

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 2, 2018
MINUTES

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

Staff present:

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary and Maureen Mills, Business Manager/Controller

Announcements:

Mr. Weimer announced the following:

- Public Input will be considered at the end 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.
- When speaking please state your name and the community or city that you live in.

1. **Organization of the Board of Supervisors**

- Election for the Board of Supervisors/Chairman

Mr. Weimer opened the floor for nominations for Board Chairman.

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Mr. Weimer as Chairman of the Board of Supervisors.

- **Discussion:** None
- **Vote:** All in favor; motion passed

- Election for the Board of Supervisors/Vice-Chairman

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Mr. Lamantia as Vice-Chairman of the Board of Supervisors.

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

2. **Appointment or Reappointment**

- **Secretary**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Ms. Erin Masker as Township Secretary.

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

- **Treasurer**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Patricia Rosendale as Township Treasurer.

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

- **Road Master**

Ms. Ruiz-Smith made a motion, second by Mr. Lamantia to appoint Mr. Weimer as the Roadmaster.

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

3. **Appointment of Board Liaison Positions**

- **Liaison for Admin/Secretary:**
- **Liaison for Code Enforcement**
- **Liaison for Department of Public Works**
- **Liaison for Facilities**
- **Liaison for Financial**

Mr. Weimer made a motion, second by Mr. Lamantia to appoint Ms. Colgan as the Liaison for Admin/Secretary, Mr. Lamantia for Liaison for Code Enforcement, Mr. Weimer for Liaison for Department of Public Works, Ms. Ruiz-Smith as Liaison for Facilities and Ms. Kelly as the Liaison for Finance.

- **Discussion:** Mr. Weimer stated that having the Board of Supervisors will assist in the direction that the Township is heading and believes that this is a good thing.
- **Vote:** All in favor, motion passes.

4. **Appointment or Reappointment**

- **Township Solicitor**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Attorney Jerry Hanna as the Township Solicitor on a month to month basis and to include completion of the legal matters associated with the Route 196 Turning Lane Project per the terms in his letter dated 1/2/2018.

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

- **Planning Commission Solicitor**

Ms. Ruiz-Smith made a motion, second by Mr. Weimer to appoint Att. Clark Connor as the Planning Commission Solicitor per the terms of his letter dated 11/3/2017.

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

- **Zoning Hearing Board Solicitor**

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to appoint Att. Clark Connor as the Zoning Hearing Board Solicitor per the terms in his letter dated 11/3/2017.

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

5. **Appointment or Reappointment**

- **Engineer**

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to appoint Russ Kresge of Russell Kresge Jr. Professional Engineer and Land Surveyor per the terms in his letter dated 10/13/2017.

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

- **Sewage Enforcement Officer**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Hanover Engineering, specifically Jacob A. Schray, Scott J. Brown, Gregory C. Gray, Pamela J. Kemecsy and Christopher A. Taylor per the terms in their letter dated 10/9/2017.

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

6. **Township Resolution Number 01-2018 re: Depositories of Township Funds**

Ms. Kelly made a motion, second by Ms. Colgan to adopt Resolution #01-2018 stating the Township will use Peoples Security Bank, PLGIT/PLGIT ARM and Principal Securities as the Township's depositories for 2018.

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

7. **Establish the Amount of the Treasurer's Bond -- \$650,000.00**

Mr. Weimer made a motion, second by Ms. Ruiz-Smith to establish the Treasurer's bond at \$650,000 for 2018.

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

8. **Appointment of Municipal Representative and Alternate to serve on the Monroe County Tax Collection Committee**

Ms. Ruiz-Smith made a motion, second by Mr. Weimer to appoint Ms. Mills as the representative and Ms. Kelly as the Alternate Representative for 2018 County Tax Claim Committee.

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

9. **Two appointments to Environmental Advisory Council (EAC)-term ending December 31, 2020**

Ms. Colgan made a motion, second by Ms. Ruiz-Smith to appoint William Hawkins to EAC with a term expiring on 12/31/2020.

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

- **Board of Supervisors appointment of Chairman to EAC**

Mr. Weimer made a motion, second by Ms. Kelly to appoint Karen Green as the Chairman to EAC for 2018.

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

- **Board of Supervisors Liaison appointment for EAC**

Ms. Ruiz-Smith made a motion, second by Ms. Kelly to appoint Ms. Colgan as the Board Liaison for EAC.

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

10. **Three appointments to Parks and Recreation Commission-term ending December 31, 2022**

Mr. Weimer made a motion, second by Ms. Ruiz-Smith to appoint Keith Hudson and Margaret Miller to the Parks and Recreation Board with a term ending 2022.

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

➤ **Appointment of Board Liaison to the Parks & Recreation Commission**

Ms. Kelly made a motion, second by Mr. Weimer to appoint Ms. Colgan as the Board Liaison for Parks and Rec. Commission.

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

11. **One appointment to the Planning Commission-terms ending December 31, 2021**

Ms. Ruiz-Smith made a motion, second by Ms. Kelly to reappoint Kevin Ambrogio to the Planning Commission with terms ending 12/31/2021.

- **Discussion:** Ms. Ruiz-Smith stated that Mr. Ambrogio is an attribute to the commission with his experience with the fire company.
- **Vote:** All in favor; motion passed.

12. **One appointment to the Pocono Mountain Public Library Board of Trustees-term ending December 31, 2020**

Ms. Ruiz-Smith made a motion, second by Mr. Weimer to appoint Joyce Onstead to the PMPL Board of Trustees with a term ending 12/31/2020.

- **Discussion:** Ms. Kelly stated she would be abstaining because of her employment with the Library.
- **Vote:** Four in favor, Ms. Kelly abstained; motion passed.

13. **Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Service**

Mr. Weimer made a motion, second by Ms. Ruiz-Smith to appoint Mr. Lamantia as the Board Liaison to the PMREMS for 2018.

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

14. **Three annual appointments to the Pocono Mountain Regional Police Commission**

Mr. Weimer made a motion, second by Ms. Colgan to appoint Ms. Kelly, Ms. Ruiz-Smith and Kurt Cummings as the Coolbaugh Township Representatives to the PMRPC for 2018.

- **Discussion:** Ms. Ruiz-Smith stated that she is happy to represent Coolbaugh Township on this commission. D. Pope thanked the board for having a citizen member for representation on the commission. Mr. Weimer stated that he believes Mr. Cummings will be a good addition.
- **Vote:** All in favor, motion passes.

15. **Two appointments to the Zoning Hearing Board-Terms ending December 31, 2020**

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to reappoint Grier Haslam and Anthony Giudice to the Zoning Hearing Board with terms ending 12/31/2020.

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

16. **Annual appointment of Vacancy Board Chairperson**

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to appoint Mr. Gratz Washenik as the Vacancy Board Chairperson.

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

17. **Selection of Municipal Representative and Alternate Representative to attend Council of Government meetings for 2018**

Ms. Kelly made a motion, second by Mr. Weimer to appoint Ms. Ruiz-Smith as Municipal Representative and Ms. Mills as the alternate Municipal Representative to the COG meetings for 2018.

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

18. **Authorization to advertise Board of Supervisors Meeting and Work Sessions for 2018**

Ms. Kelly made a motion, second by Mr. Weimer to advertise the Board Meetings and Work Sessions as presented with the May 15, 2018 meeting being held on Wednesday May 16, 2018 and the November 6, 2018 meeting being held on Monday November 5, 2018 due to elections and there being no meeting held on January 1, 2019.

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

19. **Establish holidays for Township employees**

Ms. Ruiz-Smith made a motion, second by Ms. Kelly to establish the Township holidays as follows: Martin Luther King Day 1/15/18; Presidents' Day 2/19/18; Good Friday 3/30/18; Memorial Day 5/28/18; Fourth of July 7/4/18; Labor Day 9/3/18; Veterans' Day 11/12/18; Thanksgiving Holiday 11/22 & 23/18; Christmas Holiday 12/24 & 25/18; New Year's Eve 12/31/18; New Year's Day 1/1/19 for discussion.

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

20. **Approval of Minutes/Notes**

Ms. Ruiz-Smith made a motion, second by Ms. Kelly to approve the minutes for December 19, 2017 as presented.

- **Discussion:** None
- **Vote:** Four in favor, Ms. Colgan abstained as she was not a Supervisor at that meeting, motion passed.

21. **Certify Delegates and appoint one Delegate to serve as the Voting Delegate at the PSATS annual convention**

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to appoint Mr. Weimer as the voting delegate at the PSATS Convention.

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

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to certify the five Supervisors, Tomas Keane, Zoning/Codes Officer, and Township Secretary/Administrative Assistant, Erin Masker to attend the Annual PSATS Convention from Sunday April 22-25, 2018.

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

22. **Adoption of Township Resolution Number 02-2018 – Appointment of Certified Public Accountant**

Ms. Kelly made a motion, second by Mr. Weimer to adopt Resolution #02-2018 to appoint Frey & Company as the auditor at a price not to exceed \$11,500.00 to audit the Township's 2017 financial statements.

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

23. **Adoption of Resolution Number 03-2018- Two Mill Fire Company Tax Disbursement**

Mr. Weimer made a motion, second by Ms. Ruiz-Smith to adopt Resolution #03-2018 for the Two Mill Fire Company Tax Disbursement.

- **Discussion:** Mr. Weimer stated that Gouldsboro VFC will receive \$12,000.00, Tobyhanna Twp. VFC will receive \$22,000.00 and Thornhurst VFC will receive \$22,000.00 with the remaining tax funds designated to Coolbaugh Township.
- **Vote:** All in favor; motion passed.

24. **Authorization to BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2017**

Mr. Lamantia made a motion, second by Ms. Colgan to authorize BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2017 at a cost not to exceed the estimated amount of \$3,200.00 per the submitted proposal.

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

25. **Approval of Special Counsel for Wastewater Treatment Plant Legal Matters**

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to approve Nicholas Haros of Young and Haros, LLC. as special counsel for the Wastewater Treatment Plant Legal Matters per the rates in his letter dated 11/7/2017.

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

26. **Approval of BCM Rates for 2018- Wastewater Treatment Plant Engineer**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to approve the BCM rates for 2018 as outlined in their letter dated 10/31/2017, with a senior project manager billing at \$110.00 per hour, Project Engineer billing at \$95.00 per hour and a Technician billing at \$65.00 per hour.

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

27. **Declaration from Supervisor Colgan for Inclusion on Township Health, Dental and Vision Insurance Plan**

Ms. Colgan stated that she would like to be included on the Health, Dental and Vision Insurance Plan through the Township.

28. **Declaration from Supervisor Kelly for Inclusion on Township Health, Dental and Vision Insurance Plan**

Ms. Kelly stated that she would like to be included on the Health, Dental and Vision Insurance Plan through the Township.

29. **Acceptance of Revised Walmart Settlement Agreement and Release**

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to approve the Walmart revised settlement agreement and release which includes changing the name of Walmart Stores East, LP. To Walmart Stores East, LLC. and includes the increase in the EDU's that they are being billed.

- **Discussion:** Mr. Weimer will be abstaining from the vote due to his employment with Walmart Distribution Center
- **Vote:** Four in favor, Mr. Weimer abstained, motion passes.

30. **Stipulation/Settlement for Jospitre Condemnation Matter**

Mr. Weimer made a motion, second by Ms. Colgan to table Agenda item #30 as the documents are not yet available.

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

31. **Annual Wage Increases for Non Union Employees**

Mr. Weimer made a motion, second by Ms. Kelly to approve the annual increases for non-union employees as follows: Mr. Keane- \$60,000.00 per year, Ms. Mills- \$70,000.00 per year, Ms. Rosendale- \$56,275.56 per year, Ms. Masker- \$21.00 per hour, Ms. Tigue- \$22.27 per hour and Mr. Brady- \$28.11 per hour.

- **Discussion:** Ms. Ruiz-Smith stated that we have a fantastic team that she is proud to be a part of.
- **Vote:** All in favor, motion passes.

32. **Current Obligations**

• General Fund	\$ 286,934.99
• Sewer Fund	<u>\$ 5,411.12</u>
Total Disbursements	\$ 292,346.11

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to approve paying the current obligations in the amount of \$292,346.11.

- **Discussion:** Mr. Lamantia asked for clarification on check #7874.
- **Vote:** All in favor; motion passed.

33. **Public Input**

- D. Pope asked for an update on the fire hydrant situation that was discussed a few months ago
- D. Pope stated that there is an issue with trucks parking on the side of the gas station on Main Street and would like to know if someone could speak to the owner and let them know that there is not parking allowed in certain locations as traffic is unable to see past the trucks when turning. Solicitor Hanna stated that there was a land development plan that depicted the designated parking areas and that may assist in addressing the issues.
- M. Fairservice asked for an update on the Waste Authority recycling bin issue in which the drivers of the MCWA trucks were dumping the items in front of the fence at the Recycling Center.
- P. Williams stated that the Historical Society will be open on January 27, 2017 during the ice harvest from 10am-1pm.
- Ms. Ruiz-Smith asked P. Williams if the historical society has sent any information to the Visitors Bureau regarding any events that are going on in the community and asked that they do so in order to help bring tourists to our area.
- V. Massaro asked what is being built across from APCP (Rt. 196 and Heights Road) as there are trees being removed.

34. **Other Business**

- Mr. Weimer stated that the annual ice harvest will be held on Saturday, January 27, 2018 from 9am-2pm at 2071 Lakeside Drive in Tobyhanna.

35. **Adjournment**

There being no further business, a motion was made by Ms. Ruiz-Smith, second by Mr. Weimer to adjourn the meeting. All in favor; motion passed.

Meeting adjourned at 7:59pm.

NEXT REGULAR BOARD MEETING: Tuesday, January 16, 2018 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Erin Masker, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____