

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
December 19, 2017

The meeting was called to order by Chairman William Weimer at 7:05 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

William Weimer, Juan Adams, Anthony Lamantia, Lynn Kelly and Alma I. Ruiz-Smith

**Board Members absent:**

None

**Staff present:**

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary and Maureen Mills, Controller

**Staff absent:**

None

Mr. Weimer made a presentation to thank James Kinsley, Kay Kinsley and Levi Ayers for their Excellence in Community Service. Levi Ayers has been volunteering with Township Beautification in Pocono Summit, Coolbaugh Township for years with Mr. and Mrs. Kinsley being very instrumental in the coordination of resources for Levi. The Board thanked each of them for their exemplary display of dedication to the community.

Mr. Weimer made a presentation to Supervisor Juan Adams in appreciation of his distinguished service and dedication to the Township during his six years of service from 2012-2017. Mr. Adams thanked the Board and the public for their support.

**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**

- M. Fairservice asked for an update on the Monroe County Waste Authority dumping issue.
- M. Fairservice asked the Board to please check the streetlights as there are many that are out along Route 423 as well as Lakeside Drive and Church Street.

**2. Request for Disbursement for Coolbaugh Township Volunteer Fire Company in the amount of \$100,000.00 for the payment of their truck**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to release the disbursement in the amount of \$100,000.00 for Coolbaugh Township Volunteer Fire Company for the payment of their trucks.*

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

### 3. Approval of minutes / notes : December 5, 2017 Meeting

*Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the meeting minutes of December 5, 2017 as written.*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Mr. Adams abstained due to his absence at the meeting)

### 4. Monthly Reports

- **Pocono Mountain Regional Police Department-** Presented by Mr. Adams
- **Pocono Mountain Regional EMS-**Presented by M. Lemley. Ms. Ruiz-Smith stated that she represented Coolbaugh Township at the annual Christmas celebration at Kalahari and that she had a great time. Ms. Ruiz-Smith also stated that the PMREMS is grateful for the donation that they received from A Pocono Country Place in the amount of \$500.00 which she accepted on behalf of the EMS Board.
- **Coolbaugh Township VFC-** Presented by T. Keane, stating that the fire department received an AED as a donation from Laubscher Insurance as well as a \$500.00 donation from A Pocono Country Place and thanked the donors and the community for their continued support.
- **Gouldsboro VFC-** Presented by C. Colgan
- **Thornhurst Fire & Rescue Ambulance-** Presented by D. Wagner stating that they hosted their annual Santa run on Sunday, December 17, 2017 and that it was a great success. Ms. Ruiz-Smith thanked Mr. Wagner for stepping up and becoming more involved at the meetings as the lack of involvement was a concern at the beginning of the year but is no longer a concern.
- **Tobyhanna Township VFC-** Presented by T. Counterman.
- **Pocono Mountain Public Library-** Presented by B. Weimer

### 5. Letter of Interest Received for the Board of Auditors Vacancy With a Term Ending on December 31, 2019 from Claire Nidoh

*Ms. Kelly made a motion second by Mr. Adams to appoint Claire Nidoh to the vacant seat on the Board of Auditors with a term ending on December 31, 2019.*

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

### 6. Authorization to Advertise 2018 Re-Organizational Meetings

*Ms. Kelly made a motion second by Mr. Adams to advertise the 2018 Re-Organizational Meetings as presented.*

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

### 7. Resolution #15-2017: Adoption of Proposed 2018 Budget

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to adopt Resolution #15-2017 setting the 2018 tax rate at 16.75 mills and approving the proposed 2018 budget as presented.*

- **Discussion:** Ms. Ruiz-Smith thanked the Board for their hard work on preparing the budget.
- **Vote:** All in favor, motion passes.

### 8. Aldi, Inc.- PennDot Requirement for Coolbaugh Township to be the Permittee for Traffic Signal (TE-160) Application

*Mr. Adams made a motion second by Mr. Weimer to authorize Coolbaugh Township to be listed as the Permittee on the Aldi, Inc. PennDot Traffic Signal (TE-160) application.*

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

9. **Resolution #16-2017- Appointment of Authorized Signer for Aldi, Inc. Traffic Signal (TE-160) Application**  
*Mr. Weimer made a motion second by Mr. Adams to approve resolution #16-2017 appointment of Business Manager/Controller Maureen Mills as the Authorized Signer for Aldi, Inc. Traffic Signal (TE-160) Application.*

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

10. **Request to Lease Space (Old Head Start) in Building #2 from One Living Hope Community Church**  
 Pastor Rudy was in attendance stating that the church was originally located in Newfoundland and started in 2008 and are now looking for a new home in Coolbaugh Township where they can offer support to the community. Pastor Rudy stated that they have sound equipment and bounce houses to be able to also contribute to the community for events. Pastor Rudy and Pastor Stephanie stated that they are pleased with the space that they were shown and would like to open a chapter in our community.

*Mr. Adams made a motion second by Ms. Ruiz-Smith to approve the request to rent the space to One Living Hope Church.*

- **Discussion:** Ms. Kelly stated that the Board needs to come to an agreed lease amount as well as discuss how the utilities will be handled, stating that she would like to start with a one year lease to see how the space works for everyone. Ms. Kelly also stated that the Board anticipates beginning work on Building #2 next year therefore believes starting with a one year lease will be the best option as we can always prepare and agree to a long term lease in the future. Ms. Kelly asked Ms. Mills what the rent amount was from Head Start being advised that it was \$2,250.00 per month which included utilities. Mr. Adams stated that the details for lease amount and utilities could be discussed and determined at a later date. Pastor Rudy wanted to remind the Board that a daycare runs off of income received on a per child basis whereas a church has 52 days in which they receive income, stating that they are a non-profit organization. Mr. Weimer confirmed that the Board agreed to Ms. Mills discussing the details of the lease with the church in order to come to an agreement that is acceptable to both parties.

*Motion was amended to include that the details would be discussed and would be agreed upon by both parties.*

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

11. **Controller Report**

Ms. Mills presented the report as of November 30, 2017.

12. **Current Obligations**

• General Fund	\$	79,445.95
• Sewer Fund	\$	14,652.81
• Coolbaugh Twp. VFC	\$	100,000.00
• Escrow Fund	\$	<u>246.51</u>
Total Disbursements	\$	194,345.27

*Mr. Adams made a motion second by Ms. Kelly to pay our current obligations in the amount of \$194,345.27.*

- **Discussion:** M. Fairservice asked for clarification on Checks #7843, #7811 and #1951.
- **Vote:** All in favor, motion passes.

### 13. Other Business

*Mr. Weimer made a motion second by Mr. Adams to authorize Christmas Tree Recycling at the Township Recycling Center.*

- **Discussion:** C. Colgan asked if the Tobyhanna Conservation Club was still accepting trees or not.
- **Vote:** All in favor, motion passes.

- Mr. Weimer thanked DPW for the great job that they have been doing on our roads during the snow storms.
- Mr. Weimer thanked DPW for saving the Township money by being able to find the sewer gas leak in the basement of the Municipal Center also thanking the Coolbaugh Township Fire Company for coming in and assisting with the location of the leak.
- Mr. Weimer stated that follow-up from last meeting, the IRS approved mileage rate for 2018 will be 54.5¢ per mile.

*Mr. Weimer made a motion second by Mr. Adams to authorize the advertisement for an Assistant Manager position at the Township to work under Ms. Mills.*

- **Discussion:** M. Fairservice stated her concerns with hiring another employee at the Township stating that the Board should assess the employees they have and give pay increases to the employees that are here and doing the jobs instead of hiring more people. Mr. Weimer stated that with the direction they are looking to take the Township there will be a need to hire multiple people in the future in order to be able to function the proper way. Mr. Lamantia stated that these additions were discussed during the budget meetings and there was no one in attendance.
- **Vote:** All in favor, motion passes.

- Ms. Ruiz-Smith wished everyone a Happy New Year
- Mr. Adams thanked the residents and the Board for their continued support throughout the years that he was serving the Township.
- Mr. Lamantia wished everyone Happy Holidays.

### 14. Board of Supervisors Executive Sessions

- **Prior:** Tuesday, December 19, 2017 from 6:50 pm- 7:02pm Re: Legal & Personnel
- **After:** Tuesday, December 19, 2017 from 8:07pm-8:27pm Re: Personnel

### 15. Adjournment

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

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

Meeting adjourned at 7:54pm.

**NEXT REGULAR BOARD MEETING: Tuesday, January 2, 2018 at the Coolbaugh Township Municipal Office meeting room.**

- **Business Meeting – 7:00 pm**

Submitted by: Erin Masker, Recording Secretary

Reviewed by: \_\_\_\_\_  
Lynn Kelly, Township Secretary

Witnessed by: \_\_\_\_\_  
William Weimer, Chairman

Date: \_\_\_\_\_