

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
December 17, 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

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:**

- December 3, 2019- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the minutes of December 3, 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 is on the agenda for this evenings meeting.
- 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, also stating that there is intense training being held at the fire company with instructor Fred Bales. The training being held is to teach others to be instructors and is a forty hour course.
- Gouldsboro VFD- Presented by D. Rinaldi.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Weimer.

- Tobyhanna Township VFD- Presented by T. Counterman. Mr. Weimer stated that there will be a new reporting form for the monthly calls which will include the apparatus and personnel to help the Township gather information the services that are being provided on mutual aid calls.
- Pocono Mountain Public Library- Presented by Mr. Weimer.
- Code Enforcement Officer Report- Presented by Mr. Keane. Ms. Ruiz-Smith asked if any of the violations that are listed incur any financial penalties being advised by Mr. Keane that they do stating that some are through the court and others are directly to the Township.

4. **Coolbaugh Township Volunteer Fire Company Request Reimbursement for Capital and Operational Funds in the amount of \$172,994.55**

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the request for reimbursement for the Coolbaugh Township Volunteer Fire Company in the amount of \$172,994.55 for Capital and Operational expenses.

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

5. **Planning Commission Recommendation of Waivers for Tobyhanna Self Storage**

Ms. Kelly made a motion second by Mr. Weimer to approve the requested waivers for §355-44: Four Step Design Process and §355-57.B-1: Various Landscaping Requirements as per the request dated December 9, 2019.

- **Discussion:** Brick Lindner and Robert Latzanich were in attendance representing Tobyhanna Self Storage. Ms. Ruiz-Smith asked Mr. Lindner to discuss the reason for the landscaping being advised that their plan meets the intent of the ordinance but stated that due to the neighboring zoning district and PP&L easements, no one would benefit from the landscaping that would be required. Mr. Lindner discussed the proposed plan stating that they are similar to the other storage units that are owned by Mr. Latzanich and would offer storage units and U-Haul services. Ms. Ruiz-Smith asked about locations for snow storage and was advised on where the aisles and areas are that would be designated for snow storage. Mr. Latzanich stated that should there be a major amount of snow that he has a contractor that would come in and truck the snow out. Ms. Ruiz-Smith asked what color the doors on the units will be and requested natural colors not orange. Ms. Ruiz-Smith asked how many u-hauls will be parked at any time being advised in the winter 10 and the summer 0-4. D. Broxmeier asked if there will be a turning lane installed being advised by Mr. Lindner that it is not warranted based on the study completed.
- **Vote:** All in favor, motion passes.

6. **Planning Commission Recommendation of Conditional Approval of the Tobyhanna Self Storage Land Development Plan**

Ms. Kelly made a motion second by Mr. Weimer to grant conditional approval of the Tobyhanna Self Storage Land Development Plan conditioned upon revising the current proposed lighting plan, obtaining all outside agency permits and approvals, submission of Development Agreements and Performance/ Maintenance Guarantees as required and all requested waivers being approved by the Board of Supervisors.

- **Discussion:** Solicitor Armstrong confirmed with Mr. Lindner that he is aware of the lighting issue that needs to be resolved and was advised that the changes are currently being made and will be submitted to Township Engineer, Russell Kresge for review.

Motion was amended to include that the lighting revision is to be in a manner consistent with the Township Engineer's recommendations.

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

7. Staffing Synergies Lease Renewal-January 1, 2020-December 31, 2022

Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the lease agreement for Staffing Synergies for a term of three years from January 1, 2020 through December 31, 2022.

- **Discussion:** Mr. Lamantia asked if the rent was going up and he was advised that it is not. Mr. Weimer asked Ms. Mills if they have ever been late in paying their rent or have there been any issues, being advised that they have not been late on payments and there have been no issues in the three years that they have been here. Ms. Ruiz-Smith stated that they are barely ever there and only rent a small office space and a cubicle, stating that \$600.00 a month is better than nothing which is what it would be if we didn't renew the lease. Mr. Lamantia stated that the expense of utilities goes up and the rent should as well.
- **Vote:** 4-1-0, motion passes. (Mr. Lamantia opposed)

8. Pocono Mountain Economic Development Corporation Request to Rename Liz Way to Parker Way

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize Solicitor Armstrong to draft an Ordinance to amend the Township Code of Ordinances to rename Liz Way to Parker Way for review at the next meeting.

- **Discussion:** Solicitor Armstrong asked if there is another Parker Way in the Township and was advised by Ms. Mills that there is not. Ms. Ruiz-Smith thanked Ms. Mills for looking into that prior to the meeting. Solicitor Armstrong stated that Liz Way is listed in one section of the Code of Ordinance and that is why an amendment to the ordinance is required.
- **Vote:** All in favor, motion passes.

9. Appointment to the Board of Auditors with a term ending December 31, 2021

Ms. Ruiz-Smith made a motion second by Mr. Weimer to appoint Phyllis Williams and Brian Visakay to the Board of Auditors with a term ending December 31, 2021.

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

10. Authorization to Advertise 2020 Re-Organizational Meetings

Ms. Colgan made a motion second by Mr. Weimer to authorize advertising the 2020 reorganizational meetings with the change of the Board of Supervisors beginning at 6:00pm.

- **Discussion:** Ms. Masker requested that she be able to change the time for the Board of Auditors meeting as necessary once she contacts both newly appointed members, being advised that is fine.
- **Vote:** All in favor, motion passes.

11. Awarding of the 2006 Peterbilt Dump Truck Model 335 (Item#26272036) Bid to Chad Clemens in the amount of \$55,000.00

Mr. Weimer made a motion second by Ms. Colgan to award the 2006 Peterbilt Dump Truck Model 335 (Item#26272036) Bid to Chad Clemens in the amount of \$55,000.00.

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

12. Authorization to Advertise 2020 Township Shred Event Dates-Proposed May 16, 2020 and October 3, 2020

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize the advertisement for the 2020 Township Shred Event Dates being May 16, 2020 and October 3, 2020.

- **Discussion:** Ms. Ruiz-Smith stated that the community is very happy with this event and it has been very successful.
- **Vote:** All in favor, motion passes.

13. Authorization to Advertise 2020 Proposed Bulk Drop Off Dates

- Friday, April 3rd and Saturday, April 4th , 2020
- Friday, June 5th and Saturday, June 6th , 2020
- Friday, August 7th and Saturday, August 8th , 2020
- Friday, October 2nd and Saturday, October 3rd , 2020

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize the advertisement of the bulk drop off dates for 2020 as presented.

- **Discussion:** Mr. Weimer asked that discussion on mid-week recycling be added to a future agenda to discuss the possibility of allowing tires, white goods and electronics to be dropped off each day.
- **Vote:** All in favor, motion passes.

14. Adoption of Resolution #10-2019: Approval of the 2020 Budget for Pocono Mountain Regional Police

Ms. Kelly made a motion second by Ms. Ruiz-Smith to adopt Resolution #10-2019: Approval of the 2020 budget for the Pocono Mountain Regional Police

- **Discussion:** Ms. Ruiz-Smith asked if the monthly payment of \$3,000.00 should be included in the resolution being advised that is separate as it is to pay for the mortgage on the building.
- **Vote:** All in favor, motion passes.

15. Adoption of Resolution #11-2019: Adoption of the Proposed 2020 Budget

Mr. Weimer made a motion second by Ms. Ruiz-Smith to adopt Resolution #11-2019: Adoption of the 2020 Township Budget.

- **Discussion:** Ms. Ruiz-Smith stated that she is in favor of the budget as a whole but not the raises that are being given to the administrative staff.
- **Vote:** All in favor, motion passes.

16. Adoption of Resolution 12-2019: Establishing the Initial Tax Rate for the Year 2020 Due to the County Reassessment

Mr. Weimer made a motion second by Ms. Colgan to adopt Resolution #12-2019: Establishing the Initial Tax Rate for the Year 2020 due to the county reassessment.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Ms. Kelly abstained due to her employment at the library)

17. Adoption of Resolution #13-2019: Fixing of the Final Tax Rate for the Year 2020

Mr. Weimer made a motion second by Ms. Colgan to adopt Resolution #13-2019: Fixing the Final Tax Rate for the year 2020

- **Discussion:** Ms. Ruiz-Smith calculated her taxes based on the new rate and stated that her tax bill has gone down stating that she hopes that others will be pleased to see their tax bill decrease as well.
- **Vote:** 4-0-1, motion passes.(Ms. Kelly abstained due to her employment at the library)

18. Proposal for Architectural and Engineering Services Associated with Security and Building Alterations

Ms. Kelly made a motion second by Mr. Weimer to accept the WKL proposal in the amount of \$14,500 for the architectural and engineering services associated with the security and building alterations.

- **Discussion:** Ms. Ruiz-Smith stated that we are a client of Barry Isett and asked why we are hiring a company that will be using them as a sub-contractor instead of going to them directly. Ms. Kelly stated that the percentage of markup that we will be paying them is 1.15% and stated that WKL will be in charge of the project and they will be the only company that we will be speaking to as they will handle all the contractors and the coordinating. Mr. Weimer stated that this is the right thing to do and will streamline the process.
- **Vote:** All in favor, motion passes

19. Controller Report

Report presented by Ms. Mills as of November 30, 2019.

20. Current obligations

• General Fund	\$	108,448.92
• Sewer Fund	\$	<u>9,617.98</u>
Total Disbursements	\$	118,066.90

Ms. Kelly made a motion second by Ms. Colgan to approve paying the current obligations in the amount of \$118,066.90.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on Check #6078
- **Vote:** All in favor, motion passes.

21. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that the agreements, bond and land development plans have been delivered to the Township for Messer LLC. They were previously approved to be executed once all conditions have been met and are available for the Board to sign this evening.

Solicitor Armstrong stated that he received the lease agreement from the county for the District Magistrate's office and they are available for signing this evening.

Solicitor Armstrong discussed the holding tank agreement that was provided for a business on Ewe Lane. The owner needs to have a holding tank in order to receive his building permit and would like the Board to consider signing the agreement presented. Solicitor Armstrong stated that he worked with the Township SEO to finalize the agreement. Mr. Keane stated that the existing onlot septic tank that is used for the residence is not able to be used for the commercial business therefore they have to provide an alternate solution which is the holding tank that is proposed in the agreement. Ms. Kelly expressed her concerns with the fact there is no date specified that a permanent system would need to be installed stating that there was an issue with a property on Camp Road in which there was no expiration date for the agreement and it became a legal matter for the Township. Mr. Suydam owner of the property stated that he would be willing to install a permanent system within three years and the Board agreed that this will be included in the agreement before it is executed. Ms. Kelly asked what would happen if the property changes hands, being advised that there is a provision in the agreement which addresses that concern.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the execution of the holding tank agreement for the property located at 127 Ewe Lane once finalized to include the holding tank size and the agreement expiration of three years.

- **Discussion:** Ms. Ruiz-Smith stated that she hopes 2020 will be better for Mr. Suydam
- **Vote:** All in favor, motion passes.

22. Other business

Ms. Ruiz-Smith stated that she has forwarded the information on to Ms. Mills which includes her contact for the solar power for the Township and stated that she would like herself, Mr. Weimer and Ms. Mills to meet with the representative once the information on the utility bills is forwarded from Ms. Mills.

Mr. Weimer stated that DPW has been working since 3:00 am this morning and stated that they did a great job considering the conditions that they were up against. He is very pleased with their work.

Mr. Weimer stated that the installation of the radios at DPW is almost complete and that the fire company will be starting the fire company installations. Mr. Weimer reminded everyone that the cost of installation is coming from the emergency management fund for all radios.

Mr. Weimer stated that the Coolbaugh Township Volunteer Fire Company rescue trucks are being built.

Mr. Weimer stated that the Coolbaugh Township Volunteer Fire Company has met with a realtor regarding a couple of properties on Route 196 that they are interested in and have met with a company that builds fire stations.

Mr. Weimer thanked the fire companies for their hard work in the bad weather conditions.

The Board wished everyone a Merry Christmas and a Happy New Year.

23. Adjournment

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

Meeting adjourned at 8:40 pm.

NEXT REGULAR BOARD MEETING: Monday, January 6, 2020, at the Coolbaugh Township Municipal Office meeting room.

- Business Meeting – 6:00 pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____