

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
September 15, 2020

The meeting was called to order by Chairman William Weimer at 6:24pm at the Pocono Mountain Public Library located at 5500 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

William Weimer, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

**Board Members absent:**

Anthony Lamantia

**Staff present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller and Thomas Rohan, Code Enforcement/ Zoning Officer

**Announcements:**

Mr. Weimer announced the following:

- In order to insure the public safety and to comply with the CDC social distancing guidelines during the COVID-19 crisis, this meeting is being held at the Pocono Mountain Public Library.
- 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:**

- September 1, 2020- Regular Meeting Minutes

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

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

**3. Monthly reports**

- Pocono Mountain Regional Police Department- Presented by Mr. Weimer. Ms. Ruiz-Smith asked Ms. Kelly if there has been any updates on whether Mount Pocono Borough was withdrawing from Pocono Mountain Regional Police Commission. Ms. Kelly stated that is Mount Pocono's decision and would be discussed at the Borough council meeting. The commission is discussing the funding of the police department since Mt Pocono Borough funded at the 2019 budget amount and not the 2020 rate for police service. She stated that Tobyhanna Township has agreed to purchase the extra hours that were not paid for by the Borough. Ms. Kelly advised that a letter was sent to the Borough regarding the Tobyhanna Township offer and that the commission is awaiting a response.
- Pocono Mountain Regional EMS- Presented by Mr. Weimer
- Coolbaugh Township VFD- Presented by Mr. Weimer. Ms. Ruiz-Smith stated that when she was volunteering she spoke with some of the young gentlemen there and asked what made them join the

fire company. She was told that they came to a few fire drills and after attending knew that was what they wanted to do.

- Gouldsboro VFD, Thornhurst Fire & Rescue Ambulance and Tobyhanna Township VFD reports were each presented by Mr. Weimer. Mr. Weimer discussed a call that came in as unknown injuries and it ended up being a car into the woods on fire. Mr. Weimer stated that there were four fire companies (Covington Twp., Gouldsboro VFC., Coolbaugh Twp., and Tobyhanna Army Depot) dispatched to the call which allowed them to provide the best response in saving four of the five individuals in the car, stating that it was a fatal accident. He stated that people are looking out for the best interest of the community when dispatching calls, stating that in the past Coolbaugh Township VFC would not have been dispatched.
- Codes and Zoning Report- Presented by Mr. Rohan

#### 4. E-911 Readdressing Report

Report was presented by Mr. Rohan.

- **Discussion:** Ms. Ruiz-Smith asked where residents are being instructed to purchase the E-911 signs now that Ace Hardware has closed, being advise by Mr. Rohan that there are still four area businesses that are selling the correct signs, stating that the list is provided online.

#### 5. Dangerous Structure Report

Report was presented by Mr. Rohan. He stated that the list is getting smaller. The property at Mohawk Trail is still awaiting PPL confirmation that the power has been disconnected before demolition takes place. He also stated that there are 3 properties that are in the court and one other that we are unable to make contact with.

- **Discussion:** Mr. Weimer asked if there are currently any properties that require assistance by our Solicitor and he was advised by Mr. Rohan there are not at this time.

#### 6. Authorization of Donation for COVID-19 First Responder Appreciation

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the donation for COVID-19 First Responder Appreciation in the amount of \$10.00 per person as follows: Pocono Mountain Regional EMS (\$600.00), Pocono Mountain Regional Police (\$470.00), Coolbaugh Township VFC (\$520.00), Gouldsboro VFC (\$160.00), Thornhurst VFC (\$370.00) and Tobyhanna Twp. VFC (\$320.00) for a total cost of \$2,440.00.*

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

#### 7. Coolbaugh Township Volunteer Fire Company Request for Release of Tax Funds Totaling \$300,000.00 for:

- \$150,000.00- Twin Engine Payment
- \$50,000.00- First payment on Township Note for P25 Radios
- \$100,000.00- Operational Expenses

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the release of tax funds to the Coolbaugh Township Volunteer Fire Company in the amount of \$300,000.00 as follows, \$150,000.00- Twin Engine Payment, \$50,000.00- First payment on Township Note for P25 Radios and \$100,000.00- Operational Expenses.*

- **Discussion:** Ms. Ruiz-Smith stated that she was at the fire hall when a call came in and she posted as video of the volunteers suiting up and leaving to go to the call. She stated that she shared it on social media and that one of the Mount Pocono Facebook pages shared it and it had over 300 views that last time that she looked. Ms. Kelly stated that the \$150,000.00 for the twin engines is a direct payment for the financing of trucks and stated that the payments for the radios are scheduled to be seven equal payments over seven years and that the first payment would have been \$73,000.00. She

asked if the fire company would want to rewrite the P25 radio loan payment agreement or if they would prefer to make the payment that is due. Discussion ensued and Mr. Weimer stated that they will adjust the amount of the request in order to make the payment in full for the first annual payment. Ms. Masker stated that the loan amount according to the resolution was \$514,053.50 for seven years at 0% interest, with annual payments in the amount of \$73,436.21.

*Ms. Colgan amended her motion and Ms. Ruiz-Smith her second to change the amount of the release of tax funds to \$323,500.00 due to the increase of the P25 radio payment amount.*

- **Discussion:** None
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

8. **Resolution #09-2020: Coolbaugh Township Ordinance #129-2017 Volunteer Service Credit Program Criteria for the period of November 16, 2019 – November 15, 2020**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve Resolution #09-2020: Coolbaugh Township Ordinance #129-2017 Volunteer Service Credit Program Criteria for the period of November 16, 2019 through November 15, 2020*

- **Discussion:** Ms. Ruiz-Smith asked if those that received the credit this year were happy with it. Mr. Weimer stated he does not put in for it, but stated that for those that qualify do not receive much money. For Harrisburg it is a start and hopes that the state will eventually fix it before it is too late and career departments become inevitable due to the lack of volunteers. Ms. Kelly asked if we are still looking into the LOSAP (Length of Service Award Program) with Mr. Weimer stating that he is all for it, stating that it is funded in the budget but not at the level it needs to be at this point. The LOSAP allows volunteers to earn funding based on time and points according to requirements set by the township, which in turn gives an additional monthly payment to members when they reach a certain age/ service years with the department. The program is used to encourage longevity in serving the community. It is managed by an outside company and is funded by the Township.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

9. **Resolution #10-2020: Approval of Revised Fee Schedule which includes Short Term Rental Permit and Inspection Fee**

*Mr. Weimer made a motion second by Ms. Kelly to approve Resolution #10-2020: Approval of Revised Fee Schedule which includes Short Term Rental Permit and Inspection Fees.*

- **Discussion:** Mr. Weimer stated that the fee will be \$200.00 for the initial application, \$150.00 for the annual renewal and \$40.00 for re-inspections. Ms. Ruiz-Smith asked what happens if a short term rental is sold, being advised by Mr. Rohan that the new owner would need to apply for a license if they are going to operate a short term rental as licenses are not transferrable. Ms. Ruiz-Smith asked if there was any input from Heidi at the Realtors Assn. being advised by Ms. Thompson that there was not, stating that she reached out to the other managers at municipalities to see what their fees are and how they determined the amounts that they charge. Ms. Ruiz-Smith stated that the Realtors Assn is a valuable resource and that we need to keep in contact with them.
- **Vote:** All in favor, motion passes.

10. **Acceptance of Resignation of Dan Broxmeier from Parks and Recreation Commission**

*Ms. Colgan made a motion second by Mr. Weimer to accept the resignation of Dan Broxmeier from the Parks and Recreation Commission with regrets.*

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

### 11. Authorization to Advertise Halloween Trick or Treat Times

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to table the discussion on Trick or Treat times.*

- **Discussion:** Ms. Ruiz-Smith asked if trick or treating will be allowed due to the current COVID-19 guidelines with Solicitor Armstrong stating that there is nothing preventing it. Mr. Weimer asked if this would be encouraging trick or treating with Solicitor Armstrong stating that it would be the choice of the parents to allow participation or not, stating that the Board would just be setting the times. Ms. Kelly stated that she has not heard of anyone setting times at this point.
- **Vote:** All in favor, motion passes.

### 12. Current obligations

|                            |           |                   |
|----------------------------|-----------|-------------------|
| • General Fund             | \$        | 126,879.36        |
| • Escrow Fund              | \$        | 7,014.51          |
| • Sewer Fund               | \$        | <u>2,640.54</u>   |
| <b>Total Disbursements</b> | <b>\$</b> | <b>136,534.41</b> |

*Ms. Kelly made a motion second by Ms. Colgan to pay our current obligations in the amount of \$136,534.41.*

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

### 13. Solicitor Armstrong Comments/Updates

Solicitor Armstrong reviewed the change of zoning request that was presented to the Board for the property located on Corporate Center Drive East a couple meetings ago and stated that they are ready to move forward with changing the property from a C-2 Office Park to a C-1 Convenience Commercial zoning district. Solicitor Armstrong confirmed that the Board is still in favor of this moving forward and asked for permission to send the proposed zoning change to the County PC and the Township PC for review.

- **Discussion:** Ms. Kelly stated that she would like to review the C1 and C2 schedule of uses to make sure that there are no uses listed that we would not want allowed at the proposed location. Solicitor Armstrong stated that the review can be sent to the county and that the advertisement for public hearing can be approved at a future meeting once the uses have been reviewed and the MCPC review is received. Mr. Weimer asked Ms. Masker to schedule the C1 and C2 uses on the next work session for review. The Board was in favor of sending the zoning change request for review to the county.

Solicitor Armstrong requested an executive session following the meeting regarding Real Estate.

### 14. Other business

- Complete the 2020 census by visiting [2020census.gov](https://2020census.gov) and [Pa.gov/Census](https://pa.gov/Census)
- Coolbaugh Township Volunteer Fire Company is having a fundraising event at the Fire Hall located at 652 Laurel Drive, Tobyhanna on Saturday, September 19 and Sunday, September 20, 2020 from 12:00pm-6:00pm. New items donated by the Walmart Distribution Center will be sold to raise money for the building of the new fire station on Route 196, Tobyhanna. (Flyer including list of items is attached)
- Sign up for Pick Up The Poconos which is being held on Saturday, September 26, 2020 from 9:00am-12:00pm. Registrations are being accepted at <https://www.poconomountains.com/pick-up-the-poconos/sign-up/>
- Bulk Drop Off will be held on Friday, October 2 & Saturday, October 3, 2020 from 7:30am-3:00pm (Closed from 12-12:30pm) at the Coolbaugh Township Recycling Center located at 549 Laurel Drive, Tobyhanna, PA.

- Shred Event will be held on Saturday, October 3, 2020 from 9am-3:30pm at the Coolbaugh Township Volunteer Fire Hall located at 652 Laurel Drive, Tobyhanna. (Flyer attached)

Executive Session

- **After:** Tuesday, September 1, 2020 from 7:17pm to 7:33pm Re: Real Estate

Adjournment

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

Meeting adjourned at 7:14pm.

NEXT REGULAR BOARD MEETING: Tuesday, October 6, 2020, at the Pocono Mountain Public Library located at 5500 Municipal Drive, Tobyhanna, PA.

- Work Session/ Business Meeting – 6:00pm

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

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

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