

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**TUESDAY, APRIL 4, 2017**  
**MEETING MINUTES**

The meeting was called to order by Vice-Chairman Anthony Lamantia at 7:00PM in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

Anthony Lamantia, Lynn Kelly, Juan Adams, and Alma I. Ruiz-Smith.

**Board Members Absent:**

William Weimer

**Staff present:**

Jerry Hanna, Solicitor and Erin Masker, Recording Secretary

**Announcements:**

Mr. Lamantia 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.
- When speaking please state your name and the community or city that you live in.

1. **Public Input**

- M. Fairservice stated that there are many potholes in the area of Main Street from the Post Office to the Army Depot, asking if the Board could possibly contact Penndot regarding the issue.
- M. Miller stated that there are many potholes in Pocono Farms East on Kings Way by the mailboxes.

2. **Approval of Minutes/Notes**

*Mr. Adams made a motion seconded by Ms. Ruiz-Smith to approve the minutes for March 21, 2017 with corrections to be made adding in DPW compound (Other Business item #14) and adding issue concerning PFE (Other Business #14).*

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

3. **Proposal for a Sherwin Williams Community Project at the Wills Mansion**

*Mr. Adams made a motion second by Ms. Ruiz-Smith to authorize Sherwin Williams to do the Community Service Project for the Historical Society which will include the donation of materials, time and labor.*

- **Discussion:** Representative Matt Zudjelovich from Mount Pocono Sherwin Williams was in attendance stating that they would like to do a community painting project with the Historical Society in the Wills Mansion. He stated that they will be providing the materials and labor for the project as well as moving the furniture. The Board thanked Mr. Zudjelovich and appreciates the community efforts to help beautify the historical society space. D. Pope thanked Mr. Zudjelovich.

Ms. Kelly stated that they will just have to coordinate with the Historical Society to determine when it can be done.

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

#### 4. 2017 Traffic Count- Monroe County Planning Commission

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to request to have the area of the Pocono Summit Railroad recommended as an area for a traffic count from the Monroe County Planning Commission.*

- **Discussion:** Ms. Kelly stated that the Monroe County Planning Commission is looking for roads that the Municipalities are interested in having a traffic count done on. Ms. Kelly stated that we should have a traffic study done by the railroad in Pocono Summit. Ms. Ruiz-Smith stated that she sent an email on March 26<sup>th</sup> to the Board of Supervisors with reference materials specifying Summit Avenue is a thorough fair for multiple businesses including Aldi's Supermarket which will have approximately 900 vehicles without the fast food restaurant being built. Ms. Kelly asked if we should request all three roads to include Route 314. Mr. Lamantia stated that Mr. Weimer may have some areas he may want to have done. D. Pope stated that Laurel Drive and Echo Lake should be done as well.
- **Vote:** All in favor, motion passed.

#### 5. EAC Request for the Pocono Mountain School District National Honor Society and National Junior Honor Society to hold a Clean Up Day at the Wiley Preserve

*Ms. Ruiz-Smith made a motion second by Mr. Adams to approve the request from EAC for the Pocono Mountain School District National Honor Society and National Junior Honor Society to hold a Clean Up Day at the Wiley Preserve.*

- **Discussion:** Ms. Ruiz-Smith also stated that she would like the Township to pay for a portable restroom for the event so they do not have to use the DPW facility. Ms. Ruiz-Smith asked if there is a need to include a liability clause in the contract that is stated to be drafted, also requested that Ms. Mills check with our insurance company to be sure about the requirements for events like this. Ms. Kelly stated that we may be able to insert a "hold Harmless" agreement with the school. Mr. Lamantia stated that if the school provides a certificate of insurance we should be ok. The Board agreed to EAC's request for assistance from DPW with the terms allowing the Roadmaster to coordinate the details.
- **Vote:** All in favor, motion passed.

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to authorize the rental of a portable restroom unit for May 13<sup>th</sup> with a rain date of Mar 20<sup>th</sup>, 2017.*

- **Discussion:** None
- **Vote:** All in favor, motion passed

## 6. Parks and Recreation Multipurpose Field Usage Recommendation

*Mr. Adams made a motion second by Ms. Ruiz-Smith to approve the request from Ms. Grant to use the multipurpose field on Saturday, May 27, 2017 from 2:00pm-6:00pm.*

- **Discussion:** Ms. Ruiz-Smith stated that we should check with our insurance company about the liability insurance required for the usage. Ms. Colgan, Parks and Recreation Chairman stated that we do not require residents to provide insurance for field usage for a single day event like we do of associations. Ms. Colgan stated that as per our recommendation we have stated that if there is outside entertainment like a bounce house being used that the Township is to be provided with a certificate of insurance prior to the event. Ms. Colgan also stated that this is the first time that anyone has ever requested the use of the field. Solicitor Hanna stated that we are running a park that is why we have insurance. Ms. Ruiz-Smith asked what she will be paying being advised by Ms. Colgan there is no field usage fees.
- **Vote:** All in favor, motion passed.

## 7. Parks and Recreation Pavilion Usage Fee Recommendation

*Mr. Adams made a motion second by Ms. Ruiz-Smith to approve the Parks and Recreation recommendation for the Park Pavilion Usage Fee Recommendation which will charge non-profit organizations a fee of \$25.00 for the usage of the pavilion for events.*

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

## 8. COG Updates

Ms. Ruiz-Smith provided the following updates from the Council of Government meeting:

- Question regarding short rental properties - COG meeting. Commission John Moyer and State Rep. Jack Radar advised that municipalities should have their zoning officers review online real estate rental services (i.e.; Zillow, Craig's List, etc.) go through the listed properties for short term rentals and make a file and follow up with report to BOS. The county is not going to put a rule in place. It is up to the municipalities to create the ordinance. The county will create a policy that any properties reported to be short term rentals will be assessed vacation bureau taxes as well as county registration fees as secondary homes used as investment properties. BOS should determine how to define a short term rental guideline. Commissioner suggests meeting with private community property managers to research their policy for short term rentals and work on sharing information data base of registered short term rental landlords who should register with the municipal office as a short term rental landlord.
- Monroe County Conservation District has monies to assist municipalities with storm water management abatement and stabilization of roads projects. Grant applications are simple and can be accessed on line – deadline is April 30, 2017 for new applications. Mr. Motz, Resource Conservation District Specialist would be happy to attend a BOS meeting or meet with the road master and DPW foreman personally. The Conservation District still has monies

left over from 2016, so chances of getting approvals for road and stream crossings repairs, replacement, upgrades are still available. DPW is invited to attend a 2-day training class for project assessment.

- State Rep. Rosemary Brown has an Education Seminar April 8<sup>th</sup> 9 am – 12 pm regarding home owner associations, board members and their residents at Middle Smithfield Township building.
- Course in Zoning Administration April 25, May 2, May 9 5:45 pm to 9 pm; at Middle Smithfield Township by Northeast Section of PA Chapter – APA and PA State Association of Boroughs – to benefit zoning officers, zoning boards, planning commissions and elected officials. Fee \$75.00.
  - **Discussion:** None

9. A Pocono Country Place Request for Annual Reimbursement for State Game Lands Access Road

*Ms. Ruiz-Smith made a motion second by Mr. Adams to authorize the request for Annual Reimbursement for State Game Lands Access Road.*

- **Discussion:** None.
- **Vote:** 3-0-1, motion passes. (Mr. Lamantia abstained as it is his community where he lives)

10. Lease Approval for Staffing Synergies

*Mr. Adams made a motion second by Ms. Kelly to accept the lease agreement for Staffing Synergies.*

- **Discussion:** Ms. Ruiz-Smith discussed her concerns about the hours of operation, accessibility to the kitchen space and the water cooler believing that these items should be included in the lease. Ms. Ruiz-Smith stated that the hours of operation should be 7am-10pm so that there is no one hanging out during the night. Ms. Ruiz-Smith also stated that because she was voted down at the previous meeting to supply a water cooler to that building that it should be noted in the lease that they are responsible for it if they should want it, also stating that the community kitchen should be noted as a common area that they are able to use for lunch and breaks. Mr. Adams stated that they are leasing the space for a professional service and that those items do not need to be included in the lease. Discussion ensued about the term of the lease with the Board agreeing that the lease terms are good the way they are presented. M. Fairservice asked what kind of company it is. Ms. Josephina Garcia, Representative for Staffing Synergies was in attendance and stated that the hours of operation are 9am-5pm, and that the training is watching a 15-20 minute video and that she has no issues with the water cooler or the kitchen area. Ms. Garcia stated that she will be the only one in the space.
- **Vote:** All in favor, motion passes.

11. Authorization for Solicitor Hanna to Sign Off on the Defense, Indemnification and Common Interest Agreement from Pocono Mountain Regional Police Commission's Attorney

*Mr. Adams made a motion second by Ms. Ruiz-Smith to authorize Solicitor Hanna to Sign off on the Defense, Indemnification and Common Interest Agreement from Pocono Mountain Regional Police Commission's Attorney.*

- **Discussion:** D. Pope asked what this is about. Mr. Adams stated that it is in reference to a possible lawsuit being filed against the Police Commission which includes the Municipalities. Solicitor Hanna stated that this agreement is to benefit the Municipalities.
- **Vote:** All in favor, motion passed.

12. Current Obligations

• General Fund	\$	312,116.33
• Sewer Fund	\$	18,501.44
• Escrow Fund	\$	<u>565.13</u>
Total Disbursements	\$	331,182.90

*Mr. Adams made a motion second by Ms. Kelly to pay the current obligations in the amount of \$331,182.90.*

- **Discussion:** None
- **Vote:** All in favor; motion passed.

13. Other Business

Nothing was heard.

14. Board of Supervisors Executive Sessions

- Prior: Tuesday, April 4, 2017 from 6:15pm-6:59pm Re: Legal & Personnel

15. Adjournment

There being no further business, a motion was made by Mr. Adams, seconded by Ms. Ruiz-Smith to adjourn the meeting. All in favor; motion passed.

Meeting adjourned at 7:46 pm.

**NEXT REGULAR BOARD MEETING: Tuesday, April 18, 2017 at the Coolbaugh Township Municipal Office meeting room.**

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

Submitted by: Erin Masker, Recording Secretary

Reviewed by: \_\_\_\_\_  
Lynn Kelly, Township Secretary

Witnessed by: \_\_\_\_\_  
Anthony Lamantia, Vice-Chairman

Date: \_\_\_\_\_