

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
May 1, 2018

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, Alma I. Ruiz-Smith and Clare Colgan

Board Members absent:

None

Staff present:

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

Staff absent:

None

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

1. Tobyhanna Twp. Inter Municipal Agreement- Compost Facility

Ed Tutrone, Roadmaster- Tobyhanna Township and Autumn Canfield, Assistant Township Manager-Tobyhanna Township was in attendance to discuss the possibility of allowing the Tobyhanna Twp. DPW to bring loads of trees and leaves to the Recycling center for a fee to be determined. Tobyhanna Township is currently hauling their shrubbery to a company and paying \$60.00 per truck load, which they would be willing to pay to Coolbaugh Township in order to drop off the same materials. Mr. Tutrone stated that he would like to begin to mend the relationship between the two Townships and feels that this is a way to start that process. Mr. Weimer stated that he is agreeable to try it out and stated that we as a municipality will be able to track the cost of accepting the material by having a designated drop off area for their material to be dumped at which will allow for us to track the time, and cost of accepting these materials. Mr. Tutrone stated that Tobyhanna Township does not currently have a leaf truck, only a pull behind to clean out swales which they would anticipate bringing over as well with Mr. Weimer stating that leaves would have to be separate from trees due to the processing that occurs at the yard. Ms. Ruiz-Smith asked how many loads they would anticipate bringing in a year with Mr. Tutrone advising that due to the amount of downed trees currently it would be between 25-30 trucks but in the past they have taken approximately 10 truckloads a year. Ms. Canfield stated that Tobyhanna Twp., is already in agreement to this arrangement as it is already a budget item no matter where the debris is taken to. Solicitor Armstrong stated that he would like to take a look at the previous inter-municipal agreement as he is unsure if this issue would be an inter-municipal agreement or a memorandum of understanding between the two municipalities. The Board agreed that this would be a good idea moving forward and it was agreed that they would like the agreement to include a stipulation to be included which would allow for the cost and details to be adjusted as needed because there is no guarantee what the cost of operations will be until we begin. Solicitor Armstrong stated that he would have to disclose that he and the Solicitor for Tobyhanna Twp. are from the same law firm and would potentially be reviewing the same document, stating that the Board could either waive the

appearance of the conflict or they could have another attorney review it for them. Mr. Weimer stated that he doesn't think it will be necessary.

- **Discussion:** None

2. Discussion on Board Liaison Position Descriptions

- **Liaison for Admin/Secretary**
- **Liaison for Code Enforcement**
- **Liaison for Department of Public Works**
- **Liaison for Facilities**
- **Liaison for Financial**

The Board of Supervisors discussed what they think their job descriptions should be for their liaison positions. Mr. Weimer stated that the ideas that were provided are a good start to determining the descriptions, but agreed that the positions of liaison is not to interfere with day to day operations at the office, but to offer their support and assistance when needed and to make sure that if there are deadlines that need to be met, that they are being met.

3. Other Business

- Ms. Ruiz-Smith stated that she and Meredith had breakfast with Matt Cartwright and was able to gather a lot of information regarding grant opportunities that are available. Ms. Ruiz-Smith would like the Boards permission to seek out grants for Emergency Management in order to purchase a mobile command vehicle and would like Mr. Weimer to provide her with the needed information as it becomes available.

4. Public Input

Nothing was heard

The Work Session ended at 6:50 pm.