

**Coolbaugh Township
Board of Supervisors
June 5, 2012 Minutes
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The Coolbaugh Township Board of Supervisors June 5, 2012 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Chairman Robert B. Hutchins called the meeting to order at approximately 7:00 p.m. and asked Vice-Chairman Robert M. Zito to lead those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Mr. Robert B. Hutchins (Via-Skype), Mr. Robert M. Zito, Mr. James H. Frutchey, Jr., and Ms. Lynn Kelly. Mr. Juan Adams was absent. Also present were Township Solicitor Jerry F. Hanna, Township Secretary Linda Frutchey, and Business Manager / Controller Douglas Hein.

Announcement by Mr. Hutchins: 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 Minutes

Mr. Frutchey moved to approve the May 15, 2012 minutes as presented and dispense with the reading. Seconded by Mr. Zito. The motion carried 4-0.

Eagle Scout Project - Wiley Preserve Nature Trail

Alex Colefield was not present. Ms. Kelly asked that he be scheduled on the next meeting agenda to give an update on the progress of the Wiley Preserve Nature Trail.

**Minor Subdivision to join lots 546 & 547, Section H, A Pocono Country Place -
Property Owner - John Moore, LLC**

Mr. Frutchey made a motion to approve the Minor Subdivision for John Moore, LLC. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

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Extension Requests

Pocono Mountains Corporate Center East and Lot 20- Land Development Plan & NPDES Renewal

Mr. Zito made a motion to grant the extension to September 30, 2012. Seconded by Mr. Frutchey. The motion carried 4-0.

Pocono Mountains Office Commons Phase 1 Final Land Development Plan

Mr. Zito made a motion to grant the extension request to September 30, 2012 as per the recommendation of the Planning Commission. Seconded by Mr. Frutchey. The motion carried 4-0.

Approval to post PMREMS Subscription Program Terms and Conditions on the Web Site

Mr. Zito made a motion to honor PMREMS request to post their subscription program on the Township's Municipal Web Site and to allow Coolbaugh Township Volunteer Fire Company and PMRPC similar requests for public assistance to be put out on Municipal Web Site. Seconded by Mr. Frutchey. Discussion followed as to whether matters of this type could be handled by Township staff and not have to come before the Supervisors; whether the request should include the other fire companies that serve our Township, etc. Public Input - Michelle Fairservice cautioned the Supervisors as to what should/could be put on the web site. Mr. Zito withdrew the motion, Mr. Frutchey withdrew the second to the motion. Discussion followed.

Mr. Hutchins made a motion to honor requests from the Coolbaugh Township Volunteer Fire Company (VFC), Pocono Summit VFC, Gouldsboro VFC and Thornhurst VFC, PMREMS and PMRPC for posting matters of public information on the Township Municipal Web Site. Seconded by Mr. Frutchey. The motion carried 3-0-1 (Mr. Zito abstained).

Request to reserve the Tobyhanna House Pavilion and waive the fees - Tobyhanna United Methodist Church

Ms. Kelly made a motion to grant the Tobyhanna United Methodist Church their request to reserve the Tobyhanna House Pavilion on Sunday, August 5, 2012 as long as the date is available and to waive the fees. Seconded by Mr. Hutchins. The motion carried 3-0-1 (Mr. Zito abstained).

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2012 Paving Project

The Paving Bid was advertised in the Pocono Record on Thursday, May 17, 2012 and Monday, May 21, 2012 with a Bid Opening on Friday, June 1, 2012. The Paving Bid was also available on the Township's Web Site.

Bituminous Paving Bid Award

The following bids were received for the Bituminous Paving Project: Locust Ridge in the amount of \$431,832.00; Papillon & Moyer in the amount of \$487,951.00; Pennsy Supply in the amount of \$436,853.85 and Hanson Aggregates in the amount of \$420,432.00.

Mr. Frutchet made a motion to award the Bituminous Paving Bid to Hanson Aggregates in the amount of \$420,432.00 per the recommendation of Township Engineer Russ Kresge. Seconded by Mr. Hutchins. Discussion followed about the project being a little over 4 miles, the Seal Coat Bid has a requirement of proof of CDL Drug and Alcohol Compliance is to be submitted upon award of the bid. Public Input - Harry Smith questioned whether this was a prevailing wage job. Mr. Smith was told yes. The motion carried 4-0.

Seal Coat Bid Award

The following bids were received for the Seal Coat Project: Pocono Spray Patching in the amount of \$24,734.32; Dosch King in the amount of \$32,904.48 and AMS in the amount of \$27,308.48.

Mr. Frutchet noted that Russ Kresge's June 5, 2012 letter states that the corporate seal was not affixed to the bid documents from Pocono Spray Patching and asked Solicitor Hanna if the document could be sealed now. Solicitor Hanna replied yes.

Mr. Frutchet made a motion to award the Seal Coat Bid to Pocono Spray Patching in the amount of \$24,734.32 per the recommendation of Township Engineer Russ Kresge. Seconded by Ms. Kelly. The motion carried 4-0.

Business Manager / Controller's Financial Report

Mr. Hein went over his report in detail, which included the final Trial Balances and final Budget Trial Balance for all funds as of April 30, 2012, and the revised P & L Statement that showed a comparison to last year. A listing for time available for all employees as of pay period ending May 26, 2012 was included in the report. The Report was accepted as presented.

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Current Obligations

General Fund	\$243,260.40
Capital Projects Fund	\$ 806.13
Sewer Fund	\$ 12,282.10
Total Disbursements	<u>\$256,348.63</u>

Mr. Frutchey moved to pay the Current Obligations in the amount of \$256,348.63. Seconded by Ms. Kelly. Discussion followed about PMRPC in the amount of \$166,571.12 being the largest invoice in the bill lists. Public Input - Harry Smith asked to explain the description listed in check #30665 to Direct Energy in the amount of \$6,996.79 for the pump station and check #30666 to Edwards Sand & Stone in the amount of \$160.00 for a head wall. Mr. Hein explained the description. The motion carried 4-0.

Other Business.

Mr. Hutchins asked Mr. Zito to take over this portion of the agenda.

Elgin Sweeper out to Munci-Bid

Ms. Kelly made a motion to list the sale of the Elgin Sweeper on Munci-Bid "as is" with no minimum bid being accepted. Seconded by Mr. Frutchey. Discussion followed about whether the bid should list a minimum dollar amount. It was the consensus of the Supervisors that staff should do research as to what the sweeper is worth to give an idea what amount can be considered for the sweeper, so at the time the bid could be accepted or all bids could be rejected. The motion carried 4-0.

Board of Supervisors and Planning Commission Joint Work Session

Mr. Zito reminded everyone about the Board of Supervisors and Planning Commission Joint Work Session on Monday, June 11, 2012 at 7:00 p.m. to review the draft Township Official Map, accompanying draft ordinances, and the draft updated Township Zoning Ordinance and Zoning Map.

Previous Concerns brought before the Board of Supervisors

Mr. Hein reported the following:

Tobyhanna Post Office Parking Lot - Zoning Officer Joe Brady contacted the owner of the Tobyhanna Post Office about the pot holes that needed to be repaired in the parking lot which has since been completed.

The home on Lakeside Drive - Zoning Officer Joe Brady is in the process of having the owners served with papers.

Former factory on SR 423 - Zoning Office Joe Brady has notified the property owners about the trash on the property that has to be removed.

Public Input

Harry Smith - his request to have flags put out for Memorial Day never happened. Discussion followed.

Vince Massaro - wanted to know if there was any reason the guard shack at APCP couldn't be moved to where it was formally located. Discussion followed.

David Pope - asked if Steve Ferraioli, Pocono Mountain School District could be invited to attend a meeting prior to the start of the new school year to discuss the ongoing issues that have been brought before you numerous times about school bus drivers driving to fast, etc. Discussion followed.

Michelle Fairservice - asked if anything was going to be done by the Township for the Tobyhanna Army Depot 100th year parade route. Discussion followed about hanging flags along the parade route.

Harry Smith - wanted to know who gave permission to Mr. Hutchins to attend meetings via Skype. Discussion followed.

Meeting Attendance Via Skype

Ms. Kelly made a motion for Mr. Hutchins to attend the Board of Supervisors Work Sessions, Regular Meetings and Planning Commission Meeting via Skype. Seconded by Mr. Frutchey. Discussion followed regarding concerns

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that earlier actions would be invalid due to not having a motion; Mr. Hutchins being encouraged by the Supervisors to stay on the Boards and remain the Chairman; that he could attend the meetings via skype. Solicitor Hanna was asked if earlier actions are invalid and if a motion is necessary. Solicitor Hanna replied that he doesn't believe that earlier actions are invalid and a motion is not necessary. Discussion followed. Ms. Kelly rescinded her motion. Mr. Frutchey rescinded the second to the motion. Discussion followed. Mr. Hutchins said he would prefer having the motion.

Ms. Kelly made a motion to approve past and future meetings to be attended via Skype. Seconded by Mr. Frutchey. Discussion - none. The motion carried 3-0-1 (Mr. Hutchins abstained).

Board of Supervisors Executive Sessions

Mr. Zito said the Board of Supervisors held an Executive Session on Tuesday, May 15, 2012 at 9:00 p.m. for Personnel and one will be held this evening following the meeting for Personnel and the meeting does not have to remain open.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Ms Kelly. Discussion - none. The motion carried 4-0. The meeting adjourned at 7:57 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Robert B. Hutchins
Board Chairman