

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
January 16, 2018

The meeting was called to order by Chairman William Weimer at 7:02 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

None

Staff present:

Jerry Hanna, Solicitor, Erin Masker, Township Secretary

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 city before speaking.

1. Public Input

- D. Pope stated that there are still people parking on the side of the gas station on Main Street and blocking the intersection to be able to see oncoming traffic.
- D. Pope stated that he spoke with VFW Post 509 regarding the pavers and stated that they will be selling the pavers for \$206.00 and will be giving back some money to the Township from the sales; he also stated that they will need an additional \$9,000.00 for the memorial monument project.

2. Approval of minutes / notes : January 2, 2018 Meeting

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the meeting minutes of January 2, 2018 as written.

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

3. Monthly Reports

➤ **Pocono Mountain Regional Police Department-** Presented by Ms. Kelly

Mr. Weimer asked the Board to handle agenda item #5 at this point while Officer Nero is in attendance. Ms. Ruiz-Smith stated that there is a special guest in attendance this evening and asked that Officer Nero bring him in. Officer Nero introduced K9 Creed to the Board and the audience and stated that he is sixteen months old and has been on the road since October of 2017 and has over 30 arrests.

Mr. Weimer made a motion second by Ms. Colgan to authorize the purchase of a 2017 Utility Police Interceptor K9 Vehicle in the amount of \$44,338.00.

- **Discussion:** Mr. Weimer stated that this is something that we are very proud of the program and thanked Officer Nero and his program for the great job that they do. Officer Nero stated that there is an entire kennel system in this vehicle and that this donation means so much to him especially after

the loss of his partner Niko. Ms. Ruiz-Smith stated that she is proud to announce that she had a conversation with Chief Wagner and stated that the vehicle is being sponsored by Coolbaugh Township will have the Township logo on it to show that we support our police department completely. Ms. Kelly stated that the vehicle will be purchased from Ray Price Ford which is a co-stars vendor. D. Pope stated that this is money well spent. Ms. Ruiz-Smith asked that the vehicle attend that Parks and Recreation 2018 Touch a Truck event. D.Pope asked if there has been any movement on radar for the officers.

- **Vote:** All in favor, motion passes.

- **Pocono Mountain Regional EMS**-Presented by M. Lemley.
- **Coolbaugh Township VFC**- Presented by G. Dobson. Mr. Weimer stated that Mr. Dobson was presented with the Medal of Gallantry at the annual installation dinner that was held on Saturday for saving the life of an employee at A Pocono Country Place that fell and hit her head outside of her vehicle on December 28, 2017, Mr. Dobson stayed with her and took care of her until the EMS arrives, saving her life. He will be awarded a certificate as well as a Governor's award for going above and beyond the call of duty. Mr. Dobson thanked Mr. Weimer.
- **Gouldsboro VFD**- Presented by B. Weimer. S. Baker asked how much money the Twp. gives them.
- **Thornhurst Fire & Rescue Ambulance**- Presented by B. Weimer.
- **Tobyhanna Township VFC**- Presented by B. Weimer.
- **Pocono Mountain Public Library**- Presented by B. Weimer

4. 902 Recycling Grant- Pat Calpin

(Discussion ensued on the use of the grant with the top priorities being a new beast for the recycling center or a new leaf truck. The Board decided that it was most important to apply for the grant to purchase a new leaf truck.)

Ms. Kelly made a motion second by Mr. Weimer to authorize Pat Calpin to prepare the 902 Recycling Grant for the purpose of purchasing a new leaf truck at a cost not to exceed \$2,300.00 per his estimate dated January 11, 2018.

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

5. Authorization to Disburse Funds to Pocono Mountain Regional Police Foundation in the amount of \$44,338.00 for the purchase of a 2017 Utility Police Interceptor K9 Vehicle

(This item was moved to the beginning of the meeting for action.)

6. Acceptance of Resignation from Claire Nidoh- Board of Auditors

Ms. Kelly made a motion second by Ms. Ruiz-Smith to accept the resignation of Claire Nidoh from the Board of Auditors with regret.

- **Discussion:** Ms. Ruiz-Smith asked if the position needed to be advertised since there is a vacancy, being advised by Solicitor Hanna that it would be the right thing to do.
- **Vote:** All in favor, motion passes.

Ms. Colgan made a motion second by Mr. Weimer to advertise the vacant position on the Board of Auditors

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

7. **Letter of Interest for Re-Appointment to the Parks and Recreation Commission from Jose Ramos with a term ending December 31, 2022**

Ms. Colgan made a motion second by Mr. Lamantia to appoint Jose Ramos to the Parks and Recreation Commission with a term ending December 31, 2022.

 - **Discussion:** Ms. Ruiz-Smith asked for clarification on the name as one thing says Joey and the agenda says Jose.
 - **Vote:** All in favor, motion passes.

8. **Authorization to Advertise the 2018 Spring Leaf Cleanup**

Mr. Weimer made a motion second by Ms. Colgan to authorize the advertisement of the 2018 Spring Leaf Cleanup as presented.

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

9. **Set the mileage rate for reimbursement according to the 2018 IRS Rate of 54.5¢ per mile**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve setting the mileage reimbursement rate to 54.5¢ per mile according to the 2018 IRS Rate.

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

10. **Approve Finalized Copy of Lease for One Living Hope Community Church**

Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the commercial lease agreement for One Living Hope Community Church in the amount of \$1,000.00 per month for the old head start space to be effective beginning on February 1, 2018 through January 31, 2019.

 - **Discussion:** Ms. Ruiz-Smith asked if the church would be able to begin moving their items in once the lease is signed and the insurance certificate is received so that they can avoid paying another month for storage, the Board agreed that would be ok. T. Keane asked if we know the maximum occupancy on the space and if the church has applied for the necessary permits.
 - **Vote:** All in favor, motion passes.

11. **Building #2 Assessment Budget Expenditure- Barry Isett & Associates**

Ms. Ruiz-Smith made a motion second by Ms. Kelly to authorize Township Engineer, Russ Kresge to review the Barry Isett & Associates report and submit a list of priorities for the Building #2 repairs.

 - **Discussion:** Ms. Ruiz-Smith discussed the possibility of having Barry Isett & Associates prepare a grant for the purpose of replacing the windows in the district court space in building #2 as they had requested. Ms. Kelly stated that the turnaround time for a grant can be long and she would like to see DPW complete the window replacement project at the court in the near future as she would like to get the court to agree to a ten year lease for the space, stating that we could possibly explore the grant opportunities for the replacement of the windows on the second. Ms. Ruiz-Smith requested that we ask Township Engineer Russ Kresge to prioritize the list for the repairs at building #2 so that we have a plan moving forward. Ms. Ruiz-Smith stated that she would like to have a discussion with DPW and Russ Kresge to discuss what needs to be done.
 - **Vote:** All in favor, motion passes.

12. **Controller Report**

Mr. Weimer presented the report as of December 31, 2017.

13. Current Obligations

• General Fund	\$	71,419.36
• Sewer Fund	\$	7,340.36
• Escrow Fund	\$	<u>786.00</u>
Total Disbursements	\$	79,545.72

Ms. Kelly made a motion second by Ms. Ruiz-Smith to pay our current obligations in the amount of \$79,545.72.

- **Discussion:** D. Pope asked for clarification on check #7923 in the amount of \$4,500.00. Mr. Lamantia asked for clarification on check # 7905 to Gilmore & Associates. Ms. Ruiz-Smith request that the Board be provided with an updated list of the payments made to Gilmore and stated that she would like an update from Ms. Mills on the negotiation of the bills that were approved a couple months ago as the bills are not reflecting that there have been any changes.
- **Vote:** All in favor, motion passes.

14. Other Business

Mr. Weimer made a motion second by Ms. Ruiz-Smith to adopt Resolution #04-2018: Opposition to House Bill 1620.

- **Discussion:** Ms. Ruiz-Smith asked Ms. Masker if the letters had been sent to legislators regarding our opposition, being advised that they had and that we have not received any response.
 - **Vote:** All in favor, motion passes.
- Ms. Ruiz-Smith would like to invite Mr. Tim Lee from the Mountain Center to the next meeting as he was able to convince the MCTA bus to come to the Mountain Center and to the library. Mr. Weimer read the memo regarding the new Blue Route North from the Pocono Mountain Public Library Director, Ann Shincovich.
- Mr. Lamantia would like to see our staff being sent for training for grant writing as we are currently paying outside companies to provide a service that we could train our own staff to handle, stating that he would rather pay a stipend to the staff for this service. Ms. Ruiz-Smith stated that there are specific grants that need to be written by individuals that have the skill set, but it is a good idea for general grants that may become available. Ms. Ruiz-Smith stated that she, Ms. Mills and Ms. Masker will be attending a grant writing seminar in February.

15. Board of Supervisors Executive Sessions

- **Prior:** Tuesday, January 16, 2018 from 6:35 pm- 6:57pm Re: Legal

16. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Mr. Lamantia to adjourn.

- **Vote:** All in favor, motion passed.

Meeting adjourned at 8:08pm.

NEXT REGULAR BOARD MEETING: Tuesday, February 6, 2018 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: _____