

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
May 16, 2018**

The meeting was called to order by Chairman William Weimer at 7:05 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Anthony Lamantia, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

Board Members absent:

None

Staff present:

John Rice, Solicitor, Erin Masker, Township Secretary and Meredith Thompson, Assistant Business Manager

Staff absent:

Patrick Armstrong, 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.

Emergency Services/Community Recognition Awards

Mr. Weimer and Ms. Colgan presented the following awards thanking all for their outstanding service and dedication to the community stating that the Board is extremely proud of the volunteers that serve our community.

DPW- Excellence in Service Award

Pocono Mountain Regional EMS- Emergency Award of Excellence, presented to Denise Doremus and Mark Lemley

Coolbaugh Township VFC- Emergency Services Award of Excellence, presented to Assistant Chief George Dobson

Gouldsboro VFC- Emergency Services Award of Excellence, presented to Chief David Miller

Thornhurst VFC- Emergency Services Award of Excellence, presented to Chief Dave McFadden

Tobyhanna Township VFC- Emergency Services Award of Excellence, presented to Chief Troy Counterman and President/Asst. Chief Ed Tutrone

A Pocono Country Place Security Officer Benjamin Wysocki- Outstanding Service Award

Coolbaugh Township VFC- Outstanding Service Award, presented to President Tomas Keane

Gouldsboro VFC- Outstanding Service Award, presented to Chief George Miller

1. Public Input

- D. Pope asked what the problem at the gas station is on 611, with Mr. Weimer responding that there were permitting issues as repairs were being made without any permits as well as the sign requirements not being followed according to the Township ordinance. Ms. Kelly stated that the issues could have been resolved before any work was done had the application for permits been applied for.
- N. Barzeva, owner of the gas station on Memorial Blvd stated that they are the 5th owner and they are now being told that they have to apply for a Highway Occupancy Permit by Township Zoning Officer Joe Brady, and she is unsure why they would have to apply for the HOP when no other owner has

had to have one. Ms. Kelly asked if they will be changing the use of the property or the footprint of the building, being advised that they were not. Solicitor John Rice stated that he does not believe that they need an HOP as they should be grandfathered in but will confirm and get back to the Township. Mr. Weimer advised Solicitor Rice to contact Mr. Keane as he is the boss of that department. N. Barzeva stated that there are other property owners that do not have an HOP and were not required to get one when the property changed hands. Mr. Keane stated that he has put in multiple calls to PennDot regarding the issue with no response being received.

- H. Smith stated that it seems like the same business owners are being made to do things that others aren't.

2. Approval of minutes / notes : May 1, 2018 Meeting

Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve the meeting minutes of May 1, 2018 with one correction, changing the dollar amount of the Veterans Memorial Pavers from \$200.00 to \$206.00.

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

3. Monthly Reports

- **Pocono Mountain Regional Police Department-** Presented by Ms. Kelly
Ms. Ruiz-Smith updated everyone per Mr. Weimer's previous request stating that there are 12 unmarked cars that are used by detectives, and SWAT team members not only for undercover patrolling. Ms. Ruiz-Smith asked Chief Wagner about the potential for a substation on our campus with him responding that he doesn't want his officers behind a desk stating that is why they have computers in their cars.
- **Pocono Mountain Regional EMS-**Presented by M. Lemley, reminding everyone of their Community Drive Event at Ray Price in Mount Pocono on May 19, 2018 from 9am-3:00pm. Mr. Weimer thanked PMREMS for the training that they held at the Coolbaugh Township VFC.
- **Coolbaugh Township VFC-** Presented by G. Dobson
- **Gouldsboro VFD-** Presented by D. Renaldi thanking the Board for the funding for capital last year and stated that they purchased a utility/brush truck which they have here this evening for everyone to see.
- **Thornhurst Fire & Rescue Ambulance-** Presented by D. McFadden
- **Tobyhanna Township VFC-** Presented by T. Counterman
- **Pocono Mountain Public Library-** Presented by P. Williams, stating that the hole in the parking lot is not affecting the geothermal unit and that they will be pumping water into hole for further research of the cause of the issue.

4. Authorization to Sell the 2013 International Truck on Muncibid

Ms. Ruiz-Smith made a motion second by Ms. Colgan to advertise the sale of the 2013 International Truck on Muncibid for a period of thirty days

- **Discussion:** Mr. Weimer stated to sell it to the highest bidder after the 30 day period.
- **Vote:** All in favor, motion passes.

5. **Authorization to Purchase a 2019 Volvo VHD64F300 and Dump Body Package for a total cost of \$214,782.98**
Mr. Weimer made a motion second by Ms. Ruiz-Smith to purchase a 2019 Volvo VHD64F300 truck and dump body package for a total cost of \$214,782.98.

- **Discussion:** Mr. Weimer stated that this will replace the 2013 that was previously authorized to be sold and is being purchased from liquid fuel funds. Mr. Weimer stated that this is a costars company and that there is a new plow on the market that he had DPW representatives check out from Triad and they were happy with it.
- **Vote:** All in favor, motion passes.

Board recessed for Executive Session at 7:45pm and reconvened at 8:08pm.

6. **Hiring of Two DPW Workers**

Ms. Kelly made a motion second by Ms. Colgan to hire John Fedish and George Dobson for DPW conditional upon CDL verification and passing the drug screening.

- **Discussion:** Ms. Ruiz-Smith is thrilled as this will provide Coolbaugh Township VFC with drivers. D. Pope asked what they are going to be doing with Mr. Weimer stating that John and Guy will be doing the mechanic work on the trucks to free up the time being sent away for work stating that John has his inspection license as well and George is the replacement for an open DPW position that was never filled when vacated.
- **Vote:** All in favor, motion passes.

7. **Authorization to Advertise Code Enforcement Position**

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to authorize the advertising of the Code Enforcement position

- **Discussion:** D. Pope asked who the current Code Enforcement person is with Mr. Weimer stating that it is Mr. Keane. Closeout advertisement on June 22, 2018
- **Vote:** All in favor, motion passes

8. **Parks and Recreation Recommendation for Multi-Purpose Field Usage- Coolbaugh Soccer Association**

Ms. Colgan made a motion second by Ms. Kelly to approve the Coolbaugh Soccer Association Multi-Purpose field usage request for June 16/2018-August 11, 2018 on Tuesdays from 4:30pm-8:30pm and Wednesday-Saturday from 6:00pm-8:30pm.

- **Discussion:** Ms. Ruiz-Smith stated that we should not be giving usage on the fourth of July so other families can use the park. Ms. Colgan stated we already gave usage to the other Soccer Assn. at a previous meeting.
- **Vote:** 4-1-0, motion passes (Ms. Ruiz-Smith opposed)

9. **Planning Commission Recommendation of Approval for 90 Day Extension Request through September 8, 2018 received from Dunkin Donuts Drive Thru**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve the request for 90 day extension of time for the land development plan of Dunkin Donuts Drive Thru until September 8, 2018.

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

10. Request for an Advertisement Donation received from the Mountain Center for their Golf Outing Event
Ms. Ruiz-Smith made a motion second Mr. Weimer to authorize making a donation for a golf hole sponsorship in the amount of \$100.00 for the Mountain Center Golf Outing Event
- **Discussion:** D. Pope asked how much they pay in taxes with Ms. Kelly stating that they provide very valuable services to the residents in our community.
 - **Vote:** All in favor, motion passes.
11. Authorization for DPW to work at the Shred Event on Saturday, May 19, 2018 from 9am-3:30pm at the Coolbaugh Twp. Volunteer Fire Company Parking Lot at the Overtime Rate of Pay
Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize two DPW workers to work the Shred Event on Saturday, May 19, 2018 from 9am-3:30pm at the overtime rate of pay.
- **Discussion:** Ms. Ruiz-Smith stated that Pocono Mountain Regional Police will be bringing their shredding to the event and have coordinated with Ms. Masker.
 - **Vote:** All in favor, motion passes.
12. Authorization for DPW to work on Saturday, June 16, 2018 for the Veterans Memorial Unveiling event at the Overtime Rate of Pay
Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize four DPW workers to work at the Veterans Memorial Unveiling on June 16, 2018 from 10am-3pm at the overtime rate of pay
- **Discussion:** Mr. Weimer stated that he has the fire police in place for the event.
 - **Vote:** All in favor, motion passes.
13. Minor Subdivision joining lots 308 & 309, Sterling Estates, Property Owner(s)-Christine Rivera & Ramon A. Bencosme
Ms. Kelly made a motion second by Ms. Colgan to approve the minor subdivision joining lots 308 & 309, Sterling Estates, property owners Christine Rivera and Ramon A. Bencosme
- **Discussion:** Ms. Ruiz-Smith stated that she believes there is an issue on MCPC review letter with respect to the sewer and water service in the community and requested that it be verified. Solicitor Rice stated that has nothing to do with the lot consolidation as you are just approving the joining of the two lots.
 - **Vote:** All in favor, motion passes.
14. Minor Subdivision joining lots 12 & 13, Block 1506, Section 15, Arrowhead North, Property Owner(s)-Linda Ardito
Ms. Kelly made a motion second by Ms. Colgan to approve the minor subdivision joining lots 12& 13, Block 1506, Section 15, Arrowhead North, Property Owner Linda Ardito
- **Discussion:** None
 - **Vote:** All in favor, motion passes.

15. Minor Subdivision joining of lots 158 & 159, Section J, A Pocono Country Place, Property Owner(s) Victoria M. DeBarbieri

Ms. Kelly made a motion second by Mr. Weimer to approve the minor subdivision joining lots 158 & 159, Section J, A Pocono Country Place, Property Owner Victoria M. DeBarbieri

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

16. Minor Subdivision joining of lots 2 & 19, Block A-2104, Section 21, Arrowhead North, Property Owner(s)- Sara E. & Bradley S. Landis

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the minor subdivision joining lots 2 & 19, Block A-2104, Section 21, Arrowhead North, Property Owners Sara E. and Bradley S. Landis

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

17. Current Obligations

• General Fund	\$	67,102.13
• Sewer Fund	\$	1,383.35
Total Disbursements	\$	68,485.48

Ms. Ruiz-Smith made a motion second by Mr. Weimer to pay our current obligations in the amount of \$68,485.48.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check#4268, 4277 & 4278. D. Pope asked for clarification on check # 4292.
- **Vote:** All in favor, motion passes.

18. Other Business

Ms. Kelly stated that the Board needs to schedule an executive session for the police contract with Attorney George Reihner. The Board agreed to meet with the attorney on May 29, 2018 at 5:30pm if he is available.

Ms. Colgan made a motion second by Ms. Kelly to purchase a Dell Optiplex 3050 Computer for the Wastewater Treatment Plant in the amount of \$910.54.

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

Mr. Weimer made a motion second by Ms. Colgan to approve Keystone Engineering for up to \$1,200.00 for installation and travel of the WWTP computer.

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

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize Township Solicitor Patrick Armstrong to create and ordinance for a UCC Code of Appeals Board for the next meeting

- **Discussion:** Ms. Ruiz-Smith stated that she has the background to serve on this Board and is interested. Ms. Kelly stated that this Board will have to be comprised of certain professionals and stated that a Supervisor would not be able to sit on it. Solicitor Rice stated that it would need to be advertised 7 days prior to the next meeting of the professionals that the Township is seeking to serve on this Board.
- **Vote:** All in favor, motion passes

Mr. Weimer made a motion second by Ms. Kelly to advertise appointments to UCC Code of Appeals Board for qualified professionals.

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

Ms. Kelly stated that she received a call from Melissa Maupin in which she stated that we are close to being ready to get started with the Route 196 project and should be scheduling the pre-construction meeting. Ms. Kelly stated that there was an issue with obtaining the original mylars that were filed by previous Township Solicitor Hanna as they were destroyed after the County created their electronic files, and PennDot requires the originals. Therefore Joe Carlin sent over a copy of the mylars for the Right Of Way to be signed from PennDot. As soon as this is complete we should be good to move forward as Joe Carlin stated that this should be the only item that is outstanding. Ms. Kelly will be contacting Melissa Maupin at PennDot to request that they expedite the signatures. Mr. Lamantia questioned that we are being billed for completing the same job twice in order to satisfy PennDot. Ms. Ruiz-Smith stated that we need this project to get started as our LSA grant is only extended until October of 2018. Mr. Lamantia asked if it would be appropriate to have a PennDot representative come to a meeting and see what the issue is with this project and all the back and forth.

Mr. Weimer thanked DPW and the Coolbaugh Twp. VFC for working hard and coordinating throughout the storm, stating that we fared well compared to other Municipalities.

D. Pope stated that he handed in the last bill for the Veterans Memorial Monument in the amount of \$7,300.00 that needs to be paid.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to pay the last bill in the amount of \$7,300.00 payable to Mark Berger for the Veterans Memorial.

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

Ms. Ruiz-Smith stated that she received the template from DPW and she purchased the material in order to make the cover for the unveiling of the monument.

19. Board of Supervisors Executive Sessions

- **During:** Tuesday, May 16, 2018 from 7:45pm – 8:08 pm Re: Personnel

20. Adjournment

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

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

Meeting adjourned at 9:04pm.

NEXT REGULAR BOARD MEETING: Tuesday, June 5, 2018 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____