

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
November 19, 2019

The meeting was called to order by Chairman William Weimer at 7:10 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

Anthony Lamantia

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

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**

- D. Pope stated that he received a response that stated that the sign on the auto repair shop down the road on Route 611 does not meet the sign ordinance and it is still there being advised by Mr. Keane that it does meet the ordinance as the ordinance does not regulate content on a sign and that if the response states "does not" then it is a typo.
- D. Pope asked for a copy of the mandate from DEP with regard to the frequency of pumping of an on-lot septic system stating that if a system is functioning it would not need to be pumped every five years. Ms. Kelly stated that the requirement is to be inspected and/or pumped once every five years. Mr. Weimer asked that Solicitor Armstrong work with the Township SEO on providing this information.

2. **Approval of minutes / notes:**

- October 26, 2019- Budget Meeting Minutes
- November 4, 2019- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the minutes of October 26, 2019 and November 4, 2019 as presented.

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

3. **Monthly reports**

- Pocono Mountain Regional Police Department- Presented by Ms. Kelly. She also stated that the 2020 proposed budget for the Pocono Mountain Regional Police has been provided to the Township and will be on the next meeting agenda for approval.

- Pocono Mountain Regional EMS- Presented by M. Lemley, also stating that Saturday, December 21, 2019 is the Breakfast with Santa. The cost is \$5.00 per adult and children are free stating that it will be held at the Pocono Mountain Volunteer Fire Company from 9am-12pm with a snow date of December 22, 2019.
- Coolbaugh Township VFD- Presented by T. Keane. Ms. Ruiz-Smith thanked the fire company for their excellent work at the Pocono Manor Fire.
- Gouldsboro VFD- Presented by K. Schmidt. Mr. Keane thanked Gouldsboro Fire Company for covering Coolbaugh Township during the Pocono Manor fire, stating that they were at the Coolbaugh Township Fire Company for many hours to ensure the safety of our residents.
- Thornhurst Fire & Rescue Ambulance- Presented by D. Wagner, also stating that they will have their Santa Run on Saturday beginning at 10:00 am throughout their communities and Coolbaugh Township where they will be handing out candy and dog biscuits.
- Tobyhanna Township VFD- Presented by T. Counterman. Mr. Weimer commended everyone on the great job at the Pocono Manor fire stating that no one was injured and no lives were lost. Mr. Weimer stated that there were approximately 111 fire companies on scene, 9 counties, 2 states and over 200 apparatus on scene.
- Pocono Mountain Public Library- Presented by A. Shincovich, also stating that the holiday festival will be held on Saturday, December 7, 2019 at the Pocono Mountain Public Library and Historical Society Museum and will feature Santa Claus visiting with everyone as well as crafts, activities and cookies.
- Code Enforcement Officer Report- Presented by Mr. Keane, also discussing a possible community service initiative for anyone that is brought before the District Magistrate for crimes in Coolbaugh Township that would require community service to be served. This option would allow the Township to designate work to be assigned within the Township in conjunction with the Magistrate and the Monroe County Waste Authority. Ms. Ruiz-Smith asked if this would conflict with the DPW Collective Bargaining Agreement being advised by Mr. Weimer that the work would have to be done during regular hours of 7:00am-3:30pm and not outside of normal work hours. Mr. Weimer asked that the information be sent to Solicitor Armstrong for review. Mr. Rohan discussed the litter ordinance that was scheduled for the work session and will discuss it in more detail at the second meeting of December at the work session. Mr. Ruiz-Smith asked if there was a program that rewards people for turning in people that litter being advised that he is not aware of one but would look into it.

4. Messer, LLC. Request to Construct Reserve Parking Spaces with Initial Improvements

Ms. Kelly made a motion second by Ms. Colgan to approve the request from Messer, LLC. to allow the construction of the ten reserve parking spaces with the initial improvements for a total of sixty six spots.

- **Discussion:** Joe Havelin, Messer LLC. stated that Nate Oiler submitted the request to allow for the ten (10) reserve parking spots to be constructed with the initial improvements which would bring the total parking spots for the site sixty six (66).
- **Vote:** All in favor, motion passes.

5. Authorization for Dave Kavitski to send the letter to DEP regarding the Act 537 Plans and Upgrade Proposal

Mr. Weimer made a motion second by Ms. Colgan to authorize Dave Kavitski to send the presented letter to DEP regarding the Act 537 plan and proposal.

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

6. Dangerous Structure Report

Presented by Mr. Keane as of November 2019. Mr. Keane stated that he is currently working with Solicitor Armstrong and his office on the process to remedy the outstanding properties that the Township is unable to make contact with the owner on record. The process that is being discussed would allow Mr. Keane to issue a summary citation and avoid having to go to the District Attorney to issue a warrant for anyone that has a property that is in violation of the dangerous structure ordinance.

- **Discussion:** Mr. Weimer stated that at some point life and safety have to come into play as the home on Mohawk is barely being held up by one wall and has been an issue for two years. Mr. Weimer stated that there is money in the budget for these properties to be taken down and we need to find a way to move forward with them in a timely manner. Solicitor Armstrong stated that he will work with Mr. Keane and Attorney Oetinger on this process.

7. E-911 Readdressing Update

Presented by Mr. Rohan, Code Enforcement Officer.

- **Discussion:** P. Williams stated that the graphic on the report is not useful as it is in black and white and not easy to understand, stating that it is probably much easier to understand when in color as the original. Ms. Ruiz-Smith asked how the Township is able to enter gated communities being advised that they apply for and are issued a gate pass by each community.

8. Planning Commission Recommendation of Waiver of Procedural Time Requirement for Food Express Convenience/ Dunkin Donuts Drive Thru until April 7, 2020

Ms. Colgan made a motion second by Ms. Ruiz-Smith to approve the waiver of procedural time requirement for Food Express Convenience/ Dunkin Donuts Drive Thru until April 7, 2020.

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

9. Awarding of the Sludge Hauling Bid for January 1, 2020- December 31, 2021

Ms. Kelly asked if the awarding has to be to the lowest bidder when it is a difference in distance to the plant in case of an emergency situation and the difference in cost is the difference between two decimal places and four in the quoted amount. Solicitor Armstrong stated it would go to the lowest bidder stating that the billing is based on the quoted amount and would not be rounded to the nearest cent.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to award the sludge pumping and hauling contract for the period of January 1, 2020 through December 31, 2021 to Environmental Services Corp. of PA at the rate of .0798¢ per gallon.

- **Discussion:** Mr. Weimer stated that he would like the next contract to read "round to the nearest cent" so that all quotes will be apples to apples. Ms. Mills stated that we had an emergency situation at the WWTP and our current pumper/hauler; Gotta Go Septics was immediately available and stayed for the period of time that their services were needed providing great customer service.
- **Vote:** All in favor, motion passes.

10. EAC Request for Solicitor Armstrong to Continue the Legal Process of the Tannery Open Space Property Research

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize Solicitor Armstrong to continue the legal process of the Tannery Open Space Property research.

- **Discussion:** Ms. Colgan stated that there are issues with the deed to the Tannery property that need to be resolved.
- **Vote:** All in favor, motion passes.

11. Authorization to Re-Advertise the Sale of the Log Pile at the DPW Recycling Center

Mr. Weimer made a motion second by Ms. Colgan to re-advertise the sale of the log pile at the DPW Recycling Center.

- **Discussion:** Mr. Weimer stated that there are now two log piles and that the last time it was advertised we did not receive any proposals.
- **Vote:** All in favor, motion passes.

12. Authorization to Advertise the 2006 Peterbilt Model 335 Dump Truck for sale on Municibid

Ms. Kelly made a motion second by Mr. Weimer to authorize the advertising of the 2006 Peterbilt Model 335 Dump Truck for sale on Municibid.

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

13. Authorization to Advertise Public Inspection of the 2020 Proposed Budget to be published on November 27, 2019

Ms. Colgan made a motion second by Ms. Kelly to advertise public inspection of the 2020 proposed budget on November 27, 2019.

- **Discussion:** Ms. Ruiz-Smith asked that this be sent out on Savvy Citizen.
- **Vote:** All in favor, motion passes.

14. Controller Report

Presented by Ms. Mills as of October 31, 2019.

15. Current obligations

• General Fund	\$	77,178.49
• Sewer Fund	\$	<u>4,878.74</u>
Total Disbursements	\$	82,057.23

Ms. Colgan made a motion second by Ms. Ruiz-Smith to pay the current obligations in the amount of \$82,057.23.

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

16. Solicitor Armstrong Comments/Updates

Solicitor Armstrong discussed the District Magistrate lease and stated that the agreement is almost finished discussing the ADA compliance concerns and the request for the ability to control the heat and air conditioning confirming with the Board that they are agreeable to the modifications as discussed with the Board agreeing.

Solicitor Armstrong stated that the staff has concerns with the lot consolidation requirements that are listed in the SALDO and stated that there are easier ways to reach the same goal asking if the Board would like him to work with staff to move forward.

- **Discussion:** Mr. Weimer asked if it would be a more customer friendly process being advised by Solicitor Armstrong that it would. Ms. Masker stated that the current requirements will often lead to additional costs for reviewing multiple submissions and also require multiple time extensions which the Board is familiar with having on their agendas. Mr. Weimer asked Solicitor Armstrong to make it easier while keeping us legal.

17. Other business

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the proposal from Vincent Placente Electrical Contracting, Inc. in the amount of \$8,900.00 for the purchase of the new flow forward pump, the proposal from Vincent Placente Electrical Contracting, Inc. in the amount of \$7,275.00 for the repair to mixer #2, the proposal from Environmental Service Corp. in the amount of \$5,425.00 for the Storm Surge Jetting, the proposal from Hydro-Dyne in the amount of up to \$6,000.00 for the screen and items as listed on the email dated October 22, 2019 and the proposal from North End Electric in the amount of \$3,164.00 for the pump rebuild with items #1-3 being completed first and if the amount for all items does not fall within the 2020 budget it will come back to the Board.

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

Ms. Ruiz-Smith stated that she spoke with Dave Sanko and Scott Coburn from PSATS and they commended the Board of Supervisors for allowing Ms. Masker and Ms. Colgan to attend and complete the PMGA diploma program to gain the knowledge that is available stating that many Townships do not afford that experience to their staff.

Mr. Weimer commended the students at Monsignor McHugh for the great job on the Plow from the Paint the Plow contest stating it is out in front of the Municipal Center and encouraged everyone to take a look at it.

Mr. Weimer thanked the Board for their hard work on the budget and thanked them for producing a good product.

18. Adjournment

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

Meeting adjourned at 8:33 pm.

NEXT REGULAR BOARD MEETING: Tuesday, December 3, 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: _____