

**Coolbaugh Township
Board of Supervisors
September 2, 2008 Meeting
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The Coolbaugh Township Board of Supervisors September 2, 2008 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

Call To Order

Chairman Joseph O'Boyle called the meeting to order at approximately 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance to the Flag.

Roll Call

Supervisors present for the meeting include: Mr. Joseph O'Boyle, Ms. Lynn Kelly, Mr. James H. Frutchey, Jr. and Mr. Robert M. Zito. Mr. Robert B. Hutchins was absent from the meeting.

Also in attendance were Township Solicitor Jerry Hanna and Township Secretary Linda Frutchey.

Statement on the Agenda: Mr. O'Boyle announced that 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 August 19, 2008 Meeting Minutes

Ms. Kelly moved to approve the August 19, 2008 Meeting Minutes as presented and dispense with the reading. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

Authorization to Shred Scanned Zoning Files

Mr. O'Boyle summarized Business Manager Douglas Hein's August 29, 2008 interoffice memorandum with two proposals for shredding the scanned documents.

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Grier Yartz who scanned the documents can shred the documents - 275 boxes at \$8.00 per box for \$2,200.00. Shred-Doc - at \$.18 per pound at a cost of approximately \$990.00 with no charge to come on site.

Mr. Zito moved to authorize the shredding of scanned zoning files as per Business Manager Doug Hein's recommendation to go with Shred-Doc at an approximate cost of \$990.00. Seconded by Ms. Kelly. Discussion - Michael Coogan and Vincent Massaro, present in the audience, each suggested different scenarios for doing the shredding, including giving Township employees overtime, burning the documents, etc. The motion carried 4-0.

Request to Pennsylvania American Water Company for the installation of a fire hydrant on Airport Road near the Civil Air Patrol Building

Mr. Frutchey made a motion to go forward with sending the letter to PAWC requesting the installation of a fire hydrant on Airport Road near the Civil Air Patrol Building and to authorize the Chairman to sign the Hydrant Agreement once it is received. Seconded by Ms. Kelly. Discussion followed about this being a standard fire hydrant. The motion carried 4-0.

Authorization to purchase a new phone system for the Township Administrative Offices through the State Contract

Mr. O'Boyle summarized Business Manager Douglas Hein's August 29, 2008 interoffice memorandum that included telephone system quotes. The quotes received were:

ET&T Communications quoted two different systems both on the State Contract - a Mitel 3300 System at a cost of \$21,496.00 for five years and a Mitel 5000 System at a cost of \$18,375.00 for five years (neither of the systems included upgrading the phones at the Road Garage or the Sewer Plant).

Mid-Atlantic Communications quoted one system which is on the GSA Contract #GS-35F-024J at a cost of \$9,007.00 for installing the NEC SV8100 System with five years of service and software upgrades. The system included upgrading the phones at the Road Garage, Sewer Plant and the Administrative Offices. This proposal also included working with Verizon and AT&T to clean up the phone lines to reduce the monthly phone bills.

Mr. Hein recommended going with Mid-Atlantic Communications for the new phone system.

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Ms. Kelly moved to authorize the purchase of the new phone system from Mid-Atlantic Communications for the upgrading of the phones at the Administrative Offices, Road Garage and Sewer Plant, as per the GSA Contract in the amount of \$9,007.00 to be paid out of the Capital Projects GO Bond allocation as recommended by our Business Manager. Seconded by Mr. Frutchey. Discussion followed about this being an outright purchase. The motion carried 4-0.

Authorization to advertise Bid for Cleaning/Janitorial Services

Mr. Zito moved to authorize the advertisement of the Cleaning/Janitorial Services Bid as prepared by the Business Manager. Seconded by Ms. Kelly. Discussion followed about changing the hours for the cleaning to be done during the day, as it would eliminate staff being here after hours to let the cleaning people in, etc. It was pointed out that most businesses have their cleaning done after hours, specifications in the bid asked for bonding requirements and background checks on the people who would be cleaning, etc. The motion carried 4-0.

Current Obligations

General Fund	\$284,663.54
Escrow Fund	\$ 6,871.01
Sewer System Fund	\$235,805.59
Total Disbursements	<u>\$527,340.14</u>

Mr. Frutchey moved to approve the Current Obligations in the amount of \$527,340.14. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

Other Business

Mr. O'Boyle - summarized an article from the Journal of the Pocono Plateau announcing that the Monroe County Municipal Waste Management Authority will hold a Household Hazardous Waste Collection in the parking lot of the Walmart

Store in Mount Pocono on September 13 and 14, 2008.

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Public Input

Vincent Massaro - asked if the Supervisors were aware that all the trees were being cut on a property located on SR 196. It was noted that the property is owned by Roman Gil and is for sale.

Mr. Massaro asked if the Township gets money for the metal collected at the year round drop off site. It was noted that there is no charge for the dumpster collecting the metal.

Harry Smith - pointed out that more debris is dumped off along the sides of the roads when the year-round-drop off site is closed. He wanted to know how many dumpsters have been used this year and commented about residents not reading and following the signs, etc.

Discussion followed about notifying the Property Owners Associations with the hours of operations, that the site is not only being used by Township residents, charging for the drop off site, etc.

Dave Pope - noted that "Coolbaugh Celebrates" is not only used by Township residents.

He also said that going north on Laurel Drive at the intersection should be a thru road as there is poor site distance. Mr. O'Boyle asked that he fill out a Service Request and it would be referred to our DPW.

Dave Pope - Harry Smith - asked whether the stone would be replaced at the Main Street Bridge, completion of repairs, etc. Discussion followed about the stone not being put back on the bridge, etc.

Board of Supervisors Executive Sessions

Mr. O'Boyle announced that the Board of Supervisors held an Executive Session on Tuesday, August 19, 2008 at 6:00 p.m. regarding Legal/Personnel Issues. He also

announced that the Supervisors would hold one this evening following the meeting regarding Personnel.

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Adjournment

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0. The meeting adjourned at approximately 7:27 p.m.

Respectfully submitted:

Linda Frutchey
Township Secretary

Joseph O'Boyle
Chairman