

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION NOTES**  
**August 6, 2019**

The work session was called to order by Chairman William Weimer at 6:00 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

Anthony Lamantia

**Staff present:**

John Rice, Solicitor, Erin Masker, Township Secretary and Meredith Thompson, Asst. Business Manager

**Staff absent:**

None

Mr. Weimer announced that this work session is being recorded to aid in the preparation of the notes.

**1. Parks Rules and Regulations**

Ms. Colgan stated that she presented the rules and regulations to the Parks and Recreation Commission as well as the Environmental Advisory Council and their recommendations are included in this updated draft. Ms. Ruiz-Smith requested that Township Manager be changed to Business Manager throughout the document as they are two different titles, stating that one is appointed and one is a hired position. Ms. Kelly discussed the park hours of sunrise to sunset stating that there are groups that have expressed permission to use the park after hours when using areas that have lighting which include the baseball fields and the pavilion. Ms. Kelly stated that she would like the requirement to be changed from written consent to expressed consent stating that anyone that is given permission to use the pavilion does not receive written consent from the Board and are placed on the calendar of usage. Ms. Ruiz-Smith stated that for safety reasons there should not be people allowed at the park after 8pm. Ms. Colgan stated that if that is the case then the movie in the park would not be allowed as there will be people there past 8pm as the movie will just be starting at that time. Ms. Colgan stated that anyone that is renting the pavilion could be given a signed and stamped copy of their request which would be their form of written permission. Mr. Weimer asked that these comments be provided to Solicitor Armstrong and that this item be placed on the next meeting agenda.

- **Discussion:** D. Pope asked how you can keep people out of the public park.

**2. Discussion on Grant Writing Funds Budgeted for Building #2**

Ms. Ruiz-Smith stated that there was \$5,000.00 budgeted for non-specified building repairs stating that she has spoken to Mary, a grant writer from Barry Isett's office who stated that there are grants available for historical buildings stating that she would like to have her do the research to see what is available as well as write the grants for us.

- **Discussion:** Mr. Weimer asked Solicitor Rice is we would have to put out an RFP if we have a company that we would like to work with being advised that the Board would not have to put out an RFP as it is a professional service. Ms. Kelly stated that she would anticipate that we would receive a quote or estimate for the service so that we could move forward on it. Mr. Weimer asked Ms. Ruiz-Smith to reach out to her contact and ask for a price so that the Board would be able to consider hiring them for the service. Mr. Weimer asked that this be added to an upcoming meeting agenda when the information is available.

### **3. Other Business**

- Mr. Weimer stated that they are currently having an issue with the company that is building the leaf/branch truck stating that they are backed up and he doesn't believe that the truck will be available before leaf cleanup begins. He is going to call the company and see if he can get any further information on when the truck will be ready.
- Ms. Ruiz-Smith stated that she and Ms. Thompson attended the DEP roundtable event this morning and stated that there may be refunds available for the costs associated with advertising the collection of electronics at the recycling center. Ms. Thompson stated that at the beginning of the event they stated that the funding available is limited this year and reviewed some qualifications that Municipalities would need to meet in order to qualify, stating that we did not meet the qualifications for the 902 grant. She stated she would reach out and see if there is anything available for advertising in the 901 grant that Ms. Ruiz-Smith is referencing. Mr. Weimer asked if Savvy Citizen ads would qualify for the advertising expenses that are included in the refund.

### **4. Public Input**

Nothing was heard.

Work Session ended at 6:22 pm.