

**Coolbaugh Township
Board of Supervisors
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The Coolbaugh Township Board of Supervisors May 3, 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.

At the request of Mr. O'Boyle, Phyllis Williams 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. James H. Frutchey, Jr., Mr. Robert B. Hutchins and Mr. Robert M. Zito. Also present were Township Secretary Linda Frutchey, Township Solicitor Jerry F. Hanna and Business Manager /Controller Douglas Hein.

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.

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Ms. Kelly moved to approve the minutes of April 19, 2011 as presented and dispense with the reading. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-1 (Mr. Zito abstained due to not being present at the meeting).

2010 Financial Statements and Auditors' Reports for Coolbaugh Township

CPA Todd Bushta Partner of Gneiding, DeSanctis, Blizzard & Company, LLP was present on behalf of the "draft" Financial Statements and Auditors' Reports for Coolbaugh Township for the year ending December 31, 2010. Mr. Bushta explained that the documents are marked draft as he is waiting on answers relating to the pension fund that need to be clarified. Mr. Bushta offered to meet with the Supervisors separately to discuss the audit

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if they so desired. It was the consensus of the Supervisors that they would take the reports to review in more detail and contact him if necessary.

Township Municipal Park Field Lighting Project

Micky Denig and Erin Masker members of the Parks and Recreation Commission and the Tobyhanna Athletic Association were present on behalf of the above referenced matter.

Discussion ensued about the cost of the equipment being approximately \$150,000-\$160,000, is manufactured by Musco Lighting, a current member of COSTARS and will not require bidding. The project will require the installation of a power distribution at a cost of about \$40,000.00. A decision would have to be made as to whether to bid the excavation work or have local volunteers do the work. Mr. Denig said he is working on grants through the Major League Baseball Tomorrow Fund for approximately \$80,000.00, Penn Security for approximately \$25,000.00 and both grants will require a letter of commitment of funds from Coolbaugh Township.

Mr. Hutchins said, I feel like I've been blind sided because this funding is to be for the recreation building and now we're lighting the field. He asked Mr. Zito for his thoughts on the matter. Mr. Zito responded, "I'm very disappointed about not getting the recreation building", and went on to explain that the building was not feasible. Discussion ensued about the cost of the project. Ms. Kelly gave the timeline on the project.

Mr. Hutchins asked for clarification of the anticipated cost for the larger field to include materials and installation and asked how many children were expected to play on the fields this season. Mr. Denig said, "180 children will be playing on the fields from May through September."

Mr. Hutchins made a motion to (1) redirect the balance of funding available for Municipal Park Improvements listed in the Capital Projects Fund towards the lighting of the field through completion and (2) that those funds be dedicated towards in-kind monies to be put in the Grant for the secondary lighting of the fields, if available and (3) that all discussion about a recreation building or pavilions become null and void. Seconded by Mr. Zito. Discussion - Mr. Hein said the balance in the Capital Projects Funds is \$171,856.99. Mr. Hutchins said, "insert this amount in the motion". Public input was heard from Michelle Fairservice, Fred Berg and Harry Smith. The motion carried 5-0.

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Minor Subdivision to join lots 116 & 123, Section F, A Pocono Country Place (APCP) - Property Owner - Richard Rigo

Mr. Frutchey moved to approve the joining of lots 116 & 123, Section F, A Pocono Country Place for property owner Richard Rigo. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Request for Mulch

Mr. O'Boyle summarized the letter from St. Ann's Church requesting additional mulch for their grounds and the letter from A Pocono Country Place Property Owners Association, Inc. (APCP) requesting 80 to 100 yards of mulch.

Mr. Hutchins said, after reading the letters, he had second thought on the motion he made at the November 16, 2010 meeting and he read the motion, "to approve Property Owners Associations and churches picking up mulch or topsoil or delivering bulky items as often as they see the need, with the condition that a written request is sent to the Board of Supervisors". Mr. Hutchins said, "number 1 is we don't have enough mulch and number 2 if we do for one we'll have to do for all."

Mr. Hutchins said "due to the limited supply of mulch" I will make a motion to: 1) rescind the November 16, 2010 motion and go back to the 4 yards of mulch for residential use only and 2) there will be no more donations of the mulch to POA's and churches. Seconded by Mr. O'Boyle. A lengthy discussion followed. Public input was heard from Michelle Fairservice, Harry Smith and Vincent Massaro.

Mr. Hutchins amended the motion to say that the mulch is for residents only, who are allowed 4 punches with the swipe card, individual use and the fee schedule applies. Seconded by Mr. O'Boyle. Discussion followed about members from the POA's or churches could donate their 4 punches. Mr. Hutchins was asked to repeat the motion making it clear as to what is to be done.

Mr. Hutchins made a motion to (1) rescind the motion made at the November 16, 2010 meeting that was made by me and seconded by Ms. Kelly; (2) this motion is basically going back to what has been done in the past which is that the mulch is for residential use only, with the punch card system as well as the fee scheduling applying; (3) it is not for POA's or non-profit organizations, there will be no more donations any more for non profit organizations. (4) If their members want to donate their 4 punches IS not part of this motion. Discussion followed. The motion carried 4-0-1 (Mr. Zito opposed respectfully).

Commercial Entities

Mr. Frutchey made a motion that commercial entities are not allowed to buy mulch due to the small amount of mulch we have at the site. Seconded by Mr. Zito. Discussion followed. The motion carried 4-1-0 (Ms. Kelly opposed).

Request for permission to set up a bounce house at the Municipal Park for a children's party

Mr. O'Boyle summarized the letter from Regina Warner. Discussion ensued about this being a non action item. The individual renting the pavilion assumes all liability for setting up the bounce house.

Request for a waiver of the fees for the use of the Park Pavilion to hold a "Kids Art Fusion" event

Liz Pemberton was present to represent the above referenced matter. Discussion ensued. Ms. Pemberton was directed to have the Pocono Mountain Arts Council send the request for a waiver of the fees and to provide a certificate of insurance since they are a non profit organization.

Township "Draft" Fee Resolution #06-2011

Mr. Hutchins moved to table the matter. Seconded by Ms. Kelly. Discussion - Mrs. Frutchey was directed to schedule it on the next work session. The motion carried 5-0.

Township Financial Report

Before the Supervisors was a Report with the final Trial Balance and final Budget Trial Balance (P & L Statement) for funds as of March 31, 2011. Along with the report was a listing of time available for all employees as of April 19, 2011 prepared by Business Manager/Controller Doug Hein. Discussion - Mr. Zito asked if the goal of \$500,000.00 would be in the Rainy Day Fund by the end of the year. Mr. Hein said he did not think that this goal could be reached. Discussion followed about the possibility of reaching \$350,000.00 by the end of the year.

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Solicitor Hanna was directed to send a letter to Muschlitz Excavating to complete the work on the detention basin to the plan requirements at SR 196 near the Sterling Road & Kings Way traffic signal.

Mr. Hein was directed to call the dealership to see why there is a delay in getting the new vehicle for the Zoning Office.

Current Obligations

General Fund	\$231,816.52
Escrow Account Fund	\$ 3,579.73
Liquid Fuels	\$ 1,700.54
Sewer Fund	\$ 9,021.10
Total Disbursements	<u>\$246,117.89</u>

Mr. Frutchey made a motion to approve paying the Current Obligations in the amount of \$246,117.89. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Other Business

Pocono Mountain Ecumenical Hunger Ministry (Food Pantry)

Mr. O'Boyle summarized the May 3, 2011 letter from Michael Stern, President of the Food Pantry requesting help to have the pantry doors vented to increase the air flow in the room due to the temperature being high and the room very hot since they replaced the refrigerators and the food pantry will assume all costs. Discussion followed about this being a code issue. It was the consensus of the Supervisors to direct Mr. Stern to contact our Township Engineer to discuss the matter and confirm that the food pantry will assume all costs.

Board of Supervisors and Planning Commission Joint Work Session to discuss the draft Zoning Ordinance

It was the consensus of the Supervisors to advertise the Joint Work Session with the Planning Commission for May 26, 2011 at 6:30 p.m.

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Cash Register / Recycling / Drop Off Center

Mr. Hein was directed to show the DPW employees how to operate the cash register. Discussion followed about the DPW employees being at a seminar on Thursday and there may not be enough time to do the training. Mr. Hein was directed to make the decision as to whether to use the cash register this week-end or wait until the site opens on the first week-end in June.

Traffic Count - Monroe County Planning Commission (MCPC)

It was the consensus of the Supervisors to send a letter to MCPC requesting a traffic count study be performed on SR 196.

Pocono Summit Volunteer Fire Company (PSVFC) annual parade - June 25, 2011

Mr. O'Boyle summarized the letter from PSVFC requesting assistance from Coolbaugh Township to contact PennDOT for the required permit to hold their annual parade scheduled for Saturday, June 25, 2011. Mr. O'Boyle said copies of insurance certificates were in the letter listing Coolbaugh Township, Tobyhanna Township and PennDOT as certificate holders.

Mr. Frutchey made a motion to send the standard letter to PennDOT giving the details of the parade. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Authorization to advertise the sale of the 2001 Sterling Single Axle Dump Truck

Mr. Hutchins moved to authorize the sale of the 2001 Sterling Single Axle Dump Truck, plow and spreader be put on municibid. com. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

Mr. Hutchins moved to authorize the advertisement of the Sale of the 2001 Sterling Single Axle Dump Truck. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

Street Cleaning - Elgin Mobile Street Cleaner

Mr. O'Boyle asked for opinions as to whether we should send out an RFP for street sweeping . Discussion ensued over whether the Elgin Sweeper should be repaired, replaced or look into contracting street sweeping. Discussion followed about a signed purchase order being in the read room to have the repairs to the equipment. Public input - **Michelle Fairservice** asked if the DPW employees were asked to repair the equipment. Discussion followed about looking into whether the employees could do the repairs, if not to send the equipment out for the repairs, also decide whether we should replace the Laymor Sweeper, look into getting a piece of equipment to use on a trial basis and then do a lease purchase.

Riccardi - Water problem - Pocono Farms East

Mr. Zito brought up the Riccardi residence on Warwick Circle in Pocono Farms East experiencing crawl space flooding at their home and said the homeowner blames piping near her home as the problem. Mr. Hein said he and the road foreman were over to the site today as the plans are to cut the shoulders at the location and clean the ditches within the next day or so.

Litter at the Cayuga Drive / Entrance to Pocono Farms

Discussion ensued over the annual Pocono Farms Spring Community cleanup as in the past volunteers clean up the roads in front of their homes and bring the debris to Cayuga Drive. Mr. O'Boyle explained, "what started out as good intentions turned into a huge pile that got out of control as the public were dropping off furniture, appliances, etc." Mr. O'Boyle said "crews from PennDOT with the assistance of Coolbaugh Township's DPW employees will start removing the litter tomorrow. Public input was heard from Michelle Fairservice, Phyllis Williams, David Pope, Harry Smith and Fred Berg.

Street Light at Hemlock Drive

Mr. Zito noted that the street light at Hemlock Drive was out. Discussion ensued about the DPW Foreman looking into contacting PPL to have it replaced.

2011 Zoning Vehicle

Mr. Hein was directed to contact the vendor that was awarded the bid for the new zoning vehicle and tell them the order will be canceled if they can't give a date as to when the vehicle will be delivered.

Detention pond at SR 196 Kings Way

Mr. Hutchins said we went to the detention pond site (SR 196 / Sterling Road & Kings Way) when we were out on the road inspection. He suggested that Solicitor Hanna contact Engineer Russ Kresge before he sends the letter to Muschlitz Excavating as he had some good points as to what is wrong there.

The proposed move of Coolbaugh 2 Polling Place

Ms. Kelly said she learned last week that the Monroe County Board of Elections were proposing to move Coolbaugh 2 Polling Place from the Laurel Drive Fire House to the Clear Run Elementary School. She listed her concerns as follows: (1) This move will put 3 out of 4 Coolbaugh polls out of their district; (2) 3 out of 4 polls will be located in Coolbaugh 1; (4) Many voters at Coolbaugh have been voting in the same location for approximately 40 years and they will be moved out so that another poll which will be out of it's district can have the location; The school bus traffic at the Clear Run Elementary school has been a constant source of complaints from the public at our meetings because the buses pull out onto 611 without stopping. Officially we have sent 3 letters to the school district regarding the complaints. I believe it will be a poor move to take voters who are already upset about changing polls and add bus issues to their voting experience. Discussion followed about suggesting that St. Ann's be considered as a place to vote. Ms. Kelly said there is a meeting tomorrow and asked if a letter listing her concerns could be faxed to the Voters Registration office which would have to be in their office prior to the 1:30 p.m. meeting where the Board of Elections will be discussing the proposed move. Mr. O'Boyle said he will abstain from offering any comments due to his wife and daughter working at the voting polls. No objection was heard to the request to send the letter. Public input was heard from Michelle Fairservice and David Pope.

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Veterans Plaque

Mr. O'Boyle said he has gotten several ideas and prices for a veterans plaque. He asked Dave Pope for some suggestions. Mr. Pope said he had some ideas and would present them to the supervisors.

Public Input

Michelle Fairservice - asked when the road inspection was held and whether it was advertised. **David Pope** asked if NDT rules were followed. Discussion followed.

Ms. Fairservice asked what was done with the suggestions about putting a bike course in at the Municipal Park that Mr. Hutchins presented to the supervisors. Discussion followed about the Park and Recreation Commission looking into the matter.

Board of Supervisors Executive Sessions

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, April 19, 2011 at 6:45 p.m. for legal issues. He said the Board will go to an Executive Session for Personnel and the meeting will be kept open.

Executive Session from 9:21 p.m. to 9:30 p.m.

No action was taken.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Ms. Kelly . Discussion - none. The motion carried 4-0 (Mr. Hutchins left prior to the adjournment). The meeting adjourned at approximately 9:34 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Joseph O'Boyle
Board Chairman