

**Coolbaugh Township  
Board of Supervisors  
April 19, 2011 Minutes  
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The Coolbaugh Township Board of Supervisors April 19, 2011 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

**Call To Order**

Chairman O'Boyle called the meeting to order at approximately 7:00 p.m.

At the request of Chairman O'Boyle, Vincent Massaro lead those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Mr. Joseph O'Boyle, Ms. Lynn Kelly, Mr. James H. Frutchey, Jr., and Mr. Robert B. Hutchins. Mr. Robert M. Zito was absent. Also present were Township Secretary Linda Frutchey, Township Solicitor Jerry F. Hanna and Business Manager /Controller Douglas Hein.

**Statement on the Agenda:** Mr. O'Boyle announced that the Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting.

**Approval - April 5, 2011 Meeting Minutes**

Mr. Hutchins moved to approve the minutes of April 5, 2011 as presented and dispense with the reading. Seconded by Ms. Kelly Discussion - none. The motion carried 4-0.

**Pocono Mountain Public Library**

Brick Lindner Engineer, Ann Shincovich Library Director and Tony Konn from ESSA Bank were present on behalf of the above referenced matter. Mr. Lindner explained that the Improvements and Stormwater Management Agreements were prepared by using the standard township agreement forms, modified specifically for this project and asked if the security for the library building project is required considering that the construction will be funded through the municipal library tax. Discussion ensued.

**Request for a waiver of the standard security guarantee for the required improvements**

Mr Hutchins moved to grant the waiver of the security guarantee for the improvements that is required in the Township Improvements Agreement between Coolbaugh Township and the Pocono Mountain Public Library. Seconded by Mr. Frutchey. Discussion - Dave Pope asked if the Library's contractor was bonded for hydraulic or fuel spillage. Discussion ensued. Mr. Lindner said he would look into the matter. The motion carried 4-0.

**Stormwater Facilities Maintenance and Monitoring Agreement**

Discussion ensued as to whether a grading plan, drawings #S-3D could be inserted as Exhibit "A" in the Stormwater Facilities Maintenance and Monitoring Agreement. The consensus of the Supervisors was that the entire library property be surveyed and a legal description prepared and inserted in Exhibit "A".

Mr. Hutchins moved to approve the Stormwater Facilities Maintenance and Monitoring Agreement between Coolbaugh Township and the Pocono Mountain Public Library with the following conditions: (1) a description of the property must be prepared and attached to the agreement; (2) details of the stormwater cleanouts, inspection ports and manhole cover frames within the parking area be required to be revised and resubmitted for approval prior to their installation (Russ Kresge's Letter of April 15, 2011); (3) the culvert pipe located at the northern end of the property be replaced with a larger pipe to allow the stormwater runoff to drain out of the yard, and all conditions must be to the satisfaction of Township Solicitor Jerry Hanna and Township Engineer Russ Kresge. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

**Required Improvements Agreement**

Solicitor Hanna discussed changes needing to be made to the standard Required Improvements Agreement as follows: (1) the contractor's cost estimate breakdown of the project be inserted as an exhibit in paragraph "G" (page 4 of 14); (2) the following wording be inserted in paragraphs "H" and "I"(page 4 of 14): "the

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security is waived by action of the Board of Supervisors taken at their April 19, 2011 meeting"; (3) \$1,000,000.00 be inserted as the amount required for the public liability insurance (page 6 of 14).

Mr Hutchins made a motion to approve the Required Improvements Agreement between Coolbaugh Township and the Pocono Mountain Public Library per the noted changes (referenced above) per the advise of Solicitor Hanna. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

**Memorandum of Land Lease Agreement**

Mr. Hutchins moved to approve the Memorandum of Land Lease Agreement between Coolbaugh Township and Pocono Mountain Public Library subject to the following: (1) Solicitor Hanna's legal review of the documents; (2) subject to the Township Engineer's review of the description of the property; and (3) the final document being recorded. Seconded by Mr. O'Boyle. Discussion - none. The motion carried 4-0.

Ms. Shincovich thanked everyone and gave the Township a copy of the Phase 1 Environmental Site Assessment of the Pocono Mountain Public Library Property that was recently completed by Pennsylvania Tectonics, Incorporated.

**2011 Monthly Reports**

**Coolbaugh Township Volunteer Fire Company**

Fire Chief John Zwally presented the January to March 2011 reports as follows: 82 calls, 1,303.20 hours of staff time, 21 alarms and 2,245.5 hours of training. Public Input - Dave Pope asked about the roof being installed during the winter months. Mr. Zwally said the question would need to be directed to the administration. Mr. Pope was directed to contact the fire company.

**Pocono Mountain Regional Emergency Medical Services**

Ms. Kelly presented the March 2011 PMREMS Report as follows: Coolbaugh Twp. had 173 calls and year to date at 495, Mt. Pocono Boro had 46 calls and year to date of 161, Tobyhanna Twp. had 97 calls and year to date of 237, Paradise Twp.

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had 32 calls and year to date of 96 and Tunkhannock Twp. had 39 and 106 year to date. Ms. Kelly said the report reflected totals for municipalities outside of the primary service area, ALS and BLS assist to other units, ALS and BLS Assist received from other units.

**Pocono Mountain Regional Police**

Mr. Frutchey presented the March 2011 PMRPD Monthly Report as follows: 1082 complaints, 79 accidents, 176 criminal arrests, 391 traffic arrests, 237 traffic warnings and 10 ordinance arrests for a total of 1161 calls. There is a total of 3279 calls to date within the area covered by the regional police, which includes the Borough of Mount Pocono, the Townships of Tobyhanna, Tunkhannock and Coolbaugh.

Mr. Frutchey said PMRP received an armored vehicle through a Homeland Security Grant with a condition that anyone can request the use of the vehicle in the eight (8) county region.

**Park and Recreation Commission members will be present to discuss using the former Liz Claiborne baseball field for softball use**

Wayne Horn Vice Chairman of the Park and Recreation Commission was present on behalf of the above referenced matter. Discussion ensued over the need for an additional ball fields as 480 kids are enrolled in Little League, the Men's Leagues and numerous request throughout the season. Mr. Frutchey explained that he was contacted by the new owner of the former Liz Claiborne building to inquire whether the Township was still interested in using the field as the use was requested several years ago. Mr. Frutchey said the company would require being added as additional insured to the Township's Insurance Policy and the Township taking care of the field. It was mentioned that there were several good benches and the back stops look good. The baselines need to be taken care of, additional dirt needed, grass needing to be mowed, porta potties will be needed, trash cans and signs. Mr. Horne said the field would be used from May through September.

Mr. Hutchins made a motion to approve using the former Liz Claiborne softball field on a trial basis for one season, the new owner being added to our liability insurance policy and to do what is required to get the field ready to use. Seconded by Ms. Kelly. Public input was heard from Michele Fairservice, Dave Pope and Fred Berg. The motion carried 4-0.

**Authorization to have bid specifications prepared to raise the manhole covers on Main Street**

Mr. Frutchey moved to authorize Dave Kavitski (BCM Engineers) to prepare specifications for the purpose of obtaining quotes for raising the manhole covers on Main Street. Seconded by Mr. Hutchins. Discussion - Dave Pope asked if the storm drainage was going to be repaired. Mr. O'Boyle replied that the specifications were to raise the manhole covers on Main Street. The storm drainage is PennDOT's responsibility. The motion carried 4-0.

**Authorization to proceed with obtaining a PADEP Permit for the replacement of pipes on Goose Pond Road and Hemlock Drive**

Mr. Frutchey moved to authorize Township Engineer to proceed with whatever is necessary to obtain a PADEP Permit for the replacement of pipes on Goose Pond Road and Hemlock Drive. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

**Authorization to advertise Spring Road Inspection**

The following dates starting at 7:30 a.m. were selected for the Spring Road Inspection: Monday, April 25, May 2 and May 9, 2011. Ms. Frutchey would let the Supervisors know the date, once finalized with Township Engineer Russ Kresge.

Mr. Kelly moved to authorize the Secretary to advertise the date for the Spring Road Inspection. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

**Proposals - Generator Maintenance Service Contract**

The following proposals for the maintenance of generators located at the DPW garage, municipal center, second pump station and sewer plant were received from: GenServe in the amount of \$2,600.00, Cleveland Brothers in the amount of \$3,600.00 and Mechanical Service in the amount of \$3,195.00.

Mr. Hutchins made a motion to accept GenServe proposal in the amount of \$2,600.00 with the condition that load testing is part of the contract. Seconded by Mr. Frutchey. Discussion - it was noted that each of the proposals included doing the load test. Public Input - George Leonard asked if GenServe has qualifications to do the work. Mr. O'Boyle

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said that GenServe currently does maintenance for all the generators. The motion carried 4-0.

**Township Financial Report**

Before the Supervisors was a Report with a total of General Fund revenues and expenses, cash balances and reports ending April 13, 2011 prepared by Business Manager/Controller Doug Hein.

**Current Obligations**

General Fund	\$304,441.54
Capital Projects	\$ 680.00
Escrow Account Fund	\$ 4,263.26
Liquid Fuels	\$ 8,627.56
Sewer Fund	\$ 18,949.62
Total Disbursements	<u>\$336,961.98</u>

Ms. Kelly moved to approve the Current Obligations in the amount of \$336,961.98. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

**Personnel Matters**

No action was taken.

**Other Business**

**Recycling & Drop Off Site Program**

Ms. Kelly made the following motion: (1) limit the size of a truck to the size of a pickup truck for the pass punch card; (2) anything larger than a pickup truck such as box trucks or vans will be charged per the Township Fee Schedule; (3) a vehicle towing a trailer will require an extra punch; approve the purchase of a cash register with a dual paper roll and a battery backup not to exceed \$150.00; (4) the subject

of the pass punch card being issued to the tenant or the landlord be resolved with the pass punch card being issued to the tenant only. The landlord would only receive a punch pass card **if** he/she resides in Coolbaugh Township. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

### **Goose Pond Road and Hemlock Drive Project**

Mr. Frutchey moved to authorize Martin & Robbins Surveyors to do a topography survey and wetland delineation at Goose Pond Road and Hemlock Drive that is necessary for the Township to proceed with obtaining a PADEP Permit for the pipe replacement project. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

### **Public Input**

**George Leonard** - asked the Supervisors if they would accept Leonard Lane if the road and bridge were brought up to Township specifications. He said PPL is planning to upgrade the power lines going to the Tobyhanna Army Depot. The construction involves going through Leonard Lane which the property owners are hoping to get work done on the road and bridge. Discussion - Mr. Leonard was advised to look through the ordinance, etc.

**Vincent Massaro** reported a washout at the detention pond located at SR 196 and Kings Way near the new traffic light. Mr. Hein said he would contact Jim Milot of Hanover Engineers about the matter.

**David Pope** - asked if any decisions were made on having a Veterans Plaque made. He went on to say that he has a list of the veterans that served in this area. Mr. Pope was advised that the Supervisors would be discussing the matter at their June Work Session. Mr. Pope said the pipe at the Laurel Drive underpass is backed up and there is a large pot hole at the site. Mr. O'Boyle said he would look into the matter.

**Harry Smith** - asked when the sweeper would be repaired. Mr. O'Boyle said he has the road foreman looking into several options that needs to be reviewed before he can give an answer.

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**Fred Berg** - asked for the status of the new zoning vehicle. He was advised that it would be a few more weeks.

**Board of Supervisors Executive Sessions**

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, April 5, 2011 at 7:45 p.m. for personnel and one was held this evening at 6:45 pm for legal.

**Adjournment**

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Ms. Kelly . Discussion - none. The motion carried 4-0. The meeting adjourned at approximately 8:34 p.m.

Respectfully submitted:

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Linda Frutchey  
Township Secretary

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Joseph O'Boyle  
Board Chairman