

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
April 23, 2019

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

Board Members present:

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

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary and Meredith Thompson, Assistant Business Manager

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 matter.
- The meeting is being recorded to aid in the preparation of the minutes, please remember to state your name and community or city you reside in before speaking.

1. Public Input

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize the execution of the Coolbaugh Township Volunteer Fire Company P25 radio upgrade loan documents in the amount of 514,052.50 to cover the cost of the radio upgrade for the Coolbaugh Township Volunteer Fire Company, Coolbaugh Township DPW and Coolbaugh Township Office of Emergency Management.

- **Discussion:** Solicitor Armstrong stated that Mr. Dobson is unable to stay for the meeting therefore he will have Mr. Dobson and Mr. Keane sign the documents on behalf of the Coolbaugh Township Volunteer Fire Company and will have the Board execute the documents after the meeting.
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained as he is the fire chief)

2. Approval of minutes / notes : March 5, 2019 Public Hearing and Regular Meeting Minutes

Mr. Lamantia made a motion second by Ms. Colgan to approve the regular meeting minutes of April 2, 2019 as written.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly. Mr. Lamantia stated that he spoke with Chief Wagner regarding communication systems in the county and was advised that they are in no hurry to make the radio purchases but stated that they are retro-fitting the new cars for them. Ms. Ruiz-Smith asked how the dollar amount is calculated for the hours that we are over every month. Ms. Kelly stated that it is not a set formula to be able to make the calculation as we are not billed per hour stating that we are billed per unit. Mr. Weimer stated that there is no clear cut formula;

we pay an annual amount which is then divided up over a twelve month period in which the Chief determines how many officers will be in Coolbaugh Township based on the need. Ms. Ruiz-Smith stated that there was an egg hunt at the Community Church on 611 in which there was an officer monitoring traffic coming out of the event asking who pays for that officer. Mr. Weimer responded that there is a Public Relations line item for each municipality that would cover that cost. Mr. Weimer stated that at our last Board of Supervisors meeting there was discussion of a resident that was living in the municipal park by the Freedom Field and stated that he would like to thank Officer Posluszny for coming in on his day off to take the resident to the Street2Feet Outreach Center for assistance. Mr. Weimer stated that her vehicle was towed from the park as well. Mr. Weimer stated hats off to Pocono Mountain Regional Police for going above and beyond the call of duty to get the resident to safety.

- Pocono Mountain Regional EMS- Presented by D. Doremus stating that they have a golf outing coming up at Buck Hill Falls and encouraged residents to sign up.
- Coolbaugh Township VFD- Presented by T. Keane. Mr. Weimer asked for an update on the Reo room that is being built to house the 1940 Reo truck being advised that they are working on the specs to put it out to bid advising that they are moving the room to the other end of the building then what was originally discussed. Mr. Keane also stated that they are meeting with the Red Cross this week regarding changing from a warming station to a shelter in which they will use their LSA grant money to fund the remodeling. Ms. Ruiz-Smith stated that the Habitat for Humanity will be having a community sale on May 11th in which they will be selling building materials and items that they did not use at discounted prices.
- Gouldsboro VFD- Presented by D. Rinaldi stating that their next upcoming event will be their Mother's Day Breakfast. Mr. Weimer asked if the Township could send it out on our Savvy Citizen app. being advised that would be great.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Weimer.
- Tobyhanna Township VFD- Presented by Mr. Weimer
- Pocono Mountain Public Library- Presented by Ms. Shincovich stating that she is also presenting the Township with the library budget, audit and state report stating that she will also provide Ms. Masker with a PDF version of the 990 tax report. Ms. Shincovich discussed the Hoopla app. in which patrons can live stream movies, television shows and e-books for free by creating an account registering with their library card number stating that each user is allowed four downloads a month.

4. District Court Air Units

Mr. Weimer stated that the quotes provided are for the full project at the court stating that the Judge requested that the employee areas be provided with the air conditioning units before the court. Mr. Weimer read a memo regarding the need for the Board to determine the BTU sizes for the units so that it can be bid in accordance with those determinations. Discussion took place regarding whether the project will be done as a whole or whether it will be in two phases with the first phase being the employee areas and the second phase being the court. Ms. Kelly stated that there are some funds left over in the water filtration system line item as well as money in the capital projects line item which may be able to be reallocated to cover the difference in the cost should the Board choose to do the project all at once. The Board would like the DPW Assistant Foreman to determine what the best size units will be for each area and then bring the quotes back to the Board at a future meeting.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to table this agenda item until a future meeting.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

5. Discussion on Mulch at Recycling Center

Mr. Weimer stated that the mulch pile is extremely large and we need to consider giving away the mulch from the first grinding pile which has been growing for years. The Board agreed to have the DPW Assistant Foreman reach out to organizations that may be in need of mulch and arrange for delivery to them within the Township.

Mr. Weimer asked Solicitor Armstrong if it is possible to have contractors that use the recycling center with contractor passes that are bringing excessive amounts of materials in to possibly cut back the trees on smaller township roads in exchange for the excessive amount of material that they are bringing in. Solicitor Armstrong stated that he will look into any possible liability concerns, CBA issues and bidding concerns and get back to the Board with an answer.

6. Authorization to Hire Part Time Seasonal Parks Employee

Mr. Weimer made a motion second by Ms. Ruiz-Smith to hire John Grimley for the part time seasonal position at \$12.50 per hour, evenings and weekends not to exceed 28 hours per week beginning April 25, 2019 and ending October 27, 2019.

- **Discussion:** Ms. Mills stated that Mr. Grimley needs t-shirts as he did not receive any last year. Ms. Colgan asked how many people applied being advised by Mr. Weimer that there were three.
- **Vote:** All in favor, motion passes.

7. Authorization to Advertise Sale of the 2006 GMC 3500 Truck on Municibid

Mr. Weimer made a motion second by Ms. Colgan to authorize the advertising of the 2006 GMC Truck on Municibid.

- **Discussion:** Mr. Weimer stated that the vehicle is being sold as is stating that the truck needs tires and front end work in order to pass inspection. Ms. Kelly confirmed that the advertisement will also be placed in the Pocono Record in accordance to the Second Class Township Code.
- **Vote:** All in favor, motion passes.

8. Awarding of the 2019-2021 Trash Hauling Bid

Mr. Weimer made a motion second by Ms. Ruiz-Smith to award the 2019-2021 Trash Hauling Bid #1 to Northeast Cartage and Bid #2 to Panther Waste at the rates as set in their bid documents.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

9. Meals on Wheels Request for a Donation

Ms. Ruiz-Smith made a motion second by Mr. Weimer to make a donation to Meals on Wheels in the amount of \$250.00.

- **Discussion:** Ms. Ruiz-Smith would like the Board to consider the donations that are going to be made to organizations during the budget season so that they can be predetermined and released at a set point in time instead of all of them coming to the Board sporadically. Ms. Kelly agreed that would make the process much easier.
- **Vote:** All in favor, motion passes.

10. Authorize Disbursement of Donation to Valor Clinic Foundation in the amount of \$2,500.00

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize the donation to Valor Clinic Foundation in the amount of \$2,500.00.

- **Discussion:** Ms. Ruiz-Smith stated that she will continue her conversations with Mark Baylis from Valor Clinic Foundation in order to coordinate his attendance at a May meeting for the presentation of the donation. Ms. Kelly stated that we should carry over the same philosophy for the release of donations as determined in the budget season for next year to all be released at the same time. Mr. Lamantia stated that even if it is approved as a budget line item it still needs to be approved to release at a meeting.
- **Vote:** All in favor, motion passes.

11. Approval of the Union Collective Bargaining Agreement

Ms. Kelly made a motion second by Mr. Weimer to approve the Collective Bargaining Agreement dated May 1, 2019- April 30, 2024 along with the attached exhibits of MOU's and job descriptions for mechanic and foreman contingent up a passing vote from the union members.

- **Discussion:** Mr. Weimer thanked the group that worked so hard on the negotiations on the CBA.
- **Vote:** All in favor, motion passes.

12. Set a Date and Advertise a Budget Work Session

Mr. Weimer made a motion second by Ms. Colgan to advertise a budget work session on Friday May 10, 2019 at 5:30pm at the Municipal Center.

- **Discussion:** None
- **Vote:** All in favor, motion passes.

13. Controller Report

Ms. Mills presented the controller report as of March 31, 2019.

- **Discussion:** None

14. Current obligations

• General Fund	\$	153,848.64
• Sewer Fund	\$	21,191.23
• Escrow Fund	\$	240.00
• State Liquid Fuels	\$	<u>80,528.00</u>
Total Disbursements	\$	255,807.87

Ms. Kelly made a motion second by Mr. Weimer to pay the current obligations in the amount of \$255,807.87.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #5333
- **Vote:** All in favor, motion passes.

15. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that a brief executive session was held after the work session regarding legal.

16. Other business

Mr. Lamantia made a motion to release the \$10,000.00 reimbursement to the Coolbaugh Township Volunteer Fire Company for the purchase of the rescue boat.

- **Discussion:** Ms. Kelly stated that she would appreciate getting all items on the agenda instead of under other business stating that at the last meeting we voted to authorize \$4,000.00 for the Veterans Monument when in fact we only budgeted \$3,000.00. Ms. Kelly stated that having the items on the agenda allows time to research each item as well as show transparency to the public by being able to see

each item on the agenda prior to the meeting. Mr. Keane stated that it was his fault as he was away at training and was unable to submit it sooner.

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

Mr. Weimer made a motion second by Ms. Ruiz-Smith to release the tax funds to the Coolbaugh Township Volunteer Fire Company in the amount of \$113,994.37 for the expenses from September 1, 2018-April 19, 2019 as outlined in the request received April 23, 2019.

- **Discussion:** Mr. Lamantia asked how it works to give tax funds for expenses from 2018 when we are in 2019 being advised by Mr. Weimer that they were supposed to make a request in December for 2018 expenses but it was never submitted to the Township. Ms. Ruiz-Smith asked for clarification on the Reo Room being advised it is a glass room that will display the 1940 Reo Truck. Mr. Weimer stated that eventually he would like to purchase a new sign like the ones that are around the Township that were made by Bobette Stiff for uniformity among Township establishments.
- **Vote:** All in favor, motion passes.

Mr. Weimer made a motion second by Ms. Colgan to release the annual stipend in the amount of \$150,000.00 to the Coolbaugh Township Volunteer Fire Company.

- **Discussion:** Ms. Kelly again requested that these items be added to the agenda in advance of the meetings and not under other business.
 - **Vote:** All in favor, motion passes.
- Mr. Weimer requested permission from the Board for he and Mr. Lamantia to approach the Pocono Mountain School Board along with other surrounding municipality representatives to discuss a potential rebate in the amount of \$500.00 for all emergency service providers stating that the Act 172 is giving back approximately \$40.00 to each volunteer.
- **Discussion:** Ms. Ruiz-Smith asked Mr. Weimer to be sure that he takes representatives that are able to articulate the case and be clear. Ms. Kelly stated that the school has a program where volunteers read to kids and a rebate is given to the senior citizens. The Board agreed that this would be a good idea. Ms. Ruiz-Smith stated that there is only a rent rebate that is offered by the state and a school district tax rebate offered for senior citizens which are based on the individual's income.
- Mr. Weimer stated that he received a response to his letter that he sent to Solicitor Clark Connor regarding the status of the sign and parking ordinances that the Planning Commission is working on advising the Board that there is a meeting scheduled tomorrow where the professionals and staff will be working on the ordinances.
- Mr. Weimer stated that he was contacted by the Assistant DPW Foreman requesting that the Board consider going out to bid for the logs that are too big to run through the Beast as the pile is increasing and bidding them out would eliminate the appearance of favoritism when distributing them as well as be an opportunity for the Township to collect some money for the Recycling Center expenses.
- **Discussion:** Ms. Kelly requested that this be put on a future agenda with the specs when the pile is high enough so that the Board can authorize the advertisement. Solicitor Armstrong stated that when we are ready to move forward on this we will bring it before the Board to come up with an advertisement and authorize it. H. Smith stated that we should be limited the size of the logs that are accepted to eliminate this problem also asking if it was ever determined how much it costs to run the yard. Mr. Weimer stated that if we can sell the wood to make up some of the cost of

running the yard it may be worth it. H. Smith asked how they will be able to pick up the logs as he was told he could not bring his equipment to the recycling center to haul materials due to insurance issues. Solicitor Armstrong stated that he will have to look into the legal details.

- Ms. Ruiz-Smith stated that she spoke with a Supervisor from Tunkhannock Township and they stated that there used to be an agreement and they were able to use the recycling center asking why that is no longer the case. Mr. Weimer stated that when we had an agreement the other municipalities would bring excessive amounts of materials in and were not willing to pay more than the \$1,000.00 annual fee also stating that there was an evergreen clause in the agreement that caused an issue. Mr. Weimer stated that because the other Townships were not willing to contribute more, we chose not to renew the agreement.
- Mr. Weimer stated that he received a service request from VFW Post 3448 requesting that the Township DPW paint their parking/ handicap lines in their parking lot.
 - Discussion: Ms. Ruiz-Smith stated that she looks at this as a donation to the veterans. Mr. Lamantia agreed stating that if we do this for them we could also do it for the other VFW as a donation to the veterans should they ask. Solicitor Armstrong stated that we would need to get a letter from the VFW authorizing the Township to do work on their property. Mr. Weimer stated that he is good with having DPW do the work as well as long as we get the memo granting us permission to go on the property.
- Ms. Ruiz-Smith stated that there is an issue with the traffic light by Aldi's stating that at one point there were 12 cars waiting for the light to change to turn onto Route 940. Mr. Weimer stated that there is a loop underground that may have been cut stating that he will look into it with Township Engineer, Russ Kresge. Mr. Weimer stated that another option may be to install a sensor at the light.
- Mr. Weimer asked D. Doremus of the PMREMS if there are any preemptor issues with the ambulances at any lights being advised that she will reach out to the drivers and check.

17. Board of Supervisors Executive Sessions

- Prior: Tuesday, April 23, 2019 from 6:27pm-6:59pm Re: Legal
- After: Tuesday, April 23, 2019 from 8:45pm-9:12pm Re: Legal

18. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Mr. Lamantia to adjourn.

Meeting adjourned at 8:40 pm.

NEXT REGULAR BOARD MEETING: Tuesday, May 7, 2019, at the Coolbaugh Township Municipal Office meeting room.

- Work Session - 6:00 pm
- Business Meeting – 7:00 pm

Submitted by: _____
 Erin Masker, Recording Secretary

Witnessed by: _____
 William Weimer, Chairman

Date: _____