

**Coolbaugh Township
Board of Supervisors
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The Coolbaugh Township Board of Supervisors November 16, 2010 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Chairman Joseph O'Boyle called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance to the Flag.

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 Zito. Also present were Township Secretary Linda Frutchey and Business Manager/Controller Douglas Hein. Township Solicitor Jerry F. Hanna was absent from the meeting.

Statement on the Agenda: Mr. O'Boyle announced that the Public will be given an opportunity to speak on each agenda matter. Public Input is considered at the end of the meeting.

Approval of November 1, 2010 Minutes

Mr. Hutchins moved to approve the minutes of November 1, 2010 as presented and dispense with the reading. Seconded by Ms. Kelly. Discussion - none. The motion carried 3-0-2 (Mr. Frutchey and Mr. Zito abstained from voting due to not being present at the meeting).

2010 Monthly Reports

Coolbaugh Township Volunteer Fire Company

Bill Weimer was present to give the following reports: For the month of September there were 33 calls, for the month of October there were 32 calls and year to date are 236 calls, 2,539 man hours and 5,966 training hours .

Mr. Weimer said the members of the fire company want to clean Joseph Darlak's property (former Churnock's restaurant) as the building was used as a haunted

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house which raised funds for the fire company and asked if the township's backhoe could be used to move the telephone poles to the front of the property to prevent trucks parking on the property and if the debris collected could be taken to the dumpsters at the DPW garage. It was the consensus of the Supervisors that our DPW would move the poles and the debris could be taken to the dumpster.

Mr. Weimer said he is the only fire company representative in Monroe County to receive Juvenile Firesetter certification and went on to say that another member received instructor certification which helps when applying for grants.

Pocono Mountain Regional Emergency Medical Services

Due to another commitment, Ms. Kelly was unable to attend the PMREMS meeting and said a copy of the recent report will be in the read file.

Pocono Mountain Regional Police

Mr. Hutchins presented the October 2010 PMRPD Monthly Report as follows: 1298 complaints, 81 accidents, 163 criminal arrests, 347 traffic arrests, 416 traffic warnings and 8 ordinance arrests for a total of 1379 calls within the area covered by the regional police, which includes Tobyhanna, Tunkhannock and Coolbaugh Townships and the Borough of Mount Pocono. Mr. Hutchins said that revenues from the municipalities will stay the same in 2011 as they were in 2010.

Request for Extensions until February 21, 2011:

Land Development Plan of the property owned by Alvaro Rodriguez

Proposed Warehouse - Arcadia North Business Park - South Phase, Section 1, Lot #2 - Revised Final Land Development Plan

Arcadia North Business Park, North Phase, Section 1, Lot #1 - Subdivision and Land Development Plan

Mr. Frutchey moved per the recommendation from the Planning Commission to grant extensions on the referenced plans until February 21, 2011. Seconded by Mr. Hutchins.

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Discussion - Ms. Kelly asked if there were letters from the developers requesting an extension. Mrs. Frutchey responded that she was trying to save on paper and did not copy the letters from the developers. Public input - Fred Berg asked questions relating to the type of development being proposed and if there would be areas on the site for truck parking. Discussion followed. It was the consensus of the Supervisors that the Planning Commission members should be notified that the Board of Supervisors want to see areas on the plans designated for truck parking. The motion carried 5-0.

Five Year Extension - Coolbaugh Township and Blue Ridge Cable Technologies, Inc. Franchise Agreement

Mr. Frutchey moved to approve the Five Year Extension on the Franchise Agreement with Blue Ridge Cable Technologies. Seconded by Ms. Kelly. Discussion followed on the franchise agreement, roads still needing to be restored, the INTERNET service being provided to the Township Municipal Center, Road Department garage, Fire Company buildings and PMREMS should be continued at no charge, etc. Discussion - Mr. Frutchey said that he worked for a cable company and knows that this would not be allowed. Public input was heard from Fred Berg who asked questions relating to the length of the franchise agreement. The motion carried 3-2-0 (Mr. Hutchins and Mr. Zito opposed).

Authorization to advertise:

Budget Work Sessions

Mr. Hutchins moved to authorize the advertisement for Budget Work Sessions on Tuesday, November 23, 2010 at 7:00 p.m. and Tuesday, November 30, 2010 at 6:00 p.m. Seconded by Mr. Frutchey. Discussion followed about meeting with CPA Todd Bushta at 6:00 p.m. on November 23, 2010 and afterwards review the proposed 2011 budget. The motion carried 5-0.

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

Mr. Zito moved to authorize the advertisement. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0.

Proposed Changes to Coolbaugh Township's Year Round Drop Off Site and Recycling Program

Mr. Frutchet moved to close the Drop Off Site January, February and March of 2011 and reopen the first week-end in April. Seconded by Mr. Hutchins. Discussion followed about the site remaining open in November and December 2010 and 2011. The motion carried 4-1-0 (Mr. O'Boyle opposed).

Mr. Frutchet made a motion to start Electronics Recycling in April of 2011 with residents being charged per the fee schedule from Monroe County Municipal Waste Management Authority (MCMWMA); employees of MCMWMA will show our DPW crew how to shrink wrap the items that will be stacked on pallets; to approve transporting the items to the MCMWMA facility. Seconded by Ms. Kelly. Discussion ensued as to whether we should add more money per item to the MCMWMA fee schedule to cover our costs for transporting the items to their site. It was the consensus to go with the fee scheduled provided. The motion carried 5-0.

Mr. Frutchet made the following motion: to discontinue the Swipe Card procedure and starting in January 2011 a resident will be issued a new card (same one that was purchased from Profit Point), two different colored stickers will be added to the card that represent the drop off of bulky items and the pick-up of mulch; a DPW employee will hand punch the color sticker on the card that represents the drop off or pick-up and the fee schedule will be followed once a resident has used his/her number of free swipes or if the resident does not have a card. Seconded by Mr. Hutchins. Discussion ensued over whether residents will have to fill out a card that shows his/her license when presenting the card which will be matched with the number on the back of the card, or a form or electronic data base available at the Township office for residents to fill out which will include name, address, license number, etc. The motion carried 5-0.

Mr. Hutchins motioned to approve Property Owners Associations and churches picking up mulch or topsoil or delivering bulky items as often as they see the need, with the condition that a written request is sent to the Board of Supervisors. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

Discussion ensued over the amounts of mulch and topsoil being reduced. Mr. Frutchet moved to allow residents with a card to pick up 4 large buckets of mulch **or** four "½" yard buckets of composted topsoil or a combination of both. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Authorization to Township Engineer to prepare Bid Specification for all Township Road Signs, Brackets and Posts to comply with Federal Regulations and E- 911

Mr. Hutchins moved to approve Township Engineer Russ Kresge reviewing the proposed draft bid specifications prepared by Mrs. Frutchey for changes and or corrections. Seconded by Mr. Frutchey. Discussion ensued over whether a portion or all the signs should be ordered, the matter of the signs sitting around taking up space until they can be installed, the time that it will take the time to install the signs, etc. Further discussion ensued about the motion being approved for the Township Engineer to work on the specifications to get them ready for the bidding process. It was the consensus of the Supervisors that the authorization to advertise the bid would be a future agenda item. Mr. Zito said the Parks and Recreation Commission are working on plans for a recreation building, that this project still remains a top priority, etc. Public input was heard from Fred Berg who asked if the duplicate road names were corrected. The Supervisors confirmed that it has been taken care of. The motion carried 5-0.

Authorization to apply for extensions - PennDOT Highway Occupancy Permits #05038745-2 and #05038202 - Arcadia Properties / Tegawitha Road

Mr. Frutchey moved to apply for extensions on PennDOT Highway Occupancy Permits #05038745-2 and #05038202. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Township's Financial Report

Before the Supervisors were detailed Financial Reports prepared by Business Manager/Controller Doug Hein. Mr. Hein discussed the summary of financial information as of November 10, 2010 regarding revenues, expenses and cash balances. Discussion ensued over whether there were enough funds to pay off the TAN by December 31, 2010, if the balance of the TAN could be rolled into a new TAN, if the township could apply for a municipal debt loan or an equity loan, etc. Mr. Hein was directed to call Solicitor Hanna to see if we can apply for a municipal loan or an equity loan and call the banks in our area to see if we can apply the balance of the TAN into a new TAN. It was the consensus of the Supervisors to schedule a special meeting if one is needed to take action. Mr. Hein was asked why the check to Muschlitz Excavating, Inc. in the amount of \$97,794.72 and a check to Del-Val International in the amount of \$71,754.00 was not listed as paid since in

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the Current Obligations and if these figures are deducted from his Financial Report. Mr. Hein said it was an oversight and the figures have been deducted.

Current Obligations

General Fund	\$64,771.53
Capital Projects Fund	\$ 3,492.00
Escrow Account Fund	\$ 486.50
Liquid Fuels Fund	\$ 2,355.51
Sewer System Fund	\$ 11,018.27
Total Disbursements	<u>\$109,123.81</u>

Mr. Zito moved to approve the Current Obligations in the amount of \$109,123.81. Seconded by Mr. Hutchins. Discussion - Ms. Kelly said the Parks and Recreation came in under budget as they spent \$287.32 of the \$300.00 that was approved for the Ghoulbough Pumpkin Patch Event and said she will abstain from voting due to a reimbursement to her being listed for the bills for supplies purchased for the Halloween event. Public input - Phyllis Williams said the figures listed in the Current Obligations do not add up. Mr. Hein said \$27,000.00 is for payroll and it is not shown on the list. The motion carried 4-0-1 (Ms. Kelly abstained).

Other Business

Women 2 Women Request for usage at the Township Community Services Center

Mr. Zito made a motion to approve Women 2 Women, a non-profit organization's request to use the Township Community Service Center Conference room on Tuesdays and Thursdays from 10:00 a.m. to 1:00 p.m. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

Keystone STARS Request for usage at the Township Community Services Center

Mr. Zito made a motion to approve Keystone STARS, a non-profit organization's request to use the Township Community Service Center Conference room from

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January to June on the 3rd Tuesday of each month from 1:00 p.m. to 3:00 p.m. Seconded by Mr. Hutchins. Discussion - none. The motion carried 5-0.

Sale of Muffin Monster

Mr. Hein reported that he sold the Muffin Monster for \$300.00. It was the consensus of the supervisors that the rest of the material could be sold as scrap.

Public Input

Michelle Fairservice - asked if the \$105,000.00 donation to the Fire Company was a monthly or yearly donation, if the Township still pays for their insurance and who the Township Auditors were. Mrs. Fairservice was advised that the donation is yearly, the Fire Company has always paid for their own insurance and the Auditors are Dan Ferguson, Steve Planchock and Veronica Frank.

Board of Supervisors Executive Sessions

Mr. O'Boyle announced that the Board of Supervisors held Executive Sessions on Monday, November 1, 2010 after the meeting for Legal and Personnel Issues, on Monday, November 8, 2010 at 6:00 p.m. for Personnel and a Personnel Executive Session will be held following this meeting.

Adjournment

With no further business before the Board, Mr. O'Boyle moved to adjourn the meeting. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 8:33 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Joseph O'Boyle
Board Chairman