

**Coolbaugh Township
Board of Supervisors
November 18, 2008 Meeting
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The Coolbaugh Township Board of Supervisors November 18, 2008 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.

Roll Call

Supervisors present for the meeting include: Mr. Joseph O'Boyle, Ms. Lynn Kelly, Mr. James H. Frutchey, Jr., Mr. Robert B. Hutchins and Mr. Robert M. Zito. Also present was Township Secretary Linda Frutchey. Township Solicitor Jerry Hanna was absent.

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 for other issues.

Approval of November 3, 2008 Meeting Minutes

Ms. Kelly moved to approve the November 3, 2008 Meeting Minutes as presented and dispense with the reading. Seconded by Mr. Zito. Discussion - none. The motion carried 5-0.

Pocono Community Church - requests for conditional Certificate of Occupancy and a temporary waiver to pave parking lot at their new facility

Pastor Dave Crosby and Executive Pastor Kevin Weaver were present on behalf of the above referenced matter.

Mr. Frutchey moved to grant Pocono Community Church their request for a conditional Certificate of Occupancy and a temporary waiver to pave the parking lot at their new facility. Seconded by Mr. Hutchins. Discussion followed about including a date in the motion. The motion was amended by Mr. Frutchey and Mr. Hutchins to include the date of June 30, 2009. The motion carried 5-0.

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Representatives of Coolbaugh Township Lowe's of Mt. Pocono will be present to discuss proposed project

Mike Gavin, the attorney for the project and Ed White of PREIT were present on behalf of the Lowe's Sketch Plan.

Mr. Gavin explained the changes to the building size, the percentage in the Borough of Mount Pocono, driveway and accesses, size of parking stalls, appearing at the Borough of Mt. Pocono Zoning Hearing Board meeting on December 4, 2008, etc.

Mr. O'Boyle read the Planning Commission's November 12, 2008 memorandum informing the Supervisors that they support the Coolbaugh Township Lowe's of Mt. Pocono.

Based on the Planning Commission's memorandum, Mr. Hutchins moved to approve the Lowe's Sketch Plan - Preliminary / Final Land Development for Coolbaugh's portion and went on to say Mt. Pocono's portion looks pretty good. Seconded by Mr. Zito. Discussion followed about the project being in Coolbaugh Township and the Borough of Mt. Pocono. The motion carried 5-0.

Extension Requests

Arcadia North Business Park - Lot 2 - Preliminary Land Development Plan
January 20, 2009

Lands of Pennsylvania-American Water Company - Minor Subdivision Plan
January 20, 2009

Lands of Pocono Country Place, POA, Inc. - Minor Subdivision Plan
January 20, 2009

Apache Summit Final Minor Subdivision Plan
March 17, 2009

The Cross, Inc. - Preliminary Land Development Plan
March 19, 2009

Mr. Frutchet moved as per the Planning Commission's recommendations to grant the above referenced Extension Requests. Seconded by Mr. Hutchins. A brief discussion followed. The motion carried 5-0.

**2008 Monthly Reports
Coolbaugh Township Volunteer Fire Company**

Mr. O'Boyle presented the October 2008 Township Volunteer Fire Company Monthly Report as follows: 84 total calls and 502.76 in staff hours.

Pocono Mountain Regional Emergency Medical Services

Mr. O'Boyle presented the monthly report for the number of hours/calls in the municipalities served as follows: 156 Coolbaugh Township, 71 Tobyhanna Township, 52 Tunkhannock, 25 Boro of Mount Pocono, 2 Chestnuthill Township, 6 Barrett Township, 1 Pocono Township for a total of 318 calls.

Pocono Mountain Regional Police

Mr. Zito presented the October 2008 PMRPD Monthly Report as follows: 1337 complaints, 86 accidents, 119 criminal arrests, 290 traffic arrests, 186 traffic warnings and 16 ordinance arrests for a total of 1423 calls within the area covered by the regional police, which includes Tobyhanna, Tunkhannock and Coolbaugh Townships and the Borough of Mount Pocono. He said Coolbaugh Township is currently running over in hours. In January the PMRPD will begin Community Education programs, the first one being on the subject of Identity Theft and how to protect ourselves. The Lions Club donated \$3500.00 to the bicycle program, the cruisers have a flying eagle emblem on them, etc. Ms. Kelly said she likes the Education Programs being offered to the community.

Authorization to apply for an extension - PennDOT Highway Occupancy Permit #05038202

Mr. Frutchey made a motion to approve authorizing the application for an extension request on PennDOT Highway Occupancy Permit #05038202 for one (1) year. Seconded by Mr. Zito. Discussion - none. The motion passed 5-0.

Authorization to advertise Notices

Ms. Kelly moved to authorize the Secretary to advertise the Notice of intent to appoint a Certified Public Accountant at the Board of Supervisors' Annual Re-Organizational Meeting. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0.

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Mr. Frutchey moved to authorize the Secretary to advertise the Notice - Township of Coolbaugh's 2009 Proposed Budget is available for public inspection when it is ready. Seconded by Ms. Kelly. Discussion - none. The motion carried 5-0.

Proposal to provide professional auditing services for Coolbaugh Township for the years ending December 31, 2008, 2009 and 2010

Proposals to provide professional auditing services for Coolbaugh Township for years ending December 31, 2008, 2009, 2010 were received as follows: Zelenkofske Axelrod, LLC of Harrisburg, PA in the amounts of \$15,250.00 for 2008, \$15,860.00 for 2009 and \$16,495.00 for 2010; Todd Bushta & Associates, LLC of Stroudsburg, PA in the amount of \$10,000.00 per year for years ending December 31, 2008, 2009 and 2010.

Mr. Hutchins moved to accept the Proposal from Todd Bushta & Associates, LLC. Seconded by Ms. Kelly. Discussion - Mr. Zito suggested amending the motion to include that all reports must be submitted on a timely basis as required by the DCED or Coolbaugh Township can cancel the contract. Mr. Hutchins amended the motion as suggested and Ms. Kelly seconded it. The motion carried 5-0.

New Financial Software Proposal

Mr. O'Boyle read off a summary of the financial software proposals outlined in a memorandum from Business Manager/Controller Doug Hein, noting that Mr. Hein recommended the Municipal Software program. A brief discussion followed about the possibility of Quick Books or Peachtree accounting software.

Mr. Hutchins moved to table discussion of new financial software until the January 2009 Work Session. Seconded by Mr. Zito. Discussion - none. The motion passed 5-0.

Patricia Thorne, Arrowhead Lakes - request for a refund for On-Lot Sewer Disposal System Permit Application

Ms. Kelly made a motion to grant a refund to the applicant, Patricia Thorne of Arrowhead Lakes, minus a 20% administrative fee for expenses incurred by the Township. Seconded by Mr. Hutchins. Discussion followed about a previous refund that had been granted. The motion carried 5-0.

Current Obligations

General Fund	\$403,861.80
Capital Projects	\$ 96,327.14
Escrow Account Fund	\$ 7,423.82
Sewer System Fund	\$ 24,503.29
State Liquid Fuels	\$162,222.01
Total Disbursements	<u>\$694,338.06</u>

Mr. Zito moved to approve the Current Obligations in the amount of \$694,338.06. Seconded by Mr. Frutchey. Discussion - Mr. Hutchins pointed out that \$300,000.00 of the total was for the General Obligation Bond. He asked if that lump sum could be spread out over a period of a year or whether a separate interest bearing account could be opened, making payments into it each month, etc. It was the consensus of the Supervisors to allow Business Manager/Controller Doug Hein and Treasurer Pat Eden figure out which way would be better. The motion was called and passed 5-0.

Other Business

Recycling Site and Zoning Office Schedules on Saturdays

Mr. O'Boyle suggested that the Saturday schedule for the Recycling Site and the Township Zoning Office mimic each other, during the winter months, which would mean the Zoning Office would be open on the first Saturday of the month from November 15 - April 15 with the exception of holiday weekends. It was the consensus of the Supervisors to make this change in the ZO schedule.

Letter to CTVFC - Five Year Service Contract negotiations

Mr. Zito moved to send a letter to the CTVFC thanking them for their commitment to the Township and its residents and for the time and effort taken in compiling their 2008 Proposal. Due to present financial constraints, the Supervisors cannot renegotiate a contract at this time, but a donation will be sent in July and negotiations on an intended Five Year Service Contract for 2010 to 2014 will begin in August of 2009. Seconded by Mr. O'Boyle. Discussion followed in which Mr. Zito reiterated that it has been a very tough year, but we want to recognize the Fire Company's efforts and assure them of good faith during upcoming negotiations, etc. The motion carried 5-0.

Arcadia Properties, LLC request for snow plowing services from Coolbaugh Township

Mr. O'Boyle summarized a letter dated November 14, 2008 from Shawn K. Langen of Arcadia Properties, LLC requesting that the Township plow Industrial Park Drive from the traffic signal at SR 611 to the temporary cul-de-sac within the Arcadia North Business Park in exchange for payment in the amount equal to what would be approved under the liquid fuels program had the road been completed and accepted by the township. Discussion followed in which it was the consensus of the Supervisors to send a letter to Arcadia advising them the Township is not able to provide this service at this time, due to it being private property, etc.

Public Input

Werner Frank - raised the subject of the new fee schedule for the Recycling and Drop off Site an whether it was on our web site. Discussion followed about there being no charge for dropping off tree limbs and branches, the cost of operating the site, that the Township is researching some type of registration or bar coding system, etc.

Dave Pope - asked about the bridge on Laurel Drive. Mr. O'Boyle said there are internal conflict over this at PennDOT, but paving is scheduled for this Thursday. It was the consensus of the Supervisors to send a letter to the District Bridge Unit in Allentown, saying in the vent something precludes the paving on Thursday, that we urge them to do something as soon as possible, because emergency services and school busses need this route and it is difficult to plow the road, etc.

Mr. Pope - also commented that the Township should be following OSHA guidelines for digging trenches.

Clare Colgan - announced the "Jinglebaugh" holiday celebration at the Township on December 6, 2008, adding that Walmart contributed \$200.00 towards the occasion. Discussion followed about the plans, which include entertainment and a story hour at the Library, the annual holiday event and refreshments at the Historical Association, the arrival of Santa Claus, a bonfire (being watched by the CTVFC) and performances by the Mt. Pocono United Methodist Church Bell Choir and the Pocono Mountain West Band Choir.

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Board of Supervisors Executive Sessions

Mr. O'Boyle announced that the Board of Supervisors held Executive Sessions on Monday, November 3, 2008 at 7:00 p.m. re: Pending Litigation and on Tuesday, November 18, 2008 at 6:00 p.m. re: Personnel. He also noted that an Executive Session would be held on Tuesday, November 25, 2008 at 6:00 p.m.

Adjournment

With no further business before the Board, Mr. Zito moved to adjourn the meeting. Seconded by Mr. Frutchey. Discussion - none. The motion carried 5-0. The meeting adjourned at approximately 7:58 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Joseph O'Boyle
Chairman