

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, SEPTEMBER 2, 2014
MINUTES**

The meeting was called to order by Chairman Lynn Kelly at 7:00pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Ms. Kelly led those present in the Pledge of Allegiance.

Board Members present:

Lynn Kelly, Fred Pope and Bill Weimer, Juan A. Adams and Robert M. Zito.

Staff present:

Doug Hein, Business Manager / Controller, Jerry Hanna, Solicitor and Tomas Keane, Compliance Officer.

Announcements:

Ms. Kelly announced the following:

- Public Input will be considered at the beginning of the meeting for non-agenda items. The public would be given an opportunity to speak on each agenda matter.
- The meeting is being recorded to aid in the preparation of the minutes.

1. **Public Input**

- **Mr. Harry Smith:** Asked if any responses were received regarding Coolbaugh's request to have a joint, closed meeting with representatives of the other PMRP participating municipalities. Ms. Kelly stated that Tobyhanna declined in writing, Mt. Pocono seemed to have declined verbally and Tunkhannock did not respond. He also asked about the status of an LSA grant, which Ms. Kelly will research and get back to him.
- **Mr. Dave Pope:** Asked if anyone knew who was delivering the Verizon phone books, as he felt that many were thrown on the road and he considered this to be littering.
- **Mr. Dan Dougherty:** Asked if the Township had submitted its projected 2015 hours to PMRP. Ms. Kelly stated that we have not, although as stated in a letter received from PMRP if not submissions were received by a certain date, PMRP

would assume a municipality would be buying the same amount of hours in 2015 as was purchased in 2014.

- **Ms. Cathleen LoBosco:** Asked if the Police Task Force was still on target to submit its findings in September or October. Ms. Kelly said that they were.
- **Mr. Vincent Massaro:** Asked if once the Task Force submits its findings, would a decision be to stay with or leave PMRP.
- **Mr. Bryan Sandford:** Asked about the status of "blighted" properties. Ms. Kelly said that she intended to provide an update at the September 16th meeting.
- **Ms. LoBosco:** Asked if public newspaper service was done on any blighted properties. Ms. Kelly noted that several of the blighted properties have been raised.

2. Approval of Minutes / Notes

- August 19, 2014 Regular Meeting Minutes
- August 19, 2014 Work Session Notes

The minutes of August 19, 2014 were reviewed and considered for approval.

Mr. F. Pope made a motion, seconded by Mr. Weimer to approve the minutes of August 19, 2014 as presented.

- **Discussion:** Mr. Zito thanked Mr. Hein and Associate Secretary Linda Frutchey for preparing this meeting packet in his absence. He also noted that there were several names that needed spelling corrections. All agreed that these were minor changes and the approval of the minutes, with corrections, could go forward. Mr. Dougherty noted that a page was missing from the packet downloaded from the Township website.
- **Vote: Four in Favor. One Abstained (Mr. Adams). Motion Passed.**

Work Session Notes / Public Hearing Notes

The notes for the work session held on August 19, 2014 were presented for review. It was agreed by consensus that these documents would be published for public viewing on the Township website.

3. Appointment / vacancy – Environmental Advisory Council and Parks and Recreation Commission

Two letters of interest for the vacancy on P&R, one from Mr. Micky Denig and one from Mr. William Hawkins, were presented.

Mr. Adams made a motion, seconded by Mr. Zito to appoint Mr. Micky Denig to the vacancy on the Parks and Recreation Commission.

- **Discussion:** None
- **Vote:** All in Favor. Motion Passed.

Mr. F. Pope made a motion, seconded by Mr. Weimer to contact Mr. William Hawkins to see if he would be interested in serving on the Environmental Advisory Council and appoint him if he is interested.

- **Discussion:** Mr. Hanna said he thought it best to gauge Mr. Hawkins interest in serving on EAC and then appoint him at a subsequent meeting.

Mr. F. Pope amended his motion, with an amended second by Mr. Weimer to contact Mr. William Hawkins to see if he would be interested in serving on the Environmental Advisory Council and appoint him at a subsequent meeting if he is willing to serve.

- **Vote:** All in Favor. Motion Passed.

4. **Michelle Silva's request for the use of the fields at the Township Municipal Park for the 4th Annual Softball Tournament**

Ms. Kelly stated that due to the Parks' 40th Anniversary Celebration rain date (9/13) Ms. Silva does realize that the all-purpose field will not be available until 2pm.

Mr. Weimer made a motion, seconded by Mr. Adams to allow the Softball Tournament held by Michelle Silva to have use of the Freedom, Volunteer and All-Purpose field (AP Field after 2pm) on September 13, 2014.

- **Discussion:** Ms. Michelle Fairservice stated that the Township needs to make sure that no alcoholic beverages are consumed at the Park.

Mr. Weimer then amended his motion, with an amended second by Mr. Adams to allow the Softball Tournament held by Michelle Silva to have use of the Freedom, Volunteer and All-Purpose field (AP Field after 2pm) on September 13, 2014, provided the Township receive a Certificate of Insurance and that no alcoholic beverages are consumed at the Park.

- **Discussion:** None

- **Vote: All in Favor. Motion Passed.**

5. **Estimates for the double coat of tar and chip on Maple Street**

Mr. Hein reviewed the three estimates received for this project. He said that if the Township wanted to pay for the work out of liquid fuels funds, the work would need to be completed by September 15th. It was also discussed whether to include Keystone Lane in this bid.

Ms. Kelly asked if we could add Keystone Lane to the previously awarded 2014 road bid, at the same price per foot as the awarded bid price, without having to advertise. Mr. Hanna suggested that this could be considered a "change order" to the original bid, awarded to Locust Ridge Construction.

Mr. F. Pope made a motion, seconded by Mr. Weimer to award the bid to tar and chip Maple Street to Pocono Spray Patch, in the amount of \$9,000.00, provided all work be completed by September 15, 2014.

- **Discussion:** Comments were heard from Mr. Zito, Mr. D. Pope and Ms. LoBosco.
- **Vote: All in Favor. Motion Passed.**

Mr. F. Pope made a motion, seconded by Mr. Weimer to approve a change order to the previously awarded 2014 road bid to Locust Ridge Construction to pave Keystone Lane in the amount of \$40,716.40.

- **Discussion:** None
- **Vote: All in Favor. Motion Passed.**

6. **Blue Ridge Cable Franchise Agreement**

Mr. Adams made a motion, seconded by Mr. Weimer to table consideration of the Blue Ridge Cable Franchise Agreement.

- **Discussion:** Mr. Zito stated that after the Work Session he asked Mr. Hanna and Mr. Hein to ask our attorney to see if there were any advantages to a longer ten year agreement that we might not be seeing.
- **Vote: All in Favor. Motion Passed.**

7. **Belmont Avenue Box Culvert Engineering Study**

A preliminary cost estimate from Township Engineer Russ Kresge for this project, in the amount of \$334,715. A repair option was also presented.

Ms. Kelly made a motion, seconded by Mr. Adams to proceed with an engineering feasibility study of the Belmont Avenue Bridge, complete with an analysis of weight reductions / restrictions, to be done by Hanover Engineering, at a cost not to exceed \$1,500.00.

- **Discussion:** Comment was heard from Mr. F. Pope relating to engineering services. Additional comments were heard from Mr. D. Pope, Mr. Smith and Mr. Dan Broxmeier.
- **Vote: Four in Favor. One Opposed (Mr. Weimer). Motion Passed.**

8. **Authorization to advertise Coolbaugh Township Fall Leaf Collection Notice**

Mr. Zito made a motion, seconded by Mr. Weimer authorize advertising the Coolbaugh Township Fall Leaf Collection.

- **Discussion:** Ms. Kelly stated that the dates of the cleanup were 10/13/14 – 11/21/14.
- **Vote: All in Favor. Motion Passed.**

9. **Business Manager / Controller's Financial Report**

Mr. Hein gave a brief report as of the end of July 2014:

General Fund revenues – \$5,228,735.00.

General Fund expenses – \$3,853,761.00

Sewer Fund revenues – \$221,082.00

Sewer Fund expenses – \$237,967.00

10. **Current Obligations**

Before them, the Supervisors had details of the Township's current obligations totaling \$291,204.13.

Mr. Weimer made a motion, seconded by Mr. Adams pay current obligations in the amount of \$291,204.13.

- **Discussion:** Mr. F. Pope questioned the three checks payable to David Swingle.
- **All in Favor. Motion Passed.**

11. Other Business

DPW Overtime for rescheduled 40th Anniversary Celebration of the Municipal Park

Ms. Kelly made a motion, seconded by Mr. Adams to authorize overtime previously approved overtime for DPW personnel on September 13th.

- **Discussion:** Mr. Zito suggested amending the motion to indicate that, due to rain, the initial August 23rd celebration did not take place.
- **All in Favor. Motion Passed.**

2015 Paving Project

Mr. Weimer offered an invitation to join him, the Road Foreman and Assistant Foreman in reviewing proposed roads to be paved in 2015. Dates will be set at a later time.

Hazardous Materials Incident

Mr. Weimer stated that in light of a hazardous materials spill on Route 196 that recently occurred, he would be getting quotes on an keeping a supply of sand to use in such incidents.

Foam Trailer – for use at the PM Municipal Airport

Mr. Weimer stated that he is in the process of obtaining quotes.

NIMS Compliance

Mr. Weimer stated that he is in the process of obtaining quotes for an accountability system that would allow us to meet our Federal compliance relating to the National Incident Management System.

Comment was heard from Ms. LoBosco.

911 Re-addressing Compliance

Mr. Zito asked Mr. Keane how the project was going. Mr. Keane said that he has completed several on the smaller communities and has started in the main section of A Pocono Country Place and Arrowhead Lakes.

Compost Facility

In response to an inquiry made at an earlier meeting, Mr. Weimer read a memo from PA DEP from 2006 allowing residents of Mt. Pocono and Tobyhanna to drop yard waste at the facility. There is no mention of Tunkhannock in this agreement. Staff will check to see if there is a more recent agreement that includes Tunkhannock.

Letter to Tunkhannock, Tobyhanna and Mt. Pocono

Ms. Kelly asked if the letter stating that Coolbaugh Township would not be automatically renewing, on an annual basis, the inter-municipal composting / recycling agreement with Tunkhannock, Tobyhanna and Mt. Pocono had been sent. Mr. Zito said it had not yet been sent and would go out this week.

Upcoming Events

Mr. F. Pope reminded those in attendance that the composting facility would be open this weekend and the 40th Anniversary Celebration for the Municipal Park would be held on September 13th.

12. Board of Supervisors Executive Sessions

- Ms. Kelly announced that the Board of Supervisors held Executive Sessions:
 - Tuesday, August 19, 2014 @ 8:50pm – Personnel.
 - Tuesday, September 2, 2014 @ 6:33pm – Personnel.

Ms. Kelly announced that an Executive Session would be held at this time.

13. Adjournment

There being no further business, a motion was made by Ms. Kelly, seconded by Mr. Weimer, to adjourn the meeting. All in favor. Motion passed. Meeting adjourned at 8:26pm.

NEXT REGULAR BOARD MEETING: September 16, 2014

- **Work Session – CANCELLED**
- **Public Hearing – Requested Zoning Change / Smoke Ridge Subdivision – 6:00pm**
- **Business Meeting – 7:00pm**

Submitted by: _____
Robert M. Zito, Township Secretary

Witnessed by: _____
Lynn Kelly, Chairman

Date: _____