

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY, MAY 19, 2014
MINUTES**

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

Ms. Kelly led those present in the Pledge of Allegiance.

Board Members present:

Lynn Kelly, Juan A. Adams, Robert M. Zito, Fred Pope and Bill Weimer.

Staff present:

Doug Hein, Business Manager / Controller and Jerry Hanna, Solicitor.

Announcements:

Ms. Kelly announced the following:

- The public would be given an opportunity to speak on each agenda matter and that public input would be considered at the end of the meeting for other issues.
- The meeting is being recorded to aid in the preparation of the minutes.

1. **Approval of Minutes / Notes**

- April 28, 2014 Special Meeting Minutes
- May 6, 2014 Regular Meeting Minutes
- May 6, 2014 Work Session Notes

The minutes of the Special Meeting held April 28, 2014 were reviewed and considered for approval.

Mr. Adams made a motion, seconded by Mr. Weimer to approve the minutes of April 28, 2014 as presented.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

The minutes of May 6, 2014 were reviewed and considered for approval.

Mr. F. Pope made a motion, seconded by Mr. Adams to approve the minutes of May 6, 2014 as presented.

- **Discussion: None.**
- **Vote: Four in Favor. One Abstained (Mr. Zito). Motion Passed.**

Work Session Notes / Public Hearing Notes

The notes for the work session held on May 6, 2014 were presented for review. It was agreed by consensus that these documents would be published for public viewing on the Township website.

2. 2014 Monthly Reports

- **Coolbaugh Township Volunteer Fire Company:** Chief Kevin Ambrogio gave the report. Calls for the month of April were 30; year to date calls total 88. Ongoing training efforts were discussed. It was also mentioned that the new utility truck would be arriving shortly, and that the truck it was replacing would be listed on the MuniBid auction website for sale.
- **Pocono Mountain Regional Emergency Medical Services:** Mr. F. Pope gave the report. In April there were 184 calls in Coolbaugh Township; year to date calls total 719, which is an increase of 10.4% for the same period last year.
- **Pocono Mountain Regional Police:** Mr. Adams gave the report. He detailed the amount of calls / incidents and stated that in April 2,333.67 hours were used by the Township. In response to a question about investigation hours, Mr. Adams stated in April those hours totaled 916.38.

3. UGI - Proposed 12" Gas Line Application for Road Opening Permit

Ms. Kelly summarized the proposed gas line which would be going down to the new Kalahari Resort property in Tobyhanna Township. This line, as proposed, would pass through several roads in Coolbaugh Township.

Mr. F. Pope made a motion, seconded for discussion by Mr. Adams, to approve the application from UGI for the road opening permit for installation of a proposed 12" gas line, subject to UGI meeting the conditions previously brought forth by Township Engineer Russ Kresge.

- **Discussion:** Ms. Kelly brought up Mr. Kresge's suggestion of hiring a full-time construction supervisor / engineer to oversee this project, at UGI's expense. Mr. Doug Olmstead asked if we would be hiring an outside firm to do this work. Ms. Ruiz-Smith and Mr. Jim Wilson of Pocono Summit Lake Estates commented on the issue. Mr. Harry Smith asked that the Supervisors negotiate a deal with UGI to send natural gas service to A Pocono Country Place. Ms. Michelle Fairservice, Mr. Vincent Massaro and Mr. Tony Lamantia also commented.
- **Vote: All in favor. Motion Passed.**

Mr. Adams made a motion, seconded by Mr. Weimer, to send a letter to UGI to gauge the possibility of running natural gas lines to the State Route 196 corridor, for both commercial and residential use.

- **Discussion: None.**
- **Vote: All in favor. Motion Passed.**

4. Program for Management of Traffic Sign Retroreflectivity

Mr. Weimer made a motion, seconded by Mr. Adams to approve the previously discussed program for Traffic Sign Retroreflectivity, as presented by Township Engineer Russ Kresge.

- **Discussion:** It was stated that the program plan needed to be adopted by June 13th. Once implemented, the visual inspection method would be used, working toward ultimate adoption of the expected life method for the replacement of signage.
- **Vote: All in Favor. Motion Passed.**

5. Hiring of Seasonal Help

Mr. Weimer made a motion, seconded by Mr. Zito to hire William Grady as a seasonal worker for the DPW at a rate of \$9.00 per hours, 28 hours per week, not to exceed 999 hours for the year.

- **Discussion:** Ms. Kelly said that the Supervisors intended to hire one additional seasonal worker. Ms. Fairservice asked if the seasonal workers take drug tests; she was told that they do.
- **Vote: All in favor. Motion Passed.**

6. Coolbaugh Township Park 40th Anniversary Celebration

Ms. Kelly read a letter from the Coolbaugh Township Parks and Recreation Commission requesting funding not to exceed \$2,000.00 for the Park's 40th Anniversary Celebration, to be held on August 23rd (rain date of August 24th).

Mr. Zito made a motion, seconded by Mr. Adams to approve the request of the Township Parks and Recreation Commission requesting funding not to exceed \$2,000.00 for the Park's 40th Anniversary Celebration, to be held on August 23rd (rain date of August 24th).

- **Discussion:** Ms. Clare Colgan of PRC briefly described some of the proposed events. A question was asked by Mr. Larry Gereba.
- **Vote: All in favor. Motion Passed.**

7. Business Manager / Controller's Financial Report

Mr. Hein gave a brief report as of May 14, 2014:

- General Fund revenues – \$3,847,376.00.
- General Fund expenses – \$2,873,149.00

He also stated that \$320,000.00 of the \$800,000.00 borrowed from the "Rainy Day Fund" (in lieu of a Tax Anticipation Note) has been paid back.

8. Current Obligations

Before them, the Supervisors had details of the Township's current obligations totaling \$253,472.88.

Mr. Adams made a motion, seconded by Mr. F. Pope to pay current obligations in the amount of \$253,472.88.

- **Discussion:** Ms. Fairservice questioned check number 2688, payable to Red Diamond Graphics.
- **Vote: All in Favor. Motion Passed.**

9. Other Business

DPW Assistant Foreman:

Mr. Weimer announced that Mr. Kyle Knecht has been appointed DPW Assistant Foreman.

AIC Proposal:

Mr. F. Pope made a motion, seconded by Mr. Adams to approve the proposal from AIC to begin security monitoring for the Township at \$20.00 per month, per location, for a total of three locations.

- **Discussion:** Mr. D. Pope asked why Monroe County did not offer this service any longer. Mr. Weimer offered an explanation.
- **Vote: All in Favor. Motion Passed.**

Zoning Hearing Board

Ms. Kelly announced that the Zoning Hearing Board will hold a continuation hearing on May 28th for the proposed new use for the old Coolbaugh Learning Center building and property. After discussion the following motion was made:

Mr. Zito made a motion, seconded by Mr. Adams to authorize Mr. Hanna to assist Zoning Officer Joe Brady in the ZHB hearing of the Coolbaugh Learning Center property.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

Amplification System for Meeting Room

Mr. Hein read two quotes for a new system, one from Leddy Telecommunications for \$680.00 and the other from Spytronics at \$848.00.

Mr. Zito made a motion, seconded by Mr. Adams to approve the purchase of a 60 watt amplification system for the meeting room from Leddy Telecommunications, at a cost of \$680.00 installed.

- **Discussion: None.**
- **Vote: All in Favor. Motion Passed.**

10. **Public Input**

- **Mr. George Bernardin, President, Timber Trails Community Association:** Read a letter expressing grave concerns about the ongoing process of examining all options in relation to police protection within Coolbaugh Township. He asked that all his questions be reflected in the minutes. In deference to other members of the public whose comments are not printed verbatim, his letter of concerns will be kept on file in the Secretary's office for future reference.
- **Mr. Lamantia:** Expressed displeasure with the Township Zoning officer.
- **Mr. Grab:** Asked that Thornhurst Ambulance be placed on the June 3rd Work Session.
- **Mr. Massaro:** Asked if the Volunteer Fire Company had purchased the foam trailer that could be used in case of a crash/fire.
- **Ms. Bernadette Bruno:** Asked about the procedures in place for getting funding to take down fire blighted properties and urged the Township to look into grants for this purpose.

- **Mr. Gennaro Pica:** Asked about the proposed ATV Park adjacent to the Smoke Ridge property on State Route 423.
- **Mr. Fred Berg:** Felt that not having Thornhurst Ambulance as primary responder in the Thornhurst area is an injustice to the residents in that area.
- **Ms. Fairservice:** Asked if the Township had on file the 990 tax returns from Coolbaugh Township Volunteer Fire Company, as was requested from Thornhurst Ambulance.
- **Mr. Steve Planchock:** Suggested that a GPS unit be put into the CTVFC Chief's vehicle and the EMS ambulances.
- **Mr. Grab:** Said that Thornhurst Ambulance has not given its 90 day notice for change of service as of yet, as discussed at the April 28, 2014 Special Meeting.
- **Ms. Remak:** Asked about the parameters for Executive Sessions.
- **Mr. Bill Lucas – President of Arrowhead Lakes CA:** Thanked the Supervisors for working with Thornhurst Ambulance on trying to resolve the EMS issue.
- **Mr. Dan Broxmeier:** Also thanked the Supervisors for working with Thornhurst Ambulance.
- **Mr. (first name not given) Mancini:** Mentioned that Thornhurst Ambulance has a unit stationed in Arrowhead Lakes.

11. **Board of Supervisors Executive Sessions**

- Ms. Kelly announced that the Board of Supervisors held Executive Sessions:
 - Tuesday, May 6, 2014 @ 6:45pm – Personnel and Legal.
 - Tuesday, May 6, 2014 @ 8:45pm – Personnel
 - Tuesday, May 19, 2014 @ 6:30pm – Personnel
 - None are scheduled subsequent.

12. **Adjournment**

There being no further business, a motion was made by Mr. F. Pope, seconded by Mr. Weimer, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 8:38pm.

NEXT REGULAR BOARD MEETING: June 3, 2014

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

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____

DRAFT