

**Coolbaugh Township  
Board of Supervisors  
September 20, 2011 Minutes  
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The Coolbaugh Township Board of Supervisors September 20, 2011 Meeting was held in the Township Municipal Center, in building #3, at 5550 Memorial Boulevard, Tobyhanna, Pennsylvania.

**Call To Order**

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

Supervisors present for the meeting included: Mr. Joseph O'Boyle, Ms. Lynn Kelly, Mr. James H. Frutchey, Jr., and Mr. Robert M. Zito. Mr. Robert B. Hutchins was absent. Also present were Township Secretary Linda Frutchey, Township Solicitor Jerry F. Hanna and Business Manager /Controller Douglas Hein.

**Approval of September 6, 2011 Minutes**

Ms. Kelly made a motion to approve the September 6, 2011 minutes as presented and dispense with the reading. Seconded by Mr. Zito. Discussion - none. The motion carried 3-0-1 (Mr. Frutchey abstained).

**2011 Monthly Reports**

**Coolbaugh Township Volunteer Fire Company**

Fire Chief John Zwally presented the August 2011 reports as follows: 55 calls, year to date of 637 calls. Mr. Zwally said there were a lot of roads in the in Pocono Farms and Pocono Farms East that do not have signs and asked if they were going to be replaced with the readdressing project. Mr. O'Boyle confirmed that road signs are scheduled to be replaced. Mr. Zwally said the fire company is experiencing problems responding to traffic accidents as Pocono Mountain Regional Police (PMRP) is canceling the fire company from being notified of the accidents. He contacted Control Center and was informed that the problem would have to be taken up with PMRP. Mr. Frutchey suggested that he attend the next PMRP meeting on October 11, 2011.

**Pocono Mountain Regional Emergency Medical Services**

Ms. Kelly presented the August 2011 PMREMS Report as follows: total response for our service area for the month is 458 calls, year to date is 3333 calls. Coolbaugh Township at 175 calls for the month and year to date at 1396. She reported the responses by outcome with a total of 499 for the month, scratch-cover calls with 9 calls for the month, 13 calls for Assist to other units.

Ms. Kelly said the ambulance board recently discovered a problem with only having one vehicle that can tow the county wide response trailer that is being housed at the Coolbaugh Station which is used at major traffic accidents; if the Director has the vehicle and the trailer is needed, there is no backup vehicle. She asked if the Coolbaugh's emergency services vehicle could be used as an on needed basis. Mr. Frutchey said he would take the vehicle down to the station to make sure the hitch matches.

**Pocono Mountain Regional Police**

Mr. Frutchey presented the August 2011 PMRPD Monthly Report as follows: 1275 complaints, 77 accidents, 153 criminal arrests, 463 traffic arrests, 261 traffic warnings and 15 ordinance arrests for a total of 1352 calls within the area covered by the regional police, which includes the Borough of Mount Pocono, the Townships of Tobyhanna, Tunkhannock and Coolbaugh.

**Letter of Support to PMRP re: DCED Grant - Local Shares Monroe Program**

Mr. O'Boyle read the Letter of Support for the PMRPD grant application. Mr. Frutchey moved to approve and send the letter. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

**Proposal - Joyce Electrical Inc. - Co-Stars Project #- PA 51017-SAP 191014 - JOC -ERM - central electric distribution & the lighting of the Armed Forces Field**

Before the Supervisors was information with sketches, panel design specifications from Strunk-Albert Engineering, pictures of the Musco Field Lighting system at Archibald Park installed by Joyce Electrical and pictures showing the base location for the primary power system.

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The members of the Parks and Recreation Commission requested to move forward with the project by accepting both the Base and Alternate #1 proposals from Joyce Electrical at a cost of \$38,577.00. The members would like to continue planning for future electrical upgrades outlined as Alternative 2, 3 and 4 over the next few years. The Township was not required to bid the project as Joyce Electrical is a Co-Stars vendor.

Ms. Kelly made a motion to move forward with the lighting project of the little league field and electrical upgrade at the municipal park on Route 423 as proposed from Joyce Electrical, Inc. by accepting both the Base and Alternate #1 for a total cost of \$38,577.00, by accepting this proposal, the Township Municipal Park will become a customer owned primary power system. Mr. Zito said he would second the motion for discussion purposes. Discussion - Mr. Frutchey explained that he was not going to vote for the project at this time, due to only receiving the information this evening, but at a quick glance, he thinks it would make more sense to move forward with Alternatives 2, 3 & 4. The status of the Major League Baseball Tomorrow Grant was discussed with Micky Denig, funding for the project taken from another source and the balance in the contingency fund. Discussion followed about Alternative 2 would include the restrooms, Alternate 3 would include the park garage and Alternative 4 would include the street lights.

Ms. Kelly amended the motion to add Alternatives 2, 3 & 4 to continue with the electrical service and removing the PPL Electrical meters at a total cost of \$51,805.00. Mr. Zito amended the second to the motion. Discussion followed about appreciation to the members of the Park and Recreation Commission and the Tobyhanna Athletic Association for their hard work on this project. Public Input- Fred Pope, David Pope and Michelle Fairservice commented on the project. Wayne Horne Chairman of the Park and Recreation Commission suggested that Joyce Electrical be contacted to provide a two year maintenance contract agreement at a discounted rate. The Supervisors agreed that the contract agreement is needed. The motion carried 3-0-1 (Mr. Frutchey abstained).

**Request for time extensions - Subdivision \ Land Development Plans**

**Proposed Warehouse - Revised Final Land Development Plan - Arcadia North Business Park - South Phase, Section 1, Lot #2 (Clarius Project)**

Mr. Zito moved per the Township Planning Commission's recommendation to grant the Land Development Plan (referenced above) extension request through December 21, 2011. Seconded by Mr. Frutchey. Discussion - none. The motion carried 4-0.

**Arcadia North Business Park, North Phase, Section 1, Lot #1 - Subdivision and Land Development Plan**

Mr. Frutchet moved to grant the Land Development Plan (referenced above) extension request through December 21, 2011. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

**Arcadia North Business Park - South Phase, Section 1, Lot #2 - (relating to the length of the cul-de-sac)**

Mr. Frutchet made a motion to grant the extension to December 30, 2011. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

**Minor Subdivision to join lots 6 & 7, Block 61, Section 11 - Arrowhead Lake - Property Owners - David & Laura Shamailov**

Mr. Zito moved to approve the Minor Subdivision Plan (referenced above). Seconded by Mr. Frutchet. Discussion - none. The motion carried 4-0.

**Minimum Municipal Obligation (MMO) for 2012**

Coolbaugh Township Non-uniform Pension Plan - \$64,974.33

Pocono Mountain Regional Police Non-uniform Pension Plan - \$3,285.14

Pocono Mountain Regional Police Pension Plan - \$265,375.00

Mr. Frutchet made a motion to approve the MMO for 2012 as presented for Coolbaugh Township Non-uniform Pension Plan and Pocono Mountain Regional Police Non-uniform Pension Plan and the Police Pension Plan. Seconded by Mr. Zito. Discussion - none. The motion passed 4-0.

**Authorization to advertise Public Hearing re: Regional Comprehensive Future Land Use Map**

Ms. Kelly moved to approve the advertisement as presented. Seconded by Mr. Frutchet. Discussion - none. The motion carried 4-0.

**Authorization to advertise Mandatory Leaf Collection Notice**

Mr. O'Boyle read the pickup dates and the areas of the leaf collection. Mr. Frutchey moved to authorize the advertisement as presented. Seconded by Mr. Zito. Public input - Vincent Massaro wanted to know why leaves are being picked up along the side road in private communities such as Pocono Farms and Pocono Farms East. He was advised that they are not private developments and have township roads. The motion carried 4-0.

**Statement of Support for the Guard and Reserve**

Mr. O'Boyle read aloud the Statement of Support for the Guard and Reserve. Mr. Frutchey made a motion to support our American soldiers serving in the National Guard and Reserve. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0.

**Commercial Lease Agreement - Amendment #1 - District Judge Office Space**

Mr. Frutchey made a motion to approve the Lease Agreement as presented for the District Judge office space from January 1 through December 2012. Seconded by Ms. Kelly. Discussion - Mr. Zito said he will not support the motion as his opinion is that its like putting a band aid on a broken arm, the Township bends over backwards to accommodate the county, no mater what we do, they seem to always come back with a negative response. Discussion followed about the terms of the lease. The motion carried 3-1-0 (Mr. Zito opposed).

**Update on building sewer - Building No. 2 and the Mansion**

Before the Supervisors was a September 20, 2011 letter from Township Engineer Russ Kresge on Building #2/Mansion - Building Sewer Update that was discussed at the Work Session prior to this meeting.

Mr. Frutchey made a motion to: (1) authorize Dave Kavitski of BCM Engineers to prepare specifications to get a quote for a new manhole to be provided in the sanitary sewer line in the driveway of the Township Municipal Center; and (2) to authorize Township Engineer Russ Kresge to prepare specs for the installation of covers over the window wells at the Township Municipal Center. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

**Township Financial Report**

Mr. Hein explained the report that included the General Fund revues at \$6,254,510 as of August 12, 2011 and gave a recap of all the bank balances.

**Current Obligations**

General Fund	\$60,574.75
Capital Projects Fund	\$ 38.50
Escrow Account Fund	\$ 2,301.52
Liquid Fuels	\$ 1,587.11
Sewer Fund	\$17,885.39
Total Disbursements	<u>\$82,387.27</u>

Mr. Zito moved to approve paying the Current Obligations in the amount of \$82,387.27. Seconded by Ms. Kelly. Discussion- Mr. Frutchey asked what the invoices to the Tobyhanna Post Office were. Discussion - Mr. Hein explained that the letters sent out to residents notifying them of the Township's On-Lot Sewage Maintenance Program Ordinance, each letter has a return address service requested, each letter returned has a fee of 75 cents. The motion carried 4-0.

**Other Business**

**Authorization to Solicitor Jerry Hanna to sign Stipulation of Council -  
Petition to Release \$15,000.00 Cash Bond - Tobyhanna Camp Corp.**

Mr. O'Boyle said SEO Jake Schray did an inspection at the Sports Camp and found everything to be satisfactory, the camp is vacant and he recommended that the cash bond be released.

Mr. Frutchey made a motion to authorize Solicitor Jerry Hanna to release the \$15,000.00 cash bond to the Tobyhanna Camp Corporation. Seconded by Mr. Zito. Discussion - none. The motion carried 4-0.

### **Budget Work Sessions**

Ms. Kelly made a motion to authorize the advertisement of the following dates to hold the proposed 2012 Budget Work Sessions: Sunday, October 9, 2011 at 8:00 a.m.; Tuesday, October 18, 2011 at 6:00 p.m.; Tuesday, October 25, 2011 at 6:00 p.m.; and Sunday, November 13, 2011 at 8:00 a.m. Seconded by Mr. Frutchev. Discussion - none. The motion carried 4-0.

### **Revenue from sale of properties in Coolbaugh Township**

Mr. Frutchev said according to the Pocono Record we can expect revenue from the sale of the Carriage Trade Center and the sale of the J & J facility.

### **Stairwell Enclosure - Building No. 3**

Mr. O'Boyle asked if anyone had an objection to the DPW employees installing a cover over the stairwell leading to basement of Bureau Veritas. Mr. Frutchev said he has no objection as long Township Engineer Russ Kresge is involved with preparing the plan as it must meet code requirements.

### **Municipal Center Painting donated by Suzanne Pope**

Mr. Frutchev asked that the painting of the Municipal Center by Suzanne Pope be moved so that its more accessible to the public and to have a plaque made with her name and donated to the Board of Supervisors. No objection was heard.

### **Public Input**

**Kathy Kleibert** - asked if the Township would look into zoning restrictions to require property owners to install a fence to prevent dogs from getting loose. The owner of the S & K Remodeling warehouse on SR 423 does not live in the area but, keeps four (4) rottweiler's chained up that are trained to be attack dogs, when the owner leaves at the end of the day the dogs bark most of the night. Ms. Kleiber said the dogs get loose on a daily occurrence. She presented a letter from Frank Whalen with details of his encounter with one of dogs. The Supervisors agreed that the animals should be contained at all times. Mr. O'Boyle suggested sending a letter to the dog warden and the property owner.

**Fred Pope** - asked if there were any township regulations on raising snakes as his neighbor raises snakes and rats to feed them, the snakes are put in the yard to get fresh air and sun, one 12 foot long snake got into his neighbors garage.

**Michele Fairservice, Vincent Massaro, David Pope and John Adams** commented on the above referenced matters.

**Robert Kimball** - asked if a location for the Leaf Collection in the APCP could be discussed and arranged prior to the pickup. Mr. Frutchey said he would contact him in the morning and schedule a time to meet at APCP to discuss the matter.

### **Board of Supervisors Executive Sessions**

Mr. O'Boyle announced that the Board of Supervisors have not held an Executive Session since Tuesday, July 19, 2011. He announced that an Executive Session for personnel will be held on Tuesday, October 4, 2011 at 6:00 p.m.

### **Adjournment**

With no further business before the Board, Mr. Frutchey moved to adjourn the meeting. Seconded by Ms. Kelly. Discussion - none. The motion carried 4-0. The meeting adjourned at approximately 9:00 p.m.

Respectfully submitted:

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Linda Frutchey  
Township Secretary

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Joseph O'Boyle  
Board Chairman