

**Board of Supervisors
November 15, 2011 Minutes
Page 1**

The Coolbaugh Township Board of Supervisors November 15, 2011 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Vice Chairman Kelly called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance.

Supervisors present for the meeting included: Ms. Lynn Kelly, Mr. James H. Frutchey, Jr., Mr. Robert B. Hutchins and Mr. Robert M. Zito. Also present were Township Secretary Linda Frutchey, and Business Manager /Controller Douglas Hein. Mr. Joseph O'Boyle and Solicitor Jerry F. Hanna were absent.

Announcement by Ms. Kelly: 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 November 1, 2011 Minutes

Mr. Hutchins made a motion to approve the October 18, 2011 minutes as presented and dispense with the reading. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

2011 Monthly Reports

Coolbaugh Township Volunteer Fire Company

Mr. Frutchey presented the October 2011 reports as follows: 46 calls, year to date at 748 and year to date of staff hours at 244,670.

Pocono Mountain Regional Emergency Medical Services

Ms. Kelly presented the September 2011 PMREMS Report as follows: total response for our service area for the month is 409 calls, year to date is 3742 calls. Coolbaugh Township at 174 calls for the month and year to date at 1570. She reported the

**Board of Supervisors
November 15, 2011 Minutes
Page 2**

responses by outcome with a total of 458 for the month, scratch-cover calls with 6 calls for the month, 13 calls for Assist to other units and Coolbaugh Township at 44% of the calls for the year.

Pocono Mountain Regional Police

Mr. Hutchins reported that the PMRP meeting will be tomorrow due to Election being last week.

Minor Subdivision joining lots 9 & 10, Block A-57, Section 11, Arrowhead Lake - Property Owners - Michael and Catherine Burkhardt

Mr. Frutchey moved to approve the Burkhardt Minor Subdivision (referenced above). Seconded by Mr. Hutchins. Discussion - none. The motion carried 4-0.

Request for extension - Pocono Mountains Office Commons - Phase 1 - Final Land Development Plan

Mr. Zito moved per the Township Planning Commission's recommendation to grant the Land Development Plan (referenced above) extension request through March 12, 2012. Seconded by Mr. Hutchins. Public Input - Harry Smith asked what cost was incurred by the Township for granting extensions. David Pope asked for reasons as to why to extensions are being granted. Discussion followed about nothing going on with developments due to the slow economy. The motion carried 4-0.

Letter of Support to DCED - LSA Grant - Pocono Mountains Economic Development Corporation (PMEDC) and First Telecom Services

Mr. Hutchins made a motion to send the letter of support as presented. Seconded by Mr. Frutchey. Discussion - Ms. Kelly said a letter of support for PMREMS and PMRP has already been sent to DCED and asked if another letter of support would hurt the other applications. Discussion - Mr. Hutchins responded that he believes all letters and applications are considered and have a chance of getting awarded a grant. He went on to say that this letter of support may help to bring jobs into the area. The motion carried 4-0.

The First Bond request to hold Computer Classes in Township Community Service Center

Mr. Hein explained that the computer classes will help teach parents how to monitor their children's social network. Discussion followed. It was the consensus of the supervisors that this was a good and much needed program and no action is required.

Township administrative employees request to purchase their individual outdated computer

It was the consensus of the Supervisors that a general notice listing the seven (7) computers be posted on the web site and to find out from the computer consultant what the cost is to remove the data from each computer and their value. Ms. Frutchey was asked to put the matter on the next agenda.

Adoption of Township Resolution# 09-2011 - Designation of Agents - FEMA Application - Hurricane Irene

Mr. Hutchins moved to adopt Township Resolution #09-2011. Seconded by Mr. Zito. Discussion - Mr. Frutchey gave a summary of costs as \$6,830.26 that Coolbaugh Township incurred with Hurricane Irene that included overtime labor, equipment and materials. He said the meeting is tomorrow with FEMA to go over the supporting documents of the expenses. He said once everything is found to be okay with FEMA, he would put a copy of the application and supporting documents in the read file room. Ms. Kelly asked about the names on the resolution (Doug Hein and Jimmy Frutchey) and how many employees were going to the meeting that would be paid. Mr. Frutchey responded that he does not get paid and Jimmy Frutchey would be going as the designated agent. The motion carried 4-0.

Notice of intent to appoint a Certified Public Accountant at the Board of Supervisors' Annual Re-Organizational Meeting

Mr. Frutchey made a motion to authorize the advertisement. Seconded by Mr. Hutchins. Discussion - David Pope asked if the advertisement was just to appoint the CPA to do the audit. The response was that the CPA would be doing the 2011 Audit. The motion carried 4-0.

Township Financial Report

Mr. Hein went over the report in detail, which included the total General Fund revenues at \$7,655,544 received as of November 10, 2011, which included \$1,100,000.00 drawn from the TAN to pay back the \$240,000.00 year end 2010 borrows from other funds and \$860,000.00 to fund current year expenses until tax revenues start flowing in. He gave a balance of \$6,555 and how it's broken down. Mr. Zito asked for the balance of the rainy day fund. Mr. Hein responded, \$363,000.00.

Current Obligations

General Fund	\$283,678.42
Capital Projects Fund	\$ 45.00
Escrow Account Fund	\$ 8,482.43
Sewer Fund	\$ 27,943.24
Total Disbursements	<hr/> \$320,149.09

Mr. Zito made a motion to pay the Current Obligations in the amount of \$320,149.09. Seconded by Mr. Hutchins. Discussion - Mr. Frutchey asked the following questions: What is the check in the amount of \$140.00 to the Greater Pocono Chamber of Commerce for? Mr. Hein said it was for participation in the Energy Program. He asked what the checks to A.C. Moore in the amount of \$64.08 and to Jay Borger in the amount of \$165.00. Ms. Kelly said it was for the Parks and Recreation Commission annual Halloween party at the Township park. Mr. Frutchey asked why the Supervisors weren't notified of the event. Discussion followed about it being a yearly event. Public Input - Michelle Fairservice commented that there was nothing in the paper and there is usually an advertisement to let the residents know about the event. Mr. Zito said the good news is we've paid off the TAN. The motion carried 4-0.

Other Business

Request for a waiver of Section 104,2A(4)(a) of the Natural Features Conservation Ordinance and a waiver of the requirement for formal Erosion & Sedimentation Control Plan for Block A-100, Section 4 in Arrowhead Lakes for: Accursia Bellino - Lot 43. Jim & Veronica Heron Lot 49.

Authorization to Township Engineer to work on Township Floodplain Ordinance review and Flood Insurance Rate Map

Mr. Hutchins made a motion to authorize Township Engineer Russ Kresge to work on the Floodplain Ordinance and Flood Insurance Rate Map. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

2012 Veterans Day Ceremony

Mr. Hutchins said he contacted VFW Post 509 and VFW Post 3448 and both Posts were appreciative of our efforts and agreed to participate in the 2012 Veterans Day Ceremony.

Inclusion in Group Health, Dental and Vision Insurance Coverage

Mr. Hutchins presented a formal letter of request to be enrolled in the Township's health, dental and eye insurance plan for husband and wife. Discussion - Ms. Kelly reading from the Second Class Township Code asked several questions. It was suggested that she contact Solicitor Hanna with her questions.

Coolbaugh Township presented with a Plaque for Excellence in Recycling

Mr. Frutchey told everyone that Coolbaugh Township was mentioned at the Monroe County Municipal Waste Management Authority for their excellence in recycling efforts and showed everyone a plaque that was presented to him.

Monroe County Tax Collection Committee

Mr. Hein asked Mrs. Frutchey to list the Appointment of Municipal Representative and Alternate Municipal Representative to serve on the Monroe County Tax Collection Committee on the Re-Organizational Agenda.

**Board of Supervisors
November 15, 2011 Minutes
Page 7**

Public Input

Fred Berg - asked if the work at the Township Park retention pond and the lighting project was started. He was advised that the work on the retention pond was still in progress and the lighting of the fields will start soon.

Michelle Fairservice - asked if our DPW would plow and cinder Pocono Forest and asked about the plowing of the Industrial Park. She was told that our DPW would be plowing and cindering Pocono Forest and Mount Pocono Borough would take care of the Industrial Park.

Phyllis Williams - asked for the status of the dangerous building on Lakeside Drive. She was advised that a notice to the home owner is in the process of being served.

Vince Massaro - said he has some concerns with of a number of homes being built by Classic Homes in APCP. He was advised to contact Bureau Veritas with his concerns.

Board of Supervisors Executive Sessions

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

Break - 8:10 p.m. to 8:20 p.m.

Proposed 2012 Budgets

The proposed 2012 General Fund, Sewer Fund, Liquid Fuels Fund were reviewed. It was the consensus of the Supervisors to go over everything at the next Budget Work Session with Mr. O'Boyle who was unable to be present this evening.

**Board of Supervisors
November 15, 2011 Minutes
Page 8**

Adjournment

With no further business before the Board, Mr. Hutchins moved to adjourn the meeting. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0. The meeting adjourned at approximately 8:46 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Lynn Kelly
Vice-Chairman