

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
June 16, 2020

The meeting was called to order by Chairman William Weimer at 6:10 pm.

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 Zoom Video Communication App 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 comments will be accepted via email to emasker@coolbaughtwp.org and in the chat box on Zoom.
- 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:

- June 1, 2020- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the June 1, 2020 regular meeting minutes as presented.

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

3. Planning Commission Recommendation of Conditional Approval for Messer, LLC. Two Phase Land Development Plan

Nate Oiler- RKR Hess, Brian Mattingly-Messer, LLC, Joe Havelin-Messer, LLC and Attorney Tim McManus were in attendance representing Messer, LLC. Mr. Oiler presented the Board with the revised plans for phase one and discussed the modifications which included constructing the entire original project with the exception of the separate office building and associated parking area and the cylinder receiving/storage areas. He stated that these areas would remain grassy areas for now. He also stated that one change was made which would now allow for the constructing of the neon purification system which was not proposed in phase one of the project on the previous plan. Attorney McManus stated that they would request that the development agreement be modified to reflect a completion date of phase one to be December 31, 2022 and phase two completion date of December 31, 2025, making this a five year project to completion.

Mr. Weimer made a motion second by Ms. Colgan to grant conditional approval of the two phase land development plan for Messer, LLC. conditioned on compliance with the items in Township Engineer, Russell Kresge's letter dated May 15, 2020 and the submission of a full set of plans being submitted to the Township showing both phase one and phase two of the project.

- **Discussion:** Ms. Ruiz-Smith asked if this project allows for expansion and asked if there are any plans for expansion. J. Havelin stated that there is room for setbacks to be met if an expansion is needed and stated that there is also additional property available that could be purchased to accommodate the need. Ms. Kelly asked if item #9 in the review letter has been resolved relating to the interference that was anticipated with the traffic pattern on Corporate Center Drive when exiting the temporary employee parking area, being advised that it was resolved and additional striping will be necessary as shown on the plan. Ms. Kelly also asked if item #10 in the review letter was resolved, being advised that it is has and that the truck parking area will be paved as opposed to the previously proposed gravel material.
- **Vote:** All in favor, motion passes.

4. Monthly reports

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

- Pocono Mountain Regional Police Department- Mr. Weimer stated that the bulk drop off event was added to the PMREMS patrol schedule.
- Pocono Mountain Regional EMS- D. Doremus and N. DeWitt were in attendance online and expressed that the call volume and transport numbers are down, stating that the revenue is 80% of budget for PMREMS and without that revenue they are unable to survive. Ms. Doremus stated that they had a meeting with Mr. Weimer and Ms. Colgan to review their fact sheet and their financials. She stated that they have reached out to the Municipalities, Senators and State Representatives for assistance. They have applied for grants and PPE which they have been awarded stating that if the call volume does not increase they will not make it through the end of the year. She stated that they need a quick fix and a long term solution in order to move forward stating that this is a new situation that they are faced with. They requested that the Board consider a loan or a contribution to the EMS to help to keep them afloat.
 - **Discussion:** Ms. Colgan stated that even with the uptick of the calls there is still time that they have to wait in order to receive the funding. D. Doremus stated that it takes approximately 30-90 days to receive payment. N. Dewitt requested that the Township consider a per capita amount of \$7.00 per person. Ms. Ruiz-Smith asked how much money they are looking for and if it would be a contribution or a loan stating that the Township may be faced with issues as they are responsible for funding to other emergency responders as well as the potential that there are people that are affected by COVID that will not be able to pay their taxes which will decrease the revenue to the Township. Being advised by Ms. Doremus that they would prefer a contribution but would take a loan as well in order to offset their costs. D. Doremus stated that EMS would like to see a tax millage be put in place in order to help fund the EMS so that they do not have to struggle every year. Ms. Ruiz-Smith asked if the per capita is based on adults (over 18) or including children and will it be based on 2020 census or 2019 census numbers, being advised 2019 census numbers and that they do not have the information on the age for the per capita. Mr. Weimer stated that the issue in the short term is working through the third quarter and plan for the long term, stating that Coolbaugh Township is the busiest and are required by the second class township code to provide the service. He would prefer that the township does not bring in a hospital based ambulance. Mr. Weimer stated that Ms. Colgan will schedule a meeting with no more than two supervisors to discuss the information and the proposals. This will be added to a future work session. Mr. Weimer stated

that he is not a fan of a loan in this situation. He would like to look at a short term fix with a long range plan. He would like to have the PMREMS on a future work session to present their short and long term plan in person. Ms. Ruiz-Smith stated that there will be a resurgence of this in the fall and she prays that none of the PMREMS team is affected by this stating that there will be a future lack on income again, so we need to plan into the winter on the strategic plan. Ms. Kelly requested an opportunity to look at the numbers for the Township based on the information that is being requested and would like to analyze the per capita proposal, the budget numbers for this year and next year as well as the financial information that was provided by the EMS. Mr. Lamantia asked that the meeting include the State Representatives to try to get them on board to help as well. Mr. Weimer stated that would have to be held via zoom, stating that the Board of Supervisors have to make a decision on at least a short term fix along with the other Municipalities that are being serviced. We want to make sure that all municipalities do their part. We need to find a way to eliminate the closing of a station which would affect response times and service provided. Mr. Weimer asked that Ms. Kelly review the data and disburse it to the township.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to submit a letter of support to the State Senator and State Representative to express the need for financial assistance for PMREMS.

- **Discussion:** Ms. Colgan asked if this can be on the first meeting of July work session agenda being advised by Ms. Masker that she will add it. Ms. Masker will prepare the letter and sign it on behalf of the Board of Supervisors so that it can be sent out immediately. Ms. Ruiz-Smith asked if any of the members of PMREMS have been affected by COVID being advised that there were three and that they are all back to work now.
- **Vote:** All in favor, motion passes.
- Coolbaugh Township VFD- Mr. Weimer stated that driver training on the two new rescue trucks is almost complete and that the trucks will be put into service in June with the two older trucks being placed up for sale.
- Gouldsboro VFD, Thornhurst Fire & Rescue Ambulance and Tobyhanna Township VFD reports were each read by Mr. Weimer.

5. Planning Commission Recommendation to Approve the Waiver of Procedural Time Requirement for Food Express Convenience Store/ Dunkin Donuts Drive Thru until October 12, 2020

Mr. Weimer made a motion second by Ms. Colgan to approve the waiver of procedural time requirement for Food Express Convenience Store/ Dunkin Donuts Drive Thru until October 12, 2020.

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

6. Patricia Rosendale Request to Extend Vacation Carry Over Hours from 2019 until July 31, 2020

Ms. Ruiz-Smith made a motion second by Mr. Weimer to approve Patricia Rosendale's request to extend her vacation carry over hours from 2019 totaling 50.75 hours until July 31, 2020.

- **Discussion:** Ms. Ruiz-Smith asked if this is a request that can be handled by Mr. Weimer and Ms. Thompson in the future without coming to the Board being advised by Solicitor Armstrong that it is in the personnel manual that vacation time must be used by a certain date and any request to carry over time past that date requires Board approval.
- **Vote:** All in favor, motion passes.

7. Current obligations

• General Fund	\$	88,451.91
• Escrow Fund	\$	2,602.25
• Sewer Fund	\$	<u>21,137.98</u>
Total Disbursements	\$	112,192.14

Ms. Colgan made a motion second by Ms. Kelly to pay our current obligations in the amount of \$112,192.14.

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

8. Solicitor Armstrong Comments/Updates

- Solicitor Armstrong requested a brief executive session following the meeting for legal and personnel.
- Solicitor Armstrong confirmed with the Board that the Short term rental ordinance public hearing will be authorized for advertisement at a future meeting, being advised that it would.
- Solicitor Armstrong updated the Board that PA American Water may have changed their mind on the way that they would like to conduct the valuation of the WWTP which was previously to share and engineer for the process to now wanting to have separate valuations conducted. This being the case, Solicitor Armstrong would like for the Board to consider at their next meeting to allow he and Ms. Thompson to work on an RFP to send out to some companies unless the Board is in a position to authorize this tonight.

Ms. Ruiz-Smith made a motion second by Ms. Kelly to authorize Solicitor Armstrong and Business Manager, M. Thompson to send out an RFP for proposals for valuations of the Coolbaugh Township Wastewater Treatment Plant.

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

9. Other business

Ms. Kelly made a motion second by Ms. Colgan to approve the two quotes for the WWTP from Environmental Services Corp. for emergency repairs in the amount of \$4,245.00 and the quote for the annual air compressor maintenance contract in the amount of \$1,010.00 for a total approval amount of \$5,255.00.

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

Mr. Lamantia thanked Ms. Masker for sending the bulk drop off information to Chief Wagner.

Ms. Colgan stated that the sign at the park that was damaged by a car will cost \$625.00 to repair and \$250.00 to repair the posts. She stated that they would also like to install privacy fence to hide the porta potty to deter the cars that are driving by from using them as they are putting garbage in them.

Ms. Colgan made a motion second by Mr. Weimer to authorize the repair of the sign, posts and purchase of privacy fence for the park in an amount not to exceed \$1200.00.

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

Ms. Ruiz-Smith asked if there was an amendment needed on the electric bid that was approved at the last meeting as it is stated by Mr. Weimer that if there is an early termination fee the contract will not be signed and we will go back out to bid. Ms. Ruiz-Smith stated that Ms. Thompson was looking into the early termination fee if we go solar which the Board was advised that there was not, but then the Board was advised by Solicitor Armstrong that there is an early termination fee located in the general provisions. Solicitor Armstrong stated that there is no early termination

fee if the Township chose to go with solar lighting in certain areas that a termination fee would only be incurred if the entire contract was terminated. Ms. Kelly stated that the motion is clear and the discussion should not affect it. Solicitor Armstrong stated that he is comfortable with the motion as it is stating that if the Board wants, they can make a motion to reaffirm the signing of the contract which was already executed and submitted.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to reaffirm that the contract is agreeable and approved to be signed.

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

Mr. Weimer stated that DPW is required by CDC guidelines to wear masks when working and has requested neck gaiters as they are a lighter fabric and easier to work in. He stated that he would like to purchase two per employee in a neon color. Mr. Weimer stated that he is working with Ms. Thompson on guidelines for DPW and administration for when we go green and open the offices back up next Monday. Mr. Weimer stated that we could also offer them to the administrative staff. Ms. Kelly stated that she doesn't believe that 2 per employee is enough for DPW as they require being washed and dried in between uses and also stated that she knows of another alternative that she could share with Ms. Thompson if needed.

Mr. Weimer made a motion second by Ms. Colgan to approve the purchase of neck gaiters for DPW and administrative staff at a cost not to exceed \$500.00.

- **Discussion:** Ms. Ruiz-Smith stated that if anyone sews, they can make them with Mr. Weimer stating that they neck gaiters are lighter and allow for easier air flow for breathing. Ms. Kelly stated that they are easier to remove and reapply as well.
- **Vote:** All in favor, motion passes

Mr. Weimer asked the Board if anyone has an issue with resuming normal business hours on Monday, June 22, 2020 when Monroe County is back in the green with modifications being made and everyone wearing masks when in public spaces. He stated that the public will also be required to wear masks. Mr. Weimer stated that we will resume in person meetings with everyone wearing masks and having hand sanitizer available in the meeting room.

Mr. Weimer stated that when the COVID started the decision was made to close the park stating that when we go green, the park will be reopened and asked that any organizations that have prior approval allow DPW a couple days to open things back up.

Mr. Weimer asked Ms. Masker to add selection of budget work session dates to the second meeting in July agenda and asked Ms. Thompson to provide a Profit and Loss statement for June or July to allow the Board to see where we stand at this point.

Ms. Ruiz-Smith asked that someone reach out to Tax Collector, Gratz Washenik to see if there is a plan in place for any concessions on school taxes with the county at this point. Mr. Weimer asked Ms. Thompson to reach out.

Ms. Ruiz-Smith stated that the trash is collecting in between K & L gate of APCP stating that there are now mattresses dumped there. Mr. Weimer stated that he will ask Mr. Keane to speak to PennDot.

D. Pope stated that there are still political signs along the roads by the firehouse, Hap Arnold Blvd and Echo Lake. He also stated that there is a dead deer off the 380 exit ramp.

D. Pope asked when mulch will be available again, being advised on Monday.

10. Executive Sessions

- After: Tuesday, June 16, 2020 from 7:30pm-7:48pm Re: Legal and Personnel

11. Adjournment

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

Meeting adjourned at 7:28pm.

NEXT REGULAR BOARD MEETING: Tuesday, July 7, 2020 at the Pocono Mountain Public Library

- Work Session/ Business Meeting – 6:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____