

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WEDNESDAY, JULY 5, 2017**  
**MEETING MINUTES**

The meeting was called to order by Chairman William Weimer at 7:00PM in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

William Weimer, Anthony Lamantia, Lynn Kelly, and Alma I. Ruiz-Smith.

**Board Members Absent:**

Juan Adams

**Staff present:**

Jerry Hanna, Solicitor and 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.
- When speaking please state your name and the community or city that you live in.

1. **Public Input**

- K. Kinsley asked about repairing the yard in front of the historical society as they have an event on August 12, 2017 and would like their guests to be able to walk in the front of the building.

2. **Approval of Minutes/Notes**

*Ms. Ruiz-Smith made a motion seconded by Ms. Kelly to approve the minutes from the June 13, 2017 Special Meeting as presented.*

- **Discussion:** Mr. Lamantia stated that he will be abstaining as he was not in attendance at the June 13, 2017 meeting.
- **Vote:** 3-0-1, motion passed. ( Mr. Lamantia abstained)

*Ms. Ruiz-Smith made a motion seconded by Mr. Lamantia to approve the minutes from the June 20, 2017 Regular Meeting as presented.*

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

3. **Parks and Recreation's request to hold a Touch The Truck Event**

*Mr. Weimer made a motion second by Ms. Kelly to authorize Parks and Recreation to host a Touch the Truck event on Saturday September 23, 2017.*

- **Discussion:** Ms. Ruiz-Smith stated that she would like to have the liability insurance for the Township to be looked into before the event to make sure that we are covered as well as asking

how many DPW workers will be authorized to work the event due to the amount of vehicles and equipment that they will be bringing to the park as well as the cost of the overtime. Mr. Weimer stated that there will probably be 5-6 DPW workers that will work the event. Mr. Lamantia stated that the Township liability insurance should cover the event, with Solicitor Hanna agreed stating that it would be a good idea to call the insurance company and notify them.

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

4. Parks and Recreation's request to obtain quotes/prices on 2017 scheduled budget items

Mr. Weimer stated that he does not believe that there needs to be a vote to allow Kyle to get quotes for budget items and that we will vote on them when they are received and requested to be purchased, Solicitor Hanna agreed.

- **Discussion:** Ms. Kelly asked the audience members that are on the parks commission whether they had a preference as to what is purchased, being advised no just so that it matches the other items that are already at the park. (Picnic tables and Bleachers) Ms. Ruiz-Smith stated that she does not agree with food and picnic tables being around the skate park/ basketball court area as it will have the potential for garbage to be all over. M. Fairservice stated that she spoke to residents that were at the skate park/ basketball area and they stated they would like a picnic table to sit at with their younger children when they come to the area to give them a snack, it is not for picnic purposes per say as there are pavilions that they can use for that. Ms. Ruiz-Smith also requested clarification on other park budget line items pertaining to purchase of land and engineering fees. V. Massaro asked if there will be "No BBQ "signs posted in the area of the picnic tables.
- **Vote:** All in favor, motion passed.

5. Parks and Recreation request to set up a Social Media Page

Mr. Weimer made a motion second by Ms. Ruiz-Smith to allow parks and recreation to setup a social media page with control and administration by the Township.

- **Discussion:** Ms. Ruiz-Smith read a statement that she had prepared about her concerns with the creation of a social media page which included concerns of controversial issues and malicious acts and comments being a potential from the public. Mr. Weimer stated that social media is not going anywhere and it is a good way for events to be advertised for the public. C. Colgan stated that she has pictures from the mini cooper rally for the Board to see, and stated that some of the drivers checked in on social media at the park. M. Fairservice stated that the people that she spoke to asked if we had a Facebook page so that they could see what was going on at the park and she thinks this would be a great way to promote the park.
- **Vote:** All in favor, motion passed.

## 6. Council of Government (COG) Report

Ms. Ruiz-Smith reported on the following items from her monthly COG meeting:

- Proposed bill to have more than one inspection agency available at each municipality to allow for contractors to choose from to complete the inspections of their building. This would mean that we would have Bureau Veritas and another agency if this bill passes. Ms. Ruiz-Smith stated that PSATS is opposing the bill due to the potential for under the table deals to get permits passed.
- Ms. Ruiz-Smith stated that there was an issue with the acceptance of an anti-skid bid through COG due to the difference in price between two vendors, stating that they received legal advice from H. Clark Conner on his recommendation not to accept either bid. Ms. Masker asked if the price will change for either supplier since the contract was bid based on a bulk amount, being advised by Ms. Ruiz-Smith that it would not and it would remain the same.
- Ms. Ruiz-Smith stated that COG requested clarification on the Fair Tax Credit for volunteer emergency responders as they would rather it was a state guided program as many municipalities are unable to give the discount due to their municipality being so small.
  - **Discussion:** Mr. Lamantia stated that it is optional and if the municipality is unable to afford the tax break then they do not have to implement one. Mr. Weimer stated that it is easier to go by the call volume percentage to calculate the tax break.
- Ms. Ruiz-Smith stated that the COG always makes an annual donation between \$300-500.00 to a non-profit and asked that they consider donating to the PMRPD to be used towards the purchase of a new K-9 dog since the passing of Officer Nero's K-9, Niko.

## 7. Letter from Coolbaugh Township Volunteer Fire Company Requesting Disbursement of their 2017 Contract Funds

*Mr. Weimer made a motion to approve the requested disbursement for the Coolbaugh Township VFC in the amount of \$150,000.00.*

- **Discussion:** Mr. Lamantia asked if all paperwork has been received and is up to date, with Mr. Weimer responding that it is.
- **Vote:** All in favor, motion passes

## 8. Purchase of DPW equipment

- John Deere TH 6 x 4 Gas (Model Year 2017)- Gator
- Frontier AP12F- Fixed Pallet Fork Attachment
- John Deere Z930M – Commercial ZTrak: Zero Turn Mower

Mr. Weimer presented the two estimates received for the Gator and discussion ensued over the difference in the two pieces of machinery, one being enclosed with heat and the other open like the current one we have at the park.

*Mr. Weimer made a motion second by Mr. Lamantia to purchase the John Deere TH 6x4 Gas Model Gator at a cost up \$10,000.00.*

- **Discussion:** Ms. Ruiz-Smith questioned the warranty. M. Fairservice wanted to confirm that the cost includes the extras that we paid for the last time after purchasing the equipment.
- **Vote:** All in favor, motion passes

Ms. Ruiz-Smith made a motion second by Mr. Weimer to purchase the Frontier AP12F-Fixed Pallet Fork Attachment at a cost of \$949.00 per the quote received.

- **Discussion:** M. Fairservice asked what the attachment is for and confirmed that it was not being billed to the Parks budget being advised that it was not. D. Broxmeier asked if it will help with the lifting of weight more effectively than the bobcat.
- **Vote:** All in favor, motion passes

Mr. Weimer made a motion second by Mr. Lamantia to purchase the John Deere 930M- Commercial ZTrak: Zero Turn Mower at a cost of \$8,150.24 per the quote received.

- **Discussion:** Ms. Kelly asked if this machine is a replacement or a new addition being advised it is a replacement.
- **Vote:** All in favor, motion passes

#### 9. Architectural Engineering Proposals for Building #2- Water Remediation

Ms. Kelly made a motion second by Ms. Ruiz-Smith to accept the proposal from Barry Isett and Associates in the amount of \$4,800.00.

- **Discussion:** Ms. Ruiz-Smith stated that the request was dated in accordance with the original RFP that was sent out and not the revised one that she created and therefore feels that it should not be accepted. Discussion ensued over the items that were excluded as well as the proposal that Ms. Ruiz-Smith received from Corey Seese Masonry after he performed a walk-through of the building. Ms. Ruiz-Smith stated that Mr. Seese already performed the evaluation and is ready to repair the issues for a cost of approximately \$10,000.00, and now we are going to pay \$4,800.00 for someone to come in and evaluate the situation and then we will have to pay more money in addition to resolve the issue instead of having Mr. Seese make the repairs. After some discussion and clarification on the exclusions from the request from Barry Isett, Mr. Lamantia stated that the request from Mr. Seese is dated from months ago and is not a proposal on company letterhead. Ms. Ruiz-Smith stated that Mr. Seese was going away when she requested the information from him and he sent it to her in an email so she would have it for the last meeting when this was discussed. Ms. Kelly stated that there were 22 RFP's sent out and we only received two proposals. Ms. Ruiz-Smith clarified that we received one back from the second RFP that was sent out. Mr. Lamantia stated that we as a Board agreed to hire an architectural engineer and that we should stick with this. Mr. Weimer stated that if we go with the motion of hiring Barry Isett and Associates, he would like for Mr. Seese to attend the meeting when the recommendation is read from Mr. Isett so that he may be able to submit a proposal to do the work if he is interested.
- **Vote:** 3-1-0, motion passed. (Ms. Ruiz-Smith opposed)

#### 10. Current Obligations

• General Fund	\$	292,515.50
• Escrow Fund	\$	119.88
• Liquid Fuels	\$	76,564.13
• Sewer Fund	\$	<u>6,190.46</u>
Total Disbursements	\$	375,389.97

Ms. Kelly made a motion second by Ms. Ruiz-Smith to pay the current obligations in the amount of \$375,389.97.

- **Discussion:** Ms. Ruiz-Smith stated that there are 51 payments left on the mortgage to PMRPC and asked how this will impact our budget once it is paid off. Ms. Ruiz-Smith stated that she is still waiting for the PP&L bills for building #2 from Ms. Mills. Ms. Kelly responded that our controller stated today that the electric charges for the complex are all on one bill. Ms. Ruiz-Smith asked that the bill description for the PP&L bill be consistent so that we know that it is for the complex.
- **Vote:** All in favor; motion passed.

**11. Other business**

- Main Street Bridge scheduled to begin preliminary work on Sept. 28, 2017 with construction beginning on Oct. 9, 2017. H. Smith asked how the roads could be turned back over to the state as the bridge being closed is going to be a big issue for snow removal during the winter.
- Mr. Lamantia asked for the status of the Route 196 project
- Mr. Weimer provided the requested updated list of engineering fees to H. Smith for the Route 196 Turning Lane Project

**12. Board of Supervisors Executive Sessions**

- Prior: Wednesday, July 5, 2017 from 6:26pm-6:55pm Re: Legal

**13. Adjournment**

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

Meeting adjourned at 8:27pm.

NEXT REGULAR BOARD MEETING: Tuesday, July 18, 2017 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: \_\_\_\_\_  
William Weimer, Chairman

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