

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**December 20, 2016**

The meeting was called to order by Chairman William Weimer at 7:00 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

None

**Staff present:**

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary and Maureen Mills, 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 : December 6**

*Ms. Ruiz-Smith made a motion, seconded by Ms. Kelly to approve the regular meeting minutes of December 6, 2016 as presented.*

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

**3. Monthly Reports**

- **Pocono Mountain Regional Police Department-** D. Pope read the monthly reports submitted for October and November 2016.
- **Pocono Mountain Regional EMS-** Presented by M. Lemley. Ms. Ruiz-Smith asked M. Lemley to explain the difference between transporting patients to PMC vs. St. Luke's as St. Luke's is advertising full service but is unable to accept certain classes of patients. M. Lemley stated that St. Luke's is not accepting OB patients, stroke patients, trauma or cardiac cases.
- **Coolbaugh Township VFD-** Presented by Chief Ambrogio. Chief Ambrogio also stated that the services for the Rutkoowski family will be held on Wednesday December 21, 2016 from 5-8 pm at the Kalahari Convention Center.
- **Gouldsboro VFD-** Presented by Mr. Weimer
- **Pocono Summit VFD-** Presented by Mr. Weimer
- **Thornhurst Fire & Rescue Ambulance-** Nothing was submitted
- **Tobyhanna Township VFD-** Presented by Mr. Weimer
- **Pocono Mountain Public Library-** Nothing was submitted

**4. Coolbaugh Township Volunteer Fire Company Request for Disbursement of Tax Funds**

Chief Kevin Ambrogio read a letter from the fire company requesting the disbursement of tax funds to be used for the purchase of two fire trucks.

*Mr. Weimer made a motion second by Mr. Adams to authorize the release of \$500,000.00 of tax funds to the Coolbaugh Township Volunteer Fire Company for the down payment on their truck purchase.*

- **Discussion:** Mr. Lamantia asked if the Township should pay the check to the fire company or directly to the truck manufacturing company. Ms. Mills stated that it is better to pay to the fire company. Ms. Ruiz-Smith asked if the fire company has members that are able to work on the trucks being advised no due to the liability.
- **Vote:** All in favor, motion passes.

**5. Authorization to Advertise 2017 Re-Organizational Meetings**

*Mr. Weimer made a motion second by Mr. Adams to authorize the advertisement of the re-organizational meetings.*

- **Discussion:** Ms. Masker requested approval to add the Zoning Hearing Board re-organizational meeting to the advertisement as they just agreed upon having it on Tuesday January 17, 2017 at 4:00pm.  
*Mr. Weimer amended his motion and Mr. Adams his second to include the Zoning Hearing Board meeting of January 17, 2017 at 4:00pm to the notice for publication.*
- **Vote:** All in favor, motion passes.

**6. Arcadia Properties-Request for extension of time through November 16, 2017**

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the request for an extension of time for Arcadia through November 16, 2017.*

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

**7. Authorization of Walmart User Permit**

*Ms. Ruiz-Smith made a motion second by Mr. Adams to approve the Significant Industrial User Pretreatment Permit for Walmart Distribution Center.*

- **Discussion:** Ms. Ruiz-Smith asked if this permit has anything to do with previous Board discussion, being advised by Ms. Kelly that it does not and this is a permit that is issued to outline what can pass through the lines to the Wastewater Treatment Plant.
- **Vote:** All in favor, motion passes.

**8. Letter of Interest Received for the Board of Auditors**

*Ms. Kelly made a motion second by Mr. Weimer to appoint Ms. Clare Nidoh to the Board of Auditors.*

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

**9. Worker's Compensation Renewal/Change**

Ms. Mills reviewed the rates that are proposed for two different insurance companies which were received from Brown and Brown Insurance Company.

*Mr. Adams made a motion second by Mr. Weimer to authorize switching insurance from Amerihealth to KMIT/SWIF.*

- **Discussion:** Mr. Adams stated that if the coverage is the same then it is just a matter of the lower rate. Mr. Weimer stated that he doesn't think the service provided is necessarily the same as Tobyhanna Twp. had SWIF insurance and they switched due to some issues that they had with them. Ms. Ruiz-Smith confirmed that we would still be taking care of the fire company with either company being advised by Ms. Mills that with Amerihealth both the Twp. and fire company would have the same company but with the other option the Twp. would be covered by KMIT and the fire company would be covered by SWIF. M. Lemley stated that the EMS used SWIF previously and they had issues as well and they switched companies.

Mr. Weimer rescinded his second, and asked if there is a second for the motion, hearing nothing the motion died due to lack of second.

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize renewal of the contract with Amerihealth for 2017.*

- **Discussion:** Mr. Lamantia asked what the asterick comment was that stated that coverage is subject to broad approval/interview, being advised by Ms. Mills that someone from the company will contact her with a couple of general questions which have to do with whether we have someone to administer the plan, questions on safety committee, and policy and procedure.
- **Vote:** 4-1-0, motion passes. (Mr. Adams opposed)

**10. Approval of Coolbaugh Township 2017 Budget**

*Mr. Weimer made a motion second by Ms. Kelly to approve the 2017 budget.*

- **Discussion:** Ms. Ruiz-Smith stated that she will be opposing the budget as she does not agree with approving an \$11,000.00 expenditure for Parks and Recreation to hire an engineer to tell us how to use park space, it is impractical at this time. D. Pope asked about the \$29,000.00 that is listed for the game commission also stating that salaries for employees are missing on the budget. D. Pope also stated that the expense for cell phones is a bit high. K. Ambrogio stated that he would like to see the issue with the fire hydrants addressed as the Township is paying \$15,000.00 for them to be serviced and they are not being done. Mr. Lamantia stated that he has addressed this before and would like to meet with the water company to discuss some kind of a contract for their service. Ms. Ruiz-Smith asked that when the meeting takes place that Chief Ambrogio be invited as he has knowledge of the issues. Mr. Weimer stated that he will set up the meeting. Solicitor Hanna stated that what has to happen with the budget is that the Board must fix the tax rates as well when adopting the budget, stating that the wording is adopting the budget and necessary appropriations as set forth. Ms. Masker asked the Chairman if he wished to take a short recess and she will provide the Board with a copy of a resolution to be able to adopt the budget and fix the tax rates for 2017.

Mr. Weimer rescinded his motion and Mr. Adams his second. The meeting was recessed from 7:53pm-7:58pm.

*Mr. Weimer made a motion second by Ms. Kelly to adopt resolution number 09-2016 Fixing the Tax Rate and Adopting the Proposed 2017 Budget.*

- **Discussion:** Mr. Adams asked if there is a cap on the tax millage as they are now at 16.50 mills. Mr. Hanna read from the Second Class Township Code stating that the cap would be 14 mills for general Township purposes.
- **Vote:** All in favor, motion passes.

**11. Controller Report**

Ms. Mills presented the report as of November 30, 2016.

- **Discussion:** Ms. Ruiz-Smith asked if the issue was resolved with the missing payment to the PMREMS. Ms. Mills stated that there is a payment in the packet to be paid out tonight which would resolve the issue.

**12. Current Obligations**

• General Fund	\$	74,124.97
• Sewer Fund	\$	<u>4,565.72</u>
Total Disbursements	\$	78,690.69

*Mr. Adams made a motion second by Ms. Ruiz-Smith to pay the current obligations in the amount of \$78,690.69.*

- **Discussion:** Mr. Lamantia asked for clarification on checks # 6781, #6775 and #6803. Ms. Ruiz-Smith asked for clarification on check #6788.
- **Vote:** All in favor, motion passes.

**13. Other Business**

- Ms. Ruiz-Smith stated that the Pocono Mountain Regional EMS appreciates the offer of using building number 2, but the EMS Board voted against it as it will not benefit them to operate out of two locations.
- Mr. Adams stated that he was presented with a purchase order to sign for \$2,200.00 for the purchase of a desk for the tax collector which is a tenant. Mr. Adams stated he is unsure why we are making this purchase for a tenant.
- Mr. Weimer stated that he would like to thank DPW for the great job that they are doing with snow cleanup and the scheduling to accommodate the most people.  
M. Lemley asked if there is anyone that the Township can speak to regarding the issues with the Route 196 hill going to APCP as there have been issues with cars being stuck because of the terrible road condition which makes it difficult for the emergency vehicles to get through for calls. M. Fairservice stated that the last storm was an issue because of the timing when people were coming home from work. Ms. Ruiz-Smith stated that maybe the Township could send a letter as well as Ms. Dunn from APCP regarding the issue to Penndot.
- D. Pope asked when the assistant foreman will be promoted to foreman.

**14. Board of Supervisors Executive Sessions**

- **Prior:** Tuesday, December 20, 2016 from 6:18pm-6:57pm Re: Legal

**15. Adjournment**

There being no further business, a motion was made by Mr. Adams second by Ms. Kelly to adjourn.

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

Meeting adjourned at 8:27pm.

**NEXT REGULAR BOARD MEETING: Tuesday, January 3, 2017 at the Coolbaugh Township Municipal Office meeting room.**

- **Re-Organizational/Business Meeting – 7:00 pm**

Submitted by: **Erin Masker, Recording Secretary**

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

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

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