

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

March 1, 2016

The meeting was called to order by Chairman William Weimer at 7:02 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 and Maureen Mills, 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

- T. Keane from Coolbaugh Township updated the Board on the traffic light located at the intersection of Route 196 and Echo Lake, stating that the traffic signal box has been repaired from the incident on December 1, 2015 when a tractor trailer hit the traffic control box. Mr. Keane stated that the funds have been received from the insurance company to cover the cost in the amount of \$14,889.96.
- M. Fairservice stated that there is a collection of trash at the recycling center asking if the cameras are up and ready to be reviewed so that we can catch whoever is dumping. Mr. Weimer stated that the was just made aware of the situation today and that he will be reviewing the footage as well as verifying that the signage is present as needed to prosecute. Mr. Weimer asked Ms. Mills if the internet service has been upgraded at the recycling center being advised that she received confirmation today that it has been taken care of.

2. Approval of minutes / notes : January 19, 2016 Regular Meeting Minutes

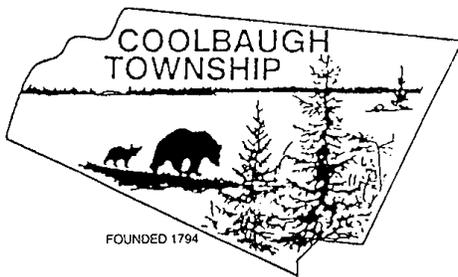
Mr. Adams made a motion, seconded by Mr. Lamantia to approve the minutes of the February 16, 2016 as presented.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes (Mr. Weimer abstained)

3. Monroe County Meals on Wheels

Ms. Heidi Ferrari and Ms. Nancy Bittner were in attendance at the meeting and expressed the need for volunteers in the Coolbaugh Township area to help make deliveries to those in need. Ms. Ferrari stated that the month of March for Meals helps to raise awareness to the communities that may not realize how important it is to have volunteers and there are families in their community that rely on the deliveries. Ms. Bittner stated that many times the volunteers from Meals on Wheels may be the only visitors that many seniors see regularly. They are in need of drivers which can be for any level of commitment, whether once a week for three hours in the morning or once a month to drive a route. They will not turn away any help they can get. Ms. Ferrari stated that the drivers for Coolbaugh Twp. would not be required to drive to Stroudsburg to pick up the food, that there is a driver that meets them in Scotrun to hand out the food for delivery. Coolbaugh Twp. is on what is called the frozen program, where they receive frozen food as well as fruit and bread as they receive deliveries less frequently due to the travel time it requires and the fact that the deliveries are once a week. If anyone is interested in volunteering, information can be found on their Facebook Page which is always up to date.

- **Discussion:** V. Massaro asked where they are based out of, being advised 9th Street in Stroudsburg. M. Fairservice asked if deliveries are only during the week, being advised that due to the time constraints set for food delivery that yes it is Monday through Friday in the morning.



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

March 1, 2016 Board Meeting
Page 2 of 5

4. Request for Exemption from Septic Maintenance Pumping Ordinance

Ms. Kelly read the request from a Coolbaugh Township resident which requested that they receive an exemption from the septic pumping maintenance ordinance as they are on in their home for approximately 20 weekends a year as it is a vacation home.

Mr. Weimer made a motion seconded by Mr. Lamantia to not approve the exception request.

- **Discussion:** Mr. Weimer stated that he believes that the requirement is not only to pump the tank but also to serve the purpose of an inspection every 5 years which is very important to avoid future problems. Ms. Ruiz-Smith stated that maybe we should consider the request for seniors asking if we know the cost incurred for this service. B. Sandford stated that the cost associated with the pumping every five years is much less than the cost to replace a tank if the inspections are not occurring periodically, stating that just because a tank or system lays dormant, it too can incur problems simply due to the water table in this area.
- **Vote:** All in favor, motion passes.

5. PMRPC- Coolbaugh Concerns

Ms. Kelly discussed some concerns that she has that she would like the Police Commission Representatives to bring to the next meeting, stating that she received the information for a question that was asked multiple times pertaining to the rate of pay charged to the PMSD for officers and presented the Board with the email that she received from Chief Wagner which stated that the rate of pay is \$87.39 per hour. Ms. Kelly stated that is the rate of pay which she believes included hourly rate and benefits. Ms. Kelly wanted to discuss the increased patrol hours for the month. Ms. Kelly stated that 335 surplus hours carried over from last year. Stating that we have now used those hours in January plus some, as our patrol hours for January were 943. This leaves us with a negative 25 hours for the month. Ms. Kelly wants the Board to be aware that we averaged 338 patrol hours per month in 2015 and 363 patrol hours per month in 2014. We are averaging more than that for January so we need to monitor this so that we do not run into problems in the future. Ms. Kelly stated that we had 943 hours in patrol for January which is much higher than in the past, Mr. Weimer stated that is good as that is what we asked for.

- **Discussion:** V. Massaro asked if the Police Commission information was no longer included in the packets for the meetings being advised that it will be in the packet but that it is on the agenda at the second meeting of the month, that this is just an additional discussion regarding the concerns.

6. Spring leaf Cleanup Dates

Mr. Weimer read the dates that were presented to him by the DPW Assistant Foreman for leaf cleanup for Spring 2016.

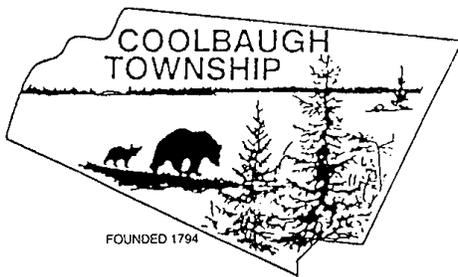
Mr. Weimer made a motion seconded by Mr. Adams to approve the Spring Leaf Clean Up with the following schedule, April 4-8: Pocono Farms, April 11-15: Pocono Farms East, April 18-22: Tobyhanna Village & surrounding areas not in private developments, April 25-29: Pickup at one location specified by the Community Associations in private developments and May 2-6: Pocono Summit.

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

7. Authorization to Advertise Spring Leaf Clean Up Dates

Mr. Adams made a motion seconded by Mr. Weimer to authorize the advertisement of 2016 Spring Leaf Clean Up dates with the following schedule: April 4-8: Pocono Farms, April 11-15: Pocono Farms East, April 18-22: Tobyhanna Village & surrounding areas not in private developments, April 25-29: Pickup at one location specified by the Community Associations in private developments and May 2-6: Pocono Summit.

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



COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

March 1, 2016 Board Meeting
Page 3 of 5

8. Park

- **Porta Potties/Restrooms**

Mr. Weimer reviewed the locations of the porta potties from last year stating that this year the bathrooms at the park will also be opened as they purchased the parts to repair them.

Mr. Weimer made a motion seconded by Mr. Adams to authorize renting handicap porta potty units for the following locations: (1) Armed Forces Field, (1) Freedom Field and (1) at the Basketball Court.

- **Discussion:** Ms. Kelly suggested a unit be placed at the restrooms for when the building is closed, with Mr. Weimer stating that he feels we should leave the bathrooms open and not lock them at night. Mr. Lamantia feels that we are opening up ourselves for potential vandalism and destruction of our facility, and thinks we should have a unit there for when they are closed. Ms. Ruiz-Smith asked if there is a history of vandalism at the facility, with Mr. Weimer responding kids will be kids. V. Massaro stated that it is not just vandalism to worry about but also the drug issues.

Mr. Weimer amended his motion and Mr. Adams his second to include the addition of a handicap porta potty unit at the location of the restrooms.

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

- **Summer Help**

The Board discussed that the position would be responsible for working weekends, and evening to come to the park to close the restrooms. There was money budgeted for one person to be hired for no more than 28 hours per week and no more than 999 hours for the season.

Mr. Adams made a motion seconded by Mr. Weimer to hire one part time seasonal employee for no more than 28 hours per week with employment beginning in April and ending in October at a rate of 12.00 per hour.

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

Mr. Weimer made a motion seconded by Ms. Kelly to advertise the position for one part time seasonal employee for no more than 28 hours per week with employment beginning in April and ending in October at a rate of 12.00 per hour, to be advertised in the Journal, the Pocono Record, Careerlink and the Coolbaugh Township Website.

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

9. Upgrade to New International Truck

Mr. Weimer stated that when ordering the new truck, that aluminum wheels was an option, stating that he spoke to Assistant DPW Foreman Kyle Knecht who stated that it is definitely a worthwhile investment at the cost of 2,971.46 as they will hold up much better in this area.

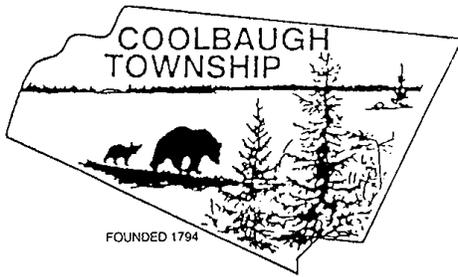
Mr. Weimer made a motion seconded by Ms. Ruiz-Smith to approve the upgrade of aluminum wheels for the new International Truck at the cost of 2,971.46.

- **Discussion:** Mr. Lamantia asked if there is another set of tires or just the tires that are coming on the rims, receiving clarification from Mr. Weimer that it is one set of tires but that the other set of rims originally ordered will be used for a spare.
- **Vote:** All in favor, motion passes.

10. Controller Report

Ms. Mills introduced herself to the public stating that she is happy to be here. Ms. Mills read the Controllers report for the month of January 2016.

- **Discussion:** M. Fairservice asked what the payment for the fire company for 1200.00 was for, with Ms. Mills stating fire hydrants and Mr. Weimer stating the maintenance.



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

March 1, 2016 Board Meeting
Page 4 of 5

11. Current Obligations

• General Fund	\$	297,648.91
• Sewer Fund	\$	4,671.71
• Capital Projects Fund	\$	0.00
• Emergency Services Fund	\$	0.00
• Liquid Fuels Fund	\$	0.00
• Escrow Fund	\$	<u>513.80</u>
Total Disbursements	\$	302,834.42

Mr. Adams made a motion seconded by Ms. Ruiz-Smith to pay the current obligations totaling \$302,834.42.

- **Discussion:** Mr. Weimer commended Ms. Rosendale, Township Treasurer on the explanations given for each purchase on the report.
- **Vote:** All in favor, motion passes.

12. Other Business

- **Walmart Tolling Agreement**

Mr. Adams made a motion seconded by Ms. Kelly to approve the tolling agreement extension until 6/1/2016.

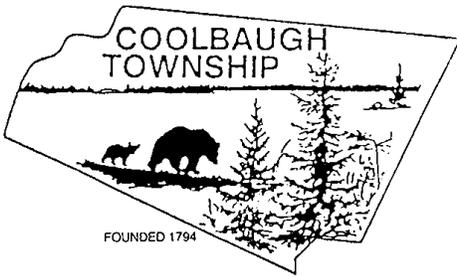
- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained as Walmart Corporation is his employer)
- Mr. Lamantia thanked Ms. Masker for the Codes/Ordinance CD she was able to get to him.
- Mr. Weimer read a Thank you letter for the excellent work that DPW did with the flooding issue in Pocono Farms East which he received from Ms. Schlegel. B. Sandford stated that this issue happened on a Sunday and he commended the work of DPW as well.
- Mr. Weimer received a request from the business manager at PFE to look into some of the roads in the community that are having drainage issues. Mr. Weimer stated that he, Assistant DPW Foreman K. Knecht and Township Engineer Russell Kresge will be out on Thursday with the water department regarding hydrants in the community and they will also review the issues with the problem areas.
- B. Sandford stated that it seems like the backup issues are occurring at the crossroads of the Township roads.

13. Board of Supervisors Executive Sessions

Prior: Tuesday, March 1, 2016 from 6:16pm-6:58pm Re: Legal

14. Adjournment

There being no further business, a motion was made by Ms. Kelly, seconded by Mr. Adams to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 7:57 pm.



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

**March 1, 2016 Board Meeting
Page 5 of 5**

NEXT REGULAR BOARD MEETING: Tuesday, March 15, 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: _____