

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

**May 3, 2016**

The meeting was called to order by Chairman William Weimer at 7:04 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

None

**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. Broxmeier asked why there are two stop signs at the intersection of Renaissance and Route 196, being advised by Mr. Weimer that he will look into it.
- M. Fairservice asked for an update on the cameras at the recycling center and wanting to know if we are prosecuting anyone at this point for illegal dumping. Mr. Keane, Codes Enforcement Officer stated that we have two confirmed cases which we have video of and that he is working on the legal procedure to prosecute. Mr. Adams stated that we could hand the footage and details over to PMRP or Monroe County Waste Authority to follow through.
- V. Massaro asked who checks the bags that are dumped, being advised MCWA.
- H. Smith stated that we need to be keeping track of the time spent on this situation as we should be providing that information to MCWA.

**2. Approval of minutes / notes : April 5, 2016 Regular Meeting Minutes**

*Ms. Ruiz-Smith made a motion, seconded by Mr. Lamantia to approve the minutes of the April 5, 2016 meeting as presented.*

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

**3. Dog Park Update**

*Mr. Weimer made a motion second by Mr. Adams to authorize spending up to \$3000.00 to have Mount Pocono Fence install the posts and complete the fence project at the Dog Park with the coordination of Eagle Scout, Jason Gonzalez.*

- **Discussion:** Mr. Weimer explained the concerns with the safety of the Dog Park Fence as it is currently and stated that the original project included concrete for the posts in the ground which did not occur. Mr. Weimer stated that he met with the Eagle Scout, Jason Gonzalez to discuss the option of having Mount Pocono Fence Co. come in and complete the fencing project so that it will be safe and secure. According to Mr. Weimer's discussions with the Eagle Scout Council and Project Coordinators it is his understanding that as long as Mr. Gonzalez is involved with the project planning and oversight that this would be an acceptable way for both the Township to have a project that will be beneficial as well as for Mr. Gonzalez to receive his Eagle Scout for the work that he has already put into the project. Mr. Weimer stated that Eagle Scout Jason Gonzalez will still be completing the project with signage and a waste disposal system. Ms. Ruiz-Smith asked if once the fence company comes in will we still need to take down the fence in a couple years or will it be safe and sturdy at that point. Mr. Weimer stated that the completed project will be completed with a life expectancy of at least ten years. Mr. Lamantia stated that previous discussions had the project being done with DPW, with Mr. Weimer stating that the timeframe with DPW was approximately 3 weeks and Mount Pocono Fence at 3 days. Ms. Kelly stated that we have to take responsibility of the projects and have our professionals review them moving forward.
- **Vote:** All in favor, motion passes.

**4. Red Barn Status Update**

Mr. Weimer stated that the Red Barn was originally deeded to the Township for use many years ago as the DPW Maintenance Garage. Mr. Weimer stated that the building condition has deteriorated and according to the deed was supposed to be kept up. The Township is in the process of returning the building to the heirs of the original owner. In order to do so, the roof needs to be repaired, a door replaced and siding repaired as there are currently holes in it. The current proposals received are unable to be compared as there was not a specific bid spec issued for obtaining quotes therefore the pricing is not for a comparable product. DPW Assistant Foreman, Kyle Knecht had previously suggested to Mr. Weimer to bid the job as time and material as opposed to bidding the entire project. It may be more cost effective for the Township to purchase the materials and pay for labor. Ms. Ruiz-Smith asked what the intent for the building is; being advised by Mr. Weimer that what the owners choose to do is irrelevant as the building was supposed to be maintained according to the deed.

- **Discussion:** H. Smith asked if the building was being brought back up to BOCA Codes, being advised by Mr. Weimer, no, just to a state to return it in good condition. Ms. Kelly stated that it is an older building that does not require certain codes. H. Smith stated if I came to repair an old building I would have to make it up to codes, you are now setting a precedent. Mr. Adams stated that we were supposed to be maintaining the property all along. D. Eckles questioned, we are repairing the building to give it back, with Ms. Kelly responding yes, as we have moved on from using the building many years ago and did not maintain the building according to the deed. *Mr. Weimer made a motion seconded by Ms. Ruiz-Smith to table to agenda Red Barn Status update item until May 17, 2016 meeting to have proposals available for the repairs and to speak to building codes for clarification.*
- **Discussion:** None
- **Vote:** All in favor, motion passes.

**5. Minor Subdivision joining lots 3E & 5E, Lincoln Place-Lake Watawga, Property Owner(s)-John Quinn, Kevin Quinn, Kathleen Ferris and David Ferris.**

*Mr. Adams made a motion second by Ms. Ruiz-Smith to approve the Minor Subdivision joining lots 3E & 5E, Lincoln Place-Lake Watawga, Property Owner(s)-John Quinn, Kevin Quinn, Kathleen Ferris and David Ferris.*

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

**6. Minor Subdivision joining lots 13 & 14, Block A59, Section 11, Arrowhead Lakes , Property Owner(s)- William & Angela Lynch**

*Mr. Adams made a motion second by Ms. Kelly to approve the Minor Subdivision joining lots 13 & 14, Block A59, Section 11, Arrowhead Lakes, Property Owner(s)- William & Angela Lynch.*

- **Discussion:** Ms. Ruiz-Smith stated that there are conditions listed in Mr. Russ Kresge's review, asking for them to be included in the motion. Ms. Masker stated that the conditions have all been met at this time.
- **Vote:** All in favor, motion passes.

**7. Pocono Summit Volunteer Fire Company request for Disbursement of \$23,000.00 Contract Money & \$30,000.00 Tax Money for Truck Loan payment on Rescue 33-4-4.**

*Mr. Adams made a motion second by Mr. Weimer to authorize the disbursement to the Pocono Summit Volunteer Fire Company for \$23,000.00 Contract Money & \$30,000.00 Tax Money for Truck Loan payment on Rescue 33-4-4.*

**Discussion:** Ms. Ruiz-Smith asked if there is a reason that the fire company is asking for the disbursement at this time as it is usually later in the year that it is paid out. Mr. Weimer stated that in the past there have been contracts which outlined the payout amounts and dates which each company could expect their payouts. We have not done the contracts in the past couple years, which is something that we may want to look into doing again. Ms. Kelly stated that along with the above information, the contract also outlines other requirements in order to receive disbursements which have in the past included financials as well as invoices for items purchased, not just estimates. Ms. Kelly stated that the contracts are minimal as we are unable to bind future Boards with a multi-year contract. Mr. Weimer stated that in the past they have

been for 5 years. It was explained by Ms. Kelly that the fire tax money is paid through tax millage that is set aside for the respective fire companies which has stipulations that it must be spent on apparatus or capital purchases. The receipt of the millage tax disbursement requires proof of need and a copy of the invoice(s) it is being used to pay. M.

Fairservice asked if when Tobyhanna Township asked for their disbursement the first year did we require these items, being advised by Ms. Kelly that we did not. M. Fairservice stated we also need to receive the financials and same information from Coolbaugh Township Volunteer Fire Co. as they are our fire company and we give them the most money. Mr. Weimer asked Ms. Masker to email the companies requesting the information that is needed for receipt of disbursements. Mr. Keane stated that if Coolbaugh Township Vol. Fire Co. was requesting \$53,000.00, they would have representation at the meeting.

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

**8. Status of the 2016 Paving Project – (Advertised and set for letting on May 13, 2016)**

**(Bid includes: Seminole Trail, T-694, Onandaga Way, T-685, Seven Nations Drive, T-656, Algonquin Way, T-657, Mohawk Trail, T-686, Tutelo Way, T-687, Wigwam Way, T663, Mohican Lane, T-662, Sioux Crescent, T-692, Iroquois Street, T691, Navajo Place, T-667, Mohansic Lane, T683, and additional bid road Lake Road, T651- Totaling 4.292 Miles)**

Mr. Weimer provided an update on the 2016 road paving project stating that we were able to get more roads paved than originally anticipated. Stating that we are getting 4.292 miles of road which includes all roads from the 2016 road paving list, as well as some roads from the additional list. These roads include the following: Seminole Trail, T-694, Onandaga Way, T-685, Seven Nations Drive, T-656, Algonquin Way, T-657, Mohawk Trail, T-686, Tutelo Way, T-687, Wigwam Way, T663, Mohican Lane, T-662, Sioux Crescent, T-692, Iroquois Street, T691, Navajo Place, T-667, Mohansic Lane, T683, and additional bid road Lake Road, T651. Mr. Weimer also stated that the water project in Pocono Farms East should be happening as well, stating they will not be crossing Rob Roy with the project.

- **Discussion:** M. Fairservice asked where the \$19,000.00 is coming from to take care of the Liquid Fuels Double Yellow Line issue, stating we have had an issue with this two times now, being advised by Mr. Weimer that it is just a transfer from the general fund to the liquid fuels fund. M. Fairservice stated that the Township Engineer should have advised of this issue. Mr. Weimer stated that we have to take responsibility of this and we will not allow it to happen moving forward, also stating that the T#'s should be included on the street signs which were not included when they were ordered. Mr. Weimer stated that they will be included on the signs when they need to be replaced again. Ms. Ruiz-Smith stated that the roads in Pocono Summit are not wide enough for a double yellow line. Mr. Weimer stated that there are many roads in the Township that are not wide enough and therefore will require line painting out of the general fund as Liquid Fuels is from the state and there are rules that need to be followed.

**9. Route 196 Turning Lane Project- Advertisement**

*Mr. Weimer made a motion second by Ms. Kelly to authorize the advertisement of the State Route 196 Turning Lane Project and to authorize the Township Engineer in conjunction with Gilmore and Associates Engineers to assist with the bid opening date, and awarding of the bid in accordance with the Municipal Bid Requirements.*

- **Discussion:** Ms. Ruiz-Smith stated that we need to get this project done. Ms. Kelly stated that we are awaiting the final permitting from PennDot, stating that Ms. Masker will place the advertisement in the Pocono Record and coordinate the timing and legal requirements with Township Engineer, Russ Kresge as well as Gilmore and Associates Engineers.
- **Vote:** All in favor, motion passes.

**10. Peterbuilt Model 330 (Truck #3) Repair Estimate- \$7,780.28**

*Mr. Weimer made a motion second by Ms. Kelly to not authorize the repairs totaling \$7,780.28 on Truck #3 (Bruce Knecht's truck) which is being replaced in a month.*

- **Discussion:** Mr. Weimer stated that the truck is required to have a semi-annual inspection which it failed as represented by the quote of the items that need to be repaired. Mr. Weimer stated that the new truck is at EM Kutz and set to be delivered in the upcoming month therefore he would rather not spend the money to repair the truck that we are getting rid of. Ms. Ruiz-Smith asked the year of the truck being advised 2004 with 3,429 hours on

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it. Mr. Lamantia stated that when looking at the issues it appears that poor maintenance and upkeep could be a big issue, we need to be working on our maintenance plan. Ms. Ruiz-Smith asked how much we can sell it for, with Mr. Weimer responding \$25-\$30,000.00. Mr. Weimer stated that he is working on a spreadsheet to have monthly vehicle reports.

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

#### **11. Belgravia Dangerous Structure**

Mr. Weimer stated that we are very close, by next meeting we will be able to have everything ready to go for the demolition. The timeframe for our legal requirements is as follows: Belgravia date of advertisement (for the notification of the heirs) was: April 10, 2016; completion of 45 day timeframe from the advertisement: May 24, 2016. Therefore, by the May 17, 2016 meeting we can begin moving forward with an anticipated tear down date of May 25, 2016.

- **Discussion:** B. Sandford thanked the Board in advance on behalf of himself and Pocono Farms East.

#### **12. PMRPC- Coolbaugh Concerns**

Ms. Kelly requested that the Coolbaugh Township Police Commission Police Representatives acquire more information regarding the new policy that was brought before the Commission at the last meeting which will allow Pocono Mountain Regional Police to become officers at the Crossings.

- **Discussion:** D. Pope stated that the officers would be able to sign up to work at the Crossings when they are not scheduled to work at Regional. Mr. Adams referred to it as a Mutual Aide Agreement. Ms. Kelly asked if the representatives have received a copy of the policy, as it was conditionally approved with language change from shall to may in one part of the document. D. Pope advised that they had not received a copy of the policy, as they have only received a copy of the request letter from Pocono Township. Ms. Kelly stated that she would like further information as to how this will work when it comes to pensions and all expenses associated with the officers and their salaries. Mr. Lamantia stated that the Crossings is covering all the expenses incurred with this agreement. H. Smith stated that the pension is only based off a 40 hour base pay and not overtime, and we have no control over officers picking up extra work when they are not scheduled with Regional for patrol. Mr. Adams stated that the officers will be working in Pocono Township on their own time which is similar to having a part time job when they are not working their full time job. Ms. Ruiz-Smith asked if the Crossings is going to be paying benefits and wages, with D. Pope stating that he has not seen the contract with the details, but is with the understanding that yes they will be covering all the costs as is the case with the school, Walmart and the Pocono Raceway when they request patrol. Mr. Weimer clarified that if the officers are working at the Crossings and get hurt, they would be covered under the PMRPC Workers Comp Insurance. B. Sandford stated that the roads in Tannersville are state roads. D. Pope asked what the Board would like to receive from the Commission being advised a definition for what everything includes when it comes to payment of time and benefits as well as a copy of the policy/contract that received conditional approval at the last meeting. Discussion ensued over who could legally control traffic on a state road with K. Winowich advising she was told in the past it had to be an officer or someone that is sworn in to be able to do so. Mr. Weimer agreed stating an officer, fire police or other sworn individual. Ms. Kelly is concerned as this is now a change to a policy. Mr. Adams again referred to it as a Mutual Aide Agreement with Mr. Weimer stating that is not exactly correct as a Mutual Aide Agreement would mean that we are authorizing our guys to go into Pocono Township and we will pay them but in this case we are saying we allow our officers to work there and be compensated by them. Although, Mr. Weimer stated that Pocono Township did follow the correct protocol for this situation by having the Municipality make the request.

#### **13. Controller Report**

Ms. Mills reviewed the report for the month of March 2016, stating that there is additional information that was to be included in the public packet which will be available on the Coolbaugh Township website for review. This information is a more detailed breakdown which includes budget vs. actual data for the first quarter 2016.

- **Discussion:** Mr. Weimer thanked Ms. Mills for the report and detailed breakdown stating this will help with seeing where we have money left in the budget to help make managing the funds easier.

**14. Current obligations**

• General Fund	\$	349,937.37
• Sewer Fund	\$	20,673.98
• Capital Projects Fund	\$	0.00
• Emergency Services Fund	\$	0.00
• Liquid Fuels Fund	\$	0.00
• Escrow Fund	\$	<u>221.85</u>
<b>Total Disbursements</b>	<b>\$</b>	<b>370,833.20</b>

*Mr. Adams made a motion second by Mr. Lamantia to pay our current obligations totaling \$370,833.20 as presented.*

- **Discussion:** Mr. Lamantia asked what check# 6085 to Red Diamond Graphics was for, being advised by Mr. Weimer that it was for new DPW shirts that are replaced every two years. Mr. Lamantia also asked if check# 6066 to Highmark Insurance was annually or monthly, being advised monthly for employee health benefits. Mr. Lamantia asked that the description be revised as it lists two names as opposed to employee health benefits.
- **Vote:** All in favor, motion passes.

**15. Other Business**

Mr. Weimer stated that there was an emergency call to Northeast Signal for the Route 196 and Wildflower traffic light. A vehicle hit the location and interrupted traffic signal service in that area. Crews that were called out were only able to do a partial repair due to the fog and unsafe work conditions at that time. They will be coming back out to complete the repair.

*Mr. Weimer made a motion second by Ms. Kelly to authorize spending up to \$1800.00 on the purchase of a new light for the DPW recycling center to illuminate around the blue bins.*

- **Discussion:** Mr. Weimer stated that this purchase will assist with being able to see at night on the cameras which will correct the current washout situation that is occurring with the other light that is already installed. Mr. Lamantia stated that we should look into putting up a trail cam. Mr. Keane stated that the trail cams do not stand up in court and explained the effectiveness of the video coverage that is received from the current cameras as opposed to just receiving still shots.
- **Vote:** All in favor, motion passes.

*Mr. Weimer made a motion second by Mr. Adams to hire John Grimley for the seasonal park position at 28 hours per week, up to 999 hours for the season, upon completion of pre-employment screening.*

- **Discussion:** Ms. Kelly asked for the rate of pay, being advised by Mr. Weimer that it is \$12.00 per hour.
- **Vote:** All in favor, motion passes.

**16. Board of Supervisors Executive Sessions**

- **Prior:** Tuesday May 3, 2016 from 6:47pm-7:02pm Re: Legal and Personnel
- **Subsequent:** Tuesday, May 3, 2016 from 8:50pm-9:07pm Re: Legal

**17. Adjournment**

There being no further business, a motion was made by Ms. Ruiz-Smith seconded by Mr. Adams to adjourn the meeting.

**Vote:** All in favor, motion passed. Meeting adjourned at 8:40pm.

**NEXT REGULAR BOARD MEETING: Tuesday, May 17, 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:** \_\_\_\_\_