

**Coolbaugh Township
Board of Supervisors
August 7, 2012 Minutes
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The Coolbaugh Township Board of Supervisors August 7, 2012 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Vice-Chairman Robert M. Zito called the meeting to order at approximately 7:15 p.m. and led those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Mr. Robert M. Zito, Mr. Juan Adams, Mr. James H. Frutchet, Jr., and Ms. Lynn Kelly. Chairman Robert B. Hutchins was absent. Also present were Township Solicitor Jerry F. Hanna, Township Secretary Linda Frutchet, and Business Manager Douglas Hein.

Announcement: The Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting for other issues.

Approval of Minutes

Mr. Frutchet made a motion to approve the July 17, 2012 Minutes as presented and dispense with the reading. Seconded by Mr. Adams. The motion carried 4-0.

Status - Wiley Preserve Nature Trail

Ms. Kelly requested that this matter not be carried forward until we hear from Alex Colefield.

The Cross Church - Final Land Development Plan / Stormwater Management Facilities Maintenance Agreement and Improvements Agreement

Mr. Zito announced that Pastor Lakeram (Tim) Sahadeo called earlier in the day to request that the matter be tabled and that it be scheduled on the next meeting agenda.

Grant - Hemlock Drive Realignment Project

Mr. Hein said the scope of the LSA Grant does not have to be re-written; he met with Jim Milot at the site to discuss various options; Mr. Milot will meet with PennDOT to review the revisions to the project and he will be providing revised cost estimate and drawings. Public Input - David Pope, Michelle Fairservice, Harry Smith gave their comments on leaving that

end of the road as is and close off Cayuga Drive. Discussion ensued over various options at the site, etc. It was the consensus of the Supervisors that they should meet at the site and discuss the various suggestions, etc.

E. F. Possinger & Sons - Road Sweeping Invoice

Mr. Frutchey said it was his understanding that fifty percent of the roads were swept when this matter was before the Board in May, therefore the motion was to approve Possinger for sweeping the roads in the amount of \$3,600.00, but the fact was that only 25% of the roads were swept. He said he was sorry but, he messed up; the bottom line is the work has been done, the roads look good, and made a motion to pay the E.F. Possinger & Sons invoice in the amount of \$7,245.00 for sweeping the roads. Seconded by Ms. Kelly. Discussion - Ms. Kelly asked that more quotes be obtained in the future. Public Input - Harry Smith asked if the amount of \$7,245.00 was on top of the \$3,600.00. He was told it was the total amount of the job. The motion carried 4-0.

Business Manager / Controller's Financial Report

Mr. Hein went over his report in detail, which included the final Trial Balances and final Budget Trial Balance for all funds as of July 31, 2012, and the revised P & L Statement that showed a comparison to last year. A listing for time available for all employees as of pay period ending July 21, 2012 was included in the report. The Report was accepted as presented.

Current Obligations

General Fund	\$377,265.17
Capital Projects	\$ 260.50
Escrow Account Fund	\$ 523.56
Sewer Fund	\$ 10,884.51
Total Disbursements	<u>\$388,933.74</u>

Mr. Adams made a motion to pay the Current Obligations in the amount of \$388,933.74. Seconded by Mr. Frutchey. Discussion - Mr. Zito commented that the last TAN principal repayment is being paid tonight, and he is happy about the Rainy Day Fund in the amount of \$580,314.35. The motion carried 4-0.

Other Business

PMREMS LSA Grant for two (2) vehicles

Mr. Adams explained that PMREMS needs to replace vehicles and want to proceed with preparing an LSA Grant to request \$250,000.00 to purchase 2 new vehicles. They would like Coolbaugh Township to be the lead municipality listed in the Grant. A letter of support or a resolution is needed from Coolbaugh Township.

Mr. Adams made a motion that Coolbaugh Township be the lead municipality for the LSA Grant Application for PMREMS in their request for financial assistance of \$250,000.00 to purchase two vehicles. Seconded by Ms. Kelly. Discussion ensued regarding the number of LSA Grants that Coolbaugh Township can be involved with at one time. Public Input - David Pope - is there a maintenance plan on each of the vehicles?; if a cost analysis has been done?; if the vehicles need to be replaced?. Harry Smith - Does PMREMS provide the Supervisors with a copy of their budget? Fred Berg asked about the subscription rate drive and the amount of returns. Michelle Fairservice said at the last meeting Scott Topping reported that 558 forms were returned to date; the public needs to be more aware of the needs of PMREMS. Mr. Adams said that any member of the public can call Scott Topping for answers to their questions. The motion carried 4-0.

Proposed LSA Grant - left hand turning lane from SR 196 into A Pocono Country Place Property Owners Association

Mr. Adams explained that a left hand turning lane is needed from SR 196 into A Pocono Country Place (APCP) due to the amount of vehicles that travel that road. Turning into APCP is very dangerous; when a vehicle is stopped waiting to make the left hand turn into APCP, it becomes extremely dangerous because so many times a vehicle in back does not stop and the vehicle trying to make the turn is hit from behind. An LSA Grant Application can be considered in an amount of \$500,000.00. Public Input - David Pope - has an engineering design been prepared? Michelle Fairservice - why should Coolbaugh Township be preparing a LSA Grant for APCP?; Is APCP going to contribute towards the project? Discussion followed. It was the consensus of the Supervisors to discuss this matter at their next work session.

Black Top Project at the back parking lot at the DPW Garage

Mr. Frutchey advised the Supervisors that he has an opportunity to have Tunkhannock Township work with our Township as an inter-municipal cooperative

effort by bringing their paver and miller over and assist our crew with laying blacktop down on the area in front of the blue bins, in front of the recycling shed, from gate to gate, from the fuel pumps up to the salt shed, and filling in various holes in the parking lot. The cost of the project will be approximately \$12,000.00 +/- to purchase 250 tons of blacktop.

Mr. Adams made a motion to grant approval to the Road Foreman and crew to proceed with the black top project with purchasing 250 tons of blacktop at a cost of approximately \$12,000.00. Seconded by Mr. Frutchey. Discussion - Ms. Kelly said she would prefer to see the scope of the project in writing; asked if a permit was needed from MCCD; if the cost of the project was in the budget; if, it is, what is the budget line item. Public Input - Michelle Fairservice asked who is going to haul the blacktop. The answer was our DPW. The motion carried 3-1-0 (Ms. Kelly opposed).

Bradco Supply Open House Seminar

Mr. Adams made a motion to approve the Road Foreman and the DPW crew attending an Open House Seminar at Bradco Supply Company on Thursday, September 27, 2012. Seconded by Mr. Frutchey. Discussion followed about the cost of wages for the crew for the day, the benefits of attending the seminar about new winter techniques, etc. Public Input - David Pope, Michelle Fairservice, Harry Smith commented about the benefits of the educational seminar. The motion carried 4-0.

Cost of Parts needed for the Repair of Elgin Sweeper

Mr. Frutchey advised the Supervisors that the parts needed for the repair of the Elgin Sweeper provided from A & H Equipment is \$28,129.90. The opinion of the DPW crew is that consideration should be given to have the company do the labor as the cost of the parts and labor is \$34,000 and there would be a 3 month warranty. It was the consensus of the Supervisors to discuss this matter at their next work session.

Municipal Park Lighting Project

Discussion ensued over the following outstanding items that need to be addressed with the lighting project at the Township Municipal Park: check electrical connections on the poles, installation of ground rods at 2 locations, add lighting at two service locations, installation of lights in the shed. Ms. Kelly offered to write the letter to Joyce Electrical. It was the consensus of the Supervisors to send the letter with a

David Pope - questioned the Supervisors on the following: what are you going to do if the Pocono Mt. School District gives you the 2 schools that recently closed in Coolbaugh Township; who is going to pay for the sewage at the school now; what is the status of cleaning the debris behind the former factory at Route 423; When will the mirror at Laurel Drive be installed. Discussion followed.

Phyllis Williams - the blue bin for the collection of newspapers at the Recycling / Drop Off Site is broken. Discussion followed.

Change of turnaround time in letter to Joyce Electrical

It was the consensus of the Supervisors to send the letter certified to Joyce Electrical and change the ten day to five day turnaround to take care of the outstanding issues relating to the Township Municipal Park Lighting Project.

Board of Supervisors Executive Sessions

Mr. Zito announced that the Board of Supervisors held an Executive Session on Tuesday, July 17, 2012 at 6:45 p.m. and 8:15 p.m. for Personnel. An Executive Session for Personnel will be held following this meeting.

Adjournment

With no further business before the Board, Mr. Adams moved to adjourn the meeting. Seconded by Mr. Frutchey. The motion carried 4-0. The meeting adjourned at approximately 8:42 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Robert M. Zito
Board Vice-Chairman