

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORK SESSION MINUTES
May 10, 2019

The meeting was called to order by Chairman William Weimer at 5:38 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:

Maureen Mills, Business Manager/ Controller

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.
- Please remember to state your name and city or community you reside in before speaking.

1. Public Input

Nothing was heard.

2. Security Project- Capital Improvements

Ms. Kelly made a motion second by Mr. Lamantia to hire Barry Isett & Associates to prepare plans to remodel building #1 (Municipal Center).

- **Discussion:** Discussion ensued on proposed building #1 (Municipal Center) improvements which presented the concept of opening up a larger public waiting room area. The proposal to open up the floor plan will be handled by Ms. Mills and Mr. Keane.
- **Vote:** All in favor, motion passes.

3. Roof Replacement

Mr. Lamantia made a motion second by Ms. Ruiz-Smith to approve the roof repair at the DPW garage with the stipulation that any insurance funds are factored in.

- **Discussion:** Mr. Weimer stated that there was wind damage to the DPW garage with some damage to the underneath as determined by Township Engineer, Russell Kresge stating that there was an insurance claim submitted and we are waiting for an adjuster to come out. If the claim is put through the insurance deductible is \$2,500.00.
- **Vote:** All in favor, motion passes.

4. Time Clocks/Payroll Software

Ms. Mills presented three options to the Board regarding the time clock stating that the options are 1.) Do nothing, 2.) Upgrade the current time clock at the cost of \$4,490.00 or 3.) Lease a time clock from Paychex at the cost of \$4,900.00 annual which includes payroll. All options were discussed by the Board.

Mr. Lamantia made a motion second by Ms. Colgan to accept option #3 and change the payroll system to Paychex as per the recommendation by Township Business Manager.

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

5. Coolbaugh 225 Anniversary Celebration

Ms. Colgan discussed the ideas that the committee has which included (2) bounce houses at \$450.00, snow cone machine at \$50.00, characters at \$100.00 and challenge coins at the cost of \$800.00.

Ms. Kelly made a motion second by Mr. Lamantia to approve the budget of \$4,000.00 for the Coolbaugh 225 Celebration.

- **Discussion:** Mr. Lamantia stated that there are no funds budgeted for this event. Discussion ensued on where the funds could come from being decided that the money could come from the parks playground equipment budget. Ms. Kelly stated that the funds will come from budget line #01.454.750.
- **Vote:** All in favor, motion passes.

6. Other business

Mr. Weimer made a motion second by Ms. Colgan to authorize fixing the camera system at the DPW garage at a cost not to exceed \$997.00.

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

Ms. Kelly requested to contact Solicitor Armstrong on her questions on the reassessment.

7. Adjournment

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

Meeting adjourned at 7:08 pm.

NEXT REGULAR BOARD MEETING: Wednesday, May 22, 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: _____