

**Coolbaugh Township Board of Supervisors
Re-Organizational / Business Meeting
January 3, 2012 - Page 1**

The Coolbaugh Township Board of Supervisors January 3, 2012 Reorganizational \ Business Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Appointment of Acting Chairman

The Board of Supervisors called upon Solicitor Jerry F. Hanna to lead the meeting as Acting Chairman until the Election of Chairman for the Board of Supervisors.

Call To Order

Solicitor Hanna called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance to the Flag.

Roll Call

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

Organization of the Board of Supervisors

Election for the Board of Supervisors Chairman

Mr. Frutchey moved to appoint Robert Hutchins as Chairman of the Board of Supervisors. Seconded by Mr. Adams. The motion carried 5-0.

Election for the Board of Supervisors Vice-Chairman

Mr. Frutchey moved to appoint Robert Zito as the Vice-Chairman. Seconded by Ms. Kelly. The motion carried 5-0.

Chairman Hutchins asked Vice Chairman Zito to finish leading the meeting.

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Appointment or Reappointment of Other Township Officials

Township Secretary

Mr. Hutchins moved to reappoint Linda Frutchey as the Township Secretary. Seconded by Mr. Adams. The motion carried 3-1-1 (Ms. Kelly opposed, Mr. Frutchey abstained).

Township Treasurer

Mr. Hutchins moved to reappoint Pat Eden as the Township Treasurer. Seconded by Ms. Kelly. The motion carried 5-0.

Assistant Township Treasurer

Mr. Frutchey moved to appoint Juan Adams as the Assistant Township Treasurer. Seconded by Ms. Kelly. The motion carried 4-0-1 (Mr. Adams abstained).

Road Master

Mr. Adams moved to appoint James Frutchey as the Road Master. Seconded by Mr. Hutchins. The motion carried 3-1-1 (Ms. Kelly opposed, Mr. Frutchey abstained).

Appointment or Reappointment of Solicitors

Township Solicitor

Mr. Frutchey moved to reappoint Jerry F. Hanna as the Township Solicitor at \$28,400 per year. Seconded by Mr. Adams. The motion carried 5-0.

Planning Commission Solicitor

Mr. Frutchey moved to reappoint Clark Connor as the Planning Commission Solicitor. Seconded by Mr. Adams. The motion carried 5-0.

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Zoning Hearing Board Solicitor

Mr. Frutchey moved to reappoint Clark Connor as the Zoning Hearing Board Solicitor. Seconded by Mr. Hutchins. Discussion - Ms. Kelly said the ZHB had a meeting this year where there was a conflict of interest for Solicitor Connor and suggested creating a third position in the future. The motion carried 5-0.

**Appointment or Reappointment of Township Engineer and Alternate Engineer,
Sewage Enforcement Officers**

Township Engineer

Mr. Frutchey moved to appoint Russ Kresge as Township Engineer. Seconded by Mr. Zito. The motion carried 5-0.

Appointment of Sewage Enforcement Officers

Mr. Zito moved to appoint Scott Brown, Jacob Schray, and Janice Buskirk of Hanover Engineers as our Sewage Enforcement Officers. Seconded by Mr. Frutchey. The motion carried 5-0.

Township Resolution Number 01-2012 re: Depositories of Township Funds

Ms. Kelly moved to adopt Township Resolution Number 01-2012. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Establish the Amount of the Treasurer's Bond - \$500,000.00

Ms. Kelly moved to establish the Treasurer's Bond at \$500,000.00. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0.

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

Mr. Hutchins moved to appoint Robert Zito and Doug Hein as the Municipal Representatives to serve on the Monroe County Tax Collection Committee. Seconded by Mr. Adams. The motion carried 5-0.

One appointment to the Environmental Advisory Council (EAC) - term ending December 31, 2016

Ms. Kelly moved to reappoint Karen Green to the EAC. Seconded by Mr. Adams. The motion carried 5-0.

Board of Supervisors appointment of Chairman to the EAC

Ms. Kelly moved to table the appointment until Solicitor Hanna can research whether the appointment of Chairman to the EAC can be either a member of the Board of Supervisors or the EAC. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0.

Three (3) appointments to the Coolbaugh Township Community Partnership Commission - (CTCPC) terms ending on December 31, 2014

Mr. Zito moved to table the appointment and appointment as Liaison to the CTCPC until he can canvas the members to see if the entity can be revitalized. Seconded by Mr. Frutchey. The motion carried 5-0.

One (1) appointment to Parks and Recreation Commission - term ending December 31, 2016

Ms. Kelly made a motion to reappoint Clare Colgan to the Parks and Recreation Commission. Seconded by Mr. Zito. Discussion - Mr. Frutchey said he would like to see that we get minutes this year and if a member misses numerous meetings, they should resign and give someone else a chance to serve on the commission. The motion carried 5-0.

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Appointment of Board Liaison to the Parks and Recreation Commission

Mr. Zito moved to appoint Lynn Kelly as the Board Liaison to the Parks and Recreation Commission. Seconded by Mr. Adams. Discussion - none. The motion carried 4-1-0 (Mr. Frutchey opposed).

One appointment to the Pocono Mountain Public Library Board of Trustees - terms ending December 31, 2014

Mr. Hutchins moved to appoint Andrea Levergood-Flaherty to the Pocono Library Board of Trustees. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0-1 (Ms. Kelly abstained due to being an employee of the Pocono Mountain Public Library).

Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Services (PMREMS)

Mr. Zito moved to reappoint Lynn Kelly as the Board Liaison to the Pocono Mountain Regional Emergency Medical Services. There was no second to the motion.

Mr. Frutchey moved to appoint Juan Adams to the PMREMS. Seconded by Mr. Hutchins. Discussion - Ms. Kelly said Mr. Adams is currently serving on the PMREMS as a citizen at large. Discussion - Mr. Hutchins said he is aware that Mr. Adams serves as a citizen at large and the PMREMS will have to appoint another individual to serve as the citizen at large. The motion carried 4-0-1 (Mr. Adams abstained).

Three (3) annual appointments to the Pocono Mountain Regional Police Commission

Mr. Zito announced that letters of interest were received from Jim Frutchey, Robert Hutchins, Juan Adams and Harry Smith. Public Input - Jake Rogan asked if he could be considered to serve on the Commission as he is majoring in criminal justice, and currently serves as a judge of elections. He said he attends the Police Commission meetings and is up to date on the issues. Discussion followed.

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Mr. Frutchey moved to appoint Supervisor Robert Hutchins and Supervisor Juan Adams to serve on the Police Commission. Seconded by Ms. Kelly. Discussion none. The motion carried 5-0.

Mr. Hutchins moved to appoint Supervisor Jim Frutchey to serve on the Police Commission. Seconded by Mr. Adams. Discussion followed about Coolbaugh Township wording in the Agreement saying three citizens can be appointed, both Mr. Frutchey and Mr. Hutchins discussed with Solicitor Hanna whether it would be possible to have a Supervisor serve for the months that Harry Smith was in Florida and this cannot be done. Mr. Zito said that he supports Jim, but is reluctant to go down that path. Ms. Kelly said she will not support Jim and would not be in favor of having three sitting supervisors sit on the police commission - it is a majority of the board. Solicitor Hanna was asked for his opinion and he said that the agreement does not prohibit the three supervisors serving on the Commission as they are there voting on issues relating to the Police Commission.

Mr. Hutchins said he will withdraw from serving on the Police Commission. Discussion followed. Mr. Adams said he will withdraw from serving on the Police Commission. Discussion followed.

Mr. Hutchins moved to accept Juan Adams withdrawal from serving on the Police Commission. Seconded by Mr. Frutchey. Discussion - Ms. Kelly said she is sorry to see this as Mr. Adams would be a good candidate to serve on the Commission. The motion carried 5-0.

Mr. Zito moved to appoint Mr. Frutchey and Harry Smith to serve on the Police Commission. Seconded by Mr. Adams. Public Input - Dan Ferguson suggested that the Agreement be amended to give Coolbaugh Township more representation on the Commission; Jake Rogan asked if Mr. Smith was present when the police commission budget was passed. Discussion followed about Mr. Smith was not present but aware of all that is going on and being an excellent member on the Commission. Mr. Rogan asked that consideration be given to appoint someone else to the Police Commission, since Mr. Smith is absent from the Township for several months a year. The motion carried 4-0-1 (Mr. Frutchey abstained).

Appointment to the Zoning Hearing Board - term ending 2014

No letters of interest were received. Mr. Adams moved to table the matter. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0.

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Annual appointment of Vacancy Board Chairperson

Mr. Frutchey moved to appoint Brian Courtright as the Vacancy Board Chairperson. Seconded by Mr. Zito. The motion carried 5-0.

Selection of Municipal Representative and Alternate Representative to attend Council of Government Meetings

Mr. Adams moved to select Jim Frutchey as the municipal representative to attend the Council of Government (COG) meetings. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0-1 (Mr. Frutchey abstained).

Ms. Kelly moved to appoint Juan Adams as the alternate municipal representative to attend the COG meetings. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0-1 (Mr. Adams abstained).

Selection of Municipal Representative to attend Monroe County Road Task Force Meeting

Mr. Zito moved to select Jim Frutchey as the municipal representative to attend the Monroe County Road Task Force Meetings. Seconded by Ms. Kelly. Discussion - Mr. Zito thanked Jim for attending the meetings as he has done it for years with out reimbursement or compensation. The motion carried 4-0-1 (Mr. Frutchey abstained).

Authorization to advertise Board of Supervisors Meetings \ Work Sessions for 2012

Ms. Kelly made a motion to authorize the advertisement of the Supervisors Meetings / Work Sessions for 2012 as presented. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0.

Establish Holidays For Township Employees - calendar year 2012 & 2013

Mr. Zito went over the list of 13 holidays to observe during 2012. Mr. Hutchins moved to establish the 13 holidays as presented. Seconded by Mr. Adams. Discussion - Ms. Kelly

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suggested the Township's Personnel Manual be amended to correct the list of holidays. Discussion followed about reviewing the draft revised Personnel Manual that was created several years ago. The motion carried 4-0-1 (Mr. Frutchey abstained).

Inclusion in Group Health, Dental and Vision Insurance Coverage

Mr. Adams presented a formal request to be enrolled in the Township's health, dental and eye insurance plan for husband, wife and children.

Approval of Minutes

December 20, 2011 Regular Meeting

Mr. Frutchey moved to approve the December 20, 2011 regular meeting minutes as presented and dispense with the reading. Seconded by Mr. Zito. Discussion - Ms. Kelly pointed out that on page 4, the numbers in the motion should be 4-1-0 not 4-0-1 as indicated. Mrs. Frutchey noted the correction. Mr. Frutchey and Mr. Zito amended the motion to reflect the correction. The motion carried 4-0-1 (Mr. Adams abstained due to not being present for the meeting).

Adoption of Township Resolution Number 02-2011 re: Appointment of Certified Public Accountant (CPA)

Mr. Frutchey motioned to adopt Township Resolution Number 02-2012 appointing Todd J. Bushta as the CPA to audit the financial accounts for 2011. Seconded by Hutchins. Discussion - Mr. Adams noted that Todd Bushta is with the firm Gneiding, DeSanctis, Blizzard & Company who are based out of Allentown and asked why a firm from this area was not considered. Discussion followed about Mr. Bushta qualifications, he had his own company in Stroudsburg prior to joining this firm, and consideration would be given next year for getting several proposal from other CPA's. The motion carried 5-0.

Women's Resources of Monroe County, Inc. Request to continue using space for counseling services

Ms. Kelly moved to grant the Women's Resources of Monroe County request to continue using the space in building #2. Seconded by Mr. Adams. The motion carried 5-0.

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Certify Delegates and appoint one (1) Delegate to serve as the Voting Delegate to the Pennsylvania State Association of Township Supervisors' (PSATS) Annual Convention

Mr. Zito moved to appoint Mr. Hutchins to serve as the Voting Delegate to the PSATS Annual Convention. Seconded by Mr. Kelly. Discussion - Mr. Zito suggested discussing the attendance at the PSATS Convention at the next meeting. The motion carried 5-0.

Township Financial Report

Before the Supervisors were the final Trial Balance and Final Budget Trial Balance for all funds as of November 30, 2011, a revised P & L which showed a comparison to last year, along with a listing of time available for all employees as of pay period ending December 24, 2011 prepared by Business Manager/Controller Doug Hein. The Report was accepted as presented.

Current Obligations

General Fund	\$49,776.88
Escrow Fund	\$ 286.00
Sewer System Fund	\$ 3,896.21
Total Disbursements	<hr/> \$53,959.09

Mr. Frutchet moved to pay the Current Obligations in the amount of \$53,959.09. Seconded by Mr. Zito. Discussion - Mr. Frutchet asked Mr. Hein if all the bills are paid to date for 2011. Mr. Hein replied yes. Mr. Hutchins asked what check #182 was for. Discussion followed about it being a repair to the one ton dump truck. The motion carried 4-0-1 (Ms. Kelly abstained due to a reimbursement to her listed in the Current Obligations.

Other Business

2012 Budget

Mr. Adams said he is concerned that too much money has been budgeted for real estate tax assessment. Discussion followed about Mr. Hein paying close attention to the details.

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Thank you

Mr. Hutchins thanked Mr. Zito for chairing the meeting.

Computer Upgrade

Mr. Hein asked if \$650.00 can be paid to Sundance Computers to install Virtual Private Network (VPN) for the purposes of allowing him to take the laptop home to work from home in the event of snow or other matters. Mr. Zito said the price seems to be high and will send him information on something cheaper. It was the consensus to discuss the matter at the next meeting.

Public Input

Vince Massaro - concerned about the newspaper article about Coolbaugh Township pulling out of Regional Police. Discussion followed about this type of matter requiring a lot of discussion taking approximately 2 years to make that type of decision.

Michelle Fairservice - making sure Coolbaugh Township is getting the proper police coverage that we pay for.

David Pope - who picked the spot for the new Library. Discussion followed.

Michelle Fairservice - asked Solicitor Hanna questions related to Mr. Frutchey being appointed as the Road Master that would prevent him from serving in this position being that his son is employed in the department. Solicitor Hanna replied that there is nothing that would prohibit Jim serving in that position.

Jake Rogan - requested the Supervisors look into having the contract with the Police Commission amended to allow Coolbaugh Township to have more representation.

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Board of Supervisors Executive Sessions

Mr. Zito announced that the Board of Supervisors held an Executive Session on Monday, November 21, 2011 at 7:25 p.m. for Personnel and one is scheduled for Tuesday, January 17, 2012 at approximately 6:30 p.m. for Personnel.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Adams. Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 8:29 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Robert M. Zito
Board Vice-Chairman