

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
August 20, 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, Anthony Lamantia, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Maureen Mills, Business Manager/ Controller, Tomas Keane, Director of Codes/Zoning and Thomas Rohan, Code Enforcement Officer

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

Nothing was heard.

2. Approval of minutes / notes : August 6, 2019 Public Hearing Minutes and August 6, 2019 Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the public hearing minutes of August 6, 2019 as written.

- **Discussion:** None.
- **Vote:** 4-0-1, motion passes. (Mr. Lamantia abstained due to his absence at the meeting)

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the regular meeting minutes of August 6, 2019 as written.

- **Discussion:** None.
- **Vote:** 4-0-1, motion passes. (Mr. Lamantia abstained due to his absence at the meeting)

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly, she also stated that the committee working on the bargaining agreement has almost finished and the budget committee will begin their meetings by September. Ms. Ruiz-Smith asked that the Police Commission representatives mention to Chief Wagner that there are still people cutting through the Aldi's parking lot to circumvent the traffic light. Ms. Ruiz-Smith stated that this is a safety issue and maybe police presence will help with the matter.
- Pocono Mountain Regional EMS- Presented by M. Lemley.

- Coolbaugh Township VFD- Presented by T. Keane, also stating that the fire company participated in National Night Out at APCP which was a great event. T. Keane stated the fire company volunteers just finished a vehicle extrication class at Ed's Towing and stated they will be beginning an operations class in October. He stated there are three new prospective members in the fire company. Mr. Keane stated that this weekend the fire company will be participating in the air show by manning an engine at the airport with four volunteers on Friday, Saturday and Sunday from 11am-5pm as well as participating in the Coolbaugh Township Anniversary Celebration.
- Gouldsboro VFD- Presented by K. Schmidt.
- Thornhurst Fire & Rescue Ambulance- Presented by D. Wagner.
- Tobyhanna Township VFD- Presented by T. Counterman.
- Pocono Mountain Public Library- Presented by A. Shincovich, stating that she revised the numbers previously provided for May and June as they were not accurate. Ms. Ruiz-Smith asked what will be provided at the library for the anniversary celebration being advised that there will be activity stations set up throughout the library. Discussion ensued about the available parking at the library for the event.
- Code Enforcement Officer Report- Presented by Mr. Keane.
 - **Discussion:** Ms. Ruiz-Smith asked if the violations for sewage are provided by the SEO being advised by Mr. Keane that the information provided is collected from the Township software which is also used by the SEO. Mr. Lamantia asked where we stand on the property down the street being advised by Mr. Keane that we are progressing.

4. E911 Readdressing Update

Report was presented by Thomas Rohan, Code Enforcement Officer.

5. Dangerous Structures Report

Report was presented by Mr. Keane, Director of Codes and Zoning

- **Discussion:** Mr. Weimer asked Solicitor Armstrong what the next steps are legally for the remediation of the problem properties that have been on the list for multiple years being advised that Solicitor Armstrong can work with Mr. Keane in taking the next steps stating that he hasn't been involved with these properties. The Board requested Solicitor Armstrong work with Mr. Keane. Ms. Ruiz-Smith asked what the recourse is for those that we can't make contact with being advised that Solicitor Armstrong will look at each property and determine the next steps to take. D. Pope asked about the property on Lakeside Drive being advised by Mr. Keane that he has made contact with the property owner stating that the vehicles have been removed and that he is working with the owner as she tries to resolve the violations on the property.

6. Nepotism Policy for Supervisors- Resolution #07-2019

Ms. Colgan made a motion second by Mr. Lamantia to approve Resolution #07-2019: Nepotism Policy for Supervisors as presented.

- **Discussion:** Mr. Lamantia stated that he does not agree with this policy 100% but stated that it is a start, Ms. Ruiz-Smith agreed and stated that she would like to revisit the policy with respect to relatives of employees. Mr. Weimer reviewed the ordinance for the public with H. Smith stated that he agrees with Mr. Lamantia that it is a start.
- **Vote:** 4-1-0, motion passes. (Ms. Kelly opposed)

7. 2020 Budget Work Session Date/ Authorization to Advertise

Mr. Weimer made a motion second by Ms. Kelly to authorize advertising of the 2020 Budget Work Session Dates of Thursday, August 29, 2019, September 26, 2019, October 24, 2019 and November 7, 2019 with meetings beginning at 6:00 pm, and Sunday, November 17, 2019 beginning at 9:00 am.

- **Discussion:** It was determined that the work session relating to wages, scheduled for October 10, 2019 would not need to be advertised as a work session as personnel performance is discussed and therefore would be considered an executive session.
- **Vote:** All in favor, motion passes.

8. Authorization to Advertise Public Hearing for Conditional Use Request- Messer, LLC.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize advertising the public hearing for Condition Use Request for Messer, LLC. to be held on Thursday, September 5, 2019 at 6:30pm.

- **Discussion:** D. Pope asked where the property is located. H. Smith asked if a letter was sent to the airport regarding the screening provided being advised by Mr. Weimer that they complied with the directive given by the Zoning Hearing Board.
- **Vote:** All in favor, motion passes.

9. Authorization to Advertise the Public Hearing for the Parks Rules and Regulations Ordinance

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the advertising of the public hearing for the Parks Rules and Regulations Ordinance for Tuesday, September 3, 2019 at 7:00pm.

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

10. Northeast Site Request to Waive the Permit Fee for the APCP Sign Moving on Route 196.

Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve the request from Northeast Site to waive the sign permit fee for the moving of the APCP sign.

- **Discussion:** M. Fulco homeowner in APCP asked if this waiver of the permit fee will allow the project of moving the sign to go forward, being advised by Mr. Weimer that this will allow the township to issue the sign permit without charging a permit fee. Ms. Ruiz-Smith stated that the permit fee is \$50.00.
- **Vote:** 4-0-0, motion passes. (Ms. Colgan did not participate in the vote as she left prior to the vote and returned at 7:46pm)

11. Acceptance of the 2018 Annual Audit

Ms. Kelly made a motion second by Mr. Weimer to accept the 2018 Annual Audit presented.

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

12. Planning Commission Recommendation of Request for Waiver for Procedural Time Requirements for Food Express Convenience/ Dunkin Donuts until December 9, 2019

Ms. Colgan made a motion second by Ms. Kelly to grant the waiver of procedural time requirement until December 9, 2019 for Food Express Convenience Store/Dunkin Donuts.

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

13. Authorization to Advertise for Bids for the DPW Building Roof Replacement

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize the advertisement for bids for the DPW Building Roof Replacement.

- **Discussion:** Ms. Ruiz-Smith asked if Township Engineer, Russell Kresge prepared the documents being advised that he had.
- **Vote:** All in favor, motion passes.

14. Authorization of Roads for 2019 Pick Up the Poconos Program

Ms. Kelly made a motion second by Mr. Weimer to authorize Green Road and Industrial Park Drive for the 2019 Pick up the Poconos Program on Saturday, September 28, 2019.

- **Discussion:** Mr. Weimer asked if we can schedule the road cleanup for fall so that the garbage that is unseen now is able to be picked up when the leaves fall and it becomes visible. Ms. Mills stated that we could do our own cleanup later if the Board would rather.
- **Vote:** All in favor, motion passes.

15. Authorization for DPW to provide Flagging for Pick up the Poconos Program

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize a minimum of two and maximum of four DPW workers to flag for the Pick up the Poconos event on Saturday, September 28, 2019 at the overtime rate of pay.

- **Discussion:** Mr. Lamantia asked why we are paying for flaggers for a program if the court is also having community road cleanup for the community service that is required, stating that we should just provide the list of roads that are a problem and have them cleaned up through that program.
- **Vote:** All in favor, motion passes.

16. Authorization to Advertise 2019 Fall Leaf Cleanup Dates

Mr. Weimer made a motion second by Ms. Colgan to accept the dates for 2019 Fall Leaf Cleanup as presented and authorize advertising the dates.

- **Discussion:** Ms. Ruiz-Smith asked Mr. Weimer if the leaf truck is working and he stated that it is and that we are still awaiting delivery of the new truck and leaf collection machine but stating that we are good for this season.
- **Vote:** All in favor, motion passes.

17. Controller Report

Presented by Ms. Mills as of July 31, 2019

18. Current obligations

• General Fund	\$	270,258.40
• Sewer Fund	\$	<u>11,883.51</u>
Total Disbursements	\$	282,141.91

Ms. Kelly made a motion second by Ms. Colgan to pay the current obligations in the amount of \$282,141.91.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #5716 and discussed the security of the Municipal Center.
- **Vote:** All in favor, motion passes.

19. Solicitor Armstrong Comments/Updates

Nothing was heard.

20. Other business

- Mr. Lamantia reviewed the turning lane worksheet with regard to the engineering expenses.
- Ms. Ruiz-Smith stated that she spoke with Mary from Barry Isett's office and stated that there is no cost for their company to research grants that may be available to the township. There would be a fee for the writing of the grant but Ms. Ruiz-Smith stated that the Board would need to make a determination on the phase two portion of building #2 before they are able to determine which grants best suit our needs. Ms. Ruiz-Smith stated she will give Ms. Mills the contact information for Barry Isett's office so that she can begin working with them on the process for the grants.
- Ms. Ruiz-Smith stated that the polling location for Coolbaugh One has been moved out of Coolbaugh Township to the Pocono Summit Fire Hall which is in Tobyhanna Township stating she received a postcard in the mail with the information. Ms. Ruiz-Smith asked that Ms. Mills look into this and asked Solicitor Armstrong if they are legally allowed to move it out of the Township. Solicitor Armstrong stated that he will look into the election code.
- Ms. Ruiz-Smith discussed the security of the municipal center stating that allowing people to come in the front door when we have meetings is not safe as they are not visible to us until they are already in the hallway heading toward the meeting room. Ms. Kelly stated that the front door is our presentation to the public and suggested that if the Board wanted to lock a door we could lock the back entrance door that leads right into the meeting room stating that it is an open public meeting and we cannot keep people out. Ms. Ruiz-Smith stated that the issue is not being able to see the people when they enter the front door, stating that we are unable to see what they are doing before entering the hallway.
- Ms. Colgan stated that Coolbaugh 2-2-5 Anniversary Celebration will be held this Saturday, August 24, 2019 at the municipal complex stating that the parade will begin at the softball field at 11:30 am and the events at the complex will begin following the parade.
- Mr. Weimer stated that Monsignor McHugh does the paint the plow project every year and asked if the Board would be in favor of allowing them to paint one of our plows this year stating that we would drop the plow off at the school and then it would be painted.

Mr. Weimer made a motion second by Ms. Kelly to allow a plow to go to Monsignor McHugh for the paint the plow project if we are asked to participate.

- **Discussion:** Ms. Ruiz-Smith asked Solicitor Armstrong about the liability in dropping off the plow being advised that the Township could request a hold harmless agreement and a copy of the school's insurance. Ms. Ruiz-Smith asked if the Board has any input on the design that is on the plow being advised by Mr. Weimer that he believes it is based on the theme for the year.
- **Vote:** All in favor, motion passes.

21. Adjournment

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

Meeting adjourned at 8:15 pm.

NEXT REGULAR BOARD MEETING: Tuesday, September 3, 2019, at the Coolbaugh Township Municipal Office meeting room.

- Work Session - 6:00 pm
- Public Hearing- 7:00pm
- Business Meeting – 7:00 pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____