

COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES

August 18, 2015

The meeting was called to order by Chairman William Weimer at 7:10 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Lynn Kelly, Fred Pope, Juan Adams and Robert M. Zito

Board Members absent:

None

Staff present:

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary

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.

1. Public input

- C. LaBosco from APCP stated that she submitted a service request to the Coolbaugh Township Zoning Officer and received a response back that she did not feel was professional regarding a property in her community that is renting out space in what is to be a one family dwelling that she was made aware of through a newspaper advertisement in the Pocono Record.
- C. LaBosco also asked the status on the Route 196 turning lane project as well as what will happen to the grant money if the time frame for completion that is set at April 2016 expires. She asked if there is a legislator that we can talk to and was advised that the Board will speak to Representative Parker and that Ms. LaBosco should do the same that it can't hurt if he hears it from both parties.
- C. LaBosco asked what the name of the collection company was that was discussed at the previous meeting.
- B. Sanford asked if we are any closer to tearing down the Belgravia property and was advised that it will be discussed at next month's meeting when the figures for the cost of the previous demolition is calculated and available for review to determine if there is funding available.
- D. Pope stated that at the PMRPC meeting he made a comment about Coolbaugh Township DPW going to Barrett to help move the filing cabinets and he was told to please thank them for their assistance. D. Pope asked that the Board give him a bill for the cost of the service provided and he will pass it along.

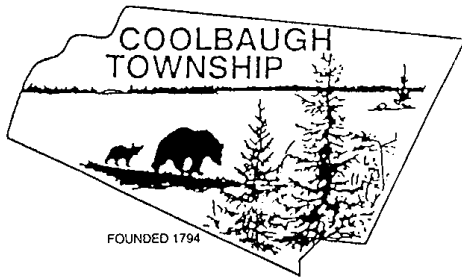
2. Approval of minutes / notes

Ms. Kelly made a motion, seconded by Mr. Weimer to approve the minutes of the August 4, 2015 regular meeting.

- **Discussion:** None
- **Vote:** 4-0-1 motion passes.(Mr. Adams abstained)

3. Monthly reports

- **Pocono Mountain Regional Police Department-** Report read by Mr. Adams. D. Pope also stated that the chief would like the members to go back to their Board's and suggest that they should all purchase an additional 10-20 more hours per week due to the overages. Mr. Weimer again stated that he would like to see a copy of the schedule of the officers. D. Pope stated that he was not aware this was requested but he will ask for it at the next meeting. Mr. Sanford asked that the Coolbaugh Township Regional Police Commission Representatives keep an eye on the discussed purchase of land for a shooting range. The purchase has been discussed but no mention of funding the ongoing costs that will be incurred has been discussed. D. Pope advised that the purchase will be made possible through forfeiture funds which they already have money saved in the fund. D. Pope stated he is on the



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budget committee and he will be monitoring the issue as well. Ms. Kelly asked if the range will be open to others, and was advised that it will not be.

- **Pocono Mountain Regional EMS**- Report read by Ms. Doremus
- **Coolbaugh Township VFD**-Report read by Mr. Dobson. Mr. Dobson stated that there is an ongoing issue with the traffic light sensors with the trucks. Mr. Weimer will have the lights looked at. Members of the audience questioned why the report from Coolbaugh Township lacked any information regarding the calls like the ones that we receive from the other Townships. It was requested two months ago that a detailed report be submitted and it is being requested again this evening.
- **Gouldsboro VFD**- Report read by Mr. Weimer
- **Pocono Summit VFD**- Report read by Mr. Tallmadge. Mr. Tallmadge submitted a letter for funds for their truck payment due in December. This request will be on the September 1, 2015 Meeting Agenda. Mr. Tallmadge also stated that he has received orders for 911 signs, and that Pocono Summit is still selling them.
- **Thornhurst Fire & Rescue Ambulance**- Report was read by Ms. Remak
- **Tobyhanna Township VFD**- Report read by Mr. Counterman

4. Request for Funding from Thornhurst Volunteer Fire & Rescue

Motion made by Mr. Pope and seconded by Mr. Weimer to grant the request from Thornhurst Volunteer Fire & Rescue for funding in the amount of \$12,500.64 for the purchase of dive team equipment from Like 'da Fish LLC. pending verification of funding availability.

- **Discussion:** Mr. Remak stated that Thornhurst has recently had an increase in volunteers interested in training for the dive team. This is the reason for the sudden requests for funding as the equipment that they have is currently out of date and requires replacement.
- **Vote:** All in favor, motion passes.

5. E-911 Readdressing

Mr. Keane gave his report updating the status of the readdressing project. Also stating that the Google Map project that Ms. Masker was working on will be back up in August, and she will continue working on it when the Google Mapping system is back up online. Mr. Keane is still checking in the store periodically to verify that the signs they are selling are in compliance with our ordinance so that he can keep his list of stores that he is sending to the residents to purchase the signs from up to date.

- **Discussion:** Mr. Zito asked if Mr. Keane could add a line to the report above the monthly totals which would reflect the previous month's totals so that a comparison could be made from month to month. C. Colgan asked if the Park has an E-911 address.

6. GE Services Contract Renewal

Ms. Kelly made a motion seconded by Mr. Adams to renew the contract with GE Water and Process Technologies in the amount of \$2,470.00 for the year.

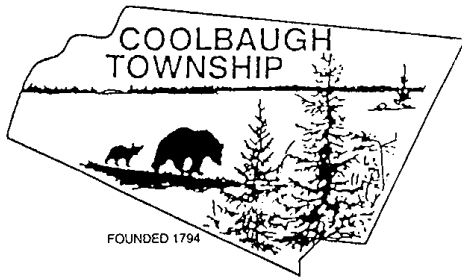
- **Discussion:** Mr. Pope asked if there was a difference in cost from last year, with Mr. Zito and Ms. Kelly stating they believed the cost was the same.
- **Vote:** All in favor, motion passes.

7. Authorization to Advertise Fall Leaf Cleanup Schedule

Mr. Weimer read the dates on the schedule for the 2015 Fall leaf Cleanup Schedule.

Mr. Weimer made a motion seconded by Mr. Zito to accept the dates that were read being between October and November for advertisement.

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



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8. Pavilion Roof Replacement

Ms. Kelly reviewed the estimates that were provided for the options of metal roofing and ondura roofing. There was some confusion on the pricing differences between the estimates that were received, and Ms. Kelly stated that she will get some clarification. Mr. Weimer stated that shingles are not a good option due to the pitch of the roof.

Mr. Pope made a motion seconded by Ms. Kelly to table the pavilion roof replacement until the September 1, 2015 meeting.

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

9. Planning Commission Recommendation for extension of time request for Dog Goods USA Land Development Plan

Mr. Pope made a motion seconded by Ms. Kelly to grant the request for an extension of time for Dog Goods USA Land Development Plan until November 17, 2015 per the request in the letter dated August 13, 2015 submitted by Brian Courtright P.L.S.

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

10. Business Manager/Controller Report

Report presented by Mr. Weimer

- **Discussion:** M. Fairservice asked for the breakdown of the line titled Fire in the amount of \$204,362.00. Ms. Kelly told her that she could request that information, it is a detailed general ledger report that would need to be printed out. M. Fairservice stated she will submit her Right to know request to Mr. Keane.

11. Current Obligations

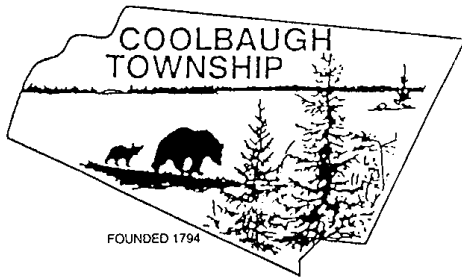
• General Fund	\$	81,801.67
• Sewer Fund	\$	6,281.48
• Capital Projects Fund	\$	0.00
• Emergency Services Fund	\$	0.00
• Liquid Fuels Fund	\$	0.00
• Escrow Fund	\$	485.00
• Total Disbursements	\$	88,568.15

Mr. Adams made a motion seconded by Ms. Kelly to pay the current obligations totaling \$88,568.15

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

12. Other Business

- Mr. Zito asked Mr. Hanna if he was able to find out any information regarding the ordinance pertaining to solicitation and yard sale signs. He was instructed by Mr. Hanna that it is still an ordinance and is in the zoning ordinance under the section of signage. This ordinance can be enforced and action can be taken when not in compliance if signs are not removed. This enforcement is citable.
- Mr. Weimer checked out the complex and found that the roof over the magistrate's office was very close to collapsing and that they were able to get an emergency repair permit. This work has been completed thanks to the availability of the contractor Mr. Beehler. Mr. Weimer stated that the complex has many issues. Mr. Weimer also stated that the paving project has begun.



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The Board of Supervisors went in to Executive Session at 8:15pm Re: Legal and Personnel, with the meeting being called back to order at 9:24pm.

13. Personnel

Mr. Weimer made a motion seconded by Ms. Kelly to advertise for the position of a Full Time Business Manager/Controller with the starting salary of \$55,000.00 per year or compensation based on experience with the Nancy Jackson Recruiting Agency.

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

Mr. Weimer congratulated Mr. Keane on behalf of the Board in completing his certification as a Zoning Officer through the State of Pennsylvania

Mr. Weimer made a motion seconded by Ms. Kelly to promote Mr. Keane with the title of Zoning Officer to the list of the titles he already holds and award him with a .50 an hour raise.

- **Discussion:** M. Fairservice asked if we will still be keeping our part time Zoning Officer as well. Mr. Weimer stated yes and Ms. Kelly stated that there is still at least another year or two worth of work for Mr. Keane in his position of Codes Enforcement with the E-911 readdressing project. It will take on the job training for Mr. Keane in respect to the duties of a Zoning Officer. Mr. Weimer stated that in the future he would like there to be two Full Time Zoning Officers and that is just his thoughts and that they may not be shared by all Board Members.
- **Vote:** All in favor, motion passes.

Mr. Weimer made a motion seconded by Ms. Kelly to hire Erin Masker as a full time administrative assistant with benefits at a rate of \$15.00 per hour.

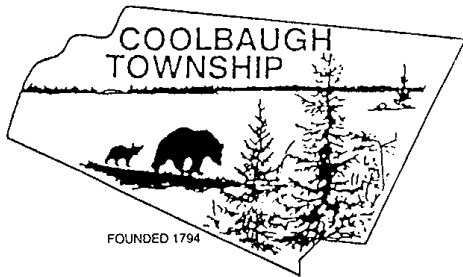
- **Discussion:** Mr. Zito stated that it is subject to the conditions of the Personnel Manual. Motion was amended to include Mr. Zito's comment.
- **Vote:** All in favor, motion passes.

14. Board of Supervisors Executive Sessions

- Held Prior- Monday August 17, 2015 Re: Legal
- Held Prior- Tuesday August 18, 2015 at 6:00pm Re: Legal
- Held During- Tuesday August 18, 2015 at 8:15pm Re: Legal and Personnel

15. Adjournment

There being no further business, a motion was made by Mr. Pope, seconded by Mr. Weimer to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 9:30pm.



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NEXT REGULAR BOARD MEETING: Tuesday, September 1, 2015 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: _____
Bill Weimer, Chairman

Date: _____