

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
March 19, 2019

The meeting was called to order by Chairman William Weimer at 7:00 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

None

Staff present:

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

Staff absent:

None

Announcements:

Mr. Weimer announced the following:

- Public Input will be considered at the beginning of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda matter.
- The meeting is being recorded to aid in the preparation of the minutes, please remember to state your name and community or city you reside in before speaking.

1. Public Input

- D. Pope thanked the EMS for the bigger envelopes to submit the annual donation in.

2. Approval of minutes / notes : March 5, 2019 Public Hearing and Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the regular meeting minutes of March 5, 2019 as written.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly stating that a 2017 cruiser was totaled in an accident. Ms. Kelly stated that there will be a basketball game which will feature Pocono Mountain Regional Police Officers vs. students on Saturday, March, 23, 2019 at the Pocono Mountain West High School.
- Pocono Mountain Regional EMS- Presented by M. Lemley stating that they will be holding their annual Easter egg hunt on April 13, 2019.
- Coolbaugh Township VFD- Presented by S. Topping
- Gouldsboro VFD- Presented by C. Colgan
- Thornhurst Fire & Rescue Ambulance- Presented by D. Wagner. Mr. Weimer stated that Thornhurst EMS has been removed from coverage in Coolbaugh Township as they have not responded to any calls since 2016. D. Wagner stated that they are working on their EMS.
- Tobyhanna Township VFD- Presented by Mr. Weimer

- Pocono Mountain Public Library- Presented by Ms. Shincovich stating that she also provided state statistics for 2018. Ms. Ruiz-Smith asked if there is a time limit on computer usage being advised there is not.

4. Gratz Washenik, Tax Collector-Coolbaugh Township Request for County Commissioners to hold Reassessment Review Hearings for Coolbaugh Township Residents in Coolbaugh Township

Mr. Washenik was in attendance to discuss his concerns with the county assessment noting multiple properties and their new values as per the assessment. Mr. Washenik stated that he would like for the Board to request that the Commissioners have informal hearings in Coolbaugh Township for the Coolbaugh Township residents so that they do not have to travel to Stroudsburg for these hearings stating that many residents have a hard time finding transportation to Stroudsburg and may have to rely on public transportation. Mr. Washenik stated that there are also unwarranted assessments on vacant properties that can't even be given away because no one wants them. Mr. Washenik stated that although many home assessments have increased, the properties in A Pocono Country Place have come down and are now more in line with where they should be. In the case of many property assessment values it is an issue with the comparable properties that they are using to determine the values in which case they can be resolved with a table review. Mr. Washenik stated that he would like to work with Ms. Masker on the letter and on answering any correspondence from the Commissioners with regard to this request.

Ms. Colgan made a motion second by Mr. Weimer to request that the County Commissioners send up an assessor to Coolbaugh Township to hold informal hearings for Coolbaugh Township and surrounding municipality residents and offering our community space for these informal hearings to be held.

- **Discussion:** Ms. Ruiz-Smith stated that she believes this is a fair request as millions of dollars were spent on this project and it was not handled in the manner that it was described at a COG meeting that she attended. Mr. Weimer asked if there are specific documents or photos that need to be provided at the informal hearings so that we can make sure that when our residents go to these hearings that they are prepared. Mr. Washenik stated that the more information that they have to provide the better. Mr. Weimer asked how often we would need to request that they are in our area, a couple days a week evenings and daytime hours, being advised that would be good. Ms. Ruiz-Smith stated that we need to have the information sent out on social media and through the radio stations in order to make our residents aware if these hearings are happening in our area. Mr. Washenik stated that the Township has not been provided with the new assessment with Ms. Kelly responding that she attended a meeting in which they were told that the county assessments would not be provided to the municipalities until November 15th. Ms. Shincovich asked if people are going to the assessment and want to bring comparable property information where would they be able to obtain that with Mr. Washenik stating that it is available on the Monroe County website. P. Williams stated that a friend of hers was told that she would have to bring legal proof that she was not on city water or sewer and asked how she would obtain that information with Mr. Weimer stating that if they agree to come up to Coolbaugh Township we would put together a checklist to assist the residents as some of this information can be obtained through the Township.
- **Vote:** All in favor, motion passes.

5. Waste Not Technologies, Patrick Kelley Request for Letter to be Sent to the Pocono Mountain Industries Stating that all Conditions of the land development/building of Waste Not Technologies have been met

Ms. Ruiz-Smith made a motion second by Ms. Colgan to send a letter to the Pocono Mountain Industries advising that they would recommend the release of \$95,543.85 and withhold \$5,000.00 until the remaining rain garden plantings and line painting are completed as per the land development plan.

- **Discussion:** Ms. Ruiz-Smith stated that withholding the \$5,000.00 will give us the assurance that the outstanding items will be completed. Solicitor Armstrong stated that the Board could also request an estimate from Russ Kresge on what the cost would be for the remaining items if they wanted to.
- **Vote:** All in favor, motion passes.

6. Adoption of Resolution #05-2019: Acknowledging and Certifying the Updated/ Amended Official Zoning Map of Coolbaugh Township

Ms. Kelly made a motion second by Ms. Ruiz-Smith to adopt Resolution #05-2019 acknowledging and certifying the Updated/Amended Official Zoning Map of Coolbaugh Township.

- **Discussion:** Solicitor Armstrong stated that this amended map reflects the changes from the adoption of Ordinance #132-2018 and #135-2019.
- **Vote:** All in favor, motion passes.

7. Adoption of Resolution #06-2019: Authorizing a Loan to the Coolbaugh Township Volunteer Fire Company to Assist in the Purchase and Implementation of the P25 Radio Upgrade for the Coolbaugh Township Volunteer Fire Company and the Township of Coolbaugh

Ms. Ruiz-Smith made a motion second by Ms. Kelly to adopt Resolution #06-2019 authorizing a loan to the Coolbaugh Township Volunteer Fire Company to assist in the purchase and implementation of the P25 Radio Upgrade for the Coolbaugh Township Volunteer Fire Company and the Township of Coolbaugh.

- **Discussion:** Ms. Ruiz-Smith stated that in the term loan agreement it doesn't reference the 0% interest rate being advised by Solicitor Armstrong that it is in the term not obligation section which shows the annual payment amount in which the payments total the amount of the sale without any interest. Solicitor Armstrong stated that he has circulated a term note, term loan agreement and bill of sale to Mr. Dobson from the Coolbaugh Township Volunteer Fire Company and stated that this resolution authorizes moving forward with the purchase once the requested information is provided for the completion of the agreements. Solicitor Armstrong confirmed with the Board on the date that the annual loan payments are due, being advised May 25, 2020. Ms. Ruiz-Smith asked if the fire company will be holding any fundraisers to assist with the cost of this loan repayment being advised by Mr. Weimer that they will not be. Mr. Weimer stated that the fire company will be selling a vehicle and stated that there is the potential for some of those funds to be put toward this repayment stating that it is up to the fire company. M. Fairservice asked if this went out for bid due to the amount of the purchase being advised by Mr. Weimer that it is being purchased directly through Motorola which is a Co-Stars Vendor stating that there are no companies that these radios can be purchased from only direct from the manufacturer. T. Counterman asked when is the deadline to purchase the radios and make the change being advised by Mr. Weimer that it is still unknown.
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained as he is the fire chief)

8. Discussion on the Purchase of Leaf Collection Equipment from the DEP Municipal Recycling Grant

Ms. Kelly made a motion second by Mr. Weimer to accept both the increased cost of \$28,982.70 and Coolbaugh Township's known vested cost of \$33,523.00 for a total cost to Coolbaugh Township of \$62,505.70 for the leaf collection equipment from the DEP grant (total package cost \$364,211.83) which includes a 2020 Volvo Cab & Chassis and Palfinger/Bradco bodies.

- **Discussion:** Mr. Weimer stated that ODB was bought out by Bradco stating that due to this buyout, the original cost of the leaf collection equipment has increased by \$28,982.70 which we will need

to pay as the grant was in the amount of \$301,707.00 and our original match amount was \$33,523.00. Kyle spoke with Mr. Weimer and suggested that the Board use the money that was budgeted for the tree cutting unit to assist with covering the cost of the price increase on the leaf collection equipment and then budget for the tree cutting unit next year. Mr. Weimer thanked Kyle for looking out for the funding on this project and coming up with this idea.

- **Vote:** All in favor, motion passes.

9. Authorization to Advertise for Summer/Seasonal Parks Position

Mr. Lamantia made a motion second by Ms. Colgan to authorize the advertising of the seasonal summer parks position for up to 28 hours a week, nights and weekend at 12.50 an hour from April through October.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

10. Authorization to Advertise 2019-2021 Trash Hauling Bid

Mr. Weimer made a motion second by Ms. Colgan to authorize the advertising of the 2019-2021 trash hauling bid.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

11. Authorization to Advertise 2019 Spring Leaf Cleanup

Mr. Weimer made a motion second by Mr. Lamantia to authorize the advertising of the 2019 spring leaf clean up.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

12. Approval of Minor Subdivision joining lots 23 & 24, Section 20, Block A-2014, Property Owner(s)-Kenneth and Margaret Cahill

Mr. Lamantia made a motion second by Ms. Colgan to approve the Minor Subdivision joining lots 23 & 24, Section 20, Block A-2014, Property Owner(s)-Kenneth and Margaret Cahill

- **Discussion:** None
- **Vote:** All in favor, motion passes.

13. Request for Waiver of Procedural Time Requirements for Linda Silva Minor Subdivision Plan

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the waiver of procedural time requirements for the minor subdivision plan of Linda Silva

- **Discussion:** None
- **Vote:** All in favor, motion passes.

14. Request for Waiver of Procedural Time Requirements for Robert Yoka Minor Subdivision Plan

Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the request for waiver of procedural time requirements for the minor subdivision of Robert Yoka.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

15. Planning Commission Recommendation of Conditional Approval for the Minor Subdivision of Americo Volpe

Mr. Weimer made a motion second by Ms. Ruiz-Smith to grant conditional approval of the minor subdivision of Americo Volpe, Diane & Richard Ruis, Jr. and Karen Martizelli, Trustee, conditioned upon all comments in Township Engineer Russell Kresge's letter being addressed including the requirement for the owner's certification.

- **Discussion:** Discussion ensued about the requirement for the owner’s certification being included on the plan. Surveyor Brian Courtright was in attendance and stated that the owner’s certification on the plan is not required according to the ordinance and stated that the certification is only required on the application. Solicitor Armstrong stated that the owner’s certification is required at the county when filing the plans and stated that it should be required. Ms. Ruiz-Smith stated that we should have Carson look at the ordinance to be sure that we are requiring the owner’s certification on the plans. Ms. Masker stated that the concern is that plans can be changed by the surveyor without the owner being aware of the changes.
- **Vote:** All in favor, motion passes.

16. Codification Update

Solicitor Armstrong stated that he had a conference call with Ms. Masker and Mr. Keane and believes that most of the items that were questioned on the codification have been resolved stating that he suggested leaving the timing device section in the ordinance for the police department stating that the Township Ordinance is what they go by when they are in Coolbaugh Township. Solicitor Armstrong also stated that E-code proposed a change to the tax section which he stated that if it doesn’t need to be changed he would rather not change it as it will add time to the review process. Solicitor Armstrong stated that at this point we are working on a final copy to be submitted to the Monroe County Planning Commission for review at which point we will be ready to authorize advertising for a public hearing.

- **Discussion:** Ms. Kelly stated that she would like to see the changes that are being proposed and why they are being proposed. Solicitor Armstrong stated that he will email the document with the proposed changes which were part of the process many years ago when the codification began as well as the sections from the original sections of the ordinance pertaining to the LST and the Realty Transfer Tax to the Board for review.

17. Current obligations

| | | |
|----------------------------|-----------|-------------------|
| • General Fund | \$ | 138,676.19 |
| • Coolbaugh Township VFC | \$ | 200,000.00 |
| • Sewer Fund | \$ | 2,124.65 |
| • Escrow Fund | \$ | <u>11,605.48</u> |
| Total Disbursements | \$ | 402,406.32 |

Ms. Ruiz-Smith made a motion second by Ms. Kelly to pay the current obligations in the amount of \$402,406.32.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #5187, 5195, 5205 and 5210. Mr. Lamantia asked for clarification on check #5205. M. Fairservice stated that the total amount of the current obligations does not add up and is off by \$50,000.00. D. Pope asked for clarification on check #5195.

Ms. Ruiz-Smith amended her motion and Ms. Kelly her second to pay the current obligations in the amount of \$352,406.32.

- **Discussion:** M. Fairservice asked for clarification on check #5212.
- **Vote:** All in favor, motion passes.

18. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that he has requested a brief executive session after the meeting regarding legal.

19. Other business

- ❖ Mr. Weimer stated that he requested that a letter be sent to Mr. Clark Connor and Mr. Carson Helfrich regarding the sign and parking ordinance status. Mr. Weimer stated that if the development in Tobyhanna Township is any sign of what is to come he would like to have something presented to the Board in the near future stating he would like an update on this project no later than June.
- ❖ Ms. Ruiz-Smith requested an update in the opening of Aldi's.

20. Board of Supervisors Executive Sessions

- After: Tuesday, March 19, 2019 from 9:00pm-9:39pm Re: Legal and Personnel

21. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Ms. Kelly to adjourn.

Meeting adjourned at 8:46 pm.

NEXT REGULAR BOARD MEETING: Tuesday, April 2, 2019 at the Coolbaugh Township Municipal Office meeting room.

- Work Session - 6:00 pm
- Business Meeting – 7:00 pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____