

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, MARCH 18, 2014  
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:00pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Ms. Kelly led those present in the Pledge of Allegiance.

**Board Members present:**

Lynn Kelly, Juan A. Adams, Fred Pope, Robert M. Zito, and Bill Weimer.

**Staff present:**

Doug Hein, Business Manager / Controller and Jerry Hanna, Solicitor.

**Announcements:**

Ms. Kelly announced the following:

- The public would be given an opportunity to speak on each agenda matter and that public input would be considered at the end of the meeting for other issues.
- The meeting is being recorded to aid in the preparation of the minutes.

1. **Approval of the March 4, 2014 Minutes**

The minutes of March 4 2014 were reviewed and considered for approval.

**Mr. Adams made a motion, seconded by Mr. F. Pope to approve the minutes of March 4, 2014 as presented.**

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

**Work Session Notes**

The notes for the work session held on March 4, 2014 were presented for review. It was agreed by consensus that these minutes would be published for public viewing on the Township website.

2. **2014 Monthly Reports**

- **Coolbaugh Township Volunteer Fire Company**

The report was presented by Lieutenant Buddy Brennells. The calls for the month of February were 14. Year to date, through the end of February, 43 calls were

responded to. He stated that in-house Hazmat training is ongoing. Finally, with regret, he announced the passing of a CTVFC life member, Mike Nauman.

- **Pocono Mountain Regional Emergency Medical Services**

The report was presented by Supervisor / Liaison Fred Pope. The calls for the month of February were 362. Year to date, through the end of February, total call volume was 739. He stated that year to date volume in 2014 was running about 4.5% - 5% lower than for the same period in 2013.

- **Pocono Mountain Regional Police**

The report was presented by Supervisor / PMRP Commission Member John Adams. Mr. Adams reported, in detail, the number and type of incidents for the month of February. He then reported that Coolbaugh Township's hours used for the month of February were 2,166.

### **3. Pocono Mountain Regional Emergency Medical Services Designation**

In light of the large number of persons in attendance at this meeting who were expected to speak on this issue, Ms. Kelly stated the standards of conduct expected to be followed while discussing his agenda item. She requested that comments be restricted to two per person and that all comments be addressed directly to the Board of Supervisors.

During this discussion, 32 separate comments were made, mostly in support of retaining Thornhurst Ambulance Corps as primary respondents for the Thornhurst / Arrowhead Lakes area.

Those who spoke in support of Thornhurst Ambulance Corps (in order) were as follows:

Sue Remak, Barry Tiven, Judith Remak, Jessica Szmak, Joan McCauley, Kathleen Harkins, Elmer Money, Charles Geary, Jim Pryor, Patricia Laib, Carl Lee Kidd, Laura Stanton, Kathy Coughlin, Mike Simon, Dan McFadden, Ray Szostowski, Bill Brown, Kathy Harkins, Joan McCauley (second comment), Mike Leone, Carol Lee Kidd (second comment), Patrick Donohue, Wesley Stanton, Jim Ronelt, Beth Raiola, Joyce Onsted, Rose Marie Szostowski, Jim Pryor (second comment) and Sue Remak (second comment).

Comments in support of PMREMS being made primary designee were made by PMREMS Business Manager Austin Grammes and Operations Coordinator Doreen Doremus.

Public comment on this issue lasted approximately one hour. In response to several questions from the public on when a decision would be made, both Mr. Zito and Ms. Kelly directed those concerned to view upcoming agendas, which

are generally posted on the Township website 3-4 days prior to the Regular Meeting dates (first and third Tuesday of each month).

**At this point in the meeting (8:11pm), Ms. Kelly called for a short recess.**

**The meeting was called back to order by Ms. Kelly at 8:21pm.**

4. **Adoption of an Amendment to Chapter 22 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Subdivision and Land Development Ordinance, to delete the prohibition of wall-mounted luminaries for parking lots and correct a spelling error.**

Ms. Kelly read the proposed amendment, numbered 118-2014. She mentioned that a Public Hearing on this proposed ordinance change was held earlier this evening.

**Mr. Weimer made a motion, seconded by Mr. Adams to adopt of an amendment (#118-2014) to Chapter 22 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Subdivision and Land Development Ordinance, to delete the prohibition of wall-mounted luminaries for parking lots and correct a spelling error.**

- **Discussion: None.**
- **Vote: All in favor. Motion Passed.**

5. **Adoption of an Amendment to Chapter 27 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Zoning Ordinance to provide for guard sheds, to delete prohibition of wall-mounted luminaries for parking lots and correct a spelling error, to update electronic message sign standards, update non-conforming sign standards and update sign removal standards.**

Ms. Kelly read the proposed amendment, numbered 119-2014. She mentioned that a Public Hearing on this proposed ordinance change was held earlier this evening.

**Mr. F. Pope made a motion, seconded by Mr. Adams to adopt an amendment (#119-2014) to Chapter 27 of the Coolbaugh Township Code of Ordinances, The Coolbaugh Township Zoning Ordinance to provide for guard sheds, to delete prohibition of wall-mounted luminaries for parking lots and correct a spelling error, to update electronic message sign standards, update non-conforming sign standards and update sign removal standards.**

- **Discussion:** Mr. Hanna pointed out the Monroe County Planning Commission made one substantive comment, saying they found an incorrect reference within the amendment itself, in Section 27.111.2b & 2c. Mr. Hanna said that this reference has been corrected.

- **Vote: All in favor. Motion Passed.**

6. Minor Subdivision joining lots 4 & 5, Block 1712, Section 17, Arrowhead North - Property Owners - William & Susan McConaghy

Mr. Weimer made a motion, seconded by Mr. Adams to approve the Minor Subdivision joining lots 4 & 5, Block 1712, Section 17, Arrowhead North - Property Owners - William & Susan McConaghy.

- **Discussion:** Mr. Hanna mentioned that Monroe County Planning Commission, in their review, recommended that approval of this Minor Subdivision be contingent on satisfying the comments (#3) made in their March 13, 2014 letter. He suggested that the motion be amended to reflect this condition.

Mr. Weimer then amended his a motion, with an amended second by Mr. Adams to approve the Minor Subdivision joining lots 4 & 5, Block 1712, Section 17, Arrowhead North - Property Owners - William & Susan McConaghy, contingent upon satisfying the comments (#3) made in the March 13, 2014 letter from Monroe County Planning Commission.

- **Vote: All in favor. Motion Passed.**

7. Minor Subdivision joining lots 11 & 12, Block 1802, Section 18, Arrowhead North - Property Owners - James and Sheri Ritz

Mr. Adams made a motion, seconded by Mr. F. Pope to approve the Minor Subdivision joining lots 11 & 12, Block 1802, Section 18, Arrowhead North - Property Owners - James and Sheri Ritz.

- **Discussion: None.**
- **Vote: All in favor. Motion Passed.**

8. Minor Subdivision joining lots 5524, 5549 & 5550, Section S, Pocono Farms - Property Owners - Robert & Linda Penett

Mr. Adams made a motion, seconded by Mr. Zito to approve the Minor Subdivision joining lots 5524, 5549 & 5550, Section S, Pocono Farms - Property Owners - Robert & Linda Penett contingent upon satisfying the comments (#3) made in the March 13, 2014 letter from Monroe County Planning Commission.

- **Discussion:** Mr. Zito asked if comment #4, relating to the water system, had any reason to be included in the motion. Mr. Hanna said it did not.
- **Vote: All in favor. Motion Passed.**

9. **Minor Subdivision joining lots 253- A & B, 254 A & B, Section D, A Pocono Country Place - Property Owners - Alexandre and Sonia Silva**

Mr. Adams made a motion, seconded by Mr. F. Pope to approve the Minor Subdivision joining lots 253- A & B, 254 A & B, Section D, A Pocono Country Place - Property Owners - Alexandre and Sonia Silva contingent upon satisfying the comments made in the March 13, 2014 letter from Monroe County Planning Commission.

- **Discussion:** Mr. Hanna said that the comments in the first paragraph of the March 13, 2014 letter from the Monroe County Planning Commission was factual only, and did not need to be included in the motion.

Mr. Adams then amended his motion, with an amended second by Mr. F. Pope to approve the Minor Subdivision joining lots 253- A & B, 254 A & B, Section D, A Pocono Country Place - Property Owners - Alexandre and Sonia Silva.

- **Vote:** All in favor. Motion Passed.

10. **Request for Permanent Right-of-Way - UGI Utilities, Inc.**

Mr. Zito stated that Township Engineer Russ Kresge did confirm with UGI that the gas main which would cross this right of way, while being used to service the Kalahari Resort in Tobyhanna Township, would not be for the exclusive use of that project, and that it would also reinforce distribution in the Mount Pocono area, and potentially could benefit our businesses and residences.

Mr. Pope made a motion, seconded by Mr. Weimer to grant the permanent Right-of-Way as requested by UGI Utilities.

- **Discussion:** Mr. Hanna suggested that we ask UGI to submit documents for our review, once prepared. Mr. Hein said he will see that is done.
- **Vote:** Four in favor. One opposed (Mr. Adams). Motion Passed.

11. **Lease Agreement between Township and Pocono Services for Families and Children - Monroe County Head Start**

Mr. Hein asked for the Board's approval to have him and Mr. Hanna work with Head Start to negotiate a lease with an approximate length of 25 years for the vacated Public Library Space.

- **Discussion:** Ms. Kelly clarified that at this point we would just be authorizing negotiations, and that any negotiated lease would need to come back to the Supervisors for final approval. Mr. Zito then asked if it was appropriate to put language in any negotiated lease giving the Township a say in the type of renovations being done. Mr. Hanna said that was indeed appropriate.

**Mr. Zito made a motion, seconded by Mr. Adams to authorize Mr. Hanna to negotiate a Lease Agreement between the Township and Pocono Services for Families and Children - Monroe County Head Start - for Building #2 – 2<sup>nd</sup> Floor (the former Public Library space).**

**•Vote: All in favor. Motion Passed.**

## **12. Business Manager / Controller's Financial Report**

Mr. Hein gave a brief report as of March 12, 2014:

- General Fund revenues – \$610,786.00.
- General Fund expenses – \$1,489,152.00.

He stated that \$800,000.00 has been withdrawn from our "Rainy Day Fund" to supplement revenue until anticipated tax payments come in, and that once the tax revenue came in, this money would be replenished.

There were no comments or questions from the Supervisors or the public on the report.

## **13. Current Obligations**

Before them, the Supervisors had details of the Township's current obligations totaling \$129,898.21.

**Mr. Adams made a motion, seconded by Mr. Weimer to pay current obligations in the amount of \$129,898.21.**

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

## **14. Other Business**

Ms. Kelly addressed a comment made at a prior meeting relating to the procedures of rectifying sewage enforcement issues. She ran through the steps used, from initial reporting of the problem through citing the property if the condition is not addressed.

She also stated that at the April 1<sup>st</sup> scheduled meeting, the Supervisors would be discussing E-911 re-addressing issues and enforcement, and that blighted properties / dangerous structures would also be discussed.

Mr. Weimer then discussed advertising 2-3 summer, seasonal positions for the road department.

**Ms. Kelly made a motion, seconded by Mr. Weimer to authorize advertising for two Sundays in the Pocono Record and once in the Journal of the Pocono Plateau, 2-3 summer, seasonal positions for the Coolbaugh Township DPW. Applications will be accepted for a period of one month and salary would be commensurate with experience.**

- **Discussion:** Ms. Kelly noted that no benefits would be triggered, provided these employees worked less than 1,000 hours for the season. She stated that the rate paid for these employees for 2013 was \$8.25 per hour.
- **Vote: All in Favor. Motion Passed.**

Mr. F. Pope read a letter from PMREMS asking the Township for a grant of up to \$2,730.00 to cover installation of a main entrance security lock system at Station 11-1 (Route 611, Coolbaugh Township). He said the current system is run by DOS and is outdated, not allowing for deletions of valid entrance codes for former employees.

Mr. Grammes then said that the system used now is approximately 15-20 years old. He said he got bids for a new updated system and that the best bid received was from Vector Security. It was noted that the building now used for Station 11-1 was donated by the Lynch family and Mr. Grammes said the building was "part of our heritage". In closing, he mentioned how important it was to keep this building secure, due to narcotics kept on site, and the confidentiality of patient records.

- **Discussion:** A lengthy discussion takes place. Mr. Adams asked if a side door in Station 11-1 was not addressed, would overall security would be compromised. Mr. Grammes said, at present, this door is kept locked. Mr. F. Pope asked if we knew what the cost would be to have a security alarm system added to the building. That amount was not known at this time.

**Mr. Weimer made a motion, seconded by Mr. F. Pope to approve an expenditure up to \$2,730.00 for an entrance security lock system at PMREMS Station 11-1.**

- **Further Discussion:** Mr. Zito said while he could make the argument that this expense was not in our budget, he would not, but he did state that as a regional corps, regardless of where the building is, he felt it was only right that all members share in the corps expenses and benefits. Mr. Adams disagreed, stating that since this building was in our Township, he felt a sense of ownership. Mr. Weimer and Mr. Ed Tutrone stated that Tobyhanna Township had repaired doors at Station 11-2, located in their Township. Ms. Kelly made the comment that Station 11-1 is the headquarters owned by PMREMS and that this was the only building owned by PMREMS. Under public comment, Mr. Steve Planchock asked if an employee lost one of the new key fobs this system would use, would they be responsible to replace it. Ms. Peggy Cooney agreed with Mr. Zito's position that expenses should be shared and that this should be addressed in future budgets. Mr. Planchock and Mr. Dave Pope addressed a comment by Mr. Grammes relating to the call volume coming

out of Station 11-1, specifically in relation to calls for Coolbaugh Township and Mt. Pocono Borough. Ms. Michelle Fairservice agreed with Mr. Zito that it was not fair for the residents of Coolbaugh Township to foot this, and other bills, when PMREMS serves other municipalities.

- **Vote: Four in favor, One opposed (Mr. Zito). Motion Passed.**

**Mr. Fred Pope made a motion, seconded by Mr. Adams to authorize advertising for two Sundays in the Pocono Record and once in the Journal of the Pocono Plateau for a citizen representative to serve on the Board of PMREMS. Applications will be accepted for a period of one month.**

- **Discussion:** In response to a question, Mr. Grammes said that applications should come to the Township and that a recommendation should then be made to the PMREMS for final appointment. Questions on the appointment were offered by Ms. Kidd and Clare Colgan.

#### 15. Public Input

Ms. Kelly said that at this point she would take comments on non-agenda items.

Mr. Dave Pope asked about two expenditures approved earlier in the meeting. He first asked about a \$1,000.00 check issued to A Pocono Country Place. He was told that this was for an emergency access road in APCP. He then questioned why we were purchasing anti-skid from Hanson Associates, when several other quarries were closer. Mr. Weimer took note of this suggestion.

Mr. Vincent Massaro asked about the natural gas lines being run, and who was paying for these lines. Ms. Kelly said that UGI is running the lines. Mr. D. Pope noted that some of these lines originally came to the area when Tobyhanna Army Depot changed over from coal to natural gas.

Mr. Elmer Money asked about check #2478 approved earlier in the meeting. He wanted to know if this disbursement to Monroe County Control Center was paid for by the newly imposed fire tax. He was told it was not.

Mr. Dave Pope asked if the scheduled March 25<sup>th</sup> meeting of the Pocono Mountain Regional Police Commission would be pertaining to a discussion of PMRPC by-laws. Ms. Kelly said the item agreed to by the Commission for this meeting was to review RFPs for pension administration but that it was likely that discussion of the by-laws would be on the agenda.

Ms. Laib asked for the Township's web address.

Mr. Joseph Grab, Thornhurst Township Supervisor, apologized for not being able to participate in the earlier EMS designation discussion. He invited the Supervisors



to a joint work session with Thornhurst Supervisors to discuss EMS and fire issues. Mr. Kelly asked him to give his contact information to Mr. Zito after the meeting.

Ms. Fairservice asked if we had determined if the AED located in the Township building was found and useable. Mr. Weimer said that the AEDs in this building, the Public Library and the Fire Stations are outdated technology. Ms. Fairservice asked if we knew how many AEDs we might be looking at purchasing. Mr. Weimer said he would like approximately 17, including the request from Tobyhanna Little League.

Mr. Fred Berg asked if TAA had submitted a grant request for AEDs, as they stated at the last meeting. He then asked if they were successful in obtaining a grant, if we would be reimbursed for any AEDs we would have purchased for them.

**16. Board of Supervisors Executive Sessions**

Ms. Kelly announced that the Board of Supervisors held Executive Sessions:

- March 4, 2014 @ 8:41pm – Personnel & Legal

**She stated that there were no Executive Sessions scheduled subsequent.**

**17. Adjournment**

**There being no further business, a motion was made by Mr. Adams, seconded by Mr. F. Pope, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 9:31pm.**

**NEXT REGULAR BOARD MEETING: April 1, 2014**

- Work Session – 6:00pm
- Business Meeting – 7:00pm

Submitted by: \_\_\_\_\_  
**Robert M. Zito, Township Secretary**

Witnessed by: \_\_\_\_\_  
**Lynn Kelly, Chairman**

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