

**Coolbaugh Township
Board of Supervisors
November 5, 2012 Minutes
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The Coolbaugh Township Board of Supervisors November 5, 2012 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Mr. John Adams called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance.

Mr. Adams asked for a moment of silence for the victims suffering from the consequence of Hurricane Sandy.

Supervisors present for the meeting included: Mr. Juan Adams, Mr. Robert M. Zito, Mr. James H. Frutchey, Jr., Ms. Lynn Kelly and Mr. Fred Pope. Also present were Township Solicitor Jerry F. Hanna and Township Secretary Linda Frutchey. Business Manager/Controller Douglas Hein was absent.

Mr. Adams announced: 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 Minutes

Mr. Frutchey moved to approve the October 16, 2012 minutes as presented and dispense with the reading. Seconded by Ms. Kelly. Discussion - Ms. Kelly referring to page 2, PMREMS, the last sentence, if it is station 11 or station 2. Discussion followed on the location of the various PMREMS stations. Mrs. Frutchey said she would call PMREMS for the station and correct the minutes. The motion carried 5-0.

Ratification - Declaration of Disaster Emergency - Hurricane Sandy

Mr. Frutchey moved to ratify the Declaration of Disaster Emergency for Hurricane Sandy. Seconded by Mr. Adams. Discussion - it was noted that the Monroe County Emergency Management Services (Emergency Services) was responsible for the Township getting water, ice and MRE's (meals ready to eat) to hand out to residents who were without power. The expenses and damages need to be turned into Emergency Services by Wednesday, November 7, 2012. There has been no decision as to what will be done with the left over supplies, they may have to be returned to the county as they may be sent to New Jersey and New York for victims still without power or they may be given to fire companies. Mr. Adams asked if we should do something to help the residents in NJ

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and NY. Mr. Frutchey said he believes that Emergency Services will give the directions as to what should be done. Mr. Frutchey commended the Fire Company, the DPW, PPL, BRC and the Red Cross for doing an excellent job in this crises. The motion carried 5-0.

Letter of Support - LSA Grant - Pocono Mountain Economic Development Corporation - (PMEDC) - improve broadband service.

Mr. Frutchey moved to approve signing the Letter of Support for the PMEDC broadband infrastructure project. Seconded by Mr. Zito. Discussion - Michelle Fairservice and Harry Smith asked questions about the broadband service. The motion carried 5-0.

Authorization to advertise Public Hearing and Notices of the Zoning Ordinance Amendment and Zoning Map Change, Subdivision and Land Development Ordinance Amendment and the Official Map Ordinance

Mr. Frutchey made a motion to authorize the advertisement for the Public Hearing to be held on February 5, 2013 with the adoption of the ordinances to be considered at the February 5, 2013 regular meeting of the Board. Seconded by Mr. Zito. The motion carried 5-0.

Phyllis Haase resignation from PMREMS

Mr. Adams moved to accept Phyllis Haase's resignation from PMREMS. Seconded by Mr. Zito. Discussion followed about the township recommending an individual to PMREMS as they do the appointment. Mr. Adams suggested trying to find an individual that is in the medical field. The motion carried 5-0.

Authorization to advertise Budget Work Sessions

Mr. Frutchey made a motion to authorize the advertisement for Budget Work Sessions to be held on Monday, November 19, 2012 and Monday, November 26, 2012 at 6:30 pm. Seconded by Mr. Adams. The motion carried 5-0.

Request for Loan Proposal - Tax and Revenue Anticipation Note

Mr. Zito motioned to move forward with the Request for Loan proposal for the Tax and Revenue Anticipation Note in the amount of \$750,000. Seconded by Mr. Frutchey. The motion carried 5-0.

Certified Public Accountant (CPA) Proposals

The following CPA Proposals were received for 2012, 2013 and 2014: Gneiding, DeSanctis, Blizard & Bushta in the amount of \$8,000.00, Kirk Suma & Company in the amount of \$9,100 and Zelenkofske Axelrod LLC in the amount of \$10,000.00 for 2012

Mr. Zito motioned to accept engaging the firm of Gneiding, DeSanctis, Blizard & Bushta in the amount of \$8,000.00 to audit the township books for 2012, 2013 and 2014. Seconded by Mr. Frutchey. Discussion - Mr. Adams asked if it would be better to go with another firm due to the number of years Todd Bushta was auditing the township financial records. Discussion followed about there never being any discrepancies with the financial records and being comfortable with the firm as they know the books and know what their looking for. The motion carried 5-0.

Street Name Signs, Mounting Brackets and Miscellaneous Traffic Signs Bid

The above referenced Bid was advertised in the Pocono Record on Wednesday, October 10, 2012 and Sunday, October 14, 2012 with a bid opening date on Friday, October 26, 2012. The following Proposals were received:

Company Name	Street Name Signs	Mounting Brackets	Misc. Traffic Signs
Reliable Signs & Striping	\$20,719.81	\$2,436.20	\$6,666.61
Hall Signs	\$27,301.08	\$3,300.00	\$4,677.84
Garden State Highway Products	\$20,139.34	\$3,780.00	\$3,849.02
Rocal Inc.	\$20,735.00	_____	\$4,663.99
Lyle Signs	\$20,056.40 \$24,957.40	\$5,200.00	\$4,375.00
Custom Products Corp.	\$25,079.50	\$3,592.00	\$3,513.98
Interstate Sign Products	\$32,422.00	\$4,800.00	\$6,736.43
Bradco Supply Co.	\$27,061.06	\$4,808.00	\$5,066.91

Award of Mounting Brackets Bid

Mr. Frutchey moved to award the low bid to Reliable Sign and Striping for the Mounting Brackets in the amount of \$2,436.20. Seconded by Ms. Kelly. The motion carried 5-0.

Award of Miscellaneous Traffic Signs Bid

Mr. Frutchey moved to award the low bid for the Miscellaneous Traffic Signs to Custom Products Corporation in the amount of \$3,513.98. Seconded by Mr. Zito. The motion carried 5-0.

Discussion followed accepting Township Engineer Russ Kresge's recommendation that the requirement for a performance bond be waived if the products are provided within the 20-day time limit.

Street Name Signs Bid

Township Engineer Russ Kresge's review letter states that the Bids for the street name signs appear to have some inconsistencies in the spacing of the letters which affect the sign lengths and prices submitted by the low bidders.

Garden State highway Products, Inc. submitted a bid of \$20,139.34 with a maximum sign length of 48" and an average length of 33".

Lyle Signs, Inc. submitted bids of \$24,957.40 for signs with a maximum length of 54"; \$24,429.60 for an option that limits the maximum sign length to 48" and \$20,056.40 for all signs condensed 12".

Because of these inconsistencies and the price differences among the various options, it was requested that each of these bidders provide a sample sign overlay for **Coolbaugh Rd.** This street name sign was chosen because its length varied from 36" to 53". Mr. Kresge recommended that the award of this bid be tabled until November 20, 2012. Discussion followed.

Mr. Zito motioned to allow Russ Kresge to use his judgement and chose the vendor for the award of the bid for the Street Name Signs not to exceed \$24,957.40. Seconded by Mr. Frutchey. The motion carried 5-0.

Donation of cash register to Coolbaugh Township Volunteer Fire Company

Mr. Adams moved to donate the Township's cash register to the Coolbaugh Township Volunteer Fire Company. Seconded by Mr. Pope. Public Input - Michelle Fairservice questioned the donation, the cost of the cash register and what the fire company would be using the cash register. Discussion followed about the cash register being used for their Christmas Tree and Wreaths Sale, the cost of the cash register was approximately \$150.00 and the Township not having a need for it. The motion carried 5-0.

Business Manager / Controller's Financial Report

Mr. Pope went through the break down of the Revenues and Expenses for the General Fund, the Sewer revenues, gave an update on the capital projects as of September 30, 2012. Included with the Financial Report were the final Trial Balance and final Budget Trial Balance. The Financial Report was accepted as presented.

Current Obligations

General Fund	\$294,988.52
Capital Projects	\$ 2,891.75
Escrow Fund	\$ 3,225.00
Sewer Fund	\$ 13,046.71
Total Disbursements	<u>\$314,151.98</u>

Mr. Frutchey made a motion to approve paying the Current Obligations in the amount of \$314,151.98. Seconded by Mr. Zito. Discussion - it was noted that the largest invoice was to the PMRP in the amount of \$173,377.00. The motion carried 4-0-1 (Ms. Kelly abstained due to a reimbursement of \$75.49 that she spent on supplies for the Ghoulbaugh event).

Other Business

Draft Electrical Maintenance Agreement

Discussion followed about changing the emergency repairs response time from two (2) hours to four (4) hours. Solicitor Hanna reviewed it and said he has no problems with the Agreement and would agree to the change in hours.

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Ms. Kelly moved to approve the Draft Electrical Maintenance Agreement subject to the change in Article 2 - Contract Times, paragraph 2.02 to change the response time from two (2) hours to four (4) hours and to send out the Request for Proposals (RFP) with the intent to award the proposal to an electrical contractor at the Board of Supervisors December 18, 2012 meeting. Seconded by Mr. Zito. Public Input - Harry Smith asked if the As Built Drawings for the park wiring would be ready to be attached to the Electrical Maintenance Agreement for vendors to review. Discussion followed about asking the Township Engineer for the status of completion of the as built drawings. The motion carried 5-0.

Township Resolution #11-2012 - Refinancing the 2008 General Obligation Bond

Mr. Frutchey moved to adopt Township Resolution #11-2012. Seconded by Mr. Adams. The motion carried 5-0.

Update - Township Municipal Park

Ms. Kelly said the DPW will be tearing down and removing the debris from the dug-outs on Tuesday; the Grant from Lowe's for the material at cost and the labor to rebuild the dugouts has been finalized; it was the consensus of the DPW, Ms. Kelly, Mr. Frutchey, members of the TAA and the Township Parks and Rec that the regrading of the infield at the Little League would be best done after the season in 2013. She said she will put purchase orders in the read room for the purchase of the material for the dug-outs that is estimated to be \$2,800.00 and the funds would come out of the Parks and Recreation Commission's budget which has a \$4,303.00 balance.

Refinancing the General Obligation Bond

Discussion followed about Henry Sallusti needing to know what option the Board would choose on the refinancing of the 2008 General Obligation Bond. Option 1 - savings in the first year of \$76,000; Option 2 Savings Level over Life - \$85,000 or \$14,000/year, Option 3 - Savings as Cash at Closing - \$76,000 Debt service remains at current level; must be spent within 3 years of closing; Option 4 - maintain annual debt service at current approximate levels of \$325,000 / year; determine amount of additional new money to be borrowed, while incorporating refunding, term extended to 2020. Mr. Zito said he would preferred Option 1 with the savings in the first year of \$76,000 as this would help with borrowing from the Tax Anticipation Note. Mr. Adams, Mr. Frutchey, M. Kelly and Mr. Pope preferred Option 2. It was the consensus to ask Mr. Sallusti if the matter of the choice of the option could wait until the meeting of December 4, 2012.

Plaque to Robert Hutchins

Mr. Adams read the wording on the plaque that would be sent to Mr. Hutchins acknowledged him for his service to the Township. Mr. Zito sent Mr. Hutchins an email to see if he would be willing to be presented the plaque via-Skype.

Robert Keating - Lakeside Drive - Tobyhanna, PA

Background: Robert Keating and his family brought the neighbors property that had been an eyesore for years, they had structures demolished, they removed dead trees and the oil tank t a cost of \$120,215.63. Mr. Keating asked the Supervisors if they would reimburse him \$24,811.30 to help defray some of the expenditures. Discussion followed. It was the consensus of the Supervisors to send Mr. Keating a letter advising him that there was no legal basis to grant the request.

Public Input - None

Board of Supervisors Executive Sessions

Mr. Adams announced that the Board of Supervisors held an Executive Session on Tuesday, October 16, 2012 at 8:45 p.m. for Personnel.

Adjournment

With no further business before the Board, Mr. Pope moved to adjourn the meeting. Seconded by Ms. Kelly. The motion carried 5-0. The meeting adjourned at approximately 8:27 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Juan A. Adams
Chairman