

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, JANUARY 21, 2014
MINUTES

The meeting was called to order by Chairman Lynn Kelly at 7:01pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Ms. Kelly led those present in the Pledge of Allegiance.

Board Members present:

Lynn Kelly, Juan A. Adams, Robert M. Zito, and Bill Weimer.

Board Members absent:

Fred Pope

Staff present:

Jerry Hanna, Solicitor.

- **Announcement:**

Ms. Kelly announced that the public would be given an opportunity to speak on each agenda matter and that public input would be considered at the end of the meeting for other issues.

1. **Approval of the January 6, 2014 Reorganizational Minutes**

The minutes of January 6, 2014 were reviewed and considered for approval.

Mr. Adams made a motion, seconded by Mr. Weimer to approve the minutes of January 6, 2014 as presented.

- **Discussion:** There were no comments made by the Supervisors. On public comment, Mr. Dave Pope had a question on Item #13, the three (3) annual appointments to the Pocono Mountain Regional Police Commission. He asked if he could see Mr. Jim Frutchey's letter of interest to serve on PMRPC for 2014. He asked the Board why Mr. Harry Smith was not re-appointed. Ms. Kelly explained that the Board felt it was important not to leave a seat open for three months while Mr. Smith was away. Ms. Kelly complimented Mr. Smith on the excellent job he had done. Mr. Dave Pope felt the public was "back doored". Mr. Fred Berg asked if two Supervisors needed to sit on the Commission. Ms. Kelly stated that any three citizens of the Township, regardless of whether they were Supervisors or not, could be appointed to PMRPC. Mr. Berg felt that a letter of gratitude to Mr. Smith, acknowledging the exemplary service Mr. Smith

gave to the Township should be forthcoming from the Supervisors. Ms. Kelly stated that Mr. Zito would see to it that a letter was sent to Mr. Smith.

- **Vote: All in Favor. Motion Passed.**

2. **Monthly Reports**

- **Coolbaugh Township Volunteer Fire Department**

- Mr. Chris Ambrogio and Mr. George Dobson were present to give CTVFC's report. It was stated that call totals for December 2013 and for the entire year of 2013 were 28 and 294 respectively, and that they are working on developing a more detailed report for next month and future meetings.

- **Pocono Mountain Regional Emergency Services**

- Ms. Kelly presented the report as our representative Fred Pope was not present. Total calls inside the service area for the company were 4,943, of which Coolbaugh Township accounted for 2,079.

- **Pocono Mountain Regional Police**

- Mr. Adams presented the report. Total calls for the month of December were 895. Coolbaugh Township accounted for 363. He detailed the arrest activity for the year and stated that we were under in hours used for the year 2013 (376.48 hours). Mr. Dave Pope asked how much that equated to in dollars. Not having that information at hand the Supervisors agreed to provide it at their next meeting. Mr. Dave Pope asked if the balance of unused hours would be refunded to us in dollars. Ms. Kelly stated that hours would be carried over to the current year. Mr. Dave Pope disagreed with that procedure. Ms. Kelly said the question of why this is done would be posed to the Police Commission.

3. **Extension Request – Pocono Mountain Office Commons – Phase 1 Final Land Development Plan**

Ms. Kelly read a letter from the applicant, Arcadia Properties, LLC requesting an extension of time through April 30, 2014 for the project. She also read a memorandum from the Coolbaugh Township Planning Commission stating that at its January 13th meeting, they had recommended the extension be granted.

Mr. Adams made a motion, seconded by Mr. Zito to grant an extension to Pocono Mountain Office Commons – Phase 1 Final Land Development Plan to April 30, 2014.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

4. **Authorization to advertise Amendment to the Zoning Ordinance and Subdivision and Land Development Ordinance**

Mr. Zito explained that the Planning Commission has been working with County Planner Carson Helfrich on two issues, one being the prohibition of wall mounted lights in commercial parking lots and the other relating to electronic on-site signs, similar to the ones at businesses such as Gleco Paint and CVS along State Route 940.

Ms. Kelly referred to a letter from the Planning Commission recommending adoption of both items.

Mr. Hanna led the Board through the time frame needed and procedures involved, including advertising for a Public Hearing and sending a draft amendment to the County. He suggested that the second meeting in March (18th) be used for the Public Hearing and consideration of adoption.

Mr. Zito made a motion, seconded by Mr. Adams to authorize advertising a Public Hearing at 6:30pm on March 18, 2014 for consideration of adoption of amendments to the Coolbaugh Township Zoning Ordinance and SALDO.

- **Discussion: None**
- **Vote: All in Favor. Motion Passed.**

5. **Township Resolution #03-2014 re: repealing previous non-Uniform Pension Resolutions and adopting a Pension Plan Document**

Ms. Kelly read the proposed resolution.

There was some discussion that the date of the resolution, listed as 1/1/2013 on the resolution, possibly should be 1/1/2014. After reviewing an email provided by Business Manager Doug Hein it was determined that the date of the resolution should indeed be 1/1/2013 and that the changes were administrative in nature, necessary to comply with IRS regulations.

Mr. Zito made a motion, seconded by Mr. Adams to adopt Township Resolution #03-2014.

- **Discussion:** Ms. Michelle Fairservice asked what defined a “non-uniform” employee. Ms. Kelly said that basically that meant the employee was not a police officer.
- **Vote: All in Favor. Motion Passed.**

6. **Recycling Center – set dates to be open during 2014 – order recycling cards**

Mr. Kelly stated that in past years the Center has generally been open during the first weekend of the month from April – November.

Mr. Zito made a motion, seconded by Mr. Adams to open the Recycling Center 4/4 & 5, 5/2 & 3, 6/6 & 7, 7/11 & 12 (due to the July 4th holiday), 8/1 & 2, 9/5 & 6, 10/3 & 4 and 11/7 & 8, and to order resident's recycling cards for 2014.

- **Discussion:** Ms. Fairservice said she felt it was a "free for all", as the Township has not tracked the cards in any way. Mr. Zito explained that he is now meeting with staff on a weekly basis and that this is one issue that would be addressed. Mr. Zito told Ms. Fairservice that if there were ever suggestions that she would like to give the Board, he would always be willing to speak with her. She then suggested that we contact Chestnut Hill Township, whose recycling center has gained recognition in the past.
- **Vote: All in Favor. Motion Passed.**

7. **Form committee to research and compile data on police services for Coolbaugh Township**

Ms. Kelly asked for letters of interest from the public to form a committee to evaluate options outside of the Pocono Mountain Regional Police Department. The committee would research and compile data and report to the Supervisors, helping the Supervisors make a good informed decision.

Mr. Zito said he felt the committee should be between seven and nine people, preferably nine, and suggested four names to start, former Police Commission member Harry Smith, Waste Authority Police Officer Pete Tambasco, Constable Spike Rogan, and Business Manager Doug Hein, and then solicit letters from the public to fill out the remaining members.

Ms. Kelly set the parameters for service. The committee would seat nine persons, all applicants must be Coolbaugh Township residents, over the age of 18 and cannot be affiliated in any way with PMRP, either through family members, employment or being currently seated on the Police Commission.

Mr. Berg commented that those parameters would preclude Mr. Harry Smith from serving. Ms. Kelly said that since he is not a current Police commission member, he would not be precluded at this time.

Mr. Dave Pope asked what the goal of the committee was. Ms. Kelly said the goal was to evaluate options outside of the current arrangement.

Mr. Dobson asked if there was a goal date for the findings of the committee. There were various answers from the Board, but the latest viable date seemed to be sometime in November.

Mr. Tony Lamantia asked about the qualifications needed to sit on the committee. Ms. Kelly said that diverse backgrounds, ranging from law enforcement to business to research, would be considered.

Mr. Zito made a motion, seconded by Mr. Adams to solicit letters of interest for the Coolbaugh Township Police Research Committee, through advertisements in the Pocono Record and Journal of the Pocono Plateau. Applicants must be Coolbaugh Township residents, over the age of 18 and cannot be affiliated in any way with PMRP, either through family members, employment or being currently seated on the Police Commission. Deadline for receipt of letters by the Township will be Tuesday, February 11th.

- **Discussion: None**
- **Vote: All in Favor. Motion Passed.**

8. Appointment of Emergency Management Coordinator

Ms. Kelly explained that it is the Township's responsibility to appoint an Emergency Management Coordinator, complete the necessary paperwork and forward the paperwork to Monroe County.

Ms. Kelly made a motion, seconded for discussion by Mr. Zito to appoint Bill Weimer as Coolbaugh Township Emergency Management Coordinator.

- **Discussion:** Mr. Zito said while he admired Mr. Weimer's enthusiasm, he was concerned that Mr. Weimer might be taking on too many responsibilities. Mr. Weimer assured the Board that with this being his expertise, he felt comfortable taking on the responsibility.
- **Vote: All in Favor. Motion Passed.**

9. Business Manager / Controller Financial Report

Mr. Zito gave a brief summary of Mr. Hein's written financial report, covering the period through January 21, 2014.

- General Fund revenues – \$155,084.00.
- General Fund expenses – \$307,736.00

\$500,000.00 has been withdrawn from the "Rainy Day Fund" to supplement revenue to the General Fund until tax revenues begin coming in. Mr. Zito suggested that next year, money be transferred from this fund on an as needed basis, and not in a lump sum as was done this year.

10. Current Obligations

Before them, the Supervisors had details of the Township's current obligations totaling \$132,541.61

Mr. Adams made a motion, seconded by Mr. Weimer to pay current obligations in the amount of \$132,541.61

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

11. Other Business

Mr. Weimer spoke of his meeting with the Department of Public Works. Among the issues discussed was that the technology used to support our current paging system would no longer be supported by Monroe County. He spoke of the previously discussed option of adding texting to DPW's cell phones, but noted the concerns of some officials regarding risks associated with possible distracted driving, etc. Gary Hoffman of Monroe County suggested to Mr. Weimer a computer program that allowed bulk messaging to go out, and the feasibility of only receiving incoming text messaging, which our carrier, Verizon, cannot do. He said that the County said the only viable options would be a phone tree or texting.

Mr. Zito spoke of his reluctance to go to texting. He spoke of a system from his daughter's former high school where all parents were notified by an automated, simultaneous phone call. Mr. Berg said that he knew that Verizon had the technology (ISG) to make these types of calls.

Mr. Weimer will continue to explore all viable options. For now, we will have to continue with the phone tree system.

Mr. Weimer told Mr. Dave Pope that he has contacted Jim Hannan of PPL regarding the status of the light pole at Laurel Drive, and that an answer should be forthcoming soon.

Mr. Adams gave a status report of the GPS unit installation in all PMRP vehicles, stating that Coolbaugh Township paid \$17,472.00 to Fleetmatics on behalf of the department to cover the cost of a previously broken contract. The installation of the units that began in December 2013 remains unfinished. He said that the newly seated Commission said that there was no official motion in the minutes reflecting the installation to go forward and that no money was put in the PMRP 2014 budget for this expenditure. At this point a PMRP committee is being formed to evaluate the use of GPS and the type of reports generated by Fleetmatics.

A lengthy discussion followed. Ms. Kelly acknowledged that while there was no formal motion made by the PMRPC, Coolbaugh Township made it clear on many occasions last year that we would be willing to make the broken contract whole, but only with the expectation that a new contract be signed and that GPS units be installed in all police vehicles going forward.

Ms. Kelly stated that Township's position is that we should not be left holding the bag if the PMRP Commission chooses to break a second contract with Fleetmatics.

Mr. Dave Pope commented about the December Police Commission meeting in which he was told by then Chairman John Kerrick that the installation of the GPS units would be done by year end (2013), and that that conversation should be reflected in the PMRP minutes. Ms. Kelly acknowledged that it was.

Mr. Berg said that it is clear to him that someone doesn't want the units in the cars, and that it is an accountability feature that we need. He also said he hoped that a unit would be installed in Chief Harry Lewis' vehicle, and that the cost of the units is insignificant compared to the benefits. Ms. Kelly stated that having the units in all vehicles is one of our requirements.

Ms. Fairservice commented on the initial reason that the units were put in the police vehicles – safety.

After some further discussion, **Ms. Kelly proposed that following motion be made:**

That the Board authorize Mr. Hanna to draft a letter to the PMRP Commission regarding the status of the GPS units, and stating that Coolbaugh Township believed there was an agreement, specifying the terms of that agreement, and that if the matter did not move forward under those conditions Coolbaugh Township would fully expect to be reimbursed for the expenditure to Fleetmatics in the amount of \$17,472.00.

The above motion was then made by Mr. Zito and seconded by Mr. Adams.

- **Vote: All in Favor. Motion Passed.**

12. Public Input

Ms. Jackie Leonard said that she came to understand that a potential buyer for the Coolbaugh Elementary Center came forth to the Township but were not allowed to have what they wanted to bring here. Mr. Zito stated that in the Zoning Officer's opinion the rehabilitation center proposed, since there would be overnight stays and thus could almost be considered a hospital type facility, did not appear to be permitted in this zoning district.

Mr. Dave Pope questioned the \$327.00 approved for supplies for Tax Collector Gratz Washenik listed on tonight's Current Obligations.

He also directed a question at Mr. Adams, asking if the investigation into PMRP Chief Lewis' lost gun was completed. Mr. Adams said it would be best to direct that question to the PMRP Solicitor.

He then asked if a letter could be sent to all industrial facilities such as J&J and Walmart to make sure that they had made arrangements to make sure all of their trucks, before leaving their facility and sent on the road, be cleared of snow, especially on top, as this creates a safety hazard for any vehicle following

behind. Mr. Zito said he would make sure that this letter would be sent to the appropriate companies.

Ms. Clare Colgan asked about the EAC / Planning Commission appointment. Ms. Kelly said that Mr. Zito would poll the Planning Commission members to see if there was interest in any of them serving on EAC.

13. **Board of Supervisors Executive Sessions**

Ms. Kelly announced that the Board of Supervisors held Executive Sessions:

- January 6, 2014 @ 6:30PM – Legal
- January 17, 2014 @ 6:15PM – Legal
- January 21, 2014 @ 6:45PM – Personnel

None scheduled subsequent.

14. **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 8:24PM.

NEXT REGULAR BOARD MEETING: February 4, 2014

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

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____