COOLBAUGH TOWNSHIP
MUNICIPAL CENTER
5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
January 17, 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. **Tax Collector Compensation Resolution- Gratz Washenik**
   Mr. Washenik stated that every four years a resolution needs to be passed on the year of a municipal election to set the pay for the tax collector which would start with the year after they are elected, stating that the resolution needs to be passed before February 14 of the election year. Mr. Washenik stated that the resolution for the fees collected for duplicate bills and tax certifications in the past was passed at the annual re-organizational meeting but the solicitor for the pa state tax collectors advised that he is more comfortable with it being passed at the same time as the pay resolution. The current pay resolution had a 3% increase each year which Mr. Washenik would like to see continue. Mr. Washenik stated that it has been great working with the Township and staff and greatly appreciates the new space that he has moved in to.

2. **Discussion of 2017 Township Fee Schedule**
   Ms. Kelly reviewed the fee schedule and discussed Township Engineer, Russ Kresge's concerns about the cost for zoning permits for larger building stating that .30 cents per square foot could become very costly for larger projects. Ms. Kelly suggested that maybe a graduating rate that up to a certain size it would be the regular rate then possibly setting a discounted rate after a certain size to make it more appealing to larger businesses. Ms. Ruiz-Smith agreed stating that we want to be welcoming to businesses as this is not the only fee that they have to pay in order to build in the Township. The board will review this fee and compare it to surrounding areas and Ms. Ruiz-Smith will speak to some of her friends that are familiar with the costs and let the Board know what they say. Mr. Weimer stated that we could compare to Bethlehem's fees as they are an area that is growing with businesses. Mr. Lamantia stated that some areas may also be waiving fees to make it more appealing to businesses. Discussion ensued regarding the Township recycle cards, the single item cost, and the cost of the alarm permit. Mr. Weimer stated that we should have a single item priced at $3.00 to resolve any confusion and to keep it consistent with everyone. Ms. Ruiz-Smith would like to know the reason we charge for

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an alarm permit and believes that there should not be any charge. E. Tutrone stated that in his Township there is a charge when police are called to a residence because of the report sent to the Township that requires additional administrative work. Mr. Weimer stated that we need to find out more information on this.

3. Other Business

- Mr. Weimer stated that there was some confusion regarding the sign program that is currently being administered by DPW. The signs are currently being inventoried due to a federal mandate which requires the evaluation of each sign in our township and the retro reflectivity of each sign. DPW is in need of a laptop in order to be able to utilize the program and to sync the signs and information to the GPS and Google. The Board agreed that this is something that is beneficial and agreed that the purchase of a laptop is needed.
- Mr. Lamantia asked when the phone system was last updated in the building being advised it was a long time ago. He stated that it is necessary to look into the options as there is only one phone in the office that rings and when someone is not in that office everyone else has to try to listen for the phone or keep checking their phone to see if it is lit up. Mr. Weimer asked Ms. Masker if this was looked into, being advised that Mr. Keane was looking into Voice Over Internet Phone but needed further clarification of the phone costs.
- Ms. Ruiz-Smith stated that we should be looking to receive some publicity for our recycling center from the news outlets as there are other small communities that are always on the news for the same things. She stated that maybe we can have them come to a bulk drop off and see the site that we have available. It will give us a gold star for what we do as well as help advertise our commercial process which is one of the reasons we are working on the fee schedule.

4. Public Input

- D. Broxmeier stated that it is good that there is so much thought going into the recycling program and requested clarification on the $3.00 per item being advised by Mr. Weimer that the charge is after a Township resident is out of punches on their recycling card. Mr. Weimer reminded everyone about the midweek recycling program which helps alleviate some of the traffic at bulk drop off days.
- M. Fairservice stated that there was illegal dumping in Bear Creek and they had cameras and they showed the footage and asked if anyone has any information to contact the police. We could do the same with our cameras when people are dumping. Mr. Weimer stated that the Pocono Record contacted him when the blue bins were removed from Analomink and he told them that if illegal dumping continues that the Board could bring the removal of the bins back to the table to discuss.

The Work Session ended at 6:38 pm and the Board of Supervisors went into Executive Session until 7:02pm Re: Legal.