

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES**

June 21, 2016

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, Alma I. Ruiz-Smith, and Anthony Lamantia

Board Members absent:

None

Staff present:

Erin Masker, Recording Secretary

Staff absent:

Jerry Hanna, Solicitor

Announcements:

Mr. Adams requested a moment of silence be observed for the Orlando massacre victims.

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. Recognition of the Tobyhanna Conservation Association for 50 years of Dedication

Mr. Weimer presented Mr. Leonard with a plaque in appreciation of 50 years of dedication to the conservation and beautification of Coolbaugh Township. Mr. Leonard accepted the plaque and thanked the founding fathers of the association: George Gleogler, Charlie Gleogler John Gleogler, Bill Weber, Charlie Knecht, Clancy Dennis, Dave Diernbach, Bob Pope, Norman Wiley, Lawrence Gleogler, Mike Wash and Bill Leonard, stating that this was a group of individuals that decided to get together to preserve the natural environment of this area and the organization is still going strong and we appreciate the recognition.

2. Public input

- D. Pope thanked Mr. Keane for providing him with information he requested within one day.
- M. Fairservice requested an update on Recycling Center Citations, being advised that they are being issued through the Monroe County Waste Authority.
- L. Cellucci requested an update on the Falcon Terrace (APCP) property being advised that there will be an updated quarterly report at the next meeting.
- J. Kowalsky questioned the time it takes residents to recycle due to the small inserts in the blue bins, being advised we have no control over them they are issued by REACH Recycling.
- G. Tallmedge asked for an update on the Main Street fire damaged property and was advised that there is insurance on the property and they are awaiting the necessary process that needs to be taken.
- Mr. Weimer stated that there are two hydrants that need to be repaired which were called on today, one on Route 196 which occurred last evening and one on Wildflower.

3. Approval of minutes / notes : June 7, 2016 Regular Meeting Minutes

Ms. Ruiz-Smith made a motion, seconded by Ms. Kelly to approve the minutes of the June 7, 2016 meeting as presented.

- **Discussion:** P. Williams stated that Mr. Hanna was in attendance at the meeting and work session and that it is not reflected in the minutes.

Ms. Ruiz-Smith amended her motion and Ms. Kelly amended her second to approve the minutes for June 7, 2016 to include the correction of Mr. Hanna's attendance.

- **Discussion:** None
- **Vote:** 4-0-1 (Mr. Weimer abstained due to his absence at that meeting)

4. Monthly Reports

Mr. Weimer stated that he and Mr. Lamantia had a meeting with Chief Wagner and requested the presence of an officer at the meetings in case there are any questions or concerns for the police commission there is an officer to answer them or bring them back to the commission for clarification. Mr. Weimer thanked Officer Posluszy for attending.

- **Pocono Mountain Regional Police Department**- read by Mr. D. Pope, stating that the language in the MOU agreement between PMRPC and Pocono Township had been changed and approved by the commission and is just awaiting signatures from Pocono Township. The hourly rate of \$92.11 was discussed and Mr. Lamantia stated that it includes the car expense, hourly officer rate and benefits. Ms. Ruiz-Smith stated she trusts Mr. Lamantia and if he is comfortable with this agreement she is too. Mr. Adams announced the annual golf outing that is being held on August 29, 2016, asking that if anyone is available or interested in participating, please do so. Ms. Ruiz-Smith asked Officer Posluszay if officers will answer fire calls being advised yes. Mr. Pope asked Officer Posluszay if officers will enforce our ordinance, being advised that yes they will. V. Massaro stated that he attends the PMRPC meetings and clarified that the pension is calculated based on a 40 hour week.
- **Pocono Mountain Regional EMS**- read by Mr. Lemley. Ms. Ruiz-Smith asked Mr. Lemley to provide the Board with the news of the beautiful new trucks that they purchased. Mr. Lemley advised the Board that they purchased two new 2016 F450 trucks, one is stationed in Paradise Township, and one is in Coolbaugh Township. They are awaiting the arrival of one more truck in July or August 2016 to replace the truck that was in an accident. These truck purchases were made possible by a grant from an anonymous donor in the amount of \$100,000.00, an LSA grant in the amount of \$100,000.00 and a contribution from Paradise Township in the amount of \$50,000.00. D. Pope asked the cost per truck being advised approximately \$160,000.00 each. Ms. Ruiz-Smith stated that if the Township ever needs a grant writer the lady that PMREMS uses is amazing. Mr. Lemley thanked Coolbaugh Township VFC for the use of their parking lot and cones for the training that all members of the PMREMS were required to have in order to drive the new trucks. Mr. Weimer thanked Mr. Lemley for their dedication to safety. Mr. Lemley stated that they are currently working on a newsletter which will connect the community to the PMREMS and provide information to residents. Ms. Huffbauer stated that to be added to the mailing list, you can email info@pmrems.org. Ms. Masker will add this information to the Township website as well. Mr. Weimer asked that PMREMS begin thinking about their next project and was advised that it would be the paving of the parking lot at their station. Mr. Weimer stated that we were able to get more roads for their money this year and he will look into seeing if this is something that the Township can help with. Mr. Lemley stated that Route 191 needs to be repaved as it is tearing up the trucks.
- **Coolbaugh Township VFD**- read by Mr. Keane. D. Pope asked what the category alarms would be for and who pays for them. Mr. Weimer stated it could be a smoke alarm, or a flow alarm, and stated that we all pay for them because if you don't show up and there is an active fire than there is a big problem. Mr. Weimer stated that is the hard part of being a volunteer trying to get people to go out at midnight for an alarm call, especially for repeated calls to the same address.
- **Gouldsboro VFD**-read by Mr. Weimer
- **Pocono Summit VFD**-read by Chief Tallmedge. Mr. Tallmedge thanked the Board for their assistance with getting the approval from PennDot for their parade which will be held on Saturday June 25, 2016 at 4pm, to be followed by their annual festival. Chief Tallmedge also commended the Coolbaugh Twp. VFC for the great job that they did at the accident scene yesterday on Route 196.
- **Thornhurst Fire & Rescue Ambulance**- read by Mr. Weimer
- **Tobyhanna Township VFD**- read by Mr. Tutrone. Mr. Tutrone also asked for clarification as to which certificate of insurance needed to be on file with the Township being advised by Mr. Weimer it is the liability insurance.

5. **Pocono Mountain Public Library Monthly Update**

Ms. Shincovich presented the Board with a monthly report for June 2016. The report included financials, library usage statistics and information about upcoming programs. Ms. Shincovich stated that she gave Ms. Masker a check from the library this evening. Ms. Ruiz-Smith asked about the status of the \$75,000.00 which is going to be issued to the Township to go back into the rainy day fund, with Ms. Shincovich stating she anticipates it will be voted on at the upcoming Board of Trustee meeting. Ms. Ruiz-Smith asked if cutting down hours has affected the library attendance with Ms. Shincovich stating that people seem to be making time to come to the library during their new hours, stating they are almost back up to normal operating hours and will revisit the hours once they know the status of the state budget for next year. Mr. Lamantia asked how daily visitor information is calculated and was advised there is a gate counter. Mr. Lamantia requested a report with salaries based on titles and was advised that he should make that request directly with the library. Mr. Lamantia stated he will do so.

- **Discussion:** P. Williams, a library board member, stated that library employees are not making more than the other libraries in the county.

6. Environmental Advisory Council Memo- Offering a Financial Contribution to the Cost of Completing the Dog Park

Ms. Colgan, Vice-Chairman for EAC stated that the council decided that since Eagle Scout Jason Gonzalez strayed significantly from the original plans submitted for the Dog Park, that EAC decided that they would contribute \$2500.00 from their annual budget to assist the Township with the cost of all the work and time that was contributed by the Board and Township DPW staff. The Board thanked EAC for their contribution.

- **Discussion:** Nothing was heard

7. Dog Park Update

Mr. Weimer stated that the Dog Park is completed and open to the public, stating that the ribbon cutting ceremony went well and that the Township was presented with a plaque from Representative Parker's office. Mr. Weimer stated that the Supervisors and DPW did a great job making this project a success, stating he hopes the residents use it the right way and clean up after their dogs.

- **Discussion:** M. Fairservice stated that she saw the news broadcast which thanked everyone but the Township, which should have been recognized for the work and money that they contributed toward making this project a success. C. Colgan stated that there were approximately 40 people at the ceremony.

8. Request for disbursement of funds for Coolbaugh Township Volunteer Fire Company

Mr. Weimer discussed the draft of the 2016 budget submitted by the Coolbaugh Township VFC, stating it is a first attempt as they have never compiled or submitted a budget before. Ms. Ruiz-Smith inquired about the utilities that are being paid in the amount of \$37,000.00, being advised it is electric, propane, water and oil for two fire stations, which are utilities that keep the trucks charged up and tankers filled with water. Mr. Lamantia asked if we received an audited financial report, with Mr. Weimer stating that it was discussed that Ms. Mills will do a quarterly audit of the financials, which has not yet occurred.

Ms. Ruiz-Smith made a motion, second by Mr. Lamantia to deny the request for disbursement until we receive audited financials

- **Discussion:** Mr. Lamantia does not have any issue with providing funding for the fire departments, but feels that we are responsible for accounting for tax dollars that are being issued; therefore we need financial reports to justify the expenses. Mr. Weimer stated that the 2014 and 2015 IRS 990 returns are almost completed for submission, and as soon as they are done, a copy will be provided to the Township. M. Fairservice stated that the last return on file with the Township is 2013 stating that 2014 is now very late in being filed and 2015 is also late. Ms. Kelly stated that the 2016 expenses will reflect the cost of getting caught up with the 2014 and 2015 IRS 990's. Discussion ensued by Ms. Ruiz-Smith requesting clarification as to how funds are allocated and if any of the expenses presently in arrears are a result of 2015 payables becoming delinquent. Mr. Adams stated he would like to see where the money is being spent. Ms. Ruiz-Smith stated that the Township staff could possibly help resolve this issue. Ms. Kelly stated that if we don't release the contracted stipend, they will be a fire company that closes their doors. Mr. Adams stated he doesn't agree with holding up the money, stating that we do need to see financials. M. Fairservice stated that the VFC is asking for help with paying insurance asking which insurance. Mr. Weimer stated it is the insurance on the two aerials. H. Smith commented on the total dollar amount contributed to the fire company over the years. L. Butler discussed financials and suggested the collection of other records in addition to financials.

Mr. Lamantia withdrew his second and Ms. Ruiz-Smith's motion died for lack of a second.

Mr. Adams made a motion second by Ms. Ruiz-Smith to table this issue until the next meeting and asked that the Coolbaugh Township Volunteer Fire Co. provide 2014 and 2015 profit and loss statement, copies of invoices to accompany the P & L and copies of the bank statements to refer to before the next meeting so that they are available for review at the Township office in advance.

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

9. Countywide Reassessment Update

Ms. Kelly stated that we have received a copy of the County Resolution where it was agreed that a countywide reassessment will be held in Monroe County beginning next year. Ms. Kelly stated that on average taxes for 1/3 of properties will increase, 1/3 will decrease and approximately 1/3 will stay the same.

- **Discussion:** C.Colgan stated that the county assessors were in the area today. Ms. Ruiz-Smith stated that it must have been for something else, as this project isn't set to start until next year.

10. Recycling Center Shred Event

Ms. Ruiz-Smith made a motion second by Ms. Kelly to offer shredding service by DES at a date prior to October 31, 2016 to the individual residents of Coolbaugh Township, with the Township assuming the cost of \$800.00.

- **Discussion:** Ms. Kelly suggested she would like the service to be offered at the October 8, 2016 bulk drop off day at the recycling center, suggesting that we advertise at the August drop off dates. Options were discussed of assuming the cost of \$800.00 as opposed to charging the residents a fee of \$5.00 per box of shredding materials. It was discussed that a Township staff member will have to be on site to verify Township residency for those that are dropping off shredding. It was also stated that it will be open to homeowners and not to businesses.

Ms. Ruiz-Smith amended her motion and Ms. Kelly amended her second to reflect that the date would be changed to Saturday, October 8, 2016 with purchase of signage not to exceed \$100.00.

- **Discussion:** Mr. Lamantia asked where the funding for the service would come from since it was not budgeted, with Ms. Kelly responding it would come from the line item of contracted services for the recycling center. Mr. Adams suggested ordering signage that has a date changing option so the sign can be used in the future for the event.

Ms. Ruiz-Smith amended her motion and Ms. Kelly amended her second to include signage with a date changing option

- **Discussion:** M. Fairservice suggested having the event on a separate day to alleviate some traffic issues or have it at a separate location like the municipal center complex in conjunction with the library.
- **Vote:** All in favor, motion passes.

11. Quote from Carson Helfrich for Updating Township Ordinance pertaining to Mini Cell Towers

Ms. Kelly made a motion second by Mr. Adams to approve hiring Carson Helfrich to rewrite a new ordinance pertaining to Mini Cell Towers at a cost not to exceed \$2400.00 per quote dated June 18, 2016.

- **Discussion:** Mr. Lamantia stated that he still believes that we should be doing our own research on rewriting the ordinance.
- **Vote:** 4-1-0, motion passes. (Mr. Lamantia opposed)

12. Current obligations

• General Fund	\$	124,082.40
• Sewer Fund	\$	16,808.07
• Escrow Fund	\$	339.20
Total Disbursements	\$	141,229.67

Mr. Adams made a motion second by Ms. Kelly to pay the current obligations in the amount of \$141,229.67.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #6206, Mr. Lamantia asked for clarification of checks #6807 and 6245, H. Smith questioned the amount of check #6223, and M. Fairservice questioned checks #6229 and #6230. L. Butler commented on check #6230.
- **Vote:** All in favor, motion passes.

13. Other Business

- Ms. Ruiz-Smith asked if it is possible that the Board could have a discussion with the owners of the Red Barn to discuss what their future plans are with the building. Mr. Adams stated that it is not really our business what they are going to do with it, we made the repairs to the building to give it back because we did not uphold our part of the agreement to maintain it and keep it in reasonably good condition as when it was given to us. D. Pope stated

that it is not the business of the Township what the barn will be used for. Mr. Weimer stated that no one else has any interest in what the future plans are, and therefore Ms. Ruiz-Smith would have to make the call.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to request that Monroe County include Summit Avenue in the area of the gateless railroad crossing as well as Hemlock in the area of Salamanca and Sharbaugh be included in the 2016 traffic count program at no cost to the Township.

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

- Ms. Ruiz- Smith asked if a letter regarding the railroad tracks in Pocono Summit had been sent to Representative Parker and was advised that it was sent directly to Leslie Richards.
- Mr. Weimer stated that Bruce Knecht’s truck has been delivered and that the old truck needs to be sold on Municibid. Mr. Weimer stated that this will be on next month’s agenda and that an asking price will need to be decided upon.
- Mr. Weimer stated that line painting will be taking place in June and stated that we will make sure that single yellow line painting will be paid for out of the general fund.
- Ms. Ruiz-Smith asked if the yellow line could be extended and Mr. Weimer stated that would be a question for PennDot as it is their right of way.
- Mr. Weimer stated that work will be done this week on Pocono Heights Road.

Mr. Weimer made a motion second by Mr. Lamantia to replace Mr. Adams as the alternate COG member with Ms. Ruiz-Smith

- **Discussion:** Ms. Ruiz-Smith thanked the Board and stated that Mr. Lamantia is the primary liaison and she will be his back up.
- **Vote:** All in favor, motion passes

14. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Mr. Adams to adjourn the meeting.
Vote: All in favor, motion passed. Meeting adjourned at 9:16pm.

NEXT REGULAR BOARD MEETING: Tuesday, July 5, 2016 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: _____