

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 5, 2015
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:00 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

Lynn Kelly, Juan Adams, Fred Pope William Weimer and Robert M. Zito.

Staff present:

Doug Hein, Business Manager / Controller; Jerry Hanna, Solicitor

Announcements:

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

- **Discussion:** Mr. Zito and Mr. Adams both commended Ms. Kelly on a job well done.
- **Vote: All in favor; motion passed**

- Election for the Board of Supervisors/Vice-Chairman

Mr. Zito made a motion, seconded by Mr. F. Pope to reappoint Mr. Adams as Vice-Chairman of the Board of Supervisors.

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

2. Appointment or Reappointment

- Secretary

Mr. Zito made a motion, seconded by Mr. Weimer to appoint Ms. Kelly.

- **Discussion:** Ms. Kelly stated she would not be accepting any pay; she would be signatory only, approving agendas but pushing work down to staff; will not be PC secretary. Mr. Zito said he will be PC secretary.
- **Vote: Four in favor, Ms. Kelly abstained; motion passed.**

- Treasurer

Ms. Kelly made a motion, seconded by Mr. Zito to reappoint Patricia Rosendale.

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

Mr. Zito made a motion, seconded by Ms. Kelly to reappoint Mr. F. Pope.

- **Discussion:** None.
- **Vote: Four in favor, Mr. F. Pope abstained; motion passed.**
- Road Master

Ms. Kelly made a motion, seconded by Mr. Zito to reappoint Mr. Weimer.

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

3. Appointment or Reappointment

- Township Solicitor

Mr. Adams made a motion, seconded by Mr. F. Pope to reappoint Att. Jerry Hanna

- **Discussion:** Mr. Zito stated per terms of Mr. Hanna's 10/31/14 letter.
- **Vote: All in favor; motion passed.**
- Planning Commission Solicitor

Mr. Zito made a motion, seconded by Mr. F. Pope to reappoint Att. Clark Connor

- **Discussion:** Mr. Zito stated per terms of Mr. Connor's 11/3/14 letter.
- **Vote: All in favor; motion passed.**
- Zoning Hearing Board Solicitor

Mr. Zito made a motion, seconded by Ms. Kelly to reappoint Att. Clark Connor

- **Discussion:** Mr. Zito stated per terms of Mr. Connor's 11/3/14 letter.
- **Vote: All in favor; motion passed.**

4. Appointment or Reappointment

- Engineer

Ms. Kelly made a motion, seconded by Mr. Adams to reappoint Russ Kresge of Gilmore & Associates per his 11/4/14 letter.

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

- Sewage Enforcement Officer

Mr. Zito made a motion, seconded by Mr. Adams to reappoint Hanover Engineering, specifically Jacob Schray, Scott Brown, Jeffrey Huff and Christopher Taylor per their 11/4/14 letter.

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

Mr. Zito made a motion, seconded by Mr. F. Pope to reappoint Cardno/BCM, specifically Dave Kavitski per their 11/4/14 letter

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

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

Ms. Kelly made a motion, seconded by Mr. Adams to use Peoples Security Bank, PLGIT/PLGIT ARM and Principal Securities as the Township's depositories for 2015.

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

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

Mr. Zito made a motion, seconded by Ms. Kelly to establish the Treasurer's bond at \$500,000 for 2015.

- **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 Mr. Weimer to reappoint Mr. Hein as representative and Mr. Zito as alternate for 2015.

- **Discussion:** Ms. Kelly asked if the committee met often and Mr. Hein stated they did not.
- **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 Mr. Zito to table due to confusion as to whose term is expiring.

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

9. **One appointment to Parks and Recreation Commission-term ending December 31, 2019**
Ms. Kelly made a motion, seconded by Mr. F. Pope to appoint Michele Fairservice.
- **Discussion:** None.
 - **Vote:** All in favor; motion passed.
 - **Appointment of Board Liaison to the Parks & Recreation Commission**
Ms. Kelly made a motion, seconded by Mr. F. Pope to appoint Mr. Zito.
 - **Discussion:** None.
 - **Vote:** All in favor; motion passed.
10. **One appointment to the Planning Commission-term ending December 31, 2018**
Mr. Zito made a motion, seconded by Ms. Kelly to reappoint Alma Ruiz-Smith.
- **Discussion:** None.
 - **Vote:** All in favor; motion passed.
11. **One appointment to the Pocono Mountain Public Library Board of Trustees-term ending December 31, 2017**
Mr. F. Pope made a motion, seconded by Mr. Zito to appoint Joyce Onsted.
- **Discussion:** Ms. Kelly stated she would be abstaining because she works for 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. Zito made a motion, seconded by Mr. Adams to reappoint Mr. F. Pope.
- **Discussion:** M. Fairservice asked if there was a citizen representative on the Board; she was told that Joyce Onsted and Lisa Hutchins were on the Board.
 - **Vote:** All in favor; motion passed.
13. **Three annual appointments to the Pocono Mountain Regional Police Commission**
- **Discussion:** Mr. Zito had asked for discussion before a motion. He believes all should be replaced, not due to their performance, but to change face of representation to all citizen representatives. Ms. Kelly said it was a hard choice because we need change along with continuity.
- Mr. F. Pope made a motion, seconded by Ms. Kelly to reappoint Mr. Adams.**
- **Discussion:** D. Broxmier said change is needed but that Mr. Adams has done a good job.
 - **Vote:** Four in favor, Mr. Zito against; motion passed.
- Mr. Adams made a motion, seconded by Mr. Weimer to appoint Mr. Peter Volpe.**
- **Discussion:** Mr. Zito said he would be abstaining on principle. Ms. Kelly said it is a hard choice.
- Vote:** Four in favor, Mr. Zito abstained; motion passed.
Ms. Kelly made a motion, seconded by Mr. Adams to appoint Mr. David Pope.

- **Discussion:** Mr. Zito thanked the others for putting in letters of interest; Mr. Weimer urged all citizens to stay involved.
 - **Vote:** Four in favor, Mr. Zito abstained; motion passed.
14. **Two appointments to the Zoning Hearing Board-terms ending December 31, 2017**
Mr. F. Pope made a motion, seconded by Mr. Adams to appoint Mr. Grier Haslam.
- **Discussion:** None.
 - **Vote:** All in favor; motion passed.
- Mr. Adams made a motion, seconded by Mr. Zito to appoint Mr. Anthony Giudice.**
- **Discussion:** None.
 - **Vote:** All in favor; motion passed.
15. **Annual appointment of Vacancy Board Chairperson**
Ms. Kelly made a motion, seconded by Mr. Zito to appoint Mr. Gratz Washenik.
- **Discussion:** Mr. F. Pope asked who was the chairperson now and was told it was Mr. Washenik.
 - **Vote:** All in favor; motion passed.
16. **Selection of Municipal Representative and alternate to attend Council of Government meetings**
Ms. Kelly made a motion, seconded by Mr. Zito to reappoint Mr. Adams as representative and Mr. Weimer as alternate.
- **Discussion:** None.
 - **Vote:** Four in favor, Mr. Weimer against; motion passed.
17. **Authorization to BCM Engineers to prepare Municipal Wasteload Management (Chapter 94) Report for the calendar year 2014**
Mr. Zito made a motion, seconded by Mr. Adams to authorize BCM Engineers to prepare the Chapter 94 report at a not to exceed cost of \$2,000.
- **Discussion:** None.
 - **Vote:** All in favor; motion passed.
18. **Authorization to advertise Board of Supervisors Meetings / Work Sessions for 2015**
Mr. Zito made a motion, seconded by Mr. Adams to advertise the work sessions at 6 pm and the meetings at 7 pm on the first and third Tuesdays of every month with the exception of April 21, 2015 which is cancelled for the PSATS convention, the second meeting in May will be on Monday May 18, 2015 due to the election and the first meeting in November will be on Monday November 2, 2015 also due to the election.
- **Discussion:** None.
 - **Vote:** All in favor; motion passed.

19. **Establish holidays for Township employees**

Ms. Kelly made a motion, seconded by Mr. Zito to establish the Township holidays as follows: Martin Luther King Day 1/19/15; Presidents' Day 2/16/15; Good Friday 4/3/15; Memorial Day 5/25/15; Fourth of July 7/3/15; Labor Day 9/7/15; Veterans' Day 11/11/15; Thanksgiving Holiday 11/26 & 27/15; Christmas Holiday 12/24 & 25/15; New Year's Eve 12/31/15; New Year's Day 1/1/16.

- **Discussion:** Mr. F. Pope stated that we should follow personnel manual and CBA and have ½ day on Christmas Eve and New Year's Eve or have half the staff come in one day and half the other. Mr. Weimer agreed.
- **Vote:** Three in favor, Mr. F. Pope & Mr. Weimer against; motion passed.

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

Mr. Zito made a motion, seconded by Mr. Adams to appoint Mr. Todd Bushta at a not to exceed price of \$8,000 to audit the Township's 2014 financial statements.

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

21. **Adoption of Township Resolution Number 03-2015 – Additional fees to be collected by Township Tax Collector**

Ms. Kelly made a motion, seconded by Mr. Zito to adopt additional fees to be collected by the Township Tax Collector for additional services.

- **Discussion:** Mr. Adams asked where the fees went and by whom they were to be paid; he was told to the tax collector by taxpayers.
- **Vote:** All in favor; motion passed.

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

Ms. Kelly made a motion, seconded by Mr. F. Pope to appoint Mr. Zito as the Voting Delegate.

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

Mr. Zito made a motion, seconded by Mr. Weimer to certify the five Supervisors, Business Manager, Treasurer, Codes, Road Foreman & Assistant Foreman as well as the Administrative Assistant.

- **Discussion:** Ms. Kelly said not everyone has to go, but they can if they so choose.
- **Vote:** All in favor; motion passed.

23. **Approval of Special Meeting Minutes – December 30, 2014**

Ms. Kelly made a motion, seconded by Mr. Zito to approve the minutes as presented.

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

24. **Business Manager / Controller Financial Report**

Mr. Hein gave a brief recap of the finances as of November 30, 2014.

25. **Current Obligations**

Before them, the Supervisors had details of the Township's current obligations totaling \$109,475.66.

Mr. Adams made a motion, seconded by Ms. Kelly to approve the current obligations.

- **Discussion:** M. Fairservice pointed out that the General Fund obligations of 12/23/14 in the amount of \$50,299.57 and the Sewer Fund obligations of 12/23/14 in the amount of \$4,930.52 had already been approved at the December 30, 2014 meeting. Mr. Hein verified they had been. Mr. Adams revised his motion and Ms. Kelly her second to show total obligations of \$54,245.57.

Vote: All in favor; motion passed.

26. **Other Business**

- **Mr. Zito stated that the Police Commission meeting is January 8th, not the 13th as was on the calendar.**

27. **Public Input**

- **V. Massaro asked if PMRPC meetings will still be held at Tobyhanna Township; he was told yes, until repairs are finished at police headquarters.**
- **M. Fairservice stated there was another accident on the road behind the Exxon gas station down the street. She asked if the shrubs and trees could be trimmed so people can see. Mr. Weimer said it would be taken care of.**

28. **Board of Supervisors Executive Sessions**

- **Held prior: Tuesday, December 30, 2014 at 6:00 pm re: Legal**
- **Subsequent: Monday, January 5, 2015 after the meeting re: Personnel**

29. **Adjournment**

There being no further business, a motion was made by Mr. F. Pope, seconded by Mr. Adams, to adjourn the meeting. All in favor; motion passed. Meeting adjourned at 8:13 pm.

NEXT REGULAR BOARD MEETING: Tuesday, January 20, 2015 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Douglas A. Hein, Business Manager / Controller

Reviewed by: _____
Lynn Kelly, Township Secretary

Witnessed by: _____
Bill Weimer, Chairman

Date: _____

DRAFT