretary or Treasurer of Intermediate Unit Board
Limited Liability Company (LLC)	Manager or Member	None Legally Required, but encouraged
Municipal Authority	President or Vice President/ Chairperson or Vice Chairperson	Secretary or Treasurer
Non-Profit Organization	President or Vice President	Secretary/Asst. Secretary or Treasurer/Asst. Treasurer
Partnership	General Partner if Limited Partnership or Partner	None Legally Required, but encouraged
Public School District	President or Vice President of School Board	Secretary or Treasurer of School Board
Private School	Officials of the entity who conduct the school's legal business, i.e. President or Vice President	Secretary or Treasurer of the school's ruling body
Sole Proprietor	Owner	None Legally Required
Sub S Corporation	President or Vice President	Secretary or Treasurer
Township	Majority of Commissioners or Supervisors	Secretary or Treasurer

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COOL-22-009

December 13, 2024

Coolbaugh Township Board of Supervisors

(via email to Erin Masker, Township Secretary / Administrative Assistant: [emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org))

**RE: MAPLETREE LOADING DOCK – STORMWATER MANAGEMENT PERMIT  
2086 CORPORATE CENTER DRIVE WEST  
FINANCIAL SECURITY REQUEST #1**

Dear Board of Supervisors,

On Wednesday December 4, 2024, I conducted an inspection of the completed improvements for the above referenced project. The inspection was performed to verify the completed items and to determine the amount of financial security that can be released to the Developer.

Attached is a breakdown of my findings on the site. Based on the enclosed calculations, the amount of financial security being held for the project (**\$3,633,860.34**) can be decreased to **\$545,079.05**. (Thus **\$3,088,781.29** can be released to the Developer).

The amount of financial security remaining will cover the following:

**Items not yet installed, completed, provided, or requiring modifications**

1. The removal of temporary silt socks.
2. The stabilization of areas behind curb lines, the bottom of the existing basin, and the stockpile with permanent seed.
3. The installation of five (5) Peegee Hydrangea shrubs between the last two (2) trees to the northwestern end of the employee parking stalls and thirty-five (35) Daylily or Pennsylvania Sedge perennials.

Please note that the amount of financial security to remain is equal to the required "Maintenance Retainage" as described within the DEVELOPMENT AGREEMENT for this project. However, the eighteen (18) month "Maintenance Period" shall NOT begin until all items above have been satisfactorily addressed.

If you have any questions regarding this project, please do not hesitate to contact me at your convenience.

Sincerely,

**KEYSTONE CONSULTING ENGINEERS, INC.**



Gregory S. Haas, P.E.

- c.c. Patrick Armstrong, Esquire (via email: [parmstrong@grimlaw.com](mailto:parmstrong@grimlaw.com))
- Tomas Keane, Zoning Officer (via email: [tkeane@coolbaughtwp.org](mailto:tkeane@coolbaughtwp.org))
- Russell R. Kresge, P.E., KCE (via email: [rkresge@kceinc.com](mailto:rkresge@kceinc.com))
- Jerry Sitko, P.E., Reilly Associates (via email: [jsitko@reillyengineering.com](mailto:jsitko@reillyengineering.com))

Mapletree Loading Dock Expansion							
Construction Review of December 4, 2024							
by							
KEYSTONE CONSULTING ENGINEERS, INC.							
COOL-22-009							
Description	Original Estimated Quantity (a)	Units	Unit Price (b)	Original Financial Security Amount (c)=(a)x(b)	Quantity Complete on 12/4/2024 (d)	Quantity Remaining on 12/4/2024 (e)=(a)-(d)	Financial Security to Remain (f)=(b)x(e)
<b>EARTHWORK</b>							
Mobilization	1	LS	\$ 50,000.00	\$ 50,000.00	1	0	\$ -
Construction Layout	1	LS	\$ 10,000.00	\$ 10,000.00	1	0	\$ -
Strip Topsoil	1,500	CY	\$ 4.00	\$ 6,000.00	1,500	0	\$ -
Replace Topsoil	1,300	CY	\$ 5.50	\$ 7,150.00	1,300	0	\$ -
Cut to Fill	36,000	CY	\$ 6.00	\$ 216,000.00	36,000	0	\$ -
<b>EROSION &amp; SEDIMENTATION CONTROL</b>							
Construction Entrance	2	EA	\$ 5,000.00	\$ 10,000.00	2	0	\$ -
Silt Sock	3,000	LF	\$ 6.00	\$ 18,000.00	1,500	1,500	\$ 9,000.00
Inlet Protection	23	EA	\$ 250.00	\$ 5,750.00	23	0	\$ -
Seed & Mulch / Matting	86,000	SF	\$ 0.36	\$ 30,960.00	26,000	60,000	\$ 21,600.00
Pumped Water Filter Bag	1	EA	\$ 1,000.00	\$ 1,000.00	1	0	\$ -
Compost Concrete Washout	1	EA	\$ 350.00	\$ 350.00	1	0	\$ -

	<u>Description</u>	<u>Original Estimated Quantity</u> (a)	<u>Units</u>	<u>Unit Price (b)</u>	<u>Original Financial Security Amount</u> (c)=(a)x(b)	<u>Quantity Complete on 12/4/2024 (d)</u>	<u>Quantity Remaining on 12/4/2024</u> (e)=(a)-(d)	<u>Financial Security to Remain</u> (f)=(b)x(e)
	<b>STORMWATER &amp; WATER DRAINAGE</b>							
	18" HDPE Pipe	1,766	LF	\$ 55.00	\$ 97,130.00	1,766	0	\$ -
	24" HDPE Pipe	40	LF	\$ 69.00	\$ 2,760.00	40	0	\$ -
	Inlet	23	EA	\$ 3,000.00	\$ 69,000.00	23	0	\$ -
	Inlet Filter	23	EA	\$ 800.00	\$ 18,400.00	23	0	\$ -
	Manhole	14	EA	\$ 4,000.00	\$ 56,000.00	14	0	\$ -
	End Wall	10	EA	\$ 3,000.00	\$ 30,000.00	10	0	\$ -
	Riprap Apron	10	EA	\$ 500.00	\$ 5,000.00	10	0	\$ -
	Outlet Control Structure	4	EA	\$ 8,000.00	\$ 32,000.00	4	0	\$ -
	Underground Basin 18" Perforated HDPE	2,982	LF	\$ 55.00	\$ 164,010.00	2,982	0	\$ -
	Underground Basin AASHTO #3	5,142	CY	\$ 25.00	\$ 128,550.00	5,142	0	\$ -
	Underground Basin Geotextile	9,100	SY	\$ 1.00	\$ 9,100.00	9,100	0	\$ -
	Underground Basin 6" Drain	390	LF	\$ 10.00	\$ 3,900.00	390	0	\$ -
	Existing Basin Outlet Structure Modification	1	LS	\$ 2,500.00	\$ 2,500.00	1	0	\$ -
	Existing Basin Bottom Stabilization	1	LS	\$ 29,880.00	\$ 29,880.00	0	1	\$ 29,880.00
	Adjust Manhole Rim	9	EA	\$ 1,000.00	\$ 9,000.00	9	0	\$ -
	Adjust Inlet Grate	1	EA	\$ 1,000.00	\$ 1,000.00	1	0	\$ -
	Anti-Seep Collar	4	EA	\$ 1,000.00	\$ 4,000.00	4	0	\$ -
	<b>WATER</b>							
	Relocate Existing Fire Hydrant and/or Post Indicator Valve	4	EA	\$ 2,000.00	\$ 8,000.00	4	0	\$ -
	<b>PAVING &amp; CURBING</b>							
	Fine Grade	29,391	SY	\$ 1.50	\$ 44,086.50	29,391	0	\$ -
	Concrete Loading Pad	9,125	SY	\$ 73.00	\$ 666,125.00	9,125	0	\$ -
	Light Duty Asphalt (4.5" 2A, 2.5" Base, 2" Wearing)	3,437	SY	\$ 42.00	\$ 144,354.00	3,437	0	\$ -
	Medium Duty Asphalt (10" 2A, 3.5" Base, 2" Wearing)	17,130	SY	\$ 63.00	\$ 1,079,190.00	17,130	0	\$ -
	Curb	4,264	LF	\$ 46.00	\$ 196,144.00	4,264	0	\$ -
	Painted Parking Line, 4" Wide	1,560	LF	\$ 1.50	\$ 2,340.00	1,560	0	\$ -
	Sign	3	EA	\$ 200.00	\$ 600.00	3	0	\$ -
	Bollard	3	EA	\$ 450.00	\$ 1,350.00	3	0	\$ -



	<u>Description</u>	<u>Original Estimated Quantity</u> (a)	<u>Units</u>	<u>Unit Price (b)</u>	<u>Original Financial Security Amount</u> (c)=(a)x(b)	<u>Quantity Complete on 12/4/2024 (d)</u>	<u>Quantity Remaining on 12/4/2024</u> (e)=(a)-(d)	<u>Financial Security to Remain</u> (f)=(b)x(e)	
<b>LANDSCAPING</b>									
	Deciduous Tree	27	EA	\$ 500.00	\$ 13,500.00	27	0	\$ -	
	Shrub	110	EA	\$ 150.00	\$ 16,500.00	105	5	\$ 750.00	
	Ground Cover Planting	88	EA	\$ 25.00	\$ 2,200.00	53	35	\$ 875.00	
	Mulch	6,285	SF	\$ 0.14	\$ 879.90	6,285	0	\$ -	
	Retaining Wall	240	SF	\$ 45.00	\$ 10,800.00	240	0	\$ -	
<b>LIGHTING</b>									
	Proposed Wall Mounted Light	15	EA	\$ 2,500.00	\$ 37,500.00	15	0	\$ -	
	Existing Pole Mounted Light to be Relocated	7	EA	\$ 2,500.00	\$ 17,500.00	7	0	\$ -	
	Proposed Pole Mounted Light	9	EA	\$ 5,000.00	\$ 45,000.00	9	0	\$ -	
	<b>Subtotal</b>				<b>\$3,303,509.40</b>			<b>\$ 62,105.00</b>	
	<b>10% Contingency</b>				<b>\$ 330,350.94</b>			<b>\$ 6,210.50</b>	
	<b>Amount of Financial Security Provided</b>				<b>\$3,633,860.34</b>	(g)			
	<b>Amount of Financial Security to Remain for Completion of Site Improvements</b>							<b>\$ 68,315.50</b>	(h)
	<b>15% Maintenance Retainage Amount</b>				<b>\$ 545,079.05</b>	(i)			
	<b>Amount of Financial Security to Remain (equals greater of (h) or (i))</b>							<b>\$545,079.05</b>	(j)
	<b>Amount of Financial Security that can be Released</b>				<b>\$3,088,781.29</b>	(k) = (g) - (j)			

7

**Erin Masker**

---

**From:** Greg Haas <[ghaas@kceinc.com](mailto:ghaas@kceinc.com)>  
**Sent:** Tuesday, December 3, 2024 12:11 PM  
**To:** Erin Masker  
**Subject:** RE: FW: Wagner Lot Joinder

Erin,

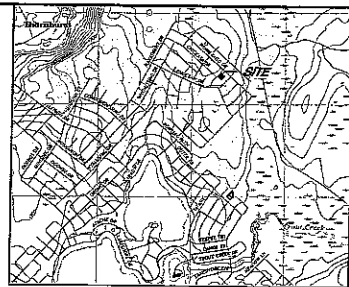
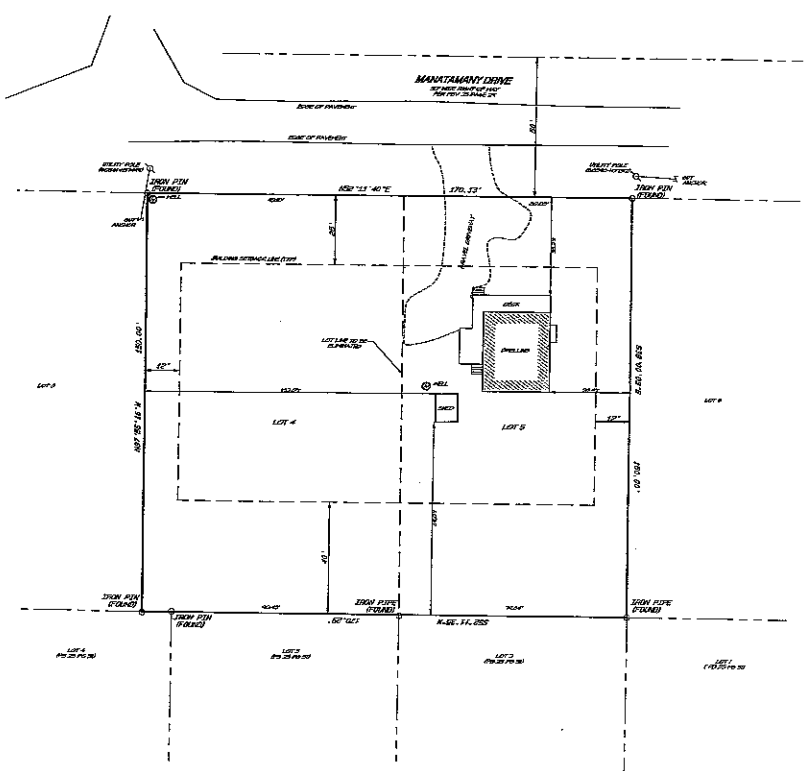
The provided Joinder Deed for this one is acceptable. Good to go.

Regards,  
Greg

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

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

Learn about career opportunities [here](#).



LOCATION MAP  
TROUT CREEK USES ZONING MAP  
SCALE: 1:5000  
0 1000 2000 FEET

**BOARD OF SUPERVISORS:**

AT A PUBLIC MEETING HELD ON \_\_\_\_\_ 2024, THE BOARD OF SUPERVISORS OF COLLSBAUGH TOWNSHIP REVIEWED AND BY A MOTION DULY PASSED, APPROVED THE JOINING OF LOTS 4 AND 5, BLOCK A-2005 SECTION 20, AS ORIGINALLY SHOWN ON THE PLAN TITLED "SECTION TWENTY, ARROWHEAD NORTH", RECORDED IN MONROE COUNTY PLOT BOOK 25, PAGE 25.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GENERAL NOTES:**

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COLLSBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING OR EXTENDING 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 COLLSBAUGH TOWNSHIP.
3. BY APPROVAL OF THIS PLAN THE TOWNSHIP HAS NOT CONFIRMED THE PRESENCE, ABSENCE AND/OR THE EXTENT OF WETLANDS, WHETHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COLLSBAUGH TOWNSHIP ORDINANCE CHAPTER 107 AS AMENDED.
5. WATER SUPPLY IS AN ON-SITE WELL, SANITARY SEWER DISPOSAL IS COMMUNITY.
6. THIS PLAN IS AN ASSEMBLAGE, CONSOLIDATION, AND COMBINATION OF TWO (2) LOTS AS SHOWN RESULTING IN ONE (1) LOT. THE CREATED LOT MAY NOT MEET ALL DIMENSIONAL CRITERIA FOR THIS PARTICULAR ZONING DISTRICT AS REQUIRED WITHIN THE COLLSBAUGH TOWNSHIP ZONING ORDINANCE. THE CREATED LOT DEPICTED ON THIS PLAN MAY BE NON-CONFORMING OR CONTAIN NON-CONFORMITIES. THE PURPOSE OF THIS PLAN IS SIMPLY TO ASSEMBLE, CONSOLIDATE, AND COMBINE SEPARATE RECORDS INTO ONE (1) NEW DEED.

**APPROVAL/REVIEW BLOCK**

REVIEWED BY THE COUNTY PLANNING COMMISSION

COUNTY PLANNING COMMISSION STAFF PERSON \_\_\_\_\_ DATE \_\_\_\_\_

**SITE DATA:**

SOURCE OF TITLE: LOT 5  
TAX ID 3-19C-1-205  
PIN 03030714340012  
1109 MANATAMONY DRIVE  
03 2512 PG 3048

LOT 4  
TAX ID 03-19C-1-205  
PIN 03030714340012  
VACANT LOT  
03 2530 PG 0890

TOTAL ACREAGE: 0.586 ACRES  
NEW LOT NUMBER: LOT 5A  
ADDRESS: 1109 MANATAMONY DRIVE

ZONING DISTRICT: R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COLLSBAUGH TOWNSHIP SETBACKS:  
FRONT YARD SETBACK - 25 FEET  
SIDE YARD SETBACK - 42 FEET  
REAR YARD SETBACK - 40 FEET

**OWNER'S STATEMENT:**

ON THIS DAY OF \_\_\_\_\_ 2024, BEFORE ME THE UNDERSIGNED OFFICER, PERSONALLY APPEARED JEFFREY M. WAGNER, WHO BEING DULY SWORN, ACCORDING TO LAW, DEPOSES AND SAYS THAT I AM THE TRUSTEE OF THE PROPERTY SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE WITH MY KNOWLEDGE AND/OR DIRECTION AND DOES HEREBY AGREE WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.

JEFFREY M. WAGNER  
17 GUN ROAD  
LEVITTOWN, PA 19057

MY COMMISSION EXPIRES \_\_\_\_\_

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

**SURVEYOR'S CERTIFICATION:**

I, DEAN JOSEPH SLOVAKER, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN, PREPARED FROM A FIELD SURVEY IN APRIL OF 2024 AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OF LAND DEVELOPMENT, TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLOVAKER, PLS (SU075362) \_\_\_\_\_ DATE \_\_\_\_\_

REV.	DESCRIPTION	DATE	BY
TAX ID PARCELS TAX ID 03030714340012 TAX ID 03030714340012	LANDS OF JEFFREY M. WAGNER LOT JOINER PLAN LOTS 4 AND 5		
TOTAL AREA TOTAL LOTS 0.586 AC.	SECTION 20, BLOCK A-2005, ARROWHEAD NORTH COLLSBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA		
DATE 10/2/24	SCALE 1"=200'		
<b>TROUT CREEK, LLC</b> PROFESSIONAL LAND SURVEYING SERVICES 141415 Lehigh Valley Ave. P.O. Box 1240124, Allentown, PA 18102-0124		LOTS NO.: 2403004 SHEET NO.: 1 OF 1	

C:\Users\jmslova\Desktop\Project\MapInfo\Drawings\2024\1109 Manatamony Drive - Jeffrey M. Wagner - PLS

701 Main Street, Suite 405  
Stroudsburg, PA 18360



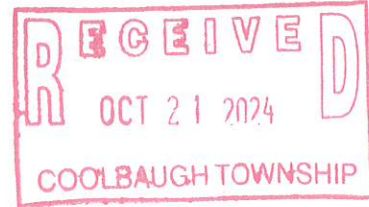
Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## MONROE COUNTY PLANNING COMMISSION

---

October 17, 2024

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



Re: Jeffrey M. Wagner  
Arrowhead North  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #186-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns to a 0.58-acre site located on the easterly side of Maxatawny Drive, at its intersection with Chickasa Drive. The plan proposes to combine Lot 4 of 0.30 acres and Lot 5 of 0.275 acres, into one parcel. The newly formed "Lot 5A" will then consist of 0.58 acres. Lot 5 is currently developed and contains a single-family residence while Lot 4 is currently vacant. The site is served by on-site water supply and public sewage disposal systems. This site is located in a Medium Density Residential (R-3) Zoning District.

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

1. Upon review of the submitted plan, it appears that the Engineer's seal and signature are not included. This should be addressed.
2. Because this plan is a joining of lots and no further development is proposed at this time, this minor subdivision has addressed all other pertinent County review factors.

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

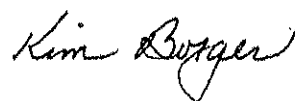
All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on November 12, 2024, at 5:00 p.m. at 701 Main Street Suite 405. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

Page Two  
Jeffrey M. Wagner  
Arrowhead North  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #186-24

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, looped initial "K".

Kim Borger  
Planner/Addressing Coordinator

Cc: Dean Joseph Slonaker, P.L.S.



8

**Erin Masker**

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**From:** Russ Kresge <rkresge@kceinc.com>  
**Sent:** Thursday, December 5, 2024 3:19 PM  
**To:** Erin Masker  
**Cc:** Trout Creek; Greg Haas  
**Subject:** Re: Fw: Altomare Lot Joinder Plan

Erin,

The draft joinder deed received for the Altomare lot joinder is acceptable as submitted. This plan can be approved and signed upon submission of copies with completed surveyor's and owner's certifications.

Thanks,

Russ  
[Russell R. Kresge, Jr., P.E., P.L.S.](#)  
[Direct 484.548.0808](#)

Keystone Consulting Engineers, Inc.  
863 Interchange Road  
Kresgeville, PA 18058  
O 610.681.5233 | F 610.681.5248 | [www.KCEinc.com](http://www.KCEinc.com)

---

**From:** Trout Creek <troutcreeksurvey@gmail.com>  
**Sent:** Thursday, December 5, 2024 9:06 AM  
**To:** Russ Kresge <rkresge@kceinc.com>  
**Cc:** Erin Masker <emasker@coolbaughtwp.org>; Greg Haas <ghaas@kceinc.com>  
**Subject:** Re: Fw: Altomare Lot Joinder Plan

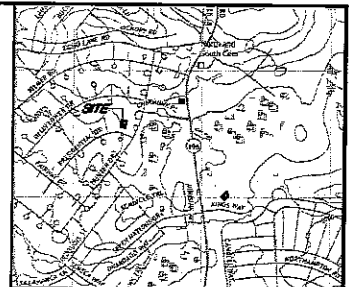
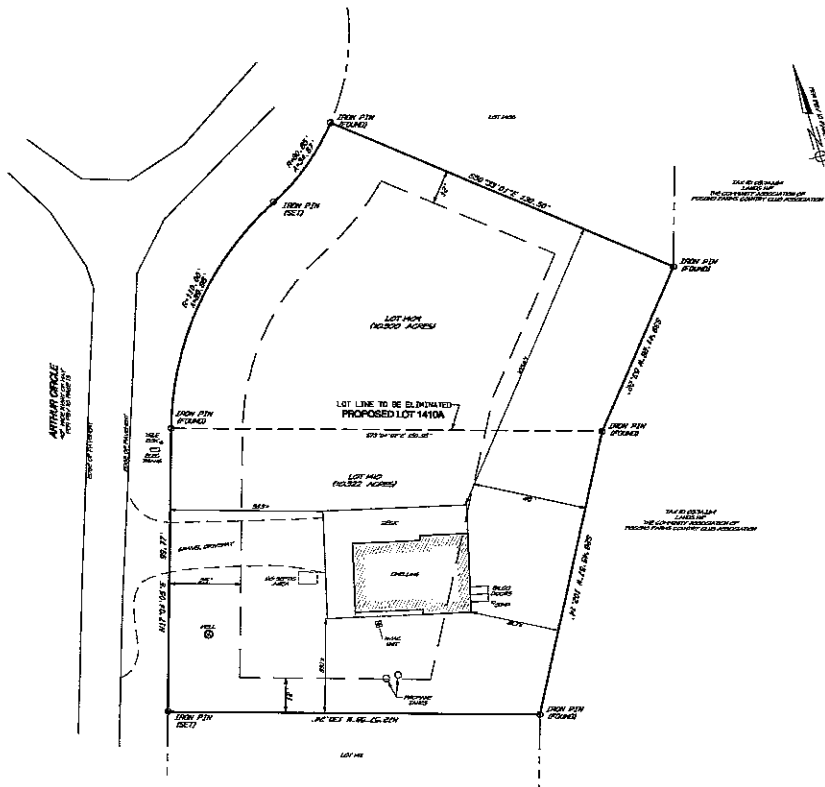
Good morning Russ,  
The prepared deed for Altomare is attached.  
thank you,  
Dean

On Mon, Dec 2, 2024 at 10:38 AM Russ Kresge <[rkresge@kceinc.com](mailto:rkresge@kceinc.com)> wrote:  
Erin,

The attached plan for the Altomare lot joinder is acceptable, and the MCPC review is favorable (Comment No. 1 regarding the street name was addressed).

A draft joinder deed must be submitted.

The surveyor's and owner's certifications must be completed on the copies submitted for signatures.



LOCATION MAP  
YORK COUNTY, PENNSYLVANIA

**BOARD OF SUPERVISORS:**

AT A PUBLIC MEETING HELD ON \_\_\_\_\_, 2024, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND BY A MOTION DULY ENACTED, APPROVED THE JOINING OF LOTS 1409 AND 1410, SECTION B, AS ORIGINALLY SHOWN ON THE PLAN TITLED "SECTION B, FRODO FARMS, INC.", RECORDED IN HONDE COUNTY PLOT BOOK 10 PAGE 15.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**APPROVAL/REVIEW BLOCK**

REVIEWED BY THE COUNTY PLANNING COMMISSION

\_\_\_\_\_  
COUNTY PLANNING COMMISSION STAFF PERSON      DATE

**GENERAL NOTES:**

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING OR ESTABLISHING ANY EASEMENTS OF RECORD OR ON OR OVER THIS 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 THE EXTENT OF WETLANDS, WHETHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 400 - ZONING, AS AMENDED.
5. WATER SUPPLY AND SEWAGE DISPOSAL ARE ON-SITE.
6. THIS PLAN IS AN ASSEMBLAGE, CONSOLIDATION, AND COMBINATION OF TWO (2) LOTS AS SHOWN RESULTING IN ONE (1) LOT. THE CREATED LOT MAY NOT MEET ALL DIMENSIONAL CRITERIA FOR THIS PARTICULAR ZONING DISTRICT AS REQUIRED WITHIN THE COOLBAUGH TOWNSHIP ZONING ORDINANCE. THE CREATED LOT DEPICTED ON THIS PLAN MAY BE NON-COMFORMING OR CONTAIN NON-COMFORMITIES. THE PURPOSE OF THIS PLAN IS SIMPLY TO ASSEMBLE, CONSOLIDATE, AND COMBINE SEPARATE LOTS INTO ONE (1) NEW DEED.
7. BETTE SOILS ARE MAPPED AS HYBRID SOILS (MVE - VOLUSTIA), A WETLAND DELINEATION MAY BE REQUIRED PRIOR TO THE ISSUANCE OF ANY PERMITS WHICH INVOLVE EARTH DISTURBANCE.

**OWNER'S STATEMENT:**

ON THIS DAY \_\_\_\_\_ OF 2024, BEFORE ME THE UNDERSIGNED OFFICER, PERSONALLY APPEARED LANDS OF ROBERT W ALTOMARE AND DAWN MARIE ALTOMARE WHO BEING DULY SWORN ACCORDING TO LAW, DEPOSED AND SAWS THAT THEY ARE THE TRUSTEES OF THE PROPERTY SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE WITH THEIR KNOWLEDGE AND/OR DIRECTION AND DOES HEREBY AGREE WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.

ROBERT W ALTOMARE 1805 GRAYSON ROAD PLYMOUTH MEETING, PA 19462	DAWN MARIE ALTOMARE 1805 GRAYSON ROAD PLYMOUTH MEETING, PA 19462
MY COMMISSION EXPIRES _____	MY COMMISSION EXPIRES _____
NOTARY PUBLIC	NOTARY PUBLIC

**SITE DATA:**

SOURCE OF TITLE: LOT 1409  
TAX ID 03.78.1.3  
PIN 0383070464430  
305 ARTHUR CIRCLE  
DB 2840 PG 1274

LOT 1408  
TAX ID 03.78.1.4  
PIN 0383070464430  
VACANT LOT  
DB 2840 PG 864

TOTAL ACREAGE: 0.622 ACRES  
NEW LOT NUMBER: LOT 1410A  
ADDRESS: 305 ARTHUR CIRCLE

ZONING DISTRICT: R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COOLBAUGH TOWNSHIP SETBACKS:  
FRONT YARD SETBACK - 25 FEET  
SIDE YARD SETBACK - 12 FEET  
REAR YARD SETBACK - 40 FEET

**SURVEYOR'S CERTIFICATION:**

I, DEAN JOSEPH SLOMAKER, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN PREPARED FROM A FIELD SURVEY IN APRIL AND JUNE OF 2024 AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OR LAND DEVELOPMENT, TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLOMAKER, PLS (SU675362)      DATE \_\_\_\_\_

REVISED PER REVIEW COMMENTS		11/27/24	DSG
REV.	DESCRIPTION	DATE	BY
1	TAX ID PARCELS 0383070464430 & 0383070464431		
LANDS OF ROBERT W. ALTOMARE AND DAWN MARIE ALTOMARE			
<b>LOT JOINER PLAN</b>			
<b>PROPOSED LOT 1410A</b>			
(EXISTING LOTS 1409 AND 1410)			
TOTAL AREA: TOTAL LOTS 0.622 AC. 2		SECTION B, FRODO FARMS	
DATE: 10/28/24		COOLBAUGH TOWNSHIP, HONDE COUNTY, PENNSYLVANIA	
<b>TROUT CREEK, LLC</b>			
PROFESSIONAL LAND SURVEYING SERVICES			
Length 1000 ft, and Record Lengths are 100-1200 ft and 1200-2000 ft			
JOB NO.: 2400005		SHEET NO.:	
30 0 30 60		1 OF 1	
SCALE: _____ IN FEET			

701 Main Street, Suite 405  
Stroudsburg, PA 18360

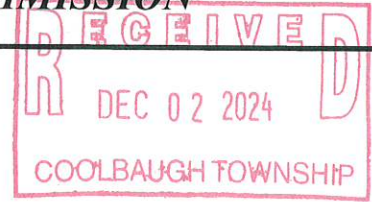


Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## MONROE COUNTY PLANNING COMMISSION

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November 21, 2024



Re: Robert M. Altomare & Dawn  
Pocono Farms Sec B  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #200-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns to a 0.62-acre site located on the easterly side of Arthur Circle, approximately 120 feet north of its intersection with Presidential Drive. The plan proposes to join Lot 1409 of 0.30 acres and Lot 1410 of 0.32 acres, into one parcel. The newly shaped "Lot 1410-A" will then consist of 0.62 acres. Lot 1410 is currently developed and contains a single-family residence while Lot 1409 is currently undeveloped. The site is served by on-site water supply and sewage disposal systems. This site is located in a Medium Density Residential (R-3) Zoning District.

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

1. It should be noted that the plan incorrectly lists the location of the parcel on Arthur Court. This should be corrected to Arthur Circle.
2. The proposed plan will not affect the nonconformity as the dwelling encroaches on the rear setback requirement of 40 feet.
3. Upon review of the submitted plan, it appears that the Engineer's seal and signature are not included. This should be addressed.
4. 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.

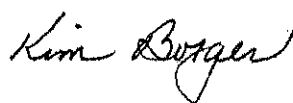
Page Two  
Robert M. Altomare & Dawn  
Pocono Farms Sec B  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #148-24

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on December 10, 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.

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 cursive script that reads "Kim Borger".

Kim Borger  
Planner/Addressing Coordinator

Cc: Dean Joseph Slonaker, P.L.S.



9

**Erin Masker**

---

**From:** Russ Kresge <rkresge@kceinc.com>  
**Sent:** Friday, December 6, 2024 10:06 AM  
**To:** Erin Masker  
**Cc:** Trout Creek; Greg Haas  
**Subject:** Fw: Edwards & Scott Lot Joinder Plan  
**Attachments:** 2409022 Edwards PLAN.pdf

Erin,

The attached plan for the Edwards & Scott lot joinder is acceptable, and the MCPC review is favorable.

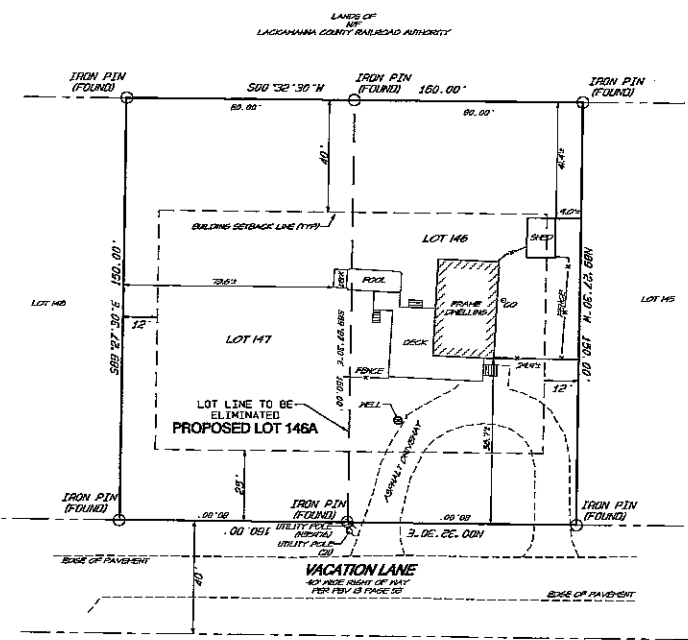
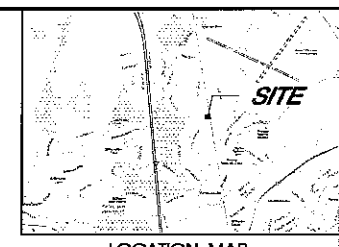
The surveyor's and owner's certifications must be completed on the copies submitted for signatures.

A copy of the draft joinder deed must be submitted.

Thanks,

Russ  
[Russell R. Kresge, Jr., P.E., P.L.S.](#)  
[Direct 484.548.0808](#)

Keystone Consulting Engineers, Inc.  
863 Interchange Road  
Kresgeville, PA 18058  
O 610.681.5233 | F 610.681.5248 | [www.KCEinc.com](http://www.KCEinc.com)



LOCATION MAP  
TORTHANNA 0585 GRID MAP

**BOARD OF SUPERVISORS:**

AT A PUBLIC MEETING HELD ON \_\_\_\_\_ 2024, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND BY A MOTION UNANIMOUSLY APPROVED THE JOINING OF LOTS 146 AND 147, SECTION 4-1 AS ORIGINALLY SHOWN ON THE PLAN TITLED "SECTION 4-1, STILLWATER LAKE ESTATES, SUN DANCE STILLWATER CROSS", DATED FEBRUARY 3, 1976, AND RECORDED IN THE MONROE COUNTY RECORDER OF DEEDS OFFICE IN PLOT BOOK 15, PAGE 55.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**APPROVAL/REVIEW BLOCK**

REVIEWED BY THE COUNTY PLANNING COMMISSION

\_\_\_\_\_

COUNTY PLANNING COMMISSION STAFF PERSON \_\_\_\_\_ DATE \_\_\_\_\_

**GENERAL NOTES:**

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING 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 THE EXTENT OF WETLANDS, NEITHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 400 - ZONING, AS AMENDED.
5. EXISTING WATER SUPPLY IS ON-SITE, SEWAGE DISPOSAL IS COMMUNITY CENTRAL.
6. SITE SOILS ARE MAPPED AS MODERATE TO VERY POORLY DRAINED SOILS (U3S - X3R3S). A WETLAND DELINEATION MAY BE REQUIRED PRIOR TO THE ISSUANCE OF ANY PERMITS WHICH INVOLVE EARTH DISTURBANCE.

**OWNER'S STATEMENT:**

ON THIS DAY OF \_\_\_\_\_ 2024, BEFORE ME THE UNDERSIGNED OFFICER, PERSONALLY APPEARED **TERRENCE EDWARDS** AND **SANDRA SCOTT**, WHO BEING DULY SWORN, ACCORDING TO LAW, DEPOSED AND SAYS THAT THEY ARE THE TRUSTEES OF THE PROPERTY SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE WITH THEIR KNOWLEDGE AND/OR DIRECTION, AND DOES HEREBY AGREE WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.

TERRENCE EDWARDS  
PO BOX 1108  
MONTAUK, NY 11954

SANDRA SCOTT  
PO BOX 1108  
MONTAUK, NY 11954

MY COMMISSION EXPIRES \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

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

**SURVEYOR'S CERTIFICATION:**

I, **DEAN JOSEPH SLOMAKER**, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN, PREPARED FROM A FIELD SURVEY IN OCTOBER OF 2024, AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OR LAND DEVELOPEMEN, TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLOMAKER, PLS (SU073362) \_\_\_\_\_ DATE \_\_\_\_\_

**SITE DATA:**

SOURCE OF TITLE:  
LOT 147  
TAX ID 03.14F.1.5  
PTM 0362450288836  
VACANT LOT  
DB 2591 PG 5621  
0.275 ACRES

LOT 146  
TAX ID 03.14F.1.5  
PTM 0362450288849  
2234 VACATION LANE  
DB 2598 PG 5628  
0.275 ACRES

TOTAL ACREAGE: 0.550 ACRES  
NEW LOT NUMBER: LOT 146A  
ADDRESS: TO BE ASSIGNED

ZONING DISTRICT: R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COOLBAUGH TOWNSHIP SETBACKS:  
FRONT YARD SETBACK - 25 FEET  
SIDE YARD SETBACK - 10 FEET  
REAR YARD SETBACK - 40 FEET

1	REVISED PER COMMENTS	12/15/24	DJS
REV.	DESCRIPTION	DATE	BY
TAX ID PARCELS: THE 2024/25 AND THE 2024/25		LANDS OF TERRENCE EDWARDS AND SANDRA SCOTT	
TOTAL AREA/TOTAL LOTS: 0.550 AC. 2		<b>LOT JOINER PLAN</b> <b>PROPOSED LOT 146A</b> (EXISTING LOTS 146 AND 147) SECTION 4-1, STILLWATER LAKE ESTATES COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA	
DATE: 10/28/24	SCALE: 1"=20'	<b>TROUT CREEK, LLC</b> PROFESSIONAL LAND SURVEYING SERVICES 14174 94th Street, Lakewood, CO 80123-0052 303.522.9079	
		JOB NO.:	2407022
SCALE _____ IN FEET		SHEET NO.:	1 OF 1

701 Main Street, Suite 405  
Stroudsburg, PA 18360



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

## MONROE COUNTY PLANNING COMMISSION

---

November 20, 2024

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

Re: Terrence Edwards & Sandra Scott  
Stillwater Lake Estates  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #199-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns about a 0.55-acre site located on the easterly side of Vacation Lane, approximately 35 feet southeast of its intersection with Colette Drive. The plan proposes to join Lot 147 of 0.275 acres and Lot 146 of 0.275 acres, into one parcel. The newly combined "Lot 146A" will then consist of 0.55 acres. Lot 146 is currently developed and contains a single-family residence while Lot 147 is currently undeveloped. The site is served by on-site water supply and community sewage disposal systems. This site is located in a Medium Density Residential (R-3) Zoning District.

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

1. Although the newly created lot's status will remain non-conforming concerning the minimum side setback requirements, it should be noted that the proposed lot joinder will eliminate the encroachment of an existing pool and deck on Lot 147.
2. Upon review of the submitted plan, it appears that the Engineer's seal and signature are not included. This should be addressed.
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.

Page Two

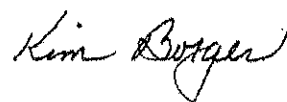
Terrence Edwards & Sandra Scott  
Stillwater Lake Estates  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #199-24

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on December 10, 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.

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

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

Sincerely yours,



Kim Borger  
Planner/Addressing Coordinator

Cc: Dean Joseph Slonaker, P.L.S.



**10**

**Erin Masker**

---

**From:** Russ Kresge <rkresge@kceinc.com>  
**Sent:** Tuesday, December 10, 2024 11:38 AM  
**To:** Erin Masker  
**Cc:** Charles Gmitter; Allesson Rode; Greg Haas  
**Subject:** Fw: Fardella Lot Combination Plan  
**Attachments:** 2024-12-9 FARDELLA RESPONSE LETTER.pdf; 2024-12-9 FARDELLA\_Consol-Layout1.pdf; FARDELLA DRAFT DEED.pdf; MCPC REVIEW 2024-12-4.pdf; TAX CERTIFICATIONS.pdf

Erin,

The attached Fardella lot consolidation plan revised 12/02/2024, is acceptable as revised, with the owner's certification completed on the copies submitted for signatures.

The MCPC review is favorable. (Comment No. 1 of that review is incorrect; the minimum rear setback for an unattached structure accessory to a residential building is 5 feet.)

The draft joinder deed will be acceptable when the reference to the joinder plan in the **ALL THAT CERTAIN** paragraph on Page 2 is updated with the plan revision date, 12/02/2024, and the attached plan is replaced by the revised plan.

Thanks,

Russ

[Russell R. Kresge, Jr., P.E., P.L.S.](#)  
Direct 484.548.0808

Keystone Consulting Engineers, Inc.  
863 Interchange Road  
Kresgeville, PA 18058  
O 610.681.5233 | F 610.681.5248 | [www.KCEinc.com](http://www.KCEinc.com)

---

**From:** Allesson Rode <Arode@rkrhess.com>  
**Sent:** Monday, December 9, 2024 11:29 AM  
**To:** Russ Kresge <rkresge@kceinc.com>; Erin Masker <emasker@coolbaughtwp.org>  
**Cc:** Sam Gmitter <cgmitter@rkrhess.com>; Greg Haas <ghaas@kceinc.com>; Sean Fardella <sean.fardella1@gmail.com>  
**Subject:** RE: Fardella Lot Combination Plan

Good morning all,  
Attached please find our revisions for the Fardella Consolidation. Erin, we will get the signed plans to you prior to the meeting on the 17<sup>th</sup>.  
Respectfully,  
Allesson

*Allesson Rode, CAD Tech.*

Date: 09-24-2024  
 P:\PA\Morris Co\Coolbaugh\_Twp\Fardella\_S\11066.001\_Chipmunk\_La\_Lot\_Consolidation\Drawings\FARDELLA\_Basesap.dwg

ZONING DISTRICT: R-3	
FRONT YARD	25 FT.
REAR YARD	24 FT.
SIDE YARD	9 FT.
MINIMUM LOT AREA	7,500 SQ. FT.
MINIMUM LOT WIDTH	75 FT.
MINIMUM LOT DEPTH	100 FT.
MAXIMUM BUILDING COVERAGE	20%
MAXIMUM LOT COVERAGE	25%
MAXIMUM BUILDING HEIGHT	35 FEET

SPECIAL AND RECREATIONAL  
 REQUIRED BY COOLBAUGH TOWNSHIP ZONING ORDINANCE

COMMUNITY WATER SUPPLY AND COMMUNITY SEWAGE DISPOSAL  
 REQUIRED BY COOLBAUGH TOWNSHIP ZONING ORDINANCE

ALL SETBACKS AND ZONING REQUIREMENTS LISTED AND SHOWN ON THIS PLAN MUST BE VERIFIED BY THE COOLBAUGH TOWNSHIP ZONING OFFICER PRIOR TO USE FOR ANY PURPOSE.  
 NOTE: UNATTACHED ACCESSORY STRUCTURES SHALL BE SET BACK A MINIMUM OF FIVE FEET FROM PRINCIPAL OR OTHER ACCESSORY STRUCTURES AND SHALL BE LOCATED IN COMPLIANCE WITH THE REQUIRED FRONT AND SIDE SETBACKS AND NOT LESS THAN FIVE FEET FROM ANY REAR PROPERTY LINE.

**N/F LANDS OF A POCONO COUNTRY PLACE POA**  
**PARCEL#**  
**03-6358-09-07-5422**  
**[03.BE.1.571]**  
**RBV 2401 PG 3211**

**N/F LANDS OF AARON JAMES OLIVER**  
**PARCEL#**  
**03-6358-09-07-4386**  
**[03.BE.1.572]**  
**RBV 2611 PG 3848**

**LANDS OF SEAN FARDELLA & PATRICK S. FARDELLA & LYNN FARDELLA (HUSBAND AND WIFE)**  
**PARCEL#**  
**03-6358-09-07-6315**  
**[03.BE.1.583]**  
**RBV 2633 PG 8443**  
**LOT 641**  
**0.21 ACRES**

**N/F LANDS OF LUXE II REALTY HOLDINGS INC**  
**PARCEL#**  
**03-6358-05-07-6503**  
**[03.BE.1.569]**  
**RBV 2566 PG 5018**

**N/F LANDS OF STEVEN J INC**  
**PARCEL#**  
**03-6358-09-07-5468**  
**[03.BE.1.570]**  
**RBV 2523 PG 4263**

**N/F LANDS OF RAYMOND VANGELDREN**  
**PARCEL#**  
**03-6358-09-07-7407**  
**[03.BE.1.585]**  
**RBV 1679 PG 845**

**LANDS OF SEAN FARDELLA & PATRICK S. FARDELLA & LYNN FARDELLA (HUSBAND AND WIFE)**  
**PARCEL#**  
**03-6358-09-07-6451**  
**[03.BE.1.584]**  
**RBV 2556 PG 2514**  
**LOT 640**  
**0.21 ACRES**

**N/F LANDS OF MARCOS NUNEZ**  
**PARCEL#**  
**03-6358-09-07-8319**  
**[03.BE.1.594]**  
**RBV 2473 PG 3002**

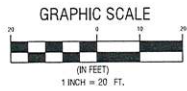
**N/F LANDS OF CYNTHIA MCCULLOUGH**  
**PARCEL#**  
**03-6358-09-07-7362**  
**[03.BE.1.593]**  
**RBV 2389 PG 654**

**N/F LANDS OF PATRICIA A DETIHELLIS**  
**PARCEL#**  
**03-6358-09-07-5370**  
**[03.BE.1.582]**  
**RBV 2545 PG 6563**

**N/F LANDS OF CHRISTOPHER PREDMORE**  
**PARCEL#**  
**03-6358-09-07-7215**  
**[03.BE.1.592]**  
**RBV 2568 PG 807**

**N/F LANDS OF POCONO COUNTRY PLACE POA INC**  
**PARCEL#**  
**03-6358-09-07-6130**  
**[03.BE.1.592-1]**  
**RBV 1029 PG 41**

At a public meeting held on \_\_\_\_\_, 20\_\_\_\_, the Board of Supervisors of Coolbaugh Township reviewed and, by a motion duly enacted, approved the joining of lots 640 and 641 as originally shown on the plan titled A Pocono Country Place - Sec. 14 and recorded in the Monroe County Courthouse in Plot Book 19 Page 23. The newly consolidated lot shall be known as Lot 640-A.



**GENERAL NOTES:**

- THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO CHAPTER 400, ZONING, OF THE CODE OF THE TOWNSHIP OF COOLBAUGH.
  - THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING OR EXTINGUISHING ANY EASEMENTS OF RECORD EXISTING ON OR OVER SUBJECT PROPERTY.
  - LOT BEING JOINED SHALL NOT BE SUBDIVIDED INTO SMALLER LOTS WITHOUT THE APPROVAL OF COOLBAUGH TOWNSHIP.
  - BY APPROVAL OF THIS PLAN, THE TOWNSHIP HAS NOT CONFIRMED THE PRESENCE, ABSENCE AND/OR EXTENT OF WETLANDS, WHETHER OR NOT DELINEATED ON THIS PLAN.
  - THE ENTIRE PROPERTY LIES WITHIN THE VOLUCIA EXTREMELY STONY (SLT) (vsh) SOIL TYPE, WHICH IS WYOMI IN NATURE. A WETLAND DELINEATION MAY BE REQUIRED PRIOR TO THE ISSUANCE OF ANY PERMITS WHICH INVOLVE EARTH DISTURBANCE.
  - LOT 640, AS RECORDED IN RBV 2556 PAGE 2514, SHALL BE JOINED TO AND BECOME AN INSEPARABLE PART OF LOT 641. AS RECORDED IN RBV 2633 PAGE 8443, AND SHALL NOT BE SEPARATELY CONVEYED WITHOUT PRIOR EXPRESS APPROVAL OF THE MUNICIPALITY AS PROVIDED BY LAW.
- NOTES:**  
 1.) OWNER/OWNER: SEAN FARDELLA AND PATRICK S. & LYNN FARDELLA, HUSBAND & WIFE 135 MPES RD. BARTONVILLE, PA. 18321  
 2.) LOT 640: SOURCE OF TITLE - RBV 2556 PG. 2514 TAX ID# 03-6358-09-07-6451 (03.BE.1.584)  
 LOT 641: SOURCE OF TITLE - RBV 2633 PG. 8443 TAX ID# 03-6358-09-07-6315 (03.BE.1.583)  
 3.) ZONING DISTRICT: R-3  
 4.) TOTAL AREA: 0.42 ACRES  
 TOTAL NUMBER OF LOTS: 2 EXISTING - 1 PROPOSED  
 5.) NO FLOOD HAZARD ZONES EXIST ON THE SUBJECT PROPERTY AS PER FEMA FIRM COMMUNITY PANEL NO. 42089G0085E DATED MAY 2, 2013.  
 6.) THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE REPORT, DEFECTS, LIENS, ENCUMBRANCES, ADVERSE CLAIMS, OR OTHER MATTERS CREATED MAY AFFECT THE PROPERTY AND THE SURVEY PERFORMED. NO CERTIFICATION OR GUARANTEE, EITHER IMPLIED OR STATED, IS MADE IF ANY OF THE ABOVE ARE FOUND TO BE TRUE.  
 7.) CERTIFICATIONS INDICATED OR IMPLIED HEREIN, SHALL RUN ONLY TO THE PERSON OR PERSONS FOR WHOM THIS SURVEY WAS PERFORMED. CERTIFICATIONS ARE NOT TRANSFERABLE TO SUBSEQUENT OWNERS.  
 8.) PROPERTY BOUNDARIES ARE SHOWN PER PLAT BOOK 19 PAGE 23, AND A FIELD SURVEY BY RKR/HESS, A DIVISION OF UTRS, INC. IN AUGUST, 2023 AND ARE BASED PARTLY ON THE FOLLOWING INFORMATION:  
 A.) EXISTING PROPERTY CORNERS FOUND AND LOCATED  
 B.) EXISTING ROAD RIGHT OF WAYS,  
 C.) ADJACENT DEEDS AND SURVEY MAPS.  
 9.) PRIOR TO ANY EXCAVATION, THE CALL SYSTEM MUST BE CALLED AT 1-800-242-1176 TO MARK OUT ALL UNDERGROUND UTILITY LINES.

**REFERENCES:**

- PLAN ENTITLED "A POCONO COUNTRY PLACE SUBMISSION PLAN" AS SURVEYED BY VEP ASSOCIATES INC. DATED MARCH, 1973 AS RECORDED IN MONROE COUNTY PLAT BOOK 19 PAGE 23.

**CERTIFICATE OF OWNERSHIP & ACKNOWLEDGEMENT OF PLAN:**

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF MONROE

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED OFFICER, PERSONALLY APPEARED SEAN FARDELLA, PATRICK S. FARDELLA AND LYNN FARDELLA, WHO BEING DULY SWORN, ACCORDING TO LAW DEPOSE AND SAY THAT THEY ARE THE OWNERS OF THE PROPERTY DESCRIBED IN THIS APPLICATION AND THAT THE APPLICATION WAS MADE WITH THEIR KNOWLEDGE AND/OR DIRECTION AND DOES HEREBY AGREE WITH THE SAID APPLICATION AND TO THE SUBMISSION OF THE SAME.

SEAN FARDELLA \_\_\_\_\_

PATRICK S. FARDELLA \_\_\_\_\_

LYNN FARDELLA \_\_\_\_\_

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

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_.

REVISIONS		AUTHORIZED USE		RECORD PLAN	
1	11/20/2024	FERRAS COMARTEZ	SURVEY		
		A DIVISION OF			
		<b>RKR/HESS</b>			
		A DIVISION OF			
		<b>UTRS</b>			
		Civil Engineers • Environmental Engineers • Surveyors			
		1501 N. 15th St., Suite 100, York, PA 17403			
		Tel: 717-765-4272 Fax: 717-765-4273			
		www.rkrhess.com Email: info@rkrhess.com			
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		All rights reserved.			

**LOT CONSOLIDATION PLAN**  
**LOTS 640 & 641 - A POCONO COUNTRY PLACE**  
 SEAN FARDELLA & PATRICK S. & LYNN FARDELLA, HUSBAND & WIFE  
 TAX PARCELS 03.BE.1.584 & 03.BE.1.583  
 882 CHIPMUNK LANE  
 COOLBAUGH TOWNSHIP  
 MONROE COUNTY PA

1 OF 1

ALL DOCUMENTS PREPARED BY RKR/HESS, A DIVISION OF UTRS, INC. ARE INSTRUMENTS OF SERVICE WITH RESPECT TO THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. WITHOUT WRITTEN PERMISSION OR ADAPTATION BY RKR/HESS, A DIVISION OF UTRS, INC. FOR THE SPECIFIC PURPOSE INTENDED IS STRICTLY PROHIBITED AND WILL BE AT THE OWNER'S SOLE RISK. RKR/HESS, A DIVISION OF UTRS, INC. EXPRESSLY DISCLAIMS ALL LIABILITY FOR SUCH UNAUTHORIZED USE. OWNERS/USERS SHALL INDUCE WRITING AND REVISIONS TO BE MADE BY RKR/HESS, A DIVISION OF UTRS, INC. FROM ALL CLAIMS, LOSSES, AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM. THESE PLANS ARE FOR APPROVAL PURPOSE ONLY AND ARE NOT BE SUITABLE FOR CONSTRUCTION UNLESS SO NOTED. IF CONSTRUCTION UNDERGOES ANY CHANGES NOT AUTHORIZED FOR CONSTRUCTION, THE OWNER CRIES SO AT THEIR OWN RISK AND MAY EXPERIENCE PROBLEMS AND ADDITIONAL COSTS FOR COMPLETION OF THE PROJECT.



701 Main Street, Suite 405  
Stroudsburg, PA 18360



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

## MONROE COUNTY PLANNING COMMISSION

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December 4, 2024

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

Re: Fardella  
A Pocono Country Place  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #209-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns to a 0.42-acre site located on the westerly side of Chipmunk Lane, approximately 200 feet southwest of its intersection with Raccoon Trail. The plan proposes to join Lot 641 of 0.21 acres and Lot 640 of 0.21 acres, into one parcel. The newly shaped "Lot 640-A" will then consist of 0.42 acres. Lot 640 is currently developed and contains a single-family residence while Lot 641 is currently undeveloped. The site is served by central water supply and sewage disposal systems. This site is located in a Medium Density Residential (R-3) Zoning District.

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

1. According to the plan, a proposed 10 X 14 shed will encroach the rear setback requirement of twenty (24) feet. It is recommended the proposed shed be constructed within the setback requirements. **Coolbaugh Zoning 400-18.A(1)(a)[2] - unattached accessory structures shall be not less than 5' from any rear property line.**
2. Because this plan is a joining of lots and no further development is proposed at this time, this minor subdivision has addressed all other pertinent County review factors.

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

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

Page Two  
Fardella  
A Pocono Country  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #209-24

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 cursive script that reads "Kim Borger".

Kim Borger  
Planner/Addressing Coordinator

cc: Charles P. Gmiter, P.L.S.



**11**

# TROUT CREEK llc

Professional Land Surveying Services

3996 Best Station Rd, Slatington, PA 18080 / 484-714-6538

October 28, 2024

Coolbaugh Township Board of Supervisors  
5550 Memorial Blvd  
Tobyhanna, PA 18466

Reference: Pawlowski Lot Joinder, Coolbaugh Township, Monroe County,  
Commonwealth of Pennsylvania

Dear Board of Supervisors,

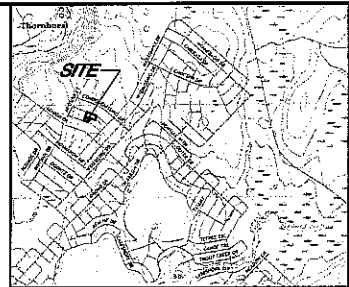
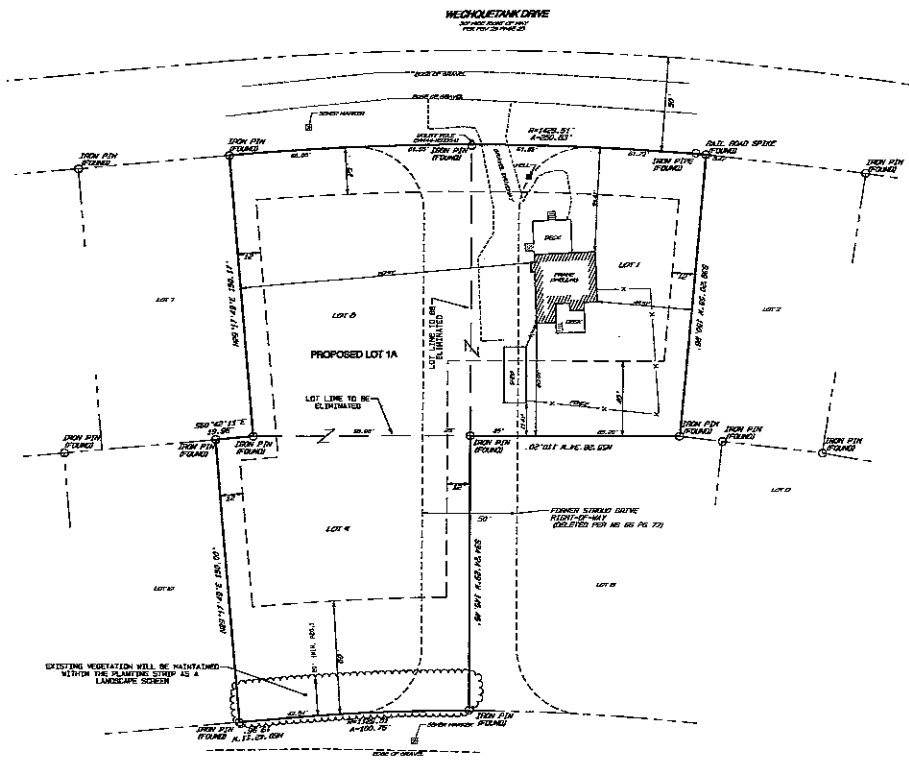
On behalf of our clients, John and Shana Pawlowski, and as it relates to the above-referenced project and associated Lot Joinder Plan submittal, we are requesting a waiver of the requirement of §355-48.D(1)(c)(2) to provide a landscaping screen. the existing wooded vegetation, as shown on the joinder plan, will be maintained as a landscape screen.

If you have any questions regarding the above, please contact me at your convenience. Thank you for your time in reviewing this project. If anything else is required from us at this time please let me know.

Sincerely,



Dean J. Slonaker, PLS  
Trout Creek llc



LOCATION MAP  
TOBIHAMANK USGS QUAD MAP

SCALE 0 1000 2000  
FEET

**BOARD OF SUPERVISORS:**

AT A PUBLIC MEETING HELD ON \_\_\_\_\_ 2024, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REFERRED AND BY A MOTION DELY ENACTED, APPROVED THE SUBDIVISION OF LOTS 1, 8 AND 9, AS ORIGINALLY SHOWN ON THE PLAN TITLED "RESUBDIVISION, APPROVED NORTH, SECTION 17, BLOCKS A-1711, A-1712, A-1715 AND A-1720, RECORDED IN MONROE COUNTY PLAT BOOK 65 PAGE 77.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVAL/REVIEW BLOCK**

REVIEWED BY THE COUNTY PLANNING COMMISSION

COUNTY PLANNING COMMISSION STAFF PERSON \_\_\_\_\_ DATE \_\_\_\_\_

**GENERAL NOTES:**

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING 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 THE EXTENT OF WETLANDS, NEITHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 400 - ZONING, AS AMENDED.
5. WATER SUPPLY IS ON LOT, SEWAGE DISPOSAL IS COMMUNITY CENTRAL.

**SURVEYOR'S CERTIFICATION:**

I, DEAN JOSEPH SLOMKA, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN, PREPARED FROM A FIELD SURVEY IN AUGUST OF 2023 OCTOBER OF 2024, AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OR LAND DEVELOPMENT, TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLOMKA, PLS (EA075362) \_\_\_\_\_ DATE \_\_\_\_\_

**SITE DATA:**

SOURCE OF TITLE: LOT 1  
TAX ID 003.199.1.05  
PIN 02626719832373  
526 MECHOUETANK DRIVE  
DB 2511 PG 178  
0.411 ACRES

LOT 8  
TAX ID 03.199.1.06  
PIN 02626719831345  
VACANT LOT  
DB 2517 PG 1821  
0.424 ACRES

LOT 9  
TAX ID 03.199.1.01  
PIN 02626719830268  
VACANT LOT  
DB 2530 PG 1750  
0.421 ACRES

TOTAL ACREAGE: 1.256 ACRES  
NEW LOT NUMBER: LOT 1A  
ADDRESS: TO BE ASSIGNED

ZONING DISTRICT: R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COOLBAUGH TOWNSHIP SETBACKS:  
FRONT YARD SETBACK - 25 FEET  
SIDE YARD SETBACK - 12 FEET  
REAR YARD SETBACK - 40 FEET  
(INCREASED TO 50 FEET ALONG CHITIMACHA DRIVE DUE TO DOUBLE FRONTAGE LOT

**CHITIMACHA DRIVE**  
50' WIDE RIGHT OF WAY  
PER PAV 75 PAGE 21

**OWNER'S STATEMENT:**

ON THIS DAY \_\_\_\_\_ OF 2024, BEFORE ME THE UNDERSIGNED OFFICER, PERSONALLY APPEARED JOHN PAWLOWSKI AND SHANA PAWLOWSKI WHO BEING DULY SWORN, ACCORDING TO LAW, DEPOSED AND SAID THAT THEY ARE THE TRUSTEES OF THE PROPERTY SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE WITH THEIR KNOWLEDGE AND/OR DIRECTION AND DOES HEREBY AGREE WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.

JOHN PAWLOWSKI  
241 CECELIA ACRES DRIVE  
WARMINGSTER, PA 18974

SHANA PAWLOWSKI  
241 CECELIA ACRES DRIVE  
WARMINGSTER, PA 18974

MY COMMISSION EXPIRES \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

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

REV.	REVISION PER REVISOR COMMENTS	12/8/24	DJS
1	TAX ID CHANGE TAX ID 02626719832373 TAX ID 02626719831345 TAX ID 02626719830268	DATE	BY
TOTAL AREA TOTAL LOTS: 1.256 AC. 3		DATE: 10/28/24	
DATE: 10/28/24		SCALE: 1"=30'	
<p>LANDS OF JOHN AND SHANA PAWLOWSKI <b>LOT JOINER PLAN</b> <b>PROPOSED LOT 1A</b> (EXISTING LOTS 8, 9 AND 3) BLOCK A-1711, SECTION 17, APPROVED WITH COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA</p> <p><b>TROUT CREEK, LLC</b> PROFESSIONAL LAND SURVEYING SERVICES Let Us Help You And Please Call Us 484-731-0208 www.troutcreekllc.com</p>			
JOB NO.: 2410025		SHEET NO.: 1	
SCALE 0 30 60 90 120 FEET		1 OF 1	

C:\Projects\PAV\Projects\2410025 Draw Plan\mst\_1.dwg - 10/28/24 10:11:11 AM - 10/28/24 10:11:11 AM - 10/28/24 10:11:11 AM

**12**

**Erin Masker**

---

**From:** Russ Kresge <rkresge@kceinc.com>  
**Sent:** Friday, December 6, 2024 11:24 AM  
**To:** Erin Masker  
**Cc:** Trout Creek; Greg Haas  
**Subject:** Fw: Pawlowski Lot Joinder Plan  
**Attachments:** 2410016 Pawlowski PLAN.pdf

Erin,

The attached plan for the Pawlowski lot joinder is conditionally acceptable:

§355-48.D(1)(c). The proposed lot joinder will result in a double frontage lot, which is generally prohibited. The plan proposes a 20' increase in the depth of the rear yard (60' total), with a note stating that the 20' depth of existing vegetation must be maintained as a landscape screen, as required by §355-48.D(1)(c)(2) when a double frontage lot is permitted. A written request for a waiver has been submitted. This procedure has previously been accepted and approved.

A copy of the draft joinder deed must be submitted.

The MCPC review is favorable.

The surveyor's and owner's certifications must be completed on the copies submitted for signatures.

Thanks,

Russ

[Russell R. Kresge, Jr., P.E., P.L.S.](#)  
Direct 484.548.0808

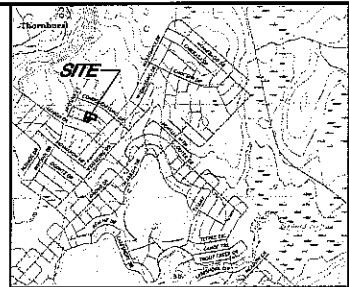
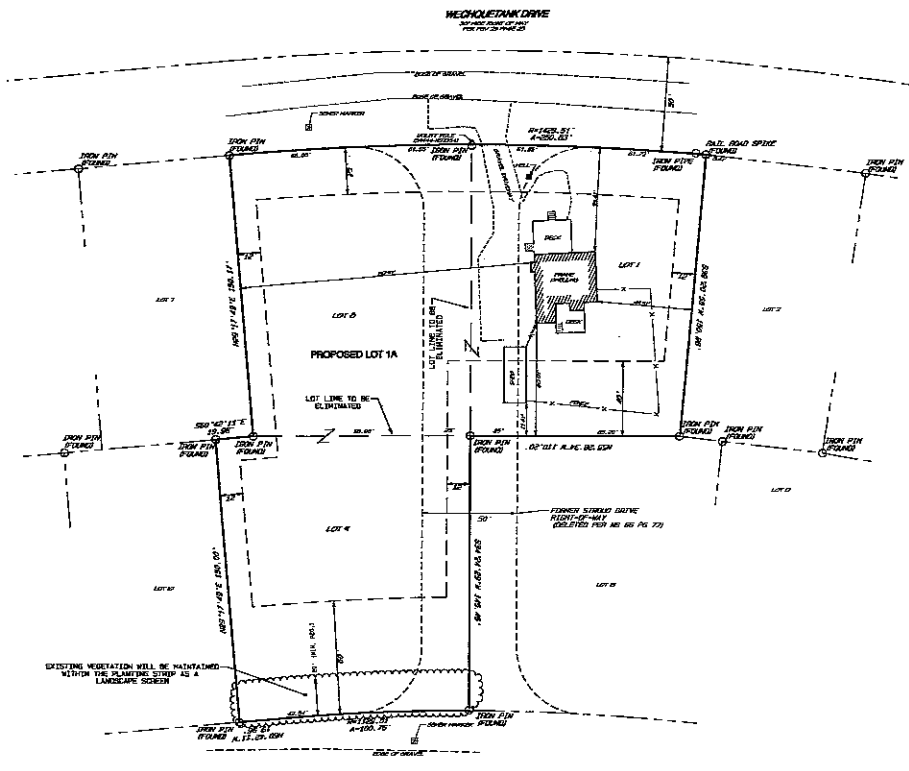
Keystone Consulting Engineers, Inc.  
863 Interchange Road  
Kresgeville, PA 18058  
O 610.681.5233 | F 610.681.5248 | [www.KCEinc.com](http://www.KCEinc.com)

---

**From:** Trout Creek <troutcreeksurvey@gmail.com>  
**Sent:** Friday, December 6, 2024 10:04 AM  
**To:** Russ Kresge <rkresge@kceinc.com>  
**Cc:** Erin Masker <emasker@coolbaughtwp.org>; Greg Haas <ghaas@kceinc.com>  
**Subject:** Re: Pawlowski Lot Joinder Plan

*Good morning,  
Please see the below responses and revised plan attachment.*





LOCATION MAP  
TOBIHAMANK USGS QUAD MAP

SCALE 0 1000 2000  
FEET

**BOARD OF SUPERVISORS:**

AT A PUBLIC MEETING HELD ON \_\_\_\_\_ 2024, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REFERRED AND BY A MOTION DELY ENACTED, APPROVED THE SPLITTING OF LOTS 1, 8 AND 9, AS ORIGINALLY SHOWN ON THE PLAN TITLED "RESUBDIVISION, APPROVED NORTH, SECTION 17, BLOCKS A-1711, A-1712, A-1715 AND A-1720, RECORDED IN MONROE COUNTY PLAT BOOK 65 PAGE 77.

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**APPROVAL/REVIEW BLOCK**

REVIEWED BY THE COUNTY PLANNING COMMISSION

COUNTY PLANNING COMMISSION STAFF PERSON \_\_\_\_\_ DATE \_\_\_\_\_

**GENERAL NOTES:**

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING 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 THE EXTENT OF WETLANDS, NEITHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 400 - ZONING, AS AMENDED.
5. WATER SUPPLY IS ON LOT, SEWAGE DISPOSAL IS COMMUNITY CENTRAL.

**SURVEYOR'S CERTIFICATION:**

I, DEAN JOSEPH SLOMKA, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN, PREPARED FROM A FIELD SURVEY IN AUGUST OF 2023 OCTOBER OF 2024, AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OR LAND DEVELOPMENT, TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLOMKA, PLS (EA075362) \_\_\_\_\_ DATE \_\_\_\_\_

**SITE DATA:**

SOURCE OF TITLE: LOT 1  
TAX ID 003.199.1.05  
PIN 02626719832373  
526 MECHOUETANK DRIVE  
DB 2511 PG 178  
0.411 ACRES

LOT 8  
TAX ID 03.199.1.06  
PIN 02626719831345  
VACANT LOT  
DB 2517 PG 1821  
0.424 ACRES

LOT 9  
TAX ID 03.199.1.01  
PIN 02626719830268  
VACANT LOT  
DB 2530 PG 1750  
0.421 ACRES

TOTAL ACREAGE: 1.256 ACRES  
NEW LOT NUMBER: LOT 1A  
ADDRESS: TO BE ASSIGNED

ZONING DISTRICT: R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COOLBAUGH TOWNSHIP SETBACKS:  
FRONT YARD SETBACK - 25 FEET  
SIDE YARD SETBACK - 12 FEET  
REAR YARD SETBACK - 40 FEET  
(INCREASED TO 50 FEET ALONG CHITIMACHA DRIVE DUE TO DOUBLE FRONTAGE LOT

**CHITIMACHA DRIVE**  
50' WIDE RIGHT OF WAY  
PER PAV 75 PAGE 21

**OWNER'S STATEMENT:**

ON THIS DAY \_\_\_\_\_ OF 2024, BEFORE ME THE UNDERSIGNED OFFICER, PERSONALLY APPEARED JOHN PAWLOWSKI AND SHANA PAWLOWSKI WHO BEING DULY SWORN, ACCORDING TO LAW, DEPOSED AND SAID THAT THEY ARE THE TRUSTEES OF THE PROPERTY SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE WITH THEIR KNOWLEDGE AND/OR DIRECTION AND DOES HEREBY AGREE WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.

JOHN PAWLOWSKI  
241 CECELIA ACRES DRIVE  
WARMINGSTER, PA 18974

SHANA PAWLOWSKI  
241 CECELIA ACRES DRIVE  
WARMINGSTER, PA 18974

MY COMMISSION EXPIRES \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

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

REV.	REVISION PER REVISOR COMMENTS	12/8/24	DJS
1	TAX ID CHANGE TAX ID CORRECTED TAX ID CORRECTED TAX ID CORRECTED		
TOTAL AREA TOTAL LOTS: 1.256 AC. 3			
DATE: 10/28/24	SCALE: 1"=30'		
<p>LANDS OF JOHN AND SHANA PAWLOWSKI <b>LOT JOINER PLAN</b> <b>PROPOSED LOT 1A</b> (EXISTING LOTS 8, 9 AND 3) BLOCK A-1711, SECTION 17, APPROVED WITH COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA</p> <p><b>TROUT CREEK, LLC</b> PROFESSIONAL LAND SURVEYING SERVICES Let Us Help You Measure Localities 484-734-0028 www.troutcreekllc.com</p>			
JOB NO.: 2410026		SHEET NO.: 1 OF 1	

701 Main Street, Suite 405  
Stroudsburg, PA 18360



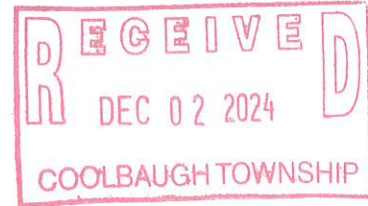
Phone: 570-517-3100  
Fax: 570-517-3858  
mcp@monroecountypa.gov  
www.monroecountypa.gov

## MONROE COUNTY PLANNING COMMISSION

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November 21, 2024

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



Re: John & Shana Pawlowski  
Arrowhead North  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #201-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns to a 1.26-acre site located on the southerly side of Wechquetank Drive, approximately 580 feet southeast of its intersection with Minisink Drive. The plan proposes to join Lot 1 of 0.41 acres, Lot 8 of 0.41 acres, and Lot 9 of 0.44 acres into one parcel. The newly designed "Lot 1A" will then consist of 1.26 acres. Lot 1 is currently developed and contains a single-family residence and a shed. Lot 8 and Lot 9 are currently undeveloped. The site is served by on-site water supply and community sewage disposal systems. This site is located in a Medium Density Residential (R-3) Zoning District.

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

1. Upon review of the provided plan materials, it should be noted that the individual lot's acreage is not provided. This information would help facilitate the review process.
2. It should be noted that Lot 1A will remain a nonconforming parcel as the existing shed encroaches the rear setback requirements of 40 feet.
3. The submitted plan does not include the Engineer's seal and signature. This should be addressed.
4. 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.

Page Two  
John & Shana Pawlowski  
Arrowhead North  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #201-24

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on December 10, 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.

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 cursive script that reads "Kim Borger".

Kim Borger  
Planner/Addressing Coordinator

Cc: Dean Joseph Slonaker, P.L.S.

**13**

**Erin Masker**

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**From:** Russ Kresge <rkresge@kceinc.com>  
**Sent:** Monday, December 2, 2024 10:38 AM  
**To:** Erin Masker  
**Cc:** Trout Creek; Greg Haas  
**Subject:** Fw: Alogna Lot Joinder Plan  
**Attachments:** 2311013 Alogna LOT JOINDER.pdf

Erin,

The attached plan for the Alogna lot joinder is acceptable, the draft joinder deed is acceptable, and the MCPC review is favorable.

The surveyor's and owner's certifications must be completed on the copies submitted for signatures.

Thanks,

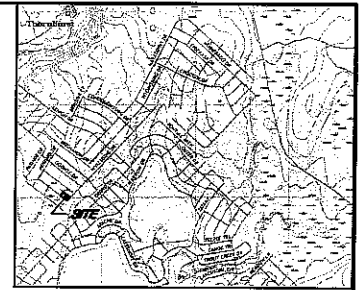
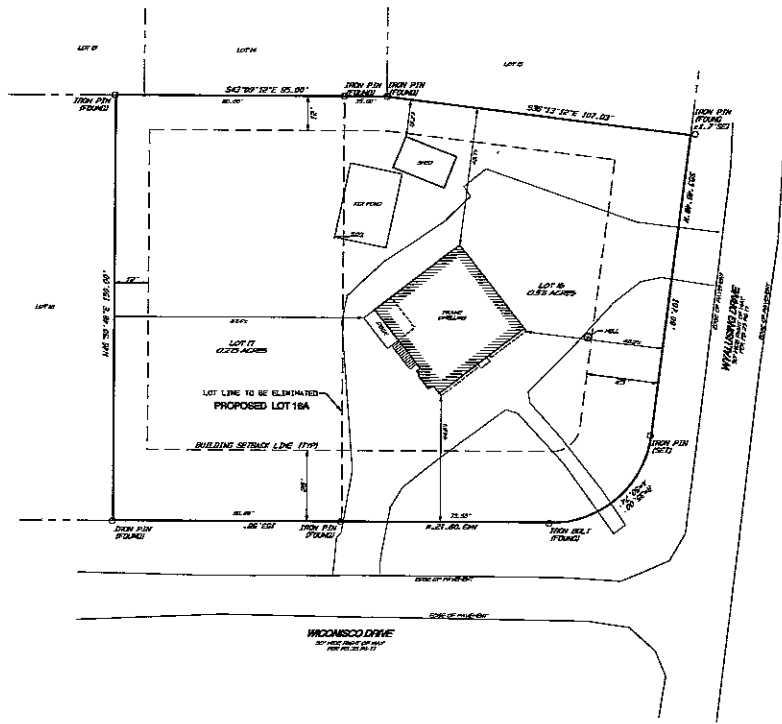
Russ

Russell R. Kresge, Jr., P.E., P.L.S.  
Direct 484.548.0808

Keystone Consulting Engineers, Inc.  
863 Interchange Road  
Kresgeville, PA 18058  
O 610.681.5233 | F 610.681.5248 | [www.KCEinc.com](http://www.KCEinc.com)

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**LOCATION MAP**  
 PENNSYLVANIA USGS QUAD MAP  
 1000 0 1000 2000  
 SCALE 1" = 200' FEET

**BOARD OF SUPERVISORS:**

AT A PUBLIC MEETING HELD ON \_\_\_\_\_ 2024, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND BY A MOTION DULY ENACTED, APPROVED THE JOINING OF LOTS 16 AND 17, SECTION 14, BLOCK #1402, AS ORIGINALLY SHOWN ON THE PLAN TITLED "SECTION FOURTEEN, ARROWHEAD NORTH", RECORDED IN MONROE COUNTY PLOT BOOK 23 PAGE 17.

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**GENERAL NOTES:**

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING 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 THE EXTENT OF WETLANDS, NEITHER ON NOR OVER THE SUBJECT PROPERTY.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 400 - ZONING, AS AMENDED.
5. WATER SUPPLY IS ON-SITE, SEWAGE DISPOSAL IS COMMUNITY.
6. SITE SOILS ARE MAPPED AS HYDRIC SOILS (CND - CHARPPEKA AND HENRICH - A WETLAND DETERMINATION MAY BE REQUIRED PRIOR TO THE ISSUANCE OF ANY PERMITS WHICH INVOLVE EARTH DISTURBANCE.

**APPROVAL/REVIEW BLOCK**

REVIEWED BY THE COUNTY PLANNING COMMISSION

COUNTY PLANNING COMMISSION STAFF PERSON \_\_\_\_\_ DATE \_\_\_\_\_

**SITE DATA:**

SOURCE OF TITLE: LOT 16  
 TAX ID 03.19A.1.141  
 PIN 03530720693416  
 1145 WYCONISCO DRIVE  
 DB 2554 PG 9988

LOT 17  
 TAX ID 03.19A.1.140  
 PIN 03530720692521  
 VACANT LOT  
 DB 2540 PG 127

TOTAL ACREAGE: 0.846 ACRES  
 NEW LOT NUMBER: LOT 16A  
 ADDRESS: 1145 WYCONISCO DRIVE

ZONING DISTRICT: R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COOLBAUGH TOWNSHIP SETBACKS:  
 FRONT YARD SETBACK - 25 FEET  
 SIDE YARD SETBACK - 12 FEET  
 REAR YARD SETBACK - 40 FEET

**OWNER'S STATEMENT:**

ON THIS DAY \_\_\_\_\_ 2024, BEFORE ME THE UNDERSIGNED OFFICER, PERSONALLY APPEARED CHARLES ALDENA WHO BEING DULY SWORN, ACCORDING TO LAW, DEPOSED AND SAYS THAT HE IS THE TRUSTEE OF THE PROPERTY SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE WITH HIS KNOWLEDGE AND/OR DIRECTION AND DOES HEREBY AGREE WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.

CHARLES ALDENA  
 1545 WYCONISCO DRIVE  
 FOCKING LAKE, PA 15347

MY COMMISSION EXPIRES \_\_\_\_\_

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

**SURVEYOR'S CERTIFICATION:**

I, DEAN JOSEPH SLOMOKER, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THIS PLAN, PREPARED FROM A FIELD SURVEY IN DECEMBER OF 2023 AND OCTOBER OF 2024, AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OR LAND DEVELOPMENT TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLOMOKER, PLS (SU076362) \_\_\_\_\_ DATE \_\_\_\_\_

REVISER PER REVIEW COMMENTS		11/26/24	DJS
REV.	DESCRIPTION	DATE	BY
1	TAX TO PARCELS: 03.19A.1.141 AND 03.19A.1.140		
TOTAL AREA TOTAL LOTS: 0.846 AC.			
DATE: 12/24/24			
SCALE: 1"=20'			
<b>TROUT CREEK, LLC</b> PROFESSIONAL LAND SURVEYING SERVICES <small>Lehigh Valley and Tri-State Locations 484-214-8828 www.TroutCreekLLC.com</small>			
JOB NO.: 231003		SHEET NO.:	
SCALE: 1" = 20'		1 OF 1	

701 Main Street, Suite 405  
Stroudsburg, PA 18360



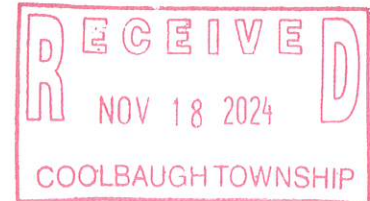
Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## MONROE COUNTY PLANNING COMMISSION

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November 14, 2024

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



Re: Charles Alogna  
Arrowhead North  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #197-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns to a 0.646-acre site located on the northerly side of Wiconisco Drive, at its intersection with Wyalusing Drive. The plan proposes to join Lot 17 of 0.275 acres and Lot 16 of 0.37 acres, into one parcel. The newly shaped "Lot 16-A" will then consist of 0.646 acres. Lot 16 is currently developed and contains a single-family residence while Lot 17 is currently undeveloped. The site is served by on-site water supply and sewage disposal systems. This site is located in a Medium Density Residential (R-3) Zoning District.

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

1. The site is currently non-conforming concerning minimum side-yard setbacks. (12 feet) It should be noted that the proposed subdivision will allow for the property to conform to the setback regulations.
2. Upon review of the submitted plan, it appears that the Engineer's seal and signature are not included. This should be addressed.
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.

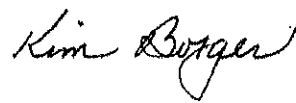
Page Two  
Charles Alogna  
Arrowhead North  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #197-24

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on December 10, 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.

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, looped initial "K".

Kim Borger  
Planner/Addressing Coordinator

Cc: Dean Joseph Slonaler, P.L.S.

**14**

**Erin Masker**

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**From:** Russ Kresge <rkresge@kceinc.com>  
**Sent:** Thursday, December 5, 2024 3:19 PM  
**To:** Erin Masker  
**Cc:** Trout Creek; Greg Haas  
**Subject:** Re: Fw: Wagoner Lot Joinder Plan

Erin,

The revised draft joinder deed received for the Wagoner lot joinder is acceptable. This plan can be approved and signed upon submission of copies with completed surveyor's and owner's certifications.

Russell R. Kresge, Jr., P.E., P.L.S.  
Direct 484.548.0808

Keystone Consulting Engineers, Inc.  
863 Interchange Road  
Kresgeville, PA 18058  
O 610.681.5233 | F 610.681.5248 | [www.KCEinc.com](http://www.KCEinc.com)

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**From:** Trout Creek <troutcreeksurvey@gmail.com>  
**Sent:** Thursday, December 5, 2024 12:16 PM  
**To:** Russ Kresge <rkresge@kceinc.com>  
**Cc:** Erin Masker <emasker@coolbaughtwp.org>; Greg Haas <ghaas@kceinc.com>  
**Subject:** Re: Fw: Wagoner Lot Joinder Plan

Good afternoon,  
The revised deed is attached.  
thank you,  
Dean

On Tue, Dec 3, 2024 at 3:55 PM Trout Creek <[troutcreeksurvey@gmail.com](mailto:troutcreeksurvey@gmail.com)> wrote:  
Got it and thanks Russ! Have a great evening.

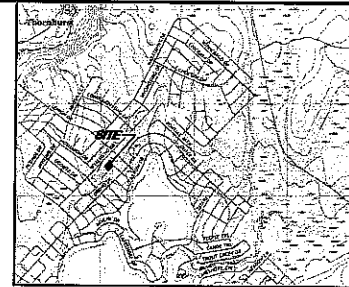
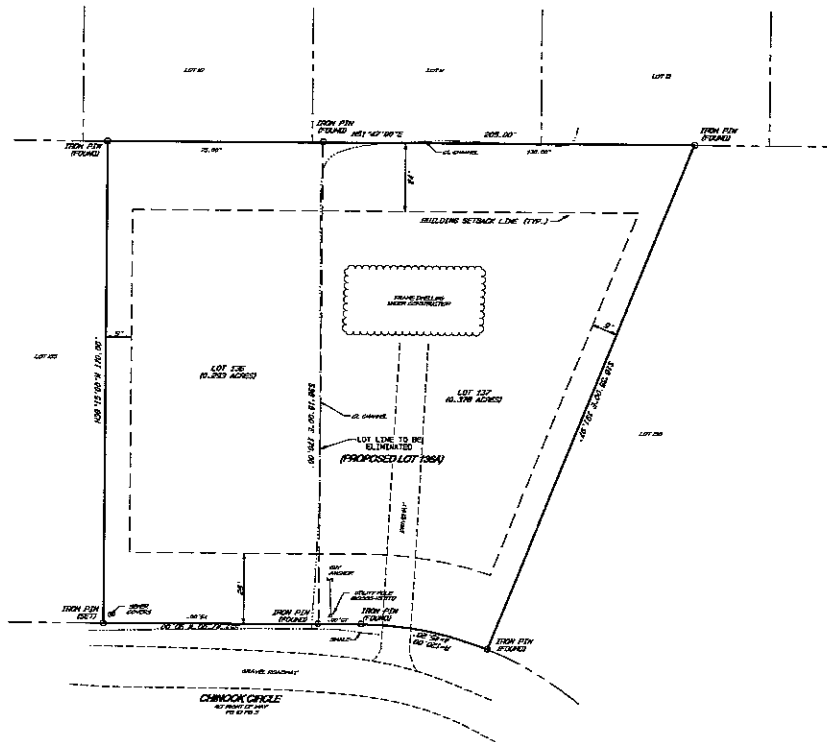
On Tue, Dec 3, 2024 at 3:45 PM Russ Kresge <[rkresge@kceinc.com](mailto:rkresge@kceinc.com)> wrote:  
Erin,

The attached lot joinder plan for Wagoner, revised 11/29/2024, is acceptable. The surveyor's and owner's certifications must be completed on the copies submitted for signatures.

The MCPC review has been addressed and is favorable.

The draft joinder deed will be acceptable when the Plat Book reference in the **BEING** paragraph near the bottom of the first page is revised from Plat Book 25, Page 5 to Plat Book **10**, Page 5.





**LOCATION MAP**  
TOTHMANA LEGS QUAD MAP  
SCALE 0 500 1000 FEET

**BOARD OF SUPERVISORS:**

AT A PUBLIC MEETING HELD ON \_\_\_\_\_ 2024, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND BY A MOTION DULY ENACTED, APPROVED THE JOINING OF LOTS 136 AND 137, SECTION 11, BLOCK A-114, AS ORIGINALLY SHOWN ON THE PLAN TITLED "PLAN OF LOTS, ARROWHEAD LAKE, SECTION 11," RECORDED IN MONROE COUNTY PLOT BOOK 10 PAGE 5.

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**APPROVAL/REVIEW BLOCK**

REVIEWED BY THE COUNTY PLANNING COMMISSION

\_\_\_\_\_ DATE \_\_\_\_\_

COUNTY PLANNING COMMISSION STAFF PERSON \_\_\_\_\_ DATE \_\_\_\_\_

**GENERAL NOTES:**

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING 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 THE EXTENT OF WETLANDS, WHETHER OR HOW DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER AND SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 405 - ZONING, AS AMENDED.
5. PROPOSED WATER SUPPLY AND SEWAGE DISPOSAL ARE COMMUNITY CENTRAL.

**SURVEYOR'S CERTIFICATION:**

I, DEAN JOSEPH SLONAKER, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN, PREPARED FROM A FIELD SURVEY IN AUGUST OF 2024 OCTOBER OF 2024, AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE PROPOSED SUBDIVISION OR LAND DEVELOPMENT, TO THE BEST OF MY KNOWLEDGE.

DEAN JOSEPH SLONAKER, PLS (54075362) \_\_\_\_\_ DATE \_\_\_\_\_

**SITE DATA:**

SOURCE OF TITLE: LOT 136  
TAX ID 03.204.2.137  
PTN 6333320517352  
VACANT LIT  
03 2545 PG 8734  
LOT 137  
TAX ID 03.204.2.138  
PTN6333376918516  
216 CHINDOK CIRCLE  
08 2636 PG 5935

TOTAL ACREAGE: 0.671 ACRES  
NEW LOT NUMBER: LOT 136A  
ADDRESS: 216 CHINDOK CIRCLE

ZONING DISTRICT: R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT

COOLBAUGH TOWNSHIP SETBACKS:  
FRONT YARD SETBACK - 25 FEET  
SIDE YARD SETBACK - 5 FEET  
REAR YARD SETBACK - 24 FEET

**OWNER'S STATEMENT:**

ON THIS DAY \_\_\_\_\_ OF 2024, BEFORE ME THE UNDERSIGNED OFFICER, PERSONALLY APPEARED MICHAEL WAGNER AND LUCY WAGNER WHO BEING DULY SWORN, ACCORDING TO LAW, EXPOSED AND SAID THAT THEY ARE THE TRUSTEES OF THE PROPERTY SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE WITH THEIR KNOWLEDGE AND/OR DIRECTION AND DOES HEREBY AGREE WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.

MICHAEL WAGNER PD BOX 430 POCOMO LAKE, PA 18347  
LUCY WAGNER PD BOX 430 POCOMO LAKE, PA 18347

MY COMMISSION EXPIRES \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

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

REV.	REVISION PER REVIEW COMMENTS	DATE	BY
1		11/28/24	DJS
2			
3			
4			
5			
6			
7			
8			
9			
10			

TAX ID PARCELS: TAX ID 03.204.2.137 AND TAX ID 03.204.2.138	LANDS OF MICHAEL WAGNER AND LUCY WAGNER <b>LOT JOINER PLAN</b> <b>PROPOSED LOT 136A</b> (EXISTING LOTS 136 AND 137) SECTION 11, BLOCK A-114, ARROWHEAD LAKE COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
TOTAL AREA TOTAL LOTS: 0.671 AC. ±	
DATE: 10/20/24	SCALE: 1"=20'
<b>TROUT CREEK, LLC</b> PROFESSIONAL LAND SURVEYING SERVICES 14141 Hwy 101 and Pocono Location 484-714-6628 www.troutcreekllc.com	
JOB NO.: 251014 SHEET NO.: 1 OF 1	

G:\Projects\11251\112511614 Michael Wagner, Plot 136 and 137\112511614 Michael Wagner - LOT 136A.dwg

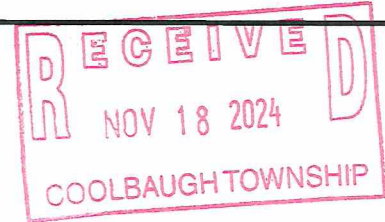
701 Main Street, Suite 405  
Stroudsburg, PA 18360



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

## MONROE COUNTY PLANNING COMMISSION

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November 14, 2024

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

Re: Michael Wagoner & Lucy  
Arrowhead Lake  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #198-24

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns to a 0.67-acre site located on the northwesterly side of Chinook Circle, approximately 395 feet northwest of its intersection with Orono Drive. The plan proposes to join Lot 136 of 0.29 acres and Lot 137 of 0.38 acres, into one parcel. The newly designed "Lot 136A" will then consist of 0.67 acres. Lot 136 is currently vacant while Lot 137 is under construction for a single-family dwelling. The site is served by community water supply and sewage disposal systems. This site is located in a Medium Density Residential (R-3) Zoning District.

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

1. The driveway location for the newly created lot is not indicated on the plan. This should be addressed.
2. The plan indicates an address "to be assigned." However, address 216 Chinook Circle has been assigned to the framed dwelling on April 11, 2024.
3. Upon review of the submitted plan, it appears that the Engineer's seal and signature are not included. This should be addressed.
4. It appears that 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.

Page Two  
Michael Wagoner & Lucy  
Arrowhead Lake  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #198-24

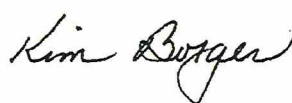
All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on December 10, 2024, at 5:00 p.m. at 701 Main Street Suite 405. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

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.

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Sincerely yours,



Kim Borger  
Planner/Addressing Coordinator

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Cc: Dean Joseph Slonaker, P.L.S.

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## COOLBAUGH TOWNSHIP Board of Supervisors

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

### COOLBAUGH TOWNSHIP RECYCLING CENTER SCHEDULE – 2025

The Coolbaugh Township Drop Off and Recycling Site located at 549 Laurel Drive, Tobyhanna, PA will be open on the following **days in 2025**  
**from 7:30 am – 3:00 pm**  
(Closed from noon – 12:30 pm for lunch):

- Friday, April 4, 2025
- Saturday, April 5, 2025
- Friday, June 6, 2025
- Saturday, June 7, 2025
- Friday, August 1, 2025
- Saturday, August 2, 2025
- Friday October 3, 2025
- Saturday October 4, 2025

Recycling cards for Township residents may be picked up at the Municipal Office, 5520 Municipal Drive, Tobyhanna Monday through Friday from 8:00 am – 4:30 pm **beginning Monday, February 10, 2025. Please bring proof of residency. Residents are required to unload their own vehicles at the Recycling Center.**

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





**17**

# COOLBAUGH TOWNSHIP FREE!!

COMMUNITY SHRED EVENT



Saturday, May 3, 2025  
and  
Saturday, October 4, 2025  
9:00AM-2:30PM

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

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

**18**

**BOARD OF SUPERVISORS  
COOLBAUGH TOWNSHIP**

**RESOLUTION NUMBER 16-2024**

**A RESOLUTION OF THE TOWNSHIP OF COOLBAUGH, MONROE  
COUNTY, PENNSYLVANIA, ADOPTING THE 2025 BUDGET.**

Be it resolved and enacted, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Coolbaugh, Monroe County, Pennsylvania:

That the Coolbaugh Township Board of Supervisors hereby adopts a budget for the year 2025, a copy of which is attached hereto and incorporated herein by reference, providing for \$15,516,416.00 in total revenues and \$15,516,416.00 in total expenditures. Additional details of the 2025 budget are provided within the attached 2025 Budget document(s).

Duly adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, in lawful session duly assembled.

**COOLBAUGH TOWNSHIP  
BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
William Weimer, Chairman

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

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

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

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

ATTEST:

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

[TOWNSHIP SEAL]



# 2025 FINAL BUDGET





## COOLBUGH 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)

December 31, 2024

The Coolbaugh Township Board of Supervisors are pleased to present the 2025 budgets. These budgets set forth a financial plan which reflects our commitment to effectively and efficiently provide services, responsibly maintain and improve our infrastructure, and manage growth and development so that we may build and sustain a better long-term future for our community.

The budget consists of the General Fund, Special Revenue Funds (Fire, Library, EMS, Emergency Management, and Liquid Fuels) and Sewer Fund.

The General Fund is the operating fund for the township and is used to account for all the financial resources except for those required to be accounted for in another fund. The Special Revenue Funds account for revenue sources which are legally restricted to expenditures for specific purposes, this includes the Fire, Library, and EMS Tax Funds.

The main source of revenue for the General, Fire, Library, and EMS Tax Funds are real estate property taxes. The revenue from property taxes are based on the total assessment value and the millage rate.

Coolbaugh Township's **2024** millage rate was 4.354. This was comprised of 2.680 mills for the General Fund, 1.000 mills for the Fire Tax Fund, .424 mills for the Library Tax Fund, and .250 for the EMS Tax Fund.

The millage rate for **2025** has been adjusted to 4.474, comprised of 2.750 for the General Fund, 1.000 for the Fire Tax Fund, .424 for the Library Tax Fund, and .300 for the EMS Tax Fund.

Based on the new millage rate, if a property owner had a reassessed property value of \$100,000, their municipal property tax would be \$447.40.



# COOLBUGH TOWNSHIP

## Board of Supervisors

5520 Municipal Drive, Tobyhanna, PA 18466  
 570-894-8490 Fax 570-894-8413  
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Below is a schedule of the township's 2024 millage and budgeted revenue amounts, and the final 2025 millage rates which include a 5.35% increase in the General Fund and about a 23% increase in the EMS Tax Fund. In order to project a reasonable revenue amount, the township uses a rate of 7.76% to calculate the tax that may go unpaid. This uncollectable amount is then deducted from tax revenue to arrive at the budgeted revenue.

	2024	2025 Final Rate	Annual Increase/De crease \$	Annual Increase/ Decrease %
<b>General Fund</b>				
Millage Rate	2.680	2.750		
Estimated Tax Revenue	\$ 4,078,681	\$ 4,296,903	\$ 218,222	5.350%
Less: 7.76% Estimate of uncollectable	\$ (316,506)	\$ (333,440)		
<b>Budget Amount</b>	\$ 3,762,176	\$ 3,963,463	\$ 201,288	5.350%
<b>Fire Tax Fund</b>				
Millage Rate	1.000	1.000		
Estimated Tax Revenue	\$ 1,521,896	\$ 1,562,510	\$ 40,614	2.669%
Less: 7.76% Estimate of uncollectable	\$ (118,099)	\$ (121,251)		
<b>Budget Amount</b>	\$ 1,403,797	\$ 1,441,259	\$ 37,463	2.669%
<b>Library Tax Fund</b>				
Millage Rate	0.424	0.424		
Estimated Tax Revenue	\$ 645,284	\$ 662,504	\$ 17,220	2.669%
Less: 7.76% Estimate of uncollectable	\$ (50,074)	\$ (51,410)		
<b>Budget Amount</b>	\$ 595,210	\$ 611,094	\$ 15,884	2.669%
<b>EMS Tax Fund</b>				
Millage Rate	0.250	0.300		
Estimated Tax Revenue	\$ 380,474	\$ 468,753	\$ 88,279	23.202%
Less: 7.76% Estimate of uncollectable	\$ (29,525)	\$ (36,375)		
<b>Budget Amount</b>	\$ 350,949	\$ 432,378	\$ 81,429	23.202%
<b>Total Municipal Millage Rate</b>	4.354	4.474		
Total Estimated Tax Revenue	\$ 6,626,335	\$ 6,990,670	\$ 364,335	5.498%
Less: 7.76% Estimate of uncollectable	\$ (514,204)	\$ (542,476)		
<b>Total Budget Amount</b>	\$ 6,112,132	\$ 6,448,194	\$ 336,063	5.498%

**COOLBAUGH TOWNSHIP  
GENERAL FUND  
FINAL 2025 BUDGET**

REVENUE		2025
ACCOUNT	DESCRIPTION	BUDGET
01.301.000	<b>REAL PROPERTY TAXES</b>	
01.301.100	REAL ESTATE REVENUE TAX, NET	\$ 3,963,463
01.301.400	REAL ESTATE TX DELINQUENT	250,000
	<b>TOTAL PROPERTY TAXES</b>	<b>4,213,463</b>
01.310.000	<b>ACT 511 TAXES</b>	
01.310.100	REAL ESTATE TRANSFER TAX	900,000
01.310.210	EARNED INCOME TAX CURRENT	2,115,000
01.310.500	LST	370,000
	<b>TOTAL ACT 511 TAXES</b>	<b>3,385,000</b>
01.321.000	<b>LICENSES &amp; PERMITS</b>	
01.321.350	FIRE ALARM REGISTRATION	2,500
01.321.360	SHORT TERM RENTAL PERMITS	185,000
01.321.800	CABLE TV FRANCHISE	100,000
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>287,500</b>
	<b>INTEREST</b>	
01.331.000	<b>FINES &amp; FOREFITS</b>	
01.331.110	VEHICLE CODE VIOLATIONS	20,000
01.331.120	VIOLATIONS ORDINANCES & STAT	10,000
01.331.121	VIOLATIONS ALARM ORDINANCE	1,000
	<b>TOTAL FINES</b>	<b>31,000</b>
01.340.000	<b>RENTS</b>	
01.340.002	MONROE COUNTY RENTS	31,845
01.340.100	NON-GOVERNMENTAL RENTS	2,650
01.340.200	PARK PAVILION RENTAL FEE	1,000
	<b>TOTAL RENT</b>	<b>35,495</b>
01.341.000	<b>INTEREST EARNED</b>	<b>220,000</b>
	<b>TOTAL INTEREST</b>	<b>220,000</b>
01.352.000	<b>Federal Shared Revenues and Entitlements</b>	
01.352.530	Community and Economic Development	36,000
	<b>TOTAL INTERGOVERNMENT REVENUE</b>	<b>36,000</b>
01.354.000	<b>STATE CAPITAL &amp; OPER. GRANTS</b>	
01.354.082	ACT 101/ SECT 904	35,000
	<b>TOTAL STATE &amp; OPERATING GRANTS</b>	<b>35,000</b>
01.355.000	<b>STATE SHARED REV/ENTITLEMENTS</b>	
01.355.010	PUBLIC UTILITY TAX	7,000
01.355.080	ALCOHOL BEVERAGE TAX	1,500
01.355.130	FOREIGN FIRE CASUALTY INS.	130,000
	<b>TOTAL STATE SHARED REVENUE</b>	<b>138,500</b>
01.356.000	<b>STATE PMTS IN LIEU OF TAXES</b>	
01.356.020	GAME COMMISSION	75,000
	<b>TOTAL STATE PMTS IN LIEU OF TAXES</b>	<b>75,000</b>
01.358.000	<b>LOCAL GOVT UNITS SHARED REVEN</b>	
01.358.532	NON-UNIFORM PENSION	120,000
	<b>TOTAL LOCAL GOV UNITS SHARED REVENUE</b>	<b>120,000</b>

**COOLBAUGH TOWNSHIP  
GENERAL FUND  
FINAL 2025 BUDGET**

REVENUE		2025
ACCOUNT	DESCRIPTION	BUDGET
01.361.000	<b>GENERAL GOVERNMENT</b>	
01.361.300	ZONING FEES	170,000
01.361.301	SUBDIVISION FEES	3,000
01.361.302	VARIANCE & SPECIAL EXCEPTION	10,000
01.361.535	ADMIN CHARGE ESCROW	10,000
01.361.536	BUILDING CODES FEES 20%	40,000
01.361.537	SEPTIC PUMPER/HAULER REGISTRATION	400
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>233,400</b>
01.362.000	<b>PUBLIC SAFETY</b>	
01.362.440	SEWAGE PERMITS	45,000
01.362.520	DRIVEWAY PERMITS	1,800
01.362.530	ROAD OPENING & OCCUPANCY PERMI	2,500
	<b>TOTAL PUBLIC SAFETY</b>	<b>49,300</b>
01.363.000	<b>HIGHWAYS &amp; STREETS</b>	
01.363.510	SNOW REMOVAL	9,575
	<b>TOTAL HIGHWAYS &amp; STREETS</b>	<b>9,575</b>
01.380.000	<b>MISCELLANEOUS</b>	
01.380.451	RECYCLE	12,000
	<b>TOTAL MISCELLANEOUS</b>	<b>12,000</b>
01.399.000	<b>GENERAL FUND CARRYOVER</b>	
01.399.100	PROVIDED FROM FUND BALANCE	719,403
	<b>TOTAL CARRYOVER</b>	<b>719,403</b>
	<b>TOTAL REVENUE</b>	<b>\$ 9,600,636</b>

**COOLBAUGH TOWNSHIP  
GENERAL FUND  
FINAL 2025 BUDGET**

<b>EXPENSES</b>		<b>2025</b>
<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>
<b>01.400.000</b>	<b>GENERAL GOV'T</b>	
01.400.110	SALARIES ELECTED OFFICIALS	\$ (20,625)
01.400.200	HEALTH/DENTAL/VISION INSURANCE	(98,359)
01.400.220	POSTAGE / METER	(5,000)
01.400.300	OTHER SERVICES & CHARGES	(18,070)
01.400.312	COMPUTER MAINT / REPAIR	(16,610)
01.400.320	TELEPHONE	(6,000)
01.400.325	INTEREST	(15,078)
01.400.331	MILEAGE REIMBURSEMENT	(500)
01.400.376	COPIERS	(16,507)
01.400.420	DUES SUBSCRIPTION & MEMBERSHIP	(4,560)
01.400.450	CONTRACT SERVICE	(48,600)
01.400.460	MEETINGS & CONFERENCES	(6,000)
01.400.700	CAPITAL PURCHASES	(2,000)
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>(257,908)</b>
<b>01.401.000</b>	<b>MANAGER -EXECUTIVE</b>	
01.401.200	SUPPLIES	(1,000)
01.401.420	DUES SUBSCRIPTIONS & MEMBERSHIP	(644)
01.401.460	MEETINGS & CONFERENCES	(1,000)
	<b>TOTAL MANAGER -EXECUTIVE</b>	<b>(2,644)</b>
<b>01.402.000</b>	<b>FINANCIAL ADMIN</b>	
01.402.110	AUDITORS	(50)
01.402.200	SUPPLIES	(1,500)
01.402.310	CPA SERVICES	(16,000)
01.402.350	INSURANCE BOND	(1,581)
01.402.460	MEETINGS & CONFERENCES	(500)
	<b>TOTAL FINANCIAL ADMIN</b>	<b>(19,631)</b>
<b>01.403.000</b>	<b>TAX COLLECTION</b>	
01.403.110	TAX COLLECTOR SALARY	(27,709)
01.403.130	COMMISSION EIT TAX	(30,000)
01.403.131	COMMISSION LST	(6,000)
01.403.132	COMMISSION TRANSFER TAX	(18,000)
01.403.220	OPER.EXPENSES POSTAGE /PRIN	(14,000)
01.403.316	R/E TAX REFUNDS	(3,000)
	<b>TOTAL TAX COLLECTION</b>	<b>(98,709)</b>
<b>01.404.000</b>	<b>LEGAL</b>	
01.404.310	SOLICITOR'S FEE	(55,000)
01.404.314	SPECIAL LEGAL SERVICES	(25,000)
	<b>TOTAL LEGAL</b>	<b>(80,000)</b>
<b>01.405.000</b>	<b>MUNICIPAL OFFICE</b>	
01.405.180	CLERICAL OVERTIME	(5,000)
01.405.200	OFFICE SUPPLIES	(2,000)
01.405.340	ADVERTISING/PRINTING/BINDING	(5,500)
	<b>TOTAL MUNICIPAL OFFICE</b>	<b>(12,500)</b>
<b>01.408.000</b>	<b>ENGINEER</b>	
01.408.313	ENGINEER FEES - TOWNSHIP MATTERS	(56,000)
	<b>TOTAL ENGINEER</b>	<b>(56,000)</b>

**COOLBAUGH TOWNSHIP  
GENERAL FUND  
FINAL 2025 BUDGET**

EXPENSES		2025
ACCOUNT	DESCRIPTION	BUDGET
<b>01.409.000</b>	<b>BUILDING</b>	
01.409.180	BLDG. / GROUND OVERTIME	(7,500)
01.409.200	SUPPLIES	(17,000)
01.409.238	CLOTHING & UNIFORMS	(1,000)
01.409.300	OTHER SERVICES & CHARGES	(3,000)
01.409.330	FUEL	(3,000)
01.409.360	PUBLIC UTILITIES- STREET LIGHT	(13,500)
01.409.361	PUBLIC UTILITIES - ELECTRIC	(20,000)
01.409.362	PUBLIC UTILITIES - WATER	(2,000)
01.409.363	PUBLIC UTILITIES - SEWER	(4,500)
01.409.367	PUBLIC UTILITIES - HEAT	(25,000)
01.409.373	MAINTENANCE & REPAIRS BLDG	(15,000)
01.409.374	MAINTENANCE & REPAIRS EQUIPMEN	(5,000)
01.409.450	BOTTLED WATER	(1,500)
01.409.451	CONTRACTED SERVICES GENERATORS	(7,000)
01.409.453	CONTRACTED SVCS - TRASH COLLEC	(8,800)
01.409.454	CONTRACTED SVCS - ELEVATOR/WE	(5,000)
01.409.455	CONTRACTED SVCS - TANKS/BOILER	(16,100)
01.409.456	CONTRACTED SVCS - FIRE EXTING	(3,000)
01.409.457	CONTRACTED SVCS - FLOOR MATS	(4,500)
01.409.600	CAPITAL CONSTRUCTION	(91,300)
01.409.700	CAPITAL PURCHASES	(39,500)
	<b>TOTAL BUILDING</b>	<b>(293,200)</b>
<b>01.410.000</b>	<b>POLICE</b>	
01.410.450	CONTRACTED SVCS - PMRPC	(3,266,980)
	<b>TOTAL POLICE</b>	<b>(3,266,980)</b>
<b>01.411.000</b>	<b>FIRE</b>	
01.411.400	FIRE DEPT FUEL	(15,000)
01.411.450	CONTRACTED SVCS - FIRE HYDRANT	(25,000)
01.411.451	COOLBAUGH TWP VOL FIRE CO DONATION	(165,000)
01.411.452	POCONO SUMMIT VOL FIRE CO DONATION	(15,000)
01.411.453	THORNHURST FIRE & RESCUE DONATION	(15,000)
01.411.454	GOULDSBORO VOL FIRE CO DONATION	(15,000)
01.411.458	MOUNT POCONO VOL FIRE CO DONATION	(5,000)
01.411.500	FOREIGN FIRE CASUALTY INS EXPE	(130,000)
	<b>TOTAL FIRE</b>	<b>(385,000)</b>
<b>01.412.000</b>	<b>AMBULANCE / RESCUE</b>	
01.412.400	AMBULANCE FUEL	(20,000)
01.412.500	CONTRIBUTIONS	(100,000)
	<b>TOTAL AMBULANCE / RESCUE</b>	<b>(120,000)</b>
<b>01.413.000</b>	<b>SEWAGE ENFORCEMENT</b>	
01.413.144	CONTRACTED SEO	(125,160)
01.413.200	SUPPLIES	(750)
	<b>TOTAL SEWAGE ENFORCEMENT</b>	<b>(125,910)</b>
<b>01.414.000</b>	<b>CODES/ZONING OFFICE</b>	
01.414.180	ZONING OFFICE OVERTIME	(3,500)
01.414.200	SUPPLIES	(3,000)
01.414.300	OTHER SERVICES & CHARGES	(24,795)
01.414.310	ENGINEERING/ARCHITECTURAL FEES	(5,000)
01.414.314	PROFESSIONAL FEES -SOLICITOR	(7,500)
01.414.331	TRANSPORTATION - MILEAGE	(150)
01.414.400	FUEL	(3,000)
01.414.460	TRAINING/CONFERENCES	(2,500)
01.414.600	CAPITAL CONSTRUCTION	(14,960)
	<b>TOTAL CODES/ZONING OFFICE</b>	<b>(64,405)</b>



**COOLBAUGH TOWNSHIP  
GENERAL FUND  
FINAL 2025 BUDGET**

EXPENSES			2025
ACCOUNT	DESCRIPTION		BUDGET
01.415.000	<b>EMERGENCY MANAGEMENT</b>		
01.415.200	SUPPLIES		(3,000)
01.415.210	CRIME WATCH		(500)
01.415.250	APCP EMER. ROAD ACCESS		(1,000)
01.415.450	CONTRACTED SVCS - CONTROL CTR		(41,572)
	<b>TOTAL EMERGENCY MANAGEMENT</b>		(46,072)
01.418.000	<b>ZONING HEARING BOARD</b>		
01.418.120	SALARIES ZHB MEMBERS		(1,000)
01.418.200	SUPPLIES		(250)
01.418.314	ZHB SOLICITOR		(25,000)
01.418.316	SPECIAL SERVICES/STENO		(2,000)
01.418.340	ADVERTISING & PRINTING		(2,000)
	<b>TOTAL ZONING HEARING BOARD</b>		(30,250)
01.419.000	<b>PLANNING COMMISSION</b>		
01.419.140	SALARIES PLANNING COMMISSION		(4,800)
01.419.200	SUPPLIES		(250)
01.419.313	ENGINEERING SERVICES		(500)
01.419.314	PLANNING COMMISSION SOLICITOR		(4,500)
01.419.340	ADVERTISING & PRINTING		(200)
	<b>TOTAL PLANNING COMMISSION</b>		(10,250)
01.426.000	<b>COMPOST FACILITY</b>		
01.426.200	MATERIAL & SUPPLIES		(1,000)
01.426.330	FUEL		(5,000)
01.426.374	REPAIR/MAINT (BEAST)		(10,000)
	<b>TOTAL COMPOST FACILITY</b>		(16,000)
01.427.000	<b>SOLID WASTE COLLECTION / DISPO</b>		
01.427.200	SUPPLIES		(500)
01.427.300	OTHER SERVICES & CHARGES		(2,500)
01.427.450	CONTRACT SERVICES-TWP CLEAN-UP		(47,000)
	<b>TOTAL SOLID WASTE COLLECTION / DISPO</b>		(50,000)
01.430.000	<b>DPW-HIGHWAYS ROADS STREETS</b>		
01.430.180	ROAD CREW OVERTIME		(20,000)
01.430.190	OTHER PERSONAL-UNIFORM CLEANIN		(6,120)
01.430.191	CDL LICENSE REIMBURSEMENT		(500)
01.430.192	BOOT REIMBURSEMENT		(3,900)
01.430.240	SUPPLIES		(12,000)
01.430.260	SMALL TOOLS & MINOR EQUIPMENT		(2,500)
01.430.300	OTHER SERVICES & CHARGES		(4,500)
01.430.310	ENGINEERING SERVICES		(15,000)
01.430.320	COMMUNICATIONS RADIOS & TELEPH		(1,500)
01.430.330	FUEL		(55,000)
01.430.700	CAPITAL PURCHASES		(333,607)
	<b>TOTALS DPW-HIGHWAYS ROADS STREETS</b>		(454,627)
01.431.000	<b>DPW-STREET CLEANING</b>		
01.431.240	PARTS AND SUPPLIES		(2,000)
	<b>TOTALS DPW-STREET CLEANING</b>		(2,000)
01.432.000	<b>DPW-SNOW &amp; ICE REMOVAL</b>		
01.432.180	SNOW & ICE REMOVAL OVERTIME		(20,000)
01.432.240	ROAD MATERIALS		(145,000)
	<b>TOTALS DPW-SNOW &amp; ICE REMOVAL</b>		(165,000)

**COOLBAUGH TOWNSHIP  
GENERAL FUND  
FINAL 2025 BUDGET**

EXPENSES		2025
ACCOUNT	DESCRIPTION	BUDGET
01.433.000	<b>DPW-TRAFFIC SIGNS STREET SIGN</b>	
01.433.240	ROAD MATERIALS	(17,500)
01.433.360	PUBLIC UTILITY-ELECTRIC	(10,000)
01.433.450	CONTRACTED SERVICES	(47,500)
01.433.700	CAPITAL PURCHASES	
	<b>TOTALS DPW-TRAFFIC SIGNS STREET SIGN</b>	<b>(75,000)</b>
01.436.000	<b>DPW-STORM SEWERS &amp; DRAINS</b>	
01.436.240	ROAD MATERIALS	(1,000)
01.436.384	EQUIPMENT RENTAL	(3,500)
01.436.600	CAPITAL CONSTRUCTION	(3,500)
	<b>TOTALS DPW-STORM SEWERS &amp; DRAINS</b>	<b>(8,000)</b>
01.437.000	<b>DPW-REPAIR OF TOOLS &amp; MACHINER</b>	
01.437.100	INSPECTION STATION	(5,000)
01.437.240	PARTS & MATERIALS	(90,000)
	<b>TOTALS DPW-REPAIR OF TOOLS &amp; MACHINER</b>	<b>(95,000)</b>
01.438.000	<b>DPW-HIGHWAY REPAIR &amp; MAINT</b>	
01.438.240	ROAD MATERIALS	(10,000)
	<b>TOTALS DPW-HIGHWAY REPAIR &amp; MAINT</b>	<b>(10,000)</b>
01.439.000	<b>DPW-HIGHWAY CONSTR &amp; REBUILDIN</b>	
01.439.310	ENGINEERING FEES	(2,000)
	<b>TOTALS DPW-HIGHWAY CONSTR &amp; REBUILDIN</b>	<b>(2,000)</b>
01.453.000	<b>SPECTATOR RECREATION</b>	
01.453.502	CONTRIBUTION NRHS	(5,000)
01.453.503	CONTRIBUTION HISTORICAL ASSOC	(5,000)
01.453.504	ALARM MONITORING-HIST. ASSOC.	(300)
	<b>TOTAL SPECTATOR RECREATION</b>	<b>(10,300)</b>
01.454.000	<b>PARKS</b>	
01.454.200	MATERIALS & SUPPLIES	(8,000)
01.454.250	SUPPLIES FOR EVENTS	(3,000)
01.454.300	OTHER SERVICES & CHARGES	(3,350)
01.454.310	ENGINEERING FEES	(30,000)
01.454.316	ADV/PRINTING	(300)
01.454.330	FUEL	(3,500)
01.454.361	UTILITIES-ELECTRIC	(5,200)
01.454.374	REPAIRS & MAINT. OF EQUIPT.	(3,900)
01.454.450	CONTRACTED SERVICES	(10,500)
01.454.700	CAPITAL PURCHASES	(2,000)
	<b>TOTAL PARKS</b>	<b>(69,750)</b>
01.457.000	<b>CIVIL &amp; MILITARY CELEBRATIONS</b>	
01.457.200	SUPPLIES	(2,000)
01.457.500	VETERANS DONATION	(11,000)
	<b>TOTAL CIVIL &amp; MILITARY</b>	<b>(14,000)</b>
01.458.000	<b>CONTRIBUTIONS</b>	
01.458.555	DONATIONS - OTHER	(2,200)
01.458.600	EAC CONTRIBUTION	(6,000)
	<b>TOTAL CONTRIBUTIONS</b>	<b>(8,200)</b>
01.461.000	<b>COMMUNITY DEVELOPMENT</b>	
01.461.543	TOBYHANNA CONSERVATION CLUB	(3,500)
01.461.560	DEER REMOVAL	(2,000)
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>(5,500)</b>

**COOLBAUGH TOWNSHIP  
GENERAL FUND  
FINAL 2025 BUDGET**

<b>EXPENSES</b>		<b>2025</b>
<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>
01.480.000	<b>PAYROLL EXPENSES</b>	(12,000)
01.480.004	BANK CHARGES	(3,656)
01.480.216	PENSION ADMINISTRATION EXPENSE	(1,000)
	<b>TOTAL PAYROLL EXPENSES</b>	<b>(16,656)</b>
01.481.000	<b>INTERGOVT EXPENSES</b>	
01.481.500	STATE PORTION - POLICE PENSION	(260,628)
01.481.510	STATE PORTION - NON-UNIFORM PENSION	(4,496)
	<b>TOTAL INTERGOVT EXPENSES</b>	<b>(265,124)</b>
01.486.000	<b>INSURANCE</b>	
01.486.352	LIABILITY PREMIUM (CASUALTY)	(108,000)
01.486.354	WORKMEN'S COMPENSATION	(117,188)
	<b>TOTAL INSURANCE</b>	<b>(225,188)</b>
01.487.000	<b>EMPLOYEE BENEFITS</b>	
01.487.153	DISABILITY INSURANCE LONG TERM	(12,000)
01.487.156	HEALTH/EYE/DENTAL INSURANCE	(597,287)
01.487.157	REIMBURSEMENT HEALTH INS	(7,500)
01.487.158	LIFE INSURANCE	(5,000)
01.487.160	PENSION-NON-UNIFORM	(170,069)
01.487.161	SOCIAL SECURITY	(119,234)
01.487.162	UNEMPLOYMENT COMPENSATION	(10,000)
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>(921,091)</b>
01.492.000	<b>INTERFUND TRANSFERS</b>	
01.492.001	TRANSFER TO SEWER ACCT.	(813,311)
	<b>TOTAL INTERFUND TRANSFERS</b>	<b>(813,311)</b>
	<b>WAGES</b>	<b>(1,504,430)</b>
	<b>TOTAL EXPENSES</b>	<b>\$ (9,800,636)</b>

**COOLBAUGH TOWNSHIP  
FIRE TAX FUND  
FINAL 2025 BUDGET**

Account	Description	2025 BUDGET
04.301.000	<b>TAXES</b>	
04.301.100	COOLBAUGH TWP VFD R/E TAX	\$ 1,011,259
04.301.140	VFD R/E TAX	100,000
04.301.150	COOLBAUGH FIRE BUILDING FUND R/E TAX	330,000
	<b>TOTAL FIRE TAXES</b>	1,441,259
04.302.000	<b>TAXES - DELINQUENT</b>	
04.302.001	FIRE TAX DELINQUENT - CTVFC	60,000
	<b>TOTAL TAXES - DELINQUENT</b>	60,000
04.341.000	<b>INTEREST</b>	30,000
	<b>TOTAL INTEREST</b>	30,000
04.399.000	<b>CARRYOVER</b>	
04.399.100	PROVIDED FROM FUND BALANCE - CTVFC	468,476
04.399.140	PROVIDED FROM FUND BALANCE- VFD	1,039
04.399.150	PROVIDED FROM FUND BALANCE- COOLBAUGH FIRE BUILDING FUND	1,008,764
	<b>TOTAL CARRYOVER</b>	1,478,278
	<b>TOTAL REVENUE</b>	\$ 3,009,538
04.411.000	<b>TAX DISBURSEMENTS</b>	
04.411.100	COOLBAUGH TWP VFD TAX DISTRIBUTION	\$ (1,569,735)
04.411.140	VFD TAX DISTRIBUTION	(101,039)
04.411.150	COOLBAUGH FIRE BUILDING FUND DISTRIBUTION	(1,338,764)
	<b>TOTAL TAX DISBURSEMENTS</b>	(3,009,538)
	<b>TOTAL EXPENSES</b>	\$ (3,009,538)

**COOLBAUGH TOWNSHIP  
LIBRARY TAX FUND  
FINAL 2025 BUDGET**

Account	Description	2025 BUDGET
02.301.000	<b>TAXES</b>	
02.301.100	REAL ESTATE TAXES LIBRARY	\$ 611,094
02.301.400	REAL ESTATE TAX DELINQUENT - LIBRARY	35,000
	<b>TOTAL TAXES</b>	646,094
	<b>TOTAL REVENUE</b>	\$ 646,094
02.456.000	<b>TAX DISBURSEMENTS</b>	
02.456.400	REAL ESTATE TAX DISTRIBUTION	\$ (611,094)
02.456.410	REAL ESTATE TAX - DELINQUENT LIBRARY	(35,000)
	<b>TOTAL TAX DISTRIBUTION</b>	(646,094)
	<b>TOTAL EXPENSES</b>	\$ (646,094)

**COOLBAUGH TOWNSHIP  
EMS TAX FUND  
FINAL 2025 BUDGET**

<b>Account</b>	<b>Description</b>	<b>2025 BUDGET</b>
05.301.000	<b>TAXES</b>	
05.301.100	REAL ESTATE TAXES - EMS	\$ 432,378
05.301.400	REAL ESTATE TAX DELINQUENT - EMS	10,000
	<b>TOTAL TAXES</b>	<b>442,378</b>
05.341.000	<b>INTEREST</b>	2,500
	<b>TOTAL INTEREST</b>	<b>2,500</b>
05.399.000	<b>CARRYOVER</b>	
05.399.100	PROVIDED FROM FUND BALANCE - EMS	17,600
	<b>TOTAL CARRYOVER</b>	<b>17,600</b>
	<b>TOTAL REVENUE</b>	<b>\$ 462,478</b>
05.412.000	<b>TAX DISBURSEMENTS</b>	
05.412.400	REAL ESTATE TAX DISTRIBUTION	\$ (462,478)
	<b>TOTAL TAX DISTRIBUTION</b>	<b>(462,478)</b>
	<b>TOTAL EXPENSES</b>	<b>\$ (462,478)</b>

**COOLBAUGH TOWNSHIP  
LIQUID FUELS FUND  
FINAL 2025 BUDGET**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2025 BUDGET</b>
35.341.000	INTEREST	\$ 20,000
35.355.050	STATE ENTITLEMENT	570,000.00
35.355.100	ROAD TURNBACK	2,200.00
	<b>TOTAL REVENUE</b>	<b>\$ 592,200</b>
35.430.740	CAPITAL PURCHASES	\$ (114,000)
35.439.600	CAPITAL ROAD CONSTRUCTION	(478,200.00)
	<b>TOTAL EXPENSE</b>	<b>\$ (592,200)</b>

**COOLBAUGH TOWNSHIP  
EMERGENCY SERVICE FUND  
FINAL 2025 BUDGET**

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>2025 BUDGET</b>
19.341.000	INTEREST	\$ 4,000
19.399.000	E.S. FUND CARRY OVER	227,659
	<b>TOTAL REVENUE</b>	<b>\$ 231,659</b>
19.499.000	ES FUND CARRYOVER	\$ (231,659)
	<b>TOTAL EXPENSE</b>	<b>\$ (231,659)</b>

**COOLBAUGH TOWNSHIP  
SEWER FUND  
FINAL 2025 BUDGET**

Account	Description	2025 BUDGET
08.341.000	INTEREST EARNED	\$ 500
08.364.100	USERS FEES	160,000
08.392.010	TRANSFER FROM GENERAL FUND	813,311
	<b>TOTAL REVENUE</b>	<b>\$ 973,811</b>
08.429.125	CONTRACT SERVICE PLANT	\$ (69,600)
08.429.200	SUPPLIES	(30,000)
08.429.300	OTHER SERVICES & CHARGES	(9,284)
08.429.313	ENGINEERING SERVICES	(320,000)
08.429.314	PROFESSIONAL FEE SOLICITOR	(10,000)
08.429.320	TELEPHONE	(4,500)
08.429.361	ELECTRIC	(43,000)
08.429.373	MAINT/REPAIR BUILDING	(5,000)
08.429.374	MAINT/REPAIR EQUIPMENT	(40,000)
08.429.451	OUTSIDE LAB TESTING	(6,000)
08.429.452	SLUDGE HAULING	(35,000)
08.429.453	CONTRACTED SERVICE -TRASH	(2,500)
08.429.700	CAPITAL PURCHASES	(324,853)
08.471.104	PENNVEST Princpal LN# 27745	(54,533)
08.471.105	PENNWORKS PRINCIPAL LN #99900048	(10,921)
08.472.105	PENNVEST INTERST LN# 27745	(7,956)
08.472.106	PENNWORKS INTEREST LN #99900048	(664)
	<b>TOTAL EXPENSES</b>	<b>\$ (973,811)</b>



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**BOARD OF SUPERVISORS  
COOLBAUGH TOWNSHIP**

**RESOLUTION NUMBER 17-2024**

**A RESOLUTION OF THE TOWNSHIP OF COOLBAUGH, MONROE  
COUNTY, COMMONWEALTH OF PENNSYLVANIA, FIXING THE  
FINAL TAX RATE FOR THE YEAR 2025.**

Be it resolved and enacted, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Coolbaugh, Monroe County, Commonwealth of Pennsylvania:

**Section 1: Final Tax Rate for Fiscal Year 2025**

That a tax be and is hereby levied on all real property within Coolbaugh Township subject to taxation for the Fiscal Year 2025, as follows:

1. For General Purposes, the sum of .....**2.750 mill**  
on each dollar of assessed valuation, or the sum of .....**\$.2750**  
on each one hundred dollars of assessed valuation.
2. For Library Purposes, the sum of.....**0.424 mill**  
on each dollar of assessed valuation, or the sum of.....**\$.0424**  
on each one hundred dollars of assessed valuation.
3. For Fire Protection Purposes, the sum of.....**1.000 mill**  
on each dollar of assessed valuation, or the sum of.....**\$.1000**  
on each one hundred dollars of assessed valuation.
4. For EMS Protection Purposes, the sum of.....**0.300 mill**  
on each dollar of assessed valuation, or the sum of.....**\$.0300**  
on each one hundred dollars of assessed valuation.

TOTAL RATE OF 4.474 MILLS ON EACH DOLLAR OF ASSESSED VALUATION  
OR THE SUM OF .4474 CENTS ON EACH ONE HUNDRED DOLLARS OF  
ASSESSED REAL ESTATE VALUATION.

**Section 2:**

That all other taxes adopted by ordinance, referendum and/or other permitted action of the Board of Supervisors of Coolbaugh Township be collected in accordance with the law.

**Section 3:**

That the penalties for non-payment shall be as authorized by ordinance and/or law:

**Section 4:**

That any Resolution and/or part of Resolution conflicting with this Resolution, is hereby repealed insofar as the same affects this Resolution.

**Section 5:**

That this Resolution shall take effect and be in force on January 2, 2025 and/or the earliest date permitted by law.

Duly adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the Board of Supervisors of COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA, in lawful session duly assembled.

**COOLBAUGH TOWNSHIP  
BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
William Weimer, Chairman

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

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

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

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

ATTEST:

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

[TOWNSHIP SEAL]

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**COOLBAUGH TOWNSHIP**  
**Monroe County, Pennsylvania**  
**Authorization of One Point Zero Zero Zero (1.000) Mills Fire Tax Distribution**  
**Resolution # 18-2024**

**A resolution by the Coolbaugh Township Board of Supervisors establishing the disbursement of the funds from the One Point Zero Zero Zero (1.000) Mills Fire Tax Revenue for the Fiscal year 2025.**

**BE IT ENACTED AND ORDAINED by the Board of Supervisors of Coolbaugh Township, Monroe County, Commonwealth of Pennsylvania as follows:**

**THAT** the One Point Zero Zero Zero (1.000) Mills Fire Tax Revenue for the fiscal year 2025 be distributed to the four (4) Volunteer Fire Companies that provide coverage to Coolbaugh Township as follows:

1. The first \$100,000.00 to be placed in one (1) interest bearing account to be managed by Coolbaugh Township and considered for distribution, the amount of \$25,000.00 shall be distributed to each Gouldsboro Volunteer Fire Company, Pocono Summit Volunteer Fire Company, and Thornhurst Volunteer Fire Company upon written request for distributions. The distribution of Fire Tax Revenue to each of the three (3) above-referenced volunteer fire companies shall be within the discretion of the Board of Supervisors and shall not exceed \$75,000.00 per calendar year unless otherwise approved by the Coolbaugh Township Board of Supervisors. The above-referenced volunteer fire companies shall submit their written request to the Township on or before a date certain, to be set by the Township. The remaining \$25,000.00 of the above designated funds shall be held and distributed at the discretion of the Board of Supervisors.
2. The remaining balance of dedicated Fire Tax Revenue received from the One Point Zero Zero Zero (1.000) Mills Fire Tax shall be deposited into a separate second (2<sup>nd</sup>) interest bearing account to be managed by Coolbaugh Township to be distributed to the Coolbaugh Township Volunteer Fire Company.
3. The first account referenced in subsection 1 above (Gouldsboro, Pocono Summit, and Thornhurst Volunteer Fire Companies) shall be disbursed only for purposes set forth in the Pennsylvania Second Class Township Code, 53 P.S. § 68205(a)(4), and which purposes are in the nature of capital expenditures only (not annual or current operations) and upon written request by the respective volunteer fire company. Such requests shall be subject to the formal approval of the Coolbaugh Township Board of Supervisors, which shall be within the Board's discretion and subject to certain guidelines set and/or otherwise considered pertinent by the Board of Supervisors in a manner consistent with the Pennsylvania Second Class Township Code.
4. The second account referenced in subsection 2 above (Coolbaugh Township Volunteer Fire Company) shall be disbursed only for purposes set forth in the Pennsylvania Second Class Township Code, 53 P.S. § 68205(a)(4), and which purposes are in the nature of capital expenditures, including but not limited to fire apparatus and a suitable place to house fire apparatus, as well as annual or current operational purposes (appropriations) and upon written request by the fire company. Such request shall be subject to the formal approval of the Coolbaugh Township Board of Supervisors.

**Adopted**, this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at a regularly scheduled meeting of the Board of Supervisors of the Township of Coolbaugh held at 5520 Municipal Drive, Tobyhanna, Pennsylvania.

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

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

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

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

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

ATTEST:

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

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

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# COOLBAUGH TOWNSHIP

## Board of Supervisors

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

**FINANCIAL REPORT - BOARD OF SUPERVISORS**  
**DECEMBER 17, 2024 BOARD MEETING**  
**AS OF NOVEMBER 30, 2024**

**Revenue**

2024 General Fund Budget = \$9,132,425

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Real Estate Taxes (Current & Delinquent)	\$ 4,024,056	100%
Earned Income Tax	2,030,857	100%
Real Estate Transfer Tax	926,495	98%
LST	390,983	166%
Licenses & Permits	318,803	90%
Rents	32,378	92%
Zoning Fees	202,518	214%
Fines & Forfeits	88,603	328%
Building Code Fees	37,728	79%
Grant Proceeds	350,000	83%
All other sources	853,096	94%
<b>Total Revenue</b>	<b>\$ 9,255,517</b>	

**Expense**

2024 General Fund Budget = \$9,132,425

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Pocono Mountain Regional Police Dept.	\$ 2,777,336	90%
Salaries	1,251,238	81%
Capital Purchases	493,967	68%
Employee Benefits	812,223	84%
Fire	356,348	98%
Interfund Transfers	402,466	63%
Contracted Services	271,589	111%
Road Materials	123,292	71%
Pocono Mountain EMS	100,000	100%
Insurance	188,707	94%
Vehicle Repair & Maintenance	71,886	79%
Fuel	73,694	72%
Legal Fees	75,148	74%
Utilities	59,504	74%
Engineering	69,066	65%
Control Center	37,792	100%
All other sources	376,501	66%
<b>Total Expense</b>	<b>\$ 7,540,756</b>	

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**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
DECEMBER 17,2024**

<b>DATE</b>	<b>CK #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
12/11/2024		Payroll Transfer	\$ 56,000.00
12/17/2024		General Fund	\$ 61,923.17
12/17/2024		<b>Total General Fund</b>	<b>\$ 117,923.17</b>
12/17/2024		Sewer Fund	\$ 13,706.22
12/17/2024		<b>Total Sewer Fund</b>	<b>\$ 13,706.22</b>
		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 131,629.39</b>

**CASH TRIAL BALANCE AS OF DECEMBER 17,2024**

General Fund Checking	\$ 8,543,403.30
Fire Tax/Coolbaugh Twp VFD	486,043.74
Fire Tax- Coolbaugh Fire Building Fund	1,010,562.11
Fire Tax- Volunteer Fire Departments	1,068.68
EMS	21,653.71
American Rescue Plan	1,887,326.25
Payroll Checking	534.32
Rainy Day Fund Savings	986,126.96
<b>Total General Fund</b>	<b>\$12,936,719.07</b>
Sewer Fund Checking	1,229.69
Sewer PennVest Checking	11.30
<b>Total Sewer Fund</b>	<b>\$ 1,240.99</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
<b>Total Emergency Services Fund</b>	<b>\$ 228,064.49</b>
Liquid Fuels Fund Checking	<b>\$ 182,953.00</b>
Escrow Fund Checking	771,240.24
Escrow Fund Clarius Checking	61,749.13
<b>Total Escrow Fund</b>	<b>\$ 832,989.37</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 14,198,212.09</b>

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

Check#	Vendor	Description	Payment	Check Total
11552	44 - AIRGAS USA,LLC	PO 25902 SUPPLIES	126.17	126.17
11553	560 - ALLSTATE SEPTIC SYSTEM,LLP	PO 25941 CONCESSION/SOFTBALL FIELD/SKATE PARK	305.00	305.00
11554	1330 - AMAZON CAPITAL SERVICES	PO 25957 BOOTS	63.00	63.00
11555	1483 - AUTO PARTS OF MT POCONO	PO 25904 F550 DUMP TRUCK	16.19	
		PO 25933 PLOW GREASE	174.95	
		PO 25965 EXHAUST FLUID	285.95	477.09
11556	1466 - CARRIE A. KAUFMAN	PO 25923 ZONING/STENO RECORDING	200.00	200.00
11557	724 - CINTAS -	PO 25934 FIRST AID CABINET	299.91	299.91
11558	1240 - CINTAS CORPORATION	PO 25913 UNIFORMS	51.20	
		PO 25914 SHOP TOWELS	86.72	
		PO 25937 SHOP TOWELS	475.32	
		PO 25938 UNIFORMS	51.20	664.44
11559	190 - COOLBAUGH SEWER FUND	PO 25903 MUNICIPAL CENTER	374.82	374.82
11560	52 - DALEVILLE ACE HARDWARE	PO 25920 SUPPLIES	3.98	
		PO 25966 SUPPLIES MUNICIPAL CENTER``	150.90	154.88
11561	1085 - DE LAGE LANDEN	PO 25939 COPIER 12/1-12/30	77.75	77.75
11562	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 25953 RECYCLING	18.00	18.00
11563	1547 - EASTERN SALT COMPANY INC	PO 25940 ROCK SALT	11,756.07	11,756.07
11564	1259 - ED'S AUTO SERVICE & TOWING	PO 25906 2022 WESTERN STAR	557.00	557.00
11565	1113 - ELAN FINANCIAL SERVICES	PO 25958 ADV/MSFT/ADOBE/ROAD WARRIOR/FLOWERS	1,933.54	1,933.54
11566	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 25918 EYEMED DEC	264.11	264.11
11567	1425 - FRASER ADVANCED SYSTEMS	PO 25921 Quarterly Copier Usage Charge	1,283.20	1,283.20
11568	48 - H. CLARK CONNOR	PO 25951 PLANNING COMMISSION	910.00	910.00
11569	54 - H.A. BERKHEIMER, INC.	PO 25922 1ST COMMISSION	781.68	781.68
11570	386 - JAMES FRUTCHEY III	PO 25969 INS. REIMBURSEMENT	193.50	193.50
11571	616 - KIMBALL MIDWEST	PO 25932 PARTS	473.39	
		PO 25955 ANTI-SEIZE	59.98	
		PO 25956 PARTS	221.25	754.62
11572	1590 - LATA CRUZ INVESTMENTS LLC	PO 25962 TAX REFUND	34.40	34.40
11573	891 - LOWE'S	PO 25945 BAC/SUPPLIES/PARTS/MATERIALS	257.90	257.90
11574	1319 - MANAGEMENT SCIENCE ASSOC. INC.	PO 25952 SAVVY CITIZEN	2,189.00	2,189.00
11575	1437 - NATIONAL WASTE DISPOSAL, INC	PO 25926 MUNICIPAL/DPW	345.00	345.00
11576	1049 - NORTHEAST HYDRAULICS CO	PO 25919 PARTS	240.38	240.38
11577	1523 - NUSO,LLC	PO 25916 PHONES	164.39	164.39
11578	81 - P P & L	PO 25910 88094-98000 940 SUMMIT	34.30	
		PO 25943 83201-80003 STREET LIGHTS	1,221.68	
		PO 25959 49924-86007 IND'L PARK LIGHT	24.92	1,280.90
11579	86 - PENNSYLVANIA AMERICAN WATER CO	PO 25912 1024-210048549021	2,384.11	2,384.11
11580	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 25946 FAX/CBT	194.96	194.96
11581	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 25928 GREEN MELT	615.55	615.55
11582	744 - POCONO CHAMBER OF COMMERCE	PO 25947 ANNUAL DUES	165.00	165.00
11583	251 - POCONO SUMMIT VOLUNTEER FIRE CO.	PO 25967 RECRUITMENT & RETENTION	5,000.00	5,000.00
11584	206 - PSATS	PO 25907 TESTING	70.00	70.00
11585	1385 - QUADIENT LEASING USA, INC	PO 25911 COPIER LEASE 12/22-MAR2025	449.85	449.85
11586	713 - RED DIAMOND GRAPHICS	PO 25924 POLOS	1,037.54	1,037.54
11587	104 - S & H SUPPLY CO., INC.	PO 25936 SINK IN HISTORICAL	69.61	69.61
11588	105 - S & S TOOLS & SUPPLIES	PO 25964 TOOLS	424.10	424.10
11589	161 - STEPHENSON EQUIPMENT INC.	PO 25930 LEAF SUCKER PART	2,659.63	2,659.63
11590	120 - SUNDANCE NETWORKS INC.	PO 25915 REPAIR	1,232.50	1,232.50
11591	738 - TEAMSTERS LOCAL 773	PO 25968 MAY/DEC DUES	6,509.00	6,509.00
11592	329 - THORNHURST VOLUNTEER FIRE & RESCUE	PO 25963 RECRUITMENT & RETENTION	5,000.00	5,000.00
11593	31 - TK ELEVATOR CORPORATION	PO 25942 12/01/-12/31/2024	358.81	358.81
11594	1374 - TRANSEGE TRUCK CENTERS	PO 25917 MIRROR ASSY	64.25	
		PO 25931 PARTS 2017 VOLVO	325.89	
		PO 25935 PARTS	146.00	
		PO 25954 MIRROR ASSY- VOLVO TKS	81.45	617.59
11595	1055 - TULPEHOCKEN SPRING WATER INC	PO 25950 BOTTLE WATER	85.78	85.78
11596	756 - UGI Utilities	PO 25908 411002865458 GARAGE	163.88	
		PO 25909 411002865219 MUNICIPAL CENTER	1,764.13	1,928.01
11597	929 - UNITED CONCORDIA LIFE & HE	PO 25944 JAN 2025	1,844.77	1,844.77
11598	1587 - WEX BANK	PO 25929 FUEL	751.15	751.15
11599	1551 - WORLD FUEL SERVICES, INC	PO 25949 FUEL	2,840.50	
		PO 25960 FUEL	118.73	
		PO 25961 FUEL	1,859.23	4,818.46
TOTAL				61,923.17

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

Check#	Vendor	Description	Payment	Check Total	
<b>Summary By Account</b>					
ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	61,923.17
01.230.650	UNION DUES			6,509.00	
01.400.000	GENERAL GOV'T	6,808.53			
01.403.000	TAX COLLECTION	816.08			
01.405.000	MUNICIPAL OFFICE	249.81			
01.409.000	BUILDING & PLANTS	6,159.59			
01.411.000	FIRE	12,286.00			
01.414.000	ZONING OFFICE	223.76			
01.418.000	ZONING HEARING BOARD	200.00			
01.419.000	PLANNING COMMISSION	910.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	6,794.10			
01.432.000	DPW-SNOW & ICE REMOVAL	11,756.07			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	59.22			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	6,200.36			
01.454.000	PARKS	880.28			
01.458.000	CONTRIBUTIONS	97.85			
01.487.000	EMPLOYEE BENEFITS	1,972.52			
<b>TOTALS FOR</b>	<b>GENERAL FUND</b>	<b>55,414.17</b>	<b>0.00</b>	<b>6,509.00</b>	<b>61,923.17</b>

Total to be paid from Fund 01 GENERAL FUND 61,923.17

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61,923.17

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

Check#	Vendor	Description	Payment	Check Total
3330	1251 - ENVIRONMENTAL SERV. CORP.	PO 25901 SLUDGE REMOVAL	500.22	
		PO 25948 SLUDGE HAULING	397.00	897.22
3331	520 - K.L. FULFORD ASSOCIATES, INC	PO 25927 DECEMBER	5,800.00	5,800.00
3332	1437 - NATIONAL WASTE DISPOSAL, INC	PO 25925 WWTP	180.00	180.00
3333	764 - VINCENT PIACENTE ELECTRICAL CONTR.	PO 25905 Wall Heaters	6,829.00	6,829.00
TOTAL				13,706.22

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	13,706.22
08.429.125	CONTRACT SERVICE PLANT	5,800.00			
08.429.452	SLUDGE HAULING	897.22			
08.429.453	CONTRACTED SERVICE -TRASH	180.00			
08.429.700	CAPITAL PURCHASES	6,829.00			
TOTALS FOR SEWER FUND		13,706.22	0.00	0.00	13,706.22

Total to be paid from Fund 08 SEWER FUND

13,706.22

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13,706.22