

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
July 21, 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:

- In order to insure the public safety and social distancing during the COVID-19 crisis, this meeting is being held at the Pocono Mountain Public Library located at 5500 Municipal Drive, Tobyhanna.
- 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:**

- July 7, 2020- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the July 7, 2020 regular meeting minutes 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- Ms. Kelly stated that the PMRPD confiscated illegal fireworks that filled three trailers.
- Pocono Mountain Regional EMS- Mr. Weimer stated that the call volume is down and that the PMREMS will be making a business presentation to the Board of Supervisors at the August 4, 2020 work session to consider funding options during budget season.
- Coolbaugh Township VFD- Mr. Keane stated that the volunteers at the fire company were able to save approximately \$21,000.00 in LSA grant money by completing the demolition work associated with the bingo hall renovation project. Mr. Keane stated that member Erica Topping is now qualified as a dive instructor and that there are three junior members that are working toward their diving certifications. Ms. Masker thanked the Coolbaugh Twp. VFC for their bingo supply donation to the Tobyhanna Little League which will assist with the upcoming bingo fundraisers that will be hosted by

the Little League organization. Ms. Ruiz-Smith asked if the volunteer hours for the demolition at the fire house will count toward the Act 172 requirements, being advised that it will.

- Gouldsboro VFD, Thornhurst Fire & Rescue Ambulance and Tobyhanna Township VFD reports were each read by Mr. Weimer.
- Codes and Zoning Report- Presented by Mr. Keane with Ms. Ruiz-Smith asking if there are monetary penalties assessed for the violations being advised there are but they are fluctuating depending on the time that the issues are resolved and what phase in the process they are at.

4. **Pocono Mountain Municipal Airport Authority Request for Waiver of the Clarius Partners Fence Requirement at the Stormwater Management Basin due to Safety Concerns**

Ms. Kelly made a motion second by Mr. Weimer to deny the waiver request submitted by Pocono Mountain Municipal Airport Authority for the Clarius Partners fence requirement at the Stormwater Management Basin.

- **Discussion:** The Board discussed the request and the letters that were received from Township Engineer, Russell Kresge and Adam Kochanski from Blue Rock stating that the letters express that the fence is not within the site distance that is cited as a safety concern by the Airport Authority, therefore our Township Engineer suggests that the fence be installed as shown on the original plans. Solicitor Oetinger stated that the Board could deny the request with no prejudice, stating that this would allow the Airport Authority to attend a future meeting to present evidence of the safety concerns that they have.

Ms. Kelly amended her motion and Mr. Weimer his second to include that the request was denied with no prejudice.

- **Discussion:** Ms. Ruiz-Smith stated her concerns about the airport property being behind the Pocono Summit Lake Estates stating that there are people that walk and ride ATV's for recreation that could essentially end up at the proposed fence location. She stated that if it is not installed, it could be a safety concern.
- **Vote:** All in favor, motion passes.

5. **Authorization to Advertise Budget Work Session Dates**

Mr. Weimer made a motion second by Ms. Colgan to authorize the following dates in 2020 for budget work sessions at a location to be determined: Thursdays, August 27, September 10, September 24, October 1, October 22, October 29, and November 12 all beginning at 6:30pm and Saturday, November 21, 2020 beginning at 9:00am.

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

6. **Current obligations**

• General Fund	\$	158,078.01
• Escrow Fund	\$	428.50
• Sewer Fund	\$	<u>12,582.05</u>
Total Disbursements	\$	171,088.56

Ms. Kelly made a motion second by Ms. Colgan to pay our current obligations in the amount of \$171,088.56.

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

7. **Solicitor Oetinger Comments/Updates**

Nothing was heard.

8. **Other business**

Ms. Ruiz-Smith stated that she would like the Board to consider buying lunch for emergency service providers including all the fire companies that serve Coolbaugh Township, Pocono Mountain Regional Police and Pocono Mountain Regional EMS to show our appreciation for the work they have done during the Covid-19 pandemic. She

stated that the Board could allot a dollar amount per person and issue a check to each entity to purchase lunch for their staff and members. Ms. Kelly stated that she would prefer that we handle it in a different manner than issuing a check and expecting that they will place the orders. Mr. Weimer asked if the Board would like to order the lunch and have it delivered, with Ms. Ruiz-Smith stating that she would prefer to issue a check and allow them to order their lunch as there are different dietary restrictions and other factors that may not allow everyone to eat what we order. Ms. Thompson was asked to get the numbers of members and staff from each entity and bring it back to the Board so that a decision can be made. Ms. Colgan asked about doing something for our DPW workers with Mr. Lamantia asking about doing the same for our Administrative staff.

Mr. Weimer stated that at this point we will continue holding our meetings at the library and all policies and procedures that are in place are to remain the same. He thanked the Pocono Mountain Public Library for the continued use of the meeting room.

Mr. Weimer stated that he was approached by Mr. Keane to discuss the possibility of offering outdoor dining to businesses that are unable to have indoor seating due to COVID-19, which would allow businesses to expand within the rules that we currently have to include outdoor options. Mr. Keane worked with Solicitor Armstrong and Solicitor Oetinger to get the draft resolution for the Board to review and consider. Solicitor Oetinger stated that this resolution does not need to go to the county for review and stated that it would be for a temporary permit. Ms. Ruiz-Smith expressed her concerns with potential for pop up flea markets and sales of items that were not previously being sold in an establishment. Mr. Keane stated that the use permit will require that the business apply for the temporary permit and list what they are selling which must coincide with their business permit that they applied for originally. He stated that there may be 6 businesses that could apply. Mr. Keane will be monitoring the zoning aspect and it will be up to the CDC or other entities to monitor the CDC guidelines set forth. Ms. Kelly stated that she would like to make a motion for the Board to consider this resolution this evening instead of prolonging something that would offer immediate assistance to the businesses in the area. Mr. Keane stated that he spoke with the owner of Mama Maria's when he went into the business to pick up pizza and noticed that the restaurant was filled with pizza boxes. At that point he was made aware of the issue with limited seating available due to the restrictions. He stated that the owner would be interested in the ability to offer outdoor dining for his customers during this time.

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve Resolution #08-2020: A Resolution of the Board of Supervisors of Coolbaugh Township, Monroe County, Establishing Guidelines and Policy for Outdoor Sales of Food and Merchandise during the Coronavirus Pandemic.

- **Discussion:** Mr. Weimer commended the Township employees for seeing where there is an issue and stepping up to the plate to make changes that will benefit the residents and businesses in the Township. He thanked Mr. Keane for working on this. Mr. Keane asked the Board about the \$50.00 fee for the use permit, with them agreeing that they would like to waive the fee since it is a temporary permit.
- **Vote:** All in favor, motion passes.

Ms. Kelly made a motion second by Mr. Lamantia to waive the \$50.00 permit fee for temporary use permits submitted in association with Resolution #08-2020: A Resolution of the Board of Supervisors of Coolbaugh Township, Monroe County, Establishing Guidelines and Policy for Outdoor Sales of Food and Merchandise during the Coronavirus Pandemic.

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

Mr. Weimer stated that he would like to hold the public hearing for the Short Term Rental Ordinance at the August 18, 2020 meeting beginning at 6:00pm in the Pocono Mountain Public Library. Everyone in attendance will need to

wear masks and social distance as well as enter into the building and meeting room based on guidelines set by the CDC for the maximum occupancy allowed. He stated that this will require people to sign in, come before the Supervisors, make their statement and then exit so that others are able to enter. He stated that there will be a limit on the number of people that may attend the regular meeting following the hearing, stating that it will be on a first come first serve basis. Township staff will also be at the meeting to help with the management of the guests in attendance to ensure that we are not over capacity. Ms. Ruiz-Smith asked if temperatures can be taken at the door to ensure everyone's safety as we do not know whether the residents have been practicing social distancing or traveling out of the state. She stated that she is concerned for the safety of other residents in attendance, the Board, the Township staff and the library staff. Solicitor Oetinger stated that he has not heard of it being done, but he believes that it could be. He stated that you have to protect your public, you're allowed to protect the public and you should protect your public, stating that many municipalities have not even gone back to in person meetings yet. Ms. Kelly asked if we can push the voting meeting back to a zoom meeting to allow everyone to be able to attend virtually. Have a set time for the hearing and a set time for the regular meeting. Mr. Weimer stated that he is not interested in offering a zoom meeting because it would set the precedence for future meetings when people cannot attend. Discussion ensued as to whether we are allowed 25 people or 25% of the maximum occupancy for meetings. Ms. Ruiz-Smith stated that if we are allowed 25% we could potentially use the Community Church. Mr. Weimer stated this is the new way of doing things and we need to work with it. Mr. Lamantia requested that there be a constable on site as well as the Township staff. Mr. Weimer agreed, stating that the staff will manage the logistics and the constable will be available for any issues. Ms. Masker stated that an email was sent out by Solicitor Armstrong asking if the Board would like the STR ordinance as a standalone ordinance or tied into the Zoning Ordinance in which case it would require a review by the MCPC, the Board agreed they would like a standalone ordinance.

Mr. Lamantia made a motion second by Ms. Ruiz-Smith to authorize the advertisement of the public hearing for the proposed Short Term Rental Ordinance to be held on Tuesday, August 18, 2020 at 6:00pm at the Pocono Mountain Public Library.

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

9. Executive Sessions

- After: Tuesday, July 7, 2020 from 7:20pm-8:03pm Re: Real Estate and Legal

10. Adjournment

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

Meeting adjourned at 7:02pm.

NEXT REGULAR BOARD MEETING: Tuesday, August 4, 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: _____