

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
May 22, 2019

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

Board Members present:

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

Board Members absent:

William Weimer

Staff present:

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

Staff absent:

None

Announcements:

Mr. Lamantia 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

- J. Russo expressed his concerns about the trash that is on the sides of the roads throughout the Township and provided pictures to the Board. Mr. Lamantia advised that he will pass the information on to Mr. Keane, Director of Codes and Zoning.

2. Approval of minutes / notes : May 7, 2019 Regular Meeting Minutes and May 10, 2019 Budget Work Session Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the minutes of May 7, 2019 and May 10, 2019 with one correction.

- **Discussion:** Ms. Ruiz-Smith requested that Stillwater be changed to Pocono Summit Lake Estates in the minutes of May 7, 2019.
- **Vote:** All in favor, motion passes.

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly stating that there are four police patrol vehicles ordered for 2019.
- Pocono Mountain Regional EMS- Presented by M. Lemley.
- Coolbaugh Township VFD- Presented by J. Wicmandy
- Gouldsboro VFD- Presented by Ms. Colgan
- Thornhurst Fire & Rescue Ambulance- Presented by D. Wagner stating that they have their tech, tools and toys bingo coming up on June 15th and asked if the Board would like to make a donation to the event either monetary or an item to be awarded. Ms. Masker will add this request to the next meeting agenda and will also send out a notification on Savvy Citizen and social media.

- Tobyhanna Township VFD- Presented by Mr. Lamantia
- Pocono Mountain Public Library- Presented by P. Williams stating that their visitor counter is still not working but they are working on getting it repaired/replaced.

4. District Court Air Units

Solicitor Armstrong stated that the Board approved the quote at the last meeting and that changes have since been made and that the additional wording has also been removed. He stated that the Board can move forward with having the work done and there is no action required on this item.

- **Discussion:** Mr. Lamantia asked if the removal of the wording will cause the Township problems in the future, such as a unit is overworked because we are installing two units this year as opposed to the three that were recommended. Solicitor Armstrong advised that it will not. Ms. Ruiz-Smith stated that she still believes that 9,000 BTU's is still too much for that small of an area.

5. Request to Attend PSATS Ethics Class on June 20, 2019

Mr. Lamantia made a motion second by Ms. Colgan to approve Ms. Ruiz-Smith's request to attend the PSATS Ethics Class on June 20, 2019.

- **Discussion:** Ms. Ruiz-Smith stated that she received this invitation through the COG and would like to attend.
- **Vote:** All in favor, motion passes.

6. Authorization to Advertise for the Sale of the Log Pile at the DPW Recycling Center

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the advertisement for the sale of the log pile at the DPW Recycling Center.

- **Discussion:** Ms. Ruiz-Smith stated that she is ok with it as long as they are aware of the Spotted Lanternfly requirements. Ms. Kelly stated that she would like to include a minimum bid in order to cover the cost of advertising. Discussion ensued and Patrick advised that the Board has the right to refuse the bids when they come in if they are not satisfied with them.
- **Vote:** All in favor, motion passes.

7. Authorization to Hire DPW Foreman

Ms. Kelly made a motion second by Ms. Ruiz-Smith to hire Kyle Knecht as the DPW Foreman at the rate as set in the Collective Bargaining Agreement.

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

8. Upcoming Zoning Hearing Board Hearing

Solicitor Armstrong stated that a hearing before the Zoning Hearing Board is coming up and the Board has the opportunity to weigh in, should they choose to, stating that the Pocono Mountain Municipal Airport Authority is requesting a special exception to be able to park empty trailers on their lot across from the airport without having a building on the property. Discussion ensued about the zoning letter that was in the packet with Ms. Ruiz-Smith asking how they would be able to provide a buffer on all four sides without the flight path becoming an issue. Solicitor Armstrong stated that they would need to comply with whatever zoning ordinances are in place regarding buffer requirements and could work with the Zoning Officer in determining what those would be. Discussion ensued about the security of the trailers and the maximum number of trailers on the property. Ms. Masker advised that it was discussed at the Planning Commission Meeting that all trailers would be locked at all times and that the security company would be patrolling the property. Ms. Masker stated that the maximum number of trailers was discussed at the Planning Commission

meeting and no more than seventy five trailers were anticipated. This information was provided by Jim Miller, project manager for the FedEx Supply Chain.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to send a letter to the Zoning Hearing Board to advise that the Board of Supervisors is not opposed to the proposed use so long as they comply with the Zoning Officer's recommendation and the Planning Commission recommendation based on the Zoning Officers letter dated May 13, 2019 subject to the revisions regarding the screening around the proposed use in a manner acceptable to the Township and that there be a number of trailers not to exceed a certain number to be determined by the Zoning Hearing Board.

- **Discussion:** No further discussion was heard.
- **Vote:** All in favor, motion passes.

9. Planning Commission Recommendation to Approve Waiver of Procedural Time for Food Express Convenience Store/ Dunkin Donuts until August 20, 2019

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the waiver of procedural time requirement for the Food Express Convenience/Dunkin Donuts until August 20, 2019.

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

10. Planning Commission Request to work with Carson Helfrich on the Short Term Rental Ordinance

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the Planning Commission to work with Carson Helfrich on the short term rental ordinance

- **Discussion:** Ms. Ruiz-Smith stated that she has no problem with the short term rental ordinance being worked on but doesn't want it to be for taxing purposes as it is in other areas which are just looking to collect tax revenues from them. Mr. Lamantia agreed and stated that he is only looking for it for the health and safety aspect with regard to inspections as there are properties that are listed as 3 bedrooms/ 2 baths and then Tomas goes to the property for other calls there are 5 bedrooms and finished basements which are now living space, that the Township has no idea about. Mr. Lamantia stated that he would also like to include long term rentals in with this item as they are also an issue and should have inspections as well. Solicitor Armstrong stated that he is not familiar with many that are about the tax revenue and that they are more concerned with the zoning specifics about the districts where a BNB would be allowed. He also stated that many municipalities have residential rental inspections where homeowners would have to purchase a permit from the Township and then would have periodic inspections of the property. Ms. Ruiz-Smith stated that the Monroe County Board of Realtors had multiple seminars because the realtors are interested in the information that is required by the different Municipalities. Ms. Kelly asked if hotel occupancy tax applies to a Bed and Breakfast being advised that there is no determination yet.
- **Discussion:** All in favor, motion passes.

11. Request to have a Clothing Trailer in the Municipal Complex Parking Lot to Hand out Clothing to the Community at the Food Pantry

Rose Johnson, from the Full Gospel Holiness Church, was in attendance stating that the church would like to have a clothing trailer on the municipal complex on the first Saturday of the month to hand out clothes to those that are using the food pantry stating that there would be no liability to the Township.

Ms. Kelly made a motion second by Mr. Lamantia to approve the request from Full Gospel Holiness Church to have a clothing trailer in the municipal complex on the first Saturday of the month during the food pantry hours conditioned upon providing a Certificate of Insurance.

- **Discussion:** Mr. Lamantia stated that the Township would need to receive a certificate of insurance. Solicitor Armstrong asked if it is a portable trailer that would only be on the premises during the food pantry hours and would not be on the property for a longer period of time being advised that it would not be. Ms. Colgan requested that the service request be corrected as it currently reads the first of every month. Ms. Ruiz-Smith stated that there should be some identification process between the food pantry and the church in order to be sure that those that are receiving the clothes are the people that qualify to use the food pantry and not people off the streets. Ms. Ruiz-Smith stated that she does not want people to think that it is a flea market. Solicitor Armstrong stated that this is not a lease agreement and stated it is permission on a month to month basis that the Board can terminate at any time if it becomes a problem. Discussion ensued on possible ways to identify those that are receiving clothing from the trailer. Ms. Kelly stated that DPW could determine where the trailer could park and have cones put out in the designated area.
- **Vote:** All in favor, motion passes.

12. Thornhurst Township request for a Letter of Support for their DCED Grant Application to Create a Park/ Green-Way Trails and Access to the Lehigh River

Ms. Colgan made a motion second by Ms. Ruiz-Smith to send a letter of support to Thornhurst Township for their DCED Grant Application to Create a Park/ Green-Way Trails and Access to the Lehigh River.

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

13. Controller Report

Ms. Kelly presented the controller report as of April 30, 2019

14. Current obligations

• General Fund	\$ 66,265.70
• Sewer Fund	\$ 6,856.55
Total Disbursements	\$ 73,122.25

Ms. Colgan made a motion second by Ms. Kelly to pay the current obligations in the amount of \$73,122.25.

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

15. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that the public hearing for the codification is coming up in June.

16. Other business

Ms. Ruiz-Smith stated that there was a letter in the email received from Ms. Masker from the DEP regarding the permit for the Delaware Lackawanna Railroad and asked Solicitor Armstrong for an overview of what the letter means as well as where the location is. Solicitor Armstrong stated that the Township was copied on the notice as the work will be done within the Township stating that the longitude and latitude for the location are listed. Ms. Kelly stated that the staff could get us a location and email it out once it is determined.

17. Board of Supervisors Executive Sessions

- Prior: Tuesday, May 22, 2019 from 6:16 pm-6:30 pm Re: Legal

18. Adjournment

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

Meeting adjourned at 7:58 pm.

NEXT REGULAR BOARD MEETING: Tuesday, June 4, 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: _____
Anthony Lamantia, Vice Chairman

Date: _____