

**Coolbaugh Township  
Board of Supervisors  
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The Coolbaugh Township Board of Supervisors December 1, 2009 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. Frutchet, Jr., Mr. Robert B. Hutchins and Mr. Robert M. Zito. Also present were Township Solicitor Jerry F. Hanna, Douglas Hein, Business Manager/Controller and Township Secretary Linda Frutchet.

**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 for other issues.

**Approval of November 17, 2009 Minutes**

Mr. Hutchins moved to approve the November 17, 2009 Meeting Minutes; however, he asked that a correction be made to information he gave in the Pocono Mountain Regional Police Report regarding the recent swearing in of new officers. He had reported there were four new officers sworn in, when there were actually five. With the correction noted, the motion was seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

**Request for a waiver of the requirement of a secondary septic absorption field - Pocono Farms East Civic Association**

Mr. Zito announced that we would be not joining in any discussion relating to the waiver and he would be abstaining from the vote, as he is the General Manager for the PFE Association.

Mr. Hutchins moved to grant Pocono Farms East Civic Association a waiver of the requirement of a secondary septic absorption field, with the condition that the appropriate party provides a letter to the Township confirming that they have less than 800 gallons of flow per day. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0-1 (Mr. Zito abstained).

**Resignation of Leo Colgan from the Township's Zoning Hearing Board**

Ms. Kelly moved to accept with regret the resignation of Leo Colgan from the Zoning Hearing Board. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

**Authorization to advertise Notice of Intent to appoint a Certified Public Accountant at the Board of Supervisors' Annual Re-Organizational Meeting**

Mr. Zito moved to authorize the Secretary to advertise the Notice of Intent to appoint a Certified Public Accountant at the Board of Supervisors' Annual Re-Organizational Meeting. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0.

**Authorization to advertise the Sale of the 1999 Volvo Autocar Tandem Dump Truck through an Online Auction**

Mr. Frutchey moved to advertise the Sale of the 1999 Volvo Autocar Tandem Dump Truck through an Online Auction. Seconded by Mr. Hutchins. Discussion ensued over whether there should be minimum bid put in the advertisement, whether the fee of \$200.00 a year was by calender year or from the start date of the first advertisement, if the Supervisors choose to list a minimum bid in the ad will it be disclosed to the public.

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It was noted that a Resolution has to be adopted to accept electronic bids and keep them confidential until they are opened. Mr. Frutchey and Mr. Hutchins withdrew their motion and moved to table until all the questions/concerns can be answered. Mr. Hein offered to call PSATS and get the answers. The motion carried 5-0.

**Current Obligations**

General Fund	\$262,846.52
Capital Construction	\$ 129.60
Escrow Account Fund	\$ 916.00
Sewer System Fund	\$ 23,334.07
<b>Total Disbursements</b>	<b>\$287,226.19</b>

Mr. Zito moved to approve paying the Current Obligations in the amount of \$287,226.19 with instructions to the Business Manager, Secretary and Treasurer to regrettfully withhold the check (\$179,865.28) to the Pocono Mountain Regional Police until such time that funds are available. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

**Authorization to purchase Municipal Software (financial program) through the State Contract - \$12,365.00**

Mr. Kelly moved to authorize the purchase of the Municipal Software to be paid from the GO bond. Mr. Zito said he would second the motion reluctantly. Discussion - Mr. Zito said he is not totally convinced about the purchase of a new financial program but he is going to trust the Business Manager and Treasurer. He went on to say he would like to be appointed as Assistant Treasurer next year, and if so, he will be spending a lot of time with the Business Manager and Treasurer to be sure that the program is providing the information that is needed for the Supervisors. Mr. Hein said the new financial software system will also include a new server purchased from Wenger. Mr. Hutchins said he has been asking for an Inventory of all of our past and present computers, printers, etc. and expects to see this report. Ms. Kelly said she wants to see trial balances, monthly reports, bank balances, loan balances, etc. The motion carried 5-0.

**Other Business**

**Thank you to the Tobyhanna Beautification Committee - and Coolbaugh Township Volunteer Fire Company** - Mr. O'Boyle asked Mrs. Frutchey to prepare a letter for all the Supervisors to sign for the Tobyhanna Beautification Committee thanking them for their dedication to the Township for their work at the Main Street bridge in filling the baskets with holiday ferns and sprays that were put on all the poles throughout the village area. Mrs. Frutchey was asked to send the Coolbaugh Township Volunteer Fire Company a thank you letter, as they assisted with hanging the sprays of greenery on the telephone poles.

**Jinglebaugh** - Mr. Zito gave a reminder to attend the Jinglebaugh event on Saturday, December 5, 2009 and welcomed everyone to practice singing Christmas carols starting at 3:00 p.m. in the Township Municipal Center.

**Budget advertisement** - Mr. Hutchins asked the Secretary if the notice of the adoption of the 2010 Budget was advertised. Discussion ensued over the notice being in the paper on November 30, 2009 for adoption at a Special Meeting on Tuesday, December 22, 2009 at 8:15 a.m. Mr. Hutchins went on to say that the advertisement should clearly state that there is a 2 mill tax increase. Mr. Zito noted that real estate taxes have only been raised a quarter of a mill since 1988 which translates into 4% over the span of 21 years. He went on to say how hard everyone worked on the Budget, that there was a lot of give and take, as well as frustration shown by all the Supervisors, etc.

**PA Game Commission - permission to use Township's Meeting Room**

Mr. Hein read a request from the PA Game Commission for the use of the meeting room during the evenings of February 10 and March 10, 2010.

Mr. Frutchey moved to grant the PA Game Commission permission to use the meeting room. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

**Profit Point Swipe Card** - Mr Hein said he has been working with Sandra, Jeri and Pat on training procedures for giving out the Recycling Pass Swipe Cards to the Township residents. He also prepared a notice announcing the program and what residents are required to do to get their pass card, which will be sent via email to the Supervisors and staff for review and input.

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Discussion ensued about preparing a block advertisement to be put in the newspapers and sending the information to the Property Owners Associations. It was suggested to start the program the second week in January. etc.

**Public Input** - None.

**Board of Supervisors Executive Sessions**

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, Tuesday, November 24, 2009 at 8:30 p.m. re: Personnel. Another Executive Session will be held tonight after the meeting re: Personnel Issues.

**Adjournment**

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 7:35 p.m.

Respectfully submitted:

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Linda Frutchey  
Township Secretary

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Joseph O'Boyle  
Board Chairman