

## 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

June 16, 2015

The meeting was called to order by Chairman William Weimer at 7:03 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**

H. Smith- Complimented EAC on the signs. They are very nice. The road crew signs need to be replaced with signs that are similar to the signs that EAC put up. Signs should be as fancy as the signs that were just installed.

*Mr. Weimer made a motion, seconded by Mr. Zito to purchase a sign for the road department made by the same vendor as the EAC signs, price not to exceed \$2,000.00. Mr. Zito requested that a smaller sign be purchased for the community services center as well. Motion amended to reflect Mr. Zito's request.*

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

M. Fairservice- Questioned whether the Township has received any financials from Coolbaugh Township Volunteer Fire Company for 2013 and 2014. Mr. Weimer stated that he would look into it and get back to Ms. Fairservice. Ms. Fairservice stated that she will submit a right to know to receive the information.

Thornhurst Fire Company – Questioned whether their request for funding was received by the Township, and was advised that it was received and will be on the agenda for the July 7, 2015 meeting.

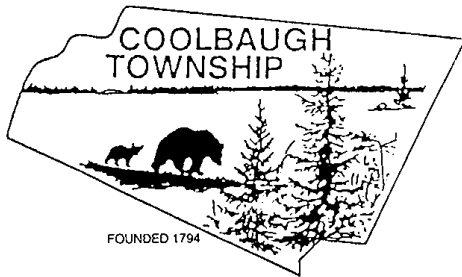
**2. Approval of minutes / notes**

*Mr. Adams made a motion, seconded by Ms. Kelly to approve the minutes of the June 2, 2015 regular meeting.*

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

**3. Monthly reports**

- Pocono Mountain Regional Police Department-Presented by Mr. Adams
- Pocono Mountain Regional EMS-Mr. Pope stated that the reports were not available yet, but that a grant was received in the amount of 123,500.00 to purchase a new ambulance. Mr. Weimer complimented all EMS, Fire and Emergency responders on a great job dealing with the mass casualty accident on Route 380. Also stating the 911 dispatcher Angie Henning did a phenomenal job.
- Coolbaugh Township VFD-Presented by Mr. Weimer
- Gouldsboro VFD-Presented by Mr. Weimer
- Pocono Summit VFD- Presented by Mr. Rich
- Thornhurst VFD- Presented by Mr. Weimer



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- Tobyhanna Township VFD- Presented by Mr. Counterman, also reviewed the submitted request for funds to purchase a 2015 Rescue Pumper.  
*Mr. Adams made a motion, seconded by Mr. Weimer to approve the request for the Tobyhanna Township Volunteer Fire Company to release 20,000.00 tax funds and a donation in the amount of 23,000.00 to enable payment for the 2015 Pierce Rescue Pumper pending verification of budget.*
- **Discussion:** None
- **Vote:** All in favor, motion passes.

#### 4. Acceptance of 2014 audit

*Mr. Zito made a motion, seconded by Ms. Kelly to approve the 2014 audit with the note being added to page 10 by Mr. Bushta.*

- **Discussion:** C. Labosco asked when audit would be available to the public and was advised by Ms. Kelly that it is available on the Township website.
- **Vote:** All in favor, motion passes.

#### 5. Awarding of Bid for Paving Project

Mr. Weimer reviewed the 2015 Road Paving Bids; two bids were received with the low bidder being Hanson Aggregates stating that the Base Bid is \$575,168.00 and an Additional Bid of \$23,509.00, totaling \$598,677.00.

*Mr. Zito made a motion, seconded by Mr. Pope to award Hanson Aggregates as the bid winner.*

- **Discussion:** H. Smith questioned that the paving would be on the same section as discussed before and was advised by Mr. Weimer that yes it is and that the project is going to start in September. B. Stanford asked who the second bidder was and was told Locust Ridge. M. Fairservice asked if when they are paving if there are any millings that Mr. Weimer goes after them for the park. Mr. Zito stated that he was at the park and has never seen the park look better, compliments to Parks and Rec and DPW for their hard work.
- **Vote:** All in favor, motion passes.

#### 6. Resolution #2015-07 authorizing Patricia Eden-Rosendale to receive tax reports from Berkheimer

*Ms. Kelly made a motion seconded by Mr. Adams to approve the resolution authorizing Patricia Eden-Rosendale to receive tax reports from Berkheimer.*

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

#### 7. A Pocono Country Place request for neighborhood crime watch funds

*Motion made by Mr. Zito, seconded by Mr. Adams to approve the \$250.00 request for A Pocono Country Place for the neighborhood crime watch fund.*

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

#### 8. Child Abuse Clearances

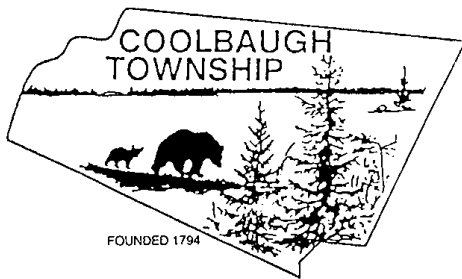
Mr. Weimer stated that Mr. Hanna provided his advice and no further action needs to be taken on the part of the Township.

#### 9. Awarding of bid for 1998 GMC Sierra pick-up

Claire Frisk was the high bidder for the GMC pickup.

*Mr. Pope made a motion seconded by Mr. Adams to award the bid in the amount of \$1,670.00 to Clare Frisk, with the stipulation that payment be in the form of a certified check or money order and pick up takes place within 30 days.*

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



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#### 10. Dangerous Structures

Ms. Kelly gave a report of current dangerous structures. C. LaBosco from APCP expressed her concerns and provided information pertaining to some of the dangerous structures in APCP that are on the report. Mr. Weimer reviewed the hours as well as some of the costs associated with the demolition of the Main Street property. Mr. Weimer will give a report on the cost of demolition when all invoices are received.

#### 11. Business Manager/Controller's report

Mr. Weimer gave a brief report of the finances as of June 10, 2015.

#### 12. Current Obligations

• General Fund	\$ 252,582.95
• Sewer Fund	\$ 5,186.81
• Capital Projects Fund	\$ 32.27
• Emergency Services Fund	\$ 0.00
• Liquid Fuels Fund	\$ 0.00
• Escrow Fund	\$ 23.50
• Total Disbursements	\$ 257,825.53

*Ms. Kelly made a motion, seconded by Mr. Adams to pay the current obligations of \$257,825.53.*

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

#### 13. Manpower Temp. Position – Increasing current work hours (28 hours per week) and allocating hours to Township Secretary

We are in the phase for a buyout option with Manpower for days 61-90, so there would be a fee for buying out if we choose that option. We are also able to increase the hours for our administrative position through Manpower. Ms. Kelly stated that she would like to see this happen as we are down a Business Manager/Controller we have a lot of work we need to allocate to this person.

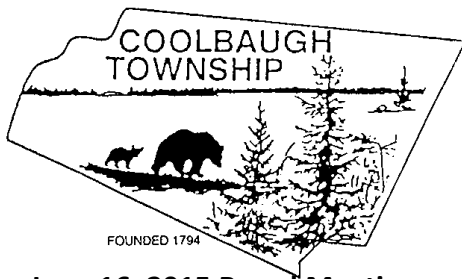
*Ms. Kelly made a motion seconded by Mr. Weimer to increase the temporary manpower administrative position from 28 hours up to 40 hours per week.*

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

Ms. Kelly stated that she has spoken to the Board that she will come in before work or on her day off to get the pieces of work reallocated and to make sure that all reports are taken care of. She is not interested in any length of time or work, but would appreciate compensation for the level of work, during this transition period.

*Mr. Weimer made a motion seconded by Mr. Zito to pay at the auditors approved rate for up to 15 hours per week for the Township Secretary, Ms. Kelly, while we are in the midst of being in between a Township Business Manager/Controller.*

- **Discussion:** Mr. Zito suggested the possibility of not capping the hours at 15 but leaving it open to 40, stating he knows that Ms. Kelly probably won't ever go near that many hours, but for the sake of not being sloppy, in case there is a time when preparing for a meeting she would need more hours, they would be available and it wouldn't become an issue. Ms. Kelly stated it is not physically possible to put in more hours. Mr. Adams said that he would be comfortable with 20 hours per week as her job would be more of a delegating position as opposed to doing actual work now that we have increased the Manpower Temp position. Ms. Kelly stated that short of taking vacation from her regular job she cannot work more than 15 hours.
- **Vote:** (4-0-1) Mr. Weimer, Mr. Adams, Mr. Pope and Mr. Zito in favor, Ms. Kelly abstained, motion passed.



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#### 14. Addendum to Personnel Manual to match the Union's Collective Bargaining Agreement

Mr. Zito discussed two major changes in the Union's Collective Bargaining Agreement that we would like to incorporate as an addendum to our Employee Manual that would make our policies equal for newly hired employees whether they are Union or not.

Previously employees were able to bank up to 90 days of sick time, going forth any employee hired after the date of ratification 6/1/2015, it would only be a maximum of 30 sick days. Prior to this agreement employees had their Medical Insurance along with their family's medical insurance paid for by the township, any dependent coverage after June 1, 2015 the employee will have his medical paid in full but any dependent coverage will be the employees responsibility at 15% of the monthly premium. So we want to incorporate that into our personnel manual to put the union and non-union personnel on the same plain.

*Mr. Zito made a motion, seconded by Mr. Adams for an addendum to the Personnel manual to match the union collective bargaining agreement as outlined above.*

- **Discussion:** M. Fairservice, on the health insurance is it existing employees or just new hires, was advised only pertains to new hires.
- **Vote:** All in favor, motion passes.

#### 15. Sync Appendix A on the CBA-Assistant Foreman

Appendix A – Addendum on the Assistant Foreman was not updated to reflect the new Union Contract. The date should have been adjusted to April 30, 2019 to match the new Collective Bargaining Agreement.

*Mr. Zito made a motion, seconded by Ms. Kelly to sync up Appendix A on the CBA to notate April 30, 2019.*

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

#### 16. Other Business

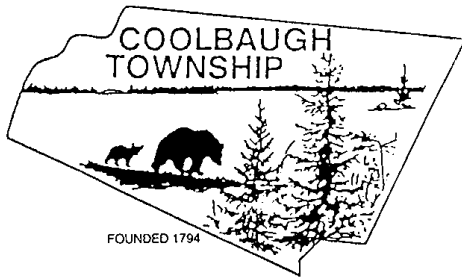
Updates from Mr. Weimer:

- Mr. Weimer stated that line painting will be occurring in a couple weeks.
- Mr. Weimer appreciates DPW for the enormous amount of work they got done in five days. The EAC signs went up and they look great. Appreciate the compliment on the park they put a lot of focus on that as well.
- There are a few things that we have started that we will speak to Parks about including potential of putting in new dugouts on the Volunteer Field, along with I spoke to Russ the Engineer about how we can squeeze in a 50/70 (Mound- 50/Bases-70) field somewhere without violating any wetlands, pipe dream not sure it will happen but starting on possible project.
- There is a need for a 20ft pipe for a driveway on Hemlock, a drive was asked to do in for the open space but you need a 4x4 to get in there. Salamanca and Seven Nations pipe is going to be replace hopefully this week or next. As soon as the pipe comes in the hump at Seven Nations and Salamanca will be done.
- Mr. Weimer stated that we forgot to add Fridays in for the recycling schedule.

*Mr. Weimer made a motion seconded by Mr. Zito to add two Fridays back into the cleanup schedule to include July 31, 2015 and October 2, 2015.*

- **Discussion:** Mr. Broxmeier PFE brought his recycling over to the last drop off and it was crazy and very few workers. People were just getting upset and I don't think that one weekend every other month is the answer to this big Township. Police were even called to direct the traffic, some thought should go into it again. Mr. Weimer spoke to Mr. Calpin and asked if we were to put this five days a week, he said no because that would make it a transfer station. As a recycling center people are to bring in recycling not household junk. The thought is the possibility that we set a schedule. For example open up every Wednesday for metal drop off, every Thursday for Tire drop off schedule. We do not want to apply for a permit for a transfer station.
- **Vote:** All in favor, motion passes.

C. LaBosco asked for an update on the 196 turning lane- was advised that the extension is until June 30, 2016 and that the Board will work to get an update.



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Break for Executive Session at 7:55pm.  
Called meeting back to order at 9:13pm

#### 17. Authorization for the Hiring of Part Time Park Positions

*Motion made by Mr. Weimer and seconded by Mr. Zito to put in the two part time positions for the park for the two people that applied pending their acceptance of hours, days and clearance.*

- **Discussion:** Ms. Kelly asked for the names of the applicants and was told Alfred Masker Jr. and Justin Grimley. Ms. Kelly asked about the schedules and was advised one position was for Tuesday-Thursday (24 hours) at \$11.00 per hour and the other position was Friday- Sunday (24 hours) at \$12.00 per hour.
- **Vote:** All in favor, motion passes.

#### 18. Steve Weber Stepping Down as DPW Foreman

Steve Weber would like to step down from his foreman position and return back into the bargaining unit.

*Motion made by Mr. Weimer and seconded by Mr. Pope to accept that Mr. Weber is stepping down as foreman under the conditions outlined in the email from the Teamsters Local 773 Union Representative dated Wednesday June 10, 2015 which includes the following items:*

- *Steve Weber will return to the Bargaining Unit as a regular full time employee effective June 9, 2015.*
- *Mr. Weber will be placed at the bottom of the Union seniority list and shall not have seniority over any other Union employee for competitive purposes (bidding, vacation picks, etc.)*
- *Mr. Weber will retain his overall length of seniority for benefit purposes (vacation, etc.)*
- *Mr. Weber's rate will be set at \$22.08 per hour and he will not be eligible for any wage increases for 2015. He will be eligible for wage increases starting May 1, 2016 as per the CBA.*
  - **Discussion:** None.
  - **Vote:** All in favor, Motion passed.

#### 19. Board of Supervisors Executive Sessions

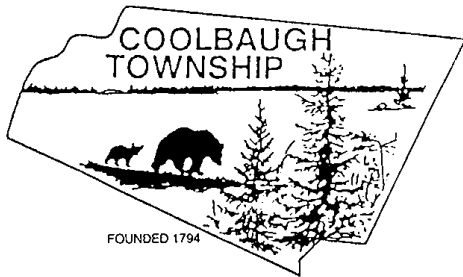
- Held Prior – Tuesday, June 16, 2015 at 6:10 pm-7:02pm RE: Personnel & Legal.
- Held Subsequent- Tuesday June 16, 2015 at 7:55pm-9:13pm RE: Personnel.

#### 20. 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 9:21pm.

**NEXT REGULAR BOARD MEETING: Tuesday, July 7, 2015 at the Coolbaugh Township Municipal Office meeting room.**

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



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

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

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

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