

**Coolbaugh Township  
Board of Supervisors  
August 3, 2010 Meeting - Page 1**

The Coolbaugh Township Board of Supervisors August 3, 2010 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

**Call To Order**

Chairman Joseph O'Boyle called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance to the Flag.

**Roll Call**

Supervisors present for the meeting included: Mr. Joseph O'Boyle, Ms. Lynn Kelly, Mr. James H. Frutchey, Jr. and Mr. Robert B. Hutchins. Also present were: Township Solicitor Jerry F. Hanna and Township Secretary Linda Frutchey. Supervisor Robert M. Zito and Business Manager/Controller Douglas Hein were absent.

**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 20, 2010 Minutes**

Mr. Frutchey moved to approve the July 20, 2010 minutes as presented and to dispense with the reading. Seconded by Ms Kelly. Discussion - none. The motion carried 4-0.

**Master Contract for Plan Review and Inspection Services between Bureau Veritas and Coolbaugh Township**

Mr. Hutchins summarized the Master Contract with Bureau Veritas with the major change from the 2002 Agreement being the increase from fifteen percent to twenty percent remittance of permit fees on a monthly basis. He went on to explain that the Intermunicipal Agreement will be terminated once the Master Contract is signed, as Coolbaugh Township has been the only remaining municipality participating since the Townships of Paradise, Tobyhanna and Tunkhannock withdrew from the 2002 Agreement.

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Solicitor Hanna discussed the matter of property owners having a right to obtain a third party inspection subject to Bureau Veritas requirements and suggested that the first paragraph of the contract should be changed to add the following wording: "the agreement is subject to the requirements of Section 501.d of the Act". Discussion followed.

Mr. Hutchins moved to enter into the proposed Master contract with Bureau Veritas for plan review and inspection services conditioned upon the wording "subject to the requirements of 501.d of the Act" being added to the first paragraph and the 2002 Agreement and Inter-Municipal Agreement being terminated once the new contract has been amended and signed. Seconded by Mr. Frutchey. Discussion followed about the minimum permit fee being raised to \$125.00, and that the contract would start on the date the changes are made with an ending date of December 31, 2011. The motion was amended by Mr. Hutchins and Mr. Frutchey to reflect the start and ending date. Public comment was heard from Michelle Fairservice who asked what the contract is costing the Township. Discussion ensued over the contract not costing anything and the Township receiving 20% of permit fees. Harry Smith asked if Bureau Veritas pays rent and if the contract included equipment costs. Mr. Smith was advised that rent is paid and the contract does not include equipment costs. The motion carried 4-0.

**Authorization to advertise Draft Amendment to Coolbaugh Township Code of Ordinances, Chapter 15 Motor Vehicles and Traffic , Part 4 - General Parking Regulations, re: to establish No parking Zones and Post No Parking Signs along both sides of SR 611 from the Mount Pocono Borough/Coolbaugh Township line on the south to the northerly end of SR 611 at SR 4013, and on both sides of SR 423 from SR 611 to the southbound ramp of I 380**

Mr. O'Boyle summarized the draft amendment and explained that an Engineering & Traffic Study - No parking analysis for SR 611 & SR 423 was completed by our Township Engineer Russ Kresge. Discussion followed.

Ms. Kelly moved to authorize the advertisement. Seconded by Mr. Frutchey. Public comment was heard from Michelle Fairservice, who voiced concerns that the posting of the signs may not help as township roads with No Parking Signs still get trucks parking on the roads and asked who is going to enforce the ordinance and install the signs. Discussion followed about PMRP doing the enforcement as per the motor vehicle code, that Township employees will install the signs and the area is being posted with official signs purchased from an approved sign manufacturer, etc. Discussion ensued about future Land Development Plans being required to have a staging space to park trailers, etc.

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Public comment was heard from Harry Smith who asked what could be done with trucks parking on Corporate Center Drive. Discussion followed about looking into the matter. The motion carried 4-0.

**Muschlitz Excavating, Inc. - SR 196 Sterling Road & Kings Way/Seven Nation Drive Intersection Improvements**

**Request for Payment Application #3 in the amount of \$160,898.08**

**Request for Payment Application #4 in the amount of \$83,638.80**

Mr. O'Boyle summarized the letters from Jim Milot of Hanover Engineering on the request for payments #3 & #4.

Ms. Kelly moved to approve the Request for Payment Application #3 in the amount of \$160,898.08 and the Request for Payment Application #4 in the amount of \$83,638.80. Seconded by Mr. Hutchins. Discussion followed about the amounts on Applications #3 and #4 needing to be changed to reflect a ten percent retainer. Ms. Kelly amended the motion to approve Payment # 3 in the amount of \$144,808.28 and Payment #4 in the amount of \$75,274.92. Mr. Hutchins seconded the amended motion. Public comment was heard from Werner Frank, who said the paving is the only thing that has to be done to complete the project. Ronnie Frank asked if there would be a notice of a warning before the lights are actually activated. Discussion ensued over the requirement of there being a warning time, etc. The motion carried 4-0.

**Township's Financial Report**

Before the Supervisors were detailed Financial Reports for the August 3, 2010 Board meeting prepared by Business Manager/Controller Doug Hein.

Mr. O'Boyle read the financial information reports for the period ending July 24, 2010 for revenues, expenses and cash balances. Discussion followed.

**Current Obligations**

General Fund	\$288,163.32
Capital Projects Fund	\$236,636.55
Escrow Fund	\$ 647.25
Sewer System Fund	\$ 1,538.55
<b>Total Disbursements</b>	<b><u>\$565,944.77</u></b>

Mr. Hutchins moved to approve the Current Obligations in the amount of \$565,944.77. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

**Other Business**

**Clothing Ministry**

Mr. O'Boyle summarized a letter from Michael Stern, President of Pocono Mountain Ecumenical Hunger Ministry (food pantry) re: the food pantry granting a donation in the amount of \$300.00 to the Township to help purchase material to construct a secure space for the clothing and small household items conditioned upon the Township providing the manpower to buy the material and install the walls, etc. Discussion - Ms. Kelly explained the need for the secured space as items are stored in plastic bins and when representatives of the Clothing Ministry are not present, the bins are rummaged through and the area is left in a mess, etc.

Mr. Hutchins moved to approve the Township providing manpower to build a secure place for the clothing ministry. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

**Election Board Meeting re: Change of Polling Place of Coolbaugh 3**

Mr. O'Boyle announced that the Monroe County Board of Elections will meet on Wednesday, August 4, 2010 at 1:30 p.m. to discuss the Change of Polling Place of Coolbaugh 3, and a decision may be made to move it to the E Club House in APCP.

## **Public Input**

**Werner Frank** - asked about the status of Pastor Dennis Bloom's driveway. Discussion followed about it being a PennDOT Permit and the Township not having any say in the matter.

**Ronnie Frank** - asked about the status of the abandoned garage at the corner of Green Road and SR 196. Discussion followed about there being an open zoning permit on the structure and in accordance with new legislation the permit will be good for another 3 years, etc.

**Michelle Fairservice** - asked if the SEO did an inspection at the Sports Camp. Mr. O'Boyle summarized the report and said that no sewage violations were reported. There are two portable toilets on the property which the owner of the camp said the vendor was notified to pick up. Discussion followed about requesting a pumping report to be included in the new report. **Ms. Fairservice** asked why the contract with Bureau Veritas was on this agenda when it was supposed to go to a Work Session to be discussed. Discussion followed about there not being that many changes in this new contract from the previous one and there not being a need to have it on two agendas. **Ms. Fairservice** asked if an analysis has been done to see if it would be better to hire an SEO rather than have contracted services. Discussion followed about the matter being discussed during the budget process.

**Harry Smith** - asked why Hanover Engineering invoices are so high and why are we paying this firm for invoices that should go to Coolbaugh Realty and Arcadia North. Discussion followed about the Township paying the engineering firm from the Township Escrow Account Fund, then the money to pay the engineering firm invoices is taken from each developer's escrow account plus they pay an additional 20% for township administrative charges. It was explained that the other invoices to Hanover Engineering were for the Recreation Building.

## **Board of Supervisors Executive Sessions**

Mr. O'Boyle announced that the Supervisors held an Executive Session on Tuesday, July 20, 2010 at 6:30 p.m. re: Pending Litigation and one will be held on Tuesday, August 17, 2010 at a time to be announced for Personnel Issues

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**Adjournment**

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0. The meeting adjourned at approximately 8:02 p.m.

Respectfully submitted:

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Linda Frutchey  
Township Secretary

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Joseph O'Boyle  
Board Chairman