

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
October 16, 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:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary and Maureen Mills, Business Manager/Controller and Tomas Keane, Code Enforcement Officer

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

- D. Pope asked if an invitation was sent to the VFW Post 509 for the Veterans Day Ceremony, being advised that both Post 509 and Post 3448 will be participating.
- D. Pope stated that there are trucks parked across from the gas station on Main Street.
- M. Fairservice recognized DPW for the hard work that they did on the new basketball court, stating that it is coming along nicely.

2. Approval of minutes / notes : September 27, 2018 Budget Meeting and October 2, 2018 Regular Meeting Minutes

Ms. Kelly made a motion second by Ms. Colgan to approve the budget meeting minutes of September 27, 2018 as written.

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

Ms. Kelly made a motion second by Ms. Colgan to approve the meeting minutes of October 2, 2018 as written.

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

3. Monthly Reports

- **Pocono Mountain Regional Police Department-** Presented by Ms. Kelly. Ms. Kelly also stated that officers are participating in a No Shave November Fundraiser
- **Pocono Mountain Regional EMS-**Presented by T. Lamantia
- **Coolbaugh Township VFC-** Presented by T. Keane

- **Gouldsboro VFD**- Presented by D. Renaldi
- **Thornhurst Fire & Rescue Ambulance**- Presented by Mr. Weimer.
- **Tobyhanna Township VFC**- Presented by Mr. Weimer
- **Pocono Mountain Public Library**- Presented by A. Shincovich

4. Planning Commission Recommendation of Approval for the Pocono Mountain Municipal Airport Authority Zoning Map Amendment

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to proceed forward on the Pocono Mountain Municipal Airport Authority map amendment to the zoning map for parcel ID# 03/6/1/8-1, Deed Book 2111, page 8500 changing the zoning district from a "C-2" to an "I" (Industrial).

- **Discussion:** Attorney Geoffrey Worthington was in attendance representing the Airport Authority stating that he attended the Planning Commission meeting this month regarding the request. Solicitor Armstrong stated that should the Board choose to move forward the next step would be to have the applicant sign a professional services agreement to cover the cost of advertising and expenses and finalize the Ordinance and forward it to the County Planning Commission and the Township Planning Commission and allow them the necessary time to provide their comments. Solicitor Armstrong stated that he spoke to General Code regarding the possibility of including the changes into the codification but was advised that it is a long process and advised the Board to move forward with the proposed changes and then move forward with the codification should they choose. Solicitor Armstrong stated that the next time this would be before the Board of Supervisors would be to authorize the advertisement for the hearing stating that we could put this item on the agenda to authorize advertising at the November 5, 2018 meeting and hold the hearing on December 4, 2018 at 6:30pm.
- **Vote:** All in favor, motion passes.

5. Savvy Citizen

Ms. Kelly made a motion second by Ms. Colgan to authorize signing a contract with Savvy Citizen to be billed monthly for the remainder of 2018 and then annually for 2019 without any add-ons.

- **Discussion:** Ms. Ruiz-Smith asked if this is an auto renewal or will they ask if we want to continue being advised by Ms. Colgan they will ask.
- **Vote:** All in favor, motion passes.

6. 225th Anniversary Celebration (Committee/ Advertisement)

Ms. Kelly made a motion second by Mr. Weimer to approve the advertisement for committee members for the 225th Anniversary Celebration.

- **Discussion:** Ms. Shincovich stated that she is happy that the Township is going to be having a celebration for the 225th Anniversary volunteering the library if needed as well as herself to be part of the committee.
- **Vote:** All in favor, motion passes.

7. Building Number 2 Repair Proposal

Ms. Kelly made a motion second by Mr. Weimer to rescind the contract award of Anderson Masonry for the repairs of Building Number 2 that was previously awarded.

- **Discussion:** Ms. Ruiz-Smith stated that someone needs to send him a letter letting him know that it was rescinded.
- **Vote:** All in favor, motion passes.

Ms. Ruiz-Smith made a motion second by Ms. Kelly to authorize Barry Isett's firm prepare bid specs for Building #2 to stop the water infiltration to be budgeted over 24-36 months.

- **Discussion:** Ms. Kelly stated that the work on this project will be completed by our Business Manager.
- **Vote:** All in favor, motion passes.

8. Authorization to Amend Township Zoning Ordinance to Include Travel Plazas in the Industrial Zoned Districts

Ms. Kelly made a motion second by Mr. Weimer to authorize proceeding and finalizing the zoning use amendment adding the travel plazas as a permitted use in Industrial Zoned Districts and forwarding it on to the County Planning Commission and Township Planning Commission and thereafter advertising it for a December 4 2018 public hearing at 6:30pm.

- **Discussion:** Ms. Ruiz-Smith stated she doesn't understand why there is such a rush and why we are not having Carson Helfrich review the Ordinance. Discussion ensued re: permitted use or conditional use and the steps for proceeding as well as the opportunity to move it forward and visit the conditions moving forward. Solicitor Armstrong stated that travel plazas are allowed in C-1 zoning districts and asked the Board if they would like to change that to a permitted use and were advised they are not looking to change that at this point. H. Smith stated that the property across from the Township would be a good spot.
- **Vote:** 4-0-1, motion passes. (Ms. Colgan abstained due to her employment)

9. Controller Report

Presented by Ms. Mills as of September 30, 2018

- **Discussion:** None

10. Current obligations

• General Fund	\$ 100,804.25
• Sewer Fund	\$ <u>2,446.16</u>
Total Disbursements	\$ 103,250.41

Ms. Colgan made a motion second by Mr. Ruiz-Smith to pay our current obligations in the amount of \$103,250.41.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on checks # 4737 and #4765 also asking if we can share upcoming information and hours of operation for the Historical Society and Rail Authority through the Savvy Citizen app, being advised by Ms. Colgan that we can as we control the information that is shared.
- **Vote:** All in favor, motion passes.

11. Other business

- ❖ Ms. Colgan thanked the Board on behalf of herself and Ms. Masker for the opportunity to attend the two days of training in Mars stating that it was very informative.
- ❖ Mr. Weimer stated that the steel plate for the temporary repair on Cayuga has come in and has already been installed. Township Engineer, Russ Kresge has been authorized to begin the permitting process and work with DEP to be able to get the approval to make a permanent repair in the future.
- ❖ Mr. Weimer stated that there was an issue with the traffic light at Johnson and Johnson but stated that DPW and Northeast Signal were out there fixing it today.
- ❖ Mr. Weimer stated that he spoke with Ms. Masker today and authorized her to begin working with Township Engineer, Russ Kresge on the bid specs for the garage expansion at the park stating that he also spoke to Ms. Mills about forwarding the funds from this year's budget to next year for the completion of the project.

- ❖ Mr. Weimer stated that next month’s meeting will be held on Monday November 5, 2018 due to the elections.
- ❖ Ms. Ruiz-Smith stated that we spent over \$7,000.00 on the temporary repair of Cayuga and asked if Mr. Weimer has any idea as to what the permanent repair will cost, with Mr. Weimer responding that it is unknown but that it is at least a year away. Ms. Ruiz-Smith asked if there will be any issues with the temporary repair during the winter being advised there will not be.

Ms. Ruiz-Smith made a motion to approve her attendance at the Pocono Visitors Bureau annual luncheon as a representative of the Township.

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

12. Board of Supervisors Executive Session:

- Before: Thursday, October 11, 2018 from 6:03pm-6:55pm Re: Personnel

13. 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 8:14 pm.

NEXT REGULAR BOARD MEETING: Monday, November 5, 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: _____