

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
MONDAY, JANUARY 3, 2017  
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, Juan Adams, Lynn Kelly, Anthony Lamantia, and Alma I. Ruiz-Smith.

**Staff present:**

Jerry Hanna, Solicitor and Erin Masker, Recording Secretary

**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, seconded 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, seconded 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. Ruiz-Smith made a motion, seconded by Mr. Lamantia to appoint Ms. Kelly as Township Secretary without pay.*

- **Discussion:** None
- **Vote:** Four in favor, Ms. Kelly abstained; motion passed.

- **Treasurer**

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

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

- **Assistant Treasurer**

Ms. Kelly made a motion, seconded by Mr. Lamantia to appoint Mr. Adams as the Assistant Treasurer.

- **Discussion:** None.
- **Vote:** Four in favor, Mr. Adams abstained; motion passed.

- **Road Master**

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

- **Discussion:** None
- **Vote:** Four in favor, Mr. Weimer abstained; motion passed.

3. **Appointment or Reappointment**

- **Township Solicitor**

Ms. Ruiz-Smith made a motion, seconded by Mr. Lamantia to appoint Att. Jerry Hanna as the Township Solicitor per the terms in his letter dated 11/15/2016.

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

- **Planning Commission Solicitor**

Ms. Ruiz-Smith made a motion seconded by Ms. Kelly to appoint Att. Clark Connor as the Planning Commission Solicitor per the terms of his letter dated 11/18/2016.

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

- **Zoning Hearing Board Solicitor**

Ms. Ruiz-Smith made a motion, seconded by Ms. Kelly to appoint Att. Clark Connor as the Zoning Hearing Board Solicitor per the terms in his letter dated 11/18/2016.

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

4. **Appointment or Reappointment**

- **Engineer**

Ms. Ruiz-Smith made a motion, seconded by Ms. Kelly to appoint Russ Kresge of Russell Kresge Jr. Professional Engineer and Land Surveyor per the terms in his letter dated 11/08/2016.

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

- **Sewage Enforcement Officer**

Ms. Kelly made a motion, seconded by Ms. Ruiz-Smith to appoint Hanover Engineering, specifically Jacob A. Schray, Scott J. Brown, Gregory C. Gray and Christopher A. Taylor per the terms in their letter dated 11/04/2016.

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

5. **Township Resolution Number 01-2017 re: Depositories of Township Funds**

Ms. Kelly made a motion, seconded by Ms. Ruiz-Smith to adopt Resolution #01-2017 stating the Township will use Peoples Security Bank, PLGIT/PLGIT ARM and Principal Securities as the Township's depositories for 2017.

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

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

Ms. Ruiz-Smith made a motion, seconded by Mr. Weimer to establish the Treasurer's bond at \$500,000 for 2017.

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

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

Ms. Kelly made a motion, seconded by Ms. Ruiz-Smith to appoint Ms. Mills as representative for 2017 County Tax Claim Committee.

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

8. **One appointment to Environmental Advisory Council (EAC)-term ending December 31, 2019**

Ms. Kelly made a motion, seconded by Ms. Ruiz-Smith to appoint Karen Green to EAC with a term expiring on 12/31/2019.

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

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

Ms. Kelly made a motion, seconded by Ms. Ruiz-Smith to appoint Karen Green as the Chairman to EAC for 2017.

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

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

Mr. Weimer made a motion, seconded by Ms. Ruiz-Smith to appoint Ms. Kelly as the Board Liaison for EAC.

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

\*Ms. Masker asked Chairman Weimer if he would like to appoint an alternate to the Monroe County Tax Collection Committee- Agenda Item #7.

Ms. Ruiz-Smith made a motion, seconded by Ms. Kelly to appoint Township Treasurer, Patricia Rosendale as the alternate member of the Monroe County Tax Collections Committee.

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

9. **One appointment to Parks and Recreation Commission-term ending December 31, 2021**

Ms. Kelly made a motion, seconded by Ms. Ruiz-Smith to appoint Clare Colgan to the Parks and Recreation Board with a term ending 2021.

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

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

*Mr. Weimer made a motion, seconded by Ms. Ruiz-Smith to appoint Mr. Weimer as the Board Liaison for Parks and Rec. Commission.*

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

10. **One appointment to the Planning Commission-terms ending December 31, 2020**

*Ms. Ruiz-Smith made a motion, seconded by Mr. Lamantia to reappoint Dennis Noonan to the Planning Commission with terms ending 12/31/2020.*

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

11. **One appointment to the Pocono Mountain Public Library Board of Trustees-term ending December 31, 2019**

*Ms. Ruiz-Smith made a motion, seconded by Mr. Lamantia to appoint Phyllis Williams to the PMPL Board of Trustees with a term ending 12/31/2019.*

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

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

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

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

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

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to appoint Lynn Kelly, John Adams and David Pope to the PMRPC for 2017.*

- **Discussion:** Mr. Lamantia asked if the motion could be made for each individual as he would prefer to vote on each person individually and Mr. Adams agreed.

**Ms. Ruiz-Smith rescinded her motion and Mr. Weimer rescinded his second.**

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to appoint Lynn Kelly to the PMRPC for 2017.*

- **Discussion:** None
- **Vote:** 4-1-0, Mr. Lamantia opposed, motion passed.

*Mr. Adams made a motion second by Mr. Lamantia to appoint Peter Volpe to the PMRPC for 2017.*

- **Discussion:** None
- **Vote:** 2-3-0, Ms. Ruiz-Smith, Ms. Kelly and Mr. Weimer opposed, motion failed.

*Mr. Weimer made a motion, seconded by Ms. Ruiz-Smith to appoint John Adams to the PMRPC for 2017.*

- **Discussion:** None
- **Vote:** Four in favor, Mr. Adams abstained; motion passed.

*Ms. Ruiz-Smith made a motion second by Mr. Lamantia to appoint Dave Pope to the PMRPC for 2017.*

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

14. **One appointment to the Zoning Hearing Board-(Alternate) term ending December 31, 2018**

A gentleman in the audience asked what the position entailed and was advised of the criteria by the Board. He stated that he is interested in the term and stated that his name is William Turner.

*Mr. Adams made a motion, seconded by Ms. Ruiz-Smith to appoint William Turner to the Zoning Hearing Board as an alternate member with a term ending 12/31/2018.*

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

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

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

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

16. **Selection of Municipal Representative and alternate to attend Council of Government meetings(4<sup>th</sup> Monday of every month)**

*Ms. Kelly made a motion, seconded by Mr. Weimer to appoint Ms. Ruiz-Smith as representative and Mr. Adams as alternate Municipal Representatives to the COG meetings for 2017.*

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

17. **Authorization to advertise Board of Supervisors Meeting and Work Sessions for 2017**

*Mr. Adams made a motion, seconded by MS. Ruiz-Smith to advertise the Board Meetings and Work Sessions as presented with the July 4<sup>th</sup> meeting being held on Wednesday, July 5, 2017.*

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

18. **Establish holidays for Township employees**

*Ms. Ruiz-Smith made a motion, seconded by Mr. Adams to establish the Township holidays as follows: Martin Luther King Day 1/16/17; Presidents' Day 2/20/17; Good Friday 4/14/17; Memorial Day 5/29/17; Fourth of July 7/4/17; Labor Day 9/4/17; Veterans' Day 11/10/17; Thanksgiving Holiday 11/23 & 24/17; Christmas Holiday 12/22 & 25/17; New Year's Eve 12/29/17; New Year's Day 1/1/18 for discussion.*

- **Discussion:** Ms. Ruiz-Smith asked that the Board go into executive session to discuss this item further.

**\*\*The Board went into executive session from 7:30pm-7:59pm. \*\***

Upon returning, Mr. Weimer stated that there is a motion on the floor and asked for any further discussion.

- **Discussion:** Ms. Ruiz-Smith stated that she believes that the holidays for Christmas Eve and New Year's Eve should be half days to coincide with the Union Contract, Mr. Lamantia agreed.
- **Vote:** 3-2-0, Mr. Lamantia and Ms. Ruiz-Smith opposed, motion passed.

19. **Approval of Minutes/Notes**

Ms. Ruiz-Smith made a motion seconded by Ms. Kelly to approve the minutes for December 20, 2016 as presented.

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

20. **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 Mr. Lamantia 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 seconded by Mr. Adams certify the five Supervisors, Maureen Mills, Controller, Tomas Keane, Zoning/Codes Officer, Administrative Assistant, Erin Masker, Treasurer, Patricia Rosendale, , DPW Assistant Foreman, Kyle Knecht and DPW Employee Donnie DeRoo.

- **Discussion:** Ms. Ruiz-Smith stated that the Board will determine who will be attending when and just because they are certified they will not be staying for the duration of the time. Mr. Weimer stated that we are just certifying them to go.
- **Vote:** All in favor, motion passed.

21. **Adoption of Township Resolution Number 02-2017 – Appointment of Certified Public Accountant**

Ms. Ruiz-Smith made a motion seconded by Ms. Ruiz-Smith to adopt Resolution #02-2017 to appoint Frey & Company as the auditor at a price not to exceed \$10,500.00 to audit the Township's 2016 financial statements.

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

22. **Adoption of Resolution Number 03-2017- One and Three Quarter (1.75) Mills Fire Company Tax Disbursement**

Ms. Kelly made a motion second by Ms. Ruiz-Smith to adopt Resolution #03-2017 for the One and Three Quarter (1.75) Mills Fire Company Tax Disbursement.

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

23. **Authorization to BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2016**

Ms. Ruiz-Smith made a motion seconded by Mr. Adams to authorize BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2016 at a cost not to exceed the estimated amount of \$3,000.00 per the submitted proposal.

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

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

Mr. Adams made a motion seconded by Ms. Kelly 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 11/16/2016.

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

25. **Approval of BCM Rates for 2017- Wastewater Treatment Plant Engineer**

Ms. Ruiz-Smith made a motion seconded by Ms. Kelly to approve the BCM rates for 2017 per their letter dated 11/22/2016.

- **Discussion:** Ms. Ruiz-Smith wanted to clarify that they are the Engineer for the Wastewater Treatment Plant and not a general engineer, not to be confused with our Township Engineer Russ Kresge.
- **Vote:** All in favor, motion passed.

26. **Pocono Mountain Regional EMS request for Capital Improvements Disbursement in the amount of \$6,745.72**

Ms. Ruiz-Smith made a motion seconded by Ms. Kelly to approve the request for Capital Improvements Disbursement in the amount of \$6,745.72.

- **Discussion:** M. Fairservice stated that purchasing furniture is not a capital improvement. D. Pope agreed with Ms. Fairservice.
- **Vote:** All in favor, motion passed.

27. **Current Obligations**

• General Fund	\$ 103,265.04
• Sewer Fund	\$ 18,478.62
• Escrow Fund	\$ <u>19,289.32</u>
Total Disbursements	\$ 141,032.98 (2016 Bill Pay Amount)

Mr. Weimer stated that there is an addition bill pay list for a couple of items that are for 2017 totaling \$223,686.06 from the general fund. Due to the end of the year there were some bills that needed to be paid in 2016 and then some that needed to be paid in the first meeting of 2017.

Mr. Adams made a motion, seconded by Ms. Ruiz-Smith to approve paying the current obligations in the amount of \$364,719.04.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on checks #6806, #6814 and #6827. M. Fairservice asked for clarification on check#6838. D. Pope asked if there is a start date set for the Route 196 project.
- **Vote:** All in favor; motion passed.

28. **Other Business**

Mr. Weimer made a motion second by Ms. Kelly to do a job title change adding Business Manager to Maureen Mill's title.

- **Discussion:** M. Fairservice asked if there is a raise with this title addition and what the annual salary will be now.
- **Vote:** All in favor, motion passed.

Mr. Weimer made a motion to approve pay increases for the following employees: Maureen Mills \$65,100.00 annual salary, Patricia Rosendale \$53,595.77 annual salary, Tomas Keane \$47,840.00 annual salary, Erin Masker \$35,360.00 yearly, Sandra Tigue \$44,969.60 yearly and Joe Brady \$21,286.20 yearly.

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

- Ms. Ruiz Smith asked if the fee schedule will be on the work session next meeting or the one after that.
- Ms. Ruiz Smith asked if we could send the letter to Maureen Madden inviting her to the work session to discuss some issues with her including the issue at the railroad crossing in Pocono Summit so that she is aware and able to assist us in getting this problem resolved for the safety of the constituents that it affects.
- Mr. Weimer stated that he appreciates the long hours, working holidays and great job that DPW is doing with the roads when there is bad weather conditions.

29. **Public Input**

A gentleman named Bob Turner asked Mr. Weimer how his development, Whispering Glen would go about having their roads taken over by the Township. He stated that they need assistance with taking care of the roads and plowing in the winter. Mr. Weimer stated that he will contact Township Engineer, Russ Kresge to schedule a meeting and he will contact Mr. Turner for that meeting stating that there are specifics to the process.

D. Pope stated that the Blue Bins have been removed from Analomink due to dumping and asked if we have prosecuted anyone that has illegally dumped at our site, asking whether having the license plate information is enough. Mr. Weimer asked the Pocono Mountain Regional Police Officer in attendance what their process for prosecution is and if having a license plate is information enough.

30. **Board of Supervisors Executive Sessions**

- During: Tuesday, January 3, 2017 from 7:30pm-7:59pm re: Personnel

31. **Adjournment**

There being no further business, a motion was made by Mr. Adams, seconded by Ms. Kelly to adjourn the meeting. All in favor; motion passed.

Meeting adjourned at 8:32 pm.

**NEXT REGULAR BOARD MEETING: Tuesday, January 17, 2017 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:** \_\_\_\_\_  
Bill Weimer, Chairman

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