

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
February 19, 2019

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, Anthony Lamantia, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary and Maureen Mills, Business Manager/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 community or city you reside in before speaking.

1. Public Input

- D. Pope stated that DPW did a great job during the last storm.

2. Approval of minutes / notes : February 5, 2019 Public Hearing and Regular Meeting Minutes

Ms. Kelly made a motion second by Ms. Colgan to approve the public hearing minutes of February 5, 2019 as written.

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

Mr. Lamantia made a motion second by Ms. Kelly to approve the regular meeting minutes of February 5, 2019 as written.

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

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly
 - Discussion: D. Pope questioned the investigative hours for Coolbaugh in January stating they are high compared to other municipalities.
- Pocono Mountain Regional EMS- Presented by M. Lemley
- Coolbaugh Township VFD- Presented by Mr. Weimer
- Gouldsboro VFD- Presented by D. Renaldi
- Thornhurst Fire & Rescue Ambulance- Presented by D. Wagner
- Tobyhanna Township VFD- Presented by T. Counterman
- Pocono Mountain Public Library- Presented by Mr. Weimer

4. Resolution #04-2019 Authorizing Penn Dot to Request Railroad Crossing Upgrades at the Railroad Crossing at Summit Avenue

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve Resolution #04-2019 to authorize PennDot to request Railroad Crossing Upgrades at the Railroad Crossing at Summit Avenue

- **Discussion:** Solicitor Armstrong stated that the Board needs to be aware that there are potential costs that are associated with this project that would be the Township's responsibility as outlined in the email provided. Ms. Ruiz-Smith requested that contact be made with the representative making the request to inquire if the upgrades are due to the request that was sent to Leslie Richards in 2016 regarding the crossing arms.
- **Vote:** All in favor, motion passes.

5. Employee Title Change- Tomas Keane, Director of Zoning and Code Enforcement

Mr. Weimer made a motion second by Ms. Colgan to change Mr. Keane's title to Director of Zoning and Codes.

- **Discussion:** Ms. Ruiz-Smith asked why this is being done, when it was discussed and why it was not discussed in executive session stating this is the first time she is hearing about it. Ms. Kelly stated that Mr. Keane will be the direct contact for the codes and zoning department. Mr. Weimer stated that this was discussed in the budget season stating that Mr. Keane is doing the job currently and we are updating his title and job description to reflect this title change. D. Pope asked how much of a raise he is getting for this title change being advised none as he received his raise at the beginning of the year.
- **Vote:** All in favor, motion passes.

6. Approval of Minor Subdivision joining lots 23 & 24, Section 20, Block A-2014, Property Owner(s)-Kenneth and Margaret Cahill

Mr. Lamantia made a motion second by Ms. Kelly to approve the Minor Subdivision joining lots 23 & 24, Section 20, Block A-2014, Property Owner(s)-Kenneth and Margaret Cahill.

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

Ms. Ruiz-Smith questioned the fact that the documents provided were for Cribb and not Cahill being advised that was an error on the agenda.

Mr. Lamantia rescinded his motion and Ms. Kelly her second to approve the Minor Subdivision joining lots 23 & 24, Section 20, Block A-2014, Property Owner(s)-Kenneth and Margaret Cahill.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the Minor Subdivision joining lots 13 & 14, Section 21, Block A-2110, Arrowhead North, Property Owner(s) Ray and Carole Cribb

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

7. Northeast Signal and Electric Company, Inc.- Quotes for Repairs

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the repairs at 611 & Veterans Drive, quote #8877 and 940, Commerce and Summit, quote #8876 provided by Northeast Signal at a total cost of \$9,845.04.

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

8. Northeast Signal and Electric Company, Inc.- Quotes for Generators

Mr. Weimer made a motion second by Ms. Kelly to approve the purchase of three generators as outlined in quotes #8880 for Veterans Drive, #8879 for Wildflower and #8878 for Routes 611 & 423 provided by Northeast Signal at a total cost of \$7,507.50.

- **Discussion:** Mr. Weimer stated that these quotes are for the generators and the hookups that will be installed at the lights, stating that the generators will be stored at the DPW garage and will be transported as needed.
- **Vote:** All in favor, motion passes.

9. Verizon Wireless Request for Release of Bond

Solicitor Armstrong stated that we are still awaiting a response from Township Engineer, Russ Kresge regarding the status of the project to confirm that all improvements have been made stating that the Board could choose to retain a percentage for maintenance as per the development agreement. This item will be added to a future agenda for consideration.

10. Controller Report

Report presented by Ms. Mills as of January 31, 2019

- **Discussion:** Ms. Ruiz-Smith asked if the spreadsheet for the Route 196 project expenses has been completed, being advised by Ms. Mills that it has not but will be available at the second meeting of March.

11. Current obligations

• General Fund	\$	347,826.46
• Sewer Fund	\$	<u>8,881.81</u>
Total Disbursements	\$	356,708.27

Ms. Kelly made a motion second by Ms. Colgan to pay the current obligations in the amount of \$356,708.27.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #5109 and #5096. Mr. Lamantia asked for clarification on Check # 5109.
- **Vote:** All in favor, motion passes.

12. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that he is going to follow up with the office staff regarding the codification and confirmed that the Board is ready to move forward with the codification process being advised that they are.

Solicitor Armstrong asked if the Board would like to consider the request for a joint planning commission meeting that was presented tonight and discussion ensued with a request being made by Schlouch Incorporated which is the developer of the 750,000 sq. ft. warehouse which will be located on Lot 28 in the Pocono Mountain Business Park which is a lot that is split between Mount Pocono Borough and Coolbaugh Township. Ms. Ruiz-Smith stated that she is opposed to the idea stating that this request was made by the original developer and now the new developer which will solely benefit the developer by not having to travel to attend multiple meetings. Ms. Kelly stated that for clarity and communication purposes it would be beneficial to us so that everyone is hearing the same information on both sides. Solicitor Armstrong stated that there will be two separate review letters which will reflect the ordinances of each municipality respectively therefore maybe not every meeting would need to be a joint meeting, stating that it could be more streamlined with separate meetings. Mr. Weimer suggested that there be a joint meeting for the initial sketch

plan submission but then separate meetings following. Solicitor Armstrong stated that the developer should be required to submit a professional service contract so that the fees incurred will be the developer's responsibility which includes any advertising, solicitor fees and engineer fees.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize the Coolbaugh Township Planning Commission to hold a joint Planning Commission Meeting with the Mount Pocono Borough Planning Commission for the submission of the sketch plan from Schlouch Incorporated for the 750,000 sq. ft. warehouse to be developed on Lot 28 of the Pocono Mountain Business Park provided that a professional services agreement is submitted to the Township.

- **Discussion:** Ms. Ruiz-Smith asked Solicitor Armstrong about the fact that the joint meeting will be held and the Zoning Officer from Mount Pocono is a member of the Coolbaugh Township Planning Commission as well as employed by the EDC which owns the property where the project is proposed. Solicitor Armstrong stated that he will look into it and get back to the Board. Ms. Ruiz-Smith raised concerns about the borough and the Township having different SALDO's.
- **Vote:** All in favor, motion passes.

13. Other business

- ❖ Ms. Ruiz-Smith asked what the status is of the security camera project, being advised that they are all installed and that we are just waiting for the monitors to be connected to view the footage.
- ❖ Ms. Ruiz-Smith asked the status of the locking of the doors in the Municipal Center during meetings being advised by Mr. Weimer that he has requested that the staff come up with ideas as far as the safety of the building and the floorplan stating that the work would be able to be completed by DPW. This will be discussed at a future meeting.
- ❖ Ms. Ruiz-Smith reviewed a letter that was sent out by Ms. Mills the day after the last meeting when the One Living Hope Church Lease was approved that notified them of the \$100.00 late fee being imposed for the month of February. Ms. Ruiz-Smith stated that she doesn't believe that is fair as the lease was passed the night before the letter was sent out. Solicitor Armstrong stated that he will speak to Ms. Mills about this. Ms. Mills stated that the rent was then paid on the 14th of February. Mr. Lamantia stated that he would have been ok with waving the fee if it was paid within a couple days of the notice but not receiving it over a week later.
- ❖ Mr. Weimer stated that there are plans for six hydrants to be installed by PA American Water, three located by Coach Road in Pocono Farms East and one on Seneca, Salamanca and Wigwam in Pocono Farms. Ms. Kelly asked if we are going to take advantage of Aldi's running the water line and install some hydrants in that area being advised not this year.
- ❖ Mr. Weimer stated that Township Engineer, Russ Kresge submitted the cost estimate for the 2019 road paving project which came in at \$614,340.00 stating that the available liquid fuels funding is in the amount of \$486,152.00. Mr. Weimer asked that the Assistant Road Foreman look at the list and recommend the roads to pave based on the funding and stated that he will get together with him to finalize the list to go out to bid.
- ❖ Mr. Lamantia asked where we stand on the contract with PA American Water stating that we do not have a current contract with them but we pay them for the hydrants. Mr. Weimer stated that there is now a plan in place for out of service hydrants so that the fire company can be notified. Ms. Mills stated that Ms. Masker located an old contract but it appears that there was never any updating done to it when hydrants were added.
- ❖ Ms. Ruiz-Smith stated that Aldi's will be opening on March 7th, 2019.

14. Board of Supervisors Executive Sessions

- **Prior:** Tuesday, February 19, 2019 from 6:37pm-6:58pm Re: Legal

15. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Ms. Colgan to adjourn.
Meeting adjourned at 8:30 pm.

NEXT REGULAR BOARD MEETING: Tuesday, March 5, 2019 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____