

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
June 18, 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, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

Board Members absent:

Anthony Lamantia

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

- D. Pope asked the status of the bridge opening on Main Street.
- D. Pope requested that there be a podium or microphone available for any guests that are speaking.
- M. Fairservice commended the DPW workers for the tree clearing work at the park that was completed.
- Ms. Colgan commended the DPW workers on the stone work that was done on the Wiley Preserve.

2. Approval of minutes / notes : June 4, 2019 Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the minutes of June 4, 2019 with one addition.

- **Discussion:** Ms. Ruiz-Smith requested that the word "sign" be added to the work session notes in item #2.
- **Vote:** All in favor, motion passes.

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly stating that the 25th anniversary celebration of PMRPD will be held on June 29, 2019 from 11:00am- 2:00pm at the police headquarters.
 - **Discussion:** D. Pope questioned the police investigative hours for Coolbaugh Township.
- Pocono Mountain Regional EMS- Presented by M. Lemley stating that they will be accepting delivery of a new truck this week and have purchased another truck through an LSA grant in the amount of \$163,000.00 that they will be receiving in July. M. Lemley stated that the Regional Roundup will be held at Skytop on August 22, 2019 stating they secured the band Snake Oil Willie again this year.

- Coolbaugh Township VFD- Presented by G. Dobson stating that they are in the process of purchasing their two new trucks, stating that the fire company would like the Board's permission to have the Township Solicitor review the loan documents.

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize Solicitor Armstrong to review the financial lease documents for the Coolbaugh Township Volunteer Fire Company.

- Discussion: None
- Vote: 3-0-1, motion passes. (Mr. Weimer abstained due to his position of Chief of the Fire Company)

- Gouldsboro VFD- Presented by D. Rinaldi stating that they had their clam bake which was a successful fundraiser and stating that they have a breakfast coming up on July 14, 2019.
- Thornhurst Fire & Rescue Ambulance- Presented by D. Wagner stating that their tech, tools and toys bingo was a great success stating that the attendance was higher than it has ever been and they were able to meet a lot of new people.
- Tobyhanna Township VFD- Presented by T. Counterman
- Pocono Mountain Public Library- Presented by P. Williams stating that the list of children's summer events is included in this month's report. Ms. Ruiz-Smith requested that these events be shared through Savvy Citizen as well as on our website

4. Adoption of Ordinance #136- 2019: An Ordinance to Adopt and Enact an Ordinance Codification for the Township of Coolbaugh, County of Monroe, Commonwealth of Pennsylvania to provide for the repeal of certain legislation not included therein; to save from repeal certain other legislation not included therein; and to provide penalties for tampering with the code

Mr. Weimer made a motion second by Ms. Ruiz-Smith to adopt Ordinance #136-2019: An Ordinance to Adopt and Enact an Ordinance Codification for the Township of Coolbaugh, County of Monroe, Commonwealth of Pennsylvania to provide for the repeal of certain legislation not included therein; to save from repeal certain other legislation not included therein; and to provide penalties for tampering with the code.

- **Discussion:** Ms. Ruiz-Smith thanked the staff for their work on this project.
- **Vote:** All in favor, motion passes.

5. Authorization to Hire DPW Assistant Foreman

Mr. Weimer made a motion second by Ms. Colgan to hire Don DeRoo as the Assistant DPW Road Foreman at the rate of \$29.12 based on seniority.

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

6. Pocono Mountain Public Library Request for DPW to Stripe the Parking Lot

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize DPW to stripe the parking lot at the Pocono Mountain Public Library at a cost of up to \$500.00 for paint and supplies.

- **Discussion:** Ms. Colgan asked if this has been done in the past, being advised that it has. Ms. Ruiz-Smith stated that we are not setting precedence as this is a past practice.
- **Vote:** 3-0-1, motion passes. (Ms. Kelly abstained due to her employment at the library)

7. Authorization to Award the Log Pile Bid

Mr. Weimer made a motion second by Ms. Colgan to award the log pile bid to Tammy Heskayahu in the amount of \$202.99.

- **Discussion:** Ms. Ruiz-Smith asked that it be reiterated that she will have to bring her own vehicle to haul the logs as per the published advertisement.
- **Vote:** All in favor, motion passes.

8. Discussion Regarding Tree Trimming on the Corner of Ryan's Road

Mr. Weimer made a motion second by Ms. Ruiz-Smith to table this item until more research has been completed.

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

9. Controller Report

Presented by Ms. Kelly as of May 31, 2019

10. Current obligations

• General Fund	\$	146,474.81
• Sewer Fund	\$	<u>13,746.31</u>
Total Disbursements	\$	160,221.12

Ms. Kelly made a motion second by Ms. Colgan to pay the current obligations in the amount of \$160,221.12

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #5526 and #5533. H. Smith asked why the Township isn't purchasing gas from a local provider instead of in Mount Pocono. Mr. Weimer stated that he agrees and asked Ms. Thompson to look into getting an account at Valero.
- **Vote:** All in favor, motion passes.

11. Solicitor Armstrong Comments/Updates

Route 196- Solicitor Armstrong stated that there is a slight correction required in the body of the declaration regarding the square footage issue from the property taking that was required for the Route 196 turning lane project.

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize Solicitor Armstrong to sign the stipulation of taking document once it is complete.

- **Discussion:** Solicitor Armstrong stated that once this document is revised, signed and recorded, the Board will be able to sign the deed of easement for PennDot which was approved at a previous meeting.
- **Vote:** All in favor, motion passes.

12. Other business

- Ms. Ruiz-Smith stated that Ms. Masker sent an email to the Board from the Visitors Bureau re: ordering yard signs to promote the Pick Up the Poconos Event and she would like the Township to

put some of these signs out, the Board agreed and asked Ms. Masker to follow up on ordering them. Ms. Ruiz-Smith also asked that we promote the event on our website and on Savvy Citizen.

- Ms. Ruiz-Smith stated that there have been three Veteran related holidays since January and we as a Township have not done anything at our Veterans Memorial for any of them stating that she would like Parks and Recreation to be tasked with the planning of these events.
 - **Discussion:** M. Fairservice stated that it can be brought before the Parks and Recreation Commission stating that she will not be taking part in it suggesting that the Veterans Organizations in the community be contacted and told that the monument is available for ceremonies if they would like to use it. D. Pope stated that after Veterans Day in November the flags should be taken down for the winter at the monument. P. Williams stated that the Historical Society held an event at the monument last November.
- Mr. Weimer asked for the count of how many people are registered for Savvy Citizen to see if the sign campaign around the community is working.
- Mr. Weimer stated that the bridge on Hemlock is dipping and will need to be repaired and would like to discuss the options at a budget work session to plan ahead. Ms. Ruiz-Smith stated that Ms. Thompson should contact DCNR about grant opportunities that are available for this type of project.
- Mr. Weimer stated that the DPW Foreman contacted him regarding the 2014 F-250 truck stating that the truck has been in the shop more than in the Township garage. He stated that there is an issue with the check engine light, stating that it appears to be an issue with diesel trucks. Mr. Weimer would like to discuss possibly selling this truck when it comes back and purchasing a gas truck. This will be discussed at a future budget meeting.
- Mr. Weimer asked the status of the claim for the roof at DPW, with Ms. Kelly stating that Ms. Mills is on vacation and will get an update when she returns.
- Mr. Weimer stated that the front sidewalk will be ripped up and a new sidewalk will be poured all at one time, asking the Board if they prefer it to be done during the week in which case the main entrance and the receptionist would have to be moved to the downstairs while the work is performed or we could pay overtime to the DPW employees to have it poured on a Saturday. Ms. Ruiz-Smith asked how many employees will be working with Mr. Weimer stating that will be determined by the DPW Foreman.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize overtime for as many DPW employees as needed for the concrete pouring at the front of the Municipal Center on a Saturday per the DPW Foreman's recommendation.

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

- Ms. Ruiz-Smith requested that a time off schedule be provided in hard copy so that she is able to know when office staff and DPW staff have scheduled time off. Mr. Weimer stated that it is available on the shared calendar that is accessed on a cell phone. Ms. Kelly stated that we should not require a shared calendar to be kept as well as having to provide a paper copy. Ms. Ruiz-Smith stated that it was provided last year and can be provided again.

13. Adjournment

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

Meeting adjourned at 8:08 pm.

NEXT REGULAR BOARD MEETING: Tuesday, July 2, 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: _____