

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
August 21, 2018

The meeting was called to order by Chairman William Weimer at 7:06 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

William Weimer, Anthony Lamantia, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

**Board Members absent:**

None

**Staff present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary and Maureen Mills, Business Manager/Controller

**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**

Nothing was heard.

**2. Approval of minutes / notes : August 10, 2018 Meeting**

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the meeting minutes of August 10, 2018 as written.*

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

**3. Monthly Reports**

- **Pocono Mountain Regional Police Department-** Presented by Ms. Kelly stating that the PMRPD is working on a new hire list and had 140 applicants. Ms. Ruiz-Smith stated that she will be requesting to be a part of the interview committee.
- **Pocono Mountain Regional EMS-**Presented by M. Lemley.
- **Coolbaugh Township VFC-** Presented by J. Wicmandy. Ms. Ruiz-Smith thanked the CTVFC for the invitation to the wet down stating that she had a great time.
- **Gouldsboro VFD-** Presented by D. Rinaldi. Ms. Colgan asked how the clam bake went.
- **Thornhurst Fire & Rescue Ambulance-** Presented by D. Wagner.
- **Tobyhanna Township VFC-** Presented by T. Counterman. Mr. Weimer stated that a meeting will be held with all Chiefs and Presidents of the fire companies that serve Coolbaugh Township to discuss recruitment and retention ideas for the 2019 budget.
- **Pocono Mountain Public Library-** Presented by A. Shincovich, stating that there are multiple programs that are ongoing at the library for both children and adults and that information can be found on the library website and facebook page.

4. Resolution 06-2018- Recognition of the R. Dale and Frances M. Hughes Foundation for their support of the Pocono Mountain Public Library

*Mr. Weimer made a motion second by Mr. Lamantia to approve Resolution #06-2018 Recognition of the R. Dale and Frances M. Hughes Foundation for their support of the Pocono Mountain Public Library.*

- **Discussion:** A. Shincovich, PMPL Director thanked the Board on behalf of the foundation.
- **Vote:** All in favor, motion passes.

5. Authorization to Advertise Adoption of Township Code of Ordinance Codification

*Ms. Colgan made a motion second by Ms. Kelly to authorize the advertising of Adoption of the Township Code of Ordinance Codification.*

- **Discussion:** Solicitor Armstrong stated that this process has been ongoing for years and we would plan for it being on the agenda in October. Ms. Ruiz-Smith asked if the Monroe County Planning Commission has received a copy with Mr. Armstrong stating that they will receive one.
- **Vote:** All in favor, motion passes.

6. Parks and Recreation Request for DPW Workers for the Touch a Truck Event on Saturday, September 15, 2018 from 9am-4pm.

*Mr. Weimer made a motion second by Ms. Kelly to authorize up to the full DPW staff to work on September 15, 2018 for the Parks and Recreation Touch a Truck Event from 9am-4pm on a volunteer basis.*

- **Discussion:** Ms. Ruiz-Smith stated that she would be ok with this motion as long as it was volunteer and not paid overtime, being advised by Mr. Weimer that it is at the overtime rate but will be available to all DPW workers that volunteer to work and is not mandatory for them. Ms. Ruiz-Smith asked if the PMRPD will be in attendance, being advised by M. Fairservice that she has received confirmation from PMRPD will be there.
- **Vote:** All in favor, motion passes.

7. Planning Commission Recommendation of Conditional Approval of the Dollar General Subdivision Plan

*Mr. Lamantia made a motion second by Ms. Colgan to grant conditional approval to the Dollar general Subdivision Plan conditioned upon the sewage planning module process being complete as required by Chapter 22, §405.3.A, and approved by the PA DEP.*

- **Discussion:** Ms. Ruiz-Smith asked about the fire hydrant issue being advised by Jude Colwell representing the Dollar General that the developer is in agreement to install one hydrant when the water source issue is fixed. V. Massaro asked if this project is located across from the entrance of APCP and if this is what is holding up the Route 196 turning lane project, being advised that it is up 196 by the strip mall and that it is not holding up the project on Route 196. **Vote:** All in favor, motion passes.

8. Planning Commission Recommendation of Waiver Approvals for the Dollar General Land Development Plan

*Mr. Lamantia made a motion second by Ms. Ruiz-Smith to grant Dollar General approval of the requested waivers listed as §612.5- Parking is not permitted between the building and public road right-of-way, §612.6.A.2- The proposed number of parking spaces does not meet the minimum requirements of this section and the Parking Demand Table and §615- Landscaping Requirements.*

- **Discussion:** Jude Colwell representing Dollar General stated that they may choose to install the additional 7 parking spots at this point instead of making it a condition for the future as once the site is complete and the store is open it may be sold to another owner to run the store and they would rather not have the requirement of additional parking to be held over the sale of the store. Solicitor Armstrong stated that this will need to be shown on the plan either in advance or on an as built plan.

V. Massaro stated that in his opinion the parking will not be sufficient for the number of residents in the community. Ms. Ruiz-Smith stated that they are meeting the Township Ordinance. H. Smith asked if the project meets all Township setbacks being advised that it does.

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

#### 9. Planning Commission Recommendation of Conditional Approval of Dollar General Land Development Plan

*Mr. Weimer made a motion second by Ms. Colgan to grant conditional approval of the Dollar General Land Development Plan conditioned upon outside agency approvals being received, Development Agreement and Bond being submitted to the Township upon review by the Township Solicitor, all comments listed in Township Engineer, Russell Kresge's letter dated August 3, 2018 are addressed and the fire hydrant issue is resolved.*

- **Discussion:** Ms. Ruiz-Smith stated that they have been very cooperative through the process. Ms. Kelly commented that if PAWC does not install the line then Dollar General will not be responsible to install a hydrant. Solicitor Armstrong stated that the hydrant can be listed in the Declaration of Covenants for a future project.
- **Vote:** All in favor, motion passes.

#### 10. Planning Commission Recommendation of Conditional Approval of the Steven J., Inc. Subdivision Plan

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to grant conditional approval to the Steven J., Inc. subdivision plan conditioned upon the comments in Township Engineer, Russell Kresge's review letter dated July 20, 2018 being satisfied.*

- **Discussion:** Mr. Steven Miga, property owner showed a picture to the Board of Supervisors with respect to the stone that was on the property prior to his ownership. Ms. Masker stated that this is in regard to his request for a waiver of the Stormwater Management requirement and advised that the Planning Commission addressed this issue by stating that this issue would not be able to be addressed until the land development plan was submitted.
- **Vote:** All in favor, motion passes.

#### 11. Planning Commission Recommendation of Approval of the Food Express Convenience / Dunkin Donuts Land Development Plan Extension of Time until December 12, 2018

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the requested extension of time for Food Express Convenience/ Dunkin Donuts Land Development Plan until December 12, 2018.*

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

#### 12. Mountain Center Request for Assistance with Funding Toward the Culvert Replacement and Driveway Work

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to table this agenda item.*

- **Discussion:** Ms. Ruiz-Smith stated that she would like this item to be tabled until Mr. Lee is in attendance to discuss the request as he was not aware it was on the agenda for this evening. Mr. Lamantia stated that there should be an easement or right of way on this property for access to the WWTP and stated that he would like to see the agreement. H. Smith asked who owns the property stating that it was previously owned by the school and there should be an easement on file.
- **Vote:** All in favor, motion passes.

**13. Authorization of Roads for Pick up the Poconos Program (Saturday, September 29, 2018)**

*Mr. Weimer made a motion second by Ms. Colgan to have cleanup on Hemlock Drive, Laurel Drive and Green Road for the pick up the Poconos program on Saturday, September 29, 2018 from 8am-12pm.*

- **Discussion:** Discussion ensued about the roads that require cleanup and it was agreed that the three roads presented were the highest priority. Ms. Mills stated that they are looking for 2 roads as it will only be for a period of four hours and we need to advertise for volunteers as well as possibly provide extra gloves, garbage bags and DPW workers for traffic control.
- **Vote:** All in favor, motion passes.

**14. Authorization for DPW to Provide Flagging for Pick up the Poconos (Saturday, September 29, 2018)**

*Ms. Colgan made a motion second by Ms. Kelly to authorize up to 4 DPW workers for flagging for the Pick up the Poconos program being held on Saturday, September 29, 2018 from 8am-12pm.*

- **Discussion:** Ms. Mills stated that we will need to provide a light breakfast and water for the volunteers.
- **Vote:** All in favor, motion passes.

**15. Authorization to Begin an Official Facebook Page for Coolbaugh Township**

*Mr. Weimer made a motion second by Ms. Colgan to begin an official Facebook page for Coolbaugh Township.*

- **Discussion:** Ms. Ruiz-Smith stated that she sees the Mount Pocono Facebook page and is not in favor of the back and forth commenting. Mr. Weimer stated that this will be for informational purposes only and that there will not be the ability for public comments on the posts. Solicitor Armstrong stated that he has a document that would outline the policy for the page that he will send for the Board to review.
- **Vote:** 4-1-0, motion passes. (Ms. Ruiz-Smith opposed)

**16. Municipal Center Security Cameras**

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to table this agenda item.*

- **Discussion:** Ms. Ruiz-Smith stated there is a second proposal that is not included in the packet that should be considered before making a decision on which company to go with. Ms. Ruiz-Smith stated that as the liaison for facilities she should be consulted on the agenda items that pertain to her responsibilities and projects as well as copied on the quotes that are received.
- **Vote:** 4-1-0, motion passes. (Mr. Weimer opposed)

**17. Authorization for Staff to work with Labor Attorney, Dick Goldberg on Updating the Personnel Manual**

*Ms. Kelly made a motion second by Mr. Weimer to authorize the staff to work with Labor Attorney, Dick Goldberg on updating the personnel manual.*

- **Discussion:** H. Smith asked if any DPW workers would be included in this process being advised that they will not but the revised draft would be provided for review by the union.
- **Vote:** All in favor, motion passes.

**18. Controller Report**

Presented by Ms. Mills as of July 31, 2018

## 19. Current Obligations

• General Fund	\$	141,382.72
• Escrow Fund	\$	2,130.00
• Sewer Fund	\$	<u>17,110.17</u>
Total Disbursements	\$	160,622.89

*Ms. Kelly made a motion second by Ms. Colgan to pay our current obligations in the amount of \$160,622.89.*

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

## 20. Other Business

*Ms. Colgan made a motion second by Mr. Weimer to purchase items for a light breakfast for the volunteers of the Pick up the Poconos program on Saturday, September 29, 2018 in an amount not to exceed \$100.00.*

- **Discussion:** Discussion ensued about opening the firehouse to serve breakfast.
  - **Vote:** All in favor, motion passes.
- Ms. Colgan stated that the movie in the park was rained out again, stating that Ms. Masker checked with the company and the license is good until July of 2019 so we will schedule another night next year.
- Ms. Ruiz-Smith asked if the agenda item for pick up the Poconos went through Mr. Weimer for addition to the meeting agenda.
- Solicitor Armstrong stated that the draft of the Fulford agreement is complete and asked if the Board would like it to be forwarded to Ken Fulford for review. Discussion ensued regarding the possibility of putting out an RFP for bids for next year. Ms. Ruiz-Smith stated that the draft of the agreement should be sent to Ken Fulford as a courtesy as it will provide guidelines of what is expected from their service. The Board agreed that it could be sent to Ken Fulford for review/ comments.
- Solicitor Armstrong stated that the on-lot sewage maintenance agreement was received by Aldi's which was previously reviewed prior to him becoming the solicitor and asked if the Board is ok with moving forward with it as presented, being advised that the Board is ok with moving forward.

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the on-lot sewage maintenance agreement for Aldi, Inc.*

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

## 21. Board of Supervisors Executive Sessions

- **Prior:** Tuesday, August 21, 2018 from 6:26pm-7:06pm Re: Legal and Personnel.

## 22. Adjournment

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

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

Meeting adjourned at 8:43pm.

NEXT REGULAR BOARD MEETING: Tuesday, September 4, 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: \_\_\_\_\_