

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
March 21, 2017

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

Board Members present:

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

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, please remember to state your name and city before speaking.

1. Public Input

- D. Pope stated that Todd Simms deserves recognition for his hard work on the cleanup on March 25, 2017 as he did it all by himself.
- T. Keane commended DPW on their great job during the snow storm.
- V. Massaro asked if Coolbaugh will be doing anything re: short term landlords as he saw in the news that Monroe County is putting people's feet to the fire regarding the short term rental issues in order to make them responsible to pay the fees/taxes for these properties.

2. Approval of minutes / notes : March 7, 2017

Mr. Adams made a motion second by Ms. Ruiz-Smith to approve the regular meeting minutes of March 7, 2017 as presented.

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

3. Monthly Reports

- **Pocono Mountain Regional Police Department-** Presented by Ms. Kelly. D. Pope asked where the arson was that is listed as being on Coolbaugh Township on the report. B. Sandford asked the status on the pending legal issues.
- **Pocono Mountain Regional EMS-**Presented by M. Lemley, thanking DPW for plowing their parking lot.
- **Coolbaugh Township VFD-** Presented by S. Baker, thanking DPW for plowing their parking lot. Ms. Kelly thanked Coolbaugh Twp. VFC for all the training that they do. S. Baker stated that he and approximately 11 others attended sixteen hour training over the weekend in Muncy which will reflect on their training hours on next month's report. Ms. Ruiz-Smith requested that the Coolbaugh Twp. VFC present their video at a meeting in the near future so that everyone can see what you do for the

community. J. O'Boyle stated that the arson could be located in Coolbaugh but handles by another fire company.

- **Gouldsboro VFD-** Presented by Mr. Weimer. Mr. Adams asked how they are calculating their training hours.
- **Pocono Summit VFD-** Presented by Mr. Weimer
- **Thornhurst Fire & Rescue Ambulance-** Presented by D. Wagner
- **Tobyhanna Township VFD-** Presented by Mr. Weimer
- **Pocono Mountain Public Library-** Presented by Mr. Weimer

4. Feeding Families Ministries

Diane McFadzean was in attendance thanking Ms. Ruiz-Smith for inviting her to the meeting. D. Fadzean stated that Feeding Families Ministries has been in existence for over seven years and is a non-profit organization that is not overseen by federal regulations which allows them more opportunity to help more families in needs. There are no income guidelines to qualify, everyone is asked to simply fill out a demographic form. They believe that if there is someone that is hungry it is their obligation to feed them. They are open on Thursdays and Fridays from 1-3pm and are also available in emergency situations at any hour. Her organization also provides free coats, hats and gloves to those that need them as well as participating in homeless outreach events including making bags for homeless people once a month which averages 75 bags per month. Last year they prepared 120 Easter baskets for needy children. Diane stated that they are always in need of volunteers so if anyone is interested, please contact her. She stated that they also offer ministry services for people that need them, simply someone to pray with.

- **Discussion:** Ms. Ruiz-Smith stated that she likes how they have no income guidelines so that families that work can afford to pay their bills, but are simply struggling to make ends meet when it comes to providing food for their families are able to receive their assistance. Ms. Ruiz-Smith stated that they have a great setup at the Mountain Center and that maybe this would be an opportunity for seniors that are retired to volunteer. One of their representative stated that it may be beneficial to give information to the fire company representatives that are in attendance tonight, so that they have it in case there is an emergency (fire) they would be able to contact us.

5. Walmart Representative Re: Paving Project on Veterans Drive and Traffic Signal Update

Mr. Adams made a motion second by Ms. Ruiz-Smith to approve Resolution #07-2017 approving the paving project on Veterans Drive and also authorize the signing on PennDOT documents.

- **Discussion:** A gentleman in attendance stated that in order to get the PennDOT permits they need the Township approval and will need to make the intersection ADA compliant. He stated that the islands will be removed and replaced to be ADA compliant during the project.
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained due to his employment with Walmart)

6. Resolution #06-2017: 2017 Fee Schedule

Ms. Kelly made a motion second by Mr. Ruiz-Smith to approve Resolution #06-2017 in passing the 2017 Fee Schedule.

- **Discussion:** Ms. Ruiz-Smith stated she would like to review for typos.
- **Vote:** All in favor, motion passes.

7. Request for Letter of Support for the Pocono Mountain Regional Police for a Liquor Control Board Enforcement Grant to Combat Underage and Dangerous Drinking

Mr. Lamantia made a motion second by Mr. Adams to approve the request for a Letter of Support for the Pocono Mountain Regional Police for a Liquor Control Board Enforcement Grant to Combat Underage and Dangerous Drinking.

- **Discussion:** T. Keane stated that this will hopefully cut down on the number of motor vehicle accidents due to drinking and driving.
- **Vote:** *All in favor, motion passes.*

8. Approval to Authorize DPW to Work on April 29, 2017 for TAA Opening Day

Mr. Adams made the motion second by Mr. Lamantia to Authorize DPW to Work on April 29, 2017 for TAA Opening Day.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on the day that the event is being held and clarification on the rate of pay that would be paid to DPW. Mr. Weimer stated that he usually has three DPW workers and the part time park employee working for the event.
- **Vote:** All in favor, motion passes

9. Planning Commission Recommendation for Conditional Approval of the Pocono Mountain Municipal Airport Land Development Plan

Ms. Ruiz-Smith made a motion second by Mr. Weimer to grant a conditional approval to the Pocono Mountain Municipal Airport based on the Township Engineer, Russ Kresge's letter dated 2/23/2017.

- **Discussion:** Ms. Ruiz-Smith stated that WNEP will be interviewing Mr. Decker at the airport on Tuesday and she will be sure that it is specified that the airport is located in Coolbaugh Township.
- **Vote:** All in favor, motion passes.

10. Planning Commission Recommendation to Grant an Extension of Time for Aldi, Inc. Land Development Plan until June 5, 2017 (90 days from date of request letter)

Mr. Adams made a motion second by Mr. Lamantia to approve the 90 day Extension of Time for Aldi, Inc. as requested in the letter dated March 7, 2017.

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

11. Authorization to Advertise 2017-2019 Trash Hauling Bid

Mr. Adams made a motion second by Ms. Kelly to Authorize advertisement of the 2017-2019 Trash Hauling Bid as presented,

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

12. Controller Report

Ms. Mills presented the report as of February 28, 2017.

- **Discussion:** None

13. Current Obligations

• General Fund	\$	63,712.49
• Sewer Fund	\$	1,069.30
• Escrow Fund	<u>\$</u>	<u>11,410.00</u>
Total Disbursements	\$	76,191.79

Mr. Adams made a motion second by Ms. Ruiz-Smith to pay the current obligations in the amount of \$76,191.79.

- **Discussion:** Ms. Ruiz-Smith stated that Gilmore and Associates are the project management company for the Route 196 project and there was a teleconference held in which Ms. Ruiz-Smith asked Mr. Carlin how many more hours he believes that he will be on this project being advised approximately 150 hours in order for the project to be completed. Ms. Ruiz-Smith asked if the money from Walmart was received, being advised that it was.
- **Vote:** All in favor, motion passes.

14. Other Business

Ms. Kelly made a motion to authorize Walmart to install a smaller enclosure around the manhole located on Township property due to the Building Code issues with the previously authorized enclosure.

Motion fails due to lack of a second

Ms. Ruiz-Smith made a motion to purchase two water coolers for building #2 for the tax collector area as well as for those that use the community room and cubicles.

Motion fails due to lack of a second

Ms. Ruiz-Smith stated that there needs to be some work done at the DPW compound by the recycling bins as there is mud and need for pavement or some other material to make the area in front of the bins safe for everyone. Mr. Lamantia stated that this could be a liability if someone gets hurt over there. Mr. Weimer stated that he will get with DPW to try to come up with a resolution for that area.

Ms. Ruiz-Smith stated that Ms. Tighe is the only notary on the complex and she is out sick which resulted in Ms. Mills going to her house to have Township documents notarized. Ms. Ruiz-Smith stated that if the Township is willing to purchase her equipment she is already a notary and would be willing to be the backup for the Township if needed. She would need her stamp and seal. Mr. Lamantia stated that the notary should be someone in the office. Mr. Adams agreed it should be a Township employee. Ms. Kelly would like more financial information before making a decision.

Mr. Weimer thanked the Coolbaugh Township Emergency Management for patrolling the area during the storm and for their preparedness to serve the community.

Mr. Weimer thanked DPW for their hard work during the storm, stating that they did a great job.

Mr. Weimer stated that DPW is currently looking into manhole covers throughout the Industrial Park which are rubber to help save the plows. He stated that he will have more information on them in the future.

Mr. Weimer stated that the Dept. of Health will be holding free blood pressure screening at the Eastern PA Library on April 10th from 2-4pm at the Smithfield Branch in East Stroudsburg.

Mr. Weimer read a letter of appreciation for the work done in Pocono Farms East to keep the roads open during the storm from Mr. and Mrs. Broxmeier.

Mr. Weimer stated that he met with PA American Water Co. regarding Pocono Farms East and they are shooting for the middle to the end of April to walk the roads prior to paving to identify all of the issues that need to be resolved. Mr. Weimer stated that the meeting would include himself, DPW Asst. Foreman and Township Engineer, Russ Kresge to make sure that everything is resolved. Mr. Weimer also stated that there

will be a DPW worker at the site during the entire project to make sure that there are no issues and to make sure that nothing is missed.

15. Board of Supervisors Executive Sessions

- **Prior:** Tuesday, March 21, 2017 from 6:22 pm- 6:45 pm Re: Personnel

16. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Mr. Lamantia to adjourn.

- **Vote:** All in favor, motion passed.

Meeting adjourned at 8:10pm.

NEXT REGULAR BOARD MEETING: Tuesday, April 4, 2017 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: _____