

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
BUDGET MEETING MINUTES  
October 25, 2018

The meeting was called to order by Chairman William Weimer at 6:02 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

Anthony Lamantia,

**Staff present:**

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

**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 item. This meeting is being recorded for the preparation of the minutes.

**1. Public Input**

Nothing was heard.

**2. Security Cameras for the Municipal Complex – Spytronics**

Rudy Hofbauer from Spytronics was in attendance to speak on the proposal that was submitted for 16 cameras to be placed at the Municipal complex. Mr. Hofbauer stated that there are 12- 6 megapixel cameras and 4 -5 megapixel infrared cameras stating that these cameras can be viewed off-site by having a user name and password. Mr. Hofbauer stated that it is a 4TB system and comes with a 19" monitor that will be placed in the municipal building with both locations being linked to the one system. Mr. Hofbauer stated that his company has been in business for 30 years and works off of word of mouth stating that he has not received any complaints as they are always readily available if any issues arise with the ability to come out to the site within 12-24 hours to resolve any issues.

- **Discussion:** Ms. Ruiz-Smith asked why there is such a difference in price between his proposal and AIC. Mr. Weimer asked about clarification on the Megapixels on the camera being advised that the lower the number the wider the shot from the camera. M. Fairservice stated that cameras were installed at the recycling center and reminded the Board that they had to install lights as well as upgrade the internet on top of the quote that they received. Mr. Hofbauer stated that we will not know if there is more lighting needed until the cameras are in place stating that they can also be moved and cameras can be added at any time. Mr. Hofbauer stated that these are the same cameras that were installed at the police station.

**3. Parks and Recreation Budget Request**

Discussion ensued about the priorities of the Parks and Recreation Commission. Items that they would like to purchase for 2019 would be: Bleachers for the new basketball court, park signage, playground equipment, lights for park entrance sign, solar lights for the new basketball court and carry over for the expansion of the

park garage. They also requested funding for their annual events including Ghoulbough, Touch a Truck and Movies in the Park. Discussion also ensued regarding their request for funding for a grant writer to assist with a playground and possibly for the solar lighting.

- **Discussion:** Mr. Weimer thanked the commission for their hard work and the projects that they have completed and are working on currently. He asked that the commission remember some of the other ideas that were discussed previously including the replacement of the dugouts on the senior field, lights and water at the softball field. M. Fairservice stated that the commission has also discussed clearing away some trees to expand the parking lot that leads to the softball field. Mr. Weimer stated that he would like to meet in the spring to discuss the ideas and come up with a plan. Ms. Ruiz-Smith stated that she is meeting with Ms. Masker and Ms. Colgan to walk the park with the Visitors Bureau in November stating that they have grants available as well. Ms. Colgan stated that the commission would like to go back to a five member board as Ms. Masker's term is up and she would like to step down after this year stating that we also have an attendance issue with a Board member not showing up which leaves the commission with an issue making quorum. Mr. Weimer asked Ms. Masker to speak to Solicitor Armstrong to determine how we would go about making that change.

#### 4. EAC Budget Request

EAC requested funding in the amount of \$5,000.00 to be used for legal services with Solicitor Armstrong in order to begin to resolve the issues with the deeds for the open space properties which include the Tannery and Hemlock properties as they both have issues that need to be resolved before either of those properties could be developed stating that it was found that there are also coal rights on one of the properties that needs to be resolved. M. Miller stated that the council has plans but they are always facing these issues which stop them from moving forward. K. Green discussed the issues that the council is faced with stating that the Monroe County Planning Commission is unsure how the grant even went through with the discrepancies.

- **Discussion:** Ms. Ruiz- Smith asked if they have spoken to Jennifer at Maureen Madden's office stating that she may be able to assist them at no cost before they spend money trying to resolve the issues stating that she has the connections that may lead them in the right direction. Ms. Mills stated that the council still has \$8,600.00 in their budget that is unspent asking if they want that carried over. Mr. Weimer asked what projects they would like to do as to move forward on the Wiley property as that is the only one that seems to not have any issues, being advised cleaning up the trails, purchase picnic tables and benches as well as attend the annual seminar that will be held in the area this year. It was agreed that they request to carry over \$6,000.00 from the money that was not spent this year in addition to the \$5,000.00 request for legal services.

#### 5. Donations for 2019

Discussion ensued about the donation list from 2018 with Mr. Weimer stating that he met with H. Smith and D. Pope regarding medallions that they would like to place at the base of the flag poles stating that they could also be sponsored should someone choose to. Mr. Weimer stated that he is waiting for the cost. He also stated that we should look into weed treatment at the memorial as well as if there are any special cleaning requirements for the memorial stone. Ms. Ruiz-Smiths stated that the cover that she made for the monument is in the garage to be placed on it for the winter.

## 6. Waste Not Technologies LSA Letter of Support

Ms. Kelly made a motion second by Mr. Weimer to approve the LSA letter of support request from Waste Not Technologies.

- **Discussion:** Ms. Ruiz-Smith asked that Ms. Masker finds out how many people will be employed at this company.
- **Vote:** All in favor, motion passes.

## 7. Other Business

- Ms. Ruiz-Smith stated that she spoke to Chief Wagner about items that they may want for next year being advised that they would like car cams which are approximately \$5,000.00 per car. Ms. Ruiz-Smith stated that maybe we could work with other municipalities to come up with the funding for them. Ms. Kelly stated that she likes the traffic pre-emptors for the vehicles which are approximately \$400.00-\$500.00 each.
- Ms. Ruiz-Smith stated that Valor Clinic Foundation is holding a spoon drive to collect metal spoons for the homeless veterans, stating that she would like to have a drop off in the vestibule at the front of our Municipal Building. The Board agreed suggesting one also at the Tax Collectors office.
- Ms. Kelly stated that we received a letter of interest to rent the space downstairs from the group that rents a cubicle in front of building #2. Ms. Ruiz-Smith stated that she has been speaking with Solicitor Armstrong's firm as well as Barry Isett's office regarding renting the space as they may be interested in splitting the space. She would like to be able to show the space to Barry Isett's office before we move forward with renting the space. Ms. Kelly stated that a letter should be sent out to all interested parties letting them know that there are more than one interested party and that if they are interested in discussing the space or viewing the space they should contact our business manager. Ms. Mills stated that Staffing Synergies will stick to their 3 year contract stating they do not use the space. Mr. Weimer stated that the Board needs to determine what they want to charge for rent for the space.
- Ms. Masker stated that she received advertising information from Savvy Citizen which was provided to the Board. The Board agreed on the picture of the Municipal Complex that should be used and was in favor of the other information received. Ms. Masker will contact Savvy Citizen to begin moving forward with the printing of the promotional items.
- Mr. Weimer stated that it will cost \$3,000.00 for the concrete out in front of the Municipal Building stating that we could add another \$1,000.00 to do the back as well.
- Mr. Weimer stated that the leaf collector is down and will need to be repaired.
- Mr. Weimer stated that there was an issue with the heat at the DPW garage.
- Mr. Weimer stated that there are three motor gear boxes down out of four at the WWTP. Ms. Mills stated that it will require two tanks to be pumped. Mr. Weimer asked Ms. Mills to request another quote for the repair.
- Mr. Weimer met with Samaritan EMS and PMREMS at County stating that station 11 (PMREMS) will be the first dispatched and then they are depleted Station 14 (Samaritan) will replace them.
- Mr. Weimer stated that he would like permission to speak with Thornhurst as they have not responded to any calls this year for EMS. The Board agreed that would be ok.

## 8. Adjournment

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

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

Meeting adjourned at 8:16pm.

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, Township Secretary

Witnessed by: \_\_\_\_\_  
William Weimer, Chairman

Date: \_\_\_\_\_