

**Coolbaugh Township
Board of Supervisors
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The Coolbaugh Township Board of Supervisors March 1, 2011 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Chairman O'Boyle called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Mr. Joseph O'Boyle, Ms. Lynn Kelly, Mr. James H. Frutchey, Jr. and Mr. Robert B. Hutchins. Mr. Robert Zito was absent from the meeting. Also present were Township Secretary Linda Frutchey, Township Solicitor Jerry F. Hanna and Business Manager /Controller Douglas Hein.

Statement on the Agenda: Mr. O'Boyle announced that the Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting.

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Ms. Kelly moved to approve the minutes of February 15, 2011 as presented and dispense with the reading. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

"New" Pocono Mountain Public Library Building - Loan Documentation

Ann Shincovich Library Director was present to discuss loan documents relating to the new library building. Solicitor Hanna summarized a resolution that he handed out and explained that he has been reviewing various loan documents this past week. Discussion followed about the resolution and related loan documents. It was the consensus of the Supervisors that the final documents would be discussed and acted on at the March 15, 2011 Board meeting.

Ms. Shincovich asked about the tax money going directly to the Library. Discussion

followed. It was the consensus of the Supervisors that they are the taxing authority and
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they want the money to come directly to them from the Tax Collector. Discussion followed. The Supervisors agreed to the library's portion of the tax money being electronically transferred from the Supervisors bank account with the transfer fees being paid by the Library. Discussion followed about an Improvements Agreement. Ms. Shincovich was under the impression that Solicitor Hanna would prepare the Improvements Agreement. Solicitor Hanna advised her that the Agreement would need to be drawn up by a consultant of the Library. Solicitor Hanna said he and Russ Kresge Township Engineer would review the document and offer their assistance. Ms. Shincovich asked if the contractors could park their trailer and equipment on the municipal center property before the construction on the library starts. Discussion followed - It was the consensus of the Supervisors to give permission for the Library's contractors to park their equipment and trailer in the back of the municipal center property with the condition that the contractor provides a letter holding Coolbaugh Township harmless in the event any damages incur to the equipment and property while located on the township property.

Pocono Farms Country Club Association, Inc. (PFCCA)- requests relating to the Fitness Center

David Timko General Manager and Jim Ott Board member for PFCCA were present to represent the request for a "guest option" and a request to openly make locker facilities available to their associate golf members. Discussion followed about Note #16 on the plan

that reads "The Pocono Farms Country Association assures that the Pocono Fitness Center will be utilized by residents members and property owners of the Association. Memberships will not be sold to persons outside of the development singularly or as a packaged membership".

Mr. Hutchins moved to grant the PFCCA's their requests and approve a revision to the Pocono Farms Fitness Center Land Development Plan by the removal of Note #16, with the condition that quarterly water usage report are submitted to the Township. Seconded by Mr. Frutchey. Discussion followed about the condition. Mr. Hutchins said he asked for the report to ensure that there is no overflow on the Onlot Sewage System.

Public Input - Hugh Doran a resident of Pocono Farms said the number of parking spaces are okay during the winter months but, not during the spring and summer when there is heavy traffic. He said a survey should have been sent to the property owners to get their opinion about the fitness center as the facility was suppose to be restricted to members only. Discussion followed. When asked by the Supervisors about additional parking, Mr. Timko replied with details on additional parking and confirming that the

matter would be monitored closely, and if needed, would come back before the Supervisors. The motion carried 4-0.

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Arcadia Properties request for a six month extension relating to the cul-de-sac at Arcadia North Business Park, Lot #2 - Subdivision and Land Development Plan

Mr. Frutchev moved to grant Arcadia Properties their request for an extension to June 30, 2011 relating to the cul-de-sac. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

Minor Subdivision to join lots 8 & 9, Block A-49, Section 9 - Arrowhead Lake - Property Owners - Vera and Patty Rizzo

Ms. Kelly moved to approve Vera and Patty Rizzo's Minor Subdivision to join lots 8 & 9, Block A-49, Section 9 in Arrowhead Lake. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

Erin Masker - letter of interest to serve on the Parks and Recreation Commission - term ending December 31, 2015

Ms. Kelly moved to appoint Erin Masker to the Parks and Recreation Commission with the term ending December 31, 2015. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

Werner Frank - letter of interest to serve as Alternate Member on the Zoning Hearing Board - term ending December 31, 2013

Mr. Frutchev made a motion to appoint Werner Frank to serve as the Alternate Member on the Zoning Hearing Board with the term ending on December 31, 2013. Seconded by Mr. Hutchins. Discussion - Eileen Mercado asked how many members serve on the Parks and Recreation and the Zoning Hearing Board. The Supervisors explained that there are five positions on each and vacancies on Board and Commissions are advertised at the beginning of each year. The motion carried 4-0.

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Township Resolution 03-2011 - authorize Business Manager/Controller to make requests to Berkheimer relative to the collection of taxes for Coolbaugh Township

Mr. Hutchins moved to adopt Township Resolution 03-2011. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

Recycling & Drop Off Site Program

Mr. Frutchey moved to continue with opening the Recycling / Drop Off Site starting in April through December 2011 on the first week-end of each month, closed if it is snowing or it falls on a holiday week-end conditioned upon the following: Coolbaugh Township starts the Electronics Recycling with MCMWMA fees being applied. The Township purchases a scanner as this will enable the DPW employees to calculate the electronic prices and print out the receipt, the receipt will be attached with the check or cash and go to the administration office. We use the "new" Recycling Pass Card that has the signature line on the back of each card. The "new" Recycling Pass Card and Driver's License must be presented at the Drop Off and Recycling Site. The 2011 Recycle & Mulch Card Application and Pass Card be made available at the site for distribution by the DPW. Mr. Frutchey said this may help with people not having their pass card, who leave the site and dump the materials along side the road. The Drop Off Site Program is re-evaluated during the 2012 Budget process to discuss whether we should continue with the same program; decide on if the site will be open 9 or 12 months a year; eliminate free drop offs; charge for each drop off; charge for each application and hand out a bumper sticker; or decide whether we should just have one clean up a year. Seconded by Mr. Hutchins. Discussion - Ms. Kelly said the contents of the motion is way to much, especially with the purchase of a scanner that we don't know anything about, etc. Mr. Frutchey explained that the scanner would be helpful to the DPW employees when they have to add the prices for the electronic (monitor, televisions, etc.) as the scanner will print out receipts. Discussion followed. Mr. Hutchins said he seconded the motion because he believes the scanner is a good idea and reminded everyone about the work session last week when we all thought what a fiasco it's going to be with collecting fees which ended up with thoughts of shutting the site down. Ms. Kelly asked if the scanner would be cost effective. Discussion followed about the site not being cost effective. Discussion followed about employees of the Monroe County Municipal Waste Management Authority (MCMWMA) being present at the site in April to show our employees how to shrink wrap the electronics.

It was the consensus of the Supervisors to remove the purchase of a scanner and printer out of the motion until the cost can be determined. Mr. Frutchey and Mr. Hutchins agreed

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to amend the motion. Mr. Hein was directed to obtain prices on the scanner, printer and the number of receipts that can be printed.

Mr. Frutchey repeated the second condition: use the "new" Recycling Pass that has the signature line on the back of each card. The "new" Recycling Pass Card and Driver's License must be presented at the Drop Off and Recycling Site. Discussion - Ms. Kelly said the sample card shown in the books is not what she wants, she wants the printed name line, signature line and another line that reads, "The person who this card is issued to must be present and present phot ID". Mr. Frutchey suggested the following wording: "User Specific".

Mr. Frutchey repeated the next condition: The 2011 Recycle & Mulch Card Application and Pass Card be made available at the site for distribution by the DPW. Discussion followed.

Ms. Kelly asked that the pass card and application be available at the site for a period of 2 months. No objection was heard.

Mr. Frutchey repeated the last condition: The Drop Off Site Program is re-evaluated during the 2012 Budget process and we discuss whether we should continue with the same program; decide if we will be open 9 or 12 months a year; eliminate free drop offs; charge for each drop off; or charge for each application and hand out a bumper sticker; or decide whether we should just have one clean up a year. Ms. Kelly asked that this condition be changed to say that the Drop Off Site Program will be re-evaluated during the budget process. No objection was heard.

Ms. Kelly asked if an excel spread sheet and data base has been created. Discussion followed about using the Permit Manager Program. Ms. Kelly asked if we should only give out a card to a resident with a Pennsylvania Drivers License, whether a Property Pin # should be required on the application, should cards only be given to the owner of the property. Mr. Frutchey said there are too many conditions, too much confusion, a lot more that needs to be discussed and asked Mr. Hutchins if the motion should be withdrawn and consider shutting the site down. Mr. Hutchins said he would not feel right as Mr. Zito is not present to give his opinion and said give it a try for the rest of this year. **Public Input** - Eileen Mercado asked if each member of a household receives a card. Discussion followed about including the wording "per household" in the guidelines. Michelle

Fairservice said taxes were raised and asked why the site continues to stay open. Discussion followed about the site not being cost effective, looking into changes during the next budget process. David Pope asked what the decision was to require PA Driver License. Discussion - it was the consensus of the Supervisors that this could not be enforced. The motion carried 4-0.

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Sharbaugh Drive Project

Mr. Frutchey moved to authorize Martin & Robbins Surveyors to map out the right-of-way on Sharbaugh Drive. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

Mr. Frutchey moved to authorize Russ Kresge Township Engineer to work on the bid specification to include our drainage work needing to be done, to widen the shoulders and pave Sharbaugh Drive. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

Quotes -Installation of water feed valves on the boilers in Building #2 - Township Municipal Center \ Completion of work on the louvers

Discussion ensued over the quote from R. J. Groner in the amount of \$2,428.48 that would include installing water feed valves on the boilers in building #2 which will alleviate the water build up problem. It was the consensus of the Supervisors to hold off on doing any work at this time.

Discussion ensued over the quote from Curtis Plumbing Electric in the amount of \$680.00 to complete the work on the louvers which the subcontractor to S & K Construction did not complete. Mr. Kelly moved to hire Curtis Plumbing at a cost of \$680.00 to complete the work on the louvers which were never completed by S & K Construction with the condition that he is a registered tech certified by the state. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0

Mr. Hutchins moved to have an RFP prepared for the installation of water feed valves on the boilers in building 2. Seconded by Mr. Frutchey. Discussion - Mr. Hutchins suggested that Russ Kresge Township Engineer review the language for the RFP. The motion carried 4-0.

Possible sale of F150 - Miscellaneous items needed for the 2011 SUV

Before the Board were the following prices for the installation of the radios: Puroski & Tuekerman at \$200.00+ and Kreckman at \$50.00 an hour.

Mr. Frutchey said he can't see installing the radio in the 2011 SUV due to it being out dated and would have to be replaced within a year. Discussion followed with the consensus

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being not to install the radio at this time, to put the decals on the 2011 SUV that are in stock and the Sale of the F150 would be put out to municipal bid when we get the SUV.

Township Financial Report

Before the Supervisors were final Trial Balance and Final Budget Trial Balance for all funds as of January 31, 2011 and a report on General Fund revenues and expenses, sewer revenues, a summary of the Capital Project and Liquid Fuels Fund prepared by Business Manager/Controller Doug Hein. Mr. Hein reported that another draw in the amount of \$400,000.00 needs to be made from the TAN to cover expenses for two months until tax revenues begin to come in. No objection was heard about the draw of \$400,000.00 from the TAN.

Current Obligations

Payroll Fund		\$ 38,000.00
General Fund		\$517,791.25
Capital Projects Fund	\$	495.00
Escrow Account Fund	\$	3,385.02
Liquid Fuels Fund	\$	8,693.47
Sewer Fund		\$ 1,346.43
Total Disbursements		<hr/> \$569,711.17

Mr. Hutchins moved to approve the Current Obligations in the amount of \$569,711.17. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

Other Business

Pennsylvania American Water Company (PAWC) \ Falstaff cul-de-sac

Before the Board was a letter from Dave Altmiller of PAWC requesting permission to use the Falstaff cul-de-sac as a staging area while they work on replacing 4,000 feet of water main on Hamlet Drive in Pocono Farms East Development which

begins at the intersection of Titania and Hamlet and end at the intersection of Falstaff and Hamlet. Mr. Frutchey moved to give permission to PAWC to use the Falstaff cul-de-sac as a staging area for their equipment. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

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Christopher Caplette - letter of request to use Senior League Field - Sunday Adult Softball League

Before the Board was a letter from Christopher Caplette requesting permission for the Sunday Adult Softball League to use the Senior League Field on Sundays starting in April to August. Discussion followed. It was the consensus of the Supervisors to have Mrs. Frutchey forward the request to the Parks and Recreation Commission for them to discuss at their March 9, 2011 meeting.

Evaluation of Forward flow pumps

Mr. Frutchey moved to authorize Dave Kavitski of BCM Engineers to contact Lee Supply Company to have a Certified ABS Repair Tech evaluate our forward flow pumps. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

Update - Township's Emergency Operations Plan

Mr. Frutchey said Jackson Latimore is a Senior Political Science student at East Stroudsburg University who is doing an internship with the Monroe County Emergency Management Agency and he is assisting me with an update of our Emergency Operations Plan.

Board of Supervisors and Township Planning Commission (PC) Joint Work Session

Mr. O'Boyle announced that the Board of Supervisors and the PC would hold a joint work session on Thursday, March 24, 2011 at 6:30 p.m. to review the updated Zoning Ordinance.

Coolbaugh Township Web Site

Mr. Hein said he received a proposal from Scott Luciano who maintains the Township Web Site for \$1,295.00 (same price as last year) and a Website hosting annual fee of \$125.00. Discussion followed. Mr. Hein was directed to look into the details of the Township purchasing their own software and maintaining the site, to

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get other proposals to be discussed at the next work session. **Public Input** - Michelle Fairservice and David Pope commented on the web site.

Public Input

David Pope - asked if the Township owns the road behind Tractor Supply. He was told that it is Tractor Supply's driveway.

Vincent Massaro - asked questions relating to the enforcement and registration of illegal renters. Discussion followed about the procedures for filing the Township's Tenant Registration Forms.

Board of Supervisors Executive Sessions

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, February 15, 2011 at 6:46 p.m. regarding Potential litigation and one was held this evening at 6:00 p.m. regarding Legal. Discussion ensued over scheduling an Executive Session on a date separate from the meeting. The dates discussed were Thursday, March 10 or Monday, March 14, 2011 at 7:00 p.m. Mr. O'Boyle said said he would let everyone know the date for the Executive Session after he discussed the matter with Mr. Zito.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0. The meeting adjourned at approximately 9:08 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

O'Boyle
Chairman

Joseph
Board

