



## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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### COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS WORK SESSION NOTES April 18, 2017

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

**Board Members present:**

William Weimer, Anthony Lamantia, Lynn Kelly, and Alma I. Ruiz-Smith

**Board Members absent:**

Juan Adams

**Staff present:**

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary, and Maureen Mills, Controller

**Staff absent:**

None

Mr. Weimer announced that this work session is being recorded to aid in the preparation of the notes.

**1. Family Medical Leave Act**

Ms. Ruiz-Smith asked if this is before us because we need to determine the 12 month period that will be followed for the policy with Ms. Kelly stating that yes that is the reason. Ms. Ruiz-Smith stated that she feels that the best way for the 12 month period to be determined would be based on the employee's anniversary date which would be the best option and could potentially alleviate too many people being out at the same time. Mr. Weimer stated that he has found the rolling 12 month period to be the best option for both the employee and the employer. It would be able to be tracked through an excel spread sheet and allows some flexibility for employees as well as employers, stating that he doesn't feel that anyone would take advantage of it. Mr. Adams and Mr. Lamantia agreed with Mr. Weimer. Mr. Weimer stated that he would like this item to be placed on the work session as well as the meeting agenda for the first meeting in May.

**2. Update on Safety Committee**

Discussion ensued that the volunteers have already been decided for the Township Supervisors, Coolbaugh Township Fire Company and Administration portions of the committee, but that there is still a need for DPW volunteers to complete the committee. Mr. Weimer stated that he will speak to DPW and have the volunteers for the committee by the next meeting. Ms. Kelly stated that once everyone is decided for the committee the next step would be to schedule a meeting.

**3. Other Business**

Nothing was heard

**4. Public Input**

Nothing was heard

The Work Session ended at 6:09 pm and the Board of Supervisors went into Executive Session until 6:47pm  
Re: Legal.