

**Coolbaugh Township
Board of Supervisors
August 2, 2011 Minutes
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The Coolbaugh Township Board of Supervisors August 2, 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. and 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.

Approval of July 19, 2011 Minutes

Ms. Kelly moved to approve the July 19, 2011 minutes as presented and dispense with the reading. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0-1 (Mr. Hutchins abstained due to not being present at the meeting).

Requests from Pocono Services for Families and Children (Monroe County Head Start Program) for placement of a shed to store playground equipment and offer to replace orange snow fence with split rail fence

Mr. Hutchins brought up the following items: the Township waiving the rent for the summer months because of a funding problem, whether they were going to stay on site, whether they were going forward with renting the library's space when it's vacant, whether their short fall of money was resolved, wanting assurance that the rent payments will resume at the start of the school season. Mr. Hutchins made it clear that he doesn't want anyone to think that he does not want this program on site, but feels that the Supervisors should have all the facts. Ms. Kelly suggested that they look into getting a recycled product for the split rail fence similar to the one that Monroe County Municipal Waste

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Management Authority has at their facility, but they are under no obligation to purchase a recycled product. Mr Hein said he would get a status report on their future plans.

Ms. Kelly made a motion to approve Pocono Service for Families and Children putting a shed on the property next to the current shed behind the maintenance garage and the installation of a split rail fence in front of the area where the children play conditioned upon coordination with the DPW Foreman so that the shed and fence are put up according to our regulations. Mr. Hutchins said he will second the motion with adding that the lease agreement signed in January commences at the start of the school season. The motion carried 5-0.

Minor Subdivision to join lots 5 & 6, Block A-2004, Section 20 , Arrowhead North - Property Owners - Mark Kotliar & Anna Shchiglik

Mr. Frutchey moved to approve the Minor Subdivision to join lots 5 & 6, Block A-2004, Section 20 , Arrowhead North for Property Owners Mark Kotliar & Anna Shchiglik. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

Twelve Year Transportation Program Update

Mr. O'Boyle read aloud the draft letter going to the Monroe County Planning Commission listing the addition noted in Highway Element and the draft letter going to the Pennsylvania State Transportation Commission presenting testimony for the Township's projects.

Mr. O'Boyle read the results of the Coolbaugh Township Traffic Study completed by the Monroe County Planning Commission during the week of June 22 to June 29, 2011 on State Route 196 north of Mount Pocono Borough line to Route 196 South of Route 423. Discussion followed about the number of vehicles per the week averaged at 103,606.

Harry Smith suggested adding the problem with the underground drainage needing to be cleaned on Main Street. Discussion followed about this being more of a maintenance matter. Public Input was heard from Michelle Fairservice and David Pope giving their thoughts on adding this problem to the list.

Ms. Kelly made a motion to approve the letters to be presented as our testimony on the Twelve Year Transportation Project Plan with the changes of the drainage problem on Main Street being added to both letters. Seconded by Mr. Hutchins. Discussion followed about Mr. Hutchins and Mr. Frutchey attending the Transportation Hearing. The motion carried 5-0.

Approval to update Township Code of Ordinances

Mr. Hutchins said based on the discussion at our last work session with Solicitor Connor and Engineer Russ Kresge on the importance of keeping the Code updated, I move to update the Code of Ordinances. Seconded by Mr. Frutchey. Discussion - Ms. Kelly asked for a time frame of 30 or 60 days to update the code. Mr. Hutchins amended the motion to add the condition that the code be updated within 30 days. Mr. Frutchey seconded the amended motion. The motion carried 5-0.

Pinebrook and Brodhead Parks - Reciprocal Recreational Use Agreement

Mr. O'Boyle explained that Stroud Township Supervisors have decided to open the Pinebrook and Brodhead Parks for the enjoyment of residents of all municipalities in Monroe County who sign the agreement. If the agreement is signed residents of the municipality would be extended the privilege of the free entry and use of the parks, subject to applicable rules and regulations.

Mr. Zito moved to approve signing the Reciprocal Recreational Use Agreement as presented by Stroud Township. Seconded by Ms. Kelly. Public Input - David Pope asked how their going to know who you are and where your from. Discussion followed about there being an office to check drivers license, etc. The motion carried 4-1-0 (Mr. Hutchins opposed).

Sewage Maintenance Program mailings

Discussion followed about getting more prices for the next meeting. Mr. Zito offered to give his contact at a mailing house that may fold the letters, stuff the envelopes and add the postage. Public Input - Michelle Fairservice suggested contacting the Tax Collector to see if the letters can be added with the spring tax bills. Discussion followed about residents receiving the letter that wouldn't apply to them because of having public sewer. Mr. Hein agreed to discuss the matter with the tax collector. Mrs. Frutchey was directed to schedule this matter on the next meeting agenda.

Authorization to advertise Manhole Riser Project Bid

Mr. Zito moved to authorize the advertisement. Seconded by Mr. Frutchey. Discussion- none. The motion carried 5-0.

Request to purchase twelve each of the American Flag and the Pennsylvania State Flag

The following Proposals were received: Carrot-Top Industries in the amount of \$1,319.46; Scott's Signs and Printing in the amount of \$1,733.16; and Bright Banners in the amount of \$2,048.40.

Discussion followed when public input was heard from David Pope who asked if the flags were made in the U.S. Mr. Hein said the flags are made in the U.S. according to their web sites.

Mr. Frutchey made a motion to approve Carrot-Top Industries Proposal in the amount of \$1,319.46 conditioned upon the flags being made in the U.S. Seconded by Mr. Hutchins. Discussion - Mr. Zito said he has no problem with the purchase of the flags but, is going to abstain from voting as he feels Department Heads should be able to purchase items such as these flags, office supplies, parts, etc. without coming before the Supervisors. Mr. Frutchey suggested following the procedure of doing a Purchase Order for signatures by the supervisors. The motion carried 4-0-1 (Mr. Zito abstained).

Approval to purchase a new 900SD Refrigerated Retrofit Controller

Mr. Frutchey moved to purchase a new 900SD Refrigerated Retrofit Controller in the amount of \$2,395.30 with shipping and handling. Seconded by Mr. Hutchins. Discussion - Ms. Kelly said there is a quote for a new Controller and a quote for the repair and asked if more quotes should be received. Mr. Frutchey said the repair is \$2,010.60 and the controller is approximately 9 years old, if we were to get more quotes, we would have to buy the whole unit as this new controller actually fits into a unit at the plant. The motion carried 5-0.

Authorization to purchase a Single Axle Plow Truck through Co-Stars Contract #0025-0005

Mr. O'Boyle explained the following quotes: Kenworth of PA in the amount of \$90,934.00 (is more closely aligned to our specs but it's the wrong color and is more expensive); Sherwood Freightliner in the amount of \$78,234.78 (is \$342.00 less but, lacks the ability to mount the hydraulic system the township uses, along with several other differences including the wrong color that would involve additional costs) and Five Start International in the amount of \$78,576.00 (meets our specs).

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Mr. O'Boyle explained the Proposal from E.M. Kutz per Co-Stars Contract #025-053 for the truck body in the amount of \$55,334.00.

Mr. Frutchey made a motion to purchase the single axle plow truck from Five Star International, Model 7400 in the amount of \$78,576.00 and the body pack unit from E.M. Kutz in the amount of \$55,334.00 with the condition that three (3) LED warning lights across the back are added to the truck. Seconded by Mr. Hutchins. Discussion followed about ordering the truck, but the financing of the truck would be discussed at the next meeting after information is received on doing a lease purchase. Public Input - Harry Smith asked if the truck was a 2011 or a 2012. Mr. O'Boyle - said the truck is a 2012. The motion carried 5-0.

Authorization to advertise bid for the sale of the 550 Ford One Ton Dump Truck through municibid.com

Mr. Zito moved to authorize the advertisement. Seconded by Mr. Frutchey. Discussion - Mr. Hein said he will do the advertisement when everything has been finalized with the purchase of the 2012 Single Axle Plow Truck. The motion carried 5-0.

Township Financial Report

Mr. Hein explained the report that included the final Trial Balance and final Budget Trial Balance for funds as of June 30,2011 . Along with the report was a listing of time available for all employees as of payroll ending July 23, 2011.

Current Obligations

General Fund	\$352,118.31
Capital Projects Fund	\$ 392.64
Escrow Account Fund	\$ 8,640.42
Sewer Fund	\$ 11,454.56
Total Disbursements	<hr/> \$372,605.93

Mr. Frutchey moved to pay the Current Obligations in the amount of \$372,605.93 Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

Other Business

Arcadia North - Emergency Access Road

Discussion ensued over Russ Kresge Township Engineer receiving a call from Craig Todd at the Monroe County Conservation District (MCCD) concerning the removal of the emergency access road for Arcadia North. It has been indicated that the removal of this existing emergency access road/bridge and restoration of vegetation would be an acceptable means of bringing the site of the gas line project into NPDES compliance.

Mr. Hutchins moved to send a letter from the Township to MCCD conforming that no consideration would be given by the Township to remove the emergency access road without providing some other secondary means of access. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0.

Change in Work Sessions

Mr. Frutchey asked if the Supervisors would consider not holding the work session of the fourth Tuesday of the month for the rest of this year and hold one on the third Tuesday of the month prior to the regular meeting at 6:00 pm. Discussion followed about keeping the fourth Tuesday of the month available, if needed..

Mr. Zito moved to authorize the advertisement. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-1-0 (Ms. Kelly opposed).

Recycling Pass Cards processed on Saturday

Mr. Frutchey asked if anyone had any objection to him processing recycling pass card on the Saturday the drop off site is opened as it is a service to the residents. Discussion followed about there may not be enough time to check the paper work to see if a card has already been issued to a household, not having the property identifications number, computer software not available, extra cost, etc. Further discussion followed about getting a report from Saundra as to the number of duplicate cards that may be processed.

It was the consensus of the Supervisors that the recycling pass card could be processed on Saturday the weekend when the site is opened. Public input - Michelle Fairservice commented that it's the eight month and changes to the site are still being made.

Damaged traffic light poles to the Coolbaugh Township Volunteer Fire Company

Ms. Kelly made a motion to give the damaged traffic light poles to the Coolbaugh Township Volunteer Fire Company for their use in lighting the parking lot at the station on Wildflower Drive / SR 196. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Sale of former Zoning pickup Ford Truck through municibid.com

Mr. Hein said he received a bid for the sale of the former zoning truck for \$2,600 from John Kapanich from Meadville, PA.

Mr. Hutchins made a motion to accept the bid in the amount of \$2,600.00 for the sale of the ford truck. Seconded by Mr. O'Boyle. Discussion - Ms. Kelly asked that the name of the buyer be entered into the motion. Mr. Hutchins amended the motion to include the name of John Kapanich. Mr. O'Boyle amended the second to the motion. The motion carried 5-0.

District Court

Mr. Hein informed the Supervisors that he recently learned from Judge Anthony Fluegel that the lot was sold that the county was considering for a new district court building. The County is looking at a parcel behind the post office. Mr. Fluegel was not aware that the Township sent a letter to the County with an offer of our site. Discussion followed about sending another letter to the county advising them that our 2 acre parcel of land at the Municipal center site with central water and sewer was still available.

Public Input

Phyllis Pope - asked is the DPW crew could pick up the bags of trash when they see it along the side of the road. Discussion - she was advised that this is currently being done by our DPW employees.

Fred Berg - asked if Litter Control was having the prisoners pick up the trash and went on to say they are doing an excellent job. Mr. Berg was advised that it was teens doing the work.

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Harry Smith - asked if the SEO did the inspection at the sports camp and if the report from that inspection was available. Discussion followed about the inspection being completed by the SEO but, the township has not received the report.

David Pope - asked for the status of the owner being contacted to have the former lake house property removed. Discussion followed about the ZO looking into the matter. **Mr. Pope** - the road behind the pizza shop at the foot of the hill has a vehicle parked by the side door making it hard to see to cross the Main Street. He asked if the owner could be contacted to move the vehicle. Discussion followed about having our ZO look into the matter.

Other Business

Mountain View Drive and Everest Drive - Readdressing Project

Mr. Frutchey said he received an email from Kim Berger Coordinator, Monroe Readdressing with a slight problem with Mountain View Drive in Tobyhanna Township and Everest Drive in Coolbaugh Township. To address these structures from Mountain View Drive would mean a road sign signifying a road name change. Ms. Berger asked if Coolbaugh Township would agree to continue Mountain View Drive to Ridge Road. It was the consensus of the Supervisors that this was acceptable.

1984 Municipal Agreement between Coolbaugh Township and Mount Pocono Borough relating to snow removal at a portion of Industrial Park Drive and Staudts Road

Mr. O'Boyle said he was contacted by a member of the Mount Pocono Borough requesting to meet to discuss the Municipal Agreement that was just repealed. Discussion followed. Mrs. Frutchey was directed to contact the borough and schedule a meeting.

Board of Supervisors Executive Sessions

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, July 19, 2011 at 6:50 p.m for Personnel issues.

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Adjournment

With no further business before the Board, Mr. Hutchins moved to adjourn the meeting. Seconded by Mr. Zito.. Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 8:29 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Joseph O'Boyle
Board Chairman