

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

**June 7, 2016**

The meeting was called to order by Vice-Chairman Juan Adams at 7:09 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

Juan Adams, Lynn Kelly, Alma I. Ruiz-Smith, and Anthony Lamantia

**Board Members absent:**

William Weimer

**Staff present:**

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary and Maureen Mills, Controller

**Staff absent:**

None

**Announcements:**

Mr. Adams 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**

- P. Williams provided an update on The Historical Society Event that is being held on August 15, 2016. Stating that they reached out to multiple non-profit organizations and have received responses from some. Ms. Ruiz-Smith stated that she spoke to Ms. Kinsley regarding not limiting invitations to just Coolbaugh Township and opening it up to Monroe County non-profits so that they can come up on the mountain and stated that it may be beneficial to our community. P. Williams stated that if Ms. Ruiz-Smith wanted to make contact with county non-profits that it would be appreciated as there are a limited number of volunteers with the historical society.
- H. Smith asked for an update on the question he asked two meetings ago regarding the repairs to the red barn and having to bring the building up to BOCA code. Ms. Kelly stated that they went to Bureau Veritas and obtained the permits required for the repairs being made on the building.
- L. Allucci stated that there was a gentleman at the dangerous structure located at Falcon Terrace on Monday and today and hoped that the Township would follow up with the gentleman to make sure that the property is taken care of.
- D. Pope asked if anyone has driven by the factory of Route 423 stating that it looks like a junk yard. Ms. Kelly asked Mr. Pope to submit a service request to the Township for this issue to be looked into.
- C. Dunn (APCP) asked for an update on the Route 196 project asking if there has been any positive news. Ms. Kelly stated that there has been nothing new, stating that the permit process is back in the hands of PennDot for review. Ms. Kelly stated that our engineer has the specs ready to go to bid; we are just waiting for the Permits to be issued.
- J. Kowalski, resident from APCP, asked what the role of the Supervisors is when it pertains to the quality of life and safety of our citizens. He stated that there are people that live in APCP in despair due to lack of public transportation and asked if anyone on the Board cared to address this concern, as the discussion of public transportation has not been successful within the community. Ms. Ruiz-Smith stated that this is an issue that needs to be discussed within the community, as we as the Board of Supervisors have no jurisdiction over the private community. Ms. Ruiz-Smith also stated that as she remembers from the past that the biggest issue was the possibility of people from the outside having access to a gated community through public transportation which has been viewed as a safety issue. Ms. Ruiz-Smith also stated that MCTA is based on necessity and feel that the ridership is not sufficient enough to warrant the service to be offered. Mr. Lamantia stated that MCTA picks up at Route 196 and that there is shared ride which comes into the community for services. MCTA made presentation and stated that they would come through the community twice a day at 6am and 6pm which APCP felt was not beneficial to their residents. Mr. Lamantia also commented that the community would not have control over people coming into the community on public transportation. V. Massaro stated that shared ride does not bring people into the community. Mr. Adams stated that people should get together and get in touch with our representatives and discuss these concerns or attend MCTA meetings. J. Kowalski stated that he would like to see a referendum regarding the public transportation issue.

**2. Approval of minutes / notes : May 17, 2016 Regular Meeting Minutes**

*Ms. Kelly made a motion, seconded by Ms. Ruiz-Smith to approve the minutes of the May 17, 2016 meeting as presented.*

- **Discussion:** Ms. Ruiz- Smith asked that the following items be corrected: the verbiage in agenda item #5 be changed to clarify that Loan A is taken care of by the taxes and Loan B would be satisfied by the amount of \$923,500.00; spelling be changed in item #6 from linen to linear; and item #3 under PSVFC to add Lake Estates to Ms. Ruiz-Smith's comment on the issue with the 18 wheeler.

*Ms. Kelly amended her motion and Ms. Ruiz-Smith amended her second to approve the minutes for May 17, 2016 with the noted corrections being made.*

- **Vote:** 3-0-1, motion passes (Mr. Adams abstained due to his absence at that meeting)

**3. Authorization to start notification process of five year pumping requirement for on-lot septic systems**

*Ms. Ruiz-Smith made a motion second by Mr. Lamantia to authorize starting the notification process of five year pumping requirement for on-lot septic systems.*

- **Discussion:** Ms. Kelly stated that this is the first time notification for anyone that has not pumped yet, stating that there are approximately 5000 properties advising the Board that the postage is going to be an expense. Mr. Adams asked if the pumping companies report to the Township being advised that they do, but if anyone has had their system pumped that they can call the Township to verify the report has been received.
- **Vote:** All in favor, motion passes.

**4. Re-Approval/Signing of Plans originally approved on January 19, 2016 but not recorded with Monroe County Courthouse within the given timeframe : Minor Subdivision joining lots 2 & 3, Block A-2014, Section 20, Arrowhead Lakes , Property Owner(s) Robert Wayne Hayward & Anita Livingston**

*Ms. Ruiz-Smith made a motion second by Mr. Lamantia to Re-Approve/Sign the plans originally approved on January 19, 2016 but not recorded with Monroe County Courthouse within the given timeframe: Minor Subdivision joining lots 2 & 3, Block A-2014, Section 20, Arrowhead Lakes, and Property Owner(s) Robert Wayne Hayward & Anita Livingston*

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

**5. Update on 1418 Belgravia – Pocono Farms East (Demolition occurred on Wednesday June 1, 2016- 4 Dumpsters)**

*Ms. Kelly stated that the demolition took one day and four dumpsters and that it is now down and completed.*

- **Discussion:** B. Sandford stated that the Township staff did a wonderful job and they were very thorough as he was there when they took the building down. He thanked the Supervisors for taking care of it.

**6. Recommendations from Parks and Recreation Commission**

- **Request to Waive Pavilion Fees- PMWYBA BBQ Banquet on Sunday, June 26, 2016: 10am-6pm**
- **Recommendation to allow Coolbaugh Soccer Association to place temporary banners around the Multi-Purpose Field to be removed at the end of their season.**

*Mr. Adams made a motion second by Mr. Lamantia to approve the waiver of fees for the pavilion rental for PMWYBA for June 26, 2016 and to approve the temporary hanging of the banners at the Multi-purpose field for CSA, to be removed at the conclusion of their season.*

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

**7. Request to Waive Pavilion Fees- Coolbaugh Soccer Association for July 23, 2016 from 2:00pm-8:00pm to host annual banquet.**

*Mr. Adams made a motion second by Ms. Ruiz-Smith to approve the waiver of the fees for the pavilion rental for CSA for July 23, 2016.*

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

**8. Approval of the Guardian Dog Park Ribbon Cutting Ceremony on Saturday, June 11, 2016 at 11:00am**

*Mr. Adams made a motion second by Mr. Lamantia to approve the Guardian Dog Park ribbon cutting ceremony on Saturday June 11, 2016 at 11am.*

- **Discussion:** Ms. Kelly stated she hopes to see everyone there. D. Pope asked who is going to control who cleans up after their animals.
- **Vote:** All in favor, motion passes.

**9. Controller Report**

Ms. Mills presented the controllers report as of April 30, 2016.

- **Discussion:** None

**10. Current obligations**

• General Fund	\$	371,764.86
• Sewer Fund	\$	18,384.61
• Escrow Fund	\$	<u>979.10</u>
<b>Total Disbursements</b>	<b>\$</b>	<b>391,128.57</b>

*Ms. Kelly made a motion second by Mr. Adams to pay the current obligations in the amount of \$391,128.57*

- **Discussion:** Mr. Lamantia asked what the burn ban signs Check #6182 is for, being advised by Ms. Kelly that it is for the signs when there is a burn ban that are placed at all the entrances to Coolbaugh Township as we did not have enough for all entrances. Mr. Lamantia stated that we previously authorized roof repairs to the Red barn to be completed by Millennia Home Improvements in an amount not to exceed \$5,000.00, but check # 6171 for the repairs is for 5,675.00, stating that he was never made aware that it was approved for more money. Ms. Mills stated that they ran into issues with the roof when they began making the repairs. Ms. Ruiz-Smith stated that in the future it should be brought to the Board for discussion and approval. Ms. Kelly stated that we will hold the check and look into it. Ms. Ruiz-Smith asked about the check for Gilmore and Associates Engineering for the Route 196 project, Check #6161 in the amount of \$5,978.09. Ms. Ruiz-Smith stated that we are making large payments for this every month and she would like to see the statements to see what this money is being paid for. Ms. Kelly stated that there is \$85,000.00 in the budget for this project which is a 900,000.00 project, and that there are always back and forth fees when obtaining permits and approvals for projects, stating that the bills are always available in the office for review. Ms. Ruiz-Smith stated that she would like to see itemized statements that are over 6000.00 a month, requesting that Ms. Mills copy the bills and have them available for her to pick up for review. Mr. Lamantia stated that he agrees with Ms. Ruiz-Smith but is questioning the hold up on the entire project as he is hearing that our engineer is not submitting the proper paperwork and that is why there is a holdup and we are incurring all these fees, suggesting that we speak with all parties involved with this project to find out where the confusion and issues are occurring. Mr. Adams stated that maybe we should have a conference call to discuss these concerns and try to get answers to get the project moving.
- **Vote:** All in favor, motion passes.

**11. Other Business**

None

**12. Board of Supervisors Executive Sessions**

- **Prior:** Tuesday, June 7, 2016 from 6:23pm-7:07pm Re: Legal

**13. Adjournment**

There being no further business, a motion was made by Ms. Kelly second by Mr. Lamantia to adjourn the meeting.

**Vote:** All in favor, motion passed. Meeting adjourned at 8:12pm.

**NEXT REGULAR BOARD MEETING: Tuesday, June 21, 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: \_\_\_\_\_  
Juan Adams, Vice-Chairman

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