

**Coolbaugh Township
Board of Supervisors
February 7, 2012 Minutes
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The Coolbaugh Township Board of Supervisors February 7, 2012 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Chairman Robert B. Hutchins called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance.

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

Announcement: 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 January 17, 2012 Minutes

Mr. Zito made a motion to approve the minutes of January 17, 2012 as presented and dispense with the reading. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

Appointment to the Coolbaugh Township Community Partnership

Anthony Giudice submitted a letter of interest to serve on the Township Community Partnership. Mr. Zito explained that the Partnership is on hold as there is a need to get the current members involved, get new members to serve and try to get the partnership activated.

Mr. Adams moved to appoint Robert Zito as the Liaison to the Township Community Partnership and appoint Anthony Giudice to serve as a member. Seconded by Ms. Kelly. Public Input - Fred Berg - any one who is willing to serve on a committee is an asset to the township. The motion carried 5-0.

**Minor Subdivision to join lots 612 & 613, Section H. A Pocono Country Place -
Property Owners - Hugh and Jessy Warren**

Mr. Frutchey made a motion to approve the Minor Subdivision to join lots 612 & 613, Section H, A Pocono Country Place for Hugh and Jessy Warren. Seconded by Mr. Adams. Discussion - none. The motion carried 5-0.

**Minor Subdivision to join lots 519 & 520, Section H, A Pocono Country Place -
Property Owner - Danuta Brodzinska**

Mr. Frutchey made a motion to join lots 519 & 520, Section H, A Pocono Country Place for Danuta Brodzinska. Seconded by Mr. Adams. Discussion - none. The motion carried 5-0.

**Funding - Addendum to Land Lease Agreement between Pocono Mountain Public
Library and Coolbaugh Township**

Mr. Frutchey made a motion to: waive the 20% Administrative fees associated with engineering invoices relating to the Pocono Mountain Public Library in the current amount of \$4,025.10; waive any future 20% Administrative fees associated with engineering invoices; and approve finalizing the Addendum to the Land Lease Agreement between Pocono Mountain Public Library, Inc. and Coolbaugh Township dated April 5, 2008 that will include the payment of \$59,153.65 to the Pocono Mountain Public Library. Seconded by Mr. Zito. Discussion - Mr. Zito asked if the payment would be in the next Current Obligations which was confirmed. Discussion - Ms. Kelly said as a library employee, she has been told she doesn't have to abstain from voting on anything dealing with the Library, but prefers to abstain. Public Input - David Pope re: what happened with the property on Hemlock Drive, Michelle Fairservice re: what the payment to the Library was for. Fred Berg re: what will happen to the space the Library is currently occupying. Discussion followed. The motion carried 4-0-1 (Ms. Kelly abstained).

**Agreement between the Delaware River Basin Commission and Coolbaugh
Township re: Township's Waste Water Treatment Plant**

Mr. Frutchey made a motion to sign the DRBC Settlement Agreement as per Solicitor Hanna's review of the documents being acceptable and approve paying the civil penalty of \$2,058.00. Seconded by Mr. Adams. Public Input - Michelle Fairservice asked for something

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in writing from the engineer as to why the Township was fined. Discussion followed about the matter being discussed at the next work session when the engineer would be present. The motion carried 5-0.

Quotations - Indoor Grinder Pump Station - Mansion

The following quotations were received for an indoor grinder pump station, complete with disconnect panel, w/visual & audible alarms: Site Specific submitted quotes in the amount of \$3,417.00 and one in the amount of \$3,060.00; Roche Supply in the amount of \$3,502.77 and S & H Supply Company in the amount of \$4,860.23.

Ms. Kelly made a motion to approve the purchase of an indoor grinder pump station for the Mansion from Site Specific for the smaller model with a not to exceed \$3,417.00. Before a second to the motion was made, discussion followed on the size of the unit, price, etc.

Mr. Frutchey moved to table until the next meeting. Ms. Kelly second the motion . The motion carried 5-0.

Commonwealth Energy Group, LLC - Proposal for ESCO Services - Direct Discount Program - Lighting Retrofit

Mr. Zito made a motion to approve moving forward with Commonwealth Energy Group, LLC Proposal for ESCO Services in the amount of \$17,785.00. Seconded by Ms. Kelly. Discussion - Ms. Kelly asked Mr. Hein if the money was in the budget. Mr. Hein replied that the money for the carpet, doors and the lights were in one line item in the budget. Discussion followed about the proposal including the main building, building 2 and the garage. The motion carried 5-0.

Pocono Mountain Industries - request for a waiver of the administrative fees associated with Lot 20, Pocono Mountains Corporate Center East (Phase A, Section 1) Stormwater Plan

Mr. Frutchey made a motion to grant Pocono Mountain Industries (PMI) a waiver of the 20% administrative fees associated with Lot 20, Pocono Mountains Corporate Center East, (Phase A, Section 1) due to PMI being a not-for-profit economic development agency. Seconded by Mr. Adams. Discussion - none. The motion carried 5-0.

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Lowe's Home Centers - request for a reduction of the performance bond

Mr. Frutchey made a motion to table the matter until the next meeting until the paper work is finalized. Seconded by Mr. Adams. Discussion - none. The motion carried 5-0.

Authorization to Martin & Robbins to do a Topography Survey and Wetland Delineation at Oak View Lane

Mr. Frutchey made a motion to approve Purchase Order 5349, thereby authorizing Martin & Robbins to do a topography survey and wetland delineation at Oak View Lane. Seconded by Mr. Adams. Discussion - Mr. Hutchins said he would abstain due to living on Oak View Lane. Public Input - David Pope asked where Oak View Lane is located. Mr. Hutchins said in the Laurel View Section of Pocono Farms off of the Echo Lake Road. The motion carried 4-0-1 (Mr. Hutchins abstained).

Township Financial Report

Before the Supervisors was a Financial Report prepared by Controller Doug Hein that showed the final Trial Balance and final, unaudited Budget Trial Balance (P & L Statement) for all funds as of December 31, 2011. The P & L was revised to show a comparison to last year. Along with the report was a listing of time available for all employees as of pay period ending January 21, 2012. Mr. Hein reported that CPA Todd Bushta began his preliminary work this week and was planning on having everything finalized by the end of March. Ms. Kelly asked for a report showing whether the Sewer Fund is constantly running under budget. Mr. Hein said the Sewer Fund has never been self-sustaining, but will do a report. The Financial Report was accepted as presented.

Current Obligations

General Fund	\$327,201.61
Escrow Account Fund	\$ 205.68
Sewer Fund	\$ 25,389.94
Total Disbursements	<hr/> \$352,797.23

Mr. Zito moved to approve paying the Current Obligations in the amount of \$352,797.23. Seconded by Ms. Kelly. Discussion - Mr. Frutchey said he will abstain from invoice # 30290

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in the amount of \$350.00 which represents a reimbursement to Linda Frutchey. The motion carried 4-0-1 (Mr. Frutchey abstained).

Other Business

Eagle Scout Project

Mr. Frutchey made a motion to approve Joseph Princetta's Eagle Scout Project to install an exhaust and intake system to circulate the air in the food pantry. Seconded by Mr. Adams. Discussion - Mr. Frutchey suggested that Russ Kresge Township Engineer be consulted prior to the start of the project as there may be code requirements to follow. The motion carried 5-0.

Joint Materials Bid Advertisement

Mr. Frutchey made a motion to approve being included in Tobyhanna Township's 2012 Materials Bid for line painting, anti-skid material, seal coat, drainage boxes, and stone. Seconded by Mr. Adams. Discussion followed about Tunkhannock Township and the Borough of Mount Pocono may be joining the bid. The motion carried 5-0.

CPR Class

Mr. Frutchey made a motion to approve holding an 8 hour CPR Course sometime during the first week in April at \$50.00 per person on site for our employees and any supervisor who would like to take the course. Seconded by Mr. Adams. The motion carried 5-0.

Monroe County Transit Authority - Pocono Pony

Mr. Hutchins informed the public that the Work Session was very interesting as Anthony Guidice from the Monroe County Transit Authority was present to discuss their current bus service and special programs that included a Shared Ride Service, A Persons with Disabilities Program, Medical Assistance Program, door to door service, etc. Mr. Hutchins said there is a wealth of information in pamphlets on display as you enter this building.

Tobyhanna Army Depot

Mr. Hutchins said he and Mr. Frutchey attended the Ribbon Cutting Ceremony for the C41SR Finishing Center at the Tobyhanna Army Depot. They received information about the Tobyhanna Army Depot's June 23, 2012 Celebration in honor of the 100th Year Anniversary of the Army arriving at Tobyhanna. There are plans to give a tour of the Depot, involvement with Steam Town, parachute jump, military displays, there will be shuttle buses, plenty of parking and they will end the day with a parade. There will be more details about the event coming from the depot.

Public Input

Michelle Fairservice - the work session about Pocono Community Access Television was very interesting and suggested that the Supervisors look into the program. Discussion followed about internship programs, etc.

David Pope - a better light is needed on SR 611 as you enter Laurel Drive, the school buses traveling to fast on Laurel Drive at the area of the underpass and suggested that someone from the Department of Transportation attend a meeting. Discussion followed.

Consideration of road name change

Mr. Hutchins said many people get confused when coming to the stop sign on Echo Lake Road and then when you go through the stop sign your on Laurel Drive and it may make more sense to have Echo Lake Road all the way to Main Street. Laurel Drive would start at the bend and go out to SR 611. Discussion followed about if there would be a change it would need to be made now as we are heading into our re-addressing project.

Appointment of Robert Hutchins as Contact for the Re-addressing Project

Mr. Frutchey made a motion to appoint Robert Hutchins as a working Supervisor as the contact person for the Re-Addressing Project. Mr. Adams seconded the motion. Discussion followed about the number of hours, how many months would the job entail, when he would start on the project, the hourly rate. Mr. Frutchey amended the motion to reflect up to 40 hours a week, at the rate of \$17.00 per hour, start

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approximately 2 weeks prior to the address release (March 16, 2012) and for a period of 3 months, if more time is needed, the matter would be revisited for additional time. Seconded by Mr. Adams. The motion carried 4-0-1 (Mr. Hutchins abstained).

Mileage Reimbursement

The Supervisors confirmed the mileage reimbursement is the current IRS rate as per our current Fee Resolution.

Board of Supervisors Executive Sessions

Mr. Hutchins announced that the Board of Supervisors held an Executive Session on Tuesday, January 24, 2012 at 7:00 p.m. for Personnel. He said one will be held after this meeting on Personnel and there would be no need to keep the meeting opened.

Adjournment

With no further business before the Board, Mr. Zito moved to adjourn the meeting. Seconded by Mr. Adams. Discussion - none. The motion carried 5-0. The meeting adjourned at 7:56 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Robert M. Hutchins
Board Chairman