

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
February 4, 2020

The meeting was called to order by Chairman William Weimer at 7:17pm 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, Meredith Thompson, Assistant Business Manager and Tomas Keane, Director of Codes and Zoning

Staff absent:

None

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 city or community you reside in before speaking.

1. Public Input

- D. Pope thanked the Board for the sign that he requested at the last meeting.

2. Gouldsboro Volunteer Fire Company request for release of Capital Improvement Funds in the amount of \$42,534.00 to be used for the Purchase of a 2020 Chevy Tahoe Command Truck and Upfitting

Mr. Weimer made a motion second by Ms. Colgan to approve the request from Gouldsboro Volunteer Fire Company for the release of capital improvement funds in the amount of \$42,534.00 for the purchase of a 2020 Chevy Tahoe Command Vehicle and up fitting per their request dated January 30, 2020.

- **Discussion:** Ms. Ruiz-Smith asked if we had offered them our emergency management vehicle that we are looking to replace, being advised by Mr. Weimer that we did not and that it would not fit their needs.
- **Vote:** All in favor, motion passes.

3. Approval of minutes / notes : Regular Meeting Minutes January 21, 2020

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the regular meeting minutes of January 21, 2020.

- **Discussion:** Ms. Ruiz-Smith stated that she did not ask the rent amount for the lease of One Living Hope Church, she asked if there was anything different in the lease besides the rent.
- **Vote:** All in favor, motion passes.

4. Resolution #04-2020: Wills Mansion Nomination to be placed on the National Register of Historical Places

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve resolution #04-2020: Wills Mansion Nomination to be placed on the National Register of Historical Places.

- **Discussion:** Mr. William Leonard was in attendance along with multiple members of the Historical Society and thanked the Board for their continued support of the Wills Mansion. Ms. Ruiz-Smith asked if there are any repairs that are needed to the mansion that would interfere with this nomination, being advised by Mr. Leonard that there are not. Ms. Ruiz-Smith stated that she would like the Visitors Bureau to be contacted to come for a tour and to also get a press release out about the nomination to get some publicity for the mansion to let people know that it is here and open for tours. The Board thanked the members of the Historical Society for their hard work and dedication to the history of Coolbaugh Township.
- **Vote:** All in favor, motion passes.

5. Authorization to Advertise Public Hearing on Proposed Ordinance #140-2020: Large Scale Commercial Recreation Facility

Ms. Kelly made a motion second by Ms. Colgan to table the authorization to advertise the public hearing on the proposed ordinance #140-2020: Large Scale Commercial Recreation Facility.

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

6. 2020 Road Paving Project- Proposed Roads

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the list of proposed roads for the 2020 paving project which includes Belvedere Road, Commerce Street, Avon Circle, Viceroy Circle, Carriage Lane, Evergreen Circle, Presidential Drive, Kensington Drive, Trafalgar Road, Lewis Crown, Ryan's Road and Lake Road for a total of 3.72 miles.

- **Discussion:** Mr. Weimer stated that the additional roads that are on the list for consideration based on the available liquid fuels funding are Sussex Road, Goodwin Road, Maple and Coolbaugh Road, a total of 2.07 miles. Ms. Ruiz-Smith asked if Ryan's Road would be paved from 196 to the circle being advised that it will. Mr. Weimer stated that he and Mr. Lamantia will be meeting with Representative Cartwright in the near future as there was discussion about the possibility of obtaining additional funding for sealing roads to increase the longevity of the paving that are completed on them.
- **Vote:** All in favor, motion passes.

7. Clarius Partners LLC. request for Temporary Certificate of Occupancy

Attorney George Asimos, Taivo Tamaru (Clarius Partners), Troy Adams from NFI and Adam Kochanski from Blue Rock Construction were in attendance to speak to the Board regarding the outstanding items that are left on their punch list for the Clarius Partners LLC Land development. Mr. Asimos stated that they are facing a deadline of February 14th to turn the building over to their tenant and stated that there are some items that will remain outstanding due to weather and permit closeouts with the county which will require some time for vegetation to grow and inspections to be completed. Mr. Asimos stated that they are working to resolve the outstanding issues that are required to be completed by Bureau Veritas and stated that they are looking to receive a temporary certificate of occupancy from both BV and the Township Zoning Office.

- **Discussion:** Ms. Ruiz-Smith stated that based on the emails she has seen, she is comfortable with the Zoning Department and BV to consider issuing a Temporary Certificate of Occupancy. Solicitor Armstrong stated that the line of credit would not be released until the remaining items were resolved. Solicitor Armstrong stated the Board would simply be stating whether they are ok with the applicable Township officials/consultants

issuing a temporary CO with a punch list to be completed within a certain period of time (by November) subsequent to their respective reviews/inspections.

Ms. Ruiz-Smith made a motion second by Ms. Kelly that the Board of Supervisors is ok with considering the issuance of a temporary Certificate of Occupancy upon review and inspections by Mr. Keane and Mr. Brady, Township Zoning Officers, Bureau Veritas and Township Engineer, Russell Kresge with a punch list to be completed within a certain period of time (by November) subsequent to their respective reviews/inspections.

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

8. Authorization to purchase a 2021 Mack Granite MHD42FR Single Axel Dump with Body/Plow/Spreader in the amount of \$190,445.00

Mr. Weimer made a motion second by Ms. Colgan to authorize the purchase of a 2021 Mack Granite MHD42FR Single Axel Dump with Body/Plow/Spreader in the amount of \$190,445.00

- **Discussion:** Mr. Weimer thanked Mr. DeRoo and his crew for a great job preparing the specs for the truck stating that he does a great job and spends the township money wisely.
- **Vote:** All in favor, motion passes.

9. Authorization to Advertise 2020 Meeting Schedule for Committees and Commissions

Ms. Colgan made a motion second by Mr. Weimer to authorize the advertisement of the 2020 committee and commission meetings as presented.

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

10. Appointment to Environmental Advisory Council with a term ending December 31, 2020

Ms. Colgan made a motion second by Mr. Weimer to accept the resignation of William Hawkins from EAC with regrets.

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

Ms. Colgan made a motion second by Ms. Weimer to appoint George R. Dobson to the Environmental Advisory Council with a term ending December 31, 2020.

- **Discussion:** Ms. Ruiz-Smith asked if he is now serving on the UCC Board of Appeals, Planning Commission and EAC, being advised by Mr. Weimer that he is.
- **Vote:** All in favor, motion passes.

11. Current obligations

• General Fund	\$	343,075.18
• Escrow Fund	\$	1,425.00
• Sewer Fund	\$	<u>17,473.95</u>
Total Disbursements	\$	361,974.13

Ms. Kelly made a motion second by Ms. Ruiz-Smith to pay the current obligations in the amount of \$361,974.13.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #6211
- **Vote:** All in favor, motion passes

12. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that he circulated a memo regarding two blighted properties in the township which there has been an issue serving the owners, one of them has changed hands and the other is in Massachusetts. Solicitor Armstrong stated that they will attempt to serve on the property that recently changes hands but has requested that the Board consider moving forward on the other property under the Blighted Property Act. He stated that the process would be moved from the District Magistrate to the County Court. The Board agreed that this would be the best option as the property in question is unsafe and should have been taken down long ago.

Mr. Weimer made a motion second by Ms. Colgan to authorize Solicitor Armstrong to move forward with the process under the blighted property Act for the property located on Mohawk Trail.

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

13. Other business

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize the influent screen repairs to be made at the Wastewater Treatment Plant in the amount of \$13,253.70 as outlined in the proposal dated February 4, 2020 from Environmental Services Corp.

- **Discussion:** Mr. Lamantia would like to know if there was anything that could have been done to prevent this repair being necessary.
- **Vote:** All in favor, motion passes

Mr. Weimer made a motion second by Ms. Colgan to authorize the pump station repairs at the Wastewater Treatment Plant in the amount of \$9,200.00 as outlined in the proposal dated February 4, 2020 from Environmental Services Corp.

- **Discussion:** Ms. Ruiz-Smith asked for the warranty information on the repairs and parts.
- **Vote:** All in favor, motion passes

Mr. Weimer made a motion second by Ms. Ruiz-Smith to promote Meredith Thompson to Business Manager at an annual salary of \$62,500.00.

- **Discussion:** M. Fairservice stated that it was asked at the last meeting about promoting within and it was stated that no one was qualified. Ms. Ruiz-Smith stated that it was stated that she did not have the qualifications for the controller position and that they chose to split the position.
- **Vote:** All in favor, motion passes

Ms. Ruiz-Smith made a motion second by Mr. Weimer to advertise the position of Controller with the criteria pursuant to the job description on indeed and savvy citizen.

- **Discussion:** M. Fairservice asked what the starting salary will be and was advised that it will be negotiated based on credentials and experience.
- **Vote:** All in favor, motion passes

Ms. Ruiz-Smith stated that there was information for the DCNR grant in the incoming mail that Ms. Masker sent out and she would like Ms. Thompson or Ms. Masker to look into applying for this grant for the repairs to the bridge in the Township.

- **Discussion:** Ms. Kelly stated that she would like the Board to be able to review the information at a meeting once the information on the bridges are collected so that it can be determined who will write the grant. Ms. Colgan stated that there is usually a 20% match for DCNR grants.

Ms. Ruiz-Smith stated that the Burnley Workshop has an upcoming meeting regarding the annual casino night fundraiser and Ms. Ruiz-Smith stated that last year the fire company volunteers participated as casino dealers and stated that she would like Mr. Keane to attend the meeting to represent the fire company. Ms. Ruiz-Smith stated that the cost per plate for the dinner at the fundraiser is \$125.00 per person and it will be held at the Stroudsmoor. She stated that they will receive free advertising for volunteering at the event.

- **Discussion:** Ms. Kelly stated that if Mr. Keane attends the meeting that he should have to use his paid time off and not company time as he would be representing the Coolbaugh Township Volunteer Fire Company and not the Township. Mr. Keane agreed that if he attends that he will use his own time.

Mr. Weimer stated that DPW is doing a great job on the roads and advised everyone to sign up for Savvy Citizen to stay up to date on the road conditions stating that he send out Road master updates to let everyone know when DPW will be out on the roads. Ms. Ruiz-Smith stated that she also shares the alerts on her Facebook.

Mr. Weimer stated that there will be a bill coming in because the door on the salt shed is broke and will be fixed this week.

Mr. Weimer stated that there have been multiple accidents involving DPW trucks, stating that they are not their fault and that there were no injuries or damage to the township vehicles.

14. Board of Supervisors Executive Session

- Before: Tuesday, February 4, 2020 from 7:05pm-7:14pm Re: Personnel

15. Adjournment

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

Meeting adjourned at 8:21pm.

NEXT REGULAR BOARD MEETING: Tuesday, February 18, 2020 at the Coolbaugh Township Municipal Office meeting room.

- Work Session/ Business Meeting- 6:00 pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____