

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, JUNE 17, 2014
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:00pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Ms. Kelly led those present in the Pledge of Allegiance.

Board Members present:

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

Staff present:

Doug Hein, Business Manager / Controller, Jerry Hanna, Solicitor.

Announcements:

Ms. Kelly announced the following:

- Public Input will be considered at the beginning of the meeting for non-agenda items. The public would 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**

- **Mr. Dave Pope:** Inquired about the special PMRP Commission meeting on June 18th.
- **Mr. Vincent Massaro:** Asked if the Supervisors were still "going through with pulling out of Regional" (PMRP) in light of Chief Lewis' resignation and if the Police Task Force would continue.

2. **Approval of Minutes / Notes**

- June 3, 2014 Regular Meeting Minutes
- June 3, 2014 Work Session Notes

The minutes of June 3, 2014 were reviewed and considered for approval.

Mr. F. Pope made a motion, seconded by Mr. Adams to approve the minutes of June 3, 2014 as presented.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Work Session Notes / Public Hearing Notes

The notes for the work session held on June 3, 2014 were presented for review. It was agreed by consensus that these documents would be published for public viewing on the Township website.

3. 2014 Monthly Reports

- **Coolbaugh Township Volunteer Fire Company** - Mr. Weimer gave a brief report in the absence of CTVFC personnel. He said that a new vehicle was purchased and that a reimbursement request from fire tax revenue will be submitted, along with an anticipated reimbursement request from fire tax revenue to equip the new vehicle.
- **Pocono Mountain Regional Emergency Medical Services** – Mr. Pope gave a brief report stating that in the month of May PMREMS had 437 calls, 191 of which were in Coolbaugh Township. Arrowhead Lakes had nine calls, five of which were ALS. Comments were heard from Mr. Elmer Money.
- **Pocono Mountain Regional** – Mr. Adams gave the report. For the month there were 969 complaints. Coolbaugh Township used 2,292.20 hours for the month, with the year to date figure being 11,617.83. For the year the Township is under 198.72 hours.

After the figures were given a lengthy discussion on getting a more detailed analysis more specific for all participating Townships and general police procedures took place. Public comments were heard from Mr. Massaro, Mr. D. Pope, Ms. Phyllis Williams, Mr. Steve Planchock, Ms. Michelle Fairservice, Township Constable Joseph Rogan, PMRP Sgt. Jeff Bowman, and Ms. Peggy Cooney.

Mr. Zito suggested that he take Mr. Weimer's concerns and send a letter from the Supervisors, collectively, to PMRPC. Sgt. Bowman went on to clarify the Commonwealth's Uniform Crime Reporting requirements, and stated that he believed the detailed information Coolbaugh is seeking is not something that "is not easily done".

4. Update – Dangerous Structures

Ms. Kelly gave an update on the following "fire damaged" properties:

- Falcon Terrace, Belgravia Drive – Notice of violation returned. Service needed.
- Rosemont Terrace, Meadowlark Lane - Notice of violation received. Permit to demolish obtained.
- Boardwalk Drive - Notice of violation received. No response from owner.
- Waterfront Drive - Owner rebuilding.

She then gave an update on the following "blighted" properties:

- Beverly Court, Natures Drive, Eagle Rock Drive, Idlewild Drive, Winding Way, Feather Lane - Boarded and/or secured. In compliance; No violation.
- Bear Trail Drive, Country Place Drive – Open access; Notice of Violation sent.

Mr. Zito asked the Supervisors if Mr. Hein and Mr. Brady could work on finding process servers / constables to serve those owners who have not accepted mailed violations. This will be brought to the July 1st meeting. Public comments were heard from Mr. Joseph O'Boyle and Eileen Lawrence.

5. Minor Subdivision joining lots 11 & 12, Block 48, Section 9, Arrowhead Lake- Property Owners - Edmund & Jacqueline Marcin

Mr. Adams made a motion, seconded by Mr. F. Pope to approve the Minor Subdivision joining lots 11 & 12, Block 48, Section 9, Arrowhead Lake- Property Owners - Edmund & Jacqueline Marcin.

- Discussion: None.
- Vote: All in Favor. Motion Passed.

6. Adoption of Coolbaugh Township Code of Ordinance #120 – 2014: Stormwater Management and Earth Disturbance Ordinance

Mr. Weimer made a motion, seconded by Mr. Zito Pope to adoption Coolbaugh Township Code of Ordinance #120 – 2014: Stormwater Management and Earth Disturbance Ordinance.

- **Discussion: None.**
- **Vote: Four in Favor. One Opposed (Mr. Adams). Motion Passed.**

7. Business Manager / Controller's Financial Report

Mr. Hein gave a brief report as of June 10, 2014:

- General Fund revenues – \$4,581,598.00.
- General Fund expenses – \$3,287,476.00

8. Current Obligations

Before them, the Supervisors had details of the Township's current obligations totaling \$165,023.32.

Mr. Adams made a motion, seconded by Mr. Weimer to pay current obligations in the amount of \$165,023.32.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

9. Other Business

Authorization to advertise Coolbaugh Township Spring / Summer Leaf Collection, dates to be determined

Mr. Weimer made a motion, seconded by Mr. Zito to authorize advertising the Coolbaugh Township Spring / Summer Leaf Collection, dates to be determined.

- **Discussion:** After discussion, it was agreed that a display ad would be placed one time in both the Journal of the Pocono Plateau and the Pocono Record. The information would also be placed on the Township's website.
- **Vote: All in Favor. Motion Passed.**

Pocono Summit Volunteer Fire Company Parade Permit

Mr. Zito announced that a letter was sent to PennDot on behalf of the PSVFC for their annual parade, to be held on June 28th. No further action is needed at this time.

Executive Session

At this time Mr. Weimer asked for an Executive Session on personnel, and that the meeting be held open.

Recycling Technical Assistance Grant:

Prior to recessing for Executive Session the following motion was made:

Mr. F. Pope made a motion, seconded by Mr. Adams to have Business Manager / Controller Doug Hein begin the process of applying for a Recycling Technical Assistance Grant from the Commonwealth of PA.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Acknowledgement of the Township Department of Public Works

Mr. Weimer thanked the members of the DPW for the expedient assistance given to the Coolbaugh Township Volunteer Fire Company on their paving project.

Township Drop-off Site

Mr. Weimer said after having worked the site several weekends with DPW he would be presenting ways to streamline operations to the Supervisors at a later date. He also thanked the DPW crews for their hard work.

10. Board of Supervisors Executive Sessions

- Ms. Kelly announced that the Board of Supervisors held Executive Sessions:
 - Tuesday, June 3, 2014 @ 9:00pm – Personnel.
 - Tuesday, June 17, 2014 @ 6:35pm – Legal.

Ms. Kelly stated at this time (8:04pm) there would be an Executive Session for Personnel (Zoning) and that the meeting would remain open.

The meeting was reconvened at 9:27pm.

11. Adjournment

There being no further business, a motion was made by Mr. Weimer, seconded by Mr. Adams, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 9:29pm.

NEXT REGULAR BOARD MEETING: July 1, 2014

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

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____