

**Coolbaugh Township
Board of Supervisors
September 3, 2013 Minutes
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The Coolbaugh Township Board of Supervisors September 3, 2013 Meeting was held in the Township Municipal Center, in building #3, at 5520 Municipal Drive, Tobyhanna, Pennsylvania.

Call To Order

Chairman Adams called the meeting to order at 7:00 p.m. and led those in attendance in the recitation of the Pledge of Allegiance.

Certificate for 25 Years of Service

Mrs. Linda Frutchey was presented with a Certificate of Recognition for 25 years of service to Coolbaugh Township.

Roll Call

Supervisors present for the meeting included: Mr. Juan A. Adams, Mr. Robert M. Zito, Mr. James H. Frutchey, Jr., Ms. Lynn Kelly and Mr. Fred Pope. Also present were Township Solicitor Jerry F. Hanna, Secretary Linda Frutchey and Business Manager Douglas Hein.

Announcement: Chairman Adams 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 Minutes

Mr. Frutchey moved as per the request of Solicitor Jerry Hanna to table the July 11 2013 Special Meeting Minutes. Seconded by Ms. Kelly. The motion carried 5-0.

Mr. Adams moved to approve the August 20, 2013 Minutes as presented and dispense with the reading. Seconded by Ms. Kelly. The motion carried 5-0.

Parks and Recreation Commission Budget Review

Ms. Kelly gave an overview of the parks budget that included a few items that were scheduled for last year and were not completed until this year ending up with a \$3,000.00 shortfall that is needed to finish the work at the Little League Field and to hold the Ghoulbough Event. Discussion followed. Mr. Frutchey motioned to approve advancing the

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Parks and Recreation's Budget \$3,000.00 to complete the work on the Little League Field, and to hold the Ghoulbough Event. Seconded by Mr. Adams. Public Input - Dave Pope and Clare Colgan. The motion carried 5-0.

Fence Quotes - Armed Forces Field

The following quotes were received for the fence: Mount Pocono Fence in the amount of \$6,075.00 and LL Fence in the amount of \$6,680.00.

Ms. Kelly motioned to approve the quote to Mount Pocono Fence in the amount of \$6,075.00 which will include straightening out the existing fence posts, replace broken fence fittings, adjust gates, supply and install the 8 gauge chain link fence on the existing posts and top rail and add tension wire to the fence. Mr. Zito said he would second the motion on the condition that this is the recommendation of the Parks and Recreation Commission. Members in the audience confirmed that it's their recommendation. Discussion followed on the items outlined in the quote from LV Fence; whether the bottom rail should be added to the fence quote received from Mount Pocono Fence. Members in the audience said that their opinion was that the bottom rail was not needed. Public Input - Keith Hudson, David Pope and Clare Colgan. The motion carried 5-0.

Skate Park 10th Year Anniversary Celebration

Ms. Kelly read a memorandum from the Parks and Recreation Commission with plans to hold a 10 Year Anniversary Celebration, they are going to have a skate board company working with them to help run the festivities for the day. Based on the cooperation of the skate company the Parks and Recreation Commission will not have to spend any of their funds to hold this event.

Ms. Kelly moved to allow the Parks and Recreation Commission to hold a Skate Park Jamboree on Sunday, September 29, 2013 from noon to 4 pm. Seconded by Mr. Zito. Discussion followed about the event being covered under the Township's General Liability Policy. The motion carried 5-0.

Revision to the Township's Personnel Manual re NON-CDL Personnel Drug and Alcohol Testing Policy

Ms. Kelly motioned to table the matter to the next meeting due to receiving the policy from Solicitor Hanna today giving everyone a chance to read it. Seconded by Mr. Frutchey. The motion carried 4-1-0 (Mr. Zito respectfully opposed).

Authorization to advertise Proposed Amendment to Township Code of Ordinances, Chapter 15, Motor Vehicles and Traffic re: 4-way stop at the intersection of Seven Nations and Algonquin Way

Ms. Kelly moved to authorize the advertisement of the proposed amendment. Seconded by Mr. Pope. Discussion followed about the stop signs and flashers being installed. The motion carried 5-0.

Northeast Signal & Electric Company Inc. - Annual Preventative Maintenance Proposal

Mr. Frutchey moved to approve Northeast Signal & Electric Company Annual Preventative Maintenance Proposal in the amount of \$2,528.04 for the 11 traffic signals in Coolbaugh Township. Seconded by Mr. Zito. Public Input - Harry Smith. Discussion followed on the items that are covered in the maintenance policy which also includes changing light bulbs. The motion carried 5-0.

Scranton Craftsmen Incorporated - installation of Handicap Ramp at the Township Municipal Building

Discussion followed about quotes between \$10,200 and \$18,000 would require three quotes. Solicitor Hanna said this job would be considered as routine maintenance since the plans are to replace railing on an existing ramp.

Mr. Pope moved to approve the installation of aluminum railing from Scranton Craftsmen in the amount of \$10,668.00. Seconded by Mr. Zito. Discussion - Ms. Kelly asked if the selection for the aluminum railing is because of the iron railing would have rust problem. Public Input - Vince Massaro. The motion carried 5-0.

Authorization to advertise Budget Work Sessions

Mr. Zito moved to authorize the Secretary to advertise Budget Work Sessions on Monday evenings at 6 pm on the following dates: October 7, 14, 21, 28, November 11, 18, 25 and December 2 and 9, 2013. Seconded by Mr. Adams. The motion carried 5-0.

Bid - Municipal Center Parking Lot Paving Project

The Bid for the Municipal Center Parking Lot Paving Project was advertised in the Pocono Record on August 15 & August 19, 2013 with a bid opening was on August 29, 2013.

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The following bids were received: Locust Ridge Contractors, Division of Haines and Kibblehouse, Inc. in the amount of \$58,973.10 and Hanson Aggregates in the amount of \$89,327.00.

Mr. Frutchet motioned per the recommendation of Township Engineer Russ Kresge to award the bid to Locust Ridge Contractors, Division of Haines and Kibblehouse, Inc. in the amount of \$58,973.10. Seconded by Mr. Adams. Discussion - Mr. Zito questioned the huge differences in the bid amounts. Mr. Frutchet said the low amount was close to the estimate that Township Engineer Russ Kresge provided. Discussion followed about the contract date to have the work completed before October 4, 2013. The motion carried 5-0.

Business Manager / Controller's Financial Report

Mr. Hein presented the Financial Report which included an accounting on the final Trial Balance and final Budget Trial Balance for all funds, the General Fund revenues and expenses, debt service payments and sewer revenues. He explained that all the capital projects are moving forward as planned. Included with the report was a listing of time available for all employees as of pay period ending August 17, 2013. The report was accepted as presented.

Current Obligations

General Fund	\$259,625.18
Sewer Fund	\$ 2,258.79
Total Disbursements	<u>\$261,883.97</u>

Ms. Kelly moved to pay the Current Obligations in the amount of \$261,883.97. Seconded by Mr. Frutchet. The motion carried 5-0.

Other Business

Separate council for Zoning Officer

Mr. Frutchet moved to approve engaging Attorney Anthony Waldron at \$175.00 per hour as separate council for Joe Brady, Zoning Officer. Seconded by Ms. Kelly. Discussion followed relating to the Zoning Hearing Board Case on Lamar Advertising. The motion carried 5-0.

Waste Authority request for assistance in cleaning up illegal dumps in Coolbaugh Township

Mr. Pope moved to approve two of our DPW employees with a township truck assisting the MCMWMA in cleaning up the illegal dumps in Coolbaugh Township which are on Echo Lake Road, Green Road and Industrial Park Drive. Seconded by Mr. Adams. The motion carried 5-0.

Assistance with moving library shelves and table to the tax archive room

Ms. Kelly motion to approve two DPW employees to assist with moving library shelves and a table to the tax archive room. Seconded by Mr. Zito. Public Input - Harry Smith, Michele Fairservice. The motion carried 5-0.

Public Input

Michael Coogan - asked why the fire chief's car was in the garage. Discussion followed about the vehicle being owned and maintained by the fire company.

Michele Fairservice - asked about the status of our street signs being installed. Discussion - Mr. Hein said he knows the company is working on the signs and he will call for a delivery date in the morning.

Vince Massaro - asked if violations letters about address signs were being sent by the township. Discussion followed about the township not sending letters.

Board of Supervisors Executive Sessions

Mr. Adams announced that the Supervisors held an Executive Session on August 6, 2013 at 6:30 p.m. for Personnel and at 8:40 p.m. for Pending Litigation and one will be held following this meeting for legal.

Adjournment

With no further business before the Board, Mr. Frutchet moved to adjourn the meeting. Seconded by Mr. Adams. The motion carried 5-0. The meeting adjourned at approximately 7:56 p.m.

Respectfully submitted:

Linda Frutchet
Township Secretary

Juan Adams
Board Chairman