

**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
March 21, 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, Juan Adams and Alma I. Ruiz-Smith

Board Members absent:

None

Staff present:

Erin Masker, Recording Secretary, and Maureen Mills, Controller

Staff absent:

Jerry Hanna, Solicitor

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

1. Social Media Policy

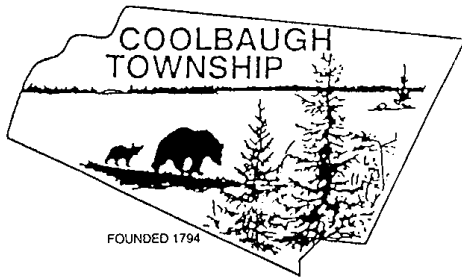
Ms. Kelly stated that this would be a personnel policy update as well as an update to the union contract. Mr. Weimer stated that there needs to be a progressive action policy. Ms. Kelly stated that she believes that there is a time frame as to which you can keep a disciplinary action on file. Mr. Weimer asked Ms. Mills to get answers to the questions on the time frame for records of disciplinary actions. Mr. Weimer stated that he would like this on the April 4th work session to continue to move forward on implementing the policy.

2. Family Medical Leave Act Policy

Ms. Kelly stated that this would be a personnel policy update as well as an Appendix to the union contract. Ms. Kelly stated that we need clarification on the way that the 12 month waiting period would be calculated, stating that there are other options besides a calendar year. We need to know the options and determine what is best for the Township. Mr. Weimer stated that he would like this on the April 4th work session to continue to move forward on implementing the policy.

3. Safety Committee

Mr. Lamantia stated that the implementation of this committee will help to lower the cost of our insurance. Representatives from the Coolbaugh Township Volunteer Fire Company have already been designated and the Board decided that Mr. Lamantia and Mr. Weimer would be the Supervisors that are on the committee, with Mr. Adams being a backup if necessary. Mr. Weimer asked that the Township staff decide amongst themselves who the Township Admin representatives would be. Mr. Adams asked if the Board will receive an update from the committee meetings being advised that the minutes from the meetings could be included in the meeting packets when they are available.



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4. Other Business

Nothing was heard

5. Public Input

Nothing was heard

The Work Session ended at 6:22 pm and the Board of Supervisors went into Executive Session until 6:45pm
Re: Personnel