

**Coolbaugh Township
Board of Supervisors
July 7, 2009 Meeting
Page 1**

The Coolbaugh Township Board of Supervisors July 7, 2009 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

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

Roll Call

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

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 for other issues.

Approval of June 16, 2009 Meeting Minutes

Mr. Zito moved to approve the June 16, 2009 Meeting Minutes as presented and dispense with the reading. Seconded by Ms Kelly. Discussion - on page 6, second paragraph under "Wal-Mart Settlement", change wording to read "to go into a recess followed by an Executive Session". The motion carried 5-0.

Letter of recommendation to PennDOT re: strip of road on SR 611 and SR 423 dedicated and named after slain Trooper Josh Miller

Ms. Alma Ruiz-Smith, Legislative Aide to Senator Robert Mellow was present to request that a letter be sent to PennDOT from the Supervisors requesting to have a strip of road on State Route 611 dedicated and named after slain Trooper Josh Miller.

**Board of Supervisors
July 7, 2009 Meeting
Page 2**

Mr. Hutchins moved to approve sending a letter to PennDOT requesting that a strip of road on State Route 611 be dedicated and named after slain Trooper Josh Miller. Seconded by Mr. Zito. Discussion followed about Representative Scavello supporting the matter. The motion carried 5-0.

Pocono Community Church - request to extend temporary waiver for paving parking lot

Pastor Dave Crosby, George Strunk, Chairman of the Pocono Mountains Municipal Airport Authority and Dave Moyer of Papillon & Moyer Excavating and Paving and were present on behalf of the above referenced request. Pastor Dave thanked the Supervisors for the first extension and explained the reasons for an additional request for an extension until July 31, 2010. Discussion followed about the handicapped area and a portion in the back of the church already being paved. Mr. Moyer confirmed that the fine binder placed on the parking lot will last through the winter.

Mr. Zito moved to approve the request for an extension of the temporary waiver for paving of the parking lot at the Pocono Community Church until July 31, 2010. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Letter of Understanding between Coolbaugh Township and Pocono Services for Families and Children - Monroe County Head Start Program

The Supervisors expressed support for the Letter of Understanding/Building #2/Potential Lease between Coolbaugh Township and Pocono Services for Families and Children for the Monroe County Head Start Program, because it benefits the children in the area and Head Start will be good tenants who may be interested in the space that is currently being occupied by the Pocono Mountain Public Library when they move into their new building.

Mr. Zito moved to approve the Letter of Understanding between Coolbaugh Township and Pocono Services for Families and Children for the Monroe County Head Start Program. Seconded by Mr. Hutchins. Discussion ensued over whether there was a need to put a date for the letter to be returned. Business Manager/Controller Doug Hein confirmed that Head Start Director Tim Lee will be signing the letter upon receipt. The motion carried 5-0.

Letter of Support for Pocono Services for Families and Children's Grant Application

Mr. Hutchins moved to approve signing the Letter of Support for Pocono Services for Families and Children's Grant Application for the development of an Early Head Start Program in Monroe County. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

The Cross , Inc. request for a waiver of the Escrow Fund - 20% administrative charges for the church

Mr. Zito moved as per past practices, to waive the Escrow Fund - 20% administrative charges for The Cross, Inc. from this time forward. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

Minor Subdivision to join lots 334 and 345, Section E, A Pocono Country Place - Property Owner - Kazysztof Zajkowski

Mr. Frutchey made a motion to approve the Minor Subdivision to join lots 334 and 345, Section E, A Pocono Country Place for Property Owner Kazysztof Zajkowski. Seconded by Mr. Hutchins. Discussion - none. The motion passed 5-0.

Minor Subdivision to join lots 522, 523 & 524, Section D, Pocono Farms - Property Owners - Carlton V. & Shelah H. Gill

Ms. Kelly moved to approve the Minor Subdivision to join lots 522, 523 & 524, Section D, Pocono Farms for Property Owners Carlton V. & Shelah H. Gill. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Adoption - Township Resolutions #12-2009, #13-2009, #14-2009 re: designation of parcels of land in Coolbaugh Township as Open Space

Mr. Hutchins made a motion to adopt Township Resolutions #12-2009, #13-2009, #14-2009 re: designation of parcels of land in Coolbaugh Township as Open Space. Seconded by Mr. Zito.

**Board of Supervisors
July 7, 2009 Meeting
Page 4**

Discussion - Mr. Frutchey raised the question of whether to designate the former Kelly property as Open Space, because past discussions involved the possibility of putting up a recreation building there, etc. Mr. Hutchins suggested asking the county for their opinion. It was the consensus of the Supervisors to table Resolution #13-2009 re: designating the Kelly property as Open Space. The motion carried 5-0.

On Demand Energy / Letter of Authorization to PPL Utilities

Ms. Kelly moved to send the On Demand Energy / Letter of Authorization to PPL Utilities. Seconded by Mr. Zito. Discussion - none. The motion passed 5-0.

Filing liens on delinquent Township Sewer Accounts

Discussion followed regarding the different methods to file liens on delinquent sewer accounts, as outlined in an email dated June 24, 2009 from Dick Deibert of Creditech, the firm contracted to handle delinquent accounts for the Township. Mr. Frutchey moved to approve allowing Business Manager/Controller Doug Hein and Township Treasurer Pat Eden to work with Solicitor Hanna to file municipal liens on delinquent Township Sewer Accounts. Seconded by Mr. Zito. Discussion - Mr. O'Boyle asked to take into account that citizens have tried to pay on the accounts even in this tough economy. The motion carried 5-0.

Myownco refund request - Septic Permit for Lot 4306, Section B of Pocono Farms East

Mr. Hutchins moved to deny the Myownco request for a refund on a Septic Permit for Lot 4306, Section B in Pocono Farms East. Seconded by Mr. Zito. Discussion - none. The motion passed 5-0.

Authorization to advertise Coolbaugh Township Sludge Hauling and Disposal Bid

Mr. Zito made a motion to authorize the advertisement of the Coolbaugh Township Sludge Hauling and Disposal Bid. Seconded by Mr. Hutchins. Discussion - public comment was heard from April Benji, who asked what it costs for sludge hauling and disposal per year.

**Board of Supervisors
July 7, 2009 Meeting
Page 5**

The Supervisors suggested that she call Business Manager/Controller Doug Hein for this information. The motion carried 5-0.

Bid Award - Rental Services for Uniforms, Floor Mats and Air Fresheners

The Bid for Rental Services for Uniforms, Floor Mats and Air Fresheners was advertised in the *Pocono Record* on Wednesday, June 17 and Sunday, June 21, 2009 with a bid opening on Wednesday, July 1, 2009.

Bid proposals were received as follows: Coyne Textile Services in the amount of \$15,585.00, Tri-State Industrial Laundries in the amount of \$17,015.76 and Dempsey Uniform & Linen in the amount of \$24,450.00.

Mr. Zito made a motion, based upon the Bids received, to award the bid to Coyne Textile Services in the amount of \$15,585.00. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0. No action was taken on the matter of separate purchases, as they will be made on an as needed basis.

Act 101, Section 902 Municipal Recycling Grant Modification - SAP Document #4100043948

Authorization to move forward with ordering:
International Truck - COSTARS Contract - #013-063 - \$77,936.00
Hook-All - COSTARS Contract - #008-032 - \$105,652.00

Mr. Hutchins made a motion to authorize going forward with ordering the International Truck - COSTARS Contract - #013-063 in the amount of \$77,936.00 and the Hook-All - COSTARS Contract - #008-032 in the amount of \$105,652.00. Seconded by Mr. Frutchey. Discussion - none. The motion passed 5-0.

Copier Lease Proposal

Discussion followed about a copier lease proposal submitted to the Township by Toshiba Business Solutions. Mr. Zito moved to accept the Toshiba Business Solutions proposal for two copiers with 10,000 copies per month for both machines at a cost of \$379.00 per month. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

Current Obligations

General Fund	\$	319,957.21
Capital Projects Fund	\$	9,237.11
Escrow Fund	\$	2,843.01
Sewer System Fund	\$	30,412.83

Total Disbursements \$ 362,450.16

Mr. Frutchet moved to pay the Current Obligations in the amount of \$326,450.16. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Other Business

Request for a waiver of fees for Pavilion - Coolbaugh Township Volunteer Fire Company (CTVFC)

Ms. Kelly moved to approve the CTVFC's request for a waiver of the fees for the use of the pavilion at the Township Municipal Park on Sunday, September 13, 2009. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

BCM Engineers - Dave Kavitski's requests associated with the Township Waste Water Treatment Plant

Sampling

Mr. Hutchins moved to approve BCM Engineers to continue sampling Wal-Mart and the Pocono Mountain School quarterly and continue recording flows from Wal-Mart's flowmeter monthly. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

Installation of portable flowmeter

The consensus of the Supervisors was to have BCM Engineers install the portable flowmeter in the library and the social services building and do the flow sampling on a monthly basis.

GE Water & Process Technologies OnPoint Service Agreement for the Coolbaugh Township Wastewater Treatment Plant

Ms. Kelly moved to table the annual support contract with GE Water and Process Technologies OnPoint Service Agreement until the next meeting. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

Public Input

April Benji - said she is a member of the Stillwater Lakes Board of Directors and is here trying to find out answers for residents of the development who are concerned about the Pocono Mountain Municipal Airport's Runway Extension Project. She said that tree clearing has started along the far section of the runway which borders the railroad and Stillwater Lakes residences along Sydney.

Ms. Benji asked the following questions: why residents in this area were not notified of the project; will a sound barrier be put in; did DEP approve the drainage of rainwater and was there testing provided stating no contaminants will flow into Hawkeye Creek which flows through the Stillwater Lake Development; what size aircraft would be landing, etc. A lengthy discussion followed. She asked about the stormwater study, etc. Ms. Benji was advised that some of the questions could be presented at a meeting of the Pocono Mountains Municipal Airport Authority Board.

Fred Berg - remarked that airplanes have to be a certain weight for any runway.

Mr. Berg - asked about the triangle at Main Street and when the high weeds would be cut, grass needing cutting, etc. Discussion followed.

Plastic Weed Barriers

Mr. Hutchins moved to authorize the purchase of plastic weed barrier material to put down at the Main Street Island and then get mulch from the Township to put in the area. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

Harry Smith - asked what the International Truck and Hook-All were being used for. Mr. Frutchey explained that the new truck will be used to do leaf collection.

Mr. Smith commented about whether they should collect leaves due to the weather, money being wasted, etc. Discussion followed about the Township being mandated to recycle, collect leaves, etc.

Jim Milot of Hanover Engineering presented the following Project Status updates:

SR 196 & Kings Way/7Nations Intersection signalization project

Mr. Milot said he received minor comments from PennDOT on the latest plan submission and is in the process of getting signatures from adjacent property owners, etc. There are some minor changes for drainage and pavement materials, and there is a comment from PennDOT relating to layout revision and concerns about the bus pull-over area. He ended up the discussion by confirming that he hopes to have the plans, specifications and advertisement completed within the next 2 weeks. Mr. Hutchins added that work still needs to be done on the modifications to the traffic signal at SR 611 and Echo Lake Road.

Laurel Drive

Mr. Milot said he received a CAD drawing from Liberty Engineering to evaluate their proposed access driveway location which appears to match within one foot of the Township layout. He recommends that Liberty provide turning template overlays to ensure that trailer ingress and egress can occur within the appropriate travel lines, etc.

SR 611 passing lane conversion to a center turning lane.

Melissa Maupin, PennDOT District Permit Supervisor is seeking additional input on the submission materials from her office. This is not a standard Highway Occupancy Permit; therefore, Mr. Milot requested that PennDOT accept this work as a hybridized HOP to avoid time and monetary constraints of a Standard PennDOT Construction Project.

Board of Supervisors Executive Sessions

Mr. O'Boyle announced that an Executive Session was held on Tuesday, June 16, 2009 at 8:29 p.m. re: Legal Issues.

**Board of Supervisors
July 7, 2009 Meeting
Page 9**

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Hutchins Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 8:57 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Joseph O'Boyle
Board Chairman