

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 2, 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:

Doug Hein, Business Manager / Controller

Staff absent:

Jerry Hanna, Solicitor

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

1. C. Colgan stated that Parks and Recreation Commission was not made aware of the PMLRC use of the park on July 18, 2015. Ms. Colgan is just concerned that there are no usage issues for associations that have already been given usage.
2. P. Williams- Thank you to the Board of Supervisors as well as the DPW for the cornerstone for Redman Hall.
3. V. Massaro (PCP) - Questioned whether Coolbaugh Township has any intentions of making a donation to the Crime Watch as has been done in the past. Mr. Weimer stated that they have not received a request from PCP for funds over the past few years, and that is why the funds have never been disbursed.
4. D. Broxmeier (Pocono Farms East)- Asked if AED's are being used. Was informed that yes they are and that four of them were signed out last week.

2. Approval of minutes / notes

Mr. Pope made a motion, seconded by Ms. Kelly to approve the minutes of the June 18, 2015 regular meeting.

- **Discussion:** None.
- **Vote:** All in favor, motion passed.
- **Note:** Work session notes from May 18, 2015 will be posted to the web site along with the minutes.

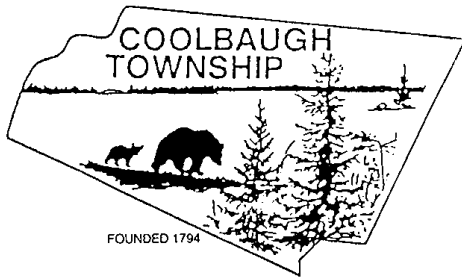
3. Acceptance of 2014 audit

Mr. Pope made a motion, seconded by Ms. Kelly to table the acceptance of the audit until the June 16, 2015 meeting.

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

4. Child Abuse Clearances

It is stated that anyone that has anything to do with children would be required to have the background checks done before the end of the year as well as anyone that is elected to a Township board. Mr. Weimer reviewed the information pertaining to each check that is required based on the guideline set forth by the state of Pennsylvania. Mr. Zito requested that Mr. Hanna be asked his opinion as to who is employed or volunteers with the township he would feel is required to have the clearances. Mr. Pope made a motion, seconded by Mr. Zito to table the child abuse clearance topic until the June 16, 2015 meeting, with Mr. Hein sending an email to Mr. Hanna to get his opinion on which Township employees and volunteers would be required to have the clearances.



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

June 2, 2015 Board Meeting Page 2 of 4

- **Discussion:** T. Lamantra stated that there are possible grants available through organizations to help fund the cost of the clearances. Colgan stated that the clearance terms of three years do not coincide with the terms of the commission members that may possibly be required to complete them. M. Fairservice stated that Parks and Recreation commission do not generally have direct contact with children. It was stated that the Parks commission has direct contact with children through the annual Ghoulbaugh event that they host.

5. Update of temporary personnel search through Manpower

Doug updated the board on the progress stating that he has received three resumes, interviewed one person another showed up unannounced and the third was not qualified based on their resume. Found that none of the applicants are qualified. He stated that he has contacted Career Link regarding our needs. Mr. Weimer made a motion, second by Ms. Kelly if Career Link does not work out we are authorized to advertise the two part time positions.

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

6. Authorize advertising of paving project

Mr. Zito made a motion, second by Mr. Adams to authorize the advertising of the paving project.

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

7. TAA pavilion fee waiver

Mr. Zito made a motion, seconded by Mr. Adams to award the waiver of fee for the pavilion for TAA.

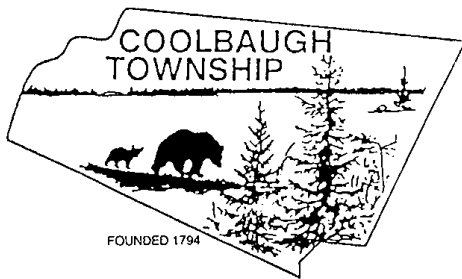
- **Discussion:** None.
- **Vote:** All in favor, motion passed.

8. Business Manager/Controller's report

Mr. Hein gave a brief report of the finances.

9. Current Obligations

● General Fund	\$ 286,351.03
● Sewer Fund	\$ 3,830.02
● Capital Projects Fund	\$ 0.00
● Emergency Services Fund	\$ 0.00
● Liquid Fuels Fund	\$ 0.00
● Escrow Fund	\$ <u>2,899.90</u>
● Total Disbursements	\$ 293,080.95



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

June 2, 2015 Board Meeting

Page 3 of 4

Mr. Adams made a motion, seconded by Mr. Weimer to pay the current obligations.

- **Discussion:**

- Mr. F. Pope asked if the invoice from BSN Sports was for the netting as well as the bleachers? Was advised that yes that is for both of the items. Red Diamond Graphics invoice was for the recycling center signs.

- H. Smith questioned the bills for Gilmore as far as how many hours are being put in and if the hours are being reimbursed based on the projects.

- M. Fairservice questioned the check numbers that were used on the 5/13 check register starting with 5422 and the checks listed on May 18, 2015 register start with 3501, was advised by Mr. Hein that it is a bank error that the check numbers were incorrect. M. Fairservice also asked about the difference in the fire tax accounts.

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

10. Other Business

Mr. Hein stated that he has the Indemnification agreement between Coolbaugh Township and Center Rock Realty-Ray Price for land clearing that needs to be signed. It was ok'd by Mr. Hanna. Motion made by Mr. Pope, seconded by Mr. Zito to sign the indemnification agreement between Coolbaugh Township and Center Rock Realty-Ray Price to do land clearing at the project site at Ray Price on Route 940.

- **Discussion:** None.

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

Break for Executive Session at 7:40pm.

Called meeting back to order at 8:18.

11. Teamsters Local 773 Union Contract

Motion made by Ms. Kelly, seconded by Mr. Adams to approve the union contract changes with our teamsters local 773 as presented to us.

- **Discussion:** None

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

12. Authorize to advertise for a DPW Class B Position

Ms. Kelly made a motion, seconded by Mr. Adams, to advertise for DPW worker class B CDL to be advertised in Pocono Record as well as local radio stations

- **Discussion:** Mr. Weimer stated he would like to see that to include general contracting not as a requirement but preferred. Starting rate will be based on Union rates.

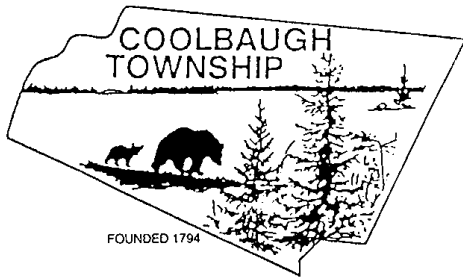
- **Vote:** All in favor, Motion passed.

13. Mr. Doug Hein's resignation from Business Manager/ Controller Position

Motion made by Mr. Weimer, seconded by Mr. Pope to regretfully accept the resignation of Mr. Doug Hein effective Friday June 12, 2015.

- **Discussion:** Mr. Zito stated that Doug has been with us for 8 years and made a lot of positive contributions, "I am glad for him, sad for us". Mr. Weimer thanked Doug for his time and service stating that he kept is on the straight and narrow and kept the township running. We appreciate what you have done. Mr. Adams stated he hates to see him leave. Ms. Kelly stated she doesn't want to see him go. All Supervisors and audience members wished Mr. Hein the best and thanked him for his years of service.

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



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

**June 2, 2015 Board Meeting
Page 4 of 4**

14. Board of Supervisors Executive Sessions

- Held Prior – Tuesday, May 18, 2015 at 6:15 pm RE: Legal
- Held During – Tuesday, June 2, 2015 at 6:38 pm RE: Personnel & Legal

15. 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 8:25 pm.

NEXT REGULAR BOARD MEETING: Tuesday, June 16, 2015 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Douglas A. Hein, Business Manager / Controller

Reviewed by: _____
Lynn Kelly, Township Secretary

Witnessed by: _____
Bill Weimer, Chairman

Date: _____