

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
October 15, 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 and Tomas Keane, Director of Codes/Zoning

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:

- September 26, 2019- Budget Meeting Minutes
- October 1, 2019- Regular Meeting Minutes

Ms. Colgan made a motion second by Ms. Kelly to approve the budget meeting minutes from September 26, 2019 as presented.

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

Mr. Lamantia made a motion second by Ms. Colgan to approve the regular meeting minutes from October 1, 2019.

- **Discussion:** Ms. Ruiz-Smith stated that she would like the addition to her comment on agenda item #5 that she also referenced the potential risk of triple E mosquito born virus which is a deadly mosquito virus.
- **Vote:** All in favor, motion passes.

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly. She also stated that the PMRPD was included in a class action lawsuit against Lexis Nexus and was awarded \$8,000.00 which will be used to purchase P25 radios to be installed in the new vehicles. Mr. Lamantia reported that there was a speed study conducted on Route 196 by Carriage Square providing the ten day speed study information including the traffic count of 71,052 cars over the ten day period. Mr. Weimer

stated that the SWAT team held an event over the weekend and he spoke with them regarding active shooter training stating that they did a great job at the event.

- Pocono Mountain Regional EMS- Presented by M. Lemley, also stating that Saturday is the PMREMS Chili Cook Off and that there are 11 participants making chili and they are looking for testers stating that it is \$5.00 to test the chili. Mr. Lemley stated that they received their new truck and that it is currently in New Orleans at a truck show. Ms. Colgan stated that the new truck was at the Touch a Truck event.
- Coolbaugh Township VFD- Presented by S. Topping.
- Gouldsboro VFD- Presented by D. Rinaldi.
- Thornhurst Fire & Rescue Ambulance- Presented by D. Wagner.
- Tobyhanna Township VFD- Presented by T. Counterman, also stating that as of next month Tobyhanna Township will be putting Pocono Summit Volunteer Fire Company back in service.
- Pocono Mountain Public Library- Presented by A. Shincovich also stating that the library is partnering with Clear Run schools in providing a reading program with therapy dogs on Wednesday evenings from 5:00pm-7:30pm. Ms. Ruiz-Smith asked about the liability being advised that the dogs are registered service dogs and are insured.
- Code Enforcement Officer Report- Presented by Mr. Keane.

4. CPA Letter of Engagement

Mr. Weimer made a motion second by Ms. Kelly to approve the three year engagement with Frey and Company to complete the Township annual audits at the annual cost of \$12,300.00 for 2019, \$12,700.00 for 2020 and \$13,000.00 for 2021.

- **Discussion:** Ms. Mills stated that since she has worked for the Township we have worked with Frey and Company stating that the previous auditor Pat McGoldrick has recently left the company and that we are now working with Melanie. Ms. Ruiz-Smith questioned the cost and how the annual increases were determined being advised by Solicitor Armstrong that it appears as though it is to lock in rates even if moving forward there is a larger increase than what is outlined, the Township will not be required to pay more than what is outlined in the engagement letter aside from the reference in the letter of unexpected circumstances or costs. Ms. Mills stated that the only additional costs that were incurred in the past were for the confirmation letters.
- **Vote:** All in favor, motion passes.

5. Request for Waiver of Procedural Time Requirements for the Minor Subdivision Plan for Linda Silva until December 30, 2019

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the request for waiver of procedural time requirement for the Minor Subdivision plan of Linda Silva until December 30, 2019.

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

6. Request for Waiver of Procedural Time Requirements for the Minor Subdivision Plan for Robert Yoka until December 30, 2019

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the request for waiver of procedural time requirement for the Minor Subdivision plan of Robert Yoka until December 30, 2019.

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

7. Authorization to Release Remaining Contributions

Mr. Weimer made a motion second by Ms. Kelly to authorize the release of the remaining contributions for 2019 as read.

- **Discussion:** Ms. Mills stated that the remaining contributions to be released are as follows: Tobyhanna Conservation Club- \$3,500.00, Waste Authority for Deer Removal- \$2,000.00, Senior Center- \$1,200.00, Historical Society- \$5,000.00, Railroad Authority- \$5,000.00, Tobyhanna Township Volunteer Fire Company- \$26,000.00, Gouldsboro Volunteer Fire Company- \$15,000.00 and Thornhurst Volunteer Fire Company- \$17,317.00, VFW Post 3448- \$2,500.00 and VFW Post 509- \$2,500.00.
- **Vote:** All in favor, motion passes.

8. Controller Report

Presented by Ms. Mills as of September 30, 2019

9. Current obligations

• General Fund	\$ 108,473.25
• Sewer Fund	\$ <u>16,770.35</u>
Total Disbursements	\$ 125,243.60

Ms. Kelly made a motion second by Ms. Colgan to pay the current obligations in the amount of \$125,243.60.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on checks #5868 and #5881.
- **Vote:** All in favor, motion passes.

10. Solicitor Armstrong Comments/Updates

- Solicitor Armstrong stated that the Messer, LLC. development agreement which includes the provisions for the earthmoving work to begin, the memorandum to the development agreement and the stormwater agreement were sent over to the applicants attorney last week, stating that he has not received any comments back yet. Solicitor Armstrong asked the Board if they would like to make a motion to authorize the Board Chairman to sign the agreements once they are finalized so that they will not have to wait for another meeting to have them signed.

Ms. Kelly made a motion second by Ms. Colgan to authorize Chairman Weimer to sign the agreements for Messer, LLC. upon finalization between the attorneys.

- **Discussion:** Ms. Ruiz-Smith asked if the applicant signed the agreement with Chuck Leonard on the property yet, being advised by Solicitor Armstrong that he has not seen an agreement of sale as of yet.
- **Vote:** All in favor, motion passes.

- Solicitor Armstrong stated that he was contacted by Chuck Leonard about a meeting that is being held tomorrow regarding Messer and stated although he will not be attending, he will be available by phone if the Board would like. The Board agreed that they would like Solicitor Armstrong available if he is needed by phone.

11. Other business

- Ms. Ruiz-Smith stated that she asked Ms. Mills for the PP& L bills to verify the usage as she is looking into solar panel options that are available asking when they will be available. Ms. Ruiz-Smith stated that she met with Matt Connell from NCC Monroe Campus about their solar panels and he has agreed to share the

information he has on the project stating she will bring Ms. Mills into the loop with that as it becomes available.

- Ms. Ruiz-Smith stated that she would like to see information included on the website that sells the Township and to include pictures of the Fed Ex Building, the Medical Building and the Clarius project as well as information on the Township to help bring new businesses and developers to the Township.
- Ms. Ruiz-Smith stated that in the incoming mail that Ms. Masker sent out there was an invitation to the Pocono Services for Families and Children annual dinner stating that she was invited as a guest of Peter Alasty from Youth Employment Services and will be representing the Township. Mr. Alasty will be partnering with the Mountain Center and Ms. Ruiz-Smith will be volunteering with his organization.
- Ms. Ruiz-Smith reviewed the Coolbaugh Township portion of the Route 196 project stating that now that the lane is open, she anticipates that there will be PennDot Inspections fees to come before the costs are finalized.

Mr. Weimer made a motion second by Ms. Kelly to authorize to advertise the November 4, 2019 meeting to be held at 6:00pm and the work session to be canceled for that evening.

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

12. Executive Sessions

- Prior: October 1, 2019 from 7:33 pm- 7:48 pm Re: Legal
- Prior: October 10, 2019 from 6:05pm-8:12pm Re: Personnel

13. Adjournment

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

Meeting adjourned at 7:47 pm.

NEXT REGULAR BOARD MEETING: Monday, November 4, 2019, at the Coolbaugh Township Municipal Office meeting room.

- Work Session-Canceled
- Business Meeting – 6:00 pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____