

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
July 17, 2018

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, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

**Board Members absent:**

None

**Staff present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Tomas Keane, Codes/Zoning Officer and Maureen Mills, Business Manager/Controller

**Staff absent:**

None

**Announcements:**

Mr. Weimer announced the following:

- Public Input will be considered at the beginning 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, please remember to state your name and city before speaking.

**1. Public Input**

- D. Pope stated that there are still political signs on the off ramp of 380.
- D. Pope stated that the Tobyhanna Train Station was painted what we are doing with the building/property across the street stating that it is a disgrace.
- M. Fairservice stated that the Monroe County Industrial Authority, NEP Alliance and PMEDC helped get the bridge at the Depot painted.
- M. Fairservice thanked DPW for their hard work putting up the parks signs as well as the work on the basketball court.
- D. Pope asked about the hole punches for the compost facility stating that he had two punches for triple ground mulch and stating that it should be one punch for each item offered at the compost facility. Ms. Kelly stated the Board could look into this as a revision to the fee schedule.
- H. Smith asked about the process and permit fees for obtaining a sewage permit as discussed in the work session.
- H. Smith asked what the holdup is at the gas station at the top of the hill, with Mr. Keane responding that everything is good with zoning and that they have already received their permits from this office.

**2. Approval of minutes / notes : July 3, 2018 Meeting**

*Mr. Lamantia made a motion second by Ms. Colgan to approve the meeting minutes of July 3, 2018 with one spelling correction.*

- **Discussion:** Ms. Ruiz-Smith stated that there was a spelling correction needed.
- **Vote:** All in favor, motion passes

### 3. Monthly Reports

- **Pocono Mountain Regional Police Department-** Presented by Ms. Kelly  
Ms. Ruiz-Smith stated that she asked Chief Wagner about the placement of the speed trailer in private communities and he stated he has no plans of putting them in the private communities, stating he understands that they are taxpayers but that they chose to be in the private communities. Ms. Ruiz-Smith stated that the Police Commission will consider the placement with a request from the Township as well as from the HOA. Ms. Ruiz-Smith also stated that Northeast Site has not yet contacted the Pocono Mountain Regional Police regarding the Route 196 Turning Lane Project and stated that this needs to take place right away. Ms. Kelly stated that she was unsure what the PMRP have to do with the project, being advised by Mr. Weimer that it is so they have time to plan in advance for any changes in the routes that they take due to traffic backups in emergency situations.
- **Pocono Mountain Regional EMS-**Presented by M. Lemley stating that tickets for the Regional Roundup are still available. Ms. Ruiz-Smith stated that the Board needs to decide how they will be allocating the sponsorship.
- **Coolbaugh Township VFC-** Presented by T. Keane.
- **Gouldsboro VFD-** Presented by Mr. Weimer with Ms. Colgan stating that they will be having an American Girl Doll Bingo on July 29, 2018 and anyone that is interested can let her know and she will give them the information.
- **Thornhurst Fire & Rescue Ambulance-** Presented by D. Wagner. Ms. Ruiz-Smith asked Mr. Wagner if they have a boat for water rescue being advised that they do and that it will seat 5-6 divers, stating it was purchased approximately 2 years ago and takes 4 minutes from inflation by cylinders to being in the water. Mr. Weimer stated that he and Mr. Lamantia are going to sit down with the fire chiefs to discuss funding for recruitment and retention for the budget season.
- **Tobyhanna Township VFC-** Presented by Mr. Weimer.
- **Pocono Mountain Public Library-** Presented by A. Shincovich, stating that there are multiple programs that are ongoing at the library for both children and adults and that information can be found on the library website and facebook page. Ms. Shincovich also presented the Board with a check in the amount of \$54,784.00 received from the R. Dale Francis Hughes Foundation to pay off the balance of their loan from the Township. Mr. Weimer thanked Ms. Shincovich and asked Ms. Masker to prepare a certificate to present to the foundation for their support of the library. Ms. Ruiz-Smith asked Ms. Shincovich about the number of children that do not speak English that visit the library.

### 4. Tobyhanna Township Memorandum of Understanding- Compost Facility

Solicitor Armstrong reviewed the proposed changes that were received from Tobyhanna Township Solicitor which changed the payment terms from 15 days to 30 days and changed to an automatically renewing contract instead of requiring written request to continue the contract. The Board agreed that those items were ok to change and Solicitor Armstrong suggested a termination provision which would state that either party could terminate the agreement subject to a 30 day notice. The Board agreed and Solicitor Armstrong stated that he will speak with Attorney Rice to see how the discussions went at the Tobyhanna Township Board meeting and will also make the changes to the MOU for signatures.

### 5. Arrowhead Sewer Company Act 537 Minor Amendment

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve sending out the letter from Coolbaugh Township Business Manager, Maureen Mills after review by Township WWTP Engineer, Dave Kavitski.*

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

6. Coolbaugh Township Volunteer Fire Company Request for DPW to Refuel their Generators Quarterly

*Ms. Ruiz-Smith made a motion second Mr. Lamantia to refuel the generators at Coolbaugh Township VFC Stations One and Two quarterly.*

- **Discussion:** Ms. Colgan asked if it should be amended to be quarterly or as needed in case there is a bad winter.

*\*\* Motion and second were amended to include "quarterly or as needed" \*\**

- **Discussion:** T. Dowling asked how big the generators are and if they power the entire station.
- **Vote:** All in favor, motion passes.

7. Union Negotiation Representatives

*Mr. Weimer made a motion second by Ms. Colgan to have Supervisors Ms. Kelly and Mr. Lamantia and Business Manager, Ms. Mills and Assistant Business Manager, Ms. Thompson represent the Township on the Union Negotiations.*

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

*Mr. Weimer made a motion second by Ms. Kelly to engage Dick Goldberg Esquire to represent the Township in Union Negotiations.*

- **Discussion:** T. Dowling asked if he will represent the financial aspect or the legal aspect of the negotiations.
- **Vote:** All in favor, motion passes.

8. Awarding of Municibid Winner, Glenn Vietmeier for the 2013 International 7600 SFA Tandem (Item #16621652) in the amount of \$46,601.00

*Ms. Kelly made a motion second by Ms. Colgan to award the 2013 International 7600 SFA Tandem to the highest Municibid bidder, Glenn Vietmeier in the amount of \$46,601.00.*

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

9. 2019 Budget Work Session Dates/ Authorization to Advertise

*Mr. Weimer made a motion second by Ms. Colgan to advertise the following 2019 budget work session dates: August 9, 2018, August 30, 2018, September 13, 2018, September 27, 2018, October 11, 2018, October 25, 2018 and November 8, 2018 all beginning at 6:00pm and November 18, 2018 beginning at 9:30am.*

- **Discussion:** Ms. Kelly stated that the County tax figures are usually not received until November 12-15<sup>th</sup>.
- **Vote:** All in favor, motion passes.

**10. Authorization to Repair the Bandit 3680 (Beast)**

*Mr. Weimer made a motion second by Ms. Kelly to authorize the repairs to the Bandit 3680 (Beast) in the amount of \$5,252.76 per the quote received from Anderson Equipment Company dated July 12, 2018.*

- **Discussion:** Mr. Weimer stated that the track that feeds it shifted and was jammed. D. Pope asked if there is any plan to replace it with Mr. Weimer stating possibly in the future with a grant or the other option would be to purchase a used one from another Municipality that would have less hours on it due to the area that they are located in and the amount of material that needs to be ran through. M. Fairservice suggested getting a quote to have it refurbished/restored since the Township already knows what has been replaced and the usage instead of buying someone else's problem.
- **Vote:** All in favor, motion passes.

**11. Controller Report**

Report presented by Ms. Mills as of June 30, 2018.

- **Discussion:** Ms. Ruiz-Smith asked Ms. Mills to follow up on her request to the Township Treasurer for the LST paid last year and the prior four years by the employees at the Army Depot. T. Dowling asked about the amount from tax sales.

**12. Current Obligations**

• General Fund	\$	78,864.48
• Escrow Fund	\$	4,484.00
• Sewer Fund	\$	<u>12,050.22</u>
Total Disbursements	\$	95,398.70

*Ms. Colgan made a motion second by Ms. Kelly to pay our current obligations in the amount of \$95,398.70.*

- **Discussion:** Ms. Ruiz-Smith questioned check #4468 asking how many more hours will be required from the engineer for the Route 196 project. H. Smith asked for clarification on check #4467.
- **Vote:** All in favor, motion passes.

**13. Other Business**

- Ms. Ruiz-Smith asked that PA One Call be notified that letters should be sent to our Township Secretary, Ms. Masker or Ms. Mills as our business manager instead of Ms. Kelly.
- Ms. Ruiz-Smith asked Mr. Weimer to review the provided list of items that are bid out by COG and mark the ones that our Township uses for future reference.
- Mr. Lamantia stated that the acceptance of applications for the codes position is closed and they will begin the interview process soon.
- Mr. Weimer stated that the Coolbaugh Township VFC will have a truck out front to pressurize the hole in the parking lot with water to assist with the repair assessment.
- Mr. Weimer congratulated Kyle and his family on the birth of their son.
- Solicitor Armstrong stated that the following items will be coming up in the future for review/consideration by the Board: Codification Draft Ordinance to advertise, Fulford Agreement, Arcadia Property earth moving agreement as well as other land development agreements including Dollar General.

**14. Board of Supervisors Executive Sessions**

- **During:** Tuesday, July 17, 2018 from 8:45pm-9:15pm Re: Legal

15. Adjournment

*There being no further business, a motion was made by Ms. Colgan second by Ms. Ruiz-Smith to adjourn.*

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

Meeting adjourned at 8:40pm.

NEXT REGULAR BOARD MEETING: Tuesday, August 7, 2018 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: \_\_\_\_\_  
Erin Masker, Recording Secretary

Witnessed by: \_\_\_\_\_  
William Weimer, Chairman

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