

**Coolbaugh Township
Board of Supervisors
December 3, 2013 Minutes
Page 1**

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

Call To Order

Vice Chairman Zito called the meeting to order at 7:05 p.m. and lead those in attendance in the recitation of the Pledge of Allegiance.

Roll Call

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

November 19, 2013 Minutes

Mr. Pope motioned to approve the November 19, 2013 minutes as presented and dispense with the reading. Seconded by Mr. Zito. The motion carried 4-0.

Minor Subdivision to join lots 5037 & 5038, Section I, Pocono Farms - Property Owners - James and Linda Yando

Mr. Frutchey moved to approve the Minor Subdivision for James and Linda Yando to join lots 5037 & 5038, Section I in Pocono Farms. Seconded by Mr. Pope. The motion carried 4-0.

Minor Subdivision to joining lots 205 & 305, Section F, A Pocono Country Place, Property Owner - Jean Pierre Laplanche

Mr. Pope moved to approve joining lots 205 & 305, Section F, A Pocono Country Place for Jean Pierre Laplanche. Seconded by Mr. Zito. The motion carried 4-0.

Lowe's of Mount Pocono - Release of Maintenance Bond

Mr. Zito motioned to release the maintenance bond for the Lowe's stormwater improvements subject to the repair of the condition where the pavement has settled adjacent to the double inlet (designated IN04 on the plans), causing snow plows to catch the concrete frame of the inlet; that this be rectified by milling and repaving a small area of the roadway to ensure that the inlet frame is slightly below the surface of the pavement per the recommendation of Township Engineer Russ Kresge. Mr. Pope said he would second the motion if it could include that the top of the inlet box would have to be replaced if there is any damage from snow plows hitting it. Mr. Zito agreed to amend the motion to reflect the change. Mr. Pope seconded the amended motion. Discussion followed about the weather not being suitable to schedule this repair within the remaining portion

**Board of Supervisors
December 3, 2013 Minutes
Page 2**

of the maintenance period and being sure that the Township gets some assurance from Lowe's that this repair will be completed when feasible. The motion carried 4-0.

Authorization to advertise the notice of intent to appoint a Certified Public Accountant at the Board of Supervisors' Annual Re-Organizational Meeting

Ms. Kelly motioned to approve the Notice to appoint a Certified Public Accountant at the Board of Supervisors Annual Re-Organizational Meeting. Seconded by Mr. Zito. The motion carried 4-0.

Copier Lease Renewal \ Proposals

Mr. Frutchet motioned to table. Seconded by Ms. Kelly. The motion carried 4-0.

Bid Award- sale of 2004 Ford crew cab

29 bids were received from Municibid Auction Report ranging from \$500 to \$4,600.00. Mr. Pope moved to award the 2004 Ford crew cab to Michael Gardecki for \$4,600.00. Seconded by Mr. Frutchet. The motion carried 4-0.

Business Manager / Controller's Financial Report

Mr. Hein presented the Financial Report which included an accounting on the final Trial Balance and final Budget Trial Balance for all funds, the General Fund revenues and expenses, debt service payments and sewer revenues. He explained that all the capital projects are moving forward as planned. Included with the report was a listing of time available for all employees as of pay period ending November 23, 2013. The report was accepted as presented.

Current Obligations

General Fund	\$283,045.88
Capital Projects	\$ 1,327.88
Escrow Fund	\$ 3,000.00
Sewer Fund	\$ 1,661.48
Total Disbursements	<u>\$289,035.24</u>

Mr. Frutchet motion to pay the Current Obligations. Mr. Zito seconded the motion to pay the Current Obligations in the amount of \$289,035.24. The motion carried 4-0.

Other Business

Notice - Proposed 2014 Budget

Mr. Zito announced that Proposed 2014 Budget has been completed and is open for public inspection and that it will be considered for adoption at the Board of Supervisors regular meeting on Tuesday, December 17, 2013.

Public Input

David Pope - Mirror at the corner of Laurel Drive and Echo Lake Road not working; and asked about the relocation of the area light at the corner of Laurel Drive and SR 611. Discussion followed.

Board of Supervisors Executive Sessions

Mr. Zito announced that the Board of Supervisors held an Executive Session on Tuesday, November 19, 2013 at 6:20 p.m. for Personnel; Monday, November 25, 2013 at 7:15 p.m. for Personnel and one this evening at 6:30 p.m. for Personnel.

Adjournment

With no further business before the Board, Mr. Pope moved to adjourn the meeting. Seconded by Mr. Zito. The motion carried 4-0. The meeting adjourned at approximately 7:21 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Robert M. Zito
Board Vice-Chairman