

**Coolbaugh Township
Board of Supervisors
October 16, 2012 Minutes
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The Coolbaugh Township Board of Supervisors October 16, 2012 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

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

Announcement: 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.

Welcome Fred Pope

Mr. Zito speaking for the Board of Supervisors welcomed Fred Pope to the Board.

Mr. Zito asked that everyone keep Solicitor Hanna's wife Helen in their thoughts and prayers as she had a serious operation last week at the University of Pennsylvania in Philadelphia.

Election of Chairman

Mr. Frutchey moved to appoint Juan Adams as the Board Chairman. Seconded by Ms. Kelly. The motion carried 4-0-1 (Mr. Adams abstained).

Approval of October 2, 2012 Vacancy Board & Board of Supervisors Minutes

Mr. Frutchey moved to approve the minutes of the October 2, 2012 Vacancy Board and the Board of Supervisors Regular Meeting. Ms. Kelly seconded the motion. The motion carried 3-0-2 (Mr. Zito and Mr. Pope abstained).

2012 Monthly Reports

Coolbaugh Township Volunteer Fire Company

No monthly report was given.

Pocono Mountain Regional Emergency Medical Services

Director Scott Toppings presented the September monthly report for Coolbaugh Township as follows: 180 calls with a year to date of 1611, the total inside service area calls were 4,025 to date. The subscription rate drive is about the same and explained that there is a savings if you are a member. PMREMS is offering training classes for CPR, driver safety sessions and First Aid; our first class was a success as we have 17 people attend. He also reported that station 11-1 was chosen to house the Monroe County Mass Casualty Incident Unit.

Pocono Mountain Regional Police

Mr. Frutchey presented the September 2012 PMRPD Monthly Report as follows: 1078 complaints, 79 accidents, 91 criminal arrests, 113 traffic arrests, 107 traffic warnings and 2 ordinance arrests for a total of 1157 for the month and 10455 year to date calls within the area covered by the regional police. He said the Township is 1037 over in budgeted hours.

Pocono Mountain Public Library - new sign

Library Director Ann Shincovich was present to discuss the new sign for the Municipal Center. Discussion followed about various changes to the sign. It was the consensus of the Supervisors that the next draft sign would be discussed at a future Work Session.

Extension request - Arcadia North Business Park - the cul-de-sac length

Mr. Zito made a motion to grant Arcadia north Business Park an extension to December 31, 2012. Seconded by Mr. Frutchey. The motion carried 5-0.

Adoption of Resolution #09-2012 re: on line reporting system to file the Liquid Fuels forms annually

Ms. Kelly made a motion to adopt Resolution #09-2012 relating to filing the liquid fuels forms annually. Seconded by Mr. Zito. Discussion - Ms. Kelly asked Mr. Hein who will have access to the computer and who would be the back-up. Mr. Hein said the Supervisors, it's pass word protected and Pat would be trained as the back-up. The motion carried 5-0.

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Resolution #10-2012 - LSA Grant re: left hand turning lane into APCP

Ms. Kelly made a motion to approve Resolution #10-2012. Seconded by Mr. Zito who asked Mrs. Frutchey to make the necessary changes with Mr. Adams being noted as Chairman and as the official to execute all documents and Mr. Pope's name be added. The motion carried 5-0.

Release of 2012 Allocated Donations

The allocated donations before the Supervisors were the following: NRHS for \$5,000.00; VFW Post 3448 for \$2,500.00; VFW Post 509 for \$2,500.00; Senior Center for \$1,200.00; Pocono Mt. Hunger Ministry for \$2,000.00; EAC Contribution for \$2,500.00; Tobyhanna Conservation Club for \$3,500.00 and Deer Removal for \$2,000.0.

Mr. Zito made a motion to release the budgeted donations. Seconded by Mr. Frutchey. The motion carried 5-0.

Parks and Recreation Commission requests to expend budget funds to: (1) hold Ghoulbough Event and (2) to hire a landscaper to re-grade the Little League Infield

Ms. Kelly explained that the Parks and Recreation Commission would like to spend up to \$500.00 that is in the budget on "Ghoulbough" annual event to be held at the Township Park on Saturday, October 27, 2012 from 1:00 pm to 4:00 p.m. Mr. Adams moved to approve the funding for the Ghoulbough Annual Event. Seconded by Mr. Pope. The motion carried 5-0.

Ms. Kelly explained that after a rain storm water does not flow off the infield and volunteers have spent many hours using a shop vacuum to get the water up before a game. The Parks and Recreation would like to spend funds from their budget to hire a landscaper to re-grade the Little League in-field. Quotes have been received from: Destination Landscaping at a cost of \$1,366.00 and Stallard Brothers Consolidated Excavating & Hauling at a cost of \$1,800.00. She said that TAA received a grant from Lowe's for material at cost and labor to rebuild the dugouts and said there will be another request from the Parks and Recreation to spend more money from their budget for the material to rebuild the dugouts. The Parks and Recreation is requesting assistance from the DPW to re-move the dugouts, remove the debris and fill in the holes left from the dugouts. Ms. Kelly said Russ Kresge Township Engineer recommended that a topographic survey be performed and a grading plan be prepared to ensure that there would be positive surface drainage, instead of relying on the subsurface drains. Ms. Kelly said the

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Parks and Recreation does not have the money in their budget to do the survey and the grading plan and are recommending that Destination Landscaping do the grading of the infield. A lengthy discussion followed over whether to hold off on doing the grading; to have a topographic survey and a grading plan prepared; to hire a landscaper or have the DPW do the grading work, remove the dugouts and the debris. Public input - David Pope - suggested that the DPW do all the work. Michelle Fairservice - suggested that the DPW do the grading with their transit.

Ms. Kelly motioned to allow the Parks and Recreation to spend \$1,480.00 of their budget to have Destination Landscaping do the re-grading, have the DPW assist in the project by removing the dugouts, the debris and to fill in the holes. Mr. Zito said he would second the motion for discussion and possible amendment. Mr. Zito suggested that we authorize the spending of \$1,500.00; the Parks and Recreation work out the details with the DPW on who will do the re-grading of the infield, the removal of the dugouts and debris. Ms. Kelly agreed to the suggestion. Discussion followed as to who was going to pay for the cost of the dumpster to remove the debris and it was decided to consider this as a separate motion. The motion carried 5-0.

Mr. Hein was asked to give the balance in the Recycling line item for the dumpsters. Ms. Kelly made a motion to approve the expenditure being taken from the Recycling line item and get up to three (3) dumpsters from Mascaro to handle the removal of the debris from the dugouts. Seconded by Mr. Adams. The motion carried 5-0.

**GE Water & Process Technologies On Point Service Agreement - 24/7
Emergency Telephone Technical Support - Coolbaugh Township Wastewater
Treatment Plant**

Mr. Zito made a motion to approve the GE Water & process Technologies On Point Service Agreement in the amount of \$2,470.00. Seconded by Mr. Frutchey. The motion carried 5-0.

Proposal Request for Banking Services

Proposals for Banking Services were received from: Wells Fargo Bank, Penn Star Bank, ESSA Bank & Trust, First National Bank, First Keystone Community Banking and Penn Security Bank. Mr. Hein went over the proposals and recommended that the Supervisors accept Penn Security Bank's Proposal. Discussion followed. Mr. Zito made a motion to accept Mr. Hein's recommendation to move from Wells Fargo Bank to Penn Security Bank Municipal Checking at a 0.65% interest rate. Seconded by Mr. Pope. The motion carried 5-0.

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Business Manager / Controller's Financial Report

Mr. Hein went through the break down of the Revenues and Expenses for the General Fund as of October 11, 2012. He explained that the cash balances listed on the Current Obligations sheet represent the balances after the obligations are paid. Included with the Financial Report were preliminary trial balance, preliminary revenue and expense report for each fund for the month ending on September 30, 2012. Mr. Zito suggested that the Financial Report be part of the Agenda. The Financial Report was accepted as presented.

Current Obligations

General Fund	\$363,686.69
Capital Projects	\$ 8,996.48
Liquid Fuels	\$ 3,770.58
Escrow Account	\$ 2,188.34
Sewer Fund	\$ 7,722.46
Total Disbursements	<u>\$386,324.55</u>

Mr. Frutchey moved to approve paying the Current Obligations in the amount of \$386,324.55. Seconded by Mr. Adams. Discussion - Ms. Kelly asked that a description of expenses be added to the Business Card invoice. The motion carried 5-0.

Other Business

Pocono Community Access Television (PCAT)

Mr. Zito made a motion to have Coolbaugh Township be the lead municipality to start public access cable program and we agree to send a letter of intent to Blue Ridge Cable to request a channel. Seconded by Mr. Adams. Discussion - Ms. Kelly stating that she supports public access television, but sees this as something that is going to need funding and is not interested in funding money from the budget at this time or is not interested in increasing the BRC Franchise Agreement an additional 2%. Mr. Zito said the motion made is just to make the first initial step which does not obligate us in any way towards giving money. The next step would be determine who will manage the channel and the third step would be to decide on the funding. Ms. Kelly asked Solicitor Hanna to research what the Township's obligations would be to the funding of the channel. The motion carried 4-1-0 (Ms. Kelly opposed).

Fuel Master System

Mr. Hein explained that with the upgrade of the computer the Fuel Master Fuel Management System needs to have a Prokee Encoder installed at a cost of \$550.00. Mr. Hein was directed to put a Purchase Order in the read room to get signatures.

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Public Input

Dennis Eckles - requested the status of shutting down the shooting range that is in a residential property and is being operated as a commercial business. Discussion followed.

Janet Snyder, Sue Hartman and James Hickson - each voiced concerns about a property owner at the White Rock Trailer Park who partially tore down his trailer and left the rest standing which they feel is unsafe as they are concerned about their health as there is insulation, garbage, and trash flying all over. Discussion followed.

Michelle Fairservice - asked who will be billed for the 5 PMRP officers that it took to arrest the man who is being accused for killing the two men at the township park a few months ago. Discussion followed.

Board of Supervisors Executive Sessions

Mr. Adams announced that the Board of Supervisors held an Executive Session on Personnel on Tuesday, August 7, 2012 at 8:50 p.m and we will recess to an Executive Session on Personnel and the meeting will be kept open.

Break for an Executive Session at 8:45 p.m. and Reconvened at 10:03 p.m.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Adams. The motion carried 5-0. The meeting adjourned at approximately 10:04 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Juan A. Adams
Chairman