

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
March 3, 2020

The meeting was called to order by Chairman William Weimer at 6:48pm 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 and Meredith Thompson, Business Manager

**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 stated that his sister received a violation in the mail for her septic and stated that she had it pumped. He would like this issue looked into with Mr. Weimer stating that he will look into it and get an answer on what the issue was.
- P. Williams stated that she is curious how many other letters were sent out to people that are in compliance and the amount of paper and postage are being wasted on the incorrect mailings.
- D. Pope stated that the cars were removed up the road and have been relocated to a property on Pope Road also stating that there is a sign advertising for junk cars on Route 196 and Seven Nations.
- P. Williams thanked DPW for filling in the pothole on Main Street.

**2. Approval of minutes / notes : Regular Meeting Minutes February 18, 2020**

*Ms. Kelly made a motion second by Mr. Lamantia to approve the regular meeting minutes of February 18, 2020 as written.*

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

**3. Authorization to Advertise Public Hearing for Proposed Ordinance #141-2020: Parking and Sign Ordinance Amendment**

*Mr. Weimer made a motion second by Ms. Kelly to authorize the advertising of the public hearing on April 21, 2020 at 6:30pm for the Proposed Ordinance #141-2020: Parking and Sign Ordinance Amendment.*

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

#### 4. Authorization to Advertise Spring Leaf Cleanup Dates

*Mr. Weimer made a motion second by Ms. Colgan to authorize the advertisement of the Spring Leaf Cleanup Dates as presented.*

- **Discussion:** Ms. Ruiz-Smith asked that when the gutter brush comes in that someone contacts her so that she can show them areas in her community that need to be cleaned up from the cinder buildup over the years.
- **Vote:** All in favor, motion passes.

#### 5. Parks and Recreation Recommendation of Multi-Purpose Field Usage Approval for Coolbaugh Soccer Academy- Wednesdays-Saturdays, June 13<sup>th</sup> through August 22<sup>nd</sup> 2020 from 4:00pm-8:30pm

*Mr. Weimer made a motion second by Ms. Colgan to approve the request of the Multi-Purpose Field for Coolbaugh Soccer Academy- Wednesdays through Saturdays, June 13<sup>th</sup> -August 22<sup>nd</sup> , 2020 from 4:00pm-8:30pm.*

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

#### 6. Parks and Recreation Recommendation of Basketball Court Usage Approval for Forever Dedicated Basketball Association- Tuesdays and Thursdays from July 9<sup>th</sup> through August 18<sup>th</sup> 2020 from 6:00pm-9:00pm

*Ms. Colgan made a motion second by Mr. Weimer to approve the request to use the Basketball Courts for Forever Dedicated Basketball Association- Tuesdays and Thursdays from July 9<sup>th</sup> through August 18<sup>th</sup>, 2020 from 6:00pm-9:00pm upon submission of a Certificate of Insurance listing Coolbaugh Township as an additional insured.*

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

#### 7. Parks and Recreation Recommendation of Armed Forces Field, Volunteer Field and Freedom Field Usage Approval for Tobyhanna Athletic Association- Monday through Friday from 5:00pm-9:00pm and Saturdays from 9:00am-9:00pm from April 1<sup>st</sup> through October 30<sup>th</sup> 2020

*Ms. Kelly made a motion second by Ms. Colgan to approve the field usage request for the Armed Forces Field, Volunteer Field and Freedom Field Usage for Tobyhanna Athletic Association- Monday through Friday from 5:00pm-9:00pm and Saturdays from 9:00am-9:00pm from April 1<sup>st</sup> through October 30<sup>th</sup>, 2020.*

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

#### 8. Parks and Recreation Recommendation to Approve the Request of Mr. & Mrs. Karl Pope to Purchase a Memorial Bench Similar to the one at the Park in Memory of TAA Coach Neil Carlson

*Ms. Kelly made a motion second by Mr. Weimer to approve the request to purchase a Memorial Bench Similar to the one at the Park in Memory of TAA Coach Neil Carlson with installation to be completed by Coolbaugh Township DPW.*

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

#### 9. Parks and Recreation Recommendation to Purchase Two Bleachers for the Basketball Courts at the Park not to exceed \$3,500.00

*Mr. Weimer made a motion second by Ms. Colgan to approve the request to purchase two new bleachers for the basketball courts at a cost not to exceed \$3,500.00.*

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

10. EAC Requests:

**Create a Facebook Page and Instagram Page for Environmental Advisory Council Events**

*Mr. Weimer made a motion second by Ms. Colgan to approve the request for EAC to start a Facebook Page and Instagram Page to advertise their events.*

- **Discussion:** Ms. Kelly asked if comments on posts will be allowed being advised that they will be.
- **Vote:** All in favor, motion passes.

**Earth Day Clean Up Event at the Wiley Property- Saturday April 25, 2020 (back up date April 18, 2020) from 12-4pm. Permission to have it advertised on Savvy Citizen App. and Keep PA Beautiful**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the request to hold an Earth Day Cleanup Event on April 25<sup>th</sup> with a backup date of April 18, 2020 from 12-4pm to be advertised on Savvy Citizen and Keep PA Beautiful.*

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

**Request to spend \$150.00 on supplies for the Earth Cleanup Event (garbage bags, food, water and trash grabbers)**

*Mr. Weimer made a motion second by Ms. Colgan to authorize up to \$150.00 for the purchase of food, water and cleanup supplies to include garbage bags and trash grabbers for the Earth Day Cleanup Event at the Wiley Preserve on April 25<sup>th</sup>, 2020.*

- **Discussion:** Ms. Ruiz-Smith stated that there are supplies for the cleanup available through the Chamber of Commerce and The Pocono Mountain Visitors Bureau therefore there would be no need to purchase anything except food and water.

*\*\*Mr. Weimer amended his motion and Ms. Colgan her second to authorize up to \$100.00 for food and water for the April 25, 2020 Earth Day Cleanup Event at the Wiley Preserve. \*\**

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

**EAC Request for Approval for up to 3 Current EAC Members and a Supervisor to attend the EAC Conference in Upper Marion/ King of Prussia on May 2nd 2020. The cost would be \$55.00 a person attending if registered by March 31, 2020.**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize three current EAC Members and a Supervisor to attend the EAC Conference in Upper Marion/ King of Prussia on May 2nd 2020 at the cost of \$55.00 a person to be registered by March 31, 2020.*

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

11. Current obligations

• General Fund	\$ 356,194.01
• Escrow Fund	\$ 2,205.00
• Sewer Fund	<u>\$ 8,871.03</u>
<b>Total Disbursements</b>	<b>\$ 367,270.04</b>

*Ms. Kelly made a motion second by Ms. Colgan to pay the current obligations in the amount of \$367,270.04.*

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #6319.
- **Vote:** All in favor, motion passes

12. Solicitor Armstrong Comments/Updates

Solicitor Armstrong confirmed with the Board that they are in favor of allowing the hours for construction for the LPC Pocono Development Agreement to be changed to twenty four hours a day seven days of the week for certain work to be performed and the Board agreed.

13. Other business

Ms. Ruiz-Smith stated that the manager from the People’s Security Bank was not aware that Maureen was no longer with the Township and asked Ms. Thompson to contact her.

Ms. Ruiz-Smith asked where the memorial benches are that were by the Veterans Memorial being advised by Mr. Weimer that they are stored in the garage for the winter.

Ms. Ruiz-Smith stated that she has scheduled the meeting that was discussed at the previous meeting with Chuck Leonard of the Pocono Mountain Economic Development Corporation which will be held on March 30<sup>th</sup> at a time to be determined. She will let Mr. Weimer know what time it will be at.

Mr. Weimer stated that a letter was received from Mr. Zito of Pocono Farms East requesting that the Board consider allowing parking for bus pickup and drop off at the Tannery Property. Mr. Weimer stated that he is looking in to this request with the DPW Foreman and will let the Board know the outcome when it is available.

- **Discussion:** M. Fairservice stated that opening that up would also require DPW to plow it in the winter.

*Mr. Weimer made a motion second by Ms. Colgan to advertise for two part time parks workers for April through October for up to 28 hours a week with applications to be accepted until March 20, 2020.*

- **Discussion:** The rate of pay would be \$12.50 per hour as in the past. J. Grimley stated that he would suggest reworking the proposed schedule so that one person isn’t working at the park for 10 hours a day on both Saturday and Sunday, suggesting that they consider splitting the weekend among both people that are hired. Mr. Weimer stated that interviews will begin the week of March 23, 2020.
- **Vote:** All in favor, motion passes

14. 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, March 17, 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: \_\_\_\_\_