

**Coolbaugh Township Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 1**

The Coolbaugh Township Board of Supervisors January 7, 2013 Re-organizational \ Business Meeting was held in the Township Municipal Center, at 5520 Municipal Drive, Tobyhanna, Pennsylvania.

Call To Order

Juan Adams 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. Robert M. Zito, Mr. James H. Frutchey, Jr., Ms. Lynn Kelly and Mr. Fred Pope. Also in attendance were: Township Solicitor Jerry F. Hanna, Business Manager/Controller Douglas Hein and Township Secretary Linda Frutchey.

Organization of the Board of Supervisors

Election for the Board of Supervisors Chairman

Mr. Zito moved to appoint Juan Adams as Chairman of the Board of Supervisors. Seconded by Mr. Frutchey. The motion carried 4-0-1 (Mr. Adams abstained).

Election for the Board of Supervisors Vice-Chairman

Mr. Adams moved to appoint Robert Zito as the Vice-Chairman. Seconded by Mr. Frutchey. The motion carried 4-0-1 (Mr. Zito abstained).

Appointment or Reappointment of Other Township Officials

Township Secretary

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

**Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 2**

Township Treasurer

Mr. Frutchey moved to reappoint Pat Eden as the Township Treasurer. Seconded by Mr. Zito. The motion carried 5-0.

Assistant Township Treasurer

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

Road Master

Mr. Adams moved to appoint James Frutchey as the Road Master. Seconded by Mr. Zito. The motion carried 4-0-1 (Mr. Frutchey abstained).

Appointment or Reappointment of Solicitors

Township Solicitor

Mr. Frutchey moved to reappoint Jerry F. Hanna as the Township Solicitor as per the terms of his November 1, 2012 letter. Seconded by Mr. Zito. The motion carried 5-0.

Planning Commission Solicitor

Mr. Frutchey moved to reappoint Clark Connor as the Planning Commission Solicitor as per the terms in his November 29, 2012 letter. Seconded by Mr. Adams. The motion carried 5-0.

Zoning Hearing Board Solicitor

Mr. Adams moved to reappoint Clark Connor as the Zoning Hearing Board Solicitor as per the terms of his November 1, 2012 letter. Seconded by Mr. Frutchey. The motion carried 5-0.

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

Township Engineer

Mr. Zito moved to appoint Russ Kresge as Township Engineer as per the terms outlined in his October 22, 2012 letter. Seconded by Mr. Adams. The motion carried 5-0.

**Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 3**

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 per the rates outlined in Hanover Engineering Associates letter of December 3, 2012. Seconded by Mr. Frutchey. The motion carried 5-0.

Township Resolution Number 01-2013 re: Depositories of Township Funds

Mr. Zito moved to adopt Township Resolution Number 01-2013. Seconded by Ms. Kelly. The motion carried 5-0.

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

Mr. Zito moved to establish the Treasurer's Bond at \$500,000.00. Seconded by Mr. Adams. The motion carried 5-0.

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

Mr, Frutchey moved to appoint Robert Zito and Doug Hein as the Municipal Representatives to serve on the Monroe County Tax Collection Committee. Seconded by Ms. Kelly. The motion carried 4-0-1 (Mr. Zito abstained).

One appointment to the Environmental Advisory Council (EAC) - term ending December 31, 2017

Ms. Kelly moved to reappoint Clare Colgan to the EAC. Seconded by Mr. Zito. The motion carried 5-0.

Board of Supervisors appointment of Chairman to the EAC

Mr. Frutchey moved to appoint Karen Green as the Chairman to the EAC. Seconded by Mr. Pope. Discussion - none. The motion carried 5-0.

**Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 4**

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

Mr. Zito made a motion to appoint all the members of the CTCPC to another year. He went on to say that they had a good year last year and he hope to see that it will continue to be revitalized. He suggested contacting Michelle Styles to see if she would be interested in serving on the Partnership. Seconded by Ms. Kelly. The motion carried 5-0.

Appointment of Board Liaison to the Coolbaugh Township Community Partnership Commission.

Mr. Adams moved to appoint Robert Zito as the Board Liaison to the CTCPC. Seconded by Mr. Frutchey. The motion carried 4-0-1 (Mr. Zito abstained).

One (1) appointment to Parks and Recreation Commission - term ending December 31, 2017

Letters of interest to serve on the Parks and Re-creation Commission were received from Michele Fairservice and Benito Juarez.

Mr. Frutchey made a motion to appoint Benito Juarez to the Parks and Recreation Commission. Seconded by Mr. Adams. Discussion followed about Michele Fairservice interest in serving on the Commission. It was suggested to look into the membership being expanded. Solicitor Hanna advised that this would be done by an amendment to the Ordinance. The motion carried 5-0.

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. The motion carried 4--0-1 (Ms. Kelly abstained).

One appointment to the Planning Commission - term ending December 31, 2017

Ms. Kelly moved to appoint Wayne Horne to the Planning Commission. Seconded by Mr. Zito. The motion carried 5-0.

One appointment to the Pocono Mountain Public Library Board of Trustees - terms ending December 31, 2015

Letters of interest to serve on the Pocono Mt. Public Library (PMPL) Board of Trustee were

**Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 5**

received from: Patricia Torregrossa, Michelle Styles, Joe O'Boyle. Mr. Zito moved to reappoint Patricia Torregrossa 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 PMPL).

Mr. Zito said he would like the Supervisors to make a motion to accept his resignation from the PMPL Board of Trustees. He suggested appointing Joseph O'Boyle to replace him on the Board. Discussion - Solicitor Hanna said his letter of resignation should be accepted by the Library Board of Trustees first and then brought back before the Board of Supervisors.

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

Mr. Zito moved to appoint Fred Pope as the Board Liaison to the Pocono Mountain Regional Emergency Medical Services. Seconded by Mr. Adams. Discussion followed about the time of the meeting. Mr. Pope said he would have to know the time and the date of the meeting to see if it conflicts with his work schedule, attending school for his company and other committee he serves on. Mr. Zito rescinded his motion and moved to table. Seconded by Mr. Adams. The motion carried 5-0.

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

Letters of interest for serving on the PMRPC were received from: Jim Frutchey, Juan Adams, Harry Smith, Sherri Pearson and Harry Hamill.

Mr. Zito moved to appoint Jim Frutchey, Juan Adams and Harry Smith to the PMRPC. Seconded by Ms. Kelly. The motion carried 3-0-2 (Mr. Adams and Mr. Frutchey abstained).

Two (2) Appointments to the Zoning Hearing Board - term ending 2015

A letter of interest for serving on the ZHB was received from Emanuel DeStefano.

Mr. Frutchey moved to re-appoint Emanuel DeStefano to the Zoning Hearing Board with the term ending on December 31, 2015. Seconded by Mr. Adams. Discussion followed about the other appointment is for the alternate position. It was suggested to contact the citizens that put in letters to serve on the various committees to see if someone would be interested in serving as the alternate on the ZHB. The motion carried 5-0.

**Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 6**

Annual appointment of Vacancy Board Chairperson

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

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

Mr. Adams moved to select Jim Frutchet as the municipal representative to attend the Council of Government (COG) meetings. Seconded by Mr. Zito. The motion carried 4-0-1 (Mr. Frutchet abstained).

Mr. Frutchet moved appoint Juan Adams as the alternate municipal representative to attend the COG meetings. Seconded by Mr. Zito.. The motion carried 4-0-1 (Mr. Adams abstained).

Authorization to advertise Board of Supervisors Meetings \ Work Sessions for 2013

Mr. Frutchet made a motion to authorize Secretary to advertise the Supervisors Meetings / Work Sessions for 2013. Seconded by Mr. Adams. Discussion - none. The motion carried 5-0.

Establish Holidays For Township Employees - calendar year 2012 & 2013

Ms Kelly read aloud the 13 holidays to observe during this year and motioned to establish the 13 holidays as presented. Seconded by Mr. Zito. The motion carried 5-0.

Inclusion in Group Dental and Vision Insurance Coverage

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

Approval of Minutes

Mr. Frutchet moved to approve the December 18, 2012 regular meeting minutes as presented and dispense with the reading. Seconded by Ms. Kelly. The motion carried 5-0.

**Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 7**

**Minor Subdivision to join lots 7001 and 7003, Section M-1, Pocono Farms -
Property Owners - James and Patricia Schimanski**

Ms. Kelly motioned to approve the Minor Subdivision joining lots 7001 & 7002, Section M-1 in Pocono Farms for James and Patricia Schimanski. Seconded by Mr. Adams. The motion carried 5-0.

**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. Adams moved to appoint Mr. Zito to serve as the Voting Delegate to the PSATS Annual Convention. Seconded by Mr. Pope.. Discussion followed about letting the Secretary know who will be attending the PSATS Convention so that the forms can be prepared to send to PSATS. The motion carried 5-0.

**Adoption of Township Resolution Number 02-2013 re: Appointment of Certified
Public Accountant**

Ms Kelly motioned to adopt Township Resolution Number 02-2013 appointing Todd J. Bushta as the CPA with the firm Gneiding, DeSanctis, Blizard , Bushta & Company to audit the books for 2012. Seconded by Mr. Frutchey. The motion carried 5-0.

**Northeast Signal & Electric Company Inc. - Traffic Signal Controller Repairs -
\$2,628.33**

Mr. Frutchey said the controller that is for the SR 611 & Industrial Park traffic signal is in need of replacement instead of a repair and moved to authorize the new unit replacement of the naztec controller timer at a cost of \$3,020.00 thereby changing the amount from \$2,628.33 to \$3,945.00. Seconded by Mr. Zito. The motion carried 5-0.

**Authorization to BCM Engineers to prepare Municipal Wasteload Management
(Chapter 94) Report for calendar year 2012**

Mr. Frutchey motion to authorize BCM Engineers to prepare the chapter 94 Report for calendar year 2012 at a not to exceed cost of \$2,500.00. Seconded by Mr. Zito. The motion carried 5-0.

**Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 8**

2003 Peterbilt Tandem Plow Truck

Mr. Pope motioned to accept the highest bid of \$40,000.00 for the sale of the 2003 Peterbilt Tandem plow truck that was listed on municibid.com. Seconded by Mr. Frutchey. The motion carried 5-0.

Business Manager / Controller Financial Report

Mr. Hein presented a short version of his Financial Report which included an accounting on the final Trial Balance and final Budget Trial Balance for all funds as of November 30, 2012, General fund expenses, debt service payments, sewer revenues, all capital project and liquid fuels funding. The Report was accepted as presented.

Current Obligations

General Fund	\$67,655.35
Sewer System Fund	\$12,207.10
Total Disbursements	<hr/> \$79,862.45

Mr. Frutchey moved to pay the Current Obligations in the amount of \$79,862.45. Seconded by Mr. Adams. The motion carried 5-0.

Other Business

Working Supervisors

Mr. Adams moved to pay Supervisors who work the hourly rate set by the Board of Auditors and to authorize that they be reimbursed for miles put on their personal vehicles at the IRS mileage rate to attend meetings, Etc,. Seconded by Mr. Zito. Discussion followed about any Supervisors putting in to get paid should make sure that the pay is within the budget amount. Discussion - Michele Fairservice asked for examples of when they would be paid the hourly rate and when they would put in for mileage. An example was given for attendance at the PSATS Convention. The motion carried 5-0.

January 15, 2013 Meeting

Discussion ensued as to whether a meeting was needed on January 15, 2013 since it was only a week away. Mr. Hein said the refinancing of the 2008 General Obligation Bond will be ready to be acted on.

**Board of Supervisors
Re-Organizational / Business Meeting
January 7, 2013 - Page 9**

Public Input

Mr. Adams and the rest of the Supervisors welcomed Tobyhanna Township Supervisors - John Kerrick, Donald Moyer, John Holahan and Annie Lamberton and Police Chief Harry Lewis. Mr. Kerrick said they were here in support of PMRP and to offer any assistance in trying to resolve the issues that resulted in Coolbaugh Township sending a letter of intent to withdraw from the Commission. Chief Lewis said it was a shock to see the letter, there was no warning, it has affected the moral of the police. He went on to say that even though the police received this difficult news, our service and commitment to the municipalities will continue. Discussion followed between the Supervisors, Chief Lewis, Tobyhanna Supervisors and residents in the audience who were recognized as Frank Kohuth, Michele Fairservice and Fred Berg about the letter, police protection, representation on the police commission, reaching a decision on pulling out of the commission, etc.

Fred Berg - asked if snow fence could be put up on the airport property due to the drifts on SR 611 and the high winds that blow the snow causing poor visibility. Discussion followed about contacting PennDOT to keep a better eye on the area.

Michele Fairservice - asked if the township would have to plow the library parking lot. Discussion followed about discussing services to the library at the Supervisors next Work Session.

Board of Supervisors Executive Sessions

Mr. Adams announced that the Board of Supervisors held an Executive Session on Tuesday, December 18, 2012 at 6:30 p.m. for legal and at 8:20 p.m. for Personnel.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Pope. Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 8:36 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Juan A. Adams
Board Chairman