

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, MAY 6, 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, Fred Pope and Bill Weimer.

Board Members absent:

Robert M. Zito

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 the April 1, 2014 Minutes

The minutes of April 1, 2014 were reviewed and considered for approval.

Mr. Weimer made a motion, seconded by Mr. F. Pope to approve the minutes of April 1, 2014 as presented.

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

Work Session Notes / Public Hearing Notes

The notes for the work session held on April 1, 2014 were presented for review. It was agreed by consensus that these documents would be published for public viewing on the Township website.

2. Minor Subdivision joining lots 117 & 118, Section E, Stillwater Lake Estates, Property Owners - Gary and Lisa Sampson

Mr. Adams made a motion, seconded by Mr. Weimer to approve the Minor Subdivision joining lots 117 & 118, Section E, Stillwater Lake Estates, Property Owners - Gary and Lisa Sampson.

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

3. Authorization to advertise change in meeting schedule for:

- **Board of Supervisors**
- **Parks & Recreation Commission**
- **Environmental Advisory Council**

Due to Primary Election Day (May 20th) and General Election Day (November 4th) the Board of Supervisors is proposing that their Work Sessions and Regular Meetings scheduled for those days be rescheduled for May 19th and November 3rd respectively.

The Parks and Recreation Commission is proposing moving the time of their meetings from 7:30pm to 6:30pm on the fourth Tuesday of each month.

The Environmental Advisory Council is proposing moving the date of their meetings from the Tuesday of each month to the fourth Thursday fourth of each month.

Mr. Adams made a motion, seconded by Mr. F. Pope to authorize advertising the proposed changes in meeting schedules for the Board of Supervisors, Parks and Recreation Commission and the Environmental Advisory Council.

- **Discussion:** Ms. Clare Colgan said that, as has been done in the past, EAC would not be meeting in November or December of this year.
- **Vote: All in favor. Motion Passed.**

4. Recommendation to PMREMS of an individual to serve on their Board

Ms. Kelly noted that letters of interest to serve on the Board of PMREMS were received by the Board of Supervisors from Ms. Joyce Onsted and Ms. Carol Lee Kidd.

Mr. F. Pope a motion, seconded by Mr. Adams to forward the letters of interest received from Joyce Onsted and Carol Lee Kidd to PMREMS for consideration to serve on their Board of Directors.

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

5. **Background Checks for Commission Representatives – Pocono Mountain Regional Police Commission**

Ms. Kelly stated the Pocono Mountain Regional Police Commission has requested, though not in writing, that the participating municipalities perform criminal background checks on potential appointees before the appointment is made.

Mr. Adams made a motion, seconded by Mr. F. Pope to authorize criminal background checks, to be done by PA State Police, for potential Coolbaugh Township appointees prior to serving on the Pocono Mountain Regional Police Commission.

- **Discussion:** Mr. Weimer asked if these background checks could be done online. Mr. Adams said they could not, as they required fingerprinting. Mr. D. Pope said he felt the checks should be done at the cost of PMRPC. Further comments were heard from Ms. Cathleen LaBosco.
- **Vote: All in favor. Motion Passed.**

6. **Coolbaugh Soccer Association request the use of the fields at the Township Municipal Park**

A letter from Mr. Benito Juarez from CSA requesting use of the Township soccer fields from June 14th – August 16th was read.

Mr. Adams made a motion, seconded by Mr. Weimer to grant the request of Coolbaugh Soccer Association to use the fields at the Township Municipal Park Monday – Saturday from 6/14/2014 – 8/16/2014.

- **Discussion:** Ms. Colgan requested that a copy of CSA's request be forwarded to the Parks and Recreation Commission, as they had no prior knowledge of the request.
- **Vote:** All in Favor. Motion Passed.

7. **Coolbaugh Township Volunteer Fire Company (CTVFC) Paving Co-op Agreement**

The request to have DPW personnel assist CTVFC in this project was discussed. It was noted that there would be an approximate savings of \$6,000.00 - \$8,000.00 (as per Road Foreman Steve Weber and Township Engineer Russ Kresge) for CTVFC if DPW personnel could help perform drainage work, cut road shoulders, spread dirt and remove posts. This project is being partially funded by a Local Share Account (LSA) grant and Mr. Hein stated that the LSA acceptance needed to be signed and agreed to as soon as possible.

Mr. Adams made a motion to authorize Coolbaugh Township DPW personnel help with the Coolbaugh Township Volunteer Fire Company (CTVFC) Paving Co-op Agreement project in the calendar year 2014. Before there was a second to the motion, it was withdrawn.

Mr. Adams then made an amended motion, seconded by Mr. F. Pope to agree to the proposed co-operative agreement between Coolbaugh Township and CTVFC, as presented this evening.

- **Discussion:** Mr. Harry Smith asked specifically where the savings were coming from. Mr. Weimer stated that eliminating piping and a culvert box would mean more area could be paved, as the project was not fully funded by the LSA grant.
- **Vote:** All in Favor. Motion Passed.

Mr. Adams made a motion, seconded by Mr. F. Pope to authorize Coolbaugh Township DPW personnel to help with the Coolbaugh Township Volunteer Fire Company (CTVFC) Paving Co-op Agreement project in the calendar year 2014.

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

8. Business Manager / Controller's Financial Report

Mr. Hein gave a brief report as of the end of March 2014:

- General Fund revenues – \$737,299.00.
- General Fund expenses – \$1,542,385.00
- Sewer Fund revenues – \$66,165.00
- Sewer Fund expenses – \$107,494.00

9. Current Obligations

Before them, the Supervisors had details of the Township's current obligations totaling \$325,151.05.

Mr. Adams made a motion, seconded by Mr. F. Pope to pay current obligations in the amount of \$325,151.05.

- **Discussion:** Mr. F. Pope questioned the expenditure to the Gregory W. Moyer Fund for the purchase of Automatic External Defibrillators, as this expense was more than agreed to at a previous meeting. Mr. Hein said that reimbursement for six AEDs has been received from CTFVC and would be applied to this expense.
- **Vote:** All in Favor. Motion Passed.

10. Addendum to Collective Bargaining Agreement / Assistant Road Foreman

Mr. Weimer made a motion, seconded by Mr. Adams to approve the addendum to the collective bargaining agreement, creating the position of Assistant Road Foreman.

- **Discussion:** Mr. D. Pope asked how the public could comment on this matter, as they have not seen the addendum. With that, Ms. Kelly read the proposed addendum. Mr. D. Pope then asked if this was a management or bargaining unit position. Ms. Kelly said it was the latter.
- **Vote: All in Favor. Motion Passed.**

11. Other Business

- **UGI - Proposed 12" Gas Line Application for Road Opening Permit:** This will go forth to the May 19th Supervisors Meeting.
- **Program for Management of Traffic Sign Retroreflectivity:** This will go forth to the May 19th Supervisors Meeting.
- **Workwear for DPW Workers:**

Mr. Weimer presented three quotes for workwear for the DPW. The quotes were received from our current uniform company, Unifirst Corp., Red Diamond Graphics and Patriot Work Wear. The proposal was to replace shirts yearly, sweatshirts every two years, jackets every four years and safety vests as needed.

Mr. F. Pope made a motion, seconded by Mr. Adams to purchase workwear from Red Diamond Graphics, as presented, in season, and that employees be responsible for replacement if clothing is ruined outside of work.

- **Discussion:** Mr. Fred Berg asked if the order was split seasonally as proposed, would we still receive a bulk discount.
- **Vote: All in Favor. Motion Passed.**
- **Letter to Fire Companies:**

Mr. Weimer suggested that since their contracts with the Township are expiring this year, we send letters to Coolbaugh, Pocono Summit, Gouldsboro and Thornhurst Fire Companies urging them to start the process of formulating their future requests so that they would be prepared for this year's budget work sessions.

12. Public Input

- **Ms. Eileen Lawrence:** Asked about the status of the new Zoning Officer position. There were also lengthy comments made regarding developing a long range plan for the Township and the aesthetics along State Route 196.
- **Mr. D. Pope:** Asked how many applications for the new zoning Officer position have been received. He also asked about the status of the sewage at the Olympic Sports Camp. He also commented that it should be noted that most of our residents' property tax revenue does not come to the Township, but rather goes to Pocono Mountain School District. He said he would like to see a weekly report from the Zoning Officer as part of the informational packet distributed to the public at the meetings.
- **Mr. Berg:** Asked if there had been any resolution as of yet to the Thornhurst Ambulance issue.
- **Mr. D. Pope:** Asked when the minutes of the Special Meeting held on 4/28 would be available. He was told the minutes of that meeting would be considered at the 5/19 Regular Meeting.
- **Mr. Tony LaMantia:** Commented on diminishing property values within the Township and the Board's failure to address this issue.

13. Executive Session - Personnel

- Ms. Kelly announced that the Board of Supervisors would hold an Executive Session at this time (8:35pm) to discuss Personnel matters at this time and that the meeting would remain open. The meeting resumed at 9:05pm. No action was taken by the Board of Supervisors.

Board of Supervisors Executive Sessions

- Ms. Kelly announced that the Board of Supervisors held an Executive Session earlier this evening (6:45pm) to discuss Personnel and Legal matters. None are scheduled subsequent.

14. Adjournment

There being no further business, a motion was made by Mr. Weimer, seconded by Mr. F. Pope, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 9:08pm.

NEXT REGULAR BOARD MEETING: May 19, 2014

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

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____

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