

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
May 1, 2018

The meeting was called to order by Chairman William Weimer at 7:01 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, Alma I. Ruiz-Smith and Clare Colgan

**Board Members absent:**

None

**Staff present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary and Meredith Thompson, Asst. Business Manager

**Staff absent:**

None

**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**

- J. O'Boyle representing the Pocono Rail Historical Society/ Tobyhanna Train Station stated that they have two park benches that they would like to donate for the Veterans Memorial out in the front of the Municipal Complex. H. Smith and D. Pope thanked them for the donation.

*Mr. Weimer made a motion second by Mr. Lamantia to accept the donation of the two park benches for the Veterans Memorial.*

- **Discussion:** The Board thanked Mr. O'Boyle and the train station for their generosity.  
**Vote:** All in favor, motion passes.
- D. Pope stated that pavers are available to be purchased by all residents of Coolbaugh Township and are \$206.00 each, stating that they can be ordered through the VFW and there is a deadline in order to have them before the unveiling of the monument on June 16, 2018. Ms. Ruiz-Smith asked how many stones have been sold so far, being advised seven.
- A. Turner stated that she sent in a request for the property located at Longwood and Echo Lake to have the trash cleaned up, Mr. Weimer advised that DPW does not clean up household garbage and stated that the property referenced is state game lands.
- A. Turner stated that the speed of the traffic and the fact that there is only one stop sign on Echo Lake Road is a safety issue and would like consideration given to the addition of more stop signs.
- D. Broxmeier stated that he has seen police officers giving citations on Echo Lake when people are speeding and stated that they are out and about in the community doing what they can.
- Ms. Ruiz-Smith suggested that Ms. Turner attend the upcoming police commission meeting to voice her concerns.
- R. Robinson asked for information regarding how private roads could be turned into public roads with Mr. Weimer suggesting she give her contact information to Ms. Masker so that he can meet with the

Township Engineer to discuss what would have to happen in order to be considered. Solicitor Armstrong clarified that just because roads are brought up to spec, does not guarantee that the Township will take them over. Ms. Ruiz-Smith suggested that Ms. Robinson contact Congressman Cartwrights office for possible grant opportunities to help with funding this endeavor as it is very costly.

## 2. Approval of minutes / notes : April 17, 2018 Meeting

*Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the meeting minutes of April 17, 2018 with one correction.*

- **Discussion:** Ms. Ruiz-Smith stated that a motion on page five is missing the second.
- **Vote:** All in favor, motion passes.

## 3. Clarius Partners- Arcadia North Lot #2 –Discussion on Earthmoving Agreement

Taivo Tammaru-Clarius Partners, Paul Szewczak- Liberty Engineering Representative and Attorney George Asimos were in attendance at the meeting representing Clarius Partners/Arcadia. T. Tammaru gave a brief summary of the project since it started in 2007 stating that the building started out much larger than currently proposed, as they currently have a tenant that is ready to sign the lease and the building size is in accordance to what they will need. The current building size is 1,048,000 sq. ft. with the original plan submission in 2007 being 1,400,000 sq. ft. T. Tammaru stated that there are still outstanding conditions that need to be addressed and that they are working on them currently, but stated that in order to meet the May 2019 deadline for completion they are requesting an agreement with the Township to be able to begin earthmoving at their location in order to prep the land. T. Tammaru stated that they have a commitment to hook up to the PMI sanitary sewer and will be providing that letter to the Township.

- **Discussion:** Mr. Weimer asked what the plans for fire hydrants are at the location being advised that there are plans for a water tower as well as hydrants every 600 ft. around the building. Ms. Ruiz-Smith asked if there will be fencing at the location to separate the property from the neighbors being advised there is an 8' fence between the building and the neighboring business and a picket fence in the front of the building. The owner is an investor from New York. Solicitor Armstrong stated that the motion should the Board choose to entertain it would be conditioned upon the submission of the Bond in an amount acceptable to Township Engineer, Russell Kresge as well as confirming with the Township Engineer that there is no issue with this project moving forward. Attorney Asimos stated that the Township has a bond in the amount of \$430,000.00 for a cul-de-sac road project and would like to know if that could be used as the bond for this improvements agreement being advised by Solicitor Armstrong that he would have to look into it as that money is essentially tied to another agreement. Solicitor Armstrong stated that he anticipates this plan to come back to the Supervisors due to the changes that are proposed as it will change the parking which will need to be considered by the Board. Chairman Weimer confirmed that the plan will meet the 2015 fire code. Mr. Weimer asked what the timeline is in order to meet the conditions, being advised within 30-45 days they should all be addressed.

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the execution of a preliminary earthmoving agreement with the applicant subject to resolving the necessary financial security associated with the agreement and subject to the review and approval from the Township engineer and confirmation from the Township Engineer that there are no engineering issues that will prevent an earthmoving agreement to proceed.*

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

#### 4. Pocono Mountain Municipal Airport- Status / Bond

Solicitor Armstrong stated that this agenda item is before the Board because the Township is not a named party in the contract that is referenced in the performance bond between the contractor and the Municipal Authority which could make it difficult for the Township to draw on the Bond should there be any issues with the project. The reason that this is different is because the requirement to provide a bond directly to the Township from the Municipal Authority was waived by the Board with the agreement that they would be under the contractors bond, stating that because this is a federally funded project he does not see any issue with moving forward with it the way that it is. Solicitor Armstrong stated that he does not see this project not being completed due to the majority of the funds being received for this project are federal funds and stated that the grant is probably very specific. Ms. Ruiz-Smith stated that she highly doubts the airport will default as there are still other phases of their entire project that will be coming before the Board in the future.

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to accept the Pocono Mountain Municipal Airport revised bond and improvements agreement.*

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

#### 5. Changing the water in the Break Room at the District Magistrate Office

*Mr. Weimer made a motion second by Ms. Ruiz-Smith that we will not be changing the water in the break room of the District Magistrate office.*

- **Discussion:** Mr. Weimer stated that it has been brought to his attention that DPW has been changing the water in the break room of the District Magistrate office in a water cooler that they have purchased themselves, stating that he is ok with changing the water in the common area as that is a cooler that the Township purchased but not the break room water cooler. P Williams stated that it is not hard to change the water stating she can change it herself.
- **Vote:** All in favor, motion passes.

#### 6. Project Work Request Form for Staff and Supervisors

*Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the project work request form to be utilized by township staff, supervisors and tenants.*

- **Discussion:** Mr. Weimer thanked Ms. Masker for making the necessary modifications to the form he gave her and stated that this will help DPW with the projects that are requested and repairs that are requested. Ms. Ruiz-Smith stated that this form is a great idea.
- **Vote:** All in favor, motion passes.

#### 7. Authorization for Chairman Weimer and Vice-Chairman Lamantia to discuss Emergency Services with Solicitor Patrick Armstrong and to engage his services to work on the Coolbaugh Township Volunteer Fire Company Bylaws and Standard Operating Procedures

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize Chairman Weimer to discuss Emergency Management, Fire Police and EMS with Solicitor Armstrong and to engage his services to work on the Bylaws and Standard Operating Procedures of the Coolbaugh Township Volunteer Fire Company.*

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

8. Elevator Oil Change

*Mr. Weimer made a motion second by Ms. Kelly to approve the replacement of the oil in the elevator for a cost not to exceed \$4,000.00 by Thyssen Krupp Elevator.*

- **Discussion:** Mr. Weimer stated that the motor was replaced and under warranty and that the oil is over 20 years old. D. Pope asked if the maintenance agreement included oil changes, with Mr. Weimer stating that it does not.
- **Vote:** All in favor, motion passes.

9. Addition of Assist Motor for helping with the Starting and Stopping the Elevator- Building #2 (Solid State Starter)

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to purchase the assist motor for the elevator in building #2 from Thyssen Krupp Elevator.*

- **Discussion:** Mr. Weimer stated that this motor will take some of the pressure off the motor that was just replaced and assist with a smoother start and stop.
- **Vote:** All in favor, motion passes.

10. Authorization to Advertise for 2018 Paving Bids

*Ms. Kelly made a motion second by Ms. Colgan to authorize the advertising for the 2018 paving bids.*

- **Discussion:** Ms. Ruiz-Smith stated that there was work taking place at the entrance to Stillwater that we should make sure that this will not have any effect on the paving project that we have coming up on Summit Avenue. Ms. Ruiz-Smith stated that Tim Lee- Mountain Center is going to be paving their driveway and Ms. Ruiz-Smith stated that since we use the driveway to access the sewer plant maybe if they run short we may be able to help. D. Pope asked if the specs require a density test be completed.
- **Vote:** All in favor, motion passes.

11. Application for Installation of Five Fire Hydrants in the area of A Pocono Country Place

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the signing of the application for the installation of five fire hydrants in the area of A Pocono Country Place.*

- **Discussion:** Mr. Weimer stated that the hydrants will be installed by PA American Water Company and stating that there is a list of approximately 20 more to be installed between APCP and Pocono Farms. Mr. Weimer stated that there will not be any installed in Pocono Farms East until the issue with the PVC pipe is resolved.
- **Vote:** All in favor, motion passes.

12. Current Obligations

• General Fund	\$	295,639.64
• Coolbaugh Twp. VFC	\$	140,000.00
• Sewer Fund	\$	18,230.48
• Escrow Fund	<u>\$</u>	<u>21,608.02</u>
Total Disbursements	\$	475,478.14

*Ms. Colgan made a motion second by Ms. Kelly to pay our current obligations in the amount of \$475,478.14.*

- **Discussion:** H. Smith asked for clarification on check #2014 for electrical wiring violation at the WWTP. M. Fairservice asked if the Township is going to go in on the class action lawsuit regarding the International truck, being advised that Mr. Weimer will be speaking to Solicitor Armstrong about it.

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

### 13. Other Business

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to purchase the mower head Model RBF 63- 63" Flail head for the John Deer tractor which is a budgeted item for 2018 in that amount of \$18,196.00.*

- **Discussion:** Mr. Lamantia asked for clarification on where it is being shipped from due to the cost of shipping in the quote provided.
- **Vote:** All in favor, motion passes.

*Mr. Weimer made a motion second by Ms. Kelly to authorize the revised dates for the Spring Leaf Cleanup as presented and to authorize advertising.*

- **Discussion:** Mr. Weimer stated that due to the late snowfall leaf collection was not able to occur according to the previously advertised schedule.
- **Vote:** All in favor, motion passes.

*Mr. Weimer made a motion second by Ms. Colgan to authorize DPW to do some work in the parking lot of the library due to a large sink hole that has formed.*

- **Discussion:** Mr. Weimer stated that DPW will remove the debris in order for the professionals to get an assessment of the problem. Ms. Kelly stated that she will be abstaining from the vote due to her employment at the library.
- **Vote:** 4-0-1, motion passes. (Ms. Kelly abstained)

*Mr. Weimer made a motion second by Mr. Lamantia to authorize Ms. Ruiz-Smith to follow up on obtaining information for grants for Emergency Management.*

- **Discussion:** Ms. Ruiz-Smith stated that she will need Mr. Weimer to provide her with the information needed on a Mobile Command for Emergency Management.
- **Vote:** All in favor, motion passes.

- Mr. Weimer stated that the safety committee is having attendance issues which we are looking into changing the time.
- Ms. Ruiz-Smith asked the topic of building code inspection companies is put on a future work session. Mr. Weimer stated we will add it to the June 5, 2018 work session and discuss it if we have time.
- Mr. Lamantia asked if there is any update on the status of the Route 196 project
- Mr. Lamantia stated that there will be a legislative breakfast at Lehigh Valley Pocono Hospital- RSVP by 5/2/2018.
- Mr. Weimer stated that we will be having our shred event on May 19, 2018 9am-3:30pm at the Coolbaugh Township Parking Lot.
- Ray Price Drive for your Community event will take place on May 19 from 9am-3pm at Ray Price Mount Pocono. Money will be donated to PMREMS. J. Hofbauer stated that Van Guilders Jubilee will also have a food stand set up and will donate a portion of the proceeds made from food sales back to the PMREMS.

The Board recessed to enter into Executive Session at 8:40pm- Meeting called back to order at 8:56pm.

### 14. Board of Supervisors Executive Sessions

- **During:** Tuesday, May 1, 2018 from 8:40 pm- 8:56pm Re: Legal

15. 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 8:56pm pm.

NEXT REGULAR BOARD MEETING: Wednesday, May 16, 2018 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: \_\_\_\_\_

Erin Masker, Township Secretary

Witnessed by: \_\_\_\_\_

William Weimer, Chairman

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