

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
April 3, 2018, 2018

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, Lynn Kelly, Alma I. Ruiz-Smith and Clare Colgan

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary and Meredith Thompson, Asst. 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 city before speaking.

1. Public Input

- D. Pope stated that he understands what the gentleman was stating in the work session regarding the zoning concerns that he has, stating that the Arrowhead Lakes Community was originally a summer community and that sometimes it is easier to ask for forgiveness than permission. Mr. Weimer stated that the laws change and we have to change with them, stating there are not many options for the situation but to petition the Board of Supervisors as he has done this evening.

2. Approval of minutes / notes : March 20, 2018 Meeting

Ms. Kelly made a motion second by Ms. Colgan to approve the meeting minutes of March 20, 2018 with one correction.

- **Discussion:** Mr. Lamantia stated that it was the PMREMS Board that thanked the Board of Supervisors not Mr. Lamantia
- **Vote:** All in favor, motion passes

3. Acceptance of the 2017 Financial Statement and Auditors Report

Mr. Lamantia made a motion second by Ms. Kelly to accept the 2017 Financial Statement and Auditors Report.

- **Discussion:** Ms. Ruiz-Smith stated that she assumes it was reviewed by the Business Manager and Assistant Business Manager.
- **Vote:** All in favor, motion passes.

4. Hiring Summer/Seasonal Parks Position

Mr. Weimer made a motion second by Ms. Ruiz-Smith to hire John Grimley at \$12.50 per hour for 28 hours a week not to exceed 999 hours for the season with the schedule as determined beginning April 14, 2018.

- **Discussion:** P. Rosendale asked for clarification on the hourly rate.
- **Vote:** All in favor, motion passes.

5. Purchase of the New Admin Vehicle

Mr. Lamantia made a motion second by Ms. Colgan to purchase the 2018 Ford Escape SE AWD at \$23,207.00 as provided by Co-Stars vendor Ray Price Mount Pocono.

- **Discussion:** Ms. Ruiz-Smith asked how many miles are on the new escape and what we will be doing with the other Escape that we own and was advised that there are less than 100 as we are purchasing a new one and we are keeping the other Escape and adding the new one to the Township Fleet. Ms. Kelly clarified that we will have Kyle handle the signing, titling and pickup of the vehicle when it is ready with the Board agreeing. T. Keane asked if the decals will be the same as the other Township vehicle, being advised that they would. P. Rosendale asked when she should have the check ready for payment with Mr. Weimer stating with the next bill packet.
- **Vote:** All in favor, motion passes.

6. TAA Request for DPW Assistance for Opening Day on April 21, 2018

Mr. Lamantia made a motion second by Ms. Kelly to authorize (3) Three DPW Workers at their overtime rate to work Opening Day for TAA on Saturday April 21, 2018 from 11am-5pm.

- **Discussion:** Mr. Weimer stated that John Grimley will close up at the end.
- **Vote:** All in favor, motion passes.

7. Approve the Use of Township Vehicles and Mileage for PSATS

Ms. Kelly made a motion second by Ms. Lamantia to approve the use of Township vehicles for transportation to PSATS and to approve mileage for personal vehicles as well as the reimbursement of meal expenses from April 22-25, 2018.

- **Discussion:** Ms. Kelly stated that in the past reimbursements were made after PSATS, but in December the Board made a motion that mileage and reimbursements for scheduled events needed to be approved prior to the attendance.
- **Vote:** All in favor, motion passes.

8. Current Obligations

• General Fund	\$	312,568.76
• Sewer Fund	\$	16,559.10
• Escrow Fund	\$	<u>244.65</u>
Total Disbursements	\$	329,372.51

Ms. Kelly made a motion second by Ms. Colgan to pay our current obligations in the amount of \$329,372.51.

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

9. Other Business

T. Keane stated that he received an email from Camp Minsi regarding the waiving of zoning fees for the replacement of the latrines that are currently in place.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to waive the zoning permit fees associated with the replacement of the latrines at Camp Minsi per their request.

- **Discussion:** T. Keane stated that he and Mr. Brady went out to the site and determined that the (6) six latrines are located in Coolbaugh Township, stating that the request came in late because they were

working on an expansion but determined that they would not be completing the expansion and instead would just be replacing the existing latrines.

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

Ms. Kelly made a motion second by Mr. Lamantia to authorize the submission of the Recycling grant prepared by Pat Calpin which is due by April 7, 2018 authorizing the Chairman or Vice-Chairman of the Board of Supervisors to sign the grant for submission.

- **Discussion:** Ms. Kelly stated that if we do not approve the submission now we will miss the deadline. Ms. Ruiz-Smith asked about an email received in 2016 from Cathleen Dunn, APCP Manager asking the status of the leaf truck and if we will be selling it. Mr. Weimer stated that we lend it to them at no charge for their cleanup and that we are not selling it. Ms. Ruiz-Smith asked if we have a liability clause in case something happens to it, being advised that we currently do not but will look into it.
- **Vote:** All in favor, motion passes.

- Ms. Ruiz-Smith asked P. Rosendale and M. Thompson to research the LST collection from the Army Depot employees and provide a comparison from 2016 and 2017.
- Ms. Ruiz-Smith will be doing research on grant opportunities from DCNR and Multi-Model for bridge replacements at the Broadway Bridge and Hemlock bridges. Mr. Weimer stated that we do not own the Broadway Bridge and that is not a Township road stating the option to replacing that bridge would be to put in an access road off of Industrial Park to the homes that are back there. Solicitor Armstrong stated that he can look into finding out who is the owner on record and asked if the Township maintains the road being advised that we do not. Doing this would require cutting down some trees and building a road. Ms. Ruiz-Smith stated that maybe the other option would be the Belmont Bridge. Discussion ensued about the cost of upkeep if the Belmont Bridge was to be repaired/ replaced and the fact that the bridge is partly owned by Mount Pocono Borough.
- Ms. Ruiz-Smith stated that she would also like to look into grants that may be available for the repairs and restoration at Building #2 through the ESSA Foundation stating that the grant deadline is December.
- D. Pope asked what repairing the Belmont Bridge will do for Coolbaugh stating that Mount Pocono should have to go for a grant for their portion in order to do the project. Mr. Weimer stated that it would be a dual responsibility and that it would be one more road to pave and maintain. D. Pope believes that it is a waste of money and time, stating that the limited traffic that would use the road would not justify fixing it. Mr. Weimer stated that the last time we received an estimate it was over \$300,000.00 to do the work. Ms. Colgan stated that it is cheaper to take out the road and leave the fish alone. A. Lopez, Pocono Farms stated that it could be utilized as open space and a walking trail.
- Mr. Weimer stated that he will be preparing a work request form to be submitted to Assistant DPW Foreman K. Knecht when anything needs to be done.
- Ms. Ruiz-Smith stated that she would like to have the responsibilities of the Supervisor Liaisons to be outlined with descriptions for each title. Mr. Weimer stated that this can be worked on in an upcoming work session.
- Ms. Ruiz-Smith stated that the Zoning committee meetings should be advertised as public meetings stating that there are 2-3 administrative staff members and 2 Supervisors that attend the meetings. Mr. Weimer stated that the committee is not making any changes but are discussing the changes that Mr. Lamantia brought to the Board when he came on. Ms. Masker stated that the committee has not made any changes to ordinances but that they have only made a fire reporting form which was presented to the Board of Supervisors for approval in order to have the fire companies report fires to the Township for the purpose of having the zoning officers be made aware of the fires to visit the properties, we have ordered paper for the posting of properties and are currently creating a checklist for the zoning officers to use for posting properties that are damaged by fires. Solicitor stated that from what he has heard from Ms. Masker these are

just in house procedures that are being followed up on as per the Ordinances as they are currently written and would not be in violation of the Sunshine Act, stating that there is no issue with staff creating a word documents for this purpose but that he will follow up with Ms. Masker.

- Ms. Ruiz-Smith stated that we need to discuss the Security and Smoke Alarms of the Buildings on the complex stating that she has received information from AIC.
- Mr. Lamantia asked Jeanine Hofbauer to discuss the PMREMS annual subscription drive. J. Hofbauer stated that this year’s annual subscription drive has been sent out and can be paid by sending a check in the mail or online. J. Hofbauer also stated that Ray Price Ford in Mount Pocono will be doing a drive for your community event where every person that comes in and test drives a vehicle they will donate \$20.00 to the PMREMS, also stating the August 9, 2018 Round 2 Regional Roundup which last year brought in 200 attendees.

10. Board of Supervisors Executive Sessions

- **After:** Tuesday, April 3, 2018 from 7:58 pm- 9:00pm Re: Legal

11. Adjournment

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

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

Meeting adjourned at 7:55 pm.

NEXT REGULAR BOARD MEETING: Tuesday, April 17, 2018 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: _____