

**Board of Supervisors
December 17, 2013 Minutes
Page 1**

The Coolbaugh Township Board of Supervisors December 17, 2013 Meeting was held in the Township Municipal Center, in building #3, at 5520 Municipal Drive, Tobyhanna, Pennsylvania.

Call To Order

Chairman Adams called the meeting to order at 7:08 p.m. and lead those in attendance in the recitation of the Pledge of Allegiance.

Roll Call

Supervisors present for the meeting included: Mr. Juan A. Adams, Mr. Robert M. Zito, Mr. James Frutchey, Jr., Ms. Lynn Kelly and Mr. Fred Pope. Also present were: Secretary Linda Frutchey, Township Solicitor Jerry F. Hanna and Business Manager Douglas Hein.

Approval of Minutes

Mr. Pope motioned to approve the December 3, 2013 minutes as presented and dispense with the reading. Seconded by Mr. Adams. The motion carried 5-0.

2013 Monthly Reports

Coolbaugh Township Volunteer Fire Company

Mr. Weimer said he will provide a written report at the January meeting as he was unable to print out the report due to being called to a house fire in the Pocono Farms East Development.

Request for Tax Distribution Funds

Mr. Adams moved to approve the Coolbaugh Township Volunteer Fire Company's Request for tax distribution funds of \$12,230.00 to assist with down payment for a rescue truck. Seconded by Mr. Pope. The motion carried 5-0.

Pocono Mountain Regional Emergency Medical Services

Ms. Kelly said she will provide a written report at the January meeting as the PMREMS meeting is on Thursday.

Pocono Mountain Regional Police

Mr. Frutchey presented the November 2013 PMRPD report as follows: 1025 complaints, 89 accidents, 93 criminal arrests, 222 traffic arrests, 114 traffic warnings and 18 ordinance arrests for a total of 1114 calls for the month.

**Board of Supervisors
December 17, 2013 Minutes
Page 2**

Request for extension - Tobyhanna DG, LLC - Proposed Dollar General Site Plan

Ms. Kelly moved to approve Tobyhanna DG, LLC Proposed Dollar General Site Plan request for an extension to February 17, 2014 as per the recommendation of the Planning Commission. Seconded by Mr. Adams.

Authorization to advertise the following:

Notice of Organizational Meeting for various boards, commissions and council

Notice of vacancies on various boards, commissions and council

Notice to bidders - providing and installing 20 new packaged terminal heat pumps

Ms. Kelly motioned to authorize the advertisement of the Notices (references above). Seconded by Mr. Pope. The motion carried 5-0.

Township Resolution #10-2013 - Adoption of the 2014 Township Budget

Mr. Adams motioned to adopt Township Resolution #10-2013 thereby adopting the 2014 Township Budget. Seconded by Ms. Kelly. The motion carried 5-0.

Business Manager / Controller's Financial Report

Mr. Hein gave a short version reporting the total General Fund revenues received were \$6,907,571. and the total General Fund expenses were \$6,224,858. with the cash balances listed on the current obligations sheet represent the balances after tonight's obligations are paid. Included with the report was a listing of time available for all employees as of pay period ending December 7, 2013. The Financial Report was accepted as presented.

Current Obligations

General Fund	\$153,944.26
Emergency Service MMA	\$179,406.50
Escrow Fund	\$ 1,238.59
Sewer Fund	\$ 13,825.91
Total Disbursements	<u>\$348,415.26</u>

**Board of Supervisors
December 17, 2013 Minutes
Page 3**

Mr. Zito moved to pay the Current Obligations in the amount of \$348,415.26. Seconded by Mr. Adams. Discussion - Ms Kelly said she was opposed to paying the expenditure of \$179,406.50 to Kenworth and Eagle Truck Equipment out of Emergency Services. Mr. Frutchetey said you can repay Emergency Services in approximately 90 days when the Township is reimbursed through the grant. Discussion followed. It was decided to take the expenditure out of the Rainy Day Fund. The motion carried 3-1-1 (Ms. Kelly opposed and Mr. Pope abstained handing in a letter confirming that he is employed as Vice President of Kenworth of Pennsylvania and does business with Eagle Equipment Company as an employee of Kenworth of Pennsylvania).

Other Business

Thank you to Jim Frutchetey

Robert Zito - thanked Jim for his 24 years of service to the Township, for his support shown to him over the years and wished him good luck in his future endeavors. Juan Adams thanked him for his dedication to the township and read a Certificate of Appreciation from the PMRP Officer's Association for his years of commitment and dedication to the PMRP Department, its officers and the citizens they serve. Doug Hein, Fred Pope and Lynn Kelly joined in thanking him for his service to the Township.

Donation to St. Jude Children's Research Hospital in Jim Frutchetey's Honor

Mr. Zito said he knows that Jim did not want a plaque as his feelings will be the same when his term is up in 2 years and motioned to send a \$100.00 donation to St. Jude Children's Research Hospital in honor of Jim Frutchetey's dedication and service to the Township. Seconded by Mr. Pope. Mr. Frutchetey thanked everyone. The motion carried 4-0-1 (Mr. Frutchetey abstained).

Disbursement of accumulated sick time

Mr. Zito pursuant to our discussion at the Work Session, ^{made} ~~may~~ a motion to offer to all current employees who have accumulated sick time in excess of 56 hours a payout at their current rate of pay on a voluntary basis; if the employee is interested in the payout, they must notify the Township by December 31, 2013 as to whether they prefer the payment in a lump sum or spread out over 26 pay periods in 2014. Seconded by Mr. Adams. Discussion Ms. Kelly said she is opposed to taking action under Other Business and feels there should have been more time to think this through more carefully and raised the question if an employee chooses to take the buyout, will they still be allowed to accumulate another 720 hours. Mr. Zito said this very issue of a buyout of sick time was raised years

**Board of Supervisors
December 17, 2013 Minutes
Page 4**

ago and an email was sent by about this subject to everyone on December 4, 2013 and it was discussed at the Work Session prior to this meeting. Discussion followed. Public Input - Michelle Fairservice, Phyllis Pope, and Fred Berg. The motion carried 3-1-1 (Ms. Kelly opposed, Mr. Frutchey abstained).

Amendment to Coolbaugh Township Personnel Policy Manual

Mr. Zito motion to amend The Township's Personnel Policy Manual *Section 112 Sick Leave* paragraph 1 as follows: current employees who participated in the voluntary sick leave buyout program in the future may only accrue sick leave up to 56 hours. Employees hired after December 17, 2013 may only accrue sick leave up to 56 hours. Seconded by Mr. Adams. Discussion followed about whether this official addendum to the Personnel Policy Manual had to go to the Union for their approval prior to this being approved by the Supervisors. The motion carried 3-1-1 (Mr. Kelly opposed, Mr. Frutchey abstained).

Board of Supervisors Executive Sessions

Mr. Adams announced that the Board of Supervisors held an Executive Session on Tuesday, December 3, 2013 at 6:30 p.m. for Personnel and one will be held following this meeting for Personnel.

Public Input

Fred Berg - asked for the status of when the GPS units would be installed in the police vehicles. He was told they have been. He thanked Jim Frutchey for his 24 years of service to Coolbaugh Township.

Phyllis Pope - thanked Jim Frutchey for his service to Coolbaugh Township.

Joseph O'Boyle - shook Jim Frutchey's hand thanking him for his 24 years of service to Coolbaugh Township .

Michelle Fairservice - asked the following questions: who paid for the Pocono Mt. Municipal Airport reception that was held on Saturday, December 14, 2013, who was invited, what municipality paid for the chief's and the officers time. If they knew that the PMRP web site is not updated and minutes have not been posted since May. Discussion followed.

**Board of Supervisors
December 17, 2013 Minutes
Page 5**

Ms. Fairservice asked Solicitor Hanna if it is legal to place an advertisement in the paper before its authorized by the Supervisors and went on to say that the Notice to bidders for providing and installing 20 new packaged terminal heat pumps was advertised yesterday and wasn't authorized to be advertised until tonight. Mr. Hanna said he's believes it's legal and went on to explain that it's been a practice of the Supervisors to get authorization first. Mr. Hein said that he and Linda discussed the fact that the bid would be advertised one day early, but felt confident that the Supervisors gave their okay to have specifications prepared, and in order to award the bid at the first meeting in January went ahead and placed the ad. Mr. Adams said he had no problem with the advertisement being placed.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Pope. The motion carried 5-0. The meeting adjourned at 8:27 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Juan A. Adams
Board Chairman