

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 7, 2019
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, Anthony Lamantia, Lynn Kelly, Alma I. Ruiz-Smith and Clare Colgan.

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Maureen Mills, Business Manager/Controller, Meredith Thompson, Assistant Business Manager and Tomas Keane, Code Enforcement/Zoning Officer

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. Ruiz-Smith made a motion, second 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, second by Ms. Colgan 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. Kelly made a motion, second by Ms. Colgan to appoint Ms. Erin Masker as Township Secretary.

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

- **Treasurer**

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

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

- **Road Master**

Ms. Kelly made a motion, second by Ms. Colgan to appoint Mr. Weimer as the Roadmaster.

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

3. **Appointment of Board Liaison Positions**

- **Liaison for Admin/Secretary:**

Ms. Kelly made a motion, second by Mr. Lamantia to appoint Ms. Colgan as Liaison for Admin/Secretary.

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

- **Liaison for Code Enforcement**

Ms. Colgan made a motion, second by Ms. Kelly to appoint Mr. Lamantia as the Liaison for Code Enforcement.

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

- **Liaison for Financial**

Mr. Lamantia made a motion, second by Ms. Colgan to appoint Ms. Kelly as the Liaison for Financial.

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

(Liaison for Public Works and Liaison for Facilities fall under the Roadmaster Position and have been eliminated)

4. **Appointment or Reappointment**

- **Township Solicitor**

Ms. Colgan made a motion, second by Ms. Kelly to appoint Attorney Patrick Armstrong, Law Offices of Grim Biehn and Thatcher as the Township Solicitor as per the proposal dated 11/16/2018.

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

- **Planning Commission Solicitor**

Ms. Ruiz-Smith made a motion, second by Mr. Lamantia to appoint Attorney Clark Connor as the Planning Commission Solicitor per the terms of his letter dated 11/1/2018.

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

5. **Appointment or Reappointment**

- **Engineer**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Russ Kresge of Russell Kresge Jr. Professional Engineer and Land Surveyor per the terms in his letter dated 10/26/2018.

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

- **Sewage Enforcement Officer**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Hanover Engineering as the Township Sewage Enforcement Officer, specifically Jacob A. Schray, Scott J. Brown, Gregory C. Gray, Pamela J. Kemecsy and Christopher A. Taylor per the terms in their letter dated 10/5/2018.

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

6. **Township Resolution Number 01-2019 re: Depositories of Township Funds**

Mr. Weimer made a motion, second by Ms. Kelly to adopt Resolution #01-2019 stating the Township will use Peoples Security Bank, PLGIT/PLGIT ARM and Principal Securities as the Township's depositories for 2019.

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

7. **Establish the Amount of the Treasurer's Bond -- \$650,000.00**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to establish the Treasurer's bond at \$650,000 for 2019.

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

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

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to appoint Ms. Maureen Mills as the representative and Ms. Patricia Rosendale as the Alternate Representative for 2019 County Tax Claim Committee.

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

9. **Two appointments to Environmental Advisory Council (EAC)-term ending December 31, 2021**

Ms. Colgan made a motion, second by Ms. Kelly to appoint Margaret Miller and Dawn Visakay to EAC with a term expiring on 12/31/2021.

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

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

Ms. Colgan made a motion, second by Ms. Kelly to appoint Karen Green as the Chairman to EAC for 2019.

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

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

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

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

10. **Appointment of Board Liaison to the Parks and Recreation Commission**

Mr. Lamantia made a motion, second by Ms. Kelly to appoint Ms. Colgan as the Board Liaison for Parks and Recreation Commission.

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

11. **One appointment to the Planning Commission-terms ending December 31, 2022**

Ms. Ruiz-Smith stated that for professional reasons she is rescinding her letter of interest.

Ms. Colgan made a motion, second by Mr. Weimer to appoint Ann Shincovich to the Planning Commission with terms ending 12/31/2022.

- **Discussion:** Ms. Kelly stated that she will be abstaining from the vote as Ms. Shincovich is her direct boss.
- **Vote:** 4-0-1; motion passed. (Ms. Kelly abstained)

12. **One appointment to the UCC Board of Appeals- Term ending December 31, 2023**

Ms. Colgan made a motion, second by Ms. Ruiz-Smith to re-appoint George R. Dobson to the UCC Board of Appeals with a term expiring December 31, 2023

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

13. **One appointment to the Pocono Mountain Public Library Board of Trustees- Term ending December 31, 2021**

Mr. Lamantia made a motion, second by Ms. Colgan to re-appoint Jill Gunther to the PMPL Board of Trustees with a term ending 12/31/2021.

- **Discussion:** Mr. Weimer stated that he received a letter from Ms. Kelly stating that she will be abstaining from the vote due of her employment with the Library.
- **Vote:** 4-0-1, motion passed. (Ms. Kelly abstained)

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

Mr. Weimer made a motion to appoint Ms. Ruiz-Smith as the Board Liaison to the PMREMS for 2019, Ms. Ruiz-Smith declined.

Ms. Kelly made a motion, second by Mr. Lamantia to appoint Ms. Colgan as the Board Liaison to the PMREMS for 2019.

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

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

Ms. Kelly made a motion, second by Mr. Weimer to appoint Ms. Lynn Kelly, Mr. Anthony Lamantia and Mr. Kurt Cummings as the Coolbaugh Township Representatives to the PMRPC for 2019.

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

16. **Two appointments to the Zoning Hearing Board-One Regular Appointment and One Alternate Appointment- Terms ending December 31, 2021**

Ms. Colgan made a motion, second by Ms. Kelly to reappoint Emanuele Destefano to the regular appointment and William Turner to the alternate appointment to the Zoning Hearing Board with terms ending 12/31/2021.

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

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

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to appoint Mr. Gratz Washenik as the Vacancy Board Chairperson for 2019.

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

18. **Selection of Municipal Representative and Alternate Representative to attend Council of Government meetings for 2019**

Ms. Kelly made a motion, second by Ms. Colgan to appoint Ms. Maureen Mills as Municipal Representative and Ms. Meredith Thompson as the alternate Municipal Representative to the COG meetings for 2019.

- **Discussion:** Ms. Ruiz-Smith stated that even though she was not appointed as a representative to the COG she will still continue to attend the meetings.
- **Vote:** All in favor, motion passed.

19. **Authorization to advertise Board of Supervisors Meeting and Work Sessions for 2019**

Ms. Kelly made a motion, second by Mr. Weimer to advertise the Board Meetings and Work Sessions as presented with the April 16, 2019 work session/meeting being held on Tuesday, April 23, 2019 due to a training seminar, the May 21, 2019 work session/meeting being held on Wednesday, May 22, 2019 and the November 5, 2019 work session/meeting being held on Monday November 4, 2019 due to elections.

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

20. **Establish holidays for Township employees**

Mr. Lamantia made a motion, second by Ms. Colgan to establish the Township holidays as follows: Martin Luther King Day 1/21/19; Presidents' Day 2/18/19; Good Friday 4/19/19; Memorial Day 5/27/19; Fourth of July 7/4/19; Labor Day 9/2/19; Veterans' Day 11/11/19; Thanksgiving Holiday 11/28 & 11/29/19; Christmas Holiday 12/24 & 12/25/19; New Year's Eve 12/31/19; New Year's Day 1/1/20.

- **Discussion:** Ms. Ruiz-Smith asked why the employees are off on Christmas Eve and New Year's Eve as they are not holidays stating that the staff could leave early those days. Ms. Colgan stated that it has been like that for years.
- **Vote:** 4-1-0, motion passed. (Ms. Ruiz-Smith opposed)

21. **Approval of Minutes/Notes**

Ms. Ruiz-Smith made a motion, second by Ms. Kelly to approve the public hearing minutes of December 18, 2018 as presented.

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

Ms. Ruiz-Smith made a motion, second by Ms. Colgan to approve the regular meeting minutes of December 18, 2018 as presented.

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

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

Mr. Weimer made a motion, second by Ms. Kelly to certify the five Supervisors (Mr. Weimer, Mr. Lamantia, Ms. Colgan, Ms. Kelly and Ms. Ruiz-Smith), Maureen Mills, Business Manager/Controller Meredith Thompson, Assistant Business Manager, Erin Masker, Township Secretary, Tomas Keane, Codes/Zoning Officer, and Patricia Rosendale, Township Treasurer to attend the Annual PSATS Convention being held from April 14th- 17th, 2019, with Mr. Weimer, Ms. Colgan and Ms. Masker also attending the TEMA training seminar on Sunday April 14, 2019 and Mr. Keane attending the zoning training seminar on Sunday April 14, 2019 and Kyle Knecht and Donald DeRoo attending the PSATS exhibit on Monday April 15, 2019.

- **Discussion:** None

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

Ms. Kelly made a motion, second by Mr. Lamantia to appoint Mr. Weimer as the voting delegate at the PSATS Convention for 2019.

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

23. **Adoption of Township Resolution Number 02-2019 – Appointment of Certified Public Accountant**

Ms. Kelly made a motion, second by Ms. Colgan to adopt Resolution #02-2019 to appoint Frey & Company as the auditor at a price not to exceed \$12,000.00 to audit the Township's 2018 financial statements.

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

24. **Adoption of Resolution Number 03-2019- Three Mill Fire Company Tax Disbursement**

Ms. Kelly made a motion, second by Ms. Ruiz-Smith to adopt Resolution #03-2019 for the Three Mill Fire Company Tax Disbursement.

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

25. **Authorization to BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2018**

Ms. Ruiz-Smith made a motion, second by Mr. Weimer to authorize BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2018 at a cost not to exceed the estimated amount of \$3,200.00 per the submitted proposal dated 11/5/2018.

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

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

Ms. Ruiz-Smith made a motion, second by Mr. Weimer 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 11/19/2018.

- **Discussion:** Mr. Lamantia asked Solicitor Armstrong if he needed to abstain from voting since his HOA that he is on the Board of Directors for also hires the same firm, being advised that there is no conflict and he can vote.
- **Vote:** All in favor, motion passed.

27. **Approval of BCM Rates for 2019- Wastewater Treatment Plant Engineer**

Ms. Ruiz-Smith made a motion, second by Ms. Kelly to approve the BCM rates for 2019 as outlined in their letter dated 11/5/2018, with a senior project manager billing at \$115.00 per hour, Project Engineer billing at \$95.00 per hour and a Technician billing at \$65.00 per hour.

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

28. **Acceptance of Resignation from Clare Colgan from the Parks and Recreation Commission**

Ms. Kelly made a motion, second by Mr. Weimer to accept the resignation of Clare Colgan from the Parks and Recreation Commission with regret.

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

29. **Set the mileage rate for reimbursement according to the 2019 IRS rate of .58¢ per mile**

Mr. Weimer made a motion, second by Ms. Colgan to set the mileage rate for reimbursement according to the 2019 IRS rate of .58¢ per mile.

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

30. **Current Obligations**

• General Fund	\$	292,804.09
• Sewer Fund	\$	<u>18,043.46</u>
Total Disbursements	\$	310,847.55

Ms. Colgan made a motion, second by Ms. Kelly to approve paying the current obligations in the amount of \$310,847.55.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #4973 and requested a spreadsheet to include all parties involved and the expenses paid to them for the Route 196 turning lane project including but not limited to attorneys, engineers and contractors.
- **Vote:** All in favor; motion passed.

31. **Solicitor Armstrong Comments/ Updates**

Solicitor Armstrong stated that the public hearing for the zoning map amendments for the property of H. John Davis will be advertised on January 15 and January 22, 2019 and will be held on February 5, 2019 at 6:30pm.

32. **Public Input**

- D. Pope asked when the bridge on Main Street will be open also asking if they will be fixing the storm drain issue by the gas station that was discussed at a previous meeting.
- M. Fairservice stated that Main Street is a mess with potholes everywhere. Mr. Weimer discussed the PennDot take back program stating that Russ Kresge is working on the specs of what would have to be done for the Township to consider taking over the roads. M. Fairservice stated that it would be foolish for the township to take over that road.

33. **Other Business**

Mr. Weimer stated that he received an email from Ms. Mills requesting permission to contact the Monroe County Sheriff's Department to hold active shooter training for the Township Staff and area Municipalities.

Mr. Weimer made a motion, second by Ms. Colgan to authorize Ms. Mills to schedule active shooter training through the Monroe County Sheriff's Office which can be offered to Township Staff, other entities in the Municipal Complex and other area Municipalities.

- **Discussion:** Ms. Ruiz-Smith suggested it also be offered to the Township Supervisors and Mr. Lamantia suggested offering it to the homeowner associations in the community.

Mr. Weimer amended his motion and Ms. Colgan her second to include offering the active shooter training to the Township Supervisors and homeowner associations in the community.

- **Discussion:** Mr. Weimer stated that the training could be held at the library depending on the number of people participating.
- **Vote:** All in favor, motion passed.

Mr. Weimer made a motion, second by Ms. Kelly to hire Rich Sullivan for the DPW position.

- **Discussion:** Mr. Lamantia asked if this is the gentleman that is related to a Township employee being advised by Mr. Weimer that it is. M. Fairservice asked for the starting rate of pay being advised by Mr. Weimer that it is \$17.10 per hour as he has a Class A CDL.
- **Vote:** 3-2-0, motion passes. (Mr. Lamantia and Ms. Ruiz-Smith opposed)

Mr. Lamantia stated that he would like a nepotism policy created for the Township, Ms. Ruiz-Smith agreed with Mr. Lamantia.

Ms. Ruiz-Smith stated that the Aldi's is coming along good and requested that Ms. Masker get a tentative date of opening as people on the Mt. Pocono Facebook page are asking also stating that she would like to be sure that the Supervisors are invited to the ribbon cutting since they were not invited to the groundbreaking ceremony.

34. Board of Supervisors Executive Session

- **After:** Monday, January 7, 2019, from 7:57pm- 8:24pm Re: Legal/Attorney Client privileged discussion on matters involving contractual issues.

35. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith, second by Mr. Weimer to adjourn the meeting. All in favor; motion passed.

Meeting adjourned at 7:55pm.

NEXT REGULAR BOARD MEETING: Tuesday, January 15, 2019 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Erin Masker, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____