

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
August 6, 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:

John Rice, 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 city or community you reside in before speaking.

1. Public Input

- L. Stefanic asked what is being done with the property that is located by the Rimrock Lodge stating that it has been abandoned for 10-12 years and that he has filed service requests with the Township. L. Stefanic discussed Senate Bill 1242 regarding dilapidated buildings and would like an update on the status.
- M. Fairservice stated that DPW did a great job on opening up the space by the pavilion at the park and requested that they cut out a little more in order to make the pavilion visible from the parking area as the VFW will be selling food in there at the Touch a Truck event on September 21, 2019.
- D. Pope thanked DPW for the help out front at the Veterans Memorial
- D. Pope stated that at the last meeting there was discussion about a pole being moved and stated that the location of the pole was never discussed with Mr. Weimer stating that it is at the Clarius site back by the FedEx building.
- D. Pope asked if there is any update on the trees that were planted at the airport that do not cover the trailers that are parked there with Mr. Weimer stating that they are still working on it. Ms. Ruiz-Smith stated that is an issue that needs to be addressed by the Zoning Hearing Board as they made the ruling.
- M. Belcastro stated that she is having an issue with a house behind her property on Coach Road that has no water or electric and stated that there are squatters that are living there. She also stated that there are potholes on Belgravia that need to be filled in and a speeding issue in the community requesting that signs be posted with the speed.
- H. Smith asked about the status of the signs for motorized vehicles at the Wiley Preserve with Ms. Colgan stating that they will be ordered once the Parks Rules Ordinance is approved which is on the next agenda.

2. Approval of minutes / notes : July 16, 2019 Regular Meeting Minutes

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the meeting minutes of July 16, 2019.

- **Discussion:** Ms. Ruiz-Smith asked that a spelling correction be made on page 5
- **Vote:** 3-0-1, motion passes. (Ms. Colgan abstained as she was absent at that meeting)

3. Adoption of Ordinance #137-2019: An Ordinance Amending the Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township by Adding Industry and Light Manufacturing as a Conditional Use Within the C2 Office Park Zoning District.

Ms. Kelly made a motion second by Ms. Ruiz-Smith to adopt Ordinance #137-2019: An Ordinance Amending the Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township by Adding Industry and Light Manufacturing as a Conditional Use within the C2 Office Park Zoning District

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

4. Authorization to Seek RFP's for the Township Park Garage Addition

Ms. Colgan made a motion second by Mr. Weimer to approve the authorization to seek RFP's for the Townships Park Garage Addition.

- **Discussion:** Ms. Ruiz-Smith asked about the concrete pad for the building being advised that it is a pole barn and the floor goes in after the building is constructed. Ms. Ruiz-Smith asked about the skylights with D. Pope stating that in the pole barn he put up there are 2' of clear plexi-glass on the sides which are the length of the building at the top which lets in light. The Board agreed that would be a better option and Ms. Colgan stated that she will speak to Russ about the change.
- **Vote:** All in favor, motion passes.

5. Request for Letter of Support for Grant Application for Rising Phoenix, Inc.

Roxanne Robinson reviewed the grant application for Rising Phoenix, Inc. explaining that the funds would be used to hire a couple of employees and the repair of the roads.

- **Discussion:** Ms. Ruiz-Smith stated that the wording in the application needs to be changed from Coolbaugh Township Neighborhood Infrastructure Assistance to Rising Phoenix Neighborhood Infrastructure Assistance or some other title as it is not a Coolbaugh Township project. Ms. Ruiz-Smith stated that the original presentation that was made was about 92 homes in your community wanting the roads paved and was not about the hiring of employees or Rising Phoenix, Inc applying for the grant. Ms. Ruiz-Smith asked if there is an agreement regarding the amount that the HOA is going to pay as their contribution as listed in the grant application. Ms. Kelly asked if there is an agreement in place between Rising Phoenix, Inc. and the HOA regarding the work that is to be done and the spending of the grant funds. R. Robinson stated that there is a meeting this week to finalize all of the agreements and application. Ms. Ruiz-Smith stated that the Township is not endorsing hiring of the employees, and are only supporting the grant application for the road work that was originally presented. Ms. Ruiz-Smith suggested that the Board wait until the documents are changed and reviewed by our Solicitor before sending a letter of support. Ms. Kelly asked when the application is due being advised sometime in September. Solicitor Rice provided R. Robinson with a copy of the grant which highlights the areas that need the wording changed.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to table the request for a letter of support for the Grant Application for Rising Phoenix, Inc.

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

6. Northeast Site Change Order #05-2019: Route 196 Turning Lane Project Bid Revised per June 2018 Plan

Mr. Weimer made a motion second by Ms. Colgan to approve Change Order #05-2019 for the Route 196 Turning Lane Project in the amount of 9,779.55.

- **Discussion:** Ms. Ruiz-Smith asked if any answers were given to her question from last month with Ms. Kelly stating that she has an answer and that Mr. Weimer asked that she provide the answers under other business.
- **Vote:** All in favor, motion passes.

7. Northeast Site Change Order #10-2019: Route 196 Turning Lane Project Compensating Change Order for Overages Prior to Change Order #09-2019

Ms. Kelly made a motion second by Mr. Weimer to approve Change Order #10-2019 for the Route 196 Turning Lane Project in the amount of \$116,535.18 Compensating Change Order for Overages Prior to Change Order #09-2019.

- **Discussion:** Ms. Kelly reviewed the figures that account for the breakdown of the Change Order stating that \$56,014.00 was for additional excavation to remove the stone wall, stone encountered in swale areas and pole structure bases and that \$58,998.00 was the cost for the removal and additional paving added due to winter closure and PennDot direction.
- **Vote:** All in favor, motion passes.

8. Coolbaugh Township Volunteer Fire Company Request for Release of Tax Funds in the amount of \$200,000.00 for the Down Payment on the Two New Rescue Trucks

Ms. Ruiz-Smith made a motion second by Ms. Colgan to release the tax funds in the amount of \$200,000.00 for the down payment on the Two New Rescue Trucks.

- **Discussion:** Ms. Ruiz-Smith asked if the tax money came in being advised by Mr. Weimer that it had.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

9. Coolbaugh Township Volunteer Fire Company Request for Release of Tax Funds in the amount of \$150,000.00 for the Annual Truck Payment on the Twin Engines

Ms. Kelly made a motion second by Ms. Colgan to release the tax funds in the amount of \$150,000.00 for the annual truck payment on the Twin Engines.

- **Discussion:** None
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

10. Coolbaugh Township Volunteer Fire Company Request for Waiver of Permit Fees for the Addition of the Reo Room to the Fire Station on Laurel Drive

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Waive the Permit fees for the Addition of the Reo Display Room at the Fire Station on Laurel Drive

- **Discussion:** H. Smith asked who is building the addition with Mr. Weimer stating that they will have a contractor and are currently working on the RFP for the project. D. Pope asked if it will be prevailing wage being advised that will be determined after the RFP is completed.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

11. Coolbaugh Township Volunteer Fire Company Request for DPW to Prep the Site for the Reo Room

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize DPW to assist with the site prep work for the Reo Display Room at the Coolbaugh Township Volunteer Fire Station located on Laurel Drive.

- **Discussion:** Mr. Weimer stated that the approval will be based on projects and DPW availability stating that the Township projects come first. Ms. Ruiz-Smith asked that there be a ground breaking ceremony and asked that there is media coverage for it.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

12. Request for Waiver of Procedural Time Requirements for the Minor Subdivision of Paul & Patricia Rudolph, Sr. until October 30, 2019

Ms. Colgan made a motion second by Mr. Weimer to approve the request for Waiver of Procedural Time Requirements for the Minor Subdivision of Paul & Patricia Rudolph, Sr. until October 30, 2019

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

13. Request for Waiver of Procedural Time Requirements for the Minor Subdivision of Linda and Joaquin Silva until October 30, 2019

Ms. Kelly made a motion second by Ms. Colgan to approve the request for Waiver of Procedural Time Requirements for the Minor Subdivision of Linda and Joaquin Silva until October 30, 2019.

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

14. Request for Waiver of Procedural Time Requirements for the Minor Subdivision of Robert Yoka until October 30, 2019

Ms. Colgan made a motion second by Ms. Kelly to approve the Request for Waiver of Procedural Time Requirements for the Minor Subdivision of Robert Yoka until October 30, 2019.

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

15. Current obligations

• General Fund	\$ 347,582.85
• Sewer Fund	\$ 18,304.93
• Escrow Fund	<u>\$ 410.00</u>
Total Disbursements	\$ 366,297.78

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve paying the current obligations in the amount of \$366,297.78.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #5655. D. Pope asked for clarification on check #5688.
- **Vote:** All in favor, motion passes.

16. Solicitor Comments/Updates

Nothing to report. Mr. Weimer thanked Solicitor Rice for assisting Rising Phoenix, Inc. this evening.

17. Other business

- Ms. Colgan stated that Parks and Recreation will have their movie in the park on August 17th, 2019 and will be showing the movie Rio.

- Ms. Colgan stated that the anniversary celebration will be held on August 24th, 2019 from 12pm-4pm at the Municipal Complex stating that the trolley from MCTA will be shuttling people from the Fire Hall where they will be parking to the complex. Ms. Ruiz-Smith asked if there is additional parking available with Ms. Colgan stating there will be parking by the District Court. P. Williams stated that the church is available for parking as well.
- Ms. Ruiz-Smith reviewed the cost of the Route 196 turning lane project to date and cost overruns that have been incurred. Ms. Ruiz-Smith stated that her review of costs was prior to this evenings approved change orders.
- Ms. Kelly reviewed the question on change order #09-2019 from last meeting stating that the rent for the sign/traffic signal control that showed 8 units was for the rental of the traffic control barrels that were placed at the site during the winter as well as the cost of winter maintenance that was required.
- Ms. Kelly stated that a letter was submitted by the US Department of Agriculture requesting permission to remediate potential issues relating to the spotted lanternfly on Township property at no cost to the Township.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize signing the request to remediate any areas on Township property affected by the Spotted Lanternfly at no cost to the Township.

- **Discussion:** D. Broxmeier asked if it is possible to spray for bugs before the movie in the park being advised by Mr. Weimer that it can be budgeted for in next year’s budget and asked D. Broxmeier to get quotes for the Board on this service. Ms. Ruiz-Smith advised D. Broxmeier to reach out to Pocono Farms and ask what they do for the bugs at their movies in the park.
- **Vote:** All in favor, motion passes.
- Mr. Weimer stated that there is a landscaping company that comes to the recycling center and does not pay the per load fee or for a contractor pass stating that the owner has asked about a discounted rate since it is late in the year. Mr. Weimer stated that he has been dumping all season and would have had to pay the full price had the proper procedure been followed. Ms. Ruiz-Smith stated that it is not fair to those that follow the rules and pay full price to give this contractor a break. The Board agreed. Mr. Weimer stated that he will reach out to the contractor regarding purchasing the pass.

18. Board of Supervisors Executive Sessions

- Before: Tuesday, August 6, 2019 from 6:37pm-6:52pm Re: Legal

19. Adjournment

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

Meeting adjourned at 8:20 pm.

NEXT REGULAR BOARD MEETING: Tuesday, August 20, 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: _____