

**Coolbaugh Township  
Board of Supervisors  
May 24, 2011 Minutes  
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Mrs. Frutchey compiled the following minutes from a 95 page transcript prepared by Evilys Brathwaite of Panko Reporting.

The Coolbaugh Township Board of Supervisors May 24, 2011 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

**Call To Order**

Chairman O'Boyle called the meeting to order at approximately 7:00 p.m. and lead those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Mr. Joseph O'Boyle, Ms. Lynn Kelly, Mr. Robert B. Hutchins and Mr. Robert M. Zito. Also present were, Township Solicitor Jerry F. Hanna and Business Manager /Controller Douglas Hein. Mr. James H. Frutchey, Jr. and Linda Frutchey were absent from the meeting.

**Statement on the Agenda:** Mr. O'Boyle announced that the Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting.

**Confirmation of rescheduled dates to hold Board of Supervisors Regular Meeting and Work Session**

Ms. Kelly moved to confirm the advertisement of changing our meeting dates from May 16<sup>th</sup> and May 24<sup>th</sup> for the work session to the regular meeting tonight, May 24<sup>th</sup> and the work session on May 31<sup>st</sup> as previously advertised. Seconded by Mr. Hutchins. Discussion - None. The motion carried 4-0.

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Mr. Hutchins moved to approve the minutes and dispense with the reading with two minor spelling corrections, which are: Page 2, Paragraph 4, replace "blind sighted" with "blind sided" and on page 4, paragraph 2 - replace none action with "non action". Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

**2011 Monthly Reports**

**Coolbaugh Township Volunteer Fire Company**

Mr. O'Boyle said Jim usually takes care of this if a representative is not present from the fire company, so since he is not here, we'll move on to PMREMS.

**Pocono Mountain Regional Emergency Medical Services**

Ms. Kelly presented the April 2011 PMREMS Report as follows: Total response for our service area for the month is 332 calls. The year to date for 2011 is 1,427 calls, with Coolbaugh Township being 175 calls for the month and year to date at 607. Coolbaugh Township is running 50% higher calls for the entire PMREMS.

Ms. Kelly said PMREMS is currently behind in their fuel bill payments and presented a letter from Director Scott Freeden outlining a plan to satisfy the outstanding balance.

**Pocono Mountain Regional Police**

Mr. Hutchins presented the April 2011 PMRPD Monthly Report as follows: 1122 complaints, 61 accidents, 129 criminal arrests, 305 traffic arrests, 347 traffic warnings and 15 ordinance arrests for a total of 1122 calls. There is a total of 3279 calls to date within the area covered by the regional police, which includes the Borough of Mount Pocono, the Townships of Tobyhanna, Tunkhannock and Coolbaugh. Mr. Hutchins said year to date Coolbaugh Township is over 176 hours, Tobyhanna Township is 233 under, Mount Pocono Borough is over 325 and Tunkhannock Township is under 266.

**Minor Subdivision to join lots 15 & 16, Block 1, Mushroom Farms - Property Owner - Anna Mucksavage**

Mr. Zito moved to approve the Mucksavage Minor Subdivision. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

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**Minor Subdivision to join lots 131 & 132, Section K, A Pocono Country Place -  
Property Owners - Jose and Evelyn Cheverez**

Mr. Hutchins moved to approve the Cheverez Minor Subdivision. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

**Request for time extension - Arcadia North Industrial Park, South Phase, Section  
1, Lot 2**

Mr. Hutchins moved to grant the time extension for Arcadia North Industrial Park, South Phase, Section 1, Lot 2 to September 21, 2011 based on the recommendation of the Planning Commission. Seconded by Ms. Kelly. Public input was heard from David Pope and Harry Smith. The motion carried 4-0.

**Pocono Mountain Arts Council request for a waiver of the fees for the use of the  
Park Pavilion to hold a "Kids Art Fusion" event**

Ms. Kelly moved to waive the fee for the park pavilion for the nonprofit event as done in the past. Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

**Elizabeth Hubbard's letter to serve on the Township Environmental Advisory  
Council (EAC)**

Mr. Hutchins moved to appoint Elizabeth Hubbard to the EAC. Mr. Zito seconded the motion saying the term will end on 12/31/2014. Discussion - Mr. Zito said it's very heartwarming having a young person who wants to get involved, so my congratulations and my commendations to Ms. Hubbard. Ms. Kelly said the EAC members are thrilled as they met her at their last meeting. The motion carried 4-0.

**Office of Monroe County Registration/ Elections re: Coolbaugh 2 Polling Place  
location**

Discussion ensued over the letter from Sara May-Silfee, Director of the Monroe County Registration/ Elections requesting the township be responsible for the following: ample parking, plenty of lighting, mowing of the field, and safe traffic flow. The county will

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provide extra assistance with constables to keep the traffic flow moving and make sure every safety precautionary measure is taken. A lengthy discussion followed about the need to have all the polling places in Coolbaugh Township looked into.

Mr. Hutchins made a motion to send a strong letter to the Voter/Registration stating, Coolbaugh Township has urged you to consider all of the polling places and the hardships that are put on all of the residents. Discussion followed about the letter including the word "redistricting". Mr. Hutchins said he would amend his motion to include the word "redistricting" and add the words "not having residents drive by one polling place to get to another". Seconded by Ms. Kelly. Discussion - Mr. Zito asked that the letter include that we want this process done by December 31<sup>st</sup> so we're prepared for the primary election of 2012 and he suggested inviting Ms. May-Silfee to a work session where we could express our concerns in more detail. Public Input was heard from David Pope and Eileen Mercado. The motion carried 4-0.

Ms. Kelly made a motion to assist the voter registration office with the elections in November to help accommodate Housing Poll 2 and 3 at the firehouse on Laurel Drive and that we provide additional lighting and mowing of the field to allow for additional parking. Mr. O'Boyle seconded the motion. The motion carried 3-0-1 (Mr. Hutchins voted against it based on the tone of the letter).

**Local Share Account Grant (LSA) - Notice of Award - \$60,000.00**

Mr. Hein gave the following facts: the notice of the award is \$65,000.00 and was for major improvements at the location of Hemlock and 611, we received an engineer's estimate of \$80,906.00 to do everything, if we decide to go forward with the grant, a revised budget needs to be submitted. A lengthy discussion followed about what the project consisted of and what the actual cost would be. Public Input was heard from Michelle Fairservice and Harry Smith.

Mr. O'Boyle made a motion to accept the \$65,000 LSA grant to be used toward the improvement of Hemlock Drive and Route 611 at the airport end. Seconded by Mr. Zito. The motion carried 4-0.

**Trash Collection Bid Proposal - two year contract**

The Bid for a two year contract for the collection of #1 trash pick-up at various locations in the Township and #2 for the delivery and pick-up of roll-off containers for

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the collection of scrap metal, white goods, bulky waste and tires was advertised in the *Pocono Record* on April 13 and April 17, 2011 with a Bid Opening on May 10, 2011.

The following Bids were received: J.P. Mascaro & Sons, Christian Waste, Waste Management, CCI Waste & Recycling and Panther Waste Systems.

Mr. Hein recommended Bid #1 - Trash Pickup at various locations be awarded to Christian Container and Bid #2- Roll-off Containers for Township Drop-off Site #2 be awarded to CCI Recycling for the period of June 18, 2011 to June 13, 2013.

Mr. Hutchins made a motion to approve Doug's memo dated May 11, as submitted in regards to waste hauling, which is Christian Container for Bid 1 and CCI Recycling for Bid 2, for the period of June 18, 2011 to June 17, 2013. Seconded by Ms. Kelly. Discussion followed about JP Mascaro being the lowest if the Supervisors only wanted to go with one company for both bids. Mr. Hutchins said he will rescind his motion for Bid 2, Bid 1 to stand and table Bid 2 until the next meeting. Ms. Kelly seconded the revised motion. Discussion - Public input was heard from Fred Pope and Eileen Mercado. The motion carried 4-0.

Mr. Hutchins moved to table the award of Bid #2 until the next meeting. Seconded by Mr. Zito who asked Mr. Hein to give the Supervisors a volume analysis on each category. Discussion - none. The motion carried 4-0.

**Township Financial Report**

Mr. Hein gave a breakdown of all funds explained the report that included the final Trial Balance and final Budget Trial Balance ending April 30, 2011. Discussion followed about the amount of \$700,000 to repay the Tax Anticipation Note.

**Current Obligations**

General Fund	\$393,806.89
Sewer Fund	\$ 13,361.13
Total Disbursements	<u>\$407,168.02</u>

Mr. Zito made a motion to pay the Current Obligations. Seconded by Mr. Hutchins. Discussion - public input was heard from Harry Smith, Dave Pope and Michelle Fairservice. The motion carried 4-0.

**Township Life Insurance Benefit**

Mr. Hein said this is to change the agreement that is in place with the insurance company to maintain the level at \$50,000.00 and not have it reduced when an employee reaches certain milestone ages for an increase in the premium will be \$525.22 which includes the supervisors.

Mr. Hutchins made a motion to approve the increase in the premium for the Coolbaugh Township Group Life Insurance Plan. Seconded by Mr. Zito. Discussion followed. The motion carried 4-0.

**Other Business**

**Laymor Broom**

Mr. O'Boyle gave the following update on the Laymor Broom: it is a self-propelled or towed behind a truck broom used for cleaning roads after shoulder cutting, it has been repaired by the DPW crew using a combination of used and new parts, totaling \$316.47 which does not include an estimate for the labor.

**Street Broom**

Mr. O'Boyle gave the following update on the Street Broom: it's a truck-mounted combination broom/ vactor cleaning unit used to sweep our roads after winter and to clean inlet boxes for drainage. It has been torn down by DPW employees, the parts costing \$6,400 have been ordered. He said this does not include an estimate for the labor.

**Liz Claiborne former baseball field**

Mr. O'Boyle said the Township will not be using the former Liz Claiborne baseball field as Brown & Brown Insurance Company was contacted for insurance and we were told they will not cover the usage of the field even if the players sign waivers. Discussion followed about it not being township-owned property. Further discussion followed about the Township entering into a legal lease agreement with the details spelled out such as cutting grass, providing a job johnny at a dollar a year. It was the consensus of the Supervisors that our insurance carrier should be contacted for another opinion based on these details.

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**Summer help**

Mr. O'Boyle said Doug Hein and Steve Weber recommended hiring Michael Fairservice for the part-time summer help, at the rate of \$7.75 per hour with a maximum of 999 hours for the season.

Mr. O'Boyle made a motion to that effect. Ms. Kelly seconded the motion. Discussion - none. The motion carried 3-0-1 (Mr. Hutchins abstained).

**Pocono Women's Softball League**

Mr. O'Boyle read a letter from Crystal Houton, Pocono Women's softball League requesting to use the softball field on Tuesday and Wednesday evenings from June 1, 2011 to August 25, 2011 to be used by the Pocono Women's Softball League. Discussion followed about sending the request to the Parks and Recreation Commission because of the very tight schedule the Tobyhanna Athletic Association has with the Little League. Ms. Kelly said she will take the request to the meeting.

Mr. Hutchins made a motion that from here on out, all requests for the use of fields be forwarded to the Parks and Recreation Commission prior to it coming to us. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

**Lowe's Stormwater Management / Land Development Plan**

Solicitor Hanna said he received a call from Attorney Michael Gavin who explained that the recorder of deeds would not record the Lowe's Stormwater Management Land Development plan because the date of January 18, 2011 was over 90 days. Solicitor Hanna explained that we need to ratify the Lowe's Stormwater Management / Land Development Plan as this will give a new date to record the plan.

Mr. Zito said on the advise of Solicitor Hanna, so moved. Mr. Hutchins seconded the motion. Discussion - Solicitor Hanna said, "I'm sure Mr. Gavin thanks you". The motion carried 4-0.

Further discussion ensued over the installation of the easement for a fire hydrant in the community while the were doing their work in that area. Mr. Hein said he would check with Russ in the morning.

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Mr. Hutchins mentioned that at our recent road inspection we discussed the snowplowing of the Industrial Park. Discussion followed about the majority of Industrial Park Road being in the Township and the section off of 940 being in Mount Pocono Borough, our trucks plow the intersection if it isn't done by the borough's crew. Further discussion followed about the intersection being greatly improved with widened lanes. It was the consensus of the Supervisors to send a letter Mount Pocono Borough advising them that the township will not be plowing the intersection.

**Pocono Mountain Public Library - Addendum to Land Lease Agreement**

It was the consensus of the Supervisors how we will pay \$86,666.67 to the Library needs to be discussed at a future work session.

**Flood Related Problem**

Mr. Zito asked if the DPW crew could go back and check the site at 2606 and 2607 Sussex Road in Pocono Farms East where our crew cut the shoulders a few weeks ago. Mrs. Ricardi is concerned of pipes leaking.

Mr. Zito asked if the DPW crew could look at Romeo Road and Falstaff Drive as there is a large inlet and outlet that may be clogged and it's causing flooding.

**"Don't Block Intersection" Signs**

Mr. Zito said, "Don't Block Intersection" signs may have been knocked down by a snowplow or someone clipping them at the Echo Lake Road stoplight and on Park Drag. Discussion followed about seeing whether it's PennDOT or the Township responsibility to replace them.

**Request from Wright Township - training on their new beast**

Mr. Hutchins said Mr. Frutchey called him today and asked that the Supervisors give their approval to send two of the DPW employees with him to go to Wright Township to help their give their crew tips on how to use their brand new beast. It was the consensus of the Supervisors that it was okay as long as the road foreman didn't have a problem.



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**Senator Blake's Breakfast**

Mr. Hein was given the okay to attend Senator Blake's breakfast for township officials on June 3, 2011 in Peckville with the condition that the office is properly staffed.

**Ford Escape**

Discussion ensued over when the delivery of the Ford Escape. Mr. Hein said it should be here by the middle of June.

**Tobyhanna Depot Planning Meeting for their anniversary celebration**

Mr. Hein was given the okay to attend the above referenced meeting on Wednesday, May 25, 2011 with the condition that the office is properly staffed.

**Burned out property at 5238 Lynnwood Terrace - A Pocono Country Place**

Mr. Hein said the above referenced property was burned down several years ago, we have a fire escrow check, a registered letter was sent recently, it was returned. Our Zoning Officer has been in contact with the owner's daughter who said the home would be torn down, but nothing has been done. Pocono Country Place Association is looking for action to be taken. Discussion followed about whether the escrow money should be used to go out to bid and have the structure torn down. It was the consensus of the Supervisors to have Solicitor Hanna review all the documents and then discuss the matter at a work session.

**Announcements:**

Mr. O'Boyle made the following announcements: the Board of Supervisors and Planning Commission would hold a Joint Work Session on Thursday, May 26<sup>th</sup>, 2011 at 6:30 p.m.

The Township offices will be closed on Monday for Memorial Day.

The Board of Supervisors will hold a Work Session on May 31, 2011 at 6:00 p.m.

**Public Input**

**Harry Smith** asked if flags were going to be put up in town. Discussion followed about not being able to get it done before Memorial Day and planning for future

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events. **Mr. Smith** asked if the township looked into getting more money from the other municipalities for the operation of the recycling center. Discussion followed.

**Dave Pope** - asked if the potholes on Laurel Drive where it meets 611 could be filled. Mr. O'Boyle said it's on the schedule. **Mr. Pope** asked about the fire hydrant at Lowes. Discussion followed.

**Michelle Fairservice** - suggested that the teams wanting to play on the Liz Claiborne field should negotiate the terms. Discussion followed.

**Board of Supervisors Executive Sessions**

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, May 3, 2011 at 9:21 p.m. for Personnel and one was held this evening at 6:30 p.m. for Personnel.

**Adjournment**

With no further business before the Board, Mr. Hutchins moved to adjourn the meeting. Seconded by Mr. Zito . Discussion - none. The motion carried 4-0 The meeting adjourned at approximately 8:48 p.m.

Respectfully submitted:

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Linda Frutchey  
Township Secretary

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Joseph O'Boyle  
Board Chairman