

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 October 4, 2016

The work session was called to order by Vice- Chairman Juan Adams at 6:05 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

Juan Adams, Lynn Kelly, Anthony Lamantia and Alma I. Ruiz-Smith

Board Members absent:

William Weimer

Staff present:

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary, Maureen Mills, Controller and Tomas Keane, Code Enforcement Officer

Staff absent:

None

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

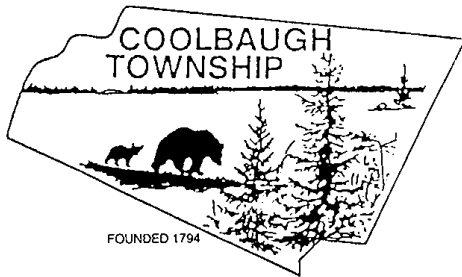
1. Pavilion Policy Changes

- Non Profit Fee
- Cancellation Policy

Ms. Kelly asked the Board to consider asking the Parks and Recreation Commission to review the Pavilion fees as well as the cancellation policy. This review would alleviate the need for organizations to come to the Board to request a waiver of fees for their usage. Ms. Kelly stated that the commission should look into a minimal fee that would cover the cost of trash cleanup and things of that nature. A suggestion would be a fee for Coolbaugh Township Non-Profit organizations and a different fee for Non Profits that are not from Coolbaugh Township. Ms. Kelly also asked that the Commission review implementing a cancellation policy. Ms. Kelly stated that having these items clarified will allow for the pavilion rentals and cancellations to be handled in the day to day operations by Township staff. Ms. Ruiz-Smith asked for clarification as to who handles the pavilion rentals being advised that it is handled by the Township Receptionist, as pavilion rentals incur fees which are paid directly to the Township. C. Colgan stated that Parks set up the original rental fee schedule many years ago. Ms. Masker stated that we do not see the rental applications only requests for usage of the other park amenities which we do not charge a fee for are put forth as a recommendation to the Board of Supervisors for approval of usage. Ms. Ruiz-Smith stated that maybe we should implement a database to gauge the usage of the pavilions of these organizations and how many there are currently.

2. Grant Writer Presentation from Joyce Onstead

Ms. Joyce Onstead was in attendance to make her presentation regarding her grant writing services. Ms. Onstead presented a power point presentation which included information regarding the organizations and businesses that she has worked with in submitting and obtaining grants for, some of the various grants that are available, as well as some of the items that she was able to secure funding for to purchase. Ms. Onstead is the Secretary for the PMREMS Board as well as their grant writer, and has stated that she has been able to



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

Work Session Notes

October 4, 2016

Page 2 of 2

find donors that wish to remain anonymous that have donated money for the purchase of vehicles as well as multiple LUCAS Devices for the PMREMS.

- **Discussion:** Mr. Lamantia asked what Ms. Onstead's success rate is being advised 100% when working in Philadelphia, 95% when working with the PMREMS and approximately 65%-70% in Monroe County. M. Fairservice stated that there is currently a case before the State Supreme Court re: LSA Grant Funding regarding the wording in the law which has been declared unconstitutional and stated that the state has four months to change the law or the LSA Funding will no longer be available. B. Sandford asked if it is a flat fee or a per grant fee that is charged, being advised a per grant fee based on the type of grant and time that it requires. The Board thanked Ms. Onstead for her time.

3. Other Business

Nothing was heard.

4. Public Input

Nothing was heard

The Work Session ended at 6:38 pm and the Board of Supervisors went into Executive Session until 7:05pm Re: Legal.