

## 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

January 19, 2016

The meeting was called to order by Chairman William Weimer at 7:04 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

#### **Board Members present:**

William Weimer, Juan Adams, Lynn Kelly, Alma I. Ruiz-Smith, and Anthony Lamantia

#### **Board Members absent:**

None

#### **Staff present:**

Jerry Hanna, Solicitor, Erin Masker, Recording 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.

#### **1. Public input**

- B. Sandford thanked the Board for their quick response to take care of the dumping on the Green Road and the recycling center.
- C. Dunn (APCP) asked for a status update on the 196 turning lane project and Ms. Kelly stated that the partnership with Penndot was being processed and that we are working with the Engineer on the project and there are property owners that we need to visit. We will also begin the process to file for an extension of the grant deadline.
- C. Dunn (APCP) also asked the status of the APCP reimbursement from the Township for the state gameland access road, and was advised that we are not in receipt of the cancelled check or statement showing that the payment was made, and Ms. Dunn stated that she had previously sent it over and will resend it.

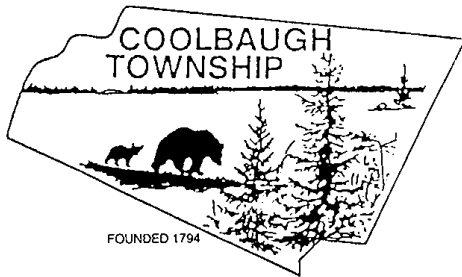
#### **2. Approval of minutes / notes : January 4, 2016 Regular Meeting Minutes**

*Ms. Ruiz-Smith made a motion, seconded by Mr. Adams to approve the minutes of the January 4, 2016 regular meeting as presented*

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

#### **3. Monthly Reports**

- Pocono Mountain Regional Police Department- read by Mr. Adams and providing an update that the Nov. 8 meeting is rescheduled due to election day, the PMRPC applied for a grant to purchase 4 vehicles, updated report on the building stating that it will be ready in May 2016, and also stating that the Commission asked that if the Board has any questions for them, Mr. Pope requested that they be sent to Ms. Masker to be forwarded onto the representatives to get answers for them. Mr. Adams stated that he was elected as the Secretary to the PMRPC for the year 2016. Mr. Adams told the Board that he spoke to the Commission, letting them know that the Board of Supervisors would like to work on the communication with them instead of spending money on lawsuits to try to mend the relationship between the two parties. Mr. Weimer stated that when they get rid of Coleman we will talk.
- Pocono Mountain Regional EMS- read by Ms. Doremus. Mr. Weimer stated that we are in the process of sending the letter to PMREMS which outlines or financial commitment for 2016 which includes \$10,000.00 allocated for capital improvements stating his purpose is so that they can repair their building. Ms. Doremus thanked the Board for their continued support. D. Pope asked Ms. Doremus what is the PMREMS annual operating budget, Ms. Doremus stated somewhere in the area of 4.5 million with Coolbaugh contributing \$145,000.00 annually. D. Pope asked if the Board has asked for any RFP's to try to see what other options are out there for Ambulance service, being told no. An audience member stated that it is level of care that is received when dealing with PMREMS, and the Board stating that they are satisfied with the service they are receiving.



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- Coolbaugh Township VFD- read by Mr. Keane- thanking the Supervisors that were in attendance at their annual banquet on Saturday. Ms. Ruiz-Smith thanked the fire dept. for the invitation stating it was a great event and that she hopes that the video is online for all to see that they do more than just put out fires.
- Gouldsboro VFD-read by Mr. Weimer
- Pocono Summit VFD-read by Mr. Weimer
- Thornhurst Fire & Rescue Ambulance- read by Mr. Weimer
- Tobyhanna Township VFD- read by Chief Counterman-Mr. Weimer asked if Mr. Counterman would be interested in sitting down with Thornhurst re: ISO dispatch to try to help lower the insurance rates, Mr. Counterman stated yes and that he believes that some of the rates were affected sur to the E-911 readdressing.
  - **Discussion:** C. Dunn (APCP) stated that there are still lines that were originally put in place in ACP for fire hydrants that were never utilized if there is any future plans to install more hydrants these could be utilized.

#### 4. E-911 Readdressing 4<sup>th</sup> Quarter Update

Mr. Keane read the 4<sup>th</sup> quarter report which included the breakdown of properties in compliance within each community that he has visited as well as a detailed report pertaining to what each category means when describing the issues that are still occurring at the properties.

#### 5. Transfer of Recycling Equipment

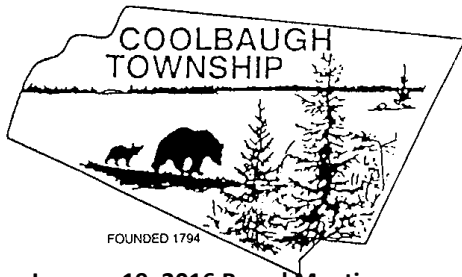
Mr. Weimer stated that we have come to pass on getting rid of a grapple truck and stacker that have been sitting for four years, stating that they asked around to other municipalities to see if these are items that anyone else is interested in and were contacted by Oak Grove Multi-Municipal Compost Facility which appears to be a conglomeration of Middle Smithfield, Smithfield and Lehman Townships for the purpose of recycling. It was discussed to either sell the equipment for the authorized price as per the guidelines provided by Berit Case, DEP representative as well as donating the equipment. It was agreed that the equipment would be donated as the benefit would be greater to the Township when re-applying for another grant to purchase equipment in the future.

*Mr. Weimer made a motion seconded by Mr. Adams to donate the radial stacker and grapple truck Oak Grove Compost Facility*

- **Discussion:** Ms. Kelly stated that we received the equipment from a grant and therefore we have to ask for permission to transfer the equipment, stating that in the last paragraph of the first page DEP encourages us to transfer it without payment. It would be Ms. Kelly's choice to transfer the equipment at no cost as we are able to reapply for another grant in the next round and the Assistant Road Foreman stated that they could use another leaf truck and possibly having to purchase another Beast, stating that we would stand a better chance to be considered for the grant if we follow what DEP is suggesting we do. Ms. Ruiz-Smith asked how much is the grant we could obtain, being advised by Mr. Weimer in upwards of \$250,000.00. Ms. Ruiz-Smith concurred with Ms. Kelly that amount would be more valuable than the \$11,000.00 we would get for selling the two pieces of equipment combined. Mr. Hanna interjected reading the DEP regulations, which state that it has to be transferred to a Municipality, as defined as a city, boro, town, township, county or an authority created by any of them, and he doesn't recognize it as that. He is guessing it is made up of Municipalities, maybe amend your motion to insure that the entity that it is going to is an approved Municipality or something else that DEP can assure that we are ok with.

*Mr. Weimer amended his motion, and Mr. Adams amended his second to donate the radial stacker and grapple truck to Oak Grove Compost Facility (Townships of Middle Smithfield, Smithfield and Lehman Township, Pike County).*

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



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**6. Request for extension of time- Dog Goods USA Land Development Plan**

*Ms. Ruiz-Smith made a motion seconded by Ms. Kelly to grant the request for an extension until March 22, 2016 per their letter dated January 12, 2016.*

- **Discussion:** Mr. Lamantia asked why they are asking for another extension of time with Ms. Ruiz-Smith stating that there are some conditions that need to be met that takes time to take care of. Mr. Hanna stated that many times the most legitimate reason is that there is a third party involved that needs to give approval in order to move ahead.
- **Vote:** All in favor, motion passes

**7. Coolbaugh Township Signage- Welcome to Coolbaugh Township A Zoned Community Permits Required (30 reflective signs to be placed at all entrances to Coolbaugh Twp. @ \$51.00 each)**

Mr. Weimer stated that DPW did an audit of all the entrances and that there are at least 20-24 signs that are missing at entrances to Coolbaugh Twp. that need to be replaced.

*Mr., Weimer made a motion seconded by Ms. Ruiz-Smith to purchase 30 reflective signs at the price of \$51.00 each to be placed at the entrances to Coolbaugh Twp.*

- **Discussion:** T. Counterman suggested looking into signs with film on them for easier cleaning and less sign damage when cleaning.
- **Vote:** All in favor, motion passes.

**8. Proposed Bulk Drop Off Dates:**

- Friday April 1<sup>st</sup> and Saturday April 2<sup>nd</sup>, 2016
- Friday June 3<sup>rd</sup> and Saturday June 4<sup>th</sup>, 2016
- Friday August 5<sup>th</sup> and Saturday August 6<sup>th</sup>, 2016
- Friday October 7<sup>th</sup> and Saturday October 8<sup>th</sup>, 2016

*Mr. Weimer made a motion seconded by Mr. Adams to authorize the proposed dates for bulk drop off as presented.*

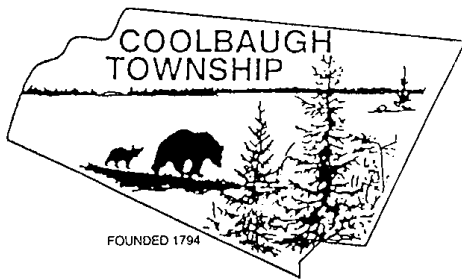
- **Discussion:** Ms. Ruiz- Smith asked if electronics will be accepted and was advised yes. B. Sandford asked if four weekends are enough especially after just cleaning up four truckloads of garbage on the Green Road. P. Williams stated that no matter how many are offered people that are going to dump their stuff on the side of the road are going to do it no matter how many days are available.
- **Vote:** All in favor, motion passes.

**9. Current obligations**

• General Fund	\$ 251,989.87
• Sewer Fund	\$ 6,988.65
• Capital Projects Fund	\$ 0.00
• Emergency Services Fund	\$ 0.00
• Liquid Fuels Fund	\$ 0.00
• Escrow Fund	\$ 0.00
<b>Total Disbursements</b>	<b>\$ 258,978.52</b>

*Mr. Adams made a motion seconded by Ms. Kelly to pay the current obligations totaling \$258,978.52.*

- **Discussion:** Mr. Lamantia asked for clarification on the PSATS dues as to whether it was an annual dues being told yes, 4<sup>th</sup> Quarter PSATS UC, being advised it is the unemployment taxes, PMPL delinquent taxes being advised that is the transfer of delinquent tax money that came in which a portion is reimbursed to the library, and Elevator Corp which he was advised that is for Bldg #2. C. Dunn(APCP) asked about the leaf pull behind that APCP borrows from the Township if Mr. Weimer can see if that was purchased with a grant as if so it could fall under the same situation as the above transfer of



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equipment issue, as there was always a dollar amount agreement for APCP to be able to purchase the leaf collection machinery first, Mr. Weimer asked Ms. Masker to look into this purchase.

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

#### 10. Other Business

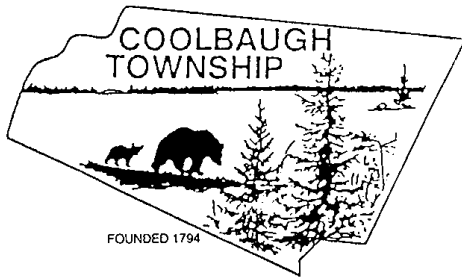
- Ms. Ruiz-Smith asked what we are doing with Bldg #2, Mr. Weimer advised that the winter project is to paint it and tear up the rugs. Ms. Ruiz-Smith asked if we will at some point be marketing it, with Mr. Weimer stating that he could take Ms. Ruiz-Smith for a walk through and see what she feels would be the marketable potential.
- Ms. Kelly stated that she received an email from Pocono Services for Family Head Start requesting a letter of support for the building that they are looking to purchase (old CEC school) for the purchase and future LSA grant applications that they may pursue.
  - **Discussion:** Ms. Ruiz-Smith stated her concern that MCTA does not come up on the mountain very often. Mr. Adams stated that for the purpose of Head Start if you are dropping off at 8am and picking up at 1pm the schedule they provide is sufficient. Ms. Kelly stated that Tim is in contact with MCTA based on the meeting that Ms. Kelly attended which included MCTA and other organizations, so it is something that is being discussed. Mr. Weimer stated that we need to have the facts of the schedule of MCTA before we include that in our letter. Mr. Lamantia stated that they are asking for a letter of support for the current project and that is what we should give them and we can address the MCTA issue in the future if requested.
  - **Vote:** All in favor, motion passes.

#### Hayward/Livingston Lot Consolidation – Arrowhead North Lots 2 & 3 Block 2014 Section 20 01/19C/1/449 & 450

Mr. Weimer stated that moving forward if plans are not submitted in time to be an agenda item they are to be put on the next meeting.

*Mr. Adams made a motion seconded by Mr. Weimer to approve the lot consolidation for Arrowhead North Lots 2 & 3, Block 2014 Section 20 Tax map Numbers 01/19C/1/449 & 450, Hayward & Livingston Property.*

- **Discussion:** M. Fairservice asked why it couldn't have been put on the next meeting, and Ms. Kelly stated that she will not make the decision again in the future.
  - **Vote:** All in favor, motion passes
- Mr. Lamantia asked if there is a way to get a copy of the Township Ordinances that is up to date. Ms. Kelly stated that she can give him a copy on CD. Mr. Lamantia asked if there is a certain procedure to get something on the work session agenda, and was advised that he could just let Mr. Weimer know or send an email to Ms. Masker or Ms. Kelly. Mr. Lamantia asked if the Township has a long range plan, being advised that the vehicles are on a 10 year plan, road themselves are a long range plan that have to be voted on annually. Mr. Lamantia stated that maybe there should be something in writing for the Boards moving forward so that they know what roads have been done and which ones still need attention, also stating that if there is a schedule and vehicles and equipment are purchase on an annual basis we could save the taxpayers some money by not leasing vehicles.
  - *Mr. Weimer made a motion to approve the addendum to the collective bargaining agreement dated 1/19/2016 between Coolbaugh Township and the Teamsters Local 773, Assistant Foreman which is an hourly employee position and we will be including after hour calls of 15 minutes per call for all calls received off hours at a rate of time and a half, all calls will be documented and verified with the cellphone bills.*
    - **Discussion:** Ms. Kelly stated that it is strictly an addendum to the collective bargaining agreement and the assistant foreman position for after hours and out of normal business days.
    - **Vote:** All in favor, motion passes
  - Mr. Weimer stated that he is going in for surgery tomorrow and will be out of commission for 8 weeks, and will not be able to attend February meeting(s) and will not be at the Parks and Rec meeting for January.



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**11. Board of Supervisors Executive Sessions**

Prior: Tuesday, January 19, 2016 from 6:50pm-7:02pm Re: Personnel  
After: Tuesday, January 19, 2016 from 8:05pm-9:04pm

**12. Adjournment**

There being no further business, a motion was made by Mr. Adams, seconded by Mr. Weimer to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 8:00 pm.

**NEXT REGULAR BOARD MEETING: Tuesday, February 2, 2016 at the Coolbaugh Township Municipal Office meeting room.**

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

**Submitted by:** Erin Masker, Recording Secretary

**Reviewed by:** \_\_\_\_\_  
Lynn Kelly, Township Secretary

**Witnessed by:** \_\_\_\_\_  
William Weimer, Chairman

**Date:** \_\_\_\_\_