

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**TUESDAY, MARCH 7, 2017**  
**MEETING MINUTES**

The meeting was called to order by Chairman William Weimer at 7:00PM 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.

**Staff present:**

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary and Russell Kresge, Township Engineer

**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.
- When speaking please state your name and the community or city that you live in.

1. **Public Input**

- K. Winowich requested a status update on the Red Barn
- D. Pope stated that Baby Bruno's purchased the pizzeria where Mama Maria's is currently.
- V. Massaro asked why there are no updated brochures in the Township lobby from Representative Maureen Madden.
- B. Sandiford asked for a status update on the water company issues in Pocono Farms East
- D. Broxmeier stated that there are drainage issues on Glouster and Rob Roy as well as on Devon in Pocono Farms East.

2. **Approval of Minutes/Notes**

*Mr. Adams made a motion seconded by Mr. Lamantia to approve the minutes for February 7, 2017 as presented.*

- **Discussion:** Ms. Ruiz-Smith asked that the spelling of "rational" be corrected to "rationale"
- **Vote:** All in favor, motion passed.

3. **State Representatives/ State Senator in Attendance to Discuss Summit Avenue and Route 196 Turning Lane**

Representative Maureen Madden was in attendance and stated that she spoke to Larry West from Senator John Blake's office and he was unable to attend but they will continue to look into the issue with the Railroad crossing and get back to the Board. Ms. Madden stated that she did not have any comments on the Route 196 project. Ms. Ruiz-Smith explained that PennDOT is the regulatory agency we had a problem with on the project. Mr. Lamantia stated we would like to find out why we have had so many issues once the project is done and would like Ms. Madden's assistance in this at that point in time.

- **Discussion:** C. Dunn thanked everyone that has picked up the pieces and has moved the project forward including the professionals. M. Madden asked what the \$130,000 obligation from APCP is for and stated that originally the sign was not to be affected. Mr. Weimer stated that it is going to cost \$60,000.00 to move the sign which has already been incorporated into the project cost. Ms. Kelly stated that after the back and forth reviews by PennDOT the sign became an issue. Ms. Madden stated that she has lived in APCP for three or four years and has only experienced back up at the light in the amount of three or four cars at any given time. Mr. Weimer stated that we will never engage in a project like this again due to the process and stated that any issues that Ms. Madden has with the portion of the project for APCP need to be taken up with their Board. Mr. Lamantia stated that APCP discussed this project from the beginning at their meetings and those that were in attendance at the meetings were aware of the project. R. Byrd asked how the project started and why, with Ms. Ruiz-Smith reviewing the meeting minutes from 2012 which explained the reasoning which included the need for the turning lane for the safety of the constituents. Mr. Adams stated that the project will help to prevent anyone getting hurt or losing their life due to accidents at that location. Mr. Weimer stated that we have been going over this project for many years and you have not attended our meetings to discuss your concerns, stating that this project is moving forward. Ms. Ruiz-Smith stated that a letter for a grant extension has already been submitted.

#### 4. Approval and Authorization to Execute the Right of Way Deeds on the Route 196 Turning Lane Project

*Mr. Adams made a motion second by Ms. Kelly to move to approve and authorize execution of right of way deed conveying right of way acquired in condemnation proceeding over lands of Jospitre and A Pocono Country Place Property Owners' Association (No. 6022 Civil 2016, Monroe Court of Common Pleas) to Pennsylvania Department of Transportation, Commonwealth of Pennsylvania, said deed to be in form submitted by Solicitor.*

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

#### 5. Updates and Change Orders for Route 196 Turning Lane Project

- **Change Order for APCP Sign/Flagpole Relocation**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the change order in the amount of \$1,150.00 to remove the existing flagpole and include the changes in wiring.*

- **Discussion:** None
- **Vote:** All in favor, motion passed.
- **Update on LSA Grant Extension**

Ms. Kelly stated that the contract was awarded with a deadline of June 30, 2017, stating that we have sent a letter requesting an extension of the June 30, 2017 deadline to December 31, 2017 in order to be able to complete the project and submit the necessary documents for the grant closeout. Ms. Ruiz-Smith stated that she has been in contact with the LSA office and stated that they do not foresee an issue with the extension.

- **Contractor's Request for Relief from the June 30, 2017 Deadline**

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to accept the request for relief of the June 30, 2017 deadline that was received from Northeast Site and extend the deadline in conjunction with the LSA grant extension once it is received.*

- **Discussion:** Ms. Kelly stated that she likes the wording of "in conjunction", but would like the deadline extension to reflect a date that would allow time for the necessary closeout paperwork to be submitted by the December 31, 2017 deadline if that is granted from LSA.
- **Vote:** All in favor, motion passes.

6. **Parks and Recreation Recommendation for Field Usage for TAA**

*Mr. Lamantia made a motion second by Mr. Adams to approve the field usage April 1<sup>st</sup>- October 31<sup>st</sup> for practice and games for TAA.*

- **Discussion:** Ms. Ruiz-Smith gave kudos to Ms. Masker for her work with the association and for her advertising with WSBG which is on every morning to get the word out about the program that they are offering so far in advance and warrants their approval for what that they are asking for. Mr. Weimer stated that Opening Day will be Saturday April 29, 2017 for everyone that wants to attend. Mr. Weimer stated that TAA will also accommodate field usage for others that may be in need of the field as they have in the past, stating that their schedule will be available on the website.
- **Vote:** All in favor, motion passes.

7. **Park- Authorization to Advertise for Summer/Seasonal Parks Position**

*Ms. Kelly made a motion second by Mr. Adams to authorize the advertisement for Summer/ Seasonal Parks Position.*

- **Discussion:** Ms. Ruiz-Smith asked if the gentleman from last year will be a contender and was advised by Mr. Weimer that he submitted his application already.
- **Vote:** All in favor, motion passes.

8. **Authorization for Parts and Repairs to the Beast**

*Mr. Weimer made a motion second Ms. Ruiz-Smith to authorize the purchase of parts and repairs up to \$10,000.00 based on the estimates that were received in order to keep the Beast in working order. (Parts \$1,557.32 and Labor \$8,157.00)*

- **Discussion:** Mr. Lamantia stated that we spend a lot of money on repairs to this machine and asked if it is required. Mr. Weimer stated that it is required and that there is an environmental grant that is available every two years, which would allow us to potentially purchase a new one within a five year period. M. Fairservice asked for clarification on the cost for the parts. D. Pope asked if there was ever an answer received on sharing the cost of the beast, also stating that there are companies that refurbish these machines which may be a less expensive option than purchasing a new one.
- **Vote:** All in favor, motion passes.

9. **Authorization to Purchase Flags and Slag Poles for In Town**

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to purchase flags and flag poles for in town in the amount of \$703.75.*

- **Discussion:** D. Pope asked why there is a need for flag poles and Mr. Weimer clarified it is the outrigger for the flags to be hung up. M. Madden stated that the Mountain Center is looking to purchase flags and asked what the cost was and if these were the large ones.
- **Vote:** All in favor, motion passed.

10. Coolbaugh Township 2017 Fee Schedule

*Mr. Lamantia made a motion second by Mr. Adams to approve the revised 2017 fee schedule as presented.*

- **Discussion:** Ms. Ruiz-Smith stated that she believes that the \$1,000.00 fee which was previously \$600.00 is too high and asked why the fee was raised. Ms. Kelly stated that the cost of a minor subdivision was increased to \$150.00 which was previously \$100.00, and there is now a tiered schedule for zoning permit fees which will reflect that a zoning permit fee is not to exceed \$10,000.00, stating that smaller buildings would cost less.
- **Vote:** All in favor, motion passes.

11. Minor Subdivision joining lots 2 & 13, Block A-70, Section 12, Arrowhead Lake, Property Owner(s)-Rudy & Jeanine Hofbauer

*Ms. Kelly made a motion second by Mr. Adams to approve the Minor Subdivision joining lots 2 & 13, Block A-70, Section 12, Arrowhead Lake, Property Owner(s)-Rudy & Jeanine Hofbauer*

- **Discussion:** Ms. Ruiz-Smith asked if this is a corner lot, being advised that it is not.
- **Vote:** All in favor, motion passes.

12. Minor Subdivision joining lots 243 & 244, Section F, A Pocono Country Place , Property Owner(s)-George & Amanda Limbach

*Mr. Adams made a motion second by Ms. Ruiz-Smith to approve the Minor Subdivision joining lots 243 & 244, Section F, A Pocono Country Place, Property Owner(s)-George & Amanda Limbach*

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

13. Current Obligations

• General Fund	\$ 297,242.13
• Sewer Fund	\$ 12,747.59
• Escrow Fund	<u>\$ 17.13</u>
Total Disbursements	\$ 310,006.85

*Mr. Adams made a motion second by Mr. Weimer to pay the current obligations in the amount of \$310,006.85.*

- **Discussion:** None
- **Vote:** All in favor; motion passed.

14. Other Business

*Mr. Lamantia made a motion second by Mr. Adams to designate Coolbaugh Township Volunteer Fire Company to be the primary dispatch for calls in the Pocono Summit area with Pocono Summit Volunteer Fire Company being dispatched as dual response.*

- **Discussion:** Ms. Ruiz-Smith asked if Tobyhanna Twp. has taken any action at this point, with Mr. Weimer stating that Tobyhanna Twp. is now the primary their areas as well. K. Winowich asked why this is taking place, being advised by Ms. Ruiz-Smith that it is in the best interest for the safety of our constituents. Mr. Weimer stated that volunteerism is down and that Coolbaugh Township is flourishing a little bit, so it is to assist. R. Byrd asked if there is a military base with their fire department with Mr. Weimer stating yes and that Coolbaugh Twp. VFC will be getting busier with that as well.
- **Vote:** All in favor, motion passed.

Mr. Weimer was approached by some residents that would like to gather together to cleanup Laurel Drive and would like DPW to offer flaggers and the one ton pickup truck.

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize four DPW workers on March 25, 2017 from 11:00am-4:00pm to assist with the cleanup, with an approved bad weather day if necessary.*

- **Discussion:** Ms. Ruiz-Smith said thank you to the group. Mr. Weimer stated that this is awesome and that we need more groups that are willing to participate in the cleanup of the Township, stating that DPW is proud to help out. D. Pope asked whatever happened to the pictures of the people that dumped at the recycling center, being advised by Mr. Keane that it is ongoing and out of our hands since it is being handled by Monroe County Waste Authority. The cleanup group will be meeting at Coolbaugh Township Fire Station One at 11am.
- **Vote:** All in favor, motion passes.

Ms. Kelly stated that there are other residents that are looking to clean up the roads in Pocono Farms and would like to have the assistance of DPW to pick up the trash that they collect and will be dropping off at their building, stating that half will be picked up by Penndot and request that the other half be picked up by the Township DPW. Their cleanup will take place on Earth Day, April 22, 2017.

*Ms. Kelly made a motion second by Mr. Weimer to authorize DPW workers to pick up half of the trash collected in Pocono Farms on Monday, April 24, 2017 from their building on Hunter Drive.*

- **Discussion:** M. Fairservice asked if the state will be picking up as well or will DPW have to drop it off to the state. Ms. Kelly stated that the state should be picking it up but she will verify. C. Dunn stated that APCP had issues with Penndot picking up trash and that there should be a drop dead date for pick up.
- **Vote:** All in favor, motion passes.

Ms. Kelly stated that she would like to thank Ms. Masker and Ms. Ruiz Smith and all the Township staff and professionals for their hard work on the Route 196 Turning Lane Project.

*Ms. Kelly made a motion second by Mr. Adams to authorize DPW staff to assist with moving Women's Resources to the Mountain Center at a date to be determined.*

- **Discussion:** Mr. Weimer requested that a representative of Women's Resources be present during the move. Ms. Ruiz-Smith stated that she will also be present as a representative of the Township.
- **Vote:** All in favor, motion passes

Ms. Ruiz-Smith stated that she has been working on repurposing/recreating the cubical area in Building #2 in order to create a new community room. This transition would require that the cubical walls be removed and have walls put up to make it a community room. Additionally she is working on modifications that would allow for the space that was previously rented by head start to be able to become a rentable space again. Ms. Ruiz-Smith would like permission from Mr. Weimer to connect with DPW assistant foreman in order to coordinate this project. Mr. Weimer asked that Mr. Ruiz-Smith contact him so that he is able to speak to the DPW Assistant Foreman to work it into their schedule.

Ms. Ruiz-Smith stated that she emailed the Board a revised RFP for Building #2 for the structural assessment and consultation for the water penetration problem at Building #2. She stated that she hoped that the Board read it and that she worked with Township Engineer Russ Kresge on it. This gives us a specific outline as was discussed so that we are able to get proposals that are project specific. She would like an agreement to get this project moving so we are able to get the tower corrected as soon as possible.

*Mr. Weimer made a motion second by Mr. Lamantia to authorize the Request for Proposal on the structural assessment consultation and related support services of water penetration on Building #2.*

- **Discussion:** Mr. Lamantia stated that the bids do not need to be sealed, and also asked if we can include the lowest responsible bidder to make sure that we are getting someone that has the experience that is needed. Mr. Hanna stated that it is not required to have lowest bidder stating that this is for professional services so it is not required that we have to go with the lowest bidder. Ms. Kelly stated that the cost of this project would not require sealed bids. Mr. Weimer stated that we will strike #1-B: and leave in the address for submission, also removing #3-A: removing the sentence which includes the lowest bidder.

*Mr. Weimer amended his motion and Mr. Lamantia amended his second which included striking #1-B: and leave in the address for submission, also amending #3-A to remove the sentence which includes the lowest bidder.*

- **Discussion:** Mr. Adams asked why this wasn't an agenda item instead of under other business. Ms. Kelly stated that she will email the Board when the agenda is being finalized to verify if they have anything else that they need included. Ms. Ruiz-Smith stated that her email with the revisions was sent to the Board in February for feedback.
- **Vote:** 4-0-1, motion passes.(Mr. Adams opposed)

Mr. Weimer stated that the new Volvo that was purchased was having issues with the plow, stating that they contacted Triad to fix the issues which has brought in engineers to rectify the situation. Mr. Lamantia stated that we just purchased that truck and should not be fixing anything on it.

Mr. Weimer made a motion second by Mr. Adams to terminate Stanley Morgan's employment with the Township.

- Discussion: None
- Vote: 3-2-0, motion passes (Mr. Ruiz-Smith and Ms. Kelly opposed)

15. Board of Supervisors Executive Sessions

- Prior: Tuesday, March 7, 2017 from 5:30pm- 6:58pm Re: Legal

16. Adjournment

There being no further business, a motion was made by Mr. Adams, seconded by Mr. Weimer to adjourn the meeting. All in favor; motion passed.

Meeting adjourned at 8:20 pm.

NEXT REGULAR BOARD MEETING: Tuesday, March 21, 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: \_\_\_\_\_  
Bill Weimer, Chairman

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