

**Board of Supervisors
November 1, 2011 Minutes
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The Coolbaugh Township Board of Supervisors November 1, 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. 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.

Announcement by Mr. O'Boyle: The Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting for other issues.

Approval of October 18, 2011 Minutes

Mr. Frutchey made a motion to approve the October 18, 2011 minutes as presented and dispense with the reading. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

A Pocono Country Place request for the use of the Township's leaf vacuum

Before the Board was an email from Robert Kimble, Community Manager for A Pocono Country Place (APCP) requesting the use of the Township's leaf vacuum (tow behind) for a few weeks in November. Mr. Frutchey said he checked with our Grant Consultant (Pat Calpin) who confirmed that there were no restrictions in the grant and he suggested that we charge a nominal fee. Mr. Frutchey said their personnel would need to be trained to use the equipment by our personnel at our site and APCP would be responsible to pick up and deliver the equipment.

Mr. Zito made a motion to allow the use of the Township's leaf vacuum to APCP with the condition that it fit in with the personnel and time schedule of the Road Foreman,

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Steve Weber. Mr. Hutchins said he would second the motion for discussion purposes only. Discussion followed about our personnel doing the training, a suggested cost for the machine of \$1.00, concerns were voiced about our personnel going into a private community, on private roads, and there be something in writing about paying for damages to the equipment, if it were to occur.

Mr. Zito amended the motion that there be at a cost of \$1.00 and APCP would pay for any damages to the equipment. Mr. Frutchev seconded the amended motion. Discussion followed about insurance; having a written policy for any Property Owners Associations (POAs) wanting to use the equipment, the equipment being inspected by both parties before taking and returning it.. Public Input - Vincent Massaro suggested that APCP pay the wages if the township personnel were to be used. Fred Pope suggested that a rental company be contacted for a copy of their policy as it could save some time for our employee doing the policy. Eileen Mercado suggested working with APCP to allow them the use of the machine. Michelle Fairservice said it would only be fair if you loan the equipment to other POAs. The motion did not carry 2-3-0 (Mr. O'Boyle, Mr. Hutchins and Ms. Kelly opposed).

Discussion followed about drafting a policy prior to the equipment being used, training on the equipment to be done by our staff, a cost of \$1.00, our employees not going on site, and a requirement by the Township for a certificate of insurance.

Mr. Zito made a motion to allow our leaf vacuum to be given to APCP for \$1.00; the cost for any damages to the equipment would be the cost of APCP, our personnel would do the training on the equipment and there will be no township personnel at the site. Seconded by Mr. Frutchev. Discussion followed about taking APCP out of the motion and replacing it with POA. Mr. Zito and Mr. Frutchev agreed to replacing APCP with Property Owners Association. The motion carried 4-1-0 (Mr. O'Boyle opposed).

Insurance - proposed BMX trail at the Township Municipal Park

It was the consensus of the Supervisors that due to liability reasons, the township will follow the same guidelines for the BMX Bike Park as it does for the Township's Skate Park.

Mr. O'Boyle explained that the Parks and Recreation Commission (P & R) have been actively working with a consultant for a design of a BMX trail. The P & R members requested \$5,000.00 be put in their budget line item for the Bike Park. Mr. O'Boyle asked that an FYI be sent to the Parks and Recreation on the matter.

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Township Financial Report

Mr. Hein went over the report in detail, which included the final Trial Balances and final Budget Trial Balance for all funds as of September 30, 2011, and the revised P & L Statement that showed a comparison to last year. A listing for time available for all employees as of pay period ending October 15, 2011 was included in the report. Ms. Kelly asked if the sewer revenue for delinquent accounts have improved. Mr. Hein replied that the revenue has been somewhat better.

Current Obligations

General Fund	\$707,232.81
Capital Projects Fund	\$ 32,614.00
Sewer Fund	\$ 9,144.09
Total Disbursements	<u>\$748,990.90</u>

Mr. Hutchins move to approve the Current Obligations in the amount of \$748,990.90. Seconded by Mr. Frutchey. Discussion - Ms. Kelly said she will abstain from the vote due because a check for a reimbursement is in the bill packet. The motion carried 4-0-1 (Ms Kelly abstained).

Other Business

Purchase of new computers

Mr. Hein explained that our computer consultant, Sundance Computers had the lowest price out of the five quotes received. The equipment is as follows: 5 dell towers at a cost of \$3,425.00, 2 dell laptops at a cost of \$1,498.00, 1 HP Printer at a cost of \$219.00, 7 MS Office Pro licenses at a cost of \$2,443.00 and installation at a cost of \$1,435.00 at a total price of \$9,020.00.

Mr. Hutchins made a motion to proceed with the purchase of computer equipment from Sundance Computers at a cost of \$9,020.00. Seconded by Ms. Kelly. - Discussion followed about doing a line item transfer from the General Fund - Account Code 01.405.140 to Capital Purchases - Account Code 01.433.700. Mr. Hutchins asked that his motion includes the line item transfer and account codes. Ms. Kelly agreed. The motion carried 5-0.

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Tobyhanna Army Depot Blue Ribbon Task Force

Mr. O'Boyle encouraged everyone to attend the upcoming Blue Ribbon Task Force meeting to show support of our area's largest employer. He went on to explain that there may be a possibility of another round of base closures in the future and we want to show our support as we did several years ago where people actually lined the streets to show support.

Public Input

Fred Berg - asked for the cost of the Township Municipal Park Lighting Project. Ms. Kelly gave him a copy of the October 18, 2011 minutes that included all the costs associated with the project. Mr. Berg asked if the Tobyhanna Athletic Association was awarded the Grant from the Major League Baseball Tomorrow Grant. He was advised that the Grant was awarded in the amount of \$95,686.00.

Harry Smith - asked if the township received a set of plans for the electrical work from Joyce Electrical and if the township was going to have a general contractor for the project. Discussion followed.

Board of Supervisors Executive Sessions

Mr. O'Boyle announced the Board of Supervisors held an Executive Session on Tuesday, October 4, 2011 at 6:51 p.m. for potential litigation.

Adjournment

With no further business before the Board, Mr. Hutchins moved to adjourn the meeting. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 7:37 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Joseph O'Boyle
Board Chairman