

**Coolbaugh Township  
Board of supervisors  
April 17, 2012 Minutes  
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The Coolbaugh Township Board of Supervisors April 17, 2012 meeting was held in the Township Municipal Center, in Building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

**Call to Order**

Chairman Robert Hutchins called the meeting to order at approximately 7:00 pm and Alex Colefield (Eagle Scout candidate) led those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Mr. Robert Hutchins, Mr. Robert Zito, Mr. James Frutchey, Jr., and Ms. Lynn Kelly. Township Solicitor Jerry Hanna was also present. Supervisor Juan Adams, Twp. Secretary Linda Frutchey and Business Manager Douglas Hein were absent.

**Chairman Hutchins announced:** The public will be given an opportunity to speak on each agenda matter. Public input is considered at the end of the meeting for other issues.

**Approval of April 3, 2012 Minutes**

Ms. Kelly made a motion to approve the April 3, 2012 minutes as presented and dispense with the reading. Seconded by Mr. Frutchey. The motion carried 4-0-0

**Request for township assistance with Eagle Scout project**

Alex Colefield was present to request the township's assistance by digging the holes needed for the installation of a sign at the beginning of the nature trail he is working on completing at the open space property on Laurel Drive. He also requested 2 buckets of mulch for the project. Mr. Frutchey made a motion that the township provides the assistance to dig two 2' holes for the signs and provide as much mulch as needed. Seconded by Mr. Zito. Discussion continued regarding a name for the property. The name Wiley Preserve was suggested and accepted by the Board. The motion was amended to include the name Wiley Preserve on the sign. The motion carried 4-0-0

**2012 Monthly Reports**

**Coolbaugh Township Volunteer Fire Company** – no report

**Pocono Mountain Regional Emergency Medical Services** – no report

**Pocono Mountain Regional Police** – Mr. Frutchey stated Coolbaugh's hours were under by 389.14. Stats for March 2012 are as follows: 1,132 total calls, complaints 1,058, accidents 74, criminal arrests 124, traffic arrests 292, traffic warnings and 299 ordinance arrests 12. Public comments were heard from Harry Smith and Michelle Fairservice.

**Request to put the following sign at the Municipal Park relating to the grant award for the park lighting project; "Baseball Tomorrow Fund Proudly Supports Youth Baseball and Softball in this Community"**

Mr. Zito made a motion that in appreciation of the generous grant received by the Little League for the lighting at the fields we allow the Baseball Tomorrow sign to be placed at the park. Seconded by Mr. Frutchey. There was discussion on two possible locations for the sign placement; at the entrance to the park opposite the township's sign or facing the entrance at the back of the concession stand. It was agreed that the Parks and Recreation may decide to place the sign at either location. Motion carried 4-0-0

**2012 Township Road Paving Bid**

Mr. Zito made a motion to authorize advertisement of the 2012 Township Road Paving Bid. Seconded by Mr. Frutchey. Mr. Hutchins read a list of the road work to be bid. Discussion followed on the condition of the roads and shoulders listed. Public input – Fred Berg commented on the condition of Sussex and Drexel needing work at the entrances. Motion carried 4-0-0

**Quotes for New Carpet in the Administration Building**

Mr. Hutchins reviewed the quotes received and the available funds remaining in the budget for this project. Quotes were received from four companies on 24oz, 26oz and 28 oz options, along with price breakdowns by first and second floors. Mr. Hutchins made the motion to go with the 28oz carpet from Vance Yaros Carpet at \$15,832.68. Seconded by Mr. Zito. Discussion continued, Mr. Zito asked for clarification on the available budget funds and the amount which would remain. Motion carried 4-0-0

**Inter-Municipal bids for Line Painting and Stone & Roadway Construction Materials**

Mr. Frutchey reviewed the bid information. Coolbaugh's portion of the bid for line painting is \$27,814.37, which is for double 4 inch yellow center line with glass beads, single 4 inch yellow center line with glass beads and white 4 inch edge line with glass beads. The lowest bidder was Interstate Road Management Corporation. Mr. Frutchey made a motion to accept the bid for \$27,814.37 to Interstate Road Management Corporation. Seconded by Mr. Zito. Discussion followed regarding recent changes to Penn DOT regulations on yellow center lines, which should now be double lines instead of single lines. Since the bid went out before the regulation changes and includes roads with single yellow lines the motion was amended to accept the bid based on clarification from John Davis with Penn DOT and Attorney Hanna. If a second yellow line is needed it will come back to the board for a new motion. Motion carried 4-0-0

Mr. Frutchey reviewed the second inter-municipal bid for quarry stone and roadway construction materials and stated Locust Ridge Quarry was the lowest bidder. Mr. Frutchey

made the motion to accept Coolbaugh's portion of the bid going to Locust Ridge Quarry in the amount of \$23,057.50. Seconded by Mr. Zito. Discussion followed. Public input – Michelle Fairservice asked if that price included hauling. Mr. Frutchey stated it would be FOB and the purchase of pipe and anti-skid this year will go thru the COG bid. Motion carried 4-0-0

**Payment Release #2 to Joyce Electrical relating to the Township Municipal Park Lighting Project**

Ms. Kelly made a motion to release payment #2 to Joyce Electrical for invoice #10289 and #10291 in the amount of \$30,896.91 pending approval from Twp. Engineer Russ Kresge and Building Codes Bill Burton. Seconded by Mr. Zito. Discussion – none. Motion carried 4-0-0

**Appointment of DPW Acting Foreman**

Ms. Kelly asked that the township place the sign up sheet out again. Mr. Hutchins asked for a brief executive session on this matter after the meeting. Ms. Kelly asked that the meeting be held open.

**Business Manager/Controller's Financial Report**

Mr. Hutchins reviewed the Financial Report. The report was accepted as presented.

**Current Obligations**

General Fund	\$229,761.09
Capital Projects Fund	482.35
Escrow Account	1,875.62
Sewer Fund	<u>11,516.61</u>
<b>Total Disbursements</b>	<b>\$243,635.67</b>

Mr. Zito made a motion to approve the current obligations in the amount of \$243,635.67. Seconded by Mr. Frutchey. Discussion followed on the largest amounts to be paid out. Motion carried 4-0-0

**Other Business**

**Replacement of 6 light covers at the Office of the District Court**

Ms. Kelly made a motion to replace 6 plastic light covers in the office area of the court. With the recent change of the florescent light bulbs the current covers focus the light down instead of diffusing the light which makes it difficult to see at the desks which are not directly under the lights. Seconded by Mr. Zito. Discussion – none. Motion carried 4-0-0.

**Architectural Services – Building #2 – Window Well Covers**

Mr. Hutchins reviewed the Board's discussion from the work session on window well covers for building #2. Ms Kelly made a motion to accept the proposal from Gus Campuzano in the amount of \$2500.00 for architectural services to prepare specs for window well covers for building #2. Seconded by Mr. Hutchins. Motion carried 4-0-0

**Announcement**

Mr. Hutchins made an announcement that he will be away for a few months due to family business and requested the Board's patience and understanding. He would like to attend the township meetings via the computer program Skype and receive his meeting packets by email. He also asked the Board if they wished to have him step down as Chairman since it would not be feasible to run the meeting over the computer. Mr. Zito stated that as Vice-Chairman he would be willing to run the meetings in Mr. Hutchins absence. The Board agreed to this and will work with Mr. Hutchins while he is away on family business.

**Public Input**

Discussion followed on several topics and comments were heard from Michelle Fairservice, Harry Smith, Dave Pope and Fred Berg.

**Board of Supervisors Executive Sessions**

Mr. Hutchins announced that the Board of Supervisors held an Executive Session on Tuesday, April 3, 2012 at 6:35 pm regarding personnel. The Board recessed for an executive session on Personnel at 8:05 pm and left the meeting open. The Board returned from executive session at 8:22 pm.

**Hiring of Summer Employees**

Mr. Frutchey made a motion that we start the two summer help at the park on or after April 23, which would be John Knecht and Mike Fairservice. Seconded by Mr. Zito. Discussion – none. Motion carried 4-0-0

**Adjournment**

Mr. Frutchey made a motion to adjourn the meeting. Seconded by Mr. Zito. Discussion – none. Motion carried 4-0-0. The meeting adjourned at approximately 8:34 p.m.

Respectfully submitted:

Lynn Kelly  
Supervisor

Robert B. Hutchins  
Board Chairman