

## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive , Tobyhanna, PA 18466  
(570) 894-8490 • FAX (570) 894-8413

### COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES

July 21, 2015

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

#### **Board Members absent:**

None

#### **Staff present:**

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary

#### **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.

#### **1. Public input**

- Ms. Winowich asked the status of the deed on the Red Barn, and was informed that it is an agenda item and will be discussed.

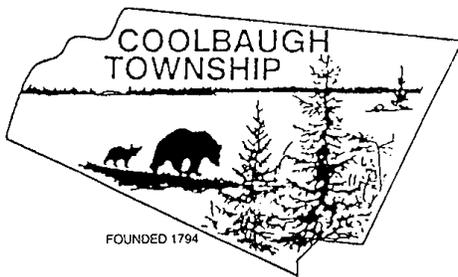
#### **2. Approval of minutes / notes**

*Ms. Kelly made a motion, seconded by Mr. Weimer to approve the minutes of the July 6, 2015 Special Meeting. and July 7, 2015 regular meeting.*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes Mr. Adams abstained.

#### **3. Monthly Reports**

- Pocono Mountain Regional Police Department-Presented by Mr. Adams
- Pocono Mountain Regional EMS-Presented by Ms. Doremus, also stating that Coolbaugh Twp. is up by 10.5%. Mr. Pope stated that there are media bags that will be going out with information regarding Regional EMS and submitted the Regional EMS financials from last year. Mr. Weimer stated that the parking lot lines will be done in the near future.
- Coolbaugh Township VFD-Presented by Mr. Dobsen. Also made the board aware that they are looking to upgrade their building for the purpose of Bingo as well as a warming station during an emergency, as well as purchasing rescue tools costing approximately \$9000.00. C.T.V.F.C. is also planning to purchase a Rescue Pumper which will cost between \$500-650,000 and would like to have the backing from the township to assist with the cost from tax dollars. Mr. Adams asked for a letter of request to be presented to the Board for review. Mr. Adams asked that more information is provided from the Chief as far as the monthly calls including some detail.
- Gouldsboro VFD-Presented by Mr. Pope
- Pocono Summit VFD- Presented by Mr. Rich. Mr. Weimer asked Mr. Rich if they are following up with the Police Department pertaining to MS Logistics having three false alarms in one day when the ordinance states that you are allowed three in one year without a fine, but seems as though it is not being enforced. Mr. Counterman from Tobyhanna Township stated that they have the same issue with alarms, stating that if an alarm goes off a couple times a day the police look at it as a malfunction not a false alarm.
- Thornhurst VFD- No submission received.



## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive , Tobyhanna, PA 18466  
(570) 894-8490 • FAX (570) 894-8413

### July 21, 2015 Board Meeting

#### Page 2 of 5

- Tobyhanna VFD- Presented by Mr. Counterman, also stating that there are two roads in Arrowhead with the same name that are located at two different ends within two different Municipalities. Mr. Keane stated that he will speak to the representative for the county to try to resolve the issue. Mr. Counterman thanked the Board for the \$43,000.00 disbursement which was submitted with their \$100,000.00 for the purchase of the truck.

#### 4. E-911 Readdressing Report

Mr. Keane gave his report updating the status of the readdressing project. Also stating that the Google Map project that Ms. Masker was working on will be back up in August, and she will continue working on it when the Google Mapping system is back up online. Still running into stores that are selling the wrong signs but telling the customers that the signs are correct according to the ordinance. Not sure if there is anything that we can do as far as the store goes with selling them and giving false information.

#### 5. PSATS Right To Know Seminar

*Ms. Kelly made a motion second by Mr. Adams to send Mr. Keane to the seminar in Jackson Township, Luzerne County on September 17<sup>th</sup>, 2015 providing him with the cost of the \$30.00 seminar, travel expense, lunch and pay for the work day.*

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

#### 6. Mid-Week Recycling Schedule

*Ms. Kelly made a motion second by Mr. Weimer to begin accepting recycling during the week with the schedule being Tuesday- Tires, Wednesday- Metal & White Goods, and Thursday- Electronics, with no punches of the recycling card but fees will still be applicable when necessary, as well as proof of Coolbaugh Township residency.*

- **Discussion:** M. Fairservice asked if it will still be \$5.00 per tire, and was advised that yes the fee would still be in place. Ms. Fairservice also asked about unloading the metals and was instructed that there will be an area for them to dump it and that all drop-offs will be the responsibility of the resident to unload them. Mr. Weimer stated that our people are not unloading the vehicles but will check the drop-offs as well as residency.
- **Vote:** All in favor, motion passes.

#### 7. Authorization to Advertise Recycling Schedule

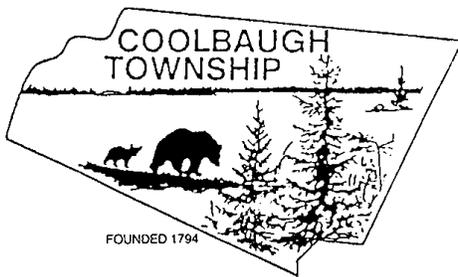
*Motion made by Mr. Pope seconded by Mr. Adams to authorize the mid-week recycling schedule advertisement.*

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

#### 8. Authorization to Advertise 2016 Budget Work Sessions

*Mr. Adams made a motion seconded by Mr. Weimer to advertise the following dates as the 2016 Budget Work Session dates: 9/3/2015, 9/24/2015, 10/1/2015, 10/22/2015, 11/5/2015, and 12/3/2015 all to be held at 7:00pm at the Coolbaugh Township Meeting Room.*

- **Discussion:** C. Colgan stated that EAC meets on the 4<sup>th</sup> Thursday of the month and was advised that if there is a conflict the work sessions will be moved to the upstairs conference room.
- **Vote:** All in favor, motion passes.



## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive , Tobyhanna, PA 18466  
(570) 894-8490 • FAX (570) 894-8413

### July 21, 2015 Board Meeting Page 3 of 5

#### 9. Two Requests for Waiver of Fees for Pavilion

*Mr. Adams made a motion second by Mr. Weimer to approve the request for the waiver of pavilion fees for Mr. Manuel Chapilliquen to host a charity event to benefit Johnny Gallardo on August 15, 2015 for the Tobyhanna House Pavilion.*

- **Discussion:** C. Colgan asked how they will be roasting the pig at the event if it will be on an above ground or will they be digging a hole to do the roast? Mr. Keane stated that he spoke with Mr. Chapilliquen and that he stated that it would be above ground roaster because he originally wanted to use the fire hall.
- **Vote:** All in favor, motion passes

*Ms. Kelly made a motion second by Mr. Adams to approve the request for the waiver of the pavilion fees for Tobyhanna United Methodist Church for August 30, 2015 from 11:00am-5:00pm for the Tobyhanna House Pavilion.*

- **Discussion:** Mr. Pope asked Mr. Hanna if he as a member of the TUMC should abstain from the vote and was advised that it was not necessary to do so.
- **Vote:** (4-0-1) - motion passes with Mr. Pope abstaining.

#### 10. Red Barn

Mr. Hanna stated that this is a long lasting item that has been discussed for many years. He presented the deed and stated that the building no longer serves the purpose in which it was intended and that it is possible to convey the Red Barn back to the heirs of T.M. Lynch or to the successor which is the Lynch Corporation which owns the land that is located around the Red Barn. It would need to be presented to the court for the decision to be made as to whether it will be conveyed to the living heirs of T.M. Lynch or to its successor being the Lynch Corporation. Mr. Hanna stated that he has prepared the documents necessary stating the living heirs as well as the successors of interest being the Lynch Corporation, and would like the authorization of the Board to be able to move forward with the court process to have this property taken off our books. Mr. Hanna doesn't believe that there have been any of these done in Monroe County so there is very little guidance.

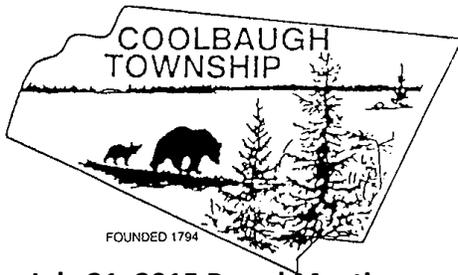
*Mr. Adams made a motion second by Ms. Kelly to authorize Mr. Hanna to convey the Red Barn to the heirs of T.M. Lynch or it successors being the Lynch Corporation.*

- **Discussion:** Ms. Winowich stated that she thanks the Board, but feels that it has taken a long time and that it is disgraceful that the barns condition now if not what it was 10 years ago. Mr. Weimer stated that the structure is amazing but the outside of the building is not as appealing. Ms. Kelly asked Mr. Hanna how long he believes that it will take to get on the court docket, and he stated that it will be on pretty quickly and that it could be completed within a few month timeframe.
- **Vote:** All in favor, motion passes.

#### 11. Collection Company for Sewer

*Ms. Kelly made a motion seconded by Mr. Zito for the purpose of discussion stating that she gave the Board a rundown in the work session and feels a stronger avenue needs to be taken to collect on the delinquent accounts suggesting we should give Portnoff Law Office a try.*

- **Discussion:** Mr. Zito asked how far we want to go with this as far as the steps they have outlined stating that the first step is \$160.00 to send a notice of delinquency. Mr. Weimer asked if this is something that is tacked on and if they don't pay would this be a fee we would be responsible for. Ideas were discussed regarding the shutoff of water being an option, and the possible option of authorizing the five highest amounts to try to collect. Mr. Hanna stated that he was unsure of what the contractual agreement would be. Mr. Adams stated that the fees are over \$800.00 for the steps to collect and we would be responsible to pay the fees if there is no collection on it and we are back to where we started from. M. Fairservice suggested that the Board check the references that are provided in the information as there is one company listed from Scranton on the list that is in trouble that may be able to tell us what the company has done for them. Mr. Zito asked if Mr. Hanna can assist in helping to coordinate with the Water Company for the shutoff of the customers that are delinquent. Mr. Weimer asked Mr. Keane to work with Lynn on the property addresses. Ms. Kelly rescinded her motion and will contact Portnoff to do more research and come back with more information.



**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 Municipal Drive , Tobyhanna, PA 18466  
(570) 894-8490 • FAX (570) 894-8413

**July 21, 2015 Board Meeting  
Page 4 of 5**

**12. Authorization to Purchase a 2016- 7400 SFA 4x2 International Truck with Body**

*Mr. Weimer made a motion second by Mr. Adams to table the issue as the information pertaining to the financing has not been received.*

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

**13. Business Manager/Controller’s Report**

Report presented by Ms. Kelly

- **Discussion:** M. Fairservice asked why check #3545 for \$127,000.00 payable to Coolbaugh Township Fire Company is listed under the general fund and not under expense in a line of its own. Ms. Kelly stated that it will be broken out next month.

**14. Current Obligations**

• <b>General Fund</b>	<b>\$ 82,230.49</b>
• <b>Sewer Fund</b>	<b>\$ 15,421.94</b>
• <b>Capital Projects Fund</b>	<b>\$ 0.00</b>
• <b>Emergency Services Fund</b>	<b>\$ 0.00</b>
• <b>Liquid Fuels Fund</b>	<b>\$ 0.00</b>
• <b>Escrow Fund</b>	<b><u>\$ 16,008.19</u></b>
• <b>Total Disbursements</b>	<b>\$ 113,660.62</b>

*Mr. Adams made a motion, seconded by Mr. Pope to pay the current obligations of \$113,660.62.*

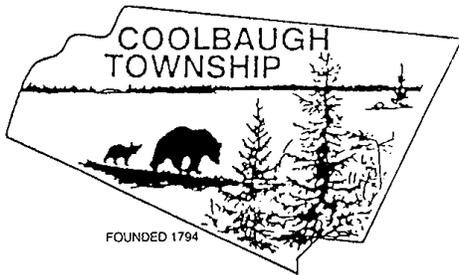
- **Discussion:** None.
- **Vote:** All in favor, motion passed.

**15. Other Business**

- Mr. Weimer stated that DPW looked at the pavilion roof that is leaking and stated that it would cost \$2200.00-\$2500.00 per building to repair with DPW providing the labor. C. Colgan and M. Fairservice asked about the cost of a metal roof since it lasts longer, Mr. Weimer will look into it. Dugouts for the Volunteer Field are estimated to cost \$3000.00-\$3500.00. 50/70 Field options are available and will be discussed with Parks on the walk through on 7/28/2015. Parks will need to discuss what is needed and wanted.
- Mr. Weimer stated that Seminole and Onondaga will not be ready to be paved this year and will need to be put on next year’s list. He would like to replace these roads in the Bituminous Paving Contract with Pine Valley and part of Cayuga.

*Mr. Adams made a motion second by Ms. Kelly to authorize Mr. Kresge to remove Seminole and Onondaga and substitute them with Pine Valley and Part of Cayuga.*

- **Discussion:** Mr. Sanford asked if it is a one for one swap and was told by Mr. Weimer that yes it is.
- **Vote:** All in favor, motion passes
- Mr. Weimer read a press release regarding the Tobyhanna Army Depot and commended the Army Depot on the work that they do. M. Fairservice stated that Mr. Parker was the only representative at the change of guard ceremony this year. Ms. Kelly stated that an invitation was never received by the Board of Supervisors this year as in the past when she attended.



**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 Municipal Drive , Tobyhanna, PA 18466  
(570) 894-8490 • FAX (570) 894-8413

**July 21, 2015 Board Meeting  
Page 5 of 5**

**16. Board of Supervisors Executive Sessions**

- Held Monday July 20, 2015 at 6:30pm Re: Legal
- Held Tuesday July 21, 2015 at 6:30pm Re: Legal & Personnel.

**17. Adjournment**

There being no further business, a motion was made by Mr. Pope, seconded by Mr. Adams to adjourn the meeting All in favor, motion passed. Meeting adjourned at 8:25pm.

**NEXT REGULAR BOARD MEETING: Tuesday, August 4, 2015 at the Coolbaugh Township Municipal Office meeting room.**

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

Submitted by: **Erin Masker, Recording Secretary**

Reviewed by: \_\_\_\_\_  
**Lynn Kelly, Township Secretary**

Witnessed by: \_\_\_\_\_  
**Bill Weimer, Chairman**

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