

COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES FEBRUARY 17, 2015

The meeting was called to order by Vice-Chairman Juan Adams at 7:03 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

Juan Adams, Lynn Kelly, Fred Pope and Robert M. Zito

Board Members absent:

William Weimer

Staff present:

Doug Hein, Business Manager / Controller; Jerry Hanna, Solicitor

Announcements:

Mr. Adams 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.

1. Public input

- C. LaBosco asked for an update on the SR 196/APCP main gate turning lane project. Mr. Hein said bid documents were almost ready and it should be bid shortly. F. Pope asked if there was a problem with the person in APCP contesting it; Mr. Hanna said no.
- D. Pope said that per an article in the paper the CTVFD appeared to not be handling its finances properly as it received a bad audit report. K. Ambrogio summarized the issues and stated the auditor was satisfied with their answers.
- G. McCammon outlined his issues with his doctor bills not being paid by workers' compensation. Mr. Hein and Ms. Kelly said they would meet him on Thursday in Mr. Hein's office to discuss.

2. Approval of minutes / notes

Ms. Kelly made a motion, seconded by Mr. Pope to approve the minutes of the February 3, 2015 meeting as presented.

- **Discussion:** None.
- **Vote:** All in favor, motion passed.
- **Note:** Work session notes from February 3, 2015 will be posted to the web site along with the minutes.

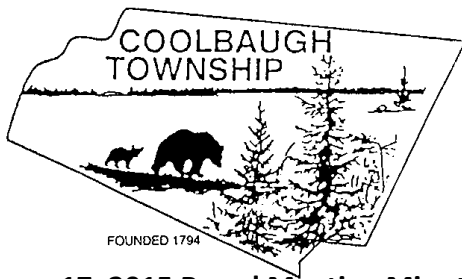
3. Monthly reports

- Pocono Mountain Regional Police Department – **Given by Mr. Adams**
- Pocono Mountain Regional EMS – **Given by Mr. Pope**
- Coolbaugh Township VFD – **Given by Chief K. Ambrogio for VFD**
- Gouldsboro VFD – **Given by Mr. Pope as submitted by VFD**
- Pocono Summit VFD – **Given by Mr. Chief G. Talmadge for VFD**
- Thornhurst VFD – **None**
- Tobyhanna Township VFD – **Given by Chief Troy Couterman for VFD**

4. Resolution #05-2015 authorizing reduction in interest rate on PMRPD headquarters mortgage

Mr. Pope made a motion, seconded by Mr. Adams to approve the resolution.

- **Discussion:** Ms. Kelly stated there is no change in terms or dollar amount just in interest rate; she would like closing documents and closing costs. It was agreed that each municipality must pass a similar resolution.



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

February 17, 2015 Board Meeting Minutes Page 2 of 3

- **Vote:** Three in favor, Ms. Kelly against; motion passed.

5. Purchase of Gator for Parks Department

Ms. Kelly made a motion, seconded by Mr. Adams to purchase a John Deere TS in the amount of \$7,218.51.

- **Discussion:** Mr. Pope said that the equipment being considered wasn't equal. He asked that Steve Weber get quotes from three John Deere dealers. The motion was rescinded and will be considered at the March 3rd meeting.

6. Manpower employment agreement

Mr. Zito made a motion, seconded by Mr. Adams to approve the employment agreement with Manpower.

- **Discussion:** None
- **Vote:** Three in favor, Mr. Pope against; motion passed.

7. Revision to time clock policy

Mr. Zito made a motion, seconded by Ms. Kelly to approve the revision to the time clock policy.

- **Discussion:** M. Fairservice asked what the revision was. She was told that the sentence "If benefit time is used during the shift, the employee will punch out then back in when he/she returns in order to account for this time." was added.
- **Vote:** All in favor, motion passed.

8. Business Manager / Controller's report

Mr. Hein gave a brief report of the finances as of February 11, 2015.

9. Current obligations

• General Fund	\$393,200.72
• Coolbaugh Twp. Fire Tx.	\$ 9.46
• Sewer Fund	\$ 10,032.65
• Capital Projects Fund	\$ 0.00
• Emergency Services Fund	\$ 0.00
• Escrow Fund	\$ 0.00
• Total Disbursements	\$403,242.83

Ms. Kelly made a motion, seconded by Mr. Adams to approve the current obligations.

- **Discussion:** Ms. Fairservice asked what check #5108 to Business Card was for; she was told it is the Township credit card.
- **Vote:** All in favor, motion passed.

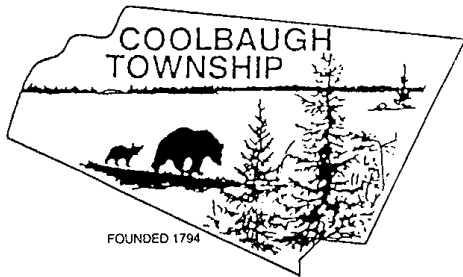
10. Other business

Ms. Kelly made a motion, seconded by Mr. Adams to authorize the Tax Collector to appoint a Deputy.

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

Mr. Adams made a motion, seconded by Mr. Zito to approve a lease with Rep. David Parker for 170 sq. ft. of space in the Township Community Services Center, with Township DPW employees doing all necessary renovation work.

- **Discussion:** Ms. Kelly stated the employees had reservations about doing the work. Mr. Zito and Mr. Adams stated they had confidence in them.
- **Vote:** Three in favor, Ms. Kelly against only because she believes we should have a contractor do the work; she wants Rep. Parker in the space; motion passed.



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

February 17, 2015 Board Meeting Minutes

Page 3 of 3

Ms. Kelly made a motion, seconded by Mr. Zito to hire Richard Goldberg of Hourigan, Kluger & Quinn as the Township labor attorney.

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

Ms. Kelly read a letter from PMREMS regarding their operations.

11. Board of Supervisors Executive Sessions

- Held Prior – Tuesday, February 3, 2015 at 7:40 pm RE: Personnel & Legal
- Subsequent – Tuesday, February 17, 2015 after the regular meeting RE: Personnel & Legal

12. Adjournment

There being no further business, a motion was made by Mr. Zito, seconded by Mr. Pope to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 8:09 pm.

NEXT REGULAR BOARD MEETING: Tuesday, March 3, 2015 at the Coolbaugh Township Municipal Office meeting room.

- **Work Session – 6:00 pm**
- **Business Meeting – 7:00 pm**

Submitted by: _____
Douglas A. Hein, Business Manager / Controller

Reviewed by: _____
Lynn Kelly, Township Secretary

Witnessed by: _____
Bill Weimer, Chairman

Date: _____