

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
November 20, 2018

The meeting was called to order by Chairman William Weimer at 7:00 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Anthony Lamantia, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

Board Members absent:

None

Staff present:

Colby Grim, Solicitor, Erin Masker, Township Secretary and Maureen Mills, Business Manager/Controller

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.
- The meeting is being recorded to aid in the preparation of the minutes, please remember to state your name and city before speaking.

1. Public Input

Nothing was heard.

2. Approval of minutes / notes : November 5, 2018 Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the regular meeting minutes of November 5, 2018 as written.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes (Mr. Lamantia abstained due to his absence at the meeting)

3. Monthly Reports

- **Pocono Mountain Regional Police Department-** Presented by Ms. Kelly. Ms. Colgan read the UCR report.
- **Pocono Mountain Regional EMS-**Presented by M. Lemley
- **Coolbaugh Township VFC-** Presented by G. Dobson
- **Gouldsboro VFD-** Presented by Mr. Weimer
- **Thornhurst Fire & Rescue Ambulance-** Presented by D. Wagner
- **Tobyhanna Township VFC-** Presented by T. Counterman. Mr. Counterman attended a fire committee meeting with Tobyhanna Township and asked if the Board would reconsider joining the regional fire study, being advised by Mr. Weimer that the original explanation of what the study was for ended up being something completely different when staff attended the meeting. Mr. Weimer stated that unless this would be a county wide commission it is probably not going to work. Mr. Weimer thanked Mr. Counterman for asking. Ms. Kelly asked who is participating being advised by Mr. Counterman that there is no one, stating that he is not opposed to an individual study but not a regional study. Mr. Counterman also stated that he is currently trying to coordinate a meeting with the new chief of Station 33, Pocono Summit Volunteer Fire Company to discuss the absorption of the company by Tobyhanna Twp. VFC. Mr. Weimer stated that if the board is not

opposed moving forward with absorbing station 33 and having it reopen under station 41 that he will also attend the meeting with Mr. Counterman.

- **Pocono Mountain Public Library-** Presented by P. Williams. Ms. Ruiz-Smith presented a canister for the Valor Clinic Foundation to be put out at the library for the spoon collection drive which will benefit the veterans. Mr. Weimer stated that the maintenance man at the library is putting snow in the parking lot after it is plowed, stating that there will be a letter sent out.

4. WWTP Sampler Replacement

Mr. Weimer made a motion second by Ms. Ruiz-Smith to purchase the two samplers from WD Malden at the cost of \$14,907.00.

- **Discussion:** D. Kavitski stated that there was a broken pipe which has since been fixed, also providing the Board with charts on the flow rates at the WWTP as well as outlining the flow rates from the Walmart Distribution Center and the Mountain Center. D. Kavitski stated that there is a line from the surge tank to the pump station that needs to be flushed stating that it was last flushed approximately 5 years ago. K. Fulford is currently getting a quote for that work. Mr. Weimer asked Ms. Masker to put this item on the agenda for December 4, 2018.
- **Vote:** All in favor, motion passes.

5. Window Replacement for the District Court

Ms. Kelly made a motion second by Ms. Ruiz-Smith to replace the windows in the District Court according to option #1- Pella windows at a cost of \$10,213.02 and installation by Mazur Contracting at a cost of \$8,125.00 for a total cost not to exceed \$18,338.02.

- **Discussion:** Ms. Ruiz-Smith asked Ms. Mills if this is replacing 21 windows being advised it is. Ms. Ruiz-Smith asked if we are cutting back on any of this to cut costs being advised by Ms. Mills that we are not because we are under budget on that line item.
- **Vote:** All in favor, motion passes.

6. Municipal Building Fire Alarm System Proposal

Mr. Weimer made a motion second by Ms. Kelly to approve the proposal for engineering costs from Barry Isett for the fire alarm system proposal to include the bid specs.

- **Discussion:** Ms. Ruiz-Smith stated that this will also include the plans according to the proposal provided. Ms. Kelly stated that this proposal will provide the bid specs for the spring.
- **Vote:** All in favor, motion passes.

7. Minor Subdivision joining lots 6 & 7, Block 2102, Section 21, Arrowhead North, Property Owner(s)-Frederick E. & Elizabeth L. Hubler

Ms. Kelly made a motion second by Ms. Colgan to approve the Minor Subdivision joining lots 6 & 7, Block 2102, Section 21, Arrowhead North, Property Owner(s)-Frederick E. & Elizabeth L. Hubler.

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

8. Minor Subdivision joining lots 1910 & 1911, Section J-II, Locust Lake Village, Property Owner(s)-Thomas & Donnamarie Murphy

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the Minor Subdivision joining lots 1910 & 1911, Section J-II, Locust Lake Village, Property Owner(s)-Thomas & Donnamarie Murphy.

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

9. Request for Waiver of Time Extension Request for the Minor Subdivision Plan for Frank and Anna Ezzo until January 30, 2019

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the Waiver of Time Extension Request for the Minor Subdivision Plan for Frank and Anna Ezzo until January 30, 2019.

- **Discussion:** Ms., Ruiz-Smith asked when the plan was submitted. Ms. Masker stated that the surveyor has received the comments to make the corrections and stated that in the future there will be some conditional approval requests that will come before the Board as there are other plans with joinder deed issues stating that issuing a conditional approval will alleviate need for time extension requests
- **Vote:** All in favor, motion passes.

10. Request for Waiver of Time Extension Request for the Minor Subdivision Plan for Linda Silva until January 30, 2019

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the Waiver of Time Extension Request for the Minor Subdivision Plan for Linda Silva until January 30, 2019.

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

11. Request for Waiver of Time Extension Request for the Minor Subdivision Plan for Daniel Stapleton until January 30, 2019

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the Waiver of Time Extension Request for the Minor Subdivision Plan for Daniel Stapleton until January 30, 2019.

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

12. Resolution #10-2018: Application for Traffic Signal Approval: Timing Change of the Traffic Light located at Commerce Street/Summit Avenue

Mr. Weimer made a motion second by Ms. Kelly to approve Resolution 10-2018: Application for Traffic Signal Approval: Timing Change of the Traffic Light located at Commerce Street/Summit Avenue.

- **Discussion:** Ms. Ruiz-Smith asked if this pertains to Aldi's, being advised by Mr. Weimer that it does.
- **Vote:** All in favor, motion passes.

13. Authorization to Purchase Trail Cams

Ms. Kelly made a motion second by Mr. Weimer to approve the purchase of trail cams with brackets and installation hardware at a cost not to exceed \$1,000.00 to allow for setup at two locations at one time.

- **Discussion:** Ms. Ruiz-Smith asked where this request came from being advised by Mr. Weimer it is from the codes department in order to catch people that are dumping illegally. Mr. Weimer stated that the Township will get permission from homeowners to put the cameras on their properties. Mr. Lamantia stated that he will speak to Mr. Keane as there are locks that are cheaper and will work better.
- **Vote:** All in favor, motion passes.

14. Municipal Center Security Cameras

Ms. Ruiz-Smith made a motion to approve the submission from AIC for the municipal center security cameras in the amount of \$5,830.00.

****Motion failed due to lack of a second****

Ms. Kelly made a motion second by Mr. Weimer to approve the submission from Spytronics for the municipal center security cameras in the amount of \$9,986.00.

- **Discussion:** Ms. Ruiz-Smith asked how it is reasonable for the Board to approve a quote that is over \$4,000.00 more than the AIC quote for the same products stating that AIC submitted their quote before Spytronics. Ms. Kelly stated that there is trust in this vendor. P. Williams stated that the historical museum is having a service issue with AIC.
- **Vote:** All in favor, motion passes.

15. Authorization to Advertise Public Inspection of the 2019 Proposed Budget to be published on November 28, 2018

Mr. Weimer made a motion second by Ms. Colgan to authorize to Advertise Public Inspection of the 2019 Proposed Budget to be published on November 28, 2018.

- **Discussion:** Ms. Ruiz-Smith stated that she is in favor of advertising for the public inspection but stated that she is not in favor of the raises that are proposed stating that she did not want to give out any raises to the staff stating that there is only one person that deserves a big raise for the work she does. Mr. Lamantia stated that he finds that statement disturbing stating that Ms. Ruiz-Smith is always looking to have the Township pay for dinners and her insurance yet always says that she is looking out for the taxpayer dollars, but then doesn't want to give raises to the staff that is here working 40 hours a week. Ms. Ruiz-Smith stated that the Board doesn't see the value of public relations to gain exposure for the community. Ms. Kelly stated that the budget will be available at the Township Building and will be voted on December 18, 2018.
- **Vote:** All in favor, motion passes.

16. Food Express Convenience/ Dunkin Donuts Land Development Plan Request for Waiver of Time Extension until June 10, 2019

Ms. Kelly made a motion second by Mr. Weimer to approve the request for Waiver of Time Extension until June 10, 2019 for Food Express Convenience/ Dunkin Donuts Land Development Plan.

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

17. Basement Rental Space

Ms. Kelly made a motion second by Mr. Weimer to rent the basement space out at \$1,400.00 per month.

- **Discussion:** Ms. Ruiz-Smith stated that in the work session there was discussion on renting the Municipal Complex spaces out based on three tiers stating that she does not agree with that.
- **Vote:** All in favor, motion passes.

18. Controller Report

Presented by Ms. Mills as of October 31, 2018

- **Discussion:** Ms. Mills stated that at the last meeting there was a question on the grant for the leaf truck stating that the Township will have to pay out 10% of the cost of the truck cost which will be \$33,522.00 stating that the grant will then pay the remaining balance. Mr. Weimer clarified that we will be purchasing a new leaf truck as well as a new leaf box for the truck that we have.

19. Current obligations

• General Fund	\$	101,326.29
• Liquid Fuel Fund	\$	39,723.20
• Sewer Fund	\$	<u>20,228.75</u>

Total Disbursements \$ 161,278.24

Ms. Kelly made a motion second by Ms. Colgan to pay our current obligations in the amount of \$161,278.24.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on checks # 4860 and #4863. Mr. Lamantia requested that the bill for Gilmore and Associates be held until we receive further clarification.

Ms. Kelly amended her motion and Ms. Colgan her second to include holding off on paying the Gilmore and Associates bill until we receive further clarification.

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

20. Solicitors Comments

Solicitor Grim reminded the Board that the hearing will be held for the travel plazas, the zoning map change and the parks and recreation commission membership on December 4, 2018 at 6:30pm.

Solicitor Grim reviewed the Ordinance for the Planning Commission changes and the Board agreed that the compensation for the commission would remain at \$100.00 per meeting and also agreed that it would be four absences per calendar year for removal from the commission. Ms. Ruiz-Smith agreed with the four absences per year as many of the absences are not consecutive and stated that we need some new blood on the commission. Ms. Colgan asked if the same absentee policy could be added to the Parks and Recreation Ordinance being advised that it can.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to advertise the public hearing for the zoning ordinances pertaining to the Planning Commission changes to be held on December 18, 2018 at 6:30pm.

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

21. Other business

- ❖ Ms. Ruiz-Smith stated that she has the spoon donation canister for Valor Clinic Foundation that she is giving to Ms. Mills to put in the front of the Municipal Building. Ms. Masker will put the flyer out on the Township Social Media Pages.
- ❖ Mr. Weimer stated that he spoke with the owner of NE Site today regarding the issue with Ryan's Road stating that they will be putting down a binder to hold over until after winter so that it will help to resolve the issue with the drop off that is currently there. Mr. Weimer stated that when the Township plows came through there the drop was so great that the plow wasn't even touching the road.
- ❖ Mr. Weimer commended the DPW staff for their work during the storm stating that he heard complaints but stated that it was the perfect storm with the storm starting before rush hour and stating that cars were stuck all over the roads. Ms. Colgan stated that the Township roads were in better condition than the state roads when she came home from work.

Ms. Colgan made a motion second by Mr. Weimer to approve the Waiver of Time Extension Request for the Minor Subdivision Plan for Ali Al-Kherdi until January 30, 2019.

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

❖ Mr. Weimer stated that the Coolbaugh Township fire company requests the assistance of the Township DPW to pick up an oil tank and hot water heater from Station 2 and dispose of both for them.

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize DPW to pick up and dispose of the hot water heater and oil tank from the fire station on Wildflower for the Coolbaugh Township VFC.

- **Discussion:** Ms. Ruiz-Smith asked how DPW will dispose of the oil tank being advised by Mr. Weimer that if it is clean it will go in the metal dumpster for pickup. Mr. Weimer stated that there was a new propane generator installed at Station 2 and stated that DPW dug a line from the yard to the pad.
- **Vote:** All in favor, motion passes

Mr. Weimer made a motion second by Ms. Kelly to authorize the firefighters that are working in the DPW to leave to go to fire calls if they are not actively engaged in a project with the total support of the Board of Supervisors.

- **Discussion:** D. Wagner stated that is a good thing to do to protect the residents. Ms. Colgan asked if the new hire at DPW that is a fireman with another Township is able to join the Coolbaugh Township VFC to leave for calls, and was advised by Mr. Weimer that as long as the volunteer lives or works in the Township they can submit an application to the Fire Company to join.
- **Vote:** All in favor, motion passes.

22. Adjournment

There being no further business, a motion was made by Ms. Kelly second by Ms. Colgan to adjourn.

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

Meeting adjourned at 8:20 pm.

NEXT REGULAR BOARD MEETING: Tuesday, December 4, 2018 at the Coolbaugh Township Municipal Office meeting room.

- Work Session- 6:00 pm
- Business Meeting – 7:00 pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____