

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**REGULAR MEETING MINUTES**

**November 1, 2016**

The meeting was called to order by Chairman William Weimer at 7:03pm 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, Maureen Mills, Controller, and Tomas Keane, Code Enforcement Officer

**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.

**1. Public Input**

- D. Pope stated that the drain by the gas station needs to be looked at as it was backed up.
- C. Colgan stated that Ghoulbaugh was a success with approximately 225 children, expressing her gratitude for Justin and John at the park for all their help. C. Colgan also stated that Mr. Werkheiser donated an addition 25 pumpkins for the event on top of what we paid for. Mr. Weimer asked Ms. Masker to send a letter to him.
- M. Fairservice thanked the Board for inviting the VFW posts for the ceremony at the beginning of the meeting.
- D. Pope asked what is the status of the Veterans Memorial, stating that there was approximately \$12,500.00 budgeted for it, but there has still not been any movement. D. Pope and H. Smith stated that they would volunteer to do it if the Board approves, the Board of Supervisors agreed.

**2. Approval of minutes / notes : October 18, 2016**

*Ms. Ruiz-Smith made a motion, seconded by Mr. Lamantia to approve the regular meeting minutes of October 18, 2016 as presented.*

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

**3. E-911 Readdressing Update**

Mr. Keane presented the E-911 readdressing update stating that of the properties that have been checked to date, we are at 55% compliance.

- **Discussion:** P. Williams stated that when she was on google map looking up a property instead of the city coming up Tobyhanna, it came up Coolbaugh. Mr. Keane stated that Google will not purchase the rights to County information and therefore we are currently working to update the road names and homeowners will have to update their addresses on google. H. Smith asked for clarification on the numbers on the report presented. H. Smith asked if we have begun to bill the Mountain Community Center for sewage. M. Fairservice asked how Walmart is billed whether by EDU's or Flows and stated that Mountain Community Center should be billed in the same manner

**4. Dangerous Structures Update.**

Mr. Lamantia questioned the status of the Falcon Terrace property as the permit was issued and there has been no movement in months, even though the permit states that you must proceed within thirty days. Mr. Weimer asked Mr. Hanna when the Township will be able to get into the Main Street property, with Mr. Hanna responding that he will update the Board in executive session.

- **Discussion:** B. Sandiford asked the status of Hamlet Drive property and asked if an escrow check was received, as well as how long a demolition permit is good for. Discussion ensued about the addition of the date of fire to the current report for tracking purposes. Ms. Ruiz-Smith stated that there was no information showing when the property was added to the list. Ms. Kelly stated that she added the month to the list but not the actual date of the fire. M. Fairservice confirmed that the \$3,500.00 demolition figure on the balance sheet was

for Belgravia. A member of the audience asked if Winding Way will be removed from the list since it has been resolved.

**5. Review and Acceptance of Dog Goods Agreement**

*Ms. Ruiz-Smith made a motion second by Mr. Adams to accept the Dog Goods Agreement as presented.*

- **Discussion:** Mr. Hanna stated that this agreement covers two of the conditions for the Land Development plan in order to do away with the trailers on the property. In order to move forward this agreement needs to be approved. Ms. Kelly stated that the Zoning Hearing Board allocated time is up and they need to put up the building in order to move forward.
- **Vote:** All in favor, motion passes.

**6. Authorization to hire an engineer for the oversight of the Route 196 Turning Lane Project**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to hire Hanover Engineering as the engineering company for the oversight of the Route 196 Turning Lane Project.*

- **Discussion:** Mr. Lamantia asked for clarification on rates. Mr. Weimer stated that we have worked with Hanover in the past and it has been successful.
- **Vote:** 4-1-0, motion passes. ( Mr. Lamantia opposed)

**7. 2017 Police Budget Review, Police Hours and Commitment**

*Mr. Adams made a motion second by Mr. Weimer to accept the budget proposal which reflects a 3.79% increase (\$80,362.15) above and beyond the 2016 budget amount of \$2,124,290.05 for a total commitment amount of \$2,204,652.20 for 2017.*

- **Discussion:** Ms. Ruiz-Smith thanked Mr. Lamantia and the other representatives that attended the Police Commission meetings and worked diligently to lower the increase for health insurance and for their representation of Coolbaugh Township. D. Pope asked if this amount includes additional hours. H. Smith asked if we are still buying hours and is concerned with the fact that we are being told we will accept additional hours from the hiring of an additional officer. Mr. Lamantia stated that the communications between our Township and the Commission has improved over the past year which is a positive. P. Williams stated that they had their alarm go off at the Historical Society and felt that they responded within a reasonable timeframe.
- **Vote:** All in favor, motion passes.

**8. Authorization to Advertise Change in Work Session Date from Thursday, November 10, 2016 to Monday, November 7, 2016**

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to authorize the advertisement to change the work session from November 10, 2016 to November 7, 2016.*

- **Discussion:** Ms. Ruiz-Smith stated that the meeting is being changed due to another Township Supervisor event that some of the Board members are attending.
- **Vote:** All in favor, motion passes.

**9. Controller Report**

Ms. Mills, Township Controller gave the report as of end date September 30, 2016.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on the rents collected.

**10. Current obligations**

|                            |           |                   |
|----------------------------|-----------|-------------------|
| • General Fund             | \$        | 439,876.37        |
| • Sewer Fund               | \$        | 2,624.89          |
| • Escrow Fund              | \$        | <u>190.16</u>     |
| <b>Total Disbursements</b> | <b>\$</b> | <b>442,691.42</b> |

*Mr. Adams made a motion second by Mr. Lamantia to pay the current obligations in the amount of \$442,691.42.*

- **Discussion:** Ms. Ruiz-Smith asked for clarification on ck. #: 6672 and ck. #6639. M. Fairservice asked for clarification on ck. #6647.
- **Vote:** All in favor, motion passes.

**11. Other Business**

*Ms. Kelly made a motion second by Mr. Adams to send a letter of support for KidsPeace in Tobyhanna for the submission of their LSA grant application for renovations totaling \$120,000.00.*

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

Ms. Ruiz-Smith stated that at the COG Meeting there was discussion with Representative Raider that Governor Christie will no longer be allowing the reciprocation for EIT Tax with regard to residents working out of state in New Jersey. Ms. Ruiz-Smith stated that this information will affect the Board with the Budget process.

Ms. Ruiz-Smith also stated that she would like the Boards support in sending a letter to the County Tax Assessment office requesting that addresses be provided along with the re-assessment letters which currently only provide property pin numbers. These letters are being sent to the Township to advise us of changes in property assessment values. The addition of this information would allow for us as a Board to identify problem areas and would work hand and hand with the information about the Property Maintenance Code that was provided earlier by Mr. Lamantia. Ms. Ruiz-Smith also stated that this information is going to affect us tremendously with the budget process as many properties have decreased by large increments. Mr. Adams questioned the connection between having the addresses provided and the budget process.

*Mr. Lamantia made a motion second by Ms. Ruiz-Smith to send a letter to Ms. Treible at the tax assessment office requesting that the addresses be added to the reports that are provided to the Township regarding Property Tax Reassessment Values.*

- **Discussion:** Mr. Keane stated that it all depends on the system they are using as all systems use and provide different identifying information. Mr. Adams stated that the current property assessment values are driven by the economy.
- **Vote:** 4-1-0, motion passes (Mr. Adams opposed.)

**12. Board of Supervisors Executive Sessions**

After: Tuesday, November 1, 2016 from 8:35pm-9:35pm Re: Legal & Personnel

**13. Adjournment**

There being no further business, a motion was made by Mr. Adams second by Mr. Lamantia to adjourn.

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

Meeting adjourned at 8:27pm.

**NEXT REGULAR BOARD MEETING: Tuesday, November 15, 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: \_\_\_\_\_