

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
April 7, 2020

The meeting was called to order by Chairman William Weimer at 6:00pm 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:

- In order to insure the public safety during the COVID-19 crisis, this meeting is available on Social Media with public comment being taken by way of the comments section of Facebook Live and via email. The comments and email will be closely monitored and announced, where appropriate, as they come in. The public will be given an opportunity to comment on each agenda item.
- 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

Nothing was heard.

2. Approval of minutes / notes : Regular Meeting Minutes March 17, 2020

Mr. Lamantia made a motion second by Ms. Colgan to approve the regular meeting minutes of March 17, 2020 as written.

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

3. Authorization to Advertise the 2020 Paving Project

Ms. Colgan made a motion second by Mr. Lamantia to authorize the advertising of the 2020 road paving project.

- **Discussion:** Ms. Ruiz-Smith asked if the Railroad crossing is part of this project, being advised that it is a separate project. Mr. Lamantia stated that we need to make sure that we stay within budget for the road paving. J. Hofbauer asked for the list of roads. A. Beehler asked if Lakeside Drive was going to be paved, with Mr. Weimer stating that he will speak to PennDot about that as it is a state road. P. Brown asked if the township can make Pocono Farms pave a road being advised that they cannot. M. Stern asked for speed bumps on Hemlock Drive being advised that the Township cannot but they will ask PMRPD for more coverage in that area.
- **Vote:** All in favor, motion passes.

4. Letter of Support for P25 radio upgrades for PMREMS in the amount of \$9,572.00

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize sending the letter of support for P25 radio upgrades for PMREMS in the amount of \$9,572.00 as presented.

- **Discussion:** Ms. Ruiz-Smith asked the name of the potential funding source with Ms. Colgan stating that she did not know, but that she will get that information for her.
- **Vote:** All in favor, motion passes.

5. Minor Subdivision joining lots 34 & 35, Block A-2014, Section 20, Arrowhead North, Property Owner(s)-James and Ruth Mohr

Ms. Kelly made a motion second by Ms. Colgan to approve the Minor Subdivision joining lots 34 & 35, Block A-2014, Section 20, Arrowhead North, Property Owner(s)-James and Ruth Mohr.

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

6. 1 Living Hope Community Church Request to Reduce the Monthly Rent Amount for April

Ms. Kelly made a motion second by Mr. Weimer due to the Coronavirus to waive all late fees for the remainder of 2020 for the rent of 1 Living Hope Community Church located at 5530 Municipal Drive, Tobyhanna.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Ms. Ruiz-Smith abstained as she is a member of the church congregation)

7. Coolbaugh Township DPW Request to Extend Paid Time Off Carry Over until June 1, 2020 &

8. Coolbaugh Township Administrative Staff Request to Extend Paid Time Off Carry Over until June 1, 2020

Mr. Lamantia made a motion second by Ms. Colgan to approve the request to extend the paid time off carry over until June 1, 2020 for the Coolbaugh Township Administrative Staff and for DPW conditioned on receipt of the MOU from the township's labor attorney.

- **Discussion:** Ms. Ruiz-Smith stated that the safety of our staff is important and stated that our Township staff is working a modified schedule which includes working from home as well as working in the office on a modified schedule stating that DPW is also on an alternating schedule. She also stated that it is business as usual and our staff is being paid their regular salaries.
- **Vote:** All in favor, motion passes.

9. Current obligations

| | |
|----------------------------|----------------------|
| • General Fund | \$ 314,537.45 |
| • Sewer Fund | \$ 33,685.14 |
| Total Disbursements | \$ 348,222.59 |

Ms. Kelly made a motion second by Ms. Colgan to pay the current obligations presented in the amount of \$348,222.59.

- **Discussion:** Mr. Lamantia asked for clarification on checks #6388 and #6397
- **Vote:** All in favor, motion passes.

10. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that he requests an Executive Session at the end of the meeting for an update for legal.

11. Other business

Mr. Weimer made a motion second by Ms. Colgan to approve the purchase of (2) six foot gates at a cost of up to \$400.00 to be installed on Minqua Trail where there is illegal dumping.

- **Discussion:** Mr. Weimer stated that there is an issue with illegal dumping and the installation of this gate should help resolve the issue stating that there are cameras but the area is too large to capture on the camera. L. Kleinman asked why Minqua Trail is still showing as a throughway on maps and was advised by Mr. Weimer that he addressed that a while ago stating that the original plan was to join it to Algonquin, but that it was never completed. A. Lopez asked about having volunteers clean up the property with Mr. Weimer asking her to attend an EAC meeting when they have one again to discuss this option. Discussion ensued on having Monroe County Correctional Facility do community service cleanup, being advised by Ms. Ruiz-Smith that this is handled through the judge of the court of common pleas.
- **Vote:** All in favor, motion passes.

Mr. Weimer called for a recess of the meeting to hold the public hearing from 6:30pm-6:48pm.

Ms. Colgan made a motion second by Mr. Lamantia to extend the current work schedule for the Township Administrative Staff and DPW until April 30, 2020 to be reviewed as necessary.

- **Discussion:** Mr. Weimer stated that the current stay at home order is until April 30, 2020.
- **Vote:** All in favor, motion passes.

Mr. Weimer made a motion second by Ms. Colgan to approve the request for the release of funds to Tobyhanna Township Volunteer Fire Company in the amount of \$5,500.00 for the purchase of a power fogger machine with antiseptic and disinfectant.

- **Discussion:** Mr. Weimer commended Mr. Tutrone and Mr. Counterman for their efforts to ensure the safety of their members and community stating that they have also agreed to spray the Coolbaugh Township Municipal Center, DPW and Fire Company buildings once their system arrives.
- **Vote:** All in favor, motion passes.

Ms. Kelly made a motion second by Mr. Lamantia to hold one meeting a month for April, May and June to conduct Township business due to the COVID-19 pandemic.

- **Discussion:** Ms. Ruiz-Smith stated that she is not in favor of holding one meeting a month stating that there would be too many items on the agenda and it would result in a very long meeting stating that with the current situation shorter meetings are more beneficial due to the telecommunication that we are using to hold the meeting. Ms. Kelly expressed her concerns with social distancing and the reasoning for requesting to hold one meeting a month. Mr. Weimer stated that he is not in favor of canceling any meetings and stated that we are going to be looking into hosting our meetings through Zoom which would allow for everyone to sign in remotely.

****Ms. Kelly rescinded her motion and Mr. Lamantia his second. ****

Ms. Kelly made a motion second by Mr. Lamantia to cancel the second meeting of April and moving the agenda items to the first meeting of May and evaluate in May if a second meeting is necessary for May.

- **Discussion:** The public agreed that the meetings should continue to be held via social media. Ms. Colgan stated that it is up to each board member whether they physically come in for the meeting or call in.
- **Vote:** 2-3-0, motion failed. (Ms. Kelly and Mr. Lamantia voted in favor)

Ms. Ruiz-Smith stated that chances are many homeowners are not going to have the money to pay their Real Estate taxes and requested that the Board of Supervisors review the 2020 budget and prioritize the needs of the Township and hold off on making any purchases of items that are more of a luxury that is not needed at this time.

- **Discussion:** Mr. Lamantia agreed and stated that we need to only make purchases that are of dire necessity at this time. Solicitor Armstrong stated that the budget is a guideline and that the Board will want to follow it as much as possible, but stated with the current situation the amount of money on hand could be impacted which could require the Boards attention. Mr. Weimer stated that he receives a weekly report of expenses and income from the Township Treasurer which he has been monitoring and will be sharing via email with the Board for their review. Mr. Weimer stated that the Board is looking out for the financial security of the Township in this tough time and will continue to take the necessary steps to ensure this.

Ms. Ruiz-Smith requested that the Police Commission Representatives ask for more police presence in the area of the Mountain Center stated that they have had increased vandalism and a break in. Mr. Lamantia stated that he will let Chief Wagner know.

Mr. Weimer thanked the public for their attendance and input on agenda items.

12. Board Of Supervisors Executive Session

- After: Tuesday April 7, 2020 from 7:17pm-7:22pm Re: Legal

13. Ordinance#140-2020: An Ordinance Amending the Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township by Adding Large Scale Commercial Recreation Facility as a New Conditional Use Permitted Within the C1 Convenience Commercial and I Industrial Zoning Districts and Amending Recreation Facility, Outdoor Commercial to a Conditional Use in the C1 and WC Districts and Further Amending Recreation Facility. Indoor Commercial to a Principal Permitted Use in the C2 and C3 Districts.

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve Ordinance#140-2020: An Ordinance Amending the Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township by Adding Large Scale Commercial Recreation Facility as a New Conditional Use Permitted Within the C1 Convenience Commercial and I Industrial Zoning Districts and Amending Recreation Facility, Outdoor Commercial to a Conditional Use in the C1 and WC Districts and Further Amending Recreation Facility. Indoor Commercial to a Principal Permitted Use in the C2 and C3 Districts.

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

14. Adjournment

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

Meeting adjourned at 7:15pm.

NEXT REGULAR BOARD MEETING: Tuesday, April 21, 2020 at the Coolbaugh Township Municipal Office meeting room.

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

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____