

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES**

May 17, 2016

The meeting was called to order by Chairman William Weimer at 7:18 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

Juan Adams

Staff present:

Jerry Hanna, Solicitor, Erin Masker, Recording Secretary and Maureen Mills, Controller

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.

1. Public input

- D. Pope stated that there are still political signs up by the firehouse.
- M. Fairservice asked for a status update on the blue bins, being advised that Mr. Keane began sending over pictures to the MCWA so that they can begin citing for the dumping. Mr. Weimer stated that the initial placement of items at the fence where it is posted "No Dumping" were from the gentleman that collects from the Monroe County Waste Authority moving items that are left in between the bins. M. Fairservice stated that it only takes one person to dump there and start the ball rolling; maybe we should evaluate the number of people utilizing the bins, as it is probably a small amount. Ms. Kelly stated that we have invested money in cameras and lighting, so we should try to give it a shot before deciding to remove them, asking where the funds go when people are cited, does it get split with the Township and MCWA. Mr. Keane stated that he just started working with them and does not have that information at this time.

2. Approval of minutes / notes : May 3, 2016 Regular Meeting Minutes

Mr. Lamantia made a motion, seconded by Ms. Ruiz-Smith to approve the minutes of the May 3, 2016 meeting as presented.

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

3. Monthly Reports

- **Pocono Mountain Regional Police Department**- read by Mr. D. Pope,
- **Pocono Mountain Regional EMS**- read by Ms. Doremus. Ms. Doremus stated that the annual subscriptions went out, and that they are \$75.00 which will cover the amount of EMS transportation that your medical insurance does not cover which is a great benefit. Mr. Weimer asked if Ms. Doremus has seen a decrease in calls to Arrowhead Lakes being told no, it seems like it has been the same.
- **Coolbaugh Township VFD**- read by Chief Ambrogio. Mr. Ambrogio expressed his concerns that there are Motor Vehicle Accident calls that Coolbaugh Twp. VFC are not being dispatched to, or that they are being cancelled by either PMRPD or County 911, stating that some of the call have been rollovers with the potential for hazmat concerns. Ms. Ruiz-Smith asked if those that are making the call to cancel are trained to be able to do so, with Mr. Ambrogio stating that he is unsure of their level of training and Mr. Weimer stating they are not trained to the level to make those decisions. Mr. Ambrogio stated that the protocol for calls has been that Coolbaugh is at least notified of calls that are in their jurisdiction when others are responding, but stated that has not been happening lately and would like Board to address this issue with County as they are the ones that are required to make that contact when there are any issues.
- **Gouldsboro VFD**-read by Mr. Weimer
- **Pocono Summit VFD**-read by Mr. Rich, advising the Board that there was an issue with printing the reports and that is why they are not included in the packet, but that he has a copy for the records. Ms. Ruiz-Smith asked if

Pocono Summit has received any calls relating to an 18 wheeler that is unable to get out of the Pocono Summit Lake Estates community that has taken down wires, being advised no that Mr. Rich is familiar with.

- **Thornhurst Fire & Rescue Ambulance**- read by Mr. Weimer
- **Tobyhanna Township VFD**- read by Mr. Weimer (Mr. Counterman had to excuse himself from the meeting due to prior commitments and the late start time).

4. Authorization to appoint an Assistant Secretary

Mr. Weimer made a motion second by Mr. Lamantia to appoint Ms. Ruiz-Smith as the Assistant Secretary, an unpaid position.

- **Discussion:** Mr. Hanna suggested that the purpose for this motion should include documents pertaining to the library transaction, Agenda Item #5.

Amended Motion: Mr. Weimer made a motion second by Mr. Lamantia to appoint Ms. Ruiz-Smith as the Assistant Secretary, an unpaid position for the purpose of signing documents pertaining to the Pocono Mountain Public Library.

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

5. Ordinance #125-2016: Authorizing Issuance of a General Obligation Note in the amount of \$923,500.00 in conjunction with the Pocono Mountain Public Library

(Mr. Weimer read a statement from Ms. Kelly which stated that Ms. Kelly would be abstaining from the vote and discussion on Ordinance #125-2016 re: Pocono Mountain Public Library due to her employment at the Library.)

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve Ordinance #125-2016: Authorizing Issuance of a General Obligation Note in the amount of \$923,500.00 in conjunction with the Pocono Mountain Public Library.

- **Discussion:** Mr. Weimer stated that the Board has been working to come to a resolution for a year in order to help out the library as it sits on our property and we cannot just let it go back to the bank and still be paying on it with tax dollars. This was the only sensible way to take care of this. Mr. Weimer stated that Loan A is paid for from the tax millage and this will take care of Loan B which was incurred due to the construction issues during the building phase. Mr. Weimer stated that none of the Supervisors were willing to raise taxes for this payment. This note will still need to be repaid by the library into our rainy day fund. Ms. Ruiz-Smith stated that this is a tough situation and fundraising is difficult so she suggested to the Library Board that the need to be creative in order to raise funds needed to pay the money back. Mr. Hanna noted that the appointment of the Assistant Secretary for the purpose of Agenda Item #5, where required to have Secretary signature in the documents will now have the Assistant Secretary, Ms. Ruiz-Smith. A lady in the audience stated we are authorizing a note on our balance sheet as liability for how many years out of the rainy day fund, being advised by Mr. Weimer it is seven years. Mr. Weimer stated that we loaned the library \$191,000.00 last year to buy us time to make the right decision when it came to funding the remaining balance. Some of the money came from a current General Obligation Bond that will be paid off in three years which is when the new loan payment will begin to be due, so essentially the money being used to pay the current G.O. Bond will continue to be paid after the first bond is paid off, but instead will be credited toward the \$923,500.00 loan. M. Fairservice stated that there are three years left to pay off the \$865,000.00, then we are paying an additional \$923,500.00 on top of that, and the Coolbaugh Township taxpayers are paying for it. What about Mount Pocono that has representation on the Library Board, being advised by Mr. Weimer that their pockets are only so deep. Mr. Gibbons, financial adviser for the Library Loan explained that the payments are interest only for the first couple years so that they will coincide with the end of the first loan and transition into the payment of the second loan. Mr. Weimer stated that the breakdown of the second loan is as follows: Principal only payment in the amount of One thousand dollars (\$1000.00) for the first two years (2017 & 2018), Seventeen thousand dollars (\$17,000.00) paid in 2019, two hundred eight thousand, three hundred eighty dollars (\$280,380.00) in 2020, two hundred eighty four thousand, eight hundred due in 2021, two hundred eighty six thousand, eight hundred due in 2022, and the remaining balance of fifty two thousand, five hundred twenty (52,520.00) due in 2023. Mr. Gibbons stated that the interest rate is 1.58% for payments from 2017-2021 and then variable with a cap of 2.50% for the remaining two payments. H. Smith stated we keep hearing Coolbaugh, what about Mount Pocono what are they doing. Ms. Ruiz-Smith stated that we can only account for ourselves; we cannot twist their arms to do something that they don't want to do. H. Smith stated that if Mount Pocono has one person as representation on the board that is more than enough. Mr. Weimer stated that he wished we could get some help from Mt. Pocono, but that is not going to happen. Mr. Weimer thanked everyone for their effort and thanked Mr. Gibbons for his assistance in the process.
- **Vote:** 3-0-1, motion passes. (Ms. Kelly abstained due to her employment with the library)

6. Red Barn Status Update

Mr. Weimer made a motion second by Ms. Kelly to authorize Millenia Home Improvements Inc. to complete the roof choosing Roofing Option #2 which includes: removing existing shingles, replace approximately 200 linear feet of 1" x 6" planks, install ice and water shield, install tar paper, install drip edge, install limited lifetime manufacture material warranty architectural shingles, and full cleanup for a price not to exceed \$5000.00, also authorizing Bill Beehler to complete the work to include sealing up building doors, siding, shutters and some stud and plate work with materials to be provided by the Township and paying Mr. Beehler time at \$200.00 per day not to exceed 10 days or \$2000.00.

- **Discussion:** Mr. Lamantia stated that he understands why this needs to be done in accordance with the deed to the building, but we did not budget for this in the annual budget for this year or last year, and believes we should budget for it and take care of it next year. Ms. Ruiz-Smith stated that she agrees with Mr. Lamantia, but doesn't think the Board should take the chance of a bad winter and ending up needing to spend more money for any new issues that arise due to the waiting and the weather. Mr. Weimer asked Mr. Hanna what the timeframe is of turning this building back over to the heirs once the repairs have been made, being advised that an estimate would be approximately 60-90 days. L. Butler asked if there are deed restrictions on the property and that is why this is taking place, being advised yes we were supposed to keep the building in decent condition, and we didn't do that. M. Fairservice stated that this is not the only building in Coolbaugh that has deed restrictions, advising that the ambulance building also has them.
- **Vote:** 3-1-0, motion passes. (Mr. Lamantia opposed)

7. Belgravia Dangerous Structure

*Ms. Kelly made a motion second by Mr. Weimer to order that the building located at 1418 Belgravia Drive be demolished by the Township under Section 204. 2., subsequent to May 25, 2016, provided that no Party responds to, enters an appearance in or inquires of the Township on this matter as of that date; and, that the cost of demolition together with a 10% penalty be collected in the manner provided by current law and the following background: **Section 203.2.A.** states: *If the dangerous building can reasonably be repaired so that it will no longer exist in violation of the terms of this Section, it shall be ordered to be repaired. **Section 203.2.D.** states: *If a dangerous building is 50% or more damaged or decayed, or deteriorated from its original condition; if a dangerous building cannot be repaired so that it will no longer exist in violation of the terms of this Section, or if a dangerous building is a fire hazard existing or erected in violation of the terms of this Part or any Ordinance of the Township or statute of the Commonwealth of Pennsylvania, it shall be ordered to be demolished; provided, the cost of repairs to rectify or remove the conditions constituting the nuisance exceed 50% of the market value of the building at the time demolition is proposed.***

- **Discussion:** Ms. Kelly stated that Township Engineer, Russell Kresge was out to the site with Township Zoning Officer, Joe Brady to evaluate and take pictures of the structure in its current state and provided a review letter stating that it is recommended that you declare this building a Dangerous Building and proceed with the issuance of official notice in accordance with §203.3, with remedial action which may include demolition of the building and removal of debris from the site. Ms. Kelly stated that there is no way to secure the site safely. B. Sandford stated that if you see fit to pass this Agenda Item this evening, when will you be scheduled to go out and do the demolition, being advised that it looks like May 26, 2016, which is right before the holiday so it will be dependent on how many guys are available from DPW to do the work.
- **Vote:** All in favor, motion passes.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize Panther Waste to provide the dumpsters for the demolition of 1418 Belgravia Drive at \$645.00 per container holding up to four tons of debris with additional tonnage at \$80.00 per ton after the first four tons, at a cost not to exceed \$20,000.00.

- **Discussion:** Mr. Weimer stated that Panther Waste was the only company that would provide trucks to continuously haul the dumpsters in and out as the project is being completed so that there is no waiting for more dumpsters to arrive.
- **Vote:** All in favor, motion passes.

8. Awarding of the 2016 Paving Contract

Mr. Weimer stated that he, Russ Kresge and Erin Masker were present for the opening of the paving bids on May 13, 2016 and proceeded to read off the bid amounts received stated that we received six bids.

Mr. Weimer made a motion second by Ms. Kelly to accept the lowest bid amount received from H & K Group (Locust Ridge) in the total amount of \$483,526.75 which is calculated with the base bid being \$397,642.00 and the additional bid being \$85,884.75 which has verified for accuracy by Township Engineer, Russell Kresge.

- **Discussion:** Mr. Weimer stated that the prices dropped and allowed for Coolbaugh Twp. to pave more roads than expected which is great for us.
- **Vote:** All in favor, motion passes.

9. Resolution #03-2016: Authorization of Township Agent to sign future Tolling Agreements

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize Resolution #03-2016 authorizing Township Controller, Maureen Mills to sign future Tolling Agreements on behalf of the Township regarding and our Waste Water Treatment Plant.

- **Discussion:** None
- **Vote:** 3-0-1. Motion passes. (Mr. Weimer abstained due to his employment with Walmart)

10. Resolution 04-2016: One (1.00) Mill Fire Company Tax Disbursement

Ms. Kelly made a motion seconded by Mr. Weimer to authorize Resolution #04-2016: One (1.00) Mill Fire Company Tax Disbursement.

- **Discussion:** This resolution is for 2016 funds and is usually passed in the beginning of the year and we will take care of this at that point next year. M. Fairservice stated that it needs to include the requirements to receive funding so that it is fair across the board. Mr. Weimer stated that this is for this year's money the previous request was still from last year's fund. Mr. Hanna stated that the Board went back and forth on this and that the wording in the Resolution allows the Board to have the discretion as far as what is considered adequate proof of financials and invoices for the situation as they may all be different depending on the purchase. Ms. Ruiz-Smith said that it is commendable that the fire companies are still drawing off last year's money. Ms. Kelly stated that because the Township is controlling the accounts some companies like to build up enough money to be able to make bigger purchases.
- **Vote:** All in favor, motion passes.

11. Minor Subdivision joining lots 1009 & 1010, Section C, Stillwater lake Estates , Property Owner(s)- Benjamin M. & Sue Ann Hughes

Ms. Kelly made a motion second by Mr. Lamantia to approve the Minor Subdivision joining lots 1009 & 1010, Section C, Stillwater Lake Estates, Property Owner(s)-Benjamin M. & Sue Ann Hughes.

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

12. Parks and Recreation request for approval of Walking Trail around the Multipurpose Field

Mr. Weimer made a motion second by Ms. Kelly to approve the request for the walking trail at a cost not to exceed \$1800.00 with the labor to be provided by DPW.

- **Discussion:** C. Colgan, Chairman from Parks and Rec Commission stated that it was a project that was brought to our attention by the Soccer Association as many parents like to walk around the outer perimeter of the field during the games and thought that this would be a nice addition. Ms. Ruiz-Smith asked where the money would come from for the project, being advised from the Parks and Rec budget.
- **Vote:** All in favor, motion passes.

13. Current obligations

• General Fund	\$ 91,646.63
• Sewer Fund	\$ 3,766.63
• Escrow Fund	\$ 0.00
• Fire tax/Pocono Summit	<u>\$ 30,000.00</u>
Total Disbursements	\$ 125,413.26

Mr. Weimer made a motion second by Mr. Lamantia to pay our current obligations totaling \$125,413.26 as presented.

- **Discussion:** Ms. Kelly requested that the check for Pocono Summit VFC be held until the proper paperwork is received for the payout of tax bill funding. Ms. Ruiz-Smith asked if the check made payable to Gilmore & Associates in the amount of \$5,369.38 for engineering fees associated with the Route 196 Turning Lane project are an LSA expense that will be reimbursed, being advised by Ms. Kelly that she would have to look into the breakdown as some are LSA expenses and others are expenses that we are covering from our contribution.
- **Vote:** All in favor, motion passes.

14. Other Business

- Ms. Ruiz-Smith stated that we do not need to contact the Railroad authority with regard to the issue of the Pocono Summit Railroad crossing arms, but instead we need to contact State Representative David Parker with our concerns and provide him with the contact information for Leslie Richards the Secretary to PennDot which she recently found out is responsible for issues with railroad crossing jurisdiction. Ms. Ruiz-Smith gave the copy of the paperwork with Ms. Richards's information to Ms. Masker and asked that she take care of making contact.
- Mr. Weimer stated that at a previous meeting he was asked about the double stop signs at multiple intersections and that he was able to get a response for the reason, advising that PennDot installed dual stop signs at problem intersections to try to make people more aware and to cover themselves. D. Broxmeier thanked Mr. Weimer for the information.
- Ms. Ruiz-Smith asked Mr. Weimer about the status of the sign in Pocono Summit Lake Estates that is facing the wrong way, being advised by Mr. Weimer that he was out and took pictures of it, and he will be meeting with DPW Assistant Foreman, Kyle Knecht this week about the issue and the best way to fix it.

15. Board of Supervisors Executive Sessions

- **Prior:** Tuesday, May 17, 2016 from 6:00pm-7:18pm Re: Personnel

16. Adjournment

There being no further business, a motion was made by Mr. Lamantia second by Ms. Kelly to adjourn the meeting.

Vote: All in favor, motion passed. Meeting adjourned at 8:44PM.

NEXT REGULAR BOARD MEETING: Tuesday, June 7, 2016 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: _____