

**Coolbaugh Township  
Board of Supervisors  
April 2, 2013 Minutes  
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The Coolbaugh Township Board of Supervisors April 2, 2013 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

**Call To Order**

Chairman Juan A. Adams called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Mr. Juan A. Adams, Mr. James H. Frutchey, Jr., Ms. Lynn Kelly and Mr. Fred Pope. Mr. Robert M. Zito was absent. Also present were Township Solicitor Jerry F. Hanna, Township Secretary Linda Frutchey, and Business Manager / Controller Douglas Hein.

Mr. Adams 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 for other issues.

**Approval of Minutes**

Mr. Pope moved to approve the March 19, 2013 Minutes as presented and dispense with the reading. Seconded by Mr. Adams. Discussion - none. The motion carried 4-0.

**MCTA Bus Shelter at 7 Nations Drive and Sterling Road**

No one was present to represent the above referenced matter. Discussion followed about the need to appear before the Zoning Hearing Board for a variance. Mr. Hein was advised to have the Zoning Officer contact Richard Schlameuss to advise him to apply for a variance. No action was required by the Supervisors.

**Eagle Scout Project at Wiley Preserve Property**

Elia "Leo" Taddeo explained that his Eagle Scout Project will include extending the walking trail, preparing a picnic area, picking up small branches and tree limbs and removing a pine tree that is causing an unsafe obstruction, making a pathway to the pond and will prune trees up to 10 ft high. He will return in the spring for a final clean up. The Supervisors said he can have as much mulch as he needs and thanked him for doing the work.

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Ms. Kelly motioned to approve Elia "Leo" Taddeo doing the Eagle Scout Project at the Wiley Preserve Property to include a picnic area, extending the walking trail, preparing a path to the pond and cleaning the area of trees and limbs. Seconded by Mr. Pope. The motion carried 4-0.

**Toastmasters meeting room request - Community Services Center**

Ms. Kelly moved to approve the request by Toastmasters (Mike Kelly of Tobyhanna Army STRONG Communicators) to use the meeting room in the Community Services Center. Seconded by Mr. Frutchey. Discussion - Mr. Hein said they will be using the meeting room on the first and third Thursday of each month from 4:30 to 6:00 PM. The motion carried 4-0.

**Coolbaugh Township Community Services Center License Agreement -Latino American Alliance of NEPA**

Ms. Kelly motioned to approve the office space and the Community Services Center License Agreement between Latino American Alliance of NEPA and Coolbaugh Township. Seconded by Mr. Adams. The motion carried 4-0.

**PSATS - NON-CDL Personnel Drug and Alcohol Testing Policy**

Ms. Kelly moved to rescind the motion made at the March 19, 2013 meeting to institute a drug and alcohol testing policy for all non-CDL employees who drive Township vehicles and/or operate Township equipment. No second was heard to the motion. Discussion followed.

Mr. Frutchey moved to adopt PSATS Non-CDL Personnel Drug and Alcohol Testing Policy. Seconded by Mr. Pope. Discussion - Ms. Kelly raised questions relating to the PSATS CDL Program Non-CDL Personnel Policy for Townships, the membership application, certification of adopting policy. the testing paperwork, the statement in the application that says the employees to be covered by the policy must consent to the testing. Mr. Hein excused himself and went to make copies of the email that was sent to the Supervisors after the last meeting that included a reply from James Wheeler, PSATS CDL Director about employees must consent to the testing. Mr. Hein provided everyone a copy of the email. Public Input - Kathleen LaBasco and Fred Berg. Discussion followed.

Mr. Frutchey withdrew the motion and moved to table the matter. Seconded by Mr. Pope. The motion carried 4-0.

**Authorization to advertise a proposed amendment to the Code of Ordinances, Chapter 1 Administration and Government, Part 2 Commission and Authorities**

Mr. Frutchey motioned to authorize the advertisement of the proposed amendment to the Code of Ordinances. Seconded by Mr. Pope. The motion carried 4-0.

**Status on the Township's request for the donation of the Coolbaugh Learning Center**

Chairman Adams read the letter that was sent to Meg Dilger, Board President of the Pocono Mountain School District Board requesting consideration of donating the vacant Coolbaugh Learning Center to the Township to be used as a Community Service Center for seniors and youth such as a Police Athletic League. Chairman Adams said there are plans to walk through the building tomorrow with the Township Engineer.

Mr. Frutchey moved to authorize Russ Kresge Township Engineer to walk through the Coolbaugh Learning Center to evaluate it for economic feasibility. Seconded by Mr. Adams. Public input - George Tallmadge, Michele Fairservice, Phyllis Williams and Fred Berg. The motion carried 4-0.

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

Mr. Hein presented the Financial Report which included an accounting on the final Trial Balance and final Budget Trial Balance for all funds as of February 28, 2013, the General Fund revenues and expenses, debt service payments, sewer revenues. He said that all capital project are moving forward as planned. Included with the report was a listing of time available for all employees as of pay period ending March 16, 2013. The Report was accepted as presented.

**Current Obligations**

General Fund	\$123,890.79
Sewer Fund	\$ 8,722.26
Total Disbursements	<u>\$132,613.05</u>

Mr. Frutchey made the motion to approve the current obligations in the amount of \$132,613.05. Seconded by Mr. Pope. Discussion-Fred Berg said figures do not add up. It was determined that the amount of the General Fund should be \$123,890.79 not \$122,890.79 as listed. The motion carried 4-0.

**Other Business**

**Authorization to give a Letter of Support to A Pocono Country Place Property Owners Association to go with their Hazard Mitigation Grant Application**

Cathleen LaBosco was present at the Board of Supervisors Work Session that was held prior to this meeting and explained that they are working with the American Red Cross to establish their E-Clubhouse as an emergency shelter service and the need to equip the facility with a generator. She asked for a letter of support from the Coolbaugh Township.

Mr. Frutchet motioned to authorize to forward a letter of Support from the Township to A Pocono Country Place Property Owners Association to be submitted with their Grant Application. Seconded by Ms. Kelly. The motion carried 4-0.

**Hemlock Drive Bid Project**

Solicitor Hanna was advised that Jim Milot of Hanover Engineering asked that the Bid for the Hemlock Drive Project be reviewed by our Solicitor. Discussion followed. Mr. Hein was asked that he follow up with getting the paperwork to Solicitor Hanna.

**One Mill Fire Tax Distribution**

Mrs. Frutchet was asked to scheduled the distribution of the one mill fire tax on the next Work Session.

**MCTA Bus Shelter at 7 Nations Drive and Sterling Road**

Rich Schlameuss apologized for being late as he coaches the soccer game and it ran late. Mr. Schlameuss was told that he needed a variance from the Zoning Hearing Board. He was advised to contact the Zoning Officer for the details. Mr. Adams said the Supervisors appreciate MCTA for providing this service to the Township.

**Announcement**

Mr. Frutchet announced that the Recycling / Drop Off Site would be opened on Friday, April 5 and Saturday, April 6, 2013. Pass cards would be available at the site on Saturday. Discussion followed.

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**Road Name Signs**

Ms. Kelly said she heard that some of the road name signs were delivered. Mr. Frutchey said that some were delivered today. Ms. Kelly asked if the roads in Pocono Farms could get some of their signs first. Mr. Frutchey saw no problem with the request and would discuss the matter with the road foreman.

**Public Input**

**Michele Fairservice** - asked if the fees would be raised at the drop off site; She asked questions about the PMRP Aggressive Driver Grant. Discussion followed.

**Joe O'Boyle** - there should not be a need for the business manager to leave a meeting to make copies as all information is given to the Supervisors ahead of time to review.

**Board of Supervisors Executive Sessions**

Mr. Adams announced that the Supervisors held Executive Sessions on Tuesday, March 19, 2013 at 6:30 p.m. for pending litigation and at 7:35 p.m. for personnel.

**Adjournment**

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Adams. The motion carried 4-0. The meeting adjourned at 8:19 p.m.

Respectfully submitted:

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Linda Frutchey  
Township Secretary

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Juan A. Adams  
Board Chairman