

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 4, 2016
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.

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

- Election for the Board of Supervisors/Chairman

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

Mr. Adams made a motion, seconded by Ms. Kelly 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 Mr. Weimer to appoint Mr. Adams as Vice-Chairman of the Board of Supervisors.

- **Discussion:** None.
- **Vote:** 4-0-1; motion passed (Mr. Adams abstained)

2. **Appointment or Reappointment**

- **Secretary**

Mr. Weimer made a motion, seconded by Mr. Adams to appoint Ms. Kelly as Township Secretary.

- **Discussion:** Ms. Kelly stated she would only be accepting pay for the position for two weeks to assist Ms. Mills, Controller, and after this she will not be accepting pay for the position.
- **Vote:** Four in favor, Ms. Kelly abstained; motion passed.

- **Treasurer**

Mr. Weimer made a motion, seconded by Ms. Kelly to appoint Patricia Rosendale as Township Treasurer.

- **Discussion:** Mr. Adams asked if this is a paid position, and was advised yes a full time employee position.
- **Vote:** All in favor; motion passed.

- **Assistant Treasurer**

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

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

- **Road Master**

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

- **Discussion:** Mr. Weimer stated he would not accept any pay.
- **Vote:** Four in favor, Mr. Weimer abstained; motion passed.

3. **Appointment or Reappointment**

- **Township Solicitor**

Mr. Adams made a motion, seconded by Ms. Ruiz-Smith to appoint Att. Jerry Hanna as the Township Solicitor per the terms in his letter dated 9/29/2015.

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

- **Planning Commission Solicitor**

Mr. Adams made a motion seconded by Ms. Ruiz-Smith to appoint Att. Clark Connor as the Planning Commission Solicitor per the terms of his letter dated 12/4/2015.

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

- **Zoning Hearing Board Solicitor**

Mr. Adams 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 12/4/2015.

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

4. **Appointment or Reappointment**

- **Engineer**

Mr. Adams 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 12/11/2015.

- **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 Schray, Scott Brown, Jeffrey Huff and Christopher Taylor per the terms in their letter dated 9/22/2015.

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

5. **Township Resolution Number 01-2015 re: Depositories of Township Funds**

Mr. Adams made a motion, seconded by Mr. Lamantia to adopt Resolution #01-2016 stating the Township will use Peoples Security Bank, PLGIT/PLGIT ARM and Principal Securities as the Township's depositories for 2016.

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

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

Ms. Kelly made a motion, seconded by Mr. Adams to establish the Treasurer's bond at \$500,000 for 2016.

- **Discussion:** Ms. Ruiz-Smith asked if this is the standard amount annually and was advised that it is.
- **Vote:** All in favor; motion passed.

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

Mr. Adams made a motion, seconded by Mr. Weimer to appoint Ms. Mills as representative and Mr. Lamantia as alternate for 2016 County Tax Claim Committee.

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

8. **One appointment to Environmental Advisory Council (EAC)-term ending December 31, 2018**

Ms. Kelly made a motion, seconded by Mr. Adams to reappoint Elia "Leo" Taddeo to EAC with a term expiring on 12/31/2018.

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

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

Ms. Kelly made a motion, seconded by Mr. Weimer to reappoint Karen Green as the Chairman to EAC for 2016.

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

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

Mr. Adams made a motion, seconded by Mr. Lamantia to appoint Ms. Kelly as the Board Liaison for EAC.

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

9. **Two appointments to Parks and Recreation Commission-(1) term ending December 31, 2018 and (1) term ending December 31, 2020**

Ms. Ruiz-Smith made a motion, seconded by Mr. Weimer to appoint Erin Masker to the term ending 2018 per her letter of interest.

- **Discussion:** P.Volpe asked when Parks and Recs meets and stated that he is interested in the term ending in 2020.

Motion was amended to include appointing Peter Volpe to the Parks and Rec Term ending 12/31/2020.

- **Vote:** All in favor; motion passed.

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

Mr. Adams 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. **Two appointments to the Planning Commission-terms ending December 31, 2019**

Ms. Ruiz-Smith made a motion, seconded by Mr. Adams to appoint Ronald Kluge and Bernie Kozen to the Planning Commission with terms ending 12/31/2019.

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

11. **One appointment to the Pocono Mountain Public Library Board of Trustees-term ending December 31, 2018**

Mr. Adams made a motion, seconded by Mr. Lamantia to appoint Patricia Torregrossa to the PMPL Board of Trustees with a term ending 12/31/2018.

- **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**

Ms. Kelly made a motion, seconded by Mr. Adams 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**

Mr. Adams made a motion to appoint David Pope and Peter Volpe to the PMRPC for 2016.

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

Ms. Ruiz-Smith made a motion, seconded by Mr. Weimer to appoint Mr. Adams to the PMRPC for 2016.

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

14. **Two appointments to the Zoning Hearing Board-terms ending December 31, 2018(1) Regular Member and (1) Alternate Member**

Mr. Adams made a motion, seconded by Ms. Ruiz-Smith to appoint Mr. Emanuele DeStefano to the Zoning Hearing Board as a regular member with a term ending 12/31/2018.

- **Discussion:** No other letters were received and therefore no alternate will be appointed at this time. Mr. Pope expressed his interest in the position, but due to the criteria pertaining to serving on the Zoning Hearing Board he would be unable to continue on the Police Commission at the same time, at which point he rescinded his comment expressing interest.
- **Vote:** All in favor; motion passed.

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

Ms. Kelly made a motion, seconded by Ms. Ruiz-Smith 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(4th Monday of every month)**

Mr. Weimer made a motion, seconded by Ms. Kelly to appoint Mr. Lamantia as representative and Mr. Adams as alternate Municipal Representatives to the COG meetings.

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

17. **Authorization to advertise Board of Supervisors Meeting and Work Sessions for 2016**

Mr. Adams made a motion, seconded by Mr. Weimer to advertise the Board Meetings and Work Sessions as presented.

- **Discussion:** Mr. Hanna stated that January 5, 2016 should be included in the advertisement as an excluded date for meetings due to the re-organizational meeting being held on Monday January 4, 2016.

Motion was amended to include January 5, 2016 be added to the advertisement.

- **Vote:** All in favor; motion passed.

18. **Establish holidays for Township employees**

Mr. Adams made a motion, seconded by Ms. Ruiz-Smith to establish the Township holidays as follows: Martin Luther King Day 1/18/16; Presidents' Day 2/15/16; Good Friday 3/25/16; Memorial Day 5/30/16; Fourth of July 7/4/16; Labor Day 9/5/16; Veterans' Day 11/11/15; Thanksgiving Holiday 11/24 & 25/16; Christmas Holiday 12/23 & 26/16; New Year's Eve 12/30/16; New Year's Day 1/2/17.

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

19. **Approval of Minutes/Notes**

Mr. Adams made a motion seconded by Ms. Ruiz-Smith to approve the minutes for December 30, 2015 as presented.

- **Discussion:** None
- **Vote:** Three in favor, Ms. Ruiz-Smith and Mr. Lamantia abstained; motion passed.

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

Mr. Weimer made a motion to certify the five Supervisors, Controller, Zoning/Codes Officers, Assistant DPW Foreman, Treasurer and a Parks and Recreation Member.

- **Discussion:** C. Colgan volunteered to attend PSATS as she is on the Parks and Rec Commission.
- **Vote:** All in favor, motion passed

Mr. Adams made a motion seconded by Ms. Kelly to appoint Mr. Weimer as the Voting Delegate for PSATS.

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

21. **Adoption of Township Resolution Number 02-2015 – Appointment of Certified Public Accountant**

Ms. Ruiz-Smith made a motion seconded by Mr. Adams to appoint Patrick McGoldrick of Frey & Company as the auditor at a price not to exceed \$10,500.00 to audit the Township's 2015 financial statements.

- **Discussion:** Mr. Adams asked if we should put a cap on the cost, and was told that we will keep a close eye on the cost.
- **Vote:** All in favor; motion passed.

22. **Authorization to BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2015**

Mr. Adams made a motion seconded by Ms. Ruiz-Smith to authorize BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2015 at a cost not to exceed the estimated amount of \$2,200.00 in the letter dated 12/28/2015.

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

23. **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 10/16/2015.

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

24. **Approval of BCM Rates for 2016- Wastewater Treatment Plant Engineer**

Mr. Adams made a motion seconded by Ms. Kelly to approve the BCM rates for 2016 per their letter dated 10/6/2015.

- **Discussion:** Mr. Weimer verified with Mr. Hanna that it is ok to approve the rates even though they do not state the amounts as being hourly, and was advised that yes it is ok as it is implied that the rates provided are hourly.
- **Vote:** All in favor, motion passed.

25. **Arcadia Properties- Request for extension of time through November 16, 2016**

Mr. Adams made a motion seconded by Ms. Kelly to approve the request for extension through November 16, 2016 for Arcadia Properties.

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

26. **Authorization for New Supervisors attendance at PSATS Boot Camp Seminar at Kalahari on 3/5/2015 and 3/12/2016**

Motion made by Mr. Adams seconded by Mr. Weimer to authorize attendance at Boot Camp Seminar for Mr. Lamantia and Ms. Ruiz-Smith with the cost of the seminar to be covered by the Township.

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

27. **Current Obligations**

| | | |
|---------------------------|----|-------------|
| • General Fund | \$ | 61,209.82 |
| • Sewer Fund | \$ | 555.00 |
| • Capital Projects Fund | \$ | 0.00 |
| • Emergency Services Fund | \$ | 0.00 |
| • Liquid Fuels Fund | \$ | 0.00 |
| • Escrow Fund | \$ | <u>0.00</u> |
| Total Disbursements | \$ | 61,764.82 |

Mr. Adams made a motion, seconded by Mr. Weimer to approve paying the current obligations in the amount of \$61,764.82.

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

28. **Other Business**

Ms. Kelly asked to reopen Agenda Item #20 requesting that all staff in the Township office be certified for attendance at PSATS for 2016, the original motion did not include the Township Receptionist and Township Recording Secretary. Ms. Kelly requested that these two positions be included with the understanding that there will need to be two staff members available to open the Township Building on all days of PSATS, and would be a luck of the draw attendance if all six were interested and available. Mr. Weimer did not feel that the luck of the draw would be an option but that he would agree to the certification. Ms. Ruiz-Smith asked for clarification on the cost for the event, being advised that there is money in budget and that an equal amount of participants attended last year. Mr. Lamantia asked about continuing education credits for

participants stating those members should take priority to get those credits over others. Mr. Weimer stated that this is such a great opportunity for everyone to attend stating lottery is not a wise choice. All delegates must be certified in order to give them the option to go.

Mr. Weimer made a motion seconded by Ms. Kelly to certify Erin and Sandra with the understanding among the staff that the Township Building with the disclosure that the building must maintain being opened.

- **Discussion:** Mr. Volpe asked for confirmation that there is money available in the budget for the expense and was advised yes there was money put into the budget based on the cost spent last year where there was an equal amount of attendance as is being offered this year.
- **Vote:** Four in favor, Ms. Ruiz-Smith opposed, motion passed.

Ms. Ruiz-Smith asked Ms. Masker if she will be issuing a new Township Directory once the changes are made for each of the Commissions and was advised yes. Ms. Ruiz-Smith also asked that the Supervisors begin a dialog with the Railroad authority for the train station located in Pocono Summit as the building was offered to the Township previously for a cost of \$1.00 to be used for Township purposes. Ms. Ruiz-Smith also spoke on the same property requesting that a letter be submitted to Mr. Hay or Mr. Malski to put up a gate at the train crossing intersection for safety, possibly asking the Railroad Authority for assistance with this matter. Mr. Adams stated that he was going to suggest that we ask our zoning officer to cite the property to get them to either repair the property or board it up. Mr. Hanna stated that he represents that Railroad authority as well and suggested speaking to Mr. Malski, stating that he believes that the building is owned by someone else. Mr. Weimer stated that maybe they would want to come to a work session to discuss the concerns and have a dialog with them. Mr. O'Boyle stated that the building is in fact owned by someone in New Jersey. Mr. Weimer stated that maybe we could send out a letter requesting safety arms be installed at the Railroad tracks.

Ms. Ruiz-Smith asked that someone could put either driveway markers or paint at the entrance to the Municipal Complex as she almost hit the sidewalk located at the entrance as there are no visible markers.

Mr. Weimer stated that this morning he gathered the maintenance employees from the complex as well as DPW Road Crew to cleanup Green Road and they did a great job, stating that the vacant house that many refer to as the "dog kennel property" does not look as bad now. This task is not an expectation of the DPW crew and he thanks them very much for their hard work. Mr. Weimer stated that if anyone knows of anyone that wants to help cleanup Coolbaugh to contact him whether groups, or just individuals, Mr. Weimer will provide DPW drivers, garbage bags and flaggers to help with the efforts. The next area that is on the schedule will be Laurel Drive by the fire company.

Ms. Kelly thanked DPW for the cleanup efforts on the roads as well as in the area of the blue bins.

M. Fairservice asked if the county would allow community service to clean up the trash. V. Massaro stated that someone is dumping along Route 423 and 196 again, as well as on the Dana's property.

Mr. Weimer would like the pictures that he printed out to be posted on the website thanking DPW for their hard work.

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Mr. Adams would like to have the railroad property owners contacted to have the property cleaned up and see what avenues are available to get that cleaned up. Ms. Ruiz-Smith stated the property is owned by the Railroad Authority.

Mr. Adams thanked Ms. Masker for providing the monthly calendar in the packet.

Ms. Ruiz-Smith asked about the process for requesting an executive session and was advised to just let Mr. Weimer know.

29. Board of Supervisors Executive Sessions

- Subsequent: Monday, January 4, 2016 after the meeting re: Personnel

30. Adjournment

There being no further business, a motion was made by Mr. Adams, seconded by Ms. Ruiz-Smith, to adjourn the meeting. All in favor; motion passed. Meeting adjourned at 8:35 pm.

NEXT REGULAR BOARD MEETING: Tuesday, January 19, 2015 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: _____