

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
March 17, 2020

The meeting was called to order by Chairman William Weimer at 6:10 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, Meredith Thompson, Business Manager and Tomas Keane, Director of Codes and Zoning

**Announcements:**

Mr. Weimer announced the following:

- We are streaming live via Facebook to allow the public to participate in our meeting due to the Coronavirus and the safety measures that are in place currently. He stated that the Municipal Center is closed to the public until further notice and stated that staff is in the office to assist the public via phone and email.
- Mr. Weimer called for a moment of silence in remembrance of Adell Henry, lifelong member of the Coolbaugh Township Volunteer Fire Company and lifelong resident of the Township as she has recently passed away.
- 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**

- Mr. Weimer stated that there is currently one confirmed case of the Coronavirus in Coolbaugh Township, 11 in the county and 96 in the state.

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

- March 3, 2020- Regular Meeting Minutes

*Ms. Kelly made a motion second by Ms. Colgan to approve the minutes of March 3, 2020 as presented.*

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

**3. Monthly reports**

Mr. Weimer read all of the monthly reports that were submitted.

- Pocono Mountain Regional Police Department
- Pocono Mountain Regional EMS
- Coolbaugh Township VFD
- Gouldsboro VFD
- Thornhurst Fire & Rescue Ambulance
- Tobyhanna Township VFD- Presented by Mr. Weimer.

- Pocono Mountain Public Library- Ms. Kelly stated that the library Wifi is open to the public to be able to connect to in the library parking lot stating that it is PMPL Public Wifi and also stated that there are free books available out in front of the library Monday-Friday from 10am-5pm.
- Code Enforcement Officer Report

#### 4. Request for Waiver of Zoning and Driveway Permit Fee- Sovereign Land Holdings, LLC.

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the requested waiver of Zoning and Driveway Permit Fees for Sovereign Land Holdings, LLC.*

- **Discussion:** Mr. Keane stated that the fees were already paid but that the applicant did not begin work within the first six months or request an extension of the permit when necessary. He stated that they were made aware that their permit expired when we sent them a letter. They will be resubmitting a new application and begin working once the permit is issued.
- **Vote:** All in favor, motion passes.

#### 5. Adoption of Resolution #05- 2020: A Resolution of Coolbaugh Township, Monroe County, Pennsylvania, Creating a Coolbaugh Township Military Veterans Committee

*Mr. Lamantia made a motion second by Ms. Ruiz-Smith to approve Resolution #05-2020: A Resolution of Coolbaugh Township, Monroe County, Pennsylvania, Creating a Coolbaugh Township Military Veterans Committee*

- **Discussion:** Ms. Ruiz-Smith asked if the makeup of the committee is a six member Board which includes a Supervisor liaison with Solicitor Armstrong stating that it is made up of five voting members with the requirement that one member has to be a resident of Coolbaugh Township and the rest have to be residents of either Coolbaugh Township and/or Monroe County with a liaison from the Board of Supervisors that will not be a voting member. Ms. Ruiz-Smith asked what the steps will be if the VFW's do not choose to have a member on the committee being advised that it is a five member board and that the Supervisors will be appointing the committee members.
- **Vote:** All in favor, motion passes.

#### 6. Authorization to Award the Park Maintenance Garage Expansion

*Ms. Kelly made a motion second by Ms. Colgan to award the park maintenance garage expansion contract to Armada Buildings, LLC. in the amount of \$14,869.00 and change the required date of completion from April 30, 2020 to June 30, 2020.*

- **Discussion:** Ms. Kelly stated that the date that is being changed is on page two stating that with the way that everything is currently we should consider making the change so that we are not going to penalize the contractor. Solicitor Armstrong stated that imposing the fees is at the discretion of the Board and that no matter if the date is changed or not the Board does not have to make the contractor pay the fee. Ms. Colgan stated that she met with the DPW Foreman and it is her understanding that the contractor anticipates having the project completed by the end of May. The Board agreed to change the completion date.
- **Vote:** All in favor, motion passes.

#### 7. Planning Commission Recommendation of Waiver of Procedural Time Requirement for Food Express Convenience/ Dunkin Donuts Drive Thru until July 13, 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 July 13, 2020.*

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

8. **Minor Subdivision joining lots 19-28 , Plot 1, Block 20, Pocono Gardens, Property Owner(s)-Louis J. and Beverly Ann Argenti**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the Minor Subdivision joining lots 19-28, Plot 1, Block 20, Pocono Gardens, Property Owner(s)-Louis J. and Beverly Ann Argenti*

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

9. **Designate Back up Right to Know Officer**

*Mr. Weimer made a motion second by Ms. Colgan to appoint Thomas Rohan as the Back-up Right to Know Officer.*

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

10. **Summit Avenue Railroad Crossing Upgrade Closed Between 314 and Harvest Lane in the end of April 2020- Update**

Mr. Weimer stated that the area of the Summit Railroad crossing are scheduled to be closed toward the end of April for five days for repairs to the crossing arms, stating that this date may change due to the halt of working in the area due to the Coronavirus. Mr. Weimer stated that he will provide updates as they are available. He stated that SLCA will be able to access their community entrance from Route 314.

11. **WWTP Pump Station Quarterly Cleaning**

*Mr. Weimer made a motion second by Ms. Colgan to approve the WWTP Quarterly Pump Station Cleaning in the amount of \$1,125.00 per disposal per quarter as per the quote from Environmental Service Corp. dated March 12, 2020.*

- **Discussion:** Mr. Weimer stated that there was an overflow issue at the pump station by the Brookside and stated that it was caused by the flushing of items that should not be flushed and they clogged the screen and caused the backup. Mr. Weimer stated that an alert went out on Facebook and Savvy Citizen and that a letter will be going out to all the residents that are on the Township Sewer. Mr. Lamantia stated that maybe we should look into an alarm system to alert the Township if there are any issues moving forward.
- **Vote:** All in favor, motion passes.

12. **Current obligations**

• General Fund	\$ 169,664.89
• Escrow Fund	\$ 353.88
• Sewer Fund	<u>\$ 9,151.53</u>
<b>Total Disbursements</b>	<b>\$ 179,170.30</b>

*Ms. Kelly made a motion second by Ms. Colgan to pay our current obligations in the amount of \$179,170.30.*

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #6350
- **Vote:** All in favor, motion passes.

13. **Solicitor Armstrong Comments/Updates**

Solicitor Armstrong reviewed the letter of recommendation from the Planning Commission dated March 10, 2020 regarding the Large Scale Commercial Recreation Facility Ordinance and after the three comments provided were reviewed, it was decided that the Ordinance would remain as it is presented.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve Resolution #06-2020: A Resolution of the Coolbaugh Township Board of Supervisors Issuing a Disaster Emergency Declaration in Response to the COVID-19 Emergency which reads as follows:

**WHEREAS**, COVID-19 has been declared by the World Health Organization and the Centers for Disease Control and Prevention a "public health emergency of international concern";

**WHEREAS**, On March 6, 2020, the Governor of Pennsylvania declared a state of emergency due to the spread of the coronavirus;

**WHEREAS**, the Coolbaugh Township Board of Supervisors intends to protect township residents through this Resolution pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. § 7501, as amended, and does hereby proclaim the existence of a disaster emergency in Coolbaugh Township;

**WHEREAS**, emergency management measures are required to reduce the severity of a significant event which would:

- A. Seriously affect the health, safety or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities and services, or
- B. Be of such magnitude or severity as to require state and federal supplementation of regional, county and municipal resources to alleviate the damage, burdens or hardships of the public.

**NOW, THEREFORE**, the Board of Supervisors of Coolbaugh Township, in accordance with the provisions of Section 7501 (b) of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S.A. 7101 et seq., hereby declares the existence of a public health local disaster emergency in Coolbaugh Township, Monroe County, Pennsylvania for sixty (60) days from the date of this Resolution or until the Governor of Pennsylvania lifts the Commonwealth's declaration of emergency, whichever occurs later.

**FURTHER**, the Coolbaugh Township Emergency Management Coordinator is directed to coordinate the activities of the emergency response in coordination with Monroe County emergency management officials, and to take any other emergency response action deemed necessary to respond to this public health local disaster emergency.

**STILL FURTHER**, we authorize officials of Coolbaugh Township to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

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

#### 14. Board of Supervisors Executive Sessions

After: March 17, 2020 from 7:34pm-8:09pm Re: Legal and Personnel

#### 15. Other business

Mr. Weimer made a motion second by Ms. Colgan to approve the list of roads for the 2020 paving project to include Carriage Lane (T-781), Avon Circle (T-783), Viceroy Circle(T-784), Belvedere Road(T-735), Kensington Drive(T-764), Trafalgar Road(T-779), Lewis Crown Drive(T-767), Lake Road(T-651), Ryans Road(T-648), Evergreen Circle(T-673) and Commerce Street(T-679) in the estimated amount of \$489,610.00 with Presidential Drive(T-654) being moved to the potential add on roads list.

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

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the tax fund disbursement for the Coolbaugh Township Volunteer Fire Company in the amount of \$170,000.00 for the capital purchase of land located at 447 Route 196 for the purpose of building a new fire station as outline in the request dated March 16, 2020.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained due to being the Chief in the fire company)

Mr. Lamantia stated that the dumpster located on Belgravia which was brought to the Boards attention at the last meeting has since been removed.

#### 16. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Ms. Colgan to adjourn. Mr. Weimer thanked the public online for their participation.

Meeting adjourned at 7:24pm.

NEXT REGULAR BOARD MEETING: Tuesday, April 7, 2020, at the Coolbaugh Township Municipal Office meeting room.

- Work Session/ Business Meeting – 6:00pm
- Public Hearing- 6:30pm

Submitted by: \_\_\_\_\_  
Erin Masker, Recording Secretary

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

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