

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
MONDAY, JANUARY 6, 2020  
MINUTES**

The meeting was called to order by Secretary Erin Masker 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, Alma I. Ruiz-Smith and Clare Colgan.

**Staff present:**

Mitch Baylarian, Solicitor (arrived at 6:14pm), Erin Masker, Township Secretary, Maureen Mills, Business Manager/Controller and Meredith Thompson, Assistant Business Manager

**Announcements:**

Ms. Masker announced the following:

- Public Input will be considered at the end 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.
- When speaking please state your name and the community or city that you live in.

1. **Organization of the Board of Supervisors**

- Election for the Board of Supervisors/Chairman

Ms. Masker opened the floor for nominations for Board Chairman.

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to appoint Mr. Weimer as Chairman of the Board of Supervisors.*

- **Discussion:** None
- **Vote:** All in favor; motion passed

Ms. Masker turned the meeting over to Mr. Weimer.

- Election for the Board of Supervisors/Vice-Chairman

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to appoint Mr. Lamantia as Vice-Chairman of the Board of Supervisors.*

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

2. **Appointment or Reappointment**

- **Secretary**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to appoint Ms. Erin Masker as Township Secretary.*

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

- **Treasurer**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to appoint Ms. Patricia Rosendale as Township Treasurer.*

- **Discussion:** None
- **Vote:** All in favor; motion passed.

- **Road Master**

Ms. Kelly made a motion second by Mr. Lamantia to appoint Mr. Weimer as the Road Master.

- **Discussion:** Mr. Weimer stated that the Road Master position is an unpaid position.
- **Vote:** All in favor, motion passed.

3. **Appointment or Reappointment**

- **Township Solicitor**

Ms. Kelly made a motion second by Ms. Ruiz-Smith to appoint Attorney Patrick Armstrong from the Law Offices of Grim Biehn and Thatcher as the Township Solicitor at \$160.00 per hour which is the same rate as 2019.

- **Discussion:** None
- **Vote:** All in favor; motion passed.

- **Planning Commission Solicitor**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to appoint Attorney Clark Connor as the Planning Commission Solicitor at the rate of \$150.00 per hour as outlined in his letter dated 10/24/2019.

- **Discussion:** None
- **Vote:** All in favor; motion passed.

4. **Appointment or Reappointment**

- **Engineer**

Ms. Kelly made a motion second by Ms. Colgan to appoint Russ Kresge of Keystone Consulting Engineers at the rate of \$111.50 per hour as outlined in his letter and fee schedule dated 11/29/2019.

- **Discussion:** Ms. Ruiz-Smith asked what the previous rate of pay was for Mr. Kresge being advised \$100.00 per hour.
- **Vote:** All in favor; motion passed.

- **Sewage Enforcement Officer**

Ms. Kelly made a motion second by Ms. Ruiz-Smith to appoint Hanover Engineering as the Township Sewage Enforcement Officer, specifically Jacob A. Schray, Scott J. Brown, Gregory C. Gray, Pamela J. Kemecsy and Christopher A. Taylor per the terms and fee schedule dated 10/24/2019 which includes a rate increase of 3.5%.

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

5. **Township Resolution Number 01-2020 re: Depositories of Township Funds**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to adopt Resolution #01-2020 stating the Township will use Peoples Security Bank, PLGIT/PLGIT ARM and Principal Securities as the Township's depositories for 2020.

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

6. **Establish the Amount of the Treasurer's Bond -- \$650,000.00**

Ms. Kelly made a motion second by Ms. Colgan to establish the Treasurer's bond at \$650,000 for 2020.

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

7. **Appointment of Municipal Representative and Alternate to serve on the Monroe County Tax Collection Committee**

Ms. Kelly made a motion second by Mr. Weimer to appoint Ms. Maureen Mills as the representative and Ms. Patricia Rosendale as the Alternate Representative for the 2020 County Tax Claim Committee.

- **Discussion:** None
- **Vote:** All in favor; motion passed.

8. **Two appointments to Environmental Advisory Council (EAC)-One term ending December 31, 2021 and One term ending December 31, 2022**

Mr. Weimer made a motion second by Ms. Kelly to appoint Gordon MacGregor to the term ending December 31, 2022 and Joyce Onsted to the term ending December 31, 2021.

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

➤ **Board of Supervisors appointment of Chairman to EAC**

Mr. Weimer made a motion second by Ms. Colgan to appoint Gordon MacGregor as the Chairman for the Environmental Advisory Council for 2020.

- **Discussion:** Ms. Ruiz-Smith asked why a new member would be appointed as the Chair with Ms. Colgan stating that he would be the best suited for the position.
- **Vote:** All in favor; motion passed.

➤ **Board of Supervisors Liaison appointment for EAC**

Ms. Kelly made a motion second by Ms. Colgan to appoint Mr. Weimer as the Board Liaison for EAC.

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

9. **Two appointments to Parks and Recreation Commission- One term ending December 31, 2022 and One term ending December 31, 2024**

Ms. Colgan made a motion second by Mr. Weimer to appoint Michele Fairservice to the Parks and Recreation Commission term ending December 31, 2024 and Alicia Williams-Richards to the term ending December 31, 2022.

- **Discussion:** Ms. Ruiz-Smith questioned why Ms. Onstead was appointed to the EAC when her letter was submitted for the Parks and Recreation Commission with Ms. Colgan stating that she spoke with her and she stated she would be interested in either one.
- **Vote:** All in favor; motion passed.

• **Appointment of Board Liaison to the Parks and Recreation Commission**

Mr. Weimer made a motion second by Ms. Ruiz-Smith to appoint Ms. Colgan as the Board Liaison for Parks and Recreation Commission.

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

10. **Two appointments to the Planning Commission-terms ending December 31, 2023**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to appoint Bernard Kozen and Charles Baker to the Planning Commission with terms ending December 31, 2023

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

Mr. Weimer stated that a letter of resignation was received from Dennis Noonan from the Planning Commission.

Ms. Kelly made a motion second by Ms. Colgan to accept the letter of resignation with regrets from Dennis Noonan from the Planning Commission.

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to appoint George R. Dobson to the vacant seat on Planning Commission with a term ending on December 31, 2020.

- **Discussion:** Mr. Weimer asked Solicitor Baylarian if there is a conflict to serve on the Planning Commission and the UCC Board of Appeals with Solicitor Baylarian stating he will look into it.
- **Vote:** All in favor; motion passed.

11. **One appointment to the UCC Board of Appeals- Term ending December 31, 2024**

Mr. Weimer made a motion second by Ms. Colgan to table the appointment to the UCC Board of Appeals as there were no letters of interest received.

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

12. **Two appointments to the Pocono Mountain Public Library Board of Trustees- One Term ending December 31, 2020 and One term ending December 31, 2022**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to appoint Phyllis Williams to the term ending December 31, 2022 and Deatra Cummings to the term ending December 31, 2020.

- **Discussion:** Ms. Kelly stated that she will be abstaining from the vote due to her employment at the library.
- **Vote:** 4-0-1, motion passed. (Ms. Kelly abstained)

13. **Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Service**

Mr. Weimer made a motion second by Mr. Lamantia to appoint Ms. Colgan as the Board Liaison to the PMREMS for 2020

- **Discussion:** None
- **Vote:** All in favor; motion passed.

14. **Three annual appointments to the Pocono Mountain Regional Police Commission**

Ms. Kelly made a motion second by Mr. Weimer to appoint Mr. Anthony Lamantia, Mr. Kurt Cummings and Ms. Lynn Kelly as the Coolbaugh Township Representatives to the PMRPC for 2020.

- **Discussion:** Ms. Ruiz-Smith stated that she would like to see Ms. Fox appointed in place of Ms. Kelly. Mr. Weimer stated that due to the employment change for Mr. Cummings he would like to still give him the opportunity to serve on the Commission if he is still interested. Mr. Weimer stated he thinks we have a good group representing the Township currently.
- **Vote:** 4-1-0, motion passes. (Ms. Ruiz-Smith opposed)

15. **Annual appointment of Vacancy Board Chairperson**

Mr. Weimer made a motion second by Ms. Kelly to appoint Mr. Gratz Washenik as the Vacancy Board Chairperson for 2020.

- **Discussion:** None
- **Vote:** All in favor; motion passed.

16. **Selection of Municipal Representative and Alternate Representative to attend Council of Government meetings for 2020**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to appoint Ms. Maureen Mills as Municipal Representative and Ms. Meredith Thompson as the alternate Municipal Representative to the COG meetings for 2020.

- **Discussion:** Ms. Ruiz-Smith stated that she will continue to attend meetings as her schedule allows.
- **Vote:** All in favor, motion passed.

17. **Authorization to advertise Board of Supervisors Meeting and Work Sessions for 2020**

Ms. Kelly made a motion second by Ms. Colgan to advertise the Board Meetings and Work Sessions as presented with the May 5, 2020 work session and meeting being held on May 7, 2020 due to PSATS, the August 4, 2020 work session and meeting being held on August 5, 2020 due to National Night Out and the November 3, 2020 work session and meeting being held on November 2, 2020 due to elections with all work sessions beginning at 6:00 pm and the meeting to immediately follow.

- **Discussion:** Ms. Kelly suggested cancelling the May 5, 2020 meeting. Mr. Weimer stated that we will no longer be waiting until 7:00pm to start the meetings stating that the meeting will begin as soon as the work session ends.
- **Vote:** All in favor; motion passed.

18. **Establish holidays for Township employees**

Mr. Weimer made a motion second by Ms. Colgan to establish the Township holidays as follows: Martin Luther King Day 1/20/2020; Presidents' Day 2/17/2020; Good Friday 4/10/2020; Memorial Day 5/25/2020; Fourth of July 7/3/2020; Labor Day 9/7/2020; Veterans' Day 11/11/20; Thanksgiving Holiday 11/26 & 11/27/2020; Christmas Holiday 12/24 & 12/25/2020; New Year's Eve 12/31/2020; New Year's Day 1/1/2021.

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

19. **Approval of Minutes/Notes**

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the meeting minutes of December 17, 2019 with one correction.

- **Discussion:** Ms. Ruiz-Smith stated that she wants it added that she was not in favor of the raises to the administrative staff for agenda item #15.
- **Vote:** All in favor, motion passes.

20. **Certify Delegates and appoint one Delegate to serve as the Voting Delegate at the PSATS annual convention**

Ms. Kelly made a motion second by Ms. Ruiz-Smith to certify all five Supervisors, Mr. Weimer, Mr. Lamantia, Ms. Colgan, Ms. Kelly and Ms. Ruiz-Smith to attend the 2020 PSATS Annual Convention.

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

Mr. Weimer made a motion second by Ms. Ruiz-Smith to certify Maureen Mills, Business Manager/Controller, Meredith Thompson, Assistant Business Manager, Erin Masker, Township Secretary, Tomas Keane, Codes/Zoning Officer, Thomas Rohan, Code Enforcement Officer, Kyle Knecht, DPW Foreman and Donald DeRoo to attend the 2020 Annual PSATS Convention.

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

Mr. Weimer made a motion second by Ms. Colgan to certify Planning Commission members Ann Shincovich and Charles Baker to attend the 2020 Annual PSATS Convention.

- **Discussion:** Ms. Ruiz-Smith asked why they are attending PSATS with Mr. Weimer stating that the seminars will be beneficial to them as members of the Planning Commission stating that they could attend from Monday to Tuesday. Ms. Kelly stated that she will be abstaining from the vote as Ms. Shincovich is her boss at the library.
- **Vote:** 4-0-1, motion passed. (Ms. Kelly abstained)

21. **Adoption of Township Resolution Number 02-2020 – Appointment of Certified Public Accountant**

Mr. Weimer made a motion second by Mr. Lamantia to adopt Resolution #02-2020 to appoint Frey & Company as the auditor at a price not to exceed \$12,300.00 to audit the Township's 2019 financial statements.

- **Discussion:** Ms. Ruiz-Smith asked if Ms. Mills is happy with the firm being advised that she is.
- **Vote:** All in favor; motion passed.

22. **Adoption of Resolution Number 03-2020- Point Five Seven Seven (0.577) Mills Fire Company Tax Disbursement**

Ms. Kelly made a motion second by Ms. Colgan to adopt Resolution #03-2020 for the Point Five Seven Seven (0.577) Mill Fire Company Tax Disbursement.

- **Discussion:** Mr. Weimer read the resolution aloud. Ms. Ruiz-Smith stated that it is just over half a mill.
- **Vote:** All in favor; motion passed.

23. **Authorization to BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2019**

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize BCM Engineers to prepare the Municipal Wasteload Management (Chapter 94) Report for the calendar year 2019 at a cost not to exceed the estimated amount of \$3,200.00 per the submitted proposal dated 11/19/2019.

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

24. **Approval of Special Counsel for Wastewater Treatment Plant Legal Matters**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve Young and Haros, LLC. as special counsel for the Wastewater Treatment Plant Legal Matters per the rates in his letter dated 12/16/2019.

- **Discussion:** Ms. Kelly stated that we should be appointing Nick Haros of Young and Haros.
- **Vote:** All in favor, motion passed.

25. **Approval of BCM Rates for 2020- Wastewater Treatment Plant Engineer**

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the BCM rates for 2020 as outlined in their letter dated 11/5/2019, with a senior project manager billing at \$115.00 per hour, Project Engineer billing at \$95.00 per hour and a Technician billing at \$65.00 per hour.

- **Discussion:** Mr. Weimer stated that the rates should specify that they are hourly rates in their proposal.
- **Vote:** All in favor, motion passed.

26. **Set the mileage rate for reimbursement according to the 2020 IRS rate of .575¢ per mile**

Ms. Kelly made a motion second by Ms. Colgan to set the mileage rate for reimbursement according to the 2020 IRS rate of .575¢ per mile.

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

27. **Current Obligations**

• General Fund	\$	446,840.76
• Escrow Fund	\$	9,011.50
• Sewer Fund	\$	<u>13,446.54</u>
Total Disbursements	\$	469,298.80

Ms. Colgan made a motion second by Ms. Kelly to approve paying the current obligations in the amount of \$469,298.80.

- **Discussion:** None
- **Vote:** All in favor; motion passed.

28. **Solicitor Baylarian Comments/ Updates**

Nothing was heard.

Ms. Masker gave an update that the request to release the bond for Pocono Office Commons was received which was approved to be released at the last meeting upon request.

Ms. Masker provided the Board with a copy of the proposed ordinance to change the road name from Liz Way to Parker Way along with the legal advertisement. She stated that the hearing will be held on January 21, 2020 at 6:30pm as long as that is ok with the Board and was advised that it is ok. Ms. Masker stated that she will send in the advertisement for publishing.

Ms. Masker stated that she received the lease for the Board to sign which was approved at the last meeting for Staffing Synergies.

29. **Public Input**

Nothing was heard.

30. **Other Business**

Ms. Ruiz-Smith stated that she would like to see new development on the website as she is receiving calls about current projects that are shovel in the ground and would like to have a press release or information out to the public so that there is no speculation as to what is being built. Ms. Kelly stated that the staff would have to work with the developer to get the information out that they are willing to share. Mr. Lamantia suggested that the Board could request that the developer put up a sign indicating the company name that is building or the type of business that they may be building.

Mr. Weimer stated that the winter has been mild so far and commended DPW on the work that they have done during the storms that we have had.

Mr. Weimer stated that the radios are almost all installed at DPW.

Mr. Weimer stated that they are running out of room at the DPW garage and asked that Ms. Mills and Ms. Thompson begin looking into the properties that are located near the garage that are vacant to see the size, cost and options that are available to the Township to expand.

Mr. Weimer stated that the Coolbaugh Township VFC was looking at a 22 acre piece of property that backs up to Pocono Farms, but stated that it was sold to someone else therefore they will keep looking for other available properties.

Ms. Ruiz-Smith stated that the realtor that is selling the Charter school has other properties on Route 196 that would be available for the fire company to look at. Mr. Weimer advised Ms. Ruiz-Smith that the realtor could reach out to George Dobson to discuss the options.

Mr. Weimer stated that the two new rescue trucks are coming soon.

31. **Adjournment**

There being no further business, a motion was made by Ms. Ruiz-Smith, second by Mr. Lamantia to adjourn the meeting. All in favor; motion passed.

Meeting adjourned at 7:11pm.

**NEXT REGULAR BOARD MEETING: Tuesday, January 21, 2019 at the Coolbaugh Township Municipal Office meeting room.**

- **Work Session/ Business Meeting – 6:00 pm**

Submitted by: \_\_\_\_\_  
**Erin Masker, Township Secretary**

Witnessed by: \_\_\_\_\_  
**William Weimer, Chairman**

Date: \_\_\_\_\_