

**Coolbaugh Township  
Board of Supervisors  
July 19, 2011 Minutes  
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The Coolbaugh Township Board of Supervisors July 19, 2011 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

**Call To Order**

Chairman O'Boyle called the meeting to order at approximately 7:00 p.m. and lead those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Mr. Joseph O'Boyle, Ms. Lynn Kelly, Mr. James H. Frutchey, Jr., and Mr. Robert M. Zito. Mr. Robert B. Hutchins was absent. Also present were Township Secretary Linda Frutchey, Township Solicitor Jerry F. Hanna and Business Manager /Controller Douglas Hein.

**Statement on the Agenda:** Mr. O'Boyle announced that the Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting.

**Approval of July 5, 2011 Minutes**

Mr. Frutchey moved to approve the July 5, 2011 minutes as presented and dispense with the reading. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

**2011 Monthly Reports**

**Coolbaugh Township Volunteer Fire Company**

Mr. Frutchey explained that the company has been busy and could not attend the meeting this evening.

**Pocono Mountain Regional Emergency Medical Services**

Ms. Kelly said she was unable to attend the last meeting and would forward a copy of the report to the Supervisors when she receives it.

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**Pocono Mountain Regional Police**

Mr. Frutchey presented the June 2011 PMRPD Monthly Report as follows: 1081 complaints, 71 accidents, 146 criminal arrests, 442 traffic arrests, 422 traffic warnings and 12 ordinance arrests for a total of 1152 calls within the area covered by the regional police, which includes the Borough of Mount Pocono, the Townships of Tobyhanna, Tunkhannock and Coolbaugh.

**Arcadia North Business Park, South Phase, Section 1 - Lot Line Adjustment Plan**

Attorney George Asimos, August Antol and Kevin Matzke were present to discuss the above referenced matter. Mr. Antol explained that Arcadia North Land requests to be the party responsible to build the extension of Industrial Park Drive. Discussion followed.

Mr. Frutchey made a motion to approve the Arcadia North Business Park, South Phase, Section 1 - Lot Line Adjustment Plan conditioned that comment numbers 1, 2,4 and 5 in Township Engineer Russ Kresge's July 7, 2011 letter be addressed. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

Mr. Frutchey moved to authorize the owner of lot 2, Arcadia North Land, LLC, as the party obligated to build the extension of Industrial Park Drive conditioned upon the following: the road extension plan is reviewed and approved to the satisfaction of our Township Engineer; the submission of an Improvements Agreements with cost estimate being acceptable to our Township Solicitor; and proper bonding for the project being posted prior to the construction of the road extension. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

**Minor Subdivision to join lots 9 & 10, Section T - Pocono Summit Lakes, Plotting III - Property Owners - Alan Rybarchyk & Terri Skladany**

Mr. Zito moved to approve the above referenced Minor Subdivision for Alan Rybarchyk and Terri Skladany. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

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**Minor Subdivision to join lots 6 & 7, Block A-40, Section 8 - Arrowhead Lake -  
Property Owner - Rick Shipe - Red Oak Properties**

Ms. Kelly moved to approve the Minor Subdivision to join lots 6 & 7, Block A-40 in Arrowhead Lake for Rick Shipe - Red Oak Properties. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

**Former Lake House property**

Mr. Keating said his family has owned their property since 1930 and take pride in keeping it in excellent condition. The property near his known as the former Lake House has been vacant for over five years, it is beyond repair and asked what can be done to have the house torn down. Discussion followed about having the Township Zoning Officer look at the site and send a Notice of Violation to the property owner. Mr. Keating provided the property owner's name and address to the secretary. Public input was heard from David Pope and Michelle Fairservice who mentioned other sites in the township that need to be torn down.

**Coolbaugh Township Municipal Park Field Lighting Project Update**

Micky Denig and Erin Masker members of the Parks and Recreation Commission and the Tobyhanna Athletic Association were present on behalf of the above referenced matter.

Mr. Denig said he was present this evening to request that the motion made by the Supervisors in May to approve lighting the Volunteer Field be changed to lighting the Armed Forces Field. Mr. Denig explained that the cost of the equipment is approximately \$150,000-\$160,000. He presented a bid from Musco Lighting who is a current member of COSTARS and said the lighting project will not require bidding. The project will also require the installation of a Power Distribution Center at a cost of approximately \$40,000.00. Public Input - Michelle Fairservice asked if PPL was contacted to see about supplying the electrical service. Discussion ensued about having Steve Weber contact PPL. Fred Pope asked if other COSTARS vendors would be contacted for quotes for the equipment. Discussion followed. Mr. Hein was asked to provide Micky Denig with other COSTARS vendors.

Mr. Denig said the grant submitted to Penn Security Bank was declined, the grant through the Major League Baseball Tomorrow Fund came back for clarification of the field

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maintenance, donations, and a cost estimate for the project. He said he would need a letter on the field maintenance from the Township.

It was the consensus of the Supervisors that Ms. Kelly and Mr. Hein would meet with Mr. Weber to go over the maintenance of the fields and prepare a letter to be submitted with the grant.

Ms. Kelly made a motion to approve redirecting the Capital Projects Fund dedicated for the Municipal Park Improvements from the lighting of the large field known as "Volunteer Field" to lighting the smaller field known as "Armed Forces Field". Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

**Requests re: Edwin Chinito Silva Memorial Foundation Softball Tournament**

Michelle Silva was present to discuss the above referenced matter. Discussion followed about the activities planned for the day and requests relating to the tournament.

Ms. Kelly made a motion to approve sponsoring the Edward Chinito Silva Memorial Foundation Softball Tournament as follows: the use of the Municipal Park Fields known as the Armed Force Field, Volunteer Field, All Purpose Field on Saturday, September 17, 2011 with a rain date of Sunday, September 18, 2011; approve reserving both pavilions on these dates and waive the fees; approve the placement of a memorial bench to be placed by the flag pole with the condition that contact is made ahead of time with the DPW Foreman; approve the DPW preparing the site for the placement of the bench prior to the tournament during normal work hours; grant permission for a bounce house/dunk tanks and field day activities at the tournaments expense; a Certificate of Insurance must be provided to the Township. Seconded by Mr. Zito. Discussion followed about the Park and Recreation minutes recommending extra porta potties. Ms. Silva said she would arrange to have additional porta potties at the tournaments expense. The motion carried 4-0.

**Proposed installation of a water line extension for the purpose of installing a fire hydrant in the Pocono Summit Lakes development**

Discussion ensued over the scope of work outlined in the Proposal from Locust Ridge Contractors dated June 28, 2011 in the amount of \$54,545.00 being preliminary and would need to be finalized.

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Mr. Zito motioned based on the email from Attorney Michael Gavin, approve moving forward with Lowe's installing the waterline extension for the purposes of setting up a fire hydrant in the Pocono Summit Lakes development, at no cost to Lowe's. Seconded by Ms. Kelly. Discussion followed about Solicitor Hanna and Attorney Gavin working out the construction details and payment schedule that will be draw up as an addendum to the Stormwater Facilities Maintenance and Monitoring Agreement. The motion carried 4-0.

**2011 Paving Project Bid Award**

The Local Road Bid Proposal for paving was advertised on June 28, 2011 and Saturday, July 2, 2011 with a Bid Opening on Thursday, July 14, 2011. The following bids were received: Hanson Aggregates in the amount of \$172,899.00; Locust Ridge Contractors in the amount of \$148,923.00 and Papillon & Moyer in the amount of \$165,724.00.

Mr. Frutchey made a motion to award the Paving Project to Locust Ridge Contractors in the amount of \$148,923.00 as per the recommendation of Township Engineer Russ Kresge. Seconded by Mr. Zito. Discussion followed about doing additional work outlined in Russ Kresge's letter of July 8, 2011. The motion carried 4-0.

**Additional Paving Work in the Pocono Farms East Development**

Mr. Frutchey made a motion to approve to overlay a total length of approximately 750' in the Pocono Farms East Development on Sussex Road from Rob Roy Drive on the south to just above Devon Drive. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

**Paving Project - Removal of three maple trees on Sharbaugh Drive**

The following quotes were received for the removal of the three maple trees on Sharbaugh Drive: At Your Service Tree & Landscaping Company in the amount of \$600.00 to take down and remove the trees, Jaflo in the amount of \$2,575.00 to remove the trees, chip brush and leave the wood; CW Price Tree & Landscaping Services in the amount of \$1,250.00 to cut down and remove the trees; and Ike Olsen (Keystone Tree Specialists) gave two options as follows: a quote in the amount of \$450.00 to cut down the trees and leave them on the property, another quote in the amount \$1,285.00 to cut down and remove the trees.

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Mr. Zito made a motion to award Ike Olsen the quote for the removal of the trees in the amount of \$450.00 conditioned that a Certificate of Insurance naming Coolbaugh Township as additional insured is provided. Seconded by Mr. Frutchey. Discussion - Public Input- Michelle Fairservice questioned why the road crew were not taking the trees down. Discussion followed about the trees being near a power line and not having a bucket truck. David Pope asked why the trees were being removed from private property. Discussion followed about the root structure being cut and could possible fall down during storms.. The motion carried 4-0.

**Authorization to advertise Coolbaugh Township Sludge Hauling and Disposal Bid**

Mr. Zito made a motion to authorize the advertisement of the Sludge Hauling and Disposal Bid. Seconded by Ms. Kelly . Discussion - none. The motion carried 4-0.

**Township Financial Report**

Mr. Hein explained the report that included revenues, expenses, cash balances as of July 12, 2011. Also included in the Financial Report were a preliminary trial balance, a preliminary revenue and expenses report for each fund for the month ending June 30, 2011. Mr. Zito asked if the \$101,000 the General Fund owes the Sewer Fund could be written off. Mr. Hein said he would look into the matter.

**Current Obligations**

General Fund	\$138,044.72
Capital Projects Fund	\$ 135.00
Escrow Account Fund	\$ 7,268.67
Sewer Fund	\$ 11,524.58
Total Disbursements	<u>\$156,972.67</u>

Mr. Zito moved to pay the Current Obligations in the amount of \$156,972.67. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

**Other Business**

**Kingdom Change Ministries request for a waiver of the fees for the Municipal Park Pavilion**

Mr. Zito made a motion to approve the request from Kingdom Change Ministries to use a pavilion at the Township Park on Saturday, August 27, 2011 and waive the fees, as done for other non-profits. Seconded by Mr. Frutchey. The motion passed 4-0.

**Quotes - Installation of Interior Reception Security Door and Window**

Mr. Hein presented three quotes for the above referenced project as follows: A & E Glass in the amount of \$3,150.00, Arrow Glass in the amount of \$2,575.00 and Mesko Glass in the amount of \$2,480.00. Mr. Hein explained that the work does not include a price for the electrical work.

Ms. Kelly made a motion to approve the proposal for the installation of a security door and window from Mesko Glass in the amount of \$2,480.00. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

**Veterans Memorial**

Before the Board was a picture of a Veteran's Memorial given by David Pope. Mr. Frutchey showed the picture of the veterans' memorial that is in front of the Municipal Center. Discussion followed about adding a top to the memorial that would have bronze service emblems for the POW/MIA, Army, Navy, Marines, Airforce and Coast Guard. Mr. Frutchey offered to meet with David Pope to discuss the matter. No objection was heard to the offer made by Mr. Frutchey.

**Line Painting Status**

Mr. O'Boyle informed the Supervisors that the line painting for Coolbaugh Township started today.

### **Cayuga Drive Permit**

Mr. O'Boyle asked Mrs. Frutchey to contact Township Engineer Russ Kresge to have him continue working on the Permit for Cayuga Drive.

### **Hanover Engineering Invoice**

Discussion ensued over check #313 in the amount of \$803.00 to Hanover Engineering from the Capital Projects Fund that was held back from the July 5, 2011 Current Obligations. It was the consensus of the Supervisors to send the check to Hanover Engineering as the work was already done.

### **Credit Cards**

Mr. Zito made a motion to authorize accepting the Proposal from PLGIT to bring a comprehensive program to Coolbaugh Township to accept electronic payments with credit cards as presented by the Business Manager. Seconded by Ms. Kelly. Discussion followed about the cards would only be accepted at the main office. Public Input was heard from Michelle Fairservice. The motion carried 3-1-0 (Mr. O'Boyle opposed saying that the credit card service should be available in all departments).

### **Pocono Services for Families and Children (Monroe County Head Start Program)**

Mr. Hein said he received a letter from Tim Lee (Executive Director for Pocono Services for Families and Children Head Start Program) requesting permission to put a shed to store playground equipment near the area where the dumpsters, and asked if he could replace the orange snow fence with a split rail fence. Discussion followed about putting the shed behind the municipal garage near the Pocono Arts Council's shed. Mr. Hein was asked to discuss the suggested location with Mr. Lee. It was the consensus of the Supervisors to discuss the matter at the next meeting.



**Flag Order**

Mr. Hein said he received three quotes for twelve (12) American and twelve (12) POW/MIA Flags. It was the consensus of the Supervisors to discuss the matter at the next meeting.

**Zoning Issue** - Mr. Hein distributed pictures of a large shed that has put up near an alley. The Zoning Officer wanted the Supervisors to be aware of the matter and to see if they had any concerns. No comments were made.

**Public Input**

**Vincent Massaro** thanked everyone for seeing that the signs were removed on the trees and poles across the road from APCP's main entrance along SR 196.

**Eileen Mercado** - asked if the Supervisors were aware of Andrew Sterner being found guilty for stealing over \$17,000.00 from VFW Post 3448 and asked if the Supervisors were going to remove him from serving on the Planning Commission. Discussion followed about not getting anything in writing to confirm that Mr. Sterner is guilty. Ms. Mercado asked if accepting his resignation could be on the next meeting agenda. No direction was given to put the matter on the next agenda.

**Robert Kimble** gave his thoughts on why Andy Sterner should not serve on the Planning Commission.

**Michelle Fairservice** - asked if PMREMS is caught up on their invoices. Mr. Hein said the first scheduled payment has been received. **Ms. Fairservice** asked if the SEO was scheduled to go to the camp to do an inspection. Ms. Fairservice was advised that the SEO will be doing an inspection.

**Dave Pope** - asked if the Supervisors had concerns about building a new library with just hearing about Border's closing. Discussion followed about needs for the new library.

**Robert Kimble** - he and his wife are looking forward to having a new library.

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**Walter Gabrys** - said the letter sent by Mr. Hein to the Pocono Mountains Municipal Airport about the loud noise from large planes and helicopters flying real low and to close to his house on Sidney Avenue is not enough. He asked what else can be done to help him and his family as they feared for their lives. The Supervisors suggested that he send a letter to the FAA and/or the Pocono Mountains Airport listing his concerns and/or attend an Airport meeting.

**Board of Supervisors Executive Sessions**

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, July 5, 2011 and at 6:50 p.m for Personnel. An Executive Session was held this evening at 6:50 p.m. for Personnel.

**Adjournment**

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0. The meeting adjourned at approximately 9:16 p.m.

Respectfully submitted:

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Linda Frutchey  
Township Secretary

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Joseph O'Boyle  
Board Chairman