

**Coolbaugh Township Vacancy Board
October 2, 2012 Minutes - Page 1**

The Coolbaugh Township Vacancy Board October 2, 2012 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Vacancy Board Chairman Brian Courtright called the meeting to order at approximately 6:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance.

Roll Call

Present for the meeting included: Vacancy Board Chairman Brian Courtright, Township Supervisors: Mr. Juan Adams, Mr. James H. Frutchey, Jr., and Ms. Lynn Kelly. Mr. Robert M. Zito was absent.

Also in attendance were: Township Solicitor Jerry F. Hanna, Township Secretary Linda Frutchey, and Business Manager/Controller Douglas Hein.

Candidates in the order of when their letter was received: Michael Stern, Fred Pope, Micky Denig, Wayne Horne, Joe O'Boyle, William Weimer, Phyllis Haase and Eileen Mercado.

Opening Remarks

Chairman Courtright thanked all the applicants who submitted a letter of interest for serving on the Board of Supervisors and for those who will be present tonight for the interviews. Mr. Courtright commented on everyone's excellent qualifications. He explained that he had a series of questions that would be asked to each candidate being interviewed. He said he will ask for public comment now and after each candidate is interviewed.

Mr. Courtright asked each candidate being interviewed the following questions: Are you a registered voter and if so, what party; What is your background; Why do you want to be a Supervisor; What do you see wrong with the Township; Where do you see the Township going in the next few years. Ms. Kelly suggested that the candidates be asked if their work commitment would allow them the time it takes to be a Supervisor.

Public Input: David Pope asked each candidate the following questions: What would you do if the Township Volunteer Fire Company asked to be a paid fire company and would you increase taxes to accommodate the request? What do you think should be done with the two Pocono Mountain School Buildings that are vacant in the Township?

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Phyllis Haase , Fred Pope and Wayne Horne were interviewed.

Break in meeting from 6:22 p.m. to 6:30 p.m. - William Weimer was interviewed.
The meeting took a recess from 6:40 p.m. to 7:15 p.m.

Eileen Mercado and Michael Stern were interviewed.

Public Input:

Fred Berg - there are 2 candidates that ran in the last election and his opinion is that they should be considered first.

Selection of candidate to fill the vacancy on the Board of Supervisors

Mr. Courtright thanked all the candidates for their interviews and said he will ask for public input and then start the process for the selection of candidate by asking for nominations.

Ms. Kelly nominated Michael Stern. No second to the nomination was heard.

Mr. Adams nominated Fred Pope. Seconded by Mr. Frutchey. Discussion - Ms. Kelly commented that she has a concern of the family ties with an uncle on the board and an aunt as secretary could cause problems. The motion carried 3-1-0 (Ms. Kelly opposed).

Public Input:

Michael Stern - a good decision has been made and congratulated Fred Pope. He said he has the upmost respect for Mr. & Mrs. Frutchey and said they are both professional and would not do anything that will reflect negatively for the Township, etc.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Adams. The motion carried 4-0. The meeting adjourned at approximately 7:38 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Brian Courtright
Vacancy Board Chairman

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The Coolbaugh Township Board of Supervisors October 2, 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.

Supervisors present for the meeting included: Mr. Juan Adams, Mr. James H. Frutchey, Jr., and Ms. Lynn Kelly. Mr. Robert M. Zito was absent. 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.

Approval of Minutes

Mr. Frutchey motioned to approve the September 18, 2012 Minutes as presented and dispense with the reading. Seconded by Mr. Adams. Discussion - Ms. Kelly requested that page 3, fourth paragraph, third line in the title, "Authorization to Solicitor Jerry Hanna to sign Stipulation of Council - Petition to release \$15,000.00 cash bond for the Tobyhanna Camp Corporation" that the word Discussion be removed and replaced with her name as she was the one who asked the question about amending the motion to include requiring the owner to fix or replace the broken/unsafe lids prior to releasing the cash bond. No one had a problem with Ms. Kelly's request. The motion carried 3-0.

Robert M. Zito - Resignation as Vice Chairman

It was the consensus of the Supervisors to take action when Mr. Zito arrives.

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Township Improvements Agreement - Pocono Mountains Office Commons - Phased Stormwater Plan

Mr. Frutchet moved to accept Township Engineer Russ Kresge estimated construction cost of \$476,503.20 for the Pocono Mountains Office Commons. Seconded by Mr. Adams. Discussion - Ms. Kelly asked if the motion included approving the Improvements Agreement. Solicitor Hanna said it would be a good idea to add it to the motion. Mr. Frutchet and Mr. Adams agreed that the words Improvements Agreement should be added to the motion. The motion carried 3-0.

Robert Latzanich request the Township to consider vacating it's ownership of Tiffany Court

Mr. Frutchet moved to approve Coolbaugh Township's willingness to vacate it's ownership of Tiffany Court. Seconded by Ms. Kelly. Discussion - Solicitor Hanna suggested that Mr. Latzanich have an agreement drawn up between Latzanich Corporation and Coolbaugh Township just as we had Monadnock Non-Wovens do with their request to vacate Park Court. Mr. Frutchet amended the motion to include Mr. Latzanich providing an agreement to the Township to be considered. Ms. Kelly seconded the amended motion. Public Input - Brain Courtright said he was the surveyor for the project and Mr. Latzanich plans to develop lot 3 for the purpose of adding more storage units. The motion carried 3-0.

Authorization to advertise "Request for Proposal" for a Certified Public Accountant to audit the financial statements for Coolbaugh Township

Ms. Kelly moved to authorize the advertisement for "Request for Proposal" for a CPA to audit the financial statements for Coolbaugh Township. Seconded by Mr. Adams. Discussion - Ms. Kelly asked Mr. Hein if the proposal was for a one year agreement. Mr. Hein said it was a one year agreement but a two year option renewal could be added. Ms. Kelly amended her motion to include the one year agreement with a two year option renewal. Mr. Adams seconded the amended motion. The motion carried 3-0.

Business Manager / Controller's Financial Report

Mr. Hein went over his report in detail, which included the final Trial Balances and final Budget Trial Balance for all funds as of August 31, 2012, and the revised P & L Statement that showed a comparison to last year. He gave an accounting on the General fund expenses, Debt service payments, sewer revenues, all capital project and Liquid Fuels

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funding. A listing for time available for all employees as of pay period ending September 15, 2012 was included in the report. The Report was accepted as presented.

Current Obligations

General Fund	\$275,318.16
Capital Projects	\$ 186.00
Liquid Fuels	\$117,755.00
Sewer Fund	\$ 10,752.66
Total Disbursements	<u>\$404,011.82</u>

Mr. Frutchet made a motion to approve paying the Current Obligations in the amount of \$404,011.82. Seconded by Mr. Adams. Discussion - Ms. Kelly asked if the \$186.00 invoice in the Capital Projects is related to the park drainage. Mr. Hein confirmed that it was for the park drainage project. The motion carried 3-0.

Break in Meeting - at 7:12 p.m. the Supervisors took a break in the meeting to return to the Vacancy Board Meeting to finish the interviews for the position on the Board of Supervisor. **Reconvened Meeting - at 7:42 p.m.**

Other Business

**A Pocono Country Place Property Owners Association (APCP POA)
Request to use the Townships leaf vac and tow behind trailer**

Mr. Adams motion to grant APCP POA's request to use the Townships leaf vac and trailer with the condition of Mr. Hein working out all of the details for the use of the machine. Ms. Kelly seconded the motion. Discussion - Ms. Kelly asked when APCP would like to use the leaf vac as the machine may not be available due to the Township using the equipment and she went over some of the date outlined in the Notice for the Township's Leaf Collection. Mr. Frutchet said the tow behind leaf vac and trailer would be available as the township collects leaves with the hook vac. The motion carried 3-0.

**Gate installed at the entrance to the Pocono Mountain Coolbaugh
Elementary School**

Mr. Frutchet gave an FYI about gates being installed at the entrance of the Coolbaugh Elementary School and arrangements have been made to get a key to

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use the driveway so we can get to the Sewage Treatment Plant and the Township will be responsible to plow the area we would need to get to our plant.

Public Input

Michelle Fairservice - asked for the status of when the Bid for Street Signs will be advertised. Ms. Fairservice was told that the Bid would be advertised starting on October 10, 2012.

Wayne Horne - advised the Supervisors that the American Flags need to be taken down as some are in bad shape with being torn, etc. Mr. Horn was advised that they are on the schedule to be taken down next week.

David Pope - the signs to alert Tractor Trailers not to go beyond this point are not working as they are still going down Pope Road. Mr. Frutchey said he would look in to it.

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.

Robert M. Zito - Resignation as Vice Chairman

It was the consensus of the Supervisors to discuss this matter at the next meeting when Mr. Zito would be present.

Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Adams. The motion carried 3-0. The meeting adjourned at approximately 8:01 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

John (Juan) A. Adams
Assistant Treasurer