

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
August 20, 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, Anthony Lamantia, Lynn Kelly, Clare Colgan and Alma I. Ruiz-Smith

Board Members absent:

None

Staff present:

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

Staff absent:

None

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

1. Tax Collector Duties

Ms. Ruiz-Smith stated that she attended a seminar at PSATS in which she obtained a lot of information on the responsibilities of the tax collector and stated that she provided Ms. Mills with a list of questions which are included in the packet with the answers.

- **Discussion** Ms. Ruiz-Smith stated that the one item that stands out is that there is no deputy tax collector listed or on file with the Township should the current tax collector not be able to do his job for any reason. Ms. Mills stated that the tax collectors deputy is his spouse with Ms. Ruiz-Smith stating that she remembers at one time his wife did perform his duties when he was unable to. Ms. Ruiz-Smith stated she just wants to make sure that we are prepared in case anything should ever happen stating that at the seminar she attended it was also mentioned that a copy of the tax collectors last will and testament could be on file and that the executor of the will would be the one to fulfill the duties. Ms. Ruiz-Smith asked Solicitor Armstrong about this requirement and was advised that if there is a deputy in place that it would have been approved by the Board of Supervisors and stated that he would work on this with Ms. Mills. Ms. Ruiz-Smith asked about the Bond for the tax collector being advised that it is on file and that a collateral letter could be obtained from the bank to show that a letter of credit was obtained to cover any amounts over the \$250,000.00. Ms. Ruiz-Smith stated that the Township should request and have a copy of that letter on file.

2. District Magistrate Lease

Solicitor Armstrong discussed some of the changes requested in the District Magistrate lease stating that there are a couple of items that he would like the Board to weigh in on. Discussion ensued about the Heating/AC controls with the Board stating that the AC units have controls that they are able to change and that the Heating is controlled by a zoned boiler system with Mr. Weimer stating that there could be language that the Township will respond to any requests for change of temperature. Ms. Ruiz-Smith stated that there was discussion before about putting locks on the thermostats which would restrict the tenant from making changes and would allow us to determine the amount of usage. Mr. Weimer suggested keeping the language very basic due to the age of the system. There was discussion on ADA compliance, liability insurance, lease termination and entry into the premises in the event of a lease default. Solicitor Armstrong stated that there is one section that he believes should be kept in the lease which is Section 13 relating to Indemnification with the Board agreeing. Solicitor Armstrong stated that he will work with Attorney Dunn on these changes and believes that everything else that was changed or removed is not an issue.

3. Other Business

Mr. Lamantia discussed the sign at ACP entrance with relation to the Route 196 project stating that it needs to be completed by Labor Day as there are many different stories going around as to the holdup, stating that the relocation was approved by ACP Board two months ago and the contractor is just now applying for the sign permit. Solicitor Armstrong stated that the contractor had to look closer at the new location as it will require running electric since it is being moved across the road as opposed to just further back in the median. Ms. Kelly stated that changing the location will require a change order since it is changing the original contract documents. Mr. Weimer asked that Solicitor Armstrong get the Board an update from the contractor and the engineer as to what the timeframe is that we are looking at for the project to be completed as everything that is being heard are rumors.

- **Discussion:** M. Fulco- homeowner in ACP stated that the turning lane as it is right now is a hazard and she is here this evening because the HOA stated that it is a Township issue. Mr. Weimer stated that if the sign isn't moved, PennDot will not allow the lane to be opened, stating that with the sign where it is it is a safety issue.

4. Public Input

Nothing was heard.

Work Session ended at 6:41 pm.