

**Coolbaugh Township
Board of Supervisors
April 5, 2011 Minutes
Page 1**

The Coolbaugh Township Board of Supervisors April 5, 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.

Mr. O'Boyle asked David Pope who was in the audience to 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., Mr. Robert B. Hutchins and Mr. Robert M. Zito. 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.

March 15, 2011 Meeting Minutes

Ms. Kelly moved to approve the minutes of March 15, 2011 as presented and dispense with the reading. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

The Cross Church Land Development Plan

Pastor and Mrs. Lakeram (Tim) Sahadeo were present on behalf of the above referenced Land Development Plan.

Before the Board was a March 16, 2011 memo from the Township Planning Commission with the following recommendations for waivers from the Township Code of Ordinances, Chapter 2, Part 2 - Stormwater Management and Earth Disturbance, Appendix E and a recommendation for approval of the Land Development Plan:

**Board of Supervisors
April 5, 2011 Minutes
Page 2**

That the Board waive the requirements of Section 2.3A (6) and Section 2.3B (1) for the bottom slope and outlet configuration of Basin #1, because this basin is proposed as an infiltration basin; Section 2.3A (12).

That the Board require the applicant to install a 4' high chain link fence around the perimeter of Basin #1, with the following requirements: The installation and type of fence must be acceptable to the Township Engineer; If, in the future, the basin is not neatly kept, the applicant be required to install vinyl slats to screen the basin.

That the Board NOT grant the request to waive the requirement of Section 2.3B(1) for Basin #1, that the emergency spillway discharge to a swale, stream or water course, but that the Board require the applicant to construct a discharge swale from the emergency spillway.

That the Board grant the request to waive the requirement of Section 2.3B(1) for Basin #2, as the outlet and spillway from Basin #2 will discharge to a level spreader upslope of wetlands, as recommended and approved by the MCCD.

That the Board approve the land development plan for The Cross Church, with the conditions that the above waivers are granted and recommended requirements accepted, and that all outstanding items in the Township Engineer's letter (dated February 28, 2011) be addressed to the satisfaction of the Township Engineer.

Mr. Hutchins moved to approve the Land Development Plan for The Cross Church per the Planning Commission recommendations outlined in the March 16, 2011 memo. Mr. Zito said he would second the motion on the condition that we do not accept the requirement for the applicant to install vinyl slats to screen the basin if the basin is not neatly kept. Discussion followed. Mr. Hutchins amended the motion to reflect the removal of the installation of the vinyl slats. Mr. Zito seconded the amended motion. Discussion - **David Pope** asked the location of the church. Mr. O'Boyle responded with the location being on S.R. 196. The motion carried 5-0.

**Minor Subdivision to join lots 364 & 365, Section F - A Pocono Country Place,
Property Owners - D E & S Properties T/A Classic Quality Homes**

Mr. Frutchey moved to approve the Minor Subdivision (referenced above). Mr. Zito seconded the motion. Discussion - **Vincent Massaro** asked if the applicant was fined

**Board of Supervisors
April 5, 2011 Minutes
Page 3**

for notarizing his own signature. Discussion about the Supervisors only requirement was to ensure that the signatures were notarized properly and is why the Minor Subdivision was tabled at the last meeting. The motion carried 5-0.

Wal-Mart Distribution Center request to hold a softball tournament to benefit the Children's Miracle Network

Mr. O'Boyle read the letter of request from Andrew Tolpa at the Wal-Mart Distribution Center for a waiver of the fees to use the fields and pavilion at the Township Park on May 16 and May 17 to benefit the Children's Miracle Network. Mr. Hutchins moved as per norm to grant the request. Seconded by Mr. Frutchey . Discussion - none. The motion carried 5-0.

Township Financial Report

Before the Supervisors were final Trial Balance and Final Budget Trial Balance for all funds as of February 28, 2011 and a Report with a total of General Fund revenues and expenses, cash balances and reports, and a listing of time available for all employees as of pay period ending March 19, 2011 prepared by Business Manager/Controller Doug Hein.

Current Obligations

General Fund	\$260,920.62
Capital Projects	\$ 50,070.10
Escrow Account Fund	\$ 10,527.24
Liquid Fuels	\$ 26,775.81
Sewer Fund	\$ 8,651.82
Total Disbursements	<u>\$356,945.59</u>

Ms. Kelly moved to approve the Current Obligations in the total disbursements of \$356,945.59. Seconded by Mr. Hutchins. Discussion - Harry Smith asked what expenses were incurred in the Sewer Fund for \$8,651.82. Mr. Zito handed him a copy of the invoices that were being paid. The motion carried 5-0.

Personnel Matters

Mr. O'Boyle said the Supervisors will go on to the next agenda item and this matter will be brought up after the Supervisors have a brief Executive Session with the meeting being kept open.

Other Business

E. M. Kutz Proposal for additions to the 2011 International Dump Truck

Mr. O'Boyle said Mr. Frutchey obtained the Proposal from E.M. Kutz which will be discussed with the Road Foreman.

Drop Off / Recycling Site

Discussion followed about the April 2nd Drop Off going well. Mr. Frutchey and Ms. Kelly spent the day with the DPW and have suggestions to be discussed with the Board. Discussion followed about discussing the matter at the April 19th Work Session. Ms. Kelly said she will circulate a memo with the suggestions prior to the work session. Mr. Hutchins was at the site several times throughout the day and said he watched a rented box truck being unloaded and it filled up one dumpster. Mr. Hutchins asked that charges for this type of truck be discussed at the meeting. Public Input - **Michelle Fairservice, Harry Smith and David Pope** gave their thoughts on why there should be charges for a large box truck.

Authorization to advertise a Bid for the collection of trash pick up at various locations in the Township and the dumpsters needed for the Drop off Site.

Mr. Hein asked for authorization to advertise the bid (referenced above). Mr. Hutchins moved to authorize the advertisement of the bid. Seconded by Ms. Kelly. Discussion followed about the time frame of the bid being awarded by the second week in May. The motion carried 5-0.

Pocono Services for Families and Children - Monroe County Head Start Program - request for a waiver of rental cost on space for June - August

Tim Lee Executive Director for the Head Start Program was present to request a waiver of rental cost on space in the Municipal Center for June- August. Mr. Lee explained that the Head Start Program is experiencing some serious funding shortfalls this year and we plan on starting in September with a full year program, providing 20 families with an extended day care. Discussion followed.

Ms. Kelly moved to grant the request to Monroe County Head Start for a waiver of the monthly rent for the months of June through August. Seconded by Mr. Zito. Discussion followed about if the funding would be available by fall. Mr. Lee responded with they will be working on the budget in June. Ms. Kelly and Mr. Zito amended the motion for the waiver of the monthly rent which does not include a waiver of the utilities. The motion carried 5-0.

Public Input

Fred Berg - asked Ms. Kelly if she contacted the newspaper to put an article in the paper about #1 through #9 plastic and household shredding in plastic bags can be taken to the site of the blue bins. Ms. Kelly apologized for not contacting the newspaper and asked Jeanine Hofbauer reporter for the Journal of the Pocono Plateau if she could put something about the recycling in her article. Ms. Hofbauer replied with a yes.

Mr. Berg asked for the status of the plaque for the Veterans. Discussion followed about discussing this matter at a future work session.

Vincent Massaro asked if there is a bin for the collection of batteries. Discussion followed about the type of batteries that can be put in household trash, etc.

David Pope - asked if the Township had a No Smoking Policy and asked if this is enforced for anyone driving Township vehicles. Discussion - Mr. O'Boyle said he would ask the Road Foreman to discuss this matter with the DPW employees.

Mr. Pope said he reviewed the high invoice for the truck to be repaired at Peterbilt and asked why the truck was towed to Mountain Services 2 or 3 times. Mr. O'Boyle said he would look into the matter.

**Board of Supervisors
April 5, 2011 Minutes
Page 6**

Phyllis Williams - the new CFL light bulbs cannot be recycled. Discussion followed about the Township having a box for the collection of the light bulbs.

Board of Supervisors Executive Sessions

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, March 15, 2011 at 6:15 p.m. re: Personnel. He said the Board will go to an Executive Session for Personnel and the meeting will be kept open.

Executive Session from 7:45 p.m. to 8:03 p.m.

Personnel Matters

Ms. Kelly motioned to discharge the employment services of Todd Schollhammer. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Ms. Kelly motioned to hire John Knecht to work at the Township Park for 35 hours a week, not to exceed 1000 hours, starting/ending dates for his employment to be determined at the discretion of the Road Foreman. Seconded by Mr. O'Boyle. Discussion - none. The motion carried 5-0.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 8:06 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Joseph O'Boyle
Board Chairman