

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
October 20, 2020

The meeting was called to order by Chairman William Weimer at 6:55pm at the Pocono Mountain Public Library located at 5500 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 Darren Dixon, Controller

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

- D. Pope thanked Mr. Keane for coming out to discuss issues with trash on the neighbor's property and taking care of the issue by having the trash cleaned up.
- D. Pope asked about the occupancy limits in a home and stated that there is a home near him that has 12-15 people living in. Mr. Weimer stated that he will pass the information on to Bill Burton at Bureau Veritas.

2. Approval of minutes / notes:

- October 1, 2020- Budget Work Session Minutes
- October 6, 2020- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the October 1, 2020 budget work session minutes and the October 6, 2020 regular meeting minutes with one correction.

- **Discussion:** Ms. Colgan stated that the attendance needs to reflect that Mr. Lamantia was at the October 6th meeting as he is marked as absent.
- **Vote:** All in favor, motion passes.

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Mr. Weimer. D. Pope stated that there was an incident in his area and stated that the officers that responded were very professional and took care of the situation. He stated that Officer Swingle was one of the officers that responded.
- Pocono Mountain Regional EMS- Presented by Mr. Weimer. Ms. Ruiz-Smith stated that she responded to a social media post to make people aware of the funding need for the EMS and stated that it goes well beyond bake sales and fundraisers. She asked that any information for financial

support from the EMS be shared with her so that she can pass it along. She stated that her post included that Municipalities need to step up their support or these much needed organizations will no longer be able to continue.

- Coolbaugh Township VFD, Gouldsboro VFD, Thornhurst Fire & Rescue Ambulance and Tobyhanna Township VFD reports were each presented by Mr. Weimer.
- Codes and Zoning Report- Presented by Mr. Weimer. Ms. Masker stated that Mr. Keane had to leave but asked that she share with the Board that there were 959 court citations filed with reference to the Septic Pumping Violations and that the interactive map link is available online.

4. **Resolution #15-2020: A Resolution of the Governing Body of Coolbaugh Township, Pennsylvania, Authorizing, Empowering and Directing the Proper Officers of the Governing Body to Appoint a Liaison between It and Berkheimer, the Duly Appointed Collector of Local Taxes for the District, for the Express Purpose of Sharing Confidential Tax Information with the District for Official Purposes.**

Ms. Kelly made a motion second by Mr. Weimer to approve Resolution #15-2020: Appointing the Township Controller and Treasurer as its authorized representatives to make requests upon and receive any and all tax information and records from Berkheimer, relative to the collection of taxes for Coolbaugh Township.

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

5. **Pocono Mountain Regional Police Minimum Municipal Obligation for 2021**

- **PMRP Uniform Pension-\$311,674.80**
- **PMRP Non-Uniform-\$3,968.20**

Mr. Weimer made a motion second by Ms. Kelly to approve the Pocono Mountain Regional Police MMO for 2021 with the PMRP Uniform Pension in the amount of \$311,674.80 and PMRP Non-Uniform Pension in the amount of \$3,968.20.

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

6. **Resolution # 16- 2020: Approval of the 2021 Budget for Pocono Mountain Regional Police**

Ms. Kelly made a motion second by Ms. Colgan to approve Resolution #16-2020: Approval of the 2021 Budget for the Pocono Mountain Regional Police with Coolbaugh Township's commitment in the amount of \$2,309,269.02 for the year being made in 12 equal annual payments in the amount of \$192,439.09.

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

7. **Authorization to Lease Five Black and White All in One Printers**

Mr. Weimer made a motion second by Ms. Kelly to authorize the lease of five black and white all in one printers from Topp Business Solutions for a 48 month lease in amount of \$77.75 per month, 0.0170¢ per page for copies and a one-time fee of \$75.00 billed on the first invoice.

- **Discussion:** Ms. Masker reviewed the proposals received. Ms. Ruiz-Smith asked where the machines are going being advised the following employees will be receiving the new printers: Ms. Masker, Mr. Keane, Mr. Rohan, Ms. Rosendale and Ms. Tigue. Ms. Ruiz-Smith asked where the old machines will go being advised that they will be returned to the leasing company.
- **Vote:** All in favor, motion passes.

8. Planning Commission Recommendation of Waiver of Procedural Time Requirements for RCI Properties (Pocono), LLC. until December 15, 2020

Ms. Colgan made a motion second by Mr. Lamantia to approve the Waiver of Procedural Time Requirement for RCI Properties (Pocono), LLC. until December 15, 2020.

- **Discussion:** Ms. Ruiz-Smith asked where the property is and what is proposed at the location, being advised it is a warehouse located off of Industrial Park Drive.
- **Vote:** All in favor, motion passes.

9. Controller Report

Report presented by Mr. Dixon.

10. Current obligations

• General Fund	\$ 126,266.18
• Escrow Fund	\$ 5,238.25
• Sewer Fund	\$ 10,712.56
Total Disbursements	\$ 142,216.99

Ms. Colgan made a motion second by Ms. Kelly to pay the current obligations in the amount of \$142,216.99.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #6987. H. Smith asked for clarification on check #6961.
- **Vote:** All in favor, motion passes.

11. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested a brief executive session following the meeting re: Legal and Real Estate

12. Other business

- Trick or Treat will be held on October 31, 2020 from 4:00pm-7:00pm
- Ghoulbough will be held at the Municipal Park on October 31, 2020 from 1:00pm-3:00pm
- Mr. Weimer stated that the food pantry received a large donation for disbursement for Thanksgiving and would like the Board's permission to have a truck in the parking lot for one week by the food pantry in order to store the food.

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the request from the food pantry to have a trailer in the municipal center parking lot the first week of November and to waive any permit fees that may be required for this request.

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

Ms. Thompson stated that she and Ms. Masker toured the Tobyhanna United Methodist Church for consideration to hold the November 2nd meeting there. She stated that the fellowship hall is the same size as the Township meeting room and that the sanctuary does not have adequate space to have tables and chairs for the Board while allowing for social distancing. The Board discussed options for holding the meeting and the Veterans Ceremony at other locations.

Ms. Ruiz-Smith made a motion second by Mr. Weimer to advertise to change the November 2, 2020 meeting to November 5, 2020 with the Veterans Ceremony to be held at 6:00pm at the Veterans Monument on the Municipal Complex and the work session and meeting to be held at the Pocono Mountain Public Library following the ceremony.

- **Discussion:** D. Pope reminded the Board that they may need lights due to the time change
- **Vote:** All in favor, motion passes.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize two DPW workers to work from 5:30pm-7:30pm on November 5, 2020 to set up and take down lights at the Veterans Monument for the Ceremony.

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

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the purchase of lights for the outer perimeter of the Pocono Mountain Regional Police Station in the amount of \$1,284.02 and to authorize DPW to install them.

- **Discussion:** Mr. Weimer stated that he has been in contact with the Pocono Mountain Regional Police regarding safety concerns about the outside perimeter lights at the police station. He stated that there are 8 lights but only 2 that are functioning. Mr. Weimer thanked DPW Foreman, Mr. Knecht for getting the quote which will save a lot of money.
- **Vote:** All in favor, motion passes

Ms. Ruiz-Smith stated that the members of Pocono Summit Lake Property Owners Association thanked the Board for their work on the Short Term Rental Ordinance and stated that they will be having a meeting and providing the contact information for the Township STR Enforcement Officer to the residents to be able to report STR's and issues with them.

Ms. Thompson reviewed the quote that was received from Suez for the repair of the membrane tank #1 which would replace the liner that failed previously. She stated that tank #1 which failed in September would need to be drained, the lining removed and replaced with a new epoxy lining. Ms. Thompson stated that she asked if there was any preventative maintenance that could have been done and was advised that there was not. They stated that this lining was top of the line when installed and that newer products have now come along. Ms. Thompson reviewed the cost of the replacement of \$62,862.00 which includes a maintenance plan that can be canceled at any time by providing a 60 day notice. Ms. Thompson also stated that there is a three year 0% interest payment plan available should the board choose that option. Moving forward the Board could also choose to replace the lining in tank #2 which would be the same cost of \$62,862.00.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to repair and replace the lining in tank #1 at the cost of \$62,862.00.

- **Discussion:** Mr. Weimer stated that once this is repaired and the reimbursement from the insurance company is received, he would like the board to consider the three year financing option at 0% interest for the repair/ lining replacement of tank #2. Ms. Ruiz-Smith asked the timeframe being advised by Ms. Thompson that there is a crew in the Lehigh Valley that could be mobilized and the project would take 2-3 weeks.
- **Vote:** All in favor, motion passes.

Ms. Ruiz-Smith asked for clarification on the minimum heights listed on the landscape ordinance for trees and asked if there should be a maximum height listed with Solicitor Armstrong stating that the minimum height is listed for specific trees so they aren't too small when planted. Ms. Ruiz-Smith asked about the requirements that were set for the airport when they were planting the trees with Solicitor Armstrong stating he would have to review the decision as the airport went before the Zoning Hearing Board and was not required to follow the SALDO when planting the trees. Mr. Weimer asked that the staff follow up on this and provide the Board with an update.

Ms. Ruiz-Smith requested a work session be scheduled for the discussion on the onlot septic pumping requirements as they relate to single member homes and senior citizens stating that the Board received an email from Ms. Thompson based on a conversation that she had with Township SEO, Jake Schray stating that it appears that there may be some accommodations that could be made. She requested further research to be done on options.

P. Williams stated that the update on St. Ann’s church is that Bill Leonard has put out a press release which states that the Diocese has entered into an agreement of sale with a Pastor for another Christian Church. She stated that the Wills family will not be removed from the crypt at the church, the Historical Society will be given a piece of the stained glass from the church to display at the museum and that the diocese will start holding an annual service in November in observance of the Wills family. Ms. Ruiz-Smith stated that she was told that the buyer is not the church and that the church will be leased from the individual with P. Williams stating that she heard the same thing.

Ms. Ruiz-Smith stated that there have been cars drag racing by the Mountain Center a few times when she has been there around 4pm and requested that the Police Commission members tell Chief Wagner about it.

Executive Session

- **Prior:** Tuesday, October 20, 2020 from 6:00pm to 6:52pm Re: Legal/Privileged Communications
- **After:** Tuesday, October 20, 2020 from 8:15pm to 8:25pm Re: Real Estate & Legal

Adjournment

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

Meeting adjourned at 8:01pm.

NEXT REGULAR BOARD MEETING: Thursday, November 5, 2020, at the Pocono Mountain Public Library located at 5500 Municipal Drive, Tobyhanna, PA. Veterans Ceremony will be held at 6:00pm at the Veterans Memorial followed by the work session and meeting at the Pocono Mountain Public Library.

- **Veterans Ceremony/Work Session/ Business Meeting – 6:00pm**

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____